

# HOOD AERODROME INSPECTIONS STANDARD OPERATING PROCEDURE (SOP)

## PURPOSE

This SOP outlines the procedure for the Aerodrome Manager or Safety Officer to undertake regular inspections of the aerodrome, including all airside and groundside facilities and functions.

## SCOPE

Inspections serve the following functions :

1. Monitor for safety and security
2. Identify and manage hazards
3. Monitoring for preventative maintenance
4. Identify immediate maintenance needs
5. Inspect condition and operation of infrastructure and facilities
6. Observe airfield operations including aircraft, vehicles and people

## KEY STEPS FOR INIATING AN INSPECTION

Vehicles should comply with the SOP for Airside Vehicle use. Prior to commencing the inspection, the Safety Officer should ensure:

1. The vehicle used is free of visible FOD and any loads are secure.
2. The vehicle hazard lights are switched ON.
3. Hi-Vis vests, flashing beacon and Handheld Radio are collected from the Terminal Building.
4. The Handheld radio is switched on and tuned into 119.1 MHz, with full volume set.
5. NOTAMs for NZMS are checked (email from the NOTAM Office or visit [www.ifis.airways.co.nz](http://www.ifis.airways.co.nz))

## ASSOCIATED DOCUMENTS AND/OR LEGISLATION

This document should be used in conjunction with the following resources:

- Masterton Aerodrome AIP Plate [http://aip.net.nz/pdf/NZMS\\_51.1\\_51.2.pdf](http://aip.net.nz/pdf/NZMS_51.1_51.2.pdf)
- [Hood Hazard or Incident Reporting Tool](#) (Google Form)
- [Hood Diary](#) (Google Form)
- Hood Aerodrome Safety Manual <Link>
- Hood Aerodrome Risk Register
- Maintenance and Inspection Schedule (obtain by contacting [David.Hayes@mstn.govt.nz](mailto:David.Hayes@mstn.govt.nz))

## KEY STEPS FOR CONDUCTING AN INSPECTION

1	<p><b>Refer Figure 1 – Airside Inspection Route, for guidance.</b></p> <p>Make observations on the following whilst following the inspection route:</p> <ul style="list-style-type: none"> <li>• Note and remove any FOD present</li> <li>• Note condition of all surfaces - Runways/Taxiways/Roads</li> <li>• Take a Bird Count (Number, variety and locations)</li> <li>• Note Condition of Fences, Gates and Council Buildings</li> <li>• Note and remedy Security breaches or other hazards</li> </ul>	<input type="checkbox"/>
2	Drive down to the end of South Road. Check Aerodrome access gate is secure, and remove FOD or other rubbish from vehicles congregating.	<input type="checkbox"/>
3	Drive in the main Aerodrome entrance, along George Hood drive and down Moncrieff Drive to check ground-side security and conditions.	<input type="checkbox"/>
4	Enter Airside through the gate at end of Moncrieff drive, and observe airside in all directions to get a general overview of activities.	<input type="checkbox"/>
5	Drive parallel to the main runway to the Terminal Building. Park off to the side of sealed apron, to avoid impeding aircraft movement.	<input type="checkbox"/>
6	Enter the Terminal Building and activate runway lights manually. Check they are operating visually and then Turn OFF	<input type="checkbox"/>
7	Check COVID QR code and sanitiser bottles are present, doors are secure and fire extinguishers are present. Check date and contents of First Aid Kit.	<input type="checkbox"/>
8	Activate PAPI system via radio (5x1-second pulses) and check PAPI lights are active (both ends) during runway inspections. All lights should be RED.	<input type="checkbox"/>
9	Make Radio Call and enter the sealed runway at holding point BRAVO. Drive the full extent of sealed runway checking for FOD, lichen and counting birds. Note condition of Runway lights both sides. Runway 24 threshold and make radio call advising vacating and beginning grass runway inspections.	<input type="checkbox"/>
10	Complete full 'up and back' inspections of both grass runways, as per route pictured at Figure 1. Note all observations as above.	<input type="checkbox"/>
11	Make a Radio call vacating the grass runways, and intercept the aerodrome boundary road on the Northern side.	<input type="checkbox"/>
12	Drive complete boundary road in a clockwise direction, noting state of all stock and boundary fences. Check gates and fencelines for security. Check any stock grazing in the motorplex land are secure, and test electric fence.	<input type="checkbox"/>
13	Inspect fuelling area. Check security and condition of BP Fuel Pumps, and ensure enough envelopes are available in the adjacent landing fees box.	<input type="checkbox"/>
14	Exit Airside back through the Moncreiff Drive Gate, proceed to Manaia Road Terminal for Post-Inspection actions.	<input type="checkbox"/>

## KEY STEPS POST INSPECTION

01	Return Safety equipment to the Terminal Office, place radio on charge.	<input type="checkbox"/>
02	Record the Aerodrome Inspection in the Hood Diary (Google Forms Link) Making specific note of: <ul style="list-style-type: none"> <li>- Areas with unsatisfactory security or poor condition</li> <li>- Record Bird numbers counted, and any flock locations</li> <li>- Any area or facility requiring urgent repair or attention.</li> </ul>	<input type="checkbox"/>
03	Refer additional steps if Safety Action is required.	<input type="checkbox"/>
04	Ensure lights & heat pump are OFF prior to leaving	<input type="checkbox"/>



**Figure 1 – Airside Inspection Route**

## KEY STEPS IF SAFETY ACTION REQUIRED

1	Any hazards to be recorded in the <a href="#">Hood Hazard or Incident Reporting Tool</a>	<input type="checkbox"/>
2	Matters requiring urgent attention are to be rectified, or notified to <a href="mailto:David.Hayes@mstn.govt.nz">David.Hayes@mstn.govt.nz</a> for referral to appropriate MDC contractors	<input type="checkbox"/>
3	Notify individual operators where the issue is operator-specific, or a presents a immediate risk to people or aircraft.	<input type="checkbox"/>
4	A summary of all action taken is be recorded in the Hood Diary	<input type="checkbox"/>