

# Local Runway Safety Action Team (LRSAT) Guidance

## FAA Order 7050.1A, Chapter 4, 1. Overview

Each airport with an operational ATCT (including FCTs) must develop and maintain a documented Runway Safety Action Plan (RSAP). These plans should be site-specific and present strategies to mitigate the risk of runway incursions. In addition to addressing problems, each Runway Safety Action Team (RSAT) should look for best practices that could be documented and shared with the aviation community. At least once every 12 months, a local or regional RSAT will convene to review and/or update the plan as necessary.

### Pre-LRSAT Meeting Check-list I

Date of last Runway Safety Action Plan \_\_\_\_\_

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**FAA Order 7050.1A, Chapter 4, 3.a. only requires 30 days advance notification of the RRSPM and does not place a time requirement for notification of other organizations. We recommend 45 days notification for the following organizations to allow the RRSPM and other LOBS additional time to support your meeting.**

**ATM meeting coordination with Airport Management.**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Meeting Date: \_\_\_\_\_

Location: \_\_\_\_\_

Time: \_\_\_\_\_

**CC: Service Center (QCG in WSA and CSA, OSG in ESA)**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

**Email/Memo to Terminal Service Area Director/District Manager**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

**CC: Regional Runway Safety Program Manager**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

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**Confirm RSAT meeting location before sending additional correspondence.**

**E-mail or other forms of communications may be used to invite stakeholders to the RSAT meeting. We recommend at least 30 days advance notice.**

Invitation due Date \_\_\_\_\_  
(30 days prior)

**Any organizations that have drivers who operate on the Airport Operations Area (AOA).** *Obtain list from Airport Management*

**Local Technical Operations personnel**  
Name: \_\_\_\_\_  
Phone: \_\_\_\_\_

**Airport tenants and other users**  
*Obtain list from Airport Management*

**Regional Runway Safety Program Office**  
Name: \_\_\_\_\_  
Phone: \_\_\_\_\_

**Regional FAA Airports Division – Airports Development Office (ADO)**  
Name: \_\_\_\_\_  
Phone: \_\_\_\_\_

**Flight Standards District Office (FSDO)**  
Name: \_\_\_\_\_  
Phone: \_\_\_\_\_

**FAA Safety Team (FAAST)**  
**Representative**  
Name: \_\_\_\_\_  
Phone: \_\_\_\_\_

**Other Stakeholders deemed appropriate by the airport and/or ATCT manager.**  
Name: \_\_\_\_\_  
Phone: \_\_\_\_\_

**Appropriate ATO Service Center Personnel**  
Name: \_\_\_\_\_  
Phone: \_\_\_\_\_

**Agenda included with invitations.**  
**Date Invitations sent:** \_\_\_\_\_

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**Airport Tour (Recommended)**

Coordinate with airport management to observe runway safety hazards on the airport. The tour may be held on a different day in advance of the RSAT meeting. Only critical participants should be included.

- Contact \_\_\_\_\_
- Number of persons confirmed to attend the airfield tour
- Time/Date \_\_\_\_\_

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Remarks

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