



ATCT
Pre-RSAT Meeting Checklist

Airport Name: [text box]

Date: [text box]

Type of ATCT [radio] FAA [radio] FAA Contract [radio] Civil/Other [radio] Military/Military Contract

1. ATCT Hours of Operation [text box]

2. Are applications of taxi instructions (i.e, Line up and wait, explicit crossing instruction, etc.) clear and concise? [radio] YES [radio] No [radio] N/A

If No, Please Explain

[text box]

3. Are all movement areas either visible from the tower or identified in a Letter to Airmen? [radio] YES [radio] No [radio] N/A

If No, Please Explain

[text box]

4. Do checklists contain status of the runway as a checklist item? [radio] YES [radio] No [radio] N/A

5. Does the tower have a Runway Incursion Prevention Device (RIPD) and/or memory aid? [radio] YES [radio] No [radio] N/A

[text box]

6. Is the RIPD/memory aid and its use contained in facility directives? [radio] YES [radio] No [radio] N/A

7. Are there any nonstandard circumstances on or near the movement area that require special/extraordinary communication? [radio] YES [radio] No [radio] N/A

If Yes, What/Where are they?

[text box]

8. Are Positions of aircraft easily determined before issuing taxi instructions? YES No N/A
If No, Please Explain

9. Do controllers ensure/request a read-back of hold short instructions? YES No N/A

10. Are intersection departures used? YES No N/A

11. If yes, is runway distance remaining information available to controllers in the tower? YES No N/A

12. Are strips or strip markings used to determine aircraft location/runway/ intersection requirements? YES No N/A

13. If yes, are procedures for intersection departures spelled out in a facility order? YES No N/A

14. Is LAHSO used? YES No N/A

15. If LAHSO is used, is it contained in the AFD? YES No N/A

16. Does the facility have current LAHSO agreements signed by all parties? YES No N/A

17. Are day tours of the airport accomplished by all controllers? (Note: considered a best practice, not a requirement) YES No N/A
If Yes, how often?

18. Are night tours of the airport accomplished by all controllers? (Note: considered a best practice, not a requirement) YES No N/A
If Yes, how often?

19. Are runway inspections by airport vehicles conducted opposite the flow of traffic? YES No N/A
(Note: The direction of the checks is an airport management decision, however, control tower personnel would know the answer and should be aware of the advantages.)

20. If yes, are high beams used in addition to rotating beacons and/or strobes and/or light bars? YES No N/A

21. Are there any areas on the airport surface that require special attention to prevent surface incidents? YES No N/A

If Yes, what/where are they?

22. Are there any areas on the airport that generate concern during times when the tower is not operating? (Note: Although this item would be predominately and airport management issue, controllers could be aware of specifics that no one else is, particularly at times when the tower is closing and/or opening) YES No N/A

If Yes, what are they?

23. Is the airport diagram in the cab current? YES No N/A

24. Is the published airport diagram complete, correct and accurate? YES No N/A

25. Did you (the AT representative) discuss the importance of accurately reporting surface incidents with the local Air Traffic Manager? YES No N/A

26. How often does proficiency training include runway safety items and surface phraseology?

27. Examples of the items trained upon.

28. Are there any aspects of the airport geometry that could in the future or have already in the past adversely contribute to an SI/RI? YES No N/A

If Yes, what are they?

29. Do vehicles cross the runway(s)? YES No N/A

If yes, describe the purpose, frequency, and location of the crossings

30. If vehicles do cross the runway(s) are standard radio communication techniques utilized? YES No N/A

31. Is internal coordination on runway usage/crossings between LC and GC effective? YES No N/A

If No, Please Explain

32. Is LC/GC mostly used as a combined position? YES No N/A

33. Are there two LC positions staffed? YES No N/A

34. Are there two GC positions staffed? YES No N/A

35. Please describe typical staffing cab coordinator or local assisant position

36. Are there any problems regarding frequency congestion? YES No N/A

If yes, Please Explain

37. Does the airport configuration require aircraft to cross the assigned runway when taxiing out? YES No N/A

If yes, Please Explain

38. Do control tower light guns have a quick reference guide on them? YES No N/A

39. Is a "hot spot" diagram/list posted? YES No N/A

40. Have there been previous collaborative efforts to enhance runway safety? YES No N/A

If Yes, Please Describe

41. Do tower controllers participate in user awareness/education meetings which include runway safety/incursion prevention as a subject? YES No N/A

42. Is there an LOA between the airport and tower establishing and showing a current diagram of the movement/non-movement areas? YES No N/A

43. If so, is it accurate? YES No N/A

44. Is the effort toward maintaining runway safety shared with the airport operator, FSDO, other users? YES No N/A

45. If AMASS/ASDE is available, is its use covered in a facility directive? YES No N/A

46. Is the tower familiar with the Airport Emergency Plan Procedures? YES No N/A

47. Are there any environmental conditions or obstructions that interfere with the view of the tower? YES No N/A

If Yes, Please Explain

48. Does the facility have a checklist for runway changes? YES No N/A

Additional observation:

49. Are coordination procedures with approach control for runway changes contained in facility directives? YES No N/A

Other notes or commentsText

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