



# DAY 2

## AERODROME REPORTING OFFICERS

### TOOL BOX TALK: AERODROME REPORTING OFFICERS – WHAT THEY DO AND WHY THEY ARE IMPORTANT.

#### Overview:

An Aerodrome Operator has a responsibility to ensure that all credible airside safety hazards that could possibly cause harm to people, assets, security or the environment are identified and suitably controlled.

CASR 139 requires operators of a certified and registered aerodromes to nominate persons responsible for the position of Aerodrome Reporting Officer (ARO). The ARO's role is to conduct an Aerodrome Serviceability Inspection (ASI) and report aerodrome conditional changes.

ARO's must be suitably trained and have the following attributes:

- A sound knowledge of the physical characteristics of the aerodrome movement area, the aerodrome obstacle limitation surfaces, aerodrome markings, lighting and ground signals and essential aerodrome safety equipment;
- An understanding of the aerodrome information included in the ERSA;
- The ability to carry out a serviceability inspection of the aerodrome
- A knowledge of the aerodrome emergency procedures; and
- A knowledge of the NOTAM system and the ability to carry out aerodrome reporting procedures.

An ARO has responsibility of ensuring aerodrome inspections logbooks are maintained, this includes the date and time of inspections, as well as any results and actions taken. During a serviceability inspections AROs must report on several areas of an aerodrome, including lighting systems, Wildlife Hazards and any aerodrome works.

There are a number of aerodrome operational reports that may require completion during a serviceability inspection by an ARO, including:

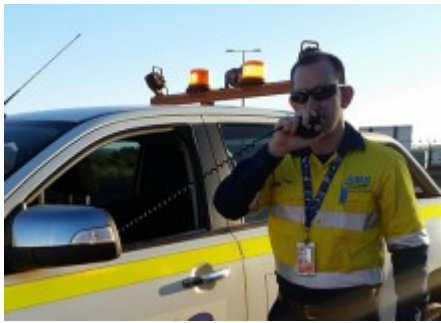
- NOTAM Report;
- Bird Count Form;
- Bird Strike Report; and
- Incident Report.

An ARO must be trained to access and become familiar with the variety of legislation and supporting references that are applicable to the role, such as:

- Civil Aviation Act 1988
- Civil Aviation Safety Regulations 1998
- Airports Act 996
- Aviation Transport Security Act 2004; and
- Aviation Transport Security Regulations 2005.

The next time you see an ARO at your aerodrome, take a moment to think about the important work they do to keep people, planes and the aerodrome safe.

## RESOURCES



Aerodrome Reporting Officers <a href="https://www.casa.gov.au/aerodromes/standard-page/aerodrome-operations-rules-and-regulations">https://www.casa.gov.au/aerodromes/standard-page/aerodrome-operations-rules-and-regulations</a>	Civil Aviation Authority
Aerodrome Reporting Officers – online education <a href="https://airporteducation.asn.au/aaacourses/">https://airporteducation.asn.au/aaacourses/</a>	AAA

## MARKETING AND PROMOTIONAL RESOURCES

A full list of Airport Safety Week resources is available at [www.airportsafetyweek.com](http://www.airportsafetyweek.com)

### **Tell us about the activities planned at your Airport**

Email [safetyweek@airports.asn.au](mailto:safetyweek@airports.asn.au) with information about the activities planned at your airport for inclusion in the Airport Safety Newsletters. Please also send through photos of activities so that we can include these in the newsletters and on Social Media.