

APPENDIX 5. APDG AND/OR AFD CHECKLIST

Name of Procedure/Item: _____

	<u>DATE</u>	<u>NAME/INITIAL</u>
1. ATC Facility		
a. Consider APDG/AFD requests from airport operators, customers, other ATC facilities, and/or interested parties, as appropriate	_____	_____
b. Solicit written concurrence from airport operator for items that are within its jurisdiction (i.e., airport diagrams, runways, taxiways, airport lighting, ramp areas, etc.)	_____	_____
c. Develop a written request that:	_____	_____
(1) Is signed by the facility Air Traffic Manager	_____	_____
(2) Clearly identifies the item/items that need to be addressed	_____	_____
(3) Provides detailed written information on the following, as appropriate		
(a) Publication name/section	_____	_____
(b) Procedure name	_____	_____
(c) City/Airport name	_____	_____
(d) Location identifiers	_____	_____
(e) Airport location	_____	_____
(f) Time conversions	_____	_____
(g) Geographic positions of airport, airport reference point (ARP)	_____	_____
(h) Charts	_____	_____
(i) Instrument approach procedures	_____	_____
(j) Airport diagrams/airport sketches	_____	_____
(k) Elevation	_____	_____
(l) Control tower	_____	_____
(m) Rotating beacon	_____	_____
(n) Servicing/fuel/oxygen	_____	_____

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	<u>DATE</u>	<u>NAME/INITIAL</u>
(o) Traffic pattern altitude	_____	_____
(p) Airport of entry, landing rights and customs user fee airports	_____	_____
(q) Runway data	_____	_____
(r) Airport remarks	_____	_____
(s) Weather data sources	_____	_____
(t) Communication	_____	_____
(u) NOTAM service	_____	_____
(v) Airspace	_____	_____
(w) Radio aids to navigation	_____	_____
 (4) Provides graphic information on the the following, as appropriate:		
(a) Airport diagrams/charts	_____	_____
(b) Runways	_____	_____
(c) Taxiways	_____	_____
(d) Ramp areas	_____	_____
(e) Control tower	_____	_____
(f) Rotating beacon	_____	_____
d. Submit the APDG/AFD package to ASW-530, containing the written information, graphic information, and the APDG/AFD Checklist	_____	_____
 2. ASW-530		
a. Review the submitted APDG/AFD package	_____	_____
b. Return the procedure package to the originating ATC facility for modification if not complete, correct, and/or accurate	_____	_____
c. Submit the procedure package to FTW FPO/AVN, and/or ATA-100, as appropriate	_____	_____

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