

## Taxiway Construction Checklist

Taxiway Construction

Start date:

		Required	Status	Date Complete	Reason Not Accomplished
	<b>As Early as Possible:</b>				
1	Review best practices/lessons learned	X			
2	Notify local Technical Operations System Support Center (SSC) of proposed start and end dates to begin NAVAIDs evaluation for impact and to begin the Strategic Event Coordination (SEC) for NAVAID shutdown during construction	X			
3	Review airport Master Plan (long-range) with airport authority Review the Airport Layout Plan (ALP) and Construction Safety Phasing Plan (CSPP); review specific imminent phases (revisit as funding changes); request daily updates be posted on airport authority webpage; does this project also require a runway closure?	X			
4	Notify the Airport Construction Advisory Council via email to the following address: <a href="mailto:9-AJA-ConstructionCouncil@faa.gov">9-AJA-ConstructionCouncil@faa.gov</a> Request Construction Notice if warranted	X			
5	Coordinate closure coincidental to publication/charting date with sponsor Published Departure/Arrival instrument procedures take 18-24 months Airfield Diagram depictions or AFD descriptions prior to runway opening date will require issuing NOTAMs	Best Practice			
6	Conduct and complete SMS activities (SRMD, SRMDM, etc.)	X			
7	Model the construction in the simulator	X			
8	Advise/coordinate project with regional Runway Safety Office - accomplish local RSAT focused on construction phasing, impacts, etc.	X			
9	Tailor communication strategy to this project	X			
10	Coordinate with Traffic Management - develop impact statement	X			
11	Confirm effect to instrument procedures, critical areas, protected surfaces; check with AFS	X			
12	Review necessary LOA changes related to local operators	X			
13	Evaluate whether construction may generate need for new/different runway hot spot(s) or occupancy time Any taxiway closure(s) may create a change in hot spots; and consider how taxiway closures may increase runway occupancy	X			
14	Review ARFF routes/staging and suspicious materials holding areas with airport authority	X			
15	Confirm location of RSA(s) for each proposed and existing runway/taxiway affected	X			

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		Required	Status	Date Complete	Reason Not Accomplished
16	Determine extent of surface surveillance (ASDE-X and/or AMASS) map changes needed and coordinate as necessary Allow sufficient time for Program Office (MMAC) response	X			
17	Determine whether video map set change is needed and coordinate as necessary	X			
18	Review Construction Safety Phasing Plan (CSPP) with Airport Division or District Office; the Division/District should notify the Planning & Requirements (P&R) office at the Service Center via a determination letter, per the Strategic Event Coordination national service level agreement Review construction safety plans submitted to Division/District and comment on vehicle routes to/from movement areas; insist on use of access roads to runway ends if construction affects intersecting runways	X			
19	Review movement area visibility changes caused by construction	X			
20	Coordinate and draft amended Movement Area LOA as necessary	X			
21	Review runway/taxiway marking/signage changes with airport authority; cross-check that edge/centerline lights on closed section of taxiway can be disabled (covered) during closure Lead-off lights from the active runway should also be disabled Get Airport Division/District Office involved	X			
22	Review planned nighttime lighting plans to ensure lighting is adjusted/shielded to prevent tower & pilot vision interference	X			
23	Initiate request with AJV to amend airport diagram	X			
24	Create, approve, and publish changes to local procedures (SOP)	X			
25	Notify carriers/operators of any changes in instrument procedures & planned impacts	X			
26	Conduct initial briefing to operational personnel to raise their situational awareness	X			
<b>Within 30 Days of Project Start</b>					
27	Confirm airport diagram change publication New diagram changes can require more than 60-days if survey information is not available; communicate to AJV office early to avoid charting issues - Jeppesen (especially); Garmin, LIDO, Maptech, too AIM (Christopher Criswell – FAA lead) will confirm - <b>do not</b> call chart/map vendors directly	X			
28	Contact AIM (AJV-3) to coordinate digital Construction Notice, (diagram showing closures); on a trial basis (largely determined by availability of GIS data); diagrams are not associated with formal AIM (AJV-3) (Aeronav) publication cycle	Best Practice			

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		Required	Status	Date Complete	Reason Not Accomplished
29	Confirm points-of-contact for tactical construction/crane operations	X			
30	Conduct facility controller awareness campaign Posters, FLM crew briefings, etc. initiated NLT 2 weeks before closure	X			
31	Conduct pilot awareness campaign; (i.e., INFO message, FAAST message) Schedule RSAT at minimum (Summit for Core-30 airports) approx. 30 days before closure; Letter to Airmen developed & posted	X			
32	Develop cheat-sheets for tower-cab that includes Closed Areas and Vehicle Flows	X			
33	Complete simulator and classroom training	X			
34	Brief controllers/operational personnel (first briefing)	Best Practice			
<b>Within 2 Weeks of Project Start</b>					
35	Brief FLMs/OMS/CICs on ATIS review requirements refresher prior to closure	X			
<b>On Day of Closure</b>					
36	Re-brief controllers/operational personnel	X			
37	Stage project knowledgeable staff personnel in operating quarters on day of closure (day and night shifts) Plans & Procedures personnel or facility project focal as applicable	X			
38	ATIS software checked to ensure information is broadcast digitally through ARINC  This item is required only if facility has users that employ ACARS as a means of obtaining the ATIS	X			
39	Check ATIS content on TDLS	X			
40	NOTAMs in place and reviewed for accuracy	X			
41	Implement changes to surface surveillance (ASDE-X and/or AMASS) maps	X			
42	Ensure that edge/centerline lights on closed section of runway/taxiway are disabled (covered); ensure barricades are in-place Lead-off lights from the active runway should also be disabled (covered)	X			
43	Implement Movement Area LOA	X			
44	Make necessary changes to IDS-4	X			
45	Update all Orders, Notices, LOA's, binders as needed	X			
46	<b>JUST SAY "NO"</b> - no last minute changes If airport (or contractor) fails to abide by the agreed phasing, FAA should request <u>immediate</u> meeting with airport sponsor; Consider suspending operations when "radio-out" (lost communications) with vehicle (or aircraft) occurs in construction movement area	X			

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		Required	Status	Date Complete	Reason Not Accomplished
<b><i>During Construction</i></b>					
47	Re-check all websites: (Runway Safety, airport authority, etc.) - ensure they stay current	X			
48	Recheck NOTAMs and ATIS constantly; review for accuracy Advise airport authority of any NOTAM discrepancies; have separate person review ATIS recordings Ensure barricade placement matches NOTAMs and other operational restrictions during construction	X			
<b><i>Following Construction</i></b>					
49	Report out to the District Manager, Service Area Director, & Airport Construction Advisory Council (ACAC)	X			
50	Conduct surveys targeted at reviewing construction activities and mitigations to determine effectiveness of new procedures Adverse trends and/or unsafe findings are reported to the ACAC	X			

**Notes/comments:**