Taxiway Re-labeling Checklist

Taxiway Re-labeling (re-marking)   **Start date:**

		Required	Status	Date Complete	Reason Not Accomplished
	As Early as Possible:				
1	Review best practices/lessons learned	X			

2	Coordinate re-labeling coincidental to publication/charting date with sponsor
	  Published Airfield Diagram depictions take 4-6 months; re-labeling prior to coincidental publications will require issuing NOTAMs
	  Avoid re-using taxiway labels if the taxiway geometry changed on this (current) project; (adds complexity and may lead to confusion)
		Best Practice			

3	Conduct and complete SMS activities (SRMD, SRMDM, etc.)	X			
4	Request Tower Simulator System (TSS) video database changes; ACAC helps set priorities	Best Practice			
5	Develop training materials; update the simulator/lab (if available)	X			
6	Advise/coordinate project with regional Runway Safety Office - accomplish local-regional RSAT focused on construction impact	X			
7	Tailor communication strategy to this project	X			
8	Review necessary LOA changes related to local organizations	X			
a	Airport authority	Best Practice			
b	ARFF	Best Practice			
9	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			
10	Coordinate and draft amended Movement Area LOA as necessary	X			
11	Review runway/taxiway marking/signage changes with airport authority - get Runway Safety involved	X			
12	Ensure runway/taxiway lighting panel is modified to include sections of lights	X			
13	Initiate request with AJV to amend airport diagram (NFDC)	X			
14	Create, approve, and publish changes to local procedures (SOP)	X			
15	Notify carriers/operators of changes in taxi routes	X			
16	Conduct initial briefing to operational personnel to raise their situational awareness	X			

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		Required	Status	Date Complete	Reason Not Accomplished
	Within 30 Days of Re-labeling				

17	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 - **do not** call chart/map vendors directly
		X			

18	Conduct facility controller awareness campaign Posters, FLM crew briefings, etc. initiated NLT 2 weeks before re-labeling	X			
19	Conduct pilot awareness campaign; (i.e., InFO message, FAAST message) Letter to Airmen developed and posted	X			
20	Complete training (simulator/lab, if available) with graphics showing phasing	X			
21	Brief controllers/operational personnel (first briefing)	X			
	Within 2 Weeks of Re-labeling				
22	Brief FLMs/OMs/CICs on ATIS review requirements refresher prior to re-labeling	X			
	On Day of Re-labeling				
23	Re-brief controllers/operational personnel	X			
24	Stage project knowledgeable staff personnel in operating quarters on day of re-labeling (day and night shifts) Plans & Procedures personnel or facility project focal as applicable	X			
25	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			
26	Check ATIS content on TDLS	X			
27	NOTAMs in place and reviewed for accuracy	X			
28	Implement changes to surface surveillance (ASDE-X and/or AMASS) maps	X			
29	Implement Movement Area LOA	X			
30	Make necessary changes to IDS-4	X			
31	Update all Orders, Notices, LOA's, binders as needed	X			
32	**JUST SAY "NO"** - no last minute changes If airport (or contractor) fails to abide by the agreed phasing, FAA should request immediate meeting with airport sponsor;	X			

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	Following Re-labeling				
33	Report out to the District Manager, Service Area Director, & Airport Construction Advisory Council (ACAC)	X			
34	Conduct surveys targeted at reviewing construction activities and mitigations to determine effectiveness of re-labeling Adverse trends and/or unsafe findings are reported to the ACAC	X			

Notes/comments: