**Measuring Effectiveness of the Runway Safety Team Forum**

1. **Terms of Reference**
2. Is there a developed RWY Safety ToR?
3. Is it involving all required stakeholders?
   1. Aerodrome Operator
      1. Operations
      2. Safety
      3. FM
   2. ATC
   3. AIS
   4. ARFFS
   5. Major operating Airlines / AOC
   6. FBO
   7. BA/GA
   8. Military
   9. Ground Handling Agency
4. Is the ToR signed by all stakeholders?
5. Is there ToR formal review process?
6. **RWY Safety Team Meeting**
7. Is the meeting taking place regularly?
8. Is the meeting attended by the defined representatives?
9. Are the attendees authorised “decision – makers”?
10. Is there a constant process for seeking a feedback from all stakeholder for identifying a “Hotspots”?
11. Once “Hotspots” are identified, are they published in the AIP?
12. Are the published “Hotspots” brought to the attention of the end users?
13. Are the RWY incursion occurrences investigated jointly by all key stakeholders?
14. Are the RWY Incursion occurrences openly discussed in the forum?
15. Are the investigations results communicated to all RWY Safety Team stakeholders?
16. Are the investigation results communicated to the end-users?
17. Are the investigations results reflected in amending the SOP’s or Driving rules Manual?
18. Are the Investigations results discussed in the Airport Safety Committee (Safety Action Group)?
19. Are the Investigations results brought within the Safety Review Board?
20. Are the MoM timely disseminated to the Stakeholders?
21. Are the MoM followed up with the agreed actions?
22. **Additional processes related to RWY Safety**
23. Airside Driving:
    1. Is there established authorisation for Manoeuvring area drivers?
    2. Are there specific requirement for obtaining RT training by Certified Training Organisation?
    3. Are there specific procedures developed concerning Radio Failure procedures?
    4. Are the driving related procedures amended with the recommendations originating from the investigations reports?
24. Emergency Planning:
    1. Is the Emergency response centralised within one entity?
    2. Is the Emergency response coordinated with all involved stakeholders?
    3. Is the Emergency exercise centralised within one entity?
    4. Is the Emergency exercise coordinated with all involved stakeholders?
25. Managing operations during Construction & changes for the RWY Operations:
    1. Is there established centralised process for Work Approval on the Airside?
    2. Is there established process for communicating the closures/restrictions on the airside to all stakeholders?
    3. Is there a formal Risk assessment process for the work activity on the airside?
    4. Are the hazards and risks captured in a Risk Register?
    5. Are the mitigation measures communicated to all concerned stakeholders?
26. Measuring effectiveness through the established KSPI and SPI methodology:
    1. Is there established Standard Deviation Methodology?
    2. Is there established Incident Trend Analysis?
    3. Is there established process for assessing the incident trend by assessing the occurrence parameters?