

# Checklist for Airfield assessment

Source: UNICEF

The following list of areas should be assessed. Check off each when the necessary information has been gathered.

- Give a brief description of the airfield, size, location, average monthly activity and potential weather constraints<sup>1</sup>. Provide map/sketch with coordinates;
- Name of the main airport: Airport code (e.g, Copenhagen = CPH) if international;
- Provide details on runway length, width, surface, orientation;
- Details on availability of: customs; immigration; cargo storage facilities; airport security;
- Details on airport operating hours; Potential weather conditions;
- Passenger disembarkation and embarkation and cargo receipt procedures;
- Location and height of obstructions along the runway; Location and height of obstructions in the approach and/or departure zone.
- Provide taxi and parking data<sup>2</sup>; Describe ground movement and taxi access to fuel, maintenance and unloading areas; Describe available navigational aids and support;
- Provide information regarding the aircraft types which can be operated from the airfield, number of aircraft (by type) which can be parked on site and level of sustainable activity;
- Describe the general security situation at the airport, including perimeter strength, location, presence of guards, baggage check/controls, customs and alert procedures<sup>3</sup>;
- Confirm and describe availability of the following facilities: Base Operating Room or Building; Control Tower; Weather facilities; Cargo Terminal; Cargo Handling Equipment; Loading Ramps; Fire Protection Equipment; Passenger Terminal; Amenities; Passenger/Cargo Transport to the airfield; Aircraft Support services; Latrine and Disposal Servicing; De-Icing Equipment; Ground Power and Starter Units; Fueling Capacity;
- Describe the level of weather forecasting support provided and information flow;
- List secondary/inland airports. List name, runway length, width, surface and orientation. Indicate location on a map;
- Availability of manual labour; size of the labour force; working hours; shifts and reliability;
- Airport documentation requirements and procedures for clearing shipments;
- Any additional comments related to air cargo/passenger transport and handling.

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<sup>1</sup> e.g, snow, ice, fog, etc.

<sup>2</sup> General dimensions, surface strength, lighting, tie-down facilities and markings.

<sup>3</sup> Arrival/departure area inside and outside cargo terminal.