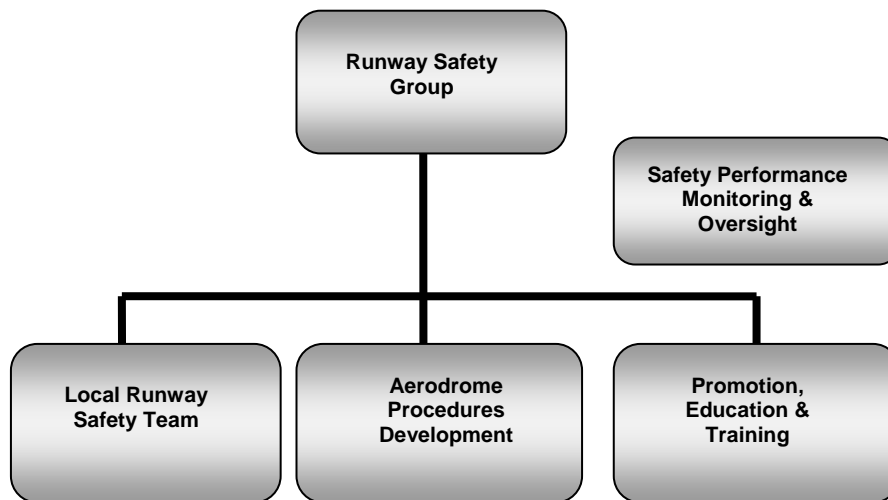


Runway Safety Group

Establishing a Local Runway Safety Team (LRST)

Introduction

Runway safety (incorporating Runway Incursions, Runway Excursions and Runway Confusion) has been identified by ICAO as one of the most significant risks to safe aviation operations. As one of the controls, Australia has implemented a runway safety program, including the establishment of a Runway Safety Group (structure shown below).



Local Runway Safety Teams have been shown to improve runway safety outcomes across the globe. The establishment of LRSTs is therefore considered a critical component to the Runway Safety Group (RSG). Airservices has supported the LRSTs by endorsing the participation of ATC representatives in LRSTs at all towered locations.

The identification, discussion and resolution of runway safety issues has been shown to achieve positive runway safety outcomes at a local level and inform the RSG for national oversight and action.

Purpose of the LRST

The purpose of the LRST is to identify current and emerging issues relating to runway safety at the particular aerodrome and to implement initiatives in a targeted, tailored and timely manner to assure the safety of operations.

What should the LRST do?

Enhance runway safety by:

- Working together to understand the operating difficulties of personnel working in other areas and recommending areas for improvement
- Providing a single forum for the sharing of local runway safety data, emerging threats, lessons learnt and key initiatives
- Considering the outcome of investigation reports to establish local hot spots or problem areas at the aerodrome
- Identifying local problem areas and suggesting improvements
- Providing input on systemic issues for the RSG.

Who should be part of the LRST?

The success of the LRST depends on the active participation of all key parties involved in runway operations, these include:

- Aerodrome operator
- Airlines or aircraft operators
- Aviation Rescue & Fire Fighting (ARFF)
- Pilot associations
- ATC
- Any other group with a direct involvement in runway operations

Although at most locations dedicated LRSTs have been implemented, at some airports there may already be an established meeting which involves the relevant runway safety stakeholders. If the agenda of this forum includes runway safety (see Suggested Agenda Topics) it is feasible to use this forum as the LRST.

Ideally, the Aerodrome Operator should take the lead on the coordination and implementation of the LRST at their particular location. However, several successful teams have been established at aerodromes with joint leadership, or Airservices acting as the primary facilitator.

Note: It is important to the success of the LRST that it is made up of regular attendees & representatives that participate actively. Having different people present at every meeting may reduce the effectiveness.

How often should the LRST meet?

Ideally the LRST should meet quarterly, with minutes recorded and distributed to all attendees and to a representative of the RSG who will look for trends across aerodromes and report to the RSG. In Australia, Airservices has established a Runway Safety Mailbox (runway.safety@airservicesaustralia.com) which LRSTs can send their meeting minutes and/or issues to. If your LRST is included in another meeting, you can either distribute those minutes, or just the section relating to Runway Safety.

Note: To ensure timely awareness and support, issues requiring escalation to the RSG should be raised as required and not carried over to the next meeting.

Suggested Agenda Topics

Listed below are suggested agenda topics for your LRST. The inclusion of these topics will vary between aerodromes and should be adapted to suit your location.

1. Data reports such as:
 - a. National Runway Safety Report
 - b. Location specific Runway Safety Report or occurrences
2. Airport works (Planned/Ongoing)
3. Visual aids and signage
4. Runway markings
5. Low visibility operations
6. Foreign Object Damage - management program
7. Wildlife management
8. Special Data Reports - Emerging risks (if applicable)
9. Communications – Phraseology, language and equipment
10. Procedures and practices (ATC, ARFF, Airlines etc) that relate to runway operations or runway safety
11. Publications and procedures
 - a. ERSA
 - b. AIP
 - c. Local Instructions
 - d. SOPs
 - e. Aerodrome Charts
 - f. Runway Hot Spot Diagrams
 - g. Other
12. Lessons learnt (local and external)
13. Safety promotional and education programs
14. Technology, research and development (if applicable)

Distribution of Runway Safety Material

The LRST provides a perfect opportunity to distribute runway safety promotional and educational material produced by ICAO, Airservices, ATSB, CASA and other agencies.

Minutes and Action Items

Record and distribute minutes widely for each LRST meeting. Ensure that a copy is mailed to the identified RSG representative to conduct trend analysis across all aerodromes and to table issues at the RSG.

All agreed action items should be recorded against an allocated individual or organisation and followed up on a regular basis. Some actions involving changes of a systemic nature may be actioned at the RSG level.

Final Word

The LRST is about **local operators** discussing **local issues** to identify and implement relevant solutions to improve runway safety. It also provides an opportunity to share national and international information, research and development initiatives and operational best practice with the local environment.

References

- [ICAO Doc 9870 Manual on the Prevention of Runway Incursions, First Edition 2007](#)
- [ICAO Runway Safety Team Handbook](#)
- [ICAO Runway Safety IKit](#)
- [Airservices Australia Runway Safety Webpage](#)