

ATS SAFETY MONITORING CHECKLIST

Air Traffic Services, Air Traffic Control (ATC)	YES	NO
Flight Plan Strips (FPS) are prepared with the proper symbols and flight information		
FPS are prepared according to the ATC approved formats		
FPS are prepared in accordance with the approved direction and color code		
Light signal are well understood by ground crews without functioning two way radios		
Services are provided using approved phraseology and appropriate communications procedures		
The knowledge, understanding and proficiency of ATCO in the English language meets or exceeds level 4, ICAO amendment 164 on aviation English language proficiency for provision of international ATS		
Air Traffic Control Officers (ATCO) operate the Milvus infrared surveillance system in periods of low visibility		
Aeronautical Ground Lights (AGL) are operated according to the appropriate visibility levels		
AGL are set to the appropriate Instrument Landing System (ILS) category level		
AGL stop bars are used to control access to the runway		
AGL landing direction 34 is selected before pressing the ILS CAT II key		
Automated Terminal Information System (ATIS) is operated and amended as required by changing conditions by all ATCO staff on duty		
ATIS is prepared in the appropriate ICAO format and staff identifies modifications by inserting appropriate phonetic letter in broadcast.		
ATCO staff inform all agencies of current letter code in use for ATIS		
Weather information including altimeter setting as well as wind direction and speed are provided to Air Traffic in a timely fashion.		
Runway Visual Range (RVR) information for each station along the runway is provided to Air Traffic on final approach in periods of low visibility.		
Flight priority is provided in the order prescribed in the operations directive		
Coordination between Assistant Controller, Ground Controller and Aerodrome Controller is effectuated in accordance to defined flight requirements and flow management procedures		
Coordination with outside control agencies is undertaken in priority sequence and carries all pertinent flight information		

Coordination is immediately undertaken with Engineering and Maintenance division upon failure or below standard operation of critical ATS equipment (AGL, RVR, ILS, Radar, transmitters/receivers, etc...).		
Coordination of all slot times and training flights are undertaken with the Airport Operations service.		
Flight Safety issues are activated to ensure that the established level of safety applicable to the provision of ATS within Macao Aerodrome Traffic Zone (ATZ) is met and safety-related enhancements are implemented		
If an accident/incident (includes Missed Approach, Loss of Separation, landing on polluted runway, etc.), occurs, ATC supervisor;		
Verifies the nature of occurrence.		
Advises the airport director or the operations director or the operations supervisor and Head of ATS.		
Fills in the Report Form (OP-ATC-08-01), and sends to Airport Supervisor by fax		
If a serious incident occurs, ATC Supervisor releases ATC staff from operating position		
In case of serious incident ATC Supervisor fill in the Occurrence Report Form (AACM-AW-6) and sends it to Head of ATS for analysis		
In case of any non conformity occurring ATC Supervisor fills in Watch Supervisor Log (OP-ATC-12-01)		
In case of emergency situation, appropriate Uncertainty, Alert and Distress phases are recognized and reported in timely fashion to the appropriate authorities.		
The ATC Watch supervisor log is used to record all non conformity in operations.		
The Watch supervisor log is used for implementing corrective action upon return from Head of Division with approval.		
Air Traffic Services, Aeronautical Information and Communications, (AIC)		
AIC Officers continually keep SPA and SPB (Aeronautical fixed telecom network, AFTN) monitors open		
AICO systematically monitor the Serial Server Interface (SIS)		
AICO ensure smooth flow of messages		
AFTN monthly statistic are completed to note and correct discrepancies		
AICO systematically detect mutilated, incorrect or incomplete messages		
AIC supervisor advises fault desk upon inconsistencies or suspected outings/malfunctions and fills Watch supervisor log form.		
AICO immediately advises neighboring ATCs to hold traffic in the event of AFTN system failure		
AICO ensures that Filed Flight Plans (FPL) cruising speed and altitude is clearly stated in metric standard for flights entering China Airspace upon		

departure from Macau		
Air Traffic Services, Aeronautical Information and Communications, (AIC)		
AICO forwards NOTAM summary to neighboring AIS whenever a new NOTAM is issued		
AICO informs AIC supervisor whenever a NOTAM error is committed or detected		
AICO request repetition of NOTAM whenever reception is garbled or error is suspected and correct NOTAM or park NOTAM if correction cannot be made.		
Pre flight Information Bulletins (PIB) are systematically verified for accuracy and validity		
Regular maintenance of Flight Briefing Unit (FBU) documentation is performed continually to detect errors and omissions		
PIB test are created in order to verify the PIB production integrity. 4 Test PIBs are printed automatically once a week		
AIC Supervisor updates the PIB Reference Test file after each test.		
Aeronautical information service automated system (AISAS) equipment malfunction test is performed whenever malfunction is suspected in order to recover flight critical information		