



**SAFETY DIRECTIVE No. 02**  
**Series 2015**

**FOR : AIRPORT MANAGERS AND AIRPORT OFFICERS-IN-CHARGE**

**SUBJECT : POLICY AND GENERAL ACTION PLANS SETTING THE  
REQUIREMENTS FOR THE SAFETY AND SECURITY OF  
AERODROME OPERATORS IN ALL COMMERCIAL AIRPORTS**

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**I. GENERAL**

Runway incursion has become a major safety issue for the CAAP, ICAO, airlines, air traffic management, airport operators and aviation related organizations/associations such as IATA, CANSO, IFALPA, etc. In the Philippines, most airport incidents in the local aviation community have involved runway incursion. Runway safety takes into account issues such as foreign object debris, pedestrians and animal straying onto the runway and other logistical deficiencies. Airport safety programs should specifically address the subject of runway incursion prevention as it relates to the safe operations of aircraft, air traffic management, vehicle pedestrian movement on the maneuvering area and aerodrome management.

**II. PURPOSE AND SCOPE**

Survey data have shown that pilots, drivers and controllers consider runway incursion and the potential for collision to be the most significant risk in aerodrome operations. Consequently, it has been shown that successful prevention of runway incursion requires the collaboration of air traffic controllers, pilots, vehicle drivers and aerodrome management, and in line with the focus and initiative of the ICAO, the Asia Pacific Air Navigation Planning and Implementation Regional Group (APANPIRG) and the Regional Aviation Safety Group (RASG) identifying Runway Safety as one of the three safety priority targets, it is imperative that all Airport Managers and OICs of Philippine Airports be proactive in addressing the increasing cases of runway incursion involving unauthorized entry of vehicles, pedestrians and animals.

**III. POLICY STATEMENT**

In compliance with the provisions of the Civil Aviation Regulations for Aerodromes, the State Safety Programme for Philippine Civil Aviation, the State Runway Safety Programme, Manual of Standards for Aerodromes, Memorandum Circular 10-13 (Establishment of Local Runway Safety Programme and Local Runway Safety Team), the Memorandum of the DG regarding the development of each airport's Local Runway Safety Team (LRST) Handbook and in adherence to ICAO SARPs Annex 14 (Aerodromes), Annex 19 (Safety Management) and Doc 9859 (Safety Management Manual, all airport managers and officers-in-charge are hereby directed to implement the relevant standards, requirements and recommended best practices relating to the safety in and around airports, particularly the runway safety area (RSA), in conjunction with the security requirements which complement and supplement airport safety.

*"The Future is in the Skies"*

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#### IV. GUIDELINES FOR ACTION PLANS

In conjunction with the required actions stipulated in the policy statement, all Airport Managers or Officers-in-Charge shall develop and implement action plans and programs to address the issue of unauthorized entry by pedestrians and animals into the aerodrome safety area (particularly the runway, taxiway and the ramp/apron) to include, among others, the following:

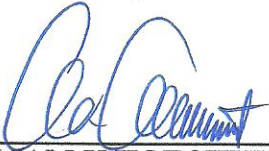
- (a) Safety assessment (Hazard Identification, Risk Assessment and Risk Management) to be conducted by Airport Management headed by the Airport Manager or OIC to identify deficiencies in and/or lack of implementation of prevention or runway incursions involving entry into the runway safety area by unauthorized pedestrians (people) and animals;
- (b) Continuous coordination and cooperation with communities and LGUs around the airport to collaboratively develop and implement mitigation measures and solutions for preventing the entry into the runway safety area of unauthorized pedestrians and animals, such as but not limited to:
  - i. Reinforcement or construction of fences, as appropriate, to prevent unauthorized entry into the airport movement area;
  - ii. Regular inspection and surveillance by airport security personnel of the regularity of the fences;
  - iii. Construction of, as appropriate, path (service road) along the boundaries but within the aerodromes for airport security personnel tasked with on-site inspection and surveillance of the security around the perimeter;
  - iv. Provision of support, such as a motorcycle vehicle, for the airport security personnel to be able to conduct regular actual surveillance of the perimeter;
  - v. Enlisting the cooperation of the communities and local government units to address the requirements of aviation safety and security around the airport perimeter;
  - vi. The collaborative development and promulgation of local regulations (barangay and/or municipal and/or city) criminalizing unauthorized entry by pedestrians or animals (owners of animals to be penalized) into the airport/aerodrome/runway/runway strip/runway safety area, including penalty provision to be imposed on violators;
  - vii. Creation of the Local Runway Safety Team (LRST) to include and involve airport staff, ATC Tower/ATS facility, pilots regularly operating in the aerodrome, airline/aircraft operators, LGUs (barangay/municipal/city) around the airport, and all airport airside stakeholders;
  - viii. Ensuring that the LRST functions as required by conducting regular meetings, identifying safety issues, concerns, mitigation measures and the implementation of action plans;
  - ix. Development and establishment of a documented Local Runway Safety Programme to complement the Local Runway Safety Team; and
  - x. Providing needed administrative and logistical support to the LRST, including facilitation of LRST meeting and the implementation of action plans and programs
- (c) Regular monthly updates reports on the above mentioned activities, including any and all supplementary actions, to be submitted to the DG through AANSOO;

V. Implementation of the provision of this safety directive shall be subjected to inspection and surveillance activities of the Aerodrome and Air Navigation Safety Oversight Office (AANSOO).

VI. Taking cognizant of the duties and responsibilities of each Airport Managers or OICs in implementing the provision of this Safety Directive, without prejudice to other relevant rules, regulations and memorandum circulars pertaining to aviation safety, that, after due evaluation and consideration of facts, when an Airport Manager or OIC is found to be remiss or negligent, he/she shall be subject to administrative sanctions as determined by the Director General.

This safety directive shall take effect upon the date the DG approves and affixes his signature.

For strict implementation and compliance.

Signed: 

**LT GEN WILLIAM K HOTCHKISS III AFP (Ret)**  
**Director General**

Date: FEB 25 2015