

Runway Safety Action Plan (RSAP)

The regional or local Runway Safety Action Team will develop a Runway Safety Action Plan for each airport with an operational FAA Airport Traffic Control Tower or a Federal Contract Tower.

Contents of the Runway Safety Action Plan: The plan includes:

- 1) A list of participants, their affiliations, and a general overview of the action team meeting.
- 2) Runway safety concerns, issues, or problems at the airport. These may include existing as well as prospective ones.
- 3) Specific action items for activities and objectives designed to improve runway safety.
- 4) A proposed implementation schedule, i.e., start and completion dates for each action item.
- 5) The party/parties responsible for implementing each action item.

Action Items: Action items should be airport specific and linked to a runway safety concern, issue, or problem at that airport. Action items may include changes in the physical features/facilities of the airfield, air traffic control procedures, airfield access requirements, and pilot/vehicle operator awareness. The action items should fall within the authority of the local or regional level. The Regional Runway Safety Program Manager should forward action items that require national implementation through the regional administrator to the Office of Runway Safety for consideration. The Regional Runway Safety Program Manager must coordinate action items for nonstandard facilities and procedures with the regional FAA organization that has the authority to grant waivers or modifications to the standard. The plan should not reflect such procedures until the appropriate organization grants approval.

Timing: The Regional Runway Safety Program Manager should complete the final Runway Safety Action Plan for a Regional Runway Safety Action Team within 45 days after the action team meeting. In the case of local Runway Safety Action Plans, the local air traffic facility manager should submit the plan to the Regional Runway Safety Program Manager within 45 days after the action team meeting.

Review: The Regional Runway Safety Program Manager reviews and approves Runway Safety Action Plans developed by regional and local Runway Safety Action Teams to ensure they meet the requirements of this order and associated standard operating procedures.

Implementation Status: The Regional Runway Safety Program Manager will enter the applicable information on action items contained in each Runway Safety Action Plan into the database established by the Office of Runway Safety within 30 calendar days of its receipt. The Regional Runway Safety Program Manager (or designee) must ensure that the information in the database is current and accurate.