Aerodrome Reporting and Airfield Inspection Procedures Training Course



16 - 20 Nov 2026

Cape town

4600 € (Per Person)

Ref: #AVI4229_268103

Course Introduction / Overview:

This comprehensive course provides an in-depth exploration of the critical duties associated with the Aerodrome Reporting Officer (ARO) and the systematic procedures for airfield inspection. In an industry where safety is paramount, the role of the ARO is indispensable for maintaining operational integrity and ensuring compliance with global aviation standards. This program, offered by BIG BEN Training Center, is meticulously designed to equip participants with the technical knowledge and practical skills required to conduct thorough inspections of runways, taxiways, and aprons. We delve into the core principles outlined in key regulatory documents, such as ICAO Annex 14, and reference the foundational work of experts like Norman J. Ashford, whose insights in "Airport Operations" have shaped modern airfield management. Participants will learn to identify and report hazards, from Foreign Object Debris (FOD) to pavement defects, and master the communication protocols essential for coordinating with air traffic control and maintenance teams. The curriculum covers everything from routine serviceability checks to advanced reporting using the Global Reporting Format (GRF), ensuring graduates are fully prepared to uphold the highest standards of aerodrome safety and efficiency in any operational environment.

Target Audience / This training course is suitable for:

- Aspiring and current Aerodrome Reporting Officers (AROs).
- Airport Operations and Airside Operations Staff.
- Airfield Safety Officers and Managers.
- Ground Handling Supervisors and Team Leaders.
- Airport Maintenance Personnel and Supervisors.
- Aviation Safety and Compliance Auditors.
- Civil Aviation Authority Inspectors.
- Military Airfield Operations Personnel.

Target Sectors and Industries:

- Civil Aviation Authorities and Airport Operators.
- International and Regional Airports.
- Military Airbases and Aviation Wings.
- Air Navigation Service Providers (ANSPs).
- Ground Handling and Airport Service Companies.
- Aviation Consulting and Safety Management Firms.
- Governmental agencies responsible for aviation oversight and regulation.

Target Organizations Departments:

- Airside Operations and Management.
- Airport Safety and Compliance.
- Aerodrome Maintenance and Engineering.
- Ground Operations and Ramp Services.
- Quality Assurance and Audit.
- Emergency Response and Planning.
- Aviation Security.

Course Offerings:

By the end of this course, the participants will have able to:

- Conduct comprehensive airfield inspections in compliance with ICAO and national regulations.
- Identify and assess various types of airfield hazards, including FOD, wildlife, and pavement deterioration.
- Accurately report runway surface conditions using the Global Reporting Format (GRF).
- Master the procedures for issuing NOTAMs, SNOWTAMs, and other operational notices.
- Effectively inspect and report the status of airfield lighting, markings, and signage systems.
- Implement robust procedures for managing safety during aerodrome works in progress.
- Coordinate seamlessly with Air Traffic Control (ATC) and other airport departments on safety matters.
- Develop and maintain accurate records and documentation for all inspection and reporting activities.
- Contribute effectively to the airport's Safety Management System (SMS).

Course Methodology:

The training methodology at BIG BEN Training Center is designed to be immersive, practical, and highly interactive, moving beyond theoretical lectures to build real-world competencies. This course utilizes a blended learning approach that combines expert-led instruction with dynamic participant engagement. Central to our method are detailed case studies of actual airfield incidents, which are analyzed in group discussions to extract critical lessons on prevention and response. Participants will engage in simulation exercises that replicate common and complex inspection scenarios, challenging them to apply their knowledge in a controlled environment. Team-based activities will focus on collaborative problem-solving, such as developing an inspection plan for an airport with ongoing construction or coordinating a response to a sudden runway contamination event. Continuous feedback is provided by our experienced instructors, who bring years of field experience to the classroom. This hands-on, participant-centered approach ensures that attendees not only understand the regulations but also develop the critical thinking and decision-making skills necessary to excel as an Aerodrome Reporting Officer.

Course Agenda (Course Units):

Unit One: Foundations of Aerodrome Operations and Safety

- Introduction to Aerodrome Operations and Management.
- The Role and Responsibilities of an Aerodrome Reporting Officer (ARO).
- International and National Regulatory Frameworks (ICAO, EASA, FAA).
- Understanding ICAO Annex 14: Aerodromes, Design and Operations.
- Introduction to Safety Management Systems (SMS) in an Airport Environment.
- Human Factors in Aerodrome Operations.
- Key Terminology and Definitions in Airside Operations.

Unit Two: Aerodrome Physical Characteristics and Systems

- Runway, Taxiway, and Apron Designations and Characteristics.
- Inspection of Pavement Surfaces: Asphalt and Concrete.
- Understanding and Inspecting Airfield Markings and Markers.
- Aerodrome Lighting Systems: Approach, Runway, and Taxiway Lights.
- Inspection of Airfield Signage and Guidance Systems.
- Obstacle Limitation Surfaces (OLS) and Hazard Identification.
- Drainage Systems and their Importance for Airfield Safety.

Unit Three: Practical Airfield Inspection Techniques

- Planning and Conducting Daily Serviceability Inspections.
- Techniques for Periodic and Special Condition Inspections.
- Foreign Object Debris (FOD) Detection and Prevention Programs.
- Wildlife Hazard Management and Control on the Airfield.
- Inspecting and Reporting Pavement Conditions and Defects.
- Procedures for Friction Testing and Reporting.
- Managing and Inspecting Aerodrome Works in Progress (WIP).

Unit Four: Aerodrome Condition Reporting and NOTAM Procedures

- Principles of Effective Aeronautical Communication.
- The Global Reporting Format (GRF) for Runway Surface Conditions.
- Creating and Disseminating Runway Condition Reports (RCR).
- Understanding and Issuing Notices to Airmen (NOTAMs).
- Procedures for SNOWTAM and ASHTAM issuance.
- Liaison and Communication with Air Traffic Control (ATC).
- Documentation, Record Keeping, and Log Management for AROs.

Unit Five: Advanced Safety Management and Emergency Response

- The ARO's Role in the Airport Emergency Plan (AEP).
- Procedures for Low Visibility Operations (LVO).
- Responding to Aircraft Incidents and Accidents on the Airfield.
- Managing Hazardous Spills and Material on the Airside.
- Conducting Airside Safety Audits and Self-Inspections.
- Continuous Improvement and Risk Assessment in Aerodrome Safety.
- Future Trends in Aerodrome Inspection Technology and Procedures.

FAQ:

Qualifications required for registering to this course?

There are no requirements.

How long is each daily session, and what is the total number of training hours for the course?

This training course spans five days, with daily sessions ranging between 4 to 5 hours, including breaks and interactive activities, bringing the total duration to 20 - 25 training hours.

Something to think about:

Beyond regulatory compliance, how can the proactive observations of an Aerodrome Reporting Officer contribute to an airport's overall commercial efficiency and reputation?

What unique qualities does this course offer compared to other courses?

This course distinguishes itself by focusing on the synthesis of inspection and reporting as a single, critical function rather than two separate tasks. While many programs cover the basics, we provide an unparalleled deep dive into the practical application of the Global Reporting Format (GRF), ensuring participants can not only report conditions but also understand the operational impact of their reports on flight planning and airline performance. Our curriculum is built around a robust framework of real-world case studies, moving beyond textbook theory to analyze incidents where ARO actions were pivotal. This approach cultivates a proactive safety mindset and sharpens decision-making skills under pressure. Furthermore, the course emphasizes the ARO's role within the broader airport ecosystem, exploring the crucial communication links with ATC, maintenance, and airline operators. Participants leave not just with a certificate of attendance, but with a holistic understanding of how their diligence directly contributes to the operational integrity, safety culture, and commercial success of the entire aerodrome, making them highly effective assets to any airport operations team.