The best practices beginning on the following page were developed by participants of the "Runway Safety Roundup" presented at the AOPA Regional Fly-In, Camarillo Airport (KCMA) on 4/29/2017 in collaboration with FAA Runway Safety, FAASTeam, Air Traffic and AOPA. They are offered as good practices toward avoiding runway incursions and surface incidents during airport ground operations. This compilation is just one possible view of the information. Additional best practices and other presentations are available for consideration and may be appropriate for your ground-safety operation.

All pilots are urged to seek out the additional runway safety resources offered below and share your knowledge with other pilots!

🔀 *Safe Flying…*

RUNWAY SAFETY MUST-READS

Pilot's Handbook of Aeronautical Knowledge: Chapter 14 - Airport Operations

FAA AC 91-73, Parts 91 and 135 Single Pilot, Flight School Procedures During Taxi Operations, and use of Written Taxi Instructions Examples

FAA RUNWAY SAFETY PILOTS PAGE

https://www.faa.gov/airports/runway_safety/pilots/

- ✓ Runway Safety Mobile Flashcards
- ✓ Airport hotspots and diagrams
- ✓ Videos targeting airport-specific runway safety issues
- ✓ Link to educational materials and resources
- ✓ Additional best practices and much more…

AOPA AIR SAFETY INSTITUTE SAFETY SPOTLIGHT, RUNWAY SAFETY

https://www.aopa.org/training-and-safety/air-safety-institute/safety-spotlights/runway-safety

- ✓ Online runway safety course eligible for AOPA Accident Forgiveness and FAA WINGS credit
- ✓ Videos, Safety Quizzes
- ✓ Runway Safety Flashcards
- ✓ Safety Alliance - Runway Safety for Pilots presented by Sporty's Pilot Shop
- ✓ Training, knowledge and skills material on many more safety-related topics…

FAA SAFETY TEAM (FAASTEAM), SAFER SKIES THROUGH EDUCATION

https://www.faasafety.gov/

- ✓ Create your FAASTeam account
- ✓ Hot Topics
- ✓ Wings Program
- ✓ Activities, courses and seminars
- ✓ Links to key FAA pilot sites, resources, FAR's, AC's and much more…

Compiled by FAA Runway Safety Program Manager, Western-Pacific Region
Email feedback to: joe.santoro@faa.gov
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Category	Tips For :	Best Practice & Ideas Shared by Participants at FAA/AOPA *Runway Safety Roundup* AOPA Regional Fly-In, CMA Airport, 4/29/2017
Situational Awareness	Planning	➢ Prior to going to a new airport become aware of runways, taxiways and facilities ➢ Review and utilize airport/taxi diagram – every flight - even at home airport ➢ Identify and self-brief hot spots ➢ Use electronic / geo-referenced airport charts ➢ Before moving the aircraft, know exactly where you are and where you are going ➢ Beware of "expectation bias"; comply with instructions and clearances actually received ➢ Review the ATIS before calling for taxi or inbound for arrival-state the ATIS CODE
	Active Listening	➢ Listen to taxi instructions for other aircraft ➢ Ensure pilot's and controller's understanding match one another ➢ Monitor each frequency before checking in
	Active Scanning	➢ Eyes outside; head on a swivel ➢ Look > scan left, right, forward and at tower for light signals if no radio ➢ Look at traffic that is taxiing ➢ Purposefully identify signs and markings ➢ White lines = runway; Yellow lines = taxiway
Surface Operations	Taxiing	➢ Write down all clearances ➢ Read back all clearances ➢ Taxi at appropriate speed ➢ Conduct checklists only when stopped ➢ Slow down when approaching runway hold short lines ➢ Stop at all runway hold short lines unless absolutely positive a clearance to enter or cross that runway has been received (and read back) ➢ Request progressive taxi instructions at unfamiliar airports and / or at home airport when operating in unfamiliar circumstances or airport configurations ➢ Use direction indicator to confirm / validate / verify visual perspective while taxiing
	Communication	➢ Speak clearly – don't "clip" beginning and end of transmissions ➢ Provide a proper read back WITH call sign ➢ Read back all runway hold short instructions ➢ Beware of similar sounding call signs ➢ Use standard / appropriate phraseology ➢ Ask controller to say again – "slower" ➢ If told to *Line Up And Wait* on the runway, advise ATC immediately if at any time the wait seems lengthy for the situation at hand (approximately 90 seconds) or your are uncomfortable with the situation.
	Managing Distractions	➢ Pre-brief passengers about what to expect on the ground and how you wish them to obtain your attention ➢ Maintain sterile cockpit during entire ground operation ➢ As copilot [or passenger] avoid distracting the pilot; obtain pilot's attention in the manner so pre-briefed ➢ Defer after-landing checklist, as appropriate for the aircraft, until clear of all other nearby/parallel runways

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Crew Resource Management	Employing Available Resources	➢ Ask passengers to be alert to any movement of pedestrians, cars, or other aircraft in vicinity and inform pilot in the manner so pre-briefed ➢ Cross check with second pilot if available; If any differences in understanding, verify with ATC ➢ Don't assume: ASK ATC for clarification ➢ Exercise your pilot-in-command authority; say "unable" if necessary ➢ Student pilots identify yourself on all solo flights ➢ Let ATC know if a problem is developing- it doesn't have to be an emergency, but if it is, let ATC know that too. They can't help if they don't know.
Knowledge and Skills	Training and Proficiency	➢ Take every opportunity to take refresher courses ➢ Take advantage of the FAA/FAASTeam Wings program ➢ Learn airport signs and markings well ➢ Insist CFI's review runway safety during flight reviews and cover local airport surface challenges during aircraft checkouts ➢ Access FAA, AOPA and other industry safety related sites frequently