COVID-19 SAFETY PUNCH LIST—SAFETY ASPECTS OF REDUCTION/CESSATION OF OPERATIONS

Air Traffic Services

People

☐ Consider skills, experience, knowledge and qualification distribution across shifts
  - Possible prolonged staff loss due to sickness
☐ Consider reduced operating hours rather than reduced staffing levels if controller availability is low
☐ Consider training and checking requirements and expiry dates
☐ Consider single point human failure in low staffing situations

Process

☐ Ensure accuracy, currency and timely transmission of NOTAMS
☐ Consider suspending all routine group training activities
☐ Ensure safety assessment of any traffic pattern changes are performed
☐ Consider establishing crisis information flow channels with adjacent ATC units, airports in your airspace and emergency services
☐ Consider existing procedures and ‘Letters of Agreement’
☐ Consider development of plans in case adjacent ATC units close down
☐ Ensure regular risk analyses conducted

Technical

☐ Ensure adequate availability of qualified manpower for technical resilience
☐ Consider only essential maintenance activities should be carried out
☐ Ensure availability and maintenance of a spare ops room and remote/mobile towers