

## 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