



Semi-Annual Security Self-Audit Checklist

Instructions

- Complete Parts 1 through 7. Please note Y = Yes and N = No,
- Mail completed checklist to the Airport Services Division of the Virginia Department of Aviation at the address above.

Part 1: Reporting Information

Name of Airport: _____
Reported By: _____ Title: _____
Phone: _____ Email: _____

Signature Date

Part 2: Parking Lot

1. Are exterior lights working? Y N

If no, describe deficiency and corrective action: _____

2. Do exterior light globes need cleaning? Y N

If yes, describe deficiency and corrective action: _____

3. Is signage (park here, enter here, etc) in good condition (not bent, not faded, legible)? Y N

If no, describe deficiency and corrective action: _____

4. Are unauthorized vehicles present? Y N

If yes, describe deficiency and corrective action: _____

Part 3: Building Exteriors

1. Are buildings and hangars locked when not in use/unattended? Y N

If no, describe deficiency and corrective action: _____

2. Are exterior doors in good working condition? Y N

If no, describe deficiency and corrective action: _____



3. Are exterior lights working? Y N

If no, describe deficiency and corrective action: _____

4. Do exterior light globes need cleaning? Y N

If yes, describe deficiency and corrective action: _____

5. Is information signage present and in good condition (not bent, not faded, legible)? Y N

If no, describe deficiency and corrective action: _____

6. Are building exteriors well maintained (no broken windows, finish in good condition, etc)? Y N

If no, describe deficiency and corrective action: _____

Part 4: Building Interiors

1. Are non public-use areas clearly marked? Y N

If no, describe deficiency and corrective action: _____

2. Are non public-use areas secured when not in use? Y N

If no, describe deficiency and corrective action: _____

Part 5: Apron

1. Are unauthorized vehicles in the AOA? Y N

If yes, describe deficiency and corrective action: _____

2. Is signage present and in good condition (not bent, not faded, legible) to:

a. direct pilots to transient/based parking locations? Y N

If no, describe deficiency and corrective action: _____



b. remind pilots to lock (double) their aircraft? Y N

If no, describe deficiency and corrective action: _____

c. direct transient pilots to check-in at terminal? Y N

If no, describe deficiency and corrective action: _____

3. Are parked aircraft secured? Y N

If no, describe deficiency and corrective action: _____

Part 6: Fuel Farm

1. Is fencing in good condition? Y N

If no, describe deficiency and corrective action: _____

2. Are gates secured? Y N

If no, describe deficiency and corrective action: _____

3. Are lights working? Y N

If no, describe deficiency and corrective action: _____

4. Do globes need cleaning? Y N

If yes, describe deficiency and corrective action: _____

5. Are warning signs posted and in good condition (not bent, not faded, legible)? Y N

If no, describe deficiency and corrective action: _____



6. Are any signs of fuel leakage visible? Y N

If yes, describe deficiency and corrective action: _____

Part 7: Airfield/Other

1. Is fencing in good condition? Y N

If no, describe deficiency and corrective action: _____

2. Is minimum 10 foot clear space maintained between fence and vegetation/obstacles? Y N

If no, describe deficiency and corrective action: _____

3. Are gates secured? Y N

If no, describe deficiency and corrective action: _____

4. Are lights working? Y N

If no, describe deficiency and corrective action: _____

5. Do globes need cleaning? Y N

If yes, describe deficiency and corrective action: _____

6. Are cameras working and in good condition (lens clean, mounted properly, etc)? Y N

If no, describe deficiency and corrective action: _____

7. Are "No Trespassing" and warning signs in good condition (not bent, not faded, legible)? Y N

If no, describe deficiency and corrective action: _____
