

Maintenance of AWOS Procedure

AREA OF APPLICABILITY

FABL, FACT, FAEL, FAGG, FALE, FAPE, FAOR

DIVISION

**Strategy and Sustainability
(Infrastructure and Asset Management)**

Next Revision Date:

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Control Disclosure:

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1. Scope

This procedure defines the specific maintenance activities to be carried out on Automated Weather Observation System and steps to be followed to ensure that this infrastructure is effectively maintained in accordance with applicable policies, regulations and standards.

2. Objective

The objective of this procedure is to detail the required maintenance regulations, standards and steps that the approved Contractor and staff members shall comply with for the maintenance of the AWOS and to ensure that all necessary measures are implemented to mitigate risks to airport operations and to minimise the risk of equipment damage.

3. Definitions and Abbreviations

3.1 Definitions

Aerodrome

Aerodrome is a defined area on land or water (including any building, installations and equipment) intended to be used either wholly or in part for the arrival, departure and surface movement of aircraft. This Includes runways, taxiways, aprons, taxilanes, rapid exit taxiway (RET), roads

Aircraft Stand Taxilane

A portion of an apron designated as a taxiway and intended to provide access to aircraft stands

Airport

Airport is a location where aircraft such as fixed-wing aircraft and helicopters take off and land. Aircraft may be stored or maintained at an aircraft hangar. An airport consists of runway/s for aircraft take off and land, a helipad, or water ways for takeoff and landing and include buildings such as control towers, hangars and terminal buildings.

Airside

Airside is the area after security check, where only passengers and staff are allowed.

Air Traffic Control

Air Traffic Control is a service provided by ground-based controllers who direct aircraft on the ground and in the air. The primary purpose of ATC systems worldwide is to separate aircraft to prevent collisions, to organise and expedite the flow of traffic, and to provide information and other support for pilots when able.

Alive or Live

Electrically connected to the power system or electrically charged

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Apparatus

Any generator, transformer, motor, switchgear, isolator, feeder, electrostatic precipitator or any other high- voltage plant installed in a station

Approved Contractor

A contractor that has been appointed at a site/s, entrusted to carry out maintenance in a satisfactory manner on specified equipment.

Apron/Ramp

Apron/Ramp is part of an airport where aircraft are parked, unloaded or loaded, refueled or boarded. Although the apron is covered by regulations, such as lighting on vehicles, it is typically more accessible to users than the runway or taxiway. However, the apron is not open to the public and a permit is required to gain access. The apron is designated by International Civil Aviation (ICAO) as not being part of the manoeuvring area. All vehicles, aircraft and people using the apron are referred to as apron traffic.

Authorise Or Authorised

The giving of permission in writing to perform specific duties and responsibilities in terms of the ORHVS Regulations. Authorisation remains valid for a maximum period of three years

Dead

Any apparatus so described is at or about zero potential and disconnected or isolated from any live power system. Rotating plant shall not be regarded as dead until it is stationary or is being slowly rotated by means of barring gear and is not excited

Ground or Floor Level

A permanent structure that is designed to walk on and can be elevated

Hazard(S):

A source of or exposure to danger

High Voltage

Nominal voltage levels equal to or greater than 44kV up to and including 132kV

Isolator

A device provided for the purpose of isolating apparatus from the source of electrical potential

Linking

The opening or closing of isolators

Live Chamber

Any chamber, enclosure or any situation in which inadvertent human contact with conductors or live parts of electrical apparatus working at high voltage is possible from ground/floor level

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Manoeuvring Area

Manoeuvring Area is the part of an aerodrome to be used for the takeoff, landing and taxiing of aircraft, excluding apron/s

Operate or Operating

Switching, linking, safety testing and earthing

ORACLE eAM System

Software system that enables the scheduling and planning of maintenance activities and tracking of all work activity and costs related to assets throughout an organisation.

Panel or Bay

All the apparatus in the same circuit situated in live chambers, prohibited or restricted areas, from and including the bus bar isolators

Power System

The power stations, feeders, stations and apparatus whereby electrical energy is made available to the customers' points of supply

Rapid Exit Taxiway

A taxiway connected to a runway at an acute angle and designated to allow landing airplanes to turn off at higher speeds than are achieved on other exit taxiways thereby minimizing runway occupancy times

Responsible Person

A person, who has been authorised to be responsible for ensuring that the work on the apparatus covered by a work permit can be, carried out with safety and within the terms of these regulations

Local Airports

Consist of all local airports namely: FABL, FAEL, FAGG, FAKM, FAPE and FAUP managed by the Clusters

Runway

Runway is a defined rectangular area on a land aerodrome prepared for the landing and takeoff of aircraft

Safety Testing

The testing of apparatus to ascertain whether it is alive or dead by means of approved equipment provided for the purpose

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Switch

A device, other than a breaker, designed for making or breaking a rated flow of electric current. The term includes air break switches or weight-operated disconnects and similar devices

Switching

The opening and closing of breakers or switches

Take off

Take off is from the application of takeoff power of the aircraft, through rotation and to when an aircraft reaches an altitude of 35 feet above the runway elevation

Taxiway

A defined path on a land aerodrome established for the taxiing of aircraft and intended to provide a link between one part of the Aerodrome and another, including: Aircraft Stand Taxilane, Apron Taxilane, Rapid Exit Taxiway (RET)

Threshold

Threshold is the beginning of that portion of the runway usable for landing

Work Permit Form

A printed form containing the application, work permit and clearance for the Authorization of all work to be done on apparatus in terms of these regulations

3.2 Abbreviations

Abbreviation	Description
ATNS	Air Traffic Navigation Services
ATC	Air Traffic Control
AWOS	Automated Weather Observation System
IMC	Infrastructure Management Center
CIVL	The abbreviation used to define the requirement for a Civil Trade on Oracle eAM
CMMS	Computerized Maintenance Management System
COE	Centre of Excellence
D	Daily
eAM	Enterprise Asset Management
ENG	Engine used as an Asset Group in Oracle eAM
FACT	Cape Town International Airport
FABL	Braam Fischer International Airport
FAEL	King Phalo Airport
FAGG	George Airport
FAKM	Kimberley Airport
FALE	King Shaka International Airport

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FAOR	O.R. Tambo International Airport
FAPE	Chief Dawid Stuurman International Airport
FAUP	Upington International Airport
FOD	Foreign Object Debris
FSD	Face Standard Direction
IATA	International Air Transport Association
ICAO	International Civil Aviation Organization
M	Monthly
ME	Maintenance Engineering
MECH	The abbreviation used to define the requirement for a mechanical trade on Oracle eAM
NOT REQD	Not Required
OEM	Original Equipment Manufacturer
PPE	Personal Protective Equipment
RET	Rapid Exit Taxiway
REQD	Required
SOP	Standard Operating Procedure
VOR	VHF Omni Directional Range
W	Weekly
Y	Yearly

4. Procedure General

4.1 Safety Precautions

4.1.1 Lock-outs and Cautions

- An Approved Contractor shall ensure that a lock-out procedure is incorporated - into their submitted Safety Plan. Where a lock-out is conducted by Maintenance Engineering personnel, the Line Manager shall ensure that documented lock-out SOP is in place.
- The documented safety instructions, included the Safety Plan submitted by the Approved Contractor, shall be used before commencing work. Any maintenance work completed in a building shall be performed by a person who is authorised to complete this work.
- Where applicable, lockouts shall be used to ensure that it is safe for maintenance to be done and that it is not possible for it to be inadvertently switched on.
- Follow all safety instructions and Lock-out procedures before commencing work. Only personnel authorised to work on the AWOS shall perform the maintenance.
- Where applicable, lockouts shall be used to ensure that it is safe for maintenance to be done and that it is not possible for it to be inadvertently switched on.

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4.2 Work Approved by a Contractor

Any maintenance work completed by an Approved Contractor. Electrical Maintenance or the Maintenance Engineering personnel shall comply with the following conditions:

4.2.1 Approved Contractor Compliance

The Manager: Electrical Maintenance/Manager: Maintenance or designated Company Maintenance Engineering personnel shall ensure that monthly audits is completed on the work undertaken by the Approved Contractor using the [Contractor Compliance and Quality Assurance Audit – ME 031](#).

4.3 Mandatory Procedures, Standards and Regulations

The Senior Manager: Site Maintenance Engineering/Manager: Electrical Maintenance/Regional Airport Manager/Manager: Maintenance shall ensure that compliance to operational governance is adhered to and take the responsibility to familiarize themselves and Maintenance Engineering personnel with the following operational procedures when carrying out work on the airport.

4.3.1 Aviation Compliance

When carrying out any maintenance work on the aerodrome the following Aviation Compliance Procedures shall be adhered to, where applicable by the Maintenance Engineering personnel:

- [Notification of Aerodrome Data and Information \(CAA & ATNS\) – V010 001M;](#)
- [New Apron Markings – V010 004M;](#) and
- [Works on Aerodrome – V010 005M](#)

4.3.2 Environmental Compliance

Cognizance shall be made to the following procedures which form part of the airports Environmental Management System:

- [Waste Management – T050 002M](#)
- [Handling and Storage of Hazardous Chemical Substances – T050 003M](#)
- [Spillage and Oil Management – T050 004M](#)
- [Waste Water Management – T050 005M](#)
- [Washing, Servicing, Refueling and Maintenance of Equipment and Vehicles – T050 006M](#)
- [Service Maintenance Contractors – T050 009M](#)
- [Environmental Principles for Projects, Planning and EIA – T050 010M](#)

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4.3.3 Occupational Health and Safety Compliance

Adherence to the requirements stipulated in the Occupational Health and Safety Procedures as follows:

- [Smoking Policy – S010P](#)
- [Legislative Appointments – S010 001M](#)
- [Identification of Safe Work Procedures – S010 005M](#)
- [Hazardous Chemical Substances – S010 006M](#)
- [Hearing Conservation – S010 009M](#)
- [OHS Contractor Management Requirements Procedure - S010 011M](#)

4.3.4 Internal Audits

- Monthly Audit

The Manager Electrical Maintenance/Manager: Maintenance or designated Maintenance Engineering personnel shall ensure that monthly an audit is completed on the work undertaken by the Approved Contractor using the [Contractor Compliance and Quality Assurance Audit – ME 031](#).

4.4 Oracle eAM System – Preventative Maintenance on CMMS

A CMMS is in place to generate preventative maintenance on AWOS. Any changes made to a Preventative Maintenance schedule on AWOS, following an inspection, the [Management of Infrastructure Management and Control – D060 016M](#) shall be adhered to and the following forms used (where applicable), when making changes to any asset information on CMMS:

- [Asset Information Update Request – ME 038](#);
- [Asset Update Request – ME 039](#);
- [Activity Information Update Request – ME 040](#); and
- [Asset Preventative Maintenance Request – ME 041](#)

4.4.1 AWOS Asset Group

The Automated Weather Observation (AWS) is made up as follows:

Asset Group	Activity	Frequency
System – Automated Weather Observation (AWS)	Maintenance	Monthly (M)
	Maintenance	Three Monthly (3M)

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Applicable Airports:

Asset Group	FABL	FACT	FAEL	FAGG	FAKM	FALE	FAPE	FAOR	FAUP
System – Automated Weather Observation (AWS)	Y	Y	Y	Y	N/A	Y	Y	Y	N/A

4.4.2 Maintenance Activities and Tasks

The column headings and the conventions used in the table below have the following meaning:

Column Heading	Meaning
Asset Group	AWOS Asset group as defined above.
Activity	A short description of the maintenance activity to be performed.
Task Description	A detailed description of the maintenance tasks to be performed.
Frequency	The code used to reflect the intervals between which maintenance activities/tasks shall be performed. The convention used is: D = Daily, W = Weekly, M = Monthly, Y = Yearly
Trade	The trade code specifies the type of lead trade required to perform the maintenance activity. The convention used is: ELEC = Electrical, MECH = Mechanical, CIVL = CIVL or BUIL = Building and Facilities Maintenance.
Outage	REQD = Outage is required, as normal airport operations shall be impacted NOT REQD = Outage is not required, as normal airport operations shall not be impacted

4.4.3 Maintenance Tasks and Activities for System – Automated Weather Observation System (AWS)

The tasks listed are high level/ minimum tasks. The contractor is expected to complete all tasks as OEM requirements, scope of works on the contract and as listed on the approved inspection sheet

Activity	Task Description	Frequency	Trade	Outage
Maintenance	Temperature & Humidity Sensor:	Monthly	ELEC	REQD

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	1) Check hardware integrity, filter, cables and gaskets	(M)		
	2) Clean radiation shield from any particles obstructing free ventilation, i.e. dry leaves, spider's nets, etc.			
	Wind Sensor:			
	1) Check hardware integrity and cable connector check			
	2) Clean wind sensor FACT Only – Complete Quarterly			
	3) Check arm is parallel to the runway, mast straight and tighten bolts			
	4) Check wind sensor earthing			
	Main Weather Station Data Collection Panel:			
	1) Clean the enclosure and its radiation shield			
	2) FACT Only – Not Applicable			
	3) Inspect the door rubber gasket			
	4) Inspect battery for leakage			
	5) Check that cable feed through and connectors are secured and there is no sign of corrosion			
	Celiometer:			
	1) Clean the window			
	2) Check the data message for alarms or warnings			
	Solar Radiation Sensor:			
	1) Clean the dome			
	2) Check that the sensor is horizontally levelled			
	3) Check silica gel and replace with active material if required			

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	Forward Scatter Visibility Sensor:			
	1) Clean the optical path and lenses			
	Present Weather Sensor:			
	1) Clean the optical path and lenses			
	Electrical Panel:			
	1) Inspect for mechanical damage and damage to the junction box			
	2) Inspect sensor cables and connectors for damage			
	3) Inspect screw terminal inside and cables inside			
	4) Clean electrical panel and check for water leakage			
	5) Check locks			
	6) Clean UPS batteries			
	AWOS Site:			
	1) Inspect site and check that grass is short			
	2) Ensure there are no obstacles within 9 meters of sensors			
	3) Ensure earth cables are connected			
Maintenance	1) Complete all Weekly Inspection and Cleaning tasks	Tri-Monthly (3M)	ELEC	REQD
	2) Perform three monthly maintenance and calibration as per approved contractor's task list			

4.5 Operational Requirements

Any maintenance work completed by an Approved Contractor or Maintenance Engineering personnel shall comply with the following conditions:

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4.6 Work on Runways/Taxiways

Where maintenance work is carried out on a runway or taxiway and closure is required, this shall be done in accordance with the [Construction during Operations – D030 006M](#) and [Runway and Taxiway Closure – D030 007M](#).

4.7 Work on the Aerodrome

Where work is carried out by an Approved Contractor the Maintenance Engineering personnel shall ensure that the contractor complies with the approved Safety Plan. The preparation of paint area should be such that there is no environmental contamination. Work undertaken on the aerodrome shall be aligned with the requirements defined in the [Works on Aerodrome – V010 005M](#).

4.8 Vehicle/Equipment Operations on the Aerodrome

Any requirements to access the aerodrome with vehicle or equipment, the Maintenance Engineering personnel or Approved Contractor shall ensure that they have completed the airside induction training, as per the [Airside Induction Training – B100 001M](#) and [Airside Vehicle Operator Permit – B150 001M](#).

4.9 Low Visibility Operations

No grass cutting is allowed when fog, bad weather or LVP is experienced.

When there is low visibility on the aerodrome, the requirements defined in the [Low Visibility Operations – D070 006M](#) shall be adhered to.

4.10 FOD Management

The Civil/Electrical Maintenance/Maintenance Engineering Department personnel shall conduct a runway inspection to ensure that the runway surface is free of FOD and safe for aircraft operations. Refer [Runway and Taxiway Inspections Procedure - C010 008M](#). Where FOD has been identified, the contents of the [Prevention and Removal of FOD on Airside – B130 001M](#) and [FOD Management – Sweeping and Cleaning – D060 007M](#) shall be implemented.

4.11 Reporting of Occurrences

The [Reporting of Occurrences – D070 003M](#) shall be adhered to when reporting of an occurrence at an airport.

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4.12 Reporting of Infrastructure Faults

Where faults have been identified on a paved runway surface, following an inspection, the [Management of Infrastructure Management and Control – D060 016M](#) shall be followed to deal with the infrastructure fault.

4.13 Airports Company South Africa SOC Limited Training

The Manager: Electrical Maintenance and/or the Senior designated Maintenance Engineering personnel shall ensure that all Maintenance Engineering personnel, have been trained to complete the relevant tasks which they are required to fulfil their job functions. Where an employee is required to perform work on any operating equipment, they shall be adequately trained on the use of the operating equipment, tools or any other elements associated with the task required to perform their duties.

4.14 Issuance of PPE

The issuance of PPE shall comply with the [Airside Personal Protective Equipment – B080 001M](#) and the [Personal Protective Equipment – S010 004M](#).

4.15 Internal Audits

- Monthly Audit

The Manager: Electrical Maintenance/Manager: Maintenance or designated Maintenance Engineering personnel shall ensure that monthly an audit is completed on the work undertaken by the Approved Contractor using the [Contractor Compliance and Quality Assurance Audit – ME 031](#).

4.16 Statutory Requirements

- Calibration Certificates

Three (3) Monthly.

5. Process for Monitoring

The effective implementation and monitoring of this procedure shall be done through relevant committees and reviews. Self-assessment by Maintenance Engineering (level 1) and Operational Governance (level 2) shall be conducted to determine compliance, implementation and effectiveness of this procedure. In order to ensure compliance to statutory requirements, audits on annual basis or per audit plan shall be conducted to determine compliance status.

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MONITORING CONTROLS	PURPOSE	RESPONSIBLE	FREQUENCY
COE Oversight Compliance Matrix	Oversight compliance	Group Manager: ME (as delegated)	Real Time
Internal Audits	Determine the effectiveness of the procedure and test the outcome of the procedure.	Internal Audit	Annually
Operations Management Manco	Measure adequacy and implementation of the procedure	Operations Management	Planned Interval

Note: This procedure shall be reviewed in three (3) years circle and if there is a need to review the procedure before three (3) years circle laps due to any circumstances being legal requirements, changes in the businesses, the need to reflect current practices or activities, the procedure shall be unlocked for review accordingly.

Disclaimer: In instances where document links are not accessible, directly access the documents on the Policy Management Document Store on the Airports Company South Africa SOC Limited intranet.

6. Accountabilities and Responsibilities

6.1 Accountability

The overall accountability for the development of this procedure lies with the Group Executive: Strategy and Sustainability with the support of the Group Manager: Maintenance and Engineering. However, in the absence the designated person the acting person shall assume responsibility as per delegation of authority. The overall accountability for the effective implementation and adherence of this procedure lies with the Group Executive: Operations Management with the support of the Senior Manager: Maintenance Engineering. However, in the absence the designated person the acting person shall assume responsibility as per delegation of authority.

Authorities	Group Manager: Maintenance Engineering	Regional General Manager	Group Executive: Strategy and Sustainability	Group Executive: Operations Management	Senior Site Manager: Maintenance Engineering	Employees (Procedure role players)
Has overall accountability for development of this	<i>Responsible</i>	-	<i>Accountable</i>	-	<i>Consulted</i>	<i>Consulted</i>

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procedure						
Has overall responsibility for implementation and adherence of this procedure	-	<i>Responsible</i>	-	<i>Accountable</i>	<i>Responsible</i>	<i>Responsible</i>
Consulted at the time of an exception and adherence of this procedure.	<i>Consulted</i>	<i>Consulted</i>	<i>Consulted</i>	<i>Consulted</i>	<i>Accountable</i>	<i>Responsible</i>
Has overall responsibility for adherence, implementation and performance of a given task.	-	-	-	-	<i>Accountable</i>	<i>Responsible</i>
Has responsibility for approval and authorisation	<i>Responsible</i>	<i>Informed</i>	<i>Accountable</i>	<i>Accountable</i>	<i>Informed</i>	-
Communicate the procedure to all impacted stakeholders or employees.	<i>Accountable</i>	<i>Responsible</i>	-	-	<i>Responsible</i>	<i>Informed</i>

6.2 Roles and Responsibilities

Approved Contractor

- Any maintenance work completed by an Approved Contractor shall comply with section 4. Procedure General
- Ensure that monthly audits are completed on the work undertaken

Senior Manager: Site Maintenance Engineering

- Ensure that all Maintenance Engineering personnel, have been trained to complete the relevant tasks which they are required to fulfil their job functions.

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- Adequately train personnel on the use of the operating equipment, tools or any other elements associated with the task required to perform their duties

Regional General Manager

- Ensure that all Maintenance Engineering personnel adhere to their responsibilities

7. Reporting of Non-Conformance

Any deviation from this procedure shall be identified and registered with corrective and preventative measures for continual improvement in accordance with [Reporting of Non-Conformance Procedure Documents - Z001 001M.](#)

8. Related Policy Documents

Document Control Procedure – Z001 006M

Record Keeping Requirements Procedure - Z001 008M

9. Related Legislation and Standard

Airfield Standard Operating Procedures Manual (Latest issue)

Environmental Management System Policy

AWOS Cleaning an Basic Maintenance Report - CL31 Ceilometer

AWOS Cleaning an Basic Maintenance Report - FS11 Visibility Sensor

AWOS Cleaning an Basic Maintenance Report - WS425 Ultrasonic Wind Sensor

IATA - Airport Handling Manual (Latest issue)

ICAO Airport Services Manual - Part 9 Airport Maintenance Practices

ICAO Annexure 14, Volume 1 - Aerodromes

Occupational Health & Safety Act, No. 85 of 1993

Vaisala AWOS Maintenance Program - 061030

10. Change Control and Verification

This procedure shall only be changed with the authorization of the Group Executive: Strategy & Sustainability and in accordance with [Change Control and Verification Procedure - Z001 003M.](#)

11. Records

Record Name	Storage Location	Record Number	Responsible Person	Retention Time
Contractor Compliance and Quality Assurance	Electrical Department/Maintenance Engineering Department (Local Airports)	ME - 031	Manager: Electrical Maintenance/Manager: Maintenance or designated	Five (5) years

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Audit			Maintenance Engineering personnel	
Asset Information Update Request	IMC Department/Maintenance Engineering Department (Local Airports)	ME - 038	Manager: IMC/Maintenance or designated Maintenance Engineering personnel	Five (5) years
Asset Request	IMC Department/Maintenance Engineering Department (Local Airports)	ME - 039	Manager: IMC/Manager: Maintenance or designated Maintenance Engineering personnel	Five (5) years
Asset Preventative Maintenance Request	IMC Department/Maintenance Engineering Department (Local Airports)	ME - 040	Manager: IMC/Manager: Maintenance or designated Maintenance Engineering personnel	Five (5) years
Asset Activity Update Request	IMC Department/Maintenance Engineering Department (Local Airports)	ME - 041	Manager: IMC/Manager: Maintenance or designated Maintenance Engineering personnel	Five (5) years
Contractors List for Preventative Maintenance for Six Monthly Inspections for VOR/ILS/NDB Site for FACT	IMC Department/Maintenance Engineering Department	ME – 042	Manager: IMC/Manager: Maintenance or designated Maintenance Engineering personnel	
Contractors List for Preventative Maintenance for Six Monthly Checks on FSD 40/45 DME for FACT	IMC Department/Maintenance Engineering Department	ME - 043	Manager: IMC/Manager: Maintenance or designated Maintenance Engineering personnel	
Contractors List for	IMC Department/Maintenance	ME - 044	Manager: IMC/Manager: Maintenance	

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Preventative Maintenance for ILS 400 Localizer Ground Checks for FACT	Engineering Department		or designated Maintenance Engineering personnel	
Maintenance of AWOS Procedure	Master in Policy Management Storage Room	D080 009M	Policy Assurance Officer	Five (5) years

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12. Revision History

Date last revised	Revision Status	Compiler	Summary of changes
06 th March 2013	Version: 1	Manager: Maintenance Engineering Name and Surname Mark Maclean	Refer to track changes and change control form for detailed changes.
19 th April 2022	Version: 2	Engineer: Electrical Maintenance Name and Surname Tshego Ntombela	All positions aligned to the GFMO. Standardizing of format for Oracle eAM Preventative Maintenance Activities tables Inclusion of Table to indicate asset groups applicable to an airport.
28 th July 2022	Version: 2	Acting Group Manager: Maintenance Engineering Name and Surname Peter Sibande	<u>Updated the following:</u> 1. Regional Airports - Local Airports 2. Regional Office - Clusters 3. East London - King Phalo in abbr. 4. Port Elizabeth - Chief Dawid in abbr. 5. 6.2 added Regional General Manager responsibilities 6. Remove GE: OM as endorser

13. Endorsement (See Master in Policy Management Storage Room)

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