



NEW JERSEY DEPARTMENT OF TRANSPORTATION  
 DIVISION OF AERONAUTICS  
 INSPECTION & AIRCRAFT OPERATIONS

<http://www.nj.gov/transportation/airwater/aviation/>

Phone: 609-530-2900/Fax: 609-530-5270

AERONAUTICAL FACILITY OPERATIONS MANUAL  
 NON-PUBLIC USE

FACILITY INFORMATION		
FACILITY NAME:		STATE LICENSE NO.:
LATITUDE:	N	FAA SITE NO.:
LONGITUDE:	W	(if known)
ADDRESS:		
CITY:	STATE: New Jersey	ZIP:
OFFICE PHONE:	24-HR CONTACT #:	
FAX:	EMAIL ADDRESS:	
	PHONE (OTHER):	
OPERATOR INFORMATION		
OPERATOR NAME:		
ADDRESS:		
CITY:	STATE:	ZIP:
OFFICE PHONE:	HOME PHONE:	
FAX:	EMAIL ADDRESS:	
24-HR EMERGENCY CONTACT:	PHONE:	ALTERNATE PHONE:

## STANDARD OPERATING PROCEDURES

SECURITY PROCEDURES:

AUXILIARY FIELDS:

COMMERCIAL AERONAUTICAL ACTIVITIES:

FACILITY SCHEDULE:

FACILITY HOURS OF OPERATION:

FACILITY HOURS ATTENDED: (LIST HOURS)

FACILITY INSPECTIONS (NUMBER):

A. DAILY OR PRE-OPERATIONAL:

B. ANNUAL:

(A State Aeronautical Facility Self-Inspection Form will be used to meet the requirements for the annual inspection.)

INSPECTION DISCREPANCY CORRECTION PROCEDURES:

A. NOTIFICATION PROCEDURES:

B. PROCEDURES FOR CORRECTIONS:

AIR TRAFFIC CONTROL PROCEDURES:

NOISE ABATEMENT PROCEDURES:

FACILITY AIR TRAFFIC PATTERN(S):

## EMERGENCY PROCEDURES

### EMERGENCY NOTIFICATION NUMBERS:

OWNER/OPERATOR:

FIRE DEPARTMENT:

EMERGENCY MEDICAL SERVICES:

POLICE DEPARTMENT:

FAA FSDO:

NJ STATE POLICE:

NJ DIVISION OF AERONAUTICS: (609) 530-2900

NTSB:

### EMERGENCY PROCEDURES TO BE USED IN THE EVENT OF:

FIRE:

POLICE OR SECURITY ACTIVITY:

RESCUE OR EMERGENCY MEDICAL SERVICE RESPONSE:

AIRCRAFT ACCIDENT OR INCIDENT REPORTING: (See below)

“PROCEDURE FOR REPORTING ACCIDENTS AND INCIDENTS PURSUANT TO NJAC 16:54-5.1(c) AS FOLLOWS”:

- (c) Reporting of accidents and incidents shall be accomplished as follows:
1. Licensees or their agents shall immediately report all aircraft accidents or incidents occurring on their aeronautical facility which cause any property damage or injury to any person, as well as all known aircraft accidents or incidents occurring nearby, to the local police and to the Division.
  2. Licensees or their agents shall immediately notify the Division of any accident or incident which occurs on their aeronautical facility which affects the operational capability of the facility or requires the closure or shutdown of any portion of the facility.
  3. These reporting requirements as outlined in (c) 1 and 2 above do not relieve the operator or aircrew of any aircraft involved in the accident or incident from any responsibility to comply with notification provisions of FAA, State or NTSB regulations.

<b>GENERAL OPERATING RULES</b>		
<b>FACILITY NAME:</b>		<b>STATE LICENSE #:</b>
<b>LOCATION:</b>		
<b>OWNER/MANAGER:</b>		<b>OFFICE PHONE:</b>
<b>FAX:</b>		<b>EMAIL ADDRESS:</b>
<b>24-HR EMERGENCY CONTACT #:</b>	<b>ALTERNATE PHONE #:</b>	<b>HOURS OF OPERATION:</b>
<b>GENERAL OPERATING PROCEDURES:</b>		
<b>GROUND OPERATING PROCEDURES:</b>		
<b>VEHICLE AND PEDESTRIAN CONTROL PROCEDURES:</b>		
<b>NOISE ABATEMENT PROCEDURES:</b>		
<b>NOTICES TO USERS:</b>		