



NEW JERSEY DEPARTMENT OF TRANSPORTATION

BUREAU OF AERONAUTICS
1035 Parkway Avenue, PO Box 600
Trenton, NJ 08625-0600

email: DOT-Aeronautical.Licenses@dot.nj.gov Phone: (609) 963-2100 Fax: (609) 530-5270
<https://nj.gov/transportation/freight/aviation/documents/da7.dotx>

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:		ZIP:	
BUSINESS PHONE:			24-HR CONTACT #:		
E-MAIL ADDRESS:			FAX:		
ALTERNATE PHONE:					

OPERATOR INFORMATION

OPERATOR NAME:					
ADDRESS:					
CITY:		STATE:		ZIP:	
OFFICE PHONE:			HOME PHONE:		
E-MAIL ADDRESS:			FAX:		
NAME OF 24-HR. EMERGENCY CONTACT:					
PHONE:			ALTERNATE PHONE:		

STANDARD OPERATING PROCEDURE

SECURITY PROCEDURES:

AUXILIARY FIELDS: (if applicable)

COMMERCIAL AERONAUTICAL:

ACTIVITIES:

FACILITY SCHEDULE:

FACILITY HOURS OF OPERATION:

FACILITY HOURS ATTENDED: (LIST HOURS)

FACILITY INSPECTION(S)

A. DAILY OR PRE-OPERATIONAL:

B. ANNUAL:

(Use the DA-6 Aeronautical Facility Self-Inspection Form 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 PHONE NUMBERS:

OWNER/OPERATOR:

Fire Department:

Emergency Medical Services:

Police Department:

FAA FSDO:

NJ STATE Police:

NJDOT Bureau of Aeronautics: 609-963-2100

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 N.J.A.C. 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 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 Bureau of Aeronautics.
2. Licensees or their agents shall immediately notify the Bureau of Aeronautics of any accident or incident which occurs on the 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.

GENERAL OPERATING RULES

FACILITY NAME:

STATE LICENSE #:

LOCATION:

OWNER/MANAGER:

BUSINESS PHONE:

E-MAIL ADDRESS:

FAX:

24-HOUR EMERGENCY CONTACT #:

ALTERNATE PHONE #:

HOURS OF
OPERATION:

GENERAL OPERATING PROCEDURES:

GROUND OPERATING PROCEDURES:

VEHICLE AND PEDESTRIAN CONTROL PROCEDURES:

NOISE ABATEMENT PROCEDURES:

NOTICES TO USERS: