

A Collaboration Between



RESQTEC®

Increasing Aircraft Recovery Preparedness

GUIDELINES & CHECKLIST



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GUIDELINES AND CHECKLIST FOR INCREASING AIRCRAFT RECOVERY PREPAREDNESS

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Introduction

Runway excursions are the most frequent accident type in aviation and frequently are identified as one of the most serious risks for airport operations.

Over the past several years, it is estimated that world-wide, there have been approximately 158 runway excursions resulting in aircraft becoming disabled.

In many of these cases, the incidents have caused runway and airport closures that have on average resulted in 17 hours of runway closure time creating significant disruption and financial loss to airport operations. While the majority of the incidents fall within category I (i.e., light incidents such as a flat tire, landing gear de-bogging, etc.), the average closure time of a runway or airport remains high. In 2023, at least 158 incidents with disabled aircraft have occurred globally, averaging approximately 3 incidents per week.

To guarantee efficient airport operations whatever the circumstances, preparedness for aircraft recovery operations is key for any professional airport, especially since very few aircraft operators have immediate access to the resources and expertise necessary to carry out disabled aircraft recovery operations.

Being prepared will save time and limit the disruption to your operations and will reduce the financial impact of the incident.

The equation for an efficient aircraft recovery operation is:



The first step in your process of preparation is to ask yourself the following four questions:

- 1) Does your airport have a comprehensive “Disabled Aircraft Removal Plan” and is it up to date?
- 2) Does your airport have a designated aircraft recovery team that is fully trained?
- 3) Does your airport have specialized aircraft recovery equipment, or does it have arrangements in place to obtain this equipment at short notice?
- 4) Is your airport in regular contact with all relevant stakeholders (e.g., ARFF, airlines, government, fuel companies, handling agents, etc.) and is everyone aware of each other’s capabilities and responsibilities?
- 5) In case of disabled single-runway airport with no roadlinks with neighbouring countries, what plans are available to dispatch the aircraft recovery equipment?

ACI Latin America and Caribbean recommends LAC airports to adopt and use this comprehensive disabled aircraft recovery pre-planning checklist as a tool to assist them in assessing their aircraft recovery capabilities and to serve as a tool when developing the airport’s disabled aircraft recovery plan.

Checklist 1: Management & Organization

Item	Questions / Requirements	N/A	Yes	Partial	No
1.	Has an Aircraft Recovery Coordinator been appointed in accordance with ICAO doc 9137 Airport Services Manual Part 5?	☐	☐	☐	☐
2.	Does the airport have a plan for the removal of disabled aircraft in accordance with ICAO doc 9137 Airport Services Manual Part 5, Annex 14?	☐	☐	☐	☐
3.	Are procedures for the removal of disabled aircraft recovery identified in the Airport Emergency Plan?	☐	☐	☐	☐
4.	What agency or organizations at the airport are responsible for disabled aircraft recovery?	☐	☐	☐	☐
5.	Does the Airport User's Regulation identify who is responsible for the removal of disabled aircraft?	☐	☐	☐	☐
6.	Do the airlines operating at the airport have plans, procedures and resources to ensure the expedient removal of disabled aircraft?	☐	☐	☐	☐
7.	Do the airlines have access to the IATA Recovery Equipment Pool?	☐	☐	☐	☐
8.	Has the airport experienced disabled aircraft recovery incidents in the past? (If yes, what category of recovery and how was the aircraft removed?)	☐	☐	☐	☐
9.	What is the ICAO Aerodrome Reference Code?	☐	☐	☐	☐
10.	How many operational runways does the airport have? (Specify runway length/width and designations)	☐	☐	☐	☐
11.	What is the over-all length of the over-run areas?	☐	☐	☐	☐
12.	What is the predominant wind direction?	☐	☐	☐	☐
13.	Does the airport have a dedicated disabled aircraft recovery team available?	☐	☐	☐	☐

Checklist 1 Continued: Management & Organization

Item	Questions /Requirements	N/A	Yes	Partial	No
14.	What governmental organization is responsible for aircraft accident investigation? <i>(Specify office name, location and jurisdiction)</i>	☐	☐	☐	☐
15.	What is the expected time of arrival of the investigation team following an accident/incident?	☐	☐	☐	☐
16.	Does the airport have access to aircraft recovery documents?	☐	☐	☐	☐
17.	Are procedures for defueling of disabled aircraft established?	☐	☐	☐	☐
18.	Are sufficient defueling vehicles available?	☐	☐	☐	☐
19.	Is there sufficient bulk fuel storage available for the downloaded fuel?	☐	☐	☐	☐
20.	Are procedures established for the downloading of cargo?	☐	☐	☐	☐
21.	Are craftsmen available after normal duty hours? <i>(Electricians, carpenters, etc.)</i>	☐	☐	☐	☐
22.	Are heavy equipment vehicle operators available after normal duty hours?	☐	☐	☐	☐
23.	Are facilities available to supply meals/refreshments for the recovery teams?	☐	☐	☐	☐
24.	Are portable shelters available to provide rest/break areas for rehabilitation of the recovery team?	☐	☐	☐	☐
25.	Are contracting officers available after normal duty hours to initiate service agreements, purchase orders?	☐	☐	☐	☐
26.	Are legal representatives available after normal duty hours to negotiate recovery contracts?	☐	☐	☐	☐

Checklist 2: Training

Item	Questions / Requirements	N/A	Yes	Partial	No
1.	Are airport personnel properly trained in performing disabled aircraft recovery operations?	☐	☐	☐	☐
2.	Are airline personnel properly trained in performing disabled aircraft recovery operations?	☐	☐	☐	☐
3.	Are facilities available at the airport to conduct onairport training?	☐	☐	☐	☐
4.	Are airport personnel trained in aircraft defueling procedures?	☐	☐	☐	☐
5.	Are airport personnel properly trained in managing and leading disabled aircraft recovery operations?	☐	☐	☐	☐
6.	Is there a dedicated training plan available with recurring training for the disabled aircraft recovery team?	☐	☐	☐	☐
7.	Is the airport keeping record of the readiness of its disabled aircraft recovery team (e.g. certificate validity, list of completed training courses, etc.)?	☐	☐	☐	☐

Checklist 3a: Tools, Equipment and Special Purpose Vehicles (Ground Reinforcement, Temporary Roads)

Indicate if equipment is available at airport (AP or available off-site)

Item	Questions / Requirements	Yes	No	AP	OS
1.	Does the airport have earth moving equipment available?	☐	☐	☐	☐
2.	Forklifts?	☐	☐	☐	☐
3.	Front-End Loaders?	☐	☐	☐	☐
4.	Graders?	☐	☐	☐	☐
5.	Dump Trucks?	☐	☐	☐	☐
6.	Tow Vehicles?	☐	☐	☐	☐
7.	Flatbed Trailers?	☐	☐	☐	☐
8.	Bobcats/Backhoe?	☐	☐	☐	☐
9.	Heavy Timber?	☐	☐	☐	☐
10.	Plywood Sheathing?	☐	☐	☐	☐
11.	Light Timber?	☐	☐	☐	☐
12.	Crushed Rock/Gravel (Back-fill material)?	☐	☐	☐	☐
13.	Compactor?	☐	☐	☐	☐
14.	Hand-Tools (Shovels, Picks, Rakes, etc.)?	☐	☐	☐	☐
15.	Temporary Road Materials (Q-Mats, Commercial Road Panels etc.)?	☐	☐	☐	☐

Checklist 3b: Tools, Equipment and Special Purpose Vehicles (Towing Equipment)

Indicate if equipment is available at airport (AP or available off-site)

Item	Questions / Requirements	Yes	No	AP	OS
1.	Tow vehicles available?	☐	☐	☐	☐
2.	Tow bars available?	☐	☐	☐	☐
3.	Heavy vehicles equipped with winches?	☐	☐	☐	☐
4.	Shackles?	☐	☐	☐	☐
5.	Tubular ropes/slings?	☐	☐	☐	☐
6.	Steel braided cables?	☐	☐	☐	☐
7.	Cargo straps?	☐	☐	☐	☐
8.	Special tow fittings ?	☐	☐	☐	☐
9.	Towing/Debogging Kit?	☐	☐	☐	☐
10.	Strut straps / slings?	☐	☐	☐	☐
11.	Tow chains?	☐	☐	☐	☐
12.	Load Indicating Devices/Load Cells (analog/digital)?	☐	☐	☐	☐

Checklist 3c: Tools, Equipment and Special Purpose Vehicles (Aircraft Lifting & Tethering Equipment)

Indicate if equipment is available at airport (AP or available off-site)

Item	Questions / Requirements	Yes	No	AP	OS
1.	High-Pressure R2S Lifting Columns?	☐	☐	☐	☐
2.	Low-Pressure Aircraft Lifting Bags?	☐	☐	☐	☐
3.	Aircraft Lifting Bags (other)?	☐	☐	☐	☐
4.	Mobile air compressor available?	☐	☐	☐	☐
5.	Tethering equipment available?	☐	☐	☐	☐
6.	Hand-operated winches/Trifor?	☐	☐	☐	☐
7.	Fuselage slings?	☐	☐	☐	☐
8.	Special tethering fittings? (Aircraft Specific)	☐	☐	☐	☐
9.	Earth anchors?	☐	☐	☐	☐
10.	Tubular ropes/slings?	☐	☐	☐	☐
11.	Load Indicating Devices/Load Cells? (analog/digital)	☐	☐	☐	☐
12.	High-Reach Work Platforms?	☐	☐	☐	☐
13.	Shape/contour adaption equipment available ?	☐	☐	☐	☐
14.	Aircraft maintenance jacks available?	☐	☐	☐	☐
15.	Aircraft jack fittings?	☐	☐	☐	☐

Item	Questions / Requirements	Yes	No	AP	OS
16.	Aircraft recovery jacks?	☐	☐	☐	☐
17.	Cranes available?	☐	☐	☐	☐
18.	Traverse available?	☐	☐	☐	☐
19.	Fuselage slings?	☐	☐	☐	☐
20.	Chains / Shackles?	☐	☐	☐	☐

Checklist 3d: Tools, Equipment and Special Purpose Vehicles (Ancillary Equipment)

Item	Questions / Requirements	Yes	No	AP	OS
1.	Are portable lighting units available?	☐	☐	☐	☐
2.	Are portable generators available?	☐	☐	☐	☐
3.	Is cordon material and signs available to secure incident site?	☐	☐	☐	☐
4.	Are plumb lines and levels available?	☐	☐	☐	☐
5.	Is communication equipment available (Portable Radios)?	☐	☐	☐	☐
6.	Is protective clothing available for the DAR Team?	☐	☐	☐	☐
7.	Are tool kits available (Std. Hand tools)?	☐	☐	☐	☐

References

- Annex 14 - Aerodromes, Volume I Aerodrome Design and Operations, requirement 2.10
- Annex 14 - Aerodromes, Volume I Aerodrome Design and Operations, requirement 9.3.1 and 9.3.2
- Airport Services Manual Part 5, requirement 1.2.2, 1.2.5, 1.9.3, 1.9.7, appendix 1
- Airport Services Manual Part 5, requirement 1.4.4, 1.9.3, 1.9.4, 1.9.7, appendix 4, appendix 10
- Annex 14 - Aerodromes, Volume I Aerodrome Design and Operations, requirement 2.10
- Airport Services Manual Part 5, requirement 1.9.3, 1.9.4, 1.9.7, appendix 7