

Aerodrome Reporting Officer interview questions

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What to expect

Interviews for Aerodrome Reporting Officer roles typically assess your technical knowledge of aviation regulations, your ability to make safety judgements, and how you coordinate with air traffic control and ground staff. Employers want to know you can work autonomously and stay calm under pressure.

- **Technical and regulatory knowledge:** Questions about CASR Part 139, NOTAM procedures, and aerodrome manuals.
- **Scenario-based safety judgement:** Hypothetical situations requiring you to identify hazards and decide on immediate actions.
- **Behavioural and teamwork:** Past examples of working with ATC, ground staff, or emergency services.
- **Process and procedure:** Walk-throughs of your routine inspection and reporting processes.

Typically a phone screen with a recruiter, followed by a panel interview with the airport operations manager and a safety manager. Some employers include a practical assessment, such as a simulated inspection or a written NOTAM exercise.

1. Walk me through your routine aerodrome inspection process, from start to finish.

Why they ask

To assess your understanding of inspection standards and your attention to detail.

How to structure your answer

A step-by-step walk-through: pre-inspection checks, physical inspection of runways, taxiways and aprons, hazard identification, reporting, and follow-up.

Example answer

"I start by checking the current NOTAMs and weather to understand any active restrictions. Then I drive or walk the airside areas, checking for foreign object debris, pavement damage, and lighting faults. I use a digital camera and GPS to record any issues. After the inspection, I log all findings in the aerodrome inspection software and issue NOTAMs if needed. Finally, I coordinate with ATC and ground staff to ensure any hazards are addressed promptly."

2. Tell me about a time you identified a safety hazard at an aerodrome. What did you do?

Why they ask

To see how you apply safety awareness in practice and whether you follow correct reporting procedures.

How to structure your answer

STAR: Situation, Task, Action, Result.

Example answer

"During a routine inspection, I noticed a large piece of metal debris near the runway threshold. The task was to remove it safely and prevent any aircraft damage. I immediately radioed air traffic control to pause departures, retrieved the debris, and then issued a NOTAM to inform pilots. As a result, no aircraft were affected, and I filed an incident report to prevent future occurrences."

3. You spot a crack in the runway during a busy period. What do you do?

Why they ask

To test your judgement under pressure and your ability to prioritise safety over operational convenience.

How to structure your answer

Judgement under pressure: assess severity, take immediate action, communicate, and escalate.

Example answer

"First, I assess the size and location of the crack. If it poses a risk to aircraft, I immediately radio ATC to close the affected runway section. I then issue a NOTAM and inform airport management. I would arrange for a temporary repair and coordinate with ground staff to redirect traffic. I would also document the incident and schedule a permanent repair as soon as possible."

4. How do you ensure your NOTAMs are accurate and timely?

Why they ask

To check your knowledge of NOTAM procedures and your reliability in communicating critical information.

How to structure your answer

Process explanation: gather information, verify, format, distribute, and confirm receipt.

Example answer

"I start by gathering all necessary details, such as location, duration, and purpose. I then cross-check with the aerodrome manual and current conditions. I draft the NOTAM using the CASA NOTAM system, ensuring it follows the correct format. After issuing it, I confirm with ATC and other relevant parties that they have received and understood it. I also log the NOTAM for future reference."

5. Describe a situation where you had to coordinate with air traffic control or ground staff during an incident.

Why they ask

To evaluate your communication and teamwork skills in a high-stakes environment.

How to structure your answer

STAR with emphasis on communication and coordination.

Example answer

"During a severe weather event, a taxiway light was damaged. I coordinated with ATC to restrict taxiing on that route and informed ground staff to place temporary markers. I maintained constant radio contact to ensure everyone was aware of the changes. The result was that no aircraft were endangered and normal operations resumed quickly after repairs."

6. What do you know about CASR Part 139 and how does it apply to your role as an Aerodrome Reporting Officer?

Why they ask

To assess your regulatory knowledge, which is central to the role.

How to structure your answer

Technical explanation: summarise the regulation, then link it to specific tasks.

Example answer

"CASR Part 139 sets out the safety standards for aerodrome operations in Australia, covering things like runway inspections, lighting, and reporting. As an Aerodrome Reporting Officer, I apply it by conducting regular inspections according to the aerodrome manual, issuing NOTAMs for any changes, and maintaining records that demonstrate compliance. It guides my daily decisions on what constitutes a hazard and how to report it."