

Movement Area Inspection and Reporting

Airside Operational Instruction 02

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DOCUMENT REVIEW HISTORY		
AOI 02	CURRENT VERSION:-	V2.0
ISSUE DATE:-	DECEMBER 2017	

VERSION	REVIEW	DATE
V1.0		September 2015
	1.1	September 2016
	1.2	January 2017
V2.0		December 2017

A. AMENDMENTS

This document will be subject to a routine review, over a period not exceeding 18 months. The latest version will be included in the annual reissue of the Aerodrome Manual; interim reviews are carried out as deemed necessary.

Only operational related amendments will prompt the issue of a new Version; pertinent amendments being highlighted in green text & indicated by a green bar in the right margin. Indication of any amendment of an administrative nature will be listed below.

B. REVIEW / AMENDMENT HISTORY

REVIEW SUMMARY			
VERSION / REVIEW REF:-	1.1	REVIEW COMPLETED BY:-	CATHY WILLOUGHBY-CRISP
DATE:-	SEP 16	ROLE:-	AIR TRAFFIC & OPERATIONS MANAGER

PARAGRAPH	AMENDMENT
Various	Role title change; Maintenance & Works Supervisor now Asset Manager; Reference to Airfield Technical Manager removed

REVIEW SUMMARY			
VERSION / REVIEW REF:-	1.2	REVIEW COMPLETED BY:-	CATHY WILLOUGHBY-CRISP
DATE:-	JAN 17	ROLE:-	AIR TRAFFIC & OPERATIONS MANAGER

PARAGRAPH	AMENDMENT
1.3	Additions to / clarification of Direction of Runway inspections

REVIEW SUMMARY			
VERSION / REVIEW REF:-	V2.0	REVIEW COMPLETED BY:-	CATHY WILLOUGHBY-CRISP
DATE:-	DEC 17	ROLE:-	AIR TRAFFIC & OPERATIONS MANAGER

PARAGRAPH	AMENDMENT
	New ownership
Various	Role title change; General Manager now Managing Director

1. SAFETY INSPECTIONS

1.1 POLICY STATEMENT

Safety inspections at BOH will cover operations on the Aerodrome as well as specific checks on the Movement Area, focusing on the quality of the “end product”.

It is a requirement that the Runway and Taxiways are inspected at regular intervals to ensure that the surface complies with the criteria for use by aircraft. The Runway pavement is required to be in an acceptable state of repair, with access and egress unimpaired and to be free from FOD and wildlife.

Safety Assurance Document 03; Runway Inspection Regime, provides specific details of inspection regime requirements.

The instructions detailed in this AOI lay down the procedures to be adhered to by all personnel, who must be trained and qualified to carry out these tasks. Also included are the areas to be inspected, by whom and by what means.

Appendix 1 provides a flow-chart depiction of the Inspection & Reporting Process

1.2 SAFETY INSPECTIONS; GENERAL REQUIREMENTS

1.2.1 AREAS TO BE INSPECTED:-

The areas to be inspected include the Runway, all bell-mouths, Taxiways and all other paved areas used by aircraft.

A full Airfield inspection shall be carried out as soon after first light as is possible and again at dusk. The dusk inspection will include a check on the serviceability of the Airfield Ground Lighting and obstruction lighting, which is visible from the paved areas. Throughout the rest of the day Runway, bell-mouths and Taxiway inspections shall be carried out at regular intervals.

1.2.2 FREQUENCY OF INSPECTIONS:-

The main inspection, at first light and again at dusk will be completed subject to the time of year and prevailing weather conditions. All other inspections will be carried out at intervals of not greater than 30 minutes throughout the remainder of the day.

At night and in inclement weather conditions when aircraft movements are spasmodic; and especially during periods of heavy rain, snow and ice or poor visibility, pro-active bird control and a Runway inspection shall be undertaken before any aircraft movement. In the event of no movements, over a period at least 30 minutes since the previous movement or inspection, bird control and a Runway inspection must be completed immediately prior to the next movement.

During defined risk periods; i.e. periods of increased bird activity as identified by BCC such as sunrise and sunset, Runway Inspections in relation to bird control will be a continuous activity.

Additional inspections may also be requested by ATC after the movement of a Code D or Code E aircraft.

1.2.3 INSPECTING PERSONNEL:-

Trained RFFS operatives will carry out both the first light and the dusk inspection and will be responsible for all routine inspections throughout the day.

Additional Runway / Taxiway inspections must be carried out by suitably trained personnel dependent on the reason for the inspection, or as deemed appropriate.

1.2.4 VEHICULAR REQUIREMENTS:-

It is imperative that a suitable vehicle is used when carrying out a Runway and Taxiway inspection. During daylight hours, most vehicles with good all round visibility are acceptable. At night, any vehicle used should be fitted with sufficient lighting to enable the operator to observe the maximum width of the area being inspected.

All vehicles used must be fitted with suitable radio communications.

1.3 RUNWAY INSPECTIONS

- 1.3.1** Prior to commencing a Runway inspection, permission to access the Runway must be obtained from the Air Traffic Controller on VHF Frequency (Tower / Ground) or on UHF Channel 2, if VHF is not available in the vehicle.

Whilst operating on the Runway, drivers must remain in radio contact with ATC and listen out for their call-sign.

- 1.3.2** The routine Runway Inspection consists of the following checks and observations:-

- All Runway markings and signage are visible and in good order
- All paved areas are in good repair and free from FOD / loose materials and any potential hazard is controlled prior to it becoming relevant
- A visual inspection of all airfield lighting, looking for any signs of damage

- 1.3.3** The following parameters will be incorporated within the Runway Inspection regime:-

- a) Inspections in relation to FOD shall be undertaken within a minimum 2-hour time scale.
- b) Surface conditions will, in the case of bad weather, be subject to reactive inspections, as and when the weather occurs.
- c) Surface faults inspections shall be undertaken at a minimum rate of 3 per day, as well as a formal quarterly engineering inspection.
- d) Visual inspections for spillages (contaminants-oils etc.) should be undertaken as per the daily "surface faults" inspection regime.
- e) Bad ground inspections should be undertaken as per surface faults regarding quarterly engineering checks, as well as any post-works checks being carried out.
- f) Runway lighting and fittings will be subject to a daily, visual serviceability inspection; Additionally, a monthly "physical" and a 6-monthly "torque" check is completed.
- g) Signage should also be subject to an inspection post extreme weather, as well as being inspected within a weekly "weed" check regime.

- h) Surface markings should be inspected post winter measures, together with checks undertaken within the quarterly engineering inspection.
- i) Rubber contamination inspections should be undertaken as per surface markings quarterly engineering inspection.
- j) Unless specifically authorised, the Runway inspection should be carried out in a suitable vehicle, driven at a speed conducive with location and conditions and where feasible, not exceeding 35 mph.
- k) In the event of the inspection being interrupted by an aircraft movement, the inspection should be re-commenced at a position behind where the interruption occurred.
- l) On completion of the inspection, the Air Traffic Controller must be notified that the Inspection is complete and the time recorded in the ATC Log-Book.
- i) Whenever practicable, the direction of travel for Runway inspections will be towards landing traffic.

1.4 MOVEMENT AREA INSPECTIONS SCHEDULE

- 1.4.1 Daily Airfield inspections are carried out by the RFFS Safety Operative, who is constantly patrolling the Airfield during promulgated hours. The inspections cover all Apron Areas, Equipment Parks and associated Roadways, the Maintenance Areas, Aerodrome Perimeter, Grass Areas and other aircraft Movement Areas. The results are recorded on the BOH Aerodrome Safety Log, located on the BOH computer system.
- 1.4.2 A second tier of inspections is carried out by the Air Traffic & Operations Manager (ATOM) and Asset Manager, who conduct an in-depth inspection of all areas of the Airfield on a monthly basis. The results are recorded on the "BOH Shared Files" and any work identified is entered on the BOH Engineering Works Database.
- 1.4.3 A third tier of inspections is carried out by the Air Traffic & Operations Manager, Asset Manager, Head of Technical Services (HOTS) and Managing Director (MD), as available; who will conduct further in-depth inspections of all areas of the Airfield on a six-monthly basis. The results are recorded on the "BOH Shared Files" and any work identified is entered on the BOH Engineering Works Database.
- 1.4.4 In addition to the Runway inspections detailed, a "Runway Walk / FOD Plod" will be undertaken twice a year, providing the means for a more detailed inspection of the surface condition. These walks will be co-ordinated by the ATOM and will include the MD, HOTS and personnel from the RFFS, Engineering and other departments as available.
- 1.4.5 A detailed inspection on foot will be carried out for all Taxiways over a 3-year rolling basis, providing a means to record and monitor the on-going condition of the surfaces. The walks will be co-ordinated by the ATOM and the inspection team will include the HOTS, Asset Manager and other personnel, as relevant or available.

1.5 INSPECTION SPECIFICATIONS

In addition to the specifications for Runway Inspections (Para 1.3), routine Movement Area inspections will include the following checks and observations:-

- All aircraft are parked in designated areas, are securely chocked and not infringing operational areas
- Potential hazards around aircraft are adequately controlled
- Equipment and vehicles not in use are secure and parked in their designated areas
- All surface markings, including Apron markings are clear, accurate and effective
- All signage is clear and correctly positioned
- The condition of concrete and tarmac areas
- The condition of all Airfield Ground Lighting.
- Areas used by Aircraft are free from loose stones and other debris, including litter and any potential FOD hazard is controlled
- Bad ground and temporary obstructions, on or near areas used by aircraft are properly marked / lit
- The condition of the Blast Pads at each end of the Runway and the de-lethalised areas within the Clear and Graded Area

Special attention should be made to any areas where contractors have been working to ensure that they are clear of all materials and equipment. Also, that any materials left on site do not, and will not become a hazard if left unattended and that the said materials do not infringe any height restrictions etc. in the area.

1.6 ADDITIONAL SURFACE INSPECTIONS

Additional inspections by the Safety Operative, of all or part of the Movement Area, will be undertaken prior to allowing any further aircraft movements in the subject area whenever:-

- An incident or suspected incident on the Runway / Taxiway involving tyre failure, aircraft structural failure or in the case of turbine engine aircraft, engine malfunction
- Any incident that is likely to result in debris being left in a hazardous position
- Debris is reported on the Runway, Taxiways or Apron areas
- Any work on the Movement Area has been completed
- Following completion of a high power engine run
- A chemical/oil spillage is reported

1.7 CIVIL AND GRASSLAND INSPECTIONS

An inspection of the grassland areas is included in the monthly inspection carried out by the Air Traffic & Operations Manager and the Asset Manager.

Annual Pavement inspections are undertaken by the Managing Director and Head of Technical Services, supported by an annual inspection through the M.A.G Asset Team.

1.8 AERODROME GROUND LIGHTING INSPECTIONS

A daily inspection all Airfield Ground Lighting is carried out before the commencement of night flying in conjunction with the dusk surface inspection.

Ref:- AOI 3; Navigational Aids and Aerodrome Ground Lighting

1.9 REPORTING AND RECORDING OF INSPECTIONS

1.9.1 DAILY INSPECTIONS:-

On completion of all the daily surface inspections the information gathered should be entered in the BOH Aerodrome Safety Log, located on the BOH computer system.

Unserviceabilities are to be recorded/reported to the Air Traffic Controller and to the Asset Manager. Pavement faults are recorded on the Engineering Works Database.

Any lighting faults are to be reported to the Air Traffic Engineering Department for rectification and recorded on the Airfield Ground Lighting Fault Log.

Other conditions, outside of those described above but which require attention, are to be reported to the Asset Manager and recorded in the Works database.

1.9.2 MONTHLY AND 6-MONTHLY INSPECTIONS:-

An inspection report from each of the monthly and 6-monthly inspections is prepared by the ATOM and stored on the Shared Files.

Identified areas of work are listed on a Master Log and recorded for action on the Engineering Works Database.

1.9.3 ACTION AND RECTIFICATION:-

Entries logged on the Engineering Works Database will be notified to the relevant department by e-mailed. The job will remain on the database as an "open" issue until such time as the fault is rectified and the database entry then marked as "closed".

If the unserviceability causes any part of the Runway / Taxiways to be unsafe for operations, the Duty RFFS Station Manager, in consultation with the ATOM &/or Duty Air Traffic Controller will close or restrict access to that part of the Movement Area until the fault is rectified. ATC will initiate any NOTAM action and ensure Essential Aerodrome Information is advised to all operators as relevant, in accordance with the requirements of MATS Part 2.

Requests for sweeping or the removal of litter from the Apron area, Runway or Taxiways are referred to the RFFS Station Manager for action. It is the responsibility of all Airport and tenant company staff to remove any litter, which they may discover in those parts of the Movement Area to which they have access.

1.10 REMEDIAL WORKS

1.10.1 MAJOR WORKS:-

Major works will be planned in advance by the Asset Manager and the Air Traffic & Operations Manager, in consultation with the Head of Technical Services, Managing Director and representatives from ATC, RFFS and Airfield Engineering as relevant.

Details of any major repairs will be the subject of an Operational Advice Notices (OAN).

1.10.2 MINOR / SHORT NOTICE WORKS:-

The requirement to undertake minor repairs at short notice, within the Movement Area, may arise following a report of a fault / unserviceability, or due to unforeseen circumstances. As far as is practicable, such work will be carried out on an opportunity basis, between aircraft movements.

Prior to starting work or submitting a job registration for any such minor rectification works, details will be advised by the Asset Manager to the Air Traffic & Operations Manager, or direct with ATC, as appropriate.

ATC must be informed of the requirement to close or restrict access to any part of the Movement Area. NOTAM action and advice to operators will be taken by ATC in accordance with MATS Part 2 guidance.

Where necessary, arrangements for marking bad ground or temporary obstructions will be co-ordinated with the RFFS.

2. RUNWAY SURFACE CONDITIONS

2.1 SURFACE CHARACTERISTICS

The asphalt and concrete mix Runway surface at BOH has been assessed as having good friction characteristics and resists friction degradation, which could result from modest levels of rubber build up.

Friction readings are taken by the Grip Tester operated by the RFFS Department, who also undertake Friction Classification and Monitoring Surveys to meet compliance with CAP 683 requirements.

Grip Tester operations are undertaken on a quarterly basis.

Ref:- AOP 2; Grip Tester Procedures.

APPENDIX 1 INSPECTION PROCESS



