

Navigational Aids and Aerodrome Ground Lighting

Airside Operational Instruction 03

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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:-	V2.0	REVIEW COMPLETED BY:-	CATHY WILLOUGHBY-CRISP
DATE:-	SEP 16	ROLE:-	AIR TRAFFIC & OPERATIONS MANAGER

PARAGRAPH	AMENDMENT
Various	Role of Airfield Technical Manager changed to Senior ATSEP

REVIEW SUMMARY			
VERSION / REVIEW REF:-	V3.0	REVIEW COMPLETED BY:-	CATHY WILLOUGHBY-CRISP
DATE:-	DEC 17	ROLE:-	AIR TRAFFIC & OPERATIONS MANAGER

PARAGRAPH	AMENDMENT
	New ownership
Various	Senior ATSEP now Air Traffic Engineering Manager (ATEM); ATSEP now Air Traffic Engineer (ATE)

1. AIRFIELD ENGINEERING MAINTENANCE ORGANISATION

1.1 The prime function of BOH Airfield Engineering is to maintain the communication and navigational radio services and the Airfield Ground Lighting for the safety of aircraft in flight and on the ground at BOH. As part of the responsibility, under Articles 205 and 206 of the ANO for providing a maintenance organisation approved by the SARG, the Airport must produce documentary evidence on request about the serviceability of all equipment or facilities provided. The prime documents that fulfil this requirement are:-

- a) BOH Air Traffic Engineering Maintenance Exposition Document
- b) BOH AOP 102; Aerodrome Ground Lighting Procedures

2. NAVIGATIONAL AIDS

2.1 Navigational Aid inspections, including the nature and frequency of the inspections are located within the BOH Air Traffic Engineering Document Library.

Flight Checking of Lighting and Nav aids is contracted to an external company, who demonstrate compliance with CAP 670; The Approval of Flight Inspection Organisations and ICAO Annex 14, as appropriate.

Procedures for Flight Testing of Lighting and Nav aids and the recording of these tests, are detailed in the BOH Air Traffic Engineering Maintenance Exposition Document and the Flight Inspection Organisation's latest Exposition.

3. VISUAL AIDS

3.1 All Visual Aids inspection and maintenance activities, together with actions to be taken in the event of failures, are covered in the BOH AOP 102; Aerodrome Ground Lighting Procedures.

4. AERODROME LIGHTING INSPECTIONS

4.1 REGIME

Lighting inspections, including the nature and frequency of the inspections can be found in document; AGL Maintenance Procedure; Ref:-BOH/ATE/AGL/MP/System

Runway lighting inspections are carried out in accordance with the Safety Assurance Document: SAD 12; Runway Inspection Regime.

Routine Aerodrome lighting inspections are conducted daily by the Safety Team operative. Any lighting faults are to be recorded on the Airfield Ground Lighting Fault Log and advised to the Air Traffic Engineering Department (ATE), which holds responsibility for the maintenance of the Airfield Ground Lighting.

4.2 UNSERVICEABILITY

Any fault &/or unserviceability found will be reported to ATC and if required, to the Duty Air Traffic Engineer (ATE). Faults will be recorded on the ATE Daily Log and the ATEs will instigate rectification.

If the unserviceability causes any part of the Runway, Manoeuvring Area or Apron(s) to be unsafe for operations, the Air Traffic & Operations Manager will close or restrict access to the appropriate area until the unserviceability is rectified.

NOTAM action, if necessary, is to be taken by ATC in accordance with MATS Part 2.

4.3 RECTIFICATION

Details of all Airfield rectification works will be recoded electronically on the BIA Engineering Work Requests database, which can be accessed via the Lotus Notes.

Major repairs will be the subject of an Operational Advice Notice (OAN) and planned in advance by the Air Traffic Engineering Manager (ATEM) and Air Traffic & Operations Manager (ATOM), in consultation with the Head of Technical Services, Managing Director and senior staff representing ATC, RFFS and Airfield Engineering as appropriate.

Short notice / minor repairs, within the Movement Area, may be necessary following reports of a fault / unserviceability or due to unforeseen circumstances.

Prior to starting work, or submitting a job registration for any minor rectification works within the Manoeuvring Area, details are to be arranged by the ATEM direct with ATC. Usually such work will be carried out on an opportunity basis between aircraft movements.

Prior to starting work, or submitting a job registration for any rectification works to the Apron(s) or other movement areas, details are to be arranged by the ATEM in consultation with the ATOM. ATC is to be informed of any closure or restriction of access to any part of the work area as relevant.

NOTAM action, if necessary, is to be taken by ATC in accordance with MATS Part 2.

Arrangements for bad ground or temporary obstruction markers, if required, will be made by the ATE Department.