

Apron Safety Monitoring

Airside Operational Instruction 11

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

PARAGRAPH	AMENDMENT
Appendix	Forms reformatted

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

PARAGRAPH	AMENDMENT
	New ownership

1. INTRODUCTION

- 1.1 Safety monitoring is used to ensure that all Airside operators are conducting their duties and operations in a safe manner, in line with the requirements of the Aerodrome Manual. Monitoring is undertaken on a daily basis by the Terminal and RFFS departments.

This AOI specifies the areas to be monitored and the responsibilities for this process.

2. AIMS AND OBJECTIVES

- 2.1 The aim of safety monitoring on the Airfield, is to ensure that all procedures for operating in Airside areas at Bournemouth Airport are being implemented and staff are compliant whilst carrying out their duties.

The objectives of Airfield monitoring are as follows:-

- To monitor the procedures undertaken during aircraft arrival, turn-around and departure; to include the off-load and on-load of passengers and freight
- To identify trends and make recommendations for Third Party Audit Theme Items
- To provide data to produce reports for the department and for relevant safety committees

3. MONITORING PROCESS

- 3.1 During a 24 hour period, the following activities will be monitored:-

- Marshalling
- Control of Passengers
- Handling of PRMs
- Vehicle Operations during an Aircraft Turn-around
- Aircraft Pushback

This monitoring will usually be undertaken by the Airport Duty Manager or RFFS personnel but may be completed by any other member of the Management Team.

Any safety concerns or unsafe practises will be reported immediately to the Customer Service Manager (CSM) Fire Service Manager (FSM).

4. MONITORING OVERSIGHT

- 4.1 The Environment, Health & Safety Manager (EHSM) is responsible for the oversight of the monitoring process. Any safety concerns, which are raised to the CSM or FSM during the monitoring process, should be dealt with immediately with the company concerned.

The Customer Service Manager will address any issues raised at the regular Handling Agents meetings. Any agreed actions should be recorded and the record kept with the report with progress being checked at the following meeting.

Any trends or significant events/issues will be raised at the relevant safety committees and may be used to form the content of safety promotional materials, such as the Airside Safety Bulletin. These trends may also be used as a theme item during third party audits.


5. REPORTING FORMS

5.1 Copies of the various reporting forms in use for the safety monitoring are contained in the attached Appendixes:-

- Appendix 1 Aircraft Marshalling
- Appendix 2 Aircraft Turn-Around; Vehicle Operations
- Appendix 3 Passenger Handling
- Appendix 4 Push-Back Procedures

All forms are available via BIAIS/Company Forms/Airside & Operational Related Forms.

APPENDIX 1

 Bournemouth Airport <small>Part of Bournemouth & City Airport</small>	FORM ASM 01	APRON SAFETY MONITORING; AIRCRAFT MARSHALLING
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DATE:-	MONITOR:-
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FLIGHT NO	STAND	STA	ATA	HANDLING AGENT

1	Marshal in position	
2	Stand checked prior to aircraft arrival	
3	Licence held & wearing appropriate PPE	
4	Correct equipment used	
5	Correct signals used	
6	Stand free from obstacles; equipment, FOD etc.	
7	Wingtip clearance; minimum 20%	
8	Aircraft chocked correctly	
9	People held clear until obstruction light switched off	

REMEDIAL ACTION TAKEN / COMMENTS:-

FLIGHT NO	STAND	STA	ATA	HANDLING AGENT

1	Marshal in position	
2	Stand checked prior to aircraft arrival	
3	Licence held & wearing appropriate PPE	
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FLIGHT NO	STAND	STA	ATA	HANDLING AGENT

1	Marshal in position	
2	Stand checked prior to aircraft arrival	
3	Licence held & wearing appropriate PPE	
4	Correct equipment used	
5	Correct signals used	
6	Stand free from obstacles; equipment, FOD etc.	
7	Wingtip clearance; minimum 20%	
8	Aircraft chocked correctly	
9	People held clear until obstruction light switched off	

REMEDIAL ACTION TAKEN / COMMENTS:-

APPENDIX 2

	FORM ASM 02	APRON SAFETY MONITORING; AIRCRAFT TURN-ROUND; VEHICLE OPERATIONS
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DATE:-		MONITOR:-	
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FLIGHT NO	STAND	STA	ATA	HANDLING AGENT

1	Passenger / Crew steps		
2	Baggage / Freight handling equipment		
3	Catering vehicles		
4	Toilet / portable water equipment		
5	Fuelling vehicles; hoses & earthing connector		
6	Cleaners' vehicle		
7	Engineering vehicles / equipment		

REMEDIAL ACTION TAKEN / COMMENTS:-

FLIGHT NO	STAND	STA	ATA	HANDLING AGENT

1	Passenger / Crew steps		
2	Baggage / Freight handling equipment		
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5	Fuelling vehicles; hoses & earthing connector		
6	Cleaners' vehicle		
7	Engineering vehicles / equipment		

REMEDIAL ACTION TAKEN / COMMENTS:-

APPENDIX 3

 Bournemouth Airport <small>City of Bournemouth & Christchurch Airport</small>	FORM ASM 03	APRON SAFETY MONITORING; PASSENGER HANDLING
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DATE:-		MONITOR:-	
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FLIGHT NO	STAND	STA	ATA	GATE USED	HANDLING AGENT

1	Passengers supervised at all times		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 100%;">REMEDIAL ACTION TAKEN / COMMENTS:-</th> </tr> </thead> <tbody> <tr> <td style="height: 80px;"> </td> </tr> </tbody> </table>			REMEDIAL ACTION TAKEN / COMMENTS:-	
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2	Cross boarding issues managed / avoided						
3	Correct procedure for road crossing						
4	Correct use of walkways or coaches						
5	Passengers marshalled around aircraft						
6	Passenger barrier chain replaced						

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2	Cross boarding issues managed / avoided						
3	Correct procedure for road crossing						
4	Correct use of walkways or coaches						
5	Passengers marshalled around aircraft						
6	Passenger barrier chain replaced						

APPENDIX 4

 Bournemouth Airport <small>Town of Bournemouth & City Airport</small>	FORM ASM 04	APRON SAFETY MONITORING; PUSH-BACK PROCEDURES
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DATE:-		MONITOR:-	
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FLIGHT NO	STAND	STD	ATD	HANDLING AGENT

1	Stand free from obstacles		<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="text-align: left; padding: 2px;">REMEDIAL ACTION TAKEN / COMMENTS:-</th> </tr> <tr> <td style="height: 100px;"> </td> </tr> </table>	REMEDIAL ACTION TAKEN / COMMENTS:-	
REMEDIAL ACTION TAKEN / COMMENTS:-					
2	Traffic on Rear of Stand Road managed				
3	Aircraft pushed back using correct procedures				
4	Reversing of push-back tug kept to a minimum				

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