

# Aerodrome Safeguarding

## Airside Operational Instruction 16

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### APPENDIX 1 INFORMATION EXCHANGE MAP

<b>DOCUMENT REVIEW HISTORY</b>		
<b>AOI 16</b>	<b>CURRENT VERSION:-</b>	<b>V2.0</b>
<b>ISSUE DATE:-</b>	<b>DECEMBER 2015</b>	

<b>VERSION</b>	<b>REVIEW</b>	<b>DATE</b>
V1.0		September 2015
	1.1	September 2016
V2.0		December 2017
	2.1	June 2018

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

PARAGRAPH	AMENDMENT
4.2 & 4.3	Airfield Technical Manager replaced with Senior Air Traffic Safety Electronics Personnel
5.2	Licensed Area now referred to as Operational Area

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

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

REVIEW SUMMARY			
<b>VERSION / REVIEW REF:-</b>	V2.1	<b>REVIEW COMPLETED BY:-</b>	CATHY WILLOUGHBY-CRISP
<b>DATE:-</b>	JUN 18	<b>ROLE:-</b>	AIR TRAFFIC & OPERATIONS MANAGER

PARAGRAPH	AMENDMENT
1.1 & 2.2	EASA references added
2.3	Revised format for annotation of cases

## 1. ASSESSMENT AND TREATMENT OF OBSTACLES

### 1.1 INTRODUCTION

Obstacles are surveyed in accordance with [EASA ADR.OPS.A.005; Aerodrome Data](#), and with the guidance of CAP 232; Aerodrome Survey Requirements. Valid survey data is held by the BOH Managing Director (MD) and is copied to the Safeguarding Department.

Procedures for the management of the data include a review of obstructions from the Type A Chart, against Aerodrome obstacles listed in the UK AIP; AD-2 Section.

Ref:- AOI 17; Aerodrome Surveys

Additionally, the MD and the Air Traffic & Operations Manager (ATOM) will review all other Survey data against the information contained within AD-2 Section, as well as the remaining entries within the UK AIP.

In accordance with ICAO Annex 14, an Obstacle Free Zone is provided for ILS CAT I, CAT II and CAT III operations and is illustrated on the BOH Type A Chart, which is contained within the Aerodrome Manual; Part D.

## 2. AERODROME SAFEGUARDING REQUIREMENTS

### 2.1 PURPOSE

The Office of the Deputy Prime Minister has published a Safeguarding Circular; ODPM 1/2003, which places a duty upon the Airport to ensure that the Aerodrome is appropriately safeguarded and the continued safety of aircraft operations ensured. This AOI defines the safeguarding process that is employed by the Airport to discharge these duties effectively.

### 2.2 APPLICATION

The BOH Safeguarding Officer holds overall responsibility for ensuring that appropriate safeguarding is undertaken. In accordance with [EASA ADR.OPS.B.075; Safeguarding of Aerodromes](#) and the CAP738, the Safeguarding Officer will consider all relevant consultations against the Obstacle Limitation Surfaces defined in ICAO Annex 14, to ensure that any potential penetration is identified and assessed. For other aspects of the safeguarding assessment, including other risks to air traffic, stray lighting, bird strike and electromagnetic spectrum issues, the Safeguarding Officer will consult nominated experts.

The process chain is detailed in Appendix 1.

Developments proposed by the Airport, using its permitted development rights, are also subject to a full safeguarding assessment. All correspondence with local planning authorities, including reporting the findings of safeguarding assessments, is carried out by the Safeguarding Officer.

### 2.3 RECEIVING CONSULTATIONS

Consultations <sup>(1)</sup> are usually initiated by the relevant local planning authority, which is required to submit details of proposed developments to the Airport, in accordance with the requirements of the safeguarding maps issued by the CAA. All developments requiring consultation must be submitted directly to the Safeguarding Officer.

<sup>(1)</sup> Consultations include Full Planning Applications, Outline Planning Applications and proposed work using Permitted Development Rights.

The Safeguarding Officer will assign each consultation a unique Case Reference Number, based on the formula:-

“Year/Case Number/Version”; e.g. 2018/001/1

The consultation will then be entered on to the Airport’s Safeguarding Database.

## 3. ASSESSMENTS

### 3.1 PRELIMINARY ASSESSMENT

The Safeguarding Officer will review each consultation received to determine the scope and extent of the assessment that is required. Where it is unclear whether a particular aspect requires a full safeguarding assessment, a precautionary approach must be adopted at all times.

Where it is determined that a consultation requires further, more detailed assessment the Safeguarding Officer will issue a copy of the consultation, or an appropriate extract, to the relevant internal Assessor(s). This will usually be dispatched within 3 working days of the receipt of the consultation. Internal Assessors will be notified by e-mail that a consultation has been referred to them.

Where a Preliminary Assessment reveals that the consultation does not contain sufficient details to enable a full assessment to be undertaken, the consulting body will be notified in writing by the Safeguarding Officer. No further action will be taken until adequate details are submitted in accordance with the requirements of the Safeguarding Circular.

Where further supporting details are provided by the consulting body, or where the consultation is subject to a material change, the Safeguarding Officer will update the unique Case Reference Number to reflect the version of the consultation under consideration.

The details of the Preliminary Assessment are recorded on the Airport’s Safeguarding Database.

### 3.2 FULL ASSESSMENT

The Safeguarding Officer will assess each consultation to determine if it infringes any of the protected, Obstacle Limitation Surfaces, as defined in ICAO Annex 14. The assessment will usually take place within 10 working days of receipt of the consultation and the results will be recorded both on hard copy and electronically.

## **4. RISKS**

### **4.1 BIRD STRIKE RISK**

Where a Preliminary Assessment determines that an assessment of bird strike risk is required, a Full Assessment will be undertaken by the BOH Bird Control Co-ordinator and the Air Traffic and Operations Manager, or nominated deputy. This assessment will usually be undertaken within 5 working days of the consultation being referred for assessment.

Where the BOH Bird Control Co-ordinator deems that the consultation is particularly complex or beyond their competence, approval from the Safeguarding Officer will be obtained to seek external expert opinion.

Where due to the complexity of the consultation, it is not possible to complete the assessment within 5 working days, the Safeguarding Officer will be notified accordingly and a further completion date agreed.

### **4.2 AIR TRAFFIC RISK**

Where a Preliminary Assessment determines that an assessment of air traffic risk is required, a Full Assessment will be undertaken by the Air Traffic & Operations Manager (ATOM), supported by the Air Traffic Engineering Manager (ATEM).

The assessment will include, but not limited to:-

- Lighting
- Reflective Surfaces
- Air Traffic Sight Lines
- Crane Operations
- Instrument Flight procedures

This assessment will usually be undertaken within 5 working days of the consultation being referred for assessment.

The Safeguarding Officer will be advised if the ATOM &/or the ATEM deems that the consultation is particularly complex or beyond their competence. Consideration will be given as to whether the required assessment can be undertaken by other operational personnel within Regional & City Airports (RCA); if this is confirmed as not possible, external expert opinion will be sought.

Where, due to the complexity of the consultation, it is not possible to complete the assessment within 5 working days, the Safeguarding Officer will be notified accordingly and a further completion date agreed.

### **4.3 ELECTROMAGNETIC RISK**

Where a Preliminary Assessment determines that an assessment of potential electromagnetic interference is required, a Full Assessment will be undertaken by the ATEM. The assessment will include, but not limited to, determining any impact on the Airport's DME, ILS or other Navigational Aids. This assessment will usually be undertaken within 5 working days of the consultation being referred for assessment.

The Safeguarding Officer will be advised if the ATEM deems that the consultation is particularly complex or beyond their competence. Consideration will be given as to whether the required assessment can be undertaken by other operational personnel within Regional & City Airports (RCA); if this is confirmed as not possible, external expert opinion will be sought.

Where due to the complexity of the consultation, it is not possible to complete the assessment within 5 working days, the Safeguarding Officer will be notified accordingly and a further completion date agreed.

## **5. DEVELOPMENT**

### **5.1 PERMITTED DEVELOPMENT RIGHTS**

Where the proposed development is to be undertaken by the Airport using its permitted development rights the Safeguarding Officer will be informed in the same way and the same preliminary and full assessments undertaken.

### **5.2 WITHIN THE OPERATIONAL AREA**

It is a requirement of the Airport's Certificate that any physical changes to the Aerodrome, defined as the Operational Area, receive the prior approval of the CAA. Therefore, in addition to undertaking the necessary safeguarding assessments, developments within the Operational Area will be submitted to the CAA by the Managing Director (MD). The submission to the CAA will include appropriate supporting information and will be followed up with an operational construction management strategy, containing details obtained from the initial contractors' site meeting.

## **6. REPORTING AND ARCHIVING ASSESSMENT RESULTS**

### **6.1 REPORTING**

The conclusions of all Full Assessments will be notified to the Safeguarding Officer in writing, usually by e-mail, as soon as they are known. These conclusions will be summarised in the safeguarding case database.

Following a detailed consideration of the results by the Safeguarding Officer, from both the Preliminary and Full Assessments, it will be determined whether an objection should be lodged with the consulting body or restrictive condition(s) proposed. In reaching this decision, consultation with local management will be undertaken as deemed appropriate and reference made to previous consultations and established precedents.

The consulting body will be notified of the outcome of the safeguarding assessment in writing. Where the consultation is covered by ODPM Circular 1/2003, this notification will be submitted within 21 days of receipt of the consultation.

Prior to the submission of notification to the Planning Authority, or internal manager in the case of permitted developments, the consultation and resulting assessments will be reviewed and the conclusions endorsed by a second reviewing officer, nominated by the Safeguarding Officer.

## **6.2 ARCHIVING CONSULTATIONS**

A full copy of the consultation together with any resulting correspondence, including written submissions from the nominated internal assessor(s) and a copy of the summary contained in the safeguarding case database will be archived and maintained for a minimum period of 10 years.

## **7. COMPETENCE**

### **7.1 PERSONNEL**

Personnel appointed to undertake safeguarding assessments will be competent to do so, on the basis of qualification, experience or training.

Each Safeguarding Assessor will have a nominated deputy, appointed to act on their behalf during periods of absence. The nominated deputy will also be deemed competent on the basis of appropriate qualification, experience or training.

The competence of Internal Assessors will be periodically reviewed to ensure that their skills remain current and sufficient.

## **8. PRE-APPLICATION DISCUSSIONS**

### **8.1 PROCESS**

Whilst not subject to a full safeguarding assessment, pre-application discussions will be entered into where deemed appropriate. Any request for pre-application discussions should be notified to the Safeguarding Officer, who will enter the details on the safeguarding database.

All advice given under the terms of pre-application discussions must clearly note that the advice given by the Airport is not binding, is not final and that the Airport reserves the right to undertake a full safeguarding assessment at the appropriate juncture.

Details of any correspondence received or issued as pre-application advice will be notified to the Safeguarding Officer. In the case of outgoing correspondence, the Safeguarding Officer will be notified before correspondence is issued.

**APPENDIX 1 INFORMATION EXCHANGE MAP FOR AERODROME SAFEGUARDING**

