

Aerodrome Disabled Aircraft Plan

Airside Operational Instruction 19

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DOCUMENT REVIEW HISTORY		
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V1.0		September 2015
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V2.0		December 2017
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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:-	1.1	REVIEW COMPLETED BY:-	CATHY WILLOUGHBY-CRISP
DATE:-	SEP 16	ROLE:-	AIR TRAFFIC & OPERATIONS MANAGER

PARAGRAPH	AMENDMENT
Appendix 1A	Removal of Jet2.Com from equipment provider list

REVIEW SUMMARY			
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DATE:-	DEC 17	ROLE:-	AIR TRAFFIC & OPERATIONS MANAGER

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REVIEW SUMMARY			
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DATE:-	JAN 19	ROLE:-	AIR TRAFFIC & OPERATIONS MANAGER

PARAGRAPH	AMENDMENT
Appendix 1B	Contact details updated

1. INTRODUCTION

1.1 PURPOSE

A disabled aircraft can have a critical impact on the business and operations at Bournemouth Airport (BOH). It is therefore imperative that plans are in place to remove any disabled aircraft as expeditiously as possible.

The purpose of this document is to detail the principles, which should be applied for the removal of disabled aircraft; as well as to provide instructions for BOH departments in the actions, which they would need to take in the event of this type of situation.

1.2 DEFINITION

The ICAO Airport Services Manual; Part 5, "Removal of Disabled Aircraft", defines the removal of disabled aircraft as being three distinct areas:-

- Aircraft De-bogging
- Aircraft Recovery
- Aircraft Salvage

These three types of removal are further defined as follows:-

1.2.1 AIRCRAFT DE-BOGGING:-

The removal of an aircraft from a Runway or Taxiway, where the aircraft has become bogged down but has relatively little or no damage is considered a "De-bogg".

1.2.2 AIRCRAFT RECOVERY:-

An aircraft will be considered as an "Aircraft Recovery" in any situation when is unable to move under its own power, or through the normal use of an appropriate tow tractor and tow bar.

Examples include:-

- One or more landing gear off the hard surface of a Runway, Taxiway or Apron
- Aircraft bogged down in mud or snow
- One or more landing gear collapsed or damaged
- An aircraft that is considered to be economically repairable

1.2.3 AIRCRAFT SALVAGE:-

An accident or incident in which the aircraft sustains substantial damage and the insurer considers the hull a constructive loss will be considered "Aircraft Salvage".

1.3 SCOPE

This plan will predominantly detail procedures for Aircraft Recovery. However, Section Four details considerations for the De-bogging of an aircraft. Aircraft Salvage is not considered as part of this Plan.

Disabled aircraft can result from a number of situations, including Runway Excursion, engine failure, burst tyre, aircraft accident or bad weather. This Plan will not consider the reason for the disabled aircraft but only on the procedures for its removal.

The equipment and resources available at the Airport, for the removal of disabled aircraft are listed in Appendix 1.

1.4 RESPONSIBILITIES

The registered owner or aircraft operator will always retain complete responsibility for the removal of the disabled aircraft. All airline operators at BOH are expected to have an aircraft recovery plan.

However, it is the responsibility of the Aerodrome operator to co-ordinate the aircraft recovery operation and to ensure that the disabled aircraft is removed in a timely and efficient manner. They are also responsible for ensuring that an Aerodrome Co-ordinator of Disabled Aircraft Removal Operations is appointed (see Section 3).

The Airline/Aircraft operator, or their designated agent, hereafter referred to as the "Aircraft Operator", is responsible for the following:-

- a) Ensuring that they are equipped with the necessary insurance, technical advice, supervision and the provision of all necessary equipment and materials.
- b) Salvaging and removing the disabled aircraft as quickly as possible. Regular users of the Airport must ensure that they have adequate facilities to conduct their own recovery operations or where they do not have these facilities, they must have contractual arrangements with another agency capable of undertaking the recovery on their behalf.
- c) Informing the Airport of their aircraft recovery contingency arrangements and keeping the Airport Authority informed of any changes.
- d) Making any arrangements with the UK Border Agency regarding the removal of freight &/or cargo.

If the aircraft operator or agent refuses to remove a disabled aircraft, or neglects to do so within a reasonable time and the aircraft is creating either an obstruction, an embarrassment or a nuisance to the Airport Company; or obstructs the Airport Company in carrying out its responsibilities as an Aerodrome Certificate holder, the Airport will take independent action to remove the aircraft. Alternatively, the Airport may be requested to assist with recovery arrangements. The Airport, or its agents, accepts no responsibility for any loss or damage of any kind resulting from this action and the aircraft operator will be held responsible for all costs and losses incurred, including consequential losses. A form of indemnity absolving the Airport from third party liability is to be signed by parties in such cases (Appendix 2). The aircraft operator will be required to defray any charges for work involved in making good damage to Airport property as a result of the aircraft incapacitation and its subsequent salvage.

The AAIB are responsible for authorising the release of the disabled aircraft. In minor incidents the AAIB may make the decision not to attend the site and will ask for photographs etc. to be taken (see Section 3). However, their approval must still be sought in this scenario, prior to moving the aircraft.

2. PRINCIPLES AND PROCESSES

2.1 INTRODUCTION

There are five generally accepted major principles of the disabled aircraft removal process:-

- Site Survey
- Planning
- Preparation
- Recovery
- Reporting Processes

2.1.1 SITE SURVEY:-

Site Survey involves any preliminary tasks, which can be completed prior to removal but after permission has been granted to access or move the aircraft.

The site Survey may include, but is not limited to:-

- An initial aircraft survey; visual inspection, checks for fluid leaks and identification of the need to defuel of the aircraft
- An initial site survey; terrain, soil characteristics, topographical site map, including pavement specifications, access routes, temporary roadway construction
- Checks of the weather forecast
- Identification of any health and safety issues, including tyre pressure
- Identification of PPE required for all inc engineers
- Identification of any hazmat or biohazards
- Identification of fire safety precautions required

2.1.2 PLANNING:-

During the Planning phase, an assessment should be carried out of the weight and centre of gravity management method required, to ensure that the lift is at a central point to facilitate an equal vertical lift.

2.1.3 PREPARATION:-

The Preparation stage of the process ensures that the aircraft is ready to be moved. This is achieved through a number of potential actions, including:-

- Stabilising and securing the aircraft
- Removing any loose or damaged components, which could hinder the removal process
- Tethering, shoring or ground anchoring the aircraft
- Preparing the ground to ensure that it is capable of supporting the removal equipment and weight of the aircraft

A major part of the Preparation stage is reducing the weight of the aircraft where possible. This can be achieved through a number of methods, including defueling the aircraft &/or removing cargo / baggage from on board. However, when reducing the weight it should be ensured that the centre of gravity does not shift, as some of the weight on board could be acting as a stabiliser. It may also be necessary to remove other parts of the aircraft to reduce the weight, such as the landing gear or engines. This should only be done on the authority of the aircraft engineer.

2.1.4 RECOVERY:-

Once all of the above has been put in place, the aircraft is ready to be removed. The main element of the Recovery stage is the levelling and lifting of the aircraft. The aircraft should firstly be levelled and the centre of gravity maintained before any attempt to lift the aircraft is made. There are a number of methods to achieve these, which should be considered, including the use of:-

- Jacks
- Cranes
- Pneumatic Lifting Devices

Once the aircraft has been lifted, it will need to be moved onto either a hard surface (permanent or temporary) or a trailer/vehicle. It can then either be towed or moved to a more suitable location.

2.1.5 REPORTING PROCESSES:-

Full records of each stage of the above processes should have been kept for any investigatory purposes. These should include, where relevant, diagrams, photographs, maps, risk assessments, calculations etc. If any damage occurred during the removal process, full details of this should also be recorded.

Any necessary corrective actions to the aircraft will be undertaken by the airline company. Any remedial works required to the surfaces shall be undertaken by the Aerodrome authority.

A full investigation shall be carried out by the Aerodrome authority following an aircraft recovery, to review the procedures and actions taken and apply any lessons learnt to the process.

The incident shall be reported to the AAIB in line with current CAA and ICAO requirements.

3. AIRCRAFT REMOVAL

3.1 AERODROME CO-ORDINATOR

For the purposes of disabled aircraft removal operations, the Airport Fire & Rescue Incident Commander will undertake the role of Aerodrome Co-ordinator. They will be responsible for ensuring that the aircraft is removed in a timely and efficient manner by undertaking the following actions:-

- a) Ensure that the principles and processes detailed in Section 2 of this document are adhered to at each stage of the recovery. The Aerodrome Co-ordinator does not have to fulfil all of these actions themselves but they must record on the Log, when the action was taken and by whom. A copy of the Log sheet is attached as Appendix 3.
- b) Ensure that the aircraft is not approached or removed until the AAIB has given permission to do so; with the exception of fire-fighting or life-saving procedures, or where the safety of other aircraft is compromised.

- c) Contact Airfield Engineering and ask them to carry out an assessment of the area, to ensure that no lighting or nav aids have been damaged and that there are no safety implications for the removal of the aircraft; exposed wiring etc.
- d) If the aircraft is required to be removed for safety reasons, prior to permission being granted by the AAIB, or if the AAIB say that they will not be attending the site, the following actions should be taken:-
- Take photographs of the aircraft and the area from four different angles. Where relevant, include photographs of the flight deck showing the position of all switches and controls
 - Mark the location and position of the aircraft and any other major components
 - Draw a diagram of the incident site
- e) Meet with the aircraft operator or their handling agent to discuss how to remove the aircraft as quickly and safely as possible. Make all relevant information available to the aircraft operator, including equipment which the airport can supply or source.

If the aircraft operators intended actions may result in a delay to successful recovery then the procedures detailed in Section 1 should be followed. If the Airport is required to remove the aircraft, ask the operator to sign and complete the Liability form.

If required, contact the removal contractors for BOH. Details contained in Appendix 1.

- f) Arrange for:-
- The best access route for the equipment and provide maps where required; arrange escort vehicles and any relevant security passes
 - Emergency lighting to be provided by BOH RFFS
 - Fire cover to be provided by BOH RFFS if necessary
 - An area where the aircraft should be moved to

3.2 AIRFIELD OPERATIONS

3.2.1 AERODROME CO-ORDINATOR:-

The BOH Fire & Rescue Incident Commander will assume the role of Aerodrome Co-ordinator. They will:-

- Raise any required job registrations or permits to work for the recovery
- Ensure that adequate risk assessments and safe systems of work are in place
- Provide additional escort vehicles if required
- Carry out a visual check of the surfaces in liaison with ATC, prior to the area reopening

3.2.2 OPERATIONS (FIRE) CONTROL:-

Duties include:-

- Ensuring that the Head of Technical Services and Airport Duty Manager have been informed of the incident
- Liaison with Air Traffic Control regarding any continued operations
- Contacting operators or handling agents as required by the AOS

3.2.3 RESCUE AND FIREFIGHTING SERVICE (EXT. 141):-

Upon notification of an aircraft which needs assistance with removal, the following actions should be undertaken by RFFS, if required:-

- Standby to provide assistance
- Provide fire cover and fire safety advice during the removal process
- Provide advice regarding PPE and safety measures
- Assist Airfield Engineering
- Provide an additional escort vehicle
- Provide emergency lighting

On notification of an aircraft, which needs de-bogging, the following actions should be undertaken by the RFFS Incident Commander:-

- Assume the role of AOS by providing any relevant advice and guidance
- Ensure that the aircraft is not approached or moved, unless there is a life risk, until all required actions have been completed
- If the process is to be undertaken by RFFS, ensure that all staff involved in the process have the correct PPE
- Wash the wheels and undercarriage once the aircraft is back on hard standing to ensure that surfaces are not contaminated when the aircraft moves back to the apron or stand

3.2.4 AIR TRAFFIC CONTROL (EXT. 150/152):-

Upon notification of an aircraft which needs assistance with removal, or which needs de-bogging, the following actions should be undertaken by ATC:-

- Notify the AAIB in line with procedures detailed in MATS Part 1
- Advise the BOH Incident Commander that permission from the AAIB has been granted to approach &/or recover the aircraft
- If for safety reasons the aircraft has had to be removed prior to permission being granted, inform the AAIB and tell them that the photos have been taken and will be made available to them
- Issue a NOTAM if required
- Following the conclusion of the removal process, carry out a visual check of the surfaces in liaison with the Aerodrome Safety Team/RFFS

3.2.5 AIRFIELD ENGINEERING:-

When requested by the BOH Incident Commander, Engineering staff are to:-

- Undertake an assessment of the area to ensure that no lighting or nav aids have been damaged during the incident
- Provide advice, where relevant, regarding any safety implications of damaged lighting or nav aids for the recovery operation
- Provide advice during the recovery operation so that any further damage to nav aids or lighting is minimised

3.2.6 BOH SECURITY (EXT 186):-

Upon notification of an aircraft which needs assistance with removal, or which needs de-bogging, the following actions should be undertaken Security:

- If requested to do so, assist with the security of incident site
- Where requested, escort the recovery vehicles to the incident site in liaison with BOH Aerodrome Co-ordinator

4. AIRCRAFT DE-BOGGING

4.1 INTRODUCTION

Whilst these procedures deal predominantly with aircraft recovery it is recognised that aircraft can get bogged down in grass, mud or snow but not sustain major damage. An aircraft is defined as being bogged down when it is unable to move under its own power or through normal towing procedures. However, the aircraft will not have sustained any damage to its landing gears. If the aircraft has sustained any kind of damage or its landing gear is not serviceable, then the aircraft recovery procedures detailed earlier in this document should be activated.

4.2 CONSIDERATIONS

General considerations for the de-bogging process include:-

- Weight and Centre of Gravity
- Condition of the aircraft
- Inspection of aircraft
- Inspection of the site; ground inspection, temporary roadways
- Chocking the wheels where required
- Movement of fuel or aircraft defueling to reduce the weight
- Steering and driving of the aircraft once de-bogged

Methods for moving the aircraft may include:-

- Shackles and cables
- Bridging ropes or cables
- Heavy tow tractor (John Deer)
- Reducing tyre pressure to give a higher surface area

4.3 PROCEDURES

ATC will inform the AAIB if an aircraft has become bogged down. If the AAIB ask for the aircraft not to be approached or moved, ATC must inform the BOH Incident Commander immediately.

Prior to any persons approaching or moving the aircraft, the BOH Incident Commander must arrange for photographs to be taken of the aircraft and surrounding area, in case the AAIB wish to view them. They must also, where possible, mark the location of any part of the aircraft. The BOH Incident Commander must liaise with ATC prior to allowing any persons to approach the aircraft to ensure that permission has been granted by the AAIB.

The BOH RFFS Incident Commander will liaise with, and give any relevant advice to, the Aerodrome Co-ordinator who will give the instruction to begin moving the aircraft. The aircraft must not be approached or moved without the express permission of the Aerodrome Co-ordinator. If there is a possibility of further safety implications, or that more assistance will be required, then the incident should be upgraded to a full aircraft recovery and the relevant procedures followed.

Once the move has commenced, it may be necessary to stop to reposition equipment or to reassess the requirements of the situation. This decision should only be made by the BOH RFFS Incident Commander.

Once the aircraft has been moved onto the nearest hard surface, it may be necessary to wash down the aircraft prior to moving it further to prevent contamination of the Runway or Taxiway by mud or other substances. The BOH RFFS Incident Commander will ensure that this is carried out.

APPENDIX 1A EQUIPMENT AND RESOURCES AVAILABLE

The following equipment is available at the Airport, or on request from Airport based companies, and will be arranged by the BOH RFFS Incident Commander:-

PROVIDER	EQUIPMENT	QUANTITY
AIRPORT AUTHORITY	Hydraulic Lifting Jack; 8 Ton	2
	Hydraulic Lifting Jack; 12 Ton	4
	Mobile Flood-Light	2
	Hardwood Sleepers; 2m x 200mm x 70mm	36
	Various Ropes, Slings, Sleepers & Pickets	
	Low Pressure Air Bag; 4.5 Ton	2
	Low Pressure Air Bag; 2 Ton	2
COBHAM	Basic Maintenance Equipment (Operated by their personnel due insurance)	
SWISSPORT	Stewart Stevenson GT50 Tug; 22.680kg - 27.216kg	1
	7700lb DBP Tug	1
	6000lb DBP Tug	1

The following services are available locally for the hire of various equipment:-


SERVICE	CONTACT	
BOARHUNT RECOVERY	0870 872 8040	
AINSCOUGH CRANE HIRE	023 8078 3232	
MARSH PLANT HIRE:-	01202 694071	
	Out-of-Hours	02392 456402
	J. Churchill	07970 956735
	D. Spencer	07976 724745
MAT & TIMBER SERVICES	Access Mats	01264 811005
	Out-of-Hours	01962 877500

APPENDIX 1B AIRCRAFT SALVAGE CONTACT DETAILS

The companies listed in the following table will provide technical assistance, if required, in the recovery of disabled aircraft at Bournemouth International Airport. Each company has nominated which aircraft types they are able to provide assistance with, which is available day or night, as the situation dictates.

COMPANY	CONTACT DETAILS		AIRCRAFT TYPES	
	NAME	NUMBER		
Airtime Aviation	M Magrabi	Home:-	01202 874674	Cessna; Seneca, King Air; Queen Air
		Work:-	01202 580676	
		Mob:-	07970 156152	
		Mob:-	08791 457584	
Bournemouth Commercial Flight Training (BCFT)	Chief Engineer	Work:-	01202 599888	P28A; BE76; PN68
		Mob:-	07754 795863	
			07808 774183	
Bournemouth Helicopters Ltd	Various; on-call	Work:-	01202 590888	Helicopters
Technicair	Various; on-call	Work:-	01202 573243	Citation
European Aviation Air Charter	Eng Manager	Mob:-	07775 728023	B737 Series; Airbus
	Chief Engineer	Mob:-	07775 860709	
Cobham Aviation	Maintenance Foreman	Work:-	01202 409156	FA20; Dornier; Bae146; B737
		Mob:-	07784 930831	
		Pager:-	07666 615474	

APPENDIX 2

 Bournemouth Airport <small>Part of Bournemouth City Airport</small>	DISABLED AIRCRAFT REMOVAL INDEMNITY
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TO:-		DATE:-	
AIRCRAFT REGISTRATION:-		AUTHORISED REPRESENTATIVE:-	
AIRCRAFT OWNER:-			
DETAIL OF DAMAGE TO AIRCRAFT:-			

Dear Sirs,

We write in respect of the above aircraft (the "Aircraft"), of which you are the owner.

We, Bournemouth International Airport Limited ("Bournemouth Airport"), have been requested by your authorised representative to assist in recovery and/or removal of the Aircraft, which has suffered damage as detailed above.

Bournemouth Airport is prepared to assist with such rescue and/or removal of the Aircraft on the condition and understanding that you, as the owner of the Aircraft:-

1. Own the Aircraft.
2. You indemnify Bournemouth Airport against all loss, damage, claims, costs demands, acts or omissions, howsoever arising, while Bournemouth Airport removes and/or rescues the Aircraft, or any property contained in the Aircraft, or to its current location.
3. You indemnify Bournemouth Airport, its servants or agents against any loss or damage to the property of Bournemouth Airport and against any claims for death or personal injury, which may be made against Bournemouth Airport or any servants or agents of Bournemouth Airport or the owner / operator or your servants or agents arising out of or in connection with anything done, permitted or omitted in or upon the Aircraft during or as a result of rescue and/or removal of the Aircraft.
4. You undertake to pay Bournemouth Airport the cost relating to the rescue or removal of the Aircraft.


Please confirm your agreement to Bournemouth Airport assisting you with the rescue and/or removal of the Aircraft, on the above terms, by signing and returning to us a copy of this letter, as overleaf.

Yours faithfully

Managing Director
Bournemouth International Airport Limited

<i>WE CONFIRM OUR AGREEMENT TO THE TERMS SET OUT OVERLEAF</i>			
COMPANY:-			
SIGNATURE:-			
PRINT NAME:-			
POSITION / ROLE:-		DATE:-	

APPENDIX 3

 Bournemouth Airport <small>Part of Regional & City Airports</small>	BOH RFFS INCIDENT COMMANDER LOG
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THE PURPOSE OF THIS LOG IS TO RECORD WHEN ACTIONS HAVE BEEN TAKEN AND BY WHOM. IT IS NOT TO RECORD THE ACTUAL DETAIL OF THE ACTIONS, WHICH SHOULD BE RECORDED BY THE INDIVIDUAL UNDERTAKING THE TASK AND COLLATED AS PART OF THE DEBRIEFING AND INVESTIGATION PROCESS

INCIDENT DATA			
INCIDENT DATE:-		TIME (L):-	
INCIDENT COMMANDER:-			
ROLE HANDED TO:-		TIME (L):-	
AIRCRAFT LOCATION:-		REMOVAL:-	
CURRENT WEATHER:-		DE-BOGGING:-	

AIRCRAFT AND REMOVAL DETAILS			
AIRCRAFT REGISTRATION:-		AIRCRAFT TYPE:-	
OPERATOR / HANDLING AGENT:-			
CONTACT NAME:-		CONTACT TELEPHONE NO:-	
IS THE AIRPORT REQUIRED TO REMOVE THE AIRCRAFT?		YES	NO
IF YES, HAS THE LIABILITY FORM BEEN SIGNED?		YES	NO
CONTRACTOR APPOINTED TO REMOVE THE AIRCRAFT:-			

LIAISON WITH AAIB			
TIME NOTIFIED (L):-		NOTIFIED BY:-	
ACTION		YES	NO
PHOTOGRAPHS TAKEN?			
LOCATION AND POSITION OF AIRCRAFT OR COMPONENTS MARKED?			
DIAGRAM OF INCIDENT SITE COMPLETED?			
PERMISSION GRANTED TO APPROACH THE AIRCRAFT?			
PERMISSION GRANTED TO REMOVE THE AIRCRAFT?			
ADDITIONAL INFORMATION GIVEN / REQUESTED BY AAIB			

SITE SURVEY

ACTION	TIME (L)	BY WHOM
VISUAL INSPECTION AND SURVEY OF AIRCRAFT		
INITIAL SITE SURVEY		
ACCESS ROUTES IDENTIFIED		
CHECK OF WEATHER FORECAST		
IDENTIFICATION OF HEALTH & SAFETY ISSUES		
IDENTIFICATION OF PPE REQUIRED		
IDENTIFICATION OF ANY HAZMAT / BIO-HAZARD		
IDENTIFICATION OF FIRE SAFETY PRECAUTIONS		

PLANNING		
ACTION	TIME (L)	BY WHOM
PLANNING UNDERTAKEN		
WEIGHT AND CENTRE OF GRAVITY ASSESSED		

PREPARATION		
ACTION	TIME (L)	BY WHOM
AIRCRAFT STABILISED		
LOOSE OR DAMAGED COMPONENTS REMOVED		
AIRCRAFT TETHERED / SHORED / GROUND ANCHORED		
GROUND PREPARED		
WEIGHT REDUCED, INCLUDING REASSESSMENT OF CENTRE OF GRAVITY		

RECOVERY		
ACTION	TIME (L)	BY WHOM
LIFTING AND LEVELLING OF THE AIRCRAFT		
AIRCRAFT MOVED TO HARD SURFACE OR SUITABLE VEHICLE		
AIRCRAFT MOVED TO AGREED AREA		

A COPY OF THE COMPLETED FORM MUST BE SENT TO THE MANAGING DIRECTOR & HEAD OF TECHNICAL SERVICES