

Out-of-Hours Extensions

Airside Operational Instruction 31

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DOCUMENT REVIEW HISTORY		
AOI 31	CURRENT VERSION:-	V2.0
ISSUE DATE:-	DECEMBER 2017	

VERSION	REVIEW	DATE
V1.0		September 2015
	1.1	September 2016
V2.0		December 2017
V.3		July 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			
VERSION / REVIEW REF:-	1.1	REVIEW COMPLETED BY:-	CATHY WILLOUGHBY-CRISP
DATE:-	SEP 16	ROLE:-	AIR TRAFFIC & OPERATIONS MANAGER

PARAGRAPH	AMENDMENT
2.1	Submission by e-mail, rather than Fax
Appendix 1	Revised Extension Request Form

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

REVIEW SUMMARY			
VERSION / REVIEW REF:-	V3.0	REVIEW COMPLETED BY:-	CATHY WILLOUGHBY-CRISP
DATE:-	JULY 2018	ROLE:-	AIR TRAFFIC & OPERATIONS MANAGER

PARAGRAPH	AMENDMENT
	New email address on Extension Request Form

1. INTRODUCTION

- 1.1** The procedures detailed in this AOI have been generated to formalise the procedures for the authorisation of out-of-hours operations at Bournemouth Airport.

The procedures have been established in compliance with CAP 642 and with reference to the Health and Safety Executive guidance on risk management.

2. AIRPORT EXTENSION PROCEDURES

- 2.1** The published hours of the Airport are 06:30 - 21:30 local, daily; outside of these hours, prior permission is required for all operations. A published list of Extension charges is contained within the Airport's Scale of Fees and Charges and Standard Conditions of Use Booklet.

In order that all environmental aspects and application of resources can be considered, it is a condition of use of the Airport that all Extensions are formally authorised, prior to taking place.

Extension requests are to be made to the Airport Duty Manager (ADM), initially by telephone; once it is confirmed that the Extension can be accommodated, the completed Extension Request Form must be e-mailed to the recipients detailed on the Form. Each request will be duly considered before granting or denying the Extension.

Contact details for the ADM are:-


- Telephone:- 01202 364170
- Mobile:- 07768 620451

A copy of the Application Form is contained in Appendix 1

- 2.2** All Extension requests must be submitted and approved on the Extension Request Form. Approval for Extension requests, submitted outside of Airport published operating times, cannot be guaranteed and will be at the Airport Management's discretion.

Once approved, a copy of the authorised Extension details will be passed to the relevant operational departments at the Airport. Extensions that have been approved but are no longer required must be cancelled by 21:30 (L) on the agreed night of the operation or the charges will still apply.

APPENDIX 1

 Bournemouth Airport <small>Part of Bournemouth City Airport</small>	EXTENSION REQUEST FORM FOR OPERATIONS OUTSIDE OF THE PUBLISHED OPERATING HOURS OF 06:30 – 21:30; DAILY
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**TO ARRANGE AN EXTENSION, PLEASE CONTACT THE
AIRPORT DUTY MANAGER ON 01202 364170**

**ON OBTAINING AGREEMENT THAT THE EXTENSION CAN BE FACILITATED,
PLEASE E-MAIL A COMPLETED COPY OF THIS FORM TO:-**

AIRPORT DUTY MANAGER (H24)	bohairportdutymanagers@bournemouthairport.com
AIR TRAFFIC CONTROL	atc.admin@bournemouthairport.com

REQUESTER'S DETAILS			
COMPANY NAME:-		TEL NO:-	
CONTACT NAME:-		FAX NO:-	

EXTENSION REQUEST DETAILS				
DATE OF EXTENSION:-		TIME PERIOD:- (LOCAL)	FROM:-	TO:-
AIRCRAFT TYPE:-		AIRCRAFT REGISTRATION:-		
FLIGHT NO. / CALL-SIGN:-		NO. OF PAX:- (EXCLUDING CREW)		
DEPARTURE AIRFIELD:-		ETA:-		(LOCAL)
DESTINATION AIRFIELD:-		ETD:-		(LOCAL)
OTHER INFORMATION:-				

EXTENSION REQUESTS NOT CANCELLED BY 2130 HRS ON THE DAY , FULL CHARGES WILL BE LEVIED				
FOR AIRPORT USE ONLY				
ON RECEIPT OF THE EXTENSION REQUEST, THE ADM / SECURITY SUPERVISOR MUST COMPLETE THE FOLLOWING DETAILS				
ACTIONED BY:-		DATE:-		
EXTENSION APPROVED:-	YES	NO	AUTHORISATION REF NO:-	
AUTHORISATION MANAGER:-				
THE COMPLETED FORM TO BE SENT BACK TO THE REQUESTER AND COPIED TO THE GENERAL MANAGER				

ACTION BY ACCOUNTS	
THIS EXTENSION IS APPROVED; A LEVY, AS INDICATED, WILL BE APPLIED	£

