

# Taxiing Aircraft on the Operational Movement Area

## Airside Operational Instruction 37

### **Content:-**

1. PURPOSE
2. PERMITTED PERSONS
3. ESCORTING VEHICLE
4. PERMIT TO OPERATE SCHEME
5. TRAINING PROCESS
6. OPERATION OF PERMIT
7. ENQUIRIES

APPENDIX 1 CERTIFICATE OF COMPETENCE; STUDENT PILOT

APPENDIX 2 PERMIT TO OPERATE; TRAINING BOOKING FORM

DOCUMENT REVIEW HISTORY		
<b>AOI 37</b>	<b>CURRENT VERSION:-</b>	<b>V3.0</b>
<b>ISSUE DATE:-</b>	JANUARY 2018	

VERSION	REVIEW	DATE
V1.0		September 2015
	1.1	September 2016
V2.0		January 2017
V3.0		January 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**

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

PARAGRAPH	AMENDMENT
	<i>Nil</i>

AMENDMENT SUMMARY			
<b>VERSION / REVIEW REF:-</b>	2.0	<b>REVIEW COMPLETED BY:-</b>	CATHY WILLOUGHBY-CRISP
<b>ISSUE DATE:-</b>	JAN 17	<b>ROLE:-</b>	AIR TRAFFIC & OPERATIONS MANAGER

PARAGRAPH	AMENDMENT
Various	"Licensed" Area now referred to as "Operational" Area
4; 5; 6	Introduction of Permit to Operate Scheme
Appendix 1	Certificate of Competence; Form revised
Appendix 2	Permit to Operate; Training Booking Form

AMENDMENT SUMMARY			
<b>VERSION / REVIEW REF:-</b>	3.0	<b>REVIEW COMPLETED BY:-</b>	CATHY WILLOUGHBY-CRISP
<b>ISSUE DATE:-</b>	JAN 18	<b>ROLE:-</b>	AIR TRAFFIC & OPERATIONS MANAGER

PARAGRAPH	AMENDMENT
	New ownership

## 1. PURPOSE

- 1.1 The purpose of this AOI is to define the eligibility of non-aircrew, to taxi aircraft on the Manoeuvring Area of the Airport.

This instruction seeks to notify all Bournemouth operators of the requirement for all individuals who operate aircraft on the Manoeuvring Area, to hold the appropriate licence; or permit issued by the Airport, to do so.

## 2. PERMITTED PERSONS

- 2.1 Permission to taxi aircraft under power, on the Manoeuvring Area, is restricted to the following categories of people:-

- 2.1.1 Persons holding a Pilot Licence:-

The Licence to be recognised as appropriate by the UK Civil Aviation Authority and endorsed for the aircraft type over which they have command. In addition, the Pilot is required to hold the minimal qualification of a Flight Radiotelephony Operators (Restricted) Licence if he/she is to operate the aircraft's VHF Aeronautical Radio station. Failing this, he/she must carry on board an additional crew member appropriately qualified to operate the station.

- 2.1.2 Student Pilots:-

Individuals engaged in CAA approved flying training and who hold a BOH authorised Certificate, signed by a locally based Qualified Flying Instructor (QFI), meeting the requirements of Sub-Paragraph 2.1.1. A copy of the Certificate is contained at Appendix 1.

- 2.1.3 Persons holding an Aircraft Engineering Qualification / Licence:-

The qualification / Licence to be recognised as appropriate by the UK Civil Aviation Authority and/or in accord with Joint Aviation Requirements / Operations (JAROPS). In addition, the individual must have received appropriate training from the operating company and authorised as competent to safely taxi the specific aircraft type.

In addition, the Engineer must hold a minimum of:-

- A Flight Radiotelephony Restricted Licence (FRRL) *or*
- A Certificate signed by an Aeronautical VHF Radio Licence holder, indicating that the Engineer has been trained and is competent in the use of the VHF Aeronautical Radio Station on board the aircraft *and*
- A Permit to Operate, issued by Bournemouth Airport; see Para 4.

## 3. ESCORTING VEHICLE

- 3.1 Operators may taxi an aircraft, without a radio qualified person aboard, provided they are under the direct control of a leader vehicle in contact with ATC and they maintain a listening watch on VHF. The vehicle must be properly certificated with an Airside Vehicle Permit and driven by a holder of a valid BOH issued Airside Driving Permit, endorsed for Manoeuvring

Area and if relevant, Runway operations. The person in command of the aircraft must comply with the general requirements of sub-paragraphs 2.1.1 and 2.1.2 as appropriate.

All taxiing operations may only be carried out under direct R/T instruction with ATC.

#### **4. PERMIT TO OPERATE SCHEME**

- 4.1** Bournemouth Airport recognises the need for operators, particularly maintenance organisations, to undertake ground engine running activity, compass swings etc. and that such activity, will routinely require engineers / non-pilots to taxi the aircraft from base to the appropriate location on the Manoeuvring Area; such as the engine running area on Taxiway Tango.
- 4.2** The layout of the Operational Area at BOH requires ground movements to regularly operate on active Taxiways or require access to the Runway for transit. This includes a variety of vehicles, light aircraft, small jets etc. and with many different parking locations, standard routes or a one-way system is not feasible, resulting in it being common practice for vehicles and aircraft to be operating in close proximity.
- 4.3** It is acknowledged that the specifications of the Airside Driving Scheme are not best suited to cover the activity of aircraft being taxied by non-pilot personnel, typically engineers. However, this activity requires personnel to operate within the operational environment, potentially without adequate knowledge of the Airfield or operating procedures and this has been identified as a potential risk to the safety of Airside operations; in particular the risk of a Runway Incursion. It is therefore a requirement that, in addition to any training provided by the company for the operation of the aircraft, all such personnel undertake the specified training for this activity, provided by ATC. This training will be referred to as the [Permit to Operate Scheme](#).

#### **5. TRAINING PROCESS**

- 5.1** Engineers taxiing aircraft on the Manoeuvring Area at BOH necessarily must be fully familiar with the Airfield layout, be aware of restrictions, have a good knowledge of general procedures and be competent in the use of the VHF radio.

A basic Permit to Operate will be required by all personnel wishing to taxi an aircraft, on the Manoeuvring Area, and who does not hold a Pilot's Licence, meet the requirements of Sub-Paragraphs 2.1.1 or 2.1.2 or hold the appropriate BOH Airside Driving Permit.

- 5.2** The training provided by ATC will be based on that delivered for the issue of a Manoeuvring Area & Runway Driving Permit; adapted to be specifically relevant to the taxiing of aircraft.

The presentation will cover the following elements:-

- The Airfield Layout
- Holding Points; Markings, Signs & Lights
- Runway Access
- Radio Protocol
- Non-Compliance

The training provided as part of the Permit to Operate Scheme is intended to supplement, not replace the general or specific training provided by the company for operating Airside.

- 5.3** Requests for initial / renewal training must be made using the form at Appendix 2; completed forms sent to the Air Traffic and Operations Manager (ATOM) using e-mail:- [bookaslot@bournemouthairport.com](mailto:bookaslot@bournemouthairport.com)

Training requests must be made in plenty time and will be agreed for a mutually acceptable time. The training session will last for about 1hour and will include a test of understanding, which must be satisfactorily completed in order for the Permit to be issued.

- 5.4** The basic Permit to Operate will be valid for 5 years; additionally, personnel requiring access to the Runway will be required to undertake annual refresher training in order to retain the Runway access; this will include attendance on a Runway Incursion Table-Top exercise.

A record of holders of the Permit to Operate will be maintained by the ATOM. The Scheme will be audited and currency monitored. However, it is the responsibility of individuals and their employers to ensure that the Permit remains current and should a Permit expire, the individual is not permitted to operate on the Manoeuvring Area / Runway until renewed.

## **6. OPERATION OF PERMIT**


- 6.1** Each Permit will have a Reference Number and holders might be requested, at random times, to quote this reference; any individual found to be operating without a valid Permit or quoting that belonging to a colleague, will be in breach of this Instruction and action taken accordingly.

- 6.2** All incidents on the Manoeuvring Area are fully investigated; not to apportion blame but to establish causal factors, required remedial action and lessons learnt. Where it is concluded that a Permit to Operate holder contributed to the incident, an appropriate course of action will be implemented to rectify the errors. This would generally be in the form of refresher training, by either by ATC or by the employer, as relevant; those involved in a serious incident can expect to have their Permit suspended, pending satisfactory re-training. Repeat offenders will have their Permit withdrawn and a course of action determined on an individual basis for reinstatement, which is not guaranteed.

## **7. ENQUIRIES**

- 7.1** Any enquiries regarding the content of this AOI should be addressed to the Air Traffic and Operations Manager on telephone number 01202 364155 or via e-mail at the address noted in Para 5.3.

**APPENDIX 1 CERTIFICATE OF COMPETENCE**

 <p><b>Bournemouth Airport</b> <small>Part of Bournemouth &amp; City Airport</small></p>	<p><b>STUDENT PILOT'S CERTIFICATE OF COMPETENCE TO TAXY AIRCRAFT AND OPERATE A VHF AERONAUTICAL RADIO STATION</b></p>
---	---

**DECLARATION BY QUALIFIED FLYING INSTRUCTOR**

THIS IS TO CERTIFY THAT:-					
<b>NAME OF STUDENT PILOT:-</b>					
<i>IS UNDERGOING A CAA APPROVED COURSE OF FLYING TRAINING AT BOURNEMOUTH INTERNATIONAL AIRPORT AND HAS BEEN TRAINED TO A COMPETENT STANDARD IN OPERATING AIRCRAFT TYPE:-</i>					
<b>AIRCRAFT TYPE:-</b>		<b>BY DAY:-</b>		<b>AT NIGHT:-</b>	
<i>THE AFOREMENTIONED STUDENT PILOT HAS ALSO BEEN TRAINED IN THE USE OF THE VHF AERONAUTICAL RADIO STATION AND IS COMPETENT TO OPERATE IT</i>					
<b>SIGNATURE:-</b>				<b>DATE:-</b>	
<b>PRINT NAME:-</b>			<b>ROLE:-</b>		

**THIS CERTIFICATE IS VALID FOR ONE YEAR FROM THE DATE OF SIGNATURE AND IS VALID ONLY WHEN THE STUDENT HAS BEEN DIRECTLY AUTHORISED TO CONDUCT SPECIFIC SOLO OPERATIONS**

APPENDIX 2 TRAINING BOOKING FORM

 <b>Bournemouth Airport</b> <small>Part of Bournemouth City Airport</small>	<b>PERMIT TO OPERATE; TRAINING BOOKING FORM</b>
---	---

**NOTES:-**

1. The training application must be made by an authorised person of the Company, of at least Line Manager, or equivalent, status. Please complete this form clearly.
2. On receipt of the completed form, contact will be made to arrange the date(s) for training; please allow plenty of notice as resources are often limited.
3. The Permit will be valid for a period of 5 years; those authorised to have Runway access will be required to undertake annual refresher training.
4. It is the responsibility of the Permit holder / employing company to ensure that training is up to date, Permits remain current and that the Permit holders operate within the limitations of their Permit.

PLEASE COMPLETE THIS FORM CLEARLY AND SUBMIT TO THE AIR TRAFFIC AND OPERATIONS MANAGER, USING E-MAIL:- [BOOKASLOT@BOURNEMOUTHAIROPORT.COM](mailto:BOOKASLOT@BOURNEMOUTHAIROPORT.COM)

**TRAINING REQUEST**

<b>COMPANY NAME:-</b>		<b>LOCATION FOR TRAINING:-</b>	
<b>REQUESTER NAME:-</b>		<b>ROLE:-</b>	
<b>E-MAIL:-</b>			
<b>RUNWAY ACCESS REQUIRED:-</b>	<b>NO</b>	<b>YES</b>	<b>IF "YES"; GIVE REASON</b>
	<input type="checkbox"/>	<input type="checkbox"/>	

**INITIAL / RENEWAL OF PERMIT**

CANDIDATES	
SURNAME	CHRISTIAN NAME

TRAINING NEEDED BY (DATE)
PROPOSED DATES



**RUNWAY ACCESS; ANNUAL REFRESHER ONLY**

CANDIDATES	
SURNAME	CHRISTIAN NAME

TRAINING NEEDED BY (DATE)
PROPOSED DATES

<b>SIGNATURE OF REQUESTER:-</b>		<b>DATE:-</b>	
---------------------------------	--	---------------	--