

Movement Area Inspection and Reporting

Airport Operational Instruction (AOI) 02

DOCUMENT REVIEW HISTORY		
AOI 02	CURRENT VERSION:-	V2.0
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VERSION	REVIEW	DATE
V1.0		September 2015
	1.1	September 2016
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	2.1	August 2019
	2.2	September 2020
	2.3	October 2021
	2.4	April 2022
	2.5	April 2024

❖ **AMENDMENTS**

This document will be subject to a routine review, over a period not exceeding 36 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.

❖ **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
Various	Role title change; Maintenance & Works Supervisor now Asset Manager; Reference to Airfield Technical Manager removed

REVIEW SUMMARY			
VERSION / REVIEW REF:-	1.2	REVIEW COMPLETED BY:-	CATHY WILLOUGHBY-CRISP
DATE:-	JAN 17	ROLE:-	AIR TRAFFIC & OPERATIONS MANAGER

PARAGRAPH	AMENDMENT
1.3	Additions to / clarification of Direction of Runway inspections

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
Various	Role title change; General Manager now Managing Director

REVIEW SUMMARY			
VERSION / REVIEW REF:-	V2.1	REVIEW COMPLETED BY:-	CATHY WILLOUGHBY-CRISP
DATE:-	AUG 19	ROLE:-	AIR TRAFFIC & OPERATIONS MANAGER

PARAGRAPH	AMENDMENT
1.4	Update of Inspection attendees
Appendix 1	Flowchart revised re above

REVIEW SUMMARY			
VERSION / REVIEW REF:-	V2.2	REVIEW COMPLETED BY:-	CATHY WILLOUGHBY-CRISP
DATE:-	SEP 20	ROLE:-	AIR TRAFFIC & OPERATIONS MANAGER

PARAGRAPH	AMENDMENT
1.3.4	Introduction of additional Runway inspections

REVIEW SUMMARY			
VERSION / REVIEW REF:-	V2.3	REVIEW COMPLETED BY:-	CATHY WILLOUGHBY-CRISP
DATE:-	OCT 21	ROLE:-	AIR TRAFFIC & OPERATIONS MANAGER

PARAGRAPH	AMENDMENT
1.1	Reference to revised SAD
1.4.5	Reference to Taxiway walks removed
2.1	Surface Friction testing outsourced

REVIEW SUMMARY			
VERSION / REVIEW REF:-	V2.4	REVIEW COMPLETED BY:-	CATHY WILLOUGHBY-CRISP
DATE:-	APR 22	ROLE:-	AIRFIELD SERVICES MANAGER

PARAGRAPH	AMENDMENT
Various	Air Traffic and Operations Manager now Airfield Services Manager

REVIEW SUMMARY			
VERSION / REVIEW REF:-	V2.5	REVIEW COMPLETED BY:-	KEITH JEWITT
DATE:-	APR 24	ROLE:-	AIRFIELD SERVICES MANAGER

PARAGRAPH	AMENDMENT
1.2	A full Airfield movement area inspection shall be carried out twice daily, prior to the start operations also a full inspection shall be completed prior to night operations.

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1. SAFETY INSPECTIONS

1.1 POLICY STATEMENT

Safety inspections cover operations on the Aerodrome as well as specific checks on the Movement Area.

It is a requirement that the Runway and Taxiways are inspected at regular intervals to ensure that the surfaces remain safe and fit for use. The Runway pavement is required to be in an acceptable state of repair, with access and egress unimpaired and to be free from FOD and wildlife.

Safety Assurance Document, SAD 03; Runway Safety, provides assessment of the effectiveness of applied measures, in respect of maintaining the Runway in a safe operating condition.

The instructions detailed in this AOI lay down the procedures to be adhered to by all personnel, who must be trained and qualified to carry out these tasks. Also included are the areas to be inspected, by whom and by what means.

Appendix 1 provides a flow-chart depiction of the Inspection & Reporting Process

1.2 SAFETY INSPECTIONS; GENERAL REQUIREMENTS

1.2.1 AREAS TO BE INSPECTED:-

The areas to be inspected include the Runway, all bell-mouths, Taxiways and all other paved areas used by aircraft.

A full Airfield movement area inspection shall be carried out twice daily, prior to the start operations also a full inspection shall be completed prior to night operations; this is to check on the serviceability of the Airfield Ground Lighting and obstruction lighting, and signs which are visible from the paved areas. Throughout the rest of the day Runway, bell-mouths and Taxiway inspections shall be carried out at regular intervals.

1.2.2 FREQUENCY OF INSPECTIONS:-

Inspections should be carried out routinely throughout the operating hours, at intervals not greater than 30 minutes.

At night and in inclement weather conditions, when aircraft movements are spasmodic; and especially during periods of heavy rain, snow and ice or poor visibility, pro-active bird control and a Runway inspection shall be undertaken before any aircraft movement. In the event of no movements, over a period at least 30 minutes since the previous movement or

inspection, bird control and a Runway inspection must be completed immediately prior to the next movement.

During defined risk periods; i.e. periods of increased bird activity, Runway Inspections in relation to bird control will be a continuous activity.

Additional inspections may also be requested by ATC after certain movements; notably those relating to a wide-bodied, 4-engined aircraft.

1.2.3 INSPECTING PERSONNEL:-

Trained RFFS operatives will carry out the routine daily inspections.

Additional Runway / Taxiway inspections must be carried out by suitably trained personnel dependent on the reason for the inspection, or as deemed appropriate.

1.2.4 VEHICULAR REQUIREMENTS:-

It is imperative that a suitable vehicle is used when carrying out a Runway and Taxiway inspection. During daylight hours, most vehicles with good all-round visibility are acceptable. At night, any vehicle used should be fitted with sufficient lighting to enable the operator to observe the maximum width of the area being inspected.

All vehicles used must be fitted with suitable radio communications.

1.3 RUNWAY INSPECTIONS

1.3.1 Prior to commencing a Runway inspection, permission to access the Runway must be obtained from the Air Traffic Controller on VHF Frequency (Tower / Ground) or on UHF Channel 2, if VHF is not available in the vehicle.

Whilst operating on the Runway, drivers must remain in radio contact with ATC and listen out for their call-sign. Whenever practicable, the direction of travel for Runway inspections will be towards landing traffic.

1.3.2 The routine Runway Inspection consists of the following checks and observations:-

- All Runway markings and signage are visible and in good order
- All paved areas are in good repair and free from FOD / loose materials; any potential hazard is controlled prior to it becoming relevant
- A visual inspection of all Airfield lighting, looking for any signs of damage

1.3.3 The following parameters will be incorporated within the Runway Inspection regime:-

- a) Surface conditions will, in the case of bad weather, be subject to reactive inspections, as and when the weather occurs.
- b) Visual inspections for bad ground or spillages, contaminants, etc. should be undertaken as per the daily "surface faults" inspection regime.
- c) A post-work inspection must be completed immediately on completion of the work, prior to the Runway being returned to service.
- d) Signage and Runway lighting and fittings will be subject to a daily, visual serviceability inspection.
- f) Surface markings should be inspected post winter measures.
- g) Rubber contamination inspections and assessments should be undertaken at least annually.
- h) Unless specifically authorised, the Runway inspection should be carried out in a suitable vehicle, driven at a speed conducive with location and conditions and where feasible, not exceeding 35 mph.
- i) In the event of the inspection being interrupted by an aircraft movement, the inspection should be re-commenced at a position behind where the interruption occurred.
- j) On completion of the inspection, the Air Traffic Controller must be notified that the Inspection is complete and the time recorded in the ATC Tower Log-Book.

1.3.4 In addition to the daily, routine inspections, a comprehensive Runway Inspection will be carried out at least twice each month, by the Airfield Safeguarding & Compliance Officer (ASCO). The inspection will concentrate on the surface conditions and markings, the integrity of the Shoulders and will include a periodic visual inspection of the RESAs. Inspection reports will be filed on the "BOH Shared Files".

1.4 MOVEMENT AREA INSPECTIONS; SCHEDULE

1.4.1 Daily Airfield inspections are carried out by the RFFS Safety Operative, who are constantly patrolling the Airfield during promulgated hours. The inspections cover all Apron Areas, Equipment Parks and associated Roadways, the Maintenance Areas, Aerodrome Perimeter, Grass Areas and other aircraft Movement Areas. The results are recorded on the BOH Aerodrome Safety Log, located on the BOH computer system.

- 1.4.2 A second tier of inspections is managed by the Airfield Safeguarding & Compliance Officer (ASCO) and involves the Airfield Services Manager, Asset Manager (ASM), as available. An in-depth inspection of the Manoeuvring Area is undertaken on a monthly basis; including the Runway, if traffic levels permits. The results are recorded on the “BOH Shared Files” and any work identified is entered on the BOH Engineering Works Database or advised to the relevant departmental manager.
- 1.4.3 A third tier of inspections is managed by the Airfield Services Manager (ASM) and involves the Asset Manager, Airfield Safeguarding & Compliance Officer as available. Further in-depth inspections of all areas of the Airfield is completed on a six-monthly basis, together with attention to any long-term related projects. The results are recorded on the “BOH Shared Files” and any work identified is entered on the BOH Engineering Works Database or advised to the relevant departmental manager.
- 1.4.4 In addition to the Runway inspections detailed above, a “Runway Walk / FOD Plod” will be undertaken twice a year, typically just prior to & after the winter season, with the aim of providing the means for a more detailed inspection of the surface condition. These walks will be co-ordinated by the ASM and will include the Operations Director, HOTS and personnel from the RFFS, Engineering and other departments as available.

1.5 INSPECTION SPECIFICATIONS

In addition to the specifications for Runway Inspections (Para 1.3), routine Movement Area inspections will include the following checks and observations:-

- All aircraft are parked in designated areas, are securely chocked and not infringing operational areas; Potential hazards in the vicinity are adequately controlled
- Equipment and vehicles not in use are secure and parked in their designated areas
- All surface markings, including Apron markings are clear, accurate and effective
- All signage is clear and correctly positioned
- The condition of concrete and tarmac areas
- The condition of all Airfield Ground Lighting.
- Areas used by Aircraft are free from loose stones and other debris, including litter and any potential FOD hazard is controlled
- Bad ground and temporary obstructions, on or near areas used by aircraft are properly marked / lit
- The condition of the Blast Pads at each end of the Runway and the de-lethalised areas within the Clear and Graded Area

Special attention should be made to any areas where contractors have been working to ensure that they are clear of all materials and equipment. Also, that any materials left on site do not, and will not become a hazard if left unattended; and that the said materials do not infringe any height restrictions etc. in the area.

1.6 ADDITIONAL SURFACE INSPECTIONS

Additional inspections by the Safety Operative, of all or part of the Movement Area, will be undertaken prior to allowing any further aircraft movements in the subject area whenever:-

- An incident or suspected incident on the Runway / Taxiway involving tyre failure, aircraft structural failure or in the case of turbine engine aircraft, engine malfunction
- Any incident that is likely to result in debris being left in a hazardous position
- Debris is reported on the Runway, Taxiways or Apron areas
- Any work on the Movement Area has been completed
- Following completion of a high-power engine run
- A chemical/oil spillage is reported

1.7 AERODROME GROUND LIGHTING INSPECTIONS

A daily inspection all Airfield Ground Lighting is carried out before the commencement of night flying; typically, this would be in conjunction with the dusk surface inspection.

Lighting inspections are conducted in accordance with the specifications and protocol detailed in MATS; Part 1 and MATS; Part2.

A preferred route for the lighting inspections is detailed in Appendix 2.

1.8 REPORTING AND RECORDING OF INSPECTIONS

1.8.1 DAILY INSPECTIONS:-

On completion of all the daily surface inspections the information gathered should be entered in the Scarecrow Bird tab, located at the fire station.

Unserviceabilities are to be recorded/reported to the Air Traffic Controller and to the Asset Manager and the Airfield Safeguarding and Compliance Officer. Pavement faults are recorded on the Engineering Works Database.

Any lighting faults are to be reported to the Air Traffic Engineering Department for rectification and recorded on the Airfield Ground Lighting Fault Log.

Other conditions, outside of those described above but which require attention, are to be reported to the Asset Manager and recorded in the Works database.

1.8.2 MONTHLY AND 6-MONTHLY INSPECTIONS:-

An inspection report is completed for all monthly and 6-monthly inspections and stored on the Shared Files.

Identified areas of work are recorded for action on the Engineering Works Database.

1.8.3 ACTION AND RECTIFICATION:-

Entries logged on the Engineering Works Database will be notified to the relevant department by e-mail. The job will remain on the database as an "open" issue until such time as the fault is rectified and the database entry then updated as "closed".

If the unserviceability causes any part of the Runway / Taxiways to be unsafe for operations, the Duty RFFS Station Manager, in consultation with the ASM &/or Manager Air traffic Services / Duty Air Traffic Controller will close or restrict access to that part of the Movement Area until the fault is rectified. ATC will initiate any NOTAM action and ensure Essential Aerodrome Information is advised to all operators as relevant, in accordance with the requirements of MATS Part 2.

Requests for sweeping or the removal of litter from the Apron area, Runway or Taxiways are referred to the RFFS Station Manager for action. It is the responsibility of all Airport and tenant company staff to remove any litter, which they may discover in those parts of the Movement Area to which they have access.

1.9 REMEDIAL WORKS

1.9.1 MAJOR WORKS:-

Major works will be planned, typically by the Airfield Safeguarding and Compliance Officer in consultation with the Airfield Services Manager; together with the Operations Director and representatives from ATC, RFFS and Airfield Engineering, as relevant.

All planned works are notified via the issue of an Operational Works and Safety Instruction (OWSI).

1.9.2 MINOR / SHORT NOTICE WORKS:-

The requirement to undertake minor repairs at short notice, within the Movement Area, may arise following a report of a fault / unserviceability; or due to unforeseen circumstances. As far as is practicable, such work will be carried out on an opportunity basis, between aircraft movements.

Short notice works may not be notified with an OWSI.

Prior to starting work or submitting a job registration for any such minor rectification works, details will be advised by the Airfield Safeguarding and Compliance Officer to the Airfield Services Manager; and co-ordinated with ATC, as appropriate.

ATC must be informed of the requirement to close or restrict access to any part of the Movement Area. NOTAM action and advice to operators will be taken by ATC in accordance with MATS Part 2 guidance.

Where necessary, arrangements for marking bad ground or temporary obstructions will be co-ordinated with the RFFS.

2. RUNWAY SURFACE CONDITIONS

2.1 SURFACE CHARACTERISTICS

The asphalt and concrete mix Runway surface are assessed as having good friction characteristics and resists friction degradation, which could result from modest levels of rubber build up.

Routine Surface Friction testing is undertaken on an annual basis; this is outsourced to an approved contractor under management of the Airfield Services Manager.

APPENDIX 2 LIGHTING INSPECTIONS; PREFERRED ROUTE

SOUTH-SIDE		
1	G4	Wig-Wags & Stop-Bar
2	G1	Sto-Bar; Lead-On
3	G1	Lead-Off
4	26	Turning Circle
5	26	Approach; PAPIs
6	R	Lead-Off 26
7	R	Stop-Bar; Lead-On 26
8	R	Lead Off 08
9	R	Stop-Bar; Lead-On 08
10	B	Lead-Off 26
11	B	Stop-Bar; Lead-On 26
12	B	Lead-Off 08
13	B	Lead-On 08
14	A	Lead-Off 26
15	A	Stop-Bar; Lead-On 26
16	A	Lead-Off 08
17	A	Lead-On 08

NORTH-SIDE		
18	08	Turning Circle
19	08	Approach; PAPIs
20	M	Lead-Off 08
21	M	Stop-Bar; Lead-On 08
22	M	Lead-Off 26
23	M	Lead-On 26
24	T	Lead-Off 08
25	T	Stop-Bar; Lead-On 08
26	T	Lead-Off 26
27	T	Lead-On 26
28	N	Lead-Off 08
29	N	Stop-Bar; Lead-On 26
30	Cobham Uncontrolled Crossing	
31	Apron Taxilane Crossings	
32	B2	Wig-Wags & Stop-Bar