

Apron Safety Management

Airside Operational Instruction (AOI) 11

DOCUMENT REVIEW HISTORY		
AOI 11	CURRENT VERSION:-	V2.0
ISSUE DATE:-	DECEMBER 2017	

VERSION	REVIEW	DATE
V1.0		September 2015
	1.1	September 2016
V2.0		December 2017
	2.1	November 2020
	2.2	May 2022
	2.3	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			
REVIEW REF:-	1.1	REVIEW COMPLETED BY:-	CATHY WILLOUGHBY-CRISP
DATE:-	SEP 16	ROLE:-	AIR TRAFFIC & OPERATIONS MANAGER

PARAGRAPH	AMENDMENT
Appendix	Forms reformatted

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

PARAGRAPH	AMENDMENT
	New ownership

REVIEW SUMMARY			
REVIEW REF:-	V2.1	REVIEW COMPLETED BY:-	CATHY WILLOUGHBY-CRISP
DATE:-	NOV 20	ROLE:-	AIR TRAFFIC & OPERATIONS MANAGER

PARAGRAPH	AMENDMENT
Various	Role changes & associated responsibilities

REVIEW SUMMARY			
REVIEW REF:-	V2.2	REVIEW COMPLETED BY:-	CATHY WILLOUGHBY-CRISP
DATE:-	MAY 22	ROLE:-	AIRFIELD SERVICES MANAGER

PARAGRAPH	AMENDMENT		
Various	Elements of AOP 01 incorporated		
REVIEW SUMMARY			
REVIEW REF:-	V2.3	REVIEW COMPLETED BY:-	KEITH JEWITT
DATE:-	APRIL 24	ROLE:-	AIRFIELD SERVICES MANAGER

PARAGRAPH	AMENDMENT		
	Nil		

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1. INTRODUCTION

1.1 PURPOSE

This AOI is established to ensure that all Apron operations are conducted in a safe manner, in accordance with published procedures; and in line with the requirements specified in the Aerodrome Manual.

Monitoring of activity is undertaken on a daily basis to ensure that individuals are familiar with the requirements and that the procedures are being implemented correctly.

This AOI specifies the areas to be monitored and the responsibilities for this process.

2. RESPONSIBILITIES AND AWARENESS

2.1 APRON SUPERVISION

The Ground Operations Manager (GOM) and the Airport Duty Operations Manager (ADOM) are responsible, and have the authority, to enforce the published safety procedures regarding operations carried out on all Apron areas.

It is the responsibility of the GOM & ADOM to plan and co-ordinate the safe parking of aircraft on the Aprons. Any unsafe operation being observed on the Apron areas is to be brought to their attention immediately.

2.2 APRON PERSONNEL

All personnel carrying out operations, on or around aircraft parked on the Apron or other designated area, are to be aware of their own responsibilities under the provisions of the Health & Safety at Work Act.

In order to avoid accidents or injuries, vehicles or any other apron equipment, should only be operated by a trained operator, who has undergone safety training and operational training for that piece of equipment.

2.3 APRON DISCIPLINE

All personnel working on the Apron are to wear the following safety equipment:-

- High Visibility Clothing
- Ear Defenders
- Safety Footwear
- Overalls / Gloves, if appropriate

All personnel working on the Apron are to be aware of the associated dangers, including:-

- Aircraft / vehicles manoeuvring
- Aircraft fuelling
- Aircraft that are starting; awareness of the dangers involved with aircraft propellers and jet engine efflux areas

2.4 VEHICLE OPERATIONS

The following rules apply to all vehicles operating on the Apron areas:-

- Obstruction Lights illuminated at all times
- Vehicles are to be driven at a safe and controllable speed; less than 20 mph
- When approaching an aircraft, speed is to be reduced to 5 mph
- Never position any vehicle onto an un-chocked aircraft
- Never obstruct fuelling vehicles whilst they are fuelling aircraft
- Never drive under main planes or tail planes
- When reversing there must be second operator to watch the vehicle back

3. SAFETY MONITORING

3.1 AIMS AND OBJECTIVES

The aim of Apron safety monitoring is to ensure that all procedures are being implemented and staff are compliant whilst carrying out their duties.

The objectives of Airfield monitoring are as follows:-

- To monitor the procedures undertaken during aircraft arrival, turn-around and departure; to include the off-load and on-load of passengers and freight
- To identify trends and make recommendations for improvements
- To provide data to produce reports for the department and for relevant safety committees

3.2 MONITORING PROCESS

During a 24-hour period, the following activities will be monitored:-

- Marshalling
- Control of Passengers
- Handling of PRMs
- Vehicle Operations during an Aircraft Turn-around
- Aircraft Pushback

This monitoring will usually be undertaken by the Airport Duty Operations Manager (ADOM) but may be completed by any other member of the Management Team.

Any safety concerns or unsafe practises will be reported immediately to the Ground Operations Manager &/or Operations Director.

3.3 MONITORING OVERSIGHT

The Ground Operations Manager is responsible for the oversight of the monitoring process. Any safety concerns, which are raised during the monitoring process, should be dealt with immediately with the individuals concerned.

The Ground Operations Manager will address any issues raised and note agreed actions. A Safety Report should be submitted via Oshens and progress tracked to ensure satisfactory resolution.

Any trends or significant events / issues will be raised at the relevant safety committees and may be used to form the content of safety promotional materials, such as the Airside Safety Bulletin.

3.4 REPORTING FORMS


Copies of the various reporting forms in use for the Apron Safety Monitoring are contained in the attached Appendixes:-

- Appendix 1 Aircraft Marshalling
- Appendix 2 Aircraft Turn-Around; Vehicle Operations
- Appendix 3 Passenger Handling
- Appendix 4 Push-Back Procedures

All forms are available via :-

BIAIS > Company Forms > Airside & Operational Related Forms

APPENDIX 1

 Bournemouth Airport <small>City of Bournemouth & City Airport</small>	FORM ASM 01	APRON SAFETY MONITORING; AIRCRAFT MARSHALLING
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DATE:-		MONITOR:-	
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FLIGHT NO	STAND	STA	ATA	HANDLING AGENT

1	Marshal in position		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">REMEDIAL ACTION TAKEN / COMMENTS:-</th> </tr> </thead> <tbody> <tr> <td style="height: 100px;"> </td> </tr> </tbody> </table>	REMEDIAL ACTION TAKEN / COMMENTS:-	
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2	Stand checked prior to aircraft arrival				
3	Licence held & wearing appropriate PPE				
4	Correct equipment used				
5	Correct signals used				
6	Stand free from obstacles; equipment, FOD etc.				
7	Wingtip clearance; minimum 20%				
8	Aircraft chocked correctly				
9	People held clear until obstruction light switched off				

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8	Aircraft chocked correctly				
9	People held clear until obstruction light switched off				


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7	Wingtip clearance; minimum 20%				
8	Aircraft chocked correctly				
9	People held clear until obstruction light switched off				

APPENDIX 2

	FORM ASM 02	APRON SAFETY MONITORING; AIRCRAFT TURN-AROUND; VEHICLE OPERATIONS
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DATE:-		MONITOR:-	
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FLIGHT NO	STAND	STA	ATA	HANDLING AGENT

1	Passenger / Crew steps		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">REMEDIAL ACTION TAKEN / COMMENTS:-</th> </tr> </thead> <tbody> <tr> <td style="height: 80px;"> </td> </tr> </tbody> </table>	REMEDIAL ACTION TAKEN / COMMENTS:-	
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2	Baggage / Freight handling equipment				
3	Catering vehicles				
4	Toilet / portable water equipment				
5	Fuelling vehicles; hoses & earthing connector				
6	Cleaners' vehicle				
7	Engineering vehicles / equipment				

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3	Catering vehicles				
4	Toilet / portable water equipment				
5	Fuelling vehicles; hoses & earthing connector				
6	Cleaners' vehicle				
7	Engineering vehicles / equipment				

APPENDIX 3

 Bournemouth Airport <small>2012 People & City Award</small>	FORM ASM 03	APRON SAFETY MONITORING; PASSENGER HANDLING
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DATE:-		MONITOR:-	
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FLIGHT NO	STAND	STA	ATA	GATE USED	HANDLING AGENT

1	Passengers supervised at all times		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 100%;">REMEDIAL ACTION TAKEN / COMMENTS:-</th> </tr> </thead> <tbody> <tr> <td style="height: 80px;"> </td> </tr> </tbody> </table>			REMEDIAL ACTION TAKEN / COMMENTS:-	
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2	Cross boarding issues managed / avoided						
3	Correct procedure for road crossing						
4	Correct use of walkways or coaches						
5	Passengers marshalled around aircraft						
6	Passenger barrier chain replaced						

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REMEDIAL ACTION TAKEN / COMMENTS:-							
2	Cross boarding issues managed / avoided						
3	Correct procedure for road crossing						
4	Correct use of walkways or coaches						
5	Passengers marshalled around aircraft						
6	Passenger barrier chain replaced						

APPENDIX 4

 <p>Bournemouth Airport <small>100% of Plymouth & City Airport</small></p>	FORM ASM 04	APRON SAFETY MONITORING; PUSH-BACK PROCEDURES
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DATE:-		MONITOR:-	
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FLIGHT NO	STAND	STD	ATD	HANDLING AGENT

1	Stand free from obstacles		<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:100%;">REMEDIAL ACTION TAKEN / COMMENTS:-</th> </tr> </thead> <tbody> <tr> <td style="height: 100px;"> </td> </tr> </tbody> </table>	REMEDIAL ACTION TAKEN / COMMENTS:-	
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2	Traffic on Rear of Stand Road managed				
3	Aircraft pushed back using correct procedures				
4	Reversing of push-back tug kept to a minimum				

FLIGHT NO	STAND	STD	ATD	HANDLING AGENT

1	Stand free from obstacles		<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:100%;">REMEDIAL ACTION TAKEN / COMMENTS:-</th> </tr> </thead> <tbody> <tr> <td style="height: 100px;"> </td> </tr> </tbody> </table>	REMEDIAL ACTION TAKEN / COMMENTS:-	
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