

Airport Snow Plan

Airside Operational Instruction (AOI) 22



Bournemouth Airport

Part of Regional & City Airports

DOCUMENT REVIEW HISTORY		
AOI 22	CURRENT VERSION:-	V6.0
ISSUE DATE:-	JANUARY 2021	
VERSION	REVIEW	DATE
V1.0		September 2015
V2.0		April 2016
V3.0		January 2017
V4.0		December 2017
	4.1	April 2018
V5.0		October 2018
	5.1	October 2019

V6.0		January 2021
V7.0		October 2022
V8.0		October 2023
V8.1		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.

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AOI 22; Snow Plan

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:-	V2.0	REVIEW COMPLETED BY:-	CATHY WILLOUGHBY-CRISP
DATE:-	APR 16	ROLE:-	AIR TRAFFIC AND OPERATIONS MANAGER
PARAGRAPH	AMENDMENT		

	New ownership
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BOH/Aerodrome Manual; Part E/AOI

Amendment Summary

3.4.1.5	Emergency Call-Out numbers added for Facilities and MT
PARAGRAPH	AMENDMENT
3.2.4 & 3.2.8	Revision to responsibilities due change in operational hours
3.2.8	Addition of Swissport contacts for receipt of Weather Warning
3.2.11	Magirus Deutz equipment removed from list

REVIEW SUMMARY			
VERSION / REVIEW REF:-	V3.0	REVIEW COMPLETED BY:-	CATHY WILLOUGHBY-CRISP
DATE:-	JAN 17	ROLE:-	AIR TRAFFIC AND OPERATIONS MANAGER

PARAGRAPH	AMENDMENT
3.4.4	Suspension of Runway Operations
Annex A	Addition of Matrix

REVIEW SUMMARY			
VERSION / REVIEW REF:-	V4.0	REVIEW COMPLETED BY:-	CATHY WILLOUGHBY-CRISP
DATE:-	DEC 17	ROLE:-	AIR TRAFFIC AND OPERATIONS MANAGER

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3.4.7	Airside revised stock holding and suppliers
3.5.7	Landside revised stock holding
Various	Role title changes; General Manager now Managing Director SATSEP now Air Traffic Engineering Manager

REVIEW SUMMARY			
VERSION / REVIEW REF:-	V4.1	REVIEW COMPLETED BY:-	CATHY WILLOUGHBY-CRISP
DATE:-	APR 18	ROLE:-	AIR TRAFFIC AND OPERATIONS MANAGER

PARAGRAPH	AMENDMENT
3.4.8	New - Website, Social Media and Communications Procedure.

REVIEW SUMMARY			
VERSION / REVIEW REF:-	V5.0	REVIEW COMPLETED BY:-	CATHY WILLOUGHBY-CRISP
DATE:-	OCT 18	ROLE:-	AIR TRAFFIC AND OPERATIONS MANAGER
PARAGRAPH	AMENDMENT		
	Full Review of Plan undertaken by key stakeholders; pertinent changes as listed below		
3.3.2	Winter Planning Committee meetings		
Various	Airside Snow Co-ordinator (ASC) now Airport Snow Co-ordinator; Landside Snow Co-ordinator role abolished		
3.3.5	Review of Airside Snow Co-ordinator role		
3.3.6	Training for appropriate PPE & COSHH		
3.4.1.1	Call-out procedure		

3.4.1.3	Apron De-icing procedures; ADM
3.4.4	Requirement for ASC to provide SNOWTAM data to ATC; Protocol for clearance of northern areas
3.4.5	Security protocol during Runway closure due snow clearance
3.4.6	Post clearance inspections and FOD Plod
3.4.8	Social Media communications and messages
Appendix 5	Table of available vehicles and equipment for snow clearance

REVIEW SUMMARY			
VERSION / REVIEW REF:-	V5.1	REVIEW COMPLETED BY:-	CATHY WILLOUGHBY-CRISP
DATE:-	OCT 19	ROLE:-	AIR TRAFFIC AND OPERATIONS MANAGER

PARAGRAPH	AMENDMENT
Various	Ground Services Co-ordinator replaced with Airfield Safety & Compliance Officer
Various	Addition of Operations Director
Various	Reference to Swissport now Ground Services
3.3.2	Winter Planning Committee
3.4.2	Airport Snow Co-ordinator

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3.4.3	Implementing the Snow Plan Flowchart; Taxiway Delta now Taxiway Charlie
3.4.7	Social Media messages
3.5.1.3	Landside Callout
Appendix 6	Landside Clearance

REVIEW SUMMARY			
VERSION / REVIEW REF:-	V6.0	REVIEW COMPLETED BY:-	CATHY WILLOUGHBY-CRISP
DATE:-	JAN 21	ROLE:-	AIR TRAFFIC AND OPERATIONS MANAGER

PARAGRAPH	AMENDMENT
Various	New / changed role titles:- ✦ Terminal Operations Manager ✦ Terminal Duty Officer (TDO) ✦ Airside Operations Manager ✦ Airport Duty Operations Manager (ADOM)
3.3.2	Members of the Winter Planning Committee

BOH/Aerodrome Manual; Part E/AOI

3.3.3	Monitoring of stock
3.3.5	TDO responsibilities; reference to Security removed
3.4.1.5	Contact numbers updated
3.4.3	Clearance priorities updated in respect of cargo operations
3.5.2	Terminal Duty Officer replaces Airport Duty Manager
Appendix 2	Clearance Map updated (<i>To be added</i>)

REVIEW SUMMARY			
VERSION / REVIEW REF:-	V7.0	REVIEW COMPLETED BY:-	CATHY WILLOUGHBY-CRISP
DATE:-	JUN 22	ROLE:-	AIRFIELD SERVICES MANAGER

Page/PARAGRAPH	AMENDMENT
Content limited to Snow Plan only; general winter ops etc. removed to AOI 23; Inclement Weather Operations	
Various	Ref to MT removed; servicing etc. outsourced
Various	Role titles updated; ADOM, ATOM/ASM/MATS etc.
3.2	Attendees / Chair of Planning Committee updated
3.2.4	Contact details for reporting adverse conditions
3.4.1	Anti-icing procedures
3.4.2	De-icing procedures
	To be continued ...

REVIEW SUMMARY

VERSION / REVIEW REF:-	V8	REVIEW COMPLETED BY:-	KEITH M JEWITT
DATE:-	OCT 23	ROLE:-	AIRFIELD OPERATIONS MANAGER

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Page/Paragraph	AMENDMENT
All	The document has been reviewed and re-written also to include updated telephone numbers, media contacts, Global Reporting Format (GRF),
34	Addition of Clearance map for Handling and RFFS.

VERSION / REVIEW REF:-	V8.1	REVIEW COMPLETED BY:-	KEITH M JEWITT
DATE:-	April 24	ROLE:-	AIRFIELD OPERATIONS MANAGER

Page/Paragraph	AMENDMENT

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1. INTRODUCTION

1.1 PURPOSE

The purpose of this AOI is to detail the procedures that comprise the Airport Snow Plan, relating in particular to the clearance of snow / ice in Airside and Landside areas; so that as far as is reasonably practicable, the Airport environment is maintained in an operationally safe condition, at all times, during winter conditions.

All individuals involved in this activity are always to be fully familiar with these procedures and comply with the requirements.

Guidance on operations in general inclement weather conditions is detailed in AOI 23; Inclement Weather Operations.

2. WINTER OPERATIONS

1.1 GENERAL PRECAUTIONS & AWARENESS

Winter weather brings additional hazards, which require heightened awareness and more care in order to reduce the likelihood of accidents or incidents, whilst working on the aprons or operating on the Movement Area.

Departmental managers are responsible for ensuring that their staff have completed relevant training in winter operations; including the operation of vehicles and equipment, as relevant.

All staff have a duty of care to themselves and others and must remain vigilant, taking extra precautions as necessary, appropriate to the prevailing conditions.

Extra care should be exercised when on foot as some areas of snow/ice may not have been treated or may have refrozen. Airside Operators should ensure their staff are equipped with appropriate PPE, including suitable footwear, with non-slip soles.

Drivers should be alert to the conditions and drive accordingly, particularly when approaching an aircraft. Driving over fresh snow should be avoided so as to prevent it becoming compacted. When there is lying snow, vehicle operations on the Aerodrome will be restricted to essential movements only.

Close attention should be paid to the servicing / maintenance of vehicles / equipment in winter conditions to avoid any failures that may result from such conditions

2.1 SNOW WARNING

Snow Warnings are generated by the Met Office; issued between 2 & 12 hours in advance of the expected weather, they are defined as below:

- Light: - < 1 cm depth
- Moderate: - 1-4 cm depth
- Heavy: - > 4 cm depth

Further information is available from the Met Office Aviation Forecaster on 01392 884930

Meteorological Warnings of snow, frost or freezing conditions will be disseminated to airlines, operators and staff via an e-mail alert to nominated personnel.

2.2 ASSESSMENT

An assessment of any freezing conditions will be undertaken, and de-icing operations arranged, as deemed necessary. Airport staff should monitor passenger routes and any associated steps/ramps and take necessary action.

In the event of snowfall &/or ice, the Airside Snow Plan will be instigated by the RFFS duty Station Manager or Airside Duty Operations Manager (ADOM).



3. PLANNING

3.1 ANNUAL CALENDAR OF EVENTS

WHEN	WHAT
Pre-Winter	<ul style="list-style-type: none">• All vehicles / equipment to be serviced & prepared for the winter by the Engineering department.• Managers are to ensure that all relevant staff to be trained / refreshed in operating procedures• Winter Planning Committee meeting to review Snow Plan in consideration of previous experience• All appropriate materials to be on site
Post-Winter	<ul style="list-style-type: none">• Winter Planning Committee meeting to review knowledge / experience gained during winter operations• Recommendations to be discussed for changes considering lessons learnt• All vehicles / equipment to be serviced & prepared for summer storage, carried out by the Engineering department

3.2 WINTER PLANNING COMMITTEE

The Winter Planning Committee (WPC) will meet at least twice a year; pre-season and post the winter season. Additional meetings will be convened as deemed necessary;

The Committee comprises of: -

Airfield Services Manager	Chair
Fire Service Manager	Winter Equipment
Operations Director	
Head of Technical services	
MATs	Air Traffic input
Asset Manager	Equipment servicing Ordering of De-Icing stocks (landside)
Terminal Operations Manager	

Ground Operations Manager	
Fuel Services Manager	
Environmental Officer	
Airfield Safety and Compliance Officer	Management of ground de-icing stocks (airside)
XLR Manager	

3.3 MONITORING AND REPORTING OF CHANGE OF SURFACE CONDITION

All personnel are responsible for being alert to the changing conditions and immediately report any areas identified as potentially hazardous as a result of winter conditions to:

Airfield Operations Manager (1 st)	01202 364155	07766 160612
Airport Duty Operations Manager (2 nd)	01202 364350	07970 269250
Bournemouth Airport Operations (3 rd)	01202 364252	

3.3.1 ROLES AND RESPONSIBILITIES

ADOM	INITIATING WINTER PROCEDURES	
RFFS STATION MANAGER	INITIATING WINTER PROCEDURES	

TERMINAL DUTY OFFICER (TDO)	INITIATING WINTER PROCEDURES LANDSIDE
AIRFIELD SAFETY AND COMPLIANCE OFFICER (ASCO)	ORDER, RECORD, STORAGE OF LIQUID DE-ICER AND PRILL STOCKS
SECURITY MOBILE	MONITOR AND REPORT ADVERSE SURFACE CONDITIONS TO RFFS AND ADOM
SNOW COORDINATOR	OVERSEE THE OPERATION OF WINTER PROCEDURES

3.3.2 AIRPORT SNOW CO-ORDINATOR ROTA 2023/24

The Airport Snow Co-ordinator provides a point of contact for overseeing the implementation of this Plan.

Snow Co-ordinator Roster; 30th Oct 23 - 24th Mar 24																																									
November 21							Week 1: w/c 30th October							Week 2: w/c 6th Nov							Week 3: w/c 13th Nov							Week 4: w/c 20th Nov													
	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su						
Jewitt																																									
Etches																																									
Barber																																									
Twomey																																									
Mitchell																																									
November / December 2							Week 5: w/c 27th Nov							Week 6: w/c 4th Dec							Week 7: w/c 11th Dec							Week 8: w/c 18th Dec													
	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su						
Jewitt																																									
Etches																																									
Barber																																									
Twomey																																									
Mitchell																																									
December 21 / January 2							Week 9: w/c 25th Dec							Week 10: w/c 1st Jan							Week 11: w/c 8th Jan							Week 12: w/c 15th Jan													
	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su						
Jewitt																																									
Etches																																									
Barber																																									
Twomey																																									
Mitchell																																									
January / February 22							Week 13: w/c 22nd Jan							Week 14: w/c 29th Jan							Week 15: w/c 5th Feb							Week 16: w/c 12th Feb													
	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su						
Jewitt																																									
Etches																																									
Barber																																									
Twomey																																									
Mitchell																																									
February / March 22							Week 17: w/c 19th Feb							Week 18: w/c 26th Feb							Week 19: w/c 4th Mar							Week 20: w/c 11th Mar							Week 21: w/c 18th Mar						
	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su						
Jewitt																																									
Etches																																									
Barber																																									
Twomey																																									
Mitchell																																									

ASM to programme the on call Coordinator telephone

The On call Coordinator to take the 4x4 vehicle home

Snow Co-ordinator

Contact Number:-

07944 000277

If no contact with the Co-ordinator, leave a message; Ensure Fire Station Manager is advised and continue with Emergency Callout List

3.4 WEATHER WARNINGS

Weather Warnings will be issued by the Met Office and ATC .

3.4.1 ANTI-ICING PROCEDURES:

RFFS personnel will co-ordinate the measures required to initiate the Anti-Icing procedures; action taken to be advised to the ADOM and ATC. When appropriate, the timing of anti-icing measures will be based on known flight schedules.

On receipt of a Warning, de-icer shall be applied to:

- ✦ Apron areas, head of stand, walkways and baggage reclaim
- ✦ Taxiway Bravo
- ✦ Taxiway Romeo
- ✦ Concrete Runway Extension
- ✦ XLR Apron
- ✦ Fire station area
- ✦ ATC entrance

3.4.2 DE-ICING PROCEDURES:-

If there is a covering of snow and once it has ceased snowing, or the forming of black ice occurs, an application of de-icer should be applied directly to the snow- or ice-covered surfaces.

On completion of any de-icing activity, details of the amount used, and remaining stock should be advised by e-mail to the Airside Safety and Compliance Officer (ASCO).

3.4.3 SNOW CLEARANCE PROCEDURES:-

Snow clearance will be initiated by the ADOM or RFFS Station Manager and carried out by trained personnel.

Departmental managers should make as many of their staff as possible, available for snow clearing duties.

4. THE SNOW PLAN; AIRSIDE

4.1 CALL-OUT PROCEDURES

The following contact list is for internal and security distribution only; not for general distribution. All contact numbers are registered on the BOH Emergency Call-Out List.

ROLE	NUMBER
Duty Airport Snow Co-ordinator (Refer to Snow Coordinator Roster)	07944 000277 ⁽¹⁾
Operations Director	As per internal telephone directory
Head of Technical Services	As per internal telephone directory
Airfield Operations Manager	07766 160612
Fire Service Manager	07811 717128

⁽¹⁾This number routinely diverted to the

notified ASC

(1)

ROLE	MOBILE NUMBER
ADOM	01202 364350
RFFS Station Manager	07763 131408
Duty ATE	07768 947500
Asset Manager	07768 741812
Emergency Call-Out; Facilities	07771 990263

When called, advise of an Estimated time of arrival, then on arrival report to the Snow Coordinator.

4.2 AIRPORT SNOW COORDINATOR (ASC)

- The Snow Coordinator will manage the snow clearing operation, this will be conducted from ATC Visual Control Room (VCR)

Update and advise the Media team (Jason Clark 07980 834368) for the travelling public and Airport Service partners.

Update the Operations Director and the Managing Director.

4.3 SAFETY PRECAUTIONS

All Airside activities are to be carried out in accordance with the designated Airside safety measures and in conjunction with guidance detailed in this AOI. Prior to commencement of activities, equipment operators are to be aware of the following: -

- a) The importance of the Runway and Taxiway light fittings: - Care must be exercised to avoid damage to these fittings; where possible these lights should be switched on to aid sight of their location.
- b) Location of parked aircraft/equipment and the expected aircraft movements during the period of Airside activities: - Care must be exercised to avoid damage to aircraft / equipment, both from vehicle / equipment movements and the materials being applied.
- c) Prill spreaders are to be used in such a manner as to not present hazard to members of the public or staff. In addition, they are not to be used close to aircraft.

4.4.1 INSPECTION AND MANAGEMENT OF THE SURFACES

The ASC will complete the Snow Clearance Form and pass this to the Duty Air Traffic Assistant to facilitate the issue of a SNOWTAM.

A copy of this form, together with a worked example, are contained at Appendix 1A & 1B

Based upon the information provided, the ASC will instigate the measures required to maintain the Airport operation. If necessary, consultation may take place with the Operations Director / Head of Technical Services. Heads of Section are to make available as many personnel as possible to the ASC to assist with the clearance.

4.4.2 SUSPENSION OF RUNWAY OPERATIONS:-

Runway operations will cease during clearance activity. The estimated breaking action of a contaminated Runway, in consideration of the observed conditions, should be applied in accordance with the Runway Assessment Matrix detailed in the guidance material contained in the CAP 1168. The suspension of Runway operations should be actioned accordingly. A copy of the Matrix is contained at Annex A;

The authority to re-open a snow-closed runway will normally rest with the Airport Snow Coordinator. During operational hours, the Airfield Services Manager &/or Head of Technical Services are to be consulted prior to taking this decision.

4.4.3 AIRSIDE SNOW CLEARANCE:-

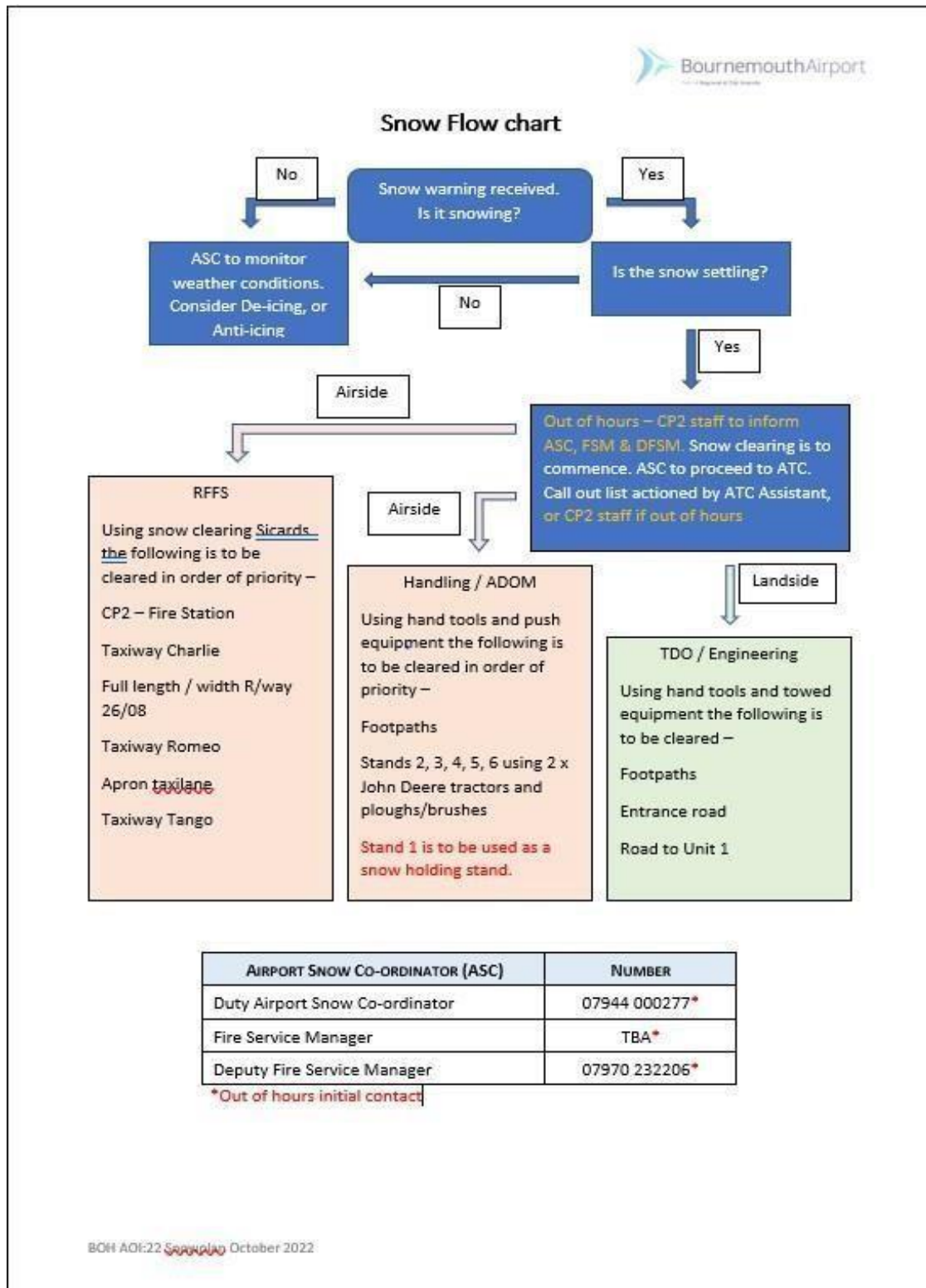
- Taxiways and Apron will be cleared with the John Deer tractors, brushes and ploughs
- Runways will be cleared by the Sicards (See Appendix 2).

A safety brief should be communicated to the clearing personnel by the RFFS station Manager and ADOM regarding aircraft and light fittings.

The Airport Snow Co-ordinator should assess the likely usage of the Aerodrome by aircraft of varying size. If aircraft larger than a Boeing 737 are likely to use the Aerodrome, measures will be required to provide a Code D or E Taxiway; alternatively, aircraft may be required to be towed or pushed from and to the runway.

4.4 Clearance Flowchart

Page



4.5 CLEARANCE PROTOCOL

The following guidance should be applied to snow clearance operations: - a) Clear taxiway bell mouths

- b) Clear the Runway to full, snow banks are unavoidable, must not be more than 18" (45cm) high and cleared with the snow cutter at the earliest opportunity.
- c) Only snow clearing vehicles and the Snow coordinator vehicle is permitted on the movement area.
- d) Speed limits of clearing vehicles kept to under 8 mph, brushes and ploughs should not be overloaded.
- e) Clearance of snow from around Runway and Taxiway lights should also be carried out as soon as possible, by hand and with great care usually by ATE or any other member of staff available from all departments.

4.6 CLEARANCE OF APRON

This process is to be carried out using 2 x John Deere ploughs / brushes these shall be operated by Bournemouth Handling.

When ready to commence clearance of the Aprons, start with those stands with aircraft parked, awaiting departure. Areas around aircraft and under wing areas are to be cleared by teams using hand-held equipment; See Appendix 4 for Parking Stand Clearance parameters.

On completion of occupied East Apron Stands, the Stand clearance is to be in the order:-

- Stand 3 • Stand 4 • Stand 5
- Stand 6
- Stand 1 (Sacrificial Stand, used for accumulated cleared snow)
- Stand 2
- West Apron up to the Bravo holding point.

Whilst snow clearance of these areas may be complete, additional de-icing of these areas might be required on a regular basis to maintain the areas free of ice.

4.7 ADDITIONAL CLEARANCE

When the Runway, taxiway Romeo, Tango and Bravo are operational and enough Apron Stands are cleared, resources will be directed to commence clearance of the remaining Taxiways. Priority will be determined on any planned movements, operational requirements etc. and will be dependent on available resources.

4.8 VEHICLES AND EQUIPMENT

To optimise the efficiency of the clearance process, during periods when the Runway is closed for snow clearance, vehicles/equipment engaged in the snow clearing operations will not be subject to the usual security checks; they will be permitted free-flow through CP2 and in/out of the Critical Part.

The Security Supervisor is to be advised when the Runway is closed for snow clearance and again once operations return to normal; at this point, all normal security measures are to be re-instated.

All vehicle drivers must be trained on specific vehicles, they must be assessed and recorded as a competent operator.

Should additional / replacement equipment being required, this can be obtained as follows:-

ITEM	SUPPLIER	AVAILABLE FOR HIRE PLANT	CONTACT NUMBER
1	Peter Noble	Tractor & Road Brush	Via Asset Manager 07768 741812
2		JCB Loading Shovel	
3		Tractor & Vacuum Sweeper	
4	Robert Mitchell	John Deere Tractor	07811 717128

Hand-held equipment includes:-

- ✦ 3 x Turbocast 300 Prill Spreader; stored with Terminal Duty Officers (TDO) and RFFS
- Snow Shovels and Brooms; stored with RFFS in Control Tower

- ✦ Grit Dispensers; located at strategic points, monitored / maintained by Engineering

4.9 **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

Individuals are responsible for the maintenance and use of the correct PPE appropriate to the task this includes equipment operation and handling of materials. PPE must always be worn where appropriate and safe systems of work employed.

PPE includes: -

- ✦ Gloves; for use with chemical / abrasive materials
- ✦ Face masks; for use with chemical / dusty materials
- ✦ Goggles / Eye protection
- ✦ Hi-Visibility clothing
- ✦ Foot protection
- ✦ Head protection

4.10 **POST SNOW CLEARANCE INSPECTIONS & RUNWAY CONDITION REPORT (RCR) (GRF)**

- Full surface inspection carried out as per AOI 02
- Runway inspection Safety walk carried out prior to opening
- Detailed inspection of light fittings and ground surfaces (Asset Manager, ATE)

The inspection of the Runway will take place by trained staff using the Global Reporting Format to determine if clearance is required, this decision will be made by the ASC in consultation with those staff.



WHEN TO CONDUCT A RUNWAY CONDITION ASSESSMENT

When to issue a new Runway Condition Report

- During active snow events or rapidly changing conditions, such as increase snowfall and rapidly rising or falling temperatures, aerodrome operators are required to maintain a vigilant runway inspection regime to ensure accurate runway condition reports

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New to the Airport
H3 Training / v1.0/0000-01/0000

WHEN TO CONDUCT A RUNWAY CONDITION ASSESSMENT

When to issue a new Runway Condition Report

- Other changes that are considered significant and warrant runway condition reports to be updated include:



- No aircraft operations should be allowed on the runway after such activities until a new runway condition report is issued reflecting the current surface condition (s) of affected runways

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Definition of SNOTAM:

- A special series NOTAM given in a standard format providing a surface condition report notifying the presence or cessation of hazardous conditions due to snow, ice, slush, frost, standing water or water associated with snow, slush, ice or frost on the movement area
- As of the 05 November 2021, the maximum validity of a SNOTAM is 8 hours
- When no SNOTAM is issued after 8 hours of a previous SNOTAM for an aerodrome, the old SNOTAM is expired and it is assumed that there is no more significant runway surface condition to be reported
- New SNOTAM shall be issued whenever a new runway condition report (RCR) is received from the aerodrome operator during winter conditions, including whenever anti/de-icing chemicals have been applied or whenever standing water is reported on any third



ICAO Reading	Priority Indicator (Date and time of filing)	Address (Originator's indicator)	ICB
(Abbreviated Readings)	(SNOTAM SERIAL NUMBER)	(LOCATION INDICATOR)(DATE-TIME OF ASSESSMENT)	(OPTIONAL GROUP)
IS SE	NO	NO	NO
SNOTAM			
Aeroplane performance calculation section			
(AERODROME LOCATION INDICATOR)	M	A)	EGXX
(DATE/TIME OF ASSESSMENT (Time of completion of assessment in UTC))	M	B)	12240800
(LOWER RUNWAY DESIGNATION NUMBER)	M	C)	05L
(RUNWAY CONDITION CODE (RWYCC) ON EACH RUNWAY THIRD) (From Runway Condition Assessment Matrix (PCAM S. 1, 2, 3, 4, 5 or 6))	M	D)	5/5/2
(PER CENT COVERAGE CONTAMINANT FOR EACH RUNWAY THIRD)	C	E)	100/75/75
(DEPTH (mm) OF LOOSE CONTAMINANT FOR EACH RUNWAY THIRD)	C	F)	03/03/04
(CONDITION DESCRIPTION OVER TOTAL RUNWAY LENGTH: (Observed on each runway third, starting from threshold having the lower runway designation number))	M	G)	SLUSH / SLUSH / SLUSH
COMPACTED SNOW DRY DRY SNOW DRY SNOW ON TOP OF COMPACTED SNOW DRY SNOW ON TOP OF ICE FROST ICE SLIPPERY WET SLUSH SPECIALLY PREPARED WINTER RUNWAY STANDING WATER WATER ON TOP OF COMPACTED SNOW WET WET ICE WET SNOW WET SNOW ON TOP OF COMPACTED SNOW WET SNOW ON TOP OF ICE			
(WIDTH OF RUNWAY TO WHICH THE RUNWAY CONDITIONS CODES APPLY, IF LESS THAN THE PUBLISHED WIDTH)	C	H)	40M
Situational awareness section			
(REDUCED RUNWAY LENGTH, IF LESS THAN THE PUBLISHED LENGTH (m))	C	I)	
(DRIFTING SNOW ON THE RUNWAY)	C	J)	RWY 05L DRIFTING SNOW.
(LOOSE SAND ON THE RUNWAY)	C	K)	RWY 05L CHEMICALLY TREATED.
(CHEMICAL TREATMENT ON RUNWAY)	C	L)	RWY 05L SNOW BANKS LR20 FM CL.
(SNOWBANKS ON THE RUNWAY) (If present, distance from runway centreline (m) followed by 'L', 'W' or 'LW' as applicable)	C	M)	ALL TWYS SNOWBANKS.
(SNOWBANKS ON A TAXIWAY)	C	N)	RWY 08R ADJ TO SNOWBANKS.
(SNOWBANKS ADJACENT TO THE RUNWAY)	C	O)	TWY A POOR.
(TAXIWAY CONDITIONS)	C	P)	ALL APRONS POOR.
(APRON CONDITIONS)	C	Q)	
(MEASURED FRICTION COEFFICIENT)	C	R)	
(PLAIN LANGUAGE REMARKS)	C	T)	
NOTES: 1. Enter ICAO nationality letters as given in ICAO Doc 7038, Part 2 or otherwise applicable aerodrome identifier. 2. Information on other runways, repeat from B to H. 3. Information in the situational awareness section expected for each runway, taxiway and apron. Repeat as applicable, when reported. 4. Words in brackets () not to be transmitted. 5. The letters A) to T) refer to the instructions for the completion of the SNOTAM format, paragraph 5, item K).			
SIGNATURE OF ORIGINATOR (not for transmission)			

The Asset Manager will provide an Airport Serviceability report to the Operations Director, Head of Technical Services and the Airfield Services Manager, as soon as possible after any snow-clearing event.

5. AIRSIDE MEDIA SUPPLIES

5.1 MEDIA HOLDING: -

MEDIA	MAXIMUM HOLDING	RE-ORDER TRIGGERS	ORDER DETAILS
Safegrip Plus Liquid	12,000 Litres	When required	When the stock level falls to 6000.
Safegrip Solid Prill	6000 kgs	3,000 kgs	When the stock level falls to 3000 kg, an order to be placed for approval for 3000 kgs

5.2 MEDIA SUPPLIERS

SUPPLIER	MEDIA	AVAILABILITY	CONTACT
Omex	<ul style="list-style-type: none"> - Safegrip Plus Liquid - Solid Runway De-Icer 	24/7 Including PH	General Office:- Mon-Fri; 08:30 – 17:30 01526 396011 / 07970 577915 Out-of-Hours:- 01673 860961 / 07970577904 01526 396000
Peacocks	<ul style="list-style-type: none"> - Rock Salt 	Mon – Fri 09:00 – 17:00	General Office:- 01292 292000
Jewson	<ul style="list-style-type: none"> - Rock Salt - Sharp Sand (NMSB) 	Mon – Fri 07:30 – 17:00	General Office:- 01282 842000

6. COMMUNICATION

6.1 SOCIAL MEDIA

The Snow Co-ordinator is responsible for the Aerodrome and the responsibility for ensuring that the media and communications are maintained throughout the snow clearing activity. Passengers and the public should be kept fully aware of the state of the Airport.

a) When appropriate, the following snow update message will be posted via Jason Clark

jason.clark@dca-pr.co.uk Telephone: +44 (0) 7890 834368

Message 1

"The Runway is closed until further notice; clearing operations are underway and a further update will be provided at hh:mm hrs. For flight information, please contact your airline".

Note! In the event that the snowfall commences overnight, the first update of the Runway status will be at 06:00 (L).

In the event that significant snowfall is forecast, the likelihood of disruption will be managed proactively with a weather update message posted via Social Media; typically: -

Message 2

"Snow is forecast this weekend across many areas of the country; some disruption is possible. Passengers are advised to monitor the Airport's Website for updates; enquiries about individual flights should be directed to the Airline. The Airport has implemented its Snow Plan; personnel are on standby for clearing operations, as required".

The following procedure is to be followed: -

- The Airport is Snow Closed: -

Contact each of the following; advise that the Airport is snow closed and that snow clearing operations are in place; agree the next time for an update, either + 1 or 2 hours.

b) By e-mail or telephone Jason Clark

E-Mail: - jason.clark@dca-pr.co.uk

c) By telephone, ADOM / Handling Duty Supervisor; contact details listed on Internal Telephone Directory. Telephone: +44 (0) 7890 834368

- The Airport is Fully Operational:-
Contact each of those listed above and update that the Airport is now open and fully operational

7. DETAIL OF PLAN; LANDSIDE

7.1 INITIATION

These procedures are divided into 3 Sections: -

7.1.1 LANDSIDE ANTI-ICING/ SNOW CLEARING PROCEDURES: -

The Terminal Duty Operations Manager (TDOM) is to instigate the procedure.

The TDOM is to take in to account the following:

- 1) Current ground conditions
- 2) Latest weather forecast for BOH
- 3) Any adverse weather warnings

Any weather warnings will be issued as per the below table: -

ISSUE OF WEATHER WARNING	WEATHER WARNING ISSUED BY ATC TO	ACTION	COMMENT
08:00-17:00 MONDAY TO FRIDAY	<ul style="list-style-type: none"> ✦ Asset Manager ✦ Operations Director ✦ Head of Technical Services ✦ Terminal Operations Manager 	Asset Manager to instigate Delcing Procedure;	Apply any pre-emptive Anti-Icing as necessary, call-out qualified personnel to undertake winter measures
	<ul style="list-style-type: none"> ✦ Ground Operations Manager 	Advise Staff / Passengers	

ALL OTHER TIMES	<ul style="list-style-type: none"> ✦ Terminal Duty Operations Manager (ADOM) ✦ Asset Manager ✦ Operations Director ✦ Head of Technical Services ✦ Terminal Operations Manager 	TDOM to instigate Anti-Icing Procedure	CP2 staff to call-out personnel to undertake Anti-Icing measures, as required

When de-icing/ snow clearing procedures are implemented, the Engineering team will be contacted as follows: -

- 1) 07771 990263 – Engineering emergency call out number. 07768 741812 – Asset Manager.

On receipt of the call-out for de-Icing measures, the Engineering personnel will arrive at the Airport to commence the procedures; personnel to contact the Terminal Duty Operations (TDOM) to establish where de-icing measures are required.

De-icing of Landside roads, car parks and pavement areas are to be carried out after monitoring of the actual / forecast ground temperatures and actual / forecast ground conditions (i.e. damp / wet / ice etc.)

The following areas may require de-icing activity to ensure the safety of the travelling public, staff and service partners;

- ✦ Departures Terminal approach pavements and walkways
- ✦ Arrivals Terminal approach pavements and walkways
- ✦ Car Park roads and walkways
- ✦ Main entrance roads and routes to CP2, fuelling, Jets, Hangar 268 and Unit 1 areas

PRECAUTIONS

Prior to commencement of activities, equipment operators are to be aware of: -

- a) The importance of the ground surfaces and ground fixed equipment: - Care must be exercised to avoid damage to these fittings.
- b) The locations of parked cars and equipment and the expected movements of passengers, staff and service partners during the period of Landside activities.
- c) Care must be exercised to avoid damage to vehicles /equipment, both from Vehicle/equipment movements and the materials being applied.
- d) Grit spreaders are to be used in such a manner as to not present a hazard to members of the public or staff. In addition, they are not to be used close to parked vehicles.

SNOW CLEARANCE PRIORITIES

The Engineering Dept is to clear snow and ice as per the prioritisation of areas detailed below. Emphasis will be placed on prioritising those areas most trafficked by passengers and staff and their proximity to the Airport Terminal buildings as shown on the drawing: -

1st	Main entrance roads & routes to CP2, fuelling, Hangar 268, Jets, Unit 1 , (to include the green walkway crossing the barrier road)
2nd	Car Park route to Departures and Arrivals Terminals
3rd	Departures Terminal Pavements
4th	Arrivals Terminal Pavements

Due to the layout of the Terminal Building and its surrounds, BOH Terminal based staff will be required to take action to prevent or clear ice/snow on entry/exit routes, with special attention being paid to fire exit routes and walkways. This will include the spreading of Rock Salt grit in Landside areas and the spreading of Urea and/or airside grit in Airside areas. In addition, snow clearance by hand may also be required. These operations should be carried out under the direction/co-ordination of the Asset Manager/ Engineering Dept.

7.2 VEHICLES AND EQUIPMENT

The following vehicles and equipment available for Landside winter procedures include: -

- ✦ 4x4 vehicle
- ✦ Turbocast 300 Grit Spreader
- ✦ Snow Shovels

- ✦ Brooms
- ✦ Grit Dispensers: - Located at strategic points; monitored and maintained by Engineering

This equipment is stored in the Landside Winter Store, located at the Engineering offices; PPE is held with **departmental managers or the individuals themselves**.

If additional / replacement equipment is required, this can be supplied as follows subject to availability at the time: -

ITEM	SUPPLIER	AVAILABLE FOR HIRE PLANT	CONTACT NUMBER
1H	TBA	Tractor & Road Brush	Via Asset Manager 07768 741812 Nobles Farwells
2H		JCB Loading Shovel	
3H		Tractor & Vacuum Sweeper	

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Individuals are responsible for the maintenance and use of the correct PPE appropriate to the task, including equipment operation and handling of materials. PPE must always be worn where appropriate and safe systems of work employed.

PPE includes: -

- ✦ Gloves; for use with chemical/abrasive materials
- ✦ Face Masks; for use with chemical/dusty materials
- ✦ Goggles / Eye Protection
- ✦ Hi Visibility Clothing
- ✦ Foot Protection
- ✦ Head Protection

POST ICE / SNOW CLEARANCE INSPECTIONS

During the process of snow clearance and de-icing activity, it is possible that essential equipment may become unserviceable or surfaces damaged. In order to ensure that repairs can be instigated at the earliest opportunity, a full and detailed inspection of Landside Areas is to be carried out as soon as ground conditions are suitable to permit an effective inspection being completed.

The inspection will be conducted by 2 members of the Engineering Team who will conduct a slow and detailed inspection of all areas where snow clearing activities have taken place, logging all damage and any areas where ground surfaces appear to be damaged or failing.

On completion, the report is to be filed on the Works Database. The Asset Manager (AM) will prioritise the report items and ensure that all items, that could have an impact on safety, are repaired as a matter of the highest priority. The remaining items are to be incorporated into the routine maintenance program.

8. LANDSIDE MEDIA SUPPLIES**8.1 MEDIA HOLDING**

MEDIA	MAXIMUM HOLDING	RE-ORDER TRIGGERS	ORDER DETAILS
Landside De-icer Rock Salt	10 Tonnes	7 Tonnes	Minimum stock level will be 7 Tonnes; when the level falls to 7 Tonnes, order to be placed to restore holding to 10 Tonnes Current stocks (Oct 2022/ 270 bags @20Kg per bag -total 4.4 tonnes)

8.2 MEDIA USAGE

ITEM	MATERIAL	COMMENTS
-------------	-----------------	-----------------


1	Sharp Sand	For Landside use only; May be used to provide additional traction/grip collect from NMSB when required <i>Hand application only</i>
2	Rock Salt	For Landside use only; May be used for anti-icing and de-icing requirements <i>Automated spreading to be constantly monitored to ensure a consistent application</i>
3	Ice Breaker	May be used for Landside areas in small quantities to enhance ice dispersal in areas adjacent to the Terminal Building
		Not to be spread on dry, ice free surfaces due to the possibility of it causing a slip hazard <i>Automated spreading to be constantly monitored to ensure a consistent application.</i>

These materials should be used in accordance with these instructions and PPE appropriate to the associated COSHH assessments.

- ✦ Landside Anti-Icing Procedures
- ✦ Landside De-Icing Procedures
- ✦ Landside Snow Clearance Procedures

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APPENDIX 1A

	SNOW CLEARANCE REPORTING FORM
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DATE:-		TIME (L):-		REPORTER:-	
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COMPLETED FORM TO BE PASSED TO ATC FOR SNOWTAM ISSUE

CLEARED RUNWAY LENGTH (D):- ("Full" or Length in m)	
--	--

SNOW BANKS (J)	DIST FROM EDGE	M	DIST FROM EDGE	M	DIST FROM EDGE	M	SNOW BANKS (J)
	HEIGHT *	CM	HEIGHT *	CM	HEIGHT*	CM	
NOT CLEARED	DEPOSITS (F)		DEPOSITS (F)		DEPOSITS (F)		NOT CLEARED
08 THRESHOLD	<div style="background-color: #d7ccc8; padding: 5px;"> CLEARED WIDTH (E) </div> <div style="border: 1px solid black; text-align: center; width: 40px; margin-left: 10px;"> M </div>		<div style="background-color: #d7ccc8; padding: 5px;"> CLEARED WIDTH (E) </div> <div style="border: 1px solid black; text-align: center; width: 40px; margin-left: 10px;"> M </div>		<div style="background-color: #d7ccc8; padding: 5px;"> CLEARED WIDTH (E) </div> <div style="border: 1px solid black; text-align: center; width: 40px; margin-left: 10px;"> M </div>		26

Bournemouth Airport

	DEPOSITS (F)		DEPOSITS (F)		DEPOSITS (F)		THRESHOLD
	BREAKING ACTION (H)		BREAKING ACTION (H)		BREAKING ACTION (H)		
NOT CLEARED	DEPOSITS (F)		DEPOSITS (F)		DEPOSITS (F)		NOT CLEARED
SNOW BANKS	HEIGHT *	CM	HEIGHT*	CM	HEIGHT*	CM	SNOW BANKS

BOH/Aerodrome Manual; Part E/AOI

AOI 22; Winter Operations

(J)	DIST FROM EDGE	M	DIST FROM EDGE	M	DIST FROM EDGE	M	(J)
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* REPORT HEIGHT ONLY IF 10 CM OR MORE

[Letters in Brackets refer to the SNOWTAM Form for ATC use]

REPORTER'S SIGNATURE:-		ROLE:-	
CO-SIGNATURE:-		PRINT NAME:-	

Bournemouth Airport

LEGEND:-

DEPOSITS

OBSERVATION	CODE
Clear & Dry	Nil
Damp	1
Wet or Water Patches	2
Rime or Frost Covered (depth less than 1mm)	3
Dry Snow	4

BREAKING ACTION

ESTIMATED CONDITION	CODE
Good	5
Medium / Good	4
Medium	3
Medium / Poor	2
Poor	1

AOI 22; Winter Operations


Bournemouth Airport

Wet Snow	5
Slush	6
Ice	7
Compacted or Rolled Snow	8
Frozen Ruts or Ridges	9

Unreliable	9

Page

APPENDIX 1B

	SNOW CLEARANCE REPORTING FORM (COMPLETED EXAMPLE)
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DATE:-	14 JAN 21	TIME (L):-	06:40	REPORTER:-	JACK FROST
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Bournemouth Airport

COMPLETED FORM TO BE PASSED TO ATC FOR SNOWTAM ISSUE

CLEARED RUNWAY LENGTH (D):- ("Full" or Length in m)	Full
---	------

SNOW BANKS (J)	DIST FROM EDGE	5 M	DIST FROM EDGE	5 M	DIST FROM EDGE	- M	SNOW BANKS (J)
	HEIGHT *	10 CM	HEIGHT *	- CM	HEIGHT*	- CM	
NOT CLEARED	DEPOSITS (F)	6	DEPOSITS (F)	6	DEPOSITS (F)	1	NOT CLEARED

BOH/Aerodrome Manual; Part E/AOI

AOI 22; Winter Operations

08 THRESHOLD							26 THRESHOLD
	CLEARED WIDTH (E)	30 M	CLEARED WIDTH (E)	35 M	CLEARED WIDTH (E)	35 M	
	DEPOSITS (F)	2	DEPOSITS (F)	2	DEPOSITS (F)	1	
	BREAKING ACTION (H)	3	BREAKING ACTION (H)	3	BREAKING ACTION (H)	4	

Bournemouth Airport

NOT CLEARED	DEPOSITS (F)	6	DEPOSITS (F)	5	DEPOSITS (F)	5	NOT CLEARED
SNOW BANKS (J)	HEIGHT *	- CM	HEIGHT*	- CM	HEIGHT*	- CM	SNOW BANKS (J)
	DIST FROM EDGE	3 M	DIST FROM EDGE	4 M	DIST FROM EDGE	4 M	

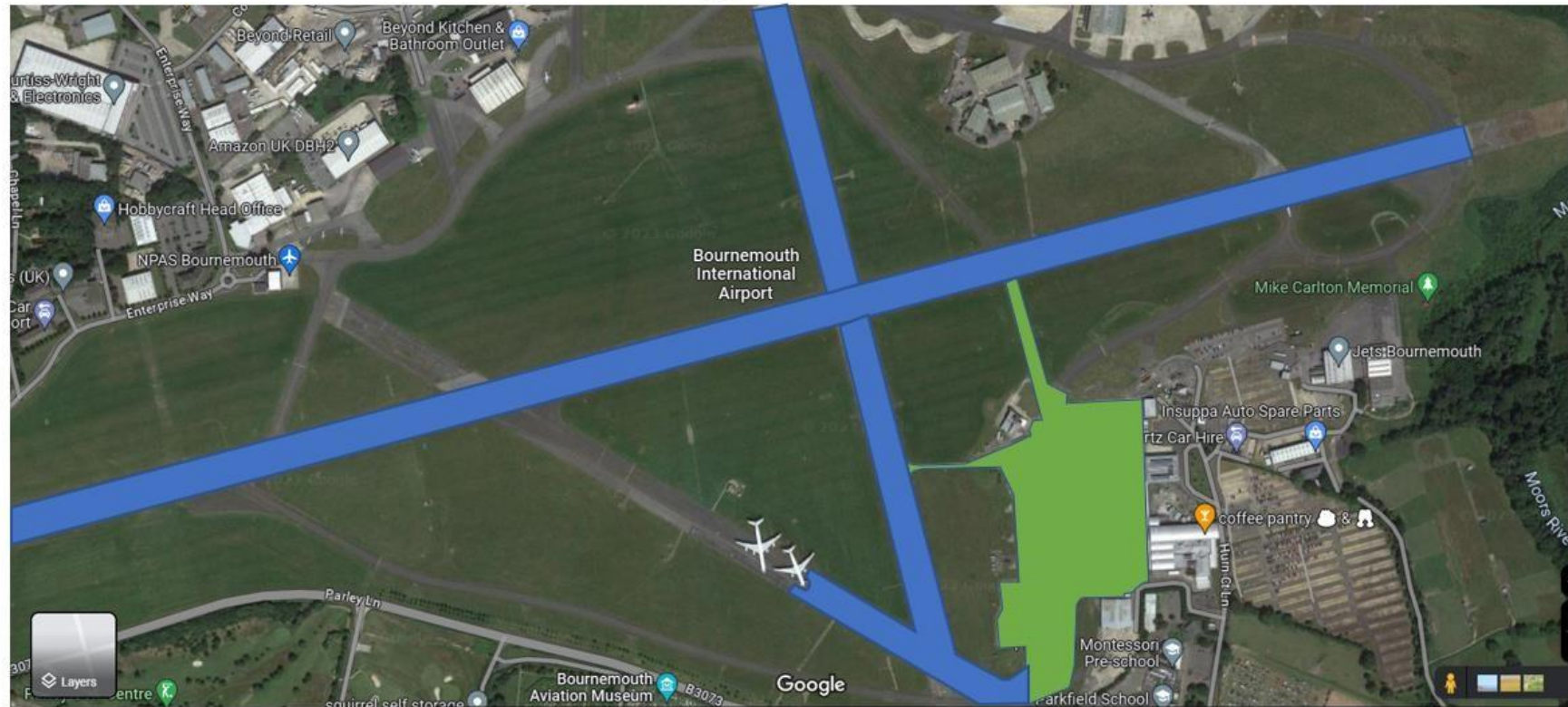
* REPORT HEIGHT ONLY IF 10 CM OR MORE

[Letters in Brackets refer to the SNOWTAM Form for ATC use]

REPORTER'S SIGNATURE:-	Jack Frost	ROLE:-	Fire Officer
CO-SIGNATURE:-	Mike Snow	PRINT NAME:-	Mike Snow

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Surface Snow Clearing



Handling Clearing the ramp area with 2 x John Deere tractors and brushes



RFFS Clear the runway full width/Romeo/Bravo and half of Tango.



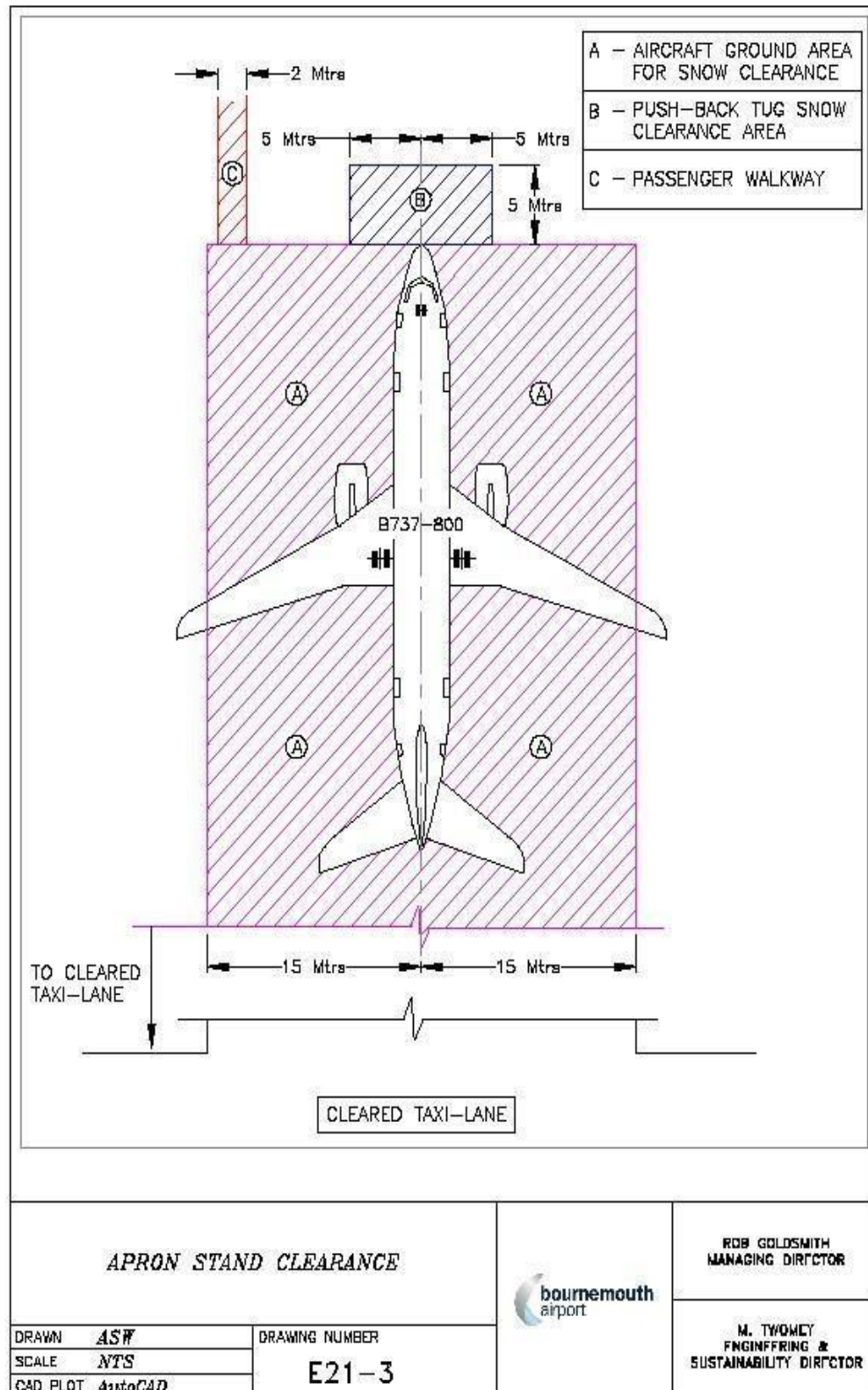
APPENDIX 3 APRON CLEARANCE



Please Note for 2023 winter the sacrificial snow stand will be stand 7 and not stand 1.

APPENDIX

4 APRON STAND CLEARANCE AREA



APPENDIX

5 SNOW CLEARING VEHICLES AND EQUIPMENT

ITEM	FLEET NO	PLANT	EQUIPMENT	REFERENCE
1	TRA 001	John Deere Tractor	Fitted with Bunce Micro Sweeper / Blade – FL233 or Bunce Micro Sweeper Brush / Blade	AOP 12; 56 AOI 7; 12; 13
2	TRA 002		Fitted with Bunce Micro Sweeper / Blade – FL233	
3	TRA 005	Massey Tractor	Fitted with 3 m boom sprayer 90 litre	
4	PLA 001	Johnston Sweeper	Road Sweeper	AOP 11; 56 AOI 7; 12; 13
5	PLA 004	Various	Forklift	
6	CAR 002	Nissan 4 x 4	XTrail for towing Romaquip + Snow EX; Potentially used as Snow Co-ordinator vehicle	AOP 25; 56 AOI 7; 12; 13
7	SNO 001	Bunce 2.15m	Snow blade and brush; fits to tractor front	AOP 12; 56 AOI 7
8	SNO 002	Bunce 3.0m		
9	SNO 003	Bunce 2.15m		
10	SNO 004	Bunce 3.0m		
11	SNO 006	Romaquip	Rock salt spreader; tow with Nissan XTrail	
12	SNO 007	Glasdon	Turbocast push Prill spreader front	AOP 56 AOI 7
13	SNO 008			
14	SNO 009			

APPENDIX

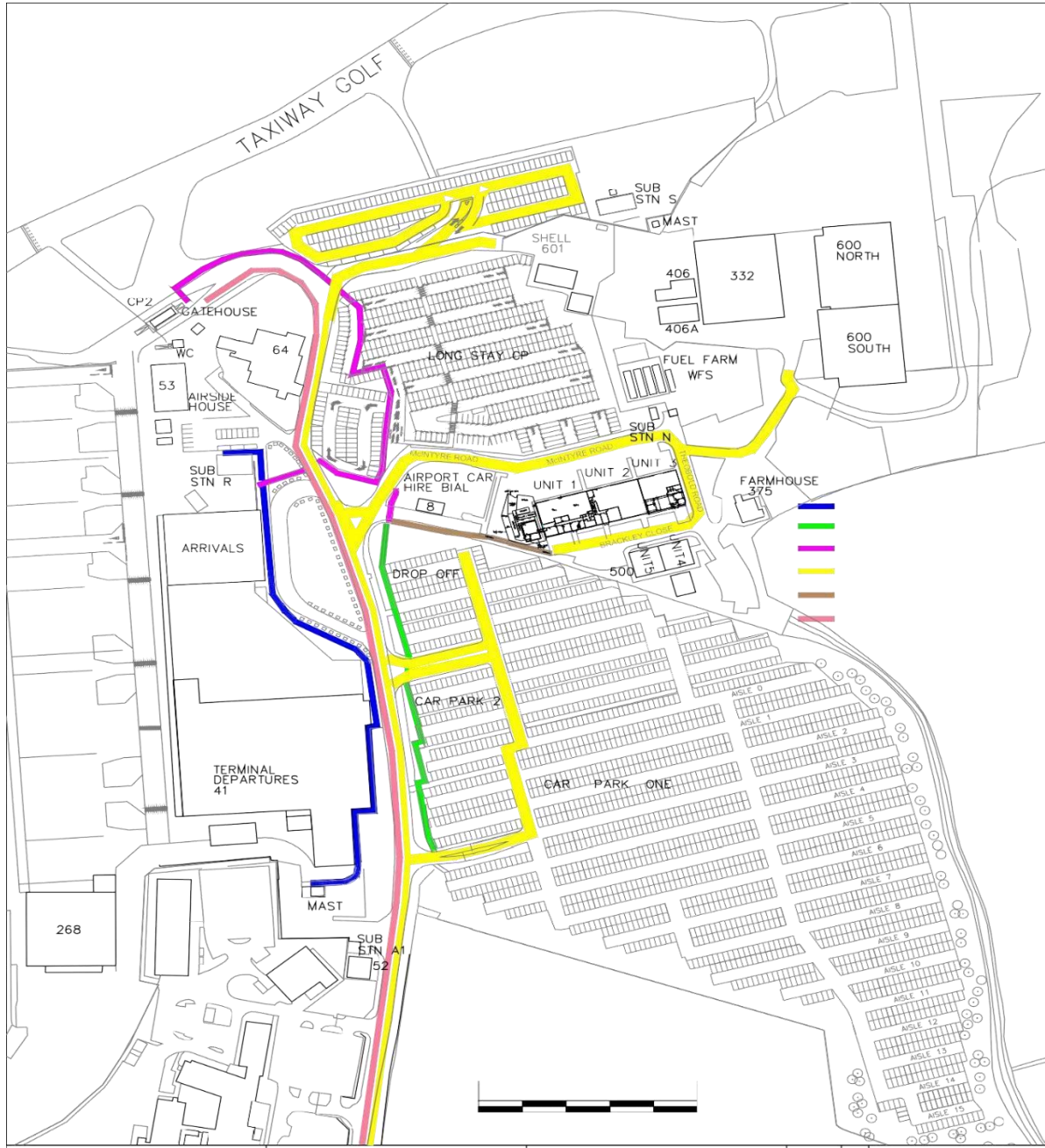
15	SNO 010	Snow Ex	Mini Pro 60 kilo small tow spreader front	AOP 12; 56 AOI 7
16	SNO 013	Sicard	Snow rotating brush / blower front	AOP 21; 56 AOI 7
17	SNO 014			

AIRSIDE USE ONLY

APPENDIX

6

LANDSIDE SNOW CLEARANCE PLAN



A 7 STORAGE LOCATIONS OF DE-ICER MEDIA



ANNEX A RUNWAY ASSESSMENT MATRIX

DEPTH	WATER	SLUSH	SNOW (WET)	SNOW (DRY)	COMPACTED SNOW (ANY DEPTH)	ICE / RIME	FROST
>19MM	FLOODED	STOP	STOP	STOP	WARMER THAN -15C; MEDIUM -15C & COLDER; GOOD TO MEDIUM	POOR	N/A
>13MM ↑ 19MM	FLOODED	STOP	STOP	STOP			
>3MM ↑ 13 MM	MEDIUM TO POOR	MEDIUM TO POOR	MEDIUM	MEDIUM			
0MM ↑ 3MM	GOOD	GOOD	GOOD	GOOD			REFER TO CAP 1168 FOR CAUTIONARY NOTE
DRY	THE RUNWAY IS NOT AFFECTED BY WATER, SLUSH, SNOW, ICE OR FROST						

Bournemouth Airport
