

# Inclement Weather Operations

Airside Operational Instruction (AOI) 23

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❖ **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**

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PARAGRAPH	AMENDMENT

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## **1. INTRODUCTION**

### **1.1 PURPOSE**

Airports are a hazardous environment and the hazards are increased by inclement weather. To ensure the safety of personnel and equipment during periods of inclement weather extra precautions should be taken.

### **1.2 WEATHER WARNINGS**

Inclement weather includes winter conditions, such as snow and ice but also conditions such as strong winds and heavy rain.

The Met Office at Exeter issues a Weather Warning whenever inclement weather is expected. This information is disseminated to Base Operators, Handling Agents and relevant staff via an automated e-mail system. Additionally, ATC confirm receipt of all warnings to the RFFS by telephone.

### **1.3 HIGH WINDS POLICY**

High winds have the potential to cause damage to aircraft on the ground &/or serious injury to personnel. Bournemouth Airport requires Airside service partners to maintain and implement their own high wind operating procedures on receipt of notification that a High Wind Warning is in force. High Wind Warnings are issued with a validity period from/to by the Exeter Weather Centre, when sustained mean speeds above 15kts, or frequent gusts in excess of 20kts are forecast.

Reducing the risk of damage or injury is achieved through educating Airside users about the hazards of operating in high winds, actively enforcing the High Winds Policy and by informing Airside service partners when a high winds warning has been issued.

## **2. PRECAUTIONS AND AWARENESS**

### **2.1 RESPONSIBILITIES**

All personnel are responsible for acting in an appropriate manner, in relation to the prevailing conditions; and for immediately reporting any areas identified as potentially hazardous as a result of winter conditions.

Reports should be made to the Airport Duty Operations Manager / Airport Operations:-

ADOM:-

- Telephone:- 01202 364350
- Mobile:- 07970 269250

Bournemouth Airport Operations:-

- Telephone:- 01202 364252

In the event that weather conditions deteriorate when no warning was issued, responsibility for implementing the appropriate action will be in accordance with the procedures detailed in AOI 22; Airport Snow Plan.

## 2.2 EQUIPMENT AND VEHICLES

Any equipment, that is to be left outside, should be secured in such a way to negate the possibility of it moving unintentionally. When a High Wind Warning is received the security of such equipment should be confirmed.

General measures to be applied include:-

- a) All skips or other litter / FOD receptacles should be covered at all times; this should be checked when a High Wind Warning is received.
- b) Extra care should be taken when operating Airside during high winds; vehicle speeds should be reduced accordingly.
- c) Extreme caution should be taken when towing aircraft, steps etc. or operating high-sided vehicles, especially scissor-lifts. A lift should not be undertaken if the wind speed exceeds the operational limit of the vehicle.
- d) Whilst servicing aircraft, extra care should be taken when manoeuvring vehicles or equipment adjacent to aircraft. Brakes should be securely applied &/or chocks used at all times when the vehicle is stationary.

## 2.3 WINTER CONDITIONS

Winter weather brings additional hazards, which require heightened awareness and extra care, to avoid incidents or accidents, whilst working on the aprons or operating on the Manoeuvring Area. All Airside workers must be constantly aware that, during periods of particularly cold temperatures, snow / ice may be present and as such must remain vigilant, taking extra precautions as necessary.

General measures that can reduce the risk of accidents include:-

- a) Drive with extra care, at a speed appropriate to the surface conditions, especially when in the vicinity of personnel, aircraft or equipment. Drivers should be aware that surface markings might be obscured by snow and so must be alert to their surroundings, particularly near the Runway.
- b) Avoid water spillages that could form as ice on Apron or road / walkway surfaces; Carry out routine checks of surfaces that could become slippery, particularly after aircraft de-icing has been carried out.

- c) Take extra care when walking and using aircraft steps; and allow extra time for activities. Airside Operators should ensure their staff are equipped with appropriate PPE, including suitable footwear, with non-slip soles.

## **2.4 HEAVY RAIN**

Heavy rain will potentially reduce visibility, cause flooding or areas of standing water and reduce effective braking of a vehicle. Sensible precautions should be applied to reduce the risk of an incident occurring; these include:-

- a) Drivers must operate to suit the conditions and be alert to the potential effect of the wet conditions.
- b) Pedestrians could have limited visibility or awareness of their surroundings; extra care should be taken when operating on the Apron, around vehicles or equipment. Appropriate PPE, including suitable footwear should be available.
- c) Pedestrians need to be aware that some surfaces could become slippery in wet conditions.

## **3. RUNWAY CONTAMINATION; REPORTING PROCEDURES**

### **3.1 REPORTING FORMAT**

Runway surface conditions are reported in accordance with the Global Reporting Format (GRF) requirements and terminology.

The Runway Condition Report relayed to pilots, describes conditions sequentially for each third of the entire length of the Runway in use. The Report will be generally transmitted via the ATIS, or exceptionally via the R/T.

See AOP 03; Reporting of Runway Surface Conditions