

# Crane Operations

Airside Operational Instruction (AOI) 26

DOCUMENT REVIEW HISTORY		
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VERSION	REVIEW	DATE
V1.0		September 2015
	1.1	September 2016
V2.0		December 2017
	2.1	August 2019
	2.2	July 2022
	2.3	May 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			
<b>VERSION / REVIEW REF:-</b>	1.1	<b>REVIEW COMPLETED BY:-</b>	CATHY WILLOUGHBY-CRISP
<b>DATE:-</b>	SEP 16	<b>ROLE:-</b>	AIR TRAFFIC & OPERATIONS MANAGER

PARAGRAPH	AMENDMENT
	<i>Nil</i>

REVIEW SUMMARY			
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PARAGRAPH	AMENDMENT
	New ownership

REVIEW SUMMARY			
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PARAGRAPH	AMENDMENT
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REVIEW SUMMARY			
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<b>DATE:-</b>	JUL 22	<b>ROLE:-</b>	AIRFIELD SERVICES MANAGER

PARAGRAPH	AMENDMENT
2.1	CAP 1096 introduced; Notification procedure updated
3.1	Contact details updated for Airfield Services Manager; role previously ATOM

REVIEW SUMMARY			
<b>VERSION / REVIEW REF:-</b>	2.3	<b>REVIEW COMPLETED BY:-</b>	KEITH JEWITT
<b>DATE:-</b>	MAY 2024	<b>ROLE:-</b>	AIRFIELD SERVICES MANAGER

PARAGRAPH	AMENDMENT
3.1	Added <b>Airfield Safeguarding and Compliance Officer</b>

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## 1. INTRODUCTION

### 1.1 PURPOSE

The operation of a crane, in the vicinity of an aerodrome, could present a serious hazard to air navigation, particularly for aircraft at low levels, during the approach and departure phases of flight.

This AOI details the requirements for the management of cranes within the vicinity of the Airport; and for general crane activity, which could impact the Airport's operations.

### 1.2 PUBLICATIONS

The Civil Aviation Publication, CAP 393; Air Navigation, The Order and the Regulations (ANO), together with ICAO Annex 14, are the major legislative documents detailing such activity.

CAP 738; Safeguarding of Aerodromes, covers crane activity in the vicinity of an aerodrome.

CAP 1096; Guidance to Crane Users, describes the process to be followed by crane operators prior to erecting a crane; and provides information on the requirements for notification and lighting.

The operators of cranes must refer to the British Standard Institute Code of Practice for the Safe Use of Cranes (BS 7121), which refers to Crane Control in the Vicinity of Aerodromes.

## 2. NOTIFICATION

### 2.1 GENERAL REQUIREMENTS

Any planned crane activity, exceeding a height of 10 m above ground level (AGL) <sup>(1)</sup>, or higher than the surrounding structures or trees, must be notified to the CAA. If it is assessed that the planned activity will impact any aerodrome, they will be notified; the Aerodrome Operator will then liaise directly with the crane user on receipt of the notification.

Notification is via the form available as Annex A in the CAP 1096. It is recommended that whenever possible, crane operators provide at least 8 weeks' notice to the CAA. When this is not feasible, or for ad-hoc projects, notification to the CAA must be no later than 5 working days. If it is essential that crane activity is undertaken within 5 working days, the crane operator must notify the details to all aerodromes <sup>(2)</sup> within 10 nm (18.5 km) and submit the notification to the CAA as soon as possible.

<sup>(1)</sup> *Relevant to any point of the activity, including set-up and any lifting operation, where the highest point of the crane structure or load will exceed 10 m, regardless of duration. If the crane is located on top of another structure, the overall height of structure + crane AGL is the relevant figure.*

<sup>(2)</sup> *Notification to Bournemouth Airport via form attached*

## 2.2 LOCAL REQUIREMENTS

Crane activity, which does not fall into the above scope for notification to the CAA but is located within 6 km of Bournemouth Airport, must be advised to the Airport, using the form attached. Whenever possible, notification should provide at least 2 weeks' notice of the proposed activity.

Every effort will be made to provide approval for all applications, prior to the planned start date but this cannot be guaranteed if insufficient notice was provided.

A copy of the Application Form is included as Appendix 1

## 3. PROCESS

### 3.1 APPLICATION FOR PERMIT

Applications not required to be submitted to the CAA but fall within the scope of being managed direct by the Airport, must be submitted using the form at Appendix 1 and sent by e-mail to the **Airfield Safeguarding and Compliance Officer**: -

[ian.ashby@bournemouthairport.com](mailto:ian.ashby@bournemouthairport.com)

The following information is required: -

- Operating company, contact name, telephone number and e-mail address
- The date(s) and times of the operation
- The type of crane or construction equipment to be used; e.g. Tower, Mobile, etc.
- The radius, in metres, of the jib or boom of a fixed crane
- The maximum elevation of the crane, in metres; "Above Ground Level" (AGL) &, if available, "Above Mean Sea Level" (AMSL)
- The Latitude and Longitude of the location of the crane operation; provided in Degrees, Minutes & Seconds
- The Postcode of the location; and if applicable, the Airfield building number
- Site contact name and telephone number

### 3.2 APPROVAL RESTRICTIONS

Once the assessment of any operational impact is complete and the activity approved, a Crane Permit will be issued to the applicant. The Permit will notify any variation or restriction that is applied to the activity; failure to comply could result in the activity being terminated & the CAA advised.

Restrictions may include or be dictated by items such as:-

- The requirement to fit red obstacle lights
- Operating times
- The operation being dependent on the Runway that is in use
- Operating height of the crane
- Poor weather conditions; e.g. fog or low cloud


#### **4. UNAUTHORISED ACTIVITY**

##### **4.1 ACTION**

In the event that a crane is observed in the vicinity of the Aerodrome, for which no permit has been issued but which is considered to have potential impact to the safety of operations, every effort will be made to locate the site and instruction issued to terminate the activity until the necessary assessment can be completed and a Permit issued, if required.



## APPENDIX 1

 <b>Bournemouth Airport</b> <small>100 of Plymouth &amp; City Airport</small>	<b>APPLICATION FOR CRANE OPERATION PERMIT</b>
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<b>COMPANY NAME:-</b>			
<b>CONTACT NAME:-</b>		<b>TEL NO:-</b>	
<b>E-MAIL:-</b>			

<b>DATE(S) OF ACTIVITY:-</b>		<b>TIMES OF ACTIVITY:-</b>		
<b>TYPE OF CRANE / AND NUMBER OF CRANES. EQUIPMENT IN USE-</b>		<b>RADIUS OF JIB/BOOM OF A FIXED CRANE:-</b>	metres	
<b>MAXIMUM OPERATING HEIGHT:-</b>		<b>1.</b>		metres
<b>1. ABOVE MEAN SEA LEVEL (AMSL) OR</b>		<b>2.</b>		
<b>2. ABOVE GROUND LEVEL (AGL)</b>				

LOCATION OF OPERATION				SITE CONTACT	
<b>LATITUDE (N):-</b>	DEG			<b>NAME:-</b>	
<b>LONGITUDE (W):-</b>	MIN				
	SEC			<b>TELEPHONE NO:-</b>	
<b>AIRPORT BUILDING NO:-</b>		N/A			
<b>POSTCODE (REQUIRED):-</b>					

FOR BOH USE ONLY					
<b>PERMISSION FOR THE ACTIVITY DETAILED ON THIS APPLICATION IS:-</b>			<b>GRANTED:-</b>		<b>DECLINED:-</b>
<b>SPECIAL CONDITIONS TO BE NOTED:-</b>					
<b>SIGNATURE:-</b>					
Airfield Safeguarding and Compliance Officer			<b>DATE:-</b>		