

# Airport Conditions of Use

## Airside Operational Instructions (AOI) 38

DOCUMENT REVIEW HISTORY		
<b>AOI 38</b>	<b>CURRENT VERSION:-</b>	<b>V2.0</b>
<b>ISSUE DATE:-</b>	DECEMBER 2015	

VERSION	REVIEW	DATE
V1.0		September 2015
	1.1	September 2016
V2.0		December 2017
	2.1	December 2019
	2.2	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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<b>DATE:-</b>	DEC 17	<b>ROLE:-</b>	AIR TRAFFIC & OPERATIONS MANAGER

PARAGRAPH	AMENDMENT
	New ownership

REVIEW SUMMARY			
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<b>DATE:-</b>	DEC 19	<b>ROLE:-</b>	AIR TRAFFIC & OPERATIONS MANAGER

PARAGRAPH	AMENDMENT
	<i>Nil</i>

REVIEW SUMMARY			
<b>VERSION / REVIEW REF:-</b>	V2.2	<b>REVIEW COMPLETED BY:-</b>	KEITH JEWITT
<b>DATE:-</b>	MAY 24	<b>ROLE:-</b>	AIRFIELD SERVICES MANAGER
PARAGRAPH	AMENDMENT		
	<i>Nil</i>		

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**1. INTRODUCTION****1.1 PURPOSE**

The information detailed in this AOI has been generated to confirm the requirements and advise the procedures for the issue and governance of the Airport documentation, relating to the safety of operations.

**2. GOVERNANCE****2.1 RESPONSIBILITY**

It is incumbent on all recipient organisations, to disseminate information contained in Airport publications to their staff; and where appropriate, to their sub-tenants. This requirement applies to all issued Airport Operational Instructions (AOIs), Operational Works & Safety Instructions (OWSIs) and Security Notices (SNs), as relevant.

**2.2 ASSURANCE**

The Civil Aviation Authority requires assurance from the Airport Certificate holder that they ensure safe practices prevail throughout the Operational area of the Airport and to this end, the Airport requires all Airport users, tenants and sub-tenants to carry out their activities in accordance with Civil Aviation Authority and Health & Safety guidelines.

**2.3 COMPLIANCE**

In order to comply with the CAA requirements, the Airport Authority reserves the right to audit the Health & Safety practices of all persons or organisations using the Airport. This audit process may take the form of pre-notified visits to determine the existence of Health & Safety Policy documents and regulatory Airport documents; plus, compliance with safe standards of working that are in accordance with statutory requirements and where applicable, Airport Authority standards.