
 Bournemouth Airport <small>Part of Regional & City Airports</small>			Prevention of Runway Incursions			Risk Rating	Medium – Reviewed within three years
Reference:	BAI-AOPS-006	Issue:	1.2	Owner:	Airfield Services Manager	Department:	Airfield Operations
Issue Date:		10/11/2025	Compliance Date:	10/11/2025	Planned Review Start Date:		31/07/2027

Prevention of Runway Incursions




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❖ **AMENDMENTS**


Version	Review	Date	Amended By (Initials)	Summary of Change
V1.0		September 2015	CWC	Nil
	1.1	September 2016	CWC	Nil
	1.2	November 2025	KJ	Reformat

Changes to a document are identified in red italics and any wording which has been removed is crossed out using the strikethrough icon and highlighted in yellow. These remain on the document until it is ready for publishing. In instances where the document has been circulated for review and further changes have been requested, these changes are identified and distinguished from previous changes by highlighting in another colour i.e. blue and the document is circulated again.

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1. INTRODUCTION

1.1 PURPOSE

The purpose of this AOI is to detail the procedures that are in place, together with the operational requirements, which must be complied with, to ensure that the risk of a Runway Incursion being realised is reduced to a minimum.

1.2 SCOPE

This document is relevant to all individuals, based organisations and their visitors who operate on the Manoeuvring Area; whether that be as personnel on foot, occupant of a vehicle or operating an aircraft.

This AOI concentrates on the means, methods and procedures for the prevention of Runway Incursions; it should be read in conjunction with other documentation, relating to Airside safety, as relevant.

2. RESPONSIBILITIES

2.1 ORGANISATIONS


All organisations, who have access to the Manoeuvring Area, must ensure that their employees are fully conversant with the relevant operational requirements and effective processes are in place to ensure compliance.

They must also ensure that any visitor to their organisation is fully briefed on the working practices of the Manoeuvring Area; this is particularly relevant to those organisations who deal with visiting pilots (see Para 3.2).

2.2 PERSONNEL

All individuals, operating on the Manoeuvring Area, must be fully conversant with the relevant operational requirements and ensure they are complied with at all times.

All personnel operating on the Manoeuvring Area, whether on foot or as an occupant of a vehicle, must remain vigilant at all times to the potential of a Runway Incursion.

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3. AWARENESS

3.1 CAUSES

Analysis of incident reports indicates that the main contributory and causal factors to the occurrence of a Runway Incursion are generally concerned with:-

- Poor communication techniques; misunderstanding of instruction
- Failure to follow Instruction or apply correct procedure
- Navigation Errors; Unfamiliar with Airfield layout
- Distraction; Loss of situational awareness
- Complacency


3.2 PREVENTION

Airport statistics indicate that the majority of Runway Incursions are by visiting General Aviation pilots; typically, crossing the Holding Point onto the Runway, without the appropriate clearance to do so. It is believed that this results from their lack of understanding of the correct procedures &/or unfamiliarity with the markings associated with the Runway.

It is accepted that this action results mainly from a lack of suitable training, knowledge or experience; and consequently, preventing all Runway Incursions is aspirational rather than realistic. However, it is the aim of Bournemouth Airport to ensure that all reasonable measures have been implemented to minimise the risk as much as possible.

All based operators must therefore ensure that any pilot operating from their location is fully aware of the standard procedures for operating on the Manoeuvring Area. The risk of a Runway Incursion should be highlighted to visiting pilots before their departure; they must be briefed on the need to follow all ATC instructions and advised to question any clearance etc. that is not fully understood.

Organisations are advised to check individuals for understanding and record that a suitable briefing was given; in the event of a Runway Incursion, the investigation will assess whether sufficient measures were applied to prevent the occurrence. Consistent failure to do so could result in steps being taken by the Airport Authority to address the shortfalls in the organisation's operation.

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Non-aircrew operators should not be complacent about their potential to add to the Runway Incursion statistics. The Airside Driver training covers the topic of Runway Incursions in depth and operators must ensure they remain fully familiar with all the guidance and instruction included in the training. In particular, attention must be paid to clear and unambiguous communication, compliance with instructions and assurance that they are 100% sure of any instruction to access the Runway.

All access to the Runway must be specifically confirmed by ATC using radio communication. The instruction must include a positive clearance to enter or cross the Runway, at a specified Holding Point, which must match the location of the recipient. If this is not clear, or any doubt exists, the individual must hold position and check with ATC; assumptions must not be made.