BournemouthAirport Part of Regional & City Airports		Aerodrome Manual			Risk Rating	High – Reviewed Annually
Reference:	BAM-AOPS-006	**Issue:**	12.1	**Owner:** Head of Airside	**Department:**	Airside Operations
Issue Date:	14/08/2026	**Compliance Date:**	14/08/2026		**Planned Review Start Date:**	11/04/2027



Aerodrome Manual

Version 12.1

Not valid after May 2027

Bournemouth International Airport Ltd. has property rights in the information disclosed herein. The recipient, by accepting this document, agrees that neither this document, nor the information disclosed herein, nor any part(s) thereof shall be produced in any manner whatsoever. Nor shall it be transferred to other documents or media, used or disclosed to any third party, for any purpose except as specifically authorised in writing by Bournemouth International Airport Ltd. All rights are reserved under copyright laws.

Any Query relating to this Manual should be directed to:
Operations Director
Bournemouth Airport

1. DISTRIBUTION

4.1 HARD COPY

COPY NO.	HOLDER
1	Unit 1 / Admin
2	Fire Service Manager
3	Head of Airside
4	ATC; VCR
5	ATC; Radar Room
6	CAA Aerodrome Standards *(Nominated Aerodrome Inspector)*

4.2 SOFT COPY

The Aerodrome Manual is available in e-format:

- BOH Document Library> Airside Operations > Aerodrome Manual

And

- On-line via the Airport's Website: -www.bournemouthairport.com
  Home Page > Further Information > Airport Operational Documents

2. ONTENTS

PART A		GENERAL
SECTION 1		ADMINISTRATION AND CONTROL OF THE AERODROME MANUAL
Para.	1	Introduction
	2	Statement of Compliance
	3	Definitions, Glossary and Bibliography
SECTION 2		SYSTEM OF AMENDMENT AND REVISION
Para.	1	Authorised Personnel for Amendments and Revisions
	2	Amendment and Revisions Records
	3	Hand-Written Amendments and Control
	4	Annotation of Pages
	5	List of Effective Pages and Amendments
	6	Annotation of Changes
	7	Temporary Revisions
	8	Distribution
APPENDIX 1		OAN Form
SECTION 3		GENERAL INFORMATION
Para.	1	Purpose and Scope of the Aerodrome Manual
	2	Legal Requirements for an Aerodrome Certificate
	3	Use of the Aerodrome
	4	Obligation of the Aerodrome Operator
	5	Provision of Air Navigation Services
APPENDIX 1		Aerodrome Certificate
APPENDIX 2		ANSP Certificate

PART B		SAFETY MANAGEMENT SYSTEM
SECTION 1		SAFETY POLICY AND OBJECTIVES
Para.	1	Overview
	2	Safety Policies
	3	Airport Organisation
	4	Safety Committees
	5	Emergency Planning
	6	Quality Procedures in support of the SMS
	7	Safety Risk Management
	8	Aerodrome Safeguarding
	9	Key Performance Indicators
	10	Safety Performance Monitoring
	11	Safety Reporting and Investigation
	12	Incident and Accident Management

	13	Safety Surveys
	14	Change Management
	15	Safety Promotion
	16	Safety Management System Outputs
	17	Compliance Monitoring
	18	Aeronautical Data; Quality Management System
	19	Aerodrome Personnel; Qualifications and Procedures

PART C		**PARTICULARS OF THE AERODROME SITE**
SECTION 1		**DESCRIPTION OF THE AERODROME SITE**
Para.	1	The Aerodrome and Surrounding Area
	2	The Aerodrome; Layout and Facilities
	3	Facilities Outside of the Aerodrome Boundary
	4	Physical Characteristics
	5	Permitted Operations
APPENDIX 1A		Geographical Location of the Aerodrome
APPENDIX 1B		Location of Off-site Facility
APPENDIX 2		1:2500 Aerodrome Chart
APPENDIX 3		Aerodrome Chart - ICAO
APPENDIX 4		Aircraft Parking/Docking Chart
PART D		**PARTICULARS OF THE AERODROME REQUIRED TO BE REPORTED TO THE AERONAUTICAL INFORMATION SERVICE**
SECTION 1		**AERONAUTICAL INFORMATION SERVICES**
Para.	1	Aerodrome Name
	2	Aerodrome Address
	3	Aerodrome Reference Point (ARP)
	4	Aerodrome Elevation and Geoid Undulation
	5	Threshold Elevation and Geoid Undulation
	6	Aerodrome Reference Temperature
	7	Aerodrome Beacon
	8	Aerodrome Operator
SECTION 2		**AERODROME DIMENSIONS AND RELATED INFORMATION**
Para.	1	Runway
	2	Runway Strip; Safety Areas; Taxiways and Aprons
	3	Visual Aids for Approach Procedures
	4	Standard Taxiway Routes
	5	Geographical Co-ordinates
	6	Obstacles
	7	Pavements
	8	Altimeter Check Locations
	9	Declared Distances

	10	Removal of Disabled Aircraft
	11	Provision of Rescue and Fire Fighting Services
	12	Exemptions or Derogations
APPENDIX 1		Type A Obstacle Chart
APPENDIX 2		Special Conditions
APPENDIX 3		Compass Base Certificate; Taxiway Tango

PART E		**OPERATIONAL PROCEDURES, EQUIPMENT AND SAFETY MEASURES**
SECTION 1		**AERODROME REPORTING**
Para.	1	Promulgation of Aerodrome Information
	2	Aeronautical Data Surveys
SECTION 2		**ACCESSING THE AERODROME MOVEMENT AREA**
Para.	1	Co-ordination with the Security Agencies
	2	Control of Entry into Movement Area
SECTION 3		**MOVEMENT AREA INSPECTIONS AND REPORTING**
Para.	1	Communication with Air Traffic Control
	2	Checklists and Record Keeping
	3	Inspection Schedule and Reporting
SECTION 4		**PROCEDURES RELATING TO VISUAL AND NON-VISUAL AIDS**
Para.	1	Checklists and Record Keeping
	2	Inspection Schedules and Reporting
	3	Maintenance and Troubleshooting
	4	Maintenance of the Movement Area
SECTION 5		**PROCEDURES FOR AERODROME WORKS**
Para.	1	Co-ordinating and Conducting Work
	2	Communication with ATC
SECTION 6		**PROCEDURES FOR APRON MANAGEMENT**
Para.	1	Air Traffic Services and Apron Management
	2	Allocation of Aircraft Parking
	3	Start and Push-Back Procedures
	4	Marshalling and Follow-Me Procedures
SECTION 7		**APRON SAFETY MANAGEMENT**
Para.	1	Protection from Jet Blast
	2	Aircraft Refuelling Operations
	3	Apron Cleaning and Sweeping
	4	Safety Procedures for Personnel
SECTION 8		**CONTROL OF VEHICLES AND HAZARDS**
Para.	1	Control of Vehicles
	2	Wildlife Hazard Management
	3	Obstacle Control and Monitoring
	4	Hazards Relating to Human Activities and Land Use

	5	Inspection Management
SECTION 9		**AERODROME EMERGENCY PLAN**
Para.	1	Dealing with Emergencies
	2	Aerodrome Facilities and Equipment
	3	Testing of Emergency Plans
SECTION 10		**RESCUE AND FIRE FIGHTING**
Para.	1	Policy Statement
	2	RFFS Provision
SECTION 11		**REMOVAL PLAN OF DISABLED AIRCRAFT**
Para.	1	Policy Statement
SECTION 12		**STORAGE AND HANDLING OF FUEL AND DANGEROUS GOODS**
Para.	1	Policy Statement
	2	Aviation fuel quality and audits
SECTION 13		**OPERATIONAL PROCEDURES**
Para.	1	Low Visibility Operations
	2	Winter Operations
	3	Snow Removal Plan
	4	Adverse Weather Conditions
	5	Night Operations
	6	Protection of Navigational Aids
	7	Operation of Aircraft of Higher Code Category
	8	Measures for the Prevention of Fire
	9	Reduced Declared Distances
	10	Integration of Aviation Activities
	11	Environment Policy
APPENDIX 1		Fire Safety Policy
ANNEX A		List of Current AOIs
PART E; ANNEX 1		**RFFS PROCEDURES / EMERGENCY PLANNING**
SECTION 1		**AERODROME EMERGENCY PLAN**
Para.	1	Specialist Equipment
	2	Operations Close to Water
	3	Approach and Departure Areas Assessment
	4	Incident / Accident Response
SECTION 2		**COMMUNICATION AND ALERTING SYSTEMS**
Para.	1	Monitoring of Aircraft
	2	Alerting and Response
	3	Management of Extraneous Duties
SECTION 3		**RFFS LEVEL OF PROTECTION**
Para.	1	Provision of Cover
	2	Management of RFFS Levels

	3	Response to Off-Aerodrome Incidents
	4	Response to Domestic Fires / Special Services
	5	Upgrade of Available Category
	6	Category Objectives
SECTION 4		**TRAINING**
Para.	1	Policy Statement
	2	Training Programme
SECTION 5		**POLICY AND PROCEDURES**
Para.	1	Protective Clothing & Respiratory Equipment
	2	Medical Standards
	3	Response during Adverse Conditions
	4	Water Availability

PART A GENERAL

SECTION 1 ADMINISTRATION AND CONTROL OF THE AERODROME MANUAL

SECTION 2 SYSTEM OF AMENDMENT AND REVISION

SECTION 3 GENERAL INFORMATION

SECTION 1 ADMINISTRATION AND CONTROL OF THE AERODROME MANUAL

1. INTRODUCTION

1.1 The Bournemouth Airport Aerodrome Manual contains details of the characteristics, policies and operational procedures for the safe operation of Bournemouth Airport (BOH), compiled in accordance with the Air Navigation Order and Aerodrome Certificate. The procedures and instructions contained within this Manual must be complied with by all Airport users, at all times.

In order to avoid duplication, this Manual will provide a cross-reference for information which is contained in other publications or BOH documents. A list of relevant documents is available in the Bibliography, Paragraph 3.3 of this section.

Any required amendments or errors identified in the Manual should be notified to the Airport via the e-mail address: BOHDocumentControl@bournemouthairport.com

1.2 The Aerodrome Manual is arranged in five Parts:

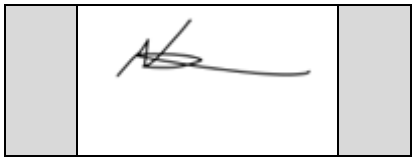
- Part A: General
- Part B: Safety Management System
- Part C: Particulars of the Aerodrome Site
- Part D: Particulars of the Aerodrome Required to be Reported to the Aeronautical Information Service
- Part E: Operational Procedures of the Aerodrome, Equipment and Safety Measures

2. STATEMENT OF COMPLIANCE

2.1 The Bournemouth Airport Aerodrome Manual clearly and concisely describes the systematic approach to the operation of the Aerodrome, demonstrating our commitment to managing the Aerodrome safely and effectively.

The Aerodrome Manual is distributed to all relevant departments that have a role in the safe operation of the Aerodrome, and is available to based operators, service partners and other relevant third parties to provide instruction and guidance on the BOH policy and procedures.

Whilst accountability starts at the top of any organisation, it is essential that all individuals understand their own responsibilities and accountabilities as defined within the Manual.



BOURNEMOUTH AIRPORT; ACCOUNTABLE MANAGER
NICOLE PARK
1 OCTOBER 2025

3. DEFINITIONS, GLOSSARY AND BIBLIOGRAPHY

3.1 DEFINITIONS

AERODROME	Any area of land or water designed, equipped, set apart or commonly used to afford facilities for the landing and departure of aircraft and includes any area or space, whether on the ground, on the roof of a building or elsewhere, which is designed, equipped or set apart to afford facilities for the landing and departure of aircraft capable of descending or climbing vertically, but shall not include any area the use of which for affording facilities for the landing and departure of aircraft has been abandoned and has not been resumed
AERODROME ELEVATION	The elevation of the highest point of the landing area
AERODROME REFERENCE POINT	The Aerodrome Reference Point is the geographical location of the aerodrome and the centre of its Traffic Zone where an ATZ is established
APRON	A defined area on a land aerodrome provided for the stationing of aircraft for the embarkation and disembarkation of passengers, the loading and unloading of cargo and for parking
CATEGORY I OPERATION	A precision Instrument Approach and landing with a Decisions Height not lower than 200ft and with either a Visibility not less than 800m, or Runway Visual Range (IRVR) not less than 550m
CATEGORY II OPERATION	A precision Instrument Approach and landing with a Decision Height lower than 200ft but not lower than 100ft, and a Runway Visual Range not less than 300m
CATEGORY IIIA OPERATION	A precision Instrument Approach and landing with either a Decision Height lower than 100ft, or with no Decision Height and a Runway Visual Range not less than 175m
CLEARED AND GRADED AREA	An area within a Runway Strip free from obstacles
CLEARWAY	An area at the end of the take-off run available, under the control of the aerodrome licensee, selected or prepared as a suitable area over which an aircraft may make a portion of its initial climb to a specified height
INSTRUMENT APPROACH RUNWAY	A runway intended for the operation of aircraft using non-visual aids, providing at least directional guidance in azimuth, adequate for a straight-in approach
INSTRUMENT STRIP	An area of specified dimensions which encloses an instrument runway

MANOEUVRING AREA	That part of an aerodrome provided for the take-off and landing of aircraft and for the movement of aircraft on the surface, excluding the apron and any part of the aerodrome provided for the maintenance of aircraft
MOVEMENT AREA	That part of an aerodrome intended for the surface movement of aircraft including the Manoeuvring Area, Aprons, and any part of the aerodrome provided for the maintenance of aircraft
OBSTACLE	All fixed (whether temporary or permanent) and mobile objects, or parts thereof, that are located on an area intended for the surface movement of aircraft or that extend above a defined surface intended to protect aircraft in flight

OBSTACLE FREE ZONE	A volume of airspace extending upwards and outwards from an inner portion of the Strip to specified upper limits, which is kept clear of all obstructions except for minor specified items
PRECISION APPROACH RUNWAY	A runway intended for the operation of aircraft using visual and non-visual aids, providing guidance in both pitch and azimuth, adequate for a straight-in approach. *See Category I, II and III Operations*
RUNWAY	A defined rectangular area on a land aerodrome prepared for the landing and take-off run of aircraft along its length
RUNWAY END SAFETY AREA	An area symmetrical about the extended runway centreline and adjacent to the end of the Strip primarily intended to reduce the risk of damage to an aeroplane undershooting or overrunning the runway
SHOULDER	An area adjacent to the edge of a paved surface so prepared as to provide a transition between the pavement and the adjacent surface for aircraft running off the pavement
"SO FAR AS IS REASONABLY PRACTICABLE"	The degree of risk in a particular job or workplace needs to be balanced against the time, trouble, cost and physical difficulty
STOPWAY	A defined rectangular area at the end of the take-off run available, prepared and designated as suitable area in which an aircraft can be stopped in the case of a discontinued take-off
STRIP	An area of specified dimensions enclosing a runway and taxiway to provide for the safety of aircraft operations
TAXIWAY	A defined path, usually paved, on a land aerodrome established for the taxiing of aircraft and intended to provide a link between one part of the aerodrome and another, including: ▪ Aircraft Stand Taxi Lane - a portion of an apron designated as a taxiway and intended to provide access to aircraft stands only *(e.g. in a cul-de-sac)*

	▪ Apron Taxiway - a portion of a taxiway system located on an apron and intended to provide a through taxi route across the apron
TAXIWAY HOLDING POSITION	A designated position at which taxiing aircraft and vehicles may be required to hold in order to provide adequate clearance from a runway
TAXIWAY INTERSECTION	A junction of two more taxiways
THRESHOLD	The beginning of that portion of the runway usable for landing

3.2 GLOSSARY

A	
AATSD	Aerodrome and Air Traffic Standards Division
ADOM	Airside Duty Operations Manager
ADM	Airport Duty Manager
AOM	Airside Operations Manager
ASCM	Aviation Safety & Compliance Manager
AGL	Aeronautical Ground Lighting
AIP	Aeronautical Information Publication
AIS	Aeronautical Information Service
ALARP	As Low as Reasonably Practicable
AMC	Acceptable Means of Compliance
ANO	Air Navigation Order
ANS	Air Navigations Service
ANSP	Air Navigations Service Provider
AOI	Airport Operational Instruction
APP	Approach
ASB	Airside Safety Bulletin
ASDA	Accelerated Stop Distance Available
ASO	Airport Services Operative
ASP	Airport Security Programme
ATC	Air Traffic Control
ATE	Air Traffic Engineer / Engineering
ATEM	Air Traffic Engineering Manager

B	
BIAL	Bournemouth International Airport Ltd. (The Company)
BIAIS	Bournemouth International Airport Information System
BOH	Bournemouth Airport (The Operational Airport)

C

CAA	Civil Aviation Authority
CAP	Civil Aviation Publication
CO	Compliance Officer
CP	Critical Part
CSA	Customer Services Assistant
CSD	Customer Service Director

D	
DFSM	Deputy Fire Service Manager
DCO	Document Control Officer

E	
EASA	European Aviation Safety Agency
EO	Environmental Officer

F	
FOD	Foreign Object Debris
FSM	Fire Service Manager

G	
GA	General Aviation
GOM	Ground Operations Manager
GSSF	Group Safety and Security Forum

H	
H24	24 hours a day
H&S	Health and Safety
HAZOP	Hazard and Operations Analysis
HOE	Head of Engineering
HR	Human Resources
HSE	Health and Safety Executive
HOA	Head of Airside
HOS	Head of Safety
HSEM	Health, Safety & Environmental Manager

I	
ICAO	International Civil Aviation Organisation
IFSM	In-Flight Services Manager
ILS	Instrument Landing System
IRVR	Instrumented Runway Visual Range

K	
KPI	Key Performance Indicator

L	
LDA	Landing Distance Available
LPA	Local Planning Authority
LVP	Low Visibility Procedures

M	
MATS	Manager Air Traffic Services
MATS	Manual of Air Traffic Services; Part 2
MD	Managing Director
MOR	Mandatory Occurrence Report

N	
NOTAM	Notice to Aviation

O	
OAN	Operational Advice Notice
OLS	Obstacle Limitation Surface(s)
OD	Operations Director

P	
PCN	Pavement Classification Number
PPE	Personal Protective Equipment
PPR	Prior Permission Required
PSA	Passenger Services Agent

R	
RCA	Regional & City Airports
RESA	Runway End Safety Area
RFFS	Rescue and Fire Fighting Services
RTF	Radio Telephony
RVP	Rendezvous Point

S	
SARG	Safety and Airspace Regulation Group (CAA)
SI	Supplementary Instruction
SM	Station Manager (RFFS)
SMS	Safety Management System
SNOTAM	Snow State Notice to Airmen

T	
TDM	Terminal Duty Manager
TDZ	Touchdown Zone
TM	Training Manager (RFFS)
TOCS	Take Off and Climb Surface
TOC	Take Off Climb
TODA	Take Off Distance Available
TOI	Temporary Operating Instruction
TOM	Terminal Operations Manager
TORA	Take Off Run Available

U	
UK AIP	UK Aeronautical Information Publication

V	
VCR	Visual Control Room

W	
WIP	Work in Progress

3.3 BIBLIOGRAPHY

BOH / RCA DOCUMENTS	
Airport Operational Instructions (AOIs)	
Airport Operational Procedures (AOPs)	
Emergency Orders	
Environmental Policy	
Health and Safety Policy	
Manual of Air Traffic Services; Part 2	
RFFS Standard Operating Procedures	
Safety Assurance Documentation (SADs)	
Training and Development Policy	
Change Management Manual	
CAPS	
CAP 32	United Kingdom Aeronautical Information Publication
CAP 382	Mandatory Occurrence Reporting Scheme
CAP 393	Air Navigation Order 2016 and the Regulations
CAP 493	Manual of Air Traffic Services; Part 1
CAP 642	Airside Safety Management
CAP 670	Air Traffic Services Safety Requirements
CAP 683	Assessment of Runway Surface Friction Characteristics
CAP 699	Standards for Competence in Rescue and Firefighting Services at UK Licensed Aerodromes
CAP 700	Operational Safety Competence
CAP 726	Guidance for Developing and Auditing a Formal Safety Management System
CAP 728	The Management of Safety
CAP 738	Safeguarding of Aerodromes
CAP 748	Aircraft Fuelling and Fuel Installation Management
CAP 760	Guidance on the Conduct of Hazard Identification, Risk Assessment and the Production of Safety Cases
CAP 772	Wildlife Management for Aerodromes
CAP 781	Runway Rehabilitation
CAP 790	Requirement for an Airside Driving Permit (ADP) Scheme
CAP 791	Procedures for Changes to Aerodrome Infrastructure
CAP 1732	Aerodrome Survey Requirements
ICAO	
ICAO 9157	Aerodrome Design Manual (Parts 1 to 5)
ICAO 9774	Manual on the Certification of Aerodromes
ICAO 9870	Manual on the Prevention of Runway Incursions
ICAO 9859	Safety Management Manual
ICAO	Airport Services Manual Part 5; Removal of Disabled Aircraft
ICAO	Airport Services Manual Part 7; Airport Emergency Planning

ICAO	Annex 13; Aircraft Accident and Incident Investigation
ICAO	Annex 14; Volume 1; Aerodrome Design and Operations

UK REGULATIONS
UK Regulation (EU) 139/2014

SECTION 2 SYSTEM OF AMENDMENT AND REVISION

1. AUTHORISED PERSONNEL FOR AMENDMENTS AND REVISIONS

1.1. Amendments to the Aerodrome Manual must be submitted using the Document Change Request Form (BAF-AOPS-007) and associated Change Management Form (BAF-AOPS-011).

Responsibility for updating the Manual rests with Airside Operations Department, on behalf of the Accountable Manager.

2. AMENDMENT AND REVISION RECORDS

2.1 REVIEW PROCESS

A full review of the Manual will take place annually, at intervals preferably not exceeding 13 months. A complete re-issue of the Manual will follow the annual review, referenced as V1.0; V2.0 etc. over subsequent years.

Minor, interim changes to the Manual content will be promulgated via a Supplementary Instruction (SI). A copy of the SI is to be filed at the front of the Manual until it is incorporated into the document at the next re-issue.

In the event that a significant or major operational change is required, or there are numerous changes identified, at some stage during the 12-month validity period, the relevant Section(s) of the Manual will be revised and issued as an interim edition of the Manual, the revised Sections being referenced as V1.1; V1.2 etc.

2.2 RESPONSIBILITY OF DEPARTMENTAL MANAGERS

- Document Relevance: Identify all relevant parts of the Aerodrome Manual, AOP, AOI, SI for their staff.
- Staff Compliance: Ensure staff read and understand relevant documents.
- New Staff: Department Heads must guide new staff on relevant Airside Operations documents.

2.3 THIRD PARTY COMPANIES

The Aerodrome Manual is available to third parties; it is their responsibility to ensure that:

- The latest copy of the Manual is available to all staff
- Any procedures operated by company, reflect the requirements detailed in the Manual

2.4 COMPLIANCE

Internal departments and relevant third parties will be audited to ensure that they are complying with the requirements, in accordance with the relevant Airside Operational Instruction and Procedures.

Part B; Section 14, details the process relating to Change Management.

2.5 NOTIFYING CHANGE

It is the responsibility of individual department managers and third-party companies to inform the Airport of any changes.

All changes must be submitted by completing the Document Change Request Form (BAF-AOPS-007) and associated Change Management Form (BAF-AOPS-011).

More details on the procedure are available on:

BOH Document Library> Airside Operations > Manuals > Change Management Manual

3. HANDWRITTEN AMENDMENTS AND CONTROL

3.1 Handwritten amendments and revisions to the Manual are not permitted.

3.2 Printed copies of the Manual are deemed “Uncontrolled” and allow the possibility for outdated versions of the Manual to remain in circulation. All holders of a hard copy should have a system in place to ensure that only the current version is available to their staff.

4. ANNOTATION OF PAGES

4.1 All pages will be annotated with at minimum the document title, reference, version, and page number.

5. AMENDMENTS

5.1 Amendments to all documentation are recorded through the Document Change Request process.

6. ANNOTATION OF CHANGES

6.1 During review, changes to a document are highlighted in yellow, and any removed text 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 additional changes are to be highlighted in a different colour, and the document is circulated again.

On publishing, new or significantly amended content is identified by a red bar alongside the text.

7. TEMPORARY REVISIONS

7.1 A temporary change required to any element of the Manual will be promulgated using a Temporary Operating Instruction (TOI). These should be made available to all staff as relevant, and a copy of the TOI retained at the front of the Manual until it is no longer valid.

8. DISTRIBUTION

8.1 DISTRIBUTION SYSTEM

The current version of the Manual is available in e-format as detailed in the Introduction Section at the front of the Manual; a list of hard copies issued is also included.

9. OPERATIONAL ADVICE NOTICE

An Operational Advice Notice is to advise of any operational change which will not prompt a permanent amendment to a regulatory document but is required to be communicated to users.

The Operational Advice Notice (OAN) template can be found at the below location:

E:\Safety\Forms\BAF_HSQ_003_OperationalAdviceNoticeTemplate

SECTION 3 GENERAL INFORMATION

1. PURPOSE AND SCOPE OF THE AERODROME MANUAL

1.1 The Aerodrome Manual is the key document which describes how the operational procedures and the Aerodrome's infrastructure and facilities operate safely. It is an accurate reflection of the day-to-day functioning of the Aerodrome's Safety Management System and its safety culture. The Manual contains details of the characteristics, policies and operational procedures for the safe operation of the Aerodrome, in accordance with the Air Navigation Order and the Aerodrome Certificate.

2. LEGAL REQUIREMENTS FOR AN AERODROME CERTIFICATE

2.1 CERTIFICATION REQUIREMENT

The Air Navigation Order (ANO) requires that certain flights, in particular, Public Transport Flights and Flying Training, take place at a Certified Aerodrome.

The Aerodrome Certificate, issued by the UK CAA, under UK Regulation 139/2014, provides for Public Transport Use of the Aerodrome.

The Certificate Reference is: UK: EGHH - 002; Date of original issue, 26 March 2015.

2.2 CERTIFICATE COMPLIANCE

The Airport Managing Director is responsible for ensuring that Bournemouth Airport complies with the Conditions of the Aerodrome Certificate.

3. USE OF THE AERODROME

3.1 Subject to the conditions of the Certificate, nothing shall be taken to confer on any person, the right to use the Aerodrome, without the consent of the Certificate holder.

The Bournemouth Managing Director shall inform the Authority of the times, during which the Aerodrome is to be generally available for the take-off and landing of aircraft, and of any changes in those times.

Documentation relating to the Aerodrome Certificate is located at Appendix 1 at the end of this Section.

4. Obligation of the Aerodrome Operator

4.1 As the Certificate Holder, BOH is required to take all reasonable steps to ensure that the Aerodrome and the Airspace, within which its visual traffic pattern is normally contained, are always safe for use by aircraft.

5. Provision of Air Navigation Services

5.1 Pursuant to Commission Regulation (UK) 2017/373, and subject to the conditions specified, Bournemouth International Airport Ltd. is certified as an Air Navigation Service Provider (ANSP).

Bournemouth Airport is Designated under the Certification to provide the Air Navigation Services at the Airport and is certified as a Part ATCO.OR Certified Training Organisation for ATCO Unit and Continuation training.

Certificate Number: UK/2022/00106; date of issue, 12 September 2022

A copy of the Certificate is contained as Appendix 2 at the end of this Section

APPENDIX 1 AERODROME CERTIFICATE

UK Civil Aviation Authority

UNITED KINGDOM

CIVIL AVIATION AUTHORITY
AERODROME CERTIFICATE

Aerodrome Name: Bournemouth

Certificate Reference: UK: EGHH - 002

Pursuant to Assimilated Regulation (EU) 2018/1139 and Assimilated Regulation (EU) No. 139/2014 for the time being in force and subject to the conditions specified below, the United Kingdom Civil Aviation Authority hereby certifies that:

Bournemouth International Airport Ltd
Unit 1 Brackley Close
Christchurch
Dorset
BH23 6SE

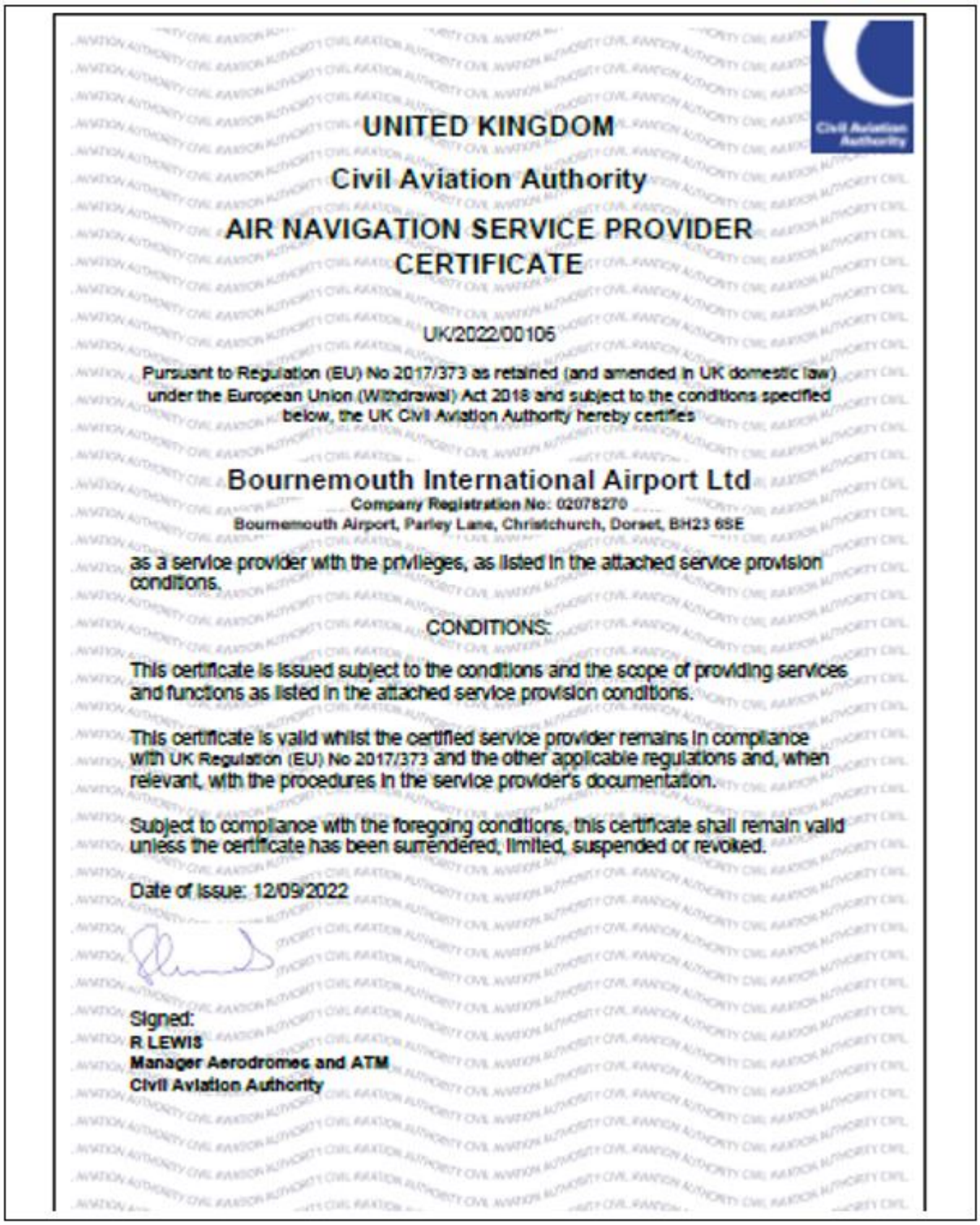
is authorised to operate Bournemouth Aerodrome(s) in accordance with the provisions of UK Reg (EU) 2018/1139 and its Implementing Rules, the aerodrome certification basis, the terms of the certificate and the aerodrome manual.

This certificate shall remain valid for an unlimited duration unless it is surrendered or revoked.

Date of original issue: 26 March 2015

Signed: Rob Lewis Digitally signed by Rob Lewis Date: 2026.05.18 17:28:55 +01'00'
For the UK Civil Aviation Authority

APPENDIX 2



UNITED KINGDOM

Civil Aviation Authority

AIR NAVIGATION SERVICE PROVIDER CERTIFICATE

UK/2022/00105

Pursuant to Regulation (EU) No 2017/373 as retained (and amended in UK domestic law) under the European Union (Withdrawal) Act 2018 and subject to the conditions specified below, the UK Civil Aviation Authority hereby certifies

Bournemouth International Airport Ltd

Company Registration No: 02078270

Bournemouth Airport, Parley Lane, Christchurch, Dorset, BH23 6SE

as a service provider with the privileges, as listed in the attached service provision conditions.

CONDITIONS:

This certificate is issued subject to the conditions and the scope of providing services and functions as listed in the attached service provision conditions.

This certificate is valid whilst the certified service provider remains in compliance with UK Regulation (EU) No 2017/373 and the other applicable regulations and, when relevant, with the procedures in the service provider's documentation.

Subject to compliance with the foregoing conditions, this certificate shall remain valid unless the certificate has been surrendered, limited, suspended or revoked.

Date of issue: 12/09/2022

Signed:
R LEWIS
Manager Aerodromes and ATM
Civil Aviation Authority

AIR NAVIGATION SERVICE PROVIDER CERTIFICATE

SERVICE PROVISION CONDITIONS

Attachment to service provider's certificate:

UK/2022/00106

Bournemouth International Airport

has obtained the privileges to provide the following scope of services/functions:

Services/Functions	Type of Service/Function	Scope of Service/Function	Limitations
Air traffic services (ATS)	Air traffic control (ATC)	Aerodrome control service	None
		Approach control service	
Conditions			

Services/Functions	Type of Service/Function	Scope of Service/Function	Limitations
Communication, navigation or surveillance services (CNS)	Communications (C)	Aeronautical mobile service (air-ground communication)	None
		Aeronautical fixed service (ground-ground communications)	
	Navigation (N)	Provision of NDB signal in space	None
		Provision of DME signal in space	
		Provision of ILS signal in space	
	Surveillance (S)	Provision of data from primary surveillance (PS)	None
		Provision of data from secondary surveillance (SS)	
Conditions			

Services/Functions	Type of Service/Function	Scope of Service/Function	Limitations
Meteorological services (MET)	MET	Aeronautical meteorological stations	None
Conditions			

Page 2 of 2

PART B SAFETY MANAGEMENT SYSTEM

SECTION 1 SAFETY POLICY AND OBJECTIVES

SECTION 1 SAFETY POLICY AND OBJECTIVES

1. OVERVIEW

1.1 Introduction to SMS

The definition of an SMS is as follows:

> "A Safety Management System (SMS) is an organised approach to managing safety, including the necessary operational structures, accountabilities, policies and procedures."

Part B of the Aerodrome Manual describes the safety management provisions covering the aviation services and aerodrome operations within the scope of BOH activities and is a primary component of the Safety Management System (SMS).

The primary requirements of the SMS are to organise BOH approach to managing safety from all aspects of operations. This will be achieved by developing and applying a systematic approach to safety, including a safety policy and objectives, which will apply strictly to all airport users.

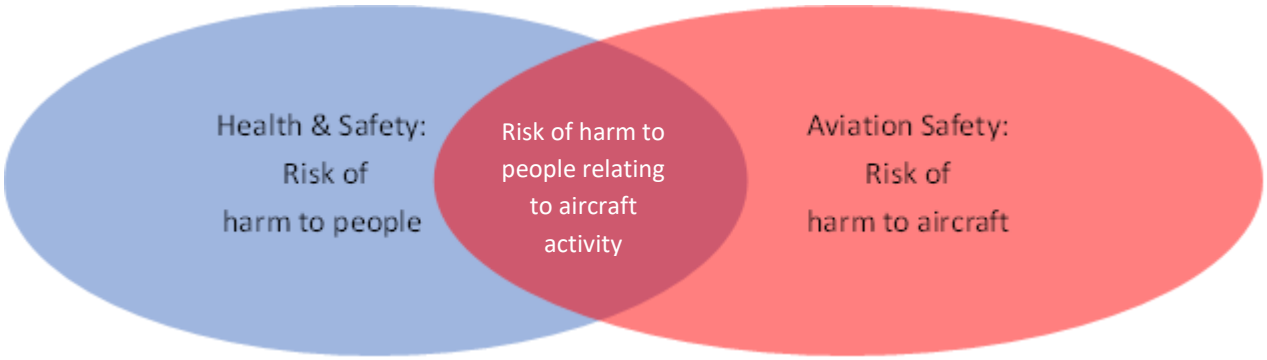
1.2 Context and Purpose

The airport's Safety Management System has been established to comply with the relevant legislation, including but not limited to, ICAO Doc 9859, ICAO Annex 14, UK regulation (EU) 139/2014 Organisation Requirements and the Air Navigation Order.

The SMS is concerned with the operational safety and management of risk at the aerodrome, relative to aircraft and airfield operations. There are other key areas of risk at Bournemouth Airport, Occupational Health and Safety, and Business Impact Risk, Environmental and Security.

The UK Health and Safety Executive (HSE) and the CAA recognise the potential for overlap in safety oversight or enforcement and therefore the CAA document CAP 1484 provides guidance on how the interfaces are coordinated between the two regulatory authorities. In essence CAA document CAP 642, Airside Safety Management, is the product of contributions from the CAA and HSE and highlights the health and safety of workers and passengers on the airfield.

It is important to emphasise that the aviation SMS detailed in Part B focuses on just one of these: the Operational Safety. Other areas illustrated below naturally cross-over and complement each other.



United Kingdom Law	Health & Safety at Work Act 1974	Civil Aviation Act 1982
Regulation	Health & Safety Regulations	Air Navigation Order
Bournemouth Airport	Health and Safety Framework	Aerodrome Manual

1.3 Scope

The scope of the SMS encompasses organisational structure, accountabilities, policies and procedures; it:

- Documents the Airport's Safety Policy, objectives, procedures and individual safety accountabilities
- Outlines the organisational safety management structure
- Provides details of safety-related committees
- Describes the safety risk management process
- Describes the safety performance monitoring and measurement process
- Details safety promotion methodology

An effective SMS will provide potential benefits, including:

- The ability to control the potential risks within the operations
- A clear and documented approach to maintaining operational safety
- Active involvement of staff and developing a safety culture
- Demonstrating control to the Regulator and stakeholders that risks are controlled
- Improved reputation and potential defence from legal action

The following areas will be addressed by all elements of the aviation SMS whilst operating in the airside environment.

a) Air Traffic Services (ATS)
   a. Air Traffic Control
   b. Air Traffic Engineering

b) Airside Operations
   a. Vehicle operations
   b. Aerodrome maintenance
   c. Changes to infrastructure
   d. Control of contractors
   e. Aerodrome surface and lighting inspections
   f. Winter Operations
   g. Aircraft fuelling and related activities
   h. Low Visibility Operations
   i. Aircraft engine testing
   j. Control of passengers and third parties on the aerodrome
   k. Ramp operations, including aircraft turnarounds

c) Airport Fire Service
   a. Wildlife hazard control, including habitat management
   b. Emergency planning

1.4 Structure and Components of the SMS

The SMS framework includes 4 main components:

- Safety Policy and Objectives
- Safety Risk Management
- Safety Assurance
- Safety Promotion

The Key processes of the SMS are:

- Hazard Identification
- Occurrence Reporting
- Risk Management
- Performance Measurement
- Quality Assurance

This Safety Management Manual must also be used in conjunction with the following, at a minimum, to improve and maintain safety standards:

- Aerodrome Manual
- Emergency Orders
- Manual of Air Traffic Services Part 2
- ATC Unit Training Plan and Unit Competence Scheme
- AGL/ATE Maintenance Plan and Schedule
- Air Traffic Engineering Maintenance Exposition
- Airport Operations Instructions (e.g. Vehicle Operation, Winter Operations Plan)
- Hazard identification and risk assessment
- Airside Operations and ATS Safety Audits
- Accident and incident reporting system
- Safety analysis:
    - Accident and incident investigations
    - Remedial action / mitigation
    - Recommendations
    - Safety committees and review

1.5 Safety Management Principles

Effective safety management is achieved through the implementation of the following principles:

1.5.1 Policy

An effective Safety Policy established to ensure that the highest standards of safety are always maintained.

1.5.2 Organisation

Clear lines of accountability and well-defined responsibilities for all levels of management, Airport staff and third parties.

1.5.3 Planning

A process established to identify safety priorities and objectives, together with training, equipment and other resource requirements. The Airport requires all companies operating Airside to follow industry best practice, with written safe working and operating procedures.

1.5.4 Measuring Performance:

Performance will be measured against agreed standards to assess when and where improvement is needed. Safety committees discuss and address all matters relating to Airside safety, so that safe, efficient operations can be maintained and enhanced.

Safety committees are detailed in Section 1 of this Part of the Manual.

1.5.5 Auditing and Reviewing Performance

Safety audits are one of the principal methods for fulfilling the safety performance monitoring functions. Safety audits are performed internally; and externally, by the Regulatory Authority.

Further details can be found in BAP-HSQ-001 Compliance Monitoring Oversight.

1.6 Staffing Levels

Bournemouth Airport will ensure that adequate staffing levels are consistently available to be able to cope with the workload presented and to operate all facets of the airport safely. Line managers are responsible for rostering and highlighting shortfalls in staff numbers, with the Accountable Manager ultimately accountable for ensuring adequate staff are employed.

For RFFS, the Operational Managers in liaison with the Fire Service Manager will ensure sufficient staff are rostered to provide the appropriate level of fire cover to those aircraft landing or taking off at Bournemouth Airport, in accordance with the Task Resource Analysis.

For Air Traffic Control services, the Manager of Air Traffic Services will ensure staff are rostered to cover operational requirements, in accordance with the Manual of Air Traffic Services Part II. The Senior Air Traffic Engineer has the responsibility for ensuring adequate engineers are available to support Bournemouth Airport's air traffic equipment and systems.

2. SAFETY POLICIES

2.1 Bournemouth Airport Aviation Safety Policy Statement

BournemouthAirport			Airport Safety Policy			Risk Rating	High – Reviewed Annually
Reference:	POL-HSQ-002	**Issue:**	2	**Owner:**	Operations Director	**Department:**	Safety and Compliance
Issue Date:		11/05/2026	**Compliance Date:**		11/05/2026	**Planned Review Start Date:**	11/04/2027

Bournemouth Airport Safety Policy

Airport Safety Policy

Purpose

BOH believes that nobody should be harmed by our business. Aviation operations can be hazardous; risks must be managed, and safety embedded in our business thinking.

The Bournemouth Airport Accountable Manager and members of the senior management will lead and set standards for the airside and airspace operation, to achieve our safety performance objectives and targets.

Our Commitment

1. To operate and continually develop an effective airport operations Safety Management System to provide a systematic foundation for safety in airport, airside and airspace activities.
2. To ensure that operational safety is suitably prioritised relative to commercial, operational, environmental and social considerations.
3. To comply with legislative and regulatory requirements.
4. To clearly define to our staff, their responsibilities for the delivery of safety performance.
5. To ensure that all our staff are provided with adequate and appropriate training, are competent in safety matters and are only allocated tasks commensurate with their skills.
6. To ensure that sufficient options are available to implement our safety policies and activities.
7. To demonstrate and provide leadership across third parties and contracted activities to minimise the risks associated with airside and airspace operations.
8. To operate a safety risk management process that ensures that operational safety risks are reduced to be "As Low As Reasonably Practical" (ALARP).
9. To ensure that externally supplied systems and services, that impact upon the safety of our operations, meet appropriate safety standards.
10. To audit and review our safety performance against realistic objectives and or targets; to take appropriate action when required and establish continuing improvement.
11. To ensure that appropriate safety information is provided to all airport users and employees; that people are aware of the risks and relevant safety control measures.
12. To promote a "just culture" which creates an environment that allows employees to report all incidents and safety concerns without the threat of reprimand, disciplinary action or subsequent loss of employment; except where there is gross negligence, or a deliberate or wilful disregard to our standard operating practices and procedures.



Nicole Park

Accountable Manager

11/05/2026

PRINTED COPIES OF THIS DOCUMENT ARE UNCONTROLLED AND MAY NOT BE CURRENT
Last printed 11/05/2026
Page 1 of 1

2.2 Bournemouth Airport Health and Safety Policy Statement

BournemouthAirport			Health and Safety Policy			Risk Rating	High – Reviewed Annually
Reference:	POL-HSQ-001	**Issue:**	2	**Owner:**	Operations Director	**Department:**	Safety and Compliance
Issue Date:		11/05/2026	**Compliance Date:**		11/05/2026	**Planned Review Start Date:**	11/04/2027

Bournemouth Airport Safety Policy

HEALTH AND SAFETY POLICY STATEMENT

Bournemouth Airport believes that nobody should be harmed by our business. We recognise and accept our responsibility, so far as reasonably practicable, a safe environment for all its employees and others using or operating on our site.

We operate safety critical activities at our Airport and will never compromise our attention to the safety of the people working on our site and passengers using our Airport. We will constantly challenge ourselves, our contractors, partners and other third parties to share in the pursuit of our goal. We expect everyone to act responsibly and strive for our continual improvement of safety.

In order to achieve this, we will:

- Provide adequate resources and allocate clear responsibilities as required in our procedures.
- Have suitable workplaces and equipment to enable colleagues to work safely.
- Provide clear instructions and information for safe working and risk control.
- Train and instruct our colleagues to have the right skills and competencies to work safely.
- Measure our performance against targets we set.
- Promote a blame free culture for colleagues to report safety concerns.
- Check that procedures and instructions are correctly followed.
- Investigate incidents honestly and fairly to learn from them and prevent recurrence.
- Have emergency plans for adverse situations.
- Meet and where appropriate exceed legal, regulatory and other requirements.
- Stop work if it cannot be carried out safely.
- Expect safe behaviour from all our colleagues, contractors and everyone that operates on our site.



Nicole Park

Accountable Manager

11/05/2026

PRINTED COPIES OF THIS DOCUMENT ARE UNCONTROLLED AND MAY NOT BE CURRENT
Last printed 11/05/2026
Page 1 of 1

2.3 Bournemouth Airport Just Culture Policy Statement

BournemouthAirport			Airport Just Culture Policy			Risk Rating	High – Reviewed Annually
Reference:	POL-HSQ-003	**Issue:**	2	**Owner:**	Operations Director	**Department:**	Safety and Compliance
Issue Date:		11/05/2026	**Compliance Date:**		11/05/2026	**Planned Review Start Date:**	11/04/2027

Bournemouth Airport Just Culture Policy

Introduction

At Bournemouth Airport, safety is our highest priority. We are committed to fostering a culture of fairness, accountability, and continuous improvement. Our Just Culture ensures that all individuals feel confident to raise safety concerns, incidents, or near-misses without fear of blame or reprisal. By learning from these experiences, we strengthen the safety and efficiency of our operations while protecting our colleagues, partners, and passengers.

Objectives

- Promote a safe and supportive working environment.
- Encourage open reporting and discussion of safety matters.
- Reduce fear of punitive action for honest mistakes.
- Focus on learning and improvement, not blame.
- Ensure accountability for deliberate or reckless breaches of safety.

Principles

Fairness: We seek to understand contributing factors, not assign blame for unintentional errors.

Openness: Safety concerns can be reported freely, securely, and anonymously if desired.

Improvement: Every event is an opportunity to enhance our processes, systems, and training.

Accountability: Honest mistakes are treated fairly, while intentional disregard for safety will be addressed appropriately.

Education: Ongoing training supports safety awareness, decision-making, and teamwork.

Reporting

A clear reporting system is available to all employees, contractors, and visitors. Reports will be reviewed fairly, without bias, and with confidentiality respected. Guidance on reporting methods is outlined in Oshins Manual BOH 001 & reports can also be made using the Confidential reporting system which can be submitted via the QR code below which gives the reporter the option to stay anonymous or provide their details for further follow up action.

Commitment

By embracing a **Just Culture**, Bournemouth Airport commits to an environment where safety is at the heart of everything we do. Together, we will protect our people, our passengers, and our operations by promoting openness, learning, accountability, and confidential reporting.

Nicole Park
Accountable Manager 11/05/2026

PRINTED COPIES OF THIS DOCUMENT ARE UNCONTROLLED AND MAY NOT BE CURRENT
Last printed 11/05/2026
Page 1 of 1

3. AIRPORT ORGANISATION

The Bournemouth Airport Aerodrome Accountable Manager sits on the Airport Board which is comprised of directors across the business and wider group.

3.1 Reporting Structures

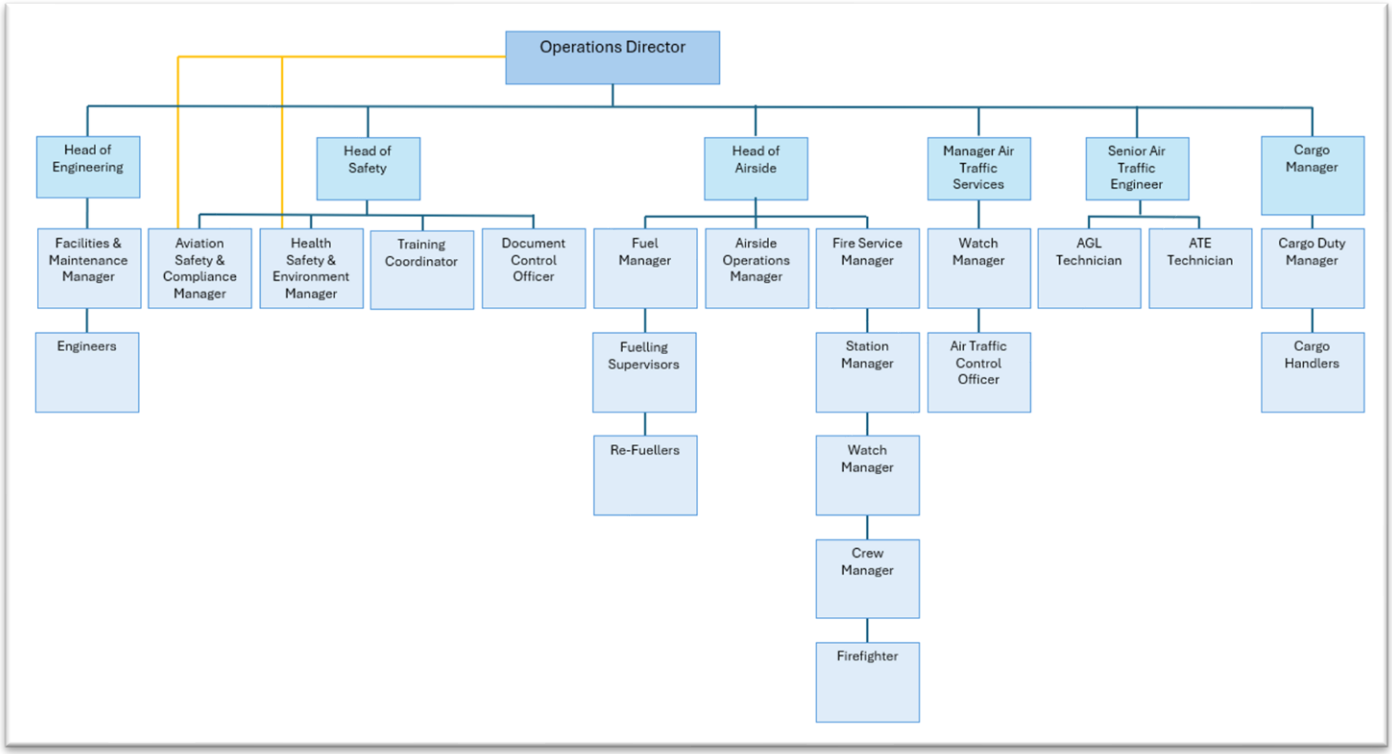
3.1.1 Board Structure

The Bournemouth Airport Board consists of the following members:



3.1.2 Airport Operations and Safety

Operations Directorate





3.2 Operational Authority

The RFFS Station Manager will hold Operational Authority for day-to-day Airside operations when on shift. This authority will give them overall responsibility for Airside decision making and the serviceability of the aircraft movement area.

This role may also be commanded by the Fire Service Manager, Head of Airside and or the Airside Operations manager when they are onsite.

3.3 Detaining of Aircraft

The people listed in the following table are authorised by the Civil Aviation Authority, under the Air Navigation Order, to detain aircraft at the Aerodrome for safety related reasons:

NAME	ROLE
Steve Gill	Managing Director
Nicole Park	Operations Director
Keith Jewitt	Head of Airside

3.4 Deputising for Absence

When members of staff with key safety responsibilities are absent from work, it is essential that a competent colleague assumes their safety responsibilities.

Any person assuming the responsibilities of another must be deemed competent in terms of technical / operational knowledge to do so. A senior manager who, out of necessity, is required to authorise action on behalf of another, but who lacks the relevant competency, must act in accordance with advice from a suitably competent subordinate.

3.5 Urgent Matters / Last Resort

The Major Incident Team (MIT) roster ensures that a member of senior management are available 24 hours a day, 365 days a year.

3.6 Long-Term Absence

Should a key post-holder with safety responsibilities remain absent for an extended period, arrangements should be made to introduce a temporary position to act up. The position that is temporarily covered would be preceded by the word “Acting”. This temporary post would then assume the full safety responsibilities of the post being covered.

3.6 Key Safety / Operational Post-Holders and the persons authorised to act in their absence

Position	Post Holder	Position(s) Authorised to Deputise in the Event of Absence
Accountable Manager – Operations Director	Nicole Park	Head of Airside Head of Safety
Head of Airside	Keith Jewitt	Manager of Air Traffic Services Head of Safety
Head of Safety	Robert Mitchell	Head of Airside Manager of Air Traffic Services
Manager of Air Traffic Services	Kirsty Mitchell	Head of Airside Senior Air Traffic Engineer
Senior Air Traffic Engineer	Jack Feltham	Manager of Air Traffic Services

3.6.1 Accountable Manager

Current Post Holder

Nicole Park - Operations Director

Safety Accountability

The Accountable Manager for Bournemouth Airport as described in ICAO Doc 9859, with corporate authority and financial responsibility for ensuring that regulatory approval conditions and safety objectives are met.

The Accountable Manager chairs the BOH Safety Executive.

The Accountable Manager is accountable to RCA Board for safety, and for ensuring that accidents or incidents resulting from Bournemouth Airport operations are minimised as far as reasonably practicable.

The Accountable Manager is responsible, as far as reasonably practical, for ensuring the safety of the day-to-day operations at the Airport; and for ensuring the Aerodrome is operated in accordance all relevant regulatory and legislative requirements.

The Accountable Manager is guided by best practice as expressed in CAP 642; Airside Safety Management; and is also responsible for ensuring that the Airport is operated in compliance with the NASP through the ASP and effective operational management of the terminal.

Key Safety Responsibilities

- Uppermost responsibility for safety management at Bournemouth Airport, ensuring that the Safety Management System is implemented effectively across all areas of operation.
- Endorsing an aviation safety policy at Bournemouth Airport and assuming a leadership role in promoting safety throughout the organisation.
- Supporting the safety objectives that are set and ensuring that safety considerations are always given the foremost priority.
- Ensuring that suitably qualified and competent persons are employed in operational and safety critical roles.
- Ensure that Bournemouth Airport staff, including key post-holders, are aware of and held accountable for their safety performance.

- Ensuring funds are made available for safety critical requirements and the maintenance of airfield infrastructure.
- Ensuring that safety does not become subordinate to financial matters.
- Acceptance and review of safety risks and hazards and their associated control measures, in accordance with procedures.
- Ensuring that relevant safety issues are brought to the attention of the Board.

The post-holder's signature confirms their acceptance of the above.



3.6.2 Head of Airside

Current Post Holder

Keith Jewitt

Safety Accountability

The Head of Airside is accountable to the Accountable Manager for ensuring the safe, effective, and compliant daily operation of the aerodrome and all airside activities. The postholder is responsible for achieving and sustaining compliance with all applicable aviation regulations, including aerodrome operations, fuel operations, RFFS provision, and oversight of all third-party operators working airside.

The role provides strategic and operational leadership to direct reports and contracted partners, ensuring the consistent delivery of safe airside operations. This includes the effective discharge of safety responsibilities through departmental managers, strong governance, and assurance arrangements across all airside stakeholders.

Key Safety Responsibilities

- Ensure full compliance with Regulation (EU) No. 139/2014 (as retained in UK law), ICAO Annex 14, ADR.OR, ADR.OPS and all associated AMC/GM.
- Ensure the aerodrome has the appropriate resources to operate a fully compliant Airside Operations, Fuel, and RFFS function.
- Provide regular safety performance reviews, trend analysis, and KPI/SPI reporting to the Accountable Manager.
- Ensure all subordinate managers and their teams understand, own, and are accountable for their respective safety responsibilities.
- Ensure operational and fire risk assessments are in place, effective, and regularly reviewed.
- Maintain effective liaison with local authorities, emergency services, airport tenants, ground handlers, fuel suppliers, and other operational partners.
- Lead investigations into significant airfield safety occurrences, producing detailed reports, root cause analysis, and corrective action plans.
- Ensure all significant safety issues, non-compliances, and operational risks are escalated appropriately and promptly.
- Ensure the Aerodrome Emergency Orders remain current, effective, and reflective of operational, regulatory, and infrastructure changes.

- Lead the development, review, and maintenance of all Airfield Operations and RFFS policies, procedures, and operational instructions, ensuring that the BOH Aerodrome Manual is reviewed and updated as required.
- Ensure that emergency plans and exercises are in place, routinely tested, and aligned with regulatory expectations.
- Oversee daily operational performance, including apron management, runway/taxiway availability, safety inspections, and defect reporting.
- Ensure all airside safety and operational information (NOTAMs, airside notices, operational directives) is accurately generated, validated, and published through the appropriate channels.

The post-holder's signature confirms their acceptance of the above.



3.6.3 Head of Safety

Current Post Holder

Robert Mitchell

Safety Accountability

The Head of Safety is accountable to the Accountable Manager for the development, maintenance, and continual improvement of Bournemouth Airport's Safety Management System (SMS) and for providing strategic leadership to ensure the safe, compliant, and efficient day-to-day operation of the aerodrome.

The postholder is responsible for ensuring that all aviation, ANSP, and Occupational Health & Safety regulatory obligations are met, and for leading the Safety team, providing assurance, oversight, and direction to direct reports including the Aviation Safety & Compliance Manager, the Health, Safety & Environment Manager, the Training Coordinator, and the Document Controller.

Key Safety Responsibilities

- Provide strategic leadership for the Airport's Safety Management System (SMS), ensuring it is established, maintained, and continuously improved in line with UK CAA regulatory requirements, ICAO Annex 19, CS-ADR-DSN, ADR.OR, ADR.OPS, relevant AMC/GM, and ANSP-related safety obligations.
- Act as the SMS focal point, promoting a positive safety culture, including arrangements for hazard identification, occurrence reporting, investigation, analysis, and initiation of preventive and corrective actions. Chair relevant safety committees and lead the Operational Risk Register review.
- Oversee hazard identification and risk assessment processes, ensuring risks are evaluated, mitigated, and monitored according to SMS procedures and best practice.
- Coordinate compliance with aviation regulations including, but not limited to, CAP 168, CAP 642, CAP 760, CAP 790, CAP 1028, and UK CAA Safety Notices/Audit frameworks.
- Oversee ANSP safety oversight ensuring adherence to CAA ATS regulations, competency schemes, safety reporting requirements, and SMS integration.
- Agree safety performance targets with senior management and ensure delivery through appropriate performance monitoring and safety performance improvement plans.
- Provide regular reports, trend analysis, KPI/SPI measurement and safety performance reviews to the Accountable Manager, and external regulators.

- Lead the continuous review and evaluation of the SMS, ensuring effectiveness, regulatory alignment, and gap analysis are performed and acted upon.
- Ensure safety issues, safety risks and non-conformities are escalated promptly to the Accountable Manager.
- Oversee and support internal investigations into occurrences, incidents, and accidents, ensuring root-cause analysis and appropriate follow-up/closure actions are completed.

The post-holder's signature confirms their acceptance of the above.



3.6.4 Head of Engineering

Current Post Holder

Stephen Wilkinson

Safety Accountability

The Head of Engineering is responsible, as far as is reasonably practicable, for the operation of a safe, compliant and efficient range of Engineering and project services and managing team resources to provide the required service delivery and asset management. Monitoring of infrastructure and facilities, identifying key trigger points for next phase requirements.

The Head of Engineering reports to the Operations Director.

The Operations Director will deputise for the Head of Engineering during periods of absence.

Key Safety Responsibilities

- Ensure all airport assets, infrastructure and technical systems (Within ENG scope) are compliant with CAA requirements and all relevant statutory regulations and legislation.
- To implement and promote the Safety Policy.
- To ensure compliance with relevant regulations, certification / licensing criteria and the organisation's Safety Management System.
- To ensure that Engineering and Facilities activities are financed and carried out to the standard required.
- To hold knowledge and an understanding of the documents prescribing relevant Aerodrome safety standards.
- To hold a knowledge and understanding of principles and practices relating to Safety Management Systems and how these are applied within their organisation.
- To assist in the establishment of safety objectives and performance standards for the BOH SMS linked to Key Performance Indicators, Safety Performance Targets and its safety requirements.
- To ensure that departmental staff are trained, compliant with technical standards and competent in their role
- Promote technical best practice and ensure all activities are carried out to the highest standards of Health and Safety.
- Maintain the airport's technical archives ensuring all information is up to date.

The post-holder's signature confirms their acceptance of the above.



3.6.5 Manager of Air Traffic Services

Current Post Holder

Kirsty Mitchell

Safety Accountability

The MATS is responsible, as far as reasonably practicable, for the day-to-day function of the Air Traffic Control Unit, to ensure the provision of a safe and efficient operation in accordance with regulatory requirements and the Airport's standards and practices.

As head of the Air Navigation Services Provision (ANSP), the MATS is accountable to the Operations Director for the overall delivery of the ANS function under the requirements of the ANSP Certification.

The Manager of Air Traffic Services reports to the Accountable Manager (Operations Director).

Key Safety Responsibilities

- Development and maintenance of policies and procedures required to effectively manage the Air Traffic operation at Bournemouth Airport. Ensuring compliance with all regulatory requirements pertaining to the ANSP.
- Establishing the resources required, and subsequently the financial controls, to operate an Air Traffic function which is compliant with regulations.
- Managing staff rosters to ensure that an acceptable and compliant level of staffing is maintained during airport operating hours and adhering to working time restrictions set by the regulator.
- Ensuring that all subordinates are aware of and held accountable for their safety performance.
- To ensure that ATC personnel are compliant with the Unit's operational and administration requirements, to provide a consistent and effective ATC Service to all users of the Airport.
- To ensure that ATC personnel are suitably qualified, trained and assessed as competent to undertake their duties and assigned tasks; competence monitored, and appropriate remedial action taken in a timely and effective manner.
- Contributing to the review and establishment of operational procedures and processes, to ensure professional and high standards are maintained across all elements of the ATC function and opportunities for improvements are optimised.

- Liaising with based operators to identify potential improvements to the ATC Service, address issues of compliance and promote an effective working relationship with all.
- Liaising directly with adjacent ATC units on matters affecting operational efficiency.
- Providing operational and strategic level input for internal and external ATC related projects; advising Airport management and liaising with regulatory authorities, as required.
- Ensuring that aeronautical information is promulgated in a timely and accurate manner via NOTAMs, the UK AIP and associated publications.
- To ensure the development and continuous promotion of BOH Safety Policy to all staff and demonstrate a commitment to it.
- Complying with change management procedures for changes to Air Traffic processes and procedures.

The post-holder's signature confirms their acceptance of the above.



3.6.6 Senior Air Traffic Engineer

Current Post Holder

Jack Feltham

Safety Accountability

The SATE is accountable to the Operations Director for the provision of the Air Traffic Engineering function under the ANSP Certification and requirements of the Safety Management System.

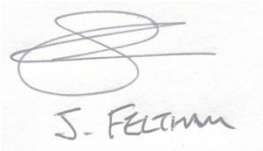
The SATE is responsible, as far as reasonably practicable, for the safe and efficient delivery of the Air Traffic Engineering function, in accordance with regulatory requirements and standard practices; and for managing the performance of the Air Traffic Engineers in the fulfilment of their duties.

Key Safety Responsibilities

- Ensuring that all Air Traffic equipment, including navigation aids, radio equipment, control and monitoring systems and standby power supplies are in place and fit for purpose.
- Day-to-day management of the installation, operation and maintenance of systems, plant and equipment associated with Air Traffic Control (ATC) function and the Airfield Ground Lighting.
- Ensure Compliance with UK Regulation 2017/373, the “Air Traffic Management (ATM) / Air Navigation Services (ANS) Implementing Regulation”
- Ensure compliance with CAP1649 Air Traffic Safety Electronics Personnel Training & Competence Requirements
- To ensure continuation of the Approval of Maintenance Arrangements for ATC systems, as regulated by CAA/SARG and defined within the associated Exposition Document.
- To ensure adequate equipment and suitably trained personnel are available to meet the certification / licensing requirement; monitoring and reporting on any deficiency in staffing or equipment, that is likely to affect the safe or continued operation of the ATC function.
- To ensure that accurate and comprehensive records are maintained to meet regulatory requirements and compliance.
- To assist in safety reporting investigations relating to ATC equipment; implementing resulting recommendations in an effective and timely manner.

- To ensure the development and continuous promotion of BOH Safety Policy to all staff and demonstrate a commitment to it.

The post-holder's signature confirms their acceptance of the above.



3.6.7 Fire Service Manager

Current Post Holder

Kevin Merryweather

General Responsibilities for Safety

The Fire Service Manager is responsible for the effective management, leadership, and operational readiness of the Rescue and Fire Fighting Service (RFFS) at Bournemouth Airport. Reporting to the Head of Airside, the postholder ensures full compliance with Civil Aviation Authority (CAA) and International Civil Aviation Organization (ICAO) regulations and delivers a professional, responsive, and resilient fire and rescue service.

The role ensures the RFFS maintains appropriate Category coverage, competence, and equipment to meet aerodrome licensing requirements, while also delivering airfield maintenance, wildlife control, and fire safety functions across the Airport estate. The Fire Service Manager acts as the principal advisor to the Head of Airside on all matters related to RFFS operations, training, and fire safety.

Key Safety Responsibilities

- Manage all aspects of Bournemouth Airport's Rescue and Fire Fighting Service (RFFS) in compliance with UK Regulation (EU) No. 139/2014, ICAO Annex 14, CAP 168, and CAP 699.
- Ensure the RFFS maintains operational capability to meet the required aerodrome category at all times.
- Develop, implement, and maintain RFFS policies, Standard Operating Procedures (SOPs), and risk assessments, ensuring they remain current and compliant.
- Ensure all emergency response, contingency, and call-out procedures are tested, reviewed, and documented.
- Oversee the maintenance, inspection, and readiness of all RFFS appliances, plant, and equipment in accordance with manufacturer and regulatory requirements.
- Liaise with the CAA, local emergency services, and other Category 1 and 2 responders on all RFFS and emergency planning matters.
- Ensure a multi-agency approach to training and exercising, promoting effective cooperation with partners.
- Ensure the RFFS operates in alignment with Bournemouth Airport's Safety Management System (SMS) and contributes effectively to hazard reporting, safety investigations, and audits.
- Manage the RFFS training and competency framework in compliance with CAP 699 and internal SMS requirements.

- Ensure all RFFS personnel maintain competence through initial, continuation, and refresher training, documented via the Maintenance of Competence Scheme.
- Conduct training needs analyses, oversee delivery, and maintain accurate training records using Redkite or equivalent systems.
- Lead, coach, and mentor RFFS personnel, promoting professional development and high performance.
- Ensure adequate shift coverage and staffing levels to maintain the Airport's operational category and resilience.
- Act as the Airport's Responsible Person under the Fire Safety Order for all Company premises.
- Ensure fire risk assessments are completed, reviewed, and communicated for all airport-owned buildings (including common and tenant areas).
- Develop and maintain the Airport Fire Safety Programme and coordinate fire evacuation drills and staff training.
- Ensure suitable fire safety arrangements, including trained fire wardens and up-to-date fire safety documentation.
- Provide expert advice on fire precautions, building works, and compliance during design and operational phases.
- Oversee the RFFS contribution to pavement and grassland maintenance, airfield sweeping, and wildlife control in compliance with CAP 772 and local procedures.
- Manage the Natural England wildlife control licensing process, ensuring compliance and environmental responsibility.
- Ensure all RFFS personnel are trained and competent in delivering extraneous operational functions.
- Support the Head of Airside in the coordination of snow and ice control operations under the Aerodrome Snow Plan.

3.6.8 Aviation Safety and Compliance Manager

Current Post Holder

Jagoda Paszek

General Responsibilities for Safety

The Aviation Safety and Compliance Manager is responsible for maintaining Bournemouth Airport's compliance with all applicable aviation safety regulations and internal standards. Reporting to the Head of Safety, the postholder supports the implementation and continual improvement of the Safety Management System (SMS) and leads the internal aviation safety audit and assurance programme.

The role ensures ongoing compliance with Civil Aviation Authority (CAA) and International Civil Aviation Organization (ICAO) requirements, promoting a proactive safety culture across all airside and operational activities. The postholder works closely with the Health, Safety & Environment (HSE) Manager to ensure alignment between aviation safety, occupational safety, and environmental management systems.

Key Safety Responsibilities

- Ensure airport operations comply with all applicable CAA, ICAO and internal safety regulations, including CAP 168, CAP 642, CAP 760, and associated safety notices.
- Support the development, implementation, and continual improvement of the Airport's Safety Management System (SMS) in accordance with ICAO Annex 19 and UK CAA requirements.
- Plan, coordinate, and conduct internal safety audits, inspections, and compliance reviews across airport departments.
- Identify safety issues, hazards and non-conformities; ensure effective root cause analysis and corrective/preventive action follow-up.
- Maintain the SMS hazard log, safety performance indicators and safety database, supporting accurate reporting and trend analysis.
- Support the Head of Safety in preparing safety performance reports, dashboards and management reviews.
- Liaise with the CAA and other regulatory or oversight bodies on aviation safety and compliance matters.
- Monitor and interpret changes in legislation, regulations, and standards, advising the Head of Safety and operational teams on necessary updates.
- Conduct and support safety investigations in accordance with SMS procedures and just culture principles.

- Promote a strong safety culture through training, communication, and engagement with airport staff and stakeholders.
- Participate in safety committees, meetings and safety promotion initiatives.
- Represent the Safety department during regulatory audits, inspections, and external reviews.
- Support emergency preparedness, exercises and response activities as required.

3.6.9 Airside Operations Manager

Current Post Holder

Adam Roberts

General Responsibilities for Safety

The Airside Operations Manager is responsible for the safe, efficient, and compliant day-to-day management of all airside operations at Bournemouth Airport. Reporting to the Head of Airside, the postholder acts as the operational lead, ensuring the effective coordination of inspections, maintenance activities, and stakeholder engagement across all airside functions.

This role ensures continuous operational readiness and adherence to Civil Aviation Authority (CAA), ICAO, and internal regulatory requirements. The Airside Operations Manager plays a key role in maintaining aerodrome certification standards and driving operational excellence across the airside environment.

Key Safety Responsibilities

- Manage the daily operation of the airfield, ensuring compliance with Regulation (EU) No. 139/2014 (as retained in UK law), ICAO Annex 14, ADR.OR, ADR.OPS, and CAP 168 requirements.
- Ensure runway, taxiway, apron, and manoeuvring area inspections are completed and address defects, hazards, and foreign object debris (FOD) in accordance with the Aerodrome Manual and SMS procedures.
- Identify and manage operational hazards and defects, ensuring prompt reporting, risk assessment, and mitigation.
- Lead and support airside incident and occurrence investigations in collaboration with the Safety Department, ensuring appropriate root cause analysis and follow-up.
- Coordinate and manage responses to irregular operations, airside incidents, and operational disruptions.
- Lead the planning, coordination, and implementation of adverse weather operations, acting as Snow Coordinator in line with the Aerodrome Snow Plan.
- Ensure operational information, notices, and airside communications (e.g., NOTAMs, Airside Notices) are accurate and effectively distributed.
- Support the Head of Airside with oversight of third-party performance (ground handlers, fuel suppliers, maintenance organisations, and contractors).
- Promote a strong, proactive safety culture consistent with Bournemouth Airport's Safety Management System (SMS) and Just Culture principles.

- Liaise closely with Air Traffic Control (ATC) to coordinate inspections, maintenance works, closures, and operational restrictions to minimise disruption.
- Ensure ongoing compliance with the Aerodrome Manual, SMS, and all associated CAP and ICAO requirements.
- Conduct regular audits, inspections, and reviews to verify compliance with operational, safety, and environmental standards.
- Support external audits and regulatory inspections, ensuring timely response to findings and continuous improvement of operational procedures.
- Monitor and report on operational performance indicators, identifying trends and implementing improvements.
- Maintain accurate and auditable records of inspections, safety reports, and operational data.

3.6.10 Fuels Operations Manager

Current Post Holder

Alex Fraser

General Responsibilities for Safety

The Fuels Operations Manager is responsible, as far as reasonably practicable, for the safety of the fuel storage and delivery, including support and information to operators, fuel quality and environmental considerations; in accordance with regulatory requirements and industry standards and practices

The Fuels Operations Manager Reports to the Head of Airside.

Key Safety Responsibilities

- To ensure that there is a system to verify that fuelling areas and zones are maintained so to reduce hazards to aircraft, staff, and vehicles.
- Monitor operations involving the receipt and storage of fuel, and the fuelling of aircraft, to ensure that they take place according to regulations and procedures.
- Ensure the storing and dispensing of fuel to aircraft have procedures to ensure that aircraft are provided with uncontaminated fuel and of the correct specification.
- To maintain suitable records of all fuel operations, including receipt and use of fuel.
- To ensure an adequate system is employed for the sampling, testing and recording of fuel quality.
- Ensure that an adequate system exists for the inspection of facilities used to transport, store, and dispense fuel to ensure it is maintained to appropriate standards.
- To deal effectively with fuel spillage events; liaising with the Environment Agency as appropriate.
- Ensure that training and development of internal and external staff is given in the use of aircraft fuelling, fuel storage and quality control.

3.6.11 Ground Operations Manager

Current Post Holder

John Barber

General Responsibilities for Safety

The Ground Operations Manager is responsible, as far as reasonably practicable, for the safety of the Terminal Apron operations, including support and information to operators, load control and dispatch, and for the safe and regulatory compliant provision of Airside ground services.

The Ground Operations Manager reports to the Customer Service Director.

Key Safety Responsibilities

- To ensure an integrated approach to ground handling requirements.
- Exercise management oversight of all handling functions, ensuring safety and regulatory compliance; undertake reviews and updates of relevant publications, documents and procedure manuals.
- The implementation and maintenance of relevant procedures to meet the requirements and compliance of the Airport Safety Management System, CAA Aerodrome Regulations and CAA documentation, as appropriate.
- To ensure that all staff are trained, compliant and competent in their role; comprehensive records are maintained, information promulgated in a timely manner and all operations undertaken within safe working practices.
- To ensure that all ground equipment, used for the ground handling of aircraft, is compliant, fit for purpose, serviceable and used in a safe and proper manner.
- To monitor the performance standards in ground operations; identify where improvements and changes can be implemented to improve standards and efficiencies.
- To be the focal point for airline communication, assist in audit programmes and contribute to arrangements for handling agreements.
- To liaise with other Airport departments for unplanned services or extensions to the operating hours, co-ordinating the response to acceptance or feasibility of additional movements.
- To report any safety concern or incident to the Safety Manager without delay; undertake assigned investigations and ensure effective dissemination of lessons learnt.

3.6.12 Health, Safety and Environment Manager

Current Post Holder

Danielle Mallet-Knight

General Responsibilities for Safety

The Health, Safety & Environment (HSE) Manager is responsible for the day-to-day implementation, monitoring and continuous improvement of Bournemouth Airport's Health, Safety and Environmental policies, systems and practices. Working under the direction of the Head of Safety, the role supports the effective functioning of the Airport Safety Management System (SMS) and oversees environmental compliance (including ISO 14001), fostering a positive safety culture across the airport.

The HSE Manager works collaboratively across all departments, supporting safe operations and environmental stewardship. They work alongside the Aviation Safety Manager, who retains responsibility for CAA regulatory safety functions, including aerodrome safety regulation and oversight.

Key Safety Responsibilities

- Assist with the development, refinement and implementation of SMS processes, procedures and policies.
- Manage safety performance monitoring, including ownership of the Oshens safety reporting system and follow-up actions.
- Conduct scheduled and ad-hoc safety inspections, audits and workplace assessments.
- Identify hazards, unsafe behaviours, non-compliances and opportunities for continuous improvement.
- Lead and support accident/incident investigations, ensuring corrective and preventative actions are identified and completed.
- Promote the wellbeing and safety of employees, contractors, visitors and persons affected by airport operations.
- Analyse safety-related data and trends, contributing to monthly Safety Performance Indicator reporting.
- Prepare and deliver safety reports, presentations and briefings to operational teams and relevant stakeholders.
- Lead safety committees, forums and working groups, ensuring effective communication and follow-up of actions.
- Support the Head of Safety in preparing for Safety Executive meetings, ensuring risks and mitigations are clearly articulated.

- Maintain all SMS documentation, risk registers and safety communications.
- Work in partnership with the Airport Training Coordinator to ensure appropriate safety training, induction and competency management.
- Lead the airport's day-to-day environmental management activities under the ISO 14001 Environmental Management System.
- Monitor, manage and support compliance with environmental legislation and local environmental obligations.
- Maintain environmental records, reports, risk assessments and monitoring logs.
- Coordinate waste management, pollution prevention, carbon reduction and sustainability-related activities.
- Support noise management processes, environmental complaint handling and local community engagement activity.
- Develop and maintain effective relationships with surrounding communities, local authorities and external environmental agencies.
- Identify and assess environmental risks associated with airport operations and support appropriate mitigation plans.

3.6.13 Document Control Officer

Current Post Holder

Amy Peacock

General Responsibilities for Safety

The Document Control Officer plays a key role in supporting the Airport's regulatory and quality framework across Aerodrome Operations, Air Navigation Service Provision (ANSP), and Health & Safety. This role ensures the effective management, control, and continual improvement of the Airport's documented management systems and acts as a nominated company representative for audits and regulatory inspections. The postholder will work collaboratively with internal stakeholders and external regulatory bodies to maintain compliance, support operational integrity, and promote a proactive safety and quality culture across the organisation.

Key Safety Responsibilities

- Manage the Airport's Document Management System, including manuals, policies, procedures, operating instructions, emergency plans, and controlled forms.
- Ensure controlled circulation, version control, and update processes are strictly followed.
- Lead the drafting, review, approval, and publication of documents in line with legislative, regulatory and operational requirements.
- Coordinate and administer controlled change management processes.
- Ensure documentation compliance with CAA, DfT, EASA and ICAO standards as applicable to Aerodrome, ANSP and Health & Safety functions.
- Act as a company representative during internal/external audits and inspections.
- Monitor and report on audit findings, observations and trends; support departments to close non-conformances and implement corrective actions.
- Assist with compliance oversight across Aerodrome, ANSP and other regulated functions.
- Support the development, maintenance and improvement of the Airport's Management Systems including Safety, Quality and Compliance.
- Identify improvement opportunities and support process optimisation.
- Promote best practice and a quality-focused culture across the organisation.
- Deliver system awareness and document control training to new and existing staff.

- Support departmental teams in understanding documentation standards and compliance expectations.
- Prepare and submit reports to senior leadership and the board as required.

4. SAFETY COMMITTEES

4.1 Introduction

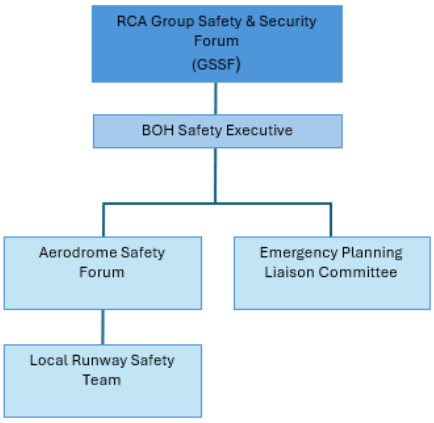
An established, integrated structure of safety related committees monitors safety performance and management across the Airport operations, providing a platform for oversight of safety related issues to be raised in a formal and structured framework.

4.2 Safety Management Committee Structure

The safety management structure builds on each level of the business, providing the means to identify specific safety matters within different departments, collate and share procedures & practices and escalate concerns to the appropriate level.



4.3 Committee Reporting Lines



Terms of Reference for each committee are detailed in the following paragraphs.

4.4 Bournemouth Safety Executive

TERMS OF REFERENCE – Bournemouth Safety Executive

Attendees	Customer Service Director, MATS, TOM, HoA, HoS, GOM, FSM, HoE, SATE, Cargo Manager, XLR Manager, Fuel Service Manager, Aviation Safety & Compliance Manager, Health Safety & Environment Manager, Facilities and Maintenance Manager, Airside Operations Manager It is essential that at least 50% of invitees attend this meeting to ensure its effectiveness.
Frequency	4 Meetings per year
Chairperson	Accountable Manager

Scope

The Bournemouth Safety Executive (BSE) Meeting aims to review, monitor, and enhance the health, safety, security, and operational resilience of Bournemouth Aerodrome and its associated facilities. The BSE serves as a forum to assess compliance, performance, and improvement opportunities across various safety and operational domains, ensuring alignment with regulatory standards and best practices. A management driven forum for the assessment and audit of the Company's SMS; to ensure an efficient, effective and proactive ongoing review of all elements of safety management

Objectives

1. Act as a source of expertise and advice on safety matters to Senior Management; encouraging lateral thinking about safety issues
2. Review the progress on identified hazards and actions, post accidents and incidents
3. Identify hazards and make safety recommendations to address them
4. Review internal safety reports, including operational statistics and trends and make recommendations as necessary
5. Review and approve audit responses and the resulting identified actions
6. Review the progress and effectiveness of the Compliance Monitoring system; highlight areas of concern and where appropriate, agree the means to rectify
7. Review the Risk Register and associated documentation
8. Review safety performance against BOH Safety Policy & Objectives
9. Review the effectiveness of safety oversight of sub-contracted organisations

Preparation and Output

The meeting will address key operational, health, safety, and risk management elements, as well as provide oversight on compliance, monitoring, and training needs across the organisation. The agenda will cover multiple aspects critical to the safe and efficient functioning of the Aerodrome, including:

Health and Safety Performance Report:

- Review of recent health and safety metrics and incidents.
- Evaluation of current performance against established health and safety targets.
- Identification of key areas for improvement and proactive health and safety management.

OSHENS and TOKAI Review:

- Review of MORs, safety occurrences and incidents and near-miss reports logged in the OSHENS/TOKAI system.
- Analysis of trends and investigation findings to reduce the recurrence of safety incidents.
- Evaluation of the effectiveness of OSHENS/ TOKAI in supporting the safety management process.

Safety Performance Indicators (SPIs):

- Assessment of current safety performance indicators and their relevance to operational goals.
- Review of trends and benchmarks in comparison with industry standards.

Apron Safety, including Turnaround Audits:

- Examination of safety protocols on the apron, focusing on turnaround operations.
- Review of turnaround audit findings, with a focus on compliance and risk mitigation.
- Identification of safety improvement opportunities for apron operations.

Runway Safety:

- Review of current runway safety measures and recent incidents or audits.
- Analysis of operational practices to enhance runway safety and prevent incursions.

Risk Register Review:

- Examination of the Airport risk register, identifying any emerging risks or changes in risk level.
- Assessment of risk control measures and their effectiveness.
- Prioritisation of risk areas requiring immediate or future action.

Fire Safety Plan:

- Review of the Aerodrome's fire safety plan, including recent drills, inspections, and response readiness.
- Analysis of fire safety compliance with current regulatory standards.
- Discussion on any enhancements or training needs related to fire safety.

Business Continuity Review:

- Evaluation of the business continuity plan, especially considering recent events or exercises.
- Review of preparedness for potential disruptions, including natural, operational, and security-related incidents.

- Recommendations for strengthening continuity plans to minimise operational downtime.

Review of the Aerodrome Safety Forum Meeting

- Summary and action points from the recent Aerodrome Safety Forum meeting.
- Discussion on significant outcomes and their impact on current safety practices.
- Identification of areas for follow-up or implementation based on forum findings.

Group Safety and Security Forum Meeting

- Overview of key discussions and resolutions from the Group Safety and Security Forum.
- Evaluation of security practices and alignment with industry safety protocols.
- Discussion on collaborative safety initiatives across the group.

Emergency Liaison Panel Meeting

- Review of emergency preparedness and recent updates discussed in the Emergency Liaison Panel.
- Assessment of inter-agency coordination and emergency response effectiveness.
- Identification of areas for improvement in crisis communication and response planning.

Health, Safety, and Wellbeing Committee

- Updates from the Health, Safety, and Wellbeing Committee, focusing on staff welfare and wellbeing.
- Review of wellbeing initiatives and their impact on workplace safety.
- Discussion on enhancements to wellbeing programs and their integration into overall safety strategy.

Compliance Monitoring and Training

- Review of current compliance monitoring efforts and the adequacy of existing processes.
- Assessment of ongoing and required training programs to ensure regulatory and operational compliance.
- Identification of gaps in training or compliance and planning for future training needs.

4.5 Aerodrome Safety Forum

TERMS OF REFERENCE – Aerodrome Safety Forum	
Attendees	Operations Director, MATS, TOM, HoA, GOM, FSM, HoE, SATE, Cargo Manager, XLR Manager, Fuel Service Manager, Aviation Safety & Compliance Manager, Health Safety & Environment Manager, Facilities and Maintenance Manager, Airside Operations Manager, Customer representatives from Airport users, Representatives from flying operations, Handling Agents, Commercial and GA pilots. It is essential that at least 50% of invitees attend this meeting to ensure its effectiveness.
Frequency	2 Meetings per year
Chairperson	Head of Safety

Scope

The Aerodrome Safety Forum serves as a collaborative platform for key stakeholders to promote and improve safety standards at the aerodrome. Its purpose is to identify, discuss, and address safety issues, share best practices, and foster a proactive safety culture among all organizations and personnel operating within the aerodrome environment.

Objectives

1. Enhance Safety Awareness: Increase awareness of safety practices, standards, and regulations among aerodrome users.
2. Hazard Identification: Identify and assess existing and emerging safety hazards and risks at the aerodrome.
3. Best Practices and Knowledge Sharing: Facilitate the sharing of safety-related best practices, lessons learned, and innovations among stakeholders.
4. Regulatory Compliance: Ensure compliance with national and international aviation safety standards and regulations.
5. Continuous Improvement: Propose safety improvements to reduce risks and enhance the overall safety culture at the aerodrome.
6.

Preparation and Output

This Terms of Reference document serves as a guide for establishing and operating an Aerodrome Safety Forum, ensuring that it remains focused on its primary goal: enhancing aerodrome safety for all stakeholders.

- Safety performance updates, including reports on incidents, accidents, and near misses
- Presentations on best practices or case studies
- Discuss all Airside developments, which may affect the operational function at Bournemouth Airport
- Raise awareness of key safety issues, which arise through safety performance monitoring or as part of a safety-themed programme, to recognise “best working practice”
- Assess, identify, develop and implement any requirements for new working practices or procedures; or resulting from notified changes from Regulatory bodies

4.5 Local Runway Safety Team

TERMS OF REFERENCE – Local Runway Safety Team

Attendees	Operations Director, MATS, TOM, HoA, GOM, FSM, HoE, SATE, Cargo Manager, XLR Manager, Fuel Service Manager, Aviation Safety & Compliance Manager, Health Safety & Environment Manager, Facilities and Maintenance Manager, Airside Operations Manager, Customer representatives from Airport users, Representatives from flying operations, Handling Agents, Commercial and GA pilots. It is essential that at least 50% of invitees attend this meeting to ensure its effectiveness.
Frequency	2 Meetings per year
Chairperson	Head of Safety

Scope

The primary role of the LRST is to develop an action plan for Runway safety, advise management as appropriate on potential Runway Incursion issues and recommend strategies for hazard removal and mitigation of the residual risk Ref: ICAO Doc 9870

Objectives

1. To improve Runway safety data collection, analysis and dissemination
2. To check that signage and markings are compliant and clearly visible
3. To develop initiatives for improving the standard of communications
4. To identify potential new technologies that may reduce the risk of a Runway Incursion
5. To ensure that procedures are compliant with ICAO standards and Recommended Practices (SARPs)
6. To initiate local awareness by developing and distributing Runway safety education and training material to Controllers, Pilots and personnel driving vehicles on the Aerodrome

Preparation and Output

The LRST represents the high-level body of expertise, providing strategic and appropriate guidance; and leading on all matters relating to Runway Safety.

- Monitor the type, and severity of the runway incursions.
- Identify issues (hotspots) analyse reports and agree on deliverables by sharing outcomes and investigations. (reports).
- Analysis of reports held on BIAIS, recorded by ATC and the Operations team.
- Converging thought process within the LRST team members to reach a satisfactory conclusion, the final decision of action will rest with the chair of the meeting.
- Formally look at safety hazards, business interruption and reputational damage.
- Develop risk mitigation to control the acceptable operational level of risk.

- Reports, recommendations made to the Senior management team, and stakeholders.
- Document the outcomes.
- There will be a distribution of meeting minutes, with assigned SMART (Specific, Measurable, Achievable, Realistic, Time-bound) actions and details of the next meeting.

4.5 Emergency Planning Liaison Committee

TERMS OF REFERENCE – Emergency Planning Liaison Committee

Attendees	Operations Director, Customer Service Director, MATS, TOM, HoA, HoS, GOM, FSM, HoE, SATE, Cargo Manager, XLR Manager, Fuel Service Manager, Aviation Safety & Compliance Manager, Health Safety & Environment Manager, Facilities and Maintenance Manager, Airside Operations Manager, ADOMs, Airport Chaplin, Southwest Ambulance Service NHS Trust, Dorset and Wiltshire Fire and Rescue, Dorset Police, Dorset NHS CCG, Dorset Council EP, BCP Council EP, UK Border Agency, British Red Cross, TUI, Ryan Air, Jet2 It is essential that at least 50% of invitees attend this meeting to ensure its effectiveness.
Frequency	3 Meetings per year
Chairperson	Deputy Fire Service Manager

Scope

The EPG shall ensure that the Airport Authority has robust emergency planning procedures in place to ensure the safety of its customers, staff and any others who work within the Airport boundaries or may be affected in the wider community by an emergency at the Aerodrome or in the immediate vicinity.

It shall ensure that procedures laid down cover the major elements of an emergency and that all actions and responsibilities are clearly defined, reviewed and practiced in compliance with ADR.OPS.B.005 – Aerodrome Emergency Planning.

Objectives

1. Shall work in partnership with key Airport Stakeholders, Emergency Services and other business partners to ensure an integrated and effective set of emergency procedures is authored and maintained
2. Shall review both aviation and non-aviation related emergency situations and incidents, offering recommendations to ASF
3. Shall review and make recommendations to the ASF to ensure accurate and up to date Integrated Emergency Plan (IEP) reflective of changes to infrastructure, strategy, technology and business relationships
4. Plan, execute and review emergency exercises; such planning meetings will replace standard EPLC meetings as required.
5. Ensure actions arising from deficiencies, lessons learned or external changes in good practice, are followed up and reflected in recommendations or edits to the emergency plans
6. Ensure that debriefs are conducted following major incidents to promote continuous improvement of emergency plans

7. To review incidents that have occurred since the last EPLC, including local standbys, full emergencies and actual accidents, and the outcomes of debriefs and learning points from the response.
8. To consider the requirements for contingency planning and business continuity during an emergency.
9. To consider the location of the Survivor Reception Centre and Friends and Relatives Reception Centre, and the facilities, equipment, supplied and manning required at such locations.
10. To allocate the persons responsible for media liaison and the communications that will be given.
11. To determine incident command and control structure for various scenarios / types of emergency.

Preparation and Output

- Agendas and other relevant information will be circulated in advance for consideration.
- The EPLC may from time to time establish and nominate Specialist Working Groups (SWG) to consider and report on safety issues or operational procedures.
- The EPLC shall provide safety updates and recommendations to the ASF for consideration and direction.
- There will be a distribution of meeting minutes, with assigned SMART (Specific, Measurable, Achievable, Realistic, Time-bound) actions and details of the next meeting.

4.6 RCA Safety Related Forums

The RCA Airports share safety and security data to provide a platform to monitor and review performance and promote improvement in all related areas.

4.6.1 RCA Group Safety and Security Forum

CHAIR / ACCOUNTABILITY	Operations Director; Bournemouth Airport
ATTENDEES	Representatives from Airside Ops, Security, Fire, & Safety Management: ▪ Bournemouth Airport ▪ Exeter Airport ▪ Norwich Airport ▪ XLR
FREQUENCY	Quarterly via Teams
PURPOSE	To monitor and review policy, procedures and performance, to identify trends and learning outcomes; providing the opportunity to debate and agree best practice across the Airports
OBJECTIVES	To identify, promote and facilitate measures to continually improve the safety and security performance across the Airports: - ▪ Monitor regulatory or legislative changes from relevant bodies, which may affect the safety or security at the Airports. Engage Group initiatives for managing upcoming changes, where appropriate; and disseminate information to relevant parties in an effective and timely manner ▪ Review significant safety and security events and through trend analysis, identify causal or contributory factors, to highlight pertinent areas of concern and lessons learnt, providing guidance for measures to meet industry standards and best practice ▪ Establish specialist working groups, as deemed appropriate, to consider or report on issues or projects
OUTPUTS	▪ Minutes of Meeting distributed to members, implementation of recommendations, where applicable

5. EMERGENCY PLANNING

Bournemouth Airport is committed to ensuring that effective emergency plans are in place to respond to various types of emergencies that may occur. The responsibility for emergency planning is assigned to the Fire Service Manager who will work closely with other members of the Major Incident Team to draft and maintain the Aerodrome Emergency Orders. The scope of emergency planning is contained in this manual, with policies and procedures relating to emergency scenarios found in the Emergency Orders.

The Aerodrome Emergency Orders describe all aspects of emergency response, including:

- Categories of emergency
- Initial response actions, roles and responsibilities
- Incident command and control structure
- Post-incident follow-up actions
- Emergency response guidance
- Contingency planning arrangements
- Emergency exercise details

Co-ordination of emergency policies and plans is managed by the Emergency Planning Liaison Committee which is held 3 times a year and chaired by the Deputy Fire Service Manager (see Section 4.6).

6. QUALITY PROCEDURES IN SUPPORT OF THE SMS

Purpose:
This section details the way Bournemouth Airport creates, updates, archives and manages all internal and external documents associated with the BOH Document Library, to maintain a common standard.

Scope:
All support services documentation uploaded onto the BOH Document Library, including creation, updating, amending, reviewing and deletion of controlled documents.

6.1 Responsibilities

6.1.1 Head of Safety

- Will hold overall responsibility for the legal compliance of the internal management system.
- Shall have oversight of the application, compliance monitoring and safe use of BOH Document Library system governance by the Company and its stakeholders and users.
- Will have the authority to authorise new, or revoke use of internal BOH documents as required.
- Will ensure adequate and compliant document control systems are being adopted and maintained by the Company.
- Will authorise emergency use or immediate edit of controlled documents as required
- Has the authority to delegate any of the responsibilities, however, shall retain overall accountability for such responsibilities.
- Will review and comment on proposals when required and will sign BAF-AOPS-007 Document Change Request once the document is ready for publishing.

6.1.2 Document Control Officer

- Will have the authority to authorise new, or revoke use of BOH documents as required.
- Will ensure adequate and compliant document control systems are being adopted and maintained by the Company.
- Will authorise emergency use or immediate edit of controlled documents as required.
- Has the authority to delegate any of the responsibilities, however, shall retain overall accountability for such responsibilities.
- Will review and comment on proposals when required and will sign BAF-AOPS-007 Document Change Request form once the document is ready for publishing.

- The document control officer shall maintain the document control register and document change register.
- Shall ensure that the current version of any manual / procedure / instruction / document / form is accessible to all staff that are required to comply with or use it.
- Shall ensure that revoked / rescinded documents are removed from circulation and archived as appropriate.
- Will review the proposed document ensuring formatting consistency and conducting a sense check, making amendments in consultation with the proposer and document owner.
- Will circulate the document for review whilst collating all comments and making changes to the proposal where applicable.
- Will obtain sign-off via email of the document form on BAF-AOPS-007 – Document Change Request form.
- Will publish the document onto the internal documentation management system whilst archiving previous versions.
- Will ensure any documents that require amendments following audits are put into draft and are circulated.
- Will conduct internal audits on Bournemouth Airport internal procedures.

6.1.3 Manager of Air Traffic Services

The MATS and operational managers are to ensure the quality and accuracy of data promulgated in the UK Aeronautical Information Publication (AIP). If required, an AIP editorial team will meet to discuss necessary amendments or additional inclusions. The team will be led by the MATS, attended by operational managers, and will aim to align with the Aeronautical Information Regulation and Control (AIRAC) cycle. The MATS will be responsible for submitting AIP changes requests to AIS (NATS). This may be delegated to the Airfield Services Manager as necessary.

The MATS is responsible for ensuring that, under ADQ requirements, formal agreements are in place with all agencies that supplies and manages aeronautical data information for use by Bournemouth Airport users. This includes, but is not limited to, surveyors, consultants and AIS (NATS).

The MATS is responsible for ensuring an immediate reaction to a safety problem, under the requirements of regulation UK (EU) 2017/373 ATM/ANS.OR.060, and additional safety measures, including safety directives, mandated by the regulator are implemented.

The MATS is responsible for ensuring that external and internal controlled publications and documents pertaining to the air traffic unit are reviewed and amended:

- in line with the planned review periods, or periodically as part of an audit or similar activity,
- in line with notification of changes from the regulatory authority.

6.2 Document Proposer

Prior to making the proposals will discuss the document proposals with all relevant people including the document owner, line manager and affected parties prior to forwarding the proposals to the Document Control Officer for review circulation.

The document proposer must be a person who is experienced in the nature of the document who can produce clear written guidance by which the Company wishes to operate, for example Director, Head of Department, Document Owner / Department Managers.

6.3 Document Owner

- Shall be the person responsible to the Head of safety for the controlled document in its entirety, including its associated records, forms and documents.
- Will review their own documents within the review period defined on the document to ensure they are current, relevant and accurate whilst reflecting present legislation / regulation.
- Will identify where a document is no longer required.
- Will comment on document proposals where applicable.
- Will grant the approval to changes that affect the way the Company wishes to operate.

6.4 Affected Parties

Will review and comment on proposals where applicable when a document is circulated to them.

6.5 Controlled Document Information

This section details the information which should be included on controlled documentation contained within the BOH Document Library.

6.5.1 Document Title

A document title is provided on every controlled document and shall clearly outline the main purpose of the document. Care should be taken to avoid the title from being duplicated or too generic and avoid long titles with the aim to be no greater than three of four words as a maximum.

The document title shall be included on the front page of all controlled documents and shall be included on all pages of the controlled document (unless impractical or where it interferes with the purpose of the controlled document page, as determined by the Document Owner).

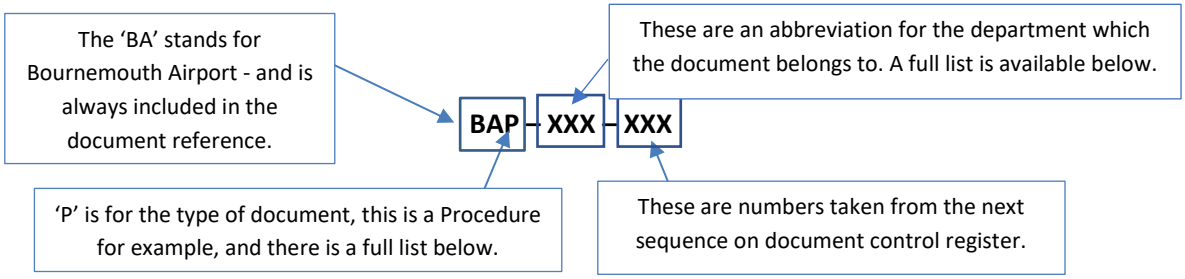
The template for a document title is demonstrated in the Document Templates section of this document.

6.5.2 Document Reference

The document reference is assigned as a unique identification for every controlled document and appears on all pages of the associated document.

The document reference is maintained in a document control register as detailed in the Document Control Register section of this document and shall be recorded in the register throughout the lifecycle of the document.

A document reference shall be issued by the Document Control Officer from the document control register. The below is a reference example of a procedure:



There are seven different types of documents. Each document reference starts with the letters 'BA' and includes the document type in their document reference:

BAF:	Bournemouth Airport Form
BAI:	Bournemouth Airport Instruction
BAC:	Bournemouth Organisation Chart
BAP:	Bournemouth Airport Procedure
BAM:	Bournemouth Airport Manual
BAD:	Bournemouth Airport Document
POL:	Policy

Department abbreviations:

IFS	Inflight Services	ENG	Engineering
AGL	Aeronautical Ground Lighting	FUE	Fuel
ATC	Air Traffic Control	HRS	HR & Payroll

ATE	Air Traffic Engineering	XLR	Jet Centre
RFFS	Rescue and Fire Fighting Services	MTD	Motor Transport
AOPS	Airside Operations	HSQ	Safety & Compliance
HSK	Housekeeping	H&S	Health and Safety
CUS	Customer Service	SEC	Security
HAN	Handling		

6.5.3 Document Hierarchy and Definition

6.5.3.1 Manual / Procedure / Instruction / Document

Manuals, procedures, instructions and documents detail and describe a process of a series of actions to be conducted and followed in a certain order or manner to conform with company expectations, legal obligations, standards and policy. Manuals, procedures, instructions and documents are owned by the person who is accountable for the process or instruction and is known as the Document Owner.

Manuals, procedures, instructions and documents include:

- A purpose, which details what the document aims to do
- A scope, which identifies what the document covers
- A list of responsibilities, which tells the audience what is expected of them and others.

A manual will also include an introduction and a contents page, and holds more content than a procedure or instruction. Manuals, procedures, instructions and documents detail can be used as a training guide or an aid memoir.

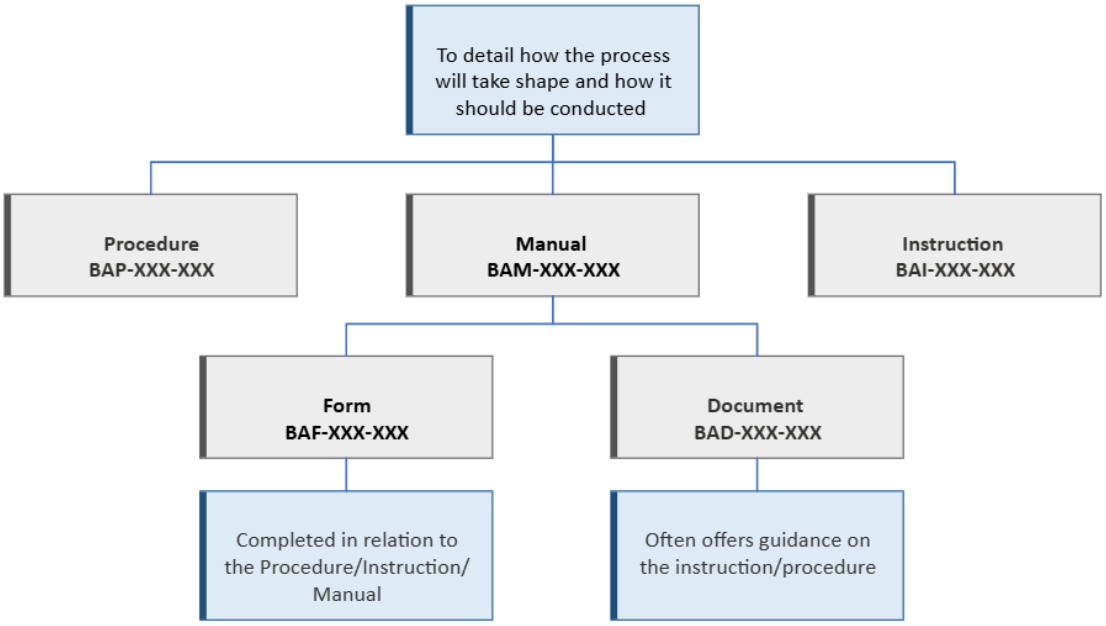
A manual / procedure / instruction / document is often audited internally to ensure the correct process is being followed and is current.

6.5.3.2 Forms

These are linked to a manual, procedure, instruction or a document and are completed or used in conjunction with the document in which they link to.

6.5.3.3 Document Hierarchy

An example of how a document hierarchy may look:



Note: Policy Documents are statements of intent, these are not always linked to documents.

6.6 Document Templates

Example of a Manual, Procedure, Instruction or Document:

BournemouthAirport Part of Regional & City Airports			[Title Inserted Here] in 14 Calibri Bold			**Risk Rating**	Risk Rating Inserted here
Reference:	Document reference inserted here – same font as title but not bold and 8 font size	**Issue:**	Issue status inserted here	**Owner:**	Document Owner inserted here	**Department:**	Department the document belongs to inserted here
Issue Date:		xx/xx/xxxx	**Compliance Date:**		xx/xx/xxxx	**Planned Review Start Date:**	xx/xx/xxxx

The above header is inserted into the header section for all pages of the procedure. The text is Calibri 11 font size

Purpose: What the document aims to achieve

Scope: Who the document applies to

Responsibilities: The people who are involved in the process and what their responsibilities are within the process

Printed copies of this document are uncontrolled. Printed on (add in the date from the Design tab, for example as 04/11/2026) – this is added on every page

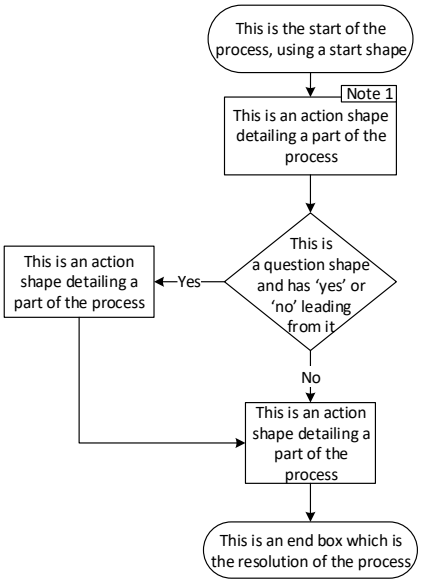
Add in page numbers:

Page 1

Where suitable, a flow similar to the below can be used in a manual, procedure, instruction or document:

BournemouthAirport Part of Regional & City Airports			[Title Inserted Here] in 14 Calibri Bold			**Risk Rating**	Risk Rating Inserted here
Reference:	Document reference inserted here – same font as title but not bold and 8 font size	**Issue:**	Issue status inserted here	**Owner:**	Document Owner inserted here	**Department:**	Department the document belongs to inserted here
Issue Date:		xx/xx/xxxx	**Compliance Date:**		xx/xx/xxxx	**Planned Review Start Date:**	xx/xx/xxxx

A Visio flowchart may be used, and the flow details the process from start to finish. Notes are added to the flow which go into more detail about that process shape.



Printed copies of this document are uncontrolled. Printed on (add in the date from the Design tab, such as 04/11/2026)

Add in page numbers:

Page 2

BournemouthAirport Part of Regional & City Airports			Aerodrome Manual			Risk Rating	High – Reviewed Annually
Reference:	BAM-AOPS-006	**Issue:**	12.1	**Owner:**	Head of Airside	**Department:**	Airside Operations
Issue Date:		14/08/2026	**Compliance Date:**		14/08/2026	**Planned Review Start Date:**	11/04/2027

Example of a manual, procedure, instruction or document continued:

BournemouthAirport Part of Regional & City Airports			[Title Inserted Here] in 14 Calibri Bold			**Risk Rating**	Risk Rating Inserted here
Reference:	Document reference inserted here, same font as title but not bold and 8 font size	**Issue:**	Issue status inserted here	**Owner:**	Document Owner inserted here	**Department:**	Department the document belongs to inserted here
Issue Date:		xx/xx/xxxx	**Compliance Date:**		xx/xx/xxxx	**Planned Review Start Date:**	xx/xx/xxxx

Abbreviations:

This is where abbreviations used within the flow are listed. Words abbreviated are normally job titles and shown like the below example –

QCIA – Quality Controller / Internal Auditor

Notes - This is where notes from the flow are detailed. Each numbered note corresponds to the relevant note in the flow box.

Relevant Links: All documents referenced in the procedure are listed here

Document Retention: Any documentation referenced in the procedure, which is to be retained, such as completed forms, are detailed in a table like the below:

Record	Designated Responsibility	Record Format	Retention Period
Document name	Who is responsible for the document	How the document is stored – electronic / hard copy	How long the document is to be retained for
Document name	Who is responsible for the document	How the document is stored – electronic / hard copy	How long the document is to be retained for

Printed copies of this document are uncontrolled. Printed on (add in the date from the Design tab, such as 04/11/2026)

Add in page numbers: Page 3

Example of a Form:

BournemouthAirport
Part of Regional & City Airports

Document title goes here in bold, centre and no underline in font Calibri, size 14

Add a sentence to the document which states the process / instruction / manual the document is to be completed in conjunction with, who completes the document and, where required, who it is to be forwarded to upon completion or for retention purposes. Body of text should be in Text type Calibri and font size 11.

Printed copies of this document are uncontrolled. Printed on (add in the date from the Design tab, such as 04/11/2026)

Add in page numbers:
Page 1
BAF-XXX-XXX / A - The document reference number and current issue status is to be inserted in the footer in the left corner of the document and is to be displayed on each document page.

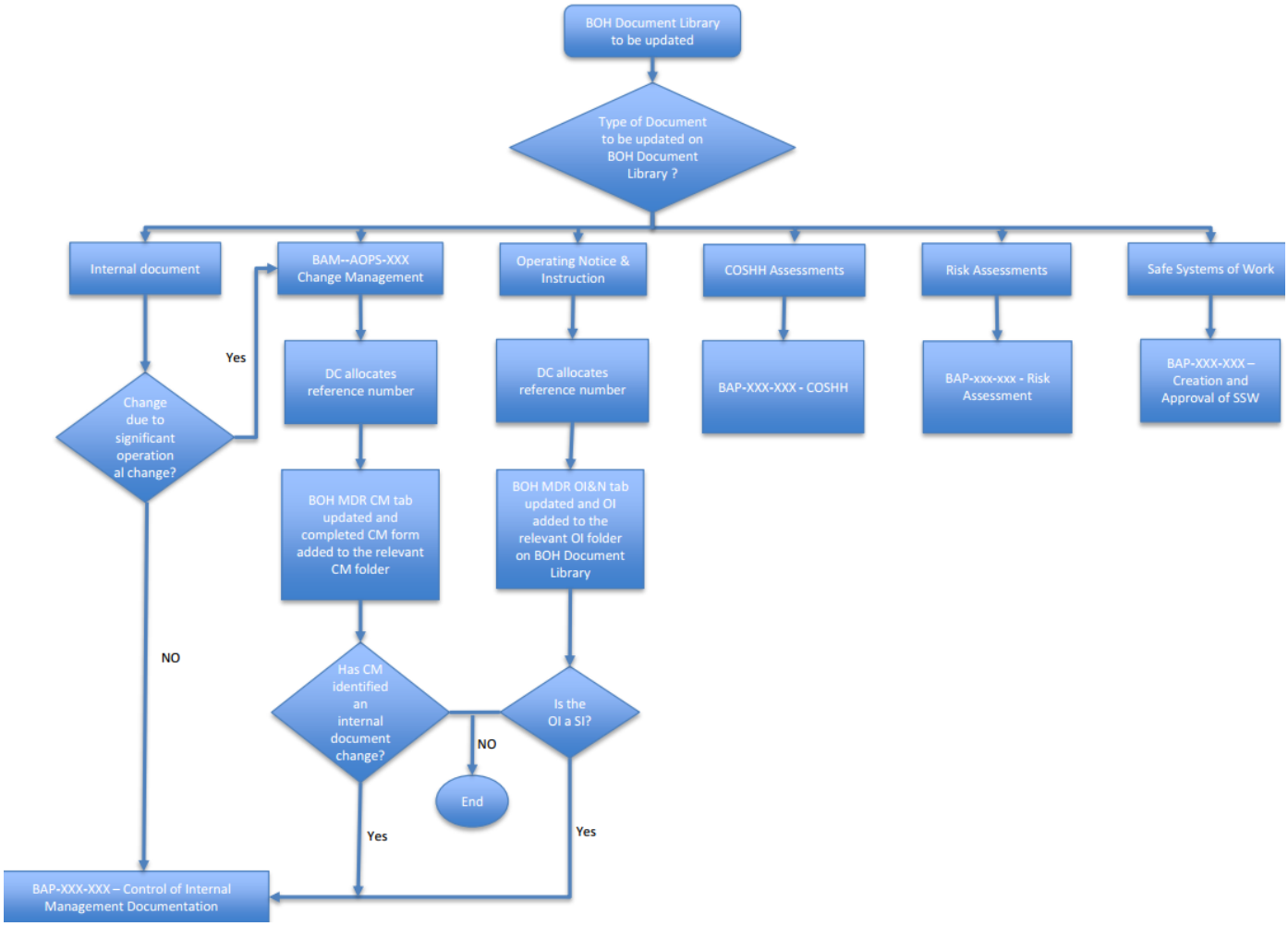
6.7 Document Owner & Department

The Document Owner and Department which the document belongs to are named in the header of all manuals, procedures, documents and instructions.

6.8 Document Control Register

All documents are recorded and maintained on the document control register (BOH Document Library) by the Document Control Officer. The document control register records the document reference number, document title, the department the document belongs to, the document type, the review date and the current issue status of the document.

The document version is recorded on the document control register for the duration of its life, until the document is archived, as referenced in the Making a Document Obsolete section within this instruction. Once the document is made obsolete, the document reference and title are removed from the "live" tab of the document control register and added to the archived tab on the document control register.



Notes:

1. The relevant template is completed for Change Management, Operating Instructions, Notices, COSHH Assessments, Safe Systems of Work and Risk Assessments, all of which are located in the BOH Document Library.

2. Internal documentation applies to Policies, Procedures, Instructions, Manuals, Forms, Documents.

3. Change Management is a significant safety change to the operational environment at Bournemouth Airport which requires key personnel, procedures, equipment, or infrastructure to be managed and assessed to ensure that safety standards are upheld.

4. Operating notices and instructions are in the BOH Document Library and consist of:

NOTICE TYPE	PURPOSE
SUPPLEMENTARY INSTRUCTION (SI)	A means of timely notification to users, of any permanent change to the content of regulatory or safety critical documentation. An SI forms part of the Airport's Safety Assurance process.
TEMPORARY OPERATING INSTRUCTION (TOI)	To notify temporary works or procedures, which might affect operations for a defined period.
TEMPORARY OPERATING PROCEDURE (TOP)	To notify of a temporary procedure regarding airfield operations. This will be emailed to airport staff.
OPERATIONAL ADVICE NOTICE (OAN)	To advise of any operational change which will not prompt a permanent amendment to a regulatory document but is required to be communicated to users.
INFORMATION NOTICE (IN)	A general communication platform to notify pertinent operational or administrative information, which does not warrant the issue of an SI or OAN.
AERODROME SAFETY ALERT (ASA)	Issued to communicate immediate safety concerns relating to operations, equipment or environment, and to highlight negative safety trends.

5. The Document Control Officer allocates the next sequential number / issue from the BOH Master Document Register from the relevant document tab and confirms the reference number / issue to Document Owner.

6. In urgent instances where a document reference / document issue needs to be allocated to the document for purposes such as documentation needing to be submitted to the regulator, and the Document Control Officer is not available, the Department Manager can issue the

document reference / document issue from viewing the BOH Master Document Register. The Document Control Officer must be notified of the allocation as soon as possible so that the BOH Master Document register can be updated with the document reference / document issue. In this scenario, a note is to be added into the comments column by the Document Control Officer stating who the reference was obtained by in the first instance.

7. Document Owner disseminates to all affected parties and forwards an editable version (normally Word or Excel) to the Document Control Officer. The Document Controller places a PDF copy into the Change Management SI / TOI folder. A PDF copy is also placed in the relevant department's folder within the Document Library, at the location of the document to which it relates; this copy is removed once either the TOI has expired or the SI has been incorporated into the main document. The editable version is added to the Master folder, located to match the location in the Document Library.

The Document Control Officer updates the Operating Instructions and Notices tab in the BOH Master Documents register.

6.9 Document Change

6.9.1 The Document Change Log

The document change log is a register which records all document additions, deletions and changes. The document change log contains:

- The date the request was made	- The document change log number
- Who made the proposal	- The document reference number
- The department the document belongs to	- The review date
- The date of the change has been made on the internal management document system	- A record of any associated Change Management Forms

The document change log number corresponds to a designated folder stored in the Change Management folder (as detailed in section Designated Document Change Folders within this instruction), which contains the document change request and feedback from the review process.

6.9.2 Document Change Request Form

The document change request form details the requested changes, the date the change was requested, who the document will be circulated to, and the date the review period will have ended. The document details are also completed, and the unique document change log number recorded on the form. Once the circulation has been completed, there is a section for any comments received during circulation to be recorded. There is a signature section on the document change request, so the document change can be signed off by the Document Control Officer.

6.9.3 Designated Document Change Folders

Each document which is listed on the document change log is given a dedicated folder which will contain all the information specific to the change. The folder is identified by the document change log reference number. Within this folder are the Document Change Request Form, a copy of the originator's email requesting the change, and any feedback from the review stage.

6.9.4 Amendments Received

During review, changes to a document are highlighted in yellow, and any removed text 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, the additional changes are to be highlighted in a different colour, and the document is circulated again.

6.9.5 Showing Changes on a Published Document

On publishing, new or significantly amended content is identified by a red bar alongside the text. This bar will stay in the document until the next time the document goes through document control, at which time it is removed allowing new changes to be clearly identified.

Where a change is made to forms and documents, all highlighting of changes is removed when the form or document is published.

6.9.6 Version Control

6.9.6.1 New Document

A new document is given a new unique document reference number which is obtained and allocated to the document from the document control register. The document version is 'draft' until the document is ready for publishing. When the document is ready to be published onto the BOH Document Library, the Document Control Officer will add the issue status to the draft document, which is taken from the document control register. The issue status is for Procedures, Instructions, Forms, Organisation Charts and Manuals will start at issue '1'.

6.9.6.2 Updated / Amended Document

Whilst a draft version of a pre-existing document is being worked on, the document version number will become 'draft'. Once the document is ready for publishing, the version status will be taken from the document control register and become the next sequential number, as outlined in the following section.

6.9.6.3 Document Changes

An Operational Change is a significant, permanent alteration to existing work practices. Such changes require a new version of the relevant document(s) to be issued.

An Administrative change is something such as contact details, name changes, a minor non-safety significant change. Such changes require a decimalisation of the relevant documents to be issued (i.e Issue number 1, following an administrative change would become 1.1).

A Housekeeping Change is something such as spelling, grammar, page numbering or similar. This does not require a new version of the relevant document(s) to be issued, and as such, changes will be made without notification.

6.9.6.4 Making a Document Obsolete

When a document is no longer required, it needs to be withdrawn from the BOH Document Library and the document control register. To make a document obsolete, firstly it needs to be circulated by the proposer for approval of the removal of the document. A document change request form is completed, and a document change log number is allocated to the document. It must be ascertained whether there will be an impact on other documents following the removal of the proposed deletion; if the document is referenced within other documents, these need to be updated so that they no longer reference a document which has been archived.

Following circulation and approval, the document is moved from the Document Library and Master folders to the Archived folder for the appropriate department. The document reference is removed from the "live" tab of the Document Control Register and added to the "Archived" tab. The removal of the document is added to the weekly document update email.

Obsolete documents are to be stored in the archive folder for a minimum of 5 years to ensure a fully auditable trail. Any hard copies of obsolete documents are to be removed and destroyed to prevent any out of date information and procedures being accidently used.

6.9.7 Document Circulation and Review

6.9.7.1 Prior to Review

The Document Proposer, if different from the Document Owner, will consult the Document Owner and all relevant people regarding the proposed changes prior to submission to the Document Control Officer.

6.9.7.2 Review process

The document is forwarded to the Document Control Officer, who will conduct a proofread and sense check, and ensure document standardisation. If there are any significant changes made to the document following this, the document is returned to the Document Proposer / Document Owner for their confirmation and approval so that the document can be circulated.

If the document change affects multiple departments and the need for further review is identified, the document is circulated for review amongst all relevant parties by the Document Control Officer so that they can comment on the document. The review period is normally 7 working days to give time for review. All comments made are recorded on the document change request and stored in the relevant feedback folder allocated to the change. The email must state the cut-off date and advise that the document will be published if no replies are received.

Below is an example of the email sent with the document to all reviewers:

Please find attached [XXX – Insert Document Reference and Title]
Please could you review the documents and advise if you are happy with it to be published to the BOH Document Library, or if you require any further amendments to be made.
Please respond by [date all comments must be received by].
If no replies are received by this deadline, then it will be assumed that you are happy to continue with the documents.

Once the document review date has expired, any additional changes which have been requested will be made to the document by the Document Control Officer and the review cycle starts again until there are no more requests for changes to the document.

6.9.7.3 Publishing / Archiving a Document

Once the document has completed the document review process, it is ready to be uploaded to, or removed from, the BOH Document Library.

Prior to publishing / archiving, a check is conducted to ensure everything has been completed in the process:

- The previous document has been archived in the 'Archived' folder in Master folder.
- The new version is saved as the current version in the Master folder.
- The document change request has been signed, scanned and stored in the designated Document Change Request folder.
- A copy of the final version is saved to the designated folder within the Document Library, or the document is moved to the 'Archived' folder.
- The Document Control Register has been updated with the issue status a review details if required, or moved from the 'live' tab to the 'archived' tab.

- The Document Change Log has been updated to include the published / archived date, the relevant document row is highlighted green to show it has been completed, and the check boxes are ticked where required.
- Any documents which may contain the document reference are updated as required (for a deletion / new document / change of title).
- All feedback received is stored electronically in the designated Document Change Request Form's Feedback folder.
- The document details are added to the Weekly Document Update email.

6.10 Control of External Documents

External Documents are logged in the External Document Register and saved in the BOH Document External Library. Old versions are moved to the Archive folder and struck through on the register.

6.11 Retention of Safety Records

In accordance with UK (EU) Regulation 2017 / 373 AMC.ATS.OR.200(1)(v) Safety Management System, safety records that will be retained and maintained are not limited to:

- Certificates
- Limited Certificates
- Declarations
- Safety policy
- Safety / accountabilities / responsibilities
- Safety occurrences
- Emergency Response Plan
- SMS documentation
- Training and Competence
- Occurrence Reports
- Safety Risk assessments including safety assessment changes to the functional system
- Determination of either complex or non-complex organisation
- Approved alternative means of compliance.

In accordance with UK (EU) Regulation 2017 / 373 AMC1 ATM/ANS.OR.B.030 all records shall be kept for a minimum period of at least five years.

Aeronautical Data will be stored and retained in accordance with ADR.OR.D.035 and ADR.OPS. A.057.

6.12 Impact assessment process following notification of changes from the regulatory authority.

Department managers, or their nominated representatives, shall subscribe to the subscription services Skywise and the safety critical information and official record series documents email notification service in an effective manner, to ensure that notifications from the regulatory authority are received and impact assessed within three days of email receipt. All new Skywise notifications shall also be reviewed during the biweekly Change Management Committee meeting.

Each department shall complete their allocated impact assessment form and follow the change management procedures specified in BAM-AOPS-008 Change Management Manual should a change be required.

The Document Control Officer shall maintain a master copy of the impact assessment form for internal audit purposes.

7. SAFETY RISK MANAGEMENT

7.1 Risk Management Introduction

The process of safety risk management is a systematic approach towards reducing the risk of personal injury or loss of life, preventing damage to property and reducing the possibilities of financial, environmental and societal losses.

ICAO defines safety risk management as “the assessment and mitigation of the safety risks of the consequences of hazards that threaten the capabilities of an organisation”.

Once a safety hazard has been identified, all possible associated risks must be assessed. With a greater understanding of the associated risks, it can be determined whether the risk is within the parameters of the acceptable level of safety. Risks that are not found to be within those parameters must be acted on and mitigated against. The safety risk management process is designed to ensure that operational safety risks are reduced to As Low as Reasonably Practicable (ALARP).

This section describes the operational safety risk management process for BOH operational areas, as stated in Section 1.2. Note that a separate method of risk assessment is used for assessment of hazards relating to general occupational health and safety hazards and job function-related tasks.

7.2 Definitions and Terminology

TERM	MEANING
HAZARD	The condition or circumstance that can lead to physical injury or damage or reduce the ability to perform a prescribed function.
CONSEQUENCE	The possible, adverse outcome(s) or impact resulting from the realisation of a hazard
SEVERITY	The extent of harm or damage associated with the consequence of a hazard being realised
LIKELIHOOD	The probability of an adverse consequence or condition occurring
SAFETY RISK	A term used to describe the overall assessment of a threat, presented by the potential adverse consequence(s) of a hazard
SAFETY CONTROL MEASURES	The mitigation put in place aimed at preventing or reducing either the severity or the likelihood of an undesired occurrence or adverse consequence. These may be human (procedures, rules), physical (barriers, containment) or technological (alarms, software controls) for example.

7.3 Risk Assessment Methodology

7.3.1 General

Bournemouth Airport's general methodology is based on the risk assessment models shown in ICAO Doc 9859 Safety Management Manual and CAP 760 and incorporates industry best practice.

7.3.2 Objective

This methodology is designed to provide personnel with guidance in conducting safety risk assessments. It is not intended to be exhaustive or to be sufficient to educate inexperienced personnel to conduct a full risk assessment. This section outlines the principles of the risk assessment process employed in operational areas at Bournemouth Airport.

7.3.3 Scope

All aspects of the Airport's operation, together with any applied changes, are assessed for safety significance. Safety assessments are completed and documented to ensure that due consideration is given to the safety of all parts of the operational system.

The safety assessment will be conducted to ensure that the management of any hazard is commensurate with the risk involved and the safety objectives which have been identified.

There are broadly three categories of circumstances, within the operational environment, which will prompt the requirement for an Operational Risk Assessment; the process and documentation used for each category is the same.

System Risks: These are risk assessments relating to circumstances around the normal operational running of the aerodrome and any foreseen abnormal circumstances which may arise. Where change to the operation is planned, or where new equipment or systems are introduced, a review of the existing safety risk assessment is to be conducted, and a revision made or there may be requirement for a new safety risk assessment. Identification of a new hazard is also likely to lead to a new safety risk assessment.

Development Risks: These risk assessments relate to circumstances around construction activity and major maintenance on or around the aerodrome.

Operational Risks: These are typically risk assessments relating to circumstances around one-off operational events or changes.

7.3.4 Risk Assessment Documentation

Risk assessments shall be completed using the relevant aviation risk assessment template.

7.3.5 Competence for Carrying out Risk Assessments

Competence for carrying out risk assessments in line with this methodology is determined through a combination of training and experience. Assessors will be given formal training in risk assessment techniques, which may be delivered internally or externally.

Competence is deemed to be maintained, provided that an individual leads a review of an existing assessment or a new safety risk assessment on a minimum of three occasions per year.

7.3.6 Contributing Personnel

If all potential hazards are to be identified, the people involved in the risk assessment must have a good understanding of the safety risk management process and the operational area being assessed. Contributors will be selected based on their experience and knowledge of an operational function.

Except in exceptional circumstances, the Assessment group will normally be formed of at least 2 people, with involvement of personnel from relevant departments and other interested third parties, as appropriate to the subject matter.

7.3.7 Risk Management Process – Ops and Fire

Step 1: Identify the Hazard.

Step 2: Decide who might be harmed and how.
Step 3: Evaluate the risk and decide whether the existing precautions are adequate or whether more should be done.
Step 4: Record the findings.
Step 5: Review the assessment and revise it if necessary.

Key stages to the process are:

Stage 1: Classify work activities.
Stage 2: Identify hazards. Identify new equipment, techniques, methods and work patterns that are proposed and analyse them.
Stage 3: Determine risk.
Stage 4: Decide if risk tolerable in line with ALARP principles.
Stage 5: Implement control measures.
Stage 6: Review adequacy of control measures.

7.3.7.1 Hazard Identification:

Hazard Identification identifies the potential hazards and resulting impact to aircraft, equipment, property, personnel or the Airport's operations generally.

An assessment of the reasonably foreseeable hazards will be carried out, using subject knowledge and available data from accidents, incidents or similar systems. The potential consequence(s) of each identified hazard being realised will then be determined.

7.3.7.2 Hazard Assessment:

The Hazard Assessment will evaluate:

- The ultimate severity of the consequences of the hazard being realised
- The probability of occurrence; both without any control measures in place and with appropriate safety requirements applied
- Whether the resulting risk classification is tolerable.

7.3.7.3 Risk Management:

If the consequent risk is assessed as tolerable within the safety criteria, the risk can be accepted. If not, to reduce the risk to a tolerable level, action will be taken to reduce the severity of the hazard, if feasible; or more usually, the probability of it arising,

7.3.7.4 Estimation of the Severity of Consequences

The severity of a consequence occurring shall be scored using the matrices below, both for the initial risk (assuming no controls) and for the residual risk (after existing controls have been considered and implemented).

SEVERITY OF OCCURRENCE	MEANING	VALUE
CATASTROPHIC	- Aircraft / equipment / vehicle / structure destroyed - Fatality / multiple fatalities; multiple serious injuries - Major fire or explosion with substantial loss of critical infrastructure - Total reduction in safety margins; severe physical distress or workload such that operators cannot be relied upon to perform their tasks	A
HAZARDOUS	- Extensive damage to aircraft / equipment / vehicle / structure - Single major injury; loss of limb(s); permanent disability (RIDDOR Serious) - Fire or explosion with partial loss of critical infrastructure - Significant reduction in safety margins; physical distress or workload such that the operators cannot be relied upon to perform their tasks accurately or completely	B
MAJOR	- Moderate damage to aircraft / equipment / vehicle / structure - Lost time injuries to person(s) (RIDDOR Reportable) - Fire or explosion with partial loss of infrastructure - Reduction in safety margins; distress or workload such that the efficiency of the operators cannot be relied upon	C
MINOR	- Light damage to aircraft / equipment / vehicle / structure - Minor injuries (First Aid treatable) - Fire or explosion with disruption to operations - Operating limitations	D
NEGLIGIBLE	- Light damage to aircraft / equipment / vehicle / structure - Nuisance or distraction; nil injury; near miss - Fire with no disruption to operations - Slightly reduced margin of safety but controlled within existing procedures	E

7.3.7.5 Estimation of the Likelihood of Consequences

The likelihood of a consequence occurring shall be scored using the matrices below, both for the initial risk (assuming no controls) and for the residual risk (after existing controls have been considered and implemented).

CATEGORY	FREQUENCY	MEANING	VALUE
FREQUENT	>75%	Event expected to occur in most circumstances	5
OCCASIONAL	>50% to 75%	Event will probably occur in most circumstances	4
REMOTE	>25% to 50%	Event should occur at some time	3
IMPROBABLE	>10% to 25%	Event unlikely but could occur at some time	2
EXTREMELY IMPROBABLE	Up to 10%	Event only likely in exceptional circumstances	1

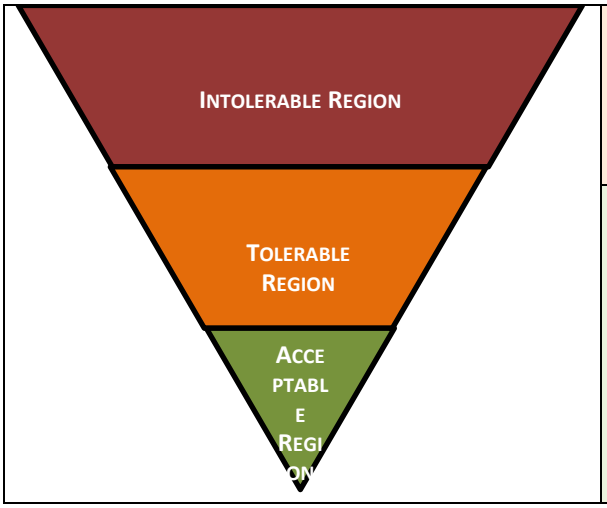
7.3.7.6 Safety Risk Tolerability Matrix

The overall level of safety risk is determined using the scoring applied to the likelihood and severity of a consequence occurring. The tolerability score is calculated using the safety risk tolerability matrix below. This gives an output in terms of a numeric index and a colour coding in each box within the matrix.

RISK PROBABILITY	RISK SEVERITY				
	CATASTROPHIC A	HAZARDOUS B	MAJOR C	MINOR D	NEGLIGIBLE E
FREQUENT 5	**5A**	**5B**	**5C**	**5D**	**5E**
OCCASIONAL 4	**4A**	**4B**	**4C**	**4D**	**4E**
REMOTE 3	**3A**	**3B**	**3C**	**3D**	**3E**
IMPROBABLE 2	**2A**	**2B**	**2C**	**2D**	**2E**
EXTREMELY IMPROBABLE 1	**1A**	**1B**	**1C**	**1D**	**1E**

A judgement is then made as to whether the level of risk at present is tolerable and whether further control measures are required. An operational safety risk will be scored using the red/amber/green method which corresponds to the definitions below.

SUGGESTED CRITERIA	ASSESSMENT RISK INDEX	SUGGESTED CRITERIA
	5A; 5B; 5C. 4A; 4B; 3A	Unacceptable under the existing circumstances



5D; 5E; 4C; 4D. 4E; 3B; 3C; 3D. 2A; 2B; 2C	Acceptable based on risk mitigation; it may require management decision
3E; 2D; 2E; 1A. 1B; 1C; 1D; 1E	Acceptable

INTOLERABLE REGION:

Safety risks assessed as falling in the "Intolerable Region" are unacceptable under any circumstances.

The probability and/or severity of the consequences are of such a magnitude, and the damaging potential of the hazard poses such a threat to the viability of the Airport, that immediate mitigation action is required.

Generally, 2 options are available to reduce the risk to the Tolerable or Acceptable Regions:

- Allocate resources to reduce the exposure to, and/or the magnitude of the damaging potential of the consequences of the hazards
  or
- If mitigation is not possible, cancel the operation

TOLERABLE REGION:

Where risks are categorised in the amber "Tolerable" region and all practical mitigation measures have been applied, the risk can be deemed acceptable, provided the existing strategies remain valid and assurance can be maintained that the hazards can be managed in a way commensurate with the identified risk.

Consideration must also be given to the potential for a number of different hazards capable of resulting in the same consequence; whilst individually each risk may be deemed Tolerable, the cumulative effect could fall into the Intolerable Region.

ACCEPTABLE REGION:

Safety risks assessed as falling in the "Acceptable Region" are acceptable as they currently stand and require no action to bring or keep the probability and/or severity of the consequences of hazards under organisational control.

However, consideration should always be given to whether further measures could be applied to reduce the risk further, in line with the principle of "As Low as Reasonably Practical" (ALARP). Measures should consider the possibility of reducing the severity of the consequence or more usually, the probability of occurrence.

7.3.7.7 Considerations

Hazards are constantly identified and reviewed through reactive, proactive and predictive sources and methods of safety information, collected and analysed as identified elsewhere in this manual. It is a continuous process whereby safety data and near miss observations are analysed to identify new hazards or determine whether existing hazards require review.

Examples of the scope of factors and processes to be considered in hazard identification include:

a) Natural hazards, such as terrain, adverse weather and geophysical events (e.g. floods)

b) Technical factors, hardware, software, tools and equipment

c) Design factors

d) Procedures and operating practises, including documentation and checklists

e) Communications, including means, terminology and language

f) Organisation factors, such as company policies, operating pressures, training and allocation of resources

g) Environment factors, such as noise, vibration, temperature, lighting and the availability of PPE

h) Human factors and performance, such as medical conditions, physical and mental limitations, fatigue, overload, experience and distraction

Hazards may be identified through reports of actual safety occurrences (accidents, incidents, near misses), or they may be identified through proactive processes aimed at identifying hazards before they trigger safety events.

Sources for identifying hazards include, but are not limited to:

- Safety reports and performance analysis
- Formal investigations and accident reports
- Safety audits and surveys
- Knowledge and experience from subject matter experts
- Feedback from training or peer observations
- External industry sources, such as CAA safety data and other organisations

7.3.7.8 Control and Mitigation Measures

Control measures are aimed at blocking the causes from leading to a hazard being present. It must be realised that this is not always possible, for example, preventing fog from forming or thunderstorms from occurring. Safety mitigation and control measures are aimed at limiting the level of consequence if a hazard is realised.

Once these mitigation techniques and/or control measures have been successfully implemented, a re-assessment of the risk will be required to define whether an acceptable level of safety now exists and whether it is ALARP.

Safety control and mitigation measures may include one or more of the following controls, which are listed in a hierarchy of effectiveness:

- Remove the hazard entirely or cease / cancel the process or activity it relates to
- Design the hazard out by modifying the system
- Install physical barriers or guards that prevent or reduce exposure to the hazard, or reduce the severity of consequences
- Issue warnings, advisories or signs for the hazard
- Make procedural changes to avoid the hazard or to reduce the likelihood or severity of the associated consequence
- Provide training to avoid the hazard or to reduce the likelihood of an associated consequence
- Ensure that a suitable response and contingency plan are in place.

7.3.7.9 Review and Management of Operational Safety Risk Assessments

Effective risk management requires that managers are aware of the safety risks within their sphere of operation and have processes in place to ensure that associated risk assessments remain valid and fit for purpose. Ownership of the risk is assigned to the relevant manager, dependent on the subject matter; this is noted on the Risk Assessment form.

To ensure this requirement is met, a varying degree of sign-off is required for each level of risk tolerability; this is detailed in the following table.

Risk Tolerability	Sign off Authority	Review Period
Intolerable	Risk Unacceptable	1 Month
Tolerable	Accountable Manager	6 Months
Acceptable	Risk Owner/Departmental Manager/ SMS qualified personnel are authorised to sign off green only RA's.	12 Months

Identified risks are logged on the Airport's Risk Register, a review of which is included as an agenda item for the Bournemouth Safety Executive. Regular reviews are undertaken incorporated in operations meetings.

A risk assessment must be reviewed if any significant change of the subject or activity is identified; or reports / trends indicate that control measures may not be fully effective.

7.3.7.10 Risk Register

Risk Register review minutes will be held in:

M:\BOH Document Library\Airport Safety Meetings\ Bournemouth Safety Executive Minutes

7.3.7.11 Safety Assurance Document

To ensure the identified risks are appropriately managed, System Risk Assessments are recorded in the form of a Safety Assurance Document (SAD).

7.3.8 Risk Management Process – ATS

Step 1: Identify the Hazard, in accordance with "AMC1 ATS.OR.205(b)(1) and AMC2 ATS.OR.205(b)(1)

Step 2: In accordance AMC1 ATS.OR.205(b)(3), identify the potential outcome (harmful effect) that may result from the identified hazards.

Step 3: Evaluate the risk and decide whether the existing precautions are adequate or whether more should be done.

Step 4: Record the findings.

Step 5: Review the assessment and revise it if necessary.

Key stages to the process are:

Stage 1: Classify work activities.

Stage 2: Identify hazards. Identify new equipment, techniques, methods and work patterns that are proposed and analyse them, in accordance with "AMC1 ATS.OR.205(b)(1) and AMC2 ATS.OR.205(b)(1).

Stage 3: Determine risk. – An estimation of the severity of the consequences of the hazard occurring (note the requirements of UK (EU) 2017/373, AMC1 ATS.OR.205(b)(3), Risk Analysis).

Stage 4: Determine Safety Criteria (Safety Risk) in accordance with ATS.OR.205

Stage 5: Estimation of the likelihood of the hazard consequences occurring (note the requirements of UK (EU) 2017/373, AMC1 ATS.OR.205(b)(4) Risk Evaluation)

Stage 6: Decide if risk tolerable in line with ALARP principles, and / or implement control and safety requirement measures.

Stage 7: Risk Evaluation for a change to be carried out in accordance with AMC1 ATS.OR.205(b)(4). Arguments that the safety criteria are valid will be produced in accordance with AMC2 ATS.OR.205(a)(2). On completion of the safety assessment of a change the assessment will be verified in accordance with the requirements of AMC1 ATS.OR.205(b)(5)

7.3.8.1 Hazard Identification:

Hazard Identification identifies the potential hazards and resulting impact to aircraft, equipment, property, personnel or the Airport's operations generally.

An assessment of the reasonably foreseeable hazards will be carried out, using subject knowledge and available data from accidents, incidents or similar systems. The potential consequence(s) of each identified hazard being realised will then be determined.

7.3.8.2 Hazard Assessment:

The Hazard Assessment will evaluate:

- The ultimate severity of the consequences of the hazard being realised
- The probability of occurrence; both without any control measures in place and with appropriate safety requirements applied
- Whether the resulting risk classification is tolerable.

7.3.8.3 Risk Management:

If the consequent risk is assessed as tolerable within the safety criteria, the risk can be accepted. If not, to reduce the risk to a tolerable level, action will be taken to reduce the severity of the hazard if feasible or, more usually, the probability of it arising.

7.3.8.4 Estimation of the Severity of Consequences

The severity of a consequence occurring shall be scored using the matrices below, both for the initial risk (assuming no controls) and for the residual risk (after existing controls have been considered and implemented).

SEVERITY OF OCCURRENCE	MEANING	VALUE
CATASTROPHIC	- Aircraft / equipment / vehicle / structure destroyed - Fatality / multiple fatalities; multiple serious injuries - Major fire or explosion with substantial loss of critical infrastructure - Total reduction in safety margins; severe physical distress or workload such that operators cannot be relied upon to perform their tasks	A

HAZARDOUS	- Extensive damage to aircraft / equipment / vehicle / structure - Single major injury; loss of limb(s); permanent disability (RIDDOR Serious) - Fire or explosion with partial loss of critical infrastructure - Significant reduction in safety margins; physical distress or workload such that the operators cannot be relied upon to perform their tasks accurately or completely	B
MAJOR	- Moderate damage to aircraft / equipment / vehicle / structure - Lost time injuries to person(s) (RIDDOR Reportable) - Fire or explosion with partial loss of infrastructure - Reduction in safety margins; distress or workload such that the efficiency of the operators cannot be relied upon	C
MINOR	- Light damage to aircraft / equipment / vehicle / structure - Minor injuries (First Aid treatable) - Fire or explosion with disruption to operations - Operating limitations	D
NEGLIGIBLE	- Light damage to aircraft / equipment / vehicle / structure - Nuisance or distraction; nil injury; near miss - Fire with no disruption to operations - Slightly reduced margin of safety but controlled within existing procedures	E

7.3.8.5 Estimation of the Likelihood of Consequences

The likelihood of a consequence occurring shall be scored using the matrices below, both for the initial risk (assuming no controls) and for the residual risk (after existing controls have been considered and implemented).

CATEGORY	FREQUENCY	MEANING	VALUE
FREQUENT	>75%	Event expected to occur in most circumstances	5
OCCASIONAL	>50% to 75%	Event will probably occur in most circumstances	4
REMOTE	>25% to 50%	Event should occur at some time	3
IMPROBABLE	>10% to 25%	Event unlikely but could occur at some time	2
EXTREMELY IMPROBABLE	Up to 10%	Event only likely in exceptional circumstances	1

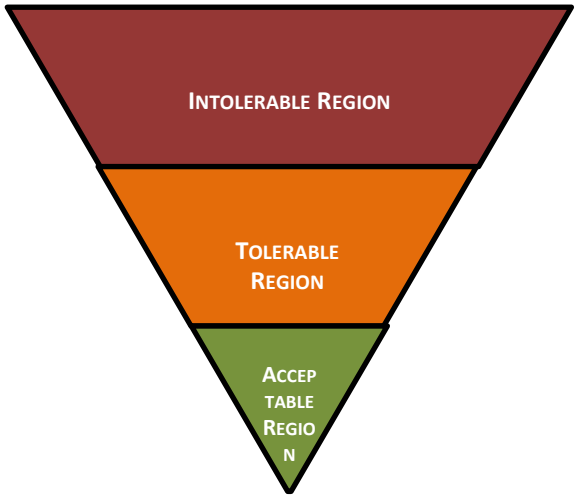
7.3.8.6 Safety Risk Tolerability Matrix

The overall level of safety risk is determined using the scoring applied to the likelihood and severity of a consequence occurring. The tolerability score is calculated using the safety risk

tolerability matrix below. This gives an output in terms of a numeric index and a colour coding in each box within the matrix.

Risk Probability	**Risk Severity**				
	Catastrophic A	Hazardous B	Major C	Minor D	Negligible E
Frequent 5	**5A**	**5B**	**5C**	**5D**	**5E**
Occasional 4	**4A**	**4B**	**4C**	**4D**	**4E**
Remote 3	**3A**	**3B**	**3C**	**3D**	**3E**
Improbable 2	**2A**	**2B**	**2C**	**2D**	**2E**
Extremely Improbable 1	**1A**	**1B**	**1C**	**1D**	**1E**

A judgement is then made as to whether the level of risk at present is tolerable and whether further control measures are required. An operational safety risk will be scored using the red/amber/green method which corresponds to the definitions below.

Suggested Criteria	**Assessment Risk Index**	**Suggested Criteria**
	**5A; 5B; 5C. 4A; 4B; 3A**	Unacceptable under the existing circumstances
	5D; 5E; 4C; 4D. 4E; 3B; 3C; 3D. 2A; 2B; 2C	Acceptable based on risk mitigation; it may require management decision
	3E; 2D; 2E; 1A. 1B; 1C; 1D; 1E	Acceptable

Intolerable Region:

Safety risks assessed as falling in the "Intolerable Region" are unacceptable under any circumstances.

The probability and/or severity of the consequences are of such a magnitude, and the damaging potential of the hazard poses such a threat to the viability of the Airport, that immediate mitigation action is required.

Generally, 2 options are available to reduce the risk to the Tolerable or Acceptable Regions:

- Allocate resources to reduce the exposure to, and/or the magnitude of the damaging potential of the consequences of the hazards

  or

- If mitigation is not possible, cancel the operation

TOLERABLE REGION:

Where risks are categorised in the amber "Tolerable" region and all practical mitigation measures have been applied, the risk can be deemed acceptable, provided the existing strategies remain valid and assurance can be maintained that the hazards can be managed in a way commensurate with the identified risk.

Consideration must also be given to the potential for a number of different hazards capable of resulting in the same consequence; whilst individually each risk may be deemed Tolerable, the cumulative effect could fall into the Intolerable Region.

ACCEPTABLE REGION:

Safety risks assessed as falling in the "Acceptable Region" are acceptable as they currently stand and require no action to bring or keep the probability &/or severity of the consequences of hazards under organisational control.

However, consideration should always be given to whether further measures could be applied to reduce the risk further, in line with the principle of "As Low as Reasonably Practical" (ALARP). Measures should consider the possibility of reducing the severity of the consequence or more usually, the probability of occurrence.

7.3.8.7 Considerations

Hazards are constantly identified and reviewed through reactive, proactive and predictive sources and methods of safety information, collected and analysed as identified elsewhere in this manual. It is a continuous process whereby safety data and near miss observations are analysed to identify new hazards or determine whether existing hazards require review.

Examples of the scope of factors and processes to be considered in hazard identification include:

a) Natural hazards, such as terrain, adverse weather and geophysical events (e.g. floods)

b) Technical factors, hardware, software, tools and equipment

c) Design factors

d) Procedures and operating practises, including documentation and checklists

e) Communications, including means, terminology and language

f) Organisation factors, such as company policies, operating pressures, training and allocation of resources

g) Environment factors, such as noise, vibration, temperature, lighting and the availability of PPE

h) Human factors and performance, such as medical conditions, physical and mental limitations, fatigue, overload, experience and distraction

Hazards may be identified through reports of actual safety occurrences (accidents, incidents, near misses), or they may be identified through proactive processes aimed at identifying hazards before they trigger safety events.

Sources for identifying hazards include, but are not limited to:

- Safety reports and performance analysis
- Formal investigations and accident reports
- Safety audits and surveys
- Knowledge and experience from subject matter experts
- Feedback from training or peer observations
- External industry sources, such as CAA safety data and other organisations

7.3.8.8 Safety Criteria and Safety Risk

Safety Criteria is the acceptable level of risk which it is necessary to achieve for the risk posed by a change and is expressed in terms of a quantitative level of Safety Risk, using the safety risk tolerability matrix above. Alternatively, other measures such as proxies recognised standards and/or codes of practice or the safety performance of the existing functional system or a similar system elsewhere.

A proxy is some measurable property that can be used to represent the value of something else. In the safety assessment of functional systems and gives examples as follows:

Examples of proxies are the frequency of airspace infringements, runway incursions, false alert rate, head-down time, limited sight, level of situation awareness, fraction of read back errors, reduced vigilance, amount of turbulence, distraction of controller's attention, inappropriate pilot behaviour, system availability/failure rate, information integrity and service continuity. When assessing Safety Risk Safety Criteria (proxies) may only be stipulated where the criteria

in AMC2 ATS.OR.210(a) is met.

7.3.8.9 Control and Mitigation Measures

Control measures are aimed at blocking the causes from leading to a hazard being present. It must be realised that this is not always possible, for example, preventing fog from forming or thunderstorms from occurring. Safety mitigation and control measures are aimed at limiting the level of consequence if a hazard is realised.

Once these mitigation techniques and/or control measures have been successfully implemented, a re-assessment of the risk will be required to define whether an acceptable level of safety now exists and whether it is ALARP.

Safety control and mitigation measures may include one or more of the following controls, which are listed in a hierarchy of effectiveness:

- Remove the hazard entirely or cease / cancel the process or activity it relates to
- Design the hazard out by modifying the system
- Install physical barriers or guards that prevent or reduce exposure to the hazard, or reduce the severity of consequences
- Issue warnings, advisories or signs for the hazard
- Make procedural changes to avoid the hazard or to reduce the likelihood or severity of the associated consequence
- Provide training to avoid the hazard or to reduce the likelihood of an associated consequence
- Ensure that a suitable response and contingency plan are in place.

7.3.8.10 Review of ATS Safety Risk Assessments

Monitoring criteria for a change shall be developed in accordance with AMC1 ATS.OR.205(b)(6) and will be considered as part of the annual risk assessment review (for those assessments utilising the maximum validity period of one year).

Any ATS safety risk assessment must also be reviewed if a significant change is identified or if safety reports indicate that control measures may not be effective. Change Management Assessments include a prompt box as to which core area risk assessments require a review as a result of the change.

Where a mitigated risk score in an operational safety risk assessment remains in the high-risk category the assessment must be sent to the accountable manager for their approval.

7.3.8.11 Management of ATS Risk Assessments

Effective risk management requires that managers are aware of the safety risks within their sphere of operation and have processes in place to ensure that associated risk assessments remain valid and fit for purpose. Ownership of the risk is assigned to the relevant manager, dependent on the subject matter; this is noted on the Risk Assessment form.

To ensure this requirement is met, a varying degree of sign-off is required for each level of risk tolerability; this is detailed in the following table.

Risk Tolerability	Sign off Authority	Review Period
Intolerable	Risk Unacceptable	1 Month
Tolerable	Accountable Manager	6 Months
Acceptable	Risk Owner/Departmental Manager/ SMS qualified personnel are authorised to sign off green only RA's.	12 Months

Identified risks are logged on the Airport's Risk Register, a review of which is included as an agenda item for the Bournemouth Safety Executive. Regular reviews are undertaken incorporated in operations meetings.

A risk assessment must be reviewed if any significant change of the subject or activity is identified; or reports / trends indicate that control measures may not be fully effective.

7.3.8.12 Risk Register

Risk Register review minutes will be held in:

E:\Airport Safety Meetings\ Bournemouth Safety Executive Minutes

7.3.8.13 Safety Assurance Document

To ensure the identified risks are appropriately managed, System Risk Assessments are recorded in the form of a Safety Assurance Document (SAD).

7.3.8.14 Temporary Hazard Analysis (THA)

A THA may be used to address a short-term situation where the scope and impact are limited and can be reasonably handled at Duty Management level at, or near to, the time of the event. Such an event might be:

- Unplanned maintenance work on a taxiway surface
- Failure of AGL service
- Depletion of AFS capability
- Blocked section or infringement of manoeuvring area

- Surface contamination or damaged movement area surface

A THA will be carried out in accordance with the THA Checklist (BAD-AOPS-015) and will normally entail a discussion between the MATS / ATC Watch Manager and an operational manager such as the Head of Airside / SATE, or other key operational post-holders. There is no requirement for a formal recorded assessment of specific risks, but rather the process will show what issues have been considered and what measures have been put in place to mitigate any reduction in facilities or capability. Actions to address each of the checklist items will be agreed between the parties and recorded on the checklist before affected operations are permitted to continue.

7.3.8.15 System Safety Cases

Safety Cases or Safety Assurance Documentation (SAD) for Airside Operations / AFS is the responsibility of the Head of Airside and is likely to be produced in-house. For more complex systems, external consultants may be used. The structure of the safety case may vary depending on the area being assessed.

The production of a safety case for Air Traffic Services is a specialist task and as such, depending on the complexity, Bournemouth Airport may produce this in-house or commission this responsibility to an external specialist, who is experienced and competent in the production of ATS safety cases. ICAO Annex 11 requires that any significant safety-related change to the ATC system shall only be implemented after a safety case has demonstrated that an acceptable level of safety will be maintained. Bournemouth Airport will follow the guidance in CAP 760.

Where circumstances require a risk assessment to be undertaken with a view to investigating and implementing mitigation measures, Bournemouth Airport requires that criteria in CAP 760 will be adopted, including the process for risk assessment and mitigation, which is reflected in this manual. As a result, the severity and likelihood classifications for hazards will use the qualitative and quantitative definitions as per the tables above. The risk assessment shall ensure that identified risks are reduced to ALARP.

A completed safety case will require formal sign-off and approval from the Accountable Manager.

7.3.9 Operational Risk Register

Bournemouth Airport maintains an operational risk register to record their key risks, the analysis and evaluation of them, and the assessment of controls. Each risk within the register will have a nominated risk owner, who is the person best placed to manage the risk effectively.

In taking ownership of the risk, the risk owner formally acknowledges that the risk is valid and accepts responsibility for its evaluation, mitigation, monitoring and reporting.

The Head of Safety is the responsible person for ensuring that the operational risk register is maintained and that the review process of the register is an item on the BSE agenda. The operational risk register should be reviewed quarterly, as a minimum, with updates provided to the Bournemouth Safety Executive (BSE). Additionally, operational risk assessments are discussed during the Aerodrome Safety Forum (ASF) with due regard to their addition on the operational risk register.

However, where a change in risk or new risk arising (as a result of an unmitigated high risk on an operational risk assessment) is considered by the management team to be significant to the business, the Senior management team should be informed immediately, and the register updated.

The operational risk register will be retained in the Safety folder in the Bournemouth Document Library.

8.0 AERODROME SAFEGUARDING

The Airport Authority has the duty to ensure that the Aerodrome is appropriately safeguarded to ensure the continued safety of aircraft operations. The Safeguarding Officer has overall responsibility for ensuring that all necessary safeguarding is undertaken. The following procedure defines the process employed to discharge these duties effectively.

In accordance with CAP 738; Safeguarding of Aerodromes, the Safeguarding Officer will assess all relevant consultations against the defined Obstacle Limitation Surfaces (OLS), to ensure that any potential penetration is identified and appropriately assessed. For other safeguarding aspects, including risks to ATC, stray lighting, bird strike risk and electromagnetic spectrum issues, the Safeguarding Officer will consult with nominated experts.

Proposed developments at the Airport, using Permitted Development Rights, will also be subject to the full safeguarding process. All correspondence with local planning authorities, including reporting the results of safeguarding assessments, will initiate from the Safeguarding Office.

BAI-AOPS-016 Aerodrome Safeguarding provides full details of the processes and requirements.

9.0 KEY PERFORMANCE INDICATORS

Key Performance Indicators (KPIs) are the metrics used to measure operational safety performance levels. KPIs monitor the level of safety performance via the requirements of

EC376/2014: Occurrence Reporting; promoting the benefits of voluntary safety reporting and demonstrating how the data analysis contributes to the effectiveness of the Safety Management System.

KPIs are tracked for safety, security and environmental elements, highlighting events of a particular nature or interest. Topics of a category, for which the Airport has any degree of influence to control, are tracked individually to highlight any developing trends.

Operational related events include, but not limited to:

- Runway Incursions
- Runway Excursions
- Wildlife Events; Confirmed & Unconfirmed
- Aircraft Damage; Ground Incident
- Drone Encounters
- Laser Attacks
- Significant Safety Reports (SSE)

Other events include, but not limited to:

- RIDDOR Reportable Event; Staff or passenger
- Accidents to Passengers, Visitors or Tenants
- Fuel Spills
- Noise Complaints
- Security events

Feedback for Safety Performance Indicators (SPI) are annotated on to a dashboard and available to department heads to share with their team in:

N:\BIAIS\Operational Folders\Safety Reporting\RCA Safety and Security Reporting

This not only informs all staff of reported incidents, but identifies trends and concerns.



10 SAFETY PERFORMANCE MONITORING

Operational compliance is assured through a main three tier process, with the ability to call on RCA resources for an additional level of oversight, if required.

Full details are contained within BAP-HSQ-001 Compliance Monitoring Oversight

11 SAFETY REPORTING AND INVESTIGATION

11.1 Purpose

Incident reporting is a key factor in assessing the efficiency of the Safety Management System. This data allows for any areas for potential new or heightened hazards to be identified as well as reviewing the mitigation and procedures, which are in place to assess their suitability.

Safety is the responsibility of all staff; it is crucial that it is understood that mistakes are to be learned from, not to be punished. A “just culture” is established and encouraged across the business, so that all staff can feel able to report their mistakes without fear of punishment. This is pivotal to safety promotion, so that any weakness in the SMS can be identified; ideas to improve safety can be more readily identified and shared so that appropriate improvements can be made.

11.2 Incident Reporting Systems

The Safety Management System involves the reactive and proactive identification of safety hazards. Whilst aviation accidents are fortunately rare events, they are generally investigated more thoroughly than incidents and can reveal a significant amount about safety hazards.

Relying exclusively on accident data for safety initiatives can be limiting, due to only a few case samples applying, resulting in the potential for erroneous conclusions or inappropriate corrective actions to be taken.

There are three types of incident reporting system:

- Mandatory Occurrence Reporting (MOR)
- BOH's Accident / Incident Reporting System; OSHENS
- Confidential / Voluntary Reporting

11.3 Mandatory Occurrence Reporting:

Safety is the responsibility of all staff and therefore, all are responsible for reporting safety concerns whether they fall within the requirements of the Mandatory Occurrence Reporting (MOR) scheme or submitted on a voluntary basis in a different format.

Individuals should not shy away from reporting any event which has, or could have, an adverse effect on the safety of operations, equipment, or personnel. This must apply whether or not the individual might have contributed to the event. Effective and open reporting concentrates on identifying ways to improve safety, not apportion blame. If any doubt exists as to the requirement to report an event, or the appropriate format to use, advice should be sought from the Department Manager.

11.3.1 Reporting Requirements

Occurrence Reporting is governed by UK Regulation 376/2014 which sets out that an "occurrence" means any safety-related event which endangers or which, if not corrected or addressed, could endanger an aircraft, its occupants or any other person and includes in particular an accident or serious incident.

UK Regulation 376/2014 provides for mandatory and voluntary occurrence reporting.

UK Regulation 376/2014 lays down a list classifying occurrences in civil aviation to be mandatorily reported. The TOKAI System has been built in line with the requirements of the ECCAIRS system to reproduce the list/or directs users to EU2015/1018 in EU2015/2018 and provides for its promulgation for all airside users at the Aerodrome in accordance with EU376 Article 4(1).

ADR.OR.C.030 requires that the Aerodrome Operator report any accident, serious incident or occurrence to the CAA within 72 hours. It also requires the Aerodrome Operator to report any issues with the operation of aerodrome equipment (ranging from failure of the equipment through to limitations on it being exceeded) to the designers of the equipment. There is one AMC to the IR which provides for the procedures to make reports to the CAA.

Reporters are requested to note that whilst some events might be considered as meeting the requirements for the issue of an MOR, if any doubt or question exists, they should consider the potential benefit of the subsequent report. If appropriate, the event could be adequately reported or highlighted by an alternative format and any potential safety implication addressed accordingly.

It has been known for airspace users to file AIRPROX reports without informing the controller at the time or advising the ANSP following the encounter. If the ANSP is made aware of such a filing by a third party, the relevant ATCO is to file a retrospective MOR which is to be investigated in the normal manner.

Events which fall outside of the mandatory reporting requirements but are such that, if not corrected, might have affected the safe provision of the Air Navigation Service, are defined as a safety-related incidents.

11.3.2. Reporting Process

MORs are submitted via the TOKAI on-line system, accessed via the Chrome Internet Browser. MORs should be filed within 72 hours of the occurrence, unless exceptional circumstances prevent this.

All relevant fields on the report form must be completed, ensuring the data is accurate and the event clearly described in the narrative.

Completed SSEs are e-mailed via the TOKAI system to:

- All department managers/Head of departments
- Operations Director
- CAA/SDD and CAA/ATSI.

Concerns, which are not considered as a safety-related incidents, or do not fall within the mandatory reporting requirements, should be either verbally communicated to the Unit Management.

Additional reporting, for incidents and events, which have an impact on safety across the Airport are recorded via the OSHENS reporting system.

11.3.3 Data Recording and Analysis

The MATS will maintain a log / tracker for all submitted MORs, linked with the associated Investigation reports. Recommendations or actions resulting from an investigation will be tracked through the review process and recorded on a Master Log.

Specified events are assessed against agreed safety targets and this provides a measure of the overall operational safety performance.

Reported events and trends are compiled by the MATS and reported to the Airport safety committees.

The MATS will maintain a log / tracker for all submitted MORs, together with the associated Investigation reports. The tracker will monitor the progress of any identified actions resulting from the investigation and ensure closure of the process is recorded.

The Logs and Trackers are stored electronically at:

- N: Air Traffic: Management: Trackers.

11.3.4 MOR Investigation

11.3.4.1 Responsibilities

Initial Investigators are responsible for gathering the required data, relevant to the incident and passing it to the Unit Investigators; this includes assessing the need for any immediate action and addressing accordingly. The Initial Investigator should be mindful of the potential need to retain recorded data to facilitate the further investigation.

Stress and Fatigue should be considered as a contributing factor in the investigations process. There is further guidance contained in the Bournemouth Welfare Plan which relates to the regulatory requirements of ATS.OR.310 Stress and ATS.OR.315 Fatigue.

Unit Assessors are responsible for agreeing and initiating any immediate action deemed necessary, if it is considered that an ATCO's actions may have been a causal or contributing factor. Action taken will be in accordance with the guidance and criteria detailed in the Unit Competence Scheme.

The Unit Investigators are responsible for completing the investigation process for all submitted reports, within the requisite timescales. If recommendations are made, the Investigator will determine the appropriate and feasible timescale for them to be actioned, with due consideration to the nature and significance of that being proposed but also with reasoned judgement on the availability of resources to meet the requirement. If necessary, advice should be sought from the MATS, Watch Managers and/or UTO.

The MATS is responsible for taking initial ownership of any resulting recommendations, ensuring they are acted upon in an appropriate manner, within the stated timescale. Progress is tracked and the status updated accordingly.

The MATS is accountable to the Operations Director for ensuring that any action taken, or changes implemented are appropriate.

11.3.4.2 Initial Investigation:

The purpose of the Initial Investigation is to:

- Gather the supporting evidence.
- Obtain relevant details of those involved.
- Assess whether any immediate action is required.

As soon as practicable, the Initial Investigator should, as relevant:

- Save the Veristore recordings, RTF, Radar etc.
- Speak to all the ATCOs involved.
- Speak to the pilot / other ATSU involved; take names/ contact details.
- Assess the need for immediate action; if yes, advise MATS Unit Assessor / Watch Managers, UTO.
- Obtain any other data relevant to the incident eg. Met Report, FPS etc.
- E-mail details and any action taken to atc.investigations@bournemouthairport.com

The Initial Investigation can be conducted by:

- MATS.
- Watch Managers.
- Unit Training Officer.
- Unit Assessor.

If an ATCO's actions are considered as a possible causal or contributing (1) factor, but no-one is available to carry out the Initial Investigation or none of the above are contactable, one of the Unit Investigators or the MATS should be contacted for advice.

When the incident occurs outside of normal office hours, the Initial Investigator will decide whether or not it is necessary for ATC Management to be informed immediately; this will depend on the severity of the incident, any resulting staffing issues etc.

(1) It should be noted that a 'contributing' factor is an action, which did not cause the incident but made it more likely to happen; it might, therefore, only be 'causal' factors', which warrant immediate action.

The Unit Investigators will use the evidence provided by the Initial Investigator to compile the Initial Investigation Report. This should be submitted via TOKAI within 30 days of the occurrence. However, it is not mandatory for an Initial Report to be submitted and, when feasible, only the Full Investigation Report will be submitted.

The Initial Investigation Report informs the Unit's safety management chain what has been established about the incident and what action has been taken; it might also highlight further issues for immediate action.

Initial Investigation Reports will be filed at "N: Air Traffic: Management: Investigations" and replaced on receipt of the Full Investigation Report.

11.3.4.3 Full Investigation:

The purpose of the Full Investigation is to:

- Ascertain and evaluate the facts of the incident
- Categorise the incident and establish any ANS involvement
- Establish the relevant factors; these could be Causal; Contributory, Situational, Mitigating or Aggravating
- Make Recommendations for preventing future events

The Full Investigation is conducted by one of the approved Unit Investigators. The report will include reference to any immediate action which was taken but not specific details.

The Full Investigation should be completed within 30 days of the occurrence. However, if an Initial Report has been submitted, this can be extended up to 90 days.

Once complete the Full Investigation report is to be forwarded to the MATS prior to submission.

Full Investigation Reports are filed at "N: Air Traffic: Management: Investigations" replacing the associated Initial Investigation Report, where applicable.

Initial and Full Investigation Reports are submitted to:

- All department managers/Head of departments
- Operations Director
- CAA/SDD and CAA/ATSI

11.3.4.4 Recommendations

When deemed appropriate, as a result of the Full Investigation, the Unit Investigator will make Recommendation(s), taking into consideration what actions have already been taken since the occurrence and any action currently in progress.

Recommendations are owned by the MATS but responsibility for acting on the recommendation will routinely be delegated to the Watch Managers or UTO or, as relevant, another nominated person, referred to as the 'Actionee'.

The action required will be communicated using Form SMS/ANS-04 Operational Review.

The actionee is responsible for undertaking the required action to satisfy the recommendation, document accordingly and ensure that the MATS is updated of the progress within the assigned timescale.

Responding to any recommendation will take various formats; these will typically be:

- Review of current procedures / Introduction of new processes.
- Promulgation of information through Airport Safety Committees etc.
- Direct contact with relevant operators.
- Reminders to Controllers.

The MATS will ensure that any associated Airport documentation is updated as necessary and that all interested parties are informed.

The MATS will monitor the progress of any resultant actions, which will be recorded on a Master Log.

11.3.4.5 Veristore Data

RTF and Radar recorded data is stored in the Veristore system for a minimum of 30 days[(2)]. Should an incident occur, which is likely to warrant further investigation, the Initial Investigator is to arrange for the relevant data to be quarantined immediately. The Quarantine Request Form should be raised and submitted to the ATEs at the earliest opportunity, in order to have the data impounded.

Veristore data should also be saved if it is deemed prudent or essential to be kept for use in future training.

[(2)] This is the regulatory requirement and, in reality, data will generally be available for circa 80-90 days.

11.4 BOH Incident Reporting System:

Bournemouth Airport uses the OSHENS system to report all safety-related incidents not filed as MORs. All events must be reported online, including manually gathered data. Managed by the Health, Safety and Environmental Manager, the system tracks investigations and corrective actions, issuing reminders for overdue tasks. BAM-AOPS-010 OSHENS Manual, now part of the Aerodrome Manual's SMS framework, provides a standardised guide to support consistent and effective safety reporting.

The objective of the system is to enable full investigations into the causes of accidents or safety occurrences so that remedial or mitigation measures can be implemented to prevent a future reoccurrence. It is not the purpose to assign blame for disciplinary purposes.
Only selected managers will have access to view the airfield occurrences database in the reporting system. Occurrence information shall only be used for the maintenance or improvement of safety, and not for the purpose of attributing blame or liability or otherwise. Personal details are recorded on the system but are only visible to senior management with the required permissions.

The Oshens Occupational Safety Health and Environmental Notification System BAM-AOPS-010 OSHENS Manual located as below:

M:\BOH Document Library\Airside Operations

11.5 Confidentiality

A confidential safety reporting system is available for all users of Bournemouth Airport to report safety concerns or observations, using the 'just culture' QR codes positioned at strategic locations on the airfield. This reporting system provides a means to allow airfield users to raise safety concerns that can be responded to and investigated further, whilst maintaining anonymity and without fear of disciplinary or punitive action.

The Aviation Safety & Compliance Manager and Health Safety & Environment Manager are responsible for monitoring the confidential reports and collaborating with the relevant Manager. These reports are entered on the reporting system for tracking purposes (if confidential the names are removed).

11.6 Internal Safety Investigations

The primary purpose of accident or safety occurrence investigations is to gather information and evidence, in order that the facts can be determined with a view to preventing recurrence of an accident or escalation of a safety occurrence to an accident.

11.7 Categorisation of Incidents

To effectively assess and monitor the severity of airside events—and to set focused, achievable safety performance goals—incidents and near misses are evaluated using a classification table. Each occurrence is categorised by Air Traffic Control (ATC). A major advantage of this system is that it shifts the focus away from purely frequency-based targets to addressing the most serious and high-risk occurrences, regardless of their cause. For example, instead of tracking all events equally, the emphasis is placed on reducing those incidents that pose a greater safety threat.

This approach does not replace the routine monitoring of specific types of safety events but ensures that attention and resources are directed toward investigating and resolving the most significant risks.

The severity classification table is provided below:

APPENDIX 1 CATEGORISATION OF INCIDENTS

BournemouthAirport	CATEGORISATION OF INCIDENTS; ANS EVENTS AND AIRFIELD OPERATIONS				
TYPE OF EVENT	**LEVEL 5** NEGLIGIBLE	**LEVEL 4** MINOR	**LEVEL 3** MAJOR	**LEVEL 2** HAZARDOUS	**LEVEL 1** CATASTROPHIC
ANS EVENT:- – AIRPROX – LOSS OF SEPARATION – LEVEL BUST – AIRSPACE INFRINGEMENT – TCAS EVENT – DRONE / LASER EVENT ETC.	No adverse effect and no intervention required	Traffic conflict but no significant adverse effect; routine intervention	Event that required urgent intervention to avoid being serious	Event that narrowly avoided a collision; no opportunity to intervene	Aircraft collision
RUNWAY INCURSION [1]	Little or no chance of collision but meets the CAA definition of a Runway Incursion (Cat D)	Separation decreases; ample time and distance to avoid a collision (Cat C)	Separation decreases; significant potential for collision (Cat B)	Separation decreases; participants take extreme action to narrowly avoid a collision (Cat A)	Aircraft Accident
RUNWAY EXCURSION [1]	Aircraft wheels strayed off paved surface; pilot able to steer back onto pavement; no damage sustained (Cat D)	Aircraft leaves the Runway without sustaining significant damage (Cat C)	Aircraft leaves the Runway and sustains major damage (Cat B)	Loss of aircraft hull (Cat A)	Aircraft Accident
DAMAGE TO AIRCRAFT (GROUND)	Evidence of contact visible but insignificant	Damage requiring minor repairs but remains fit for use	Damage renders unfit for use	Damage renders unfit for use; major repairs required	Aircraft destroyed
DAMAGE TO VEHICLE OR EQUIPMENT	Evidence of contact visible but insignificant	Damage requiring minor repairs but remains fit for use	Damage renders unfit for use	Damage renders unfit for use; major repairs required	Destroyed beyond economic repair
WILDLIFE EVENT; REPORTED & UNREPORTED	Confirmed or reported event, on or in vicinity of Airfield but no adverse effect on flight	Strike visible but no adverse effect on flight	Aircraft unserviceable due need for repairs, possible cautionary landing	Aircraft makes an emergency landing and requires prolonged major repairs	Aircraft destroyed

[1] Categories refer to the CAA Categories for Runway Incursions and Excursions

11.8 Just Culture

Bournemouth Airport supports and promotes a 'just safety culture' which creates an environment where employees can report all incidents, accidents and safety concerns without the fear of punitive action or punishment, threat of disciplinary action or loss of employment, except for where it can be proven that there has been gross negligence, wilful violation of safety standards or blatant disregard for airport policies and procedures.

12 INCIDENT AND ACCIDENT MANAGEMENT

12.1 Definitions

12.1.1 Accident

For the purposes of this document, an "Accident" means an occurrence associated with the operation of an aircraft which, in the case of a manned aircraft, takes place between the time any person boards the aircraft with the intention of flight until such time as all such persons have disembarked, or in the case of an unmanned aircraft, takes place between the time the aircraft is ready to move with the purpose of flight until such time it comes to rest at the end of the flight and the primary propulsion system is shut down, in which:

(a) a person is fatally or seriously injured because of:

- being in the aircraft, or,
- direct contact with any part of the aircraft, including parts which have become detached from the aircraft, or,
- direct exposure to jet blast,

except when the injuries are from natural causes, self- inflicted or inflicted by other persons, or when the injuries are to stowaways hiding outside the areas normally available to the passengers and crew.

or

(b) the aircraft sustains damage or structural failure which adversely affects the structural strength, performance or flight characteristics of the aircraft, and would normally require major repair or replacement of the affected component, except for engine failure or damage, when the damage is limited to a single engine, (including its cowlings or accessories), to propellers, wing tips, antennas, probes, vanes, tires, brakes, wheels, fairings, panels, landing gear doors, windscreens, the aircraft skin (such as small dents or puncture holes) or minor damages to main rotor blades, tail rotor blades, landing gear, and those resulting from hail or bird strike, (including holes in the radome);

or

(c) the aircraft is missing or is completely inaccessible.

12.1.2 Serious Incident and Safety Occurrence:

'**Incident**' means an occurrence, other than an accident, associated with the operation of an aircraft which affects or could affect the safety of operation.

'**Serious incident**' means an incident involving circumstances indicating that there was a high probability of an accident and is associated with the operation of an aircraft, which in the case of a manned aircraft, takes place between the time any person boards the aircraft with the intention of flight until such time as all such persons have disembarked, or in the case of an unmanned aircraft, takes place between the time the aircraft is ready to move with the purpose of flight until such time it comes to rest at the end of the flight and the primary propulsion system is shut down.

12.1.3 Serious Injury:

'Serious Injury' is defined in Council Directive 94/56/EC as an injury which is sustained by a person in an accident and which:

1) requires hospitalization for more than 48 hours, commencing within seven days from the date the injury was received: or
2) results in a fracture of any bone (except simple fractures of fingers, toes, or nose); or
3) involves lacerations which cause severe haemorrhage, nerve, muscle or tendon damage; or
4) involves injury to any internal organ; or
5) involves second- or third-degree burns, or any burns affecting more than 5% of the body surface; or
6) involves verified exposure to infectious substances or harmful radiation.

12.2 Reporting Procedures

Accidents, Serious Incidents and Safety Occurrences must be reported without delay to the Airport Duty Manager (ADM). They will then inform:

- Operations Director
- Head of Airside.
- Head of Safety.
- Aviation Safety & Compliance Manager (In the absence of Head of Safety)
- Airside Operations Manager (In the absence of Head of Airside)

Ref: BAI-AOPS-009 Incident Reporting and Investigations

The following details are required:

- Name and Company of the caller
- Location of incident
- Injuries to personnel
- Vehicle / Equipment involved

- Description of event
- Immediate assistance required

The Ground Operations Manager (GOM) are the central point for the collection and collating of all data relating to any incident on the Aprons, whether it be the subject of a Mandatory Occurrence Report (MOR) or not. To avoid duplication of reports, the GOM should liaise with the airline / company involved to agree which agency will submit the MOR when required.

12.3 Reporting Channels

Details of any incident, deemed to require an MOR, must be notified on the appropriate CAA form and unless exceptional circumstances prevent, submitted to the CAA within 72 hours of the event. The forms are available from the CAA Website and should be filed on-line.

For guidance on the MOR s, refer to the CAA website.

- UK Regulation (EU) 376/2014; Annex III
- UK Regulation (EU) 2015/1018; Annex III

When circumstances of an occurrence are judged to be particularly hazardous, essential details should be passed to the CAA; Safety Investigation and Data Department (SIDD) by the fastest means, such as fax, telephone or e-mail. This notification should be followed up with a full written report within 72 hours.

The results of investigations into any occurrence, for which an MOR was submitted, should be forwarded to SIDD as soon as is practicable.

12.4 Preservation of Evidence

The scene of an accident, incident or safety occurrence should be isolated, and any vehicle or equipment involved not moved until the ADM is in attendance. The scene should be photographed, using a digital camera, preferably before being disturbed. However, vehicles or equipment may be moved if it is judged by the senior person present or Fire Command that, in the interest of safety or to facilitate a rescue, it is necessary to do so.

12.5 Substance Misuse

Policy and Procedures relating to the use of alcohol, psychoactive substances and medicines are detailed in the Bournemouth Airport Policy and Procedure for Substance Misuse.

Additional measures, applicable to ATC, are detailed in the relevant ANS Policy.

12.6 Compliance with Safety Directives

Safety Directives, issued by the Competent Authority, will be complied with under the direction

of the appropriate safety-related committee and in accordance with the implementing procedures detailed in this Manual.

The process will be overseen by one or more of the following committees, as appropriate:

- Bournemouth Safety Executive
- RCA; Group Safety and Security Forum
- BOH, Health & Safety Wellbeing Committee

12.7 Reaction to Safety Problems

Any safety issue will be assessed in accordance with the procedures detailed in this Manual. In addition to the committees listed above, safety issues will, as relevant, be highlighted and addressed at the Aerodrome Safety Forum.

Dissemination of safety-related information will generally be via the issue of a Safety Alert.

12.8 Handling of Safety Recommendations

Safety recommendations, issued by the Safety Investigation Authorities will be managed as detailed in the paragraphs above, using the appropriate safety-related committee and procedures detailed in this Manual.

12.9 Recording Aircraft Movements

All aircraft movements and associated flight data are recorded by ATC, using the Hive system, from which information is provided to the financial management system, enabling CAA information to be derived and reported.

Further details on the logging of flight data are notified in the MATS Part 2.

Details on the number of passengers are recorded by the Ground Handling personnel.

13 SAFETY SURVEYS

Safety Surveys can provide an indication of the levels of safety and efficiency within the Airport's operations. The understanding of systemic hazards and inherent risks, associated with the day-to-day activities, allows the Company to minimise unsafe acts and adopt a proactive response.

Safety Surveys are employed, when necessary, to systematically examine operational elements or functions, or the process used to perform specific operations.

Safety Surveys can also be used to assess the attitude of selected populations, such as pilots or Controllers. When completed by operational personnel, they provide important, diagnostic information about routine operations and represent an inexpensive mechanism to gather significant information regarding many aspects of the Airport's operations.

These include:

- Levels of teamwork and co-operation between various groups
- Problem areas of bottlenecks in daily operations
- Just Culture
- Current areas of dissent or confusion

Safety Surveys can potentially elicit information not obtained by other methods, by employing the use of checklists, questionnaires or informal, confidential interviews. The Survey can span the complete risk management cycle, from Hazard Identification, through Risk Assessment to Safety Oversight; but as such surveys are subjective, reflecting individual perceptions, information gathered may need to be verified prior to taking corrective action.

At least 2 Safety Surveys should be completed each year.

The Safety Survey will:

- Define the Purpose of the Assessment.
- Consider all issues highlighted, their potential impact and operational benefit
- Make Recommendations for change.
- Specify Action required.

Safety Surveys are recorded on Form SMS/ANS-05; Safety Survey.
The survey and any associated Recommendations / Actions must be approved by the department manager, in accordance with the Change Management process. Once fully approved, all actions completed and required notifications confirmed, the report to be signed off and filed.

14 CHANGE MANAGEMENT

Bournemouth Airport follows the requirements of UK Regulation (EU) No 139/2014 for managing changes within its Safety Management System (SMS). All changes—whether operational, procedural, or infrastructural—must be:

- Clearly identified,
- Assessed for hazards and risks,
- Mitigated through appropriate measures, and
- Notified to the CAA.

Where applicable, prior CAA approval is required before implementation.

Further guidance is available in CAP791 – Procedures for Changes to Aerodrome Infrastructure.

All internal changes must follow the Change Management Manual available on:

M:\BOH Document Library\Change Management\Change Management Manual

This outlines the full process, for submitting, reviewing, approving, and implementing planned changes at the airport, ensuring all departments are informed and the impact is assessed before execution.

15 SAFETY PROMOTION

15.1 Airside Safety Briefings

All new employees are required to undertake the corporate training modules in the first few days of their employment. The modules cover a range of topics, including Airside Safety, which provides a basic understanding of the specific requirements and potential safety hazards associated with working in Airside areas.

The Airside Safety Briefing includes the following basic topics:

- High Visibility Clothing
- Noise
- Apron Speed Limit
- Aircraft “No Go” Areas
- Foreign Object Debris (FOD)
- Walkways
- Smoking / E-cigarettes
- Abuse of Controlled Substances &/or Alcohol
- Use of Mobile Phones

15.2 Training and Education

All personnel involved in Airside activities will receive appropriate training to ensure competence in their duties. Training needs are identified through task analysis and coordinated by the Training Coordinator, with departmental managers handling specialist training. Approved in-house or contract trainers deliver courses based on industry standards, including both theory and practical experience. Regular refresher training is required to maintain competency.

15.3 Safety Communication

All Airside staff must be familiar with relevant Airport Operational Instructions (AOIs) before unsupervised access is granted. Tenant companies must ensure staff with Airside ID Passes have read applicable AOIs and maintain systems for keeping documentation current and staff informed of updates. Safety audits and trends are reviewed by the Bournemouth Safety Executive, with key findings shared via Aerodrome Safety Alerts to promote Airside safety.

15.4 ATC and Airside Operations

In addition to the responsibility for compliance with legislation and the Aerodrome Certificate requirements, all Operations staff have a duty to ensure that the areas under their control are safe and pose no unnecessary risk to persons or aircraft.

The management and control of Airside activities is achieved through the development, promulgation and implementation of AOIs and AOPs. These documents are referenced within this Manual, to ensure compliance with relevant legislation and the Aerodrome Certificate requirements.

Additional management programmes have been developed to deal with aspects of Airside safety:

- BAP-AOPS-018 Wildlife Management Operating Procedure
- BAP-AOPS-020 Habitat Management
- BAM-AOPS-011 Airport Snow Plan Manual

All ATC operational procedures are detailed in the Manual of Air Traffic Services (MATS); Part 2.

16. SAFETY MANAGEMENT SYSTEM OUTPUTS

16.1 Safety Analysis and Monitoring

Safety analysis is based on information originating from varying sources, including MORs, incident investigations and hazard identification processes. Suitable analytical methods and tools are applied to the collected data to provide evidence of trends.

Safety performance monitoring is the process by which safety performance is verified, in comparison to the safety policies and objectives.

This process includes:

- Safety Reporting / Collection of Data
- Safety Analysis and Safety Studies
- Safety Inspections
- Safety Audits

16.2 Analytical Methods and Tools

16.2.1 Statistical Analysis:

Statistical Analysis is based on statistical procedures, utilising the concept of probability which provides more credible results for a convincing safety argument. This method requires the analysis of numeric data and identification of trends to provide graphical representations of the analysis.

The analysed data is presented to:

- Bournemouth Safety Executive
- Aerodrome Safety Forum
- Health and Safety Wellbeing Committee

16.2.3 Trend Analysis:

Safety data relating to MORs is collated by the Head of Safety and is reported via the relevant committees.

Safety reports filed via OSHENS are collated by the Health Safety & Environment Manager.

Predictions relating to potential future events may be stated, along with highlighting any emerging trends, which may indicate the existence of a new hazard(s).

The Trend Analysis, undertaken by the relevant department or committee, should trigger “alarms” when performance is diverting from acceptable limits.

16.2.4 Simulation and Testing

Underlying safety hazards may become evident through testing, such as laboratory/company testing for analysing material defects. To test suspect operational procedures, simulated field testing under actual operating conditions may be required.

16.2.5 Normative Comparisons

Enough data is not always available to provide a factual basis, against which to compare the circumstances of the event or situation under scrutiny, with everyday experience. The absence of credible normative data can often compromise safety analysis and therefore, in such instances, “real world” experience of operating under similar conditions may be used.

Examples of these programmes are:

- Aerodrome Safety Data
- Operations Safety Audit
- Aerodrome Safety Programmes

16.2.6 Expert Panel

The Bournemouth Safety Executive will evaluate safety hazards and additional, specialist views will be sought as and when required.

Strategic and high-level oversight is provided by the RCS Group Safety and Security Forum.

16.2.7 Cost Benefit Analysis:

The acceptance of recommended risk control measures may be dependent on credible cost benefit analysis. The cost of implementing any proposed measures is weighed against the expected benefits over time. Cost Benefit Analysis may, on occasions, suggest that accepting the risk is preferable to the time, effort and cost necessary to implement corrective action.

16.2.8 Safety Studies:

Studies and analysis conducted by ICAO, the CAA, Airlines, manufacturers or professional and industry associations may be utilised for complex or persuasive safety issues.

17 COMPLIANCE MONITORING

17.1 Safety Audits

The airport's approach to compliance monitoring in accordance with UK Regulation (EU) No. 139/2014. The implementation and application of a compliance monitoring process shall enable the aerodrome operator to monitor compliance with the requirements of this Part, Part-ADR.OPS, and any other applicable regulatory requirements as well as those established by the aerodrome operator.

The Safety Audit process ensures a structured and effective approach to identifying and addressing safety concerns.

17.2 Categorisation

Each outcome recorded in the duration of the audit will be given a rating with an identified timescale for rectification.

A suggestion may be raised by the audit team for consideration to improve the department, area, or systems this does not require a formal response, but it is recommended the department implement the findings.

The audit frequency of each audit area is decided based on the overall RBAS, the Risk-Based Audit Scoring methodology, which measures risk by scoring each finding based on its severity and frequency and combines these to give an overall audit risk of Low, Medium, or High.

Ref: BAP-HSQ-001 Compliance Monitoring Oversight

18. AERONAUTICAL DATA; QUALITY MANAGEMENT SYSTEM

18.1 CAP 1732 Survey

CAP 1732 provides guidance on what information should be included in the Aerodrome Survey, so that the Aerodrome Licensee can meet their safety responsibilities and provide the data required to the CAA.

Procedures and requirements are detailed in BAI-AOPS-017 Aerodrome Surveys.

18.2 AIP Data Update Process

Steps	Instructions
1	All involved parties must submit an AIP change request via email to bohairops@bournemoutairport.com within 28-day cycle following NATS AIP requirements
2	All submissions will be collected by Airside Operations Department over the 28 days cycle and raised in the ATC review meeting before the AIP deadline
3	The changes are submitted to AIS provider by Airside Operations Department

*ATC is responsible for all NOTAMs submissions

* Airside Operations Department will oversee the 28-day cycle which is set by AIS

The AIP is updated within the 28-day cycle following the completion of Aerodrome Survey 1732; information related to the survey and aerodrome safeguarding is detailed in BAI-AOPS-016 Aerodrome Safeguarding and BAI-AOPS-017 Aerodrome Surveys.

19. AERODROME PERSONNEL; QUALIFICATIONS AND PROCEDURES

19.1 Training and Development Policy

All personnel involved in airside activities will be selected to ensure they have the right skills, experience and the physical and mental abilities for the job, in accordance with the requirements of CAP 700. They will receive appropriate training to meet changing requirements relating to their individual duties and safety responsibilities.

19.2 Bournemouth Airport Staff

The training and education of BOH staff is supported by the ELMO system throughout all operational areas (Airside Operations, RFFS, Ground Handling and Air Traffic Services). All training material is overseen by the Department Managers and the Training Coordinator.

A detailed and comprehensive Training & Development Policy is available:

M:\BOH Document Library\Safety\Policies

All colleagues receive the following initial and reoccurring basic training modules, on a two-year renewal basis:

- Fire Safety Awareness
- Health & Safety General Awareness
- Human Factors & SMS
- Manual Handling Awareness
- Handling Aggressive Behaviour in Public
- Disability Equality & Disability Awareness

19.3 Third Party Company Staff

The training, education and competency of third-party companies' staff is the responsibility of the company itself, however BOH will support their training where possible, for example fire safety induction.

PART C PARTICULARS OF THE AERODROME SITE

SECTION 1 DESCRIPTION OF THE AERODROME SITE

SECTION 1 DESCRIPTION OF THE AERODROME SITE

1. THE AERODROME AND SURROUNDING AREA

1.1 Bournemouth Airport is located 3.5 nm N-NE of the town of Bournemouth.

A map showing the geographical location of the Airport is contained as Appendix 1a at the end of this Section.

2. THE AERODROME; LAYOUT AND FACILITIES

2.1 AERODROME REFERENCE POINT

Refer to EGHH - UKAIP

2.2 AERODROME REFERENCE TEMPERATURE

Refer to EGHH – UKAIP

2.3 AERODROME CHARTS

A scaled chart (1:2500) of the Aerodrome, depicting the following listed detail is contained in Appendix 2 at the end of this Section:

- Location of Aerodrome
- Aerodrome Boundary
- Major Facilities
- Aerodrome Reference Point (ARP)
- Runways, Taxiways and Aprons

An Aerodrome Chart indicating the location of the following:

- Visual and Non-Visual Aids
- Wind Direction Indicators

For this chart, please refer to EGHH - UKAIP

A Chart depicting the main Apron area and North Apron, please refer to EGHH - UKAIP

A Chart indicating the Aerodrome Boundary and the defined Operational Boundary is contained in Appendix 3 at the end of this section.

3. FACILITIES OUTSIDE OF THE AERODROME BOUNDARY

3.1 The ILS Localiser for Runway 08 is located outside of the Aerodrome boundary:

Ref: 50°46'03.08" N; 001°49'20.79" W

4. PHYSICAL CHARACTERISTICS

4.1 RUNWAY

- Runway 08 / 26 is designated as a Code 4D Runway
- The Runway is 2,272m long and 46m wide
- The first 430m at the Rwy 08 departure Threshold is concrete; the remaining surface is porous, Safe Pave asphalt
- The Pavement Classification Rating (PCR) for Runway 26 is 625 F/A/X/U
- The Pavement Classification Rating (PCR) for Runway 08 is 625 F/A/X/U
- The Aerodrome Elevation is 38ft
- Rwy 08 Threshold Elevation is 37.8ft; Rwy 26 / 26x Threshold Elevation is 31ft
- A Runway Strip, applicable to a Code 4D, Instrument Runway is provided
- A Cleared and Graded Area (CGA) is provided and the Runway has been de-lethalised

4.2 TAXIWAYS

Eleven Taxiways are designated; constructed of asphalt, with the exception of Taxiway Tango, which is a combination of asphalt and concrete.

DESIGNATOR	CODE	WIDTH (M)	STRIP (M)	PAVEMENT
Alpha	C	16	52	434 F/B/X/U
Bravo	D	23	74	650/F/B/X/U
Charlie	C	16	52	434 F/B/X/U
Delta	C	16	52	434 F/B/X/U
Echo	C	16	52	434 F/B/X/U
Golf	C	16	52	434 F/B/X/U
Mike	C	16	52	434 F/B/X/U
November	C	16	52	434 F/B/X/U
Romeo	E	23	87	650/F/B/X/U
Tango	E	23	87	650/F/B/X/U
Whiskey	C	16	52	434 F/B/X/U

4.3 APRONS

SOUTH APRON

- The main Aprons are constructed of asphalt and concrete
- The Pavement Classification Rating for each stand are as follows:

DESIGNATOR	PAVEMENT
Stand 1	858 R/B/X/U
Stand 2	858 R/B/X/U
Stand 3	858 R/B/X/U
Stand 4	858 R/B/X/U
Stand 5	858 R/B/X/U
Stand 6	858 R/B/X/U
Stand 10	858 R/B/X/U
Stand 11	858 R/B/X/U

- The Apron Elevation is 34ft
- The main Apron area is designated as the East Apron and the West Apron, separated by the Code D [(1)] Apron Taxilane

(1) Code D aircraft are permitted to enter / exit the Apron areas via Taxiway Bravo and Taxiway Romeo, from the southern access only

NORTH APRON

- North Apron incorporate taxilane Whiskey, Tango and Victor
- The main Aprons are constructed of asphalt and concrete
- The Pavement Classification Rating for each stand are as follows:

DESIGNATOR	PAVEMENT
Stand 21	700 R/A/X/U
Stand 22	700 R/A/X/U
Stand 23	700 R/A/X/U
Stand 25	625 F/A/X/U

4.4 VISUAL AND NON-VISUAL AIDS

4.4.1 VISUAL AIDS:

Approach, Runway and Taxiway lighting is provided in accordance with the requirements stated in ICAO Annex 14; Volume 1; Facilities provided are detailed in the Manual of Air Traffic Services Part 2 (MATS Part 2), which also details the operation of the Lighting Panel, Intensity Settings, Lighting Inspections and contingency procedures.

Airfield signage is provided in accordance with ICAO Annex 14; Volume 1 and detailed on the scaled chart at Appendix 2.

Runway and Taxiway surface markings are provided in accordance with the guidance stated in ICAO Annex 14; Volume 1.

Wind direction indicators are located at:

- The Fire Station
- Rwy 08 Glidepath
- Rwy 26 Glidepath

4.4.2 NAVIGATION (NON-VISUAL) AIDS:

Instrument Landing Systems (ILS) is provided for both Runways:

- Runway 26 is equipped with a CAT III A system
- Runway 08 is equipped with a CAT I system

A co-located Primary Radar, Indra PSR 2D, and Secondary Radar, Indra MSSR-S, is sited in the South-West sector of the Aerodrome.

Distance Measuring Equipment (DME) is in the north-west sector of the Aerodrome and is coupled to the ILS.

A Non-Directional Beacons (NDB) is in the south-west sector of the Aerodrome.

An HRDF, Direction Finder is located in the north-west sector of the Aerodrome.

4.5 RESCUE AND FIRE FIGHTING SERVICE (RFFS)

During the published operating hours of the Airport, the Aerodrome category is promulgated as RFFS Category 7; Category 8 is provided under Remission.

Category 9 is available on request and by prior arrangement, giving a minimum of 24 hours' notice.

4.6 OBSTACLES

Obstacles are lit in accordance with ICAO Annex 14; Volume 1 *A* full description of the airfield layout and obstructions can be found in the AIP, AD2 EGHH

The responsibility for ensuring that pavement defects and obstruction marking is adequate and rests with ATC and the RFFS; regular Airfield surface inspections are conducted.

The requirement for any new structure is identified either as part of the Safeguarding Process or at the planning stage and will involve discussion with CAA SARG, as appropriate.

The Aerodrome Obstacle Chart is contained in Part D; Appendix 1.

5. PERMITTED OPERATIONS

5.1 Bournemouth International Airport Ltd. is certified by the UK Civil Aviation Authority as an Air Navigation Service Provider and is designated to provide Air Navigation Services (ANS) at Bournemouth Airport.

Pursuant to Commission Regulation (EC) 216/2008 and UK Regulation (EU) 2017/373 and subject to the conditions specified, Bournemouth International Airport Ltd. is certified as a Part ATCO.OR Certified Training Organisation for ATCO Unit and Continuation training at Bournemouth Airport.

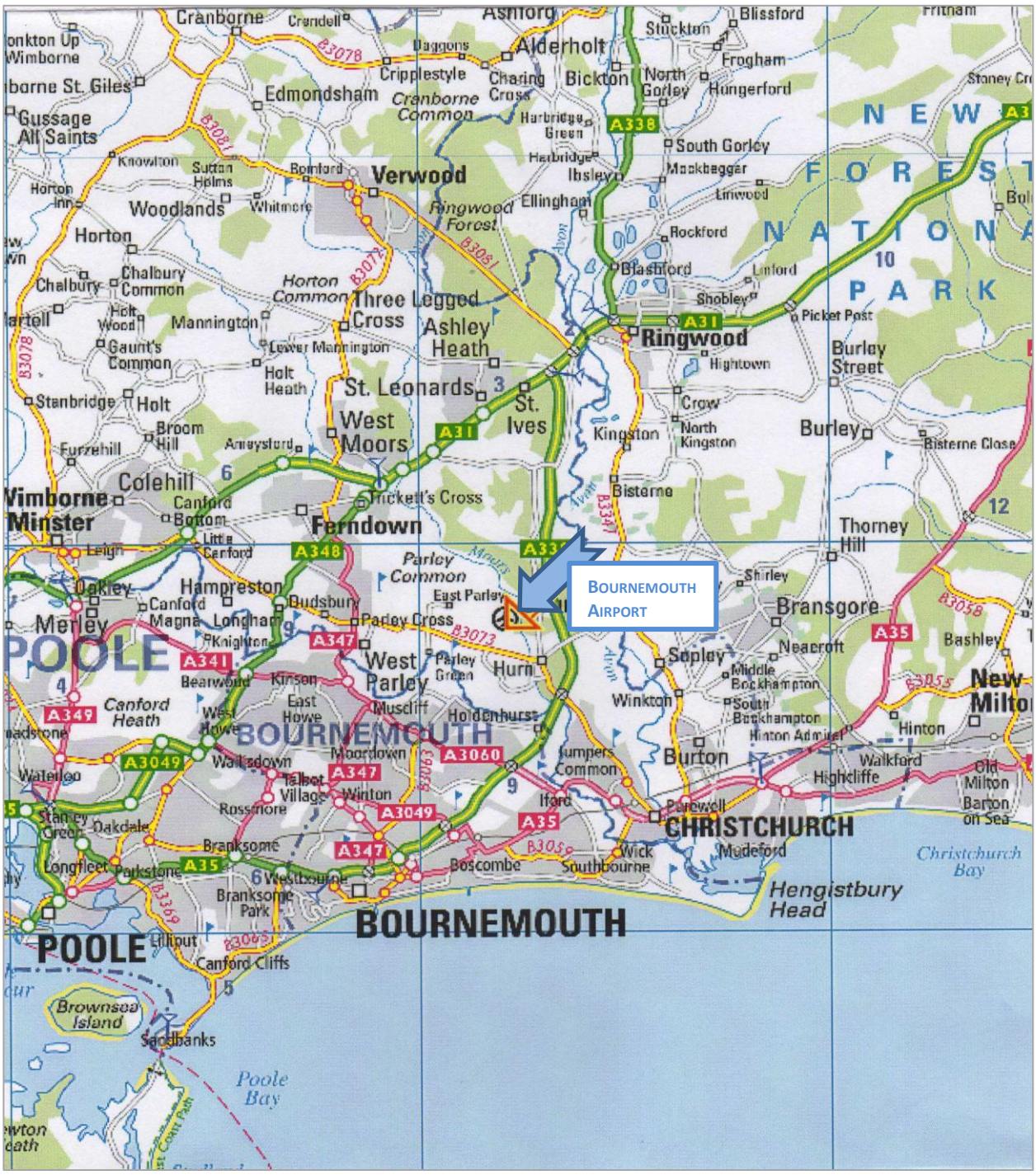
As the Certificate holder, Bournemouth Airport (BOH) exercises oversight at the Airport, to ensure that Air Navigation Services are provided in accordance with National Legislation; providing the means to deliver a safe and efficient service, sustained through the provision of adequate technical and operational capacity and expertise.

The ATC operations are the responsibility of the Manager Air Traffic Services and are provided in accordance with the regulations promulgated in the Manual of Air Traffic Services Part 1 and the Manual of Air Traffic Services Part 2.

5.2 Bournemouth Airport is permitted to operate flights under Visual Flight Rules (VFR) and Instrument Flight Rules (IFR); Day & Night operations.

Terms of the Aerodrome Certificate are contained in Part A; Section 3; Annex 1

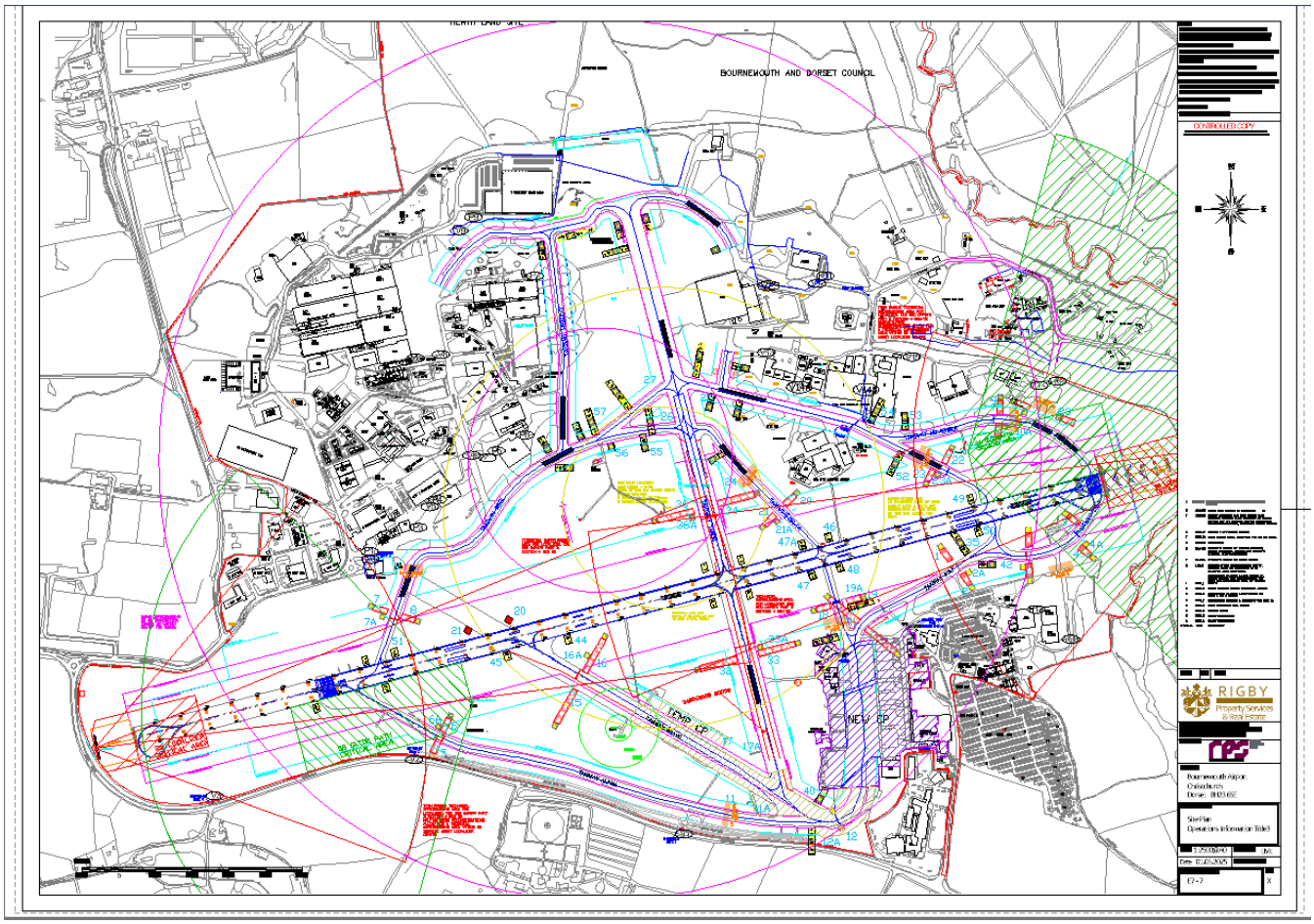
APPENDIX 1A GEOGRAPHICAL LOCATION OF THE AERODROME



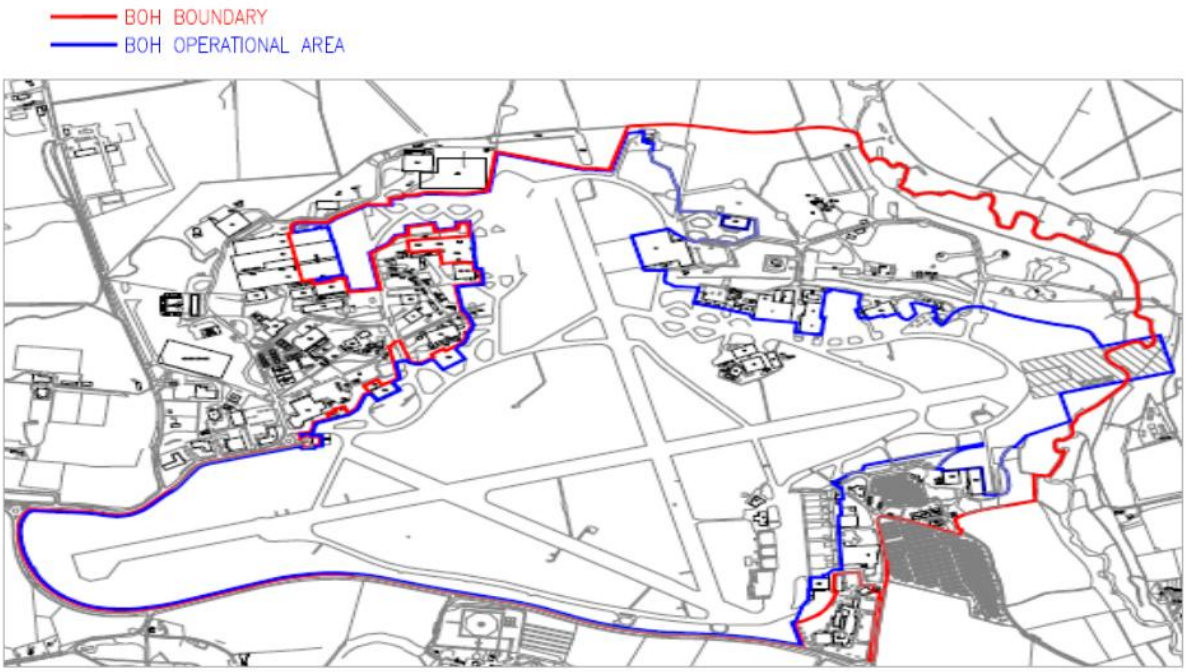
APPENDIX 2 1:2500 AERODROME CHART

Available on request at A0 size - review

Drawing E7 7U



APPENDIX 3 AERODROME BOUNDARIES



PART D PARTICULARS OF THE AERODROME REQUIRED TO BE REPORTED TO THE AERONAUTICAL INFORMATION SERVICES

SECTION 1 AERONAUTICAL INFORMATION SERVICES

SECTION 2 AERODROME DIMENSIONS AND RELATED INFORMATION

SECTION 1 AERONAUTICAL INFORMATION SERVICES

1. AERODROME NAME

1.1 The name of the Aerodrome is Bournemouth Airport.

2. AERODROME ADDRESS

2.1 The address of the Aerodrome is:

Bournemouth International Airport
Parley Lane
Christchurch
Dorset
BH23 6SE

3. AERODROME REFERENCE POINT (ARP)

3.1 Refer to EGHH - UKAIP

4. AERODROME ELEVATION AND GEOID UNDULATION

4.1 Refer to EGHH - UKAIP

5. THRESHOLD ELEVATION AND GEOID UNDULATION

5.1 DATA

RUNWAY	THRESHOLD ELEVATION (1)	GEOID UNDULATION
08	37.8 feet	156 feet
26	31 feet	155 feet

(1) These figures are also applicable for the elevation of the Runway End and equate to the highest elevation of the Touchdown Zone of a Precision Approach Runway

5.2 SIGNIFICANT HIGH AND LOW POINTS ALONG THE RUNWAY

There are no undue undulations along the Runway at Bournemouth Airport and hence, there are no significant high / low points to register.

6. AERODROME REFERENCE TEMPERATURE

6.1 Refer to EGHH - UKAIP

7. AERODROME BEACON

7.1 There is no Aerodrome Beacon sited or in use at Bournemouth Airport.

8. AERODROME OPERATOR

8.1 The Aerodrome Operator is Bournemouth International Airport Ltd. (BIAL)
Company Number: 2078270

The registered address for the Administration Offices is:

Unit 1, Brackley Close
Bournemouth International Airport
Christchurch
Dorset
BH23 6SE

24-hour contact Telephone No: 01202 364000

8.2 BIAL is wholly owned by Regional & City Airports (RCA).

SECTION 2 AERODROME DIMENSIONS AND RELATED INFORMATION

1. RUNWAY

1.1 DATA

DESIGNATOR	TRUE BEARING	LENGTH	WIDTH	TYPE
08	075.31°	2272 m	46 m	Code 4D; CAT I Precision Instrument
26	255.33°			Code 4D; CAT III Precision Instrument
26x	255.33°			Code 4D

1.2 DISPLACED THRESHOLD

The Landing Threshold for Runway 08 is displaced by 433 metres from the start of the paved surface.

1.3 SLOPES AND SURFACE

RUNWAY	SLOPE	OBSTACLE FREE ZONE	SURFACE
08	Down 0.1%	Standard for Code 4	First 430m Concrete; Remaining length Porous, Safe-Pave Asphalt
26	Up 0.1%		Porous, Safe-Pave Asphalt

Maximum rate of change of slope over 30m is 0.40%. This exceeds the maximum allowable rate of 0.1%.

Specifically, slope variations are: -

RATE OF CHANGE	NUMBER OF LOCATIONS	LENGTHS
0.1% - 0.2%	4	80m; 79m; 57m; 55m
0.2% - 0.3%	4	140m; 117m; 86m; 65m
0.3% - 0.4%	2	78m; 46m

The Runway meets all other surface profile requirements, including Overall Longitudinal Gradient and Local Longitudinal & Transverse Gradients.

2. RUNWAY STRIP; SAFETY AREAS; TAXIWAYS AND APRONS

2.1 RUNWAY STRIP AND SAFETY AREAS

RUNWAY	STRIP END	STRIP WIDTH	STRIP SURFACE	UNDERSHOOT RESA	OVERSHOOT RESA	STOPWAY	RADIO ALTIMETER OPERATING AREA
08	60m	140m	Grass	240m x92m	90m x 92m	-	-
26	60m	140m	Paved End /Grass	90 x92m	240m x 92m	60m	300m x 60m
26x			Grass	90 x92m	240m x 92m	-	N/A

2.2 TAXIWAYS

DESIGNATOR	WIDTH (M)	SURFACE
Alpha	16	Asphalt
Bravo	23	Asphalt
Charlie	16	Asphalt
Delta	16	Asphalt
Echo	16	Asphalt
Golf	16	Asphalt
Mike	16	Asphalt
November	16	Asphalt
Romeo	23	Asphalt
Tango	23	Asphalt & Concrete
Whiskey	16	Asphalt

2.3 APRONS AND STANDS

DESIGNATOR	STANDS	SURFACE
East Apron	1 / 1R	Concrete
	2	Concrete
	3 / 3R	Asphalt & Concrete
	4	Asphalt & Concrete
	5	Asphalt & Concrete
	6	Asphalt
West Apron	7	Asphalt
	8	Asphalt
	9	Asphalt
	10	Concrete
	11	Concrete
North Apron	21	Concrete
	21R	Concrete
	22	Concrete
	23L	Concrete
	23	Concrete
	25	Asphalt

The Apron layout is shown in Part C; Appendix 4 of this Manual

2.4 CLEARWAY

RUNWAY	PROFILE	CLEARWAY
08	Non-paved; Flat	305m
26		60m
26x		60m

2.5 COMPASS BASES

Bournemouth has provision for one Class 2 Compass Base, located on Taxiway Tango. Calibration is carried out every 2 years by an approved Surveying Officer.

Copies of the Calibration Certificates are contained in Appendix 6A & Appendix 6B at the end of the Section

3. VISUAL AIDS FOR APPROACH PROCEDURES

3.1 APPROACH LIGHTING

Approach Lighting is provided in accordance with ICAO Annex 14; Volume 1 and is detailed in the MATS Part 2.

5 lighting intensity settings are available for the Approach Lights: - 1%; 3%; 10%; 30% & 100%

Pre-set intensity levels are stored in the Lighting Control System, based on the guidance listed in ICAO Annex 14; Volume 1, in respect of weather conditions by day / night.

3.1.1 RUNWAY 26:

The Approach Lighting on Runway 26 is consistent with that required to permit ILS CAT IIIA operations.

TYPE	DETAIL
Approach	High Intensity, Coded Centreline [(1)] with 5 Crossbars, 914m; Low Intensity, Supplementary [(2)] Lights inner 300m
PAPIs	352m from Threshold, Left/3°, MEHT 57ft

(1) Two centre-line lights missing between the 3rd & 4th Crossbar
(2) One row of lights missing between the 1st & 2nd Crossbar

3.1.2 RUNWAY 08:

The Approach Lighting on Runway 08 provides for ILS CAT I operations.

TYPE	DETAIL
Approach	High Intensity, Coded Centre-Line with 3 Crossbars, 510m
PAPIs	312m from Threshold, Left/3°, MEHT 50ft

3.2 WIND SLEEVES

Two illuminated Wind Sleeves are provided north of the Runway Strip, positioned adjacent to each of the Aiming Point Markers.

A non-illuminated Wind Sleeve is located on the Fire Station building, which approximates to the Runway mid-point.

Test procedures for the illumination of Wind Sleeves are contained within the Airfield Engineering Exposition Document.

3.3 GROUND LIGHTING

Ground Lighting is provided in accordance with ICAO Annex 14; Volume 1 and is detailed in the MATS Part 2.

3.3.1 RUNWAY LIGHTING:

5 lighting intensity settings are available for the Runway Lights: 1%; 3%; 10%; 30% & 100%

Pre-set intensity levels are stored in the Lighting Control System, based on the regulatory guidance, in respect of weather conditions by day / night.

TYPE	DETAIL	SPACING
Edge	High Intensity, Elevated, White, Bi-directional with Low Intensity, Omni-directional Component	60m
Centreline	High Intensity, Colour-Coded White / Red	15m
Threshold	High Intensity, Elevated, Green with Green Wing-Bars	
Touchdown Zone	Runway 26 - 900m, High Intensity	
Stopway	Low Intensity, Red, Omni-directional	
Runway End	Red	
Turning Circle - 08	Low Intensity	
Turning Circle - 26	Low Intensity	

3.3.2 APRON LIGHTING:

The East/West Apron and North Apron are illuminated by LED floodlights.

3.3.3 TAXIWAY LIGHTING:

3 lighting intensity settings are available for the Taxiway Lights: 10%; 30% & 100%

Pre-set intensity levels are stored in the Lighting Control System, based on the regulatory guidance listed, in respect of weather conditions by day / night.

TAXIWAY	LOW INTENSITY; BLUE EDGE	HIGH INTENSITY; GREEN CENTRE-LINE
Alpha		●
Bravo		●
Charlie	●	
Delta	●	
Echo	●	
Golf	●	
Mike	●	
November	●	
Romeo		●
Tango		●
TAXIWAY	**BLUE EDGE REFLECTORS**	**GREEN CENTRE-LINE REFLECTORS**
Whiskey	●	●

3.3.4 HOLDING POINTS LIGHTING:

HOLDING POINT	LOW INTENSITY; RED STOP-BAR	LOW INTENSITY; GREEN, BI-DIRECTIONAL LEAD-ON/LEAD-OFF
Alpha	●	●
Bravo 1	●	●
Bravo 2	●	
Charlie	●	
Delta	●	
Echo	●	
Golf 1	●	●
Golf 4	●	●
Juliet [(1)]		
Mike	●	●
November	●	●
Romeo	●	●
Tango	●	●

Elevated, Flashing Runway Guard Lights are at all Runway entry Holding Points and additionally, at the interim Holding Point, G3; these lights are illuminated at all the time.

(1) Holding Point Juliet is for the use of XLR operations only, located at the entrance to their Apron

3.4 SURFACE MARKINGS

Surface markings are provided in accordance with ICAO Annex 14; Volume 1.

A double white line indicates the boundary of the Manoeuvring Area.

Speed limits are reinforced by restriction signs painted on the surface. Road signage and markings comply with MOT standards, with modifications for Airside areas where necessary.

3.4.1 RUNWAY MARKINGS:

Runway markings are provided in compliance with the criteria for a Precision Approach Runway.

This comprises:

- Runway Designator
- Runway Edge Markings
- Runway Centre-Line Markings
- Threshold Markings
- Aiming Points Markings
- Touchdown Zone Markings
- Runway End Turning Circle
- Lead-On / Lead-Off Markings

3.4.2 TAXIWAY MARKINGS:

This comprises:

- Position of Holding Point
- Centre-Line Markings

Enhanced Holding Point markings indicating “Runway Designation” are added at: -

- Holding Point November
- Holding Point Juliet
- Holding Point Charlie

- Holding Point Echo
- Holding Point Romeo
- Holding Point Golf 1
- Holding Point Mike
- Holding Point Alpha
- Holding Point Bravo
- Holding Point Tango

3.4.3 APRON AND STANDS MARKINGS:

There is no docking guidance system in place; all Apron Stands are operated under marshalling guidance, providing stop information to pilots. At times, aircraft will be positioned off the painted stand guidance lines to ensure adequate wingtip clearance.

Standard Taxiways marking are provided on the Apron Taxi-Lane, together with short, numbered arrows indicating the location of each Stand.

Stand markings are surface painted and are numbered as follows:

- East Apron:

  Stands are numbered 1 to 6 from North to South
  Additionally, stand 1R and Stand 3R are defined

- West Apron:

  Stands are numbered 7 to 11 from North to South

- North Apron:
  Stands are numbered from 21 to 23 and 25

The following conditions or variations apply:

- Stands 1 -11 are nose-in / push-back stands
- Stand 2 and Stand 3 have additional markings for self-manoeuvring aircraft, up to Jetstream 41 size, under marshalling guidance
- North stands 21 to 23 are nose-in, stand 25 tail north (by tug)

3.5 SIGNAGE AND SIGNALS

Signage is provided in accordance with ICAO Annex 14; Volume 1.

A Signal Square is not provided.

A Signalling Lamp is available in the VCR for use to aircraft or vehicles in the event of radio failure situations.

3.6 Standby Power

The primary power supply is from the mains. In the event of a fault to the main supply, auto-start, diesel generators provide power for the Aerodrome lighting and navaids. The switch over time from the mains to generator is approximately 8 seconds.

The specific navaids and lighting components supported by each generator is detailed in MATS Part 2

During Low Visibility Procedures (LVPs), to meet the requirements for CAT III operations, the generator is designated and selected as the main power source and the mains power then designated as the secondary power supply. This configuration provides an average switch over time of 1 second in the event of a failure of the generator.

The standby generator is automatically activated when the CAT III pre-set lighting option (visibility 800m or less) is selected on the Lighting Panel in the VCR and the system will alert the Controller to any fault with the generator.

A second, mobile generator is also available, to be used as a secondary power supply or as the main power source in LVPs, following a failure of the primary generator.

Policy and Procedures relating to the checking of the alternate power supply are contained in AGL FL102 “Generator switchover time”.

4. Standard Taxiway Routes

4.1 The Airfield layout, depicting the Taxiway system is contained in Part C; Appendix 3.

All aircraft are taxied under ATC instruction, using point-to-point guidance.

5. Geographical Co-ordinates

5.1 Runway Thresholds

Runway	Latitude (N)	Longitude (W)
08	50°46`42.47302”	001°51`07.75510”
26	50°46`57.56926”	001°49`36.88249”

5.2 Taxiway Centre-Line Points

Co-ordinates for Taxiways are not registered

5.3 Aircraft Stands

Stand	Latitude (N)	Longitude (W)
1	504645.25	0015001.38
1R	504644.59	0015000.54
2	504643.85	0015001.25
3	504642.40	0015001.12
3R	504641.73	0015000.31
4	504640.99	0015000.99
5	504639.59	0015000.86
6	504638.19	0015000.73
7	504641.15	0015008.57
8	504639.83	0015008.44
9	504638.63	0015008.31
10	504637.26	0015008.87
11	504635.85	0015008.97
21	504709.28	0015033.13
21R	504709.40	0015034.29
22	504710.71	0015033.73
23	504712.13	0015034.33
23L	504711.67	0015035.24
25	TBC	TBC

6. Obstacles

6.1 Type A Operating Limitations

– Refer to EGHH UKAIP

6.2 Obstacles within the Approach / Take-Off Area

– Refer to EGHH UKAIP

6.3 Obstacles within the Circling Areas

– Refer to EGHH UKAIP

7. PAVEMENTS

7.1 RUNWAY

RUNWAY	SURFACE	CLASSIFICATION
08	Asphalt & Concrete	625 F/A/X/U
26	Asphalt & Concrete	625 F/A/X/U

7.2 TAXIWAYS

DESIGNATOR	SURFACE	CLASSIFICATION
Alpha	Asphalt	434 F/B/X/U
Bravo	Asphalt	650/F/B/X/U
Charlie	Asphalt	434 F/B/X/U
Delta	Asphalt	434 F/B/X/U
Echo	Asphalt	434 F/B/X/U
Golf	Asphalt	434 F/B/X/U
Mike	Asphalt	434 F/B/X/U
November	Asphalt	434 F/B/X/U
Romeo	Asphalt	650/F/B/X/U
Tango	Asphalt & Concrete	650/F/B/X/U
Whiskey	Asphalt	434 F/B/X/U

7.3 APRON

SOUTH APRON:

DESIGNATOR	SURFACE	PAVEMENT
Stand 1	Concrete	858 R/B/X/U
Stand 1R	Concrete	858 R/B/X/U
Stand 2	Concrete	858 R/B/X/U
Stand 3	Asphalt/Concrete	858 R/B/X/U
Stand 3R	Asphalt /Concrete	858 R/B/X/U
Stand 4	Concrete	858 R/B/X/U
Stand 5	Concrete	858 R/B/X/U
Stand 6	Concrete	858 R/B/X/U
Stand 7	Asphalt	N/A
Stand 8	Asphalt	N/A
Stand 9	Asphalt	N/A
Stand 10	Concrete	858 R/B/X/U
Stand 11	Concrete	858 R/B/X/U

NORTH APRON:

DESIGNATOR	SURFACE	PAVEMENT
Stand 21	Concrete	700 R/A/X/U
Stand 21R	Concrete	700 R/A/X/U
Stand 22	Concrete	700 R/A/X/U
Stand 23	Concrete	700 R/A/X/U
Stand 23L	concrete	700 R/A/X/U
Stand 25	Asphalt	625 F/A/X/U

8. ALTIMETER CHECK LOCATIONS

8.1 The pre-flight Altimeter Check Location is designated as the Apron, elevation of 34ft.

9. DECLARED DISTANCES

9.1 DATA

RUNWAY	TORA (M)	TODA (M)	ASDA (M)	LDA (M)	REMARKS
08	2272	2577	2272	1840	
08	1704	2009	1704		Intermediate Departure Point, Intersection with Taxiway Mike
26	2027	2087	2087	1971	
26	1778	1838	1838		Intermediate Departure Point, Intersection with Taxiway Echo
26X	2212	2272	2212	1971	Applicable for Departure only

10. REMOVAL OF DISABLED AIRCRAFT

10.1 The Aerodrome Coordinator for the removal of disabled aircraft at BOH is the Duty RFFS Station Manager; Contact number 01202 364143.

The maximum capability for removal is for aircraft of 45,200 Kg MTWA.

Procedures relating to the removal of disabled aircraft are contained in AOI 19; Disabled Aircraft Removal Plan.

11. Provision of Rescue and Fire Fighting Services (RFFS)

11.1 Category

The Aerodrome Fire Fighting provision is promulgated as Category 7 throughout the operational hours of the Airport; Category 8 is provided under Remission.

Category 9 is available on request and by prior arrangement, providing a minimum of 24 hours' notice.

RFFS provision of manning and equipment is detailed further in Part E; Annex 1.

11.2 Extinguishing Agents Available

Fire Category	Agent		
	Water (Litres)	Foam (Litres)	Secondary Media (Kg Dry Powder)
Category 1-3	10,000	1000	250
Category 4	10,000	1000	250
Category 5	20,000	2000	500
Category 6	20,000	2000	500
Category 7	20,000	2000	500
Category 8	30,000	3200	600
Category 9	30,000	3200	600

A minimum of 5Kg of CO_2 is carried on each appliance

12. Exemptions or Derogations

12.1 Special Conditions

The following Special Conditions are documented on the Aerodrome Certificate:

Full details are listed in Appendix 2 at the end of this Section.

APPENDIX 2 SPECIAL CONDITIONS

CERTIFICATION BASIS (CB) REF	DETAIL OF SPECIAL CONDITION (SC)	SUPPORTING DOCUMENTATION
CS ADR-DSN A. 005	e UK determines the Aerodrome Reference Code number (code element one) from the greater value of TODA or ASDA and not Aeroplane Reference Field Length	CAA SC
CS ADR-DSN B. 065	The Runway Slope Transition exceeds 0.1% per 30m at some locations	SAD 04
CS ADR-DSN B. 075	e distance between the points of intersection of two successive curves is less than the prescribed value	SAD 04
CS ADR-DSN B. 165	The portion of Taxiway Golf, between G1 & G3 infringes the Instrument Strip	SAD 14
CS ADR-DSN J. 480	e Control Tower & associated Transmitter Aerials penetrate the Transitional Slope by up to 5.9m	SAD 12
CS ADR-DSN M. 635	pographical due to a road crossing underneath: - Approach lighting for Runway 26 is missing two centreline lights between the 3rd & 4th crossbars pographical due to a river area designated as a SSSI: - One row of Supplementary lights between the 1st & 2nd crossbars is missing	SAD 16
ADR.6251	The restricted zone fencing, on the western edge of the Airfield, infringes the TOCS for runway 26X	RA_AOPS_017_Fenceinfringment26X

PART B

APPENDIX 3 COMPASS BASE CERTIFICATE – TAXIWAY TANGO

QINETIQ CONTROLLED PROPRIETARY QINETIQ

PASS CERTIFICATE

Bournemouth International Airport

Certificate of Compass Base Calibration

Applicant: Bournemouth Airport
Brackley Close
Christchurch
Dorset
BH23 6SE

QinetiQ Assignment Number: 43031993-0012

This is to certify that the Class 2 Compass Calibration Base (CCB) located on Tango taxiway at Bournemouth Airport was subject to magnetic survey on 4th September 2024. The normal distribution of magnetic deviations across the CCB were found to be ± 0.1373° (3σ value) about a mean of -0.1145°, this CCB conformed to Class 2 standards on the date of survey.

The following standards apply:

CAA/CAAIP CAP 562 Book 2, Chapter 34, Leaflet 34 -10 - Compass Base Surveying

COMPASS CALIBRATION BASE	BOURNEMOUTH AIRPORT
CLASS OF CERTIFICATION	CLASS 2
DATE OF SURVEY	4th September 2024
EXPIRY DATE	4th September 2026
CERTIFICATE NUMBER	COM/06/2024

Mr Ryan Barnes

Magnetic Range Officer Date: 05/09/2024

This certificate is issued in accordance with the measurement capability of the facility which operates a quality management system under the requirements of ISO 9001:2015. The units of measurement, where possible, are traceable to National Standards. The certificate only confirms that the CCB (compass calibration base) conformed to class 1 (or class 2) standards on the date of the survey. QinetiQ Portland Bill should be informed of any modifications intended, or carried out within 200 metres of the centre of the base, which may affect the magnetic integrity of the CCB during the certified calibration period. The following standards apply: Civil Aircraft Airworthiness Information and Procedures (CAP) 562 – Book 2, Chapter 34 Navigation, 5, Leaflet 34-10 Compass Base Surveying.

PART E
OPERATIONAL PROCEDURES, EQUIPMENT AND SAFETY MEASURES

SECTION 1 AERODROME REPORTING
SECTION 2 ACCESSING THE AERODROME MOVEMENT AREA
SECTION 3 MOVEMENT AREA INSPECTIONS AND REPORTING
SECTION 4 PROCEDURES RELATING TO VISUAL AND NON-VISUAL AIDS
SECTION 5 PROCEDURES FOR AERODROME WORKS
SECTION 6 PROCEDURES FOR APRON MANAGEMENT
SECTION 7 APRON SAFETY MANAGEMENT
SECTION 8 CONTROL OF VEHICLES AND HAZARDS
SECTION 9 AERODROME EMERGENCY PLAN
SECTION 10 RESCUE AND FIRE FIGHTING
SECTION 11 REMOVAL PLAN OF DISABLED AIRCRAFT
SECTION 12 STORAGE AND HANDLING OF FUEL AND DANGEROUS GOODS
SECTION 13 OPERATIONAL PROCEDURES
ANNEX A LIST OF CURRENT AIRPORT OPERATIONAL INSTRUCTIONS (AOIS)

SECTION 1 AERODROME REPORTING

1. PROMULGATION OF AERODROME INFORMATION

1.1 Any changes made or situations occurring, which affect the operational status of the Aerodrome will be notified &/or promulgated via one or more of the following, as relevant:

- Aeronautical Information Publication (AIP)
- Notice to Aviation (NOTAM) / Snow Notice to Aviation (SNOWTAM)
- Operational Advice Notice (OAN)
- Information Notice (IN)
- Aerodrome Safety Alert (ASA)

1.1.1 AERONAUTICAL INFORMATION PUBLICATION (AIP):

The Manager Air Traffic Services, Airfield Safeguarding, and Airfield Operations are responsible for notifying any changes to aeronautical data under their remit.

These changes are submitted to bohairops@bournemouthairport.com, validated for compliance with the Aeronautical Data Catalogue, and then forwarded to the AIS provider for publication in the AIP within 28-day cycle which is set by AIS. This process ensures timely, accurate, and compliant aeronautical data updates.

Please refer to the AIP Data update process in PART B

1.1.2 NOTAMS AND SNOWTAMS:

The issuing of NOTAMs and SNOWTAMs are the responsibility of ATC; procedures and requirements are detailed in the MATS Part 2.

Additional guidance for the completion of a SNOWTAM is contained within Airport Snow Plan Manul available on BOH Library.

1.1.3 OPERATIONAL ADVICE NOTICE (OAN):

An Operational Advice Notice is used to advise of any operational change, which will not prompt a permanent amendment to a regulatory document, but which requires to be communicated to users.

An OAN would be issued to:

- Re-emphasise or clarify an existing procedure or instruction
- Communicate a temporary change to processes, procedures or personnel
- Notify pertinent Work in Progress and its impact on the operational function

OANs are issued by the Operations Director or Airfield Services Manager; a copy of each OAN is stored on the Bournemouth Document Library at the below address:

E:\Safety\Forms\Operational Advice Notice

1.1.4 INFORMATION NOTICE (IN):

An Information Notice is used as a general communication platform to notify operational or administrative pertinent information, which does not warrant the issue of a Supplementary Instruction or an Operational Advice Notice.

An IN could be issued to highlight:

- A general or routine reminder of procedures or instructions
- The promotion of safety campaigns
- Changes to relevant CAA / ICAO publications

1.1.5 AERODROME SAFETY ALERTS (ASA):

An Aerodrome Safety Alert will be issued to communicate immediate safety concerns relating to operations, equipment or environment; and to highlight negative safety trends.

1.2 Pertinent changes to the Aerodrome infrastructure are notified to the Competent Authority by the Managing Director.

Ref: BAP-AOPS-009 Changes to Aerodrome Infrastructure (AOP 09)

1.3 In the event that the decision is made to terminate the operation at the Aerodrome, the following actions will be taken:

- The Competent Authority will be advised as soon as possible
- The Aeronautical Information Service provider will be advised of the event
- The Certificate will be surrendered to the Competent Authority on the date of termination
- Appropriate measures will be applied to ensure that unintended use of the Aerodrome by aircraft is avoided

2. AERONAUTICAL DATA SURVEYS

2.1 PROCEDURE

Procedures relating to the Survey process are detailed in Part B; Section 2; Sub-Section 14 of this Manual.

Additional information is detailed in BAP-AOPS-017 Aerodrome Surveys (AOP 17).

2.2 FREQUENCY

The CAP 1732 Check Survey is undertaken on an annual basis, generally around September.

Ref: BAP-AOPS-017 Aerodrome Surveys (AOP 17).

SECTION 2 ACCESSING THE AERODROME MOVEMENT AREA

1. CO-ORDINATION WITH THE SECURITY AGENCIES

1.1 Airport security is an "in-house" function provided by BOH Security staff under the management of the Terminal Operations Manager (TOM).

All Security personnel are trained to at least Aviation Security Officer Level 1 standard.

Full details of security arrangements and requirements are documented in the Airport Security Programme, which is held and administered by the TOM.

2. CONTROL OF ENTRY INTO MOVEMENT AREA

2.1 POLICY STATEMENT

BOH will ensure that only trained, qualified and authorised persons are allowed unescorted access to the Movement Area and other operational areas of the Aerodrome; escorted access will be provided as required.

Staff ID Passes are zoned for access into specific areas required in the course of their duty. ID Passes are for the use of the issued individual only and are not to be used to grant access to colleagues into areas they are not authorised to access. Staff should be vigilant when using ID controlled doors, that following individuals are authorised to access the area and if any doubt exists, should verify the validity of their ID Pass

Ref: BAI-AOPS-001 Airside Security (AOI 01)

2.2 CRITICAL PART ACCESS CONTROL

The Critical Part (CP) is delineated by a red solid line and encompasses the outbound Baggage Dock, Delivery Areas and the East & West Aprons also to include the Fire Station and the ATC building.

Staff, visitors and vehicle entry into the CP is via the single designated entry point, Control Point 2 (CP2), located on the south-eastern side of the Airfield. In accordance with CAA requirements, all personnel and vehicles are searched prior to access being granted.

At all times, all personnel within the CP must display their ID Pass in a conspicuous position, with the data clearly visible. The only exception to this being for those engaged in the loading / off-loading of baggage, within the confines of an aircraft hold. However, the ID Pass must be carried, and the requirements complied with at all other times.

Any person not visibly displaying a valid Airside ID Pass, within the CP, should be challenged. Any member of staff who is unsure of the identity of any person within their work area; or observes someone who appears to be acting in a suspicious manner, should ask to see their ID Pass or contact a member of Security.

2.3 Movement Area Access Control

Access to the Movement Area, from locations on the north side of the Airfield, is controlled by coded gates, for which the access code is changed regularly. It is the responsibility of the gate operator to ensure that only authorised personnel are permitted access.

2.4 Temporary Passes

Visitors requiring entry to the CP will be issued with a Temporary Pass. All Temporary Pass holders must be always escorted by a full ID Pass holder, which is valid for the required areas to be accessed.

A full Airside Pass holder is permitted to escort up to 3 Temporary Pass holders who are working at the Airport, or up to 6 Temporary Pass holders who are only visiting.

SECTION 3 MOVEMENT AREA INSPECTIONS AND REPORTING

1. COMMUNICATION WITH AIR TRAFFIC CONTROL

1.1 All vehicles operating within the Manoeuvring Area do so under Air Traffic Control, using UHF Channel 2.

Vehicles operating on the Runway communicate via the Ground Control, or when not in operation, the Tower VHF published frequency. The Safety vehicle, which conducts the daily inspection, operates on VHF at all times.

During normal operations, vehicles engaged in surface inspections operate on an "own look-out" basis, maintaining radio contact with ATC and only being required to request permission to enter or cross the Runway. During Low Visibility operations, permitted vehicle movement is controlled by point-to-point clearance.

2. CHECK-LISTS AND RECORD KEEPING

2.1 Routine, daily Inspections include the following:

- All Apron Areas
- Equipment Parks and Associated Roadways
- Maintenance Areas
- Aerodrome Perimeter
- Grass Areas
- Other Aircraft Movement Areas

The Movement Area will be inspected at regular intervals to verify that areas are fit for use by aircraft, ground surface equipment, vehicles and pedestrian movements, as relevant.

Inspections within the Aerodrome boundary will be undertaken as identified through the Risk Assessment process and in accordance with regulatory requirements and minimum recognised best practice.

The daily inspections are recorded on the Aerodrome Safety Log held by the RFFS.

3. INSPECTION SCHEDULE AND REPORTING

3.1 INSPECTION INTERVALS

3.1.1 A full, daily surface Inspection is carried out prior to the official opening time of the Aerodrome, covering elements listed in Para 2.1 above.

Additional inspections of specific areas are conducted as requested, for example: following engine running activity; criteria for such inspections are listed in the MATS Part 2.

3.1.2 In addition to the daily, routine inspections, a comprehensive Runway Inspection will be carried out at least twice each month, by Airside Operations team. The inspection will concentrate on the surface conditions and markings, the integrity of the Shoulders and will include a periodic visual inspection of the RESAs. Inspection reports will be filed on the "BOH Shared Files".

3.1.3 A second tier of Airfield inspections is carried out monthly by the Airside Operations team. These inspections will concentrate on the condition of the Movement Area surfaces, markings and signage, excluding the Runway unless specifically required.

3.1.4 A Runway "FOD Plod" is undertaken twice yearly, typically at the beginning and end of the winter season; providing a thorough visual check of the entire Runway surface, lighting installations and markings. The walks are managed by the Airside Operations team and involve as many personnel as available.

3.1.5 Runway Surface Friction testing is undertaken on an annual basis; this is outsourced to an approved contractor.

3.2 REPORTING

All reports relating to any of the surface inspections are logged on the Shared Folders system. Any areas of work identified during the inspections are submitted via the Engineering Works Database &/or advised to the relevant department, as appropriate.

Ref: BAI-AOPS-002 Movement Area Inspection and Reporting (AOI 02)

SECTION 4 PROCEDURES RELATING TO VISUAL AND NON-VISUAL AIDS

1. CHECKLISTS AND RECORD KEEPING

1.1 POLICY STATEMENT

BOH operates a range of Visual and Non-Visual Aids, maintained in line with European and National Regulations and manufacturer guidelines to ensure safe operation.

Responsibility is shared between Airside Operations and Air Traffic Engineering (ATE): ATE/AGL manages all Airfield Ground Lighting and internally lit signage, while Airside Operations handles externally lit signage, other signage, and pavement markings.

1.2 RECORD KEEPING

Equipment maintenance is carried out in accordance with the manufacturer's Technical Manual, in conjunction with local procedures.

All documentation related to the operation and maintenance of Visual and Non-Visual Aids is stored within the shared Air Traffic Engineering folder on the network.

2. INSPECTION SCHEDULES AND REPORTING

2.1 NAVIGATION AIDS

All Navigation Aids are checked daily by the Air Traffic Engineering (ATE) department.

Processes and reporting requirements are detailed in the Maintenance Exposition document, ownership of which rests with the Senior Air Traffic Engineering (SATE).

2.2 AERODROME GROUND LIGHTING (AGL)

AGL is the responsibility of the Air Traffic Engineering staff, supported by other suitably qualified Airport staff or external contractors, as necessary.

Processes and reporting requirements are detailed in the AGL Maintenance Procedure document, ownership of which rests with the Senior Air Traffic Engineer.

3. Maintenance and Troubleshooting

3.1 Procedures for Aerodrome Equipment

The maintenance, servicing and inspection procedures for Aerodrome equipment is detailed in the Maintenance Exposition document and the AGL Maintenance Procedure, as relevant.

Maintenance schedules of the Navigation Aids are listed in the MATS Part 2.

The Lighting Panel in the VCR provides immediate indication of any significant fault or system failure, which can be advised to the ATE. The system PC in the "B" Centre provides access to the CCR overview events log, detailing faults and alarms.

4. Maintenance of the Movement Area

4.1 All areas of the Movement Area are inspected on a regular basis; required work is noted on the Engineering Data Base.

Guidance on maintenance procedures and the management of identified works are detailed in AOI 04; Control of Aerodrome Works.

SECTION 5 PROCEDURES FOR AERODROME WORKS

1. CO-ORDINATING AND CONDUCTING WORK

1.1 POLICY STATEMENT

BOH will establish and implement procedures to ensure that operations are not affected by Aerodrome works and that the safety of such works is not affected by operational activities. Additionally, in accordance with CAP 791, BOH will notify the CAA of any on-Aerodrome developments or other changes to the physical characteristics of the Aerodrome.

BOH ensures that a comprehensive maintenance programme is implemented, which incorporates a co-ordinated and systematic approach to both preventative and remedial maintenance, providing well maintained surfaces vital to safe and efficient operations.

1.2 CONTROL OF AIRSIDE WORKS

All Airside works are co-ordinated and managed through the Airside Works Authorisation Permit scheme, which is overseen by the Facility and Maintenance Manager. All works must be notified to ATC, RFFS and Engineering; & other departments, as relevant.

Those works involving “hot works” additionally require a Hot Works Permit, which is administered by the RFFS.

Ref: BAI-AOPS-004 Control of Aerodrome Works (AOI 04) and BAP-AOPS-017 Hot Works Procedures (AOP 17).

2. COMMUNICATION WITH ATC

2.1 All operators on the Manoeuvring Area are required to be in contact with ATC by radio. Where the work area has an impact on the operational capability, taxiway closure etc. a full ATC brief is required with the works supervisor, prior to the commencement of any work.

ATC procedures are detailed in the MATS Part 2.

SECTION 6 PROCEDURES FOR APRON MANAGEMENT

1. AIR TRAFFIC SERVICES AND APRON MANAGEMENT

1.1 The Apron is outside of the jurisdiction of the ATC function. There is no requirement for a formal transfer of aircraft between ATC and the Apron marshaller. ATC procedures for the operation of aircraft on and off the Aprons are detailed in MATS Part 2.

Ref: BAI-AOPS-005 Ground Handling of Aircraft (AOI 05)

2. ALLOCATION OF AIRCRAFT PARKING

2.1 Parking stands are allocated by the Airside Duty Operations Manager (ADOM) on a day-to-day basis; these are advised to the Ground Handlers and ATC via the HIVE system.

A Multiple Aircraft Ramp Stand (MARS) plan is established to facilitate the parking of 2 or more large aircraft of code D size, on the East Apron. This utilises offset stand centrelines for nose in / push back operations.

Ref: BAI-AOPS-005 Ground Handling of Aircraft (AOI 05)

2.2 To facilitate larger aircraft, diverted flights, flights of a particular nature etc., Taxiway Bravo and Taxiway Romeo can also be used for aircraft parking. When appropriate, the Taxiway will be designated as Apron for the duration that the aircraft is parked.

3. START AND PUSH-BACK PROCEDURES

3.1 Aircraft operating from the main Apron area must obtain permission to Push-Back and start from ATC by radio with the Ground Movement or Aerodrome Controller as relevant. ATC procedures are detailed in the MATS Part 2.

Ref: BAI-AOPS-005 Ground Handling of Aircraft (AOI 05)

4. MARSHALLING AND FOLLOW-ME PROCEDURES

4.1 All aircraft are marshalled onto the Apron by ground handling personnel.

Follow-Me procedures are only employed during CAT III operations or when specifically requested by the pilot.

SECTION 7 APRON SAFETY MANAGEMENT

1. PROTECTION FROM JET BLAST

1.1 Procedures established for minimising any impact of jet blast are detailed in BAI-AOPS-005 Ground Handling of Aircraft (AOI 05)

2. AIRCRAFT REFUELLING OPERATIONS

2.1 Refuelling operations are undertaken in accordance with the procedures and restrictions detailed in BAI-AOPS-003 Aircraft Refuelling Operations Instruction (AOI 03)

3. APRON CLEANING AND SWEEPING

3.1 The Apron areas are inspected daily by the RFFS, as part of the overall Movement Area inspection regime.

Ref: BAP-AOPS-011 Airport Sweeping Program (AOP 11)

4. SAFETY PROCEDURES FOR PERSONNEL

4.1 BOH will ensure aircraft safety is maintained at an acceptable level, when using Apron facilities, through a comprehensive risk identification and mitigation process.

Apron safety is continually assessed to ensure that risks to personnel, vehicles, equipment and aircraft are minimised and controlled to an acceptable level. Mitigation will be adopted in accordance with best practice notified in the CAP 642 and ICAO Annex 14; Volume 1.

Ref: BAI-AOPS-011 Apron Safety Management (AOI 11)

SECTION 8 CONTROL OF VEHICLES AND HAZARDS

1. CONTROL OF VEHICLES

1.1 In order to improve and maintain safety within the Manoeuvring Area, all persons required to drive or operate vehicles must be in possession of a valid Airside Driving Permit.
In addition, all vehicles should be serviceable and in possession of a valid Airside Vehicle Permit.

The issue of an Airside Driving Permit for Bournemouth Airport is in accordance with the guidance of CAP 790, Requirements for an Airside Driving Permit (ADP) Scheme.

Ref: BAI-AOPS-012 Airside Vehicle Permit Scheme (AOI 12) and BAI-AOPS-013 Airside Driving; Training and Regulations (AOI 13).

2. WILDLIFE HAZARD MANAGEMENT

2.1 BOH operates a Wildlife Control Programme, which assesses the wildlife strike risk and defines and implements the appropriate wildlife control measures to reduce or mitigate the risk.

The Programme follows the guidance of the ICAO Annex 14; Volume 1, CAP 393; The Air Navigation Order, CAP 642; Airside Safety Management and CAP 772 Bird Strike Risk Management for Aerodromes.

Ref: BAI-AOPS-015 Wildlife Hazard Management (AOI 15)

3. OBSTACLE CONTROL AND MONITORING

3.1 Obstacle Limitation Surfaces are defined in accordance with the ICAO Annex 14; Volume 1.

Aerodrome Safeguarding is the responsibility of the Safeguarding Officer, based at Exeter airport.

Procedures and guidance on the control and monitoring of obstacles are contained in the following documents:

- BAI-AOPS-016 Aerodrome Safeguarding (AOI 16)
- BAI-AOPS-017 Aerodrome Surveys (AOI 17)
- BAI-AOPS-026 Crane Operations (AOI 26)

Obstacles are notified through the NOTAM system or as an UK AIP entry, as relevant.

4. Hazards Relating to Human Activities and Land Use

4.1 Measures in place for the monitoring of hazards relating to human activity and land use are contained in the following documents:

- BAI-AOPS-004 Control of Aerodrome Works (AOI 04)
- BAI-AOPS-039 Foreign Object Debris Policy (AOI 039)

5. Inspection Management

5.1 The Aerodrome inspection regime and processes are detailed in BAI-AOPS-002 Movement Area Inspection and Reporting (AOI 02).

5.2 The procedures for monitoring and reporting of obstacles are contained in BAI-AOPS-017 Aerodrome Surveys (AOI 17).

SECTION 9 AERODROME EMERGENCY PLAN

1. DEALING WITH EMERGENCIES

1.1 EMERGENCY ORDERS

Emergency plans are established, which have been devised to instigate essential people and processes in response to various types of emergencies on, or in the vicinity of the Aerodrome. The collation of the emergency plans is published as the BOH Emergency Orders and indicates the responsibilities of and the action to be taken by BOH personnel; and serves as a guide to other based organisations.

Responsibility for the promulgation and amendment of the BOH Emergency Orders is delegated by the Operations Director to the Fire Service Manager; updates will be agreed in conjunction with the Deputy Fire Service Manager.

1.2 EMERGENCY PLANNING

The BOH Deputy Fire Service Manager Chairs the BOH Emergency Liaison Panel Committee (ELPC). The Committee is made up of Airport Management, Service Partners, Blue Light Services, Local Authority Emergency Planning and Local Support Agencies, including chaplains and hospitals.

The ELPC holds responsibility for the planning, preparation and subsequent promulgation of plans, actions and responsibilities to deal with any emergency likely to affect the Airport, its operations or surrounding perimeters.

The ELPC is designed to ensure that suitable instructions are established, detailing the responsibilities and actions of those concerned with handling emergencies at BOH or the surrounding perimeters.

The ELPC meets on a quarterly basis, with more frequent meetings arranged when the planning and preparation of any Airport Emergency Exercise is in process. Additional meetings are also arranged in the event of an aircraft incident, to ensure full debriefs are held and to assimilate lessons learnt into the Emergency Plan.

More details of the ELPC are contained in Part B; Section 1, paragraph 3.3.1 of this Manual.

2. AERODROME FACILITIES AND EQUIPMENT

2.1 Rendezvous Points

Two Rendezvous Points (RVPs) for responding blue light services are promulgated. Full details are contained in the BOH Emergency Orders.

The RVPs are designated and located at:

- Rendezvous Point East: Security Control Point 2
- Rendezvous Point West: Vehicle Gate 6

2.2 Fire Command

The Airport Incident Commander, located at the Forward Control Point is the focal point for, and undertakes the local co-ordination of the blue light services responding to the emergency.

2.3 Reception Centres

In the event of an Aircraft Accident, facilities have been established that include the operation of the:

- Survivors Reception Centre
- Family and Friends Reception Centre
- Reconciliation Information centre

Details are contained in the BOH Multi-Agency Reception Centre Plan and the BOH Emergency Orders.

2.4 Major Incident Team

In the event of an Aircraft Accident or major incident, the Airport Major Incident Team (MIT) will assemble to deal with the incident and return the Airport to normal operations. Members of the MIT are annotated on the Call-Out List in the Emergency Orders.

The MIT will convene in Unit 3. Details and procedures for activating and operating the Major Incident facility are contained in the Emergency Orders.

The role of the MIT is to pro-actively collate relevant information, liaise with external support bodies and ensure that appropriate care and support is provided to survivors, their family & friends and all staff involved.

3. Testing of Emergency Plans

3.1 Emergency Exercises

It is essential that emergency exercises are based on current and planned Airport activity and as such should aim to be a true reflection of that activity and any potential incident associated with it.

The requirements for Emergency Exercising will be managed through a modular approach, comprising a series of 10 modular tests; these will conclude with a full emergency exercise, at intervals not exceeding 4 years.

The modular approach provides a greater flexibility in engaging with the Local Resilience Forum (LRF), which has a key role within the BOH Emergency Plan; and provides potential for BOH to attend or use LRF planned exercises to gather evidence. A timetable of events will be planned to capture both Airport and LRF exercises and training.

The Modules will cover the following elements:

1. Raise the Alarm
2. Rendezvous Points
3. Operational Command
4. Medical Services
5. Tactical Command
6. Strategic Command
7. Airport Reception Centre
8. Post Disaster Management
9. Business Recovery
10. Live Full-Scale Exercise

3.2 Exercise planning

A multi-agency working group will be formed from the Airport's Emergency Liaison Planning Committee for the planning and delivery of each of the modules. Not all Committee members will be required for all modules but will be selected as appropriate to their area of expertise.

3.3 Testing the Plan

Each Module is to be run in real time so that a true reflection of it can be assessed for review and/or amendment.

In order to test the Emergency Plan, all attending agencies are to set real aims and objectives for the Exercise in regard to their specific roles within the Plan and the overall outcome of the Exercise.

3.4 Assessing the Plan

In order to obtain an initial and detailed outcome of the Exercise, a "hot debrief" will be held at the close of the Exercise, involving the senior players of the main attendees. This information will be collated to provide an initial assessment and outcome.

After a suitable period, to allow full collation of reports relating to the Exercise, a full debrief will be held. This will involve all members of the ELPC, plus any agencies involved that are not represented on the Committee. The outcome of the debrief will be disseminated to all attendees. Revisions and procedural changes, resulting from the debrief, are to be discussed and agreed before implementation and adoption into the BOH Emergency Plan.

SECTION 10 RESCUE AND FIRE FIGHTING

1. POLICY STATEMENT

1.1 ICAO Annex 14; Volume 1 defines that the principal objective of a Rescue and Fire Fighting Service is to save lives. The most important factors in achieving an effective rescue, in a survivable aircraft accident, are the standard of personnel training, the effectiveness of the equipment available and the speed with which the designated personnel and the equipment in use can be deployed.

BOH ensures that at least the minimum level of appliances, staffing, media and equipment meets the requirements of ICAO Annex 14; Volume 1.

2. RFFS PROVISION

2.1 The description of facilities, equipment, personnel and procedures for meeting the Rescue and Fire Fighting requirements at the Aerodrome are contained in Part E; Annex 1 of this Manual.

SECTION 11 REMOVAL PLAN OF DISABLED AIRCRAFT

1. POLICY STATEMENT

1.1 BOH ensures that adequate procedures are in place for the removal of disabled aircraft in accordance with the requirements ICAO Annex 14; Volume 1 and the ICAO Airport Services Manual; Part 9.

Ref: BAI-AOPS-019 Disabled Aircraft Removal Plan (AOI 19)
BOH Emergency Orders: Annex C; Aircraft Salvage Orders

SECTION 12 STORAGE AND HANDLING OF FUEL AND DANGEROUS GOODS

1. POLICY STATEMENT

1.1 FUEL

Responsibility for the management of the aviation fuel installation at BOH rests with the in-house fuel supplier, in accordance with all relevant regulatory requirements.

The responsibility includes, but not limited to:

- Aviation Fuel Storage
- Aviation Fuel Distribution; both to the installation and from the installation to aircraft
- Fuel Quality and Fitness for use in aircraft
- The activity of Fuelling to aircraft

BOH will monitor and audit the management, quality control and delivery procedures of fuelling activities.
Procedures are documented in AOI 3: Aircraft Refuelling Operations Instruction

1.2 DANGEROUS GOODS

BOH will allocate pre-surveyed stands for the on/off loading of dangerous goods. The handling and storage of dangerous goods by air is the responsibility of the relevant airline or their sub-contracted ground handling company, as applicable.

Procedures are documented in AOI 20; Dangerous Goods (Including Mobility Aids).

2. AVIATION FUEL QUALITY AND AUDITS

2.1 FUEL MANAGEMENT

Bournemouth Airport operates an in-house fuelling service. The Fuel Department undergoes annual audits against JIG standards as the primary benchmark. Additionally, audits may be conducted by airlines and IATA.

The Fuel Department is also audited against environmental requirements internally. Furthermore, on an annual basis, a suitably qualified auditor from another airport within the same group will be commissioned to conduct an internal peer audit.

Ref: BAP-HSQ-001- compliance Monitoring Oversight

SECTION 13 OPERATIONAL PROCEDURES

1. LOW VISIBILITY OPERATIONS

1.1 POLICY STATEMENT

BOH is committed to providing facilities and procedures to enable safe aircraft operations during Low Visibility Conditions. The provision of such, combined with a maintained level of safety, will reduce air traffic capacity below that achievable in normal operations.

1.2 OPERATING PROCEDURES

All surface movements on the Manoeuvring Area are under the control of ATC. Guidance is provided by means of a combination of Ground Lighting, Signage and Follow-Me Provision.

Procedures covering Low Visibility Operations, including those for conditions of low cloud are contained in:

- BAI-AOPS-021 Low Visibility Operations (AOI 21)
- MATS Part 2: Section 1; Chapter 15

2. WINTER OPERATIONS

2.1 POLICY STATEMENT

BOH will maintain procedures for Winter Operations, which will ensure safe aircraft operations during winter conditions.

Ref: BAM-AOPS-011 Airport Snow Plan Manual

3. SNOW REMOVAL PLAN

3.1 POLICY STATEMENT

BOH will ensure that an effective plan is in place, for the safe and expeditious removal of snow from the aircraft Movement Area and that appropriate equipment is available to fulfil this requirement.

Ref: BAM-AOPS-011 Airport Snow Plan Manual

4. Adverse Weather Conditions

4.1 Policy Statement

BOH will have effective procedures in place, to ensure the safety of operations during periods of adverse weather.

Ref: BAI-AOPS-023 Inclement Weather Operations (AOI 23)

5. Night Operations

5.1 Policy Statement

BOH will ensure that Visual Aids are installed, operated and maintained to permit aircraft operations to be performed safely during the night periods.

5.2 Maintenance of Aids

The maintenance of Visual and Navigational Aids is detailed in the ATE Exposition Document. Procedures for aircraft operations, including during the "Out-of-Hours" period, are detailed in the MATS Part 2.

6. Protection of Navigational Aids

6.1 Policy Statement

BOH ensures that procedures are in place to safeguard the Radar and other Navigational Aids.

Ref: Exposition Document
MATS Part 2

7. Operation of Aircraft of Higher Code Category

7.1 Ground Movements

The ground movement of aircraft is restricted to taxiways appropriate to the aircraft's Code.

Procedures are established covering Runway use by Code E aircraft, resulting from the absence of non-paved Runway Shoulders.

Ref: BAI-AOPS-005 Ground Handling of Aircraft (AOI 05)

8. Measures for the Prevention of Fire

8.1 Policy Statement

BOH ensures that procedures are in place for the prevention of fire at the Aerodrome. This includes ensuring that no person smokes within the Airside environment, except in designated areas, and that procedures are in place to control any Hot Works, which are taking place.

A copy of the Fire Safety Policy is included as Appendix 1 at the end of this Section

9. Reduced Declared Distances

9.1 Responsibility

In the event of an incident occurring, which results in the need to reduce any of the Runway Declared Distances, the executive responsibility for calculating and publishing the revised information is vested in the:

- Operations Director
- Head of Airside
- Fire Service Manager
- Airside Operations Manager

9.2 Policy and Process

Any decision to facilitate continued operations, based on reduced Declared Distances, will primarily be dependent on the potential operational impact.

Procedures are contained in BAP-AOPS-006 Recalculating Declared Distances (AOP 06).

10. Integration of Aviation Activities

10.1 Procedures for handling special categories of flight, such as Gliders, Para-dropping, Balloon Releases etc. are detailed in MATS Part 2: Section 1; Chapter 10

11. Environment Policy

11.1 Bournemouth Airport acknowledges its duty to protect the environment and will apply all feasible means to ensure that our operations have the minimum possible impact on the environment.

BOH is committed to continually improve its environmental performance, prevent pollution and protect the environment; through compliance with all environmental legislation and industry best practice.

The full Bournemouth Airport Statement of Environmental Policy can be found on Bournemouth Document Library at:

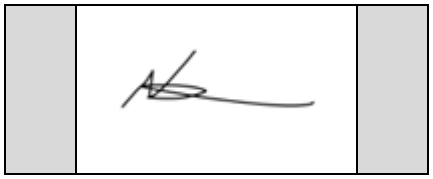
M:\BOH Document Library\Airport Policies

APPENDIX 1 FIRE SAFETY POLICY

Every effort is made to prevent fires, but they can still happen; the primary aim is to prevent fires occurring in our premises. In the event of fire, comprehensive emergency arrangements and fire safety systems are provided for the safety of all people in our buildings.

Fire Safety is achieved through the following commitments. We will**:**

1. Comply with the Regulatory Reform (Fire Safety) Order and other applicable fire safety legislation and national standards.
2. Define the organisation, responsibilities, processes and procedures for managing the risk of fire in our Airport Fire Safety Management Plan and RCA Fire Safety Management Standard.
3. Appoint competent people to designated roles that have responsibility and authority for the management of fire safety.
4. Have appropriate preventative and protective fire safety measures designed into our buildings to ensure the safety of people, provide property protection and support the continuity of business operations.
5. Undertake and review Fire Risk Assessments for all premises that are appropriate to their characteristics and respond promptly to actions identified to reduce risks.
6. Provide training, instruction and information so that our colleagues understand their actions in case of fire and where designated, their additional fire safety responsibilities.
7. Control changes to our premises, processes and organisation to maintain fire safety standards and national legislation.
8. Minimise the risk of fire by applying processes to control the use and storage of dangerous substances.
9. Implement processes to control fire risks from maintenance and construction works.
10. Conduct scheduled inspection, testing and maintenance of fire safety systems so that they operate correctly in the event of fire.
11. Undertake inspections to ensure that routes to emergency exits and the exits themselves are kept clear at all times
12. Implement and test emergency plans for responding to fire in our premises, including measures for persons that are especially at risk.
13. Co-operate with third parties that occupy our premises to take all reasonable steps to co-ordinate respective fire safety risks and measures.
14. Regularly monitor and report on objectives and measures of fire safety performance that pursue continuing improvement.
15. Audit our third parties to check they are meeting requirements set in lease agreements and their statutory duties for fire safety.
16. Conduct formal governance and management review of compliance against national standards and the RCA fire safety management systems.



BOURNEMOUTH AIRPORT; ACCOUNTABLE MANAGER
NICOLE PARK
11 MAY 2026

This Policy will be supported by a number of Plans and Procedures, which will provide guidance on the implementation of this Policy. For any queries concerning compliance please contact the Health & Safety Team.

ANNEX A

BOH AIRPORT OPERATIONAL INSTRUCTIONS (AOIS)

AOI	TITLE
01	Airside Security
02	Movement Area Inspection and Reporting
03	Aircraft Refuelling Operations Instruction
04	Control of Aerodrome Works
05	Ground Handling of Aircraft
06	Prevention of Runway Incursions
07	Airside Safety
08	Passenger Management
09	Incident Reporting and Investigation
10	N/A
11	Apron Safety Management
12	Airside Vehicle Permit Scheme
13	Airside Driving; Training and Regulations
14	Airside Safety Regulation Scheme
15	Wildlife Hazard Management
16	Aerodrome Safeguarding
17	Aerodrome Surveys
18	Ground Engine Running and use of GPUs and APUs
19	Disabled Aircraft Removal Plan
20	Dangerous Goods (Including Mobility Aids)
21	Low Visibility Operations
22	N/A
23	Inclement Weather Operations
24	Handling and Storage of Fuel
25	Detention of Aircraft
26	Crane Operations
27	UHF Radio Call-Signs
28	N/A
29	Airside Photography & Filming
30	N/A
31	Out- of-Hours Extensions
32	Use of Compass Base
33	Provision of First Aid

34	N/A
35	Safety Clothing and Equipment
36	Aircraft Breaking & Dismantling
37	N/A
38	Airport Conditions of Use
39	Foreign Object Debris Policy
40	Use of Electronic Cigarettes
41	Fixed Base Operator Licence
42	Ground-Based Aircraft Testing

PART E: ANNEX 1

RFFS PROCEDURES / EMERGENCY PLANNING

SECTION 1 AERODROME EMERGENCY PLAN
SECTION 2 COMMUNICATION AND ALERTING SYSTEMS
SECTION 3 RFFS LEVEL OF PROTECTION
SECTION 4 TRAINING
SECTION 5 POLICY AND PROCEDURES

SECTION 1 AERODROME EMERGENCY PLAN

1. SPECIALIST EQUIPMENT

1.1 A Hose Layer c/w 930 metres of high-volume hose, connected to a high-pressure hydrant giving 11 bar pressure, is part of the response equipment in the event of a major incident on the Airfield.

Ref: RFFS TRA; 2024

2. OPERATIONS CLOSE TO WATER

2.1 The Moors River has been identified as difficult environs for fire and rescue purposes. The river and river basin area, when in flood, cover a substantial part of the Runway 26 Undershoot.

2.2 BIA Rescue and Firefighting Service (RFFS) need to ensure there is an effective plan to mobilise additional water rescue assets in the event of an aircraft incident within the Moors River flood plain whilst the area is in flood.

Ref: RFFS Memorandum of Understanding (MoU) with DWFRS, regarding water rescue
Ref: Operational Procedure No. 50: Dorset & Wiltshire Fire and Rescue: Moors River Flood Plain Pre-Determined Attendance.

Ref: RFFS Memorandum of Understanding (MoU) with DWFRS, regarding water rescue

3. APPROACH AND DEPARTURE AREAS ASSESSMENT

3.1 Assessments for gaining access into the Approach / Departure areas, within 1000m of Runway 08/26, are routinely carried out on an annual basis. Additional assessments are conducted if alterations, known to affect response into these areas have occurred.

4. INCIDENT / ACCIDENT RESPONSE

4.1 The RFFS manning levels are based on a detailed Task and Resource Analysis of the operational tasks performed by the RFFS at an aircraft accident/incident. A proactive approach to the task and resource analysis is applied and it is the responsibility of the Fire Service Manager to ensure that the task and resource analysis is reviewed, amended and promulgated as and when required.

SECTION 2 COMMUNICATION AND ALERTING SYSTEMS

1. MONITORING OF AIRCRAFT

1.1 Monitoring the aircraft Movement Area is carried out by Air Traffic Control (ATC) for the purpose of alerting the RFFS, in the event of an aircraft emergency.

2. ALERTING AND RESPONSE

2.1 In the event of an aircraft emergency, the primary method of alerting the RFFS is by way of a dedicated Crash Phone from ATC, backed up by the sounding of the Emergency Siren.

When RFFS personnel are away from the Fire Station, direct radio contact is maintained with ATC via UHF Radio, Channel 2 and when necessary, by mobile phone.

When RFFS personnel are engaged on extraneous duties, they are in constant radio contact with Air Traffic Control or the Fire Station Watch Room. Personnel also carry a mobile phone.

Ref: POL-RFFS-009 RFFS High Level Strategic Policy No 9; Fire Service Communications

3. MANAGEMENT OF EXTRANEOUS DUTIES

3.1 All extraneous duties, conducted by RFFS personnel, are subject to Airport operations at the time and undertaken Airside only.

Ref: POL-RFFS-021 RFFS High Level Strategic Policy No.21; RFFS Extraneous Duties

SECTION 3 RFFS LEVEL OF PROTECTION

1. PROVISION OF COVER

1.1 POLICY STATEMENT

BOH RFFS has been established to provide and maintain an effective and efficient response to aircraft, within the Movement Area and within the area contained within 1000 metres from each end of the Runway.

1.2 OPERATING CATEGORY

During the published operational hours of the Airport, the Aerodrome Fire Fighting provision is promulgated as Category 7; Category 8 is provided under Remission.

Category 9 is available by arrangement, providing a minimum of 24 hours' notice.

During the winter months, nominally November – March, and during periods of reduced aircraft activity, the RFF category may be downgraded to Category A6; scheduled traffic will not be affected.

Up-to-date information can be obtained from:

- The Fire Service on 01202 364 143 / 144
  or
- ATC on 01202 364150

Outside of the published operating hours, the available RFF category will be as required for the specific aircraft movements.

2. MANAGEMENT OF RFFS LEVELS

2.1 Provision of RFFS protection, to the category specified by the Authority, is a mandatory requirement. At all times, to ensure that the RFFS meets the minimum equipment and media levels, 3 appliances are available to prevent going under the minimum category level.

In the event that, due to a sudden illness / unavailability of a member of staff, the manning level falls below the minimum required for the promulgated fire category, immediate action will be

taken to reinstate the required manning level. If the Fire Service Manager, or Deputy, is not on duty, then through the Duty Station Manager, off-duty personnel of the equivalent rank will be contacted.

The Duty Station Manager is responsible for advising ATC of any unexpected reduction of the fire category available and the estimated time that the reduction in category will apply. The Managing Director, Operations Director and Fire Service Manager are also to be informed.

ATC will be responsible for notifying pilots and aircraft operators by radio and NOTAM, if applicable, of any reduction in the fire category available.

The Duty Station Manager will also be responsible for informing ATC, the Managing Director, Operations Director and the Fire Service Manager when the appropriate fire category has been restored.

Ref:POL-RFFS-001 High Level Strategic Policy No. 1; Aircraft Manning

3. Response to Off-Aerodrome Incidents

3.1 Response Area

BOH RFFS will respond to aircraft incidents, which occur within the 1000 metres designated area at each end of the Runway.

BOH RFFS will attend an aircraft incident up to 8 kilometres radius of the Airfield. A decision will be made between the Duty Air Traffic Control Officer and the Duty Station Manager as to the scale of attendance that is to be proportionate to the subject aircraft type.

3.2 Availability of Continued Provision

The Duty Station Manager (Airport Incident Commander) will inform the Duty Air Traffic Controller of the fire category available at the Aerodrome and will be responsible for all subsequent actions by BOH RFFS. To ensure that Category 7 is reinstated at the earliest, off-duty personnel will be brought in to man the spare appliances.

When the Airport Incident Commander deems that the incident is closed, or BOH RFFS attendance is no longer required, attending personnel will return to the Airport at the earliest opportunity to resume normal operations.

Ref: BAM-RFFS-001 Emergency Orders, Section 3, Full Emergency 2.3 PDA

4. Response to Domestic Fires / Special Services

4.1 BOH RFFS do not generally supply domestic fire cover. However, between known Category 7 aircraft movements, a crew may be sent to investigate a reported fire; if a fire is confirmed, immediate and limited action may be taken to prevent an escalation, until the arrival of the local services.

5. Upgrade of Available Category

5.1 The Airport Duty Manager or Air Traffic Control may inform the RFFS of an aircraft wishing to use BOH, requiring a higher category than the promulgated Category 7 (Category 8 under Remission) and therefore, making it necessary to raise the level of RFFS cover to Category 9, which will be effected given the required notice.

Additional Fire Fighters will be required to make up the minimum manning level required for the relevant category and to be on Station 30 minutes prior to the planned aircraft movement. The additional personnel will ride on one or both of the reserve appliances.

It is the responsibility of the Duty Crew Station Manager, to ensure that the procedure is implemented, to provide the required manning level to meet the appropriate category for the planned aircraft movement.

When the Duty Station Manager is satisfied that the required RFFS cover is available on Station, this information will be passed to the Fire Service Manager, Air Traffic Control and the Airport Duty Manager.

Ref: POL-RFFS-001 High Level Strategic Policy No.1; Aircraft Manning

6. CATEGORY OBJECTIVES

6.1 MEDIA PROVIDED

FIRE CATEGORY	APPLIANCE	AGENT		
		WATER (LITRES)	FOAM (LITRES)	SECONDARY MEDIA DRY POWDER (KG)
Category 1-3	Fire 1	10,000	1,000	250
Category 4	Fire 1; Fire Command (1)	10,000	1,000	250
Category 5	Fire 1; Fire 2; Fire 5;	20,000	2,000	500
Category 6	Fire 1; Fire 2; Fire 5; Fire Command	20,000	2,000	500
Category 7	Fire 1; Fire 2; Fire 5; Fire Command	20,000	2,000	500
Category 8	Fire 1; Fire 2; Fire 5; Fire 8; Fire Command	30,000	3,200	600
Category 9	Fire 1; Fire2; Fire 5; Fire 8; Fire Command	30,000	3,200	600

(1) Command and Support Equipment

A minimum of 5Kg of CO_2 is carried on each appliance

6.2 DISCHARGE RATES

APPLIANCE	PUMP	MONITOR OUTPUT WATER	SIDE-LINE OUTPUT WATER	EXPANSION RATIO	MAXIMUM FOAM OUTPUT
Fire 1 Scania	Ruberg EH40 Duel Stage 4000 lpm @ 15 bar	Dual (lpm) 2,000 Low ,4000 High	2 x 450 lpm	Non aspirated	4000 lpm
Fire 2 Scania	Ruberg EH40 Dual Stage 4000 lpm @ 15 bar	Dual (lpm) 2,000 Low 4,000 High	2 x 450 lpm	Non aspirated	4000 lpm
Fire 5 Iveco	High Pressure Hydrant 4500 lpm @ 11 bar				
Fire 8	Godiva duel stage 45 ltrs @15 bar &200 LPM at 40 bar	Dual (lpm) 2,250 Low 4,500 High	2 x 450 Lpm	10:1	54000 lpm

6.3 FOAM PRODUCING APPLIANCES

APPLIANCE	FOAM CAPACITY; MOUSSOL @ 3%
Fire 1	1,000 Litres
Fire 2	1,000 Litres
Fire 8	1,200 Litres

6.4 STAFFING / SUPERVISION LEVELS

FIRE CATEGORY	FIRE APPLIANCE	PERSONNEL LEVEL
Category 1-3	Fire 1	Station Manager or Watch Manager; 2 x Fire Fighter
Category 4	Fire 1; Fire Command [1]	Station Manager or Watch Manager; Crew Manager; 2 x Fire Fighter
Category 5	Fire 1; Fire 2; Fire 5;	Station Manager or Watch Manager; Crew Manager; 3 x Fire Fighter
Category 6	Fire 1; Fire 2; Fire 5; Fire Command	Station Manager; Watch Manager; Crew Manager; 3 x Fire Fighter
Category 7	Fire 1; Fire 2; Fire 5; Fire Command	Station Manager; Watch Manager; Crew Manager; 4 x Fire Fighter
Category 8 [2]	Fire 1; Fire 2; Fire 8; Fire 5; Fire Command	Station Manager; Watch Manager; 2 x Crew Manager; 5 x Fire Fighter
Category 9	Fire 1; Fire 2; Fire 8; Fire 5; Fire Command	Station Manager; Watch Manager; 2 x Crew Manager; 8 x Fire Fighter

[1] Command and Support Equipment
[2] Category 8 on Remission, using Category 7 manning levels

SECTION 4 TRAINING

1. POLICY STATEMENT

1.1 This Policy is established to support and guide the process within Bournemouth Airport (BOH) RFFS for new recruits to be operationally competent, within a target period of 4 to 6 weeks.

The Policy applies to all new employees of BOH RFFS, whether qualified or unqualified.

2. TRAINING PROGRAMME

2.1 OBJECTIVE

The objective of the training is to conduct a "Competent to Ride" or "Fire-Fighter Acquisition" course, in order to enable a Probationary Fire-Fighter (PFF) to be placed in an operational role and commence on their Development Diary within the assigned Watch.

All recruits will undertake an initial 1-week Induction Course before commencing any further training.

2.2 UNQUALIFIED OR INEXPERIENCED PFF

Following the Induction Course, an unqualified or inexperienced PFF will undertake a 5-week "Fire-Fighter Acquisition" course. The course will consist of technical and practical input, with weekly instructor progress reports and periodic assessments. Once all elements are satisfactorily completed, the Fire-Fighter will be deemed as "Competent to Ride" and will then be assigned to a Watch; they are then enrolled on a 2-year Development Diary with assigned mentors.

2.3 QUALIFIED OR EXPERIENCED PFF

Following the Induction Course, a qualified recruit or one unqualified but with fire fighter experience [(1)], will undertake an initial assessment of knowledge, understanding and competence; and the appropriate elements of the "Competent to Ride" scheme will be delivered to the new recruit. It is recommended that a 4-week "Competent to Ride" scheme will commence with the new recruit, allowing adequate time for the identified elements of the Scheme to be delivered, practiced and assessed. The Fire-Fighter will then be assigned to a Watch and enrolled on a 2-year Development Diary with assigned mentors.

[(1)] Experience as: Whole Time, Retained / Ex-Services / Industrial or Aviation

2.4 MAINTENANCE OF COMPETENCY

All RFFS personnel will be enrolled on the BOH RFFS; Approved Maintenance of Competency Scheme (BOH; MoCS). All Fire Service practical and technical training is conducted in accordance with this Scheme, which is aligned to the CAP 699.

Instructions and requirements for training are given in the Maintenance of Competency Scheme documents and associated Local Operating Procedures.

SECTION 5 POLICY AND PROCEDURES

1. PROTECTIVE CLOTHING & RESPIRATORY EQUIPMENT

1.1 PERSONAL PROTECTIVE CLOTHING (PPE)

All BOH RFFS personnel are issued with the appropriate PPE and are trained in its correct use, which covers the full range of activities undertaken.

Ref: High Level Strategic Policy No. 14; Personal Protective Clothing

1.2 BREATHING APPARATUS

To ensure the health and safety of personnel working in irrespirable atmospheres, two levels of respiratory protection are provided:

- Full, positive pressure self-contained breathing apparatus
- Full, face respirator protection

Ref: High Level Strategic Policy No. 7; Breathing Apparatus Training

2. MEDICAL STANDARDS

2.1 BOH has an established “Well Fire Fighter Scheme”, which incorporates:

- An Annual Medical Review
- A 6-monthly Fitness Assessment

Additionally, a full Medical (Initial and Revalidation) is carried out, where the period between Revalidation Medicals is age related.

Ref: High Level Strategic Policy No. 17; Well Fire Fighter Scheme

3. RESPONSE DURING ADVERSE CONDITIONS

3.1 BOH RFFS provides a full response in all weather conditions during which aircraft movements are taking place.

Procedures relating to the RFFS response to an aircraft emergency, in less than optimum conditions, are detailed in BAP-RFFS-005 Operational Procedure No 5, Driving in Adverse Weather Conditions.

4. WATER AVAILABILITY

4.1 Ref: POL-RFFS-026 High Level Strategic Policy No. 26; Additional Water Supplies