AERODROME MANUAL

BournemouthAirport
Part of Regional & City Airports

VERSION 8.0

DECEMBER 2022

COPY NUMBER:-

Any Query relating to this Manual should be directed to:-

Operations Director
Bournemouth Airport

1. AMENDMENT RECORD

AMENDMENT REF.	EFFECTIVE DATE	AMENDED BY (ROLE)	INITIALS
V7.1	1 Apr 22	Airfield Services Manager	CWC
V8.0	1 Dec 22	Airfield Services Manager	KMJ

2. AMENDMENT SUMMARY

AMENDMENT SUMMARY		
VERSION 1.0	ISSUE DATE:-	APRIL 2015
REVISION V1.1		SEPTEMBER 2015

PART	SECTION	PARAGRAPH	AMENDMENT
A	2	4	Confirmation of document format
A	2	Appendix 3	Addition of Template for OAN
B	1	1.1 – 1.7	Update of Organograms
B	1	2.3	Revision of Safety Manager Role
B	1	2.4	Addition of Compliance Manager
B	2	10.3.1	Confirmation of document change process
B	2	Appendix 2	*Removed*
E		Annex A	List of AOIs added

AMENDMENT SUMMARY		
VERSION 2.0	ISSUE DATE:-	APRIL 2016

PART	SECTION	PARAGRAPH	AMENDMENT
Various			Change of job titles for Air Traffic Engineering
Various			Maintenance and Works Supervisor changed to Asset Manager
A	3	Appendix 2	*Removed*
B	1	1.6	Organogram updated
B	1	2.5	Addition of Business Continuity Manager
B	1	2.10.2	Group Aviation Operations Board
B	1	Appendix 1	Change of roles & titles
B	2	3.4	Addition of Business Continuity Manager
B	2	10.2 & 10.3	Notification of changes to the Competent Authority
B	4	1	Training Programme
C	1	4.5	Provision of the RFFS
C	1	Appendix 5	Revised boundaries
D	1	11.2	Extinguishing agents

Continued …..

PART	SECTION	PARAGRAPH	AMENDMENT
E	6	2.2	Remote parking areas
E; Annex 1	3	1.2	Provision of the RFFS
E; Annex 1	3	6	Media provided

AMENDMENT SUMMARY		
VERSION 3.0	**ISSUE DATE:-**	APRIL 2017

PART	SECTION	PARAGRAPH	AMENDMENT
Introduction		4.2	Various changes to CD Distribution List
A	2	2.1	Introduction of Supplementary Instruction
A	2	7.1	Introduction of Temporary Operating Instruction
A	3	5.1	Air Navigation Services provision; EASA Transition changes
B	1	2.1.3	New; Deputising for Absence
B	1	2.5.2	Revised TORs; Group Aviation Operations Board
B	2	1.2	Confirmation of SMS context
B	2	4.3	Types of Notices issued
B	2	5.4	Risk categories redefined
B	2	5.6.1	Severity definitions expanded for greater clarity
B	2	5.8	Added guidance on risk control and mitigation
B	2	5.9	Hazard management review criteria
B	2	6.3	Incident classifications redefined for greater clarity
B	2	10.3	Changes not requiring prior approval from Competent Authority
D	2	6.2 & 6.3	Update of obstacles
D	2	11.2	Revision to Secondary Media
D	2	Appendix 1	Updated Type A Chart
D	2	Appendix 6A & 6B	Updated Compass Base Certificates
E	1	1.1; 1.1.3 & 1.1.4	Methods of notification
E	9	3.1 & 3.2	Emergency Exercises / Planning
E	13	Appendix 1	New; MAG Fire Safety Policy
E; Annex 1	3	6.1	Revision to Secondary Media

AMENDMENT SUMMARY		
VERSION 4.0	**ISSUE DATE:-**	FEBRUARY 2018

PART	SECTION	PARAGRAPH	AMENDMENT
Various			Ref to MAG; Group; EMA etc. removed Replaced with RCA, where relevant
Various			Role title changes:- General Manager (GM) to Managing Director (MD) ATESP to Air Traffic Engineer (ATE); Senior ATSEP to Air Traffic Engineering Manager (ATEM)
B	1	2.2.4	Confirmation of ANSP responsibility for ATOM
B	1	2.2.7	ATEM accountability to ATOM for ANS provision
B	1	2.2.11	SATCO Safety Accountabilities revised to include ANS Management System
B	1	2.4.2 & 2.6.5	Planning Committee removed
B	1	3.4	RCA Forums added
B	2	8.1	Expansion of reference to “Just culture”
B	4	1.6.1	MAG Learning & Development Team removed
D	2	11.1	Ref to Nominated Diversion Agreements removed
E	13	11.1	Reference to Environment Policy added
E	Annex A		AOIs; updated list
E; Annex 1	3	1.2	Ref to Nominated Diversion Agreements removed
E; Annex 1	3	4	Domestic Fire cover confirmed
E; Annex 1	4	All	Revision to provision of RFFS training; revised Policy Statement & addition of Training Objective

AMENDMENT SUMMARY		
VERSION 5.0	**ISSUE DATE:-**	MAY 2019

PART	SECTION	PARAGRAPH	AMENDMENT
Various			Accountable Manager now within the remit of the Head of Technical Services, not MD
Introduction		4.2	Distribution by CD-Rom removed; Manual now available on-line via Website
A	1	3.2	New entries; ASCO & GOM
A	2	8	Availability of documents on-line; access to Emergency Orders

Continued …..

PART	SECTION	PARAGRAPH	AMENDMENT
B	1	1.2	Department Structure Organogram removed; subsequent Paragraphs renumbered
B	1	2.2.5	Reference to Deputy Fire Service Manager removed
B	1	2.2.10	Deputy Fire Service Manager removed; detail combined with FSM in Para 2.2.5 Airfield Safety and Compliance Officer added
B	1	2.2.11	Ground Operations Manager added; subsequent Paragraphs renumbered
B	1	3.2	Airside Safety Management Advisory Committee (ASMAC) removed
B	1	3.5.1 & 3.5.2	Ground Operations Manager added to attendees
B	1	3.5.2.1	Local Runway Safety Team (LRST) added to Aerodrome Safety Forum
B	1	3.5.4	ASMAC removed
B	1	4.1	MD updated
B	1	Appendix 1	Post holders updated
B	2	6.3	Management of KPIs revised
B	3	6.1	ASMAC removed
C	1	4.2	Ref. Taxiway Charlie; previously Delta-South
C	1	4.5	Provision of Category 8 & 9 updated
C	1	5.1	ANSP Certification details updated
C	1	Appendix 3	Aerodrome Chart updated
D	2	2.2	Ref. Taxiway Charlie; previously Delta-South
D	2	3.3.2	Taxiway Charlie; Lighting
D	2	3.3.4	Designation of Holding Points; D1 & D2 now C & D respectively
D	2	6.2	Update of Obstacles; Approach / Take-Off
D	2	7.2	Ref. Taxiway Charlie; previously Delta-South
D	2	11.1	Provision of Category 8 & 9 updated
D	2	Appendix 6A & 6B	Updated Compass Base Certificates
E; Annex 1	3	1.2	Provision of Category 8 & 9 updated

AMENDMENT SUMMARY		
VERSION 6.0	**ISSUE DATE:-**	SEPTEMBER 2020

PART	SECTION	PARAGRAPH	AMENDMENT
Various			Introduction of Operations Director; Change of some role titles and associated restructuring
A	1	3.2	Additions / Changes to the Glossary
A	3	5.1	Updated ANSP Certificate re Reg 2017/373
B	1	1.2 to 1.5	Updated to reflect new roles etc.
B	1	2.2.3	Addition of Operations Director
B	1	2.2.6	Chair of EPL Committee delegated to Deputy FSM
B	1	2.2.10	Revision to the ATEM role
B	1	2.2.12	Fuel Services Manager added
B	1	2.2.13	Safety Manager now within remit of ASCO
B	1	2.2.15	New role of Airport Duty Operations Manager (ADOM)
B	1	3.5.1 & 3.5.2	Attendance to reflect new roles etc.
B	1	Appendix 1	Post Holders updated
B	2	5.6.2	Probability guidance enhanced for clarity
B	4		Training Policy under a separate document
D	2	3.4.2	Enhanced markings at J & N
D	2	App 6	Add new Compass Base Certificates
E	4	3.1.2	Additional Runway inspections
E	12	2	In-House fuel
E	13	9.1	Personnel who can revise Declared Distances
E; Annex 1	1	2	Reference to medical equipment Removed; RFFS procedure replaced with MoU with DWFRS
E; Annex 1	3	6.1	Media Provided
E; Annex 1	3	6.2	Discharge Rates
E; Annex 1	3	6.3	Foam Capacity

AMENDMENT SUMMARY		
VERSION 7.0	**ISSUE DATE:-**	SEPTEMBER 2021

PART	SECTION	PARAGRAPH	AMENDMENT
Various			Ref to EU Regs now referred to as UK Regs (EU)
B	1	1.2	Training and Standards Manager added
B	1	1.6	Cargo Development Manager & Payroll Assistant added
B	1	2.2.13	Revision to ASCO Safety Responsibilities
B	1	2.2.14	Training and Standards Manager (T&SM) added
B	1	3.5.1	T&SM and Fuel Manager added to BSE attendees
B	1	3.5.2	SATCO / ATC representative added to ASF attendees
B	1	Appendix 1	Post Holders updated
B	2	5.5	Reference to Hazard ID Checklist removed
B	2	5.9	Risk Assessment reviews revised
B	2	11.1	Airside Safety Briefing
B	2	12.3	KPIs updated
B	2	13.1.2	Third Parties included in Compliance Monitoring;
B	2	14.1	Aerodrome Surveys updated to CAP 1732
B	2	Appendix 1	Copy of Hazard ID Checklist removed
C		Appendix 3	Aerodrome Chart updated
C		Appendix 4	Apron Layout Chart updated
E	1	1.1.1	UK AIP amendments
E	3	3.1.7	Outsourcing of Grip Testing
E; Annex 1	3	2.1	Fire appliances available
E; Annex 1	3	6.1 – 6.4	Reference to Fire 2 removed; Fire 3 added
E; Annex 1	3	6.4	Personnel Levels amended; Provision of Category 8 on Remission

AMENDMENT SUMMARY		
VERSION 7.0	ISSUE DATE:-	SEPTEMBER 2021
REVISION 7.1		APRIL 2022

PART	SECTION	PARAGRAPH(S)	AMENDMENT
Various			All reference to ATOM, SATCO & DSATCO roles removed; replaced with Airfield Services Manager, Manager Air Traffic Services & ATC Watch Manager respectively, as appropriate *Changes are highlighted only where significant impact results*
Various			Deputy Terminal Operations Manager now Terminal Duty Operations Manager (x2); Security Duty Officer removed; Senior Passenger Services Agent added *Changes are highlighted only where significant impact results*
Various			Airside Operations Manager now Ground Operations Manager; Airport Duty Operations Manager (ADOM) now Airside Duty Operations Manager *Changes are highlighted only where significant impact results*
Various			All reference to Environment, Health & Safety Manager removed; replaced with Environmental Officer, where relevant *Changes are highlighted only where significant impact results*
Various			Persons with Disability (PWD) added to PRMs
B	1	1.2 – 1.5	Organograms updated with revised roles, as above
B	1	2.2.5	Responsibilities; Airfield Services Manager
B	1	2.2.9	Responsibilities; Manager Air Traffic Services (MATS)
B	1	2.2.15	Responsibilities; Environmental Officer
B	1	3.4.1	Revision to Group Safety & Security Forum
B	1	3.5.1	ASCO & MATS added to BSE Committee
B	1	3.5.3	Attendees of ELP updated
B	1	Appendix 1	Key role postholders updated
B	2	3.2	Remit of Business Continuity Manager
B	2	6.3	KPIs revised
B	2	8.2.2	Management of OSHENs by Safety Manager
C	1	5.1	ATC responsibility
E	1	1.1.1	AIP amendments
E	Annex A		List of AOIs updated
E; Annex 1	4	6.2	Discharge Rates for Fire 6 amended
E; Annex 1	4	6.3	Fire 8 added
B	1	3.5.3	Attendees of ELP updated
B	1	Appendix 1	Key role postholders updated

B	2	3.2	Remit of Business Continuity Manager
B	1	3.5.3	Attendees of ELP updated
B	1	Appendix 1	Key role postholders updated
B	2	3.2	Remit of Business Continuity Manager
B	2	6.1	KPIs revised
B	2	8.2.2	Management of OSHENs by Safety Manager
C	1	5.1	ATC responsibility
E	1	1.1.1	AIP amendments
E	Annex A		List of AOIs updated
E; Annex 1	4	6.2	Discharge Rates for Fire 6 amended
E; Annex 1	4	6.3	Fire 8 added

AMENDMENT SUMMARY		
VERSION 8.0	**ISSUE DATE:-**	DECEMBER 2022

PART	SECTION	PARAGRAPH(S)	AMENDMENT
Various			SI Issued Ops;04/22, Ops;05/22, Ops;06/22,Ops;07/22,Ops;08/22,Ops;09/22,Ops;10/22,Ops;11/22,Ops;14/22
Various			Footer changed to V8.0 issue Dec 22 all parts
Various			Updated Aerodrome Manual Version dates to V8.0
A	Appendix 2		Insert 2022 ANSP certificate
A	3	5.1	Update ANSP Certificate Number
A	2	6.1	Remove green line for amendments
A	2	2.2	Remove Read & Sign and replace with -All Senior managers confirm acknowledgment by email to - "standingorders@bournemouthairport.com"
A	1	3.3	Ref CAP 576 – document removed from CAA website
A	1	3.3	CAP 772 – Bird Strike Risk Management for Aerodromes wrong title it should be "Wildlife Management at Aerodromes"
A	3	4.1	"Secure" changed to "ensuring"?
A	3	App 1	Include Cat 8 Remission reference number
B	2	13.1	AOI 10 listed as "Safety Assurance and Audits" in AOI folder it is labelled "Quality Assurance and Audits
B	2	13.2	AOI 10 listed as "Safety Assurance and Audits" in AOI folder it is labelled "Quality
B	2	6.1	Addition of the SPI dashboard and narrative

B	1	4.1	Remove Cathy Willoughby-Crisp and replace with Keith M Jewitt as Airfield Services Manager
B	2	5.9	Include a Risk Tolerability table for management sign off and review dates to include the wording UTO are authorised to sign off green only RA's
B	1	App 1	Include Robert Mitchell as Fire Service Manager
B	2	2 Airport Safety Policy	Airport Safety Policy Reviewed Dec 2022
B	2	5.9.1	Included Risk Register Review form
B	2	8.2.1	Remove CAP 382; Guidance on MORs, replace with refer to the CAA Website
B	1	3.5.2	Change Airside Safety Forum from 3 months to 6 months frequency
B	1	3.5.2.1	Dedicated 6 monthly LRST
B	1	App 1	Change of names for ADOMs
B	1	2.2.6	Title should be "Wildlife Management at Aerodromes"
B	1	2.2.9f	"Liaising" spelling amendment
B	1	2.2.16	States ADOM is airport rep outside of hours- changed
B	1	Appendix 1	Remove Cathy Willoughby Crisp and replace with Keith Jewitt
B	2	1.5.5	AOI 10 listed as "Safety Assurance and Audits" in AOI folder it is labelled "Quality Assurance and Audits", changed to quality
B	2	7.1	AOI 10 listed as "Safety Assurance and Audits" in AOI folder it is labelled "Quality Assurance and Audits, changed to quality
B	1	3.5.1	Added Asset Manager to the BSE meeting.
B	1	3.5.2	Added Asset Manager to the Aerodrome Safety Forum
B	1	3.5.2.1	Added Asset Manager to the LRST
B	1	Appendix 1	Added Assets Manager to Key Safety Related Roles
C	1	2.3	References 1:2500 at Appendix 2 – Appendix 2 just states map available on request, added drawing E7 7U
C	1	Appendix 3	Updated to 2022
C	1	Appendix 4	Updated to 2022
C	1	5.1	Amended ANSP certificate date
C	1	2.2	Aerodrome reference temp stated as 21°C, AIP entry states it as 19°C., changed to 19°c
C	1	4.2	Remove Strip for Bravo 81m, Romeo 95m and Tango 95m and replace with Bravo 74m, Romeo 87m and Tango 87m
C	1	4.6	Remove reference to MATs Pt 2
C	1	4.6	Change to, A full description of the airfield layout and obstructions can be found in the AIP, AD2 EGHH

D	1	6.1	Aerodrome reference temp stated as 21°C, AIP entry states it as 19°C., changed to 19°c
D	1	4.1	Geoid Undulation states 161ft AIP entry states 156ft, changed to 156’
D	2	Appendix 6A	Compass base Bravo calibration certification removed (No longer a compass base)
D	2	2.5	Compass base now located only on taxiway Tango
D	2	Appendix 6B	Compass base calibration certificate added for 2022
D	1	5.1	RW08 Threshold Elevation states 38ft AIP entry states 37.8ft, changed to 37.8’D
D	2	2.5	Removed one (1) separate compass base located on taxiway Bravo
D	1	5.1	Geoid 08/26 states 155ft AIP entry states 156ft, changed to 156’
D	1	6.1	Aerodrome Reference Temp states as 21C AIP entry states 19C, changed to 19°C
D	2	1.1	True bearing 08 075.31” AIP entry 075.30, changed to 075.30
D	2	1.1	True Bearing RW 26 255.33 AIP entry states 255.32, changed to 255.32°
D	2	5.1	RW26 Long 0014936.98 AIP entry 001493.88, changed to 001493.88
D	2	5.1	RW08 Long 0015107.55 AIP entry 001507.76, changed
D	2	5.1	RW 26 Lat 504657.56 AIP entry 504657.58, changed
D	2	6.2	Update Obstacles within the approach / Take off area
D	2	6.3	Update Obstacles within the Circling Areas
D	2	Appendix 1	Update ICAO type A chart
E; Annex 1	3	6.2	Update Fire 8 Discharge rates (RFFS)
E; Annex 1	3	3.2	Ref: RFFS operational Procedure No 21; Pre-Determined Attendance. Op No 21 No longer exists Emergency Orders, Section 3, Full Emergency 2.3 PDA
E	Annex A		AOI 10 changed from Safety to Quality
E	Annex A		AOI 18 changed Runs to Running
E	1	1.2	References AOP 48 “Procedures for changes to aerodrome infrastructure” No AOP 48 in AOP 09 is down as “Changes to Aerodrome Infrastructure”, changed to AOP 09
E	1	2.1	References AOP 51 “Aerodrome Survey Management”. No AOP 51 no other reference to this

			in any other AOP's, changed to AOI 17 Aerodrome surveys
E	4	4.1	AOI 04 "Contractors: Aerodrome Works" actual title is "Control of Aerodrome Works", changed to Control of.
E	5	1.2	AOI 04 "Contractors: Aerodrome works" actual title is "Control of Aerodrome works
E	7	4.1	AOI 11 "Airport Safety Monitoring" BIASIS title is "Apron Safety Management", changed to Apron Safety Management
E	8	3.1	States Safeguarding Officer at Exeter needs changing, based at Bournemouth subcontracting to Osprey.
E	8	4.1	A04 "Contractors: Aerodrome Works actual title is "Control of Aerodrome Works", changed to Control of
E	6	2.1	AOP 40 – Stand Allocation Policy. No AOP 40 on BIASIS No other reference to stand allocation in AOP's, changed to AOI 05
E	12	2.1	Fuel Management quality assurance updated

3. List of Effective Pages

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4. DISTRIBUTION

4.1 HARD COPY

COPY NO.	HOLDER
1	Unit 1 / Admin
2	Airport Information Desk *(For reference for all staff)*
3	Fire Service Manager
4	Airfield Services Manager
5	ATC; VCR
6	ATC; Radar Room
7	Terminal Operations Manager
8	CAA Aerodrome Standards *(Nominated Aerodrome Inspector)*

4.2 SOFT COPY

The Aerodrome Manual is available in e-format:-

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

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SECTION 1		MANAGEMENT SYSTEM
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	9	Emergency Response Planning
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PART A GENERAL

SECTION 1 ADMINISTRATION AND CONTROL OF THE AERODROME MANUAL

SECTION 2 SYSTEM OF AMENDMENT AND REVISION

SECTION 3 GENERAL INFORMATION

Bournemouth Airport
Aerodrome Manual

Version 8.0
Dec 2022

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:- bohstanding orders@bournemouthairport.com

1.2 The Aerodrome Manual is arranged in five Parts; these are as follows:-

- Part A:- General
- Part B:- Aerodrome Management, Qualification and Training Requirements
- Part C:- Particulars of the Aerodrome Site
- Part D:- Particulars of the Aerodrome Required to be Reported to the Aeronautical Information Service
- Part E:- Particulars of Operating Procedures of the Aerodrome, its 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.

Tim Etches

BOURNEMOUTH AIRPORT; ACCOUNTABLE MANAGER
TIM ETCHES
1 JANUARY 2020

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 *(eg. 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
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
ASCO	Airfield Safety and Compliance Officer
ASDA	Accelerated Stop Distance Available
ASM	Airfield Services Manager
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

D	
DFSM	Deputy Fire Service Manager

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
HOTS	Head of Technical Services
HR	Human Resources
HSE	Health and Safety Executive

I	
ICAO	International Civil Aviation Organisation
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 Airmen

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

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	
TDO	Terminal Duty Officer
TDOM	Terminal Duty Operations 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)
BOH ANS Change Management Procedure
BOH ANS Management System
Emergency Orders
Environmental Policy
Health and Safety Policy
Management of Contractors Policy
Manual of Air Traffic Services; Part 2
RFFS Standard Operating Procedures
Safety Assurance Documentation (SADs)
Training and Development Policy

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
	Intentionally blank
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

EASA [1]
Easy Access Rules for Aerodromes; Regulation (EU) No. 139/2014

[1] EU Regs now transferred to UK Law; Document remains valid for reference

SECTION 2 SYSTEM OF AMENDMENT AND REVISION

1. AUTHORISED PERSONNEL FOR AMENDMENTS AND REVISIONS

1.1 Amendments required to the Aerodrome Manual should be recorded on the Document Review Form; a copy of this form is available at:-

BIAIS > Company Forms > Airside & Operational Related Forms

The completed form should be submitted to:- bohstandingorders@bournemouthairport.com

Responsibility for updating the Manual rests with the Airfield Services Manager (Compliance Manager), 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 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). The issue of the SI should be noted on the "Amendment Record" and a copy 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 BOH RESPONSIBILITIES

It is the responsibility of departmental managers to ensure that: -

- They identify all parts of the Manual, which are relevant to their staff
- All staff have read the identified parts of the Manual
- Adequate training in these procedures is carried out and registered on the training records of relevant individuals
- All SIs issued are readily available to all staff
- All Senior managers confirm acknowledgment by email to - "standingorders@bournemouthairport.com" record for the Manual and subsequent amendments

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

- All staff complete a "Sign as Read" record for the Manual and subsequent amendments

2.4 COMPLIANCE

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

Part B; Section 2 details the process relating to Document Change Management.

2.5 NOTIFYING CHANGE

It is the responsibility of the individual departments and third-party companies to advise the Airport of any change in management or persons who need to be notified of changes to the Manual.

Notification of changes to contact details should be sent to:-

bohstandingorders@bournemouthairport.com

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 therefore, outdated Versions of the Manual could 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 The Part & Section reference of the Manual will be annotated in the page Header.

4.2 Page Numbering, Document Version Identification and Effective Date will be annotated in the page Footer:-

- Page numbering format will include the Part identification letter, with each Part commencing at Page 1; e.g. Part A; Page 1, Part B; Page 1 etc.
- The Version Identification will be in the format V1.0; V2.0 etc.
- The Effective Date of the Manual will be indicated by the month and year of issue

5. LIST OF EFFECTIVE PAGES AND AMENDMENTS

5.1 Effective Pages are listed in the Introduction Section at the front of the Manual.

5.2 Amendments made to the Manual are listed on the Amendment Record form as contained in the Introduction Section at the front of the Manual.

A summary of the pertinent changes is noted for each re-issue of the Manual; these are listed in the Amendment Summary included in the Introduction Section at the front of the Manual.

6. ANNOTATION OF CHANGES

6.1 Changes made to the Manual will be identified with the relevant text to be written in green to readily identify the amended detail pertaining to that update. This annotation will only apply to the first issue of the Manual in which the detail was amended.

Changes of an administrative nature, rewording, typo etc., which have no impact on procedures, instructions or any pertinent detail, will not be highlighted in this way but will be noted on the Amendment Summary, if applicable.

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 issued hard copies is also included.

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 – 001; 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 safe at all times 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

UNITED KINGDOM

A Member of the European Union

CIVIL AVIATION AUTHORITY
AERODROME CERTIFICATE

Aerodrome Name: BOURNEMOUTH

Certificate Reference: UK: EGHH - 001

Pursuant to Regulation (EC) No 216/2008 of the European Parliament and of the Council and the Commission 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 in accordance with the provisions of Regulation (EC) No 216/2008 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.

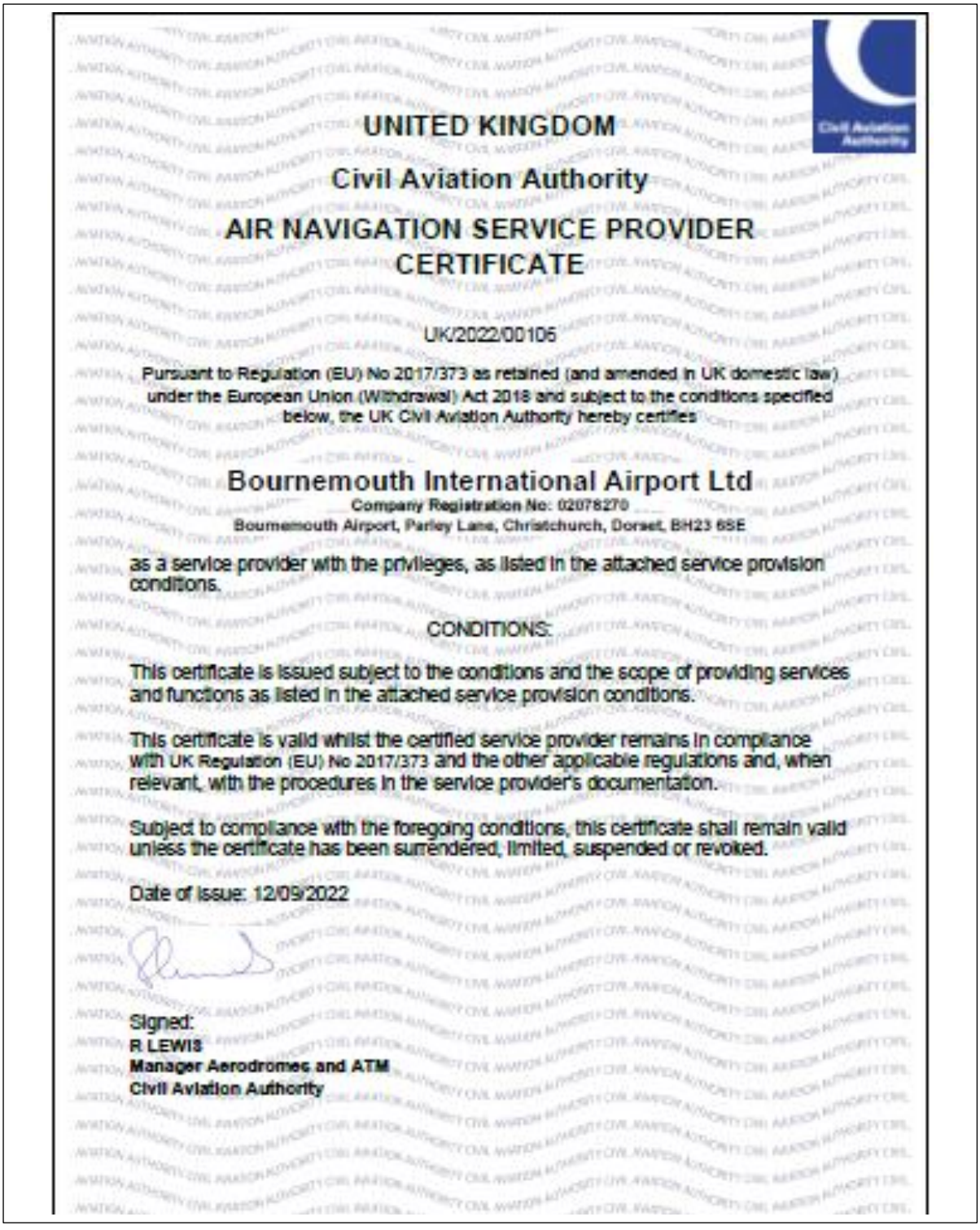
Date of original issue: . 26 March 2015

Signed: .....
For the UK Civil Aviation Authority

TERMS OF CERTIFICATE

Certificate Reference	UKEGHH – 001
Aerodrome Name and ICAO location indicator	BOURNEMOUTH EGHH
Conditions to operate	Day/Night, IFR/VFR
Runway declared distances Runway designator, ASDA, LDA, TODA, TORA in metres for each runway, including intersection take- off if applicable	TORA TODA ASDA LDA 08 - 2271m 2576m 2271m 1838m 26 - 2026m 2086m 2086m 1970m 08 - 1705m 2010m 1705m Take-off from intersection with Taxiway Mike 26 - 1781m 1841m 1841m Take-off from intersection with Taxiway Echo 26X - 2211m 2271m 2211m 1970m
Types of approaches	ILS CAT IIII
Aerodrome reference code	4D
Scope of aircraft operations with a higher aerodrome reference code letter	B747 & A340
Rescue and firefighting level of service	7 (8 under remission E15326)
Other	N/A

APPENDIX 2 ANSP CERTIFICATE



UNITED KINGDOM

Civil Aviation Authority

AIR NAVIGATION SERVICE PROVIDER CERTIFICATE

UK/2022/00106

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			

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PART B AERODROME MANAGEMENT, QUALIFICATION AND TRAINING

SECTION 1 MANAGEMENT SYSTEM

SECTION 2 SAFETY MANAGEMENT SYSTEM

SECTION 3 PROCEDURES FOR REPORTING TO THE COMPETENT AUTHORITY

SECTION 4 AERODROME PERSONNEL QUALIFICATIONS

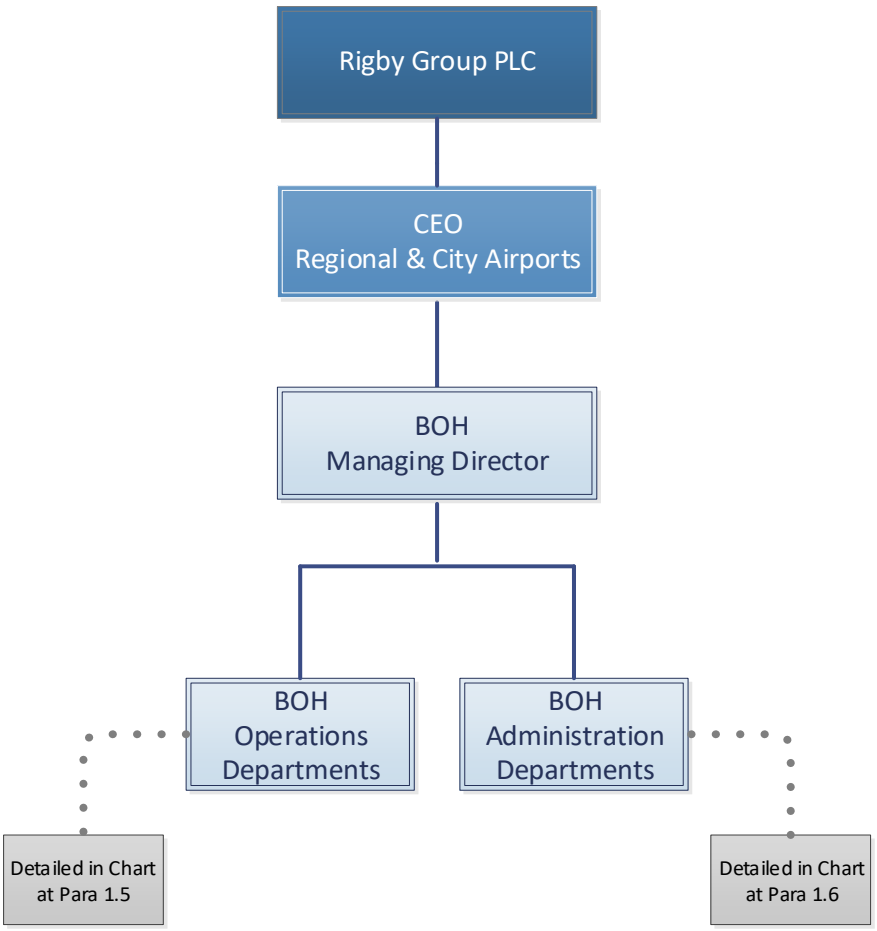
Bournemouth Airport
Aerodrome Manual

Version 8.0
December 2022

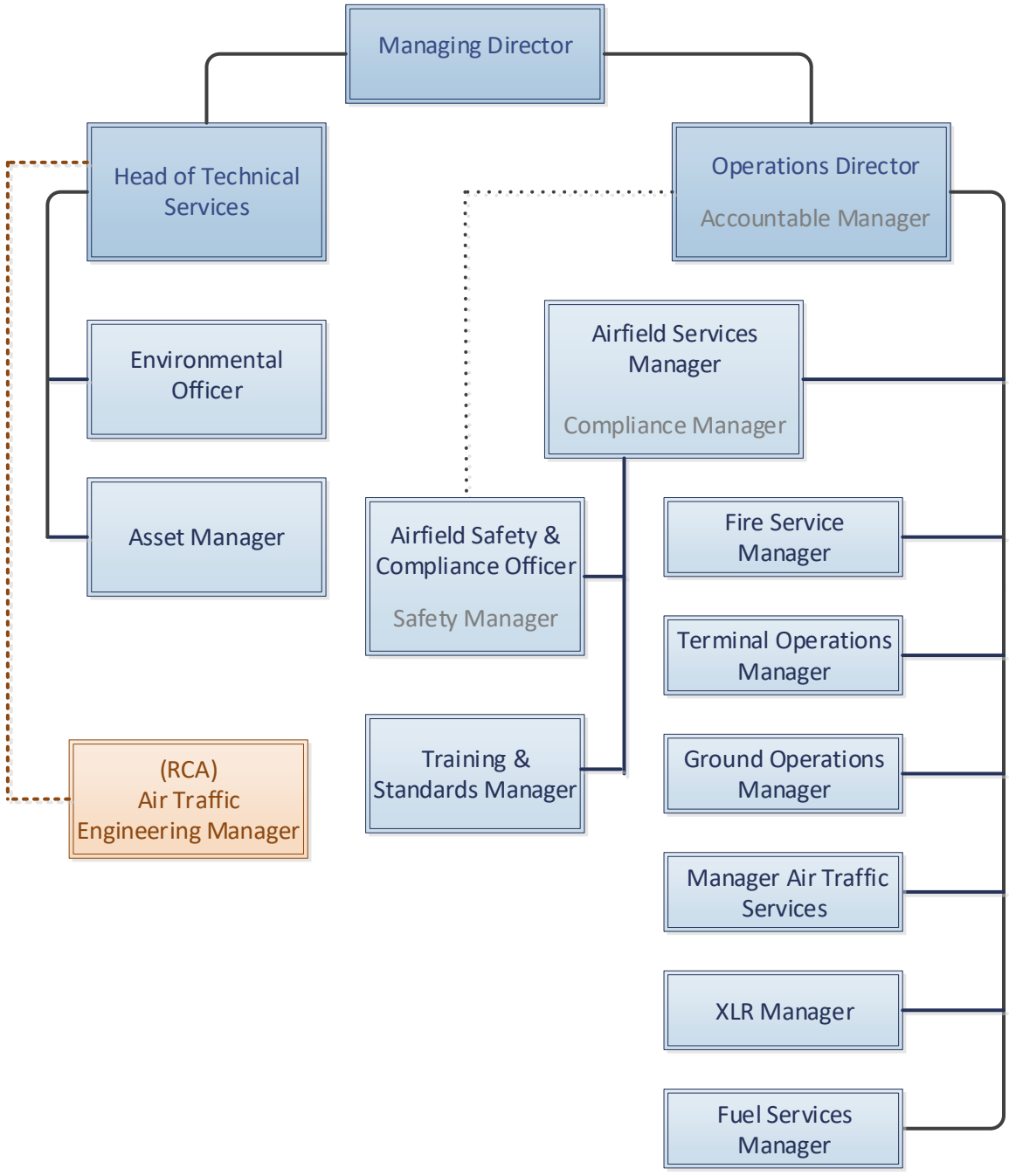
SECTION 1 MANAGEMENT SYSTEM

1. AERODROME ORGANISATION AND RESPONSIBILITIES

1.1 RCA / BOH ORGANISATIONAL STRUCTURE

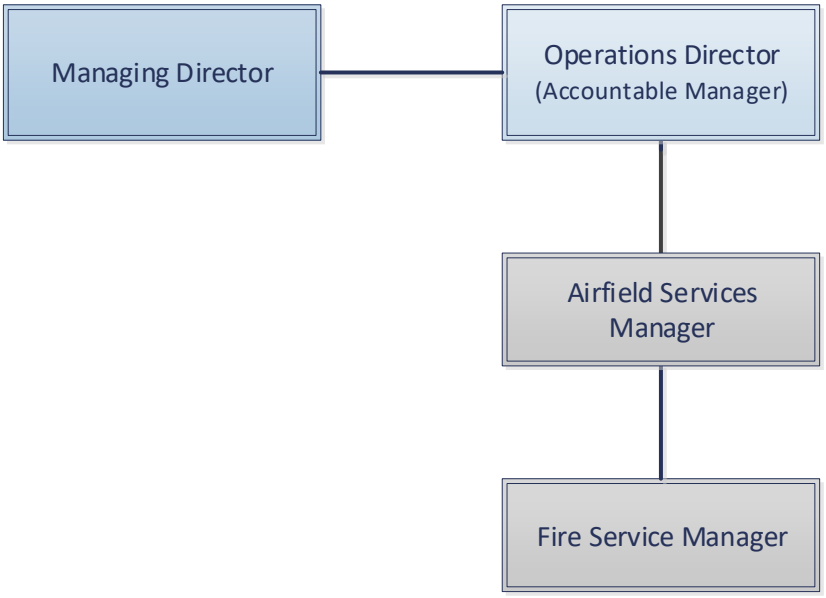


1.2 OPERATIONAL SAFETY MANAGEMENT STRUCTURE

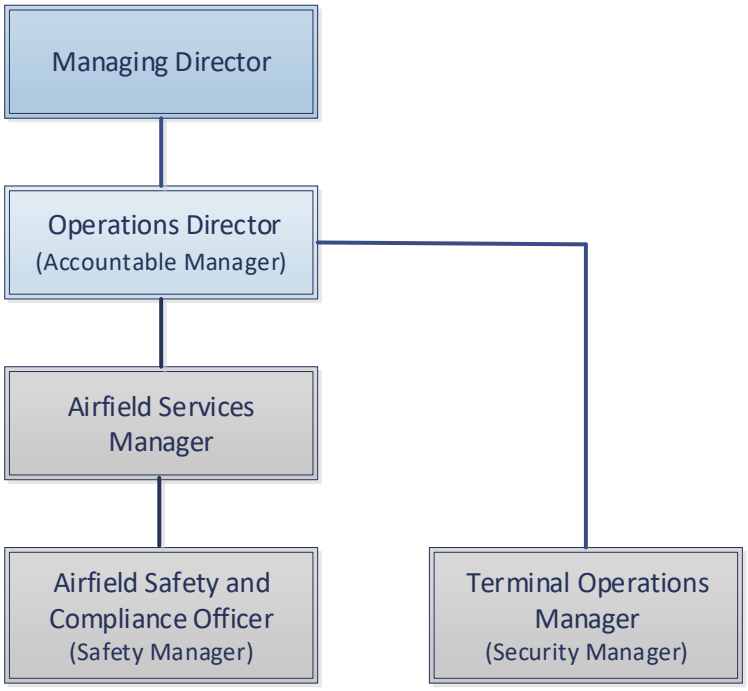


Note! Names of current key post holders are detailed in Appendix 1 at the end of this Section

1.3 Certificate Holder / Accountable Manager Redundancy Chain



1.4 Safety & Security Role Redundancy Chain



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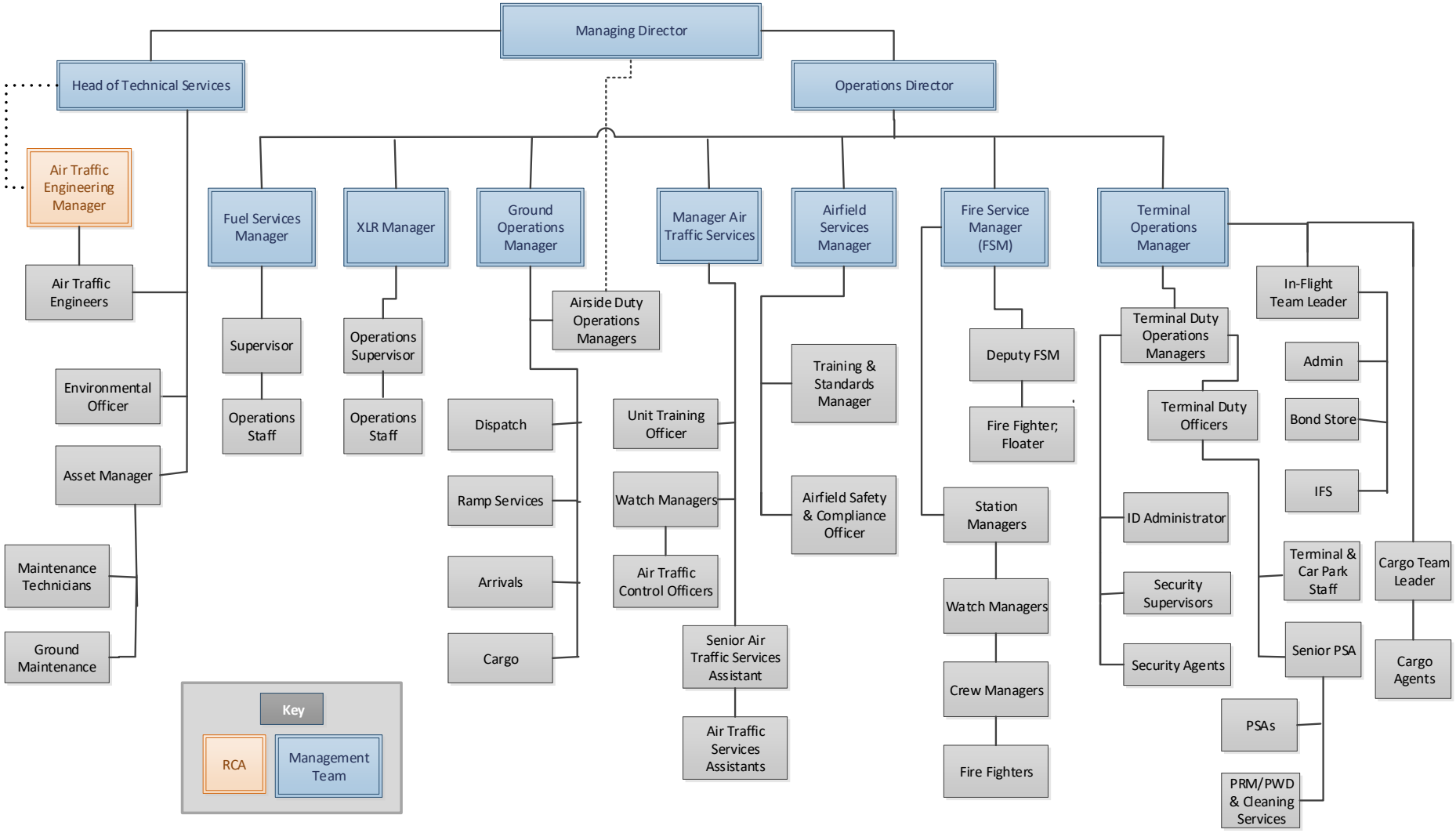
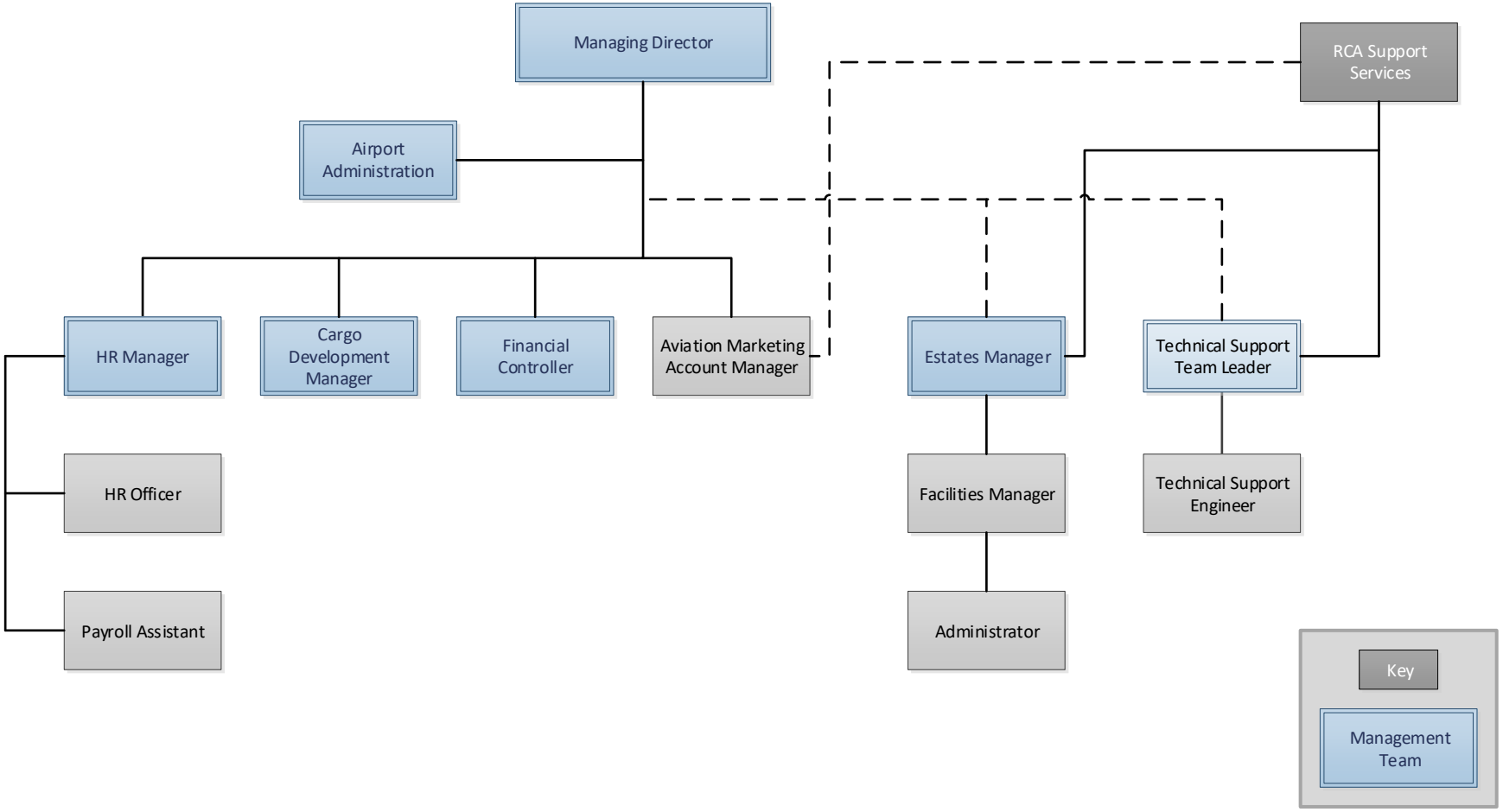
1.5 BOH Operations Reporting Lines



1.6 BOH Administration Reporting Lines



2. ROLES AND RESPONSIBILITIES

2.1 OPERATIONAL SAFETY MANAGEMENT

The Operational Safety Line Management structure is depicted in Paragraph 1.2.

The associated accountabilities, through which safety is managed, are defined in the following paragraphs. Also included are the Watch-Keeping Managers responsible and accountable for the safe operation of the Aerodrome, throughout the hours it is available for certified activities.

Responsibilities relating to all other documented roles are defined at a departmental level.

2.1.1 MANAGING DIRECTOR:-

The Managing Director (MD) is a member of the Bournemouth Airport Board.

The MD is accountable to the Chief Executive Officer (CEO); Regional & City Airports and discharges the certification / licensing responsibilities with the support of the Operations Director and the Head of Technical Services (HOTS).

2.1.2 OPERATIONS DIRECTOR:-

The Operations Director is accountable to the Managing Director.

The Operations Director is responsible for the overall safety of the Airport, Security and Terminal management. These duties are fulfilled on a daily basis by the Line Managers as depicted in the structure defined in Paragraph 1.3.

The role of Accountable Manager sits with the Operations Director.

2.1.3 THE HEAD OF TECHNICAL SERVICES:-

The Head of Technical Services (HOTS) is accountable to the Managing Director.

The HOTS is responsible for Engineering Safety and the Environment. These duties are fulfilled on a daily basis by the Line Managers as depicted in the structure defined in Paragraph 1.3.

2.1.4 DEPUTISING FOR ABSENCE:-

During periods of absence of personnel who hold key safety responsibilities, a colleague deemed competent in terms of the required technical / operational knowledge, will assume the relevant safety responsibilities.

In the event that the absence is over an extended period; nominally over 4 weeks, consideration will be given to introducing a temporary post to assume the full safety responsibilities of the absentee.

In the event that it is necessary for a senior manager to authorise action on behalf of another, but lacks sufficient competence or knowledge to do so, advice must be sought from a suitably competent subordinate.

2.2 SAFETY RESPONSIBILITY

2.2.1 PERSON WITH OVERALL RESPONSIBILITY FOR SAFETY:-

General Responsibilities for Safety:-

The Managing Director, as the Aerodrome Certificate Holder, is responsible for the efficiency and safety of all operations at Bournemouth International Airport; by ensuring that they are carried out in accordance with the requirements of the Civil Aviation Authority and current aviation legislation.

The responsibility covers the safe management of all operational services and systems, which are planned, provided, operated by, or on behalf of Bournemouth International Airport Ltd. and is discharged through the Airport Management Team.

The Managing Director, through the Operations Director, is in overall charge of Aerodrome Operations and is thereby responsible, as far as reasonably practicable, for ensuring that all operations are in accordance with and reflect current best practice in all legislative requirements, SARG Directions and HSE requirements.

Safety Accountabilities:-

a) To provide whatever support necessary to the Operations Director and Head of Technical Services in the execution of their duties regarding operational safety.

b) To ensure the Aerodrome operates in compliance with all current statutory UK legislation.

c) To achieve the Operational Safety Objectives set by the Regional & City Airports Board; by creating an organisation, securing the human and financial resources needed and ensuring the operation and monitoring of effective safety control systems.

d) To ensure the Airport's Business Plan is sufficiently resourced to enable the Safety Policy and Management systems to be effective.

e) The MD is accountable to the Regional & City Airports Board for ensuring that a system exists, which will keep them closely and regularly in touch with and focused on operational safety performance; and that operational safety remains a paramount factor in all decisions. The MD ensures that safety is a continuing and active agenda topic at all Regional & City Airports Board Meetings.

f) To set high level safety targets and objectives and monitor achievement.

g) To ensure that competent and safety conscious managers are appointed and that their performance is monitored, so that operational safety is given a high priority within their training and development plans.

h) To ensure that the Aerodrome has a comprehensive written Operational Safety Policy, to include a clear and unambiguous chain of operational safety accountability supported by effective two-way communication.

i) To ensure that full consideration is given to the safety integrity of changes in the Airport's organisational structure and business processes.

j) To ensure that physical safeguards are in place to prevent intrusion by unauthorised persons or equipment on to the Licensed Airport.

k) To ensure that a safety framework of regulations and directions are in existence to regulate the Airside environment in a safe manner.

l) To ensure that Airport Operational Instructions (AOIs) are issued as part of the Standard Conditions of Use of the Airport; copies of which are available from the Airport's Registered Office.

m) To ensure that information essential to safe practices is disseminated throughout the Airside Management Team and workforce.

n) To audit the effectiveness of the Airside Regulatory Framework and apply disciplinary measures as necessary.

o) To determine appropriate standards of training and implement them for direct and contract employees employed Airside, thus equipping them for safe working.

2.2.2 MANAGING DIRECTOR (MD):-

General Responsibilities for Safety:-

The MD is responsible for the safe delivery of all operational services and operational developments at the Airport; and for ensuring the Aerodrome is operated in accordance with ICAO Annex 14; Volume 1 and all relevant regulatory and legislative requirements.

The MD 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.

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

Safety Accountabilities:-

a) To ensure that all necessary resources are available to operate the Aerodrome in accordance with the requirements of the Aerodrome Manual. Where there is a reduction in the level of available resources or abnormal circumstances exist, which could affect aircraft safety, the Accountable Manager should ensure that a corresponding reduction in the level of Aerodrome operations is implemented as appropriate.

b) To establish, implement and promote the Safety Policy.

c) To ensure compliance with relevant regulations, certification / licensing criteria and the organisation's Safety Management System.

d) To ensure that activities are financed and carried out to the standard required.

e) To hold knowledge and understanding of the documents prescribing relevant Aerodrome safety standards.

f) To hold an understanding of the requirements for competence of Aerodrome Management personnel, to ensure that competent persons are in place.

g) To hold a knowledge and understanding of principles and practices relating to safety management systems and how these are applied within their organisation.

h) To hold knowledge of the role of the Accountable Manager, together with the knowledge and understanding of the key issues of risk management within the Aerodrome.

i) To ensure that best practice operational standards, rules and procedures are agreed and implemented.

j) To ensure that process for delivering capital projects, including adequate consideration of safety impact, is safe from inception, through development to the operational phase.

k) To ensure that staffing levels are set and maintained so that safe operational standards are maintained during all operations.

l) To ensure that adequate metrics are in place to measure and monitor the safety performance of Airport and Tenant company staff, so that the need for remedial measures is quickly identified and executed when required.

m) To ensure that satisfactory operational safety communication between all Airport departments and external agencies is maintained.

n) To ensure that all on Aerodrome developments comply with CAP 791; Aerodrome Changes.

o) Responsible for the development and maintenance of the Airport Emergency Plan and the strategic management of the RFFS.

p) To manage staff and resources to ensure compliance with and maintenance of Airside safety standards and recommended practices, in accordance with the Aerodrome Certificate, ICA Annex 14; Volume 1, CAP 642; Airside Safety Management and other relevant guidance material.

q) To maintain the Airport's Contingency Plan to ensure its capability to support the business in the event of implementation.

r) To act as the Certificate holder of the Airport as the Authorised Person under Article 232 of the Air Navigation Order.

2.2.3 OPERATIONS DIRECTOR:-

The Operations Director reports to the Managing Director.

General Responsibilities for Safety:-

The Operations Director 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 Operations Director is guided by best practice as expressed in CAP 642; Airside Safety Management; and is responsible for ensuring the adequate training of all reporting managers and staff, to equip them to carry out their Airside duties in a safe manner.

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

Safety Accountabilities:-

a) To ensure all necessary resources are available to operate the Aerodrome in a safe and effective manner; holding an understanding of the requirements for the competence of Aerodrome Management personnel, to ensure that competent persons are in place.

b) To establish, implement and promote the Safety Policy; ensuring operational standards, procedures and practices contribute and comply with the Policy

c) To ensure compliance with relevant regulations, certification / licensing criteria and the organisation's Safety Management System.

d) To ensure that Airport improvements or developments have Airside safety as an integral and priority element; promoting the Company's good safety image to the public.

e) Ensuring effective liaison with personnel holding Operational responsibilities, which have the potential to impact the safety of the Airport's operations; providing support to Operational functions to monitor safety performance across all areas.

f) To take a lead role in the Airport's safety programme and providing systems, which ensure that activities are adequately financed and carried out to the standard required.

g) To ensure that the annual business plans, relating to Operational functions, are sufficiently resourced to achieve compliance with the requirements and standards of the Safety Management System.

h) To hold knowledge and understanding of the documents prescribing relevant Aerodrome safety standards; and understanding the principles and practices relating to Safety Management Systems and how these are applied within their organisation.

i) To ensure that operational Aerodrome and equipment is maintained to the standards required within ICAO Annex 14; Volume 1 and BOH Aerodrome Manual.

j) To establish safety objectives and performance standards for the BOH SMS linked to Key Performance Indicators and safety requirements.

2.2.4 HEAD OF TECHNICAL SERVICES (HOTS):-

The Head of Technical Services reports to the Managing Director.

General Responsibilities for Safety:-

The HOTS is responsible, as far as reasonably practical, for the safe operation of the Airport and operational developments; and for ensuring the Aerodrome is operated in accordance with ICAO Annex 14; Volume 1 and all relevant regulatory and legislative requirements.

The HOTS is guided by best practice as expressed in CAP 642; Airside Safety Management; and is responsible for ensuring the adequate training of all reporting managers and staff, to equip them to carry out their Airside and Landside duties in a safe manner.

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

Safety Accountabilities:-

a) To ensure that all necessary resources are available to operate the Aerodrome.

b) To establish, implement and promote the Safety Policy.

c) To ensure compliance with relevant regulations, certification / licensing criteria and the organisation's Safety Management System.

d) To ensure that activities are financed and carried out to the standard required.

e) To hold knowledge and understanding of the documents prescribing relevant Aerodrome safety standards.

f) To hold an understanding of the requirements for competence of Aerodrome Management personnel, so as to ensure that competent persons are in place.

g) To hold a knowledge and understanding of principles and practices relating to Safety Management Systems and how these are applied within their organisation.

h) To ensure that operational Aerodrome and equipment is maintained to the standards required within ICAO Annex 14; Volume 1 and BOH Aerodrome Manual.

i) To establish safety objectives and performance standards for the BOH SMS linked to Key Performance Indicators, Safety Performance Targets and its safety requirements.

j) To maintain Computer Aided Design (CAD) database, containing details of Safeguarded Surfaces, Infrastructure, Obstructions and Surveys as defined in CAP 1732; Aerodrome Survey Guidance and ICAO Annex 14; Volume 1.

k) To be responsible for maintaining Certification on all public use Airport buildings.

2.2.5 AIRFIELD SERVICES MANAGER (ASM):-

The Airfield Services Manager reports to the Operations Director.

General Responsibilities for Safety:-

The ASM will oversee the day-to-day operations within the Manoeuvring Area, ensuring that, as far as reasonably practicable, activity is safely managed and conducted in an orderly manner, compliant with regulatory standards and in accordance with the Airport's Safety Management System.

The ASM holds the position of Compliance Manager and will oversee the compliance and regulatory requirements associated with the Aerodrome Operations.

Safety Accountabilities:-

a) To ensure the development and continuous improvement of the BOH Safety Management System (SMS); promoting a safety culture and the Safety Policy to all staff.

b) To assist in the establishment of safety objectives and performance standards for the BOH SMS. Co-ordinate a safety reporting regime that identifies trends, investigation recommendations are actioned accordingly and lessons learnt effectively disseminated.

c) Maintain the Airport's operational manuals and associated documentation to meet regulatory requirements and standard practices; ensuring that reviews and updates are actioned in a timely manner and notified accordingly.

d) Maintain oversight of the Airport's Compliance Monitoring Programme, to ensure compliance within the delivery of the established SMS, associated procedures and regulatory standards; ensuring that non-compliances are addressed accordingly.

e) To monitor aircraft ground operations, short-term Airfield obstructions and general safeguarding, in accordance with statutory regulations and Company policy.

f) To undertake and monitor inspections of the Manoeuvring Area, to ensure that the environment is maintained in a safe and compliant manner for all operations, in all conditions. Co-ordinate remedial works and ensure temporary operating conditions are promulgated in a timely and effective manner.

g) Establish and maintain relationships with Airport users, to ensure safety critical information and changes to the operational environment are advised appropriately.

h) Taking appropriate actions in accordance with the published BOH Emergency Orders.

2.2.6 FIRE SERVICE MANAGER (FSM):-

The Fire Service Manager reports to the Operations Director.

General Responsibilities for Safety:-

The day-to-day management of BOH RFFS is vested in the Fire Service Manager, who is operationally accountable to the Operations Director.

The Fire Service Manager has responsibility for the safe provision of RFFS at BOH.

Safety Accountabilities:-

a) To ensure the development and continuous promotion of a safety culture and the BOH Safety Policy to all staff and demonstrate a commitment to this.

b) To assist in establishing safety objectives and performance standards for the BOH Safety Management System linked to Key Performance Indicators and safety requirements of the SMS.

c) Ensuring that the Bournemouth Airport Maintenance of Competency Scheme for Fire Fighters and Crew Managers is maintained at all times.

d) Oversee domestic response, building & facility inspections and Terminal evacuation procedures, as managed by a nominated Station Manager.

e) Provision of appropriate plant and materials to safely carry out the RFFS allotted tasks.

f) Fulfilling the safety requirements contained within CAP 748; Aircraft Fuelling & Fuelling Installation Management, CAP 699; Framework for the Competence of RFFS Personnel, CAP 700; Operational Safety Competences, CAP 642; Airside Safety Management and ICAO Annex 14; Volume 1.

g) Maintenance of documentation on staff fitness and CAA staff certification status, to ensure optimum performance levels.

h) Provision and implementation of Company First Aid training.

i) Compliance with all relevant Health and Safety legislation.

j) Management of RFFS staff in accordance with recommended training practices of CAA Approved Training establishments, in regard to operational activity, training practice, administration and audit.

k) Ensuring implementation, review and management of the Airport Habitat Management Plan, in accordance with CAP 772; Wildlife Management at Aerodromes.

l) Oversight of the Airport Emergency Plan, delegated to the Deputy FSM, through chairmanship of the Emergency Planning Liaison Committee.

2.2.7 TERMINAL OPERATIONS MANAGER:-

The Terminal Operations Manager reports to the Operations Director.

General Responsibilities for Safety:-

The Terminal Operations Manager is responsible, as far as reasonably practicable, for maintaining a safe and secure level of all ranges of security screening, in accordance with CAA regulations; together with maintaining a secure Airport perimeter. Additionally, the Terminal Operations Manager is responsible for the provision and delivery of a compliant In-Flight and Bond store function.

Safety Accountabilities:-

a) To ensure adequate levels of security, in order to control the movement of persons, plant or machinery between the Landside areas of the Terminal Building and Airside access points, located adjacent to and therein.

b) To inform the Management Team of all relevant security legislation and to ensure that current best practice is followed on all safety related matters.

c) To ensure that customer service is delivered in an efficient and effective manner; meeting all agreed service level targets.

d) To ensure the delivery of a safe, efficient and compliant service for Persons with Disabilities (PWD) and Passengers with Reduced Mobility (PRMs).

e) To employ a system to monitor the continued competence of Customer Service relating to the Terminal, Car Parks and Security services.

f) To effectively manage resources, including staff and equipment, to adequately and safely deliver the required levels of Customer Service and Security commitments at all Control Points.

g) To assist in accident investigations, act on recommendations and address RIDDOR reporting.

h) Audits of third-party Safety Management Systems, as relevant.

i) Facilitating all areas of the business, having a customer facing function, to deliver high quality level of service and compliance.

j) To ensure the delivery of the In-flight and Bond store services in accordance with regulations and standard practices.

2.2.8 GROUND OPERATIONS MANAGER:-

The Ground Operations Manager reports to the Operations Director.

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.

Safety Accountabilities:-

a) To ensure an integrated approach to ground handling requirements.

b) Exercise management oversight of all handling functions, ensuring safety and regulatory compliance; undertake reviews and updates of relevant publications, documents and procedure manuals.

c) The implementation and maintenance of relevant procedures to meet the requirements and compliance of the Airport Safety Management System, EASA Aerodrome Regulations and CAA documentation, as appropriate.

d) 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.

e) 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.

f) To monitor the performance standards in ground operations; identify where improvements and changes can be implemented to improve standards and efficiencies.

g) To be the focal point for airline communication, assist in audit programmes and contribute to arrangements for handling agreements.

h) 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.

i) To report any safety concern or incident to the Safety Manager without delay; undertake assigned investigations and ensure effective dissemination of lessons learnt.

2.2.9 MANAGER AIR TRAFFIC SERVICES (MATS):-

The Manager Air Traffic Services reports to the Operations Director.

General Responsibilities for Safety:-

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. Specific responsibilities and reporting lines are defined in the ANS Management System.

Safety Accountabilities:-

a) To ensure that the ATC Unit is resourced with adequate personnel and equipment to meet the certification / licensing requirements; monitoring and reporting any deficiency, that is likely to affect the safety of operations.

b) To ensure that the Unit is operated in accordance with CAP 670; ATC Safety Requirements; liaising with the CAA Safety and Airspace Regulation Group (SARG) on all aspects regarding the ATC function and approvals.

c) To ensure that ATC personnel are compliant with the Unit's operational and administration requirements, in order to provide a consistent and effective ATC Service to all users of the Airport.

d) 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.

e) 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.

f) Liaising with based operators to identify potential improvements to the ATC Service, address issues of compliance and promote an effective working relationship with all; and liaising directly with adjacent ATC units on matters affecting operational efficiency.

g) Ensuring that an efficient ATCO rostering system is in place; to maintain the operational integrity of the function, within the constraints of SRATCOH, whilst optimising resources, without detriment to the needs of the business.

h) Ensuring appropriate knowledge and compliance with the ANSP Certification requirements, addressing changes in a timely and effective manner to ensure that documentation, procedures and policies meet the requirements of the relevant regulations and standard practices.

i) Maintaining a comprehensive knowledge and ensuring compliance with all requirements of the ANS Management System and associated Change Management Procedure; monitoring the application of procedures across the ATC function and ensuring that all duties and responsibilities commensurate with the role are discharged with compliance and due diligence.

j) Ensuring the Manual of Air Traffic Services Part 2 and other ATC key documents are reviewed and updated in accordance with regulatory requirements; Amendments are notified in accordance with Airport / Unit procedures and information disseminated in an effective and timely manner.

k) Providing operational and strategic level input for internal and external ATC related projects; advising Airport management and liaising with regulatory authorities, as required.

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

2.2.10 AIR TRAFFIC ENGINEERING MANAGER (ATEM):-

The role of Air Traffic Engineering Manager is fulfilled by the RCA Group ATEM, based at Exeter Airport; they report to the RCA Chief Executive Officer.

The ATEM is accountable to the Operations Director for the provision of the Air Traffic Engineering function under the ANSP Certification and requirements of the ANS Management System. Additional information is detailed in the ANS Management System Manual.

General Responsibilities for Safety:-

The ATEM 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.

Safety Accountabilities:-

a) 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.

b) To ensure continuation of the Approval of Maintenance Arrangements for ATC systems, as regulated by CAA/SARG and defined within the associated Exposition Document.

c) 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.

d) To ensure that accurate and comprehensive records are maintained to meet regulatory requirements and compliance.

e) To assist in safety reporting investigations relating to ATC equipment; implementing resulting recommendations in an effective and timely manner.

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

2.2.11 ASSET MANAGER:-

The Asset Manager reports to the Head of Technical Services.

General Responsibilities for Safety:-

The Asset Manager is responsible, as far as reasonably practicable, for the safe and efficient operation of the Airport facilities / infrastructure and passenger operating facilities, to certification standards laid down by CAA/SARG and the Health & Safety at work Act.

Safety Accountabilities:-

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

b) Provision of appropriate equipment and spares resource to safely address the needs of the Airport task.

c) Inspection and monitoring of equipment performance, serviceability and safety; Overseeing a safety inspection programme for Airside vehicles.

d) Resourcing all reporting departments with adequate equipment and personnel to meet the certification / licensing requirements for all engineering aspects of the Airport operation.

e) Resourcing and maintaining suitable plant, machinery and materials to safely carry out the tasks of the departments.

f) Maintaining a database of Control of Substances Hazardous to Health, in accordance with the COSHH Regulations.

g) Origination of Airside Works Permits and control over all work activity Airside.

2.2.12 FUEL SERVICES MANAGER:-

The Fuel Services Manager reports to the Operations Director

General Responsibilities for Safety:-

The Fuel Services 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

Safety Accountabilities:-

a) To routinely inspect fuelling areas and zones, to reduce the hazards to aircraft, personnel and vehicles.

b) To ensure the receipt and storage of fuel, and the fuelling of aircraft, are undertaken in accordance with regulations and established procedures.

c) To maintain suitable records of all fuel operations, including receipt and use of fuel.

d) To ensure an adequate system is employed for the sampling, testing and recording of fuel quality.

e) To ensure an adequate system exists for the safe storage and dispensing fuel; and that acceptance of fuel deliveries are in accordance with agreed practices and procedures.

f) To deal effectively with fuel spillage events; liaising with the Environment Agency as appropriate.

g) To ensure that appropriate measures and action are taken in respect of the fire hazard during any fuel related operations.

h) To ensure that all staff involved in fuel storage, quality control or aircraft fuelling are adequately trained and competence levels maintained.

2.2.13 TRAINING AND STANDARDS MANAGER (T&S MANAGER)

The Training and Standards Manager reports to the Airfield Services Manager.

General Responsibilities for Safety:-

The Training and Standards Manager is responsible, as far as reasonably practicable, for the management and co-ordination of an effective and compliant training and standards system, for all functions across the Airport's operations; delivered to meet regulatory, statutory and business standards and requirements.

Safety Accountabilities:-

a) To ensure all staff have the appropriate skills and knowledge to deliver a safe, efficient and complaint operation; and provide effective advice and guidance to managers on training related matters.

b) To be the training lead, hold responsibility and be accountable for the design, development, delivery and assessment of the training, to meet and maintain the appropriate level of competence and standards.

c) To determine and evolve the Airside Operations training strategy; challenging standards and policies that do not support the business objectives.

d) To develop, deliver and retain oversight of a full range of Airside related training programmes, for all internal and external personnel; ensuring that all training has a clear structure with established aims and objectives, including initial and refresher training along with competency checks.

e) To ensure full and accurate training records are maintained; and through monitoring and auditing, ensure that operational efficiency & safety performance targets are met in line with regulatory standards.

f) To ensure continued up-to-date knowledge of developments and changes in training and standards requirements, amending the delivered training accordingly and being alert to potential improvements to ensure relevance and currency.

g) To maintain knowledge and application of varying training techniques and related technology to deliver innovative, blended learning solutions, to evolve engaging, high-value content.

2.2.14 AIRFIELD SAFETY AND COMPLIANCE OFFICER (ASCO):-

The Airfield Safety and Compliance Officer reports to the Airfield Services Manager (ASM).

The ASCO is the nominated Safety Manager for the Airport.

General Responsibilities for Safety:-

The Airfield Safety and Compliance Officer is responsible, as far as reasonably practicable, for the safety of the Airfield operations, in compliance with the requirements of the Safety Management System; and for monitoring its effectiveness to meet compliance with the relevant legislation, regulations and directives.

Safety Accountabilities:-

a) To assist the ASM with the safe and compliant delivery of Airfield operations, achieved through the maintenance of a safe and efficient operating environment.

b) To advise the ASM on safety concerns within the Aerodrome environment; implement measures to resolve and promulgate to interested parties.

c) To assist in the development and continuous promotion of BOH Safety Policy and demonstrate a commitment to it.

d) To monitor Airport Airside areas, ensuring safety performance and discipline, in accordance with relevant local instructions and good practices, as contained in CAP 642; Airside Safety Management.

e) To establish and oversee the operational activities of the Aerodrome; working with the RFFS to ensure that surface inspections, sweeping, wildlife management and markings are maintained to the required standards.

f) To undertake safety compliance audits of other departments and 3rd party on site companies, as required, to ensure that the BIAL SMS is continually improved.

g) To participate in the production of Risk Assessments, monitor their relevance and effectiveness and advise on means to implement enhanced safety measures.

h) To assist, advise and offer resolution, as appropriate on Safeguarding matters affecting the continued operation of the Airport.

i) To oversee the undertaking of the CAP 1732 Aerodrome Surveys and management of resulting information.

2.2.15 ENVIRONMENTAL OFFICER:-

The Environmental Officer reports to the Head of Technical Services.

General Responsibilities for Safety:-

The Environmental Officer (EO) is responsible for the day-to-day management of the Airport Environment policies.

The EO is responsible for ensuring that the Airport complies with all relevant environmental legislation; and seek to adopt best practise where possible.

Safety Accountabilities:-

a) Provision of a professional resource to BOH, to ensure that the Environmental impacts that arise, due to the operation of the Airport, are understood; and that the risk they pose is assessed and managed appropriately.

b) Development of positive relationships between BOH and surrounding communities and business organisations.

2.2.16 AIRSIDE DUTY OPERATIONS MANAGERS (ADOMS):-

The Airside Duty Operations Managers report to the Ground Operations Manager.

General Responsibilities for Safety:-

The ADOMs are responsible, as far as reasonably practicable, for ensuring the safety, compliance and efficiency of the passenger movement through the Airside terminal and ramp areas; and for adherence to the security protocols

The ADOMs act as the Airport's representative during the out-of-hours period, but not always available out of hours, for Airside operations; ensuring, as far as reasonably practicable, that all operations reflect current best practice and are in accordance with all regulatory requirements.

Safety Accountabilities:-

To safely and efficiently manage the Operations Centre and Ramp activities in accordance with RCA behaviours, external statutory and regulatory requirements and all relevant policies and procedures.

a) To complete day-to-day compliance audits on the appearance and functionality of the apron areas, to ensure that they are safe, tidy and well maintained; and necessary equipment is available to promote a professional efficient and compliant service.

b) To monitor performance against defined service level agreement; timely feedback given, and subsequent actions monitored.

c) Ensuring the Operations Centre and Ramp manning levels are maintained and published to ensure sufficient staff are available to meet the operational needs.

d) Assist the Ground Operations Manager with maintenance of continued knowledge and understanding of Airport Operational Procedures, Airport Operational Instructions, Airport Emergency Orders and the requirements of the Aerodrome Manual.

e) To be fully conversant with the Airport's SMS and implement accordingly; monitor the safety performance of staff and the operations function in accordance with relevant local instructions and good practices.

f) Taking appropriate actions in accordance with the published Emergency Orders.

g) To maintain the requirements of the Aerodrome Certificate during out-of-hours operations, using the delegated authority of the MD to maintain safe operations.

2.3 DAY-TO-DAY EXECUTION OF OPERATIONAL SAFETY MANAGEMENT

In addition to the roles defined above, the function of the "Officer in Charge", on a day-to-day basis, is exercised jointly by the various watch keeping teams as follows:-

2.3.1 DUTY AIR TRAFFIC CONTROL OFFICER (DATCO):-

The Duty Air Traffic Control Officer is accountable to the Manger Air Traffic Services.

During the period of their duty, the DATCO is responsible for the safe delivery of all aspects of the Air Traffic Service, including the appropriate response to an emergency situation as detailed in the MATS Part 2 and BOH Emergency Orders.

2.3.2 RFFS STATION MANAGER(SM):-

The RFFS Station Manager is accountable to the Fire Service Manager.

During the period of their duty, the RFFS SM is responsible for the safe and effective provision of RFFS cover, in accordance with the declared RFFS stated Category.

Additionally, the SM is responsible for vigilance of the RFFS in monitoring the operating environment, for all activities carried out on the Runway and Taxiways, including aircraft operations, Runway inspections and when necessary, de-icing /snow clearing operations. The SM's responsibility also covers the provision of the RFFS Safety Team, who conduct wildlife control and aerodrome safety duties throughout the operational hours.

The RFFS SM is also responsible for the Airport's RFFS response to an emergency situation, liaison with the external Emergency Services and the Airport's support to them.

2.3.3 BIRD CONTROL CO-ORDINATOR (BCC):-

General Responsibilities:-

The BCC is responsible for the supervision and monitoring of the Wildlife Control Management Plan (WCMP), to ensure that it is implemented effectively and that standards are maintained.

Specific Responsibilities:-

a) To advise RFFS management personnel on all matters relating to wildlife and bird strike prevention; and to be a communications channel for interested parties, assisting with the production and development of the WCMP.

b) To plan, organise, supervise and monitor bird control operations in accordance with the WCMP, to ensure that it is implemented correctly and effectively; and to oversee all required wildlife control record keeping.

c) To provide technical supervision of bird control operators, intelligence gathering and planning and to ensure the supply, safe keeping and correct maintenance of bird control equipment and consumables.

d) To facilitate the active surveillance, bird dispersal, culling and other field tasks, ensuring all necessary Passes and Permits are current.

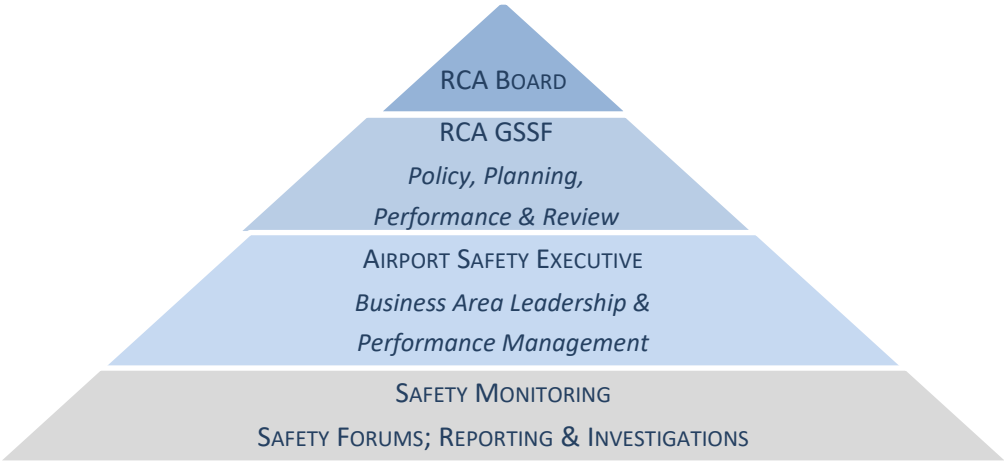
3. SAFETY RELATED COMMITTEES

3.1 INTRODUCTION

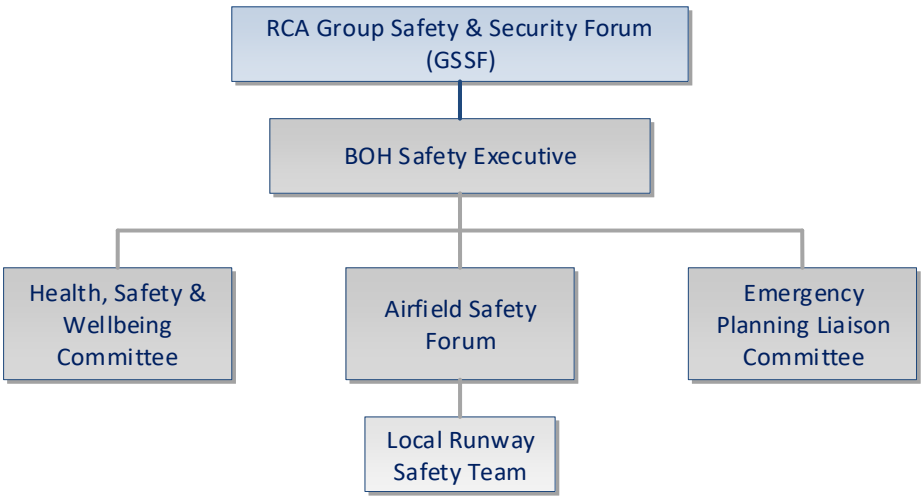
An established, integrated structure of safety related committees monitors safety performance and management across the Airport operations; providing a platform for oversight of safety related issues to be raised in a formal and structured framework.

3.2 SAFETY MANAGEMENT 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.



3.3 COMMITTEE REPORTING LINES



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

3.4 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.

3.4.1 RCA Group Safety and Security Forum:-

Chair / Accountability	Operations Director; Bournemouth Airport
Attendees	Representatives from Airfield Ops; Security; Fire & Safety Management:- ▪ Bournemouth Airport ▪ Coventry Airport ▪ Exeter Airport ▪ Norwich Airport ▪ Solent 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 particular issues or projects
Outputs	▪ Minutes of Meeting distributed to members; implementation of recommendations, where applicable

3.5 BOH Safety Related Committees

3.5.1 BOH Safety Executive:-

Chair	Accountable Manager
Attendees	Operations Director (Accountable Manager) Head of Technical Services Airfield Services Manager Fire Service Manager Terminal Operations Manager Environmental Officer Ground Operations Manager XLR Manager Training and Standards Manager Fuel Service Manager Manager Air Traffic Services Airfield Safety and Compliance Officer Asset Manager
Frequency	Quarterly
Purpose	To provide 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	▪ Act as a source of expertise and advice on safety matters to Senior Management; encouraging lateral thinking about safety issues ▪ Review the progress on identified hazards and actions, post accidents and incidents ▪ Identify hazards and make safety recommendations to address them ▪ Review internal safety reports, including operational statistics and trends and make recommendations as necessary ▪ Review and approve audit responses and the resulting identified actions ▪ Review the progress and effectiveness of the Compliance Monitoring system; highlight areas of concern and where appropriate, agree the means to rectify ▪ Review the Risk Register and associated documentation ▪ Review safety performance against BOH Safety Policy & Objectives ▪ Review the effectiveness of safety oversight of sub-contracted organisations

3.5.2 AERODROME SAFETY FORUM:-
(Incorporating Local Runway Safety Team; Ref Para. 3.5.2.1)

CHAIR	Airfield Services Manager
RESPONSIBILITY	The Aerodrome Safety Forum (ASF) comprises of relevant Airport staff, together with representatives of all Airport operators, having a significant impact on the BOH operation Nominated Forum representatives should be able to commit their company to decisions reached within the Forum
ATTENDEES	Operations Director Head of Technical Services Fire Service Manager Terminal Operations Manager Environmental Officer Facilities Manager Ground Operations Manager Asset Manager XLR Manager Airfield Safety and Compliance Officer Fuel Services Manager Manager Air Traffic Services; or ATC Representative Customer Representatives from Airport Users Representatives from Flying Operations Handling Agents Commercial & General Aviation Pilots
FREQUENCY	6 monthly
PURPOSE	The ASF acts as a focal point for shared ownership and responsibility for Airside operational and safety issues; providing a platform for all Airport operational departments, operators, airlines, general aviation and maintenance providers, to raise and discuss any issues or problems that they might have, regarding the safety of the Aerodrome operations
OBJECTIVES	▪ 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 ▪ Discuss and assess identified trends in the Accident and Incident Reports and to implement remedial action as and when required

3.5.2.1 LOCAL RUNWAY SAFETY TEAM (LRST):-

PURPOSE	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*
FREQUENCY	6 Monthly
ATTENDEES	Operations Director Head of Technical Services Fire Service Manager Terminal Operations Manager Environmental Officer Asset Manager Ground Operations Manager XLR Manager Airfield Safety and Compliance Officer Fuel Services Manager Manager Air Traffic Services; or ATC Representative
OBJECTIVES	▪ To improve Runway safety data collection, analysis and dissemination ▪ To check that signage and markings are compliant and clearly visible ▪ To develop initiatives for improving the standard of communications ▪ To identify potential new technologies that may reduce the risk of a Runway Incursion ▪ To ensure that procedures are compliant with ICAO standards and Recommended Practices (SARPs) ▪ To initiate local awareness by developing and distributing Runway safety education and training material to Controllers, Pilots and personnel driving vehicles on the Aerodrome

3.5.3 EMERGENCY PLANNING LIAISON COMMITTEE:-

CHAIR	Deputy Fire Service Manager
ATTENDEES	Operations Director Head of Technical Services Airfield Services Manager Environmental Officer Terminal Operations Manager Ground Operations Manager Fire Service Manager Manager Air Traffic Services Training & Standards Manager Airport Duty Operations Manager Field Officer(s) Airport Chaplin South West Ambulance Service NHS Trust Dorset & Wiltshire Fire and Rescue Dorset Police Dorset NHS CCG Dorset Council EP BCP Council EP UK Border Agency British Red Cross TUI Ryanair
FREQUENCY	Quarterly
PURPOSE	To ensure that plans are in place for a co-ordinated, multi-agency response to an incident at Bournemouth Airport, and that these plans are effective
OBJECTIVES	▪ Create and maintain an efficient and effective Emergency Plan for all Emergency Services and Support Agencies, that are likely to attend incidents at the Airport ▪ Ensure that individual agency procedures, for an incident at BOH or within its vicinity, are co-ordinated and where relevant, to develop multi-agency plans ▪ Ensure that multi-agency procedures are exercised and that any actions identified are tracked and completed in a timely manner

4. DETAINING OF AIRCRAFT

4.1 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.

Role responsibilities are detailed in the Paragraphs as referenced earlier in this Section

NAME	ROLE	PARA REF
Steve Gill	Managing Director	2.2.2
Tim Etches	Operations Director	2.2.3
Mike Twomey	Head of Technical Services	2.2.4
Keith M Jewitt	Airfield Services Manager	2.2.5

APPENDIX 1 POST HOLDERS; KEY SAFETY RELATED ROLES

ROLE	NAME
Managing Director	Steve Gill
Operations Director *Accountable Manager*	Tim Etches
Head of Technical Services	Mike Twomey
Asset Manager	Toby Rouse
Airfield Services Manager *Compliance Manager*	Keith Jewitt
Fire Service Manager	Robert Mitchell
Deputy Fire Service Manager *Business Continuity Manager*	Mark Linzner
Terminal Operations Manager	Tony Brogden
Ground Operations Manager	John Barber
XLR Manager	Martin Spraggons
Fuel Services Manager	Peter Rickard
Air Traffic Engineering Manager (RCA)	Mark Dulling
Manager Air Traffic Services	Gillian Hayter
Training and Standards Manger	Michelle Butterfield
Airfield Safety and Compliance Officer *Safety Manager*	Ian Ashby
Airside Duty Operations Managers (ADOMs)	Shell Smith Ana Viera Steve Davies

SECTION 2 SAFETY MANAGEMENT SYSTEM (SMS)

1. OVERVIEW OF THE SAFETY MANAGEMENT SYSTEM

1.1 DEFINITION

A Safety Management System (SMS) is an organised and structured approach to managing safety. It is a systematic, precise and proactive process for managing safety risks; providing the means for goal setting, planning and measuring performance.

1.2 CONTEXT AND PURPOSE

Risk Management falls into 3 main elements:-

- Occupation Health & Safety
- Business Impact
- Operational Safety

All of these elements are crucial and pivotal to the Airport's function as a whole but the Safety Management System, defined in this Manual, is focused only on the Operational Safety and Risk Management of the Airside operations.

The SMS has been established to provide an efficient Management Structure and Systematic approach to the safe operation of the Aerodrome; focusing on maximising opportunities to continuously improve the overall safety of the operation.

The SMS is written in compliance with all relevant legislation, including ICAO Annex 14; Volume 1, ICAO 9859, UK Implementing Rules and the Air Navigation Order.

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

1.4 STRUCTURE

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

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 maintained at all times.

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

Further details can be found in AOI 10; Quality Assurance and Audits.

2. AIRPORT SAFETY POLICY

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.

Tim Etches

Accountable Manager

1st December 2022

Airport Safety Policy doc Dec 2022

3. SAFETY RESPONSIBILITIES OF KEY SAFETY PERSONNEL

3.1 KEY SAFETY POST HOLDERS

ACCOUNTABLE MANAGER	Operations Director
SAFETY MANAGER	Airfield Safety and Compliance Officer

3.1.1 ACCOUNTABLE MANAGER:-

The Accountable Manager has the ultimate responsibility for the overall safety of operations at the Airport. The Accountable Manager is accountable to the CEO; Regional & City Airports

The level of technical knowledge and understanding expected of an Accountable Manager is essentially high level, with reference to their own role, ensuring that standards are met.

During periods of absence, the day-to-day responsibilities of the Accountable Manager will be delegated to the relevant personnel, but the accountability ultimately remains with the Accountable Manager.

The Accountable Manager shall: -

a) Ensure that all resources are available to operate the Aerodrome in accordance with the requirements of the Aerodrome Manual. Where there is a reduction in the level of available resources or abnormal circumstances exist, which could affect aircraft safety, the Accountable Manager should ensure that a corresponding reduction in the level of Aerodrome operations is implemented as appropriate.

b) Establish, implement and promote the organisation's Safety Policy.

c) Ensure compliance with relevant regulations, certification / licensing criteria and the organisation's Safety Management System.

As the Accountable Manager, the holder will have: -

- ✓ The appropriate seniority within the organisation.
- ✓ The appropriate level of authority to ensure that activities are financed and carried out to the required standard.
- ✓ A full knowledge and understanding of the documents that prescribe relevant aerodrome safety standards.
- ✓ A full understanding of the requirements for the competence of aerodrome management personnel, so as to ensure that competent persons are in place.
- ✓ The knowledge and understanding of principles and practices relating to safety management systems and how these are applied within their organisation.
- ✓ The knowledge of the role of the Accountable Manager, together with the knowledge and understanding of the key issues of risk management within the Aerodrome.

3.1.2 SAFETY MANAGER:-

The Safety Manager is responsible for the development, administration and maintenance of the BOH Safety Management System (SMS).

The Safety Manager shall: -

a) Ensure that the processes defined in the Safety Management System (SMS) are developed, implemented, complied with and maintained.

b) Assist in incident investigations and monitor the effectiveness of corrective actions.

d) Provide independent advice to the Accountable Manager, senior managers and other relevant personnel on safety-related matters; and providing routine performance reports, highlighting where there is a need for change.

e) Monitor safety concerns within the aviation industry, assess their potential impact on airport operations and ensure safety promotion throughout the organisation.

As the Safety Manager, the holder will have: -

- ✓ Direct access to, be accountable to and have the authority to report all safety matters directly to the Accountable Manager.
- ✓ An adequate knowledge of the Aerodrome infrastructure, general operations and risk management processes.
- ✓ A good knowledge of the organisation's safety related procedures, requirements and documentation.

3.2 OTHER SAFETY POST HOLDERS

COMPLIANCE MANAGER	Airfield Services Manager
BUSINESS CONTINUITY MANAGER	Deputy Fire Service Manager

3.2.1 COMPLIANCE MANAGER:-

The Compliance Manager has overall responsibility for the implementation and application of the Compliance Monitoring Process.

The Compliance Manager shall: -

a) Ensure that the Compliance Monitoring Process enables the Aerodrome operator to adequately monitor applicable regulatory requirements; and any additional requirements established by the operator.

b) Establish and oversee an independent inspection and audit regime to monitor the relevant elements of the Process.

c) Maintain a record of Compliance Monitoring activity, relevant documentation and follow-up actions.

As the Compliance Manager, the holder will have: -

- ✓ Direct access to the Accountable Manager and access to all required parts of the organisation, including contracted activities.
- ✓ Received sufficient training to undertake the task, including audit techniques, reporting procedures and document control.
- ✓ Adequate experience and expertise in the operation &/or maintenance of the Aerodrome and a comprehensive knowledge of the applicable Aerodrome regulatory requirements.
- ✓ Adequate knowledge of, and experience in the application of Safety Management and Quality Assurance.
- ✓ A good knowledge of the Aerodrome Manual and associated documentation.

3.2.2 BUSINESS CONTINUITY MANAGER:-

The Business Continuity Manager has overall responsibility for developing, maintaining and testing the Company's Business Continuity Program (BCP).

The Business Continuity Manager shall: -

a) Support all business plan activities necessary to enable the organisation to manage a crisis event; and to meet compliance requirements for BCP planning. Identify, document and test business needs against the Company infrastructure and identify recovery strategies and gaps.

b) Work with all functional business areas to develop, maintain and document an Airport wide BCP that effectively addresses recovery and emergency response management.

c) Liaise with key infrastructure teams to identify gaps, set recovery time objectives and convey business needs/expectations.

d) Design and outline BCP goals, objectives and scope for business plans and Crisis Management Support and assist in the development of BCP planning and goals.

e) Support the Managing Director in aligning all BCP planning, initiatives and goals with Organisational goals and Infrastructure capabilities.

f) Identify and make recommendations for change and adaptation to meet the needs of the business; Identify and make recommendations for solutions to infrastructure obstacles and business challenges; develop and execute the maintenance and testing programs for all business plans, and other information/communication tools.

g) Identify and recommend enhanced plan maintenance strategies that remain flexible to organisational growth, change and resource capabilities.

h) Design and facilitate testing of the business plans and crisis management execution; lead, facilitate and support the execution of the plans at the time of a crisis event.

i) Support the Major Incident Team (MIT) with critical components of the plan in order that they can make critical decisions.

As the Business Continuity Manager, the holder will have: -

- ✓ Direct access to the Managing Director and all parts of the organisation necessary to develop and implement the plan.
- ✓ Received sufficient training to undertake the role.

4. Documentation and Notification

4.1 Document Control

A document control system forms part of the BOH Safety Management System. This refers to internal documentation, issued by BOH and of relevance to the operational management of the Aerodrome.

These documents are under the control of constituents of the Aerodrome Management Team, either by authorship or control of a current version hard copy. Such documents include the Aerodrome Manual, Supplementary Instructions, Operational Advice Notices, Emergency Orders and internal departmental Instructions.

All documents must be identified by the department / document names and be version controlled. Changes should be clearly indicated; an explanatory paragraph detailing the method to be used should be contained within each relevant document. The document owner is responsible for ensuring only the latest version is available and that outdated documentation is destroyed or archived, as relevant.

4.2 Document Storage and Access

The master copy of the following documents should be stored on the Bournemouth International Airport Information System (BIAIS): -

- Aerodrome Manual
- Emergency Orders
- Manual of Air Traffic Services (MATS); Part 2
- Airport Supplementary Instructions
- Operational Advice Notices
- Safety Assurance Documents (SADs)
- Airport Operational Instructions (AOIs)

These documents should be reviewed in line with the document control procedures listed in each document.

These documents will be available to all BOH staff as “read only”. For administration purposes, a limited number of users have full access rights to BIAIS.

The Aerodrome Manual and associated Airport Operational Instructions are available on-line via the Airport’s website.

4.3 NOTICES

Changes to documents, general information and safety information are promulgated to staff via a system of notices.

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
OPERATIONAL ADVICE NOTICE (OAN)	To advise of any operational change, which will not prompt a permanent amendment to a regulatory document, but which requires to be communicated to user
INFORMATION NOTICE (IN)	A general communication platform to notify operational or administrative pertinent 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

4.4 NOTIFICATION OF CHANGES

It is the responsibility of the Manager of each department or recipient company to ensure that all communication is made accessible to staff within their organisation and that staff are made aware of the subject information. All issued notices are filed on BIAIS.

Receipt of notices issued should be acknowledged as soon as possible after receiving the document. Acknowledgement should include the number / title of the notice received and the name and company of the person receiving it. Acknowledgement notification should be returned via e-mail to: - bohstandingorders@bournemouthairport.com

5. SAFETY RISK MANAGEMENT

5.1 INTRODUCTION

Safety risk management is the vital core activity, which is the foundation of the overall SMS.

Safety risk management is a generic term that encompasses the assessment and mitigation of the safety risks, of the consequences of hazards, which threaten the capabilities of the organisation. In accordance with the Safety Policy, the risks must be managed, and appropriate safety information provided to all Airfield users and employees, to ensure that individuals are aware or risks and the relevant control measures.

The nature of the aviation environment requires prudent and vigilant management of the associated inherent and latent hazards. It is not always practicable to eliminate all hazards and not all safety risks are avoidable; in certain circumstances, the cost of nullifying a risk outweighs the benefit. The safety risk management process is designed to ensure that Operational safety risks are reduced to "As Low as Reasonably Practicable (ALARP).

5.2 TERMINOLOGY

TERM	MEANING
HAZARD	A condition or an object that has the potential to cause harm to personnel, result in 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	Mitigations put in place with the aim of preventing or reducing, either the Severity, or more commonly, the Likelihood of an undesired occurrence or adverse consequence; these include procedures, rules, physical barriers or technological measures

5.3 RISK ASSESSMENT PROCESS

The Risk Assessment process collects, records, analyses, acts on and generates feedback about hazards affecting the safety of the operational activities of the Airport.

The process within the ANS provision is aligned with those defined in this Manual. Additional regulatory requirements and the application of the process is detailed in the BOH ANS Management System Manual.

This process comprises of three essential elements: -

5.3.1 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.

5.3.2 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 within the safety criteria

5.3.3 Risk Management:-

If the consequent risk is assessed as tolerable within the safety criteria, the risk can be accepted. If not, so as 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,

5.4 Operational Safety Management Assessments

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.

Category	Application
System Risks	Risk Assessments relating to the normal operational running of the Aerodrome and any predictable abnormal circumstance. Where change to the operation is planned, new equipment / systems introduced or a new hazard identified, a revised or new Safety Risk Assessment will be required.
Development Risks	Risk Assessments relating to construction activity or major maintenance, on or around the Aerodrome.
Operational Risks	Risk Assessments relating to one-off operational events or changes.

5.5 Risk Assessment Personnel

Involvement in the Risk Assessment process will depend on the nature, degree of impact and complexity of the subject matter; utilising the experience of relevant personnel who hold the appropriate level of knowledge of the process, system or hazard being assessed.

Accept 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.

5.6 Hazard Categorisation

Each operating function assessed is likely to involve a variety of systems that support its activities, such as people, procedures or equipment; or combinations of these. Each of these areas should be considered and the resulting hazards identified.

If a potential safety hazard is identified, the consequences of the hazard occurring, together with the associated effect on aircraft /operational safety must be considered.

5.6.1 SEVERITY:-

This is categorised as shown in the following table: -

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

5.6.2 PROBABILITY:-

The probability of occurrence can be defined in either quantitative or qualitative terms, as defined in the table below: -

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

5.6.3 Risk Classification

Many of the hazards identified will be mitigated by the application of existing Company standards, regulations, procedures or practices. Once the severity of the hazard has been assessed and the probability of it arising has been estimated, a judgement can be made.

This will determine whether: -

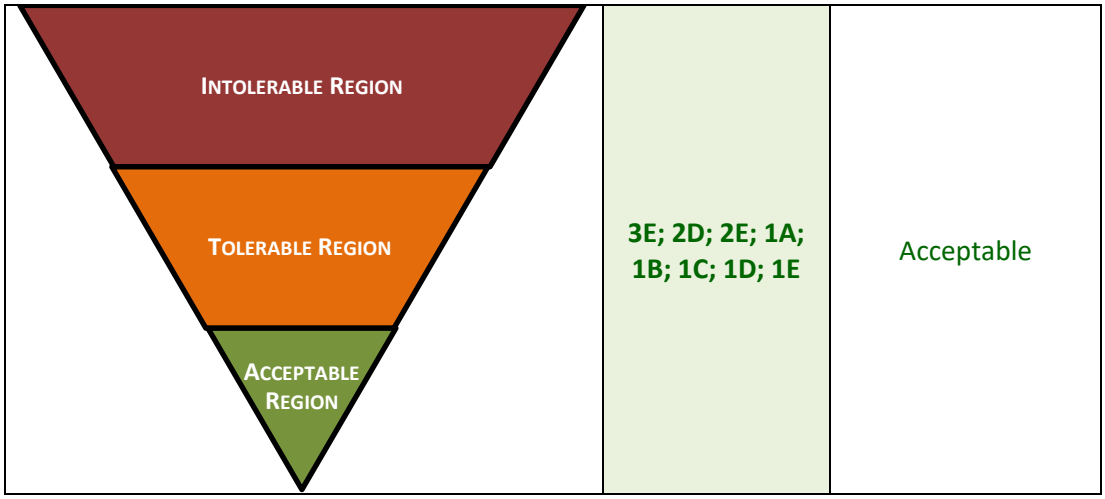
- The consequent risk is acceptable or not
- It is within the Company's acceptable safety performance criteria
- It can be further reduced at a reasonable / proportionate cost

For example, a major consequence of an undesired event, with a high probability of occurrence, is unacceptable. However, although undesirable, an event may be tolerable if the probability of occurrence is very low.

The following charts provide details for judging the tolerability of risks.

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**

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



5.7 RISK ASSESSMENT EVALUATION

The overall Tolerability of an assessment is based on the balance of the individual risks, both for that without any control measures in place and for that subsequently, with appropriate safety requirements applied.

5.7.1 INTOLERABLE REGION:-

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

The probability &/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, &/or the magnitude of the damaging potential of the consequences of the hazards
  or
- If mitigation is not possible, cancel the operation

5.7.2 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.

5.7.3 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.

5.8 Safety Prevention, Control and Mitigation

Safety prevention and control measures are aimed at blocking a hazard from arising, where practicable; safety reduction or mitigation measures are aimed at limiting the associated level of consequence should a hazard be realised.

Safety prevention, control and mitigation measures may include one of the following; these are listed in the order of effectiveness: -

- If possible, remove the hazard entirely or cease / cancel the activity
- Modify systems to design the removal of the hazard; this includes hardware or software systems, physical hazards and organisational systems
- Install physical barriers to prevent / reduce exposure to the hazard or reduce the severity of the consequences
- Issue warnings, advisories or signs for the hazard
- Change procedures to avoid the hazard or reduce the likelihood / severity of the associated consequences
- Provide training to avoid the hazard or reduce the likelihood of an associated consequence
- Ensure a suitable response and contingency plan are in place

5.9 Risk Management and Review

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 ATC manager or UTO 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. At least one full review is undertaken annually.

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.

Additional or varying criteria for risk assessment reviews under the ANS requirements are detailed in the BOH ANS Management System Manual.

5.9.1 Risk Register Review form (RRR)

To maintain control of amended or reviewed risks, the below document should be completed and recorded on BIAIS

BIAData (\\bia.local) (N:) > BOH All Shared Data > BIAIS > Operational Folders > Safety Reporting > Risk Register

BournemouthAirport Part of Regional & City Airports	**RISK REGISTER REVIEW**

REVIEW DATE:-		**REVIEW LEAD:**	
RISK REGISTER REVIEW REVIEW BOARD-			

REQUIRED AMENDMENT

REF	**PART**	**REVIEW FREQUENCY**	**AMENDMENT DETAIL/TOLERABILITY**
BOH-			
BOH-			
BOH-			
BOH-			

BOH-			
BOH-			

5.10 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).

The SAD should include the following: -

- List of Effective Pages
- Review History and Amendments
- System Description; a description of the subject matter being assessed
- Objectives; what the assessment aims to achieve
- Scope; what areas are / are not included within the document
- Risk Assessment; including the risk owner and any specified Review period

SADs are stored on BIAIS, with the document hyperlinked to the associated entry on the Risk Register. The SADs are administered by the Airfield Services Manager.

5.11 AERODROME SAFEGUARDING

The Airport Authority has the duty to ensure that the Aerodrome is appropriately safeguarded in order to ensure the continued safety of aircraft operations. The Safeguarding Officer has overall responsibility for ensuring that all necessary safeguarding in 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.

AOI 16; Aerodrome Safeguarding provides full details of the processes and requirements.

6. KEY PERFORMANCE INDICATORS

6.1 APPLICATION

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

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

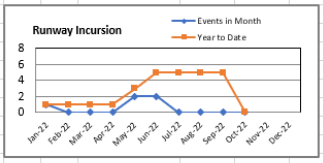
Feedback for Safety Performance Indicators (SPI) are annotated on to a dashboard and disseminated to department heads to share with their team.

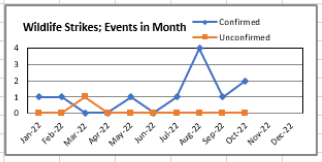
This not only informs all staff of reported incidents but identifies trends and concerns.

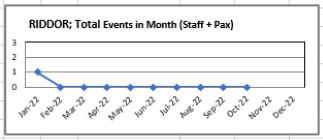
BOH Monthly Operations Safety Report — **Nov 2022**

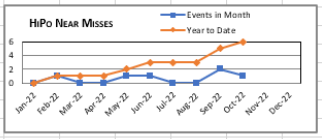
	Incident	Targets		Events		
		Achieved	Annual	Month	YTD	Rolling
1	Total MORs (Includes Items 2-11)					
2	Runway Incursion [1]	0.0	1.0			
3	Runway Excursion [1]	0.0	0.6			
4	Wildlife Strike; Confirmed [1]	0.6	1.1			
5	Wildlife Strike; Not Confirmed [1]	0.0	1.1			
6	Drone Encounters					
7	Laser Attacks					
8	Aircraft Accident					
9	Mayday; PAN; Full Emergency					
10	Ground Incident					
11	MOR Other					
12	Fuel Spill [1]	0.6	2.2			
13	Local Standby; Full Emergency					
14	Fatalities					
15	Riddor; Staff					
16	Minor Injuries; Staff					
17	Riddor; Public/Pax					
18	Public/Pax Accidents					
19	Public/Pax; Airport Attributable [2]	0.0	0.0			
20	HiPo Near Miss					
21	First Aid/Medical Attendance					
22	Domestic Fire		0.0			
	[1] Target set per 10,000 Movements		[2] Target set per 10,000 Pax			

HIPO	
Minor Injury	
Runway incursions	
Mercury Spillage	

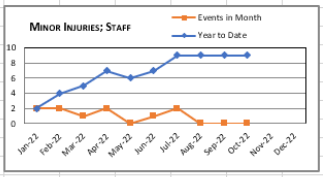








	Category of MORs	Month	YTD
5	Negligible		
4	Minor		
3	Major		
2	Hazardous		
1	Catastrophic		



Trends / Concerns

7. SAFETY PERFORMANCE MONITORING

7.1 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 AOI 10; Quality Assurance and Audits.

8. SAFETY REPORTING AND INVESTIGATION

8.1 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. (Ref: - Airside Safety Policy; Para 2).

8.2 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
- Additional ANS Reporting

Procedures for safety reporting at Bournemouth Airport are contained in AOI 09; Incident Reporting and Investigation.

8.2.1 MANDATORY OCCURRENCE REPORTING:-

The overall objective of the CAA in operating occurrence reporting is to use the reported information to improve flight safety levels, not to attribute blame.

For guidance on the MORs, refer to the CAA Website.

In addition to filing an MOR with the CAA, any MOR submitted by the Airport should be recorded on the BOH MOR database, held on BIAIS, as either an Accident or Safety Occurrence, as appropriate (Ref. Section 3). All entries will be subject to the same investigation procedures as other such events.

All MORs must be submitted to the Airfield Services Manager (ASM). A log of submitted reports will be maintained, which is available to all via BIAIS. The ASM is responsible for tracking the subsequent investigation process and closure.

All MORs [(1)] filed are investigated by the ATC Investigation Team, in accordance with the regulatory requirements. Where appropriate, a copy of a submitted MOR will be highlighted to the relevant manager for feedback, investigation or follow-up action, as relevant. The MATS is responsible for ensuring that any recommendation raised from an investigation, is duly considered and acted upon, as applicable.

All reported incidents via the MOR system will be classified terms of severity, as detailed in the table at Appendix 1, at the end of this Section.

Statistical data relating to the MORs will be reviewed by the Bournemouth Safety Executive for trend analysis and to identify learning points.

[(1)] Excluding wildlife strikes, unless a subsequent event occurs

8.2.2 BOH INCIDENT REPORTING SYSTEM:-

Bournemouth Airport utilises the reporting system "OSHENS" for all incidents, accidents and events, which have an impact on safety across the Airport, but which are not filed as an MOR. All submitted records are retained indefinitely on a central database.

All untoward events are required to be reported via the on-line reporting system, including data gathered and recorded manually at the scene of the incident.

The system is managed by the Airport Safety Manager, who will compile a monthly update report of recorded events and the progress of investigations.

The e-reporting system provides the means to track the corrective actions identified as a result of an accident report. Reminders of overdue actions are issued automatically and reported on at relevant safety meetings.

In the event of an incident occurring, the injured party or if unable to do so, a witness to the event must bring it to the attention of their manager immediately. The same reporting and investigation requirements apply to reports made by members of the public to Airport staff.

Further detail is available in AOI 09; Incident Reporting and Investigation.

8.2.3 ANS REPORTING:-

Guidance for reporting ANS events is detailed in the Manual of Air Traffic Services Part 1 (MATS; Part 1) and the BOH ANS Management System.

8.3 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.

8.4 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 particular 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
- Corporate safety 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.

9. Emergency Response Planning

9.1 Procedures for Emergency Planning and Response at BOH are contained within the Aerodrome Emergency Plan; this is included in the Emergency Orders.

10. Management of Change

10.1 Introduction

Any safety significant change to the operational environment involving people, processes, developments or procedures, will be managed so as not to affect safety; the impact of such changes being assessed prior to implementation. When change is deemed necessary, the departmental manager will either sponsor a simple change or more complex changes will involve an initial high-level managerial assessment.

The sponsor will initially determine safety objectives, scope, boundaries, interfaces and functions of the change and then formulate the change. All identified implications / hazards relating to the proposed change(s) will be recorded in a Safety Assurance Document, as detailed in Para 5.10 above.

Should the change involve significant personnel, consideration of a CAP 700 review &/or a Gap Analysis should be included.

Change Management within ATS / ATE is detailed in the ANS Change Management Procedure document.

ATS Safety Cases are produced in accordance with the guidelines contained in CAP 760; Guidance on the Conduct of Hazard Identification, Risk Assessment and the Production of Safety Cases.

10.2 CHANGES REQUIRING PRIOR APPROVAL BY THE COMPETENT AUTHORITY

In accordance with Regulation (UK); ADR.OR.B.040, Bournemouth Airport will obtain prior approval from the Competent Authority for any change required to be notified to them.

Changes requiring notification include: -

- Use of Alternative Means of Compliance
- Changes to the Bournemouth Airport Change Management procedure
- Changes to the Certification Basis submission or the Terms of the Certificate
- Changes to safety-critical aerodrome equipment
- Changes, which significantly affect the organisation chart, policies or culture of the BOH management system
- Changes to the level of protection provided by the RFFS
- Changes to Low Visibility Procedures
- The operation of aircraft with a higher code letter

In addition to the infrastructure and operational changes required under ADR.OR.B.040, the Competent Authority requires prior approval for changes in the following categories: -

- Constructions affecting sightlines from the Visual Control Room
- Developments on the Movement Area; e.g. a new Apron
- Developments, which might impact on the Movement Area; e.g. extension to a terminal

10.2.1 DEVELOPMENTAL CHANGE:-

The Managing Director will work in consultation with the relevant authorities with whom any changes or new design / procedures will interface. In accordance with Aerodrome Certificate Condition 3, any development involving changes to the following will be subject to AATSD approval:-

- The Aerodrome physical characteristic, including the construction of new, or alterations to existing buildings / visual aids
- The introduction of, or alteration to navigational equipment
- Any material change in the surface of the landing area
- Any penetration of the Obstacle Limitation Surfaces

Once complete, the change will then be issued, and records of the change process will be kept for future audit.

10.3 Changes not Requiring Prior Approval by the Competent Authority

Bournemouth Airport will appropriately manage and assess all changes to personnel, systems, equipment and procedures to ensure that an acceptable level of safety is maintained, both during and after periods of change.

For events falling outside of the above requirements, details of all changes undertaken will be documented by the Managing Director and advised to the Competent Authority on an annual basis.

11. Safety Promotion

11.1 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

11.2 Training and Education

All personnel involved in Airside activities will receive appropriate training in order to meet the required level of competence relating to their duties and responsibilities. Appropriate vocational training will be identified through individual task analysis processes.

Training courses, where appropriate, will be managed and co-ordinated by the Training and Standards Manager. Departmental Managers are responsible for the management of department specific or specialist training requirements and qualifications.

Training will be provided by the appropriate based company or by specialist contract trainers, who are required to hold vocational training and competency qualifications in the specific area of activity.

Training syllabuses will cater for the required knowledge as demanded by industry standards and to meet the safety responsibilities associated with the specified duties. Each syllabus will incorporate theoretical instruction on the procedures and arrangements provided for safety; together, where relevant, with practical experience through supervised work or work placements.

Periodic refresher training must be an integral part of the ongoing training programme to enable basic standards of competence in individual disciplines to be maintained.

11.3 SAFETY COMMUNICATION

Airport staff are to be familiar with the published instructions in so far as they are applicable to their duties. Tenant companies are required to ensure that all their staff, who hold an Airside ID Pass, have read and are familiar with all relevant Airport Operational Instructions (AOIs), which affect the execution of their duties. It is a mandatory requirement that this is achieved before unsupervised access Airside is permitted.

All staff operating Airside must have ready access to up-to-date copies of these instructions. Tenant companies must establish a system to ensure the validity of the documentation and a process to ensure that all staff are kept informed of amendments in a timely manner.

Safety audits and trend analysis are reviewed by the Bournemouth Safety Executive. Areas identified as being of potential concern and the factors leading to such findings, are promulgated to the Airside operators via an Aerodrome Safety Alert, with the specific aim of promoting Airside safety. This medium is also used to promote issues raised at the Aerodrome Safety Forum, together with theme items from the Airside Safety Plan.

11.4 ATC AND AIRFIELD 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 Airfield 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.

Three additional management programmes have been developed to deal with particular aspects of Airside safety: -

- BOH Wildlife Control Management Plan
- Airport Snow Plan
- Safety Assurance Documentation Procedures

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

12. SAFETY MANAGEMENT SYSTEM OUTPUTS

12.1 SAFETY ANALYSIS AND MONITORING

Safety analysis is based on factual 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

12.2 ANALYTICAL METHODS AND TOOLS

12.2.1 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 Committee

12.2.2 TREND ANALYSIS:-

Safety data relating to MORs is collated by the Airfield Services Manager and is reported via the relevant committees.

Safety reports filed via OSHENS are collated by the Airfield Safety and Compliance Officer (Safety 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.

12.2.3 SIMULATION AND TESTING:-

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

12.2.4 NORMATIVE COMPARISONS:-

Sufficient 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

12.2.5 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.

12.2.6 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.

12.2.7 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.

13. COMPLIANCE MONITORING

13.1 SAFETY AUDITS

Safety Audits, whether internal or external, will involve the highest level of management holding responsibility for safety within the relevant areas of the organisation. Senior management are to be made aware of the Safety Audit findings in order that appropriate action can be taken.

Safety Audits are undertaken to ensure that the structure of the Bournemouth Airport SMS is robust in relation to: -

- Adequate staff levels
- Compliance with approved procedures and instructions
- Levels of competency and training to operate equipment and facilities and maintain their levels of performance

Ref: - AOI 10; Quality Assurance and Audits.

13.1.1 MONITORING OF APRON ACTIVITY:-

All Apron activity is monitored by the Airside Duty Operations Manager (ADOM), to ensure that each company is operating within the requisite CAA Regulations and BOH procedures. Any accident, safety occurrence or breach of regulation will be recorded in accordance with the Airside Accident and Safety Occurrence Reporting Procedures. Ref: - Part B; Section 3

Specific elements of the Aircraft Turnaround process are monitored and recorded as whether being positive, as detailed in the relevant Airport Operational Procedure (AOP). Minor negative returns, recorded on the Airport Operations Monitoring form, will be reported to the Ground Operations Manager and actioned immediately.

13.1.2 THIRD PARTY AUDITING:-

The operational standards of third parties, engaged on behalf of the Airport, are measured via an audit of their procedures, processes and systems; together with monitoring their operations. Audits will be conducted by the relevant manager, on an ad-hoc basis; at least one pre-notified audit per year should be completed.

Third parties and contracted activities, working on behalf of the Airport are included in the Compliance Monitoring Programme, as relevant.

- Vehicle Servicing Standards: -

An application for an Airside Vehicle Permit (AVP) must include evidence that the vehicle has passed a test of MOT standard as stated in the relevant Airport Operational Instruction.

The Airport Authority, under the management of the Asset Manager, operates a vehicle inspection programme, whereby periodically, vehicles will be stopped in an Airside area and be subject to a safety inspection by a qualified mechanic. Checks will also be undertaken on the maintenance regime of any company holding an AVP, in order to verify that the vehicle maintenance procedures are satisfactory.

- Training:-

All personnel holding an Airport ID Pass, which permits Airside access, must undergo a basic Airside safety briefing as detailed in this Section, Para 11.1 and the relevant AOI.

Additionally, companies must provide the following training: -

- Induction
- General Safety
- Specific Skill for Individual Tasks
- Refresher

The Airport Authority reserves the right to periodically audit the training regimes, procedures and documentation of tenant companies, to specifically address and determine the following points: -

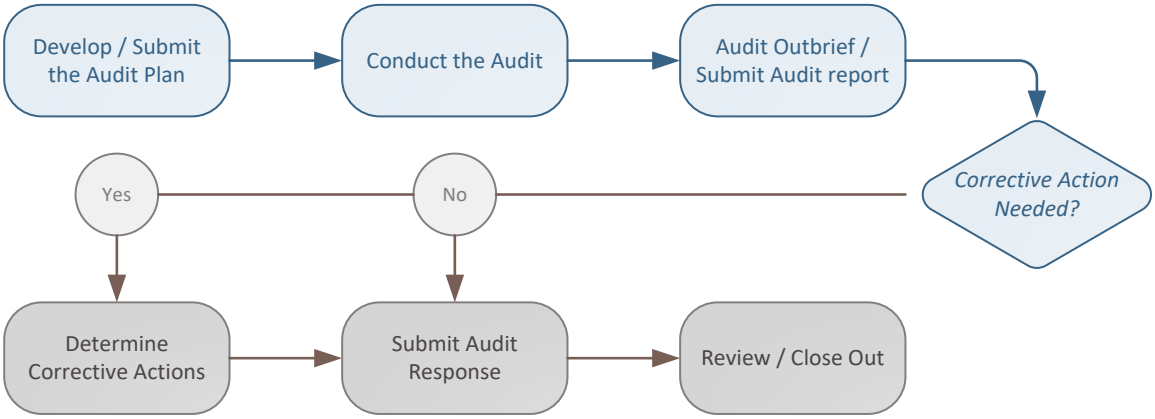
- The published training policy covers all staff
- Special needs of Airside safety training are identified and objectives
- Sufficient resources are available

- A suitable structure is in place to deliver the relevant safety training
- Individual training records are adequate and accurate; trainees are supervised
- Monitoring process established to ensure safety objectives are continuously met

Additionally, any company which conducts their own training for aircraft marshalling, should advise the Airport of intended dates for training courses so that Airport personnel can attend and conduct quality assurance checks, which will form part of the audit process.

13.2 The Audit Process

The basic audit process will be applied to all audit activity; application of the process is fully defined in AOI 10; Quality Assurance and Audits



13.3 Auditing of Fuelling Facilities

The fuel supplier is responsible for ensuring that on delivery, fuel is fit for aviation purposes. Once delivered, the responsibility for safekeeping, quality control and proper delivery to aircraft lies with the Fuel Services Manager.

On an annual basis, a suitably qualified person will be commissioned to conduct an audit, on all fuel facilities on site, against procedures detailed in this Manual and relevant regulatory publications. Whenever available, the Environmental Officer will accompany the auditor, on behalf of the Airport. Results of the Audit will be made available to the facility provider; any action point raised will be followed up by the Operations Director/ HOTS.

14. Aeronautical Data; Quality Management System

14.1 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 AOI 17; Aerodrome Surveys.

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

SECTION 3 INCIDENT AND ACCIDENT MANAGEMENT

1. DEFINITIONS

1.1 ACCIDENT

For the purposes of this document, an "Accident" is defined as an event that causes: -

- Any damage to an aircraft, no matter how small
- An injury to a person that is reportable under the terms of RIDDOR
- Damage to a vehicle, equipment, plant or building that requires action before such can be returned to use

1.2 SERIOUS INCIDENT AND SAFETY OCCURRENCE

For the purposes of the document, a "Serious Incident and Safety Occurrence" is defined as:

-

- An event that causes a minor injury to a person, not reportable under RIDDOR
- An event that causes minor damage to a vehicle, equipment, plant or building that does not require remedial action before such can be returned to use
- An event, situation or condition with a potential to cause injury, harm damage or loss

2. REPORTING PROCEDURES

2.1 Accidents, Serious Incidents and Safety Occurrences must be reported without delay to the Airside Duty Operations Manager (ADOM); they will then inform: -

- Operations Director
- Environmental Officer
- Airfield Safety and Compliance Officer (Safety Manager)

Ref: - AOI 09; 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 Environmental Officer (EO) and 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 EO &/or the GOM should liaise with the airline / company involved to agree which agency will submit the MOR when required.

2.2 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.

3. PRESERVATION OF EVIDENCE

3.1 The scene of an accident, incident or safety occurrence should be isolated, and any vehicle or equipment involved not moved until the ADOM 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.

4. SUBSTANCE MISUSE

4.1 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.

5. COMPLIANCE WITH SAFETY DIRECTIVES

5.1 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 Committee

6. Reaction to Safety Problems

6.1 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, which incorporates the Local Runway Safety Team

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

7. Handling of Safety Recommendations

7.1 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.

8. Recording Aircraft Movements

8.1 All aircraft movements and associated flight data are recorded by ATC, using the Chroma 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 is notified in the MATS Part 2.

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

SECTION 4 AERODROME PERSONNEL; QUALIFICATIONS AND PROCEDURES

1. TRAINING AND DEVELOPMENT POLICY

1.1 PURPOSE

The Bournemouth Airport (BOH) Training and Development Policy is established to ensure that the Airport is adequately resourced, at all times, with people who have the appropriate competence and experience to enable the organisation to meet its strategic objectives, achieve its purpose and meet future needs.

Bournemouth Airport is committed to a Training and Development programme that is standardised, consistent and centralised across the Aerodrome; and which shall meet all legislative and regulatory requirements.

1.2 POLICY OVERVIEW

A detailed and comprehensive Training & Development Policy is contained within the Corporate Policy portfolio.

The Policy is managed by the Training and Standards Manager.

PART C PARTICULARS OF THE AERODROME SITE

SECTION 1 DESCRIPTION OF THE AERODROME SITE

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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

The Aerodrome Reference Point (ARP) is defined as the midpoint of Runway 08/26, calculated along the Runway Centreline.

WGS-84		OSGB-36	
LATITUDE (N)	LONGITUDE (W)	EASTING	NORTHING
50°46'48.26	001°50'32.99	411200.30	97845.45

2.2 The Aerodrome Reference Temperature is 19°C

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 is contained in Appendix 3 at the end of this Section: -

- Visual and Non-Visual Aids
- Wind Direction Indicators

A Chart depicting the main Apron area is contained in Appendix 4 at the end of this Section.

A Chart indicating the Aerodrome Boundary and the defined Operational Boundary is contained in Appendix 5 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°47'03.08" N; 001°49'20.79" W (Depicted at Appendix 1b)

4. PHYSICAL CHARACTERISTICS

4.1 RUNWAY

- Runway 08 / 26 is designated as a Code 4D Runway
- The Runway is 2,271m 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 Number (PCN) is 46/F/A/X/U
- The Aerodrome Elevation is 38ft
- Rwy 08 Threshold Elevation is 38ft; 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	46/F/B/X/U
Bravo	D	23	74	46/F/B/X/U
Charlie	C	16	52	46/F/B/X/U
Delta	C	16	52	46/F/B/X/U
Echo	C	16	52	46/F/B/X/U
Golf	C	16	52	46/F/B/X/U
Mike	C	16	52	46/F/B/X/U
November	C	16	52	46/F/B/X/U
Romeo	E	23	87	46/F/B/Y/U
Tango	E	23	87	46/F/B/X/U
Victor	C	16	52	46/F/B/X/U
Whiskey	C	16	52	46/F/B/X/U

4.3 APRONS

- The main Aprons are constructed of asphalt and concrete
- The Pavement Classification Number is 46/F/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

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 IIIA system
- Runway 08 is equipped with a CAT I system

A co-located Primary Radar, Selex ATCR 33 SE, and Secondary Radar, Selex SIR-S, is sited in the north-west sector of the Aerodrome

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

A Non-Directional Beacons (NDB) is located 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, 06:30-21:30(L) daily, the Aerodrome category is promulgated as RFF Category 7; Category 8 is provided under Remission.

Outside of these hours, provision will be that required for the specific aircraft type.

During the winter months and periods of reduced activity, the RFF category may be downgraded to Category A6; scheduled traffic will not be affected. Up-to-date information is available from the Fire Station on 01202-364141 or from ATC on 01202-364150.

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 bad ground and obstruction marking is adequate 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.

Certificate Number: - UK/2022/00106

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

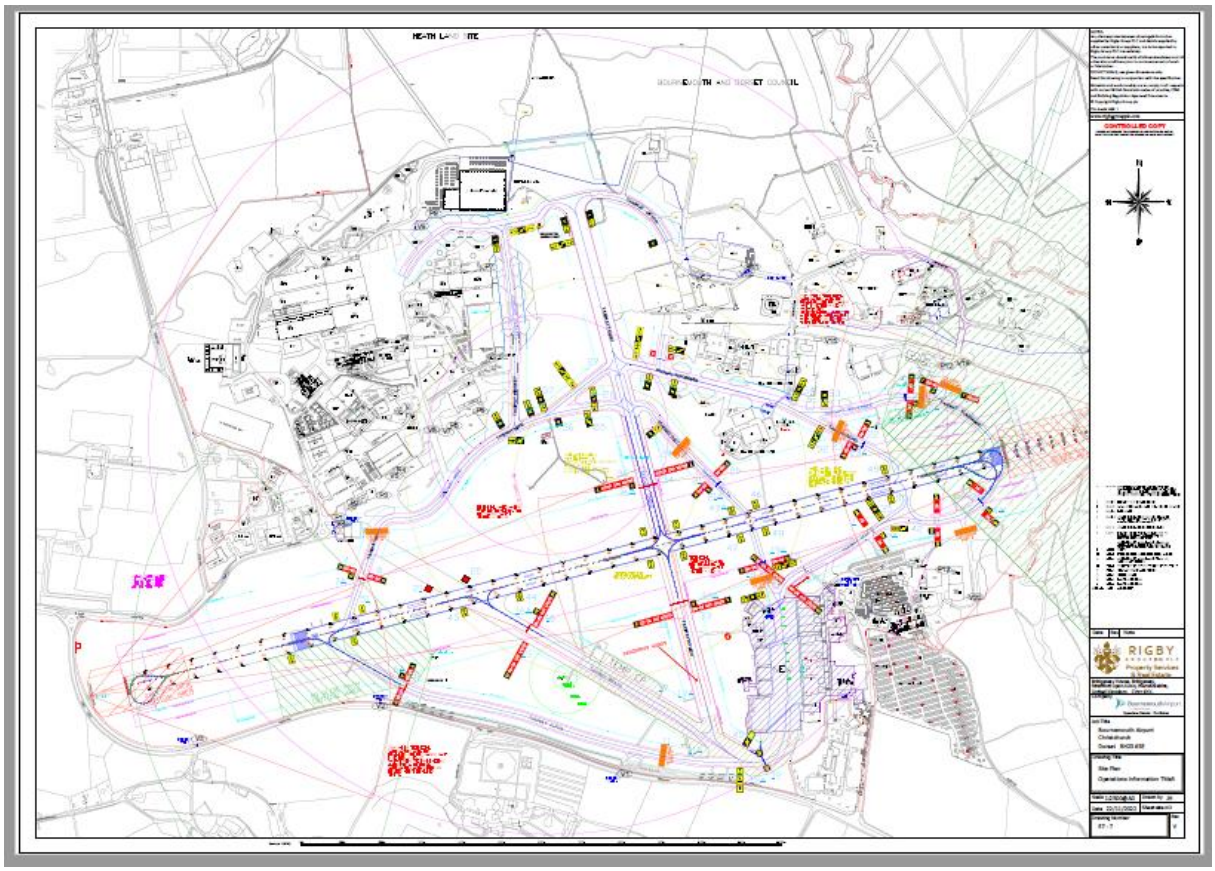
APPENDIX 1A GEOGRAPHICAL LOCATION OF THE AERODROME

APPENDIX 1B LOCATION OF OFF-SITE FACILITY

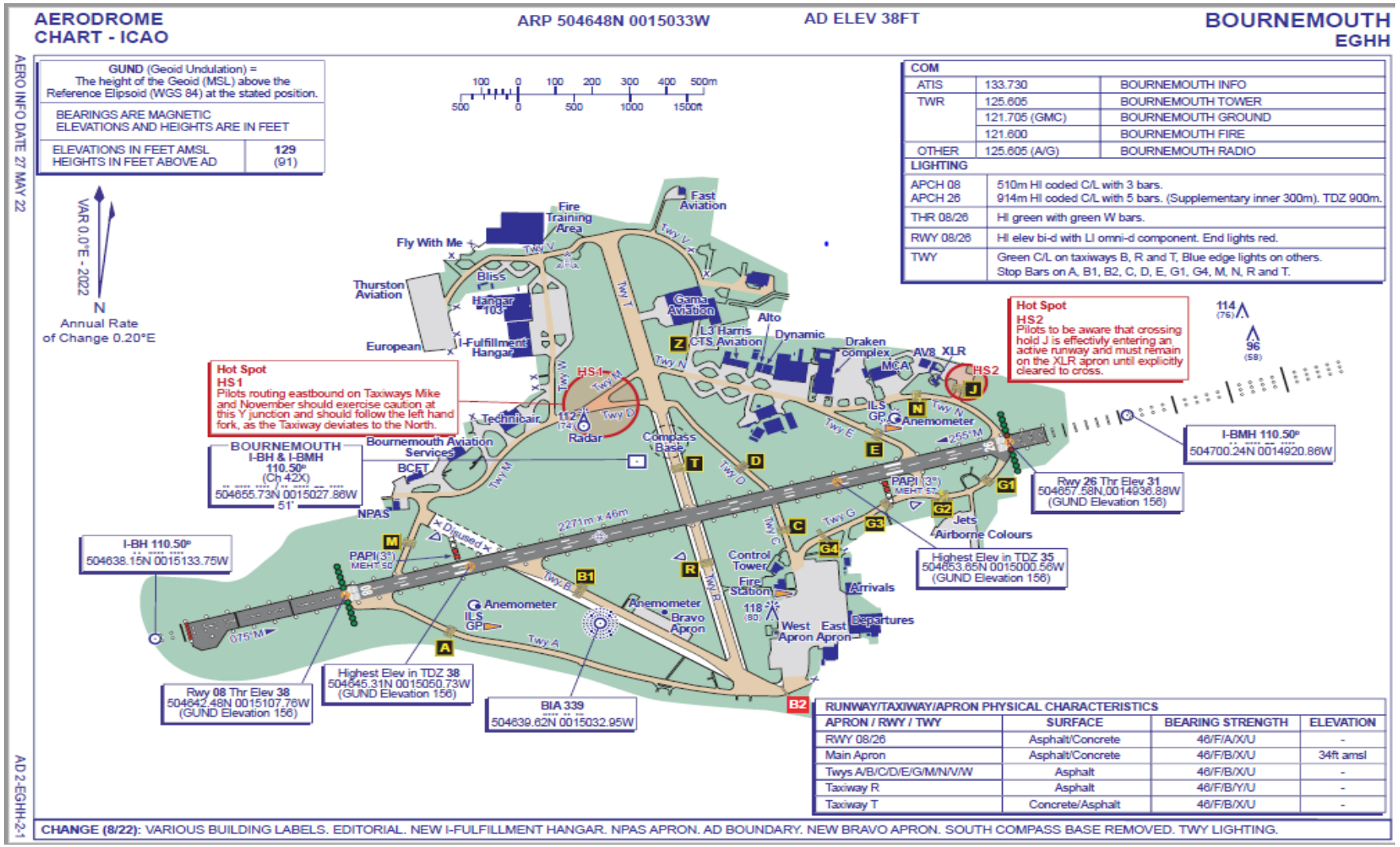
APPENDIX 2 1:2500 AERODROME CHART

Available on request at A0 size

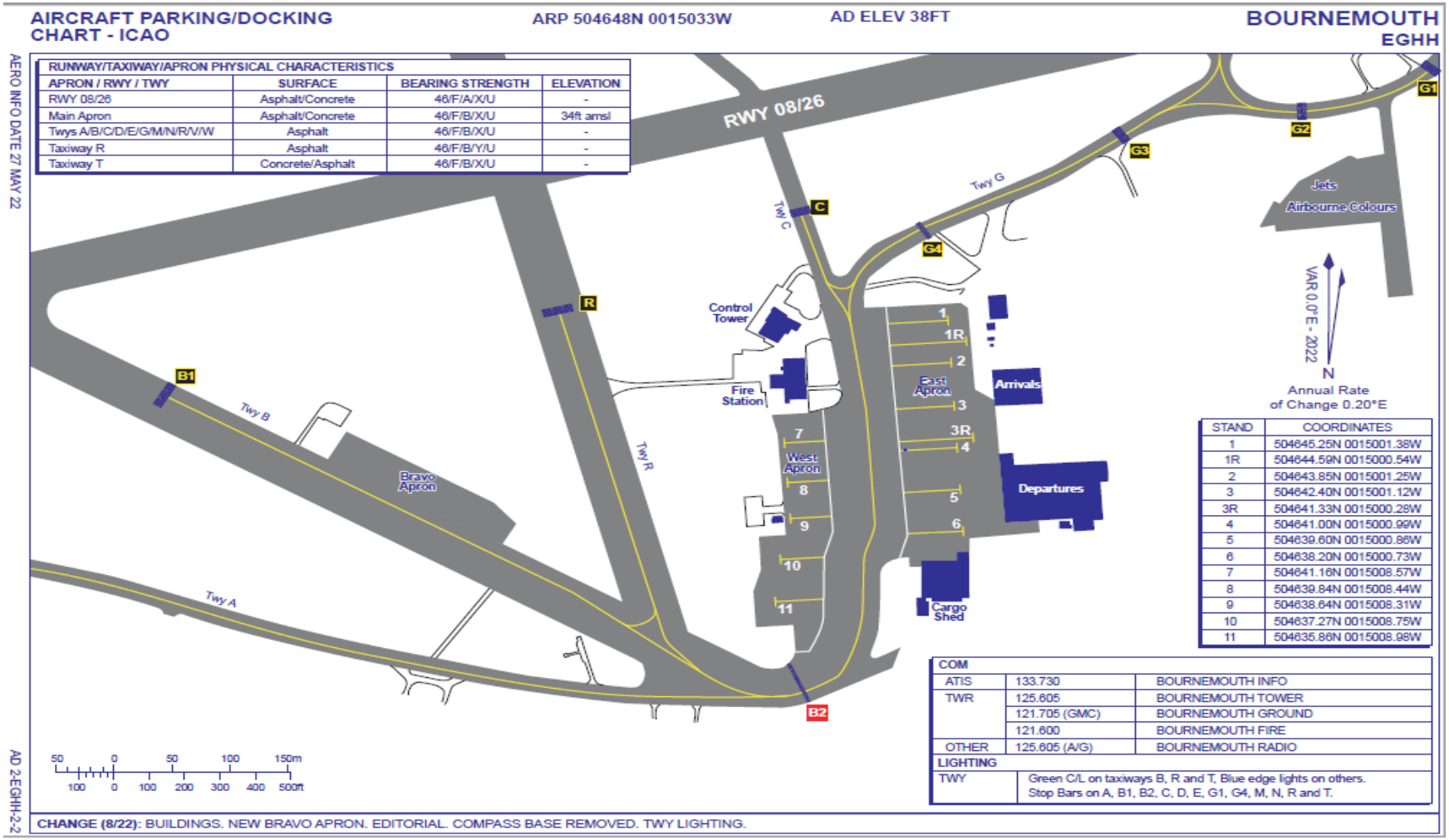
Drawing E7 7U



APPENDIX 3 AERODROME CHART

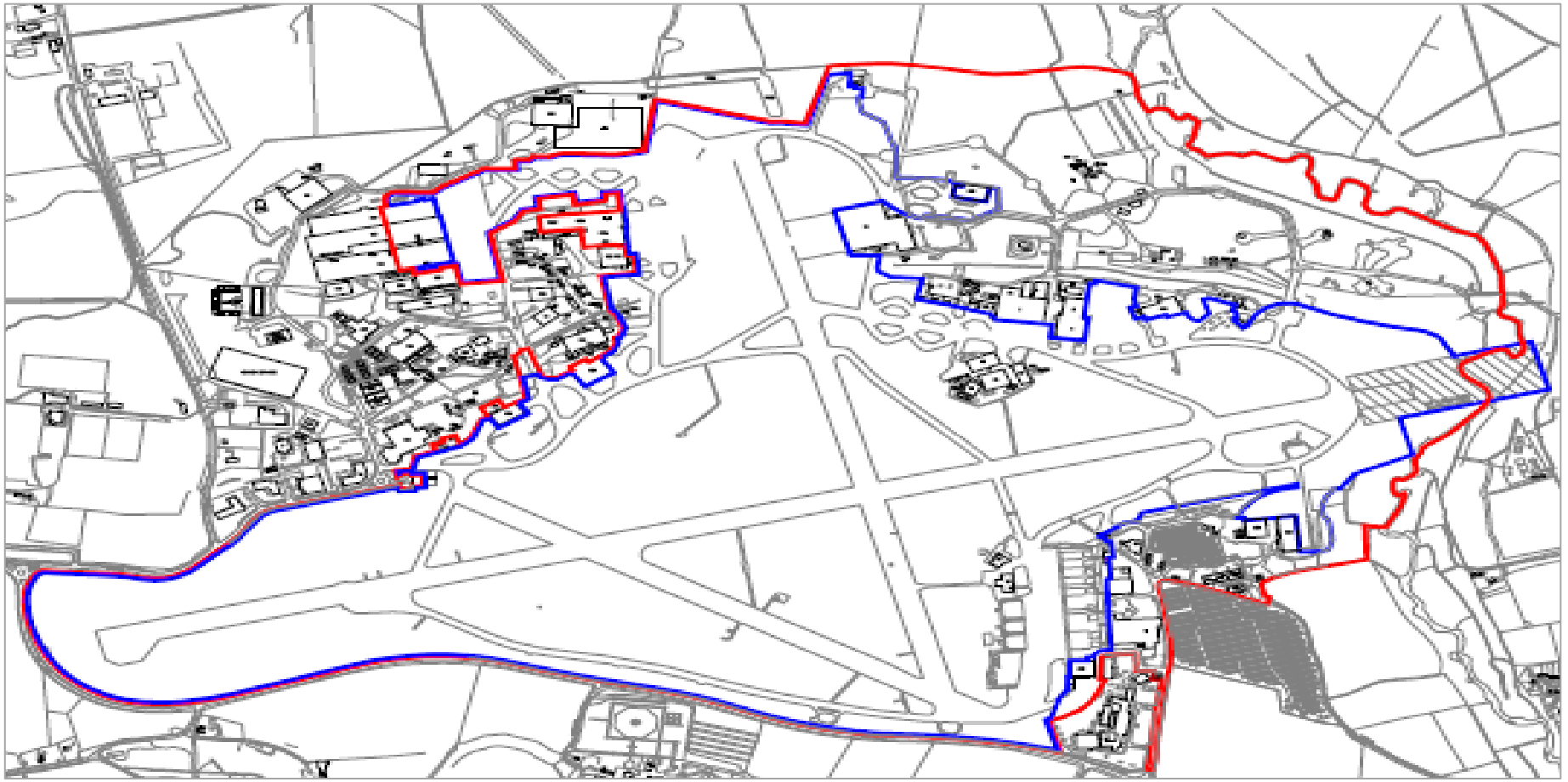


APPENDIX 4 APRON



APPENDIX 5 AERODROME BOUNDARIES

BOH BOUNDARY
BOH OPERATIONAL AREA



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

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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 The Geographical Coordinates of the ARP, as determined in terms of the World Geodetic System – 1984 (WGS-84) reference datum is:- 504648N; 0015033W

4. AERODROME ELEVATION AND GEOID UNDULATION

4.1 DATA

ELEMENT	ELEVATION	GEOID UNDULATION
Aerodrome	38 feet	156 feet
East Apron	34 feet	
West Apron	34 feet	

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 The Aerodrome Reference Temperature is 19 °C.

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), which is a division of the Rigby Group; the registered address for RCA is: -

Bridgeway House
Bridgeway
Stratford-upon-Avon
Warwickshire
CV37 6YX

SECTION 2 AERODROME DIMENSIONS AND RELATED INFORMATION

1. RUNWAY

1.1 DATA

DESIGNATOR	TRUE BEARING	LENGTH	WIDTH	TYPE
08	075.30°	2271 m	46 m	Code 4D; CAT I Precision Instrument
26	255.32°			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	RESA	STOPWAY	RADIO ALTIMETER OPERATING AREA
08	60m	150m	Grass	90m x 92m	-	-
26	60m	150m	Paved End /Grass	240m x 110m	60m	300m x 60m
26x			Grass	90m 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 & Concrete
Romeo	23	Asphalt
Tango	23	Asphalt & Concrete
Victor	16	Asphalt
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	Asphalt
	11	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 Apron and West 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**
Victor		●
Whiskey	●	●

3.3.4 HOLDING POINTS LIGHTING:-

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 times.

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	●	●

[(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 Ahead” are added at: -

- Holding Point November
- Holding Point Juliet

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

The following conditions or variations apply: -

- The Apron Stands are restricted to aircraft of B767-300 size, or smaller
- 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
- Stand 6 is a Tow-on / Tow-off Stand

The Apron layout is depicted on the Chart in Part C; Appendix 4 of this Manual

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; Section 5.

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	504642.48	001507.76
26	504657.58	001493.88

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	504641.33	0015000.28
4	504641.00	0015000.99
5	504639.60	0015000.86
6	504638.20	0015000.73
7	504641.16	0015008.57
8	504639.84	0015008.44
9	504638.64	0015008.31
10	504637.27	0015008.75
11	504635.86	0015008.98

6. OBSTACLES

6.1 TYPE A OPERATING LIMITATIONS

The Aerodrome Obstacle Chart is contained at Appendix 1 at the end of this Section

6.2 Obstacles within the Approach / Take-Off Area

ID	Designation	Type	Latitude (N)	Longitude (W)	Height
1321	08 APP	Tree	504639.64	0015212.39	93 ft
1405	26 TOC	Tree	504640.88	0015146.75	44 ft
1423	26 TOC/26X TOC	Tree	504635.25	504635.25	43 ft
1481	08 APP	Tree	504630.05	0015135.98	78 ft
1519	26X TOC	Tree	504636.47	0015134.42	11 ft
1520	26 X TOC	Other	504636.98	0015134.39	15 ft
1620	08 APP	Tree	504645.87	0015120.04	36 ft
2433	26 APP	Tree	504653.59	0014931.46	13 ft
2479	26 APP	Tree	504704.38	0014929.48	20 ft
2647	26 APP	Tree	504654.76	0014921.57	31ft
3106	26 APP	Tree	504711.36	0014902.22	86 ft
3267	26 APP / 08 TOC	Tree	504709.32	0014852.55	65ft
3366	26 APP / 08 TOC	Tree	504712.22	0014831.37	113 ft

6.3 Obstacles within the Circling Areas

ID	Obstacle Type	Latitude (N)	Longitude (W)	Height
1037	Mast	504447.02	0015650.00	212 ft
1055	Mast	504525.45	0015620.12	159 ft
1128	Another Pylon	504802.36	0015434.46	156 ft
1143	Mast	504358.40	0015406.39	180 ft
1147	Tree	504449.65	0015359.67	129 ft
1181	Tree	504650.05	0015329.95	147 ft
1204	Tree	504439.27	0015325.71	137 ft
1213	Tree	504537.53	0015320.49	81 ft
1240	Tree	504834.63	0015249.09	192 ft
1467	Other /Church	504455.28	0015138.68	108ft
2519	Tree	504823.52	0014927.10	85 ft
2750	Tree	504903.04	0014917.32	63 ft
3366	Tree	504712.22	0014831.37	113 ft
3430	Mast	504534.77	0014756.76	156 ft
3491	Tree	504814.24	0014413.33	99 ft

7. PAVEMENTS

7.1 RUNWAY

RUNWAY	SURFACE	CLASSIFICATION
08	Asphalt & Concrete	46/F/A/X/U
26	Asphalt & Concrete	46/F/A/X/U

7.2 TAXIWAYS

DESIGNATOR	SURFACE	CLASSIFICATION
Alpha	Asphalt	46/F/B/X/U
Bravo	Asphalt	46/F/B/X/U
Charlie	Asphalt	46/F/B/X/U
Delta	Asphalt	46/F/B/X/U
Echo	Asphalt	46/F/B/X/U
Golf	Asphalt	46/F/B/X/U
Mike	Asphalt	46/F/B/X/U
November	Asphalt	46/F/B/X/U
Romeo	Asphalt	46/F/B/Y/U
Tango	Asphalt & Concrete	46/F/B/X/U
Victor	Asphalt	46/F/B/X/U
Whiskey	Asphalt	46/F/B/X/U

7.3 APRON

SURFACE	CLASSIFICATION
Asphalt & Concrete	46/F/B/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	2271	2576	2271	1838	
08	1705	2010	1705		Intermediate Departure Point, Intersection with Taxiway Mike
26	2026	2086	2086	1970	
26	1781	1841	1841		Intermediate Departure Point, Intersection with Taxiway Echo
26x	2211	2271	2211		Applicable for Departure only

See Appendix 2, Appendix 3 & Appendix 4 at the end of this Section

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; Aerodrome 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; 06:30-21:30(L) daily; Category 8 is provided under Remission.

Outside of the promulgated operating hours and during periods of reduced activity, the Category may be downgraded to Category 6. Scheduled traffic will not be affected; the category provided will be as required for the specific aircraft operation. Up-to-date information on the available category can be obtained from the RFFS.

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	1200	135
Category 4	10,000	1200	135
Category 5	20,000	2400	180
Category 6	20,000	2400	225
Category 7	20,000	2400	225
Category 8	30,000	3600	450
Category 9	30,000	3600	450

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: -

1. The Aerodrome Reference Code number (code element one) is determined from the greater value of TODA or ASDA and not Aeroplane Reference Field Length.

2. The Runway Slope Transition exceeds 0.1% per 30m at some locations.

3. The distance between the points of intersection of two successive curves is less than the prescribed value.

4. The portion of Taxiway Golf, between G1 & G3 infringes the Instrument Strip.

5. The Control Tower & associated Transmitter Aerials penetrate the Transitional Slope by up to 5.9m.

6. Not all requirements met for Approach Lighting: -

   - The Approach lights for Runway 08 (CAT I) extends for only 510m
   - The Approach lighting for Runway 26 is missing two centreline lights between the 3rd & 4th crossbar
   - One row of Supplementary lights between the 1st & 2nd crossbars is missing

Full details are listed in Appendix 5 at the end of this Section.

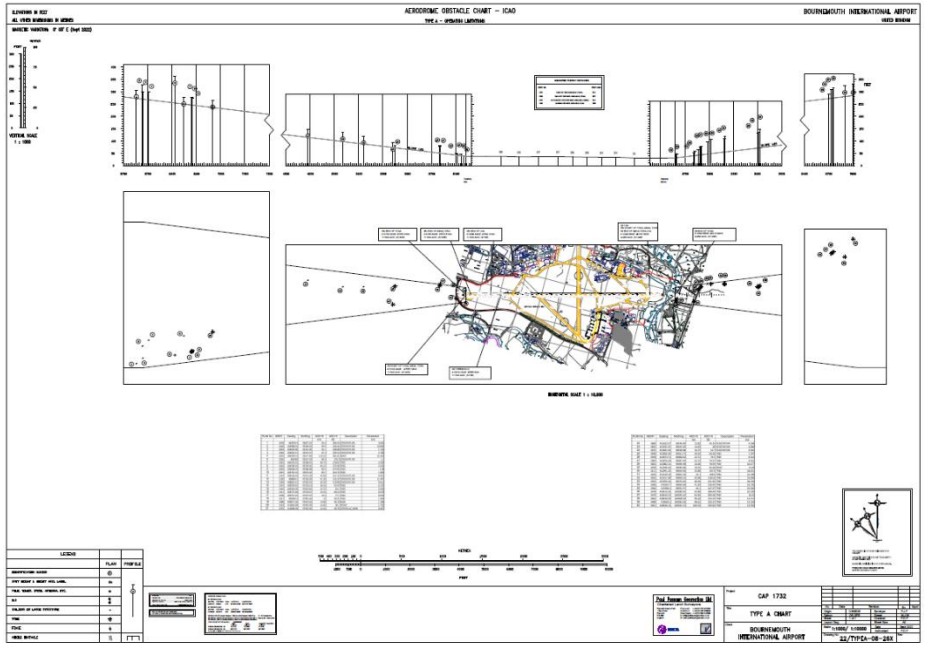
12.2 DEVIATION AND ACTION DOCUMENT (DAAD)

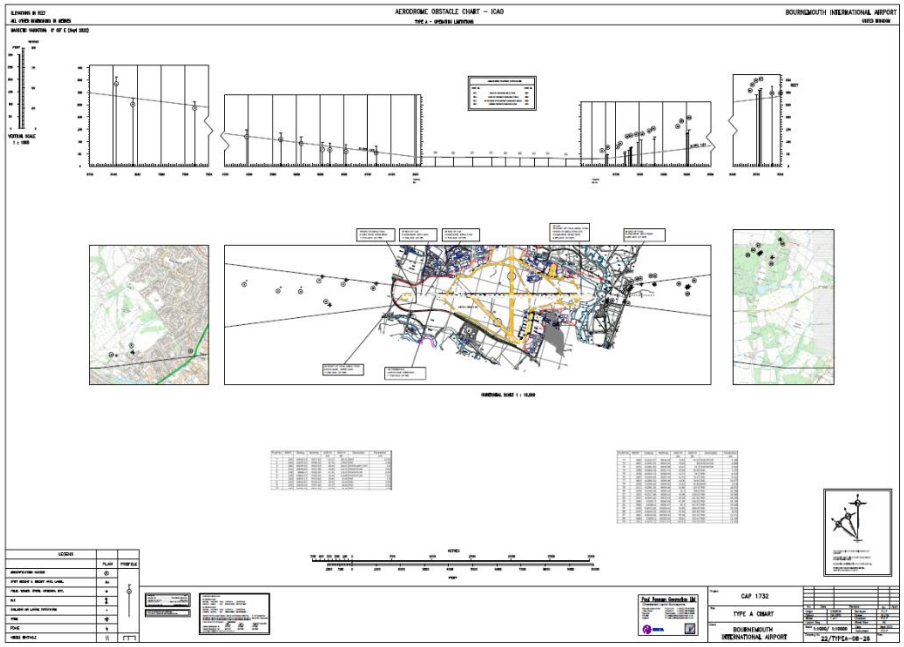
The following elements are currently listed as Deviations from the required standards or criteria: -

1. The lighting / marking of Taxiways is not fully compliant: -
   - Not all Taxiways have edge lights; Where this is the case, some have blue edge reflectors (Ref; DAAD 03)
   - Not all Taxiways have Centre-Line lights (Ref; DAAD 02)

2. The Restricted Zone fencing, on the western edge of the Airfield, infringes the TOCS for Runway 26x (Ref; DAAD 05)

APPENDIX 1 TYPE A OBSTACLE CHART





APPENDIX 2 DECLARED DISTANCES; RUNWAY 08

CIVIL AVIATION AUTHORITY
DECLARED DISTANCES – Form CA1560C

Aerodrome: BOURNEMOUTH						
Runway: 08	Runway True Bearing: 075,31' "	Dimensions: 2271 x 46	Surface Type: Asphalt/Concrete	LCG/PCN: 46/F/A/X/U	Runway Code: 4D	Approach Status: CAT I Precision Instrument

Calculation of Declared Distances		
TORA: 2271	Begins: At the beginning of the paved surface.	Ends: At the end of the paved surface.
TODA: 2576		Ends: 305m beyond the end of the pavement at the approach lighting cross bar.
ASDA: 2271		Ends: End of the paved surface.
LDA: 1838	Begins: 433m from the beginning of the paved surface.	Ends: At the end of the paved surface.

Safety Surfaces		
Runway Strip Semi Width confirmed as: 150 metres	Cleared and Graded semi Width confirmed as: 105 metres	Runway Strip ends confirmed as: 60 metres
Take Off Climb Surface confirmed as 1:50 originates 305m beyond the end of the pavement at the approach lighting cross bar.	Approach Surface confirmed as 1:50 originates 373m from the beginning of the paved surface.	Transitional surface confirmed as 1:7

Date issued by ALIS (print date): 22/04/2014

APPENDIX 3 DECLARED DISTANCES; RUNWAY 26

CIVIL AVIATION AUTHORITY
DECLARED DISTANCES – Form CA1560C

Aerodrome: BOURNEMOUTH						
Runway: 26	Runway True Bearing: 255,33' "	Dimensions: 2271 x 46	Surface Type: Asphalt/Concrete	LCG/PCN: 46/F/A/X/U	Runway Code: 4D	Approach Status: CAT III Precision Instrument

Calculation of Declared Distances		
TORA: 2026	Begins: At the beginning of the paved surface.	Ends: 245m before the end of the paved surface.
TODA: 2086		Ends: 185m before the end of the paved surface.
ASDA: 2086		Ends: 185m before the end of the paved surface.
LDA: 1970	Begins: At the beginning of the paved surface.	Ends: 301m before the end of the paved surface to give strip end and 240m RESA.

Safety Surfaces		
Runway Strip Semi Width confirmed as: 150 metres	Cleared and Graded semi Width confirmed as: 105 metres	Runway Strip ends confirmed as: 60 metres
Take Off Climb Surface confirmed as 1:50 originates 185m before the end of the paved surface.	Approach Surface confirmed as 1:50 originates 60m before the start of the paved surface.	Transitional surface confirmed as 1:7

Date issued by ALIS (print date): 22/04/2014

APPENDIX 4 DECLARED DISTANCES; RUNWAY 26X

CIVIL AVIATION AUTHORITY
DECLARED DISTANCES – Form CA1560C

Aerodrome: BOURNEMOUTH						
Runway: 26X	Runway True Bearing: 255,33' "	Dimensions: 2271 x 45	Surface Type: Asphalt/Concrete	LCG/PCN: 46/F/A/X/U	Runway Code: 4D	Approach Status: CAT III Precision Instrument

Calculation of Declared Distances		
TORA: 2211	Begins: At the beginning of the paved surface.	Ends: 60m before end of paved surface to give strip end and 240m RESA.
TODA: 2271		Ends: At the end of the paved surface.
ASDA: 2211		Ends: 60m before the end of the paved surface.
LDA: 1970	Begins: At the beginning of the paved surface.	Ends: 301m before end of paved surface to give strip clearance from Chapel Gate Road.

Safety Surfaces		
Runway Strip Semi Width confirmed as: 150 metres	Cleared and Graded semi Width confirmed as: 105 metres	Runway Strip ends confirmed as: 60 metres
Take Off Climb Surface confirmed as 1:50 originates At the end of the paved surface.	Approach Surface confirmed as 1:50 originates 60 before the start of the paved surface.	Transitional surface confirmed as 1:7

Date issued by ALIS (print date): 22/04/2014

APPENDIX 5 SPECIAL CONDITIONS

CERTIFICATION BASIS (CB) REF	DETAIL OF SPECIAL CONDITION (SC)	SUPPORTING DOCUMENTATION
CS ADR-DSN A. 005	The 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	The 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	The Control Tower & associated Transmitter Aerials penetrate the Transitional Slope by up to 5.9m	SAD 12
CS ADR-DSN M. 625	Topographical: - Not all requirements met for Approach Lighting	SAD 16
CS ADR-DSN M. 630	Topographical: - The Approach lights for Runway 08 (CAT I) extends for only 510m	SAD 16
CS ADR-DSN M. 635	Topographical due to a road crossing underneath: - Approach lighting for Runway 26 is missing two centreline lights between the 3rd & 4th crossbars Topographical due to a river area designated as a SSSI: - One row of Supplementary lights between the 1st & 2nd crossbars is missing	SAD 16

APPENDIX 6A COMPASS BASE CERTIFICATE – TAXIWAY BRAVO

REMOVED

APPENDIX 6B COMPASS BASE CERTIFICATE – TAXIWAY TANGO

QINETIQ

QINETIQ PROPRIETARY

QINETIQ

PASS CERTIFICATE
Bournemouth International Airport

Certificate of Compass Base Calibration

Applicant: Bournemouth Airport
Bracklley 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 7th September 2022. The normal distribution of magnetic deviations across the CCB were found to be + 0.1432° (3σ value) about a mean of -0.1138°, 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	7th September 2022
EXPIRY DATE	7th September 2024
CERTIFICATE NUMBER	COM/08/2022

Mr Ray Standley

RNStandley

Magnetic Range Officer Date: 12/09/2022

This certificate is issued in accordance with the measurement capability of the facility which operates a quality management system under the requirements of ISO 9001:2020. 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.

QINETIQ PROPRIETARY

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; 2020 Revised

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.

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:- 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:- 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, 06:30 – 21:30 (L), 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:- 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:- 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:- 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 8	10,000	1,200	135
Category 4	Fire 8; Fire Command (1)	10,000	1,200	135
Category 5	Fire 3; Fire 8; Fire 5;	20,000	2,400	180
Category 6	Fire 3; Fire 8; Fire 5; Fire Command	20,000	2,400	225
Category 7	Fire 3; Fire 8; Fire 5; Fire Command	20,000	2,400	225
Category 8	Fire 3; Fire 8; Fire 5; Fire 4; Fire Command	30,000	3,600	450
Category 9	Fire 3; Fire8; Fire 5; Fire 4; Fire Command	30,000	3,600	450

(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	Bumper Turret
Fire 3	Godiva UFPX 5400 lpm @ 15 bar	Dual (lpm) 2,250 Low 4,500 High	2 x 450 lpm	10:1	54,000 lpm	Akron 1100 lpm @ 14 bar
Fire 4	Godiva GVAS 5410 Dual Stage 5300 lpm @ 15 bar	Dual (lpm) 2,250 Low 4,500 High	2 x 450 lpm	Monitor; 10:1 Side-Line; 10 : 1	54,000 lpm	Akron 1,100 lpm @ 14 bar
Fire 5	High Pressure Hydrant 4500 lpm @ 11 bar					
Fire 6	Godiva GVA5410 5400 lpm @ 14 bar	Dual (lpm) 2,250 Low 4,500 High	2 x 450 lpm	10:1	54,000 lpm	
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 3	1,200 Litres
Fire 4	1,200 Litres (Petroseal 6%)
Fire 6	1,200 Litres
Fire 8	1,200 Litres

6.4 Staffing / Supervision Levels

Fire Category	Fire Appliance	Personnel Level
Category 1-3	Fire 8	Station Manager or Watch Manager; 2 x Fire Fighter
Category 4	Fire 8; Fire Command (1)	Station Manager or Watch Manager; Crew Manager; 2 x Fire Fighter
Category 5	Fire 3; Fire 8; Fire 5;	Station Manager or Watch Manager; Crew Manager; 3 x Fire Fighter
Category 6	Fire 3; Fire 8; Fire 5; Fire Command	Station Manager; Watch Manager; Crew Manager; 3 x Fire Fighter
Category 7	Fire 3; Fire 8; Fire 5; Fire Command	Station Manager; Watch Manager; Crew Manager; 4 x Fire Fighter
Category 8 (2)	Fire 3; Fire 8; Fire 4; Fire 5; Fire Command	Station Manager; Watch Manager; 2 x Crew Manager; 5 x Fire Fighter
Category 9	Fire 3; Fire 8; Fire 4; 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 placed on a Watch, 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 Operational Procedure No 5, Driving in adverse weather conditions.

4. WATER AVAILABILITY

4.1 Ref:- High Level Strategic Policy No. 26; Additional Water Supplies

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)

Bournemouth Airport
Aerodrome Manual

Version 8.0
December 2022

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 Airmen (NOTAM) / Snow Notice to Airmen (SNOWTAM)
- Operational Advice Notice (OAN)
- Information Notice (IN)
- Aerodrome Safety Alert (ASA)

1.1.1 AERONAUTICAL INFORMATION PUBLICATION (AIP):-

Agreed amendments or additions to information promulgated in the UK AIP are notified to the publishing authority using the on-line reporting system via the AIP Change portal.

The Manager Air Traffic Services will oversee notification of any identified changes; the responsibility for submitting the change and monitoring its inclusion sits within the remit of the ATC Watch Managers.

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 AOI 22; Airport Snow Plan.

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 BOH electronic information system.

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: - AOP 09; "Procedures for Changes to Aerodrome Infrastructure"

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 AOI 17; Aerodrome Surveys.

2.2 FREQUENCY

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

Ref: - AOI 17; Aerodrome Surveys

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:- AOI 01; Airside Security

2.2 CRITICAL PART ACCESS CONTROL

The Critical Part (CP) is delineated by a chequered line and encompasses the outbound Baggage Dock, Delivery Areas and the East & West Aprons.

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 DfT 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 escorted at all times 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 the Airfield Safety & Compliance Officer (ASCO). 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 at least 2 of the Airfield Services Manager (ASM), the Asset Manager and the Airfield Safety and Compliance Officer (ASCO), as available. 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 further, third tier of inspections is carried out on a 6-monthly basis. The ASM, Asset Manager, Head of Technical Services (HOTS) and ASCO, as available, will conduct an in depth inspection of all areas of the Airfield.

3.1.5 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 ASM and involve as many personnel as available.

3.1.6 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:- AOI 02; Movement Area Inspection and Reporting

SECTION 4 PROCEDURES RELATING TO VISUAL AND NON-VISUAL AIDS

1. CHECKLISTS AND RECORD KEEPING

1.1 POLICY STATEMENT

BOH operates a wide variety of Visual and Non-Visual Aids; the maintenance of which is subject to European and National Rules and Regulations, to ensure that it is carried out in a proper and safe manner. As part of the regulatory scheme, BOH Airfield Engineering has been approved to operate and maintain the equipment under its own Safety Management System. BOH will ensure that all Aerodrome equipment is operated and maintained in line with the manufacturer's instructions and in a safe manner.

1.2 RECORD KEEPING

Equipment maintenance is carried out in accordance with the manufacturer's Technical Manual, in conjunction with local procedures.

Maintenance Logs and records are stored on the Shared Folders and retained for the life of the equipment.

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 Air Traffic Engineering Manager (ATEM).

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 Air Traffic Engineering Manager.

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; Contractors; 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 Asset 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:- AOI 04; Contractors; Control of Aerodrome Works and AOP 17; Hot Works Procedures

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:- AOI 05; Ground Handling of Aircraft

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 Chroma system.

A Multiple Aircraft Ramp Stand (MARS) plan is established to facilitate the parking of 2 or more large aircraft, of B787 size or less, on the East Apron. This utilises offset stand centrelines for nose in / push back operations.

Ref:- AOI 05 ; Stand Allocation Policy

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:- AOI 05; Ground Handling of Aircraft

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 AOI 05; Ground Handling of Aircraft.

2. AIRCRAFT REFUELLING OPERATIONS

2.1 Refuelling operations are undertaken in accordance with the procedures and restrictions detailed in AOI 20; Handling and Storage of Fuel and Dangerous Goods.

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:- AOP 11; Airport Sweeping Program

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:- AOI 11; Apron Safety Management

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:- AOI 12; Airside Vehicle Permit Scheme and AOI 13; Airside Driving; Training and Regulations

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 Program 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:- AOI 15; Wildlife Hazard Management

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 Bournemouth Airport, subcontracting to Osprey

Procedures and guidance on the control and monitoring of obstacles are contained in the following documents: -

- AOI 16; Aerodrome Safeguarding
- AOI 17; Aerodrome Surveys
- AOI 26; Crane Operations

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: -

- AOI 04; Contractors; Control of Aerodrome Works
- AOI 39; Foreign Object Debris Policy

5. INSPECTION MANAGEMENT

5.1 The Aerodrome inspection regime and processes are detailed in AOI 02; Movement Area Inspection and Reporting.

5.2 The procedures for monitoring and reporting of obstacles are contained in AOI 17; Aerodrome Surveys.

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 Airfield Services 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 Planning Liaison Committee (EPLC). 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 EPLC 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 EPLC 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 EPLC 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 EPLC are contained in Part B; Section 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 the Operations Director's Office, located in Unit 1. 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: - AOI 19; Aerodrome Disabled Aircraft Removal Plan
BOH Emergency Orders: Appendix E; 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.

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; Handling and Storage of Fuel and Dangerous Goods.

2. AVIATION FUEL QUALITY AND AUDITS

2.1 FUEL MANAGEMENT

Aviation fuel, JetA1 and AVGAS are supplied by the Airport's in-house fuel service, under the responsibility of the Airport's Fuel Services Manager.

Quality Assurance and Quality Control procedures should meet Aviation Fuel Quality Requirements for Jointly Operated Systems (AFQRJOS), Checklist. DEFSTAN 9191 / JIG 1 & JIG 2 procedures also recognised due to JIG membership 2020.

Management of aviation fuel, in accordance with Article 112 of the ANO, is the subject of the Annual Fuel Audit process.

Annual auditing of all fuel supply and fuel handling companies is carried out by approved external auditors.

Ref: - AOI 10; Safety Assurance and Audits

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: -

- AOI 21; Low Visibility Operations
- 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: - AOI 22; Airport Snow Plan

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: - AOI 22; Airport Snow Plan

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: - AOI 23; Inclement Weather Procedures

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: - AOI 05; Ground Handling of Aircraft

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

Ref: - AOI 04; Contractors; Aerodrome Works

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 Technical Services
- Airfield Services Manager
- Fire Service Manager
- Airfield Safety and Compliance Officer

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 AOP 06; Calculating Reduced Declared Distances.

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 BIAIS at: - Health Safety & Wellbeing / Environment Manual

APPENDIX 1 FIRE SAFETY POLICY

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.

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.

Tim Etches

BOURNEMOUTH AIRPORT; ACCOUNTABLE MANAGER
TIM ETCHES
1 JANUARY 2020

ANNEX A

BOH AIRPORT OPERATIONAL INSTRUCTIONS (AOIS)

AOI REF	TITLE
01	AIRSIDE SECURITY
02	MOVEMENT AREA INSPECTION AND REPORTING
03	WITHDRAWN MAR 22; COVERED IN AOI 02
04	CONTROL OF AERODROME WORKS
05	GROUND HANDLING OF AIRCRAFT
06	PREVENTION OF RUNWAY INCURSIONS
07	*NOT ISSUED*
08	PASSENGER MANAGEMENT
09	INCIDENT REPORTING AND INVESTIGATION
10	QUALITY ASSURANCE AND AUDITS
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 RUNING AND USE OF GPUS AND APUS
19	DISABLED AIRCRAFT REMOVAL PLAN
20	HANDLING AND STORAGE OF FUEL AND DANGEROUS GOODS
21	LOW VISIBILITY OPERATIONS
22	AIRPORT SNOW PLAN
23	INCLEMENT WEATHER OPERATIONS
24	AIRCRAFT WASHING
25	DETENTION OF AIRCRAFT

Continued …..

AOI Ref	Title
26	Crane Operations
27	UHF Radio Callsigns
28	Withdrawn Mar 22; No longer required ATR Wind Restrictions)
29	Airside Photography and Filming
30	*Not Issued*
31	Out-of-Hours Extensions
32	Use of Compass Base
33	Provision of First Aid
34	Withdrawn May 22; Covered in AOI 24 (Aircraft Cleaning)
35	Safety Clothing and Equipment
36	Aircraft Breaking & Dismantling
37	*Not Issued*
38	Airport Conditions of Use
39	Foreign Object Debris Policy
40	Use of Electronic Cigarettes
41	Fixed Base Operator Licensing
42	Ground-Based Aircraft Testing