



PART E – OPERATIONAL PROCEDURES, EQUIPMENT AND SAFETY MEASURES

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EMA Aerodrome Manual

Version 1.0; 2019

SECTION 1 AERODROME REPORTING

1. Reporting Changes to Aerodrome Information

1.1 Any changes made which affect the operational status of the aerodrome will be notified and /or promulgated via one or more of the following, as relevant: -

- Aeronautical Information Publication (AIP)
- Notices to Airmen (NOTAM)
- Snow Notice to Airmen (SNOTAM)
- Operational Advice Notice (OAN).

1.2 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 Request Form. The Air Traffic Services Manager (ATSM) is responsible for submitting the change notification and for checking that the information has been published correctly. An e-copy of any submission is retained by the ATSM

The issuing of NOTAMs and SNOWTAMs are the responsibility of ATC, under the authority of the Operations Director or Air Traffic Services Manager. Procedures and requirements are detailed in MATS Part 2. Additional guidance for the completion of a SNOWTAM is contained within Airside Operational Instruction (AOI) 22; "Winter Operations and Snow Plan".

Operational Advice Notices are issued by the Ops Developments and Safety Manager or Audit and Compliance Department and stored on the EMA HSE Drive. Third parties have access via a dedicated EMA webpage

<http://www.eastmidlandsairport.com/emaweb.nsf/Content/OperationalAdvice>

Part A of this Manual details the process for change.

1.3 Pertinent changes to the Aerodrome infrastructure are notified to the Competent Authority by the Audit and Compliance Department.

Ref: - AOI 04; "Aerodrome Works"

1.4 In case of intended termination of the operation of the aerodrome, East Midlands Airport will notify, in writing, the CAA and promulgate the closure via the appropriate means. The notification will be done in such time in advance, so as to allow for the timely publication of the changes.

The Aerodrome Certificate will be surrendered to the CAA on the date of termination and upon the termination of the operation, East Midlands Airport will apply closed runway markings, as well as any other measure the CAA has found appropriate.

2. Aeronautical Data Quality

2.1 Procedure

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

2.2 Frequency

The CAP 232 Check Survey is undertaken annually in September.

Ref: - AOI 17; CAP 232 Surveys

3. Operational Procedures

- Aerodrome Manual; Part A
- Aerodrome Manual; Part D
- MATS Part 2
- AOI 17; "CAP 232 Surveys"
- AOI 22; "Winter Operations & Snow Plan"
- AOI 23; "Inclement Weather Procedures"

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 EMA Security staff under the day to day management of the Security Duty Manager (SDM) / Security Team Leader (STL).

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 HoS.

2. Control of Entry into the Movement Area

2.1 Policy Statement

EMA 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) encompasses all airside areas with the exception of the Maintenance Area and JCB Hangar.

Staff, visitors and vehicle entry into the CP is via designated entry points, manned by Airport Security Staff, located and designated as follows -

Central Apron – Central 1 Gatehouse

East Apron – East 1 Gatehouse
East 2 Gatehouse

West Apron – West 1 Gatehouse

Pedestrian only access to the Terminal Building CP and Central Apron is via a dedicated Staff Channel, situated in the North West corner of the Check-In Hall.

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 [the Control Room](#).

2.3 Movement Area Access Control

As detailed in para. 2.2, entry points manned by Airport Security Staff provide controlled access to the movement area (aprons) at all times. Unauthorised vehicles seeking entry to the apron must obtain approval to enter and will then be provided with an escort to their destination.

East Midlands Airport Security will control of access/egress at all external vehicle and pedestrian access gates located across the demarcated (Maintenance) Area.

A dedicated on-call landside Ranger is available upon request at 30 minutes notice, to open gates as required. Gate opening shall be available by calling 07711 574190.

Upon entry into the demarcated area a guard shall be required to verify access for both pedestrians and vehicles. This will include;

- Checking for a valid airport issued ID pass;
- Ensure the vehicle AVP/AVP7 is valid;
- Recording details, including the number of escorted passengers (where applicable).

The tenant should sign the Ranger record sheet as advised, to confirm the request has been completed. This service will be chargeable per gate opening request.

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. The temporary pass holder must remain within line of sight of their escort at all times whilst within the CP.

A full Airside Pass holder is permitted to escort up to 6 Temporary Pass holders.

3. Operational Procedure

- AOI 01; "Airside Security".

SECTION 3 MOVEMENT AREA INSPECTION AND REPORTING

1. Communication with Air Traffic Control

- 1.1 All vehicles operating within the Manoeuvring Area do so under Air Traffic Control, via the Ground (VGMC) Air Traffic Controller on UHF Channel One.

Prior to commencing a runway inspection, permission must be obtained initially from the Ground (VGMC) Air Traffic Controller on UHF Channel One before contacting the Tower (VGMC) Air Traffic Controller on UHF Channel 2.

During normal operations, vehicles engaged in Movement Area inspections operate on an “own look-out” basis, maintaining radio contact with ATC and only being required to request permission to enter 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, undertaken at regular intervals include the following:-

- Runway
- Taxiways
- All apron areas,
- Equipment parks and associated roadways,
- The Maintenance Area,
- Aerodrome perimeter,
- Grass areas
- Other aircraft movement areas.

Inspections will verify that the areas are fit for use by aircraft, ground surface equipment, vehicles and pedestrian movement, as necessary.

The results are recorded on Form EMA AO10/1 and AO10/2 .

3. Inspection Schedule and Reporting

- 3.1 Policy Statement-Inspection Intervals

Full airfield inspections shall be carried out as soon after ‘first light’ as is possible, and at dusk. This final inspection will include a check on the serviceability of the aerodrome and obstruction lighting visible from the paved areas.

Detailed inspections covering the areas detailed in para. 2.1, will be carried out by the Airfield Operations Supervisors, who are constantly patrolling the airfield during operating hours

- 3.2 Additional inspections of specific areas are conducted as requested, following for example pre and post Large Cargo Aircraft movements or post airfield works.

- 3.3 A second tier of inspections is carried out by the Head of Fire & Airfield Operations who will conduct further in depth inspections of all areas of the airfield on a monthly basis. The results are recorded on Form EMA A013 and entered on to the Airfield Operations Department internal database.
- 3.4 Baseline compliance standards and faults and/or unserviceability reporting procedures are detailed within AOI 02; "Movement Area Inspection and Reporting"
- 3.5 Full *walking* engineering inspections of the runway, undertaken by suitably qualified personnel to record and monitor the surface conditions. Areas of concern, joints and patches etc are photographed and logged as part of the Runway Maintenance and Management Plan, which provides a record for assessment of required work and for reference during future inspections to monitor any deterioration in the surface conditions. The walks are managed by MAG Engineering Services and involve the ODSM, Airfield Operations and MAG appointed engineering consultants. A full report is compiled comprising Observations, Photographs, CAD Drawing and related survey data.
- 3.6 Runway Surface Friction testing is undertaken **at intervals not exceeding 6 months**, using a 'Findlay Irvine' Griptester operated by the Airfield Engineering Department. Friction Classification and Monitoring Surveys give compliance with CAP 683.
- Document FT1006 Policy and Procedure contains this run frequency plus procedures in place to escalate adverse findings for action and reviewing assessment periodicity.

4. Operational Procedure

- 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

As part of its business EMA operates a wide variety of Navigation aids and other equipment. The maintenance of this equipment 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, East Midlands Airport Airfield Engineering has been approved to operate and maintain the equipment under its own Safety Management System.

1.2 Record Keeping

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

Maintenance Logs and records are located within the EMA Airfield Engineering Exposition document library

2. Inspection Schedules and Reporting

2.1 Navigation Aids

2.1 Navigational Aid inspections, including the nature and frequency of the inspections are located within the EMA Airfield Engineering Exposition document library.

Procedures for flight testing of lighting and nav aids, and the recording of these tests, are detailed in the EMA Airfield Engineering, Nav aids and Lighting Maintenance Organisation Exposition Document and Procedures, ownership of which rests with the Airfield Technical Manager.

2.2 Visual Aids

All visual aids inspection and maintenance activities together with actions to be taken in the event of failures are covered in the EMA Airfield Engineering, Nav aids and Lighting Maintenance Organisation Exposition Document and Procedures *and* EMA Airfield Engineering and Airfield Ground Lighting Maintenance Organisation and Procedures Volumes 1 and 2, ownership of which rests with the Airfield Technical Manager.

2.3 Aerodrome Ground Lighting

Lighting inspections, including the nature and frequency of the inspections can be found in EMA Airfield Engineering Exposition document, ownership of which rests with the Airfield Technical Manager.

3. Maintenance and Troubleshooting

3.1 Procedures for Aerodrome Equipment

The maintenance, servicing and inspection procedures for Aerodrome equipment is detailed in the EMA Airfield Engineering, Nav aids and Lighting Maintenance Organisation Exposition Document and the EMA Airfield Engineering and Airfield Ground Lighting Maintenance Organisation and Procedures Volumes 1 and 2.

Aerodrome equipment maintenance schedules are located within the EMA Airfield Engineering Exposition document library

The Ground and Tower Lighting Panels in the VCR provide immediate indication of any significant fault or system failure, which can be advised to the AGL. The system PC in the AGL equipment room, plus PC's in the three "B" Centres provide access to the Lighting Control and Monitoring system, detailing status overview, faults and alarm logs.

4. Maintenance of the Movement Area

4.1 Inspection frequencies for Navigational Aids and Airfield Ground Lighting are detailed within the appropriate Exposition Document.

All faults and/or unserviceability's found will be reported to ATC and, if required, to the Airfield Operations Supervisor. They will be recorded on the appropriate fault log and the appropriate departmental manager (facilities or AGL) informed to instigate rectification.

If the unserviceability causes any part of the runway, movement area or apron(s) to be unsafe for operations, the Airfield Operations Supervisor, will close or restrict access to that part of the runway, movement area or apron(s), until the unserviceability is rectified. Management of such works is identified in AOI 04; "Aerodrome Works".

5. Operational Procedures

- MAG Air Navigation Services Manual.
- EMA Airfield Engineering Nav aids and Lighting Maintenance Organisation Exposition Document;
- EMA Airfield Engineering & Airfield Ground Lighting Maintenance Organisation and Procedures Volume 1.
- EMA Airfield Engineering & Airfield Ground Lighting Maintenance Organisation and Procedures Volume
- AOI 03; Navigational Aids and Aerodrome Ground Lighting
- AOI 04; Aerodrome Works

SECTION 5 PROCEDURES FOR AERODROME WORKS

1. Coordinating & Conducting Work

1.1 Policy Statement

EMA 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, EMA will notify the CAA of any on-Aerodrome developments or other changes to the physical characteristics of the Aerodrome.

EMA 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 Job Registration scheme. All Airside works require a specific Permit to Work (C55) in Airside areas. For validity purposes, this permit has to be signed off by ATC, RFFS, Airfield Operations and Engineering.

Additional permits, for example “hot works” may be required, these will also require sign off by relevant operational departments, as applicable.

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.

3. Operational Procedures

- AOI 04; “Aerodrome Works”

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SECTION 6 PROCEDURES FOR APRON MANAGEMENT

1. Air Traffic Services and Apron Management

- 1.1 EMA will ensure aircraft safety is maintained at an acceptable level for aircraft using apron facilities through a comprehensive hazard identification and risk mitigation process.

There is no requirement at EMA 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.

2. Allocation of Aircraft Parking

- 2.1 Airfield Operations will allocate each aircraft parking stand on a request / as required basis. Handling Agents and ATC will be advised of each allocation via the Chroma system.
- 2.2 Stand capacity, in terms of maximum aircraft size and designation for the Central, Central-West, East and West Aprons are contained in the relevant stand directory index, located within AOI 05; Apron Management.

3. Start and Push-Back Procedures

- 3.1 Aircraft operating from the Apron areas 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.

4. Marshalling and Follow-Me Procedures

- 4.1 It is a requirement at EMA that all aircraft/helicopters wishing to park on the aprons are marshalled onto stand.
- 4.2 Marshalling of aircraft is to be carried out by the handling agent of the aircraft wishing to use the apron, or by EMA Airfield Operations personnel. Only staff holding a current EMA marshalling license are allowed to carry out this function.
- 4.3 Follow-Me procedures are employed during CAT III Low Visibility Operations, when specifically requested by the pilot or upon request, for example amended routing due airfield works in progress

5. Operational Procedures

- AOI 05; Apron Management
- AOI 06; Ground Movement Handling of Large Passenger and Cargo Carrying Aircraft
- AOI 27; High Profile Visitors

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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; Apron Management”.

2. Aircraft Refuelling Operations

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

3. Apron Cleaning and Sweeping

- 3.1 The Apron areas are inspected daily by Airfield Operations, as part of the overall Movement Area inspection regime. Identified cleaning and sweeping requirements are undertaken by Airfield Operations as necessary.

4. Safety Procedures for Personnel

- 4.1 Policy Statement

Apron safety is continually assessed to ensure that risks to personnel, vehicles, equipment and aircraft are minimized and controlled to an acceptable level. Mitigation will be adopted in accordance with best practice in CAP 642 and ICAO Annex 14; Volume 1.

“East Midlands Airport supports and promotes a 'Just *safety* culture' which creates an environment that allows employees to report all incidents and safety concerns without the threat of censure, 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”.

5. Operational Procedures

- Aerodrome Manual, Part B; Airfield Safety Policy.
- AOI 05 Apron Management.
- AOI 07 - Airside Safety
- AOI 08 - Passenger Management
- AOI 09 – Incident Reporting and Investigation
- AOI 10 – Safety Audits
- AOI 11: Safety Monitoring
- AOI 20; Safe Handling and Storage of Fuel and Dangerous Goods.
- AOI 27; High Profile Visitors

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SECTION 8 CONTROL OF VEHICLES AND HAZARDS

1. Control of Vehicles

1.1 Policy Statement

In order to improve and maintain safety in the aircraft manoeuvring areas, all persons required to drive or operate vehicles must be in possession of a valid Airport 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 East Midlands Airport is in accordance with the guidance of CAP 790, Requirements for an Airside Driving Permit (ADP) Scheme.

1.2 Operational Procedure

- AOI 12; Control of Vehicles
- AOI 13; 'M' Manoeuvring Area and 'R' Runway Operating Permits
- AOI 14; Airside Safety Regulation Scheme

2. Wildlife Hazard Management

2.1 Policy Statement

EMA will ensure that a Wildlife Control Programme is in place to assess the wildlife strike risk and define/implement the appropriate wildlife control measures to reduce or mitigate the risk. This should be in accordance with the requirements as detailed in Article 10 of EU Commission Regulation No 139/2014, CAP393 ICAO Orders, CAP642 Airside Safety Management, CAP772 Birdstrike Risk Management for Aerodromes.

2.2 Operational Procedure

- AOI 15; Wildlife Hazard Management

3. Obstacle Control and Monitoring

3.1 Policy Statement

EMA will ensure that a safeguarding process is in place to assess what impact a proposed development or construction might have on the safe operations of the aerodrome in line with current regulatory requirements.

3.2 Obstacle Limitation Surfaces are defined in accordance with ICAO Annex 14; Volume 1.

Safeguarding at EMA is the responsibility of the [Operational Developments & Safety Management team](#).

3.3 Obstacles are notified through the NOTAM system or as an UK AIP entry, as required

3.4 Operational Procedure

- AOI 16; Aerodrome Safeguarding
- AOI 17; CAP 232 Surveys

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; Aerodrome Works
- AOI 05; Apron Management.
- AOI 07; Airside Safety
- AOI 08; Passenger Management
- AOI 14; Airside Safety Regulation Scheme
- AOI 27; High Profile Visitors

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; CAP 232 Surveys.

SECTION 9 AERODROME EMERGENCY PLAN

1. Aerodrome Emergency Planning - Policy Statement

- 1.1 In order to uphold the continual safety and security of its passengers, customers and staff, EMA is committed to ensuring that effective emergency plans are in place and are reviewed and validated at regular periods.

The Aerodrome Emergency Plan contains procedures for the coordination of the multi-agency response to defined emergencies. It also details the procedures for the return to normal operations.

Access to the Aerodrome Emergency Plan is password protected due to the sensitive nature of some of the content of the plan. Should you require access to this plan an e-mail should be sent to emastandingorders@eastmidlandsairport.com stating the following:

- Name
- Job Title
- Organisation
- Reason Access is Required

2. Dealing with Emergencies

- 2.1 Procedures for dealing with emergencies at the aerodrome and its surroundings are contained within the Aerodrome Emergency Plan. This ensures that plans are commensurate with the type and level of aircraft operations at EMA.

- 2.2 In addition AOI 19 contains procedures for all airside operators to be able to summon assistance to an emergency situation if required.

- 2.3 Operational Procedure

- Aerodrome Emergency Plan
- AOI 19 "Emergency Contact Details"

3. Aerodrome Facilities and Equipment

- 3.1 Procedures for testing of aerodrome facilities and equipment are contained within AOI 18 "RFFS Procedures" and RFFS Departmental 'Station Standing Orders'.

- 3.2 Testing of physical areas of the emergency plan, e.g. the Emergency Services Rendezvous Point and Survivor Reception Centre are included within the Airport's exercise regime, detailed within the Aerodrome Emergency Plan.

- 3.3 Operational Procedure

- Aerodrome Emergency Plan
- AOI 18 "RFFS Procedures"
- RFFS Station Standing Orders

4. Testing of Emergency Plans

4.1 EMA ensures that the Aerodrome Emergency Plan is tested on a regular basis and an exercise programme is in place which meets all regulatory requirements. EMA elects to adopt the CAA's modular exercising approach, which is detailed in full in the below documentation.

4.2 EMA's exercise programme, which includes the details of modules, exercising approach and frequency of exercises, is contained within the Aerodrome Emergency Plan, Part A; Section 4.

4.3 Operational Procedure

- Aerodrome Emergency Plan

SECTION 10 RESCUE AND FIRE FIGHTING

1. Policy Statement

- 1.1 The principal objective of a rescue and firefighting service, as defined in ICAO Annex 14; Volume 1, is to save lives. The most important factors bearing on effective rescue in a survivable aircraft accident are the training received, and the effectiveness of the equipment and the speed with which personnel and equipment designated for rescue and firefighting purposes can be put into use.

EMA ensures that the minimum level of appliances, staffing, media and equipment meets the requirements of ICAO Annex 14: Volume 1.

2. RFFS Provision

- 2.1 EMA provides category 7 (Aeroplane dimensions having an overall length of 39m up to but not including 49m and a maximum fuselage width of 5m) & category 8 on Remission (Aeroplane dimensions having an overall length of 49m up to but not including 61m and a maximum fuselage width of 7m) RFFS cover 24 hours per day, seven days a week in accordance with the EMA AIP. All RFFS category cover will be provided for a minimum of fifteen minutes after the actual time of departure or landing of an aircraft. Safety policies ensure that the minimum levels of appliances, media and equipment will be available at all times.

Any additional requests for category 9 (Aeroplane dimensions having an overall length of 61m up to but not including 76m and a maximum fuselage width of 7m) public transport aircraft movements should be directed to the Operations Control Room on 01332 852973 who will request category upgrade with RFFS. The Station Manager will advise Control Room of any change in category when it is established.

- 2.2 The description of facilities, equipment, personnel and procedures for meeting the Rescue and Fire Fighting requirements at the Aerodrome are contained in Part D; Section 2 Paragraph 12 and appendix 5 of this Manual.

3. Operational Procedure

- AOI 18 - RFFS Procedures

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SECTION 11 DISABLED AIRCRAFT REMOVAL PLAN**1. Policy Statement**

1.1 EMA 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

1.2 Operational Procedure

- Aerodrome Disabled Aircraft Removal Plan – contained within the Aerodrome Emergency Plan

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SECTION 12 STORAGE AND HANDLING OF FUEL AND DANGEROUS GOODS

1. Policy Statement

Responsibility for the management of the aviation fuel installations at EMA, including (but not limited to) aviation fuel storage, distribution (both to the installation and from the installation to aircraft), quality and fitness of fuel for use in aircraft and the activity of fuelling to aircraft, rests with the respective fuel suppliers in accordance with all relevant regulatory requirements.

The responsibility includes, but is 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

EMA will monitor and audit the management, quality control and delivery procedures of fuelling activities.

- 1.2 EMA will allocate pre-surveyed stands for the on/off load of dangerous goods. The handling and storage of dangerous goods by air is the responsibility of the relevant airline or their subcontracted ground handling company (as applicable).

1.3 Operational Procedure

- AOI 07; Airside Safety
- AOI 20; Safe Handling and Storage of Fuel and Dangerous Goods

2. Aviation Fuel Quality and Audits

- 2.1 Management of aviation fuel at EMA, under Article 112 of the ANO, is carried out by the based fuel companies, recorded in the Annual Fuel Audit process.

EMA does not supply fuel to aircraft. Aviation fuel, JetA1 and AVGAS are supplied by Air BP (North Air) and Texaco (Valero). In addition Donington Aviation, RVL and Derbyshire, Leicestershire and Rutland Air Ambulance (Sloane Helicopters) provide their own fuelling facilities.

- 2.2 Annual auditing carried out by approved external auditors provides evidence of fuel handling companies Quality Assurance measures and that Quality Control procedures meet CAP 748 standards.

2.3 Operational Procedures

- AOI 10; Safety Audits
- AOI 20; Safe Handling and Storage of Fuel and Dangerous Goods

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SECTION 13 OPERATIONAL PROCEDURES

1. Low Visibility Procedures

1.1 Policy Statement

EMA is committed to providing facilities and procedures to enable 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 All surface movements on the Manoeuvring Area are under the control of ATC. Guidance is provided by means of a combination of Surface Movement Radar, Ground Lighting, Signage and Follow-Me Provision.

1.3 Procedures covering Low Visibility Procedures, including those for conditions of low cloud are contained in:-

- AOI 21; Low Visibility Procedures
- MATS Part 2: Section 1; Chapter 15

2. Winter Operations

2.1 Policy Statement

EMA will have in place procedures for Winter Operations which will ensure safe aircraft operations during winter conditions.

2.2 Operational Procedure

- AOI 22; Winter Operations and Snow Plan

3. Snow Removal Plan

3.1 Policy Statement

EMA will ensure that a 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

3.2 Operational Procedure

- AOI 22 - Winter Operations and Snow Plan

4. Operations in Adverse Weather Conditions

4.1 Policy Statement

EMA will have procedures in place to ensure the safety of operations during periods of adverse weather.

4.2 Operational Procedure

- AOI 23 - Inclement Weather Procedures

5. Night Operations

5.1 Policy Statement

EMA will ensure that visual aids are installed, operated, and maintained to permit aircraft operations to be performed safely during night-time periods.

5.2 Operational Procedure

- Tels Exposition document
- MATS Part 2

6. Protection of Navigational Aids

6.1 Policy Statement

EMA ensures the procedures are in place to safeguard the Radar and other Navigational Aids

6.2 Operational Procedure

- MATS Part 2
- Tels Exposition document

7. Operation of Aircraft of Higher Code Category

7.1 EMA ensures that at all times the ground movement handling of higher code letter aircraft, is carried out in accordance with Operational Safety Management Assessments documented (Safety Assurance Documents) and approved by the CAA (SRG).

7.2 Operational Procedure

- AOI 06; Ground Movement Handling of Large Passenger and Cargo Carrying Aircraft.
- SAD 02; Antonov 225
- SAD 16; Ground Movement of Large Cargo Aircraft
- SAD 63; Alternate Ground Movement Routing of Large Cargo Aircraft

8. Measures for the Prevention of Fire

8.1 Policy Statement

EMA ensures that procedures are in place for the prevention of fire. This includes ensuring that no person smokes within airside areas (except in designated smoking shelters) and that procedures are in place to control any Hot Works which take place Airside.

8.2 Operational Procedure

- AOI 07 - Airside Safety
- EMA Management of Contractors Procedures

9. Reduced Declared Distances

9.1 Policy Statement

EMA ensures that Calculation of Reduced Declared Distances is undertaken by suitably competent personnel, following procedural guidance detailed in Aerodrome Safeguarding 'Standard Operating Procedure' 10 – "Calculation of Declared Distances".

9.2 Operational Procedure

- AS SOP 10 - "Calculation of Declared Distances".

10. Integration of Aviation Activities

10.1 Procedures for handling special categories of flight, such as Gliders, Para-dropping, and Balloon Releases etc. are detailed in MATS Part 2: Section 1; Chapter 10

11. Detention of Aircraft

11.1 Policy Statement

EMA ensures that procedures are in place to detain aircraft whether through financial or safety reasons (as detailed below). EMA also ensures that where required relevant persons have the correct authorisations in place. Detentions will relate to the following

Under S.88 of the Civil Aviation Act 1982 East Midlands International Airport Limited (the "Airport Company") has the right to detain any aircraft for non-payment of airport charges until such time as the charges due in respect of it (or incurred by its operator in respect of another aircraft) are paid. Such detention is initiated by placing a lien on the aircraft.

On behalf of the Civil Aviation Authority (CAA) and Eurocontrol in respect of air navigation charges due.

Air Navigation Order 2016 pursuant to Section 60 of the Civil Aviation Act 1982, relating to navigational and safety issues

11.2 Operational Procedure

- AOI 25 - Detention of Aircraft

12. Persons with Reduced Mobility Procedures

12.1 Policy Statement

EMA ensures that procedures are in place to meet the requirements of EC Regulation 1107/2006 so as to facilitate access to air transport for disabled persons and persons of reduced mobility, and to ensure such persons receive assistance when travelling through the airport.

12.2 Operational Procedure

- AOI 26 – Persons with Reduced Mobility

13. High Profile Visitors**13.1 Policy Statement**

Applicable to high profile visitors outbound or inbound to EMA. AOI 27 details the procedures which apply from arrival at the site to departure, regardless of physical location.

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SECTION 14 – AIRSIDE OPERATIONAL INSTRUCTIONS

| AOI | Title | Owner | Procedural Content |
|-----|---|--|---|
| 01 | Airside Security | Head of Security | |
| 02 | Movement Area Inspection and Reporting | Head of Fire & Airfield Operations | Runway Inspections Airfield Inspections Movement Area Inspections Civil and Grassland Inspections AGL Inspections |
| 03 | Navigational Aids and Aerodrome Ground Lighting | Airfield Technical Manager | Nav aids Visual Aids Aerodrome Lighting Inspections |
| 04 | Aerodrome Works | Ops Developments & Safety Manager | Management of Contractors Aerodrome Works Changes to Aerodrome Infrastructure |
| 05 | Apron Management | Head of Fire & Airfield Operations | Aircraft Pushback Procedures Aircraft Parking and Safety Practices Royal and Military – VIP Flights Marshalling Licenses Aircraft Chocking & use of Traffic Cones Aircraft Engine Ground Running & use of APU/GPU Foreign Object Debris and the Removal of Hazards Airside Drinking Water Facilities |
| 06 | Ground Movement Handling of Large Passenger and Cargo Carrying Aircraft | Ops Developments & Safety Manager | |
| 07 | Airside Safety | Head of Fire & Airfield Operations | Airside Working Practices and PPE Airside Safety Briefings Airside Smoking Policy Aircraft Chocking and the use of cones Emergency Contact Points |
| 08 | Passenger Management | Head of Fire & Airfield Operations | Control of Passengers Common Travel Arrivals Domestic and Common Travel Access Control |
| 09 | Incident Reporting and Investigation | Head of Fire & Airfield Operations | Safety Reporting Mandatory Occurrence Reporting Airside Accident and Safety Occurrence Reporting Internal Safety Investigations |
| 10 | Safety Audits | Head of Compliance & Business Resilience | |
| 11 | Safety Monitoring | Head of Fire & Airfield Operations | |

| AOI | Title | Owner | Procedural Content |
|-----|---|--|---|
| 12 | Control of Vehicles | Head of Fire & Airfield Operations | Airside Vehicle Operating Procedures Airside Vehicle Permits Airside Driving Permits |
| 13 | 'M' Manoeuvring Area and 'R' Runway Operating Permits | Head of Fire & Airfield Operations | |
| 14 | Airside Safety Regulation Scheme | Head of Fire & Airfield Operations | |
| 15 | Wildlife Hazard Management | Head of Fire & Airfield Operations | |
| 16 | Aerodrome Safeguarding | Ops Developments & Safety Manager | |
| 17 | CAP 232 Surveys | Ops Developments & Safety Manager | |
| 18 | RFFS Procedures | Head of Fire & Airfield Operations | Aircraft Accidents Domestic Fires Facilities, Equipment and Personnel Maintenance of Competency Scheme |
| 19 | Emergency Contact Details | Head of Compliance & Business Resilience | |
| 20 | Safe Handling and Storage of Fuel and Dangerous Goods | Ops Developments & Safety Manager & Passenger Services Manager | Aviation Fuel Management Parking -Flights carrying Explosives Carriage of Electric Mobility Aids |
| 21 | Low Visibility Operations | Air Traffic Services Manager | |
| 22 | Winter Operations and Snow Plan | Head of Fire & Airfield Operations | Winter Operations Airside Snow Plan-Staff and Equipment Airside Snow Clearance Plan Landside Snow Clearance Plan |
| 23 | Inclement Weather Procedures | Head of Fire & Airfield Operations | |
| 24 | Environmental Procedures | Environmental Manager | Aircraft Washing/Use of Detergent-Cleaning Materials Accidental Fuel, Oil or Chemical Spills Aircraft De-icing |
| 25 | Detention of Aircraft | Head of Fire & Airfield Operations | |
| 26 | PRM Procedures | Passenger Services Manager | Persons of reduced mobility procedures |
| 27 | High Profile Visitors | Head of Compliance & Business Resilience | |