

**AERODROME MANUAL AND AIRSIDE OPERATIONAL INSTRUCTIONS AMENDMENTS**

<b>SI REF -</b>	09/2019	<b>DATE OF ISSUE -</b>	23.08.2019	<b>EFFECTIVE DATE -</b>	23.08.19
<b>AERODROME MANUAL/ AOI REF(s) -</b>	Aerodrome Manual, Part B and E, AOI 09 and AOI 15				

Please be advised of the following amendments to the associated documentation:

**1. Aerodrome Manual, Part B, Section 2, para 5.3**

Paragraph to be replaced with:

SAD's should be controlled in line with the document control procedures detailed in paragraph 4 of this Section of the Manual. They will be reviewed by the document owner as required. The Safety Review Board are responsible for oversight of the review process.

**2. Aerodrome Manual, Part E, Section 2, para 1.1**

Full details of security arrangements and requirements are documented in the Airport Security Programme which is held and administered by the Compliance Manager - Security.

**3. Airside Operational Instruction 09 – Incident Reporting and Investigation, Section 2, para 5 (5.4)**

Guidance on the MOR scheme and report filing is contained in EU Regulation 376/2014; CAP382, it's supplement CAP382s "Guide to ground safety reporting" and also via the dedicated CAA webpage <http://publicapps.caa.co.uk/modalapplication.aspx?appid=11&catid=1&id=5806&mode=detail&pagetype=65>

**4. Airside Operational Instruction 15 – Wildlife Hazard Management, Section 2, para 2.2 (point 4)**

Airfield Operations Firearms Supervisor will oversee the access control to, the maintenance of, and the training and stock replenishment of firearms and ammunition within the department. They will conduct monthly firearm and ammunition audits in accordance with SOP 84 and deliver biannual training to license holders in accordance with SOP 82. A further random firearm outfit audit will be conducted by either HFAO, Airfield Operations Firearms Supervisor or Airport Police at an interval of no greater than 3 months.

**5. Aerodrome Manual, Part E, Section 13, para 14**

**14. Contact Details**

The key contact number for Airport personnel is 0871 919 9000.

The following are key contacts for the airport and the competent Authority out of hours. This list does not represent a complete telephone directory for the Airport. The contacts for Emergency Procedures can be found in the Airport Emergency Plan.

**14.1 Contact Numbers**

<b>Name/Department</b>	<b>Internal Extension</b>	<b>External Number</b>
<b>General</b>		
Airport Emergency Number	3333	01332 818555
Incident Management Centre	2990	01332 852990
<b>Airfield Operations</b>		
Airfield Operations Supervisor	2925	01332 852925
<b>Air Traffic Control</b>		
Air Traffic Supervisor	2993	01332 852993
<b>Customer Services</b>		
Airport Duty Manager	n/a	07880 787513
<b>Control Room</b>		
Information Security Position	2840	01332 852840
Operations Fire Control position	2973	01332 852973
<b>Passenger Services</b>		
Passenger Services Duty Manager	n/a	07711 574187
<b>Competent Authority</b>		
EASA		<a href="https://www.easa.europa.eu/contact-us">https://www.easa.europa.eu/contact-us</a>

**END**

<b>Originator -</b>	Compliance Manager – Operations and Safety	<b>Issued By -</b>	Compliance and Operations Analyst
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