

**AMENDMENTS TO AERODROME MANUAL AND AOI 9 JANUARY 2020**

SI REF -	02/2020	DATE OF ISSUE -	21/01/2020	EFFECTIVE DATE -	21/01/2020
<b>AERODROME MANUAL/ AOI REF(s) -</b>	Aerodrome Manual: Part B, Section 1, 1.5 Part B, Section 1, 2.12.1  Part B, Section 2, 6.3 Part B, Section 2, 9 Part B, Section 2, 9.2.2 Part B, Section 2, 9.2.3 Part B, Section 2, 11.3  AOI 9: Section 5, Part 5				

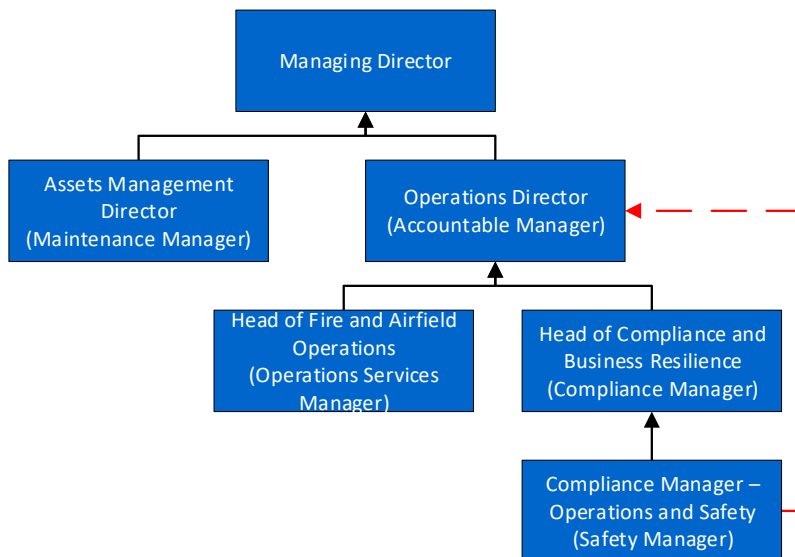
Please be advised of the various amendments to Part B of the Aerodrome Manual, detailed below.

The Aerodrome Manual will be updated on the next issue.

**The following changes have been made to the Aerodrome Manual, Part B, Section 1:**

Additional organogram- 1. Aerodrome Organisation and Responsibilities

**1.5 EMA Safety Accountabilities Structure**



**1.6 Departmental Structures**

Additional responsibility- 2.6.1 Accountable Manager

g. final responsibility in the area of training, but may delegate his/her responsibilities in the area of training to the Compliance Manager- Training.

Additional objective- 2.12.1 East Midlands Airport Safety Review Board

Objective 13. Monitor the safety performance of operational units operating on the airfield against the safety policy and objectives; ensuring any appropriate safety actions identified are completed in a timely manner.

Objective 14. Monitor the implementation and effectiveness of actions identified through the accident investigation and assurance processes; ensuring that these actions are implemented in a timely manner.

**The following changes have been made to the Aerodrome manual Part B, Section 2:**

Updated- 6.3 Key Performance Indicators

**6.3 Key Performance Indicators and Safety Performance Indicators**

6.3.1 Key Performance Indicators

Key Performance Indicators (KPI's) are the metrics used to measure operational safety performance level at EMA. KPI's monitor the level of safety performance in the following six areas:

- a) Damage to Aircraft
- b) Damage to Vehicles and Equipment
- c) Wildlife Strike Events
- d) Air Navigation Services Safety Events
- e) Runway Incursions
- f) Runway Excursions

All incidents classified within the above six metrics will be assessed in terms of severity as detailed in the table on the following page. Incident rate calculations are per 10,000 movements. KPI's should indicate a year-on-year continual downward trend against the established factors specified above, this is detailed in the EMA Safety Management Report.

6.3.2 Safety Performance Indicators

Safety Performance Indicators (SPI's) are metrics that are of a severity lower than Level 5, used to measure performance in precursory events. This includes:

- Safety Occurrences
- Non-compliances
- Hazards reported through the Anonymous and Voluntary Reporting system.

SPI's should indicate a year-on-year continual downward trend against the established factors specified above, this is detailed in the EMA Safety Management Report.

### 6.3.3 EMA Safety Management Report

Safety Management Reports are produced on a monthly basis which verifies safety performance, targets and indicators. This report is reviewed at the Airport Safety Review Board to verify the safety performance of the aerodrome operator in relation to the safety policy and objectives, identified safety risks and the mitigation measures, and to recommend further actions and mitigations where necessary. In addition, the report is shared at relevant safety committees to ensure that third parties are aware of current trends and mitigation requirements.

The outputs of the report will be used to generate safety themes to be utilised in the Focus safety newsletter and safety surveys.

#### Additional paragraphs- 9.2.2 Airside Accidents and Safety Occurrence (Incident) Reporting

The AOS will investigate all Level 4 Minor and Level 5 Negligible reports.

For all investigations classified as Level 3 Moderate, Level 2 Serious or Level 1 Catastrophic or where there is a trend or safety concern the following investigation process will be completed by the Compliance Manager Operations and Safety. The Compliance Manager- Operations and Safety will conduct a root- cause analysis as part of this investigation.

These incidents will be added to an investigation tracker. The tracker documents used to record all the investigation information will be stored in a folder in Safety Management along with any evidence collated throughout the process.

If required, and MOR will be submitted in the event the incident falls into the categories of mandatory reporting.

A report can be produced from the documents that protects identity of those involved and can be used in analysis and statistical reports.

A monthly review meeting will be set up with the Compliance Manager Operations and Safety, Head of Fire and Airfield Operations and the Head of Compliance and Business Resilience to review all reports and close off investigations.

#### Additional Paragraph- 9.2.3 Voluntary / Anonymous safety reporting

Voluntary and Anonymous reports and their investigations are tracked by the Compliance Manager- Operations and Safety.

#### Additional Paragraph- 9. Safety reporting and Investigation

## 9.5 Restricted access to Reports

Access to the submitted reports is restricted to the person(s) responsible for investigating, storing and analysing them.

### Additional Paragraph- 11.3 Safety Communications

In addition, a quarterly Safety Newsletter called 'Focus' is published, the themes of which are based on trends analysed and identified through the EMA Safety Management Report.

### **The following change has been made to AOI 9, Section 2, Part 5:**

5.6 For all investigations classified as Level 3 Moderate, Level 2 Serious or Level 1 Catastrophic or where there is a trend or safety concern the following investigation process will be completed by the Compliance Manager Operations and Safety. The Compliance Manager- Operations and Safety will conduct a root- cause analysis as part of this investigation.

These incidents will be added to an investigation tracker. The tracker documents used to record all the investigation information will be stored in a folder in Safety Management along with any evidence collated throughout the process.

**END**

<b>Originator -</b>	Compliance Manager- Operations and Safety	<b>Confirmed By -</b>	Head of Compliance and Business Resilience
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