



AERODROME OPERATIONS MANUAL **(DOC NO: CIMS/RCA/DA/GT/12.0)**

Default Review Period	12 Months
Next Review Due	Feb 2022
Specialist Review Requirements	As Required
Document Number	CIMS/RCA/DA/GT/12.0
Document Version	Version 3.6
Retention Period	3 Years
Security Status	COMPANY CONFIDENTIAL

Document Approvals

Author	Airport Manager	Date 12/2017
Process Owner	Airport Manager	Date 12/2017

Amendments

Issue	Date	Description	Prepared & Checked By	Checked by
0.1 DRAFT	10/2014	First draft for review	AW	CC
0.2 DRAFT	11/2014	Second Draft	AW	AW/PR
0.3 DRAFT	12/2014	Corrected Layout	AW	DE-CAA
0.4 DRAFT	01/2015	Updates as requested by CAA Pre-licensing	AW	DE-CAA
1.0	03/2015	First Issue	AW	AW/PR
2.0 DRAFT	06/2016	Draft Second Issue – Branding and title changes	MF	CC
3.0 DRAFT	02/2017	Draft third issue – AFISO Transition	MF	
3.1	10/2017	Third issue – AFISO transition	MF	
3.2	12/2017	Amended RCA support diagram	MF	
3.3	04/2019	Inclusion of detailed roles and responsibilities	MF	
3.4	07/2019	Minor amendments	MF	
3.5	10/2019	Role amendments	MF	
3.6	02/2021	Minor Amends – B2 hold marking	MF	

Table of Contents

1	THE AERODROME OPERATIONS MANUAL	13
1.1	Aerodrome Licence	13
2	TECHNICAL ADMINISTRATION	15
2.1	Name and Address of the Aerodrome.	15
2.2	Accountable Manager	15
2.3	Responsible Personnel.	16
2.4	ANSP Holder	18
2.5	Airport Manager (AM)	18
2.7	RCA Contracts Director	20
2.8	RCA Quality & Safety Assurance (QSA)	20
2.9	RCA Human Resources Manager (HRM)	20
2.10	RCA Financial Director (FD)	20
2.11	RCA Senior Air Traffic Engineer (SATE)	21
2.12	Airport Operations Supervisor/Senior FISO	21
2.13	Senior Airport Fire Officer (SAFO) and Fuel Supervisor	22
2.14	Airport Security	23
2.15	Safety Representative	24
2.16	Safety Representatives	24
2.17	Individual Employees	24
3	AERODROME CHARACTERISTICS	25
3.1	General	25
3.2	Aerodrome Location	25
3.3	Runways	25
3.4	Taxiways	26
3.5	Re-Declared Distances	26
3.6	Surface Details (CAP 232 Assessment)	26
3.7	Obstacles	27
3.8	Chart and Survey Information	27
3.9	Engine Ground Running.	28
4	OPERATIONAL PROCEDURES	31
4.1	Airport Availability	31
4.2	Airport Operational Facilities	31
4.3	Air Traffic Service	31
4.4	Aerodrome Inspections	31
4.5	Surface Area Cleanliness	33
5	METEOROLOGICAL INFORMATION	34
5.1	Airport Meteorological Services	34
5.2	Reports	34
5.3	Surface State Reporting	34
5.4	Low Visibility Procedures (RESERVED)	34
5.5	Runway Surface Friction Conditions	34
5.6	Aerodrome Facilities Reporting	35
5.7	NOTAM Action	35

5.8	Reporting Action	35
5.9	Aviation Activities	35
5.10	Procedure for Recording Aircraft Movements	35
5.11	Prohibition of Flight	36
5.12	The Control of Works	36
5.13	Planning and Development	36
5.14	Major Projects	36
5.15	The Control of Works	36
5.16	Minor Works	37
5.17	Control of Access to Aerodrome	37
5.18	Works Services	38
5.19	Security	38
5.20	Control of Access to Aerodrome	38
5.21	Access to Airside	38
5.22	Aviation Fuel Safety	39
5.23	Persons Responsible for Fuel and Distribution	39
5.24	Refuelling of Aircraft inside Hangars	40
5.25	Helicopter Refuelling – Running Rotors	40
5.26	Fuel Reception, Storage, Quality Control and Delivery	40
5.27	Fuel Spills	40
5.28	Accident and Incident Reporting	40
5.29	Removal of Disabled Aircraft	40
5.30	Aerodrome Snow Plan	41
5.31	Wildlife Hazard Control Plan	41
5.32	Aerodrome Safeguarding	41
5.33	Runway Incursion Prevention	42
5.34	Monitoring Third Parties	42
6	VISUAL AIDS	43
6.1	Aerodrome Ground Lighting (AGL)	43
6.2	Description of Visual Aids –	43
6.3	(RESERVED) Approach and Runway Lighting	43
6.4	(RESERVED) Brilliancy Settings	43
6.5	Standby Power Arrangements	43
6.6	(RESERVED) Routine Flight Inspections	43
6.7	Responsibility for Obstacle Lighting	43
6.8	(RESERVED) Maintenance of Visual Aids	43
7	RESCUE AND FIRE FIGHTING SERVICES	44
7.1	General	44
7.2	Policy statement of the RFFs Category	44
7.3	RFFS Category	44
7.4	Depletion of RFFS	44
7.5	Appliances	45
7.6	Staffing Levels	45
7.7	Table of Media	45
7.8	Call Out Procedures	45
7.9	Response Times and Exercise Turnouts	47
7.10	Training	47
7.11	RFFS Emergency Response Commitments	47
7.12	1000m Response Assessments	47

7.13	Landside Aircraft Incidents	48
7.14	Domestic Incidents	48
7.15	Additional Water for use in Firefighting Operations	48
7.16	Response in Abnormal Conditions	48
7.17	Personal Equipment	49
7.18	Radio Communications	49
7.19	Inspection and Testing of Appliances and Equipment	49
7.20	Medical Services	49
7.21	First Aid	49
7.22	Scale of Medical Services	49
7.23	Emergency Lighting	50
7.24	Mortuary Facilities	50
8	EMERGENCY PLANNING	51
8.1	Responsibility	51
8.2	Routine Testing	51
8.3	Post-Accident Management	51
9	AIR TRAFFIC SERVICES	52
9.1	Air Traffic Management	52
9.2	Runway in Use	52
9.3	Noise Abatement Procedures	52
9.4	Alerting the Emergency Services	52
10	COMMUNICATIONS AND NAVAIDS	53
10.1	Air and Operational Ground Radio Communications	53
10.2	Radio Navigational and Landing Aids	53

Scope & Objectives

The purpose of this manual in conjunction with the SMS is to demonstrate how the Airport Authority will discharge its safety responsibilities to secure the safe operation of the Airport. It will set out the policy and expected standard of performance and procedure by which these targets will be achieved. The procedures contained within this manual must be complied with by all users of the airport.

Document Change Control

Solent Airport undertakes all document changes and controls in line with the Document Governance Document CIMS/RCA/DA/GT/1.0 which describes how all users prepare, review and issue procedural documentation that forms part of Solent Airport CIMS.

Document Distribution

Copy Number	Location	Copy Holder
01	AM Office	Airport Manager
02	VCR	Senior Operations Assistant

Electronic copies.

A copy of this document is held on the Airport Website which is accessible to all users.

Email	Copy Holder
CAA	SRG

Glossary of Terms

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.

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 and under the control of the aerodrome certificate holder, 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.

Non-Instrument Runway

A runway intended for the operation of aircraft using visual approach procedures.

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.

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 (RESA)

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.

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 (i.e. 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 or more taxiways.

Threshold

The beginning of that portion of the runway usable for landing.

Abbreviations

AAIB	Air Accident Investigation Branch
ACN	Aircraft Classification Number
ADF	Automatic Direction Finder
ANSP	Air Navigation Service Provider
AM	Airport Manager
AIS	Aeronautical Information Service
ALARP	As Low As Reasonably Practicable
AO	Airport Operations
ASDA	Accelerate Stop Distance Available
ATS	Air Traffic Services
ATSO	Air Traffic Services Officer (also used is AGO)
BCO	Bird Control Operative
BHCP	Bird Hazard Control Plan
CAA	Civil Aviation Authority (UK)
CAP	Civil Aviation Publication
DfT	Department for Transport
DME	Distance Measuring Equipment
EM	Engineering Manager
DFT	Department for Transport
FA	Finance Assistant
FBC	Fareham Borough Council
FOD	Foreign Object Debris
GA	General Aviation
GASIL	General Aviation Safety Information Leaflet
HR	Human Resources
HRM	Human Resources Manager
HSE	Health and Safety Executive
ICAO	International Civil Aviation Organisation
LPA	Local Planning Authority
LDA	Landing Distance Available
LGP	Long Grass Policy
LSA	Localiser Sensitive Area
LVP	Low Visibility Procedures
MOR	Mandatory Occurrence Reporting
NATS	National Air Traffic Services
NOTAM	Notice to Airmen
ON	Operational Notice
OFZ	Obstruction Free Zone
OLS	Obstacle Limitation Surface
PCN	Pavement Classification Number
PDA	Pre-Determined Attendance
PNdB	Perceived Noise Decibels
PSZ	Public Safety Zone
QSA	Quality Safety Audit
RA	Risk Assessment
RCA	Regional & City Airports (CAA License Holder/Airport Operator)
RESA	Runway End Safety Area
RFFS	Rescue and Fire Fighting Services

R/T	Radio Telephony
RVR	Runway Visual Range
SA	Solent Airport
SAD	Safety Assurance Documentation
SATE	Senior Air Traffic Engineer
SHE	Safety, Health and Environment
SMS	Safety Management System
SRG	Safety Regulation Group
SNOWTAM	Snow State Message to Airmen
STAR	Standard Arrival Route
TDZ	Touch Down Zone
TODA	Take Off Distance Available
TORA	Take Off Run Available
TRUCE	Training in Unusual Circumstances & Emergencies
UK AIP	UK Aeronautical Information Publication
VCR	Visual Control Room
VFR	Visual Flight Rules

Reference Documents

UK AIP	
CAP 168	Licensing of Aerodromes
CAP 232	Aerodrome Survey Requirements
CAP 360	Air Operators Certificates
CAP 382	Guidance on mandatory occurrence reports (MORs)
CAP 393	Air Navigation Order
CAP 413	Radiotelephony Manual
CAP 493	Manual of Air Traffic Services (MATS) Part 1
CAP 637	Visual Aids Handbook
CAP 642	Airside Safety Management
CAP 670	Air Traffic Services, Safety Requirements
CAP 699	Standards for the Competence of RFFS Staff
CAP 700	Operational Safety Competencies
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 764	CAA Policy and Guidelines on Wind Turbines
CAP 772	Aerodrome Bird Control
CAP 791	Procedures for Changes to Aerodrome Infrastructure
CAP 797	FISO Manual
CAP 1032	Aerodrome Flight Information Service Officer Licensing
Annex 10	Aeronautical Communications
ICAO Annex 14 (3rd Edition)	Aerodrome Part 1 and Part 2

1 The Aerodrome Operations Manual

1.1 Aerodrome Licence

Licence No.	UK(N)EGHF-002
1 Name of Aerodrome	LEE-ON-SOLENT
2 Position of Aerodrome	1NM NNW OF LEE-ON-THE-SOLENT
3 Name and Address of License	REGIONAL & CITY AIRPORTS LTD SOLENT AIRPORT DAEDALUS CONTROL TOWER DAEDALUS DRIVE LEE-ON-THE-SOLENT HAMPSHIRE PO13 9FZ

This manual is compiled in compliance with the provisions of the Air Navigation Order (ANO), to facilitate the safe and efficient operation of Solent Airport Daedalus as a licensed aerodrome.

The “Ordinary Licence” **UK(N)EGHF-002**, issued **25TH November 2019**, is required to comply with the provisions of the ANO to permit the public transport of passengers and instruction in flying over a specified weight category.

The Aerodrome’s Licence is in the name of Regional and City Airports Limited.

Foreword by the Licensee

'Ordinary License' Aerodrome Licence No. UK(N)EGHF-002 has been issued to Regional and City Airports and is retained by the Airport Manager.

Legislation governing safety at Aerodromes is contained within the Air Navigation Order and the Health and Safety at Work Act. Guidance information is contained in CAP 168 (Licensing of Aerodromes) and CAP 642 (Airside Safety Management).

This Aerodrome Manual is prepared in accordance with Schedule 12 of the Air Navigation Order and CAP 168. The Manual contains information on Airport Operational Procedures and provides details of the personnel responsible for implementing these procedures. The physical characteristics of the Airport, its facilities and equipment are recorded in this manual.

Safety at aerodromes is of paramount importance and the manual is presented in such a way as to emphasise the necessity to identify all safety-related issues involved within procedures, duties and responsibilities relevant to the Airport's operations. More extensive detail on certain safety matters is contained within other documents which must be read in conjunction with the manual. These documents comprise:

- Airport Operational Procedures - CIMS/RCA/DA/AO/0.0;
- Safety Policy – CIMS/RCA/DA/GT/11.0 Section 2.0;
- Emergency Orders – CIMS/RCA/DA/AO/4.1;
- RFFS Manual – CIMS/RCA/DA/AO/4.0;
- Control of Contractors – CIMS/RCA/DA/AO/14.1;

The Airport Manager (AM) holds the overall responsibility for Health and Safety at Work Policy and must ensure that staff employed by the Airport Authority are adequately trained and experienced to discharge their responsibilities regarding health and safety.

Amendments to the Aerodrome Manual will be made from time to time when considered necessary by either the Airport Licensee or Safety Regulations Group (SRG - Civil Aviation Authority). This will be done by the issue of a Temporary Operating Instruction (TOI) or a Safety Instruction (SI). Departments will be responsible for incorporating amendments and completing an amendment sheet at the front of the manual, disposing of old versions under best industry practice of document control.

The Aerodrome manual once printed is uncontrolled and therefore the most up to date version should be referred to by visiting the Airport website: www.solentairport.co.uk

2 Technical Administration

2.1 Name and Address of the Aerodrome.

Solent Airport Daedalus,
Daedalus drive
Lee-on-the-Solent,
HAMPSHIRE.
PO13 9FZ

Ops Telephone: 01329 824748
Admin/Finance Telephone: 01329 824751
Email: ops@solentairport.co.uk
Web: www.solentairport.co.uk

Name and Address of the Licensee

Regional & City Airports Ltd
Solent Airport Daedalus,
Daedalus drive
Lee-on-the-Solent,
HAMPSHIRE.
PO13 9FZ

2.2 Accountable Manager

IAW regulation 1035/201 and Schedule 12 of the Air Navigation Order requires a nominated Accountable Manager who holds overall safety responsibility of the provision of Air Traffic Services. The Accountable Manager for the Airport is the Airport Manager (AM).

The Accountable Manager should:

- ensure that all necessary resources are available to operate the aerodrome in accordance with the Aerodrome Manual. Where a reduction in the level of resources or abnormal circumstances which may affect aircraft safety occur, the Accountable Manager should ensure that a corresponding reduction in the level of operations at the aerodrome is implemented as required;
- establish, implement and promote the safety policy; and
- ensure compliance with relevant regulations, licensing criteria and the organisation's Safety Management System.

The Accountable Manager should have:

- appropriate seniority within the Organisation;
- an appropriate level of authority to ensure that activities are financed and carried out to the standard required;
- knowledge and understanding of the documents that prescribe relevant aerodrome safety standards;
- understanding of the requirements for competence of Aerodrome management personnel to ensure that competent persons are in place;
- knowledge and understanding of Safety Management Systems related principles and practices, and how these are applied within his/her own Organisation;

- knowledge of the role of the Accountable Manager; and
- knowledge and understanding of the key issues of risk management within the Aerodrome.

The level of technical knowledge and understanding expected of an Accountable Manager is essentially high level, with particular reference to his/her own role in ensuring that standards are maintained.

During periods of absence, the day-to-day responsibilities of the Accountable Manager may be delegated; however, the accountability ultimately remains with the Accountable Manager.

2.3 Responsible Personnel.

The CAA Licence Holder and contracted ANSP Accountable Manager is assisted by:

Fareham Borough Council as the ANSP holder and land owner

RCA Primary Support:

- RCA Contracts Director;
- RCA Projects Director;
- RCA Financial Director;
- RCA Stakeholder Engagement;

RCA Functional Support:

- RCA Quality & Safety Assurance;
- RCA Director of Corporate Aviation
- RCA HR Manager
- RCA Fuel Adviser

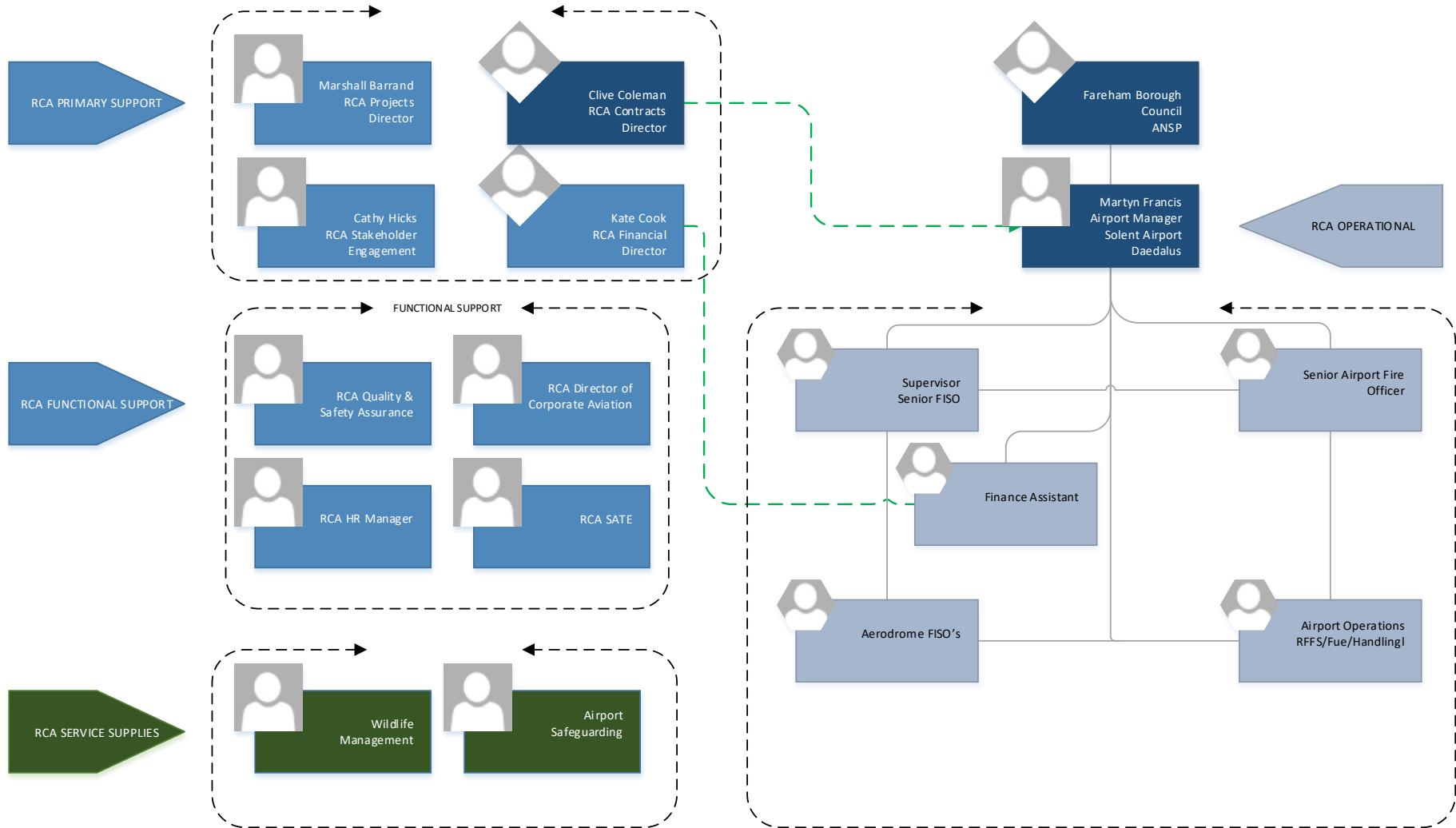
RCA Service Suppliers:

- Engineering & Maintenance
- Airport Safeguarding

RCA Operational

- Airport Operations Supervisor and Senior FISO
- Senior Airport Fire Fighter
- Aerodrome Flight Information Service Officers
- Airport Operations Assistant/RFFS
- Finance & Administration Clerk

Figure 1 - Airport Management Organisational Chart



2.4 ANSP Holder

- The ANSP holder, Fareham Borough Council, holds ultimate accountability. This is discharged to the daily responsibility of the Accountable Manager. The Accountable Manager is the Airport Manager. The ANSP holder will monitor and audit the responsibility designated to Regional and City Airports Ltd by way of annual audit to ensure the responsibility for safety and compliance is maintained.

2.5 Airport Manager (AM)

- The AM is accountable to the ANSP Holder, for the direction and control of all air traffic services and airside operations and related safety management systems ensuring that they operate in an effective and efficient way, which satisfies all legislative and statutory requirements.
- Due to the size and scope of the Airport Authority, the AM uses resources from the RCA Group contracted under a Management Services Agreement with the Airport Owner, to support the certain management and key operational elements. These resources will fulfil specialised areas of responsibilities listed and will have accountability to provide only a level of subject matter expertise and oversight to the AM as detailed within Figure 1 - Airport Management Organisational Chart.

2.5.1 Responsibilities:

- 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.
- To establish, implement and promote the Safety Policy.
- To ensure compliance with relevant regulations, licensing criteria and the organisation's Safety Management System.
- To ensure that activities are financed and carried out to the standard required.
- To hold knowledge and understanding of the documents prescribing relevant Aerodrome safety standards.
- To hold an understanding of the requirements for competence of Aerodrome Management personnel, to ensure that competent persons are in place.
- To hold a knowledge and understanding of principles and practices relating to safety management systems and how these are applied within their organisation.
- 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.
- To ensure that best practice operational standards, rules and procedures are agreed and implemented.
- To ensure that process for delivering capital projects, including adequate consideration of safety impact, is safe from inception, through development to the operational phase.
- To ensure that staffing levels are set and maintained so that safe operational standards are maintained during all operations.

- 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.
- To ensure that satisfactory operational safety communication between all Airport departments and external agencies are maintained.
- To ensure that all on Aerodrome developments comply with CAP 791.
- Responsible for the development and maintenance of the Airport Emergency Plan and the strategic management of the RFFS.
- 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 637 and guidance contained in CAP 642.
- To maintain the Airport's Contingency Plan to ensure its capability to support the business in the event of implementation.
- To act as the designated accountable person for the daily operations of the air traffic services on behalf of the ANSP holder;

2.7 RCA Contracts Director

- The RCA Contracts Director is resourced from RCA Group and is supported by other members of the RCA Group from time to time. The RCA CD provides oversight to the AM for the regulatory oversight and governance at the Airport.

2.8 RCA Quality & Safety Assurance (QSA)

- The RCA Quality & Safety Assurance position is resourced from RCA Group. The position of RCA Quality & Safety Assurance provides oversight to support the AM in the day to day efficient, safe provision and operation of the staff and equipment at the Airport;
- Audit and oversight support of the quality, safety and compliance of all Airport operations, including development and maintenance of Airport procedures and standards.

2.9 RCA Human Resources Manager (HRM)

- The HRM is a role resourced from RCA; providing oversight of HR functions for the AM who is responsible overall management of HR.

2.9.1 Specific Responsibilities:

- To ensure that all new staff have effective inductions to the Company;
- To ensure that Managers/supervisors carry out timely probation assessments;
- To monitor staff absence and report any concerns to Managers;
- To advise Managers on current employment legislation;
- To ensure Company policies comply with current employment legislation;
- To ensure that payroll and HR administration staff are trained to meet all the regulatory requirements;
- To monitor staff performance and report any concerns;

2.10 RCA Financial Director (FD)

2.10.1 General Accountability (for safety):

- The FD role is accountable for the oversight of the Airport Finance functions to the AM. Responsible for the production of the monthly and year-end management accounts. As far as is reasonably practicable to ensure Airport Authority's Business Plan is sufficiently resourced to ensure the success of the SMS and Airport's Safety Policy. This role is supported with audit and oversight provided by RCA Group Financial Services Support and is staffed locally by a Finance & Admin Clerk (FA) to perform day-to-day duties and functions.

2.10.2 Specific Responsibilities:

- To ensure that all administration staff concerned with financial aspects of the Airfield Authority's business, are trained to the highest standards of efficiency and meet all the regulatory requirements;

- To monitor equipment and staff performance and report and rectify faults or deficiencies;
- To ensure compliance with Company health and safety policy and statutes, regulations in connection with the handling and operation of electronic equipment;
- To provide regular reports of equipment and staff status to the AM;

2.11 **RCA Senior Air Traffic Engineer (SATE)**

2.11.1 General Accountability (for safety):

- The RCA SATE position is resourced from RCA Group and also acts as the group oversight engineer. The RCA SATE provides oversight to support the AM, CD and QSA in the efficient & safe maintenance, provision and operation of the staff and equipment in the areas of Air Traffic Engineering, Telecommunications & Technical Services including AGL and support systems;
- Oversight of the compliance and standards of ATE elements under the supervision or responsibility of the Engineering Manager or Group Oversight Engineer.

2.12 **Airport Operations Supervisor/Senior FISO**

2.12.1 General Accountability (for safety):

- The Airport Operations Supervisor is accountable to the AM for the provision of an efficient and effective Airport Operations and Air Traffic Service requirements.

2.12.2 Specific Responsibilities:

- To maintain, monitor and review a system of reporting and record keeping which readily identifies standards of safety and overcomes any area of deficiency as soon as possible;
- To ensure that safe working practices and operating procedures are followed at all times. Investigate all safety-related incidents and provide recommendations as required;
- To ensure the provision of an effective and swift response to all accidents/incidents which meet all safety and regulatory requirements with regard to both personnel and fire vehicles;
- To ensure through appropriate communication that clearly identified roles and accountabilities as well as the Airport Authority's safety culture are understood and complied with by all personnel.
- Maintain a level of resources appropriate to the risk identified above and ensure that personnel training records provide evidence of continuing competence;
- To ensure the provision and maintenance of the Airport's Emergency Plan complies with regulatory guidelines also to ensure the plan is reviewed and tested in accordance with CAP 168;
- To coordinate health and safety support services and appointed persons, giving guidance and advice whilst assisting management with the monitoring and review of health and safety performance against set standards and targets;
- To periodically review overall effectiveness of the health and safety policy, amending and improving as appropriate;

- To assist with the investigation of all accidents, injuries, dangerous occurrences and the preparation of formal reports, keeping records;
- To assist and update statistical records in respect of the Airport Authority's safety performance;
- Emergency Plan: To ensure roles and responsibilities are carried out in accordance with the Airport Authority's Emergency Plan.
- Ensure the requirements of the relevant statutory bodies - Civil Aviation Authority, Department for Transport, local constabulary, Health and Safety Executive are complied with on the Airport;
- Manage resources to ensure compliance with and maintenance of airside safety standards and recommended practices in line with the requirements of the Aerodrome licence, CAP168 and according to the guidelines laid down in CAP 642;
- Report on and rectify any deficiencies that exist, which are a hazard to safety;
- Comply with Company Safety Policy, Health and Safety Regulations and Department for Transport advice on the safe, secure and efficient use of the airside facilities;
- Oversee and ensure department risk assessments are kept up to date and frequently reassessed;
- Ensure the Airport wildlife management plan is implemented sufficiently to reduce the risk of bird hazard strike using the guidance in CAP 772;
- Ensure information is effectively promulgated to all Airport users via operational notices or other notices as appropriate.
- Ensure that the Airport and the immediate environs offer a safe area to work in and occupy, both airside and landside including car parks;
- Ensure that all fuel operatives are trained to the required standard for the safe and efficient operational delivery of handling, delivering and testing fuels for use in aircraft;
- Ensure that the fuel used is of the highest quality and meets the standards laid down in CAP 748;
- Ensure the protection of the refueling area from contamination and providing a safe working environment for staff;
- Bring any deficiencies to the attention of the AM and recommend remedial action;
- Ensure adequate procedures are in place notify the RFFS/Ops in the event of fuel spillage or fire hazard and environment agency for significant fuel spills;
- Ensure in the absence of a Senior Airport Operations Assistant, the responsibilities will pass to an appropriately qualified and experienced person, approved by the AM.

2.13 Senior Airport Fire Officer (SAFO) and Fuel Supervisor

2.13.1 General accountability (for safety)

- The day to day management of SA RFFS is vested in the SAFO, who is operationally accountable to the Airport Manager
- Reporting to the AM is accountable for management of the Airport environment and services provided so that designated safety levels are achieved, and the delivery of the Ground Services which includes Airport Operations & Fuel.
- Safe and efficient operation of the fuel facility and associated refueling operations.

2.13.2 Safety Responsibilities:

- To ensure that all fire service personnel are trained in conformity with CAP 168 and CAP 699 to meet the highest required medical and operational standards of competency;
- Monitor and review procedures and information relevant to Airport fire safety documentation. This should include the Company's health and safety policy;
- Advise the AM on the safety implications of any proposed development of the fuel installation;
- To liaise with external bodies regarding Emergency Planning, Training and best working practices;
- To liaise with external bodies regarding Emergency Planning, Training and best working practices;
- To set, promulgate and review operational safety procedures within the Airport Fire Service to a level commensurate with those specific risks identified within his remit;

2.14 Airport Security

2.14.1 General Accountability (for Safety):

- The Airport Security is carried out by the airport operations staff and managed by the Airport Authority and on occasions is provided by an approved framework contractor appointed by the Landowner; accountable to the AM for the security of the Airport and associated areas, the safe and secure operation of the Airport estate, buildings and areas immediately landside and airside of the Airport including the car parks.

2.14.2 Safety Responsibilities:

- Compliance with the Airport Authority Security Policy (CIMS/RCA/DA/AO/7.0);
- Ensure safety incidents are dealt with and reported and recorded in a timely fashion;
- Deliver and manage day to day the Airport security plan in accordance with the CIMS/RCA/DA/AO Documents;
- To monitor equipment and staff performance and report and rectify faults or deficiencies;
- Remain up to date with all relevant security requirements;
- Ensure adequate staff are on duty to deliver, and are fully acquainted with, the Airport Emergency Plan and to be able to respond in accordance with the plan;
- To take a central role in controlling associated costs whilst maintaining service standards.
- To ensure that the highest levels of customer service are achieved for the passengers, Airfield tenants and other users.
- To ensure compliance with Company health and safety policy and statutes;
- To oversee and ensure department risk assessments are kept up to date and frequently reassessed;
- Ensure that the Airport estate and the immediate environs offer a safe area to work in and occupy;

2.15 Safety Representative

- The Safety Rep are responsible to the AM for the implementation of safe working practices. To review the effectiveness of such practices and to report back to the AM upon any potential hazard and/or changes.
- To ensure that staff under their control, are aware of the potential dangers involved in their daily work and to ensure that the individuals have received adequate instruction and training.
- To issue warnings and note any breaches of safety policies by employees supervised by them and warn them of possible disciplinary action for any future failure to comply with recommended policies.
- Reporting to the AM any employee who has received previous verbal warnings but continue to contravene safety instructions.
- To ensure they and the staff they are supervising are familiar with the Airport Emergency Orders.

2.16 Safety Representatives

- The Safety Representatives will act in accordance with the SMS; as a liaison between employees and Supervisors on matters affecting Health and Safety. They will report any matters requiring attention to the appropriate manager/supervisor, who will report issues of urgency or high importance to the AM.

2.17 Individual Employees

- Individual employees have a legal duty to protect themselves, other people – both fellow employees and members of the public against possible hazards. Individual employees shall bring to their immediate Supervisor's attention any matter that requires rectifying. They shall not use unsafe equipment, defective protective clothing or adopt unsafe working methods because it may be expedient to do so. Due regard must be given at all times to health and safety to themselves, fellow employees, and the public. Individual employees will be encouraged to bring to their Manager/Supervisor, suggestions or ideas for improving the implementation of the safety policy.
- Any individual employee who uses unsafe machinery or methods of work or is breaking the safety policy in any way will be liable to disciplinary action. Individual employees by the legal responsibility placed upon them render themselves liable to prosecution if they are found to be using unsafe methods, disregarding the health and safety measures laid down, or if an accident occurs to them or any other person, where wilful negligence on their part has contributed to that accident.

3 AERODROME CHARACTERISTICS

3.1 General

3.1.1 Details of the airport can be found in the UK AIP AD2.EGHF-1. Some relevant details are duplicated below.

3.2 Aerodrome Location

3.2.1 1nm NNW of Lee-on-the-Solent on the former HMS Daedalus base. The Airport has its own dedicated Aerodrome Traffic Zone extending 2nm laterally and up to 2000 ft AGL centred on 504857N 0011224W and is abutted against the Fleetlands Heliport ATZ. Located between Stubbington and Lee-on-the-Solent on the Gosport Peninsular, the Airport is served by a series of A and B roads spurring from the M27 motorway that links Portsmouth and Southampton,

Ops Tel: 01329 824748

Admin / Finance Tel: 01329 824751

Email: ops@solentairport.co.uk

Official Website: <http://www.solentairport.co.uk>

3.2.2 Location of Aerodrome Reference Point (ARP):

Midpoint of runway 05/23

LATITUDE: 50° 48' 56.3092" N

LONGITUDE: 001° 12' 24.0708" W

3.2.3 Ordnance Survey Grid Reference:

SU 561 019 GB

3.2.4 Aerodrome Reference Elevation:

+32.64ft / 9.95m AMSL

3.2.5 Aerodrome Reference Code:

Visual Code 2B

3.3 Runways

Runway	TORA	TODA	ASDA	LDA	Threshold Elevation	PCN
05 (Asphalt)	1178m	1178m	1178m	1025m	9.848m / 32ft	11/F/B/Y/T
23 (Asphalt)	1025m	1025m	1199m	1025m	9.484m / 31ft	11/F/B/Y/T

Note:

- Runway 05
 - Threshold displaced 150m from starter extension.
 - Threshold displaced by 277 m from start of asphalt.
 - Starter extension of 150m x 20m.
- Runway 23
 - Threshold displaced by 23m from start of asphalt.

3.4 Taxiways

Designator	PCN	Min. Strip Width	Surface
Alpha	11/F/B/Y/U	12.0m	Asphalt
Bravo	11/F/B/Y/U	12.0m	Asphalt
Charlie	11/F/B/Y/U	12.0m	Asphalt
Delta	11/F/B/Y/U	12.0m	Asphalt
Echo	11/F/B/Y/U	12.0m	Asphalt
Foxtrot	9/F/C/Y/T	40.0m	Asphalt

Note:

- Bravo Hold is only to be used for Code 2B Aircraft with a maximum wingtip clearance of 22 metres or less, due to reduced wingtip clearances at the southern end of taxiway. Aircraft with a greater wingtip clearance requirement will need to backtrack the main runway.
- Possible Compass Error when using Runway 05 Bravo 2 hold. Some aircraft may experience magnetic disturbances, affecting the Heading Reference System. Pilots should ensure that, pre-flight are conducted within the white box or at the hold point. When positioned for take-off from Runway 05 the aircraft heading reference is checked against the runway alignment. Aircrew noticing a compass anomaly should notify ATC as soon as possible

3.5 Re-Declared Distances

- 3.5.1 Re-declared distances will be utilized in the event of an infringement of the runway and associated cleared and graded area or an obstacle limitation surface. Re-declared distances shall comply with the requirements of CAP 168 at all times. The Airport Manager will appoint a suitably qualified person/organisation who will normally be responsible for the calculation of re-declared distances. Re-declared distances will be instigated if, on examination, an obstacle cannot be immediately removed.
- 3.5.2 Initially, the precise position of the obstacle is to be fixed in three dimensions as follows:
distance from runway end to nearest part of obstacle (meters);
distance from runway centreline to nearest part of obstacle (meters);
height of obstacle, including tail plane if appropriate (metres).
- 3.5.3 Once the position of the obstacle is fixed, an assessment of available runway can be made. Generally, the intention will be to use the runway taking off away from the obstacle and landing towards the obstacle on the opposite runway if it is located towards one end of the runway. Landing over the obstacle is to be avoided if possible, because of the necessary marking and lighting of a displaced threshold. Specific guidelines are issued to the appropriate staff for the calculation of revised distances.

3.6 Surface Details (CAP 232 Assessment)

- 3.6.1 CAA Form 1560 Runway 23

Runway: 23	Runway True Bearing: 225°13'30"	Dimensions: 1,325x30m	Surface Type: Stone Mastic Asphalt	PCN: 11/F/B/Y/T	Runway Code: 2	Approach Status: Visual
Calculation of Declared Distances		Threshold displaced by 23 m from start of asphalt.				
TORA: 1,025 TODA: 1,025 ASDA: 1,199 LDA: 1,025						

3.6.2 CAA Form 1560 Runway 05

Runway: 05	Runway True Bearing: 45°13'01"	Dimensions: 1,325x30m	Surface Type: Stone Mastic Asphalt	PCN: 11/F/B/Y/T	Runway Code: 2	Approach Status: Visual
Calculation of Declared Distances		Threshold displaced 150 m from starter extension.				
TORA: 1,178 TODA: 1,178 ASDA: 1,178 LDA: 1,025		Threshold displaced by 277 m from start of asphalt. Starter extension of 150 x 20 m.				

3.7 Obstacles

3.7.1 The assessment and treatment of obstacles will be carried out in accordance with Chapter 4 of CAP 168. The full diagram is held with the safeguarding surveyor and Airport Manager (Ref: CIMS/RCA/DA/AO/9.1). Details of surveyed obstacles are contained in the official AIP entry on the UK AIP website (a link to the AIP entry is available on the official Airport website).

3.8 Chart and Survey Information

3.8.1 The Airport Authority is responsible for the survey, regular assessment and update of charts as defined in CAP232. This function is delegated to SLC Associates with sign off approval by the Airport Manager or his representative.

3.8.2 The complete CAP 232 survey is contained in CIMS/RCA/DA/AO/9.1

3.8.3 Detailed chart and aerodrome information is retained by the Airport Manager. The latest official published data from the UK AIP entry is available from the UK AIP website operated by NATS.

3.8.4 Charts produced are:

<i>Type</i>	<i>Ref</i>	<i>Scale</i>
Aerodrome Plan	CA-325-14-01 A	1:2,500 @ A0
OLS	CA-325-14-03 A	1:25,000 @ A2

3.8.5 Update and renewal of this data is in accordance with CAP 232.

3.8.6 Prior to survey sign-off the following procedures should be followed:

- Data is required to be reviewed against previous year and anomalies noted, particular attention should be paid to Obstacle Limitation Surfaces (OLS);
- Obstacles penetrating OLS should be lowered, removed or mitigation submitted to CAA and/or published in the AIP (as relevant);
- Re-survey if required;
- Following re-survey/satisfactory survey, a Survey Declaration Form is required to be signed and submitted to the CAA with survey data;
- Amend calendar to remind of annual survey the following year.

3.9 Engine Ground Running.

3.9.1 Engines runs at hold points should not block movements for other aircraft/operators and should only be conducted where it is not possible to conduct these at other locations on the Airport.

3.9.2 Engine runs on the runway should be avoided where possible, unless forming part of the standard operating practices of the aircraft/operator, to avoid occupation of the runway surface for longer than is necessary.

3.9.3 Engine runs on the apron or outside any locally based business or facility are permitted but it must be a start-up and an immediate shut down.

3.9.4 Authorisation for engine runs is at the discretion of Ops, so as to respect noise abatement and adjacent built up areas of residential accommodation. Engineering ground idle runs on the Aprons are strictly controlled, with ground staff and the aircraft's safety team.

3.9.5 Where possible an aircraft should be moved to a suitable area away from housing. A suitable area may include one of the passing places on the Echo Taxiway.

3.9.6 If a ground idle run is required for engineering requirements, Ops will monitor Airport activity and notify the engineer/operator on frequency of any local traffic seen to conflict.

3.9.7 Ops may use discretion concerning where they approve engine runs on the Airport due to noise sensitivity.

3.9.8 Permission for an aircraft engine run must be obtained, in advance, from Ops, at an agreed power level, so as to respect noise abatement and adjacent built up areas of residential accommodation.

3.9.9 Engine power runs can only be carried out between the hours of 0900 and 1630 (local). They may only be carried out outside these hours due to an emergency

operational reason (e.g. if the aircraft is required to take off during the night) & must be approved by the AM or someone authorised by the AM.

3.9.10 The following details must be provided when seeking permission to carry out an engine run:

- Aircraft Operator / Organisation seeking approval;
- Location on Airport requested, to conduct the engine run;
- Planned start time;
- Planned duration;
- Level of engine power to be used;
- Reason for engine run;

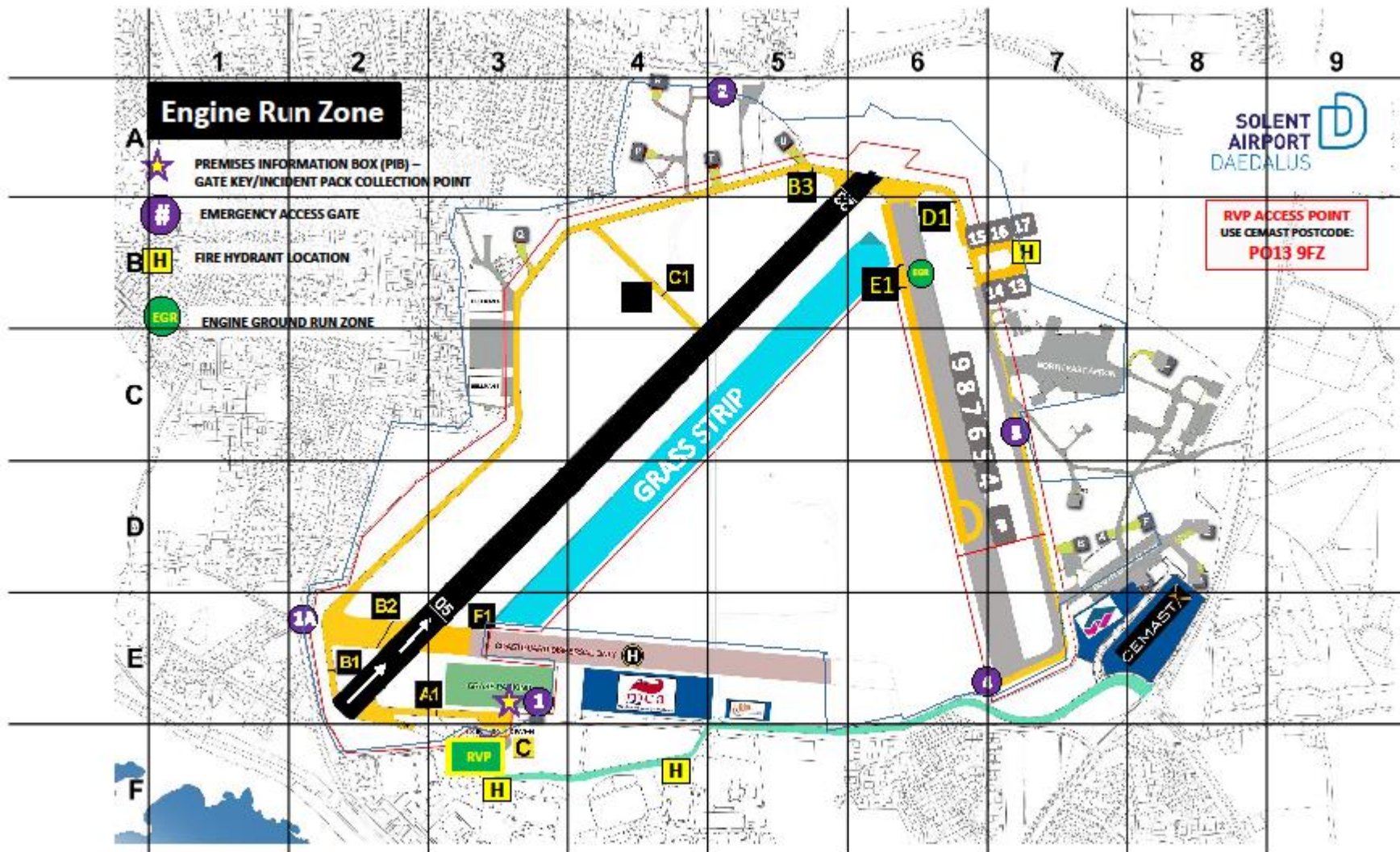
3.9.11 All authorised engine runs shall have a person monitoring the Airport frequency;

3.9.12 It is the responsibility of the person in charge of the aircraft to ensure that the engine start area is clear of personnel and equipment before start up.

3.9.13 Requests for engine runs must be made to Ops in sufficient time. Late notification may result in delays for approval, for which the Airport Authority accepts no liability or responsibility for delays or subsequent impact.

3.9.14 Allocated Engine Run Zones – Refer to Airport Chart / Map in figure 1.

Figure 2 - EGR Zones



4 Operational Procedures

4.1 Airport Availability

4.1.1 Operational Hours/Restrictions:

- 09:00 – 18:00 01 Mar – 31 Oct, 09:00 – SS 01 Nov – 28 Feb (local time) seven days per week (or as published from time to time on the Airport's official website)
- PPR applicable at all times for visiting and non-resident¹ aircraft – arranged online on the official website.
- Out of Hours Agreements are mandatory in advance of use, for all aircraft wishing to operate out of published opening hours.
- Visitors are not permitted to arrive out of published hours – Airport extensions apply
- Visitors may depart out of hours, subject to permission and approval under the mandatory Out of Hours Agreement.
- Festive period closures apply:
 - Christmas Day
 - Boxing Day
 - New Year's Day
 - Other closures will be published in advance on the official Airport website.
- Extensions to Airport operational hours may be arranged by application to Operations.
- Prior Permission Required (PPR): Mandatory for all visiting and non-resident aircraft.

4.1.2 Fire Category:

- Category A2 as standard during operational hours

4.2 Airport Operational Facilities

- 4.2.1 Important notices and information of a more permanent nature are situated on wall displays within the reception. Access to weather and NOTAM information is available at the reception desk on request from Ops or Wi-Fi portal (some services may be chargeable).
- 4.2.2 Local procedures and Pilot Briefings are displayed on the official Airport website.
- 4.2.3 Flight planning services are offered by Ops via the AFPEX service. Flight Plans can be activated, delayed and closed by the Ops team on request.

4.3 Air Traffic Service

- 4.3.1 An Aerodrome Flight Information Service is provided by licensed Flight Information Service Officers (FISO) throughout the Airports operating hours.

4.4 Aerodrome Inspections

4.4.1 Surface Inspections

¹ Resident status is determined by the Airport Authority and is subject to an Airport Authority approved hangar or parking contract.

Aerodrome inspections are carried out in accordance with this document and CAP 168.

4.4.2 Daily Inspections

A General Movement Area Inspection is conducted each day and provides an overview of the condition of all airside areas, security fence line and facilities. This is conducted by Airport Ops.

Routine Runway Inspections are conducted at various times during the day. Additional Runway Inspections are conducted when the runway is accessible. Any deficiencies are reported to the AM.

4.4.3 Special Surface Inspection

Special surface inspections will be carried by a suitably competent person should one of the following occur:

At the onset and regularly during snow and or freezing conditions;
Following any aircraft that abandons take off;
When advised by aircrew of occurrences or observed difficulties that requires further detailed inspection;
Following completion of works in progress;
An incident occurs on the runway that may deposit debris.

4.4.4 Annual Surface Inspection

All pavements within the movement area are subjected to inspection by a professional qualified engineer at least once a year. Inspections may be undertaken on foot and will cover the whole of the movement area or a statistically significant sample.

4.4.5 Lighting Inspection (RESERVED)

The Airport currently operates without Airport Ground Lighting (AGL). On installation the following will apply:

- *Daily routine - Prior to airport opening and prior to night flying. These are carried out by the Duty FISO. To include where applicable; approach, runway edge, stop end, threshold, obstacle lighting, taxiway and apron edge.*
- *Weekly – Routine alignment and cleaning*
- *Quarterly – Routine all lighting and calibration*
- *Six Monthly – Routine all lighting and overhaul*
- *Flight by flight calibrator – at 6 monthly and annual flight check and additionally by local operator arrangement.*
- *Photometric Testing – monthly.*
- *The power-up time intervals of the standby sets provide a switchover time within the criteria specified in CAP 168.*

4.4.6 Any unserviceability's are to be recorded in the log with a note of remedial measures taken and rectification completed. Procedures for unserviceability action by Ops are contained in the MATS Pt2. NOTAM action may be required at the

discretion of the FISO and in consultation, if necessary, with the Airport Manager. Operations will notify any Airport Tenants as necessary.

4.5 **Surface Area Cleanliness**

4.5.1 Foreign Object Debris (FOD) is highlighted as a safety hazard to all personnel active on airside areas. All persons airside are responsible for removing FOD on discovery, if safe to do so. If unable to retrieve FOD, they should notify Airport Ops to allow for retrieval or appropriate actions.

4.5.2 FOD Removal:

- Any debris found on the manoeuvring area is to be removed and the surrounding area is to inspect for further FOD. In the event of an aircraft suffering an engine, tyre or whenever an incident occurs that is likely to result in debris being left in a hazardous place the affected area will be inspected and all debris removed before any aircraft is allowed to use the affected area.

4.5.3 Procedures for Sweeping the Movement Area

- Any required sweeping will be highlighted during the daily inspection. Small scale sweeping is carried out by a member of Ops staff using hand brooms or as appropriate. Larger areas of sweeping will be carried out on a fortnightly or as required basis with a mechanical sweeper.

5 Meteorological Information

5.1 Airport Meteorological Services

5.1.1 The Airport will only provide METAR & TAF data from other stations.

5.2 Reports

5.2.1 Route forecasts, area forecasts, wind and met warnings are issued from Exeter or other approved Met Office distributors. The local Meteorological Office is the Exeter Weather Centre.

5.3 Surface State Reporting

5.3.1 Wind information passed to aircraft is from weather equipment located on the Airport, determining wind speed and direction, barometric pressure, humidity and temperature

5.3.2 Only an unofficial observation of runway surface state is offered to aircraft / users

5.4 Low Visibility Procedures (RESERVED)

5.4.1 LVP's are designed to facilitate the safety of operations during periods of low visibility. It is important that the following steps are taken to prevent unauthorised vehicular traffic from entering the manoeuvring area.

5.4.2 When LVPs are in force, only vehicles essential to Airport Operations and driven by an authorised driver with an Airport Driving Permit will be allowed onto the manoeuvring area.

5.4.3 All vehicles on the manoeuvring area during LVPs must be radio equipped and the drivers are to maintain radio contact with ATS at all times.

5.4.4 RVR`s are unofficial.

5.5 Runway Surface Friction Conditions

5.5.1 Due to the length of the runway, there is no obligation for an official surface friction assessment to be provided.

5.5.2 The Duty AFISO is responsible for arranging the measurement of slush/snow depths as frequently as circumstances dictate. The results are to be recorded in the ATS log. No official operational surface friction condition is offered from the Airport.

5.5.3 The Airport Manager is responsible for ensuring compliance with CAP 683 'Procedures for Runway Surface Friction Characteristics'.

5.5.4 Snow, slush & icy conditions are promulgated in accordance the Aerodrome Snow Plan (CIMS/RCA/DA/AO/11.1).

5.6 Aerodrome Facilities Reporting

5.7 NOTAM Action

5.7.1 The Licensee is responsible for notifying the relevant authorities of any errors or omissions in the aerodrome information published in the UK AIP or NOTAMs and of any impending changes in the aerodrome or its facilities likely to affect this information.

5.7.2 The AM/Group ANSP Manager/Group SATE are responsible for notifying the CAA Aerodromes Standards Department of all changes. Any changes to any operational status of 'Aerodrome Facilities' will be notified by NOTAM.

5.8 Reporting Action

5.8.1 The Airport's official website will contain the latest pilot briefing information and known hazards and operational considerations.

5.8.2 Further to this, pilots may call ATS Ops to obtain a verbal briefing of the known aerodrome state.

5.8.3 For significant CAA defined Air Safety risks, a temporary CAA notice can be issued which will appear in the NOTAM system, however this is reserved and only approved for use by the CAA in exceptional circumstances.

5.9 Aviation Activities

5.9.1 Any user of the Airspace (the dimensions of which are defined in this Aerodrome Operations Manual), are subject to the following:

- The Rules of the Air and Air Navigation Order;
- Solent Airport Daedalus ATZ Letters of Agreement (CIMS/RCA/DA/AO/3.1)
- Maritime & Coastguard Agency (MCA) SAR Ops Letter of Agreement (CIMS/RCA/DA/AO/18.1)
- Special restrictions by NOTAM.
- Prior Permission to operate to/from the Airport.

5.10 Procedure for Recording Aircraft Movements

5.10.1 Air Traffic Services using standard CAA format, records all aircraft movements.

5.10.2 It is a condition of use that all pilots/operators report their movements in the predetermined format, to the Airport Authority on a regular basis and not less than the next working day after the movement. Restrictions and penalties will apply for not adhering to this policy.

5.10.3 The computer movement record is maintained by the ATS staff using information derived from flight progress strips.

5.10.3.1 Manual flight progress strip(s) (where used) are retained for a minimum of three months and then may be destroyed unless required for operational investigations.

5.10.3.2 Monthly movement records are available to NATS (Ltd.) for the benefit of en-route charge verification.

5.11 Prohibition of Flight

5.11.1 The Airport Manager (Accountable Manager) is authorised by the Civil Aviation Authority under an ANO 232 approval to prohibit flight:

5.12 The Control of Works

5.12.1 Details are in CIMS/RCA/DA/AO/14.1 – Control of Contractors

5.13 Planning and Development

5.13.1 Major Projects are identified within a Capital Development Programme.

5.13.2 All projects that change the physical characteristics of a licensed Aerodrome require prior approval by the CAA as part of Condition 3 of the Aerodrome License.

5.13.3 All development and planning shall include consultation with the Landowner and Airport Authority and shall include areas unlicensed but adjacent to a licensed area to ensure consideration and due diligence are afforded.

5.14 Major Projects

5.14.1 When a project has been identified, discussions will initially take place between the AM and the CAA (Designated Operations Inspector).

5.14.2 Once a project has been identified the guidance on Aerodrome Development Procedures (CAP 791) should be followed and an application submitted to the CAA for approval. On completion of the work the CAA may attend site for an operational review and final sign-off for use.

5.14.3 In the case of a major project, the detailed design/supervision of the works will be vested in a project architect/engineer. All projects are subject to strict control on site. The AM / EM or an AM appointed person will be responsible for site liaison.

5.15 The Control of Works

5.15.1 Details are in CIMS/RCA/DA/AO/14.1 – Control of Contractors

5.15.2 Construction, maintenance and repair work must regularly be conducted to ensure continual development and safe operations. This work may take place at any time of the year and/or day and night.

5.15.3 As part of the effective safety management at the Airport, it is essential that, before any work on the Movement Area (Manoeuvring, Apron and Maintenance areas) is

authorised, arrangements are in place, which ensure there is no adverse impact on existing levels of safety.

- 5.15.4 The procedures for the control of works are detailed in the Control of Contractors (CIMS/RCA/DA/AO/14.1).
- 5.15.5 External suppliers must satisfy the relevant Safety Management Standards and safety requirements. The procedure for this is documented in Control of Contractors (CIMS/RCA/DA/AO/14.1), which is issued to contractors before work permits are issued and work commences on site.
- 5.15.6 To ensure safe operations, an assessment is made of the following:
- All airside works will be formally assessed for their safety significance of airside operations;
 - A works permit system will be used at all times;
 - Contractors and working parties will be fully briefed before work commences, especially when on the manoeuvring area;
 - Any cranes operating in the vicinity of the aerodrome will be controlled to ensure flight safety is maintained at all times;
 - The AM in collaboration with the Ops team, Contractor and EM will monitor, manage, control, supervise all works airside, and also will return airside areas back to operational service where applicable;
 - All interested parties will be informed of the works by the Airport Management Bulletin system;
 - Future and planned licensed aerodrome developments will be considered for their operational impact and notified to the CAA for their consultation;
 - The AM will ensure developments on and off the Airport do not affect flight safety, including protecting the obstacle limitation surfaces (OLS), the approach procedures, the risk of bird strikes and future Airport development.

5.16 **Minor Works**

- 5.16.1 Minor works airside will be planned in advance in accordance with Control of Contractors (CIMS/RCA/DA/AO/14.1).
- 5.16.2 The general procedures for operating airside will be arranged and co-ordinated by the AM, Ops, EM and, if necessary, the CAA Aerodrome Standards.
- 5.16.2.1 Prior to the commencement of any such work, a responsible representative of the working party will receive a final briefing from the Duty Operations supervisor or the nominated senior Ops Assistant, who will review the Work Permit in accordance with Control of Contractors Procedures.
- 5.16.3 Work in progress which restricts the use of the aerodrome or its facilities will be promulgated in accordance with the [Aerodrome Facilities Reporting](#) process. A copy of such notification will be distributed to known users and uploaded to the pertinent section of the official Airport Website.

5.17 **Control of Access to Aerodrome**

- 5.17.1 Whenever contract works are being undertaken on the Aerodrome, strict control of access will apply (reference - CIMS/RCA/DA/AO/7.0 Security & Access Controls). This is normally achieved by restricting access to one single entry/exit point for the relevant site location.
- 5.17.2 Any vehicle entrance used (e.g. for plant, equipment and material delivery), will be subject to prior notification and access controls will need to be agreed with the AM on a Works Permit.
- 5.17.3 Contractors will be additionally responsible for ensuring deliveries/visitors are appropriately insured, briefed, documented and escorted whilst on site in accordance with their Works Permit.

5.18 Works Services

- 5.18.1 All Contractors providing works services on the Airport must be able to satisfy the AM that they:
- are competent to undertake the work;
 - have the necessary technical constitution approvals;
 - are on an approved list;
 - have a robust Health and Safety Policy;
 - fully understand the Airport Safety Procedures;
 - have the necessary level of insurance cover;
 - can meet the timescale and comply with any restrictions imposed.

5.19 Security

- 5.19.1 In addition to the above operational requirements, all contractors will comply with any security arrangements which will be determined by the Airport Authority. These will mainly cover access control and critical zone requirements as described in the Security & Access Controls Procedure CIMS/RCA/DA/AO/7.0.
- 5.19.2 Additionally, the contractor will ensure that his staff are acquainted with any security procedures which apply to his area of working.
- 5.19.3 The contract works will be subject to regular inspection by Airport Ops or Security to ensure that all regulations are being adhered to. Pre-contract matters involving security will be addressed in advance.
- 5.19.4 All works carried out on the aerodrome must be in accordance with Control of Contractors (CIMS/RCA/DA/AO/14.1) documentation.

5.20 Control of Access to Aerodrome

- 5.20.1 Details are in: Security & Access Procedures - CIMS/RCA/DA/AO/7.0

5.21 Access to Airside

- 5.21.1 The main access to airside areas for personnel and vehicles is documented in the Security & Access Procedures document CIMS/RCA/DA/AO/7.0.

- 5.21.2 Vehicles and personnel entering airside via an access point must not, under any circumstances, be given approval to enter the manoeuvring area without permission from ATS.
- 5.21.3 Vehicles and personnel must not be allowed to enter the manoeuvring area without an escort, unless equipped with a radio and hold the appropriate pass.
- 5.21.4 Outside of operating hours, all gates are closed and locked. Access for authorised airfield users and visiting vehicles must be hosted and escorted at all times.
- 5.21.5 All staff should contact ATS via Licensed Ground Frequency channel 1 before access to specific zoned areas of the Airport is granted.
- 5.21.6 Where necessary specific operational instructions will be issued relating to security matters.

5.22 Aviation Fuel Safety

5.22.1 Reference - CIMS/RCA/DA/AO/5.0

- CAP 748;
- CAP 642;
- DSEAR/ATEX Regulations;
- The use of large fuel bowsers in confined and busy parking areas will not be permitted.
- All fuelling activities shall be carried out in accordance with CIMS/RCA/DA/AO/5.0.

5.23 Persons Responsible for Fuel and Distribution

- 5.23.1 The AM is responsible in accordance with CAP 748 and the ANO for the safe and efficient operation of fuelling activities at the Airport. Fuel is currently available from various authorised refuelling agents using mobile tankers and static bowsers across the Airport. These sources are detailed in CIMS/RCA/DA/AO/5.0 providing the following fuels:
- Jet A1 (F35)
 - Avgas (100LL)
 - Jet A1 (F34 – Jet A1 with FSII)
- 5.23.2 Responsibility for compliance with the quality standards and delivery of fuel provided, lies with the licensed third party organisations dispensing on the Airport. They are obliged to comply with the any regulations as outlined in 13.12 Aviation Fuel Safety and subsequent linked requirements. All authorised refuelling agents will be obliged to conduct refuelling in accordance with the Airport policies and procedures.
- 5.23.3 The AM will have unfettered access and will conduct regular periodic oversight through audits and quality assurance methods as detailed in CIMS/RCA/DA/AO/5.0 and will have the right to immediately stop a fuelling activity should the authorised refueller fail to meet the safety standards or follow the policy & procedures required.

5.24 Refuelling of Aircraft inside Hangars

5.24.1 Refuelling of aircraft inside hangars is not permitted.

5.25 Helicopter Refuelling – Running Rotors

5.25.1 Rotor running refuelling is at the discretion of the refueller following suitable risk assessment and safe systems of work, and will normally be permitted to cover urgent and unusual circumstances such as:

- ambulance or other emergency service mission where time is of the essence;
- when severe weather conditions make it inadvisable to stop engines/rotors;
- operational requirements at the helicopter commander's discretion;
- circumstances which would require the flight crew to carry out pre-departure checks normally undertaken by an engineer;

5.25.2 Extensive detail of refuelling procedures are also contained in Airport Operational Procedures – Fuel document CIMS/RCA/DA/AO/5.0.

5.26 Fuel Reception, Storage, Quality Control and Delivery

5.26.1 The AM is responsible ensuring the suitable day-to-day administration of fuel installations and for ensuring that the following requirements are met.

5.26.2 Ensuring that when informed by ATS, that a departing aircraft has suffered an accident OR made a precautionary landing, records are checked so as to ascertain whether or not the aircraft refuelled at the Airport prior to departure. In the event that it has refuelled at the Airport, then a fuel sample MUST be obtained from the appropriate installation and stored with daily samples pending instructions from the AAIB.

5.27 Fuel Spills

5.27.1 As detailed in the Fuel Policy (CIMS/RCA/DA/AO/5.0), Pollution Prevention Policy (CIMS/RCA/DA/GT/13.0) and Emergency Orders (CIMS/RCA/DA/AO/4.1).

5.28 Accident and Incident Reporting

5.28.1 All personnel are to be familiar with the requirements of [CAA Web Occurrence Reporting](#) and ensure they report all mandatory occurrences in accordance with that document. In addition to the CAA MOR all personnel are to report an occurrence they consider to have an impact on safety through OSHENs and Airport Occurrence Report (AOR).

5.29 Removal of Disabled Aircraft

5.29.1 Aircraft Recovery Procedures - CIMS/RCA/DA/AO/4.7

5.29.2 In the event of a disabled aircraft obstructing the runway or interfering with an approach aid, the duty ATS operator is to consult with the AM, AAIB (as required),

Senior R&FF staff, the EM and the aircraft owner/operator/representative to formulate a plan of action to remove the aircraft as quickly as possible only.

5.29.3 The removal of crashed/disabled aircraft is the responsibility of the Airport Authority and at the cost of the aircraft owner/operator.

5.30 Aerodrome Snow Plan

5.30.1 Procedures to ensure the safe operation of Solent Airport during snow and ice conditions are contained in CIMS/RCA/DA/AO/11.1 – Aerodrome Snow Plan

5.31 Wildlife Hazard Control Plan

5.31.1 The Airport wildlife management is carried out in accordance with CAP 772. The Airport Authority recognises that birds are only one of the major wildlife hazards to aircraft and as such the Airport's policy is to minimise the risk of bird strikes and other wildlife hazards to aircraft on and around the Aerodrome by the planned and co-ordinated use of effective control methods.

5.31.2 The Airport will strive to maintain its estate and immediate surroundings in a bird-free and wildlife controlled state. It will implement this by having in place an organised, structured and well-trained wildlife control operation.

5.31.3 We will:

- Organise an effective system for the management of wildlife control;
- Deploy an effective bird detection and dispersal system;
- Identify the birds which visit the aerodrome and continuously assess the bird strike hazard;
- Identify habitats which attract wildlife and take action to eliminate or reduce the attraction, including the use of a long grass policy;
- Report bird strikes to the CAA and ensure efficient two-way communication between Airport management and the wildlife control operation.

5.31.4 Wildlife patrols are carried out hourly with bird dispersal equipment in the form of recorded distressed bird calls and shotgun firing, blank firing starter pistol and human deterrent.

5.32 Aerodrome Safeguarding

5.32.1 Aerodrome safeguarding is a process of consultation between the Local Planning Authority (LPA) and a consultee, namely the Airport Authority. Under the Statutory Direction within the Town and Country Planning Act, each LPA must consult with the Airport Authority on applications which fall within certain criteria.

5.32.2 The Airport operates within the guidance provided in CAP 738, Safeguarding of Aerodromes, which provides details of the procedures to be followed to safeguard the Aerodrome.

5.32.3 The general assessment of any planning application may take into account some or all of the following:

- Obstacle Limitation Surfaces (OLS);
- Instrument Approach Procedures;
- Public Safety Zones;
- Birdstrike Hazard;
- Interference with Lighting;
- The use of cranes;
- Interference to navigational aids;
- Line of sight to the ATS Tower.

5.33 Runway Incursion Prevention

5.33.1 The definition of a runway incursion is “Any occurrence at an aerodrome involving the incorrect presence of an aircraft, vehicle or person on the protected area of a surface designated for the landing and take-off of aircraft”

5.33.2 To assist in the awareness of this issue, the Airport Authority has adopted the guidance prepared by Eurocontrol, European Action Plan for the Reduction in Runway Incursions. The guidance specifies a review of the following:

- Visual aids – AGL, signs and markings, situational awareness;
- ATS instructions and phraseology;
- Movement area layout and the identification of ‘hot-spots’;
- Airside driver training – its robustness and suitability;
- Maintaining runway safety during works-in-progress.

5.33.3 The Airport Authority has set up a Local Runway Safety Team (LRST) which is an internal part of the Airport Operations Safety Committee. TORs for this group are set out in the SMS.

5.34 Monitoring Third Parties

5.34.1 The Airport Authority is aware of its responsibilities under the ANO regarding the responsibility for the control of those areas inside the aerodrome boundary available for aircraft movements requiring the use of a licensed aerodrome.

5.34.2 Access to the Airport is controlled as described in paragraph 13.11 above.

5.34.3 Third parties operating airside on a regular basis will have to complete Airside Safety Training as a minimum and other training for vehicles and specialist operations.

5.34.4 Irregular visitors to the aerodrome will require an escort from a suitably trained and competent pass holder.

6 VISUAL AIDS

6.1 Aerodrome Ground Lighting (AGL)

- 6.1.1 The Airport is not currently licensed to operate at night and currently has no AGL with the exception of a FATO for the Coastguard.
- 6.1.2 The SATE is responsible to the AM for provision of lighting requirements.
- 6.1.3 Where provided, the Airport lighting meets the requirements of CAP 168 Chapter 6 according to runway status and operating conditions.
- 6.1.4 Runway lighting (once installed) will be described in this Aerodrome Manual and official publications as required.
- 6.1.5 ATS will display the lighting provided in accordance with the time of day and prevailing conditions that correspond to the requirements of CAP168 Table 6.1 and 6.4

6.2 Description of Visual Aids – *There are currently no visual aids at the Airport.*

6.3 (RESERVED) Approach and Runway Lighting

6.4 (RESERVED) Brilliancy Settings

6.5 Standby Power Arrangements

6.6 (RESERVED) Routine Flight Inspections

6.7 Responsibility for Obstacle Lighting

- 6.7.1 All physical features within the Airport and its immediate environs, which are likely to infringe approach/take-off surfaces or are a hazard to navigation are marked with obstruction lights. The principal obstruction light locations are as follows:

- Control Tower Mast
- Airport Weather Equipment Mast
- MCA Coastguard Hangar
- Coastguard Mast
- Spinnaker Tower
- Calshot Stack

- 6.7.2 The control tower and weather mast are the responsibility of the Airport Authority. Relevant obstacles will be recorded on the official Airport CAP 232 Safeguarding report and will be also recorded in the Airport's official AIP entry.

6.8 (RESERVED) Maintenance of Visual Aids

7 RESCUE AND FIRE FIGHTING SERVICES

7.1 General

7.1.1 References:

- CAP 699;
- Airport Emergency Orders (CIMS/RCA/DA/AO/4.1);
- RFFS Theoretical Training (CIMS/RCA/DA/AO/4.9).

7.2 Policy statement of the RFFs Category

7.2.1 The Solent Airport RFFS is established to maintain an effective and efficient Airport Fire Service capable of maintaining an efficient response within their operational area. The level of protection to be provided at licensed aerodromes in the United Kingdom accords with the practice recommended by the International Civil Aviation Organisation.

7.3 RFFS Category

7.3.1 The normal level of daily RFF operational cover is Category A2 with Category A3 on remission.

7.3.2 Rescue and Fire Fighting Services are organised and equipped, manned, trained and operated to ensure the most rapid deployment of facilities to maximum effect in the event of an accident and at any event within the response time requirements set out in Chapter 8 of the CAP168.

7.3.3 The level of protection to be provided at licensed aerodromes in the United Kingdom accords with the practice recommended by the International Civil Aviation Organisation.

7.3.4 Extension of Airport RFFS category or operating hours may be arranged, provided 24 hours' notice is given by the aircraft operator.

7.3.5 Once personnel levels have been increased to the relevant category, the RFFS team will notify ATS, this will be recorded in the logbook.

7.4 Depletion of RFFS

7.4.1 In the event of depletion of the provision of RFF services due to unforeseen circumstances, i.e. mechanical failure of a vehicle or a sudden illness/unavailability of a member of staff, the duty ATS / RFFS staff must carry out the following actions:

- Inform the AM of the reduction on the promulgated RFF category and expected duration of the depletion period, including the Category currently available;
- Check the planned aircraft movements and categories;
- Inform the users by following the communications process in the event of an operational Airport update affecting services and provision. Notifying the users of the depletion and expected duration;
- Arrange the return of the promulgated category at the earliest opportunity;

- When the level of RFF protection are restored to the required category, the duty ATS staff is to immediately inform the AM followed by the users in the same manner;
- Ensure that all actions are recorded in the ATS and RFFS logbook.

7.4.2 Exceptions to the above should be made for emergency landings and for occasions when, in the pilot's opinion, a diversion or hold may introduce a more significant hazard.

7.5 Appliances

7.5.1 RFFS appliances may vary however are, deployed as follows:

	<i>Normal Deployment</i>		<i>Minimum Deployment</i>
Category A2 (A3 on remission)	1 x Isuzu D-Max or 1 x Steyr Puch	+ 3 staff	1 x Isuzu D-Max and/or Steyr Puch + 2 staff

7.5.2 The appliances meet the automotive standards as defined in ICAO Airport Services Manual Part 1. Records of appliance automotive tests are kept in the Control Tower where all training tests, drills are recorded.

7.6 Staffing Levels

7.6.1 The person in charge of the Airport Fire Service is the duty Operations supervisor or Senior Fire Fighter.

7.6.2 Minimum RFFS staffing levels:

	<i>Normal Deployment</i>	<i>Minimum Deployment</i>
Category A2 (A3 on remission)	3 x firefighters	3 x firefighters

1 x Firefighter will be allocated as Officer in charge (normally the Senior Fire Fighter or LCAS).

7.7 Table of Media

<i>Appliance</i>	<i>Water (Litres)</i>	<i>Foam (Litres)</i>	<i>CO2 (kg)</i>	<i>Dry Powder (kg)</i>
Isuzu D-Max	700	42 Level C 3%	20	54 – Monnex 2 – Dry Powder
Steyr Puch Super G	700	35 Level C 3%	Nil	Nil

7.7.1 Minimum stock levels will not fall below those as detailed in CAP 168 chapter 8.

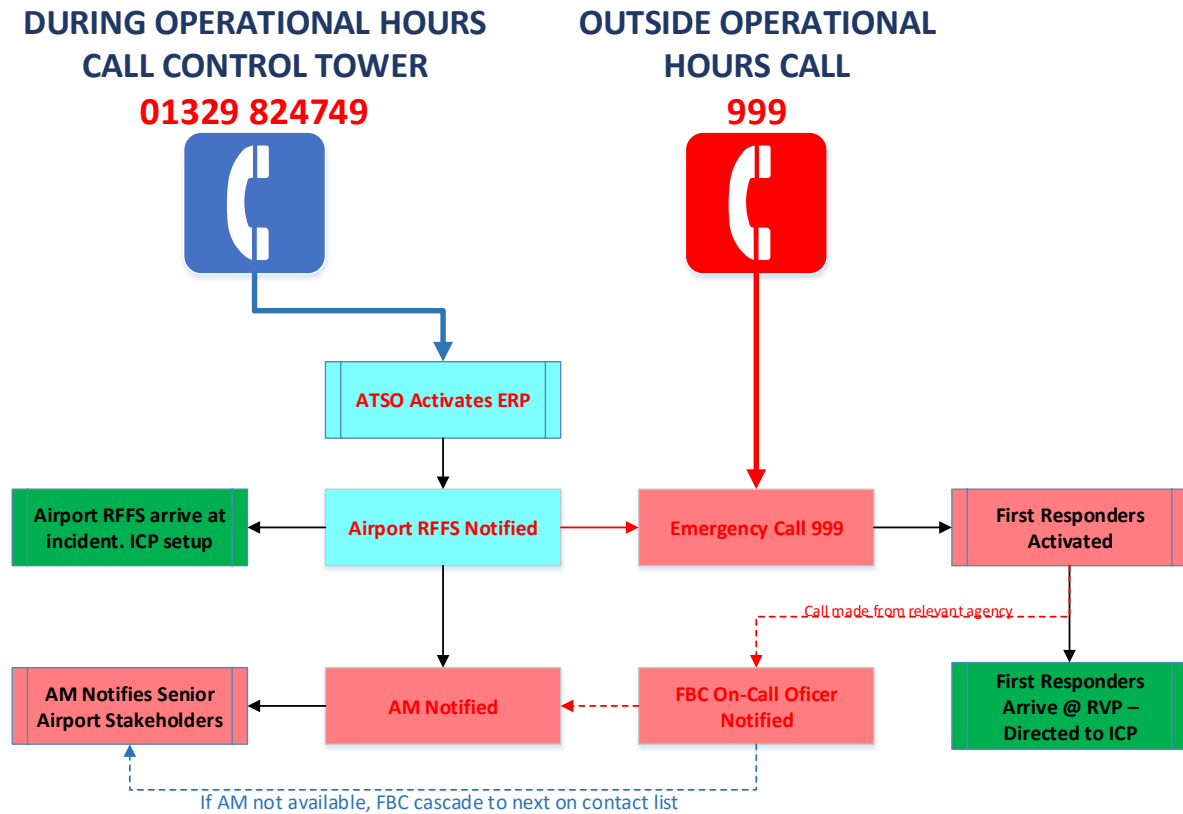
7.8 Call Out Procedures

7.8.1 ATS monitor all apron and manoeuvring areas during Airport operational hours. Any incident requiring RFFS attendance will be in accordance with the Airport Emergency Orders (CIMS/RCA/DA/AO/4.1).

7.8.2 In periods outside of operational hours, operators must have the written approval of the Airport Authority to operate and must allocate a person or company to meet them. Thus allowing for a point of contact to alert emergency services in the event of an incident or support requirement.

7.8.3 The following call-out procedure is to be used:

Figure 5 - Call out Procedure



7.8.4 The crash alarm will be the primary call out systems. This is supported by the radio or telephone system.

7.8.5 RFFS staff remain in constant communication with ATS via portable & fixed R/T at all times whilst off station, this includes training and any other areas within the Airport boundary the RFFS may expect to be during the course of their normal or extraneous duties.

7.9 Response Times and Exercise Turnouts

- 7.9.1 To ensure minimum response times are achieved, a minimum of quarterly response times are performed. Records of all response times and tests are documented and retained for reference and inspection. These include various locations to where the RFFS would be expected to respond.
- 7.9.2 Involvement of RFFS personnel in extraneous duties will be curtailed if for any reason the duty Operations supervisor/ Senior R&FF considers response times will be compromised.

7.10 Training

- 7.10.1 The Senior R&FF is responsible to the AM for the training programme and maintenance of training records for RFFS personnel in accordance with CAP 168 and CAP 699. This training will include but not limited to the following:
- Realistic fuel fire training;
 - First Aid;
 - Low Visibility Procedures;
 - Health and Safety.
- 7.10.2 A detailed and comprehensive training program is contained within the RFFS training manuals (CIMS/RCA/DA/AO/4.9) in accordance with CAP 168 & 699.
- 7.10.3 It is the policy of the Airport Authority that all RFFS personnel must hold a valid HSE approved First Aid at Work qualification, renewable in accordance with current HSE policy.

7.11 RFFS Emergency Response Commitments

- 7.11.1 In the event of a fire, incident or emergency occurring within the Airport full RFFS will be in attendance until the Fire service arrive (if required) or incidence is terminated.

7.12 1000m Response Assessments

- 7.12.1 The areas within 1000m of the ends of runways are completely reviewed annually and visual inspection of the crash gates are carried out daily as part of the airport security. These procedures are contained in CIMS/RCA/DA/AO/4.18.
- 7.12.2 The sea is located at the end of runway 23 and is within the 1000m assessment area.
- 7.12.3 For incidents occurring outside the aerodrome boundary, an agreement was reached with the Emergency Planning Committee members which identifies that support will be provided by the First Responder Network in the first instance, recognising the limitations of resources and unique topography to the sea to the South and farmland to the North. Where any response from the RFFS is justified, egress from the Airport will be wherever possible through the Airport's break-out gates (also referred to as crash gates).

7.12.4 The break-out gates are located as near as possible to provide access directly into the 1000m response areas thus reducing the need for driving on public roads. If a need exists for RFFS appliances to use public highways; a procedure to cover this is contained within the RFFS manual (CIMS/RCA/DA/AO/4.0).

7.13 Landside Aircraft Incidents

7.13.1 The Airport RFFS will normally only respond to aircraft accidents outside of the Airport under special circumstances and only with the permission of the AM and ATSO. In the event of an aircraft accident off the Airport, procedures can be found in the Emergency Orders (CIMS/RCA/DA/AO/4.1).

7.13.2 Special circumstances are:

- A request to attend from the Local Authority Fire Service;
- Humanitarian or moral grounds in accordance with the Airport Authority/Company Policy

7.14 Domestic Incidents

7.14.1 Should any incident occur where life or Airport property is at risk, or the effects from such an incident have an effect on the safe operation or disruption of the Airport, the RFFS will attend as the First Responder. The response will be minimalist to deal with the incident.

7.14.2 Every effort will be made to maintain or recover the Airport category at the earliest opportunity. To this effect upon the arrival of the external emergency services, control of the incident will be directed to them as soon as practicable.

7.14.3 Further detailed information with regard to domestic incidents are contained within the Emergency Orders (CIMS/RCA/DA/AO/4.1).

7.14.4 Any domestic or non-Airport infrastructure incidents attended may be subject to a surcharge.

7.15 Additional Water for use in Firefighting Operations

7.15.1 There are various fire hydrants supplying the Airport as detailed on the Crash Grid contained in the Emergency Orders.

7.15.2 The primary hydrant for water replenishment is located in the North East corner of the airport. There are other hydrants located in close proximity to the airport boundary and should be used as a backup only. The hydrants are depicted on the most up to date airport crash map as part of the Airport Emergency Orders (CIMS/RCA/DA/AO/4.1).

7.15.3 In the event of disruption to water supplies, procedures are contained within the Emergency Orders to request an increase of the local authority Pre-Determined Attendance (PDA).

7.16 Response in Abnormal Conditions

7.16.1 When weather conditions are such as to render a landing or take-off difficult to observe, the RFFS will be placed on 'weather standby'. Procedures for 'weather standby' are set out in the Emergency Orders. Low Visibility Procedures (LVP) are detailed within this manual under Section 6.

7.17 Personal Equipment

7.17.1 All personnel are equipped with suitable protective clothing including helmets with visors, trousers, tunics, gloves and boots. This equipment is regularly examined for wear and tear or damage and replaced when necessary. The RFFS have a PPE/RPE policy to conform to PPE/RPE Regulations and Management of Health & Safety at work.

7.18 Radio Communications

7.18.1 The appliances have approved portable radio communication equipment enabling voice contact to be made between fire service personnel, ATS and the emergency services. Portable R/T communications are also provided to enable RFFS personnel to maintain communications whilst away from the vehicles.

7.19 Inspection and Testing of Appliances and Equipment

7.19.1 The fire vehicle and associated appliances are subject to daily inspections and testing.

7.20 Medical Services

7.20.1 No medical facilities exist at the Airport. The Airport relies on the Local Ambulance Service in cases of emergency or persons requiring transportation to hospital via 999 call. Facilities close to the Airport site: Gosport War Memorial Hospital for minor injuries and the main N.H.S. unit is Queen Alexandra Hospital (QAH) in Cosham.

7.20.2 The MCA Coastguard is based at the Airport and their assistance can be requested through their operational control centre; to provide assistance for medical emergencies.

7.21 First Aid

7.21.1 On site first aid assistance is available at the Airport. All RFFS staff are fully qualified in First Aid at Work in accordance with HSE Health & Safety at Work Act and continued through the RFFS Training Programme.

7.21.2 RFFS Medical training is in accordance with CAP 168.

7.22 Scale of Medical Services

7.22.1 The majority of first aid medical equipment is held in the fire station and on appliances. Medical supplies in the Control Tower are restricted to first aid standard only with first aid boxes strategically placed. A Defibrillator is also held at the Airport and RFFS staff are trained in its application.

7.22.2 A full list of equipment is held in a Test and Inspection Manual (CIMS/RCA/DA/AO/4.10) and controlled using the Equipment Management System (EMS).

7.23 **Emergency Lighting**

7.23.1 Fire appliances are not fitted with external task lights as the Airport operates only in daylight hours.

7.24 **Mortuary Facilities**

7.24.1 No mortuary facilities exist on the Airport. Ambulances would be used to transport bodies to a local hospital or suitable storage facility.

8 EMERGENCY PLANNING

8.1 Responsibility

- 8.1.1 The procedures for the Emergency Response Plan are contained in CIMS/RCA/DA/AO/4.1

8.2 Routine Testing

- 8.2.1 The frequency of major exercises is in accordance with CAP 168 Chapter 9.
- 8.2.2 The Airport has training and familiarisation sessions to ensure that all parties involved are fully aware of their responsibilities and required actions. Testing involves the use of actual exercises, table top and communications exercises to demonstrate the effectiveness of the procedures.
- 8.2.3 Liaison visits and training is carried out in conjunction with the Civil Contingencies Planning Team and local Emergency Responders network.

8.3 Post-Accident Management

- 8.3.1 The Post Accident Procedures will be the same as those described in the Emergency Orders (Aircraft Accident), scaled down if necessary, to comply with the nature of the incident.
- 8.3.2 If the accident is not serious enough to prolong the involvement of the emergency services beyond incident closure, it may be necessary for the aircraft operator and Airport Authority staff to work with the AAIB inspectors until the latter feel that all evidence and investigative procedures have been concluded.
- 8.3.3 An aircraft recovery plan has been compiled by the Airport and is held within the RFFS Manual (CIMS/RCA/DA/AO/4.0).

9 AIR TRAFFIC SERVICES

9.1 Air Traffic Management

9.1.1 Air Traffic Services (ATS) is managed in accordance with the CIMS Governance and Airport Operations Procedures CIMS/RCA/DA/AO documents.

9.1.2 Co-ordination between Solent Airport and Fleetlands heliport is affected in accordance with the Letter of Agreement (LOA) contained in the Manual of FISO (MAFIS) CIMS/RCA/DA/AO/3.0.

9.2 Runway in Use

9.2.1 Selection of a Runway in Use is detailed in CIMS/RCA/DA/AO/3.0 - MAFIS

9.3 Noise Abatement Procedures

9.3.1 Stubbington and Hillhead villages are immediately adjacent to the Western airport boundary and Fareham (Ranvilles lane) is on the north west corner of the visual circuit and all noise sensitive areas. The Airport pilot briefing highlights the joining and circuit procedures.

9.4 Alerting the Emergency Services

9.4.1 The procedures detailed in the Airport Emergency Orders are to be followed.

10 COMMUNICATIONS AND NAVAIDS

10.1 Air and Operational Ground Radio Communications

10.1.1 The Airport operates a UHF ground frequency for vehicles traffic to communicate with ATS callsign 'Lee Tower'

10.1.2 The Air frequency 118.925 MHz callsign 'Lee Information' is for all aircraft operations.

10.2 Radio Navigational and Landing Aids

10.2.1 The airport has no Navigational or Landing aids.