

APPENDIX (6)**PARTICULARS TO BE INCLUDED IN
AN AERODROME MANUAL****1. GENERAL**

- 1.1 Purpose and scope of the Aerodrome Manual;
- 1.2 Statement of legal requirements for an Aerodrome Certificate or Landing Area Acceptance and the Aerodrome Manual as prescribed in these regulations;
- 1.3 Conditions for use of the aerodrome including:
 - a) a statement of the Aerodrome Reference Code, as identified from Chapter 1 section 1.5, indicating the largest aircraft type the aerodrome intends to serve; and type of traffic;
 - b) the operating or planned modality of the runway(s); and
 - c) the lowest meteorological conditions permitted for aircraft arrivals and departures at the aerodrome;
- 1.4 Any limitations on the operation of the aerodrome, including areas excluded from use by commercial aircraft;
- 1.5 The available aeronautical information system and procedures for its promulgation;
- 1.6 The system for recording aircraft movements;
- 1.7 The name, position and telephone numbers of the person who has overall/assigned responsibility at the aerodrome for aerodrome certification and safety issues; and
- 1.8 Statement of the obligations of the Aerodrome Operator.

2. PARTICULARS OF THE AERODROME SITE

Note 1: Aerodrome Operators are encouraged to provide the following diagrams in a format that will permit the Authority to produce charts in accordance with the specifications of ICAO Annex 4. The use of AutoCad files in DWG or DXF format and geographically aligned and georeferenced to WGS84 is preferable.

Note 2: The size of the plans shall be commensurate with the size and complexity of the aerodrome, however ideally an A3 or A4 size drawing shall be included in the Aerodrome Manual. The scale of the plans shall be sufficiently large to show clearly all the elements listed in the following clauses.

2.1 Location Plan

Plan of the aerodrome location showing the aerodrome as expressly set aside for aerodrome purposes, including any Aerodrome Facilities and Equipment outside the boundaries of the aerodrome proper.

Note: The aerodrome location plan shall be presented on a background showing the significant and general topographical features of the area i.e. wadi, hills, etc.; features such as roads, nearest town/city or other populous areas; and the location of any Aerodrome Facilities and Equipment outside the boundaries of the aerodrome.

2.2 Boundary Plan

A plan showing the boundaries of the aerodrome and permanent survey points. This would normally be shown on a Title Deed. If the boundaries of the aerodrome are not defined in the documents of the Title - provide details of claim to land or interest in, the property on which the aerodrome is located and a plan showing the boundaries and position of the aerodrome.

Note: A linear scale shall be shown.

2.3 Aerodrome Plan

Plan of the aerodrome showing the aerodrome facilities for the operation of the aerodrome including (where applicable):

- a) Aerodrome Reference Point with elevation and geographical coordinate (WGS84) labelled;
- b) runways with dimensions labelled;

- c) runway surface types (concrete, asphalt, gravel, etc.) labelled;

Note: Bearing strengths or aircraft type restrictions may be shown in tabular form.

- d) runway end elevations;
- e) runway strip with dimensions labelled;
- f) stopway with stopway end elevation;
- g) clearway with dimensions labelled, and clearway end elevations;
- h) Runway End Safety Area;
- i) approach lighting;
- j) taxiways with names;
- k) taxiway surface types (concrete, asphalt, gravel, etc.) labelled;

Note: Bearing strengths or aircraft type restrictions may be shown in tabular form.

- l) apron with names (T1, T2, Cargo etc.);
- m) navigational aids labelled with type (VOR, DME, etc.) showing critical and sensitive areas identified where possible;
- n) localizer array aerals (with critical and sensitive areas shown);
- o) glide path aerals (with critical and sensitive areas shown);
- p) airside roads;
- q) terminal buildings;
- r) airport fire stations;
- s) aerodrome control tower;
- t) power supply buildings;
- u) other main buildings relevant to the operation of the aerodrome;
- v) airside/landside perimeter fence;

- w) airside/landside perimeter gates (with gate numbers labelled);
- x) meteorological facilities including wind indicators;
- y) boundary of the air traffic control service; and
- z) any part of the Movement Area permanently unsuitable for aircraft and clearly marked as such.

Note: A linear scale shall be shown

2.4 Apron Plan

Plan of the apron areas including (where applicable):

- a) apron with identifying names;
- b) bearing strengths or aircraft type restrictions;

Note: Bearing strengths or aircraft type restrictions may be shown in tabular form.

- c) apron markings associated with the movement and parking of aircraft;
- d) aircraft parking bay designations clearly labelled;
- e) apron markings associated with the parking of vehicles and equipment;
- f) apron markings associated with the operation of vehicles;
- g) location of any nose in guidance system;
- h) any run-up bays or engine start points;
- i) the limits of the apron area;
- j) the boundary of the air traffic control service;
- k) any buildings that front onto the apron;
- l) access gates to the airside area;
- m) a table showing the maximum aircraft code, type, or size permitted to park on each aircraft stand ;
- n) helicopter landing sites and helicopter aiming points; and

- o) any part of the apron area permanently unsuitable for aircraft and clearly marked as such.

Note: A linear scale shall be shown

2.5 Ground Movement Plan

Plan of ground markings used for aircraft guidance showing

- a) all runway markings;
- b) markings in pre threshold areas; and
- c) taxiway and taxilane markings.

2.6 Lighting Plan

Plan of the airfield lighting showing, where applicable

- a) approach lights;
- b) runway threshold lights;
- c) runway threshold identification lights;
- d) runway edge lighting;
- e) runway end lighting;
- f) stopway lights;
- g) visual landing aids (e.g. PAPI);
- h) turning bay lights;
- i) runway guard lights;
- j) stop bar and intermediate taxiway holding position lighting;
- k) taxiway lighting;
- l) apron flood lighting;
- m) obstacle lights on the aerodrome;
- n) illuminated windsocks.

3. PARTICULARS OF THE AERODROME REQUIRED TO BE REPORTED TO AIS

Note 1: Accuracy of the information is critical to aircraft safety. Information requiring engineering survey and assessment shall be gathered or verified by qualified technical persons.

3.1 A description of the procedures used for obtaining aeronautical data, ensuring it meets quality standards, promulgation to the Aeronautical Information Service and review of the published information.

3.2 General Information

- a) name of the aerodrome;
- b) location of the aerodrome;
- c) geographical coordinates of the Aerodrome Reference Point determined in terms of World Geodetic System - 1984 (WGS-84 – ITRF93) reference datum;
- d) aerodrome elevation and geoid undulation;
- e) the elevation of each threshold and Geoid Undulation, the elevation of the runway end and any significant high and low points along the runway, and the highest elevation of the Touchdown Zone of a precision approach runway;
- f) aerodrome reference temperature;
- g) details of the aerodrome beacon; and
- h) name of the Aerodrome Operator and the address and telephone numbers at which the Aerodrome Operator may be contacted at all times.

3.3 Aerodrome Dimensions and Related Information

3.3.1 Runway true bearing, designation number, length, width, displaced threshold location, slope, surface type, type of runway, and for a precision approach runway, the existence of an Obstacle Free Zone;

3.3.2 Length, width and surface type of strip, Runway End Safety Areas, stopways;

3.3.3 Width and surface type of taxiways;

3.3.4 Apron surface type and aircraft stands;

3.3.5 Length and ground profile of clearway;

3.3.6 Visual aids for approach procedures i.e. approach lighting type and precision approach path indicator system (PAPI); marking and lighting of runways, taxiways, and aprons; other visual guidance and control aids on taxiways (including runway holding positions, Intermediate Holding Positions and stop bars) and aprons, location and type of visual docking guidance system; availability of standby power for lighting;

3.3.7 Location and radio frequency of VOR aerodrome checkpoint;

3.3.8 Location and designation of standard taxi-routes;

3.3.9 The geographical co-ordinates of each threshold;

3.3.10 The geographical coordinates of appropriate taxiway centre line points;

3.3.11 The geographical co-ordinates of each aircraft stand;

3.3.12 the geographical coordinates and the top elevation of significant obstacles in the approach and take-off areas, in the circling area and in the vicinity of the aerodrome. (The information may best be shown in the form of charts such as those required for the preparation of aeronautical information publications as specified in ICAO Annexes 4 and 15);

3.3.13 Pavement surface type and bearing strength using Aircraft Classification Number- Pavement Classification Number (ACN-PCN) Method;

3.3.14 One or more pre-flight altimeter check locations established on an apron and their elevation;

3.3.15 Declared Distances:

- a) Take-off Run Available (TORA);
- b) Take-off Distance Available (TODA);
- c) Accelerate-Stop Distance Available (ASDA); and
- d) Landing Distance Available (LDA).

Note: Declared Distances for Intersection Take-offs must also be included. See Chapter 2, Section 2.8 for additional guidance.

3.3.16 Disabled Aircraft Removal Plan

- a) the telephone/telex/facsimile numbers and e-mail address of the aerodrome coordinator for the removal of a disabled aircraft on or adjacent to the Movement Area; and
- b) information on the capability to remove a disabled aircraft, expressed in terms of the largest type of aircraft which the aerodrome is equipped to remove.

3.3.17 Rescue and Firefighting Services

Level of protection provided, expressed in terms of the category of the rescue and firefighting services, which shall be in accordance with the longest aircraft normally using the aerodrome and the type and amounts of extinguishing agents normally available at the aerodrome. Nominate the Fire Command call frequency as 121.6 MHZ.

4. SYNOPSIS OF THE AERODROME OPERATING PROCEDURES AND SAFETY MEASURES

4.1 Reporting Aerodrome Information

4.1.1 Synopsis of the procedures for reporting aerodrome information, or any changes to the aerodrome information as set out in the Jordan Aeronautical Information Publication and procedures for requesting the issue of NOTAMS, including the following:

- a) Procedures for checking the accuracy of information, both prior to and following promulgation;
- b) Procedures for issuing NOTAM during and outside normal hours of aerodrome operation;
- c) Procedures for changing information in the AIP; and
- d) Procedures for providing aerodrome briefing to aircraft operators as required by JCAR Part 139 paragraph 139.359 (e); (see 139.359, added new section)

4.1.2 Names and roles of persons responsible for notifying the changes and their telephone number during and outside the normal hours of aerodrome operations; and

4.1.3 The location and telephone numbers, as provided in the Jordan AIP (Part 1 – Gen 3.1), of the place at which changes are to be reported to Aeronautical Information Services.

4.2 Access to Aerodrome Movement Area

4.2.1 Synopsis of the procedures developed and to be followed in coordination with the agency responsible to prevent unlawful interference in civil aviation at the aerodrome, for preventing unauthorised entry of persons, vehicles, equipment, animals or other things, into the Movement Area including the following:

- a) The role of each agency with a key responsibility for aerodrome security;
- b) Control of access of personnel and contractors;
- c) Control of access of vehicles and equipment, including issuing of “approval” for vehicles to operate airside.

4.2.2 The names and roles of the aerodrome personnel responsible for controlling access to the aerodrome and the telephone number for contacting those personnel during and after working hours.

4.3 Aerodrome Movement Area Inspections

4.3.1 Synopsis of the procedures for the daily inspection of the aerodrome Movement Area and obstacle limitation surfaces, including the following:

- a) Description of the inspections undertaken, and frequency (including timing), to ensure the Movement Area is clear of FOD, harmful irregularities, temporary obstructions or hazardous conditions. A copy of the inspection checklists used must also be provided;
- b) Details of record keeping arrangements and location of the records, including corrective actions taken;
- c) Description of means of communicating with the aerodrome air traffic services and Apron Management Service during the inspection;
- d) Procedures for reporting the results of the runway, taxiway and apron inspections to unit(s) responsible for control of aircraft on the Movement Area, and parties responsible for rectification of any deficiencies found;
- e) Procedures for restricting aircraft operations on portions of the aerodrome where an unsafe condition exists.
- f) The names and roles of persons responsible for carrying out Movement Area inspections and their telephone numbers during and after working hours.

4.4 Aerodrome Electrical System and Visual Aids

4.4.1 Synopsis of facilities and procedures for the inspection and maintenance of the aerodrome electrical system, aeronautical lights (including obstacle lighting), signs, and marking, including the following:

- a) Electrical
 - i) Description of the aerodrome electrical distribution system, including secondary power supply;
 - i) A single line diagram showing as built system;
 - ii) Description of method of testing, including frequency, of secondary power supply;

b) Airfield Lighting

- i) Description of airfield ground lighting at the aerodrome, including VDGS;
- ii) Description of lighting circuitry;
- iii) Details of inspection schedule, type of inspection/calibration conducted;
- iv) A copy of the checklists used;
- v) Details of record keeping arrangements, including corrective actions taken;
- vi) Procedures for reporting the results of the inspection to unit(s) responsible for control of aircraft on the Movement Area, and parties responsible for rectification of any deficiencies found;
- vii) Description of preventative maintenance measures undertaken;
- viii) Description of emergency maintenance procedures;
- ix) Details of the number of personnel involved including shift structure to maintain airfield lighting;

c) Signs and Markings

- i) Details of inspection schedule and type of inspection conducted;
- ii) A copy of the checklists used;
- iii) Details of record keeping arrangements, including corrective actions taken;
- iv) Procedures for reporting the results of the inspection to unit(s) responsible for control of aircraft on the Movement Area, and parties responsible for rectification of any deficiencies found;
- v) Description of preventative maintenance measures undertaken;

d) The names and roles of persons responsible for the operation and maintenance of the

- i) Electrical system;
- ii) Airfield lighting;
- iii) Airfield signs;
- iv) Pavement markings;

including their telephone numbers for contacting these persons during and after working hours.

4.5 Aerodrome Movement Area Maintenance

4.5.1 Synopsis of pavement maintenance programme (preventative and reactive measures) and pavement management system used for the maintenance of the Movement Area, including:

- a) Pavement inventory: Details of paved areas including year of construction, pavement type and strength and year of most recent major rehabilitation for each applicable area;
- b) Inspection schedule and type of inspections/surveys/assessments conducted for paved and unpaved areas including runway and taxiway strips;
- c) Details of record keeping arrangements, including corrective actions taken;
- d) Arrangements for maintaining the paved areas clear of FOD;
- e) Details concerning friction testing, assessment and corrective programme for removal of rubber build up or surface rehabilitation on the runway;
- f) Details for maintaining aerodrome drainage system and ensuring it is adequate and serviceable; and
- g) Details of how overweight operations are regulated in relation to Chapter 2, section 2.6.7 (if applicable);

4.5.2 The names and roles of persons responsible for the maintenance of the aerodrome Movement Area and their telephone numbers during and after working hours.

4.6 Aerodrome Works Safety

4.6.1 Synopsis of the procedures for planning and carrying out works safely, on or in the vicinity of the Movement Area or those areas that may extend above the obstacle limitation surfaces, including the following:

- a) Description of methodology used for the development of a safety plan, including the development of checklists and control of contractors working airside;

- b) Description of methodology used for implementing works safety plan including use of works notification systems and work authority permits;
- c) Description of procedures used for closing off, reopening areas for aircraft use and the formal acceptance of Work Areas prior to returning them to serviceability on a daily basis;
- d) Description of the supervision arrangements for early detection of deviations from intended practices or procedures or systems, if applicable;
- e) Arrangement for communicating with the Air Traffic Services Unit and/or Apron Management Service Unit during the progress of such works;

4.6.2 Names, telephone numbers and roles of the persons responsible for planning and implementing aerodrome works safety plans including telephone numbers to contact those persons during and after work hours

4.7 Apron Management

4.7.1 Synopsis of the procedures used for apron management, including the following interaction between the Air Traffic Services Unit and the Apron Management Service including the following;

- a) Description of geographical area of responsibility, i.e. point of transfer of control of aircraft between aerodrome air traffic unit and Apron Management Service/Unit;
- b) Details of procedures for transfer of control for arriving and departing aircraft between service units (if applicable);
- c) Arrangements for allocating aircraft parking positions;
- d) Arrangements for ensuring that the aircraft stand is available, equipment serviceable and the stand clear of FOD, obstructions/vehicles prior to entry by aircraft, and relaying that information to the service unit responsible for the control of the aircraft onto the aircraft stand;
- e) Details of procedures/systems used for guidance of aircraft onto the aircraft stand and to/from the Manoeuvring Area;
- f) Arrangements for initiating engine start and ensuring clearance of aircraft from mobile or fixed objects during push-back; and
- g) Details of who provides follow me (vehicle) service if required, and how instructions are relayed between the control service/vehicle/aircraft.

4.7.2 The names and roles of person(s) responsible for the Apron Management Service/Aircraft Stand Allocation including their telephone numbers during and after working hours.

4.8 Apron Safety Management

4.8.1 Synopsis of procedures and facilities used to ensure apron safety, including

- a) Protection from jet blast;
- b) Protection from foreign object debris;
- c) Description of contingency measures in place for response to spillages of hydrocarbon substances including cleaning of apron surfaces;
- d) Enforcement of apron safety precautions during refuelling operations;
- e) Details for reporting incidents/accidents on the apron and investigation and analysis of such occurrences;
- f) Details for auditing the safety compliance by all personnel working on the apron; and
- g) Details of any apron/ground safety committee established for promoting apron safety at the aerodrome.

4.8.2 The names and roles of person(s) responsible for apron safety oversight including their telephone numbers during and after working hours.

4.9 Airside Vehicle Control

4.9.1 Synopsis of the procedures for the control of surface vehicles operating on, or in the vicinity of, the Movement Area, including the following:

- a) Details of the applicable traffic rules (including speed limits and the means of enforcement of the rules);
- b) Details of requirements for vehicle serviceability requirements;
- c) A description of the method for issuing driving permits for operating vehicles in the Movement Area; and
- d) A description of the method for issuing vehicle permits/authorisation for vehicles and ground service equipment. Special attention needs to be given for the types of vehicles/equipment that will remain airside.

4.9.2 The names and roles of person(s) responsible for airside driving including their telephone numbers during working hours.

4.10 Wildlife Hazard Management

4.10.1 Synopsis of the methodologies to deal with danger to aircraft operations caused by the presence of bird or mammals on the aerodrome or in the flight pattern, following shall be detailed within the Aerodrome Operator's Wildlife Hazard Management Plan.

4.10.2 Names and roles of the persons responsible for dealing with wildlife hazards, and their telephone numbers during and after working hours.

4.11 Obstacle Control

4.11.1 Synopsis of the system used to control and remove obstacles at the aerodrome and its environs including:

- a) Description of the methodology used to determine the existence of obstacles on the aerodrome and in its environs, including the frequency of assessment or confirmation;
- b) Description of the methodology used to control new obstacles at the aerodrome or in its environs; including new building developments;
- c) Description of the system in place to remove existing obstacles from the aerodrome and its environs;
- d) Details of the procedures used for notifying the Authority of the nature and location of obstacles and any subsequent addition or removal of obstacle for action as necessary including amendment of the Aeronautical Information Service publications; and
- e) Description of the system in place to obtain and report obstacles and terrain data to the Authority in the applicable data collection areas.

4.11.2 Names and roles of the persons responsible for aerodrome safeguarding and the management and control of obstacles at the aerodrome, and their telephone numbers during and after working hours.

4.12 Handling of Hazardous Material

Synopsis of the procedures used for the safe handling and storage of hazardous material on the aerodrome, including the following:

- a) Details of special areas on the aerodrome set-up for the storage of flammable liquids (including aviation fuels) and any other hazardous material;
- b) The method to be followed for the delivery, storage, dispensing and handling of hazardous materials;
- c) Description of the system in place to test the quality of aviation fuel prior to dispensing into aircraft; and
- d) Description of the procedures in place on the apron to ensure safety during aircraft refuelling/defuelling operations.

4.13 Adverse Weather Conditions

4.13.1 Synopsis of procedures to be introduced for Low Visibility Operations, including:

- a) A statement of operation providing detail as to what the lowest limit (meteorological condition) aircraft approaches and/or departures has been accepted by the Authority for the aerodrome,
- b) Details of how measurement and reporting of Runway Visual Range is made;
- c) A description of pre-LVO measures and at what stage(s) they are implemented;
- d) Description of system used to control aircraft and vehicles during low visibility operations.

4.13.2 Synopsis of procedures for notification of severe weather conditions, including:

- a) Overview of the methodology in determining severe weather conditions such as high-winds, heavy rains or sandstorms; and
- b) Description of procedure or system used to notify aerodrome stakeholders (ground based) of severe weather conditions.

4.13.3 Names and roles of the persons responsible for control of the procedures related to Adverse Weather Conditions at the aerodrome, and their telephone numbers during and after working hours.

4.14 Protection of Radar and Navigational Sites

4.14.1 Synopsis of the procedures for the protection and operations and maintenance of radar and radio navigational aids located on the aerodrome to ensure that their performance will not be degraded, including the following:

- a) Description of aerodrome navigation aids;
- b) Details of inspection schedule, type of inspection/calibration conducted;
- c) A copy of the checklists used;
- d) Details of record keeping arrangements, including corrective actions taken;
- e) Procedures for reporting the results of the inspection to unit(s) responsible for control of aircraft on the Movement Area, and parties responsible for rectification of any deficiencies found, and follow up;
- f) Description of preventative maintenance measures undertaken;
- g) Details of the number of personnel involved including shift structure to maintain the navigation aids for the aerodrome;
- h) A description of the maintenance schedule programme;
- i) The arrangement for the control of activities in the vicinity of radar and nav aids installations to ensure that there is no interference of signal;
- j) arrangements for ground maintenance in the vicinity of these installations; and
- k) arrangements for the supply and installation of signs warning of hazardous microwave radiation.

4.14.2 Names and roles of persons responsible for operations and maintenance of radio navigation aids on the aerodrome including telephone numbers for contact during and after work hours.

4.15 Aerodrome Briefing

A description of the system implemented to brief Air Transport Operators and Air Carriers, of the necessary safety and regulatory requirements for aircraft before operating in the Jordan FIR or from Jordan Territory.

4.16 Handling of Blacklisted Aircraft

Details of the procedures adopted to negate aircraft operators from operating at their aerodrome when such aircraft operators cannot meet the Jordan regulatory requirements 139.353, or are subject to:

- a) a ban based upon the origin of registry as notified by the Authority;
- b) a cease and desist order as notified by the Authority; or
- c) when the aircraft is subject to a grounding order as notified by the Authority.

5. Rescue and Firefighting (RFF) REQUIREMENTS

5.1 The name and role of the person responsible for the provision of the Aerodrome Rescue Fire Service including the telephone number for contacting that person during and after working hours.

5.2 High-level Policy statement of the RFF category(s) to be provided.

5.3 At aerodromes where a higher category is available by prior arrangement The Manual shall clearly state the actions necessary to upgrade the facility.

5.4 The Aerodrome Operator objectives for each RFF category provided shall be defined.

5.5 This shall include a chart of:

- a) Amounts of media provided;
- b) Discharge rates;
- c) Number of foam-producing appliances;
- d) Manning levels; and
- e) Levels of supervision.

Note: When the objectives are higher than those set out in these regulations, Aerodrome Operators may also wish to indicate the operational levels acceptable under their safety policies.

5.6 Indicating how the adequacy of the response time capability throughout their functions and locations is monitored and maintained.

5.7 Indicating how RFF personnel engaged in extraneous duties are managed to ensure that response capability is not affected.

5.8 Where the aerodrome provides specialist equipment such as water tankers, rescue craft, emergency tenders, hose layers, appliances with aerial capability, etc., details shall be included in the Aerodrome Manual. Procedures to be followed if these facilities are temporarily unavailable shall also be included.

5.9 Where the aerodrome is reliant upon other organisations to provide equipment which is essential for ensuring safe operation of the aerodrome (perhaps

water rescue), policies or letters of agreement shall be included in the Aerodrome Manual.

5.10 Where necessary, contingency plans in the event of non-availability shall be described.

5.11 A high-level statement describing the process by which Aerodrome Operators to select and retain RFF personnel.

5.12 A high-level statement describing the process by which Aerodrome Operators ensure the initial and continued competence of their RFF personnel.

5.13 Procedures indicating how accidents within 1000 m of the threshold of each runway are to be accessed. Where other difficult environs exist the Manual shall indicate how these are to be accessed.

5.14 Where Aerodrome Operators expect the RFF facility to respond to domestic fires or special services, procedures for managing the impact of this upon the normal aircraft RFF response shall be included.

5.15 Where Aerodrome Operators expect the RFF facility to respond to aircraft accidents landside/off aerodrome, the policy shall be clearly described. This shall include procedures to manage the effects on continued aircraft operations.

5.16 The availability of additional water supplies following an aircraft accident shall be described. Details of the policy to be followed in the event of contractual work which requires isolation or depletion of supplies shall be included.

5.17 An indication of the scale of the medical equipment available. Where medical equipment is held other than on the RFF vehicles a statement indicating its location and how it is to be transported to an incident shall be included.

5.17.1 The Aerodrome Operator shall provide aeronautical data regarding Rescue and Firefighting in accordance with Chapter 2, 2.11.

5.18 Integrated Emergency Planning

5.18.1 The Aerodrome Operators arrangements for determining and implementing plans that ensure the integrated management of response to an aircraft incident/accident. These arrangements shall take account of the complexity and size of the aircraft operations.

5.18.2 Policy statement of distance airport would respond to an aircraft accident off aerodrome.

5.18.3 Additional information/instructions within the Emergency Plan shall be described based upon the hazard/risk registry undertaken by the Aerodrome Operator.

5.19 Disabled Aircraft Removal

5.19.1 The Aerodrome Operators arrangements and implementing plans that ensure the integrated management of aircraft recovery and business continuity following an aircraft incident/accident. These arrangements shall take account of the complexity and size of the aircraft operations and based on the largest aircraft using the aerodrome.

5.19.2 The full provision of Rescue, Fire-Fighting and Emergency Planning for all categories of aerodrome shall be in accordance with JCAR Part 139 paragraph 139.309 Aerodrome Emergency Plan.

6. AERODROME ADMINISTRATION AND SAFETY MANAGEMENT SYSTEM (SMS)

6.1 Aerodrome Administration and SMS Organisation

An organisational chart showing the names and positions of key personnel, involved with aerodrome certification and safety management issues including:

- a) the name, position and telephone number of the person who has overall accountability for aerodrome safety;
- b) A description of their responsibilities including safety accountabilities, and
- c) A description of the safety management group/committee including published safety accountabilities.

6.2 Safety Management System (SMS)

6.2.1 A description of the aerodrome Safety Management System established for ensuring compliance with all safety requirements and achieving continuous improvement in safety performance, including the following essential features:

- a) A statement of safety policies, insofar as applicable, on the process of safety management and its relation to the operational and maintenance process;
- b) A description of how planning and strategy is undertaken including, allocating priority for implementing safety initiatives, and the setting of safety performance targets and assessment of achievement against these targets;
- c) A description of the aerodrome quality assurance system including internal safety audit and review schedule, and methodology for ensuring compliancy with these regulations and quality control on safety;
- d) A description of the system employed for the documentation of all safety related airport facilities as well as airport operational and maintenance records including information on the design and construction of aircraft pavements and aerodrome lighting, and their easy retrieval;
- e) A description of the methodology used to identify risks; and mitigating and controlling those risks to a level as low as reasonably practicable keeping always in view the requirements of these regulations and ICAO Annexes and other documentation;
- f) A description of the system used in identifying critical safety areas which require a higher level of safety management integrity, and the adoption of

- g) licensing; low visibility operations);
- h) A description of the system for reporting occurrences, complaints, defects, faults, discrepancies and failures including the handling and investigation of reports as well as continuing safety monitoring and analysis of trends;
- i) A description of the methods and procedures used for effective communications of safety messages and enforcement of safety requirements; and
- j) A description of the system implemented for recruitment, staff training and competency testing including review and evaluation of the adequacy of training provided to staff on safety related duties and of the certification system for testing their competency.

6.2.2 The Safety Policy shall include:

- a) A statement of intent about maintaining or improving current safety performance.
- b) A statement of intent to minimise the risks of an accident occurring – probably with a “as far as reasonable practicable caveat;
- c) A statement of intent to implement an effective formal safety system
- d) A statement about individual and management accountability and responsibility for safety performance
- e) A statement about the priority ascribed to flight safety relative to commercial, operational, environmental and working practice pressures
- f) A statement about compliance with safety standards and regulatory requirements
- g) A statement about ensuring sub-contractors meets company safety standards and requirements.