

ADVISORY CIRCULAR

No. : AC-35-COVID19-02

Date : June 2020

A. SUBJECT:

Guidelines for Commencement of Operations at Jordan Airports Post COVID-19 Lockdown.

B. PURPOSE:

This Advisory Circular (AC) provides guidance to Airport operators when the COVID 19 lockdown is lifted; hence, all Airports are required to be in preparedness to handle the flight operations. In this regard, the airside operation shall be taken by Airport Directors for smooth restoration of airport operations.

C. STATUS:

This is the first edition of AC-35-COVID19-02 which was originally issued on June 2020. It will remain current until it is withdrawn or superseded.

D. DESCRIPTION:

Following the outbreak of COVID-19 and due to the limitations imposed by individual States, the majority of flights have been suspended. Airports have been forced to scale down their operations until flights resume. Furthermore, airports are used for the long-term parking of grounded aircraft; some Airports Systems such as airfield lighting and radio navigation aids have been switched-off and regular inspections and maintenance may not always be performed according to schedule. Although it is not defined yet when operations will restart, it is important that airports are prepared in order to resume operations safely. For this reason, under their safety management system and in cooperation with air navigation service provider, the Airport Operators should establish a plan that should be implemented prior to the start of operations.

E. REFERENCES:

The following document was used as reference material:

- JCAR Part 139, CARC publications AN14-I

F. APPLICABILITY:

Civil Aviation Regulatory Commission (CARC), Airport Operators and Air Navigation Service Provider.

G. RESPONSIBILITY OF THE AIRPORT OPERATORS:

Airport Operators, when preparing to resume operations, are required to consider in their plan at least the following:

- a) Airport Operators shall issue advisory to all the agencies that they should brief their staff to follow the social distancing measures and wear protective gear to avoid any infection while handling aircraft operations.
- b) Restrict access to critical operational areas to persons who are strictly required and issue the guideline to airport staff to minimize public interaction.
- c) Washing hands with soap/hand wash or using alcohol based hand sanitizers is an effective step to prevent coronavirus infection.
- d) Restrict the gathering of large number of labour/staff at one place on Airside.
- e) All the daily maintenance at Airside to be done by using all preventive measures to avoid infection.
- f) Employees showing symptoms such as high fever, difficulty in breathing and cough may not be allowed entry into airport/offices. Such cases should be reported to Ministry of Health.
- g) Coordinate with Air Navigation Service Provider to ensure the proper functioning of the electrical power supply systems for Instrument Landing System (ILS), Weather Information System and lighting system, including signs.
- h) If a runway or other sections within the maneuvering area are closed due to parked aircraft, the lighting and radio navigation aids of the runway or the section exclusively are switched off and a NOTAM is issued.
- i) Aircraft parked on the maneuvering area do not infringe the obstacle limitation surfaces, the critical and sensitive areas of radio navigation aids serving the active runway(s) and the line of sight of air traffic control. Information on such closed parts of the maneuvering area is made available through a notice to airmen (NOTAM).
- j) Construction or maintenance work sites are appropriately marked and lighted. For ongoing changes or when resuming construction works, ensure hypothesis and mitigating measures are still relevant and implemented.

- k) Facilities and equipment used for aircraft fueling provide the aircraft with uncontaminated fuel and of the correct specification.
- l) Emergency access roads of rescue and firefighting vehicles to the active runway(s) are unobstructed.
- m) Availability and competency of staff to carry out their tasks and human factor associated risks due to reduced activity levels.
- n) Any reported actions are planned and implemented, before resuming operations if needed, including training, inspections, compliance monitoring, corrective action plans (CAPs).
- o) Overall inspection of the paved, unpaved surfaces and surroundings, paying attention to:
- general cleanliness, presence of foreign object debris and any signs of damage to the pavement surface, which could pose a risk to the aircraft operations;
 - leakages and depressions due to long term parked aircraft;
 - presence of wildlife, which might have increased in the absence of regular operations;
 - condition of fences;
 - drainage systems;
 - the state of the vegetation to ensure that lights, signs and markers are not obstructed;
 - condition of movement area markings to ensure adequate visibility;
 - The following checks are required to be carried out by the Airport Operator prior to commencement of the aircraft operation to ensure the facilities are available for the safe aircraft operation:

Check to be carried out on airside before start of aircraft operations	
Area	Check Point
Runway	a) Runway surface condition - Damage to the pavement such as cracking, condition of joint sealing, undulation or unevenness in asphalt surfaces or deterioration of any kind
	b) Runway Pavement contamination -Cleanliness/presence of FOD & Grass in cracked pavement etc.
	C) Runway Marking
	d) Serviceability of Runway Lighting (AGL)
Taxiway	a) Taxiway surface condition - Damage to the pavement such as cracking, condition of joint sealing, undulation or unevenness in asphalt surfaces or deterioration of any kind
	b) Taxiway Pavement contamination -Cleanliness/presence of FOD & Grass etc.
	c) Taxiway Markings
	d) Serviceability of Taxiway Lighting
	e) Serviceability of Guidance signage's (mandatory and informatory)
Apron	a) Apron surface condition - Damage to the pavement such as cracking, condition of joint sealing, undulation or unevenness in asphalt surfaces or deterioration of any kind
	b) Apron Pavement contamination -Cleanliness/presence of FOD & Grass etc.
	c)Apron Marking
	d) Serviceability of apron Flood lights.
	e) Serviceability of apron Guidance signs, parking stands guidance signs etc.
	f) Serviceability of Visual Docking Guidance System
Others	a) Serviceability of approach lights, PAPI
	b) Serviceability of NAV-AIDS/ ANSP
	c) Serviceability of O ration's Vehicles Fire & Airside Management)
	d) Availability of adequate resources and manpower for maintaining fire category
	e) Availability of Ground Handling services
	f) Availability of fueling services
	g) Presence of bird/Wild life & availability of mitigation systems
	h) Perimeter wall/fence is fully secured and repaired if required

p) Refresher training & evaluation especially for ground personnel involved in critical handling of aircraft.

q) FIRE STATIONS

- Social distancing as per norms shall be maintained in the Crew Room.
- All crew members on duty shall compulsorily wear face masks & gloves
- Setting arrangement shall be made in open if crew room is not having sufficient space for social distancing.
- Fire Station in-charge shall follow routine activity chart with social distancing as per norms.
- Ambulances and other equipment have to be properly maintained and disinfected at the beginning of each shift.
- Other guidelines to monitor temperature, sanitation, disinfection etc. at work place issued from time to time shall be followed.
- Above are broad guidelines. However, a station level SOP (Service Operation Procedure) has to be developed by Airport Operators based on local conditions/infrastructure and tested through a table top exercise with all stakeholders for smooth commencement & sustenance of operations post lockdown.



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Chief Commissioners