

# Airport Operational Procedure

**Access & Egress to the North Hangar**

**Ref Number: AOP/02/12**

**Issue Date: 28/02/12**

**It is the responsibility of all employers to ensure that relevant Airport Notices are brought to the attention of their staff. However individuals remain responsible for their own actions and those who are in any doubt should consult their supervisor or manager.**

## **1 INTRODUCTION**

- 1.1 As part of our Safety Management System, the following restriction in regards to access and egress to the North Hangar will be imposed.
- 1.2 This safety measures is to minimise the risk of incursion onto runway 02 / 20 from gate two (2) to the north hangar, and from the north hangar to gate two (2)
- 1.3 This notice has been issued following a recent runway incursion review following the annual CAA audit and will be followed with immediate effect

## **2 OPERATIONAL REQUIREMENTS**

- 2.1 All pilots of aircraft and vehicle users will stop and call ATC as instructed by the signs in place
- 2.2 All aircraft and vehicles will stop on the STOP LINE provided and will not move forward before permission has been obtained (see pictures below)

## **3 CONTROLLED ACCESS & CONDITIONS APPLIED**

- 3.1 Access through gate two (2) is prohibited to all but authorised persons (an authorised person is a pilot / owner / syndicate member of a registered aircraft hangared at the north hanger)
- 3.2 Pedestrians are prohibited and will not walk in either direction from the gate / hangar
- 3.3 Vehicles will not restrict the access or egress at gate two (2)
- 3.4 The chain securing gate two (2) will be kept locked by padlock at all times and must be positioned to stop the gate from being accessed by unauthorised persons (not looped over the gate post for convenience).
- 3.5 Visitors to the north hangar are not permitted to access the site or cross the runway threshold unescorted by an authorised person.

## **4 OPERATING WEATHER MINIMA**

- 4.1 In low visibility conditions access from the north hangar crossing the runway is prohibited.
- 4.2 Pilots already in the north hangar will contact ATC and request an escort vehicle from the RFFS.
- 4.3 No access through gate two (2) to the north hangar will be allowed until the low visibility conditions are lifted.

## QUESTIONS

Albemarle Shoreham Airport limited apologise for any inconvenience caused by these safety restrictions.

Any questions regarding this notice should be addressed to Paul Smith, Operations Manager on 01273 467397.

*Paul Smith*

### Operations Manager

For and on behalf of the Airport Director

Date: 28th February 2012

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Stop board giving a command



Stop board and stop line from gate two (2)



Stop board and stop line from the north hangar

