

Aerodrome Manual

Part A

Technical Management and Procedures

v 3.0

6th March 2018

Compiled, published and distributed by:
The Aerodrome Manual Review Team BCAL.

First Edition -	Unknown date
Second Edition -	11 th October 2010
Third Edition -	30 th November 2012
Fourth Edition -	26 th August 2013
Fifth Edition (v5.0) -	25 th November 2013
Sixth Edition (v6.0) -	20 th December 2014
v6.1 -	15 th January 2015
v6.2 -	19 th March 2015

Aerodrome Manual Part A

First Edition (v1.0)	12 th March 2017
Second Edition (v2.0)	2 nd January 2018
Third Edition (v3.0)	6 th March 2018

AMENDMENT RECORD & HISTORY FOR THE 1st EDITION

Amendment Number & Date	Incorporated By	Changes
v 1.0 12 March 2017	OpsM	Complete and full rewrite following review.
v 2.0 02 January 2018	OpsM	Complete and full rewrite following review.
v 3.0 06 March 2018	AcM	Defects and DEF-01 submissions. Various text and typo corrections.

INTENTIONALLY BLANK

LIST OF EFFECTIVE PAGES

Section	Pages	Date
Amdt Record	i	06 March 2018
Effective Pages	iii	06 March 2018
Contents	v - viii	06 March 2018
Bibliography	ix - x	06 March 2018
Section 1	1 - 4	06 March 2018
Section 2	1 - 4	06 March 2018
Section 3	1 - 2	06 March 2018
Section 4	1 - 14	06 March 2018
Section 5	1 - 4	06 March 2018
Section 6	1 - 2	06 March 2018
Section 7	1 - 2	06 March 2018
Section 8	1 - 2	06 March 2018
Section 9	1 - 2	06 March 2018

INTENTIONALLY BLANK

CONTENTS*Page*

AMENDMENT RECORD & HISTORY	i
LIST OF EFFECTIVE PAGES	iii
CONTENTS	v
BIBLIOGRAPHY AND ABBREVIATIONS	ix

SECTION 1 - INTRODUCTION

Part	Title	Page
1.1	Purpose of the Aerodrome Manual	1-1
1.2	Legal Position Regarding Aerodrome Licensing	1-1
1.3	Distribution of the Manual	1-1
1.4	Amendment Procedures.	1-2
1.5	Preface by Licensee	1-3

SECTION 2 - TECHNICAL ADMINISTRATION

Part	Title	Page
2.1	Name and Address of Aerodrome	2-1
2.2	Name and Address of Licensee	2-1
2.3	Background	2-1
2.4	Promulgating Information of the Aerodrome's Operational State	2-1
2.5	Unforeseen Circumstances (SAFETY CRITICAL STOPPAGES)	2-2
2.6	Un-named Aerodrome Personnel & Responsibilities	2-2

SECTION 3 - AERODROME CHARACTERISTICS

Part	Title	Page
3.1	Location and Elevation of the Aerodrome	3-1
3.2	Aerodrome Plan	3-1
3.3	Obstacles	3-1
3.4	Aerodrome Survey Details	3-1
3.5	Declared Distances Calculation Procedure	3-1
3.6	Surface Description	3-2
3.7	Manoeuvring Area and Apron	3-2

SECTION 4 - OPERATIONAL PROCEDURES

Part	Title	Page
4.1	AIS and CAP32 Procedures	4-1
4.2	Obtaining and Disseminating Meteorological Information	4-1
4.3	Integration of Other Aerial Activities	4-2
	Non-Radio Aircraft	4-2
	Gliding	4-2
	Parachuting	4-2
	Microlights	4-2
	Balloons and Airships	4-2
	Banner Towing	4-2
	Radio-Controlled Model Aircraft	4-2
	Aerobatics	4-2
4.4	Recording Aircraft Movements	4-3
4.5	Runway incursion Prevention	4-3

4.6	Runway Excursion Prevention	4-3
4.7	Foreign Object Debris / Foreign Object Damage (FOD)	4-3
4.8	Routine Airside Sweeping and Cleaning Programme	4-3
4.9	Aerodrome Inspections	4-4
	Two Tier Inspection System	4-4
	Level One Inspection and Frequency	4-4
	Level Two Inspection and Frequency	4-4
4.10	Aerodrome Inspections Following a Report of Debris	4-5
4.11	Low Visibility Procedures	4-5
4.12	Promulgating Information of the Aerodrome Operational State	4-4
	Information on Wet Runways	4-4
	Aerodrome Snow Plan	4-6
	Slush, Ice and Snow	4-6
4.13	Passenger Escorting To and From Airside	4.6
4.14	High Visibility Clothing Airside	4.7
4.15	Control of Access and Works Airside	4-7
	Demised Tenanted Areas and Airside Access	4-7
	Tenants Vehicular Access and use on the Aerodrome	4-8
4.16	Access and Egress Outside Operational Hours	4-8
4.17	Airside Driving Regulations	4-9
4.18	Airside Driving Communications	4-9
4.19	Airside Vehicle Call Signs	4-10
4.20	Hot Works Permits	4-10
4.21	Aviation Fuel	4-10
4.22	Accidents, Incidents and Near Misses	4-10
	Definition of a Reportable Accident	4-10
	Investigation of Accidents	4-11
	Mandatory Occurrence Reports	4-11
	Near-miss Reporting	4-11
	Occurrence Reports (BCAL)	4-11
4.23	Removal of Disabled Aircraft (Following an Accident)	4-11
4.24	Bird and Wildlife Control	4-12
	Habitat Management – On-Aerodrome	4-12
	Habitat Management – Off-Aerodrome	4-12
	Surveillance	4-12
	Bird Dispersal	4-12
	Wildlife Dispersal	4-12
4.25	Waste Food from Abroad	4-13
4.26	Counter-Chemical, Biological, Radiological, Nuclear and High-Yield Explosive (CCBRNE)	4-13
4.27	Defects, Reporting and Rectification	4-13
	High Priority/Safety Critical Defects	4-13
	Routine Low Impact Defects	4-13

SECTION 5 - VISUAL AIDS

Part	Title	Page
5.1	Responsibilities with respect to the Aerodrome Ground Lighting System	5-1
5.2	Visual Aids Available	5-1
	Runway Lighting	5-1
	PAPIs	5-1
	Taxiways	5-1
	Aerodrome Identification Beacon	5-1
	Apron	5-1
	Helicopter Landing Site	5-1
5.3	Operating the Aerodrome Lighting	5-1
5.4	Emergency Power Arrangements	5-2
5.5	Aerodrome Lighting Inspections	5-2
	Recording Inspections and Maintenance	5-2

5.6	Obstacle Lights	5-3
	Outside Aerodrome Boundary	5-3
	Within Aerodrome Boundary	5-3

SECTION 6 - RESCUE & FIREFIGHTING SERVICE (RFFS)

Part	Title	Page
6.1	Policy on Service Provided	6-1
6.2	Remission Factor	6-1
6.3	Movements Outside of Operational Hours	6-1
6.4	Extended Hours of Operation	6-1
6.5	RFFS Operational Policies and Procedures	6-1

SECTION 7 - INTEGRATED EMERGENCY PLAN

Part	Title	Page
7.1	Emergency Response Plan	7-1

SECTION 8 - AIR TRAFFIC SERVICES

Part	Title	Page
8.1	ATS Provided	8-1

SECTION 9 - COMMUNICATIONS & NAVIGATIONAL AIDS

Part	Title	Page
9.1	Navigational Aids	9-1
9.2	Communications	9-1

INTENTIONALLY BLANK

BIBLIOGRAPHY

The following CAA documents have been used or referenced to in the production of this manual:-

CAP32	UK Aeronautical Information Publication
CAP168	Licensing of Aerodromes
CAP232	Aerodrome Survey Requirements
CAP393	Air Navigation: The Order and the Regulations
CAP493	Manual of Air Traffic Services Part 1
CAP642	Airside Safety Management
CAP670	Air Traffic Services Safety Requirements
CAP699	RFFS Competence

The following Internal documents have been used or referenced to:-

AdM(A)	Aerodrome Manual Part A – Technical Administration & Procedures
AdM(B)	Aerodrome Manual Part B – Aerodrome Safety Management
AdM(C)	Aerodrome Manual Part C - Emergency Response Plan
AGCSM	Air-Ground Communication Service Manual
Fd56	RFFS Manual
Fd67	Ground Operations Manual
Fd84	Fuel Handling and Refuelling Operations Manual
MATS2	Manual of Air Traffic Services Part 2 – Local Unit Instructions
MATS3	Manual of Air Traffic Services Part 3 – ATS Equipment and Engineering
MGT-01	Roles, Responsibilities and Accountabilities

ABBREVIATIONS

Abbreviations can be decoded using Aerodrome Manual Appendix D.

INTENTIONALLY BLANK

SECTION 1 - INTRODUCTION

1.1 Purpose of the Aerodrome Manual

- 1.1.1 The purpose of this Aerodrome Manual is to ensure the safe operation of Shoreham Aerodrome (referred to as The Aerodrome within this document) in accordance with the relevant orders, rules and regulations set out by the Civil Aviation Authority (CAA).

1.2 Legal Position regarding Aerodrome Licensing

- 1.2.1 The legal position regarding Aerodrome licensing is contained in the Air Navigation Order (ANO) 2009 Article 211 (as amended).
- 1.2.2 In particular, Schedule 12 of the ANO sets out the information, and instructions, which should be included in the Aerodrome Manual.
- 1.2.3 The Aerodrome is licensed as a “Public Use Aerodrome”, and as such its hours of availability are notified in [CAP32: AD2.EGKA (AD2.3)]. The Aerodrome is available to all persons on equal terms and conditions during operational published hours.
- 1.2.4 The Aerodrome Licence is retained in the Administration Office.

1.3 Distribution of the Manual

- 1.3.1 This manual is distributed to the following:

CAA SARG	Electronic
Aerodrome Document Database	Electronic
Accountable Manager	Electronic
Operations Director	Electronic
Operations Manager	Electronic
Website	Electronic (by application)
SATCO	Electronic
FSM	Electronic
Operations control/briefing room office	Paper copy No1
Air Traffic Services (VCR)	Paper copy No2
Operations Security & Maintenance Office	Paper copy No3
Pilot Self-Briefing Room	Paper copy No4
Handling	Electronic
External Organisations	
Flying Time Aviation	Electronic
A-B Helicopters	Electronic
Sussex Flying Club	Electronic
Perry Air	Electronic
Eastern Atlantic Aviation	Electronic
Advance Helicopters	Electronic
Shoreham Helicopters	Electronic
HeliFly UK Ltd	Electronic

Apollo Aviation	Electronic
KB Aviation	Electronic
Air BP	Electronic
Terberg-DTS	Electronic
Simpson Electrical	Electronic

1.4 Amendment Procedures

- 1.4.1 The OpsM, SATCO, Deputy SATCO and FSM will review and amend the manual as an aerodrome manual working group. Amendments therefrom will be recommended to the AcM for consideration. When and if accepted the manual will be promulgated by the working group.
- 1.4.2 Changes and amendments to the current manual of a permanent or temporary nature due to operational needs, will be confirmed to all manual holders listed at the date of issue. Amendments or variations to the manual will be notified to all manual holders initially via
1. a Supplementary Instruction (SI) for permanent changes using form AD018a
 2. a Temporary Operating Instruction (TOI) for changes which have a timed life using form AD018b
- An issued SI will then be integrated fully into the manual at the annual review meeting.
- 1.4.3 All pages of this manual are numbered along with the date of currency in the footer. The date of currency of all pages will also be located in the list of effective pages which shall be updated with every published amendment.
- 1.4.4 Recipients of hard copies of this aerodrome manual are responsible for carrying out the amendments to their own manuals and for keeping their manual up to date. Once printed the copy is uncontrolled.
- 1.4.5 Amendments shall be recorded in the amendment record & history.
- 1.4.6 Manuscript amendments are not acceptable.
- 1.4.7 Amendments will be made:
1. As required following regulatory updates by the regulator;
 2. When the AcM or Aerodrome Manual User Group considers that an amendment is necessary; or an operational need arises and which requires an amendment (SI) to be issued.
 3. Subsequent to the review of the aerodrome manual working group which shall meet at least annually.

1.5 Preface by Licensee



Aerodrome Manual - Preface by Licensee

The Aerodrome, trading as Brighton City Airport Limited, takes its safety responsibilities extremely seriously and recognises that Aerodrome safety is developed through rigorous training, regular reviews and awareness by every one of their responsibilities to contribute to the safety process.


This manual aids that process providing a definitive statement of the policy and operational procedures adopted to implement that policy at all levels of the organisation and to cover, as far as practical, all eventualities.

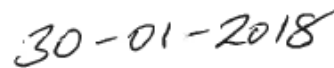
However, the manual forms only part of the safety process and BCAL is keen to ensure that every employee is made aware of and encouraged to contribute to the safety process, and that all Aerodrome users are made aware of the high standards of safety expected of them.

The Aerodrome Authority for its part will ensure the resources are available to meet the highest possible standards and encourage full participation in the safety process through regular reviews and policy and monitoring of standards through the company management.

Managing Director

Anthony Realff


Signature


Date

INTENTIONALLY BLANK

SECTION 2 - TECHNICAL ADMINISTRATION

2.1 Name and Address of the Aerodrome

Shoreham Airport
Shoreham-by-Sea
West Sussex
BN43 5FF

2.2 Name and Address of the Licensee

Brighton City Airport Limited
Pavilion View
19 New Road
Brighton
BN1 1EY
Website: <http://www.flybrighton.com>
Email: operations@flybrighton.com

2.3 Background

- 2.3.1 The operational aerodrome, including ATS, operations, RFFS and security falls within the control of BCAL.
- 2.3.2 BCAL is also defined as the aerodrome authority throughout the document.

2.4 Promulgating Information of the Aerodrome's Operational State

- 2.4.1 The senior management team is solely responsible for closing the aerodrome in terms of the normal operational day-to-day business. A minimum of two members of the senior management team will usually agree and take responsibility to close the aerodrome.
- 2.4.2 The DATCO and Operations RFFS OIC have the authority to temporarily close any runway or other operational area affected by accident or incident, or contamination, or FOD. This will normally be of a short duration and is to allow for an immediate closure for safety reasons.
- 2.4.3 The use of a wet or contaminated runway shall NOT be influenced by, or left to the pilot's discretion.
- 2.4.4 Permanent information regarding the operating conditions is published in CAP32, with temporary information promulgated using UK NOTAMS and the Aeronautical Information Service provided and published by NATS.
- 2.4.5 The OpsM and SATCO are jointly responsible for notifying the Civil Aviation Authority of any known errors or omissions in the published aerodrome information and of any impending changes in the aerodrome or its facilities likely to affect this information.
- 2.4.6 Responsibility for updating the CAP32 entry lies with the SATCO. Responsibility for providing the information to the SATCO regarding any CAP32 amendment, information, etc. lies with the department head.
- 2.4.7 The SATCO will ensure up to date, accurate information about the Aerodrome facilities and operational state is maintained at all times.
- 2.4.8 Whenever any of the following conditions occur or can be anticipated and are of operational significance, action will be taken to amend CAP32 and/or to promulgate the change by NOTAM:
- a) Changes in the availability of the manoeuvring area and changes in the runway declared distances;
 - b) Significant changes in aerodrome lighting and other visual aids.

- c) Presence or removal of temporary obstructions to aircraft operation in the manoeuvring area;
- d) Presence or removal of hazardous conditions due to snow, ice or slush on the movement area;
- e) Presence or airborne hazards to air navigation;
- f) Interruption, return to service, or major changes to rescue facilities and firefighting services available;
- g) Failure or return to operation of hazard beacons and obstruction lights on or in the vicinity of the aerodrome;
- h) Erection or removal of obstructions to air navigation, and erection or removal of significant obstacles in take-off, climb or approach areas;
- i) Air displays, air races, parachute jumping, or any unusual aviation activity along with any other information of operational significance.

2.5 Unforeseen Circumstances (SAFETY CRITICAL STOPPAGES)

- 2.5.1 If, due to unforeseen circumstances, an immediate decision is required to STOP operations, or close, or restrict an operational area due to serious safety critical issues, the most senior person(s) available (deemed by use of the organisation charts in this document) is authorised to make a decision that suspends operations.
- 2.5.2 At the earliest opportunity thereafter, a 'senior manager' will be contacted as to explain the issue. Any temporary decisions will be reviewed through the standard formal processes described in this manual and any further action or changes taken as appropriate.
- 2.5.3 Only after authority from the AcM (or Director in liaison with the AcM) can/shall operations be restarted.

2.6 Unnamed Aerodrome Operational Personnel and their Responsibilities

- 2.6.1 All BCAL operational staff are accountable to their respective department heads they will at all times;
 - a) Carry out their duties in compliance with company operating policies and procedures and manuals
 - b) Comply with relevant safety requirements and procedures outlined in regulatory documents
 - c) Apply safety measures as required by the aerodrome SMS
 - d) Advise the department head of any safety occurrence or system failure, and or report, or identify any potential safety issue or concern via one of the following means;
 - Report directly to your direct line manager
 - *Submit a report via the Centrik Portal <https://brighton.totalaoc.com>
 - Via operational/safety/department team meetings

*Staff will submit ALL safety related reports via Centrik as soon as possible.
- 2.6.2 The company requires all employees to be vigilant and to comply with safe practices they have been taught during formal, or on the job, training courses.
- 2.6.3 All employees are required to report potential breaches of health & safety, and any near hit, or dangerous occurrences through the chain of command in order to achieve continual improvement in the H&SAW standards at the Aerodrome.
 1. Compliance and regulatory standards issues and reports
 2. Annual regulatory audit and other reports

3. Aircraft accident and safety reports
4. Aerodrome safety reports, occurrences and near hits
1. Aerodrome accident, safety and occurrence reports
2. Incident and accident feedback
3. Aviation accident statistics

INTENTIONALLY BLANK

SECTION 3 - AERODROME CHARACTERISTICS

3.1 Location and Elevation of the Aerodrome

Latitude and Longitude	505008N 0001750W
ARP (Aerodrome Reference Point)	Mid-point of runway 02/20
ARP Elevation	7 ft AMSL
Apron Elevation	6 ft AMSL

3.2 Aerodrome Plan

- 3.2.1 A plan of the Aerodrome is shown in [CAP32: AD2.EGKA-2-1]. This plan includes the position of the Aerodrome Reference Point, layout of runways, taxiways and aprons, position of the PAPIs, siting of navigational aids, obstacles and obstruction lighting.
- 3.2.2 A plan to the scale of 1:2,500 is held by the CAA and the GOM as issued in the annual Aerodrome check survey.

3.3 Obstacles

- 3.3.1 A table of obstacles can be found in [CAP32: AD 2-EGKA (2.10)].

3.4 Aerodrome Survey Details

- 3.4.1 The Aerodrome Survey is completed annually. A copy of the survey is lodged with the CAA and is also held in the BCAL admin office.
- 3.4.2 The Aerodrome Survey (or check survey) is carried out by a competent contractor under their reference number EGKA-190-(year of survey)-01.
- 3.4.3 The annual survey is used to identify any changes since the previous survey. All check surveys shall be notified to the CAA by the submission of a Survey Declaration form.
- 3.4.4 Treatment of Objects:
- 3.4.5 Following each Survey, the OpsM shall discuss the survey results with the surveyor with the aim of identifying the most significant movable objects identified during the survey. For this purpose buildings and manufactured structures etc will be considered to be “immovable” objects whilst trees, vegetation etc will be considered to be “movable”.
- 3.4.6 Should an immovable object identified not be lit, the OpsM shall wherever practicable communicate with the responsible person of such a structure and encourage the person to light the structure.
- 3.4.7 The OpsM shall then determine whether it is practical to reduce the impact of such movable objects, for instance by lopping trees etc locally.
- 3.4.8 The OpsM shall thereafter communicate with other surrounding landowners or controlling agencies to request action in felling trees or the like in areas outside the Aerodromes control.

3.5 Declared Distance Calculation Procedures

- 3.5.1 The Declared Distances and the elevations at the beginning and end of each declared distance is provided to the Aerodrome in tabular form as part of the Aerodrome Survey report. The report is held in the BCAL admin office.

3.6 Surface Description

3.6.1 The table below shows the designation, dimensions and surface of all runways.

Runway	Dimensions	Surface	Bearing Strength
02	1036 x 18 m	Asphalt	14/F/B/X/U
02	602 x 23 m	Grass	Below any recognised PCN
06	682 x 25 m	Grass	Below any recognised PCN
13	408 x 18 m	Grass	Below any recognised PCN
20	1036 x 18 m	Asphalt	14/F/B/X/U
20	602 x 23 m	Grass	Below any recognised PCN
24	799 x 25 m	Grass	Below any recognised PCN
31	408 x 18 m	Grass	Below any recognised PCN

3.6.2 All the surfaced taxiways have an asphalt surface.

3.6.3 Taxiway Alpha is 11m wide and Kilo is 7.5m wide.

3.6.4 The apron has an asphalt/concrete surface mix.

3.6.5 Taxiways Juliet and Lima are grass.

3.7 Manoeuvring area and Apron

3.7.1 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.

3.7.2 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, fuelling, and for parking.

3.7.3 A plan showing the apron as described above is provided in appendix A.

SECTION 4 - OPERATIONAL PROCEDURES

4.1 AIS and CAP32 Procedures

- 4.1.1 Information regarding agreements and existing practices is contained in either CAP32 or, in the MATS2. Responsibility for the content and accuracy of these documents lies with the SATCO.
- 4.1.2 Changes to such agreements and practices is agreed after consultation with all affected parties.
- 4.1.3 A copy of the current CAP32 is held in the ATSU and relevant NOTAMs are received in the ATSU via the AFTN. AIS information can also be obtained from the AIS website via the computers in the ATSU and the pilots' briefing room.

All amendments to the CAP32 are submitted via the AIS website.

4.2 Obtaining and Disseminating Meteorological Information

- 4.2.1 Meteorological forecasts, reports, warnings and other information may be obtained by using the computer in the FBU and from the AFTN terminal in the VCR.
- 4.2.2 The AIRMET forecast is received in ATS on the AFTN twice daily.
- 4.2.3 UK TAFS are received on the AFTN daily.
- 4.2.4 Route forecasts and Metfax are available for flights outside the AIRMET regions from the Exeter Met. Office. 6-12 hours' notice is required.
- 4.2.5 METARs and TAFS are obtainable on the AFTN in the VCR.
- 4.2.6 Weather warnings will be emailed automatically to operators on the aerodrome who have requested to receive them.
- 4.2.9 METARs are produced by ATCOs and ATSAs who hold met observers certificates and are sent to the met office via the AFTN. These observations are also promulgated via ATIS.
- 4.2.10 Surface wind speed and direction should be obtained from the displays in the VCR. The readings are received from the met office sensors located in the centre of the aerodrome.
- 4.2.11 Windsleeves are located at in the vicinity of the runway 02 threshold, and holding points B2 and K2 and when horizontal will indicate approximately 25 knots. They can be used to determine wind speed and direction
- 4.2.12 Pressure settings are from met office display in the VCR. In the event of a failure, a precision aneroid barometer in the VCR can be used.
- 4.2.13 Visibility should be checked with the list of measured distances.

4.3 Integration of Other Aviation Activities

4.3.1 Non-Radio Aircraft.

Movements of non-radio aircraft are only accepted on a PPR basis. A time period shall be given within which the aircraft is expected to arrive. Particular emphasis must be paid to brief the pilot on the runway in use, the circuit direction and altitude, QNH and especially precise directions for landing, taxiing and parking. Aircraft are to follow the Radio Failure Procedure.

4.3.2 Gliding.

Gliding is permitted at the aerodrome at the discretion of the DATCO taking into account the weather and traffic situation. If a glider is too close/low to navigate and land elsewhere then every assistance will be given to ensure a safe arrival.

4.3.3 Parachuting.

Parachuting is not permitted the aerodrome unless approved by the Aerodrome Authority. Under no circumstances shall the DATCO give such permission. If permission is given, the operator must arrange clearances with NATS.

4.3.4 Microlights, Paragliders and Paramotors

Microlights or paragliders may only be accepted if they are radio equipped and can comply with normal circuit procedures.

4.3.6 Balloons and Airships.

In general operations are approved when the wind is southerly and less than 8kts. The preferred launch site is in the area of HTA 'E'. The pilot is to advise ATS 2 minutes prior to launch (actual lift-off to be authorised by the DATCO), at which point the RWY-in-Use will switch to RWY06/24 if not already. OOH launches are permitted but the pilot must make blind calls on 123.15 MHz. The pilot must report back to ATS the following day with the departure and landing times and place of landing.

Operations before 0815hrs local and after 1830hrs local are more suitable but other times may be possible subject to the traffic situation and to the DATCO's approval.

4.3.7 Banner Towing.

Banner towing companies must be approved by the Aerodrome Authority but it will remain the responsibility of the DATCO to authorise each flight. Such authorisation will not be withheld unreasonably providing sufficient notice has been given and it will not unduly disrupt the aerodrome operation.

4.3.8 Radio-Controlled Model Aircraft

These are permitted to use the aerodrome subject to a Letter of Agreement (LoA) between the Aerodrome Authority and the operator. The operation is to be conducted outside operating hours.

4.3.9 Aerobatics

Aerobatics will not be authorised within the ATZ outside the period permitted for circuit training. Aerobatics in the overhead may be authorised (provided that it does not affect normal operations) within the above times. The aircraft must not descend below 500ft in order to comply with the Rules of the Air legislation. Any alterations or exemptions to this will only be given by the Aerodrome Authority for the following, using display axis 02/20:

- (a) Display authorisation renewals
- (b) Displays or practice displays associated with events involving the aerodrome.

For (a) and (b) the aircraft commander must show their CAA issued Display Authorisation (DA). The SATCO/DSATCO must authorise the display and the display shall be logged. The DATCO shall permit the display subject to traffic at that time.

4.4 Recording of Aircraft Movements

- 4.4.1 ATS monitor and record all aircraft movements.
- 4.4.2 Landing and take-off times for all arriving and departing flights are recorded on suitable electronic data systems.

4.5 Runway Incursion Prevention

- 4.5.1 Runway guard lights are installed prior to holding point A1 and the surface prior to the runway is marked as "Runway Ahead". These markings are painted on taxiway alpha at the point where it enters runway 02/20.
- 4.5.2 Physical mandatory holds boards are installed in all critical areas where incursions are possible.
- 4.5.3 Only BCAL trained staff are permitted to drive vehicles in the manoeuvring area during operational times. Staff are provided with specific airside training to ensure familiarity with the general and physical characteristics of the aerodrome.
- 4.5.4 All airside vehicles are fitted with fixed two way radios and are under the complete control of ATS when on the manoeuvring area. Vehicles are also equipped with VHF radios and are able to monitor ATS-Aircraft transmissions.
- 4.5.5 The Aerodrome Authority, as far as practicable, follows the recommendations of the European Action Plan for the Prevention of Runway Incursions (EAPPR12).

4.6 Runway Excursion Prevention

- 4.6.1 Runway dimensions for Take-offs (full-length) and Landing are published in the UK AIP. Any changes are promulgated by NOTAM.
- 4.6.2 The runway surface condition, if not dry, is passed to pilots prior to landing.
- 4.6.3 The Aerodrome Authority, as far as practicable, follows the recommendations of the European Action Plan for the Prevention of Runway Excursions (EAPPRE).

4.7 Foreign Object Debris/Foreign Object Damage (FOD)

- 4.7.1 A foreign object is ANYTHING that is not associated with the aerodrome infrastructure, but is in the manoeuvring area.
- 4.7.2 Since foreign objects have the potential to damage aircraft the following precautions must be taken:-
 - a) It is the duty of all users to remove and prevent FOD in the operational area. All FOD must be removed immediately.
 - b) BCAL staff must control and prevent FOD in the manoeuvring area.
 - c) If debris is noticed on the manoeuvring area or apron and cannot immediately be removed ATS must be informed, it thereafter should be removed ASAP.
 - d) Any load or equipment that is to be moved or positioned on the manoeuvring area or apron must be checked and secured prior to entry.
 - e) No vehicle or equipment with insecure loads or contaminated with mud and or stones will be permitted on the manoeuvring area.
- 4.7.3 FOD procedures are contained in [AOP 6707-161](#) available on the Centrik Operations Software.

4.8 Routine Airside Sweeping and Cleaning Programme

- 4.8.1 A high standard of pavement cleanliness will be maintained at all times and a routine programme of sweeping of all airside hard standing areas with the use of the FOD Boss will be undertaken.

- 4.8.2 Weekly sweeps using the FOD Boss equipment will be carried out by the operations RFFS or Security personnel outside of operational hours.
- 4.8.3 Should the weekly sweep not take place for any reason, the operations personnel will conduct the weekly sweep during operational hours under the control of ATS.
- 4.8.4 Procedures are documented in AOP 6707-161 available on the Centrik Operations Software.
- 4.8.4 All sweeps will be recorded in the Centrik Operations Software.

4.9 Aerodrome Inspections

4.9.1 Two Tier Inspection System

- 4.9.1.1 BCAL incorporates a two tier inspection system at the aerodrome within the airside operational area. This system is to ensure a robust and accurate method of inspection.
- 4.9.1.2 These inspections are separate in procedure, and are carried out by different personnel to give the best possible overview.
- 4.9.1.3 The first series of routine inspections are 'level one' daily inspections. These are carried out by operational staff each day as per CAP168, comprising of a pre-opening morning inspection which identifies the operational areas as being 'fit for purpose'.
- 4.9.1.4 The second inspection is a detailed examination of the airside environment with a report produced. This 'level two' inspection is a comprehensive report conducted quarterly by a senior manager who makes the report available to the accountable manager and SAG.

4.9.2 Level One Inspection and Frequency

- 4.9.2.1 A procedure of routine daily inspection is carried out by the operations personnel. This process begins before the aerodrome opens, and continues throughout the operational day until close. Inspections are conducted at three hour intervals.
- 4.9.2.2 The initial pre start inspection procedure is specifically designed to provide a detailed inspection of all airside areas and facilities. The total airside environment is covered by this inspection system, it includes:-
- a) All areas including boundary fences and security systems, markings and signs (including objects directly outside the airfield perimeter fence) where hazards may form risks to aviation safety.
 - b) All apron/stand areas and other aircraft parking
 - c) Taxiways, serving runways up to each runway/taxiway holding position.
 - d) Helicopter pads & training areas (HTA's).
 - e) All runways including grass exit/access taxiways up to the holding positions.
 - f) The associated runway strips including the clear and graded areas (CGA).
 - g) All Aerodrome ground lighting fittings, signs and markings associated with runways, taxiways and aprons.
 - h) All runway approach lighting systems.
- 4.9.2.3 The inspections continue throughout the day on active areas. Inspections can also be call for following a report of FOD, or at any other time at the discretion of ATS or Management.
- 4.9.2.4 The inspection detail and the procedures to be followed are described in the AOI's and are available on the Centrik Operations Software.
- 4.9.2.5 A summary report of the inspection is passed by radio to ATS as the inspection progresses. This gives an early indication of any issues and thus provides the earliest timeframe should a NOTAM be required to restrict operations.
- 4.9.2.6 Should any area, or system be outside of operational tolerances, immediate action will be taken to try and recover the issue with ATS being informed. If after consideration the issue is rendered unserviceable, or a specific area to be limited or reduced, ATS will be informed and a NOTAM issued.

- 4.9.2.7 All inspections will be recorded by ATS in a daily log.
- 4.9.2.8 Any finding of unserviceability or concern will be recorded in the operations duty log, if not actioned and cleared that day, the item will be recorded as a defect and logged according to BCAL's defect procedure.
- 4.9.2.9 The OpsM will at any time sample any inspection by accompanying the inspecting personnel carrying out the inspection.

4.9.3 Level Two Inspection and Frequency

- 4.9.3.1 The level two process is essentially an overview and management audit of the level one inspections conducted daily. This additional inspection ensures that senior Management are fully aware and involved in the overall airside inspection process.
- 4.9.6.2 The level two inspection is carried out quarterly by the OpsM.
- 4.9.6.3 The OpsM level two inspection divides the aerodrome into four distinct areas of inspection. In doing so it ensures the aerodrome is audited & inspected at least once a year outside of the level one daily inspections. These areas are divided as;
- a) Grass operational areas
 - b) Surfaced areas
 - c) General and boundary security
 - d) Lights, signs and markings
- 4.9.6.4 The OpsM inspection is recorded and presented to the SAG team using document SMS-13 safety audit/survey report. Each area is identified fully and any concerns are discussed to plan any required remedial action.
- 4.9.6.5 Prior to the level two inspection, a check will be made of the previous level one inspection reports for that preceding week to ensure records are accurate and defects cleared. This will allow senior management to audit the level one inspection for content and accuracy.
- 4.9.6.6 All level two management inspections are undertaken on foot and are co-ordinated with ATS.
- 4.9.6.7 The SMS-13 reports are completed on the Centrik management software.

4.10 Aerodrome Inspections Following a Report of Debris

- 4.10.1 All reports of FOD will be investigated by the operations personnel
- 4.10.2 FOD following any accident, or suspected incident, in the manoeuvring area or involving a heavy landing, tyre failure, aircraft structural failure or, in the case of turbine engine aircraft, engine malfunction, that operational area is to be fully inspected by operations personnel before any other aircraft are allowed to use that part of the manoeuvring area.
- 4.10.3 Procedures are documented in [AOP 6707-164](#) available on the Centrik Operations Software.

4.11 Low Visibility Procedures

- 4.11.1 LVPs shall be commenced by ATS when visibility falls below 1000m and is forecast to fall below 600m, or if holding points K1 or A1 are not visible from the VCR at any time.
- 4.11.2 LVPs may also be implemented at the DATCO/AGCS discretion in the interests of flight safety.
- 4.11.3 Operating procedures during low visibility conditions are detailed in [AOP 6707-162](#) available on the Centrik Operations Software.
- 4.11.4 Only hard RWY 02/20 and TWY Alpha are used during LVPs.

4.12 Promulgating Information of the Aerodrome Operational State

4.12.1.1 Information on Wet Runways

- 4.12.1.2 The runway state shall be closely monitored, assessed and reported when water based contaminants are present. It is essential to provide a current indication of the nature of any water based runway contaminants, their amounts and the effect on aircraft braking action.

- 4.12.1.3 Responsibility for the assessment of the runway state rests with the operations department.
- 4.12.1.4 The recording of inspections takes place on the Duty Watch Log as provided in the VCR.
- 4.12.1.5 The presence of water on a runway is reported using the following terms:

Description	Occasion
Damp	The surface shows a change of colour due to moisture
Wet	The surface is soaked but no significant patches of standing water are visible
Water Patches	Significant patches of standing water are visible
Flooded	Extensive patches of standing water are visible

- 4.12.1.6 When a runway is reported as 'DAMP' or 'WET', subject to any notification to the contrary, pilots may assume that an acceptable level of runway wheel braking friction is available. When a runway is reported as having 'WATER PATCHES' or being 'FLOODED', wheel braking may be affected by aquaplaning and appropriate operational adjustments should be considered.
- 4.12.1.7 There is no calibrated equipment available for the measurement of braking action on the surfaced runway. The operations personnel will normally assess braking action on the runway unofficially by driving along it using a support vehicle applying the brakes and testing the surface friction available. The only official comment permissible on surface friction is that previously supplied by a pilot. However, when a pilots' report or an observation from the control tower indicates a worse runway surface condition, this information will be passed and identified to the pilots thereafter as an unofficial observation.

4.12.2 Aerodrome Snow Plan

- 4.12.2.1 The OpsM is responsible for all snow clearing measures and arrangements. Procedures are detailed AOP 6707-166 available on the Centrik Operations Software.
- 4.12.2.2 Snow will initially be cleared from the, Alpha taxiway and then the runway 02/20 and apron in that order, using the best equipment available.
- 4.12.2.3 Sanding and or gritting and salting must not be carried out on the operational area (for the avoidance of FOD and contamination).
- 4.12.2.4 Should it become apparent that weather conditions are such that the RFFS are not able to respond to a potential incident with the rate of accumulation of snow, it may be necessary to close the Aerodrome to fixed wing or in extreme cases all traffic.
- 4.12.2.5 The decision to close the Aerodrome due to snow contamination will be made by the at least two members of the senior management team in accordance with section 2.
- 4.12.2.6 ATS will initiate notification of closure to operators & tenants. Thereafter they will NOTAM the closure and inform parent ATCC and AIS.

4.12.3 Slush, Snow & Ice

- 4.12.3.1 The operations personnel will describe the surface condition during routine and ad-hoc inspections as conditions dictate or at the request of ATS.

4.13 Passenger Escorting To and From Aircraft Airside

- 4.13.1 Escorting procedures must be in place to escort all persons at all times without exception.
- 4.13.2 Any person providing escorting duties airside must be a 'competent person' experienced in airside procedures and have a knowledge and understanding of the aerodrome layout. All persons providing escorting duties MUST ensure they wear HVC.

- 4.13.3 Operators (and pilots) are reminded they are responsible for, and must ensure they escort all passengers to and from aircraft at all times whilst airside. Operators (and pilots) must not leave guests or other persons under their control unescorted at any time whilst airside.
- 4.13.4 Non passenger access and egress, e.g. the taking of persons airside for non-flight purposes, e.g. for publicity or photographic purposes etc, is strictly prohibited without BCAL authority. Authority for such purposes must be requested and will only be granted via Air Traffic Control.

4.14 High Visibility Clothing

- 4.14.1 It is compulsory to wear HVC whilst airside at EGKA.
- 4.14.2 The term 'HVC' means a waistcoat as a minimum airside. HVC worn must conform to BS EN471 and be CE marked. All HVC must be used as designed, fully donned when airside.
- 4.14.3 All operators and pilots are asked to cooperate and ensure their staff and persons under their control are fully aware and compliant before going airside. When in a group, only one person needs to don HVC as long as the group stays together as one.

4.15 Control of Access and Works Airside

- 4.15.1.1 Airside access is not a right of any tenant or operator and must be authorised prior to any entry, or agreed previously via a tenancy agreement, see Demised Areas and Airside Access
- 4.15.1.2 Airside Access Control and Permit to Work application forms EGKA AD006 & EGKA AD007 exist to control and secure the airside environment and are available from the operations control/briefing room office.
- 4.15.1.3 The permit, EGKA AD006 provides access/egress airside only. This permit can provide access from gate two (2), gate eight (8) gate ten (10) and gate thirteen (13) only. The permit will provide access to and from the desired hanger/aircraft/apron area required by the shortest access route available.
- 4.15.1.4 The permit, EGKA AD007 is required if any form of static work(s) or service that requires persons or equipment to work in the controlled airside area. No matter the time duration or content of those works a permit will be required, e.g. If any work is to affect the operational area, or encroachment on any part of an active area, or other place that affects another aerodrome user(s), the Permit to Work form must be completed in full and approved and agreed before that activity is actioned.
- 4.15.1.5 It is a pre-requisite that suitable insurances are held, are current, and are suitable and sufficient for the type of access required and works to be completed.
- 4.15.1.6 Vehicles wishing to proceed airside must be fitted with an obstruction light fixed at the highest point available, hazard lights are not an acceptable alternative.
- 4.15.1.7 Airside access permits are intended for use by operators, and tenants or organisations who are expecting contractors or other third parties or their agents to gain access airside for the purposes of their business.
- 4.15.1.8 Examples of when these forms should be completed are:-
- a) Maintenance or construction work to a facility requiring airside access
 - b) Aircraft cleaning (restricted to tenanted area only, not general apron or parking areas) and essential maintenance e.g. component failure of a visiting aircraft (This does not include regular or routine maintenance for tenants by contractors)
 - c) Demonstrations of equipment or aircraft
 - d) Publicity shots or filming
 - e) All general deliveries requiring airside access that load or unload
 - f) Any time a non-aviation experienced organisations/persons are required to proceed airside (subject to prior approval by senior management)
- This list is not exhaustive and is subject to change without notice!*
- 4.15.1.9 All equipment and any load must be secure before access will be given for FOD prevention.
- 4.15.2 Demised Tenanted Areas and Airside Access**
- 4.15.2.1 Operators and tenants with demised areas 'airside', which are provided with gate access do not need to complete form EGKA AD006/7 if access is directly from the landside/airside

boundary fence, to and from their apron or hanger. As long as they have a 'suitable and sufficient safety procedures' and 'risk assessments' for that area, and they have previously been agreed and approved by the aerodrome authority in writing (all documents agreed should be reviewed and resubmitted for approval every 5 years, or when the lease changes. Agreements shall otherwise be classed as expired, and the tenant be subject to all normal airside controls and restrictions).

4.15.2.2 The responsible organisation and or person in control of that demised area will remain responsible for the activities on their demised area regardless.

4.15.2.3 At all times, all liabilities resulting from operations in that area will be that of the operator/tenant to which that area is demised.

4.15.3 Tenants Vehicle Access to the Aerodrome

4.15.3.1 Tenanted vehicles required to operate airside on a regular basis shall be subject to the following conditions:

1. The vehicle details will be submitted and approved by The Aerodrome Authority prior to use, and will only be driven by approved permit holders.
2. The vehicle is to be specifically insured to operate airside at EGKA.
3. The sum insured must be adequate to cover any potential liability in respect of actions, claims, and costs and must be not less than £10,000,000. A copy of that insurance which must indemnify the Aerodrome is to be kept within that vehicle for inspection by Aerodrome staff on request.
4. Vehicles prior to entry, must be equipped with an omni-directional flashing yellow obstacle light that meets the specification set out CAP 168 Licensing of Aerodromes. (Blue lights, where fitted will be sufficient and used by all emergency vehicles not normally based at the Aerodrome).
5. The vehicle is to be 'fit for purpose' and in a condition not likely to degrade airside safety, or create FOD, and all stowed items or loads are to be secured.
6. If used for night operations (past official night) that vehicle is suitable with adequate lighting provided and have reflective outline markings visible describing its extremities.
7. Vehicles used by outside agencies for one off deliveries will be escorted airside by approved ATP drivers. A charge of £20 per vehicle, per movement (in and out x 1) will be made.
8. Vehicles under escort are not exempt from the above conditions but subject to the consignee accepting full responsibility for that vehicle and any acts and omissions by the persons in control of that vehicle, and or equipment within that vehicle including during loading and unloading.
9. If escorting vehicles or personnel airside and the employees of BCAL are required to stay with a load, or delivery for safeguarding reasons over 10 minutes, a minimum charge will be made for the first hour, and an additional charge made for any subsequent half hour.
10. See Aerodrome Charges.

4.16 Access and Egress Outside of Operational Hours

4.16.1 Only specific persons with prior approval can access the aerodrome out of hours. Permissions will only be granted and approved by the MD, OpsM or SATCO following a review of a specific risk assessment provided by the person wishing to gain access.

4.16.2 Drivers and pedestrians must be aware of and refer to the possibility of unexpected aircraft ground movements and the potential for unauthorised take-offs or landings in their risk assessment.

4.16.3 Whenever driving on the manoeuvring area or apron a listening watch via radio must be maintained on 123.150MHz.

4.16.4 The vehicle prior to entry must be fitted with an omni direction beacon which must be switched on at all times.

- 4.16.5 ALL pedestrians must don high visibility clothing at all times whilst airside and carry a functional torch outside of operational hours.

4.17 Airside Driving Regulations

- 4.17.1 Airside Driving Regulations are published in order that a high standard of safety can be achieved and maintained by persons and vehicles moving on the operational aerodrome. These regulations are in addition to the requirements of Rules 41 and 42 of the Rules of the Air Regulations 2007 (As amended). See the BCAL Aerodrome Driving Manual.
- 4.17.2 Access to the manoeuvring area – basic rules
- Only BCAL approved drivers are authorised to drive airside (unless under escort). Vehicles under escort will;
- Move only when instructed and obey all instructions given by the escort vehicle driver (stop and sound the vehicle horn if there is an issue)
 - Obey all airfield signage
 - Park as directed and in approved areas only
 - Unless operationally necessary, not drive close to parked aircraft
 - Never drive in front of an aircraft which has engine(s) running.
 - Obey the speed limit of 20 mph (but keep pace behind the escort vehicle as directed)
 - Return to briefing if in any doubt

4.18 Airside Driving Communications

- 4.18.1 All company vehicles (with airside use) will have two way fixed radios fitted as standard. Communication is a key safety requirement when driving airside and the radio will be monitored at all times.
- 4.18.2 The following is a reminder of the basic radiotelephony techniques to be followed when using vehicle or handheld radios in the operational area:-
- Maintain a continuous listening watch
 - Listen out before transmitting
 - Use the appropriate call sign (AOP 6708-162)
 - Be clear and concise
 - Avoid clipped transmissions
 - Ensure that all messages are clearly understood
 - If an immediate reply is not received be patient. The tower staff may be working several frequencies or may be on the telephone.
- 4.18.2 Radio Failure Procedure: the following procedure shall be adopted:-
- Continuously flash vehicle headlights towards the tower to attract attention. Once seen, you must obey light signals from the tower e.g.
 - VCR light signals.

Light Signal	Definition
Steady RED	Stop (and or remain in position)
Flashing RED	Clear the manoeuvring area immediately (to the nearest boundary edge avoiding runways)
Steady GREEN	Proceed

Flashing WHITE	Return to the tower (by the boundary edge)
----------------	--

- b) If no signals are seen, or if outside of visual range then return to the base of the tower following the boundary edge. Remaining clear of all landing areas. Be vigilant for helicopters air-taxiing.
- c) Do not cross any runway (except after receiving a steady green light).
- d) Cross taxiways with extreme caution!

4.19 Airside Vehicle Call Signs

- 4.19.1 AOP 6708-162 describes the airside call signs for company nominated vehicles and plant and is available on the centrik operations software.
- 4.19.2 Only authorised and competent BCAL trained drivers will operate nominated vehicles or plant airside.
- 4.19.3 All vehicles will be under the control of ATS via radio and will only enter the manoeuvring area when authorised to do so.

4.20 Hot Works Permits

- 4.20.1 A hot works permit procedure is in force airside, and in buildings and hangars controlled by the aerodrome authority BCAL using form AD005 available on the centrik operations software.
- 4.20.2 Events requiring grinding, welding, using hot air guns and the like, prior approval must be given before the work commences.
- 4.20.3 The hot works permit procedure is administered and controlled by operations personnel based in the operations control/briefing room office.
- 4.20.4 All operators and tenants and contractors requiring hot works permits should report to the operations control room and submit a written request prior to any works and seek approval as required.

4.21 Aviation Fuel

- 4.21.1 Policies and procedures for the handling and storage of aviation fuel are contained in the Fuel Handling and refuelling operations manual which is available on the centrik operations software.
- 4.21.2 Aviation fuel is subject to approvals from the trading standards department of the local council. BCAL holds the petroleum licence for shoreham airport (BCAL) and all rules and requirements of that licence must be obeyed.
- 4.21.3 All fuel supplied by BCAL is quality controlled and tested prior to delivery via the JIG4 standard and will be the ONLY fuel delivered to aircraft within the operational area (airside) at BCA.
- 4.21.4 No fuel other than avgas 100LL, or JET A1 will be supplied to any aircraft at BCA.

4.22 Accidents & Incidents

4.22.1 Definition of a Reportable Accident

- 4.22.1.1 Definition of a Reportable Accident is; "an occurrence associated with the operation of an aircraft that takes place between the time when any person boards the aircraft with the intention of flight and such time as all persons have disembarked in which:
 - Any person suffers death or serious injury whilst in or upon the aircraft or by direct exposure to jet blast

- The aircraft incurs damage or structural failure which adversely affects its structural strength, performance or flight characteristics that would normally require major repair or replacement of the affected component.

A full description of a reportable accident is given in [CAP493: Sect6].

4.22.2 Investigation of Accidents/Incidents.

- 4.22.2.1 In the event of an aircraft incident or accident on or adjacent to the aerodrome within 1000 metres, the co-ordination of the accident investigation and reporting procedure is the responsibility of the MD, delegated to the SATCO and OpsM subject to the type and scale and type of the event.
- 4.22.2.2 For ATS events, the DATCO/ATSA involved will follow the national reporting procedure as per CAP493. The report is to be made by the quickest means available to the chief inspector of accidents, department for transport, air accident investigation branch.
- 4.22.2.3 For ground operations the OM, RFFS OIC involved will follow the national reporting procedure as per CAP493. The report is to be made by the quickest means available to the chief Inspector of accidents, department for transport, air accident investigation branch.

4.22.3 Mandatory Occurrence Report.

- 4.22.3.1 The procedure for mandatory occurrence reporting is to be initiated by the relevant department, ATS or operations in liaison with the SATCO or OpsM, in accordance with article 226 of the air navigation order 2009 (as amended). Guidance on reporting is in [CAP493: Sect6].
- 4.22.3.2 Within 96 hours of the incident a report is to be dispatched to the CAA safety data and analysis unit. Forms are available in the ATSU. Data discs should be impounded as per MATS3.

4.22.4 Near-Miss Reporting

- 4.22.4.1 A near-miss is an unplanned event that did not result in injury, illness, or damage – but had the potential to do so. Only a fortunate break in the chain of events prevented an injury, fatality or damage; in other words, a miss that was nonetheless very near.
- 4.22.4.2 All near-misses at EGKA will be subject to a report which will be forwarded to the OpsM without delay for investigation, or the SATCO (for ATS events).
- 4.22.4.3 For information on reporting near misses or other safety related reports please visit: <https://www.brighton.totalaoc.com/safety> and submit the report on centrik operations software.
- 4.22.4.4 An external document for near-miss and occurrence reporting is also available on the aerodrome website www.flybrighton.com/fly-with-us/operators-and-pilots-information

4.22.5 Occurrence Reports (BCAL)

- 4.22.5.1 All safety related events, system failures and or operational events that alter normal day to day operations shall be subject to a BCAL occurrence report.
- 4.22.5.2 For information on reporting occurrences or other safety related reports please visit: <https://www.brighton.totalaoc.com/safety> and submit the report on centrik operations software.

4.23 Removal of Disabled Aircraft following an Accident

- 4.23.1 Procedures for dealing with disabled aircraft are detailed in CAP493. Subject to the provisos of CAP493, no part of an aircraft that is subject to a UK AAIB accident investigation can be legitimately moved from the accident site until the senior accident investigator on site grants permission to do so.
- 4.23.2 In the event of any aircraft accident, the AAIB must be informed by the quickest possible means (usually via ATS).
- 4.23.3 An accident scene is immediately restricted to qualified medical practitioners, rescuers and aerodrome officials. Only authorised persons shall have access to the scene of an aircraft that has been involved in an accident.

4.23.4 An authorised person (reference above) is a person authorised by the secretary of state to have access to an aircraft and includes any police officer or any empowered government official.

4.24 Bird and Wildlife Control

4.24.1.1 The processes which are used to make the aerodrome unattractive for birds and wildlife involve a combination of habitat management, surveillance and dispersal strategies. Lethal methods are also used.

4.24.2 Habitat Management – On Aerodrome.

4.24.2.1 With the exception of areas where it is operationally necessary to have short grass, such as runways, taxiways and aircraft parking areas and the areas adjacent to the runway and taxiways, the policy is to let the grass on the aerodrome grow to a height of 6” to 8”, or higher provided that the grass does not fall over. These areas of long grass are cut one or two times each year after which the cut grass is to be bailed and removed by external contractors

4.24.3 Habitat Management – Off Aerodrome.

4.24.3.1 The MD monitors local planning applications and makes appropriate responses if any application has the potential to be bird attractant. The MD will inform the OpsM and SATCO of any such potential developments.

4.24.4 Surveillance.

4.24.4.1 Bird control is part of the routine airfield inspection, conducted by the operations personnel. The inspection also checks the airfield for the presence of any wildlife. Any significant findings of birds are immediately dispersed by suitable means and are reported to the DATCO for recording purposes.

4.24.4.2 ATS are also expected to be vigilant for the presence of birds or wildlife on the aerodrome and for ensuring that if required the birds or wildlife are dispersed by requesting action from the operations personnel. ATS will also react similarly to reports received from pilots.

4.24.4.3 The bird control officer maintains a map which highlights the areas in the local area which are likely to be attractive to birds. The areas shown on the map include:-

- 1) Lakes and other significant areas of water
- 2) Landfill sites
- 3) Sewerage plants
- 4) Rookeries
- 5) Areas of known concentrations of birds

4.24.4.4 The bird control officer reviews all reports of bird or wildlife activity to identify trends or common factors and if necessary instigates remedial action.

4.24.4.5 Bird patrols are carried out to ensure that:-

- 1) The presence of birds on the airfield and in the surrounding area is minimised.
- 2) An environment not conducive to the presence of birds is created.
- 3) Birds on the airfield are detected and dispersed.
- 4) Warning can be passed to aircraft and ATS about the presence of flocks of birds on the aerodrome.
- 5) The formation of night roosts is prevented.

4.24.4.6 Bird patrols are carried out across the active airfield. All areas are to be patrolled, with emphasis rather than concentration being on the active runway.

4.24.5 Bird Dispersal

4.24.5.1 To disperse birds the bird control officer or nominated operations personnel shall use various methods. These include the bird-scarer to play the appropriate bird distress call, the very pistol and manual systems.

4.24.6 Wildlife Dispersal

- 4.24.6.1 To disperse wildlife or other animals the operations personnel shall use whatever method is preferred on that occasion such as scaring or herding, is appropriate to the situation.

4.25 Waste Food from Abroad

- 4.25.1 It is illegal for any catering waste to be brought into the UK from outside the EU (channel islands excepted) unless it is disposed of under controlled conditions authorised by DEFRA. Consequently, any pilot requesting customs from outside the EU should be aware of this.
- 4.25.2 The aerodrome (BCAL) is not authorised and does not have procedures or equipment to accept foods or any food waste product from an aircraft, Therefore no food waste shall be deposited of, or will be accepted by the aerodrome under any circumstances.

4.26 Counter-Chemical, Biological, Radiological, Nuclear and High-Yield Explosive (CCBRNE)

- 4.26.1 The aerodrome does not have the facilities to cope with any aircraft that has declared to be carrying any of the above hazards.
- 4.26.2 All assistance will be given by ATS in finding a suitable diversion aerodrome.

4.27 Defects, Reporting and Rectification

- 4.27.1 Defects of equipment must be reported, recoded and managed proactively by all departments to ensure an efficient rectification and closure.
- 4.27.2 The centrik software provides a two tier system for recording and reporting defects. Personnel shall evaluate the need of the equipment/defect and use the appropriate reporting/recording procedure.
- 4.27.3 High importance "Priority / High Impact Defects" can be submitted to the AcM and risk managers directly using the defect report form DEF-01 as is available in the SMS reports module. This input will be used when a failure is of such an operational importance that it could jeopardise safety of the operation, and requires an immediate action/instruction. On input centrik will issue a notice and alert selected persons of the defects to which actions can be immediately advised.
- 4.27.4 The centrik equipment module provides an alternative means of reporting and recording defects that are in need of action and rectification, but are not considered high impact. This equipment module will allow more mundane equipment defects to be recorded, tracked and signed off once returned to a steady operational state. Personnel should use this recording option for day-to-day equipment defects.
- 4.27.5 During submission of a defect in the equipment module, the submitter will be asked to grade the defect in priority and severity. Priority will be marked from 1 to 3, 1 being a greater need. Severity will be marked from A to C, A being a greater need. Using the table below the priority and severity timeline will be confirmed for rectification of the defect.

Severity	A - High impact	B - Medium Impact.	C - Low Impact
Priority	Performance is compromised which could lead to reduction in operational safety.	Reduces operational performance but not safety.	A minor irritation to operational performance
1 – High Operationally required.	A - 1 Immediate action is required. (Submit DEF-01)	B – 1 1 Week recovery action required.	C – 1 1 month recovery action required.
2 – Medium Defect leading to some operational difficulty	A – 2 1 Week recovery action required.	B – 2 1 week to 1 month recovery action required.	C – 2 1 – 3 month recovery action required.
3 – Low Minor impact in service provision.	A – 3 1 month recovery action required.	B – 3 1 – 3 month recovery action required.	C – 3 1 – 3 month recovery action required.

INTENTIONALLY BLANK

SECTION 5 - VISUAL AIDS

5.1 Responsibilities with Respect to the Aerodrome Ground Lighting System

- 5.1.1 The AcM is responsible for the provision of aerodrome lighting in accordance with CAP 168.
- 5.1.2 The AcM delegates the operational responsibility to the OpsM and AGL Supervisor.

5.2 Visual Aids Available

5.2.1 Runway Lighting

- 5.2.1.1 Lighting is available on the surfaced runway 02 / 20 only.
- 5.2.1.2 The lighting consists of low intensity, omni-directional white elevated and flush edge lights, flush green threshold lights and elevated and flush red stop end lights.

5.2.2 PAPIs

- 5.2.2.1 PAPIs (Precision Approach Path Indicators) are installed for instrument approaches on runway 02 / 20
- 5.2.2.2 Runway 02 PAPIs are 90 metres from the threshold and set at 3.5 degrees on the left hand side to give safe clearance over the fixed obstacle railway track
- 5.2.2.3 Runway 20 PAPIs are 90 metres from the threshold and set at 4.5 degrees positioned on the right hand side to give safe clearance over the fixed obstacle access road/A27 and rising ground to the north.

5.2.3 Taxiway

- 5.2.3.1 There are low intensity, omni-directional blue elevated edge lights on taxiways Alpha, Kilo and Bravo taxiways, plus Charlie & Northern Loops.
 - a) Kilo has flush lights fitted at the runway 24 intersection.
 - b) Yellow runway guard lights are positioned prior to holding point alpha 1 and bravo.

5.2.4 Airfield Identification Beacon

- 5.2.4.1 An aerodrome identification beacon which flashes "SH" in green is installed in the centre of the aerodrome.

5.2.5 Apron

- 5.2.5.1 The apron is floodlit in the vicinity of the terminal buildings.

5.2.6 Helicopter Landing Site

- 5.2.6.1 Two helicopter landing pads (H2 and H3) are located to the west of the main apron.
- 5.2.6.2 H3 has flush green edge lights, lit in association with the taxiway lights. H2 is not lit.

5.3 Operating the Aerodrome Lighting

- 5.3.1 The aerodrome lighting will be operated at night during the published hours of aerodrome operation, at least 15 minutes prior to ETA of an aircraft and until 15 minutes after departure.
- 5.3.2 For non-public transport flights this may be reduced provided the pilot is advised.
- 5.3.3 Further details are contained within [CAP493: Sect2, Chap2] and [MATS2: Sect3.3].

5.4 Emergency Power Arrangements

- 5.4.1 In the event of a mains power failure there is automatic change-over to stand-by (local generator) power for the RWY 02/20 and TWY Alpha, Kilo plus the H3 helipad lights.
- 5.4.2 Standby power for PAPI's, runway 02/20 and Alpha, Kilo taxiway lights is automatic within 13 seconds and pre-set at 30%. Taxiway lights on the 'K' taxiway will not operate in the event of power failure.
- 5.4.3 The operations personnel are able to manually select the standby generator power should it fail to come on automatically.
- 5.4.4 In the event of a mains power failure and the generator activates, the Aerodrome will engage the following procedures:
- (i) During daylight hours: The aerodrome shall close at official night.
 - (ii) During LVPs: Aircraft on final approach or IFR aircraft past the IAFs will be permitted to continue to land. Taxiing aircraft shall return to parking. Other inbound aircraft shall divert.
 - (iii) During night operations: Aircraft within the circuit pattern or IFR aircraft past the IAFs shall be permitted to land. Taxiing aircraft shall be permitted to continue to depart. Aircraft yet to commence taxi shall remain in their parking position.

5.5 Aerodrome Lighting Inspections

- 5.5.1.1 Aerodrome lighting inspections will take place before opening watch and before night flying.
- 5.5.1.2 Additional inspections will be made after any incident where aircraft or debris might have affected the runway or taxiways lighting systems.
- 5.5.1.3 Flight inspections of the lighting systems provided shall be carried out at least once every six months in accordance with the requirements of CAP168. The SATCO will arrange for these checks to take place and a suitable report submitted.
- 5.5.1.4 The SATCO will arrange for additional periodic flight checks following maintenance or during the winter period if considered necessary.

5.5.2 Recording Inspections and Maintenance

- 5.5.2.1 All routine lighting checks, apart from flight inspections, are to be carried out under the control of the OpsM and any defects will be recorded in the Centrik reporting software.
- 5.5.2.2 All defects not suitable for an immediate repair or replacement will be reported to the DATCO as the inspection is complete, prior to any remedial action.
- 5.5.2.3 Operations personnel will make arrangements to carry out any repairs or maintenance locally in regards to lamp and lighting units. Prior notice will be passed to ATS before any remedial action.
- 5.5.2.4 For faults to wiring or transformer and the like, the OpsM will be informed and arrange an investigation and repair using a suitably qualified person.
- 5.5.3.3 The PAPI's on runway 02/20 will be checked weekly by the operations personnel using a suitability calibrated clinometer.
- 5.5.3.4 In the event of defect of any part of the lighting, including obstruction and apron lights that cannot be rectified immediately, the DATCO will decide whether the remaining lighting is sufficient for safe operation and takes appropriate action.

5.6 Obstacle Lights

5.6.1 Outside Aerodrome Boundary

Obstruction	Bearing	Elevation	Range (m)
BBC Mast Southwick	085°	285'	1,700
Truleigh Masts	025°	863'	6,400
Power Station Chimney	090°	348'	4,300
Lancing College Chapel is normally floodlit at night			

5.6.2 Within Aerodrome Boundary

- a) Terminal Building (VCR Roof)
- b) Main Hangar
- c) Tetra Police Communications Mast
- d) Trans Air Hangar (Last hangar but one at western end)
- e) Edge of Railway Embankment
- f) DME Aerial
- g) NDB Aerial
- h) South-western windsock
- i) Jet Installation

INTENTIONALLY BLANK

SECTION 6 - RESCUE AND FIRE FIGHTING SERVICE

6.1 Policy on RFFS Provided

6.1.1 The promulgated RFFS service provided at the aerodrome is category two.

6.2 Remission Factor

6.2.1 Aerodromes promulgated RFFS category two may apply remission on only one category higher than their promulgated category. [CAP 168: Chap8].

6.2.2 BCAL applies the remission so that a limited number of aircraft, of up-to, but not including 18 metres in length (normally requiring RFFS category three cover) may use the aerodrome.

6.2.3 The CAA remission is permitted so long as the total number of movements of the higher category aircraft does not exceed 700 movements during the busiest three months of the year, and the manning levels are as required for RFFS category two during the time of the operation (movement) of the aircraft.

6.2.4 A log of all category 3 movements is maintained in the ATS to enable confirmation that the total number of permitted movements, when applying remission, is not exceeded.

6.2.5 A movement is defined as either a landing or a take-off.

Aerodrome Category	Aircraft Overall Length
1	Up to but not including 9 m
2	9 m up to but not including 12 m
3	(remission aircraft) 12 m up to but not including 18 m

Copy of Table from CAP168 Chapter 8.

6.3 Movements Outside of Operational Hours

6.3.1 The BCAL AcM accepts movements of specific rotary wing operations outside the normal operational hours as advertised for emergency services and with operators subject to specific written agreements with based commercial operators.

6.3.2 There are NO RFFS facilities available or provided outside of advertised operational hours.

6.4 Extended Hours of Operations

6.4.1 Extensions to the normal operational hours are available by prior arrangement and are covered by the RFFS at CAT 2 provision.

6.5 RFFS Operational Policies and Procedures

6.5.1 All applicable RFFS operational policies and procedures required by CAP168: Chap 2 are detailed in Centrik/RFF Service.

6.5.2 All extraneous duties performed by the RFFS as an extraneous duty is detailed in Centrik/RFF Service.

6.5.3 All emergency response training and vehicle details will be recorded and held on Centrik/RFF Service.

INTENTIONALLY BLANK

SECTION 7 - INTEGRATED EMERGENCY PLAN

7.1 Emergency Response Plan (ERP)

- 7.1.1 The emergency response plans are promulgated to indicate the responsibilities of aerodrome personnel.
- 7.1.2 The ERP serves as a guide internal departments and external organisations concerned in emergency actions.
- 7.1.3 The ERP cannot be entirely comprehensive, and officers in charge of departments and sections are expected to interpret them as dictated by circumstances as they occur.
- 7.1.4 The OpsM is responsible for the compilation, promulgation and amendment of the ERP.
- 7.1.5 The ERP will be approved by the AcM following any change being approved and endorsed by the aerodrome SAG.
- 7.1.6 The ERP can be found in a separate document. See [AdM(C)]

INTENTIONALLY BLANK

SECTION 8 - AIR TRAFFIC SERVICES

8.1 ATS Provided

- 8.1.1 The Air Traffic Service ideally provided is Air Traffic Control.
- 8.1.2 An aerodrome control service ("Shoreham Tower") is always available during notified ATC operational hours.
- 8.1.3 An approach control service ("Shoreham Approach") is provided subject to staff availability. The unit may operate a combined Tower & Approach service.
- 8.1.4 All policies and procedures relating to the provision of Air Traffic Services are documented in CAP493, CAP670, MATS2 & MATS3.
- 8.1.5 In the event of an ATS not being available, an Air-Ground Communications Service will be provided. Requirements and information for pilots can be found in the AGCS Manual.

INTENTIONALLY BLANK

SECTION 9 - COMMUNICATIONS AND NAVIGATIONAL AIDS

9.1 Navigational aids

9.1.1 The Navigational aids are;

<u>Type</u>	<u>Ident</u>	<u>Frequency</u>
NDB	SHM (... .. ==)	332 kHz
DME	SRH (... . . .)	109.95 MHz (Ch 36Y)
VDF		123.15, 125.4 & 121.5 MHz

9.2 Communications

<u>Call-sign</u>	<u>Frequency</u>
Shoreham Radio/Tower/Approach	123.15 MHz
Shoreham Tower	125.4 MHz (as directed by ATS)
Shoreham Information (ATIS)	130.975 MHz
Operations/RFFS Frequency (locally known as 'Ground')	169.275 MHz

9.2.1 A description of and instructions for the use of air/ground and operational ground radio communications plus a description of and operating procedures for the navigational aids are documented in MATS2 and MATS3.

INTENTIONALLY BLANK

End of Document