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

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Amendments

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3.3	04/2019	Inclusion of detailed roles and responsibilities	MF	
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3.5	10/2019	Role amendments	MF	
3.6	10/2020	Introduction of Grass operations	MF	
3.7	04/2021	Grass Strip and Triangle further details	MF	
3.8	11/2021	Minor amends, Roles and Staff Breaks	MF	
3.9	05/2022	8.33Khz freq change	MF	
3.10	02/2023	Declared distances, staff organogram.	MF	AB
3.11	04/2023	Insert Financial role and minor amends	MF	AB
3.12	11/2023	Annual review	MF	AB
3.13	01/2025	Introduction of AGL and Night Operations inc amends	MF	AB

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Scope & Objectives

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

Document Change Control

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

Document Distribution

Copy Number	Location	Copy Holder
01	AM Office	Airport Manager
02	VCR	SAFISO
03	Air Ops Office	SAFO

Electronic copies.

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

Email	Copy Holder
CAA	SRG

Glossary of Terms

Aerodrome
Any area of land or water designed, equipped, set apart or commonly used to afford facilities for the landing and departure of aircraft and includes any area or space, whether on the ground, on the roof of a building or elsewhere, which is designed, equipped or set apart to afford facilities for the landing and departure of aircraft capable of descending or climbing vertically, but shall not include any area the use of which for affording facilities for the landing and departure of aircraft has been abandoned and has not been resumed.

Aerodrome Elevation
The elevation of the highest point of the landing area.

Aerodrome Reference Point
The aerodrome reference point is the geographical location of the aerodrome and the centre of its traffic zone where an ATZ is established.

Apron
A defined area on a land aerodrome provided for the stationing of aircraft for the embarkation and disembarkation of passengers, the loading and unloading of cargo and for parking.

Cleared and Graded Area
An area within a runway strip free from obstacles.

Clearway
An area at the end of the take-off run available and under the control of the aerodrome certificate holder, selected or prepared as a suitable area over which an aircraft may make a portion of its initial climb to a specified height.

Manoeuvring Area
That part of an aerodrome provided for the take-off and landing of aircraft and for the movement of aircraft on the surface, excluding the apron and any part of the aerodrome provided for the maintenance of aircraft.

Movement Area
That part of an aerodrome intended for the surface movement of aircraft including the manoeuvring area, aprons and any part of the aerodrome provided for the maintenance of aircraft.

Non-Instrument Runway
A runway intended for the operation of aircraft using visual approach procedures.

Obstacle
All fixed (whether temporary or permanent) and mobile objects, or parts thereof, that are located on an area intended for the surface movement of aircraft or that extend above a defined surface intended to protect aircraft in flight.

Obstacle Free Zone
A volume of airspace extending upwards and outwards from an inner portion of the strip to specified upper limits which is kept clear of all obstructions except for minor specified items.

Runway
A defined rectangular area, on a land aerodrome prepared for the landing and take-off run of aircraft along its length.

Runway End Safety Area (RESA)
An area symmetrical about the extended runway centreline and adjacent to the end of the strip primarily intended to reduce the risk of damage to an aeroplane undershooting or overrunning the runway.

Shoulder
An area adjacent to the edge of a paved surface so prepared as to provide a transition between the pavement and the adjacent surface for aircraft running off the pavement.

Stopway
A defined rectangular area at the end of the take-off run available, prepared and designated as suitable area in which an aircraft can be stopped in the case of a discontinued take-off.

Strip
An area of specified dimensions enclosing a runway and taxiway to provide for the safety of aircraft operations.

Taxiway
A defined path, usually paved, on a land aerodrome established for the taxiing of aircraft and intended to provide a link between one part of the aerodrome and another, including:
a) Aircraft Stand Taxi lane - a portion of an apron designated as a taxiway and intended to provide access to aircraft stands only (i.e. in a cul-de-sac).
b) Apron Taxiway - a portion of a taxiway system located on an apron and intended to provide a through taxi route across the apron.

Taxiway Holding Position
A designated position at which taxiing aircraft and vehicles may be required to hold in order to provide adequate clearance from a runway.

Taxiway Intersection
A junction of two more taxiways.

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

Abbreviations

AAIB	Air Accident Investigation Branch
ACN	Aircraft Classification Number
ANSP	Air Navigation Service Provider
AM	Airport Manager
AIS	Aeronautical Information Service
ALARP	As Low As Reasonably Practicable
AO	Airport Operations
ASDA	Accelerate Stop Distance Available
ATS	Air Traffic Services
AFISO	Aerodrome Flight Information Service Officer
BCO	Bird Control Operative
WHMP	Wildlife Hazard Management Plan
CAA	Civil Aviation Authority (UK)
CAP	Civil Aviation Publication
DfT	Department for Transport
FA	Finance Assistant
FBC	Fareham Borough Council
FOD	Foreign Object Debris
GA	General Aviation
HR	Human Resources
HRM	Human Resources Manager
HSE	Health and Safety Executive
ICAO	International Civil Aviation Organisation
LDA	Landing Distance Available
LVP	Low Visibility Procedures
MOR	Mandatory Occurrence Reporting
NATS	National Air Traffic Services
NOTAM	Notice to Aviation
OLS	Obstacle Limitation Surface
PCN	Pavement Classification Number
RA	Risk Assessment
RCA	Regional & City Airports Ltd
RESA	Runway End Safety Area
RFFS	Rescue and Fire Fighting Services
R/T	Radio Telephony
SA	Solent Airport
SAFISO	Senior Aerodrome Flight Information Service Officer
SAFO	Senior Airport Fire Officer
SATE	Senior Air Traffic Engineer
SHE	Safety, Health and Environment
SMS	Safety Management System
SRG	Safety Regulation Group
TDZ	Touch Down Zone
TODA	Take Off Distance Available
TOR	Terms of Reference
TORA	Take Off Run Available
UK AIP	UK Aeronautical Information Publication
VCR	Visual Control Room
VFR	Visual Flight Rules

Reference Documents

UK AIP	
CAP 168	Licensing of Aerodromes
CAP 232	Aerodrome Survey Requirements
CAP 360	Air Operators Certificates
CAP 382	Guidance on mandatory occurrence reports (MORs)
CAP 393	Air Navigation Order
CAP 413	Radiotelephony Manual
CAP 637	Visual Aids Handbook
CAP 642	Airside Safety Management
CAP 670	Air Traffic Services, Safety Requirements
CAP 699	Standards for the Competence of RFFS Staff
CAP 700	Operational Safety Competencies
CAP 738	Safeguarding of Aerodromes
CAP 760	Guidance on the Conduct of Hazard, Identification, Risk Assessment and the Production of Safety Cases
CAP 772	Wildlife Hazard Management at Aerodromes
CAP 791	Procedures for Changes to Aerodrome Infrastructure
CAP 797	Flight Information Service Officer Manual
CAP 1032	Aerodrome Flight Information Service Officer Licensing
Annex 10	Aeronautical Communications
ICAO Annex 14 (3rd Edition)	Aerodrome Part 1 and Part 2
JIG4	Operating Standards For Smaller Airports

1 The Aerodrome Operations Manual

1.1 Aerodrome Licence

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

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

The “Ordinary Licence” **UK(N)EGHF-002**, issued **20TH February 2019**, is required to comply with the provisions of the ANO to permit the public transport of passengers and instruction in flying over a specified weight category.

The Aerodrome’s Licence and ANSP holder is Regional and City Airports Limited.

Foreword by the Licensee

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

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

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

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

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

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

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

The airport authority and ANSP is Regional and City Airports Ltd and is referred to as 'The Company' throughout this document.

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

2 Aerodrome Management System

2.1 Accountable Manager

IAW regulation 2017/373 and Schedule 12 of the Air Navigation Order requires a nominated Accountable Manager who holds overall safety responsibility of the provision of Air Traffic Services. The Accountable Manager for the Airport is the Airport Manager (AM).

The Accountable Manager should:

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

The Accountable Manager should have:

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

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

2.2 Responsible Personnel.

All Key Post Holders nominated within the Airport Authority Organisational Structure, shall ensure their roles as defined in the key roles and responsibilities shall also have a responsibility to maintain compliance with the Aerodrome Manual, Company Safety Management System (SMS), relevant regulatory requirements and all associated Company Policies and Procedures. A comprehensive breakdown of airport operational staff is detailed in the SMS.

All Post Holders shall also be obligated to ensure that staff and stakeholders under their area of responsibility, maintain relevant and current knowledge of the Aerodrome Manual and all associated Company Policy and Procedures and be able to demonstrate compliance in accordance with regulatory compliance monitoring obligations.

2.3 Airport Management Organisational Chart

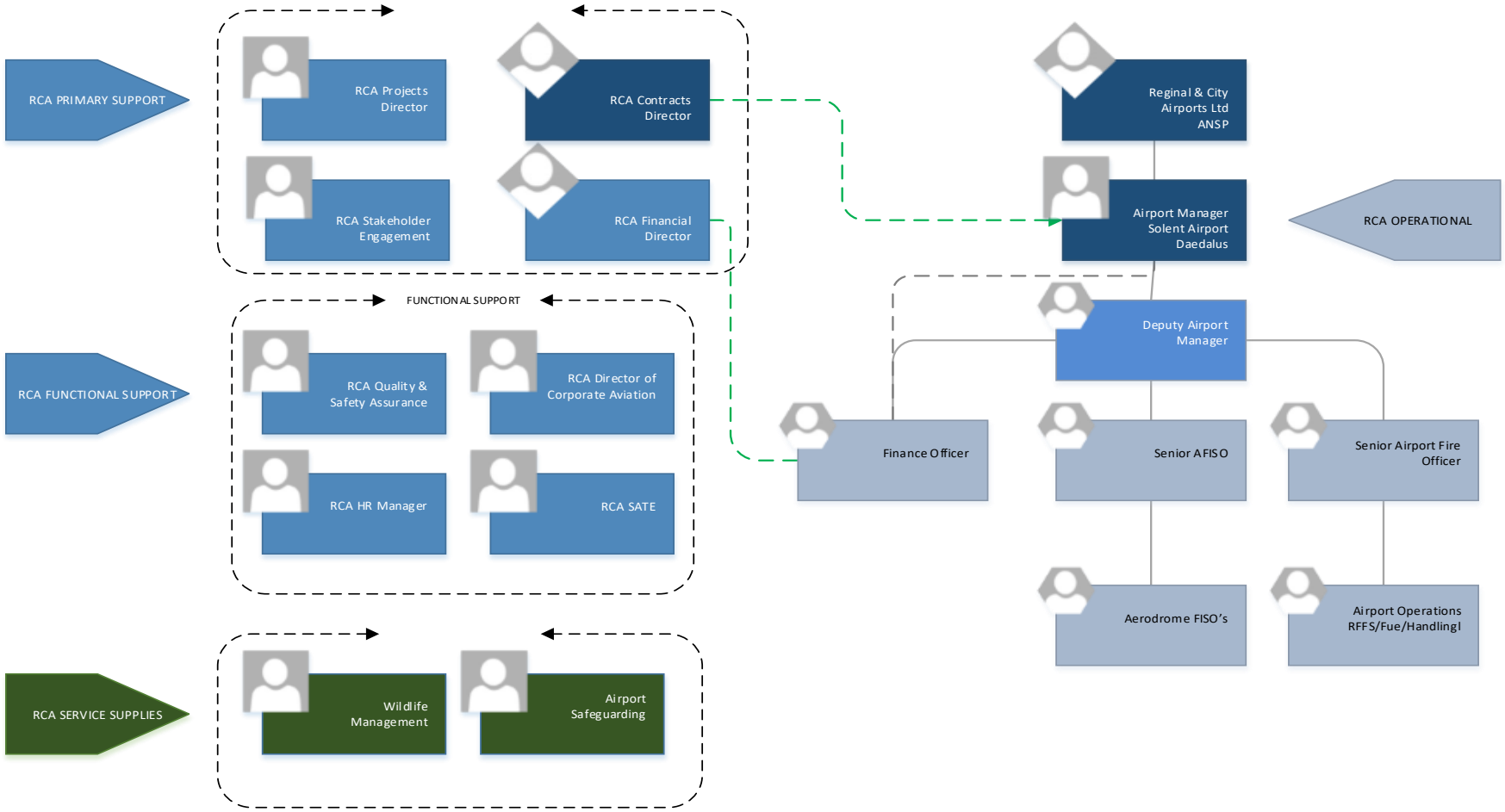


Figure 1 - Airport Management Org Chart

2.4 ANSP Holder

- The ANSP holder, Regional and City Airports Ltd, holds ultimate accountability. This is discharged to the daily responsibly of the Accountable Manger.

2.5 Airport General Manager (AM)

- Holds direct accountability to the Airport Board and the Competent Authority/Regulator for the management of safety, regulatory oversight and operational compliance with the CAA Aerodrome Licence and its associated terms on the part of the senior management;
- Has authority for ensuring that all activities can be financed and carried out in accordance with the applicable requirements;
- The AM is accountable for the direction and control of all air traffic services and airside operations and related safety management systems ensuring that they operate in an effective and efficient way, which satisfies all legislative and statutory requirements;
- To act as the designated ATS providers' representative in accordance with the Air Navigation Service Provider (ANSP) Certificate issued by the CAA; and
- Due to the size and scope of the Airport Authority, the AM uses resources from the RCA Group contracted under a Management Services Agreement with the Airport Owner, to support certain management and key operational elements. These resources will fulfil the specialised areas of responsibilities listed and will have accountability to provide only a level of subject matter expertise and oversight to the AM as detailed within Figure 1 - Airport Management Org Chart.

2.5.1 Responsibilities:

- To ensure that all necessary resources are available to operate the Aerodrome in accordance with the requirements of the Aerodrome Manual. Where there is a reduction in the level of available resources or abnormal circumstances exist, which could affect aircraft safety, the Accountable Manager should ensure that a corresponding reduction in the level of Aerodrome operations is implemented as appropriate;
- To establish, implement and promote the Safety Policy;
- To ensure compliance with relevant regulations, licensing criteria and the organisation's Safety Management System;
- To ensure that activities are financed and carried out to the standard required;
- To hold knowledge and understanding of the documents prescribing relevant Aerodrome safety standards;
- To hold an understanding of the requirements for competence of Aerodrome Management personnel, to ensure that competent persons are in place;
- To hold a knowledge and understanding of principles and practices relating to safety management systems and how these are applied within their organisation;
- To hold knowledge of the role of the Accountable Manager, together with the knowledge and understanding of the key issues of risk management within the Aerodrome;
- To ensure that best practice operational standards, rules and procedures are agreed and implemented;
- To ensure that process for delivering capital projects, including adequate consideration of safety impact, is safe from inception, through development to the operational phase;

- To ensure that staffing levels are set and maintained so that safe operational standards are maintained during all operations;
- To ensure that adequate metrics are in place to measure and monitor the safety performance of Airport and Tenant company staff, so that the need for remedial measures is quickly identified and executed when required;
- To ensure that satisfactory operational safety communication between all Airport departments and external agencies are maintained;
- To ensure that all on Aerodrome developments comply with CAP 791;
- Responsible for the development and maintenance of the Airport Emergency Plan and the strategic management of the RFFS;
- To manage staff and resources to ensure compliance with and maintenance of Airside safety standards and recommended practices, in accordance with the Aerodrome Certificate, ICA Annex 14; Volume 1, CAP 637 and guidance contained in CAP 642;
- To maintain the Airport's Contingency Plan to ensure its capability to support the business in the event of implementation; and
- To act as the designated accountable person for the daily operations of the air traffic services on behalf of the ANSP holder.

2.6 RCA Projects Director

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

2.7 RCA Quality & Safety Assurance (QSA)

- The RCA Quality & Safety Assurance position is resourced within RCA Group and/or delegated responsibility to the AM. The position of RCA Quality & Safety Assurance provides oversight to support the AM in the day to day efficient, safe provision and operation of the staff and equipment at the Airport.
- They also provide audit and oversight support of the quality, safety and compliance of all Airport operations, including development and maintenance of Airport standards.

2.8 RCA Human Resources Manager (HRM)

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

2.8.1 Specific Responsibilities:

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

2.9 RCA Senior Air Traffic Engineer (SATE)

2.9.1 General Accountability:

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

2.10 RCA Financial Director (FD)

2.10.1 General Accountability:

The FD role is accountable for the oversight of the Airport Finance functions to the AM. Day to day responsibilities and functions are deputised to the SA finance Officer (FO). The RCA group financial team, in collaboration with the SA FO, are responsibility for the production of the monthly and year-end management accounts, audit and oversight.

Specific Responsibilities:

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

3 AERODROME CHARACTERISTICS

3.1 Name and Address of the Aerodrome.

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

Telephone: 01329 824748
Email: ops@solentairport.co.uk
Web: www.solentairport.co.uk

3.2 General

Details of the airport can be found in the UK AIP AD2.EGHF-1.

3.3 Aerodrome Location

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

Location of Aerodrome Reference Point (ARP):

Midpoint of runway 05/23
LATITUDE: 50° 48’ 56.3092” N
LONGITUDE: 001° 12’ 24.0708” W

Ordnance Survey Grid Reference:

SU 561 019 GB

Aerodrome Reference Elevation:

+32.64ft / 9.95m AMSL

Aerodrome Reference Code:

Visual Code 2B

3.4 Runways

Runway	***TORA***	***TODA***	***ASDA***	***LDA***	***Threshold Elevation***	***PCN***
05 (Asphalt)	1176m	1176m	1176m	1026m	9.848m / 32ft	11/F/B/Y/T
23 (Asphalt)	1026m	1026m	1199m	1026m	9.484m / 31ft	11/F/B/Y/T

Note:

- Runway 05
  - Threshold displaced 150m from starter extension.
  - Threshold displaced by 277 m from start of asphalt.
  - Starter extension of 150m x 30m.
- Runway 23
  - Threshold displaced by 23m from start of asphalt.
  - Stopway of 150m x 30m.

3.5 Runway 05-23 Grass

Unlicensed grass strip running parallel with the main runway. Grass strip is approx. 830 x 25m with white plastic runway cone markers. Grass strip is intersected by Milvil Road disused taxiway approx. 340m from 23 threshold and 480m from 05 threshold, caution is to be taken when crossing.

3.6 Grass Rotary Training Area (the Triangle)

Situated on the Southeastern grass for use by based rotary operators. An area with white plastic cone markers and approx. 800 m2 in a triangular shape.

3.7 Taxiways

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

Note:

- Bravo Hold is only to be used for Code 2B Aircraft with a maximum wingtip clearance of 22 metres or less, due to reduced wingtip clearances at the southern end of taxiway. Aircraft with a greater wingtip clearance requirement will need to backtrack the main runway.

3.8 Re-Declared Distances

Re-declared distances will be utilized in the event of an infringement of the runway and associated cleared and graded area or an obstacle limitation surface.
Re-declared distances shall always comply with the requirements of CAP 168.
The Airport Manager will appoint a suitably qualified person/organisation who will normally be responsible for the calculation of re-declared distances.
Re-declared distances will be instigated if, on examination, an obstacle cannot be immediately removed.

Initially, the precise position of the obstacle is to be fixed in three dimensions as follows:
Distance from runway end to nearest part of obstacle (metres);
Distance from runway centreline to nearest part of obstacle (metres);
Height of obstacle, including tail plane if appropriate (metres).

Once the position of the obstacle is fixed, an assessment of available runway can be made. Generally, the intention will be to use the runway, taking off away from the obstacle and landing towards the obstacle on the opposite runway if it is located towards one end of the runway. Landing over the obstacle is to be avoided if possible, because of the necessary marking and lighting of a displaced threshold.

Specific guidelines are issued to the appropriate staff for the calculation of revised distances.

4 Aerodrome Reporting

4.1 Changes to Aerodrome Information in the AIP

The procedures in place for the promulgation, dispensation and formulation of Aeronautical Information which is significant for the conduct of flights to and from the Airport are in accordance with the requirements of EASA ADR.OR.D.007 – Management of Aeronautical Data & Aeronautical Information and EASA ADR.OPS.A – Aerodrome Data and CAP 1054 – Aeronautical Information Management.

4.2 NOTAM Action

NOTAM action in respect of Airport operations and/or facilities is the responsibility of the SAFISO or, in their absence, the Duty AFISO.

4.3 United Kingdom Aeronautical Information Publication (UK AIP)

Responsibility for the accuracy of the Aeronautical Information concerning the Airport is the responsibility of the Airport Manager (AM); who also is responsible for the amendment of the Airport UK AIP entries and for the validation of entries made by NATS AIS.

The AIP is to be updated when requested by the AM. Amendments are submitted through the NATS Aurora portal which is designed to meet the requirements of CAP 1054.

An auditable trail shall be kept to ensure that the process is successfully and accurately in accordance with Aeronautical Data Quality Implementing Rule (ADQIR) as detailed in the CAP 1054, concluding with the appropriate amendment in the AIP.

Changes shall be reported as appropriate to the Competent Authority (CA) via the designated Aerodrome Inspector.

4.4 Surface Details (CAP 232 Assessment)

4.4.1 CAA Form 1560 Runway 05

Aerodrome: LEE ON SOLENT						
Runway: **05**	Runway True Bearing: 045.22 °	Dimensions: 1026 x 30	Surface Type: Asphalt	LCG/PCN: 11	Runway Code: 2	Approach Status: Visual

Calculation of Declared Distances		
TORA: 1179	Begins: 150m before Rwy 05 Threshold markings	Ends: At Rwy 23 Threshold markings
TODA: 1179		Ends: At Rwy 23 Threshold markings
ASDA: 1179		Ends: At Rwy 23 Threshold markings
LDA: 1026	Begins: At Rwy 05 Threshold markings	Ends: At Rwy 23 Threshold markings

Safety Surfaces		
Runway strip semi width confirmed as: 43m (due to runway width)	Cleared and Graded Semi Width confirmed as: 43m	Runway Strip ends confirmed as: 60m
Take Off Climb Surface confirmed as 1:25 originates 60m beyond the ends of TORA/TODA	Approach Surface confirmed as 1:25 originates 60m before the start of LDA.	Transitional surface confirmed as 1:5

4.5.1 CAA Form 1560 Runway 23

Aerodrome: LEE ON SOLENT						
Runway: **23**	Runway True Bearing: 225.23°	Dimensions: 1026 x 30m	Surface Type: Asphalt	LCG/PCN: 11	Runway Code: 2	Approach Status: Visual

Calculation of Declared Distances		
TORA: 1026	Begins: At Rwy 23 Threshold markings	Ends: At Runway 05 Threshold markings
TODA: 1026		Ends: At Runway 05 Threshold markings
ASDA: 1026		Ends: At Runway 05 Threshold markings
LDA: 1026	Begins: At Rwy 23 Threshold markings	Ends: At Runway 05 Threshold markings

Safety Surfaces		
Runway Strip Semi Width confirmed as: 43m (due to runway width)	Cleared and Graded Semi Width confirmed as: 43m	Runway Strip ends confirmed as: 60m
Take Off Climb Surface confirmed as: 1:25 originates 60m beyond the end of TORA/TODA	Approach Surface confirmed as: 1:25 originates 60m before the start of LDA	Transitional surface confirmed as: 1:5

4.5 Obstacles

The assessment and treatment of obstacles will be carried out in accordance with Chapter 4 of CAP 168. The full diagram is held with the safeguarding surveyor and Airport Manager (Ref: CIMS/RCA/DA/AO/9.0). Details of surveyed obstacles are contained in the official AIP entry on the UK AIP website (a link to the AIP entry is available on the official Airport website).

4.6 Chart and Survey Information

The Airport Authority is responsible for the survey, regular assessment and update of charts as defined in CAP 232. This function is delegated to SLC Associates with sign off approval by the Airport Manager or his representative.

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

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

Charts produced are:

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

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

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

- Data is required to be reviewed against previous year and anomalies noted, particular attention should be paid to Obstacle Limitation Surfaces (OLS);
- Obstacles penetrating OLS should be lowered, removed or mitigation submitted to CAA and/or published in the AIP (as relevant);
- Once the survey is signed off, a Survey Data Acceptance Form is completed by the AM which permits the surveyor to upload the survey data onto the NATS Aurora portal on behalf of Solent Airport
- Re-survey if required;
- Following re-survey/satisfactory survey, a Survey Declaration Form is required to be signed and submitted to the CAA with survey data; and
- Amend calendar to remind of annual survey the following year.

4.7 Engine Ground Running

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

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

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

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

Where possible an aircraft should be moved to a suitable area away from housing. A suitable area may include the E1 hold area on the Echo Taxiway.

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

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

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

Engine power runs can only be carried out between the hours of 0900 and 1630 (local). They may only be carried out outside these hours due to an emergency operational reason (e.g. if the aircraft is required to take off during the night) & must be approved by the AM or someone authorised by the AM.

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

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

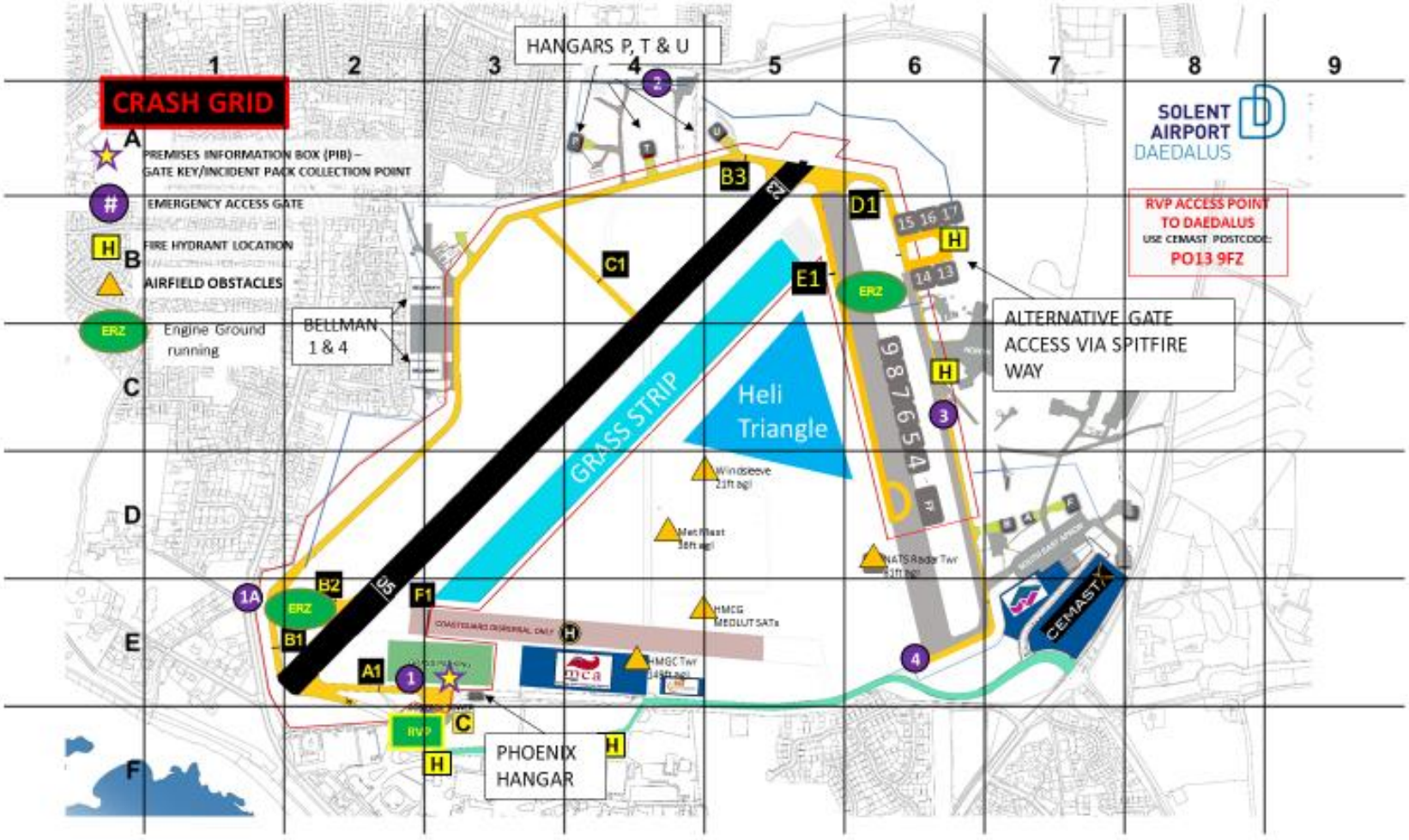
All authorised engine runs shall have a person monitoring the Airport frequency.

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

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

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

Figure 2 - EGR Zones



5 Operational Procedures

5.1 Airport Availability

Operational Hours:

- 09:00 – 18:00L, seven days per week (or as published from time to time on the Airport's official website);
- PPR applicable at all times for visiting and non-resident[1] aircraft – arranged online on the official website or by telephone;
- Out of Hours Agreements are mandatory in advance of use, for all resident aircraft wishing to operate outside of published operating hours;
- Visitors are not permitted to operate outside of published operating hours – Airport extensions and associated fees will apply;
- Festive period closures apply:
    - Christmas Day;
    - Boxing Day;
    - New Year's Day;
    - Other closures will be published in advance on the official Airport website and by NOTAM.;
- Extensions to Airport operational hours may be arranged by application; and
- Prior Permission Required (PPR) is mandatory for all visiting and non-resident aircraft.

Fire Category: Category A2 as standard during operational hours.

5.2 Airport Operational Facilities

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

5.3 Air Traffic Service

An Aerodrome Flight Information Service is provided by licensed Aerodrome Flight Information Service Officers (AFISO) throughout the Airports published operating hours.

5.4 Aerodrome Inspections

5.4.1 Daily Inspections

A General Movement Area Inspection is conducted twice each day and provides an overview of the condition of all airside areas, Aeronautical Ground Lighting (AGL) security fence line and facilities. This is conducted by an AFISO.
Routine Runway Inspections are conducted at various times during the day. Additional Runway Inspections are conducted when the runway is accessible. Any deficiencies are reported in the watch log, where appropriate, and to the AM.

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

5.4.2 Special Surface Inspection

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

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

5.4.3 Pavement Surface Inspection

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

5.4.4 Lighting Inspection

- Daily routine - Prior to airport opening and prior to night flying. These are carried out by the Duty FISO. To include where applicable; runway edge, stop end, threshold and taxiways.

Any unserviceability's are to be recorded in the watch log with a note of remedial measures taken, rectification completed and reported to the AM.

Procedures for failure action by ATS are contained in the MAFIS.

5.5 Surface Area Cleanliness

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

5.5.1 FOD Removal:

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

5.5.2 Procedures for Sweeping the Movement Area

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

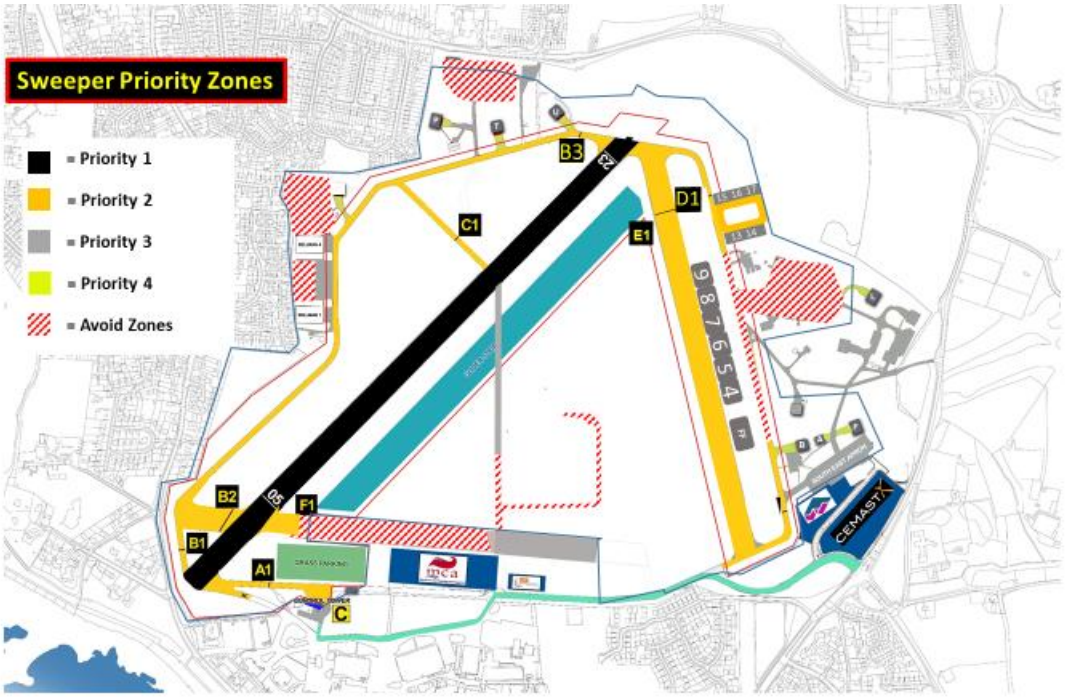


Figure 3 - Sweeper Plan

6 Meteorological Information

6.1 Airport Meteorological Services

When requested the Airport will only provide METAR & TAF data from other stations.

6.2 Reports

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

6.3 Surface State Reporting

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

When requested only an unofficial observation of meteorological conditions is offered to aircraft operators.

6.4 Low Visibility Procedures (RESERVED)

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

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

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

6.5 Runway Surface Friction Conditions

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

The Duty AFISO is responsible for arranging the measurement of slush/snow depths IAW CIMS/RCA/DA/AO/11.2 Global Reporting Format and as frequently as circumstances dictate. The results are to be recorded in the ATS log.

7 Aerodrome Facilities Reporting

7.1 NOTAM Action

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

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

7.2 Reporting Action

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

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

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

7.3 Aviation Activities

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

- The Rules of the Air and Air Navigation Order;
- Solent Airport Daedalus ATZ Letters of Agreement (CIMS/RCA/DA/AO/3.1);
- Special restrictions by NOTAM;
- Prior Permission to operate to/from the Airport.

7.4 Procedure for Recording Aircraft Movements

Air Traffic Services using the standard CAA format, record all aircraft movements.

It is a condition of use that all pilots/operators report their movements in the predetermined format, to the Airport Authority on a regular basis and within 24H of the movement being conducted. Restrictions and penalties will apply for not adhering to this policy.

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

Manual flight progress strip(s) (where used) are retained for a minimum of three months and then may be destroyed unless required for operational investigations.
Monthly movement records are available to NATS (Ltd.) for the benefit of en-route charge verification.

7.5 The Control of Works

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

7.6 Planning and Development

Major Projects are identified within a Capital Development Program.

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

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

7.7 Major Projects

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

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

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

7.8 The Control of Works

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

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

As part of the effective safety management at the Airport, it is essential that, before any work on the Movement Area (Manoeuvring, Apron and Maintenance areas) is authorised, arrangements are in place, which ensure there is no adverse impact on existing levels of safety.

The procedures for the control of works are detailed in the Control of Contractors (CIMS/RCA/DA/AO/14.1).

External suppliers must satisfy the relevant Safety Management Standards and safety requirements. The procedure for this is documented in Control of Contractors (CIMS/RCA/DA/AO/14.1), which is issued to contractors before work permits are issued and work commences on site.

To ensure safe operations, an assessment is made of the following:

- All airside works will be formally assessed for their safety significance of airside operations;
- A works permit system will be used at all times;
- Contractors and working parties will be fully briefed before work commences, especially when on the manoeuvring area;

- Any cranes operating in the vicinity of the aerodrome will be controlled to ensure flight safety is maintained at all times;
- The AM in collaboration with the Ops team, Contractor and EM will monitor, manage, control and supervise all works airside, and will return airside areas back to operational service when applicable;
- All interested parties will be informed of the works by the Airport Management bulletin system;
- Future and planned licensed aerodrome developments will be considered for their operational impact and notified to the CAA for consultation; and
- The AM will ensure developments on and off the Airport do not affect flight safety, including protecting the obstacle limitation surfaces (OLS), the approach procedures, the risk of bird strikes and future Airport development.

7.9 Minor Works

Minor works airside will be planned in advance in accordance with Control of Contractors (CIMS/RCA/DA/AO/14.1).

The general procedures for operating airside will be arranged and co-ordinated by the AM, Ops and, if necessary, the CAA Aerodrome Standards.

Prior to the commencement of any such work, a responsible representative of the working party will receive a final briefing from the ATS or Air ops staff, who will review the Work Permit in accordance with Control of Contractors Procedures.

Work in progress which restricts the use of the aerodrome or its facilities will be promulgated in accordance with the Aerodrome Facilities Reporting process. A copy of such notification will be distributed to known users and uploaded to the relevant section of the official Airport Website.

7.10 Control of Access to Aerodrome

Whenever contract works are being undertaken on the Aerodrome, strict control of access will apply (reference - CIMS/RCA/DA/AO/7.0 Security & Access Controls). This is normally achieved by restricting access to one single entry/exit point for the relevant site location.

Any vehicle entrance used (e.g. for plant, equipment and material delivery), will be subject to prior notification and access controls will need to be agreed with the AM and annotated on a Works Permit.

Contractors will be additionally responsible for ensuring deliveries/visitors are appropriately insured, briefed, documented and escorted whilst on site in accordance with their Works Permit.

7.11 Works Services

All Contractors providing works services on the Airport must be able to satisfy the AM that they:

- are competent to undertake the work;
- have the necessary technical constitution approvals;
- are on an approved list;
- have a robust Health and Safety Policy;
- fully understand the Airport Safety Procedures;

- have the necessary level of insurance cover; and
- can meet the timescale and comply with any restrictions imposed.

7.12 Security

In addition to the above operational requirements, all contractors will comply with any security arrangements which will be determined by the Airport Authority. These will mainly cover access control and critical zone requirements as described in the Security & Access Controls Procedure CIMS/RCA/DA/AO/7.0.

Additionally, the contractor will ensure that their staff are acquainted with any security procedures which apply to their area of working.

The contract works will be subject to regular inspection by Airport Ops to ensure that all regulations are being adhered to. Pre-contract matters involving security will be addressed in advance.

All works carried out on the aerodrome must be in accordance with Control of Contractors (CIMS/RCA/DA/AO/14.1) documentation.

7.13 Control of Access to Aerodrome

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

7.14 Access to Airside

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

Vehicles and personnel entering airside via an access point must not, under any circumstances, be given approval to enter the manoeuvring area without permission from ATS.

Vehicles and personnel must not be allowed to enter the manoeuvring area without an escort, unless equipped with a radio and issued with an appropriate pass.

Outside of operating hours, all gates are closed and locked. Access for authorised airfield users only and any visiting vehicles must be hosted and escorted at all times.
All staff should contact ATS via Ground Frequency channel 1 before access to specific zoned areas of the Airport is granted.

Where necessary, specific operational instructions will be issued relating to security matters.

7.15 Aviation Fuel Safety

Reference - CIMS/RCA/DA/AO/5.0

- JIG4;
- CAP 642;
- DSEAR/ATEX Regulations;
- The use of large fuel bowsers in confined and busy parking areas will not be permitted; and
- All fuelling activities shall be carried out in accordance with CIMS/RCA/DA/AO/5.0.

7.16 Persons Responsible for Fuel and Distribution

The AM is responsible in accordance with JIG4 and the ANO for the safe and efficient operation of fueling activities at the Airport. Fuel is currently available from the Airport operator using mobile tankers and static bowsers across the Airport. These sources are detailed in CIMS/RCA/DA/AO/5.0 providing the following fuels:

- Jet A1 (F35) and;
- Avgas (100LL)

Responsibility for compliance with the quality standards and delivery of fuel provided, lies with the Airport operator. They are obliged to comply with the regulations as outlined in 13.12 Aviation Fuel Safety and subsequent linked requirements.

The AM will have unfettered access and will conduct regular periodic oversight through audits and quality assurance methods as detailed in CIMS/RCA/DA/AO/5.0.

7.17 Refuelling of Aircraft inside Hangars

Refueling of aircraft inside hangars is not permitted.

7.18 Helicopter Refuelling – Running Rotors

Rotors running refueling is conducted following suitable risk assessments and safe systems of work, and will normally be permitted to cover urgent and unusual circumstances such as:

- when severe weather conditions make it inadvisable to stop engines/rotors;
- operational requirements at the helicopter commander's discretion; and
- circumstances which would require the flight crew to carry out pre-departure checks normally undertaken by an engineer.

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

7.19 Fuel Reception, Storage, Quality Control and Delivery

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

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

7.20 Fuel Spills

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

7.21 Accident and Incident Reporting

All personnel are to be familiar with the requirements of CAA Web Occurrence Reporting and ensure they report all mandatory occurrences in accordance with that document. In

addition to the CAA MOR all personnel are to report an occurrence they consider having an impact on safety through OSHENs and an Airport Occurrence Report (AOR) when applicable.

7.22 Removal of Disabled Aircraft

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

In the event of a disabled aircraft obstructing the runway or interfering with an approach aid, the duty ATS operator is to consult with the AM, AAIB (as required), SAFO and the aircraft owner/operator/representative to formulate a plan of action to remove the aircraft as quickly as possible.

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

7.23 Aerodrome Snow Plan

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

7.24 Wildlife Hazard Control Plan

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

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

We will:

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

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

7.25 Aerodrome Safeguarding

Aerodrome safeguarding is a process of consultation between the Local Planning Authority (LPA) and a consultee, namely the Airport Authority. Under the Statutory Direction within the

Town and Country Planning Act, each LPA must consult with the Airport Authority on applications which fall within certain criteria.

The Airport operates within the guidance provided in CAP 738, Safeguarding of Aerodromes, and CAP1732 Aerodrome Survey Guidance, which provides details of the procedures to be followed to safeguard the Aerodrome.

The general assessment of any planning application may consider some or all of the following:

- Obstacle limitation surfaces (OLS);
- Instrument approach procedures;
- Public safety zones;
- Birdstrike hazard;
- Interference with lighting;
- The use of cranes;
- Interference to navigational aids; and
- Line of sight to the ATS Tower.

7.26 Runway Incursion Prevention

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

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

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

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

7.27 Monitoring Third Parties

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

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

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

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

8 VISUAL AIDS

8.1 Aerodrome Ground Lighting (AGL)

The Aerodrome Ground Lighting (AGL) is inspected and maintained by the contracted AGL engineers.

Daily Inspections of the airfield lighting are carried out by Duty AFISO as part of their daily inspection routine with extra emphasis given to the dawn and dusk inspections.

Any faults observed during these inspections are reported to the AM and/or DAM and logged in the watch log.

Faults are actioned under the Airport's AGL agreement with contracted service provider.

Weekly inspections of the airfield lighting, including checks on the glide path settings of PAPI units are carried out by the Airport Operations department in accordance with CS-ADR-DSN.

These weekly checks are recorded in a logbook.

Where provided, the Airport lighting meets the requirements of CAP 168 Chapter 6 according to runway status and operating conditions.

8.2 Aerodrome Ground Lighting Characteristics

The characteristics of AGL at Solent Airport consists of:

- High Intensity (HI) Runway edge lighting
- Simple Approach – T bar.[2]
- HI (A) PAPI
- Taxiway edge – Taxiways A & E
- Stop Bars
- Runway guard lights
- Illuminated hold signs – East side of runway only
- Illuminated windsleeve

8.3 Standby Power Arrangements

In the event of failure of primary power, the standby UPS supply will automatically switch over. The level of time permitted to operate on UPS is dependent on level of AGL brilliancy and lights selected. For the avoidance of doubt, it is to be expected that 30 minutes of AGL operation. For subsequent actions see MAFIS equipment failures.

8.4 Routine Flight Inspections

An annual flight check is to occur 12 months from initiation of the AGL system with a 6 monthly MALMS check in between.

[2] Runway 05 has simple approach with 2 additional approach lights. This was not achievable on Runway 23 due to land ownership.

8.5 Responsibility for Obstacle Lighting

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

- Control Tower Mast;
- Airport Weather Equipment Mast;
- MCA Coastguard Hangar;
- Coastguard Mast;
- RADAR tower; and
- Spinnaker Tower.

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

8.6 Maintenance of Visual Aids

The maintenance of the AGL is contracted to a recognised third-party supplier under a service level agreement. This agreement is contained in DA/ATE/xxxx

8.7 Radio Controlled Unit (RCU)

The RCU is currently only available to the MCA Coastguard who operate 24 hours, 365 days. This is a physical 'switch over' controlled by the ATS department and is only made available on closure of the normal airport operating hours. In the event that the airport remains open for notified extended hours Coastguard operations will be informed via NOTAM and email or phone call.

The RCU system is not authorised to be operated by any other operator.

9 RESCUE AND FIRE FIGHTING SERVICES

9.1 General

References:

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

9.2 Policy statement of the RFFs Category

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

9.3 RFFS Category

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

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

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

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

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

9.4 Depletion of RFFS

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

- Inform the AM of the reduction on the promulgated RFF category and expected duration of the depletion period, including the Category currently available;
- Check the planned aircraft movements and categories;
- Inform the users by following the communications process in the event of an operational Airport update affecting services and provision. Notifying the users of the depletion and expected duration;
- Arrange the return of the promulgated category at the earliest opportunity;
- When the level of RFF protection is restored to the required category, the duty ATS staff is to immediately inform the AM followed by the users in the same manner;
- ATS staff will conduct NOTAM action if required; and
- Ensure that all actions are recorded in the ATS logbook.

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

9.5 Appliances

RFFS appliances may vary however are, deployed as follows:

	Normal Deployment		***Minimum Deployment***
Category A2 (A3 on remission)	2 x Isuzu D-Max	+ 3 staff	1 x Isuzu D-Max and a secondary media carrying vehicle + 3 staff

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

9.6 Staffing Levels

The person in charge of the Airport Fire Service is the Senior Airport Fire Officer (SAFO).

Minimum RFFS staffing levels:

	Normal Deployment	***Minimum Deployment***
Category A2 (A3 on remission)	3 x firefighters	3 x firefighters

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

9.7 Table of Media

Appliance	***Water (Litres)***	***Foam (Litres)***	***CO2 (kg)***	***Dry Powder (kg)***
Isuzu D-Max	700	42 Level C 3%	20	36 – Dry Powder
Isuzu D-Max	700	35 Level C 3%	Nil	54 – Dry Powder

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

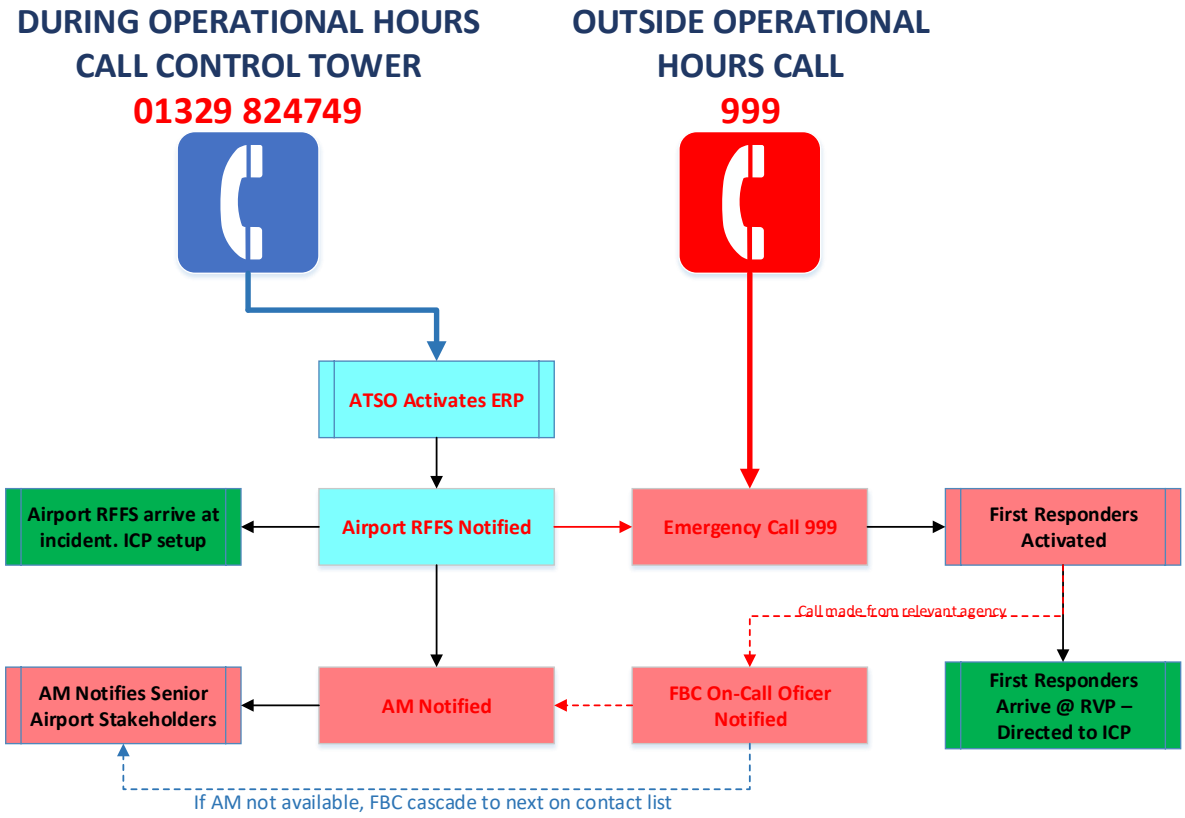
9.8 Call Out Procedures

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

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

The following call-out procedure is to be used:

Figure 6 - Call out Procedure



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

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

9.9 Response Times and Exercise Turnouts

To ensure minimum response times are achieved, a minimum of quarterly test turn-outs are performed. Records of all response times and tests are documented and retained for reference and inspection. These include various locations to where the RFFS would be expected to respond.

Involvement of RFFS personnel in extraneous duties will be curtailed if for any reason the SAFO or duty senior FF considers response times will be compromised.

9.10 Training

The SAFO is responsible to the AM for the training programme and maintenance of training records for RFFS personnel in accordance with CAP 168 and CAP 699. This training will include but is not limited to the following:

- Realistic fuel fire training;
- First Aid and casualty care;
- Low Visibility Procedures; and
- Health and Safety.

A detailed and comprehensive training program is contained within the RFFS training manuals (CIMS/RCA/DA/AO/4.9) in accordance with CAP 168 & CAP 699.

It is the policy of the Airport Authority that all RFFS personnel must hold a valid HSE approved First Aid at Work qualification, renewable in accordance with current HSE policy.

9.11 RFFS Emergency Response Commitments

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

9.12 1000m Response Assessments

The areas within 1000m of the ends of runways are completely reviewed annually and visual inspection of the crash gates are carried out daily as part of the airport security. These procedures are contained in CIMS/RCA/DA/AO/4.18.

The sea is located at the end of runway 23 and is within the 1000m assessment area.

For incidents occurring outside the aerodrome boundary, an agreement was reached with the Emergency Planning Committee members which identifies that support will be provided by the First Responder Network in the first instance, recognising the limitations of resources and unique topography to the sea to the South and farmland to the North. Where any response from the RFFS is justified, egress from the Airport will be wherever possible through the Airport's break-out gates (also referred to as crash gates).

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

9.13 Landside Aircraft Incidents

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

Special circumstances are:

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

9.14 Domestic Incidents

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

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

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

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

9.15 Additional Water for use in Firefighting Operations

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

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

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

9.16 Response in Abnormal Conditions

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

9.17 Personal Equipment

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

9.18 Radio Communications

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

9.19 Inspection and Testing of Appliances and Equipment

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

9.20 Medical Services

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

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

9.21 First Aid

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

RFFS Medical training is in accordance with CAP 168.

9.22 Scale of Medical Services

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

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

9.23 Emergency Lighting

Fire appliances have portable task lights appropriate to the level of RFFS and airport operations.

9.24 Mortuary Facilities

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

10 EMERGENCY PLANNING

10.1 Responsibility

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

10.2 Routine Testing

The frequency of major exercises is in accordance with CAP 168 Chapter 9.

The Airport has training and familiarisation sessions to ensure that all parties involved are fully aware of their responsibilities and required actions. Testing involves the use of actual exercises, tabletop and communications exercises to demonstrate the effectiveness of the procedures.

Liaison visits and training is carried out in conjunction with the Civil Contingencies Planning Team and local Emergency Responders network.

10.3 Post-Accident Management

The Post Accident Procedures will be the same as those described in the Emergency Orders (Aircraft Accident), scaled down if necessary, to comply with the nature of the incident.

If the accident is not serious enough to prolong the involvement of the emergency services beyond incident closure, it may be necessary for the aircraft operator and Airport Authority staff to work with the AAIB inspectors until the latter feel that all evidence and investigative procedures have been concluded.

An aircraft recovery plan has been compiled by the Airport and is held within the RFFS Manual (CIMS/RCA/DA/AO/4.0).

11 AIR TRAFFIC SERVICES

11.1 Air Traffic Management

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

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

11.2 Runway in Use

Selection of a Runway in Use is detailed in CIMS/RCA/DA/AO/3.0 – MAFIS.

11.3 Noise Abatement Procedures

Stubbington and Hillhead villages which are immediately adjacent to the Western airport boundary and South Fareham on the North-West corner of the visual circuit are all noise sensitive areas. The Airport pilot briefing highlights the joining and circuit procedures.

11.4 Alerting the Emergency Services

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

12 COMMUNICATIONS AND NAVAIDS

12.1 Air and Operational Ground Radio Communications

The Airport operates a UHF ground frequency for vehicles traffic to communicate with the ATS callsign being ‘Lee Tower’.

The Air frequency 118.930 MHz, callsign ‘Lee Information’, is for all aircraft operations.

12.2 Radio Navigational and Landing Aids

The airport has no Navigational aids.