

Jersey Airport Aerodrome Manual



Version 2.0 – 11th February 2020

Part A

General Administration and Control of

the Aerodrome Manual

1 PART A – GENERAL

1.1 INTRODUCTION

- 1.1.1 The Aerodrome Manual contains details of the characteristics, policies and procedures for the safe operation of Jersey Airport and complies with all applicable requirements and with the terms of the Aviation Permit issued by the Director Civil Aviation (Channel Islands).
- 1.1.2 The Jersey Airport Aerodrome Manual clearly and concisely describes the systematic approach to the operation of the aerodrome. The manual demonstrates the commitment of Ports of Jersey Limited (POJL) to managing the aerodrome safely, effectively and efficiently. It is essential that all individuals understand their specific responsibilities and accountabilities as defined within the manual. The Aerodrome Manual is distributed to all POJL departments that have a role in the safe operation of the aerodrome. It is also distributed to our various Business Partners and to our third-party airside operators with directives and guidance to POJL policy and procedures relating to the aerodrome.



INEZ BARTOLO AIRPORT DIRECTOR

1.2 PARTS OF THE AERODROME MANUAL

PART A - GENERAL

General information, administration and control of the Aerodrome Manual.

PART B

Aerodrome management system, qualification and training requirements.

PART C

Particulars of the aerodrome Site

Part D

Particulars of the aerodrome required to be reported to the Aeronautical Information Service.

Part E

Particulars of the operating procedures of the aerodrome, its equipment and safety measures.

1.3 DEFINITION OF TERMS, ABBREVIATIONS AND ACRONYMS

DEFINITION OF TERMS

Aerodrome

Any area of land or water designed, equipped, set apart or commonly used to afford facilities for the landing and departure or 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 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.

Aerodrome Traffic Zone (ATZ)

An airspace of defined dimensions established around an aerodrome for the protection of aerodrome traffic.

Aeronautical Ground Lighting (AGL)

Approach, runway and taxiway lighting provided for the guidance of aircraft at night and in low visibility.

Aircraft Stand

A designated area on an aerodrome intended to be used for parking an aircraft.

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

Category 1 (CAT 1) Operation

A precision Instrument Approach and Landing with a decision height not lower than 200 feet and with either a visibility not less than 800m, or runway visual range (RVR) not less than 550m. (See also Lower than Standard Category 1).

Cleared and Graded Area (CGA)

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 licensee, selected or prepared as a suitable area over which an aircraft may make a portion of its initial climb to a specified height.

Critical Area

An area of defined dimensions extending about the ground antennae of a precision approach equipment within which the presence of vehicles or aircraft will cause unacceptable disturbance of the guidance signals.

Critical Part (Aviation Security)

At airports where more than 40 staff members hold airport identification cards giving access to security restricted areas, the critical parts of security restricted areas shall be at least the following:

- a) any part of an airport to which departing passengers, including their cabin baggage, after screening, have access;
- b) any part of an airport through which, after screening, departing hold baggage may pass or in which it may be held, if the baggage has not been secured.

For the purposes of paragraph 1, any part of an airport shall be regarded as a critical part of security restricted areas for as long as:

- c) departing passengers, including their cabin baggage, after screening, are present in that part;
- d) (b) departing hold baggage, after screening, is passing through or being held in that part, if it has not been secured.

For the purposes of paragraphs 1 and 2, an aircraft, bus, baggage cart or other means of transport or a walkway or jetway shall be regarded as a part of an airport.

Declared Distances

The distances declared by the aerodrome authority for the purpose of application of the requirement of the Air Navigation (General) Regulations in respect of aeroplanes flying for the purpose of public transport.

Holding Bay

A defined area where aircraft can be held, or bypassed, in order to facilitate the efficient movement of aircraft.

Intermediate Taxi Holding Position

A Taxi Holding Position intended to protect a priority route.

Instrument Approach Runway

A runway intended for the operation of aircraft using non-visual aids providing at least directional guidance in azimuth adequate for a straight-in approach.

Instrument Strip

An area of specified dimensions, which encloses an instrument runway.

Inter-Stand Clearway

A corridor of apron between two stands, marked by paint markings intended to be kept clear to facilitate vehicle movement from the front to the back of a parked aircraft and to enable emergency access / egress.

Landing Area

That part of a movement area intended for the landing and take-off of aircraft.

Landing Distance Available

The distance from the point on the surface of the aerodrome above which the aeroplane can commence its landing, having regard to the obstructions in its approach path, to the nearest point in the direction of landing at which the surface of the aerodrome is incapable of bearing the weight of the aeroplane under normal operating conditions or at which there is an obstacle capable of affecting the safety of the aeroplane.

Lower than Standard Category 1 (LTS Cat 1) Operation

A Category 1 instrument approach and landing operation using Category 1 Decision Height/Altitude (DH/DA), with an RVR lower than would normally be associated with the applicable DH/DA but not lower than 400 m. (See also Category 1 (Cat 1) Operation).

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.

Multi-Aircraft Ramp System (MARS)

A MARS stand is defined as one which allows either two small aircraft or one large aircraft to be parked on the same stand

Multi-Choice Apron (MCA)

An MCA stand can accept more complex combinations of aircraft than a MARS stand, ie. Three small aircraft or two large 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.

Precision Approach Runway

A runway intended for the operation of aircraft using visual and non-visual aids providing guidance in both pitch and azimuth adequate for a straight-in approach. (See also Category 1 and Lower than Standard Category 1 Operations).

Rapid Exit Taxiway (RET)

A taxiway connected to a runway at an acute angle and designed to allow landing aeroplanes to turn off at higher speeds than are achieved on other exit taxiways thereby minimising runway occupancy times.

Rapid Exit Taxiway Indicator Lights (RETILs)

Rapid Exit Taxiway Indicator Lights (RETILs) and paint markings assist pilots in judging distances to Rapid Exit Taxiways and enable them to apply braking action for a more efficient roll-out and runway exit speed. RETILs provide a 3-2-1 countdown pattern of amber lights together with 3 sets of painted count-down markings placed at 300 m, 200 m, and 100 m from the intersection of the runway centre-line with the Rapid Exit Taxiway centre-line. Jersey does not currently operate RETILs

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 or damage to an aeroplane undershooting or overrunning the runway.

Runway Taxi Holding Position

A Taxi Holding Position intended to protect a runway.

Runway Threshold Identification Lights (RTILs)

Runway Threshold Identification Lights are 2 synchronised flashing white lights, one at each end of the threshold bar. Installed on runway 08 at Jersey Airport.

Runway Visual Range

The range over which the pilot of an aircraft on the centreline of a runway can see the runway surface markings or the lights delineating the runway or identifying its centreline.

Sensitive Area

An area extending beyond the Critical Area where the parking and/ or movement of aircraft or vehicles will affect the guidance signal to the extent that it may be rendered unacceptable to aircraft using the signal.

Stopway

A defined rectangular area at the end of the take-off run available, prepared and designated as a 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.

Take-off Distance Available (TODA)

Either the distance from the point on the surface of the aerodrome at which the aeroplane can commence its take-off run to the nearest obstacle in the direction of take-off projecting above the surface of the aerodrome and capable of affecting the safety of the aeroplane, or one and one half times the take-off run available, whichever is the less.

Take-off Run Available (TORA)

The distance from the point on the surface of the aerodrome at which the aeroplane can commence its take-off run to the nearest point in the direction of take-off at which the surface of the aerodrome is incapable of bearing the weight of the aeroplane under normal operating conditions.

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:

Aircraft Stand Taxi lane – a portion of an apron designated a taxiway and intended to provide access to aircraft stands only (i.e. in a cul-de-sac).

Apron Taxiway – a portion of a taxiway system located on an apron and intended to provide a through taxi route across the apron.

Taxiway Strip

An area of specified dimension enclosing a taxiway and intended to protect aircraft operating on the taxiway and to reduce the risk of damage to an aircraft running off the taxiway.

Taxiway Holding Position

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

Taxiway Intersection

A junction of two, or more, taxiways.

Threshold

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

ABBREVIATIONS AND ACRONYMS

AAIB	Air Accidents Investigation Branch	
ADQ(IR)	Aeronautical Data Quality (Implementing Rule)	
AMP	Aerodrome Management Plan	
AOP	Aerodrome Operating Procedure	
AFTN	Aeronautical Fixed Telecommunications Network	
AIP	Aeronautical Information Package	
AIS	Aeronautical Information Service	
ANO	Air Navigation Order (UK)	
AOMS	Aviation Operational Management System	
APU	Auxiliary Power Unit	
ARFFS	Aerodrome Rescue and Fire Fighting Service	
ARP	Aerodrome Reference Point	
ASM	Aviation Safety Manager	
ASN	Aerodrome Safety Notice	
ATC	Air Traffic Control	
ATCC	Air Traffic Control Centre	
АТСВ	Air Traffic Control 'B' Centre (Contingency Facility)	
ATCO	Air Traffic Control Officer	
ATE	Air Traffic Engineer	
ATIS	Automatic Terminal Information Service	
ATOI	Aerodrome Temporary Operating Instruction	
AVSEC	Aviation Security	
BA	Breathing Apparatus	

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CAA	Civil Aviation Authority (UK)
CAP	Civil Aviation Publication
CFO	Chief Fire Officer
СР	Critical Part / Control Point
C-RTM	Contingency Remote Tower Module
DCA(CI)	Director Civil Aviation (Channel Islands)
DE	Duty Executive
DEO	Duty Engineering Officer (GSTS)
DME	Distance Measuring Equipment
EASA	European Aviation Safety Agency
ECCAIRS	European Co-ordination Centre for Accident and Incident Reporting Systems
EFSS	Electronic Flight Strip System
EOP	Engineering Operating Procedure
ETA	Estimated Time of Arrival
ETD	Estimated Time of Departure
EVCS	Emergency Voice Communication System
FEGP	Fixed Electrical Ground Power
FOD	Foreign Object Damage / Debris
GCEO	Group Chief Executive Officer
GSTS	Group Systems and Technical Services
GPU	Ground Power Unit
ICAO	International Civil Aviation Organisation
ILS	Instrument Landing System
IRVR	Instrumented Runway Visual Range
LCN	Load Classification Number
LVP	Low Visibility Procedures
MALMS	Mobile Airfield Light Monitoring System
MANS	Manual of Air Navigation Services
MATS	Manual of Air Traffic Services
MOR	Mandatory Occurrence Report
NOTAM	Notice to Airmen
O+P	Orders and Procedures
PAPI	Precision Approach Path Indicator
PCN	Pavement Classification Number
POJL	Ports of Jersey Ltd
PPE	Personal Protective Equipment
PPM	Planned Preventative Maintenance
PTW	Permit to Work
RVP	Rendezvous Point
RVR	Runway Visual Range
SATCO	Senior Air Traffic Control Officer
TETRA	Terrestrial Trunked Radio
VCS	Voice Communication System

1.4 Amendments and Revisions

- 1.4.1 The Aviation Safety Manager (ASM) is responsible for the issue and insertion of amendments and revisions.
- 1.4.2 The Aerodrome Manual is reviewed by the ASM on an annual basis. It is a 'live' document that is maintained as a single document incorporating all up to date information. Any permanent amendment will result in a re-issue of the entire document as a new version. When this occurs, an advisory email message will be sent to the distribution addressees, informing that the Aerodrome Manual has been updated advising the new version number. Recipients are required to confirm by email to the ASM, that they have received the amended Aerodrome Manual.

Version No.	Effective Date	Details of Change
Version 1	01 August 2019	Complete Re-Issue in style of EASA
Version 2	17 January 2020	Personnel names removed. Amended charts. New Aviation Permit. In-sourced Security provision referenced. POJ Group Engineering changes. Drug and Alcohol policy. References to MATS II, III & IV deleted and replaced with MANS.

RECORD OF AMENDMENTS AND REVISIONS

1.5 HANDWRITTEN AMENDMENTS AND REVISIONS

1.5.1 Handwritten amendments and revisions to the Aerodrome Manual are not permitted. In situations that require immediate amendment or revision in the interest of safety, POJL will inform departments, Business Partners and third parties by means of Supplementary Instructions, Aerodrome Temporary Operating Instructions, Aerodrome Information Notices, Aerodrome Safety Notices and Airport Directives.

1.6 DESCRIPTION OF PAGE LAYOUT (ANNOTATION OF PAGES)

- 1.6.1 Each page of the Aerodrome Manual will be annotated with a header, including the issue date (year, month, date) and version number.
- 1.6.2 List of effective pages
- 1.6.3 Amendments will be annotated by a solid black line in the page margin.
- **1.6.4** Temporary revisions are not used. Permanent changes to the Aerodrome Manual will require the document to be issued with a new version number.

1.7 DISTRIBUTION LIST

1.7.1 The Aerodrome Manual is distributed electronically in PDF format to the following recipients:

Chief Executive Officer	POJL
Airport Director	POJL
Head of Air Navigation Services	POJL
Chief Fire Officer	POJL
Director Civil Aviation	DCA (CI)
Safety & Airspace Regulation Group	UK CAA
Security Operations Manager	POJL
Group Engineering Manager	POJL

- 1.7.2 The current version of the Aerodrome Manual is available on the POJL website.
- 1.7.3 In addition, the Aerodrome Manual is also distributed electronically in PDF format to the following Airlines, Business Partners and third parties:

Aurigny Aviation Services (CI) Ltd. Blue Islands British Airways Easyjet Flybe Gama Aviation Oceanair

Ortac Operations Jersey Aero Club Jet2.com Limited States of Jersey Customs States of Jersey Police Stobart Air Swissport Jersey Aviators Ltd

2 GENERAL INFORMATION

2.1 PURPOSE AND SCOPE

- 2.1.1 The Aerodrome Manual describes how the aerodrome infrastructure, facilities and operational procedures will be operated safely. It contains all the relevant information to describe the management structure and its systematic approach to aerodrome operations.
- 2.1.2 The Aerodrome Manual signposts to the operating procedures and the safety management system, which are held separately.
- 2.1.3 Referenced information, documentation and procedures are made available as necessary to all operational staff by means of the following, to describe the safety standards and procedures which shall be implemented and enforced in compliance with the Competent Authority. Aerodrome Operating Procedures – available on the POJL website UK AIP - <u>http://www.nats-uk.ead-it.com/public/index.php.html</u> Aerodrome Temporary Operating Instructions – available on the POJL website Aerodrome Information Notices – available on the POJL website Aerodrome Safety Notices – available on the POJL website Aviation (Jersey) Law 2014 - <u>https://www.jerseylaw.je/laws/revised/Pages/03.250.aspx</u> Health and Safety at Work (Jersey) Law -<u>https://www.gov.je/Industry/HealthSafetyWork/HSI/Legislation/LawRegulations/Pages/Guidan</u> ceHSWLaw.aspx

2.1.4 In the Channel Islands the Aerodrome Certificate is referred to as the Aviation Permit issued by the DCA and is reproduced below:

Aviation Permit 2020-JE-1667		Bailiwick of Jersey • Bailiwick of Guernsey DCA Office of the Director of Civil Aviation		
Permiss granted	sion is hereby I to:	Inez Bartolo (in her capacity as the "Airport Director" as appointed by the Airport Authority and employed by Ports of Jersey, Jersey Airport, St Peter, Jersey, JE1 1BY)	Notes	
For the	purpose of:	Aerodrome Certification		
When:		From 1 st January 2020 until 31 st December 2020	Both dates inclusive	
Where:		Jersey Airport (as detailed in Section 3 of the Aerodrome Manual)	See Special Condition 4	
Using a	ircraft:	Not applicable		
Relevar	nt law:	Article 125 of the Air Navigation (Jersey) Law 2014	This permit is issued for the Bailiwick of Jersey only (JE)	
Issued by:		Dominic Lazarus Director of Civil Aviation	31ª December 2019	
Special	Conditions att The permit ho Navigation (Je	aching to 2020-JE-1667 Ider is required to ensure that the relevant provisions detailed rsey) Law 2014 are complied with.	d in Part 19 of the Air	
2.	This permit is a Civil Aviation A findings and re	conditional upon the permit holder procuring on an ongoing b Authority (CAA) and acting as required (or as otherwise agreed ecommendations.	basis the oversight of the UK d by the DCA) upon their	
3.	The permit holder is required to attend a regulatory update meeting with the DCA, generally to be held at intervals of three months. Amendments and variations to this permit must be agreed at these meetings and must be formally recorded in the minutes.			
4	Operations are to be conducted in accordance with the CAA approved Aerodrome Manual supplied to the DCA as "Version 1.0" dated August 2019 (as amended).			

Figure – 1 Jersey Airport Aviation Permit

- 2.1.5 The Director of Civil Aviation (DCA) Aerodrome Permit authorises POJL to operate in accordance with the provisions of the Terms of the Certificate, CAP 168 and the Aerodrome Manual.
- 2.1.6 This Aerodrome Manual contains or refers to all necessary information for the safe use, operation and maintenance of the aerodrome, its equipment, as well as its obstacle limitations and protection surfaces and other areas associated with the aerodrome.

2.2 AERODROME OPERATING RESPONSIBILITIES

2.2.1 POJL shall grant access to any person authorised by the Competent Authority, to:

any facility, document, records, data, procedures or any other material relevant to its activity subject to certification or declaration, whether it is contracted or not; and

perform or witness any action, inspection, test, assessment or exercise the Competent Authority finds is necessary.

2.2.2 The Competent Authority should make initial contact through the Airport Director to assist and facilitate audits / inspections as required.

Part B

Aerodrome Management System,

Qualification and Training Requirements

3 AERODROME MANAGEMENT SYSTEM

3.1 AERODROME ORGANISATION AND RESPONSIBILITIES

POJL LEADERSHIP STRUCTURE



POJL OPERATIONS STRUCTURE & REPORTING LINES



POJL AERODROME OPERATIONS



3.1.1 The following lists the key post holders with regard to accountability and responsibility for safety:

Person with overall responsibility for Safety & Accountable Manager Airport Director			
Person responsible for Aerodrome Regulation, Security and Safety Group Safety, Security and Compliance Manager			
Operation	nal Accountable Ma	nagers – Heads of D	epartment
Air Traffic Control (Head ANS)	Group Systems and Technical Services (Head-GSTS)	Airport Rescue & Fire Service (Chief Fire Officer)	Group Engineering (Group Engineering Manager)
Watch Managers x 3	GSTS Managers x 3	Station Managers x 5	5 x Duty Engineering Managers

3.1.2 Absence of Post Holders

3.1.3 When members of staff with key safety responsibilities are absent, it is essential that a competent person assumes their safety responsibilities.

Position	Authorised to deputise in the event of absence
Group Chief Executive Officer	Chief Financial Officer
Airport Director (Accountable Manager)	Head of ANS
Group Security, Safety & Compliance Manager	Insurance, Continuity and Risk Manager
Head of Air Navigation Services	Manager ATC Operations
Group Head of Systems and Technical Services	GSTS Team Manager
Aviation Safety Manager	Chief Fire Officer
Chief Fire Officer	Duty ARFFS Station Manager
Group Engineering Manager	Duty Engineering Manager

- 3.1.4 On Call Duty Executive Team (DE)
- 3.1.4.1 The on-call DE team roster ensures that a member of the Senior Management Team is available 24 hours a day, 365 days a year. The DE roster is designed to ensure senior management support is available immediately should the situation warrant it. The DE team roster is published, in advance, on the POJL SharePoint site. To access the roster, search for 'Annual Duty Exec Rota'.
- 3.1.4.2 The DE contact telephone number 07797 718688

DUTY EXECUTIVES

Airport Director

Chief Financial Officer/Deputy Chief Exec Officer

Jersey Harbour Master

Group Engineering Manager

Head of Air Navigation Services

3.2 DESCRIPTION OF THE SAFETY MANAGEMENT SYSTEM

- 3.2.1 Scope of the Safety Management System
- 3.2.2 The policy of the Ports of Jersey Airport Authority is to define and periodically review the PoJ activities which relate to the management of Aviation Operations to ensure that the focus of the Aviation Operational Management System (AOMS) remains bounded appropriately. The management system defines the policies and processes that are required to deliver all the operational outcomes that satisfy the quality requirements of the business, stakeholders and regulators with an emphasis on those activities that are related to safety and is available electronically on the POJL website.

3.3 SAFETY RESPONSIBILITIES OF NOMINATED PERSONNEL

(AIRPORT DIRECTOR (APD), ACCOUNTABLE MANAGER

GENERAL RESPONSIBILITIES (AVIATION SAFETY)

- Has overall responsibility for the safety of aviation services provided by Ports of Jersey Airport.
- Responsible to the Chief Executive Officer and the Airport Authority Board for the safe management of operational aviation services and systems planned, provided and operated by the Airport Authority within Channel Island Airspace, empowered to either 'make safe' or 'shut down' the business in the event that the operation is determined to be unsafe.
- Responsible for the overall co-ordination and strategic management of all Aviation Operational Departments at Jersey Airport.

SAFETY ACCOUNTABILITY

• The Airport Director is the most Senior Executive accountable for the safety of all

Aviation Services provided and operated by the Airport Authority.

- To provide executive leadership in the promotion of Safety. To be proactive in ensuring that the priority of safety, and the principles adopted to secure it, are made explicit to all levels of staff within Jersey Airport.
- To ensure that the POJL Aviation Operations Management Policies and Principles are developed and maintained, reviewed, promulgated, applied consistently within Jersey Airport.
- To define safety management responsibilities and accountabilities of direct reports, and ensure that they are appropriately documented, promulgated and discharged.
- To ensure that a competent person is appointed as the Safety Compliance Manager, who has the authority to raise any issues arising from the operation of the AOMS directly with the Airport Director, Chief Executive Officer and/or the Airport Authority Board.
- To ensure a high-level review of the performance of the AOMS is undertaken at least every eighteen months and exceptionally at his discretion.
- To ensure that a 'Just Culture' exists at Jersey Airport; that staff and stakeholders understand and participate in the process. All are encouraged to report incidents, accidents and deficiencies of safety arrangements and participate in investigations, without prejudice.
- To ensure the approach to safety management throughout Jersey Airport operations is to reduce the risk of harming people to "as low as is reasonably practicable".
- To ensure that business objectives do not subsume stated safety objectives in the management of airport activities.
- To ensure, as the Accountable Manager, that a formalised safety management exchange framework is developed and implemented between Jersey Airport, Airline Operators and Business Partners, in order to enable the sharing and communication of safety related information and data in an expedient, prescribed and controlled manner.
- To ensure that all Jersey Airport Operational Department' procedures are documented and applied in accordance with the relevant legislation and regulatory requirements.
- To ensure whenever new operational systems (People, procedures, equipment, or changes to any of these) are being introduced adequate safety assurance has been provided in accordance with the policies of the APM in order to ensure that risks are minimised as far as reasonably practicable and regulatory approval obtained where necessary.
- To ensure that all incidents with Aviation Safety Implications are fully investigated as soon as practicable, and that follow up action/recommendations are focused on prevention. Ensure that all agreed recommendations arising from incidents and investigations are appropriately documented, reviewed regularly and implemented in a timely manner and that a robust process exists for "lessons-learnt" to be disseminated to all relevant staff.
- To ensure that all staff involved in the delivery of Operational Services provided by Jersey Airport are trained to the appropriate level of competence, and where necessary licenced appropriately to carry out the task required.

• To ensure adequate training resources are made available to departments so that AOMS activities can be effectively discharged.

HEAD OF AIR NAVIGATION SERVICES

SAFETY ACCOUNTABILITY

- Accountable for the safe delivery of Air Navigation Service Provision for Jersey Airport and the Channel Islands Airspace.
- Provide clear and decisive leadership to ensure a cohesive, collegiate and high performing team, whilst developing and inspiring employees in a supportive and open environment.
- Accountable for ensuring that all regulatory requirements associated with the delivery of Air Navigation Service Provision for Jersey Airport and the Channel Islands Airspace are met.
- Develop and implement a succession plan for ATC and GSTS to ensure business continuity.
- Accountable for ATC and GSTS training, licensing and competence in accordance with all regulatory requirements.
- Accountable for the development of policy and the provision of staff management and leadership practices including the operational aspects of recruitment, training, coaching and inter department communications.
- Lead and direct operational change management ensuring that the Ports of Jersey values, behaviours, and strategies are understood, enacted and embedded throughout ATC and GSTS.
- Establish and maintain effective working relationships with POJL customers, external agencies, regulatory authorities such as the Channel Islands Director of Civil Aviation, EASA and the UK CAA along with other relevant stakeholders.
- Clearly communicate Jersey Airport's strategic and business objectives and key messages to promote understanding within the department under a 'Just Culture' so staff and stakeholders are engaged and motivated.
- Prepare and manage the department's budget in accordance with POJL financial policies and procedures and in a manner, which demonstrates sound financial governance, whilst driving efficiencies.
- Lead the thinking and planning for delivering business growth within the department and translating this into clear business objectives.
- Providing advice to the Airport Director on emerging best practice and changes to Air Navigation Service Provision policy, procedures and technology and implications for the POJL operation.

SAFETY RESPONSIBILITIES

SAFETY ACCOUNTABILITIES AND RESPONSIBILITIES

• The nature of the role means that there are specific safety accountabilities and responsibilities (Manual Air Traffic Services Part III Section 1 Chapter 2 Annex 1) which are required to be included in the job description;

GENERAL RESPONSIBILITIES

• The H-ANS is responsible to the Airport Director for the provision of a safe, effective and

efficient operation of Air Traffic Control relating to the provision of Ports of Jersey Limited Air Navigation Services.

SAFETY ACCOUNTABILITY

- The H-ANS is accountable for safety of the Air Traffic Control and Meteorological Services provided by Ports of Jersey Limited.
- To be jointly responsible (with the H-GSTS) for ensuring the accuracy & maintenance of the Air Navigation Services (ANS) Unit Safety Case within the Ports of Jersey Limited Safety and Quality Management System.
- In conjunction with H-GSTS, implement an annual ANS Safety Improvement Plan and to regularly report to the Airport Director on the Safety Performance of Air Navigation Services.
- To ensure that the Ports of Jersey Limited Safety and Quality Management Polices and Principles are promulgated, followed and applied consistently within a "just culture", in conjunction with other Departments.
- To define, document and sign safety management accountabilities of direct reports (where appropriate) and ensure that they are discharged.
- To ensure that all Operational Air Traffic procedures (in particular the Manual of Air Traffic Control Part II and III) are documented and applied in accordance with the relevant legislation and regulatory requirements and that, when changes to procedures are planned, to ensure that risks are minimised as far as reasonably practicable and regulatory approval obtained where necessary.
- To ensure that whenever new systems (people, procedures equipment, or changes to any of these) are being introduced within the Air Traffic Service unit adequate safety assurance has been provided in accordance with the Safety and Quality Management system.
- To ensure that an 'open reporting' culture is encouraged and that all Air Traffic Control incidents are fully investigated as soon as practicable, and that follow up action/ recommendations are focused on prevention. Ensure that all agreed recommendations arising from incidents and investigations are documented, reviewed regularly and implemented in a timely manner and that a robust process exists for lessons learnt to be disseminated to all relevant staff.
- To ensure that all staff involved in the delivery of Air Traffic Control and Meteorological Services provided by the department are trained to the appropriate level of competence and where necessary are licensed to carry out their role.
- To ensure that all mandatory external safety audits of ANS are undertaken.
- To ensure that all internal safety audits of ANS are undertaken.
- Ensure that Air Navigation Services are maintained and operated in accordance with approved procedures and compliant with appropriate legislation.

GROUP SAFETY, SECURITY AND COMPLIANCE MANAGER (GSSCM)

GENERAL RESPONSIBILITIES

• The Group Safety, Security and Compliance Manager is responsible for the independent oversight of the development, maintenance and promotion of an effective Aviation Operational Management System (AOMS) at Jersey Airport.

SAFETY ACCOUNTABILITY

• The Group Safety, Security and Compliance Manager is accountable to the Airport Authority Board for the independent monitoring of the overall effectiveness of the Jersey Airport Aviation Operational Management System.

- To act as an independent advisor to the Airport Director on matters arising from the operational use of the AOMS.
- To act as a primary interface with the Director of Civil Aviation and external regulatory authorities on issues of aviation regulatory and safety compliance, and the communication of any relevant documentation pertaining to the execution of this responsibility.
- In conjunction with H-GSTS, oversee the implement of an annual ATS Safety Improvement Plan and to regularly report to the Airport Director on the Safety Performance of Air Traffic Services.
- To ensure that an independent audit of the AOMS is undertaken at least once every eighteen months.
- To provide expert counsel on the safety aspects of the AOMS and their application to Ports of Jersey Staff and Management.
- To provide periodic reports on the safety performance of the AOMS to the Board.
- To ensure that issues of aviation safety significance are brought to the attention of the Airport Director, Airport Authority Board and/or Ports Executive Team (PET), in a timely manner, and to ensure corrective actions and mitigations are subsequently completed.

HEAD – GROUP SYSTEMS & TECHNICAL SERVICES (HDGSTS)

GENERAL RESPONSIBILITIES

• The H-GSTS is responsible for the safe, effective and efficient operation of GSTS.

SAFETY ACCOUNTABILITY

• The H-GSTS is accountable for safety of Air Navigation Services Equipment provided at Jersey Airport.

- To provide leadership in Safety, to be proactive in ensuring that the priority of safety, and the principles adopted to secure it, are made explicit to all levels of staff within GSTS.
- To be responsible for ensuring the accuracy & maintenance of the GSTS Departmental Safety Case within the Ports of Jersey AOMS.
- To regularly report on the Safety Performance of GSTS.
- To ensure that the Ports of Jersey AOMS Polices and Principles are promulgated, followed and applied consistently in a 'Just Culture' within Jersey Airport, in concert with other Departments.
- To define, document and sign Safety Management Accountabilities of direct reports (where appropriate) and ensure that they are discharged.
- To ensure that all Jersey Airport ANS Equipment procedures are documented and applied in accordance with the relevant legislation and regulatory requirements and, when changes to procedures are planned, to ensure that risks are minimised as far as reasonably practicable and regulatory approval obtained where necessary.
- To ensure that whenever new systems (people, procedures, equipment, or changes to any of these) are being introduced within GSTS, adequate safety assurance has been provided in accordance with the AOMS.
- To ensure that an 'open reporting' culture is encouraged and that all ANS Equipment incidents are fully investigated as soon as practicable, and that follow up action/recommendations are focussed on prevention. Ensure that all agreed recommendations arising from incidents and investigations are documented, reviewed regularly and implemented in a timely manner and that a robust process exists for lessons learnt to be disseminated to all relevant staff.
- To ensure that all staff involved in the delivery of Air Navigation Services provided by GSTS are trained to the appropriate level of competence.
- To ensure that all mandatory external safety audits of GSTS are undertaken.
- To ensure that all internal safety audits of GSTS are undertaken.
- Air Navigation Services is maintained and operated in accordance with approved procedures and compliant with appropriate legislation.

CHIEF FIRE OFFICER (CFO)

GENERAL RESPONSIBILITIES

• The Chief Fire Officer is responsible to the Group Operations Director (GOD) for the safe, effective and efficient operation of the Airport Rescue and Fire Fighting Service

SAFETY ACCOUNTABILITY

• The Chief Fire Officer is accountable for safety of the Airport Rescue and Fire Fighting Services provided at Jersey Airport.

- To provide leadership in Safety, to be proactive in ensuring that the priority of safety, and the principles adopted to secure it are made explicit to all levels of staff within the Airport Rescue and Fire Fighting Service
- To be responsible for the maintenance of Section 6b (Airport Rescue and Fire Fighting Service) of the Jersey Airport SMS
- To regularly report on the Safety Performance of the Airport Rescue and Fire Fighting Service
- To ensure that the Jersey Airport SMS Polices and Principles are promulgated, followed and applied consistently within Jersey Airport, in concert with other Departments
- To define, document and sign safety management accountabilities of direct reports (where appropriate) and ensure that they are discharged
- To ensure that all Jersey Airport Rescue and Fire Fighting Service procedures are documented and applied in accordance with the relevant legislation and regulatory requirements and that, when changes to procedures are planned, to ensure that risks are minimised as far as reasonably practicable and regulatory approval obtained where necessary
- To ensure that whenever new systems (people, procedures equipment, or changes to any of these) are being introduced within the Airport Rescue and Fire Fighting Service adequate safety assurance has been provided in accordance with the SMS
- To ensure that all Air Traffic Control incidents with Airport Rescue and Fire Fighting Service Operational Safety implications are fully investigated as soon as practicable, and that follow up action/recommendations are focussed on prevention. Ensure that all agreed recommendations arising from incidents and investigations are documented, reviewed regularly and implemented in a timely manner and that a robust process exists for lessons learnt to be disseminated to all relevant staff
- To ensure that all staff involved in the delivery of Services provided by the Airport Rescue and Fire Fighting Service are trained to the appropriate level of competence
- To ensure that an independent audit of their department is undertaken at least every eighteen months.
- To ensure that all equipment required for the provision of Airport Rescue and Fire Fighting Service is maintained and operated in accordance with approved procedures

GROUP ENGINEERING MANAGER (GEM)

GENERAL RESPONSIBILITIES

• The Group Engineering Manager is responsible to the Capital Projects Director, for the safe, effective and efficient operation of the Engineering Department.

SAFETY ACCOUNTABILITY

• The Group Engineering Manager is accountable for safety of the engineering services provided at Jersey Airport.

- To provide leadership in safety, to be proactive in ensuring that the priority of safety, and the principles adopted to secure it are made explicit to all levels of staff within the Engineering Department.
- To be responsible for the maintenance of Section 6f (Engineering) of the Jersey Airport AOMS.
- To report monthly on significant issues affecting the Safety Performance of the Engineering Department and provide a consolidated quarterly report on all issues.
- To appoint the Group Engineering Safety & Environment Manager as the Group Engineering Safety Champion.
- To ensure that the Jersey Airport AOMS Polices and Principles are promulgated, followed and applied consistently within Jersey Airport, in concert with other Departments.
- To define, document and sign safety management accountabilities of direct reports (where appropriate) and ensure that they are discharged.
- To ensure that all Group Engineering procedures are documented and applied in accordance with the relevant legislation and regulatory requirements and that, when changes to procedures are planned, to ensure that risks are minimised as far as reasonably practicable and regulatory approval obtained where necessary.
- To ensure that whenever new systems (people, procedures, equipment or changes to any of these) are being introduced within Engineering adequate safety assurance has been provided in accordance with the AOMS.
- To ensure that all Air Traffic Services incidents with Engineering Operational Safety implications are fully investigated as soon as practicable, and that follow up action/recommendations are focussed on prevention. Ensure that all agreed recommendations arising from incidents and investigations are documented, reviewed regularly and implemented in a timely manner and that a robust process exists for lessons learnt to be disseminated to all relevant staff.
- To ensure that all staff involved in the delivery of services provided by Engineering are trained to the appropriate level of competence.
- To ensure that an internal audit of at least 2 processes are undertaken at least once a year. Participate in external audit process where required.
- To ensure that all equipment required for the provision of Air Traffic Services is maintained and operated in accordance with approved procedures.

3.4 DOCUMENTATION CONTROL PROCEDURES

- 3.4.1 Please refer to the AOMS for details of the safety risk management process, including hazard identification and risk assessment schemes.
- 3.4.1.1 Please refer to the AOMS for details

3.5 MONITORING OF IMPLEMENTATION AND EFFECTIVENESS OF SAFETY ACTIONS, AND RISK MITIGATION MEASURES.

Please refer to the AOMS for details

Please refer to the AOMS for details

3.6 MONITORING OF SAFETY PERFORMANCE

To be developed

3.7 EMERGENCY RESPONSE PLANNING

- 3.7.1 The POJL Emergency plan details the emergency planning arrangements for Jersey Airport and describes how an emergency or incident will be managed from the initial call to airport Green in Operation.
- 3.7.2 The aims of the Jersey Airport Emergency Plan are:
 - Detail Emergency Planning at Jersey Airport.
 - Simplistically define each department's response to a Major Incident.
 - Ensure the priorities of incident response are met.
 - Save Life, reduce harm.
 - Outline Management Structures in the event of an Incident
 - Incorporate the Joint Emergency Services Interoperability Principles (JESIP) for effective multi-agency response.

- 3.7.3 All equipment resources that may be deployed in the event of an emergency are tested and inspected to the standards required by the organisation and/or the manufacturers. All departments/personnel involved in in the deployment of equipment maintain a programme of continuous professional development recorded against a pre-determined training programme relevant to their role.
- 3.7.4 POJL operates a modular exercise programme consisting of 10 modules tested over a 4-year rolling period in line with CAA Information notice IN 2015/097.

3.8 MANAGEMENT OF CHANGE INCLUDING ORGANISATIONAL CHANGES WITH REGARD TO SAFETY RESPONSIBILITIES

3.8.1 It is the policy of the POJL to ensure that the Organisation's existing risk management process is applied in relation to any proposed change to Process, Procedure, Equipment or changes to personnel and their associated responsibilities, the organisational structure and its operational infrastructure that has the potential to effect established cultures, processes or services.

3.9 SAFETY PROMOTION

L

3.9.1 Targeted safety promotion is overseen by the Aviation Safety Steering Group (ASSG) as part of the overall safety strategy utilising safety surveys, dip tests, poster campaigns, and lessons learned material.

3.10 DESCRIPTION OF COMPLIANCE MONITORING AND RELATED PROCEDURES

Please refer to the AOMS for details

3.11 QUALITY MANAGEMENT SYSTEM FOR AERONAUTICAL DATA AND INFORMATION

3.11.1 POJL is working towards compliance with European Commission Regulation (EU) No.73/2010, commonly known as the Aeronautical Data Quality Implementing Rule or ADQ IR. The objective is to ensure that aeronautical information is of sufficient quality, accuracy, timeliness and granularity as a key enabler of the European Air Traffic Management Network.

3.12 OCCURRENCE REPORTING PROCEDURES

3.12.1 Occurrence reporting in the UK and the rest of Europe is governed by Regulation (EU) No 376/2014 and the supporting Commission Implementing Regulation 2015/1018. POJL utilises the Ideagen Q-Pulse system to manage the 'lifecycle' of an occurrence report from the initial notification, through the investigation process, to final closure. All POJL staff have an individual log-in to Q-Pulse. Business Partners and third parties are also encouraged to report into the POJL Q-Pulse system and this can be done by submitting details of the occurrence to the Customer relations desk in the main terminal who can enter the details into Q-Pulse on the reporter's behalf.

3.13 DEFINITION OF 'OCCURRENCE', 'ACCIDENT', 'SERIOUS INCIDENT'

3.13.1 Occurrence

Is defined as: an 'accident or an incident' (ICAO).

3.13.2 Definition of Accident

An 'Accident' means an occurrence associated with the operation of an aircraft which, in the case of a manned aircraft, takes place between the time any person boards the aircraft with the intention of flight until such time as all such persons have disembarked, or in the case of an unmanned aircraft, takes place between the time the aircraft is ready to move with the purpose of flight until such time it comes to rest at the end of the flight and the primary propulsion system is shut down, in which:

- a person is fatally or seriously injured as a result of:
- being in the aircraft, or,
- direct contact with any part of the aircraft, including parts which have become detached from the aircraft, or,
- direct exposure to jet blast,
- except when the injuries are from natural causes, self-inflicted or inflicted by other persons, or when the injuries are to stowaways hiding outside the areas normally available to passengers and crew; or
- the aircraft sustains damage or structural failure which adversely affects the structural strength, performance or flight characteristics of the aircraft, and would normally require major repair or replacement of the affected component, except for engine failure or damage, when the damage is limited to a single engine, (including its cowlings or accessories), to propellers, wing tips, antennas, probes, vanes, tires, brakes, wheels, fairings, panels, landing gear doors, windscreens, the aircraft skin (such as small dents or puncture holes) or minor damages to main rotor blades, tail rotor blades, landing

gear, and those resulting from hail or bird strike, (including holes in the radome); or

- the aircraft is missing or is completely inaccessible.
- 3.13.3 Definition of a Serious Incident

Serious incident' means an incident involving circumstances indicating that there was a high probability of an accident and is associated with the operation of an aircraft, which in the case of a manned aircraft, takes place between the time any person boards the aircraft with the intention of flight until such time as all persons have disembarked, or in the case of an unmanned aircraft, takes place between the time the aircraft is ready to move with the purpose of flight until such time it comes to rest at the end of the flight and the primary propulsion system is shut down.

3.14 FORMS AND INSTRUCTIONS

The Q-Pulse system is designed around online forms for occurrence reporting. Instructions for using Q-Pulse can be found on SharePoint and on Gael Academy.

- 3.14.1 **Mandatory Occurrence Reporting.** The objective of mandatory occurrence reporting is to facilitate collection and exchange of information on actual or potential safety hazards and deficiencies and contribute to the prevention of aircraft accidents. In Europe, Regulation (EU) No 376/2014 on the reporting, analysis and follow-up of occurrences in civil aviation establishes requirements for mandatory reporting of occurrences which, if not corrected, would endanger the safety of aircraft, its occupants or any other person.
- 3.14.2 In mandatory reporting systems operational personnel are required to report accidents and certain types of incidents. ICAO Annex 13, Appendix C provides a list of examples of serious incidents that are to be reported. Furthermore, Commission Implementing Regulation (EU) 2015/2018 defines a detailed list of safety occurrences to be reported by aviation service provider organisations in Europe. The safety occurrences are grouped in the following domains: Aircraft flight operations, Aircraft technical, maintenance and repair, air navigation services and facilities and aerodromes and ground services.
- 3.14.3 What should be reported? The list of reportable occurrences are published in Commission Implementing Regulation 2015/1018 which can be accessed here: <u>https://www.easa.europa.eu/document-library/regulations/commission-implementing-regulation-eu-20151018</u>
- 3.14.4 Mandatory Occurrence Reports in Jersey shall be filed using the European Co-ordination Centre for Accident and Incident Reporting Systems (ECCAIRS) Aviation Safety Reporting Portal which can be accessed here: <u>http://www.aviationreporting.eu/AviationReporting/</u>
- 3.14.5 Guidance on how to use the ECCAIRS Aviation Safety Reporting Portal can be accessed here: http://publicapps.caa.co.uk/docs/33/CAP%201496%20APR18.pdf
- 3.14.6 Preservation of evidence Procedures and arrangements for the preservation of evidence, including recordings (R/T, Radar, CCTV), following a reportable event.

In the event of an accident or serious incident occurring, ARFFS shall carry out the following actions in order to preserve evidence:

- Take photographs of the incident scene
- Retain documentation and evidence at scene
- If necessary, ensure that access to the incident scene is controlled
- 3.14.7 All aeronautical R/T, radar data, operational telephone lines, EFSS, VCS and EVCS positions are recorded. Specific information relating to the systems used and the procedures relating to the control of this data (including replay and quarantine) following a reportable event are contained within the MANS.
- 3.14.8 CCTV cameras are fitted at the head of all pier-serviced aircraft parking stands. The policy and procedures relating to this equipment (including replay and quarantine) are referenced within JA-AOP-062 Airside CCTV Camera System.

3.15 Use of alcohol, psychoactive substances and medicines

- 3.15.1 Policies regarding Alcohol, Psychoactive Substances and Medicines are contained with the POJL Employee Handbook.
- 3.15.2 Additional processes and procedures specific to ANS personnel are contained within the MANS (Chapter 20 Annex A Problematic use of Psychoactive Substances for ATCOs and other Safety Sensitive personnel).

3.16 COMPLIANCE WITH SAFETY DIRECTIVES

3.16.1 POJL receives safety directives from various sources including the UK CAA's 'SkyWise' service. These notifications are impact assessed by the Aviation Safety Manager and then promulgated accordingly.

3.17 RECORDING OF AIRCRAFT MOVEMENTS

3.17.1 All aircraft movements at Jersey Airport are recorded for statutory and finance purposes using the Airport 2020 system. The system automatically generates an Airport Movement Log which includes: date/time, callsign, aircraft type, departure aerodrome, destination aerodrome and movement type.

3.18 REQUIRED AERODROME PERSONNEL QUALIFICATIONS

TRAINING PROGRAMME INCLUDING THE FOLLOWING

- 3.18.1 ARFFS personnel undergo training in order to satisfy the UK CAP 699 Framework for the Competence of Rescue and Fire Fighting Service (RFFS) Personnel. All local procedures and documentation related to ARFFS training and competency are maintained by Jersey Airport ARFFS.
- 3.18.2 POJL is a certified Air Navigation Service Provider and Training Organisation. Detailed information relating to the training and competency of air traffic control personnel is referenced within the following documents:
 - JJ-MAN-003 Unit Competency Scheme

- JJ-MAN-005 ATSOSC Unit Training Plan
- 3.18.3 GSTS personnel follow the ATSEP Training Programme which is based on the ICAO DOC 10057 Manual on ATSEP Competency Based Training and Assessment. The document details the minimum requirements for ATSEP Basic, Qualification and Equipment Rating Training. The ATSEP training programme provides general guidelines that should be modified to suit the needs of each trainee. Detailed information relating to GSTS personnel training is referenced within the MANS.

3.19 PROCEDURES FOR TRAINING AND CHECKING OF TRAINEES INCLUDING THE EVENT THAT PERSONNEL DO NOT ACHIEVE THE REQUIRED STANDARDS.

To be developed.

3.20 STORED DOCUMENTS AND STORAGE PERIODS DESCRIPTION AND DOCUMENTATION TO BE STORED AND STORAGE PERIODS

To be developed.

- **3.21 PROFICIENCY CHECK PROGRAMME INCLUDING RESPONSIBILITIES AND FREQUENCIES** To be developed.
- **3.22 PROCEDURES FOR PERSONNEL NOT ACHIEVING THE REQUIRED STANDARDS** To be developed.

3.23 STORED DOCUMENTS AND STORAGE PERIODS

To be developed.

Part C

Particulars of the Aerodrome Site

4 JERSEY AIRPORT LOCATION



Figure 1: Area Chart



4.1 Jersey Airport is located 4 nm WNW of St Helier (Figure 1).

Figure 2: Aerodrome Chart



Figure 3: Apron Docking Chart

4.1 CHART OF AERODROME FACILITIES AND EQUIPMENT OUTSIDE THE AERODROME



Figure 4: Les Platons Monopulse Secondary Surveillance Radar (MSSR) Site
4.2 PHYSICAL CHARACTERISTICS DESCRIPTION OF THE AERODROME

- 4.2.1 A detailed description of the physical characteristics of the aerodrome is contained within the United Kingdom Aeronautical Information Publication Jersey Airport Textual Data which can be accessed at: <u>http://www.ead.eurocontrol.int/eadbasic/pamslight-B9E5D8ACA6773E07995F77EE9DD1C98E/7FE5QZZF3FXUS/EN/AIP/AD/EG_AD_2_EGJJ_en_2019-06-20.pdf</u>
- 4.3 EXEMPTIONS OR DEROGATIONS, ELOS, SC AND OPERATING LIMITATIONS DESCRIPTION OF ANY EXEMPTIONS OR DEROGATIONS, EQUIVALENT LEVEL OF SAFETY, SPECIAL CONDITIONS AND OPERATING LIMITATIONS.
- 4.3.1 To be developed

Part D

Particulars of the Aerodrome Required

to be Reported to the Aeronautical

Information Service Requirements

4.4 **AERONAUTICAL INFORMATION SERVICES**

- 4.4.1 Permanent information regarding the operating conditions is published in the UK AIP, with temporary information promulgated using UK NOTAMS and the Aeronautical Information Service.
- 4.4.2 Changes required to the Jersey Airport entry in the UK AIP is facilitated by approved sponsors, by means of the electronic UK AIP change request form. The approved sponsors are:
 - Head of Air Navigation Services
 - Aviation Safety Manager
 - Manager ATC Operations
 - ATC Technical Support Officer
- 4.4.3 Particulars of the aerodrome which are reported to the Aeronautical Information Service can be found in the following sections of the UK AIP at:

www.nats-uk.ead-it.com/public/index.php.html

4.5 NAME OF THE AERODROME

Jersey [EGJJ]

UK AIP - AD 2-1 AERODROME LOCATION INDICATOR AND NAME

4.6 LOCATION OF THE AERODROME

4 nm West North West of St Helier

UK AIP – AD 2-2 AERODROME GEOGRAPHICAL AND ADMINISTRATIVE DATA

4.7 GEOGRAPHICAL COORDINATES OF THE AERODROME REFERENCE POINT WGS-84 (WORLD GEODETIC SYSTEM – 1984) REFERENCE DATUM.

Lat: 491229N Long: 0021144W

Centre of Runway 08/26

4.8 AERODROME ELEVATION AND GEOID UNDULATION

277 ft

4.9 RUNWAY THRESHOLD ELEVATIONS AND GEOID UNDULATIONS

RUNWAY 08

THR Elev 271 ft 491225.44N 0021221.94W GUND Elev 161 ft

Runway 26

THR Elev 272 ft

491231.80N 0021105.66W

GUND Elev 161 ft

The physical characteristics of Jersey Airport's runway are published in the UK AIP.

4.10 **AERODROME REFERENCE TEMPERATURE**

+18° C

UK AIP - AD 2-2 AERODROME GEOGRAPHICAL AND ADMINISTRATIVE DATA

4.11 AERODROME BEACON

No Aerodrome Beacon in operation

4.12 NAME OF THE AERODROME OPERATOR AND CONTACT DETAILS

Jersey Airport Post: Jersey Airport, St Peter, Jersey, JE1 1BY Channel Islands Phone: 01534 446008 (Administration) Phone: 01534 446086 (ATC) Phone: 01534 446080 (ATC) Phone: 01534 446080 (Flight Planning) FAX: 01534 446081 (ATC) FAX: 01534 446075 (Flight Planning) Email: <u>customerrelations@ports.je</u> (General Enquiries) Email: <u>atc.info@ports.je</u> (ATC)

4.13 AERODROME DIMENSIONS

Runways true bearing, designation number, length, width, displaced threshold location, slope, surface type, type of runway and, for a precision approach runway, the existence of an obstacle free zone.

Runway Designation / True Bearing

- 08 082.75°
- 26 262.76°

4.14 LENGTH AND WIDTH

- 08 1706 x 45 m
- 26 1706 x 45 m

4.15 DISPLACED THRESHOLD LOCATION

- 08: displaced by 61 m
- 26: displaced by 91 m

4.16 RUNWAY SLOPE

The overall runway gradient end to end is 0.1138% (81.62m at the start of runway 08 to 83.56m at the start of runway 08, over a distance of 1705.03m.

4.17 SURFACE TYPE

Runway surface: Concrete PCN 37/R/A/W/T and grooved BBA (Béton Bitumineux pour Chaussées Aéronautiques) asphalt PCN 37/R/A/W/T. The grooving is 4mm x 4mm with a spacing of 25mm.

4.18 TYPE OF RUNWAY

- 08 Precision approach runway (Category 1)
- 26 Precision approach runway (Category 1)

An obstacle free zone (OFZ) is in existence and is standard for a Precision Approach Runway.

4.19 RUNWAY PHYSICAL CHARACTERISTICS

RWY	TRUE	DIMENSIONS	SURFACE/	THR CO-	THR	SLOPE
DESIGNATO R	BEARING		PCN	ORDINATES	ELEVATIONS	
08	082.75°	1706 x 45 m	Grooved	491225.44N	271ft	0.1138%
			concrete	0021221.94W		
			(PCN			
			37/R/A/W/T)			
			and grooved			
			asphalt (PCN			
			30/F/A/X/T)			
26	262.76°	1706 x 45 m	Grooved	491231.80N	272ft	0.1138%
			concrete	0021105.66W		
			(PCN			
			37/R/A/W/T)			
			and grooved			
			asphalt (PCN			
			30/F/A/X/T)			

Runway physical characteristics are promulgated in the UK AIP (EGJJ AD 2.12)

4.20 RUNWAY STRIPS AND RUNWAY END SAFETY AREAS

Runway strip 150 m either side of centreline

RWY 08 Strip End 60 m

RWY 26 Strip End 61m

4.21 RUNWAY END SAFETY AREA (RESA)

RWY 08: 298 m x 150 m

RWY 26: 90 m x 90 m includes a 60 m x 30 m arrestor bed

4.22 CLEARWAYS

RWY 08	183 m
RWY 26	824 m

4.23 TAXIWAYS AND APRONS

4.24 TAXIWAY PHYSICAL CHARACTERISTICS

DESIGNATOR	WIDTH	SURFACE	PCN	NOTES
ALPHA	23 m	Concrete	66/R/C/W/T	PCN 66/R/C/W/T at
				Holding Point ALPHA
				1. PCN 70/R/B/X/T
				between ALPHA 4 and
				ALPHA 5
BRAVO	23 m	Concrete	29/R/C/W/T	
DELTA	23 m	Concrete and	PCN Concrete:	
		asphalt	29/R/C/W/T	
			Asphalt:	
			36/F/A/X/T	
ECHO	23 m	Asphalt	28/F/A/X/T	
FOXTROT	23 m	Grooved asphalt	57/F/A/X/T	Rapid Exit Taxiway
GOLF	23 m	Concrete	30/R/C/W/T	
JULIET (TAXILANE)	22.5 m	Concrete	54/R/B/W/T	

4.25 TAXIWAY STRIPS

4.25.1 Taxiway strips are established at Jersey Airport as per the CAP 168 requirements for a code C aerodrome.

4.26 APRONS AND AIRCRAFT STANDS

- 4.26.1 There are three main apron areas, the North Apron which encompasses Stands 1-13, the South Apron which encompasses Stands 15-23, and the Eastern Apron. Detailed information regarding the apron and stand layout is contained within JA-AOP-07 Apron Layout.
- 4.26.2 Air Traffic Control maintain an Aircraft Stand Matrix which is a quick reference guide to what stands are suitable for various aircraft types. The matrix is held internally within ATC and is document controlled as JJ-DOC-211.

4.27 VISUAL AIDS AND STANDBY POWER

4.27.1 Visual aids for approach procedures, approach lighting type and visual approach slope indicator system; marking and lighting of runways, taxiways, and aprons; other visual guidance and control aids on taxiways and aprons, location and type of visual docking system; availability of standby power for lighting.

4.28 RUNWAY 08 APPROACH LIGHTING

4.28.1 High intensity (white) centreline with 1 crossbar extending 165 m from the threshold.

4.29 RUNWAY 26 APPROACH LIGHTING

4.29.1 High intensity (white) coded centreline with five crossbars extending 914 m from the threshold.

4.30 RUNWAY 08 APPROACH SLOPE INDICATOR

4.30.1 PAPI units are located on both the left and right-hand sides of the runway 325 m from the threshold. Approach angle is set at 3°. Minimum Eye Height is 55ft.

4.31 RUNWAY 26 APPROACH SLOPE INDICATOR

4.31.1 PAPI unit is located on the right-hand side of the runway 341 m from the threshold. Approach angle is set at 3°. Minimum Eye Height is 55ft.

PAPIs for both runways have been calibrated to conform as closely as possible to the ILS glidepath angle.

4.32 RUNWAY 08 THRESHOLD LIGHTING

4.32.1 High intensity flush green lights with green elevated wing bars. Two white, high intensity, synchronised Runway Threshold Identification Lights (RTILS) are installed on either side of the wing bars.

4.33 RUNWAY 26 THRESHOLD LIGHTING

4.33.1 High intensity flush green lights with green elevated wing bars.

4.34 RUNWAY 08 LIGHTING

- 4.34.1 High intensity colour coded centreline, spacing between these lights is 15 m.
- 4.34.2 High intensity (white), elevated bi-directional runway edge lights with low intensity omnidirectional component, spacing between these lights is 60 m.
- 4.34.3 Red runway end lights.

4.35 RUNWAY 26 LIGHTING

- 4.35.1 High intensity colour coded centreline, spacing between these lights is 15 m.
- 4.35.2 High intensity (white), elevated bi-directional runway edge lights with low intensity omnidirectional component, spacing between these lights is 60 m.
- 4.35.3 runway end lights.

4.36 RUNWAY HOLDING POINT LIGHTING

4.36.1 Runway guard lights (also known as 'wig-wags') comprising ground mounted alternately flashing amber lights are installed at all runway holding points. The purpose of these lights is to warn aircraft and vehicles that they are approaching an active runway.

4.37 RUNWAY STOP BARS

- 4.37.1 Red unidirectional stop bars are installed at right angles to the taxiway centrelines at holding points 'ALPHA 1', 'BRAVO 1', 'DELTA', 'ECHO', 'FOXTROT' and 'GOLF'. The stop bar lights are situated at 3 m spacing. Stop bars are displayed during airport operating hours, this concept of operation is commonly referred to as 'Ring of Red'. Provision of stop bars are an effective defence against aircraft and vehicles entering the runway without an ATC clearance.
- 4.37.2 Stop bars require no additional equipment in aircraft or vehicles but merely require pilots, or vehicle drivers to stop and then hold position, short of illuminated stop bars. Pilots and vehicle drivers shall then only proceed further on receipt of an ATC clearance and when the stop bar has been deselected. Pilots and vehicle drivers should ensure that they NEVER cross an illuminated stop bar.

4.38 BLOCKING STOP BARS

4.38.1 Blocking stop bars are fitted on taxiways FOXTROT and GOLF.

4.39 INTERMEDIATE HOLDING POINT STOP BARS

4.39.1 Intermediate taxiway stop bars are fitted at holding points ALPHA 2, ALPHA 3, ALPHA 4, ALPHA 5, BRAVO 2, HOTEL, JULIET 1, JULIET 2 and JULIET 3 and are used to reinforce taxi clearance limits.

4.40 TAXIWAY LIGHTING

- 4.40.1 Centreline lighting on all taxiways/taxilanes with the exception of Taxiways Delta, Echo, Golf and Mike.
- 4.40.2 Green centreline lighting on Taxiway BRAVO to Runway 08, green centreline lighting on Taxiway ALPHA to Runway 26 at holding point ALPHA 1 only. No green centreline lighting to holding point Golf.
- 4.40.3 Blue edge lighting to link taxiways/taxilanes and apron.

4.41 'J2'/'J3' CROSSING

4.41.1 There is a vehicle crossing point located on taxilane JULIET between holding points JULIET 2 and JULIET 3. In non-LVP conditions the crossing is uncontrolled but protected with flashing amber traffic lights. During periods of reduced visibility when LVPs are in force, vehicles are controlled by the use of switchable traffic lights. Further information regarding this crossing point is contained within JA-AOP-009.

4.42 ADVANCED VISUAL DOCKING GUIDANCE SYSTEMS

- 4.42.1 An Aircraft Parking and Information System (APIS++) is fitted on stands 1-13 inclusive which provides both azimuth and stopping guidance to pilots and to allow the precise positioning of an aircraft parking on stand. In the event that AVDGS is not available, aircraft must be marshalled on to stand.
- 4.42.2 Detailed information regarding the APIS++ planned preventative maintenance testing programme is contained within EOP007.

4.43 APRON FLOODLIGHTING

- 4.43.1 Timer-controlled, compliant LED floodlighting is provided on the main and south aprons. Limited floodlighting is provided on the eastern apron.
- 4.43.2 The main and south apron floodlighting is maintained to provide average luminosity levels of:

Horizontal – 20 lux with a uniformity ratio (average to minimum) of not more than 4 to 1

Vertical – 20 lux at a height of 2 m above the apron in relevant directions.

- 4.43.3 Inspections of the apron floodlighting system are carried out daily as part of the AGL daily checks. Additional inspections of the floodlight columns, bases and switchgear are conducted on a weekly basis. Every six months the individual floodlighting columns are lowered to allow a more detailed inspection to be carried out.
- 4.43.4 Minor faults identified shall be addressed and resolved as soon as practicable. Faults that cannot be rectified straight away shall be logged and an action plan put in place for the expedient resolution of the issue.
- 4.43.5 Assurance integrity checks are to be completed following inclement weather conditions such as severe storms.
- 4.43.6 Detailed information regarding the apron floodlighting planned preventative maintenance testing programme is contained within EOP004.

4.44 **OBSTRUCTION LIGHTING**

4.44.1 LED red obstruction lights are fitted on all significant aerodrome obstacles both on, and in the vicinity of the aerodrome.

4.45 VOR CHECKPOINTS THE LOCATION AND RADIO FREQUENCY OF VOR AERODROME CHECKPOINTS.

None notified.

4.46 STANDARD TAXI ROUTES LOCATION AND DESIGNATION OF STANDARD TAXI ROUTES

- 4.46.1 All aircraft ground movements are subject to ATC clearance with the exception of aircraft manoeuvring solely within the confines of the GAMA apron, eastern apron, Jersey Aviators Ltd. (JAL) apron and the Jersey Aero Club grass parking area.
- 4.46.2 During periods of reduce visibility when LVPs are in force:
 - a) Taxiway ECHO is not available as a runway exit.
 - b) Arriving aircraft on runway 08 will vacate the runway via Rapid Exit Taxiway (RET) FOXTROT or at the runway end via taxiway ALPHA. Detailed information regarding the use of RET FOXTROT is contained within JA-AOP-008.
 - c) Arriving aircraft on runway 26 will vacate the runway at the runway end via taxiway BRAVO. Taxiway DELTA may be available on request.

4.47 COORDINATES OF AERODROME REFERENCE POINT, THRESHOLDS AND AIRCRAFT STANDS

4.47.1 All relevant coordinates are published in the UK AIP.

4.48 COORDINATES AND TOP ELEVATION OF SIGNIFICANT OBSTACLES

4.48.1 The Aerodrome Obstacle Chart is published in the UK AIP and can be accessed here: http://www.nats-uk.ead-it.com/aip/typea/NATS_AIM_TypeA_Jersey-EGJJ_08-26.pdf

4.49 Pavement Surface type and bearing strength

4.49.1 Pavement type and bearing strength data for the runway, taxiways and aprons are published in the UK AIP.

4.50 PRE-FLIGHT ALTIMETER CHECK LOCATIONS AND ELEVATIONS PRE-FLIGHT ALTIMETER CHECK LOCATIONS ESTABLISHED AND THEIR ELEVATIONS.

4.50.1 None notified.

4.51 DECLARED DISTANCES

RUNWAY	TORA	TODA	ASDA	LDA	REMARKS
08	1706 m	1889 m	1706 m	1645 m	
26	1645 m	2469 m	1645 m	1554 m	TORA/TODA/ASDA declared
					for both ALPHA 1 and GOLF
08	1300 m	1483 m	1300 m		Take-off from DELTA
26	1129 m	1693 m	1129 m		Take-off from FOXTROT

- 4.51.1 It is the policy of POJL that flight operations by fixed-wing commercial operators must only depart from positions on the runway where declared distances have been published.
- 4.51.2 For intersection departures, the aerodrome authority declares distances from the intersections of the following taxiways: DELTA and FOXTROT as per the table above.

4.52 REMOVAL OF DISABLED AIRCRAFT

- 4.52.1 In the event of an aircraft becoming disabled and requiring removal, POJL shall appoint an Aerodrome Coordinator. This role will initially be fulfilled by the ARFFS Incident commander. For larger or more complex incidents the Incident Commander may be relieved of the coordinator role by the Senior Fire Officer or an equivalent manager from the Airport Operational Management Team.
- 4.52.2 Full details, procedures, contact details and information relating to the removal of disabled aircraft are contained within JA-AOP-063 Aerodrome Disabled Aircraft Recovery Plan.

4.53 AIR SALVAGE INTERNATIONAL

4.53.1 Due to the finite resources available on-island for the recovery of a large disabled aircraft, POJL have an agreement with Air Salvage International who will, if requested, provide a quick response team of qualified engineers and specialist recovery equipment.

4.54 FIREFIGHTING LEVEL OF PROTECTION RESCUE AND FIREFIGHTING LEVEL OF PROTECTION; TYPES AND AMOUNTS OF EXTINGUISHING AGENTS NORMALLY AVAILABLE AT THE AERODROME;

4.54.1 Jersey Airport provides RFF Category 6 during published aerodrome operating hours. Cat 7 is available by request with a minimum of 1-hours notice.

	6x6 Cobra 2 MFT Rescue 3 & 4	4x4 Iturri MTEC 4 MAN MFT Rescue 8	4x4 Simon Protector MFT Rescue 5	4x4 Angloco Man 14.280 Secondary Media Rescue 2
Water Capacity	10,000 lts.	6,100 lts.	6,000 lts	N/A
Foam Capacity	1400 lts.	790 lts.	720 lts	N/A
Monitor Output	4,500 lpm @	3,000 lpm @	3,200 lpm @ 14	N/A
	14 bar	10bar	bar	
Media Depletion Duration (Monitor Max Output)	2m 13s	2m 2s	1m 53s	N/A
Sideline Output	450 lpm.	450 lpm.	450 lpm	N/A
Co2	12 kg.	5 kg.	5kg	5 Kg
Dry Powder	35 kg.	225 kg.	100kg	100 kg

4.54.2 The following table is extracted from the current ARFFS Task Resource Analysis:

- **4.55** EXEMPTIONS, DEROGATIONS, **ELOS**, **SC** AND OPERATING LIMITATIONS EXEMPTIONS OR DEROGATIONS FROM THE APPLICABLE REQUIREMENTS, CASES OF EQUIVALENT LEVEL OF SAFETY, SPECIAL CONDITIONS AND LIMITATIONS.
- 4.55.1 To be developed

Part E

Particulars of the Operating

Procedures of the Aerodrome, its

equipment and safety measures

5 AERODROME PUBLICATIONS AERODROME REPORTING, INCLUDING:

5.1 PUBLICATION OF AERONAUTICAL INFORMATION

- 5.1.1 Permanent information regarding the operating conditions of Jersey Airport are published in the UK AIP. Temporary information is promulgated in the form of UK NOTAMs and the Aeronautical Information Service.
- 5.1.2 For the purposes of compliance with European commission Regulation (EU) No.73/2010, POJL have entered into a Formal Arrangement with the Aeronautical Information Service Provider (NATS (Services) Limited). Digital copies of the formal arrangement are held by the ASM and are stored within SharePoint.
- 5.1.3 Jersey Airports' UK AIP data is reviewed on a quarterly basis. This review is conducted jointly by the ASM and the HANS in order to identify any data which requires amendment, or any additional information which needs to be included. Identified amendments / additions are submitted to NATS AIS by means of the UK AIP Change Request Portal.
- 5.1.4 The ASM is responsible for notifying the Competent Authority of any errors or omissions in the published aerodrome information and of any impending changes in the aerodrome or its facilities likely to affect this information.
- 5.1.5 Accountability for ensuring the Jersey Airport AIP information is up to date lies with the Airport Director.
- 5.1.6 As far as is reasonably practicable, it is the policy of POJL that information relating to Jersey Airports' facilities and operational state is accurately maintained at all times.
- 5.1.7 Whenever any of the following operationally significant conditions occur or can be reasonably anticipated, POJL will inform the Competent Authority in order that action can be taken to amend the UK AIP and/or to promulgate the change by NOTAM/SNOWTAM.
 - changes in the availability of the manoeuvring area and changes to runway declared distances;
 - significant changes to the Aerodrome Ground Lighting system and other visual aids;
 - the presence or removal of temporary obstructions to aircraft operation in the manoeuvring area;
 - the presence or removal of hazardous conditions due to snow, ice or slush on the movement area;
 - presence of airborne hazards to air navigation;
 - interruption, return to service, or major changes to rescue facilities and fire-fighting services available;
 - failure or return to operation of obstruction lights on or in the vicinity of the aerodrome;
 - erection or removal of obstructions to air navigation, and erection or removal of significant obstacles in take-off, climb or approach areas;
 - air displays, air races/rallies, parachute jumping, or any unusual aerial activity along with any other information deemed to be operationally significant.

5.1.8 The ASM and Jersey ATC subscribe to the Competent Authority system (CAA-Skywise) to receive various notifications, including Safety Instructions / Notices.

5.2 NOTAM Issuing

5.2.1 The submission of NOTAMs is the responsibility of Air Traffic Control.

5.3 SNOWTAM ISSUING

5.3.1 The submission of SNOWTAMs is the responsibility of Air Traffic Control.

5.4 AERONAUTICAL DATA SURVEYING PROCEDURES AND FREQUENCY

- 5.4.1 Aerodrome surveys are conducted annually by an external contractor (currently SLC Associates). Surveys are carried out to a specification that meets the requirements of the Competent Authority.
- 5.4.2 For the purposes of compliance with European Commission Regulation (EU) No.73/2010, POJL have entered into a Formal Arrangement with the surveying contractor (SLC Associates). Digital copies of the formal arrangement are held by the ASM and are stored within SharePoint.

6 ACCESS TO THE MOVEMENT AREA

6.1 LOCATION OF SECURITY CONTROL POSTS AND DIAGRAM OF THE CRITICAL PART

6.1.1 There are three Security Control Posts (CP3, CP4 and CP8) for gaining access to the manoeuvring area. CP3 is unmanned, CP4 and CP8 are manned and have the facility for full screening of personnel. Figure 1 shows the location of these control posts and the configuration of the Critical Part.



Figure 1 – Security Control Posts and CP Diagram

- **6.1.2** Security provision at Jersey Airport is the responsibility of POJL Security. In addition, regular security patrols are conducted, at random, at least once in every 4-hour period, during daylight hours by ARFFS personnel, to ensure that the security fence is in good condition and that all access gates are secure. The first inspection commences no later than 0645 and these security patrols will normally cease one hour after sunset.
- 6.1.3 Access to the CP is continuously monitored by a Critical Part Monitoring System utilising integrated radar and video data.

6.2 **PREVENTION OF UNAUTHORISED ENTRY INTO THE MANOEUVRING AREA**

6.2.1 Two manned control posts (CP4 and CP8) allow access for authorised personnel during aerodrome operating hours. In addition, one unmanned control post (CP3) allows access under CCTV control for authorised personnel.

6.3 INSPECTION OF THE MOVEMENT AREA

- 6.3.1 The ARFFS shall carry out at least 4 full airfield surface inspections per day. Detailed information regarding movement area inspections is referenced within JA-AOP-046 Aerodrome Pavement and Inspection Procedures.
- 6.3.2 Tier 2 inspections are also carried out by ARFFS and are more detailed checks on the manoeuvring area and its associated facilities. Tier 2 inspections are made of the following areas:
 - i. Runway
 - ii. Taxiway BRAVO (includes MIKE and DELTA)
 - iii. Taxilane JULIET

- iv. Holding Point ALPHA 3 to Holding Point GOLF
- v. Holding Point ALPHA 3 to Holding Point ALPHA 5
- vi. Stands 1-6
- vii. Stands 7-13
- viii. Stands 15-20
- ix. Eastern Apron
- x. Jersey Aero Club grass parking

- 6.3.3 Tier 2 inspections are carried out on foot with each area being inspected over a 3-monthly cycle.
- 6.3.4 Tier 3 inspections are carried out by the Aviation Safety Manager and the Airport Engineering Manager. Prior to the Tier 3 inspection, a study of the previous Tier 2 inspection findings takes place in order to identify areas of concern.
- 6.3.5 Tier 3 inspections shall take place at least annually.

6.4 COMMUNICATION WITH AIR TRAFFIC SERVICES

6.4.1 All aerodrome inspections during airport operational hours shall be conducted under the control of ATC. Personnel conducting inspections shall maintain a listening watch on the Jersey Ground or Jersey Tower frequencies as appropriate.

6.5 **INSPECTION RECORDS**

- 6.5.1 All inspections shall be recorded.
- 6.5.2 Reports of contamination, debris, FOD, damage, or any other suspected serviceability issue regarding any part of the manoeuvring area, aprons, or the cleared and graded areas shall be reported to ATC by the most expeditious means possible.

6.6 **F**RICTION MEASUREMENT FOR MAINTENANCE PURPOSES

- 6.6.1 Runway surface friction assessments are essential to ensure the safe operation of aircraft. To ensure that the runway surface friction level does not fall below an acceptable level, Jersey Airport carries out friction assessments in accordance with the minimum standards set down in CAP 683 (The Assessment of Runway Friction for Maintenance Purposes)
- 6.6.2 The Continuous Friction Measuring Equipment (CFME) used at Jersey Airport is a Findlay Irvine D type MK2 Grip tester. Regular checks and full classification surveys, to comply with CAP683, are carried out by POJL Group Engineering. Results are logged and are available on request.
- 6.6.3 Maintenance including sweeping etc. is undertaken regularly, to maintain a satisfactory friction level.
- 6.6.4 Deployment of CFME on contaminated runways for the purpose of obtaining friction value readings is not permitted because contaminant drag on the equipment's measuring wheel, amongst other factors, will cause readings obtained in these conditions to be unreliable. A runway is termed contaminated when water deeper than 3 mm, or wet snow or slush is present over 25% or more of the assessed area.

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- 6.6.5 Contaminated runways should be assessed and the surface conditions reported in accordance with CAP 168 Chapter 3, Appendix 3D.
- 6.6.6 However, as the snow/ice melts and the runway returns to a black-top with conditions changed towards wet, readings should be taken to decide when the runway can be classified as wet (i.e. when normal wet runway readings are obtained).
- 6.6.7 Grip testing shall not be undertaken on dry surfaces without the use of the self-wetting device as this will prematurely wear out the measuring tyre and could damage the Grip Tester beyond immediate repair. The readings obtained from dry runs are inaccurate and should not be promulgated under any circumstances.
- 6.6.8 The maximum interval between runway classification surface friction assessments at Jersey Airport is 5 months. This is to ensure seasonal variations are captured over time.
- 6.6.9 Further information, including, Griptester equipment checks, operator training and competence can be found in EOP013-Assessment of Runway Surface Friction Assessment Procedure.

6.7 **PROCEDURES FOR THE INSPECTION OF VISUAL AND NON-VISUAL AIDS**

- 6.7.1 The AGL control and monitoring system continually checks the status of airfield lighting circuits. The system reports and logs minor out of tolerances to Group Engineering for further investigation. System impairments and failures are reported to both ATC and Group Engineering for immediate attention.
- 6.7.2 Daily visual Inspections are undertaken by Group Engineering to assess the operational effectiveness and condition of the AGL system.
- 6.7.3 Functional testing of the AGL system takes place in the morning as soon as possible after the lighting has been switched on. A checklist is in place to capture the serviceability status of the system. Minor maintenance issues are recorded and work orders are raised for corrective action. Major faults are reported immediately to ATC for onward notification.
- 6.7.4 A rolling programme of photometric (MALMS) testing of the runway lighting system is in place to monitor the output of runway edge and centreline fittings. Any AGL fittings found to be below predetermined levels are replaced. All readings obtained are recorded, reviewed and saved.
- 6.7.5 Weekly inspection and clinometer checks are carried out on Precision Approach Path Indictors (PAPIs). Six monthly full calibration checks are carried out by an approved contractor. All readings obtained are recorded, reviewed and saved.
- 6.7.6 Flight inspections are carried out every 6 months by an approved flight calibration specialist. Observations received are reviewed for items requiring action and saved.
- 6.7.7 Whenever aerodrome ground lighting is reported to be defective by a pilot, Air Traffic Control will forward the report on to Group Engineering for rectification.
- 6.7.8 In the event of a power failure, all aerodrome ground lighting should continue in service uninterrupted as the system is protected by uninterruptible power supplies.

- 6.7.9 Power to the uninterruptible power supplies are backed up by local and centralised standby generated supplies.
- 6.7.10 All standby generators are tested at least once a month to confirm operational reliability and compliance with minimum change over times.
- 6.7.11 Documents related to the inspection and maintenance and routine and emergency maintenance of visual and non-visual aids:

6.7.12 Further information can be found in the following documents: MANS – Aerodrome and Obstruction Lighting EOP001 AGL Daily Checks EOP002 AGL PAPI Checks EOP003 AGL Approach Lighting Maintenance EOP004 AGL Apron Floodlighting Maintenance EOP005 AGL Photometric Testing EOP006 AGL Sign Maintenance EOP007 APIS++ Maintenance EOP008 Standby Generator Testing EOP009 AGL Primary Cable Jointing EOP010 AGL Constant Current Regulator Maintenance EOP011 AGL Field Insulation Resistance Testing EOP012 Fixed Electrical Ground Power Maintenance EOP013 Assessment of Runway Surface Friction EOP014 Cold Weather Runway Surface Friction Testing EOP015 AGL Planned Preventative Maintenance GN0001 Morning AGL Check Route

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6.8 INSPECTION CHECKLISTS, LOGBOOK AND RECORD-KEEPING

- 6.8.1 Inspection checklists are used by Group Engineering technicians to log the status of systems and equipment and record any non-conformities requiring action.
- 6.8.2 Inspection checklists, maintenance logs and records are retained for a predetermined time within the Group Engineering area of the Ports of Jersey document control (SharePoint) system and the POJL Computerised Maintenance Management System.

6.9 INSPECTION INTERVALS AND TIMES; REPORTING RESULTS AND FOLLOW-UP ACTIONS.

- 6.9.1 POJL uses a computerised maintenance management system to manage the inspection and maintenance of its assets.
- 6.9.2 The criticality of assets are ranked in order of priority. Assets for which the levels of safety, service to customers, financial or business consequences of a failure are sufficiently severe and are given a higher inspection and maintenance priority focus.
- 6.9.3 Preventative Maintenance is entered into the Computerised Maintenance Management System by Group Engineering Managers, who ensure that maintenance schedules and work activities comply with regulations.
- 6.9.4 Resources such as in-house technicians, contractors and spare parts can then be in place to carry out the preventative maintenance at the correct times to keep assets in good working order.
- 6.9.5 All maintenance activities are carried out in accordance with manufacturers' instructions or Asset Care Plans and in conjunction with local procedures.

6.10 **PREVENTATIVE MAINTENANCE**

- 6.10.1 Planned maintenance activities fall into two categories:
 - Periodic necessary to ensure the reliability or to sustain the design life of an asset.
 - Inspections condition monitoring activities used to predict failure.

6.11 PLANNED MAINTENANCE

6.11.1 Planned Maintenance is defined as that identified to be undertaken at a pre-defined future time, as a result of knowledge of an items condition from inspections.

6.12 **REACTIVE MAINTENANCE**

- 6.12.1 The remedial actions performed as a result of failure, to restore an item to a specified condition. Reactive maintenance may or may not be programmed.
- 6.12.2 Faults are reported and entered into the computerised maintenance management system to be routed to a competent technician. The technician can then visit the fault to make an inspection and repair.
- 6.12.3 Technicians use the computerised maintenance management system to record time, problems, causes and remedy actions. Any consumed spare parts and purchases are booked against the work order record. This enables accurate failure, downtime, data and asset trending.

6.13 CONTROL OF MARKINGS AND MARKERS

6.13.1 Control and maintenance of aerodrome markings and signage is the responsibility of POJL Group Engineering.

6.14 **INSPECTION AND MAINTENANCE OF THE AERODROME EQUIPMENT**

- 6.14.1 POJL routinely inspects the surfaces of all movement areas including pavements (runway, taxiways and aprons), adjacent grass areas and drainage.
- 6.14.2 Regular condition-based assessments are an integral part of a preventive maintenance programme which is in place to reduce the risk of any loose objects or debris causing damage to aircraft or impairing the operations of aircraft systems.

6.15 MAINTENANCE OF THE PAVED AREA

- 6.15.1 The Betons Bitumineux Pour Chaussees Aeronautiques (BBA) grooved asphalt runway at Jersey Airport has good friction characteristics and resists friction degradation from modest levels of rubber build up.
- 6.15.2 Sweeping is undertaken twice weekly to collect any small fines and detritus that can build up during operational use.
- 6.15.3 Friction classification and monitoring surveys are carried out by Group Engineering using a Findlay Irvine D type Mk2 Grip tester. The maximum interval between runway classification surface friction assessments at Jersey Airport is 5 months to ensure seasonal variations are captured.
- 6.15.4 Classification results provide invaluable maintenance information in the trending of the runway surface performance and early identification of areas where runway surface friction levels may be dropping towards minimum acceptable levels.
- 6.15.5 The resulting information can be used for predictive maintenance, the determination of asset life and planning for future replacement.
- 6.15.6 Preventive maintenance checks of runway, taxiway and apron fixtures and fittings are carried out on routine basis to confirm structural integrity.

6.16 MAINTENANCE OF THE UNPAVED MOVEMENT AREA

- 6.16.1 Maintenance of grass unpaved movement areas is carried out to remove rutting and provide a safe usable surface for the traversing and parking of general aviation aircraft.
- 6.16.2 Grass is effective in preventing wash out, erosion and stopping stones from migrating onto paved areas. Grass also assists in providing a firm surface for emergency vehicle access.
- 6.16.3 Large areas of grassland are an attractant to wildlife. Jersey Airport has a maintenance programme in place to discourage bird activity and control pests.

6.17 MAINTENANCE OF OTHER UNPAVED SURFACES

- 6.17.1 Maintenance of areas such as runway, taxiway strips and runway end safety areas are carried out to preserve load bearing capability and evenness in the terrain.
- 6.17.2 Unpaved areas beyond the boundaries of safety areas and in the nearby vicinity of defined patterns are maintained to discourage wildlife. The height of trees and bushes are monitored and maintained to safeguard against the penetration of aeronautical surfaces.

6.18 DRAINAGE MAINTENANCE

- 6.18.1 The surface drainage of a runway is an important factor in optimising the coefficient of friction between aircraft tires and wet pavement.
- 6.18.2 Grooving in the Jersey Airport runway assists in the quick dispelling of surface rain water. Regular maintenance and sweeping activities prevent a build-up of debris in grooves which can impede drainage.
- 6.18.3 Drainage maintains the sufficient strength of the soils for the operation of vehicles and aircraft and prevents the formation of ponds and puddles that can be an attractant to birds.
- 6.18.4 Surface water slot drains, gulleys and duct chambers are inspected for integrity and cleaned routinely to ensure water flows freely to separators and water treatment areas.
- 6.18.5 JA-AOP-046 Aerodrome Pavement Maintenance and Inspection Procedures.

6.19 **OVERLOAD OPERATIONS**

6.19.1 Overload operations will be assessed by the aerodrome authority on a 'case by case' basis, values up to and including a maximum of 10% of ACN over PCN can be considered. Overload operations should constitute no more than 10% of annual runway movements.

6.20 **PROCEDURES FOR AERODROME WORKS**

COMMUNICATION WITH AIR TRAFFIC SERVICES COORDINATING, PLANNING, AND CARRYING OUT CONSTRUCTION AND MAINTENANCE WORK; AND

6.20.1 POJL Group Engineering shall notify Air Traffic Services in advance of any works being carried out which have the potential to impact operations. For any airside work undertaken outside of aerodrome operating hours, POJL Group Engineering issue Works-In-Progress (WIP) advance notifications to Air Traffic Services. All employees undertaking works on the aerodrome are required to communicate with, and maintain a constant listening watch of the appropriate VHF R/T channel when operating on the manoeuvring area, taxiways, apron, or free-ranging in vehicles. In addition, contractors working on the aerodrome are issued with the contact number of Air Traffic Services and other key departments during their compulsory pre-works induction.

6.21 PLANNING, COORDINATION AND EXECUTION OF CONSTRUCTION AND MAINTENANCE WORK ARRANGEMENTS AND MEANS OF COMMUNICATING WITH THE AIR TRAFFIC SERVICES UNIT DURING THE PROGRESS OF SUCH WORK.

- 6.21.1 Aerodrome construction projects are planned from the outset in close consultation with POJL Group Engineering, POJL Project Management Office, Air Traffic Services and the Airport Rescue & Fire Fighting Service. Such projects include construction, alterations, conversions, commissioning, renovation, repair, maintenance, decommissioning, dismantling or demolition of any airside asset.
- 6.21.2 Construction works will be documented within a specific Aerodrome Management Plan. Once approved by the Airport Director using this formal process, construction works shall be executed in accordance with the Construction (Jersey) Regulations 2016, and any Airport Authority and regulatory requirements. Both minor and major construction projects are subject to regular scheduled meetings with attendance from POJL Project Management Office, Airside operational departments, project managers, health & safety project coordinators, and contractors.
- 6.21.3 POJL Group Engineering coordinates and manages the planned and reactive maintenance of airside assets carried out by both in-house labour resources and contractors. Temporary Airside Vehicle Permits, Contractor Inductions and Permits to Work for both in-house labour and contractors are issued by POJL Group Engineering in consultation with Air Traffic Services and other parties prior to works.

6.21.4 Related docs:

JA-AOP-059 – Changes to Aerodrome Infrastructure

6.22 PROCEDURES FOR APRON MANAGEMENT

INTENTIONALLY LEFT BLANK – Jersey Airport does not have an Apron Management Unit.

6.23 ALLOCATION OF AIRCRAFT PARKING POSITIONS

- 6.23.1 Jersey ATC is responsible for the allocation of aircraft stands for all inbound aircraft, this function is managed by the VCR ATS-OSC and utilises an electronic Resource Management System (RMS). From Sunday to Friday commercial air transport flights are (as far as is practicable), allocated a stand based on the operating company's preference. Individual company preferences are detailed in the MANS.
- 6.23.2 Currently, Saturdays during the Summer season has been identified as the 'peak' day in respect of stand capacity.

6.24 ENGINE START AND AIRCRAFT PUSHBACK

- 6.24.1 Excluding aircraft positioned at the Jersey Aero Club, engine starting and pushback require the permission of Jersey ATC.
- 6.24.2 Prior to, and during, the starting of aircraft engines, ground crews are responsible for ensuring that the areas in the vicinity of the stand are clear of aircraft, passengers, personnel, vehicles and equipment. Ground crews shall notify their flight crew immediately of any hazard which may arise as a result from the starting of aircraft engines.
- 6.24.3 JA-AOP-017 Jersey Airport Turnaround Plan Appendix C Aircraft Pushbacks details the policies and procedures to be followed in respect of the pushing back of aircraft.

6.25 MARSHALLING AND 'FOLLOW-ME' SERVICE

MARSHALLING

- 6.25.1 The marshalling of aircraft shall only be undertaken by personnel who are fully trained, competent and authorised to do so by POJL.
- 6.25.2 <u>Only</u> the ICAO standard and recognised marshalling signals shall be used for the marshalling of aircraft. <u>Only</u> bats, or in periods of low visibility and at night, illuminated wands, shall be used.
- 6.25.3 In order that they may be clearly identified as marshallers, personnel conducting marshalling operations shall wear approved high-visibility clothing and other PPE appropriate to the task such as ear protection at all times. Marshallers shall ensure that they remain within the pilot's vision at all times.

- 6.25.4 'Follow Me' Service ARFFS Operations and Patrol vehicles may be utilised for guiding aircraft to their parking position. Laminated 'flash cards' are provided in the vehicles to convey messages to pilots requiring this service.
- 6.25.5 The vehicles utilised for this purpose are equipped with radios allowing communication with ATC and other stations using the TETRA network.
- 6.25.6 Whilst conducting 'Follow me' operations, the vehicle shall be driven at a steady speed appropriate for the aircraft to follow.

6.26 APRON CLEANING AND SWEEPING

- 6.26.1 Apron cleaning and sweeping is the responsibility of POJL Group Engineering.
- 6.26.2 ARFFS also have access to a FOD Boss system.

6.27 MONITORING OF SAFETY COMPLIANCE OF PERSONNEL ON THE APRON

6.27.1 Safety compliance on the apron is the responsibility of ARFFS as part of their operations function.

7 VEHICLES OPERATING ON THE MANOEUVRING AREA

7.1 **PROCEDURES FOR THE CONTROL OF VEHICLES**

7.1.1 Ports of Jersey ensure that any airside driving that occurs within the boundary of Jersey Airport meets the criteria set out in Jersey Airports, Aerodrome Operating Procedure, JA-AOP-029 Airside Driving Permit Scheme.

7.2 AIRSIDE TRAFFIC RULES

- 7.2.1 All aircraft, including those under tow, have right of way over all other vehicles.
- 7.2.2 Vehicles travelling on airside roadways have right of way over vehicles entering/crossing roadways.
- 7.2.3 Drivers shall not drive a vehicle within 3 metres of an aircraft, except when required for the servicing of that aircraft or if an emergency vehicle responding to an emergency.
- 7.2.4 Drivers shall not drive behind and must stay well clear of aircraft when their red anti-collision beacon(s) are illuminated (this indicates that the engines are running or are about to be started, or that the aircraft is about to move).
- 7.2.5 No person shall ride on or operate a vehicle when the passenger number is in excess of the designated capacity of that vehicle. Put simply NO SEAT, NO RIDE.
- 7.2.6 In the case of a vehicle classified as a bus, the number of standing passengers must not be in excess of the designated capacity of that vehicle.

- 7.2.7 The driver of any vehicle shall not, whilst driving airside, answer or use, or attempt to answer or use, a mobile phone. Drivers are also prohibited from using audio devices whilst driving airside.
- 7.2.8 Vehicle radios used for R/T communications are allowed.
- 7.2.9 Routes are marked throughout all apron areas. Marked roadways including taxiway/taxilane crossing points are to be used to access apron areas. There is an exception to this rule for approved Runway Free Range permit holders.
- 7.2.10 Vehicles shall not be driven between passengers moving to or from an aircraft.
- 7.2.11 Vehicles or equipment shall not be parked so that they will obstruct aircraft, other vehicles or pedestrians.
- 7.2.12 Vehicles shall never block a refuelling vehicle whenever the vehicle is delivering fuel to an aircraft.
- 7.2.13 Drivers shall inspect their vehicle to ensure that it is safe to use before driving airside.
- 7.2.14 The following speed limits shall be adhered to all times:
 - Aircraft Stands 5mph
 - Western Slip Road 10mph
 - Apron and Airside Roads 20mph
 - Runway 40mph (does not apply to ARFFS fire appliances responding to an emergency, during training exercises or carrying out performance testing).

7.3 AIRSIDE DRIVING TRAINING

7.3.1 Airside driver training is the responsibility of the ARFFS.

7.4 AIRSIDE DRIVING PERMITS

- 7.4.1 POJL operates an Airside Driving Permit Scheme that is in accordance with the guidelines contained within CAP790 Requirement for an Airside Driving Permit (ADP) Scheme. Details of the scheme are referenced within JA-AOP-029 Airside Driving Permit Scheme and its appendices.
- 7.4.2 There are three categories of airside driving permit in use at Jersey Airport:
 - i. Apron Only (Blue)
 - ii. Apron, Manoeuvring Area and Runway (RM-Red)
 - iii. Apron, Manoeuvring Area and Runway (RF-Red) Note: In order to free range the RF-Red permit is required.

- 7.5 WILDLIFE HAZARD MANAGEMENT PROCEDURES FOR WILDLIFE HAZARD MANAGEMENT, INCLUDING ASSESSING WILDLIFE HAZARDS AND ARRANGEMENTS FOR IMPLEMENTATION OF THE WILDLIFE CONTROL PROGRAMME, AND PROMULGATION OF THE RELEVANT INFORMATION TO THE **AIS**; WILDLIFE STRIKE FORM.
- 7.5.1 Ports of Jersey Airport Rescue and Firefighting Service (ARFFS) carry out Wildlife Hazard Management within the airfield boundary. This is carried out in accordance with the Wildlife and Habitat Management Plan which is reviewed and updated yearly.

7.6 WILDLIFE CONTROL

7.6.1 ARFFS carry out near continual bird control from the time the aerodrome opens until 1 hour after sunset. Wildlife control operatives shall assess and respond to wildlife issues and threats utilising the resources they have available to them.

7.7 WILDLIFE STRIKE PROCEDURE

7.7.1 All wildlife actions are recorded via a vehicle computer-based recording system. Strikes involving wildlife are recorded in Q-Pulse as an MOR and logged within the ECCAIRS reporting portal.

7.8 PROCEDURES FOR OBSTACLE CONTROL AND MONITORING OF LAND USE

7.8.1 Control of permanent and temporary obstacles is the responsibility of the Aviation Safety Manager as part of routine Aerodrome Safeguarding activities as detailed in JA-AOP-04.

7.9 CONTROL OF MARKING AND LIGHTING OF OBSTACLES IN AND AROUND THE AERODROME

- 7.9.1 Significant obstacles on the aerodrome are obstruction lit. Maintenance of these obstruction lights is the responsibility of POJL Group Engineering.
- 7.9.2 Article 134 (Lighting of En-Route Obstacles) of the Air Navigation (Jersey) Law 2013 details the requirements for the lighting of obstacles off-aerodrome.

7.10 **OBSTACLE IDENTIFICATION IN AND AROUND THE AERODROME**

7.10.1 Obstacles are identified and surveyed in accordance with the guidance contained in CAP232 Aerodrome Survey Information

7.11 NOTIFICATION OF OBSTACLES

- 7.11.1 Significant permanent obstacles are promulgated in the UK AIP.
- 7.11.2 Temporary obstacles are promulgated as necessary by NOTAM.

7.12 MONITORING OF HUMAN ACTIVITIES AND LAND USE MONITORING

- 7.12.1 Human activity that may be detrimental to the safe and efficient operation of Jersey Airport is monitored by the Aviation Safety Manager as part of routine aerodrome safeguarding activities.
- 7.12.2 The following sites are regularly monitored for bird activity:
 - i. St. Ouen's Pond
 - ii. Simon Sandpit
 - iii. Val de la Mare reservoir
 - iv. Le Miele Golf Course

8 AERODROME EMERGENCY PLAN

8.1 EMERGENCIES AT THE AERODROME OR IN ITS SURROUNDINGS

- 8.1.1 The Jersey Airport Emergency plan details the emergency planning arrangements for Jersey Airport and describes how an emergency or incident will be managed from the initial call to airport Green in Operation.
- 8.1.2 The aims of the Jersey Airport Emergency Plan are:
 - Detail Emergency Planning at Jersey Airport.
 - Simplistically define each department's response to a Major Incident.
 - Ensure the priorities of incident response are met.
 - Save Life, reduce harm.
 - Outline Management Structures in the event of an Incident
- **8.1.3** Incorporate the Joint Emergency Services Interoperability Principles (JESIP) for effective multi-agency response.

8.2 TESTS FOR EMERGENCY FACILITIES AND EQUIPMENT TO BE USED IN EMERGENCIES, INCLUDING THEIR FREQUENCY

Module No	Aim	Objective
Module 1	Raising the Alarm	Test call out system
Module 2	Rendezvous point (RVP)	Test identified RVP's
Module 3	Operational Command (Bronze)	Test Operational Command (JESIP)
Module 4	Medical services	Test Medical Response - inc local health authority
Module 5	Tactical Command (Silver)	Test Tactical Command (JESIP)
Module 6	Strategic Command (Gold)	Test Strategic Command (JESIP)

Module 7	Airport reception Centres/	Test Survival reception centre/
	Voluntary agencies	Friends and relatives centre and
		voluntary agencies
Module 8	Post disaster management	Test post disaster management
		procedures
Module 9	Business recovery	Test business continuity/recovery
Module 10	Live full-scale exercise	Test practical fire fighting, search
		and rescue

8.2.1 All equipment resources that may be deployed in the event of an emergency are tested and inspected to the standards required by the organisation and/or the manufacturers. All departments/personnel involved in in the deployment of equipment maintain a programme of continuous professional development recorded against a pre-determined training programme relevant to their role.

8.3 EXERCISES TO TEST EMERGENCY PLANS INCLUDING THEIR FREQUENCY

8.3.1 Jersey Airport operates a modular exercise programme consisting of 10 modules tested over a 4-year rolling period in line with CAA Information notice IN 2015/097.

8.4 DISABLED AIRCRAFT RECOVERY PLAN

8.4.1 The Disabled Aircraft Recovery Plan is maintained as an Aerodrome Operating Procedure and is published as JA-AOP-063.

9 QUALITY AND SPECIFICATION OF AVIATION FUEL

9.1 Specific Procedures regarding the availability, storage, handling and quality control of aviation fuel are contained within JA-AOP-037.

10 LOW VISIBILITY OPERATIONS

- 10.1.1 Low visibility operations: description of operational procedures, including coordination with air traffic services unit and apron management unit, standard taxiing routes, control of activities, and measurement and reporting of runway visual range.
- 10.1.2 Jersey Airport's Manual of Air Navigation Services (MANS) states all the procedures and processes to be carried out when Low Visibility conditions occur.
- 10.1.3 Each LVP state requires specific actions to be taken. 'Airfield Safeguards' initiates these actions whilst LVP 1/2/3/4 introduces increased requirements. As a general principle, LVPs for most aircraft/vehicles remain the same regardless of the exact state. However, the actions of ATC are governed by the precise LVP state.

10.2 MOVEMENT RATES

- 10.2.1 Due to the requirement to keep the ILS critical and sensitive areas safeguarded during aircraft landings, together with the reduced visibility from the VCR and the operational restrictions required, it is inevitable that there will be a significant reduction in aircraft movements. Typically, the expected movement rate will be around 12 per hour in LVP1, and will be less than this in reduced visibility conditions.
- 10.2.2 The ATC Watch Manager/Supervisor is responsible for ensuring that adequate restrictions are implemented to manage appropriate arrival rates in accordance with the above figure.

10.3 BLOCK TO BLOCK SYSTEM

- 10.3.1 In LVP3 stopbars are used to operate the 'block to block' system in which only one aircraft or vehicle is permitted 'within a block' at any one time as determined by stopbars. This includes aircraft planned to exit the runway after landing.
- 10.3.2 Diagram outlining Jersey Block System:



Figure 1

10.4 RUNWAY INSPECTIONS AND WILDLIFE HAZARD CONTROL

- 10.4.1 Specific procedures relating to wildlife hazard control are contained within the Wildlife Hazard Management Plan. The current version is Version 8 and is accessible on SharePoint
- 10.4.2 ARFFS will continue active wildlife management under positive RT control in LVP states 1-3.
- 10.4.3 Wildlife hazard control will be performed by the ARFFS as part of the Runway Surface Inspections. Adequate time between movements shall be considered to allow wildlife hazard control measures to be implemented.
- 10.4.4 All Runway Inspections and Wildlife Hazard Control inspections shall be suspended during LVP 4 conditions.

10.5 DECLARATION OF LVPs

- 10.5.1 The introduction of each LVP state should be made in accordance with the relevant LVP criteria as detailed below.
- 10.5.2 Operational LVP restrictions shall be implemented according to the current MET conditions. The LVP state shall not be declared to 'operators' as being in effect until such time as all operational and aerodrome safeguarding is in place.
- 10.5.3 During all LVP operations the 08/26 ILS critical and sensitive areas must be safeguarded from obstructions (aircraft/vehicles) in order to mitigate against fluctuations of the signal.
- 10.5.4 The applicable IRVR is the touchdown IRVR except that the lowest IRVR must be used when the STOPEND value is not suppressed by the system.
- 10.5.5 In fluctuating weather conditions, the controller shall ensure that the aerodrome safeguarding remains in place according to the higher LVP state (i.e. the lower Met conditions).
- 10.5.6 Even though ATC may maintain declared aerodrome safeguarding to the higher LVP state, the VCR controller may apply operational restrictions according to the actual reported meteorological conditions. This should avoid chasing LVP states. At no time shall the VCR ATCO jeopardise LVP 3 operational safeguarding in fluctuating 2/3 conditions.
- 10.5.7 When LVPs are downgraded or cancelled the appropriate checklist shall be followed.

	LVP1	LVP2 LVP3		LVP4
Met Visibility	Less than 1500m	1000m or less only if IRVR u/s	Less than 400m only if IRVR u/s	75m or less only if IRVR u/s
IRVR	Or 1500m or less	1000m or less	Less than 400m	75m or less
Cloud Ceiling	Or Below 200ft	Tower in Cloud		
General:	Sufficient visibility for the pilot to taxi and avoid collisions, and for ATC to exercise control visually over all traffic ILS Safeguarding cease, Landing Clea	Sufficient visibility for the pilot to taxi and avoid collisions, but insufficient for ATC to visually control all traffic.Insufficient visibility for the pilot to taxi and avoid collisions or for ATC to visually control all traffic.Insuffici visibility for visual guid only visually control all traffic.Operational Hours Only g: All non-essential work on or near Manoeuvring Area arance by 4nm. Stand 1 must not be used when runwInsufficient visibility for the visibility for the pilot to taxi and pilot to taxi and pilot to taxi and pilot to taxi only visually control all traffic.		Insufficient visibility for the pilot to taxi by visual guidance only euvring Area to when runway 08
Runway Access	No Restrictions	in use. <u>B1</u> for Runway 08 A1 for Runway 26		SUSPEND ALL AIRCRAFT & VEHICLE MOVEMENTS ON THE MANOEUVRING AREA & RUNWAY

10.5.8 The ATC low visibility procedures are duplicated in operational document JJ-DOC-0	10.5.8
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11 PROCEDURES FOR WINTER OPERATIONS

11.1 CHANNEL ISLANDS 'BLACKTOP' POLICY

- 11.1.1 It is the policy of POJL to clear deposits of snow/ice back to a blacktop, full length/full width. This policy has been agreed with, and is consistent between, all Channel Island aerodromes.
- 11.1.2 Furthermore, it has been agreed by all Channel Island aerodromes that, all runways shall be considered to be contaminated whenever:
 - More than 25% of the assessed surface is contaminated by:
 - a) Standing water with a depth in excess of 3mm. or
 - b) Any depth of slush, dry or wet snow or ice.

- 11.1.3 In some circumstances, it has been agreed that reduced width runway and taxiways may be acceptable to permit normal operations to continue or resume. Any decision to conduct reduced width clearance rather than a full width runway clearance will be at the discretion of the Airport Duty Engineer and will take into consideration the likelihood of banked deposits becoming a greater risk in the medium to long term.
- 11.1.4 Detailed procedures associated with Winter Operations are contained within JA-AOP-53 Cold Weather Procedures and its appendices.

11.2 SNOW REMOVAL

11.2.1 Specific procedures for the removal of snow are referenced in Appendix G (Treatment Priorities and Surface Clearance) and Appendix I (Airfield Surface Clearance Planning Map) within JA-AOP-053.

12 AIRCRAFT DE-ICING

12.1 DE-ICING

- 12.1.1 Aircraft de-icing is only to be undertaken on Stands 1-12 and 19-23.
- 12.1.2 De-icing is not permitted to take place on Stands 13-18, Eastern Apron, Gama, Aero Club & JAL aprons as these areas are not protected by the drainage & aeration systems necessary to prevent a breach of Water resources limits.
- 12.1.3 When any de-icer is used, environmental protocols as detailed in EOP 06, 40 & 62 must be followed rigorously.
- 12.1.4 All Operators using de-icer must contact Jersey Water on 707302 immediately so they can stop the abstraction of water.
- 12.1.5 All chemicals used for de-icing purposes are to be logged daily and a copy is to be provided to POJL Group Engineering on a monthly basis for submission to the appropriate authorities in order to comply with the surface water Discharge Permit.
- 12.1.6 The only aircraft de-icing fluids approved for use at Jersey Airport are Kilfrost DF Plus 80, 2000 and ABC-3 MSDS.
- 12.1.7 Filling and storage of both the rigs and drums must be carried out within a bunded/protected area so that any spillages are prevented from entering the surface water drains.
- 12.1.8 Areas used for the de-icing of aircraft shall be inspected by ARFFS prior to any subsequent aircraft use in order to ensure that any residual surfaces contaminant will not present any steering friction issues.

13 PROCEDURES FOR OPERATIONS IN ADVERSE WEATHER CONDITIONS

- 13.1.1 A description of Jersey Airports operational procedure for receiving, distributing and managing all weather information can be found in Jersey Airport's Manual of Air Navigation Services (MANS).
- 13.1.2 The distribution of meteorological information from Jersey MET to ATC is:
 - All wind warnings
 - Ice warnings
 - Flight forecasts and amendments
 - Snow warnings
 - Snow alerts
 - Thunderstorm warnings
 - Fog advice (30-50%)
 - Fog warnings (>50%)
 - Temperature Inversion
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14 PROCEDURES FOR NIGHT OPERATIONS

14.1.1 Jersey Airport is not available for aircraft movements between 2359-0700 (Winter) and 2300-0600 (Summer) except for medical flights. The use of Jersey Airport outside of published hours will be subject to the approval of the Airport Authority.

15 PROCEDURES FOR THE PROTECTION OF RADAR AND OTHER NAVIGATIONAL AIDS

- 15.1.1 The POJL Airport Director has overall responsibility for establishing procedures that ensure that activities under his/her direct or indirect control do not have an adverse impact on the safe operation of radar and navigational aids. These may include a variety of both on and off-Airfield work activities, and erection of structures.
- 15.1.2 POJL Group Systems & Technical Services (GSTS) manage work activities on or near radar, navigational aids and other ANS Equipment, some of which are located off-airfield. POJL GSTS are responsible for advising ATC in advance of any works that may affect the operation of radar, navigational aids and other ANS Equipment. When it is necessary to remove facilities from service or reduce the redundancy and/or functionality of the service, the MANS defines the procedure for managing the activity. ATC will issue NOTAMs for such events where required.
- 15.1.3 The GSTS Duty Engineering Officer (DEO) is the focal point of all GSTS activities on a daily basis and should always remain contactable on the GSTS duty mobile number. GSTS engineers require explicit approval of the DEO for any activity on GSTS in-service equipment, irrespective of whether a PoJ GSTS Permit to Work is in place.
- 15.1.4 POJL Group Engineering & POJL GSTS collectively manage the physical protection of the radar, navigational aids and other ANS Equipment, together with site maintenance (e.g. grass cutting or tree height) near each installation. The POJL Aviation Safety Manager authorises and issues On-Airfield Crane Permits and has responsibility for physical and technical safeguarding of radar, navigational aids and other ANS Equipment sites, including planning application proposals submitted to the States of Jersey Planning & Environment Department.
- 15.1.5 POJL Group Engineering plan and manage ground works and excavations on the airfield to ensure that all live subterranean critical services feeding radar, navigational aids and other ANS Equipment are protected. All persons involved on works at the Airfield, whether POJL employees, Contractors, or any other Organisation will be advised of the restrictions imposed to protect all ANS Equipment and their associated cables during the works planning phase. Such works will normally be carried out under a POJL Permit to Work.
- 15.1.6 Procedures for airside driving on perimeter roads or near navigation aids are defined in Part E, Section 16.

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16 OPERATION OF AIRCRAFT WITH HIGHER CODE LETTER

15.1 Specific procedures detailing the additional safeguarding required for the arrival, departure and parking of aircraft types with an Aerodrome reference Code of D or higher, shall be promulgated in the form of an ATOI prior to such aircraft types operating into Jersey Airport.

17 FIRE PREVENTION PROCEDURES AND MEASURES FOR THE PREVENTION OF FIRE AT THE AERODROME

- 17.1.1 POJL has implemented a fire strategy policy for the terminal and ATCC which satisfies all regulatory requirements in order to maintain fire certification from our regulatory body the Jersey Fire and Rescue Service.
- 17.1.2 All other aerodrome buildings have fire detection systems and evacuation procedures in place compliant to the building and its use. This is supported with an internally lead annual building inspection programme.
- 17.1.3 POJL supports its staff and business partners by providing fire awareness or fire warden training to all POJL employees, providing knowledge and understanding of fire safety legislation and fire evacuation procedures relevant to their workplace and the aerodrome.