PORTS OF JERSEY

Jersey Airport
Aerodrome Manual

JERSEY AIRPORT

Version 7.0 – 04/07/2025

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PART A – GENERAL

0 ADMINISTRATION AND CONTROL OF THE AERODROME MANUAL

0.1 INTRODUCTION

The Jersey Airport Aerodrome Manual clearly and concisely describes the systematic approach to the operation of the aerodrome, demonstrating our commitment to managing the aerodrome safely and effectively. Whilst accountability starts at the top of any organisation it is essential that all individuals understand their own responsibilities and accountabilities as defined within the manual. This section of the manual provides a signed statement reinforcing this and confirms that the manual contains information deemed relevant by the Competent Authority. It also explains the administrative aspects associated with maintaining the manual and the reasons for this.

0.1.1 Accountable Manager's Safety and Compliance Statement

Ports of Jersey Limited (POJL) Aviation Operations adheres to European and U.K. regulations for Air Navigation Services (ANS) and Aerodrome operations. As the Airport Director and Accountable Manager, it is my responsibility to ensure the safety of aviation activities at Jersey Airport and within Channel Island Airspace. Safety is the highest priority, taking precedence over commercial, operational, environmental, or social pressures.

Our dedication to safety is reflected through our Aviation Integrated Management System (AIMS), which serves as a beacon guiding our personnel in their safety and quality duties. This system is the backbone of our safety efforts, ensuring that every team member understands their role in maintaining safety standards.

The Jersey Airport Aerodrome Manual complies with all applicable requirements, providing clear guidance to relevant personnel, ensuring that every operation is conducted safely. This manual and the overall safety strategy are communicated clearly and endorsed throughout the organisation to reflect our commitment to proactive and systematic safety management.

Each member of our teams holds personal responsibility towards safety. We provide comprehensive training to maintain competence, empowering our team to act with confidence and knowledge. Annually, POJL defines a Safety Strategy and Performance Indicators, which are regularly reviewed to ensure continuous improvement. Sharing lessons learned is a cornerstone of our safety promotion efforts, fostering an environment of growth and learning. We are committed to improving towards the highest safety standards, complying with all applicable legal requirements, meeting all relevant standards, and considering best practices.

I encourage everyone to report any safety events or hazards, no matter how minor they may seem. POJL embraces a Just Culture, where individuals are not punished for decisions made in good faith based on their experience and training. However, gross negligence or wilful violations are not tolerated. For sensitive matters, reports can be sent directly to my office at the airport. These safety reporting principles are a key part of our safety policy and ensure continual communication and improvement.

Ports of Jersey Limited actively manages Human Factors within its aviation activities, ensuring that our operations remain safe and efficient. We operate a quality management system tailored to the size and complexity of our aviation activities, providing a framework for measuring and improving effectiveness.

Senior Management continually promotes safety and quality policies, demonstrating their commitment to these principles.

Signed: **Ashley Maggs**

Date: 08/04/2025

(source: JJ-MAN-500 – Issue 6)

0.1.2 Accountable Manager's Statement Aerodrome Manual contents

The Jersey Airport Aerodrome Manual contains operational instructions that are to be complied with by the relevant personnel.

Signed: **Ashley Maggs**

Date: 04/06/2025

0.1.3 Parts of Aerodrome Manual

The manual is structured in six Parts A to E

- 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 (AIS) and published in the UK Aeronautical Information Publication (AIP).
- Part E - Particulars of the operating procedures of the Aerodrome, its equipment and safety measures.

0.1.4 Definitions of Terms, explanations and abbreviations

Definitions of terms

Term	Definition
Aerodrome	Any area of land or water designed, equipped, set apart or commonly used to afford facilities for the landing and departure of aircraft and includes any area or space, whether on the ground, on the roof of a building or elsewhere, which is designed, equipped or set apart to afford facilities for the landing and departure of aircraft capable of descending or climbing vertically, but shall not include any area the use of which for affording facilities for the landing and departure of aircraft has been abandoned and has not 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
Aerodrome 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 the 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
Arrestor Bed	An area of special material positioned at the end of a runway which is designed to stop an aircraft quickly and safely in the event of a runway overrun
Category I (Cat I) 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 precision approach equipment within which the presence of vehicles or aircraft will cause unacceptable disturbance of the guidance signals
Critical Parts (Aviation Security)	Critical Parts of the Security Restricted Area must be established at airports where one or more persons hold airport identification cards giving access to security restricted areas. Critical Parts must include the part of an airport designated for the parking of an aircraft to be boarded or loaded. Access to these areas is controlled by regulated security procedures.
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 400m. (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
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 300m, 200m, and 100m from the intersection of the runway centreline with the Rapid Exit Taxiway centreline. 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 Taxilane – a portion of an apron designated as 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

Acronym	Definition
AAIB	Air Accidents Investigation Branch
ADQ(IR)	Aeronautical Data Quality (Implementing Rule)
AFTN	Aeronautical Fixed Telecommunications Network
AIMS	Aviation Integrated Management System
AIP	Aeronautical Information Package
AIS	Aeronautical Information Service
AMP	Aerodrome Management Plan
ANS	Air Navigation Service
ANO	Air Navigation Order (UK
AOP	Aerodrome Operating Procedure
APD	Airport Director
APOC	Airport Operations Centre
APU	Auxiliary Power Unit
ARFFS	Airport 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
ATCO	Air Traffic Control Officer
ATE	Air Traffic Engineering
ATIS	Automatic Terminal Information Service
ATOI	Aerodrome Temporary Operating Instruction
ATS	Air Traffic Services
ATSEP	Air Traffic Safety Electronics Personnel
AVSEC	Aviation Security
BA	Breathing Apparatus
CAA	Civil Aviation Authority (UK)
CAAi	Civil Aviation Authority International
CAP	Civil Aviation Publication
CEO	Chief Executive Officer
CP	Critical Part / Control Point
DCA	Director of Civil Aviation
DE	Duty Executive
DEM	Duty Engineering Manager (PoJ Engineering)
DEO	Duty Engineering Officer (PoJ Engineering)
DM	Duty Manager
DME	Distance Measuring Equipment
EASA	European Union 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
FLOPSC	Flight Operations Safety Committee
FOD	Foreign Object Damage / Debris
GHOST	Ground Handling Operations Safety Team
GPU	Ground Power Unit
H-AO	Head of Aerodrome Operations
H-Eng	Head of Engineering
HFAO	Head of Airport Fire & Airside Operations
HOAO	Head of Airport Operations
HOCO	Head of Customer Operations
HR	Human Resources
ICAO	International Civil Aviation Organisation
ILS	Instrument Landing System
IRVR	Instrumented Runway Visual Range
JESIP	Joint Emergency Service Interoperability Programme
LRST	Local Runway Safety Team
LVP	Low Visibility Procedures
MALMS	Mobile Airfield Light Monitoring System
MANS	Manual of Air Navigation Services
MAST	Manoeuvring Area Safety Team
MATC	Manager of Air Traffic Control
MATE	Manager of Air Traffic Engineering

MATS	Manual of Air Traffic Services
MET	Meteorological Services
MOR	Mandatory Occurrence Report
NOTAM	Notice to Airmen
ODCA	Office of the Director of Civil Aviation
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
RA	Risk Assessment
RCAM	Runway Condition Matrix
RVP	Rendezvous Point
RVR	Runway Visual Range
RWYCC	Runway Condition Code
SI	Supplementary Instruction
SMS	Safety Management System
TETRA	Terrestrial Trunked Radio
TOI	Temporary Operating Instruction
VCS	Voice Communication System

0.2 SYSTEM OF AMENDMENTS AND REVISIONS

0.2.1 Aerodrome Manual Ownership

The designated document owner of the Aerodrome Manual is the Head of Aerodrome Operations (H-AO). This role holder is responsible for the issuance and the management of any amendments or revisions. A full review of the Manual shall take place on an annual basis. It is a 'live' document that is maintained as a single document. Any permanent amendments will result in the document being submitted to the Director of Civil Aviation (DCA) for review, followed by a re-issue of the entire document as a new version. It is the responsibility of the H-AO to ensure that all changes made are captured through the aerodrome Management of Change process, detailed in section 2.2.10.

0.2.2 Record of Amendments and Revisions with insertion dates and effective pages

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. POJL Group Engineering changes. Drug and Alcohol policy. References to MATS II, III & IV deleted and replaced with MANS.

Version 3.0	04 December 2020	Re issued New Executive statement, new personal names added, Aerodrome structure added plus charts depicting structure, Section B expanded with additional sections and charts added. New Aeronautical charts added. PCN numbers updated in aeronautical textual information.
	06 January 2021	New Aviation Permit from the DCA for 2021 added.
	07 April 2021	Page 61 & 62. PCN values for the runway changed from Asphalt section 52 /R/A/W/T to 34 F/A/X/T and concrete section 34 F/A/X/T to 52 /R/A/W/T. Runway strip width also change from 150m to 140m and 26 strip end width of 61m to 60m. Page 67 – Section of declared distances table removed “declared distance from RET foxtrot.” Change also made to the paragraph below removing foxtrot a as a declared distance.
Version 4.0	14 September 2021	New version 4.0 re issue. Additions made to: Acronyms: GSTS to GTS name change. Head of Aerodrome Operations H-AO RCAM & RWYCC added to acronyms list. Safety Accountabilities and responsibilities updated. Aerodrome Variations Document Added Airport Management chart updated. Hyperlinks updated. Accountability and Key roles updated. Airport Management Group added to safety committees. 08 displaced threshold distance amended. Runway physical characteristics PCN numbers amended. Runway strip figure adjusted to 140m.

		08 threshold lighting sections. Additional test added to section (4 unidirectional lights). Wording change to taxiway Lighting section. Global Reporting Format Section added
	05 January 2022	New Aerodrome Permit for the purpose of Aerodrome Certification inserted into V4.0 JE2022-01002 valid 01Jan to 31Dec 2022
Version 5	30th May 2022	Full Aerodrome Manual re-issue. AIP Aerodrome Charts updated. Airport Director Statement updated. New Airport Structure chart added. New Department chart added. Various layout and wording changes. Section 5.4 ARFFS Level of Protection. Section 6.46 Winter Ops – GRF & Black Top Policy. Head of Security General Responsibilities. Head of Internal Audit Responsibilities.
Version 6	6th December 2023	Full Aerodrome Manual re-issue. Introduction added (section 2.1) Various layout and wording changes. Sections re-ordered. To align with AMC ADR.OR.E.005 AIP Aerodrome Charts updated. Airport Director Statement updated. Updated section 2.16 Aerodrome Operating Responsibility (section, 2.16.2 added) Aerodrome Licence updated (section 1.5) Issue Date amended (cover page)

Version 6.1	28th April 2024	Document version and issue date amended from Version 6.0 – 06/12/2023 to Version 6.1 - 28/04/2024 Updated Section 0.1.1: Accountable Manager's Statement of Compliance; Section 1.2 Legal Requirements of an Aerodrome Certificate and the Aerodrome Manual updated Section 2.1, Organisational Charts updated Updated Section 2.4: Quality Management System for Aeronautical Data & Information Provision; Section 6.12 updated with information about types and amounts of extinguishing agents normally available at the aerodrome; Section 14.4, Marshalling and 'Follow-Me' Service updated; Section 16.4.2, Airside Vehicle Permit Scheme added; Updated Section 17.1- Wildlife Control; Section 25, Procedures for Operations in Adverse Weather Conditions updated; Various Job Titles and post holders names updated throughout the document;
Version 6.2	29/05/2024	Document version and issue date amended from Version 6.1 - 28/04/2024 to Version 6.2 – 29/05/2024 Section 6.12 updated with ARRFS phone number Section 4.2.1 Aerodrome Chart- ICAO (AD.2.EGJJ-2-1) updated Section 4.2.2 Aerodrome Chart- ICAO (AD.2.EGJJ-2-2) updated Section 4.5 updated with new version of Deviation Acceptance and Action Document

Version 7.0	29/05/2024	Full Manual review: Document version and issue date amended from Version 6.2 – 29/05/2024 to 7.0 – 04/07/2025 POJ GTS department name amended to PoJ Engineering across the manual Section 0.1.1 Accountable Manager's Statement of Compliance updated Section 0.1.2 Accountable Manager's Statement of Aerodrome Manual contents updated Section 0.1 Abbreviations and Acronyms updated Section 0.2.7 Temporary Revision updated Section 0.2.8 Distribution List amended Section 1.2 Legal Requirements for an Aerodrome Certificate and the Aerodrome Manual updated Section 1.4 Aerodrome Operator Obligations updated Section 1.6 Detention of Aircraft updated Section 2.1.1 Organisational Charts updated Section 2.1.2 Management Roles and Responsibilities updated Section 2.1.3 Aerodrome Safety Committees updated Section 2.1.4 Duty JESIP Gold Role updated Section 2.2.1 Scope of the Safety Management System updated Section 2.2.3 Safety Responsibilities of Key Safety Personnel updated Section 2.2.4 Document Control Procedures updated Section 2.2.7 Safety Performance Monitoring updated Section 2.2.8 Safety Reporting and Investigation updated

		Section 2.2.9 Emergency Response Planning updated Section 2.2.11 Safety Promotion updated Section 2.3 Compliance Monitoring updated Section 2.3.2 Contracted Activities added Section 2.5 Accident and Mandatory Reporting Policies updated Section 2.5.2 How to report and Incident or Occurrence updated Section 2.5.3 Documents and data used to investigate incidents updated Section 2.6 Alcohol, Psychoactive Substances and Medicines updated Section 2.7.3 Handling of Safety Recommendations issued by Safety Investigations Authorities updated Section 3.1.1 Operational Department Training Programmes, ARFFS and ATC sections updated Section 4.2.1 Aerodrome Chart (ICAO, AD.2 EGJJ-2-1) updated Section 4.2.2 Aircraft parking/docking Chart (ICAO, AD.2 EGJJ-2-2) updated Section 4.5 Exemptions or derogations, special conditions and operating limitations updated Section 5.4 Aerodrome Elevation and Geoid Undulation updated Section 5.5 Runway Thresholds Elevations and Geoid Undulation updated Section 5.8 Name of the Aerodrome Operator and Contact Details updated Section 6.1 Rescue and Firefighting Services updated Section 6.12 Aerodrome Safety Committees updated Section 6.2.2 Taxiways updated Section 6.2.6 Clearway Dimensions updated

		Section 6.5.1 Aircraft Ground Movements updated Section 6.6.1 Runway Co-ordinates & Geoid Undulation info updated Section 7.2 Aeronautical Data Surveying Procedures and Frequency updated Section 8.1 Coordination with the Security Agencies updated Section 9.2.6 Friction Measurement for Maintenance Purposes added Section 10.2.7 List of Procedures amended Section 16.4 Airside Driving Permits and Airside Vehicle Permits amended Section 20.3 ARFFS Fire Cover amended Section 20.4 ARFFS Station Complement amended Section 20.5 ARFFS Structure amended Section 20.6 ARFFS Manning Levels amended Section 23 Low Visibility Operations updated Section 23.3 Runway Inspections and Wildlife Hazard Control in LVPs updated Section 26 Procedures for Night Operations updated Section 27 Procedures for the Protection of Radar and Other Navigational Aids amended. Section 28 Operation of Aircraft with Higher Code Letter amended. Section 29 Prevention of Fire at the Aerodrome updated.

0.2.3 Handwritten Amendments and Revisions

Handwritten amendments and revisions are not permitted except in situations requiring immediate amendment or revision in the interests of safety.

0.2.4 Annotation of pages

Each page will be annotated with a header, including the issue/effective date (year, month) and version number.

Throughout this manual, references are provided to other documents which are subordinate to the Aerodrome Manual and may be referred to for further detail on a particular subject.

0.2.5 A list of effective pages and paragraphs

A list of effective pages and paragraphs of this Aerodrome Manual is shown in the Table of Contents.

0.2.6 Annotation of changes

Unless otherwise stated, all the paragraphs and sections in the manual are current. Changes to the manual will be underlined in Red.

0.2.7 Temporary Revisions

Temporary (less than 6 months duration) and / or immediate amendments required in the interests of safety may be implemented into the safety management system by publicising of a formal document such as a Safety Notice, Aerodrome Information Notice, and to flight crews via the UK AIP, if applicable. The applicable document will remain extant until incorporation into the manual.

0.2.8 Distribution List

The Aerodrome Manual is published in a number of places in pdf format.

(a) World-Wide-Web**;** the manual is published on Ports of Jersey website and is accessible to all aerodrome users, via www.ports.je

The current version of the Aerodrome Manual can be referenced in the "Doing business with Us", "Business Partner Information" Section & on POJLs Internal Airwaves Page in the Useful Links Section.

(b) Electronic format (Email); copies of the manual are available to aerodrome users (Airlines, Handling Agents, Service Providers, Control Authorities) via email upon request.All users are notified by means of an Operational Safety Instruction when a new version of the manual is issued.

The Aerodrome Manual and any revisions are distributed electronically (in PDF format) to the following recipients:

- Chief Executive Officer (CEO) POJL
- Airport Operations Director (APD) – Accountable Manager POJL

• Head of Airport Operations	POJL
• Head of Aerodrome Operations (H-AO)	POJL
• Head of Aviation Regulatory Compliance	POJL
• Manager of Air Traffic Control	POJL
• Manager of Air Traffic Engineering	POJL
• Head of Customer Operations	POJL
• Aviation Safety Manager (ASM)	POJL
• Head of Fire and Airside Operations	POJL
• Head of Engineering (H-E)	POJL
• Director of Civil Aviation	Regulator

In addition, the Aerodrome Manual is also distributed electronically (in PDF format) to the following Airlines, Business Partners and third parties:

- Aurigny
- Blue Islands
- British Airways and British Airways Engineering
- Channel Island Aero Services Limited
- EasyJet
- Flash Line Maintenance
- Gama Aviation
- Jersey Aero Club
- Jersey Aviators Limited (JAL)
- Jet2.com Limited
- OceanAir
- ORTAC (AOC) Limited
- Jersey Customs & Immigration Service (JCIS)
- Swissport Jersey Limited

1 GENERAL INFORMATION

1.1 PURPOSE AND SCOPE OF THE AERODROME MANUAL

1.1.1 The principal purpose of the Aerodrome Manual ("The Manual") is to describe how the aerodrome management will discharge its safety responsibilities.

1.1.2 The Manual seeks to ensure that all staff (POJL and third parties) are aware of the safety aims of the organisation, the chain of command, and their own responsibilities with respect to aerodrome safety.

1.1.3 The Manual is the primary aerodrome safety document and provides the strategic basis for the development of tactical plans and operational procedures.

1.1.4 Aircraft operators at Jersey are required, as part of the aerodrome 'Conditions of Use', to adhere to the safety obligations detailed in the Manual and its subordinate documentation.

1.1.5 The Manual describes the relevant aerodrome management structure and details the safety accountabilities/responsibilities borne by each individual or group of staff.

1.1.6 The Manual describes the aerodrome services and facilities, and set out the particulars of the aerodrome site, including any restrictions on operation or aerodrome availability.

1.1.7 Relevant Jersey safety and environment policies and procedures are included or referred to within the Manual.

1.2 LEGAL REQUIREMENTS FOR AN AERODROME CERTIFICATE AND THE AERODROME MANUAL

1.2.1 EC216/2008 is a European legislative regulation which builds on the provisions of the Chicago Convention and establishes for European Member States the regulations for 'high and uniform protection of the European citizen' in aviation safety. It mandates the formation of a European Aviation Safety Agency (EASA) and sets out the powers of EASA for regulatingaviation safety in Europe. Article 8 of EC216/2008 requires operators involved in commercial transport to "demonstrate their capability and means of discharging the responsibilities associated with their privileges…" and therefore "…these capabilities and means shall be recognised through the issuance of a certificate".

1.2.2 Commission Regulation, UK (EU) No 139/2014 (the UK Aerodromes Regulation), sets out the implementing rules and administrative procedures related to aerodromes as required by EC216/2008. The legal requirements for an aerodrome certificate are prescribed within Acceptable Means of Compliance and Guidance Material, ADR.OR.B.

1.2.3 Jersey Airport is certified by the Office of the Director of Civil Aviation pursuant to Article 125 of the Air Navigation (Jersey) Law 2024. The Licence reference is ADR-EGJJ-002 issued on 3rd July 2025 and it defines the conditions upon which the licence is issued.

1.2.4 In addition, UK Reg (EU) No 139/2014 (the UK Aerodromes Regulations), ADR.OR.E.005 requires that each aerodrome operator establish and maintain an aerodrome manual, such that it "…contains or refers to all necessary information for the safe use, operation and maintenance of the aerodrome…".

1.3 CONDITIONS FOR USE OF THE AERODROME BY ITS USERS

1.3.1 Use of the Airport is subject to the conditions laid down in the UK Aeronautical Information Publication - www.nats-uk.ead-it.com/public/index.php.html

1.3.2 The Jersey Airport 'Conditions of Use' document can be viewed on the Ports of Jersey website Business partner information | Ports of Jersey (jerseyairport.com). A separate 'Jersey Airport tariff brochure' which sets out the current charges levied by Jersey for the use of the aerodrome and associated facilities is also available on the website.

1.4 AERODROME OPERATOR OBLIGATIONS

1.4.1 In accordance with UK Reg (EU) No 139/2014 (the UK Aerodromes Regulations), paragraph ADR.OR.C.015, POJL will grant access to any person authorised by the Competent Authority, for the purposes of audit, witness, inspection, test, assessment or exercise, to any facility or document relevant to POJL's activities including activities contracted to third parties (please see section 2.3.1 of this manual for more details).

1.4.2 All audits by the Competent Authority will be facilitated as directed by that authority.

1.4.3 In accordance with UK Reg (EU) No 139/2014 (the UK Aerodromes Regulations), paragraph ADR.OR.C.020, after receipt of notification of finding, POJL shall identify the root cause of non-compliance, define a Corrective Action Plan and demonstrate the Corrective Action Plan implementation to the satisfaction of the Competent Authority within the period agreed with that authority.

1.5 TERMINATION OF OPERATION

In case of intended termination of the operation of the aerodrome, the aerodrome operator should notify, in writing, the Channel Islands Director of Civil Aviation (DCA) and the Aeronautical Information Service provider. The notification should be done in such time in advance, so as to allow for the timely publication of the changes, and their notification by the Aeronautical Information Regulation and Control (AIRAC) system in accordance with the related timeframe. Upon the termination of the operation, the aerodrome operator should apply closed runway markings, as well as any other measure the DCA has found appropriate.

1.6 DETENTION OF AIRCRAFT

The Channel Island Director of Civil Aviation (DCA) or the Airport Director has the power to prevent and or detain aircraft from flying in accordance with the Air Navigation (Jersey) Law 2014, Aerodromes (Administration) (Jersey) Law 1952 and Aerodromes (Jersey) Regulations 1965.

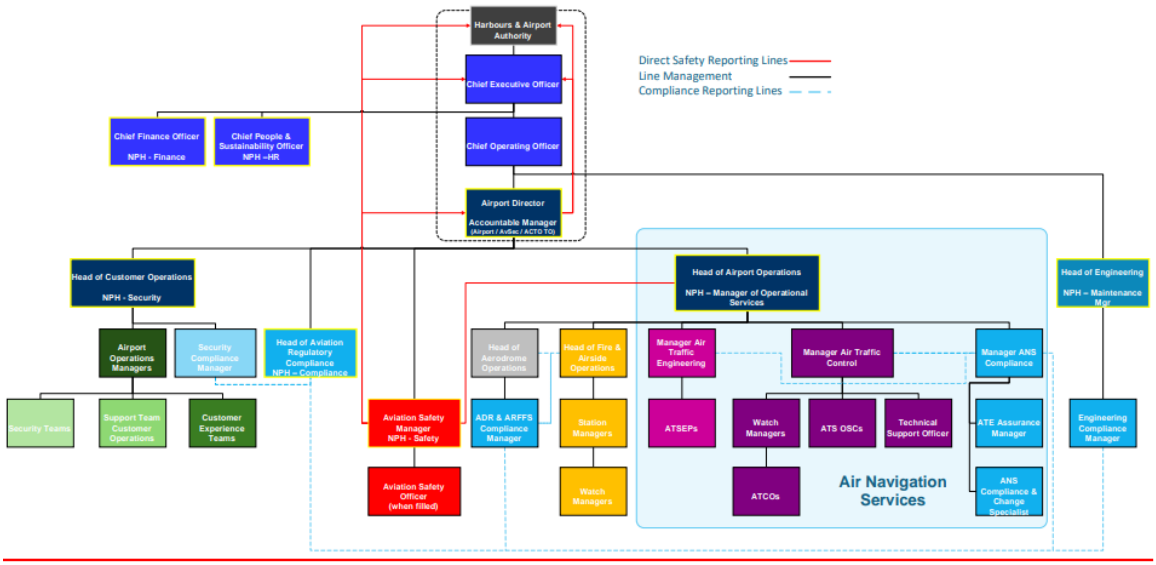
PART B – AERODROME MANAGEMENT SYSTEM, QUALIFICATION AND TRAINING REQUIREMENTS

2 DESCRIPTION OF THE MANAGEMENT SYSTEM

2.1 AERODROME ORGANISATION AND RESPONSIBILITIES

2.1.1 Organisational Charts

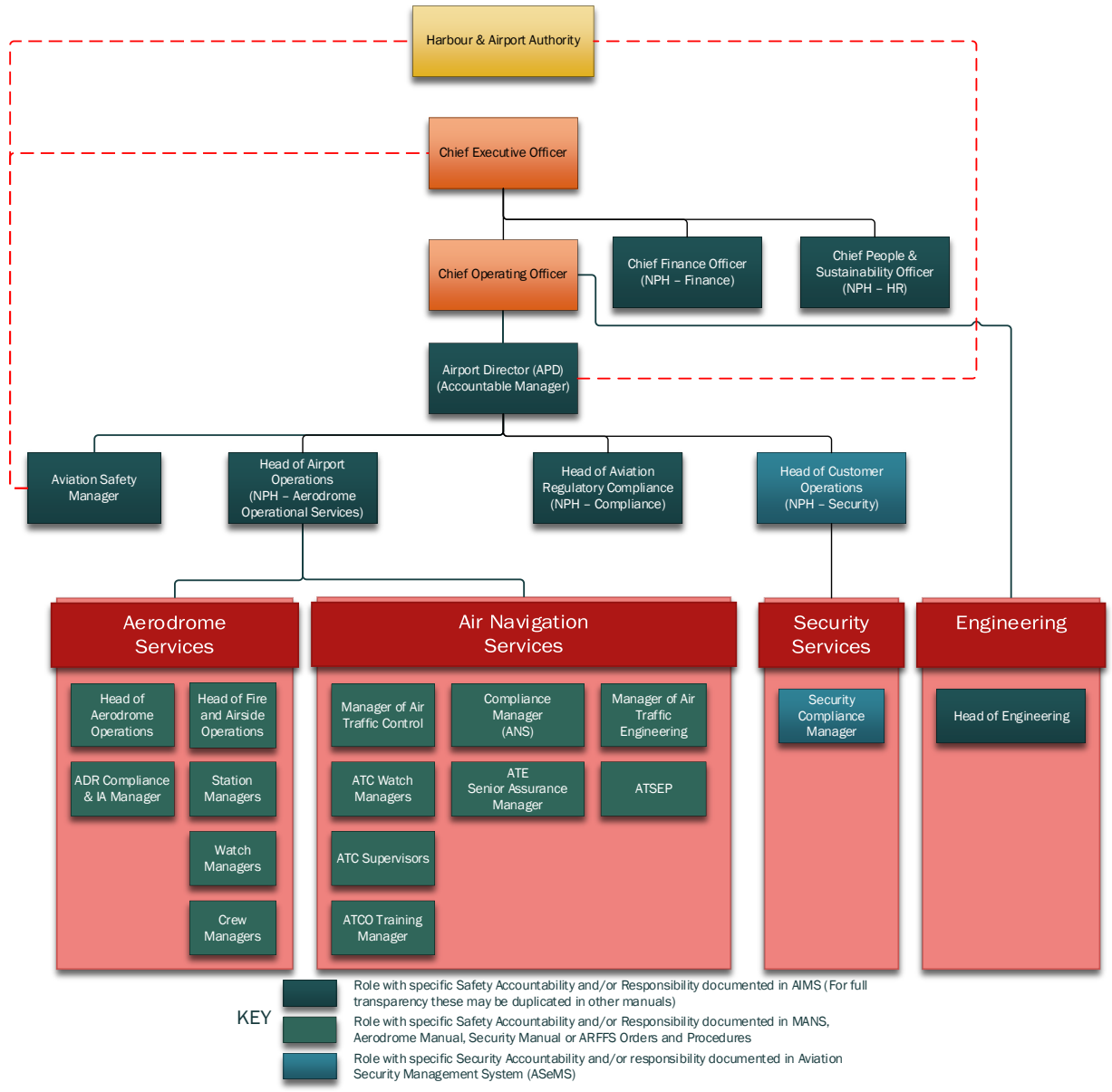
POJL Senior Management Chart



Source: JJ-MAN-500, AIMS, I6

The Aviation Safety Manager reports directly to the Airport Director for all safety related matters and can report matters directly to the Chief Executive Officer or elevate it to the Harbours & Airport Authority (H&AA).

Aviation Services Organisational Chart- Roles with specific Safety Accountability and/or Responsibility



Source: JJ-MAN-500, AIMS, I6

2.1.2 Management roles and responsibilities

All managers have a responsibility to ensure their departments and staff meet all POJL safety policies and procedures and SMS policies as well as competent authority regulations and H&SE legislation. This is underpinned by the Airport Directors executive statement and shall form an integral part of their day-to-day operations and decision making.

Definitions:

- Accountable: The requirement to report on, and be answerable, for the actions of others.
- Responsible: The requirement to report on, and be answerable, for your own actions.
- Functional Accountability: The accountability a person has for the outcomes of specific teams, functions or tasks within their areas of responsibility, regardless of who performs them.
- Functional Authority: The right to make decisions, set standards, or direct actions within a specific function or area of responsibility.

The following personnel are formally designated as the Accountable Manager and/or Nominated Post Holders and have their authority, duties and responsibilities listed below.

Area(s) of Responsibility	Post	Postholder
Accountable Manager: • ANSP, • Aerodrome, • Aviation Security, • ATCO Training Organisation	Airport Director (APD)	Ashley Maggs
Nominated Post Holder - Aviation Safety: • Aerodrome • ANS	Aviation Safety Manager (ASM)	Chris Kelly
Nominated Post Holder -Aviation Compliance	Head of Aviation Regulatory Compliance (HARC)	Matt Du Val
Nominated Post Holder - Aerodrome Operational Services Functional Accountability: • Aerodrome • ARFFS & Airside • ANS	Head of Airport Operations (HOAO)	Keith Attwood
Aerodrome Maintenance	Head of Engineering (HEng)	Julie Acey
Nominated Post Holder- Finance	Chief Financial Officer	Jenny Marek-Murray
Nominated Post Holder- Human Resources	Chief People and Sustainability Officer	Hannah Gleave

The following personnel hold key functional positions and have their authority, duties and responsibilities listed below.

Area(s) of Responsibility	Post	Postholder
Functional Authority: • Aerodrome	Head of Aerodrome Operations (H-AO)	Alistair Varrie
Functional Authority: • ARFFS	Head of Fire & Airside Operations (HOFAS)	Ben Spiers
Functional Authority: • ATC	Manager of Air Traffic Control (MATC)	Vacant
Functional Authority: • ATE	Manager of Air Traffic Engineering	Chris Cox

In the absence of one of the key aerodrome post holders, the following chart details who will fill that role until the post holder returns or the post has been filled or absorbed.

Position	Authorised to deputise in the event of absence
Airport Director (Accountable Manager)	Acting Airport Director (safety and security in relation to Aerodrome Operations) Head of Airport Operations (safety responsibilities in relation to ANS)
Head of Airport Operations	Manager of Air Traffic Control (safety responsibilities for Air Navigation Services) Head of Aerodrome Operations (safety responsibilities for Aerodrome Services)
Head of Aerodrome Operations	Head of Fire & Airside Operations
Manager of Air Traffic Control	ATC Watch Manager
Manager of Air Traffic Engineering	Duty ATSEP
Aviation Safety Manager	Aviation Safety Officer

Head of Customer Operations	Airport Operations Manager
Head of Engineering	Engineering Service Management Lead

2.1.3 Aerodrome Safety Committees

In accordance with UK Reg (EU) No 139/2014 (the UK Aerodromes Regulation), ADR.OR.D.027 Safety Committees, POJL holds regular safety related committees and meetings that discuss, review and action safety concerns and initiatives. These meetings occur at all levels from operational level to board level.

These regular structured meetings are listed below, and their Terms of Reference are obtainable on request.

Please note this meeting is open to third party operators and airlines.

Aviation Safety Steering Group (ASSG)

The ASSG meeting is an internal meeting, involving operational employees, held quarterly, where the Safety Performance Plan and Safety Performance Indicators are monitored and measured. The group meets to discuss safety measures that they can assist to put in place within their specific departments. The ASSG group is also responsible for safety promotion and is the interface between the SMS system and the operational departments through the provision of training materials and safety promotional programs. This meeting feeds into the Aviation Safety Action Group (ASAG).

Aviation Safety Action Group (ASAG)

The ASAG meeting is an internal meeting which is held every six weeks. The ASAG reports to and takes strategic direction from the ASRB. It is comprised of managers, supervisors and the Aviation Safety Manager. The ASAG oversees operational safety, resolves identified risks, assesses the impact on safety of operational and organisational changes, ensures the implementation of corrective action plans and ensures that corrective action is achieved within agreed timescales and is an effective mitigation. The ASAG reviews the effectiveness of previous safety recommendations and safety promotion.

Aviation Safety Review Board

The Aviation Safety Review Board meets bi-annually and is a high-level committee which considers strategic safety management functions. The ASRB monitors safety performance against the safety policy and objectives (SPIs), the effectiveness of the documented SMS processes and the implementation of these processes, the effectiveness of the safety oversight of sub-contracted organisation, effectiveness and timely completion of necessary corrective actions and effectiveness of the auditing of the SMS.

FLOPSC/LRST & MAST

This meeting is held twice a year, or if major changes or specific information needs to be passed to airlines outside of the normal annual meeting schedule. The aerodrome and ATC meet with business partners and airlines to discuss issues pertaining to Flight Operations Performance & Safety Committee (FLOPSC) which covers predominantly ATC related incidents that involve the airlines and how they operate. The meeting is also split to cover LRST (local runway safety team) and the MAST (manoeuvring area safety team) which discusses issues and updates relating to the runway and the manoeuvring area.

Please note this meeting is open to third party operators and airlines.

Aviation Risk Review Board

The Aviation Risk Review Board meets every two months to discuss aerodrome and business risks at a strategic level. All risk is quantified using the POJL Risk Perspectives, and present risks and any emerging are reviewed and discussed to ensure that there are adequate mitigations in place. This also ensures the identified risks are accepted at the correct management level and are overseen by the designated Risk Owner.

Director of Civil Aviation Meeting

The DCA meeting is held quarterly to provide a forum to discuss changes in regulation/regulatory oversight, as well as reviewing Safety Performance Indicators and update on significant incidents/investigations (MORs). It is an important interface with the regulator to update on organisational changes and share continuous improvement initiatives achieved through the Safety Management System.

Airport Management Group

The purpose of the AMG is to provide tactical and operational oversight and assurance across all airport activities. The Group will report on the overall performance across the entire airport activities aligning these activities and plans to the company's agreed Strategic Business Plan.

Jersey Airline Operators Committee (JAOC)

The aim of the Jersey Airline Operators Committee (JAOC) is to provide opportunity for regular dialogue and collaboration between the airlines, handling agents and the airport authority, to promote the continuous improvement of all aspects of airport operations. Ultimately, the purpose of the Committee is to represent the interests of all members to ensure the safe, secure and most effective operation, whilst ensuring the highest level of customer focused service delivery.

Please note this meeting is open to third party operators and airlines.

2.1.4 Duty JESIP Gold Role

The Duty JESIP Gold for Ports of Jersey (PoJ) is a critical on-call role, responsible for providing strategic leadership and coordination during major incidents at the Harbour or Airport. The role holder must be available to physically respond to an incident within 20 minutes and will be sworn in as both an Airport Director and Harbour Master.

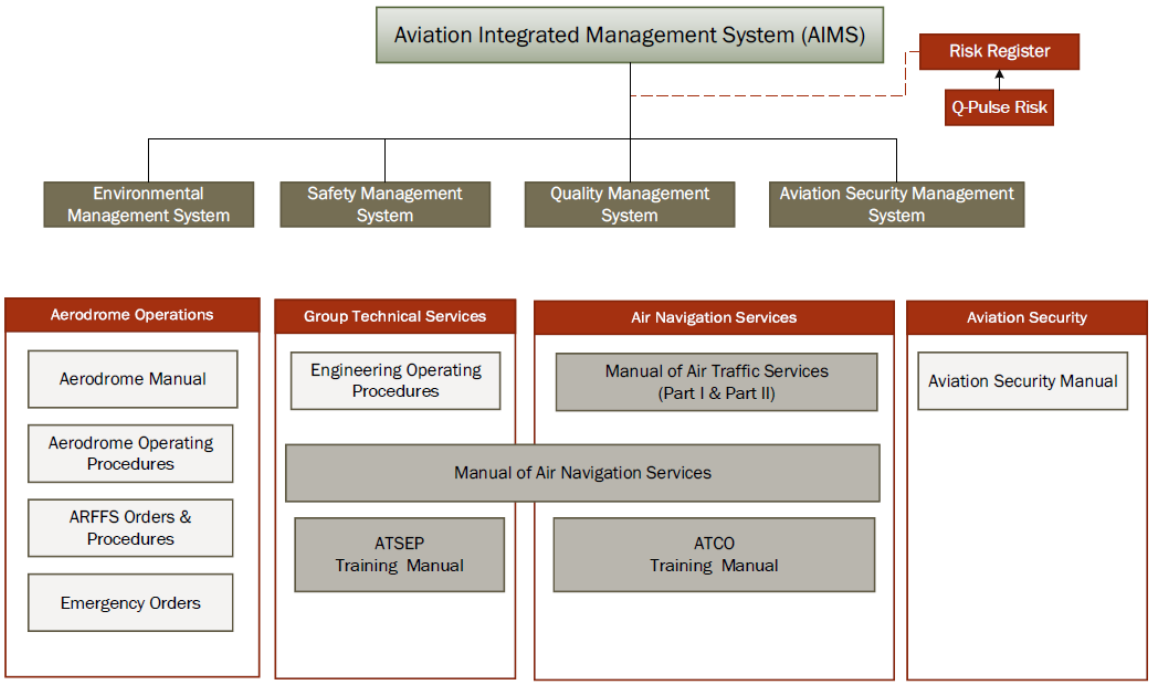
This position primarily serves as the JESIP Gold Commander, a function typically performed by the delegated Harbour Master and Airport Director during working hours. It includes the role of Coastguard Gold and extends to leading PoJ's initial response to wider island emergencies, such as critical infrastructure failures, significant maritime collisions, or security incidents.

2.2 SAFETY MANAGEMENT SYSTEM

2.2.1 Scope of the Safety Management System

The Safety Management System incorporates all the aerodrome functions and forms an integral part of the way that POJL manages safety and risk. The Safety Management System forms part of the Aviation Integrated Management System (AIMS) which is a controlled regulatory document that sets out the high-level policy for POJL. It is maintained by the Head of Airport Operations. The Aerodrome Manual outlines the SMS functions and signposts out to the operational procedures which are covered in the Aerodrome Operating Procedures (AOPs). In addition to the AOPs each department has its own specific procedures to capture specific tasks e.g., ARFFS Orders and Procedures (O&Ps), Engineering Operating Procedures (EOPs) or ATC procedures through their Manual of Air Navigation Services (MANS).

The chart below shows the relationship between AIMS, which sets out policy and process and the departmental procedures set out in MANS, AOPs, O&Ps and EOPs.



2.2.2 Safety Policies and Objectives

The following elements are within the scope of the Safety Management System and the related policies can be found in the Aviation Integrated Management System. (AIMS)

- Scope of the Aviation Integrated Management System
- Safety policy and objectives
- Safety responsibilities and accountabilities of key safety personnel
- Documentation control procedures
- Safety risk management process, including hazard identification and risk assessment schemes.
- Safety performance monitoring
- Safety reporting (including hazard reporting) and investigation.
- Emergency response planning
- Management of change
- Safety promotion
- Safety management system outputs

Just Culture

POJL work to the Just Culture principles:

" POJL embraces a Just Culture, where individuals are not punished for decisions made in good faith based on their experience and training. However, gross negligence or wilful violations are not tolerated. For sensitive matters, reports can be sent directly to my office at the airport. These safety reporting principles are a key part of our safety policy and ensure continual communication and improvement"

Source: JJ-MAN-500, AIMS, I6

2.2.3 Safety responsibilities of key safety personnel

Airport Director (APD)

The Airport Director has overall accountability for the safety and security of aviation services provided by Ports of Jersey Limited.
He is accountable to the Chief Executive Officer and the Harbour and Airport Authority Committee for the safe management of operational aviation services and systems planned, provided and operated by Ports of Jersey Limited within Channel Island Airspace, empowered within Jersey Law to either 'make safe' or 'shut down' the Aviation Operation in the event that it is determined to be unsafe.
The APD is responsible for the overall co-ordination and strategic management of all Aviation Operational Departments of Ports of Jersey Limited.

Safety Accountability

The Airport Director is the most Senior Executive accountable for the safety of all Aviation Services provided and operated by Ports of Jersey Limited.

Safety Responsibility

- 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 Ports of Jersey Limited Aviation Operations.
- To ensure that the Aviation Integrated Management System (AIMS) Policies and Principles are developed and maintained, reviewed, promulgated and applied consistently within Ports of Jersey Limited.
- To be responsible for ensuring the accuracy & maintenance of the Ports of Jersey Limited Aviation Safety Case (AIMS Appendix A – JJ-MAN-500)
- To ensure that aerodrome licensing requirements are met, and that aerodrome operates in accordance with licence conditions and statutory requirements
- To ensure an understanding of the CAA's statutory duties in licensing and inspecting aerodromes
- To ensure an understanding by aerodrome management of the legal requirement for and status of the Aerodrome Manual
- To appoint nominated post holder for Aerodrome Operational Services who has responsibility for the implementation, communication, and amendment of information and instructions concerned with ensuring the safe operation of aircraft in accordance with statutory and aerodrome management requirements
- For taking all reasonable steps to ensure that the aerodrome and its airspace are always safe for use by aircraft
- To define the safety responsibilities and/or accountabilities of all direct reports, and to ensure that they are appropriately documented, promulgated and discharged.
- To appoint an 'Aviation Safety Manager', as an independent and neutral party in terms of processes and decisions made regarding the delivery of services by line managers, responsible for Safety Policy and Objectives, Safety Risk Management, Safety Assurance and Safety Promotion.
- To ensure a high-level review of the performance of the AIMS is undertaken at least every eighteen months and exceptionally at any time deemed to be required.
- To ensure that a Just Culture is embedded and supported within Ports of Jersey Limited Aviation Operations; that staff and stakeholders understand and participate in the Safety Management process. All are encouraged to report incidents, accidents and deficiencies of safety arrangements and participate in investigations, without prejudice.
- To ensure that the approach to Safety Management throughout Ports of Jersey Limited Aviation Operations is to reduce safety and security risk to as low as is reasonably practicable (ALARP)
- To ensure that business objectives do not subsume stated safety objectives in the management of Ports of Jersey Limited Aviation activities.
- To ensure, as the Accountable Manager, that a formalised Safety Management exchange framework is developed and implemented between Ports of Jersey Limited, 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 Ports of Jersey Limited, Aviation Operational Departments 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 AIMS to ensure that risks are as low as reasonably practicable and regulatory approval is obtained where necessary.
- To ensure that all safety or security 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 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 Aviation Operational Services provided by Ports of Jersey Limited 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 AIMS activities can be effectively discharged.
- For media relations regarding safety matters
- For Customs, Immigration, Port Police and Port Health requirements for the Aerodrome

Safety Reporting Lines

- The Airport Director reports directly to Group Chief Executive Officer
- The Airport Director reports directly to Harbour and Airport Authority Committee

Aviation Safety Manager

The Aviation Safety Manager is accountable to the Airport Director, Chief Executive Officer and the Harbour and Airport Authority Committee for the independent monitoring of the overall effectiveness of Safety Management System (SMS) and for raising any identified safety issues. This responsibility extends across all areas of the aerodrome and ANS.

Safety Responsibilities

The Aviation Safety Manager is responsible for:

Safety Policy and Objectives:

- The development, administration, implementation and maintenance of an effective SMS.
- SMS documentation that describes all the elements of the SMS, the associated SMS processes and the SMS outputs.

Safety Risk Management:

- A process to identify hazards associated to its services which shall be based on a combination of reactive, proactive and predictive methods of safety data collection.
- A process that ensures analysis, assessment and control of the safety risks associated with identified hazards.

- A process to ensure that its contribution to the risk of aircraft accidents is as low as reasonably practicable.

Safety Assurance:

- Safety performance monitoring and measurement means to verify the safety performance of the organisation and validate the effectiveness of the safety risk controls.
- A process to identify changes which may affect the level of safety risk associated with its service and to identify and manage the safety risks that may arise from those changes.
- A process to monitor and assess the effectiveness of the SMS to enable the continuous improvement of the overall performance of the SMS.

Safety Promotion:

- Training programme that ensures that the personnel are trained and competent to perform their SMS duties.
- Safety communication that ensures that the personnel are aware of the SMS implementation.

The role of the Aviation Safety Manager shall be to:

- ensure that hazard identification, risk analysis and management are undertaken in accordance with the SMS processes.
- monitor the implementation of actions taken to mitigate risks.
- provide periodic reports on safety performance.
- ensure maintenance of safety management documentation.
- ensure that there is safety management training available and that it meets acceptable standards.
- provide advice on safety matters; and
- monitor initiation and follow-up of internal occurrence/accident investigations.

Safety Reporting Lines

The ASM reports directly to the Airport Director.

The ASM also has secondary safety reporting lines direct to CEO and Harbour and Airport Authority Committee.

Head of Airport Operations (HOAO)

The HOAO is functionally accountable to the Airport Director for the provision of a safe, effective and efficient operation of Air Navigation Services and Aerodrome Services of Ports of Jersey Limited and ensuring ANS and Aerodrome meet the regulatory requirements of the competent authorities as detailed within any relevant issued permits, licences or certificates.

Safety Accountability

The HOAO is accountable for safety of the provision of Air Navigation and Meteorological Services provided by Ports of Jersey Limited. This will include the overall effectiveness of

ATM/ANS Quality and Security and for the for the independent monitoring of the overall effectiveness of the Aerodrome Manual and Aerodrome Operating Procedures.

Safety Responsibilities

- 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 personnel in relation to the provision of ANS and Aerodrome Services.
- To be responsible for ensuring the accuracy & maintenance of the ANS Safety Case within the Ports of Jersey Limited AIMS.
- To implement the ANS elements of the Annual Aviation Safety Improvement Plan and to regularly report to the Airport Director on the Safety Performance of ANS.
- To ensure that the Ports of Jersey Limited AIMS Polices, and Principles are promulgated, followed, and applied consistently within a Just Culture at Jersey Airport, in concert with other Departments.
- To define, document and sign safety management accountabilities and responsibilities of direct reports (where appropriate) and ensure that they are discharged.
- To ensure that all operational Air Navigation procedures (in particular the Manual of Air Traffic Control Part II and Manual of Air Navigation Services) 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 as low as reasonably practicable and regulatory approval obtained where necessary.
- To ensure that whenever changes to the functional system (people, procedures or equipment) are being introduced (Aerodrome and ANS), adequate safety assurance is provided in accordance with the AIMS.
- To ensure that an open reporting culture is encouraged and that all incidents, are fully investigated as soon as practicable, and that follow up action/recommendations are focussed on preventing reoccurrence.
- 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 personnel.
- To facilitate all external and internal safety audits of ANS and Aerodrome services.

Head of Engineering (HEng)

General Responsibilities

The HEng is functionally accountable to the Airport Director for the provision of a safe, effective and efficient operation of PoJ Engineering relating to the provision of Aerodrome Operations at Jersey Airport.

The HEng is responsible to the Head of Customer Operations for the provision of a safe, effective and efficient operation of Group Technical Services relating to the provision of Security Services at Jersey Airport.

The HEng is the Responsible Manager for the Engineering Department

Safety Accountability

The HEng is accountable to the Airport Director for safety of the Aerodrome and Security Service equipment's provided by Engineering.

Safety Responsibilities

- 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 personnel in relation to the provision of Aerodrome and Security Services.
- Jointly, in conjunction with H-AO to be responsible for ensuring the accuracy & maintenance of the Aerodrome Safety Case.
- To implement Engineering elements of the Annual Aviation Safety Improvement Plan and to regularly report to the Airport Director on the Safety Performance of Engineering in relation to Aerodrome and Security Services equipment's.
- To ensure that the Ports of Jersey Limited AIMS Policies, and Principles are promulgated, followed and applied consistently within a Just Culture at Jersey Airport, in concert with other Departments.
- To define, document and sign safety management accountabilities and responsibilities of direct reports (where appropriate) and ensure that they are discharged.
- To ensure that all Engineering related operational Aerodrome and Security procedures are documented and applied in accordance with the relevant legislation, regulatory requirements and taking full account of Human Factors.
- To ensure that when changes to Engineering procedures are planned, risks are minimised as far as reasonably practicable and regulatory approval obtained where necessary.
- To ensure that whenever changes to the functional system (people, procedures or equipment) are being introduced, adequate safety assurance is provided in accordance with the AIMS.
- To ensure that an "open reporting" culture is encouraged and that all aviation incidents, are fully investigated as soon as practicable, and that follow up action/recommendations are focussed on preventing reoccurrence.
- 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 personnel.
- To ensure that all personnel involved in the provision of Engineering Services in support of Aerodrome and Security Services provided by POJL are trained to the appropriate level of competence and, where necessary, are licensed to carry out their task.
- To assist in the facilitation of all mandatory external safety audits of Aerodrome.
- To facilitate all internal safety audits of Engineering in relation to Aerodrome and Security.
- To ensure that all Aerodrome and Security Services equipment are maintained in accordance with approved procedures and compliant with appropriate legislation.
- To be responsible for the following CAP700 tasks:
  - Ensure that runway surface friction measurement conforms to organisational, national and ICAO standards, taking account of prevailing weather conditions and trends.

- Ensure that essential equipment for runway friction measurement and reporting is provided.
- Make adequate provision for the storage, calibration and care of runway surface friction measurement and reporting equipment.
- Monitor runway surface friction measurement and reporting to ensure equipment is used according to established procedures.
- Ensure that staff are trained in the use of runway surface friction measurement and analysing and reporting results.
- Establish a system for the recording and retrieval of runway surface friction data.
- Ensure that there are procedures for the analysis and interpretation of data collected by runway surface friction measurement.
- Take account of the effect of work-in-progress on runway surface friction and ensure that the necessary procedures and promulgation action is taken.
- In conjunction with the Head of Aerodrome Operations understand the effects of ice, snow, and other contamination on:
    - aircraft operations
    - runways and pavements, and devise and implement an appropriate care programme.
- Ensure that essential equipment for snow and ice clearance, measuring, recording and reporting of runway surface conditions is available when required.
- Make adequate provision for the storage, calibration and care of snow and ice clearance, measuring, recording and reporting equipment.
- In conjunction with the Head of Fire & Airside Operations, plan and implement the training of staff involved in snow and ice clearance, measuring, recording, and reporting.
- In conjunction with the Head of Fire & Airside Operations, maintain a data collection of snow measuring and recording procedures.

Safety Reporting Lines

The HEng reports directly to the Chief Operating Officer.

Head of Aerodrome Operations (H-AO)

The Head of Aerodrome Operations responsible for ensuring the aerodrome meets the regulatory requirements of an aerodrome set out in the Aerodrome Manual and ensures operations comply with the terms of the Aerodrome Licence, issued by the DCA.

The H-AO is the Responsible Manager of the Aerodrome Department.

Safety Accountability

The H-AO is accountable to the Head of Airport Operations for safety across aerodrome functions and ensuring safety management as part of the airport daily operation. They are responsible, as are all employees, for the safety of their own actions and duty of care.

Safety Responsibilities

- For the development, administration, implementation, and maintenance of the Aerodrome Manual and Aerodrome Operating Procedures.
- To provide safety leadership, safety promotion and ensure operations are conducted in a safe manner.
- For managing the interaction of aircraft servicing operations and other activities on the Aerodrome.
- In conjunction with other Heads of Departments, to be responsible for the design of systems and procedures taking full account of human factors, to encourage a positive safety culture at all working levels.
- For determining Aerodrome Reference Codes for the taxiways and runway.
- For ensuring that paved areas, runway strips, clear and graded areas meet licensing requirements as applicable and determine and instigate repair programmes process for aerodrome pavements and surfaces.
- For ensuring that the design and layout of the apron & manoeuvring areas is adequate for the safety of intended operations.
- Undertaking Risk and Resource assessments, to ensure safe operations.
- In conjunction with the MATC, MATE and HEng be responsible for ensuring that adequate systems, procedures, and resources are in place for the planning, co-ordination, control, and oversight of work in progress on the Aerodrome.
- In conjunction with MATC and MATE be responsible for:
    i. making available appropriate and up-to-date information on facilities, equipment status, procedures, obstacles, and other information that is considered relevant to flight safety.
    ii. organising and promulgating information using appropriate information systems.
    iii. promulgating information to relevant parties in an appropriate format for the safety and expedition of air navigation.
- For ensuring safeguarding of developments both on and off the aerodrome meet appropriate aerodrome licensing or certification requirements as appropriate, planning, and other legislation, in particular where the safety of operations may be affected.
- For considering, aircraft performance requirements regarding runway declared distances and reduced declared distances, other runway physical characteristics, obstacle criteria and the effects of crosswind, weather, and contaminated runways.
- For establishing monitoring systems for the issue of Airside Vehicle Permits.
- Understanding and monitoring the effects of ice, snow and other contamination on aircraft operations, runways and pavements, and implement procedures in conjunction with MATC, HoFAO and HEng to report, manage and clear contaminated surfaces.
- For ensuring that Aerodrome/Aeronautical Ground Lighting (AGL) and other essential equipment for night operations and Low Visibility Procedures (LVPs) is provided and located in relation to the aerodrome layout and in accordance with regulations.
- In conjunction with HOFAO & HEng plan and train internal and external staff on LVP procedures.
- For ensuring that there is a system to verify that fuelling areas and zones are maintained to reduce hazards to aircraft, staff, and vehicles.
- Establishing and chairing a Local Runway Safety Team (LRST).

- Reviewing airfield signage, lighting, and markings to minimise runway incursions.
- Maintaining runway friction to reduce the likelihood of runway excursions.

Safety Reporting Lines

The H-AO reports directly to the Head of Airport Operations.

Manager of Air Traffic Control (MATC)

Safety Accountability

The MATC has functional authority over Air Traffic Control and is responsible to the Head od Airport Operations for the provision of safe, effective and efficient operation of Air Traffic Control related to the provision of Ports of Jersey Limited Air Navigation Services

The MATC is responsible for the ATC department.

Safety Responsibilities

- 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 personnel in relation to the provision of ATC and Meteorological Services (MET).
- To be responsible for ensuring the accuracy & maintenance of ATC elements of ANS Safety Case within the Ports of Jersey Limited AIMS.
- To implement the ATC elements of the Annual Aviation Safety Improvement Plan and to regularly report to the Head of Airport Operations on the Safety Performance of ATC.
- To ensure that the Ports of Jersey Limited AIMS Polices, and Principles are promulgated, followed and applied consistently within a “Just Culture” at Jersey Airport, in concert with other Departments.
- To define, document and sign Safety Management accountabilities and responsibilities of direct reports (where appropriate) and ensure that they are discharged.
- To ensure that all operational Air Navigation procedures (in particular the Manual of Air Traffic Control Part II and Manual of Air Navigation Services) 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 changes to the functional system (people, procedures or equipment) are being introduced within the ATC, adequate safety assurance is provided in accordance with the AIMS.
- To ensure that an “open reporting” culture is encouraged and that all ATC incidents are fully investigated as soon as practicable, and that follow up action/recommendations are focussed on preventing reoccurrence.
- 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 personnel.
- To ensure that all ATC personnel involved in the provision of ANS and Meteorological Services provided by ATC are trained to the appropriate level of competence and, where necessary, are licensed to carry out their task.

- To ensure that all ATC equipment is operated in accordance with approved procedures and process exists for lessons learnt to be disseminated to all relevant personnel.
- To ensure that ATC has effective Stress and Fatigue Management Policies and associated procedures. [AMC1 ATS.OR.310 (a)(5(iii))] [AMC1 ATS.OR.315 (a)(5(iii))]
- To be responsible for local Airspace Management
- To be responsible for integration of Mixed Aircraft Operations
- To be responsible for management and interfaces associated with Aeronautical Information Systems

Safety Reporting Lines

The MATC reports directly to the Head of Airport Operations.

Manager of Air Traffic Engineering (MATE)

Safety Accountability

The MATE has functional authority over Air Traffic Engineering and is responsible to the Head od Airport Operations for the provision of safe, effective and efficient operation of Air Traffic Control related to the provision of Ports of Jersey Limited Air Navigation Services

The MATE is responsible for the ATE department.

The MATE is not accountable for departmental safety. They are responsible, as are all employees, for the safety of their own actions and duty of care.

Safety Responsibilities

- 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 personnel in relation to the provision of ATE.
- To be responsible for ensuring the accuracy & maintenance of ATE unit Safety Case as part of the wider ANS Safety Case within AIMS.
- To implement the ATE elements of the Annual Aviation Safety Improvement Plan and to regularly report to the Head of Airport Operations on the Safety Performance of ATE.
- To ensure that the Ports of Jersey Limited AIMS Polices, and Principles are promulgated, followed and applied consistently within a “Just Culture” at Jersey Airport, in concert with other Departments.
- To define, document and sign Safety Management accountabilities and responsibilities of direct reports (where appropriate) and ensure that they are discharged.
- To ensure that all operational Air Navigation procedures (in particular the Manual of Air Traffic Control Part II and Manual of Air Navigation Services) 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 as low as reasonably practicable and regulatory approval obtained where necessary.
- To ensure that whenever changes to the functional system (people, procedures or equipment) are being introduced within the ATE, adequate safety assurance is provided in accordance with the AIMS.

- To ensure that an "open reporting" culture is encouraged and that all ATE incidents are fully investigated as soon as practicable, and that follow up action/recommendations are focussed on preventing reoccurrence.
- 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 personnel.
- To ensure that all ATE personnel involved in the provision of ANS are trained to the appropriate level of competence and, where necessary, are licensed to carry out their task.
- To ensure that all ANS equipment is operated in accordance with approved procedures and compliant with appropriate legislation.

Safety Reporting Lines

The MATE reports directly to the Head of Airport Operations.

Head of Fire & Airside Operations

General Responsibilities

The Head of Airport Fire and Airside Operations (HOFAO) is responsible for ensuring the aerodrome meets the regulatory requirements of the Airport Rescue and Fire Fighting Services (ARFFS), Emergency Planning and Airside Operations as set out in the Aerodrome Manual. The HOFAO ensures operations comply with the terms of the Aerodrome Licence, issued by the DCA.

The HOFAO is the Responsible Manager of ARFFS.

Safety Accountability

The HOFAO is accountable to the Head of Airport Operations for departmental safety within the ARFFS Department and ensuring safety management of all airside areas as part of the airport daily operation. They are responsible, as are all employees, for the safety of their own actions and duty of care.

Safety Responsibilities

- For the development, administration, implementation, and maintenance of the ARRFS relevant chapters of the Aerodrome Manual and Aerodrome Operating Procedures.
- Provide safety leadership, safety promotion and ensure operations are conducted in a safe manner.
- For ensuring that procedures are in place so that the aerodrome remains clear of debris & spoil.
- For making appropriate changes to airside operating procedures and implementation following feedback from auditing and inspections.
- For managing the interaction of aircraft servicing operations and other activities on the Aerodrome in conjunction with the H-AO.
- In conjunction with other heads of departments, be responsible for the design of systems and procedures taking account of human factors, to encourage a positive safety culture at all working levels.
- Undertaking risk and resource assessments, to ensure safe operations.

- In conjunction the HOAO, MATC, MATE and HEng be responsible for ensuring that adequate systems, procedures, and resources are in place for the planning, co-ordination, control, and oversight of work in progress on the Aerodrome.
- In conjunction with HOAO, MATC and MATE be responsible for:
  - Organising and promulgating information using appropriate information systems
  - Promulgating information to relevant parties in an appropriate format for the safety and expedition of air navigation
- In conjunction with MATC and ARFFS Silver Commanders be responsible for:
  - Publication of information on the surface state of the manoeuvring area, aprons, and runways, clearance operations and runway, taxiway, and apron availability.
  - Establishing a snow warning and clearance plan with Air Traffic Control and Engineering staff
- Ensure that rescue and firefighting policies, procedures and training fulfil the aims of the aerodrome and meet legislative requirements.
- Plan and implement the co-ordination between internal staff and external personnel involved in firefighting and emergency operations.
- Assess the feasibility of continuing aerodrome operations in an emergency.
- Oversee the maintenance and upkeep of firefighting vehicles, and other airside equipment and collaborate with relevant departments to ensure the proper functioning of infrastructure essential for airside operations.
- Design and cascade the Business Continuity Emergency Plan for the Airport.
- Liaise with relevant airport stakeholders, including airlines, regulatory authorities, and emergency services. Communicate effectively with internal and external partners to coordinate activities and resolve issues.
- Ensure there are mechanisms in place for regular Airfield Inspections in accordance with certificated or licensed requirements as appropriate.
- Establish systems to assess the safety performance of organisations working airside.
- Ensure the effective management of Airfield Works in progress.
- Responsible for the issue of Airside Driving Permits, ensuring that procedures for auditing driver training are to established standards.
- Ownership of wildlife hazard management plan, including habitat management, and assess relevant areas for bird strike hazards using all available information sources.

Safety Reporting Lines

The HOFAO reports directly to the Head of Airport Operations.

2.2.4 Document Control Procedures

POJL issue a number of safety related documents annually as safety instructions and notices. These documents follow POJL document control procedures and are stored on POJL Microsoft SharePoint sites. The document control policy ensures that documents are reviewed, and updates and version changes can be recorded to ensure the most up to date version of that document is available to employees.

The following table shows the major safety documents issued by the aerodrome:

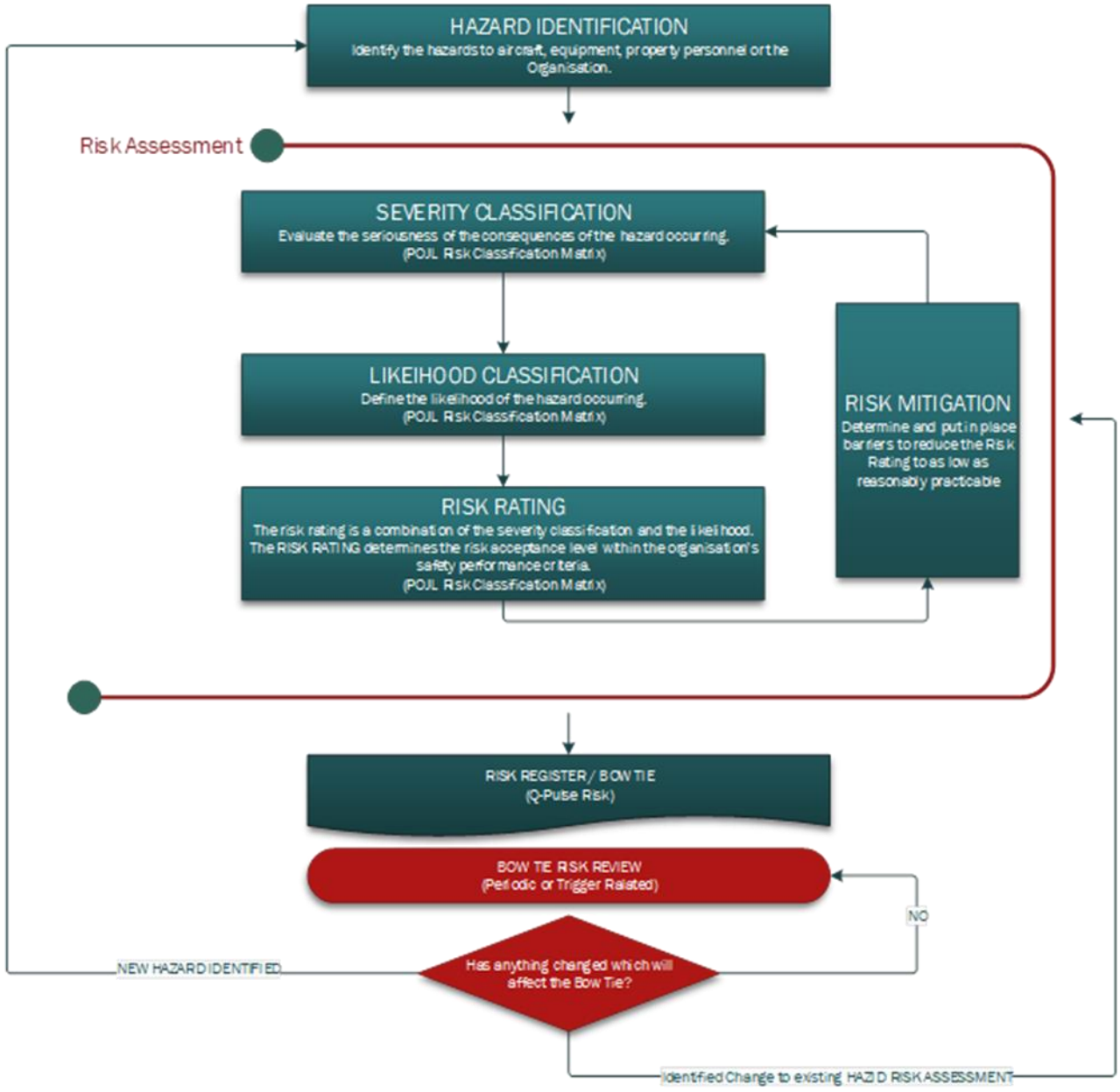
Document	Approver
Aviation Integrated Management System (AIMS)	Head of Airport Operations
Aerodrome Manual	Head of Aerodrome Operations
Aerodrome Operating Procedures (AOPs)	Head of Aerodrome Operations Head of Fire and Airside Operations
ARFFS Orders & Procedures	Head of Fire and Airside Operations
PoJ Engineering Operating Procedures	PoJ Engineering Service Management Lead
POJL Health & Safety Handbook	Head of Health & Safety
Aerodrome Cold Weather & Adverse Weather Plan	Head of Aerodrome Operations

2.2.5 Safety Risk Management Process and Risk Assessment Methods

It is the policy of POJL to ensure that a formal safety (risk) assessment and mitigation process shall be developed and maintained which ensures appropriate analysis (in terms of likelihood and severity of occurrence), assessment (in terms of tolerability), and control (in terms of mitigation) of risks.

Operational tactical risk is measured and assessed via the POJL Risk Matrix. Risk is assessed using a 5x5 Risk Matrix which is scored on likelihood of that risk happening and the severity of the event taking place. Risk mitigations will then be put in place to bring the risk down to as low as reasonably practicable (ALARP) and the risk mitigation measures implemented.

POJL also use risk bowties to assess high-level risks. These bowties are underpinned by control measures which are constantly monitored. All these bowties have a review date or are revisited if there any fundamental changes to the mitigating control measures. These reviews instigate re-quantification of the risk for acceptance by the risk owner. All Aviation Risk are monitored through the Aviation Risk Review Board which is the forum risk owners can elevate risks to a higher level for acceptance.



Source: JJ-MAN-500, AIMS, I6

2.2.6 Monitoring of implementation of effectiveness of safety actions

POJL hold several formal meetings focusing on risk and risk mitigations which address operational risks where real time risk mitigations need to be implemented to more strategic risk planning and mitigation evaluation. These meetings focus on:

- Current risks
- Risk mitigations in place
- Safety Occurrences & Incidents

- Incidents under investigation
- Incident recommendations and action tracking
- External and internal audit recommendations and actions

2.2.7 Safety Performance Monitoring

Safety performance is monitored through the various Jersey Airport Safety Committees listed in section 2.1.3 of this manual.

2.2.8 Safety Reporting and investigation

Occurrence reporting in the UK is governed by Commission Regulation (EU) No 139/2014 as detailed in ADR.OR.C.030. This regulation is supported by UK Reg (EU) No 139/2014 (the UK Aerodromes Regulation), AMC1.ADR.OR.C.030.

POJL utilises the Ideagen Quality Management system (IQM) to manage the 'lifecycle' of an occurrence report from the initial notification, through the investigation process, to the final closure. All POJL staff have an individual access to Q-Pulse. Business Partners and third parties are encouraged to report any occurrences to the POJL by using the Safety Reporting Form or emailing AviationSafety@ports.je so that the details can be entered into IQM on the reporter's behalf.

2.2.9 Emergency Response Planning

The Jersey Airport Emergency Response Plan describes how an emergency or incident at the Airport will be managed by Ports of Jersey Limited and External Services to minimise the effects it may have on life, property, the environment and aerodrome operations, and how the best use of appropriate available resources will be applied in case of an incident.

The purpose of this plan is to provide guidance and where appropriate, instruction on how to respond to an emergency at or affecting Jersey Airport.

The aims of the Emergency Response Plan:

- Detail Emergency Planning at Jersey Airport
- 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 an effective multi-agency response.

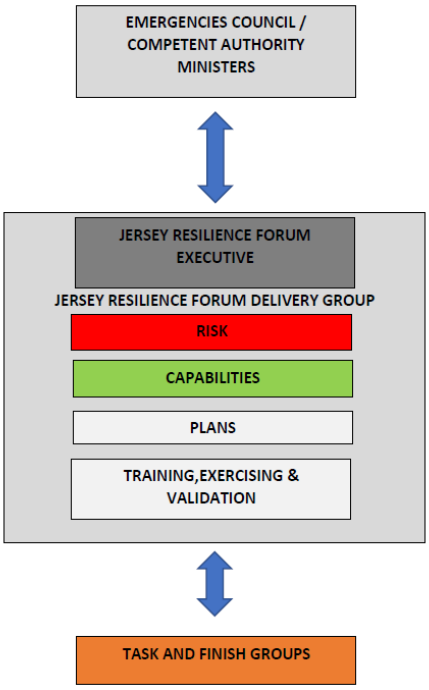
All emergency planning arrangements at the aerodrome will be developed to align with Jersey and UK best practice and the requirements of Civil Contingencies legislation.

The Head of Fire and Airside Operations is responsible for the oversight of the modular exercise programme consisting of 10 modules tested over a 4-year rolling period in line with CAA Information notice IN 2015/097. A full-scale exercise is held a minimum of every four years.

The Airport hosts a quarterly Emergency Planning Group meeting with Airport Management, Airport Stakeholders and Emergency Services to ensure that emergency procedures are effective and are able to be modified according to a particular emergency event. The Emergency planning framework also consists of sub-working groups, when required and attendance at the Jersey Resilience Forum Executive Group and Jersey Resilience Forum Delivery Group.

The Airport Director, Head of Airport Operations and Head of Fire and Airside Operations represent Jersey Airport at the Resilience Forum Delivery Group and are responsible for being the link between Jersey Airport and the wider resilience community.

JRF Structure



2.2.10 Management of Change

POJL manages change through a Change Management process, the Policy of which is outlined in AIMS document. This process is designed to ensure that all change is correctly identified, and the effects of the change captured. Each change is subject to an impact assessment followed by a Risk Assessment if required. This ensures that all stakeholders are identified, and that change does not introduce additional or different risks into the business. It also ensures that all

departments can ensure that any amendments to departmental procedures are made if required. It is fundamental to the process that all identified actions are taken, and necessary approvals received before the change is implemented.

Please refer to JA-AOP-064 for details of Aerodrome Change Management procedure.

2.2.11 Safety Promotion

The Aviation Safety Steering Group (ASSG) is the main aerodrome interface that facilitate safety promotion via focused safety campaigns, training and safety newsletters. The group meets to discuss safety measures put in place and any new potential safety issues. The ASSG group is also responsible for safety promotion and is the interface between the SMS system and the operational employees through the provision of training material, safety promotional programs. Outcomes from the group feed into the Aviation Safety Action Group Meeting.

2.2.12 Safety Management System Outputs

- Safety Performance Indicators
- Safety Posters
- Safety training
- Airport Safety week
- CAA Ground Handling & Operations Safety Team (GHOST) newsletters
- Audit findings and corrective measures
- Incident investigation and lesson learning
- Safety Notices

2.3 COMPLIANCE MONITORING

In line with the requirements set out in the UK Reg (EU) No 139/2014 Acceptable Means of Compliance AMC1 and AMC2 of ADR.OR.D.005 (b)(11) Management System, Compliance Monitoring, Jersey Aerodrome monitors its compliance with:

- The privileges of the Aerodrome Operator as defined in the Aerodrome Licence reference ADR-EGJJ-002, issued by the DCA on 3rd July 2025
- Manuals, Logs and Records
- Training Standards
- Required Resources
- Operating procedures and manuals

More details of the Aerodrome Compliance Monitoring process can be found in JA-AOP-072 Aerodrome Compliance Monitoring procedure obtainable on request.

2.3.1 Contracted Activities

Aerodrome activities contracted out to external service providers (3rd Parties) shall undergo an assessment to ensure the external service provider meets regulatory requirements and provides evidence of this through a formal agreement between the service provider and the aerodrome.

3rd Party contractors who state they have regulatory approval to conduct the contracted activity will have their approvals checked to ensure they are still valid. The ongoing validity of approvals provided will form part of the compliance monitoring program.

Aerodrome activities contracted out to external service providers at Jersey airport are:

- Aerodrome Topographical and Obstacle Surveying
- Pavement Strength and Rigidity Testing
- Fuel provision
- Instrument flight Procedures

2.4 QUALITY MANAGEMENT SYSTEM FOR AERONAUTICAL DATA & INFORMATION PROVISION

Aeronautical Information

Aeronautical information pertaining to Jersey Airport (EGJJ) is published in the UKAIP and is covered in Part E of this manual. Temporary information is promogulated using UK NOTAMS.

Permanent information regarding the operating conditions of Jersey Airport is published in the UK AIP. Temporary information is promulgated in the form of UK NOTAMs and the Aeronautical Information Service

For the purposes of compliance with European Commission Regulation (EU) No.73/2010, POJL have entered a Formal Arrangement with the Aeronautical Information Service Provider (NATS (Services) Limited). Digital copies of the formal arrangement are stored within POJ SharePoint.

Jersey Airports' UK AIP data is reviewed on a quarterly basis. This review is conducted jointly by the ASM and the Head of Aerodrome Operations 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.

The Head of Aerodrome Operations 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.

Accountability for ensuring the Jersey Airport AIP information is up to date lies with the Airport Director.

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.

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.

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

Promulgation of Change

Any changes to the UK AIP or the Manual for Air Traffic Services are carried out by ATC. Changes made to the AIP and charts within the AIP are made through the AURORA web interface. Any changes made are distributed as per the distribution process following the Change Management process. As part of the change process, notice of any changes must also be submitted to the Director of Civil Aviation's Office (DCA).

NOTAM / SNOWTAM Issuing

The submission of NOTAMs / SNOWTAMs is the responsibility of Air Traffic Control.

NOTAM issuance can be requested by other POJL departments by e-mailing Air Traffic Control.

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.

More information of NOTAM issuance can be found in UK NOTAM Guidance Material:

UK NOTAM GUIDANCE MATERIAL (nats-uk.ead-it.com)

2.5 ACCIDENT AND MANDATORY REPORTING POLICIES

In order to meet requirements of Commission Regulation UK Reg (EU) No 139/2014 (the UK Aerodromes Regulations), ADR.OR.C.030 Occurrence Reporting, Jersey Airport has developed an Aerodrome Operating Procedure *JA-AOP-001 MOR & Incident reporting Scheme* that contains:

- description of the applicable requirements for reporting.
- description of the reporting mechanism, including reporting forms, means, and deadlines.
- personnel responsible for reporting.
- description of mechanism and personnel responsibilities for identifying root causes, and the actions that may be needed to be taken to prevent similar occurrences in the future, as appropriate.

Mandatory Occurrence Reports (MORs) in Jersey shall be filed using the European Co-ordination Centre for Accident and Incident Reporting Systems (ECCAIRS) Aviation Safety Reporting Portal: https://aviationreporting.eu/en/homepage.

MORs are filed directly into ECCAIRS to comply with EASA/CAAs reporting timelines and emailed to the ODCA with a PDF copy of the report.

Guidance on how to use the ECCAIRS Aviation Safety Reporting Portal can be found on the website: https://aviationreporting.eu/en/help/reporting-portal

2.5.1 Definitions of 'Occurrence', 'Accident', 'Serious Incident'

Occurrence

An 'Occurrence' is an unexpected event, fortuitous or otherwise arising during flight activities or in the preparation for those activities. It is also an incident that, if not corrected or addressed, could or has resulted in an incident or major accident.

The sole objective of an occurrence report is to prevent an accident, without apportioning of blame or liability.

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,
- in 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.

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.

What should be reported:

- Injuries or medical emergencies
- Any damage to aircraft, Vehicles, or buildings
- Dangerous driving
- Vehicles speeding

- Persons without the proper PPE
- Foreign Object Debris – JA-AOP-020 FOD Policy
- Fuel or hydraulic spills
- Vehicle break downs.
- Fire
- Hazards
- Security risks

a full list of reportable occurrences is available on the following website.

https://www.easa.europa.eu/document-library/regulations/commission-implementing-regulation-eu-20151018

2.5.2 How to report an Incident or Occurrence

Incidents requiring an Emergency Response

Emergency phones are positioned around the aerodrome and are spaced along the passenger pier. If you witness or need to report a serious incident or occurrence, pick up one of the yellow phones which will automatically dial the tower, who will initiate an immediate response.

If you are in the terminal buildings or have access to a POJL phone dial 2222. If an emergency phone or internal phone is not present 01534 446370 or dial 999 if necessary.

Emergency Phones Will Connect You Directly to The Tower.

Please state the following when reporting an incident or occurrence.

- What you require:

- Medical assistance
- Fire
- Fuel/fluid spill
- Ramp incident
- What has happened, giving as much information as possible

Tower will advise that ARFFS have been dispatched.

Remain at a safe distance and wait until ARFFS have arrived on scene. Make yourself known to the ARFFS Officer in Command and provide any information you have relating to the incident.

ARFFS shall carry out the following actions to deal with the incident:

First Aid or Medical Emergencies

- Provide first responder medical treatment.
- Call an ambulance (if required)
- Support Ambulance crew, when in attendance.

Ramp Incidents

- Take photographs of the incident scene
- Retain documentation and evidence.
- Obtain witness statements.
- If necessary, ensure that access to the incident scene is controlled.

Non-emergency Incident Reporting

Reports can be submitted directly into Q Pulse, emailed to aviationsafety@ports.je, reported to your supervisor or APOC personnel or reported using the Safety Reporting Form below.

2.5.3 Documents & Data used to investigate Incidents.

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.

CCTV cameras are fitted at the head of all pier-serviced aircraft parking stands, with remote cameras positioned at specific locations to monitor the critical part. The policy and procedures relating to this equipment (including replay and quarantine) can be found in the Data Protection section of POJL Sharepoint and are obtainable on request.

Preservation of evidence Procedures and arrangements for the preservation of evidence, including recordings (R/T, Radar, CCTV), following a reportable event.

Please refer to JA-AOP-001 MOR & Incident reporting Scheme

2.6 ALCOHOL, PSYCHOACTIVE SUBSTANCES AND MEDICINES

All safety sensitive personnel working in any operational area shall not be permitted to consume alcohol and/or any psychoactive substances during their duty period and must not be found to be performing any duties under the influences of such substances. If a person is suspected to be under the influence, the applicable company shall be informed, and it shall be their responsibility to resolve the situation according to their company procedures. (For all PoJL employees JA-AOP-066 Misuse of Psychoactive Substances for Safety Sensitive Personnel applies)

All safety sensitive personnel have a responsibility to declare (to their management) any prescribed use of medication known to produce side effects which may influence their ability to carry out their duties safely. If this is the case, duties must not be performed until the course of medication has been completed or a medical note has been produced to their line manager, which states that they are safely able to continue with their duties.

Note: *AIR NAVIGATION (RULES OF THE AIR) (JERSEY) REGULATIONS 2017*

safety-sensitive personnel means a person who might endanger aviation safety if that person performs duties and functions improperly, including a crew member, aircraft maintenance personnel, aerodrome operations personnel, rescue, fire-fighting and maintenance personnel, personnel allowed unescorted access to the movement area and air traffic controller.

2.7 SAFETY DIRECTIVES/PROBLEMS/RECOMMENDATIONS

2.7.1 Compliance with Internal/External Safety Directives

It is the responsibility of all staff to ensure they have read and understood all Safety Notices and Policies. It is the managers responsibility to ensure that safety notices are distributed and that these notices are distributed to their team and placed in a location that is easily accessible.

These notices will be distributed via:

- Aerodrome Temporary Operating Instructions (ATOI)
- Aerodrome Information Notices (AINs)
- Safety Notices
- Aviation Safety Steering Group (ASSG)

2.7.2 Reacting to Safety Problems

All POJL and third-party business partners are responsible for safety and following the Health and Safety at Work (Jersey) Law 1989 and are responsible for reporting any unsafe equipment and practices found or witnessed on airfield or any POJL property. Reports should be made immediately via the Aerodrome Emergency Phones, by calling 2222, from a POJL phone or by reporting to their line manager or supervisor to ensure the unsafe act is stopped, whereby a full investigation will take place.

2.7.3 Handling of safety recommendations issued by Safety Investigation Authorities

Safety recommendations and State Letters received by the ODCA are forwarded to POJL Airport Director who allocates them to the relevant department head.

Jersey Airport shall implement any safety measures, including safety directives, mandated by the DCA.

2.8 RECORDING OF AIRCRAFT MOVEMENTS

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 REQUIRED AERODROME PERSONNEL QUALIFICATIONS AND TRAINING

3.1 TRAINING PROGRAMME

3.1.1 Operational Departments Training Programmes

ARFFS

The Airport shall ensure that ARFFS personnel are properly trained, equipped and qualified to operate in the aerodrome environment in accordance with Commission Regulation (EU) 139/2014 as retained (and amended in UK domestic law) under European Union (Withdrawal) Act 2018 and as per AMC1 ADR.OPS.B.010(b);(c).

It is the function of the ARFFS Maintenance of Competence (MOC) scheme to ensure that operational roles within the ARFFS can act safely and competently within their working environment in both ARFFS and Airside Operations functions. The policy relating to the Maintenance of Competence scheme is contained in the Jersey Airport Fire and Rescue Service Maintenance of Competence Policy and ARFFS Training Needs /Frequency Analysis.

ANS

POJL is a certified Regulation (EU) 2017/373 Air Navigation Service Provider and a certified Regulation (EU) 2015/340 Air Traffic Controller Training Organisation. Detailed information relating to the training and competency of Air Traffic Control personnel is referenced within the following documents:

- JJ-MAN-002 – ATCO Training Manual
- JJ-MAN-005 – ATSOSC Unit Training Plan
- JJ-MAN-008 - ATC Training Organisation Exposition Manual

ATE personnel follow JJ-MAN -009 ATSEP Training and Competency Assessment Programme (TCAP) to comply with Regulation (EU) 2017/373 Annex XIII Part PERS. The document details the minimum requirements for ATSEP Basic, Qualification, System/Equipment, and Continuation training.

POJ Engineering

Engineering staff hold trade qualifications in specialist field & health and safety qualifications. Staff undertake comprehensive in-house aerodrome familiarisation and systems training followed by shadowing of established and experienced staff.

3.1.2 Procedures

3.1.2.1 Training and checking of the Trainees.

Each department carries out revalidation and proficiency training in accordance with their training manuals. Proficiency checking is carried out in the following ways.

- External revalidation course
- Internal revalidation course
- Competency base training reviews
- Assessments – Theory and practical
- Exercise and incident simulation
- Tabletop exercises

3.1.2.2 Procedures for Personnel not achieving the required standards.

Training needs will be identified, and the individual training plans will be adjusted to address the training shortfall. Training records will be amended to record and monitor the individual's progress. Should it be required the individual will be removed from that task until they have been retrained and can demonstrate they have met the required standard.

3.1.3 Stored Documents and Storage Periods

All relevant and appropriate records and documents are stored in Microsoft SharePoint in accordance with POJL document retention policy.

3.2 PROFICIENCY CHECK PROGRAMME

3.2.1 Procedures to be applied if personnel do not achieve the required standards.

Training needs will be identified, and the individual training plans will be adjusted to address the training shortfall. Training records will be amended to record and monitor the individual's progress. Should it be required the individual will be removed from that task until they have been retrained and can demonstrate they have met the required standard.

3.2.2 Description of documentation to be stored and storage periods.

Documents are stored in Microsoft SharePoint and follow POJL IT storage of documentation processes and POJL Retention Policy.

3.2.3 Provision of Training and Proficiency Check Records to the New Employer

In the event of an employee taking up alternative employment, then on request, Jersey Airport shall provide the new employer with the employees training and proficiency check records.

PART C – PARTICULARS OF THE AERODROME SITE

4 DESCRIPTION OF THE AERODROME SITE

4.1 AERODROME MAP

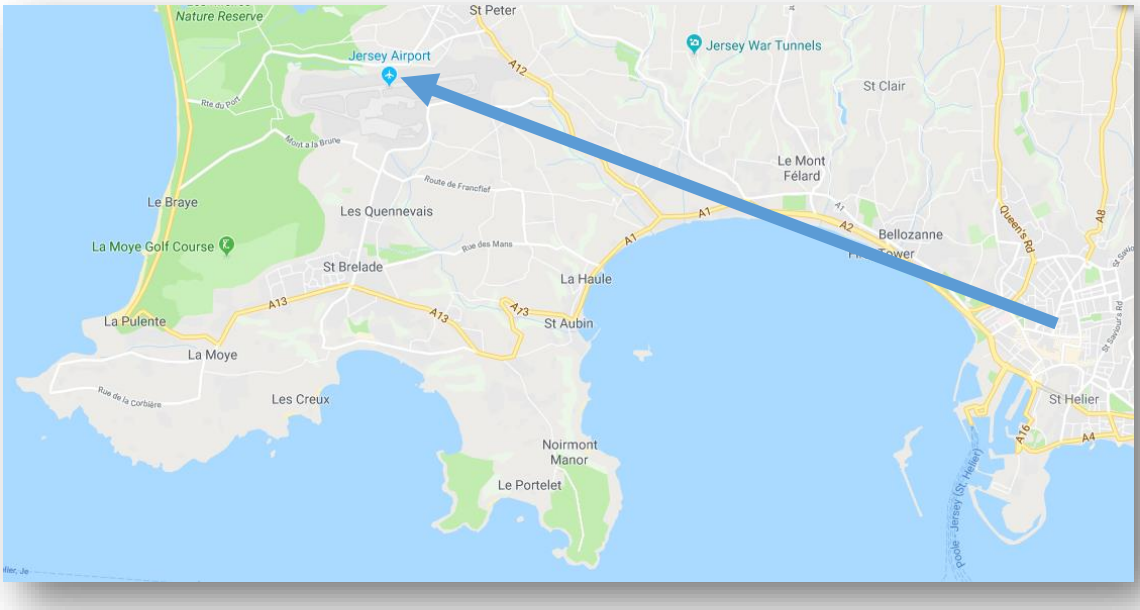


Figure 1: Area Chart

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

4.2 AERODROME CHARTS

4.2.1 Aerodrome chart- ICAO (AD 2. EGJJ-2-1)

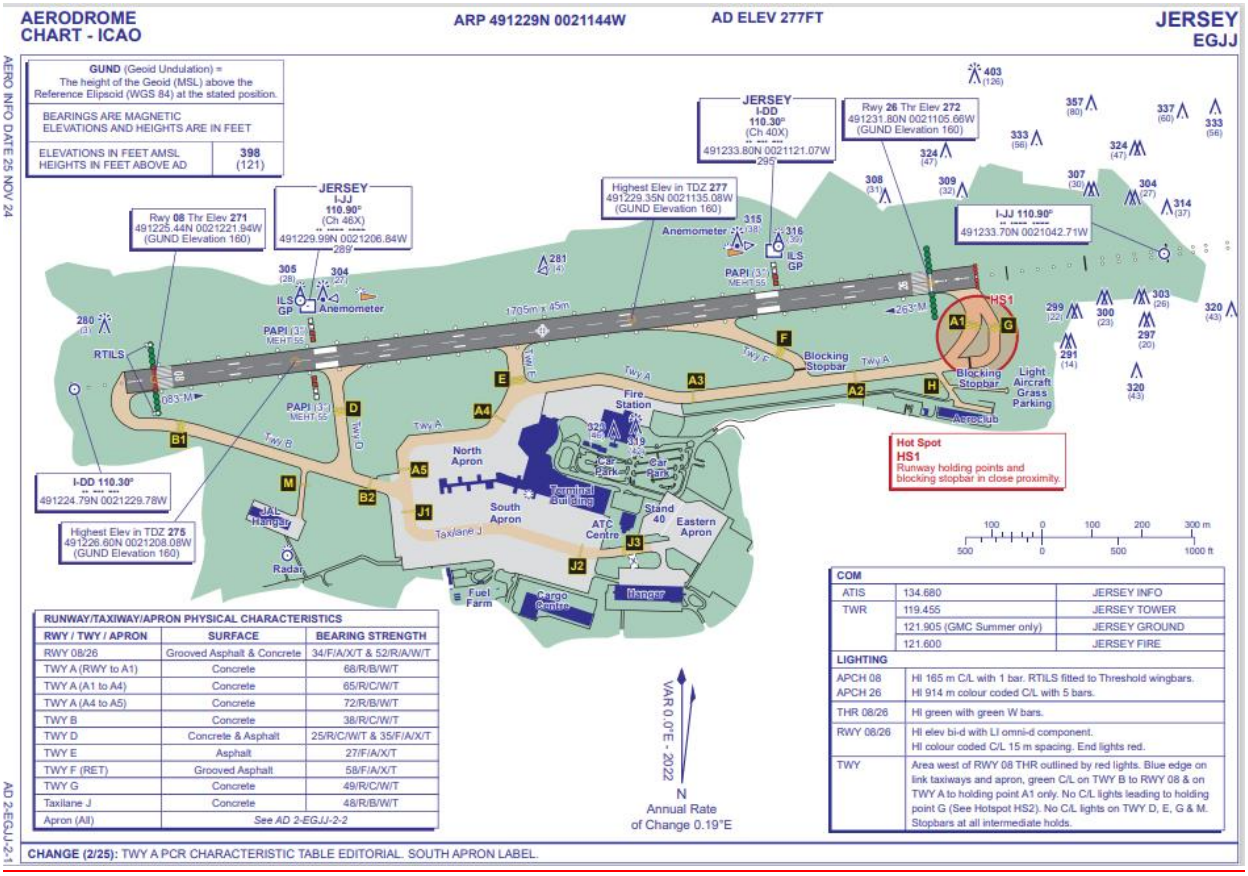


Figure 2: Aerodrome Chart

4.2.2 Aircraft parking/docking chart- ICAO (AD 2. EGJJ-2-2)

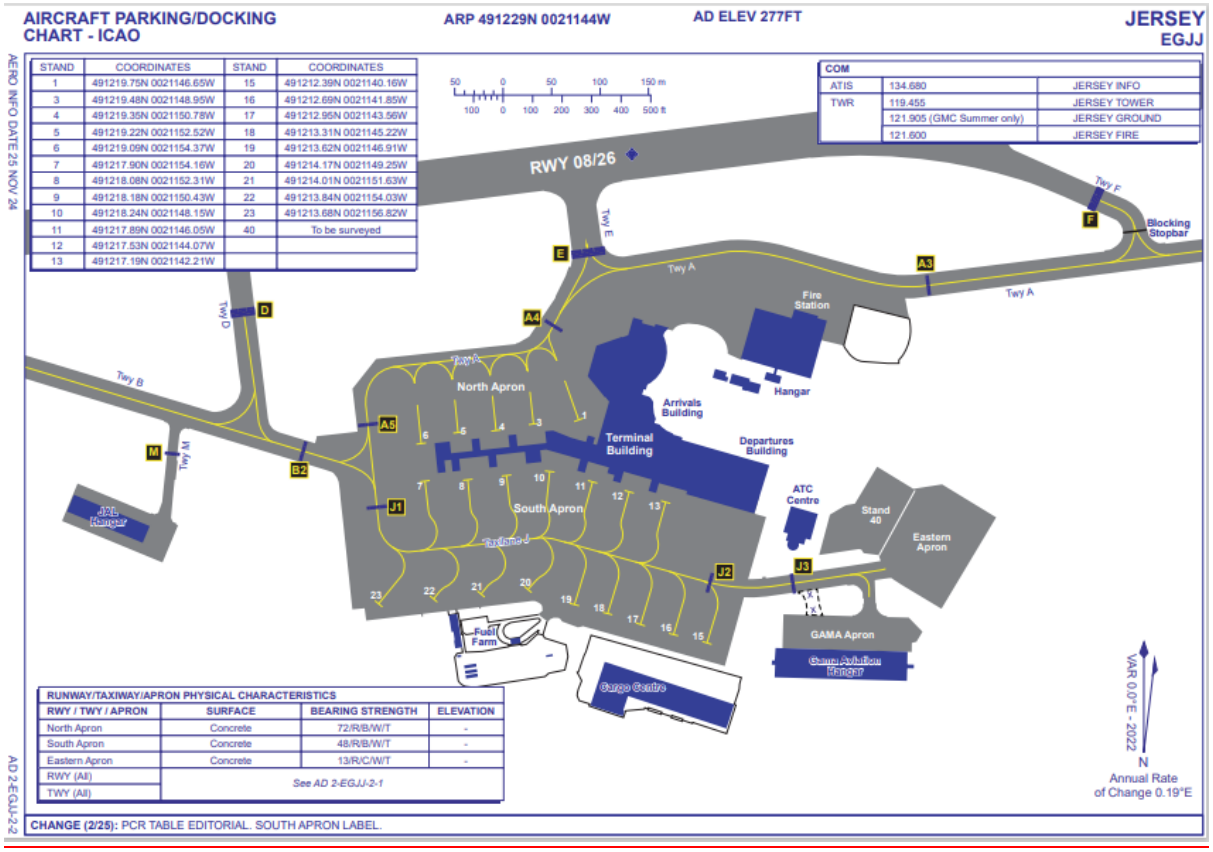


Figure 3: Aircraft Parking/Docking chart

4.3 CHART OF AERODROME FACILITIES AND EQUIPMENT OUTSIDE THE AERODROME

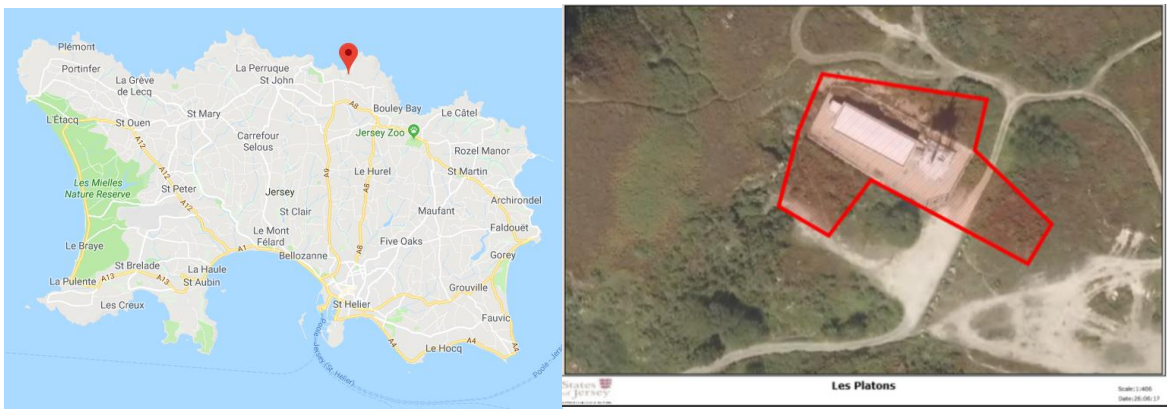


Figure 4: Les Platons Monopulse Secondary Surveillance Radar (MSSR) Site

4.4 PHYSICAL CHARACTERISTICS OF THE AERODROME

A description of the physical characteristic of the aerodrome can be found in the UK AIP- EGJJ Jersey including elevations, visual and non-visual aids, information regarding the aerodrome

reference temperature, strength of pavements, rescue and firefighting level protection, ground aids and main obstacles.

4.5 EXEMPTIONS OR DEROGATIONS, SPECIAL CONDITIONS AND OPERATING LIMITATIONS.

The process for reviewing and managing these variations is captured in JA-AOP-004 Aerodrome Safeguarding.

Full list of Aerodrome obstacles is available in the UK AIP, EGJJ AD 2.10, Aerodrome Obstacles and

Special Conditions (SC)

Date	Relevant Certification Specification (CS)	Description Of SC	Reference to supporting documentation
	CS ADR-DSN.A.005 Aerodrome Reference Code	The UK determines the Aerodrome Reference Code number (code element one) from the greater value of TODA or ASDA and not Aeroplane Reference Field Length.	Special Condition
26/04/21	CS ADR-DSN.C.210 Runway end safety areas (RESA)	The western end Runway End Safety Area (RESA)contains an aggregate arresting system within the minimum 90m RESA. (Risk Assessment AO-002 provided)	UK AIP EGJJ AD 2.12 (12) Runway Physical Characteristics. (This SC List is provided in the Aerodrome Manual section 4.5)
04/08/21	CS ADR-DSN.M.685 Runway end lights.	Non-standard 4 omnidirectional Red End Lights for runway 26, positioned to delineate the extremity of the runway that is available for manoeuvring aircraft. (Risk Assessment AO-007 provided)	UK AIP EGJJ AD 2.14 (10) Approach and Runway Lighting.
01/07/23	CS ADR-DSN.M.630 Precision approach Cat I lighting system	The approach light system for Runway 08 is restricted due to terrain, however there is a single cross bar at 165 m.	UK AIP EGJJ AD 2.14(10) Approach and Runway Lighting.

4.6 TYPES OF OPERATIONS THE AERODROME IS APPROVED TO CONDUCT

Use governed by regulations applicable to Channel Islands CTR.
All aircraft using Jersey Airport and its facilities are required to have third party liability insurance cover in the sum of at least £1,000,000. Proof of this insurance should be available for inspection at any time whilst the aircraft is at Jersey Airport.
All flights except for General Aviation and Military aircraft, are subject to prior notification to ACL slot co-ordination. All requests should be made by e-mail to LONACXH@acl-uk.org
Pilots who have filed IFR flight plans are requested to contact ATC for their air traffic control clearance 10 minutes prior to requested start.

Minimum submission time for ATC flight plan processing is 1 hour. Pilots are required to check relevant NOTAM for PPR requirements. Additional guidance and information regarding VFR flight within the Channel Islands CTR can be found online at www.cicz.co.uk.

Civilian formation flight under Special VFR is prohibited in the Channel Islands CTR. Civilian VFR formations are not permitted to land or take-off in formation without the express permission of the Airport Director or Group Operations Director; this may be obtained from Jersey ATC.

Commercial and corporate aircraft operators and/or handling agents are required to ensure they have appropriate tow bars/tugs and spare wheels on site for aircraft if they intend to operate at Jersey Airport.

PPR for all 8.33 kHz exempt State Aircraft. Contact Jersey ATC Supervisor, Tel: +44 (0)1534-446086.

Aircraft registered in any country other than the United Kingdom and its Territories and Dependencies intending to conduct commercial operations will need to apply for a Foreign Carrier Permit. Application forms are available on the Office of the Director of Civil Aviation for the Channel Islands website https://www.cidca.aero.

PART D – PARTICULARS OF THE AERODROME REQUIRED TO BE REPORTED TO THE AERONAUTICAL INFORMATION SERVICE

5 AERONAUTICAL INFORMATION SERVICES

Permanent information regarding the operating conditions is published in the UK AIP, with temporary information promulgated using UK NOTAMS and the Aeronautical Information Service.

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.

Particulars of the aerodrome which are reported to the Aeronautical Information Service can be found in the following sections of the UK AIP at:

https://nats-uk.ead-it.com/cms-nats/opencms/en/home/

5.1 NAME OF THE AERODROME

EGJJ – Jersey Airport

5.2 LOCATION OF THE AERODROME

Jersey, Channel Islands

5.3 GEOGRAPHICAL COORDINATES OF THE AERODROME REFERENCE POINT

Lat: 491229N Long: 0021144W

Centre of Runway 08/26

5.4 AERODROME ELEVATION AND GEOID UNDULATION

Aerodrome elevation: 277 FT

Geoid undulation: 160 FT

5.5 RUNWAY THRESHOLD ELEVATIONS AND GEOID UNDULATION

Runway 26

Threshold Elevation: 271.6FT

Geoid Undulation: 160.0FT

Runway 08

Threshold elevation: 270.8FT

Geoid Undulation: 160.0FT

5.6 AERODROME REFERENCE TEMPERATURE

+18 °C

5.7 AERODROME BEACON

Intentionally left blank- there is no aerodrome beacon at Jersey Airport

5.8 NAME OF THE AERODROME OPERATOR AND CONTACT DETAILS

Ports of Jersey Ltd,

St Peter, Jersey, JE1 1BY, Channel Islands.

Phone: 01534-446008 (Administration)

Phone: 01534-446086 (ATC)

Phone: 01534-446301 (ATIS):

Phone: 01534-446080 (Flight Planning)

Telefax: 01534-446081 (ATC)

Telefax: 01534-446075 (Flight Planning)

e-mail: atcsupervisor@ports.je (ATC)

e-mail: customerrelations@ports.je (General Enquiries)

6 AERODROME DIMENSIONS AND RELATED INFORMATION

6.1 RUNWAY INFORMATION

Designations RWY Number	True bearing	Dimensions of RWY	Surface of RWY/ SWY/ Strength (PCN)	THR co-ordinates/ THR Geoid undulation	THR elevation/ Highest elevation of TDZ of precision APP RWY	Slope of RWY/ SWY
1	2	3	4	5	6	7
08	082.74°	1705 x 45 M	RWY surface: Concrete and asphalt, Grooved PCN 52/R/A/W/T Concrete and PCN 34/F/ A/X/T Grooved Asphalt	491225.44N 0021221.94W 160.0 FT	THR 270.8 FT TDZ 274.6 FT	
26	262.76°	1705 x 45 M	RWY surface: Concrete and asphalt, Grooved PCN 52/R/A/W/T Concrete and PCN 34/F/ A/X/T Grooved Asphalt	491231.80N 0021105.66W 160.0 FT	THR 271.6 FT TDZ 277.5 FT	

6.2 RESAs, Taxiways, Aprons, Strip, Stopways, Stands and Clearway Information

6.2.1 RESAs

SWY Dimensions	Clearway Dimensions	Strip Dimensions	RESA Dimensions, Overshoot / Undershoot	Location/ description of arresting system	OFZ	Remarks
8	9	10	11	12	13	14
	183 x 150 M	1825 x 280 M	298 x 150 M -			RWY 08 Threshold displaced by 57 M.
	824 x 150 M	1825 x 280 M	90 x 90 M -	An arrestor bed constructed of aggregate lies partially within the Runway 26 overrun RESA. The arrestor bed is 30 M long by 60 M wide and abuts the 08 LOC array.		RWY 26 Threshold displaced by 91 M.

6.2.2 Taxiways

Name	Width	Surface Type	PCN Value
Taxiway A (RWY to A1)	23m	Surface Concrete	PCN 68/R/B/W/T
Taxiway A (A1 to A4)	23m	Surface Concrete	PCN 65/R/C/W/T
Taxiway A4 to A5	23m	Surface Concrete	PCN 72/R/B/W/T
Taxiway B	23m	Surface Concrete	PCN 38/R/C/W/T
Taxiway D	23m	Surface Concrete & asphalt	PCN Concrete 25/R/C/W/T; Asphalt 35/F/A/X/T
Taxiway E	23m	Surface Asphalt	PCN 27/F/A/X/T
Taxiway F RET	23m	Surface Asphalt, Grooved	PCN 58/F/A/X/T
Taxiway G	23m	Surface Concrete	PCN 49/R/C/W/T
Taxilane J	22.5m	Surface Concrete	PCN 48/R/B/W/T

Taxiway Aprons

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.

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.

Name	Surface type	PCN Value
Eastern Apron	Surface Concrete	PCN 13/R/C/W/T
North Apron	Surface Concrete	PCN 72/R/B/W/T
South Apron	Surface Concrete	PCN 48/R/B/W/T

6.2.3 Strip Dimensions

RWY 08	1825 x 280 M
RWY 26	1825 x 280 M

6.2.4 Stopways

Intentionally left blank- there are no stopways in Jersey Aerodrome.

6.2.5 Stands

Stands details are promulgated in the UK AIP and section 4.2.2 of this Manual (Aircraft parking/docking chart- ICAO (AD 2. EGJJ-2-2).

6.2.6 Clearway Dimensions

Clearway Dimensions	
RWY 08	183m x 150m
RWY 26 Strip End	824m x 150m

6.3 VISUAL AIDS

RWY	Approach lighting Type/ Length/ Intensity	Threshold lighting Colour/Wing bars	VASIS/ MEHT/ PAPI/ PAPI Dist from THR	TDZ, lighting Length	Runway Centre Line lighting Length/ Spacing/ Colour/ Intensity	Runway edge lighting Length/ Spacing/ Colour/ Intensity	Runway end lighting Colour/ Wing bars	Stopway lighting Length/ Colour	Remarks
1	2	3	4	5	6	7	8	9	10
08	Centre-line with crossbar 165 M from threshold 165 M Light intensity high	Green Light intensity high With green wingbars	PAPI Both/3° 55 FT 325 M. Distance measured from North set of PAPIS.		Colour coded 1645 M 15 M spacing Light intensity high	HI Elev bi-directional LI Elev omni-directional 1645 M 60 M spacing White	Red		Approach: Operators attention is drawn to EU ops (NEW) subpart E All weather operations appendix 1 (NEW) to ops 1.430 paragraph (d)8 Aerodrome Operating Minima. The approach light system for Runway 08 is restricted due to terrain, however there is a single cross bar at 165 M. Therefore EU-OPS operators at the discretion of the certifying authorities may consider lighting on 08 as a Basic Approach Lighting System (BALS). Operators are advised to approach their respective authority with regard to calculating RVR minimum. THR: Non-standard 4 No. omnidirectional red end lights, positioned to determine the extremity of the runway that is available for manoeuvring aircraft. Two runway threshold identification light system fittings are located at the outer extremities of the 08 threshold wingbars. To avoid dazzling, the fittings have three levels of brightness; 100%, 30% and 10%.
26	Coded centre-line with five crossbars. 914 M Light intensity high	Green Light intensity high With green wingbars	PAPI /3° 55 FT 306 M		Colour coded 1554 M 15 M spacing Light intensity high	HI Elev bi-directional LI Elev omni-directional 1554 M 60 M spacing White	Red		THR: Non-standard 4 No. omnidirectional red end lights from Runway 26, positioned to determine the extremity of the runway that is available for manoeuvring aircraft.

6.3.1 Advanced Visual Docking Guidance Systems

Azimuth and Stopping Guidance is provided as follows: Stands 1-13 inclusive: Advanced Visual Docking and Guidance with painted lead-in lines. Stands 15- 23: Painted lead-in lines. Stands 1-23: Nose in/pushback system only. Stand 40: Self-manoeuvring. In the event that Azimuth and Stopping Guidance is not available, aircraft must be marshalled on to Stand.

6.3.2 Apron Floodlighting

Timer-controlled, compliant LED floodlighting is provided on the main and south aprons. Limited floodlighting is provided on the eastern apron.

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.

Inspections of the apron floodlighting system are carried out daily as part of the AGL daily checks. Every six months the individual floodlighting columns are lowered to allow a more detailed inspection to be carried out.

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.

Assurance integrity checks are to be completed following inclement weather conditions such as severe storms.

Detailed information regarding the apron floodlighting planned preventative maintenance testing programme is contained within EOP-008 AGL Apron Floodlighting Planned Preventative Maintenance.

6.3.3 Obstruction Lighting

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

6.4 Location and Radio Frequency of VOR Aerodrome Checkpoints

Not applicable

6.5 Location and Designation of Standard Taxi Routes

These are available in the UK AIP and section 4.2.1 of this Manual (Chart AD-2-EGJJ-2-1).

6.5.1 JULIET Crossing

There is a vehicle crossing point located on taxilane JULIET between holding points J2 and J3. In non-LVP conditions the crossing is uncontrolled but protected with flashing amber lights. During periods of reduced visibility when LVPs are in force, vehicles are controlled using switchable lights. information regarding this crossing point is contained within JA-AOP-009.

6.5.1 Aircraft Ground Movements

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.

More details on the Ground Movement can be found in the UK AIP section 2, Ground Movement.

6.5.1 Periods of reduced visibility

During periods of reduce visibility when LVPs are in force:

- Taxiway ECHO is not available as a runway exit.
- 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.
- Arriving aircraft on runway 26 will vacate the runway at the runway end via taxiway BRAVO. Taxiway DELTA may be available on request.

6.6 GEOGRAPHICAL COORDINATES

6.6.1 Runway Co-ordinates & Geoid Undulation Info

Runway Co-ordinates & Geoid Undulation		
RWY 08 THR co-ordinates/THR Geoid undulation	491225.44N 0021221.94W	160.0 FT
RWY 26 THR co-ordinates/THR Geoid undulation	491231.80N 0021105.66W	160.0 FT

6.6.2 Aircraft Stands:

Stand 1	491219.75N 0021146.65W
Stand 3	491219.48N 0021148.95W
Stand 4	491219.35N 0021150.78W
Stand 5	491219.22N 0021152.52W
Stand 6	491219.09N 0021154.37W
Stand 7	491217.90N 0021154.16W
Stand 8	491218.08N 0021152.31W
Stand 9	491218.18N 0021150.43W
Stand 10	491218.24N 0021148.15W
Stand 11	491217.89N 0021146.05W
Stand 12	491217.53N 0021144.07W
Stand 13	491217.19N 0021142.21W
Stand 15	491212.39N 0021140.16W
Stand 16	491212.69N 0021141.85W
Stand 17	491212.95N 0021143.56W
Stand 18	491213.31N 0021145.22W
Stand 19	491213.62N 0021146.91W
Stand 20	491214.17N 0021149.25W
Stand 21	491214.01N 0021151.63W
Stand 22	491213.84N 0021154.03W
Stand 23	491213.68N 0021156.82W
Stand 40	To be surveyed.

6.7 GEOGRAPHICAL COORDINATES OF OBSTACLES

These are promulgated in the UK AIP and section 4.2.1 of this Manual (Chart AD-2-EGJJ-2-1).

6.8 PAVEMENT CLASSIFICATION

These are promulgated in the UK AIP and section 4.2.1 of this Manual (Chart AD-2-EGJJ-2-1).

6.8.1 Aprons:

Name	Surface type	PCN Value
Eastern Apron	Surface Concrete	PCN 13/R/C/W/T
North Apron	Surface Concrete	PCN 72/R/B/W/T
South Apron	Surface Concrete	PCN 48/R/B/W/T

6.8.2 Taxiways:

Name	Width	Surface Type	PCN Value
Taxiway A	23m	Surface Concrete	PCN 65/R/C/W/T
Taxiway A1	23m	Surface Concrete	PCN 68/R/B/W/T
Taxiway A4 to A5	23m	Surface Concrete	PCN 72/R/B/W/T
Taxiway B	23m	Surface Concrete	PCN 38/R/C/W/T
Taxiway D	23m	Surface Concrete & asphalt	PCN Concrete 25/R/C/W/T; Asphalt 35/F/A/X/T
Taxiway E	23m	Surface Asphalt	PCN 27/F/A/X/T
Taxiway F RET	23m	Surface Asphalt, Grooved	PCN 58/F/A/X/T
Taxiway G	23m	Surface Concrete	PCN 49/R/C/W/T
Taxilane J	22.5m	Surface Concrete	PCN 48/R/B/W/T

6.9 ALTIMETER CHECKPOINT LOCATION AND ELEVATION

Not applicable.

6.10 DECLARED DISTANCES

These are promulgated in the UK AIP.

Runway designator	TORA	TODA	ASDA	LDA	Remarks
08	1705 M	1888 M	1705 M	1648 M	
26	1648 M	2472 M	1648 M	1556 M	TORA/TODA/ASDA declared for both Alpha 1 and Golf
08	1301 M	1484 M	1301 M	N/A	Take-off from Intersection of Hold Delta
26	1133 M	1699 M	1133 M	N/A	Take-off from Intersection of Hold Foxtrot

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.

For intersection departures, the aerodrome authority declares distances from the intersection of the following taxiway: DELTA as per the table above.

6.11 Disabled Aircraft Removal

Capability for removal of disabled aircraft: Limited to private and light commercial aircraft utilising airport resources. Large aircraft can be removed using external resources in conjunction with aircraft operator.

More details about Disabled Aircraft Removal are available in section 21 of this Manual.

6.12 Rescue and Firefighting Services

RFF Category A6
Contact: Tel: +44 (0)1534-446061
RFF Category 5: 0600-0650 (0500-0550) for prior arrangement freight aircraft only.
RFF Category 7: 0700-2100 (0600-2030) Available by arrangement. 12 hours prior notice required.
RFF Category - determined by aircraft type: 2100-0600 (2030-0500)

Agents responsible for handling RFFS Category 7 aircraft shall inform the Air Traffic Control (ATC) Supervisor on (4)46086 and inform them of the details relating to the Category 7 movement, including the aircraft type, flight number/aircraft registration, scheduled time of arrival and scheduled time of departure.
RFFS Category 7 movements may be pre-notified via Airport Coordination Ltd. (ACL) and will be detailed in the summer or winter flying schedule available on the ODB system.

RFF Types and amounts of extinguishing agents normally available at the aerodrome:

	6x6 Carmichael Cobra 2 MFT Rescue 3	**4x4 Iturri MTEC 4 MAN MFT Rescue 5,7 & 8**	**4x4 Angloco Man Secondary Media Rescue 2**
Water Capacity	10,000 L	6,100 L	N/A
Foam Capacity	1400 L	790 L	N/A
Complete Foam Shots	4	4	N/A
Main Monitor Output	4,500 l/min @ 14 bar	3,000 l/min @ 10 bar	N/A
Co2	12 kg	5 kg	5 kg
Dry Powder	35 kg	225 kg	100 kg
DP Discharge per Sec	1.5kg	2.5 kg	2 kg

6.13 Exemptions or Derogations from the Applicable Requirements, Special Conditions and Limitations

All relevant detail can be found on Section 4.5 of this Manual.

PART E – PARTICULARS OF THE OPERATING PROCEDURES OF THE AERODROME, ITS EQUIPMENT AND SAFETY MEASURES

7 AERODROME REPORTING

7.1 AERODROME INFORMATION

Section 2.4 of this manual details the operational requirements relating to aeronautical data and aeronautical information, including changes to the UK AIP and the issuing of NOTAMs.

7.2 AERONAUTICAL DATA SURVEYING PROCEDURES AND FREQUENCY

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.

For the purposes of compliance with European Commission Regulation (EU) No.73/2010 and UK Reg (EU) No 139/2014, 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.

8 ACCESS TO THE MOVEMENT AREA

8.1 COORDINATION WITH THE SECURITY AGENCIES

Security provision at Jersey Airport is the responsibility of POJL Security. In addition, regular security patrols are conducted, at random, by ARFFS personnel, to ensure that the security fence is in good condition and that all access gates are secure.

Access to the CP is continuously monitored by a Critical Part Monitoring System utilising integrated radar and video data.

There are three Security Control Posts (CP3, CP4 and CP8) for gaining access to the manoeuvring area. CP3 is unmanned, CP4 is staffed when required and CP8 is staffed and have the facility for full screening of personnel and vehicles.

8.2 PREVENTION OF UNAUTHORISED ENTRY INTO THE MANOEUVRING AREA

One staffed control post (CP8) allows access for authorised personnel during aerodrome operating hours. In addition, one unmanned control post (CP3) allows access under CCTV control for authorised personnel.

9 INSPECTION OF THE MOVEMENT AREA AND RUNWAY

9.1 COMMUNICATING WITH AIR TRAFFIC SERVICES

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.

For Tier 1 inspections, ARFFS will communicate with ATC by radiotelephony prior to commencement of inspections. For Tier 2 inspection, ARFFS Manager will telephone ATC Supervisor prior to commencement of the inspection.

9.2 INSPECTION CHECKLISTS, LOGBOOK AND RECORD KEEPING

9.2.1 Minimum inspections:

- Full Airfield inspections daily
- Two Runway surface inspections in any four-hour period

9.2.2 Inspections Purpose:

- Air Traffic Control is made aware of any unserviceability or obstruction that may affect the use of the Airport and are able to supply pilots with accurate essential Aerodrome information.
- Unserviceability's or obstructions observed during the inspection shall receive immediate attention from the appropriate Aerodrome department.

9.2.3 Responsibilities:

- ARFFS are responsible for carrying out Surface inspections at Jersey Airport.
- ARFFS are responsible for runway surface assessments in accordance with Global Reporting Format.
- ARFFS are responsible for carrying out Tier 2 inspections at Jersey Airport.
- Airport Electrician is responsible for all lighting inspections.
- PoJ Engineering are responsible for an annual inspection of the western arrestor bed.
- The Head of Aerodrome Operations, in conjunction with PoJ Engineering and Airport Rescue and Fire Fighting Service (ARFFS), are responsible for more detail surface inspections. (Tier 3)

9.2.4 Three-tier inspection process

- Tier 1 (Surface Inspections): routine Inspections of the whole aerodrome are carried out by ARRFS staff each day, predominately in vehicles, comprising four daylight inspections (first light, mid-morning, mid-afternoon, last light and an airfield lighting inspection, including runway). Details are recorded electronically and stored in SharePoint.

- Tier 2 Inspections: are also carried out by ARFFS and are more detailed checks on the manoeuvring area and its associated facilities. For this process inspection the total airside area is divided up into zones and these shall be inspected once a month and any faults logged with PoJ Engineering accordingly. Tier 2 inspections of the runways ensure that the runway surface is inspected in detail on a 3-monthly cycle. Details are recorded electronically and stored in SharePoint.

- 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. Information provided from these inspections will be shared with the Aerodrome Operations and PoJ Engineering management teams for review. Tier 3 inspections will also include an audit of the "fault reporting system". This will ensure that any faults highlighted from Tier 1 and 2 inspections have been followed up and any remedial action has taken place. Tier 3 inspections shall take place at least annually

9.2.5 Additional Inspections

- Airfield Grass Area and Perimeter Inspections
- Airfield Ground Lighting Inspections

9.2.6 Friction Measurement for Maintenance Purposes

- 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 conducts friction assessments in accordance with the minimum standards set down in CAP 683 (The Assessment of Runway Friction for Maintenance Purposes)
- 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 PoJ Engineering Electricians. Results are logged and are available on request.
- Maintenance, including sweeping etc., is undertaken regularly, to maintain a satisfactory friction level.

9.3 INSPECTION INTERVALS, REPORTING RESULTS AND FOLLOW-UP ACTIONS

9.3.1 All Inspections shall be recorded.

9.3.1.1 Reports of contamination, debris, FOD, damage or any other suspected serviceability issues regarding any part of the Manoeuvring Area, Aprons or the Clear and Graded Areas shall be reported to ATC by the most expeditious means possible.

9.3.2 ATC shall inform the PoJ Engineering Duty Engineer of any manoeuvring area serviceability issues in order that specialist inspections may take place to assess and address the situation in the most expeditious manner.

9.3.3 ATC shall record all runway inspections in the VCR Watch Log. Records shall include time of the inspection, details of any reported defects along with action taken or required.

9.3.4 ARFFS are responsible for formally notifying PoJ Engineering, ASM and for raising a fault report in the POJL asset management system for all manoeuvring area surface defects. Information shall include date and time of the observation, location, and details of the fault.

More detailed information is available in JA-AOP-046 Aerodrome Pavement and Inspection Procedures.

Global Reporting Format for Runway Surface Conditions

Runway surface conditions are be assessed against the new Global Reporting Format for Runway Surface Conditions using the Runway Condition Assessment Matrix (RCAM), where a runway condition code (RWYCC) will be selected from the RCAM to represent the runway surface conditions and allow flight crew to characterize perceived braking action.

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.

10 INSPECTION AND MAINTENANCE OF VISUAL AND NON-VISUAL AIDS

10.1 INSPECTION CHECKLISTS, LOGBOOK AND RECORD KEEPING

10.1.1 Inspection checklists are used by PoJ Engineering technicians to log the status of systems and equipment and record any non-conformities requiring action.

10.1.2 Inspection checklists, maintenance logs and records are retained for a predetermined time within the PoJ Engineering area of the Ports of Jersey document control (SharePoint) system and the POJL Computerised Maintenance Management System

10.2 INSPECTION INTERVALS, REPORTING RESULTS AND FOLLOW-UP ACTIONS

10.2.1 The AGL control and monitoring system

- The AGL continually checks the status of airfield lighting circuits. The system reports and logs minor out of tolerances to PoJ Engineering for further investigation. System impairments and failures are reported to both ATC and PoJ Engineering for immediate attention.

- Daily visual Inspections are undertaken by PoJ Engineering Electricians to assess the operational effectiveness and condition of the AGL system.
- 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.

10.2.2 MALMS testing

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.

10.2.3 Precision Approach Path Indicators (PAPIs): 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.

10.2.4 Flight inspections are carried out every 6 months by an approved flight calibration specialist. Observations received are reviewed for items requiring action and saved.

10.2.5 Whenever aerodrome ground lighting is reported to be defective by a pilot, Air Traffic Control will forward the report on to PoJ Engineering for rectification.

10.2.6 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. Power to the uninterruptible power supplies is backed up by local and centralised standby generated supplies. All standby generators are tested at least once a month to confirm operational reliability and compliance with minimum change over times.

10.2.7 Documents related to the inspection and maintenance and routine and emergency maintenance of visual and non-visual aids:

MANS – Aerodrome and Obstruction Lighting

EOP-001 AGL Daily Checks

EOP-004 AGL PAPI Checks

EOP-006 AGL Approach Lighting Maintenance

EOP-008 AGL Apron Floodlighting Planned Preventative Maintenance

EOP-010 AGL Field Photometric Measurement

EOP-012 AGL Sign Planned Preventative Maintenance

EOP-013 APIS Checks and Planned Preventative Maintenance

EOP-014 - Aerodrome Standby Generator Testing- on load

EOP-016 AGL Constant Current Regulator Maintenance

EOP-017 AGL Field Circuit Insulation Testing

EOP-018 Fixed Electrical Ground Power Maintenance

EOP-019 Assessment of Runway Surface Friction

11 INSPECTION AND MAINTENANCE PROCEDURES FOR AERODROME EQUIPMENT

11.1 MAINTENANCE MANAGEMENT SYSTEM

POJL uses a computerised maintenance management system to manage the inspection and maintenance of its assets.

The criticality of assets is 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.

Preventative Maintenance is entered into the Computerised Maintenance Management System (EAM) by PoJ Engineering managers who ensure that maintenance schedules and work activities comply with regulations.

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.

All maintenance activities are carried out in accordance with manufacturers' instructions or Asset Care Plans and in conjunction with local procedures.

11.2 PREVENTATIVE MAINTENANCE

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.

11.3 PLANNED MAINTENANCE AND REACTIVE MAINTENANCE

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.

Reactive maintenance is defined as 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.

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 inspect and repair.

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.

12 MAINTENANCE OF THE MOVEMENT AREA

12.1 CONTROL OF MARKINGS AND MARKERS

Control and maintenance of aerodrome markings and signage is the responsibility of PoJ Engineering.

POJL routinely inspects the surfaces of all movement areas including pavements (runway, taxiways and aprons), adjacent grass areas and drainage.

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.

12.1.1 Maintenance of the paved areas

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.

Sweeping is undertaken to collect any small fines and detritus that can build up during operational use.

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.

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.

The resulting information can be used for predictive maintenance, the determination of asset life and planning for future replacement.

Preventive maintenance checks of runway, taxiway and apron fixtures and fittings are carried out on routine basis to confirm structural integrity.

12.1.2 Maintenance of the Unpaved Movement Area

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.

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.

Large areas of grassland are an attractant to wildlife. Jersey Airport has a maintenance programme in place to discourage bird activity and control pests.

12.1.3 Maintenance of Other Unpaved Surfaces

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.

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.

12.1.4 Drainage Maintenance

The surface drainage of a runway is an important factor in optimising the coefficient of friction between aircraft tires and wet pavement.

Grooving in the Jersey Airport runway assists in the quick dispelling of surface rainwater. Regular maintenance and sweeping activities prevent a build-up of debris in grooves which can impede drainage.

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.

Surface water slot drains, gulley's and duct chambers are inspected for integrity and cleaned routinely to ensure water flows freely to separators and water treatment areas.

JA-AOP-046 Aerodrome Pavement Maintenance and Inspection Procedures.

12.2 Overload Operations (PCN & ACN)

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.

13 PROCEDURES FOR AERODROME WORKS

13.1 Coordinating and Planning of Works

PoJ Engineering shall notify the Head or Aerodrome Operations & 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, PoJ 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.

13.2 PLANNING, COORDINATION AND EXECUTION OF CONSTRUCTION AND MAINTENANCE WORK.

Aerodrome construction projects are planned from the outset in close consultation with PoJ Engineering, POJL Project Management Office, ATS and ARFFS. Such projects include construction, alterations, conversions, commissioning, renovation, repair, maintenance, decommissioning, dismantling or demolition of any airside asset.

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.

PoJ 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 PoJ Engineering in consultation with Air Traffic Services and other parties prior to works.

Related documents:

JA-AOP-003 – Aerodrome Airside Maintenance and Work in Progress Activities

14 PROCEDURES FOR APRON MANAGEMENT

14.1 TRANSFER OF THE AIRCRAFT BETWEEN AIR TRAFFIC SERVICES UNIT AND THE APRON MANAGEMENT UNIT

Intentionally left blank – Jersey Airport does not have an Apron Management Unit

14.2 ALLOCATION OF AIRCRAFT PARKING POSITIONS

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.

Currently, Saturdays during the Summer season has been identified as the 'peak' day in respect of stand capacity.

14.3 Engine Start and Aircraft Pushback

Excluding aircraft positioned at the Jersey Aero Club, engine starting, and pushback require the permission of Jersey ATC.

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.

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.

14.4 Marshalling and 'Follow-Me' Service

The marshalling of aircraft shall only be undertaken by personnel who are fully trained, competent and authorised to do so by POJL.

Only the ICAO standard and recognised marshalling signals shall be used for the marshalling of aircraft. Only bats, or in periods of low visibility and at night, illuminated wands, shall be used.

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.

Dedicated 'Follow-me' vehicles are not available at the Jersey airport. This service is provided by ARFFS on request.

15 PROCEDURES FOR APRON SAFETY MANAGEMENT

15.1 Protection from Jet Blast

Procedures for the protection from Jet Blast are described in JA-AOP-017 Jersey Airport Turnaround Plan – Appendix B – Safety of General Public when Airside and MATS II. Section 3. Chapter 3. 13. Stands -Push Back Procedures and 56. Engine Running.

15.2 Safety Precautions during Aircraft Refuelling Operations

Aircraft Refuelling Operations are described in JA-AOP-37 Aviation Fuel- Availability, Storage, Handling and Quality Control

15.3 FOD Prevention

15.3.1 Apron Cleaning and Sweeping

Apron cleaning and sweeping is the responsibility of PoJ Engineering.

15.3.2 Surface and manoeuvring areas inspections.

Please see section 9 of this Manual for details.

15.3.3 FOD Policy

Details of POJL FOD Policy are available in JA-AOP-20 FOD Policy.

15.4 Monitoring of Safety Compliance of Personnel on the Apron

Monitoring of Safety Compliance on the apron is the responsibility of ARFFS as part of their operations function.

16 CONTROL OF VEHICLES OPERATING ON THE MANOEUVRING AREA

16.1 Procedures for the Control of Vehicles

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.

16.2 Airside Traffic Rules

All aircraft, including those under tow, have right of way over all other vehicles.

Vehicles travelling on airside roadways have right of way over vehicles entering/crossing roadways.

Drivers shall not drive a vehicle within three metres of an aircraft, except when required for the servicing of that aircraft or if an emergency vehicle responding to an emergency.

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).

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.**

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.

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.

Vehicle radios used for R/T communications are allowed.

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.

Vehicles shall not be driven between passengers moving to or from an aircraft.

Vehicles or equipment shall not be parked so that they will obstruct aircraft, other vehicles or pedestrians.

Vehicles shall never block a refuelling vehicle whenever the vehicle is delivering fuel to an aircraft.

Drivers shall inspect their vehicle to ensure that it is safe to use before driving airside.

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 conducting performance testing).

16.3 Airside Driving Training

Airside driver training is the responsibility of the ARFFS.

16.4 Airside Driving Permits and Airside Vehicle Permits

16.4.1 Airside Driving Permit Scheme

POJL operates an Airside Driving Permit Scheme that is in accordance with the guidelines contained within Commission Regulation (EU) No 139-2014, ADR.OPS.B.025, Operation of Vehicles. Details of the scheme are referenced within JA-AOP-029 Airside Driving Permit Scheme and its appendices.

There are three categories of airside driving permit in use at Jersey Airport:

- Apron Only (Blue)
- Apron & North Perry Track (Blue, ATE Only)
- Apron, Manoeuvring Area and Runway (RM-Red)
- Apron, Manoeuvring Area and Runway (RF-Red) Note: In order to free range the RF-Red permit is required.

16.4.2 Airside Vehicle Permit Scheme

POJL operates Airside Vehicle Permit Scheme that is in accordance with the guidelines contained within Commission Regulation (EU) No 139-2014, ADR.OPS.B.0.80- Marking and lighting of vehicles and other mobile objects. Details of the scheme are referenced within JA-AOP-028 Airside Vehicle Permit Scheme.

All vehicles operating on the manoeuvring area shall be marked by conspicuous colours.

Flags are not used to mark mobile objects on the Jersey aerodrome.

Low-intensity obstacle lights, Type C, should be displayed on vehicles and other self-powered mobile objects excluding aircraft.

Dedicated 'Follow-me' vehicles are not available at the Jersey airport. This service is provided by ARFFS on request.

17 WILDLIFE HAZARD MANAGEMENT PROCEDURES

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.

17.1 WILDLIFE CONTROL

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 using the resources they have available to them.

In case of a high bird activity, bird controllers will inform ATC who will then broadcast this information on the ATIS frequency.

During the annual geese migration (October to March), a NOTAM will be issued advising pilots of increased bird activity within the vicinity of the aerodrome.

17.2 WILDLIFE STRIKE PROCEDURE

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.

18 OBSTACLE CONTROL AND MONITORING OF LAND USE

Control of permanent and temporary obstacles is the responsibility of the Head of Aerodrome Operations as part of routine Aerodrome Safeguarding activities as detailed in JA-AOP-04.

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

Significant obstacles on the aerodrome are obstruction lit. Maintenance of these obstruction lights is the responsibility of POJL Group Engineering.

Article 134 (Lighting of En-Route Obstacles) of the Air Navigation (Jersey) Law 2013 details the requirements for the lighting of obstacles off-aerodrome.

18.1.1 Obstacle Identification in and around the Aerodrome

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

18.1.2 Notification of Obstacles

Significant permanent obstacles are promulgated in the UK AIP.

Temporary obstacles are promulgated as necessary by NOTAM.

18.2 Monitoring of Human Activities and Land Use Monitoring

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.

The following sites are regularly monitored for bird activity:

- St. Ouen's Pond
- Simon Sandpit
- Val de la Mare reservoir
- Le Miele Golf Course

19 AERODROME EMERGENCY PLAN

19.1 Dealing with Emergencies at the Aerodrome

The Jersey Airport Emergency Response Plan describes how an emergency situation or incident at the Airport will be managed by POJL and External Services to minimise the effects it may have on life, property, the environment and aerodrome operations, and how the best use of appropriate available resources will be applied in case of an incident.

The purpose of this plan is to provide guidance and where appropriate, instruction on how to respond to an emergency at or affecting Jersey Airport.

The aims of the Emergency Response Plan:

- Detail Emergency Planning at Jersey Airport
- 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 an effective multi-agency response.

19.2 Testing of Facilities and Equipment

All facilities pertaining to the deployment of emergency service vehicles and workforce are tested on a daily basis.

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.

19.3 Exercises to test Emergency Plans including their Frequency

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

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 – incl. 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/ Voluntary agencies	Test Survival reception centre/ 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 firefighting, search and rescue

20 RESCUE AND FIREFIGHTING LEVEL OF PROTECTION, FACILITIES, PERSONNEL AND PROCEDURES

20.1 General Information

ARFFS are to provide the minimum scale of Rescue and Fire Fighting protection appropriate to the aerodrome. The fire station is positioned adjacent to taxiway "Alpha."

20.2 ARFFS Mobilisation

Alerting and mobilising the ARFFS in an emergency incident is initiated by ATC either an Air Traffic Controller (ATCO) or an Air Traffic Services – Operational Support Coordinator (ATS-OSC) utilising the fire station crash alarm and PA system.

20.3 Fire Category Cover

ARFFS promulgated RFFS categories, as published in the UK-AIP:

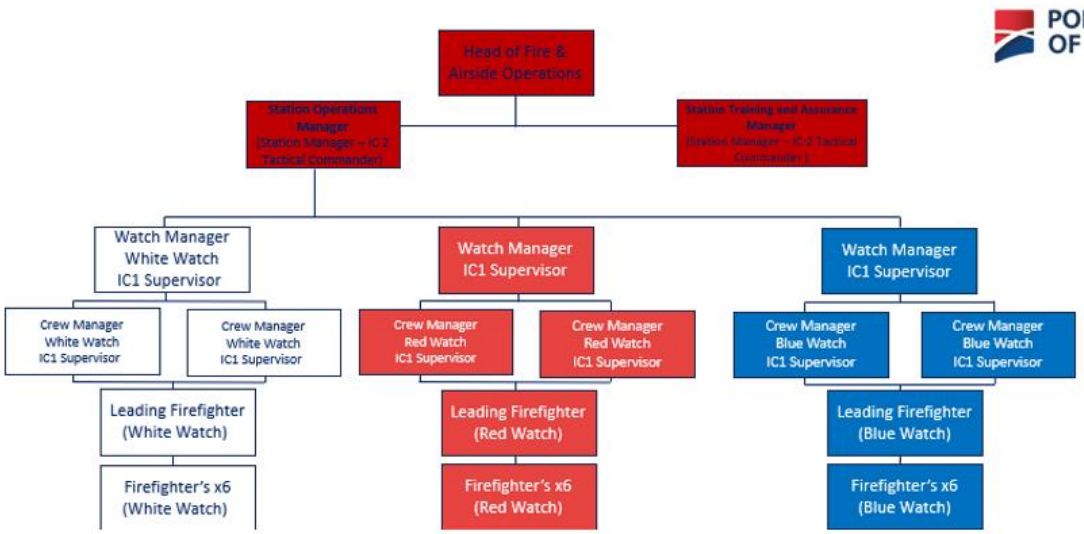
RFF Category A6
Contact: Tel: +44 (0)1534-446061
RFF Category 5: 0600-0650 (0500-0550) for prior arrangement freight aircraft only.
RFF Category 7: 0700-2100 (0600-2030) Available by arrangement. 12 hours prior notice required.
RFF Category - determined by aircraft type: 2100-0600 (2030-0500)

20.4 Station Complement

The ARFFS have a complement of 32 operational service personnel, who work in three rostered operational watches. Ordinarily a duty crew will consist of an optimum of 8 crew made in the following roles:

- 1 x Watch Manager
- 1 x Crew Manager
- 6 x Fire Fighters

20.5 ARFFS STRUCTURE



20.6 MANNING LEVELS

ARFFS Minimum crewing relative to the fire category provided in Jersey is detailed in the table below. These RFF Categories reflect those published in the UK AIP. (Jersey's aerodrome location indicator is EGJJ).

Aircraft Category	DUTY CREW			Tactical / Incident Commander (On call)	Min. Fire Fighting Appliances	MAJOR INCIDENT All Staff Recalled
	Incident Commander	Crew Manager	Firefighter			
Medical - out of hours	1	1	2	0	1	
3	1	1	2	1	1	
4	1	1	3	1	2	Yes
5	1	1	4	1	2	Yes
6	1	1	5	1	2	Yes
7	1	1	6	1	2	Yes

20.7 FIRE APPLIANCES

ARFFS utilise a fleet of 5 purpose-built aviation firefighting Major Foam Tenders which exceed the minimum regulatory requirements.

3 x Iturri Toro 4 x 4: Rescue 8 - Rescue 7 - Rescue 5

1 x Carmichael Cobra 2 6 x 6: Rescue 3

1 x Angloco Man 4 x 4: Rescue 2

	6x6 Carmichael Cobra 2 MFT Rescue 3	4x4 Iturri MTEC 4 MAN MFT Rescue 5,7 & 8	4x4 Angloco Man Secondary Media Rescue 2
Water Capacity	10,000 L	6,100 L	N/A
Foam Capacity	1400 L	790 L	N/A
Complete Foam Shots	4	4	N/A
Main Monitor Output	4,500 l/min @ 14 bar	3,000 l/min @ 10 bar	N/A
Co2	12 kg	5 kg	5 kg
Dry Powder	35 kg	225 kg	100 kg
DP Discharge per Sec	1.5kg	2.5 kg	2 kg

Each major foam appliance is capable of discharge rates of in excess of 3,000 litres per minute. These appliances are checked on a regular basis to ensure that performance levels are maintained. Routine testing and maintenance are carried out by POJL in accordance with maintenance schedules and associated manufacture checklists.

20.8 ARFFS Training

ARFFS are committed to training and developing its staff, ensuring that the mandatory requirements are adhered to by means of the following an in-house continuation training programme. To ensure continued competence of staff in the workplace, ARFFS has developed a training policy document (Maintenance of Competence Policy) which details every aspect of how compliance is achieved.

ARFFS Medical & Fitness Policy ensures the appropriate medical standards are met and supports those responsibly for meeting and maintaining an acceptable industry medical and fitness standard.

The RFFS have a number of qualified FREC3 instructors and have an appointed person, responsible for ensuring that staff are fully trained and remain competent. ARFFS members will respond to provide medical assistance until external support arrives.

20.9 Off-Airfield Response

ARFFS, where possible, will endeavour to keep its resources onsite to enable uninterrupted business continuity. However, there may be occasions where the ARFFS will need to respond to an off-airfield Aircraft Accident or to support the external emergency services.

ARFFS will respond to any incident which poses either a threat to life or the infrastructure of the airport. The decision to mobilise resources will be taken by the Duty Watch Officer who will immediately inform ATC and keep them advised of the RFFS category status. On all occasions ATC will be notified of any depletion in the level of service available and further information will be promulgated if required.

As a guide, for incidents involving aircraft category 4 and above, initially one major foam tender and crew will remain on the airfield providing a level of cover for aircraft committed to land. Once the airfield is closed that appliance and crew will also respond subject to requirement of the Duty Watch Manager (OIC) at the scene. Further detail can be found in the (Off Airfield Aircraft Accidents Order & Procedure).

20.10 Water Supplies & Hydrants

A high-pressure hydrant system is maintained and readily available within the aerodrome and additional fire hydrants are available within 1000m of the Airport Boundary.

20.11 Extraneous Duties

It is recognised that without control measures in place, extraneous duties could detrimentally impact the emergency response time of the ARFFS. Each extraneous duty has been risk assessed against the likelihood they will impact the ARFFS meeting the response time objective. Details of which can be found in the regulatory approved Task Resource Analysis (TRA).

21 DISABLED AIRCRAFT RECOVERY PLAN / REMOVAL OF DISABLED AIRCRAFT

The policy and management for the removal of disabled aircraft is outlined in JA-AOP-063 – Aerodrome Disabled Aircraft Recovery Plan and satisfies the requirement for a plan for the removal of disabled aircraft. This AOP covers the expeditious removal of an aircraft from an operational runway or taxiway area, including the provision of appropriate workforce and equipment to execute the task.

21.1 **Responsibilities**

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.

To comply with the operating licence at POJL Airport, airlines are required to have a recovery plan and shall share this plan with POJL when requested.

21.2 **Equipment**

POJL does not hold equipment specifically for the purpose of removal of disabled aircraft and 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.

However, with the agreement of the Airline Operator/Owner, POJL may be able to provide some non-specialist equipment to support in the removal of disabled aircraft.

Should an aircraft become disabled, the airline or owner shall action their recovery plan, while working with POJL to effect the swift removal of the aircraft and allow operations or resume, as quickly as possible.

22 SAFE HANDLING AND STORAGE OF AVIATION FUEL AND DANGEROUS GOODS

22.1 EQUIPMENT, STORAGE AREAS AND SAFETY MEASURES

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

22.2 QUALITY OF AVIATION FUEL

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

23 LOW VISIBILITY OPERATIONS

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.

Jersey Airport's Manual of Air Navigation Services (MANS) and Manual of Air Traffic Services (MATS) II state all the procedures and processes to be carried out when Low Visibility conditions occur.

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.

23.1 MOVEMENT RATES

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.

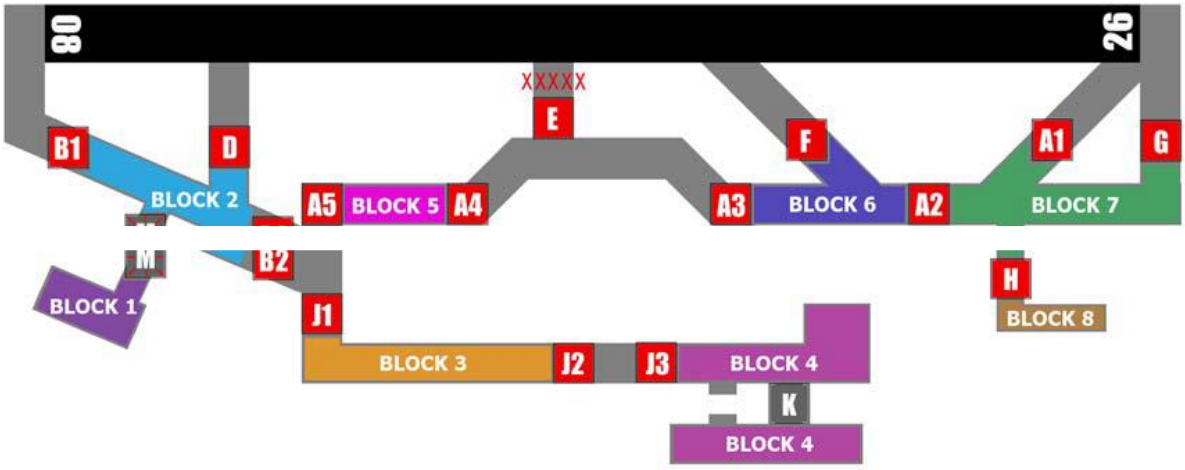
The ATC Watch Manager/Supervisor is responsible for ensuring that adequate restrictions are implemented to manage appropriate arrival rates in accordance with the above figure.

23.2 Block to Block System

In LVP3 stop bars 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 stop bars. This includes aircraft planned to exit the runway after landing.

Diagram outlining Jersey Block System:

Figure 1



23.3 Runway Inspections and Wildlife Hazard Control in LVPs

Specific procedures relating to wildlife hazard control are contained within the Wildlife Hazard Management Plan, available on SharePoint or by request, via email to the Head of ARFFS & Airside Operations.

ARFFS will continue active wildlife management under positive RT control in LVP states 1-3.

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.

All Runway Inspections and Wildlife Hazard Control inspections shall be suspended during LVP 4 conditions.

23.4 Declaration of LVPs

The introduction of each LVP state should be made in accordance with the relevant LVP criteria as detailed below.

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.

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.

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.

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).

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.

When LVPs are downgraded or cancelled the appropriate checklist shall be followed.

The ATC low visibility procedures are duplicated in operational document JJ-DOC-005.

<table>
<tr><th></th><th>LVP1</th><th>LVP2</th><th>LVP3</th><th>LVP4</th></tr>
<tr><td>Met Visibility</td><td>Less than 1500m</td><td>1000m or less
only if IRVR u/s</td><td>Less than 400m
only if IRVR u/s</td><td>75m or less
only if IRVR u/s</td></tr>
<tr><td>IRVR</td><td>Or 1500m or less</td><td>1000m or less</td><td>Less than 400m</td><td>75m or less</td></tr>
<tr><td>Cloud Ceiling</td><td>Or Below 200ft</td><td>Tower in Cloud</td><td></td><td></td></tr>
<tr><td></td><td>Sufficient visibility for the pilot to taxi and avoid collisions, and for ATC to exercise control visually over all traffic</td><td>Sufficient visibility for the pilot to taxi and avoid collisions, but insufficient for ATC to visually control all traffic.</td><td>Insufficient visibility for the pilot to taxi and avoid collisions or for ATC to visually control all traffic.</td><td>Insufficient visibility for the pilot to taxi by visual guidance only</td></tr>
<tr><td></td><td colspan="4">Operational Hours Only</td></tr>
<tr><td>General:</td><td colspan="4">ILS Safeguarding: All non-essential work on or near Manoeuvring Area to cease, Landing Clearance by 4nm. Stand 1 must not be used when runway 08 in use.</td></tr>
<tr><td>Runway Access</td><td>No Restrictions</td><td colspan="2">B1 for Runway 08
A1 for Runway 26</td><td>SUSPEND ALL AIRCRAFT & VEHICLE MOVEMENTS ON THE MANOEUVRING AREA & RUNWAY</td></tr>
</table>

24 PROCEDURES FOR WINTER OPERATIONS

24.1 JERSEY 'BLACKTOP' POLICY

Jersey has adopted a standardised policy relating to runway surface contamination, such that, we will suspend runway operations and commence clearance at a point at which the level of contamination will begin to impact the majority of our customers.

Jersey's runway shall be considered contaminated, to such an extent that runway operations will be suspended, whenever more than 25% of the assessed surface* is contaminated with:

A. A depth of more than 3mm of Water, Slush, Dry or Wet Snow; or

B. Any depth of ICE

*The assessed surface relates to each individual 3rd of the runway length out to the full or any declared reduced width.

NOTE: FROST is not included in the list of contaminants in a) above as by definition frost will always be less than 3 mm in depth.

NOTE 2 HAIL: The Runway Classification Assessment Matrix (RCAM) only applies to the explicit contaminants listed. Any other runway contaminant cannot be assessed in accordance with the GRF. Under these circumstances the contaminant should be considered 'FOD', and runway use suspended until such time as the contaminant is removed or changed into a classifiable GRF contaminant. i.e., HAIL melting to SLUSH.

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.

Detailed procedures associated with Winter Operations are contained within JA-AOP-53 Cold Weather Procedures and its appendices.

24.2 SNOW REMOVAL

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

24.3 AIRCRAFT DE-ICING

All Operators must contact PoJ Engineering Duty Engineer on 07797 738582 prior to the application of any aircraft or surface de-icer products.

Aircraft de-icing/ anti-icing is only to be undertaken on Stands 1-12 and 20-23.

Aircraft de-icing / anti-icing on Stand 19 may be available on request and must be co-ordinated with PoJ Engineering Duty Engineer, to ensure the correct values have been isolated.

Aircraft de-icing / anti-icing is not permitted to take place on Stands 13-18, East Apron, Gama, Aero Club & JAL aprons. These areas are not protected by the drainage & aeration systems necessary to prevent a breach of Water resources limits.

When any de-icer / anti-ice products, environmental mitigation protocols as detailed in EOP-011 Airport Pollution Incident Response, EOP-057 Airport Pollution Prevention, EOP-007 East Aeration Pond, and EOP-009 South-West Aeration Pond procedure must be followed rigorously.

All chemicals used for de-icing purposes are to be logged daily and a copy is to be provided to POJGroupEngineeringManagers@ports.je This is required on a monthly basis for submission to the appropriate authorities in order to comply with the surface water Discharge Permit.

Only approved aircraft de-icing products shall be used at Jersey Airport, the product currently in use by our Ground Handling Agent is Kilfrost ABC-K Plus (SAE AMS 1428, Type II).

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.

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.

25 PROCEDURES FOR OPERATIONS IN ADVERSE WEATHER CONDITIONS

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) and JA-AOP-068 Strong Wind and Adverse Weather Operating Procedures.

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

26 PROCEDURES FOR NIGHT OPERATIONS

Visual aids, stand lighting and AGL ground and approach lighting is present on airfield that facilitates nighttime and low visibility operations. Details of the lighting available at the airport can be found in the Visual Aids section of the manual and the UK AIP entry for Jersey airport.

POJ engineering maintain and inspect the aerodrome lighting to ensure serviceability is maintained and the visual and non-visual aids remains compliant.

Obstacle within the vicinity of the airfield that infringe the aerodrome critical surface are lit and marked in the aerodrome AIP chart.

Details of the maintenance and serviceability of Lighting can be found in the Inspection and Maintenance of Visual and Non-Visual aids section of this manual.

Vehicles operating on the ramp and manoeuvring areas at night drive with dipped headlights illuminated and Obs lights on.

Fire vehicles have reflective panels on all sides of the vehicles and enhanced blue lights to increase visibility of the vehicles.

27 PROCEDURES FOR THE PROTECTION OF RADAR AND OTHER NAVIGATIONAL AIDS

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.

POJL ATE manage work activities on or near radar, navigational aids and other ANS Equipment, some of which are located off-airfield. POJL ATE 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.

The ATE Duty ATSEP is the focal point of all ATE activities on a daily basis and should always remain contactable on the ATE Duty ATSEP number. ATE engineers require explicit approval of the Duty ATSEP for any activity on Engineering in-service equipment, irrespective of whether a POJL ATE Permit to Work is in place.

POJL Engineering 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 Head of Aerodrome Operations 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 Infrastructure & Environment Department.

POJL 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.

Procedures for airside driving on perimeter roads or near navigation aids are defined in Part E, Section 16

28 OPERATION OF AIRCRAFT WITH HIGHER CODE LETTER

Except for aircraft emergency situations, Jersey Aerodrome may approve the use of aerodrome by higher code letter aircraft (code D or higher) subject to receiving the DCA approval to do so. This approval will be sought adhering to the Aerodrome Change Management process.

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.

29 PREVENTION OF FIRE AT THE AERODROME

Smoking and use of electronic cigarettes (vaping) is strictly prohibited in:

- Any building at Jersey Airport
- Any airside area of the Jersey aerodrome
- Any vehicle owned by Ports of Jersey

Any person found smoking or vaping in any of the above areas will have their security pass removed.

Signage reminding passengers about non-smoking and/or vaping is displayed in the passenger gates, toilets and other areas of the terminal.

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.

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.

POJL supports its staff and business partners by providing Fire Awareness or Fire Warden training to all POJL employees.

END