



Jersey Airport Aerodrome Manual



Version 6.0 – 06/12/2023

CONTENTS

Part A – GENERAL	8
0 ADMINISTRATION AND CONTROL OF THE AERODROME MANUAL	8
0.1 Introduction.....	8
0.1.1 Accountable Manager’s Statement of Compliance.....	8
0.1.2 Accountable Manager’s Statement Aerodrome Manual contents	9
0.1.3 Parts of Aerodrome Manual	9
0.1.4 Definitions of Terms, explanations and abbreviations.....	9
0.2 System of Amendments and Revisions	14
0.2.1 Aerodrome Manual Ownership.....	14
0.2.2 Record of Amendments and Revisions with insertion dates and effective pages	14
0.2.3 Handwritten Amendments and Revisions.....	16
0.2.4 Annotation of pages	17
0.2.5 A list of effective pages and paragraphs	17
0.2.6 Annotation of changes	17
0.2.7 Temporary Revisions	17
0.2.8 Distribution List.....	17
1 GENERAL INFORMATION	19
1.1 Purpose and Scope of the Aerodrome Manual.....	19
1.2 Legal Requirement for an Aerodrome Certificate and the Aerodrome Manual.....	19
1.3 Conditions for use of the Aerodrome by its users.....	20
1.4 Aerodrome Operator obligations	20
1.5 Aviation Permit (Aerodrome Certification)	21
1.6 Termination of Operation.....	22
1.7 Detention Of Aircraft.....	22
Part B – AERODROME MANAGEMENT SYSTEM, QUALIFICATION AND TRAINING REQUIREMENTS	22
2 DESCRIPTION OF THE MANAGEMENT SYSTEM	22
2.1 Aerodrome organisation and responsibilities	22
2.1.1 Organisational Charts	22
2.1.2 Management roles and responsibilities	24
2.1.3 Aerodrome Safety Committees.....	25
2.1.4 Duty Executive Officer Role	27
2.2 Safety Management System.....	27

Jersey Aerodrome Manual V6.0 2023

2.2.1	Scope of the Safety Management System.....	27
2.2.2	Safety Policies and Objectives	28
2.2.3	Safety responsibilities of key safety personnel	29
2.2.4	Document Control Procedures	42
2.2.5	Safety Risk Management Process and Risk Assessment Methods.....	42
2.2.6	Monitoring of implementation of effectiveness of safety actions.....	44
2.2.7	Safety Performance Monitoring.....	44
2.2.8	Safety Reporting and investigation	45
2.2.9	Emergency Response Planning.....	45
2.2.10	Management of Change	46
2.2.11	Safety Promotion.....	47
2.2.12	Management System Outputs.....	47
2.3	Compliance Monitoring.....	48
2.4	Quality Management System for Aeronautical Data & Information Provision.....	48
2.5	Accident and Mandatory Reporting Policies	49
2.5.1	Definitions of ‘Occurrence’, ‘Accident’, ‘Serious Incident’	50
2.5.2	How to report an Incident or Occurrence	51
2.5.3	Documents & Data used to investigate Incidents.	53
2.6	Alcohol, Psychoactive Substances and Medicines.....	53
2.7	Safety Directives/Problems/Recommendations	53
2.7.1	Compliance with Internal/External Safety Directives.....	53
2.7.2	Reacting to Safety Problems.....	54
2.7.3	Handling of safety recommendations issued by Safety Investigation Authorities.....	54
2.8	Recording of Aircraft Movements	54
3	REQUIRED AERODROME PERSONNEL QUALIFICATIONS AND TRAINING	54
3.1	Training Programme.....	54
3.1.1	Operational Departments Training Programmes	54
3.1.2	Procedures.....	55
3.1.2.1	Training and checking of the Trainees.....	55
3.1.2.2	Procedures for Personnel not achieving the required standards.	55
3.1.3	Stored Documents and Storage Periods.....	56
3.2	Proficiency Check Programme.....	56
3.2.1	Procedures to be applied if personnel do not achieve the required standards.....	56
3.2.3	Provision of Training and Proficiency Check Records to the New Employer	56
	Part C – PARTICULARS OF THE AERODROME SITE	57

Jersey Aerodrome Manual V6.0 2023

4	DESCRIPTION OF THE AERODROME SITE	57
4.1	Aerodrome map	57
4.2	Aerodrome charts	58
4.2.1	Aerodrome chart- ICAO (AD 2. EGJJ-2-1)	58
4.2.2	Aircraft parking/docking chart- ICAO (AD 2. EGJJ-2-2)	59
4.3	Chart of Aerodrome Facilities and Equipment outside the Aerodrome	60
4.4	Physical characteristics of the aerodrome	60
4.5	Exemptions or derogations, special conditions and operating limitations	60
4.6	Types of operations the aerodrome is approved to conduct	64
Part D – PARTICULARS OF THE AERODROME REQUIRED TO BE REPORTED TO THE AERONAUTICAL INFORMATION SERVICE		65
5	AERONAUTICAL INFORMATION SERVICES	65
5.1	Name of the Aerodrome	65
5.2	Location of the Aerodrome	65
5.3	Geographical Coordinates of the Aerodrome Reference Point	65
5.4	Aerodrome Elevation and Geoid Undulation	65
5.5	Runway Threshold Elevations and Geoid Undulation	65
5.6	Aerodrome Reference Temperature	66
5.7	Aerodrome Beacon	66
5.8	Name of the Aerodrome Operator and Contact Details	66
6	AERODROME DIMENSIONS AND RELATED INFORMATION	66
6.1	Runway Information	66
6.2	RESAs, Taxiways, Aprons, Strip, Stopways, Stands and Clearway Information	66
6.3	VISUAL AIDS	69
6.3.1	Advanced Visual Docking Guidance Systems	69
6.3.2	Apron Floodlighting	70
6.3.3	Obstruction Lighting	70
6.4	Location and Radio Frequency of VOR Aerodrome Checkpoints	70
6.5	Location and Designation of Standard Taxi Routes	70
6.5.1	JULIET Crossing	70
6.5.1	Aircraft Ground Movements	70
6.5.1	Periods of reduced visibility	71
6.6	Geographical Coordinates	71
6.7	Geographical Coordinates of Obstacles	72
6.8	Pavement Classification	72

Jersey Aerodrome Manual V6.0 2023

6.9	Altimeter Checkpoint Location and Elevation	72
6.10	Declared Distances	72
6.11	Disabled Aircraft Removal	73
6.12	Rescue and Firefighting Services	73
6.13	Exemptions	73
Part E – PARTICULARS OF THE OPERATING PROCEDURES OF THE AERODROME, ITS EQUIPMENT AND SAFETY MEASURES		74
7	AERODROME REPORTING	74
7.1	Aerodrome Information	74
7.2	Aeronautical Data Surveying Procedures and Frequency	74
8	ACCESS TO THE MOVEMENT AREA	74
8.1	Coordination with the Security Agencies	74
8.2	Prevention of Unauthorised Entry Into the Manoeuvring Area	74
9	INSPECTION OF THE MOVEMENT AREA AND RUNWAY	75
9.1	Communicating with Air Traffic Services	75
9.2	Inspection Checklists, Logbook and Record Keeping	75
9.3	Inspection Intervals, Reporting Results and Follow-up Actions	76
10	INSPECTION AND MAINTENANCE OF VISUAL AND NON-VISUAL AIDS	77
10.1	Inspection Checklists, Logbook and Record Keeping	77
10.2	Inspection Intervals, Reporting Results and Follow-up Actions	77
11	INSPECTION AND MAINTENANCE PROCEDURES FOR AERODROME EQUIPMENT	79
11.1	Maintenance Management System	79
11.2	Preventative Maintenance	79
11.3	Planned Maintenance and Reactive Maintenance	80
12	MAINTENANCE OF THE MOVEMENT AREA	80
12.1	Control of Markings and Markers	80
12.1.1	Maintenance of the paved areas	80
12.1.2	Maintenance of the Unpaved Movement Area	81
12.1.3	Maintenance of Other Unpaved Surfaces	81
12.1.4	Drainage Maintenance	81
12.2	Overload Operations (PCN & ACN)	81
13	PROCEDURES FOR AERODROME WORKS	82
13.1	Coordinating and Planning of Works	82
13.2	Planning, coordination and execution of construction and maintenance work	82
14	PROCEDURES FOR APRON MANAGEMENT	82

Jersey Aerodrome Manual V6.0 2023

14.1	Transfer of the Aircraft between Air Traffic Services Unit and the Apron Management Unit.....	82
14.2	Allocation of Aircraft Parking Positions	82
14.3	Engine Start and Aircraft Pushback	83
14.4	Marshalling and 'Follow-Me' Service	83
15	PROCEDURES FOR APRON SAFETY MANAGEMENT	83
15.1	Protection from Jet Blast	83
15.2	Safety Precautions during Aircraft Refuelling Operations.....	83
15.3	FOD Prevention	83
15.3.1	Apron Cleaning and Sweeping.....	83
15.3.2	Surface and manoeuvring areas inspections.....	84
15.3.3	FOD Policy.....	84
15.4	Monitoring of Safety Compliance of Personnel on the Apron	84
16	CONTROL OF VEHICLES OPERATING ON THE MANOEUVRING AREA	84
16.1	Procedures for the control of vehicles	84
16.2	Airside Traffic Rules	84
16.3	Airside Driving Training.....	85
16.4	Airside Driving Permits	85
17	WILDLIFE HAZARD MANAGEMENT PROCEDURES	85
17.1	Wildlife Control.....	85
17.2	Wildlife Strike Procedure.....	85
18	OBSTACLE CONTROL AND MONITORING OF LAND USE	86
18.1	Control of Marking and Lighting of Obstacles in and around the Aerodrome.....	86
18.1.1	Obstacle Identification in and around the Aerodrome	86
18.1.2	Notification of Obstacles	86
18.2	Monitoring of Human Activities and Land Use Monitoring.....	86
19	AERODROME EMERGENCY PLAN	86
19.1	Dealing with Emergencies at the Aerodrome	86
19.2	Testing of Facilities and Equipment.....	87
19.3	Exercises to test Emergency Plans including their Frequency	87
20	RESCUE AND FIREFIGHTING LEVEL OF PROTECTION, FACILITIES, PERSONNEL AND PROCEDURES	88
20.1	General Information	88
20.2	ARFFS Mobilisation.....	88
20.3	Fire Category Cover	88
20.4	Station Complement.....	88
20.5	ARFFS Structure	88

Jersey Aerodrome Manual V6.0 2023

20.6	Manning Levels.....	89
20.7	Fire Appliances	90
20.8	ARFFS Training.....	90
20.9	Off-Airfield Response.....	91
20.10	Water Supplies & Hydrants	91
20.11	Extraneous Duties.....	91
21	DISABLED AIRCRAFT RECOVERY PLAN / REMOVAL OF DISABLED AIRCRAFT.....	91
21.1	Responsibilities.....	91
21.2	Equipment	92
22	SAFE HANDLING AND STORAGE of AVIATION FUEL AND DANGEROUS GOODS	92
22.1	Equipment, Storage Areas and Safety Measures	92
22.2	Quality of Aviation Fuel	92
23	LOW VISIBILITY OPERATIONS.....	92
23.1	Movement Rates	92
23.2	Block to Block System.....	93
23.3	Runway Inspections and Wildlife Hazard Control in LVPs.....	93
23.4	Declaration of LVPs.....	93
24	PROCEDURES FOR WINTER OPERATIONS	95
24.1	Jersey 'Blacktop' Policy.....	95
24.2	Snow Removal	95
24.3	Aircraft De-icing.....	95
25	PROCEDURES FOR OPERATIONS IN ADVERSE WEATHER CONDITIONS	96
26	PROCEDURES FOR NIGHT OPERATIONS	96
27	PROCEDURES FOR THE PROTECTION OF RADAR AND OTHER NAVIGATIONAL AIDS.....	97
28	OPERATION OF AIRCRAFT WITH HIGHER CODE LETTER	97
29	PREVENTION OF FIRE AT THE AERODROME.....	97

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 Statement of Compliance

It is the policy of Ports of Jersey Limited (POJL) Aviation Operations to comply with the European and U.K. regulations for the provision of Air Navigation Services (ANS) and the operation of the Aerodrome.

Jersey Airport Aerodrome Manual complies with all applicable requirements, and with the terms of the certification. Jersey Airport Aerodrome Manual contains operational instructions that are to be complied with by all relevant personnel.

As the Airport Director and Accountable Manager, I have overall accountability to ensure the safety and compliance of all aviation activity taking place at Jersey Airport along with the safe provision of POJL Air Navigation Services within Channel Island Airspace.

I am committed to implementing, maintaining and continually improving the performance of the safety management system for POJL aviation operations that demonstrates safety has the highest priority of the organisation.

I encourage all staff and stakeholders to report safety events or potential hazards, however insignificant they may consider them at the time.

POJL operates a Just Culture, where individuals will not be punished for actions, omissions or decisions taken by them that are commensurate with their experience and training, but which result in a reportable event; but equally where gross negligence, wilful violations and destructive acts will not be tolerated. It is recognised that there may be rare circumstances where an individual may not feel comfortable reporting a safety or security event through the normal channels; in such circumstances, I encourage any such events to be reported directly to me as the Aviation Accountable Manager where they will be dealt with in confidence if requested.



Robin MacRae

0.1.2 Accountable Manager's Statement Aerodrome Manual contents

Accountable Manager's Statement of Aerodrome Manual (see 0.1.1)

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

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

Jersey Aerodrome Manual V6.0 2023

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

Jersey Aerodrome Manual V6.0 2023

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 countdown 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

Jersey Aerodrome Manual V6.0 2023

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: <ul style="list-style-type: none"> - 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

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

Jersey Aerodrome Manual V6.0 2023

AVSEC	Aviation Security
BA	Breathing Apparatus
CAA	Civil Aviation Authority (UK)
CAAI	Civil Aviation Authority International
CAP	Civil Aviation Publication
CP	Critical Part / Control Point
C-RTM	Contingency Remote Tower Module
DCA (CI)	Director of Civil Aviation (Channel Islands)
DDCA	Deputy Director of Civil Aviation
DE	Duty Executive
DEO	Duty Engineering Officer (GTS)
ADM	Airport 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
CEO	Chief Executive Officer
GHOST	Ground Handling Operations Safety Team
GTS	Group Technical Services
GPU	Ground Power Unit
H-AO	Head of Aerodrome Operations
ICAO	International Civil Aviation Organisation
ILS	Instrument Landing System
IRVR	Instrumented Runway Visual Range
JESIP	Joint Emergency Service Interoperability Programme
LCN	Load Classification Number
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
MATS	Manual of Air Traffic Services
MOR	Mandatory Occurrence Report
NOTAM	Notice to Airmen
ODCA	Office of the Director of Civil Aviation
O+P	Orders and Procedures
PAPI	Precision Approach Path Indicator
PCN	Pavement Classification Number
POJL	Ports of Jersey Ltd
PPE	Personal Protective Equipment
PPM	Planned Preventative Maintenance
PTW	Permit to Work

RVP	Rendezvous Point
RCAM	Runway Condition Matrix
RWYCC	Runway Condition Code
RVR	Runway Visual Range
TETRA	Terrestrial Trunked Radio
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

		<p>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.</p> <p>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.</p>
Version 4.0	14 September 2021	<p>New version 4.0 re issue.</p> <p>Additions made to:</p> <p>Acronyms: GSTS to GTS name change. Head of Aerodrome Operations H-AO RCAM & RWYCC added to acronyms list.</p> <p>Safety Accountabilities and responsibilities updated.</p> <p>Aerodrome Variations Document Added Airport Management chart updated.</p> <p>Hyperlinks updated.</p> <p>Accountability and Key roles updated.</p> <p>Airport Management Group added to safety committees.</p> <p>08 displaced threshold distance amended.</p> <p>Runway physical characteristics PCN numbers amended.</p> <p>Runway strip figure adjusted to 140m.</p> <p>08 threshold lighting sections. Additional test added to section (4 unidirectional lights).</p> <p>Wording change to taxiway Lighting section.</p> <p>Global Reporting Format Section added</p>
	05 January 2022	<p>New Aerodrome Permit for the purpose of Aerodrome Certification inserted into V4.0 JE2022-01002 valid 01Jan to 31Dec 2022</p>
Version 5	30th May 2022	<p>Full Aerodrome Manual re-issue.</p>

Jersey Aerodrome Manual V6.0 2023

		<p>AIP Aerodrome Charts updated.</p> <p>Airport Director Statement updated.</p> <p>New Airport Structure chart added.</p> <p>New Department chart added.</p> <p>Various layout and wording changes.</p> <p>Section 5.4 ARFFS Level of Protection.</p> <p>Section 6.46 Winter Ops – GRF & Black Top Policy.</p> <p>Head of Security General Responsibilities.</p> <p>Head of Internal Audit Responsibilities.</p>
Version 6	6 th December 2023	<p>Full Aerodrome Manual re-issue.</p> <p>Introduction added (section 2.1)</p> <p>Various layout and wording changes.</p> <p>Sections re-ordered. To align with AMC ADR.OR.E.005</p> <p>AIP Aerodrome Charts updated.</p> <p>Airport Director Statement updated.</p> <p>Updated section 2.16 Aerodrome Operating Responsibility (section, 2.16.2 added)</p> <p>Aerodrome Licence updated (section 1.5)</p> <p>Issue Date amended (cover page)</p>

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.

Jersey Aerodrome Manual V6.0 2023

0.2.4 Annotation of pages

Each page will be annotated with a header, including the issue/effective date (year, month, date) 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 the Aerodrome Manual is shown in Table of Contents

0.2.6 Annotation of changes

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

0.2.7 Temporary Revisions

Temporary revisions (less than 6 months duration) will be issued to the community by means of an Operational Safety Instruction, and to flight crews via the UK AIP, if applicable. Longer term temporary revisions (Greater than 6 months) will be included within the Aerodrome Manual, with an appropriate annotation of the timescale involved.

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 Director (APD) – Accountable Manager POJL
- Deputy Airport Director POJL

Jersey Aerodrome Manual V6.0 2023

• Head of Aerodrome Operations (H-AO)	POJL
• Head of Air Navigation Services (HANS)	POJL
• Head of Security (HOS)	POJL
• Aviation Safety Manager (ASM)	POJL
• Fire Service Manager (FSM)	POJL
• Head of Group Technical Services (H-GTS)	POJL
• Director of Civil Aviation	Regulator
• Safety & Airspace Regulation Group	UK CAA

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

- Aurigny
- Aviation Services (CI) Ltd.
- Blue Islands
- British Airways
- Channel Island Aero Services Limited
- EasyJet
- Gama Aviation
- Jersey Aero Club
- Jersey Aviators Limited (JAL)
- Jet2.com Limited
- OceanAir
- ORTAC (AOC) Limited
- Jersey Customs & Immigration Service (JCIS)
- Synergy Aviation Jersey
- 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 sets out POJL’s aviation safety policies. 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 REQUIREMENT FOR AN AERODROME CERTIFICATE AND THE AERODROME MANUAL

- 1.2.1 The ICAO requirement for member states to adopt a regulatory system for the Certification (i.e., Licensing) of Aerodromes used for international operations is set out in the Standards and Recommended Practices (SARPs) contained in Annex 14 Volume I to the Convention on International Civil Aviation (The Chicago Convention of 1944). Submission of an Aerodrome Manual by the applicant, as part of the approval/acceptance process for the granting of an Aerodrome Certificate, is included as a Recommendation.
- 1.2.2 The United Kingdom Civil Aviation Act of 1982 (the Act) makes provision for an Air Navigation Order (the Order) or ANO, which puts the provisions of the Chicago Convention and its Annexes into effect. The ANO is published in Civil Aviation Publication 393 ‘Air Navigation: The Order and the Regulations’ (CAP 393).
- 1.2.3 Within the Air Navigation Order (ANO), article 207 sets out the requirement for flights operated for the purposes of commercial transport (as detailed in article 208) to use only aerodromes certificated for the take-

off and landing of such aircraft.

- 1.2.4 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 regulating aviation 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".
- 1.2.5 Commission Regulation, UK reg (EU) No 139/2014 (the UK Aerodromes Regulation), sets out the implementing rules and administrative procedures related to aerodromes as required by EC216/2008. ADR.OR.B.005 requires an applicable certificate to be issued by the Competent Authority (the Office of the Director of Civil Aviation & the UK Civil Aviation Authority) in order to operate an aerodrome for commercial transport.
- 1.2.6 In addition, UK Reg (EU) No 139/2014 (the UK Aerodromes Regulations), paragraph 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 \(jerseyairport.com\)](http://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 witness, inspection, test, assessment or exercise, to any facility or document relevant to POJL's activities as a certificated aerodrome.
- 1.4.2 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 AVIATION PERMIT (AERODROME CERTIFICATION)

Bailiwick of Jersey ◊ Bailiwick of Guernsey

DCA Office of the Director
of Civil Aviation

AERODROME LICENCE

JE 2023-01

Permission is hereby granted to:	Robin MacRae in his capacity as the Airport Director as appointed by the Airport Authority and employed by Ports of Jersey, Jersey Airport, St Peter, Jersey, JE1 1BY	Notes
For the purpose of:	Aerodrome Certification	
When:	From 1 st July 2023 until 30 th June 2024	
Where:	Jersey Airport (as detailed in Section 4, Part C of the Aerodrome Manual)	See condition 4
Using aircraft:	Not applicable	
Relevant law:	Article 125 of the Air Navigation (Jersey) Law 2014	This licence is issued for Jersey only.
Issued by:	  J Nicholas Director of Civil Aviation	16 th June 2023

Conditions attaching to JE2023-01	
1.	The licence holder is required to ensure that the relevant provisions detailed in Part 19 of the Air Navigation (Jersey) Law 2014 are complied with.
2.	This licence is conditional upon the licence holder procuring on an ongoing basis the oversight of the UK Civil Aviation Authority (CAA) and acting as required (or as otherwise agreed by the DCA) upon their findings and recommendations.
3.	The licence holder is required to attend a regulatory update meeting with the DCA, generally to be held at intervals of three months.
4.	Operations are to be conducted in accordance with the Jersey Aerodrome Manual supplied to the Director of Civil Aviation as Version 5.0 dated 22/5/2022 (as amended).
5.	Changes to the physical characteristics of the aerodrome, including new buildings and alterations to existing buildings or visual aids shall not be made without prior approval of the DCA.
6.	Amendments and variations to this licence must be agreed in writing with the DCA.

Figure – 1 Jersey Airport Aviation Permit

1.6 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.

1.7 DETENTION OF AIRCRAFT

The Channel Island Director of Civil Aviation (DCA) or an authorised person has the power to prevent and or detain aircraft from flying in accordance with the Air Navigation (Jersey) Law 2014.

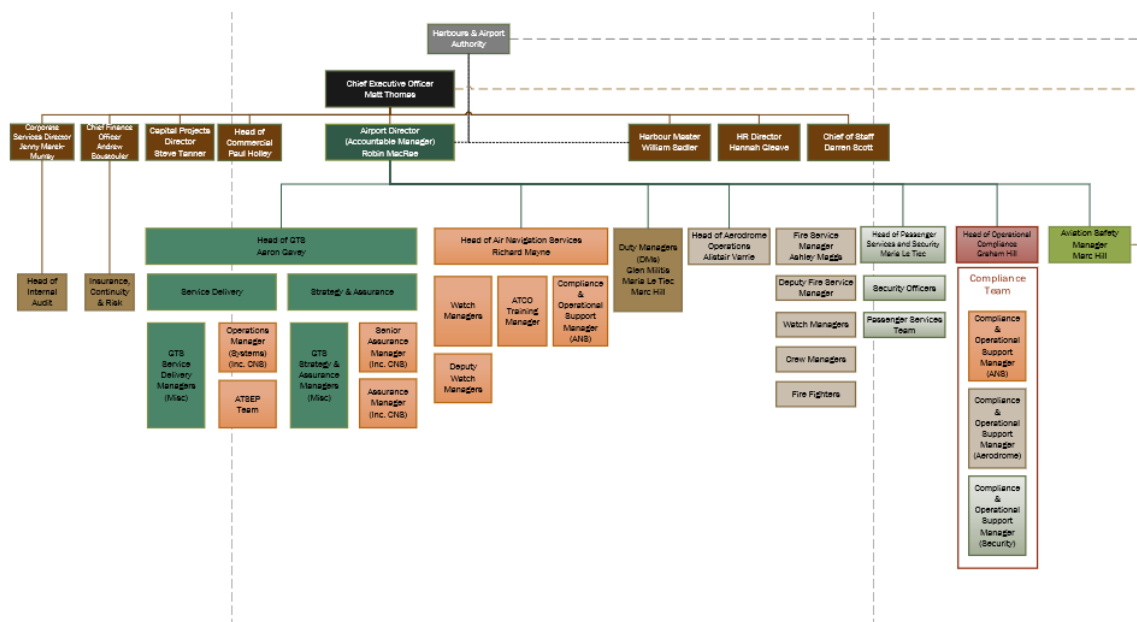
PART B — AERODROME MANAGEMENT SYSTEM, QUALIFICATION AND TRAINING REQUIREMENTS

2 DESCRIPTION OF THE MANAGEMENT SYSTEM

2.1 AERODROME ORGANISATION AND RESPONSIBILITIES

2.1.1 Organisational Charts

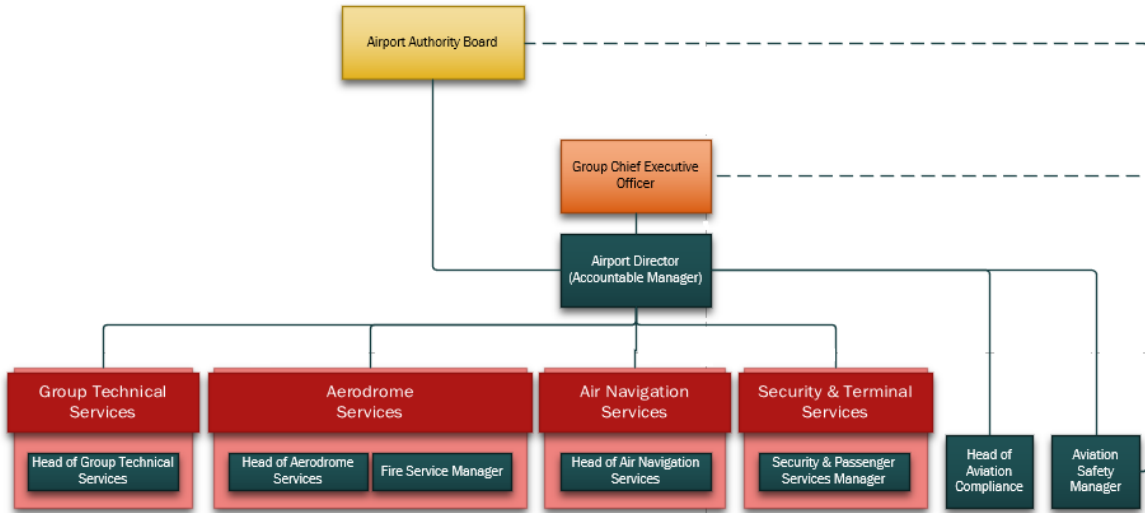
POJL Senior Management Chart



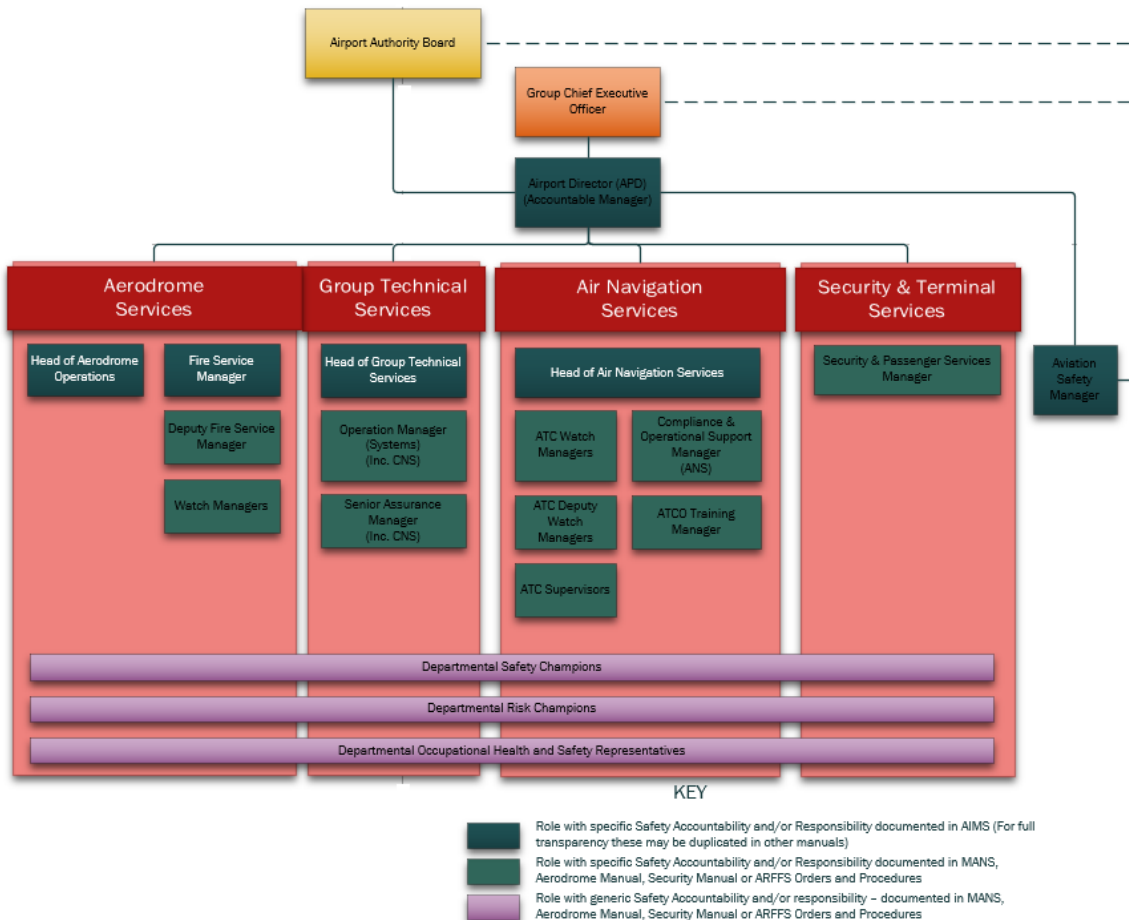
Jersey Aerodrome Manual V6.0 2023

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 Operational Management Chart



Departmental Charts



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.

The following chart details which key aerodrome roles and who is accountable for each role.

Role	Appointee
Airport Director (APD) (Accountable Manager)	Robin MacRae
Aviation Safety Manager (ASM)	NA
Head of Aerodrome Operations (H-AO)	Alistair Varrie
Head of Air Navigation Services (H-ANS)	Paul Strudwick
Fire Service Manager (FSM)	Ashley Maggs
Head of Security	Maria Le Tiec
Head of Customer Experience	Sarah Louise Stubbs
Head of Operational Compliance	Graham Hill
Head of Group Technical Services (GTS)	Aaron Gavey

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)	Deputy Airport Director or the on-Call Duty Executive Officer
Head of Aerodrome Operations	Deputy Head of Aerodrome Operations

Head of Air Navigation Services	ATC Watch Manager
Aviation Safety Manager	Deputy Aviation Safety Manager
Fire Service Manager	Deputy Fire Service Manager
Head of Security	Security Operations Co-Ordinator
Head of Customer Experience	Customer Experience Manager
Head of Group Technical Services	Duty Engineering Manager

2.1.3 Aerodrome Safety Committees

POJL hold 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.

Integrated Operations Meeting

Weekly meeting to discuss operational significant events taking place during the forthcoming week, review any actions outstanding and ensure each department present is situationally aware of events taking place that week. The brief enables departments to discuss, highlight and understand potential impacts to their operations or department. Ensuring joint understanding of risks or activates are discussed and actioned accordingly.

Wildlife & Habitat Meeting

The wildlife and habitat group consist of ARFFS, ATC, H-AO, ASM, & the GTS Engineering Habitat Maintenance team. The group meets monthly to review the monthly Habitat Report and discuss any issues relating to bird control and habitat management. The meeting enables the group to remain situationally aware of increased bird control risks and covers action taken to mitigate bird control risks. Risks and safety issues are recorded and elevated to the Aviation Safety Review Board (ASRB) and the Aviation Risk Review Board (ARRB).

Aerodrome Ramp Safety Group

The Aerodrome Ramp Safety Group meets monthly to review any ramp audit findings and issues raised regarding ramp operations. All third-party business partners and airline safety representatives are present. The meeting is chaired by the ARFFS Operations Representative and offers the opportunity to ensure good lines of communication are maintained between the airport and POJL business partners. The meeting offers the opportunity for discussion around safety related incidents and concerns and covers any safety promotion plans. Significant risks and safety issues are escalated to the ASRB & the ARRB.

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

ASSG (Aviation Safety Steering Group)

The ASSG meeting is an internal meeting, held every two months, where the Safety Performance Plan and Safety Performance Indicators are monitored and measured. The group meets to discuss safety measures put in place. 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 material, safety promotional programs. This meeting feeds into the Safety Review Board Meeting.

FLOPSC/LRST & MAST

This meeting is held annually, or if major changes or specific information needs to be passed to airlines outside of the normal annual meeting schedule. The aerodrome meets 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 Safety Review Board

The Safety Review Board meets every two months and reviews the data and information submitted by the ASSG meeting to discuss the risk at a strategic level and ensures that risks have been appropriately measured and actioned.

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 strategic 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 Executive Officer Role

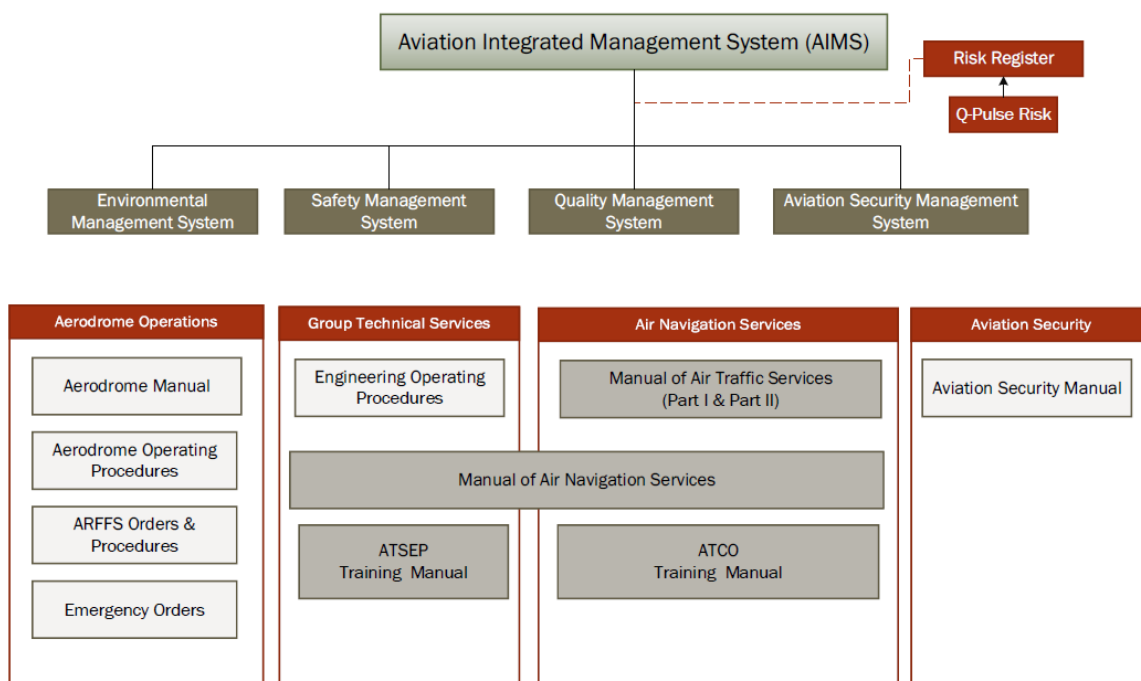
POJL operate a Duty Executive Officer roster where an on-call member of the senior management team is rostered to be on call 24 hours a day 365 days a year to respond to an accident, incident or significant event, and provide senior management support to the situation. The Duty Executive Officer role is to ensure safety and POJL policy is met, the interests of the business are maintained and hold ultimate responsibility to make strategic decisions.

2.2 SAFETY MANAGEMENT SYSTEM

2.2.1 Scope of the Safety Management System

The Aviation Safety Management System incorporates all the aerodrome functions and forms an integral part of the way that POJL carries out business and manages safety and risk. The Aviation Safety Management System forms part of the Aviation Integrated Management System (AIMS) and is the document that sets out the high-level policy for POJL. It is maintained by the Aviation Safety Manager and is a controlled regulatory document. 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 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:

“ Individuals will not be punished for actions, omissions or decisions taken by them that are commensurate with their experience and training, but which result in a reportable event, but where gross negligence, wilful violations and destructive acts will not be tolerated. It is recognised that there may be rare circumstances where an individual may not feel comfortable reporting an event through the normal channels; in such circumstances, I am happy to receive a summary of the event posted to my office at the airport.” (Accountable Managers Executive Statement.)

2.2.3 Safety responsibilities of key safety personnel

Airport Director (APD)

The Airport Director has overall responsibility for the safety and security of aviation services provided by Ports of Jersey Limited.

Is responsible to the Chief Executive Officer and the Airport Authority Board for the safe management of operational aviation services and systems planned, provided and operated by 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.

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 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 exists 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”.
- 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 in order to ensure that risks are minimised as far 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.

Safety Reporting Lines

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

Head of Aerodrome Operations

The Head of Aerodrome Operations is responsible for supporting the directors mandate through ensuring the aerodrome meets the regulatory requirements of an aerodrome and ensures operations are conducted in accordance with the Aerodrome Operating Permit, issued by the DCA.

Safety Accountability

The H-AO is accountable to the Airport Director for the independent monitoring of the overall effectiveness of the Aerodrome Manual and Aerodrome Operating Procedures.

Safety Responsibilities

- For the development, administration, implementation, and maintenance of the Aerodrome Manual and Aerodrome Operating Procedures.
- To provide leadership in safety, to be proactive in ensuring that the priority of safety, and the principles adopted to secure.
- For determining Aerodrome Reference Codes for the taxiways and runway.
- For ensuring that paved areas, runway strips, clear and graded areas meet licensing requirements.
- For ensuring that the aerodrome remains clear of obstructions, debris & spoil.
- For determining and instigating repair programmes for pavements and other surfaces.
- For ensuring that the design and layout of the apron & manoeuvring areas is adequate for the safety of intended operations.
- For ensuring that there is adequate provision for aerodrome drainage, particularly of the runway and strip.
- For ensuring that appropriate separation distances are provided between runways, taxiways, and aprons.
- For calculating/ revising appropriate runway declared distances for normal and obstacle restricted operations.
- Ensuring variations of licensing requirements are kept under review and removed where practicable, and as part of significant changes to aerodrome infrastructure, traffic levels or aircraft type.
- For making appropriate changes to airside Safety Management procedures and implementation following feedback from auditing and inspections.
- For monitoring airside planning and development for compliance with Aerodrome Safety Policy.
- 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.
- Undertaking Risk and Resource assessments, to ensure safe operations.

Safety Reporting Lines

The H-AO reports directly to the Airport Director

Aviation Safety Manager

The Aviation Safety Manager is accountable to the Airport Director, Chief Executive Officer and/or the Airport Authority Board to raise any safety issues arising from the operation of the Aviation Integrated Management System (AIMS).

Safety Responsibilities

The Aviation Safety Manager is responsible for:

Safety Policy and Objectives:

- The development, administration, implementation and maintenance of the Aviation Integrated Management System (AIMS).
- 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 minimised as far as is 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.

Jersey Aerodrome Manual V6.0 2023

- 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 POJL CEO and Airport Authority Board.

Head of Air Navigation Services

Safety Accountability

The H-ANS is accountable to the Airport Director for safety of the provision of Air Navigation and Meteorological Services provided by Ports of Jersey Limited.

Role

Accountable for the safe delivery of Air Navigation Service Provision for Jersey Airport and the Channel Islands Airspace.

Provide clear and decisive leadership to ensure a cohesive, collegiate and high performing team, whilst developing and inspiring employees in a supportive and open environment.

Accountable for ensuring that all regulatory requirements associated with the delivery of Air Navigation Service Provision for Jersey Airport and the Channel Islands Airspace are met.

Develop and implement a succession plan for ATC and GSTS to ensure business continuity.

Accountable for ATC and GSTS training, licensing and competence in accordance with all regulatory requirements.

Accountable for the development of policy and the provision of staff management and leadership practices including the operational aspects of recruitment, training, coaching and inter-department communications.

Lead and direct operational Change Management ensuring that the Ports of Jersey values, behaviours, and strategies are understood, enacted and embedded throughout ATC and GSTS.

Establish, and maintain effective working relationships with POJL customers, external agencies, regulatory authorities such as the Channel Islands Director of Civil Aviation, EASA and the UK CAA along with other relevant stakeholders.

Clearly communicate Jersey Airport's strategic and business objectives and key messages to promote understanding within the department under a 'Just Culture' so staff and stakeholders are engaged and motivated.

Jersey Aerodrome Manual V6.0 2023

Prepare and manage the department's budget in accordance with POJL financial policies and procedures in a manner, which demonstrates sound financial governance, whilst driving efficiencies.

Lead the thinking and planning for delivering business growth within the department and translating this into clear business objectives.

Providing advice to the Airport Director on emerging best practice and changes to Air Navigation Service Provision policy, procedures and technology and implications for the POJL operations.

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 Air Navigation Services (ANS) and Meteorological Services (MET).
- To be responsible for ensuring the accuracy & maintenance of the Air Navigation Services (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 Air Navigation Services.
- 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 conjunction 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 Air Navigation Services, adequate safety assurance is provided in accordance with the AIMS.
- To ensure that an "open reporting" culture is encouraged and that all Air Navigation Services 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 Air Navigation Services 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 facilitate all mandatory external safety audits of ANS.
- To facilitate all internal safety audits of ANS in relation to ATM & MET.
- To ensure that all Air Navigation Services and equipment is operated in accordance with approved procedures and compliant with appropriate legislation.
- To ensure that the unit 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

Jersey Aerodrome Manual V6.0 2023

- To be responsible for management and interfaces associated with Aeronautical Information Systems

Safety Reporting Lines

The H-ANS reports directly to the Airport Director

Fire Service Manager

General Responsibilities

The Fire Service Manager is responsible to the Airport Director (APD) for the safe, effective and efficient operation of the Airport Rescue and Fire Fighting Service and is responsible for airport emergency planning coordination and oversight.

Safety Accountability

The Fire Service Manager is accountable for safety of the Airport Rescue and Fire Fighting Services provided at Jersey Airport.

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 staff within the Airport Rescue and Fire Fighting Service

To be responsible for the maintenance of Section 6b (Airport Rescue and Fire Fighting Service) of the Jersey Airport SMS.

To regularly report on the Safety Performance of the Airport Rescue and Fire Fighting Service

To ensure that the Jersey Airport SMS Policies and Principles are promulgated, followed and applied consistently within Jersey Airport, in concert with other Departments.

To define, document and sign Safety Management accountabilities of direct reports (where appropriate) and ensure that they are discharged.

To ensure that all Jersey Airport Rescue and Fire Fighting Service procedures are documented and applied in accordance with the relevant legislation and regulatory requirements and that, when changes to procedures are planned, to ensure that risks are minimised as far as reasonably practicable and regulatory approval obtained where necessary.

To ensure that whenever new systems, people, procedures equipment, or changes to any of these are being introduced within the Airport Rescue and Fire Fighting Service adequate safety assurance has been provided in accordance with the SMS.

To ensure that all Air Traffic Control incidents with Airport Rescue and Fire Fighting Service Operational Safety implications are fully investigated as soon as practicable, and that follow up action/recommendations are focussed on prevention. Ensure that all agreed recommendations arising from incidents and investigations are documented, reviewed regularly and implemented in a timely manner and that a robust process exists for lessons learnt to be disseminated to all relevant staff.

To ensure that all staff involved in the delivery of Services provided by the Airport Rescue and Fire Fighting Service are trained to the appropriate level of competence.

To ensure that an independent audit of their department is undertaken at least every eighteen months.

To ensure that all equipment required for the provision of Airport Rescue and Fire Fighting Service is maintained and operated in accordance with approved procedures.

Head of Security and Passenger Services

General Responsibilities

The Head of Security is responsible for leading POJL' s Security Department in line with the overall POJL strategic directive and ensure the safe and secure passage of staff, employees and goods through the Airport and Harbour whilst maintaining a secure environment to work in.

Manage and deliver the POJL Security Strategy focusing on deploying a skilled and effective work force, in doing so, supporting the delivery of a customer focussed service, whilst maintaining compliance.

Promote a customer centred service ensuring staff respond to feedback appropriately, maximising customer satisfaction.

Safety accountability

The Head of Security and Passenger Services is accountable for safety of the Security and Passenger Services provided at Jersey Airport.

Safety Responsibilities

The Head of Security is responsible for ensuring that the Jersey Aviation Security Programme (JASP) and its implementation meet all legal provisions, while maintaining strategic oversight of: Security policy, standards, and targets.

- Security instructions
- Operational & Business Decisions affecting security operations and ensuring compliance is maintained.
- Security contingency planning.
- Security threat and risk assessment.
- Security quality control / assurance with detailed knowledge of weaknesses in equipment and / or operational processes.
- Ensure operational security compliance against the agreed Risk Register and support the development of the Airport and Maritime Security Programme.
- To be responsible for delivering POJL Security Operations within the approved budget.
- Work with the Training and Compliance Coordinator and Deputy Security Operations Manager to ensure full regulatory compliance and maintain training records.

- To take full responsibility for the Security Operational management across the Airport and Harbour.
- Ensure that an excellent level of Compliance and Standards are maintained to both AVSEC and MARSEC regulations and maintain staff training records and reporting to promote excellence in regulatory audits.
- Be responsible for the appropriate and proportionate deployment of security employees through the POJL security operation to ensure the smooth transition of passengers and employees through the Airport and Harbour.
- To ensure that people, processes, infrastructure and systems are continuously reviewed and updated to ensure that regulatory and contractual Key Performance Indicators are continuously met or exceeded at the Airport and Harbour.
- To utilise available data to enhance flow rates and ensure service delivery levels are maintained and exceeded through a culture of continuous improvement that will benefit POJL.
- To maintain a good knowledge of new technologies and best practices in Aviation and Maritime Security and recommend appropriate implementation to make best use of efficiencies throughout the operation.
- To ensure records are maintained as evidence to show compliance with the occupational Health & Safety.

To promote a strong culture of safety within the Security department to ensure that POJL complies with HSE regulation.

Head of Group Technical Services (GTS)

General Responsibilities

The H-GTS is responsible to the Head of Air Navigation Services (H-ANS) for the provision of a safe, effective and efficient operation of Group Technical Services relating to the provision of Ports of Jersey Limited Air Navigation and MET Services.

The H-GTS is responsible to the Head of Aerodrome Operations (H-AO) for the provision of a safe, effective and efficient operation of Group Technical Services relating to the provision of Aerodrome Operations at Jersey Airport.

The H-GTS is responsible to the Security and Passenger Services Manager for the provision of a safe, effective and efficient operation of Group Technical Services relating to the provision of Security Services at Jersey Airport.

Safety Accountability

The H-GTS is accountable to the Airport Director for safety of the Air Navigation, Meteorological, Aerodrome and Security Service equipment's provided by GTS.

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 Air Navigation Services (ANS), Meteorological Services (MET), Aerodrome and Security Services.
- Jointly, in conjunction with H-ANS to be responsible for ensuring the accuracy & maintenance of the ANS Safety Case.
- Jointly, in conjunction with H-AO to be responsible for ensuring the accuracy & maintenance of the Aerodrome Safety Case.
- To implement GTS elements of the Annual Aviation Safety Improvement Plan and to regularly report to the Airport Director on the Safety Performance of GTS in relation to Air Navigation, 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 GTS related operational Air Navigation, Meteorological, 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 GTS ANS, Meteorological, Aerodrome 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 GTS Services in support of Air Navigation, Meteorological, 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 ANS and Aerodrome.
- To facilitate all internal safety audits of GTS in relation to ANS, MET, Aerodrome and Security.
- To ensure that all Air Navigation, Meteorological, Aerodrome and Security Services equipment's 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.

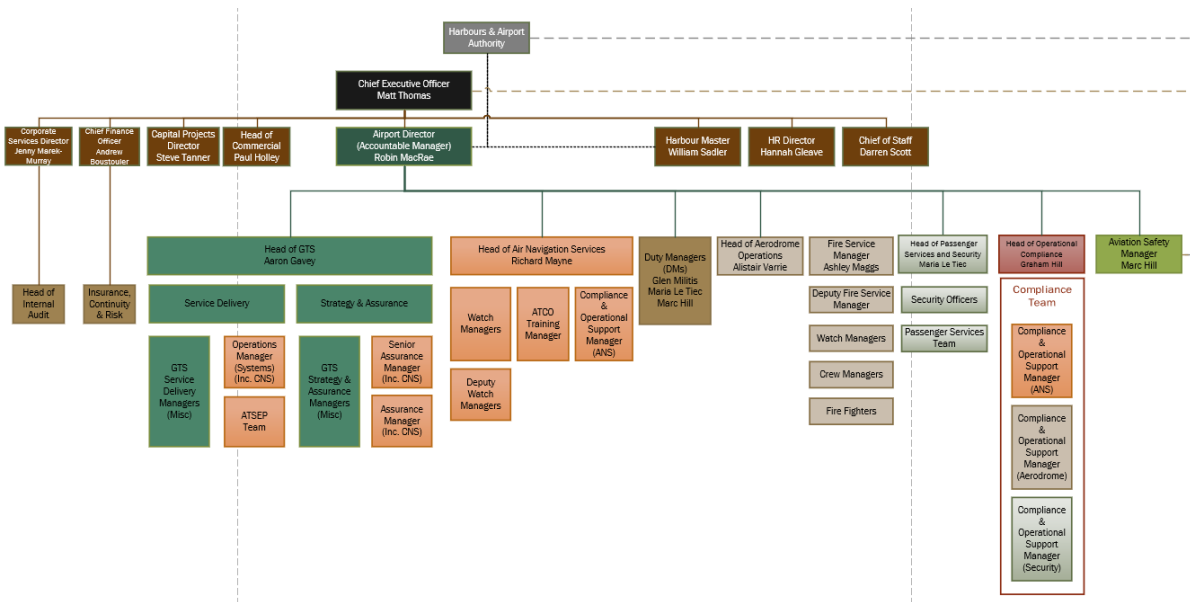
- Make adequate provision for the storage, calibration and care of runway surface friction measurement and reporting equipment.
- Monitor runway surface friction measurement and reporting to ensure equipment is used according to established procedures.
- Ensure that staff are trained in the use of runway 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 Fire Service Manager, plan and implement the training of staff involved in snow and ice clearance, measuring, recording, and reporting.
- In conjunction with the Fire Service Manager, maintain a data collection of snow measuring and recording procedures.

Safety Reporting Lines

The H-GTS reports directly to the Airport Director

Safety Governance & Management Structure

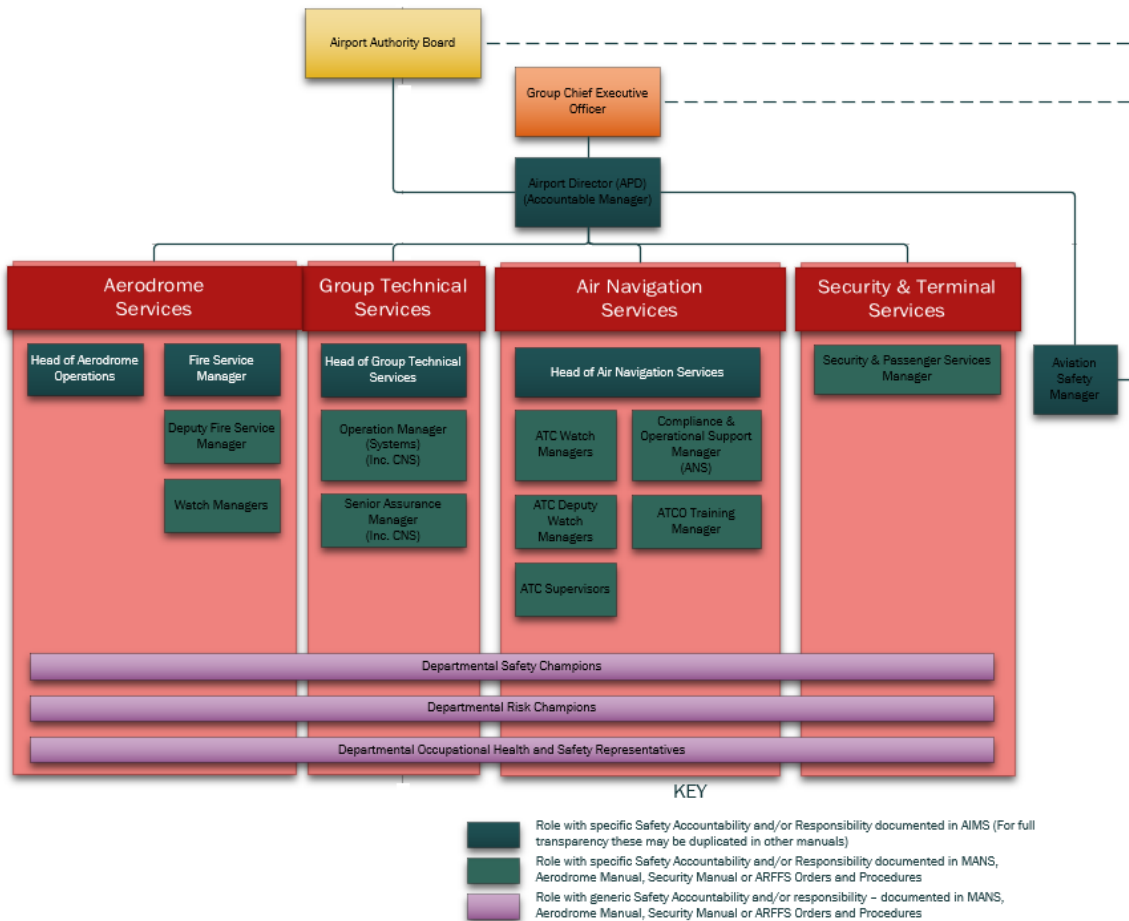
POJL have a comprehensive Safety Management and Governance structure that continuously monitors, reviews and actions safety strategies across the aerodrome.



This structure enables POJL to have an effective means of providing Safety Governance and monitoring allowing safety issues and concerns to be raised to the appropriate level. Ensuring that there is a mechanism to report directly into the Harbours and Airport Authority if required.

Safety Policies and Safety Management Structure

This chart shows the safety management structure.



(AIMS Manual, Issue 2, Sept 2021)

2.2.4 Document Control Procedures

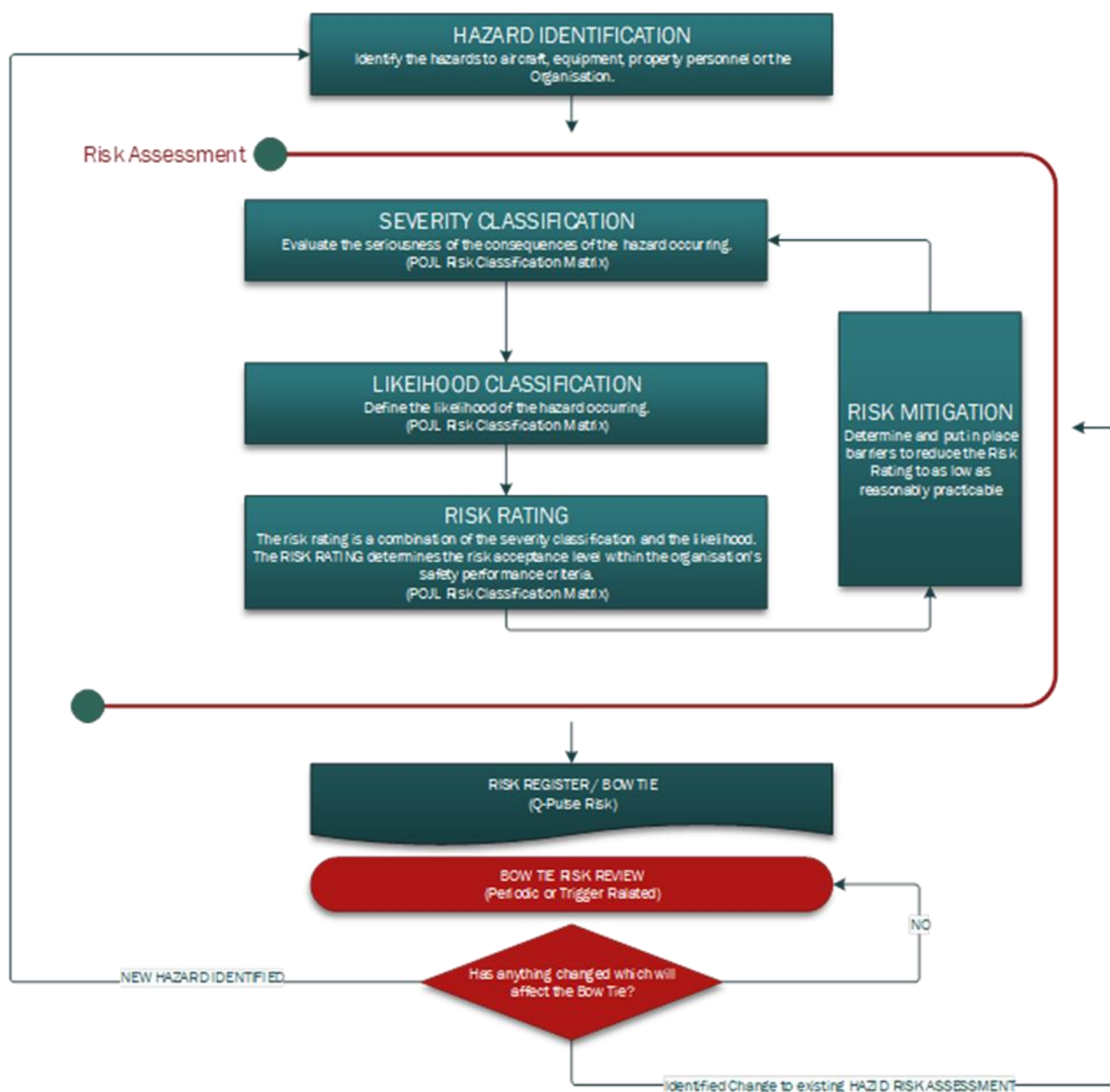
POJL issue a number of safety related documents annually as safety instructions and notices. These documents follow POJL document control procedures and are stored on POJL Microsoft SharePoint sites. The document control policy ensures that documents are reviewed, and updates and version changes can 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	Aviation Safety Manager
Aerodrome Manual	Head of Aerodrome Operations
Aerodrome Operating Procedures	Head of Aerodrome Operations
ARFFS Orders & Procedures	Fire Service Manager
GTS Engineering Operating Procedures	GTS Lead for Strategy and Assurance
POJL Health & Safety Handbook	POJL Health & Safety Officer
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 probability 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.

Hazard Identification and Risk Assessment							
SEVERITY	LIKELIHOOD	Severity Classification					
		1	2	3	4		
5 Accident - as defined by EU 996/2010. Fatality or serious injury, or the aircraft sustains significant damage or structural failure, or aircraft is missing or is completely inaccessible. ATC User - Sudden inability to provide any degree of air traffic control or information to pilots (including contingency separation measures) at Jersey Airport for a significant period of time.	Very Likely / Almost Certain - Could happen or has happened in one month	Likelihood	Very Likely E	1E	2E	3E	4E
4 Serious Incident - as defined by EU 996/2010. An incident involving circumstances indicating that an accident nearly occurred. An event where the outcome is not under control. No safety barriers remaining. Safety Not Assured - accident avoided by luck. ATC User - The ability to maintain air traffic control or provide information to pilots is severely compromised at Jersey Airport without warning for a significant period of time.	Likely - Could happen or has happened between one and six months		Likely D	1D	2D	3D	4D
3 Major Incident - Major Incident associated with the operation of an aircraft, in which the safety of the aircraft may have been compromised, having led to a near collision between aircrafts, ground or obstacles. ATC User - The ability to maintain air traffic control or provide information to pilots is impaired at Jersey Airport without warning for a significant period of time.	Possible - Could happen or has happened between six months and one year		Possible C	1C	2C	3C	4C
2 Significant Incident - Significant incident involving circumstance indicating that an accident, serious or major incident could have occurred, if the risks had not been managed within safety margins, or if another aircraft had been in the vicinity. ATC User - No effect on the ability to maintain air traffic control or to provide information to pilots in the short term, but the situation needs to be kept under review and contingency measures may need to be applied if the condition prevails.	Unlikely - Could happen or has happened between one year and ten years		Unlikely B	1B	2B	3B	4B
1 No Immediate Effect No direct, or negligible safety impact. Existing routine safety barriers/procedures are wholly effective	Rare - Could happen or has happened beyond ten years		Rare A	1A	2A	3A	4A
POJL Acceptance Levels:			MAN	APD	PET		

Risk Rating	Acceptance Level	Description
1A, 2A, 3A, 1B, 2B, 1C, 1D, 1E	MAN (Management)	Provided that the risk is accepted by unit management the risk is acceptable and change may progress
2E, 2D, 2C, 3B, 4A	APD (Airport Director)	Consideration should be given to identifying additional mitigation in order to further reduce the Risk Rating. If the risk remains amber it may be accepted by the appropriate executive provided that: The risk is clearly understood by all affected and is subject to periodic reviews to ensure existing control measures remain suitable and effective
3E, 3D, 3C, 4C, 4B, 5B, 5A	PET (Ports Executive Team)	The Risk is high and immediate action should be taken to reduce the level of risk. Further control measures should be identified to reduce the level of risk. If the Risk remains it may only continue with the acceptance from PET
4E, 4D, 5E, 5D, 5C	BOARD (Board of Directors)	The Risk is extremely high and immediate action must be taken to reduce the level of risk or cessation of the activity will be required. Further control measures must be identified to reduce the level of risk. If the Risk remains it may only continue with the acceptance and approval from BOARD

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.

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. The Aviation Safety Steering Group is responsible for establishing Safety Performance Indicators (SPIs) which are monitored via Q-Pulse occurrence triage meetings. If increased focus is required to improve safety performance, action plans are established and escalated to the Aviation Safety Review Board.

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.C030.

POJL utilises the Ideagen Q-Pulse system to manage the 'lifecycle' of an occurrence report from the initial notification, through the investigation process, to final closure. All POJL staff have an individual access to Q-Pulse. Business Partners and third parties are also encouraged to report into the POJL Q-Pulse system. Some have direct access or if not, this can be done by submitting details of the occurrence to the Customer Relations desk in the main terminal who will enter the details into Q-Pulse on the reporter's behalf or via an email to the ASM.

2.2.9 Emergency Response Planning

The Jersey Airport Emergency Response Plan describes how an emergency situation 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.

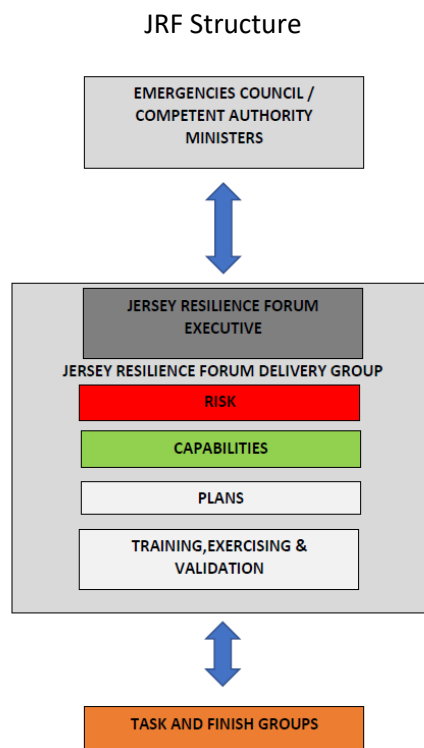
All emergency planning arrangements at the aerodrome will be developed to align with Jersey and UK best practice and the requirements of Civil Contingencies legislation.

FSM 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.

A number of emergency planning groups and forums are held with airport staff and external emergency services, in order to ensure that emergency procedures are effective and are able to be modified according to a particular emergency event. These include the Jersey Resilience Forum Executive Group and Jersey Resilience Forum Delivery Group. Task and Finish groups will be established to deliver objectives.

Jersey Aerodrome Manual V6.0 2023

The Airport Director and ARFFS Fire Service Manager represent Jersey Airport at the Jersey Resilience Forum Delivery Group and are responsible for being the link between Jersey Airport and the wider resilience community.

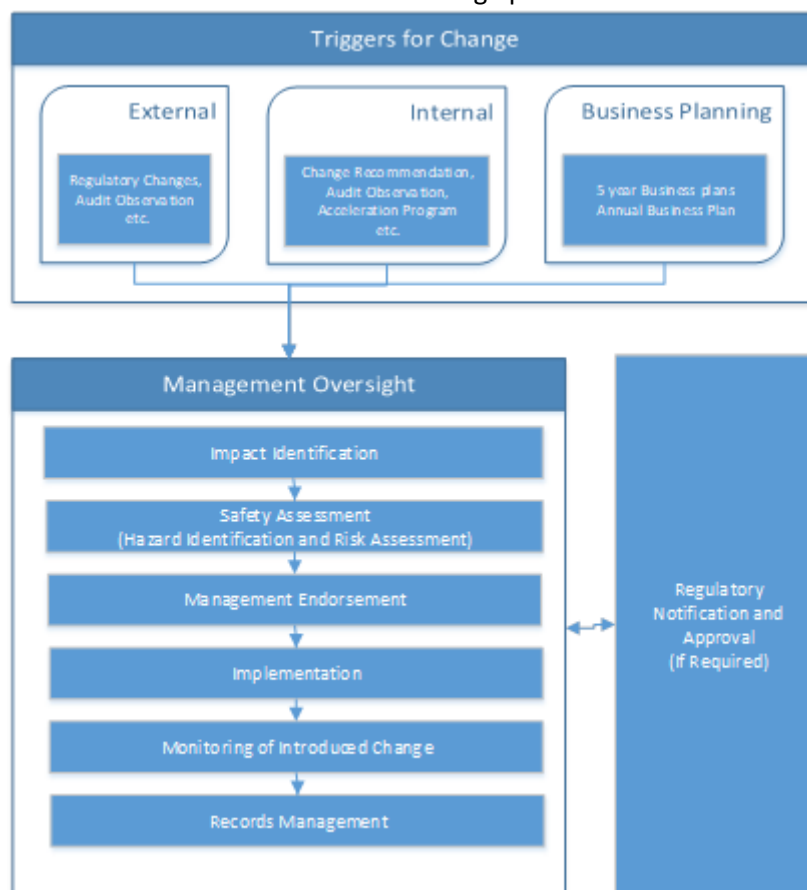


2.2.10 Management of Change

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 initial impact assessment followed by a Risk Assessment. 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.

Refer to JA-AOP-064 for details of change procedure.

This chart details how the change process is carried out



(Aviation Integrated Management System, Chapter 23, Annex A)

2.2.11 Safety Promotion

The Aerodrome Safety Steering Group (ASSG) is the main aerodrome interface that facilitate safety promotion via focused safety campaigns, training, and quarterly safety newsletters. The group meets to discuss safety measures put in place. 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 material, safety promotional programs. Outcomes from the group feed into the Safety Review Board Meeting.

2.2.12 Management System Outputs

- Safety Performance Indicators
- Safety Posters
- Safety training
- Aerodrome 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

The Head of Operational Compliance is responsible for ensuring the aviation operations meet all regulatory compliance requirements. The Aerodrome Safety Manager is responsible for ensuring the aerodrome SMS system is being followed and oversees the investigation process to ensure investigations are being carried out in accordance with the policy and that recommendations are followed up and actioned. The Head of Aerodrome Operations is responsible for ensuring the aerodrome meets relevant regulations and is supported by the Aerodrome Compliance and Operational Support team that ensures that all aerodrome operations functions are being carried out safely and efficiently. This is underpinned by the Head of Internal Audit who is responsible for ensuring the POJL Internal Audit Programmes related to aviation operations are carried out in accordance with agreed 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 promulgated 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 held by the ASM and are stored within SharePoint.

Jersey Airports' UK AIP data is reviewed on a quarterly basis. This review is conducted jointly by the ASM and the HANS in order to identify any data which requires amendment, or any additional information which needs to be included. Identified amendments / additions are submitted to NATS AIS by means of the UK AIP Change Request Portal.

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.

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.

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

Occurrence is an unexpected event, fortuitous or otherwise arising during spaceflight 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 the apportionment 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
- FOD – 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 446250 or dial 999.

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 you can.

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 Senior Fire Officer in the white helmet and provide any information you have.

ARFFS shall carry out the following actions in order 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 the ASM at aviationsafety@ports.je, reported to you supervisor or the information desk.

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. The policy and procedures relating to this equipment (including replay and quarantine) can be found in the Ports of Jersey Privacy Policy. (www.ports.je/privacypolicy)

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-01 MOR & Incident reporting Scheme

2.6 ALCOHOL, PSYCHOACTIVE SUBSTANCES AND MEDICINES

All POJL employees that are designated 'Safety sensitive' and work on the aerodrome 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 within the aerodrome boundary under the influence of such products. Further details on this can be found within JA-AOP-066 Problematic use of Psychoactive Substances for POJL Safety Sensitive Personnel or Manual of Air Navigation Services (MANS) Chapter 20 Annex A.

Personnel have a responsibility to declare to their management any prescribed use of medication known to produce side effects which may affect their ability to carry out their duties safely.

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 to the relevant department head.

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

Initial on station training programme supported by Initial certification through an external training provider.

All new recruits have been given an extensive training package covering most notes from the IFTC firefighter training program, practical firefighting and BA training to allow them to sit in the number 3 seat on a front-line appliance.

Maintenance of Competence Training programme to include Knowledge and Understanding, practical application and confirmation of learning through assessment.

Training is always ongoing as per the CAP 699 training elements laid into the service training package identified by training needs analysis.

ANS

POJL is a certified Air Navigation Service Provider and Training Organisation. Detailed information relating to the training and competency of Air Traffic Control personnel is referenced within the following documents:

- JJ-MAN-003 – Unit Competency Scheme
- JJ-MAN-005 – ATSOSC Unit Training Plan

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

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

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

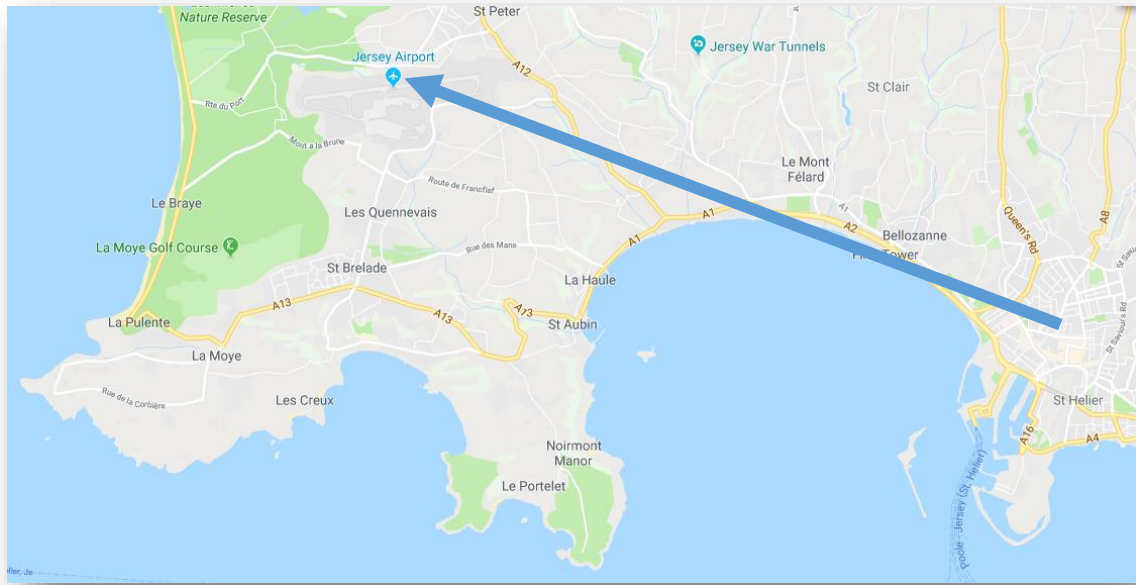


Figure 1: Area Chart

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

Jersey Aerodrome Manual V6.0 2023

4.2 AERODROME CHARTS

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

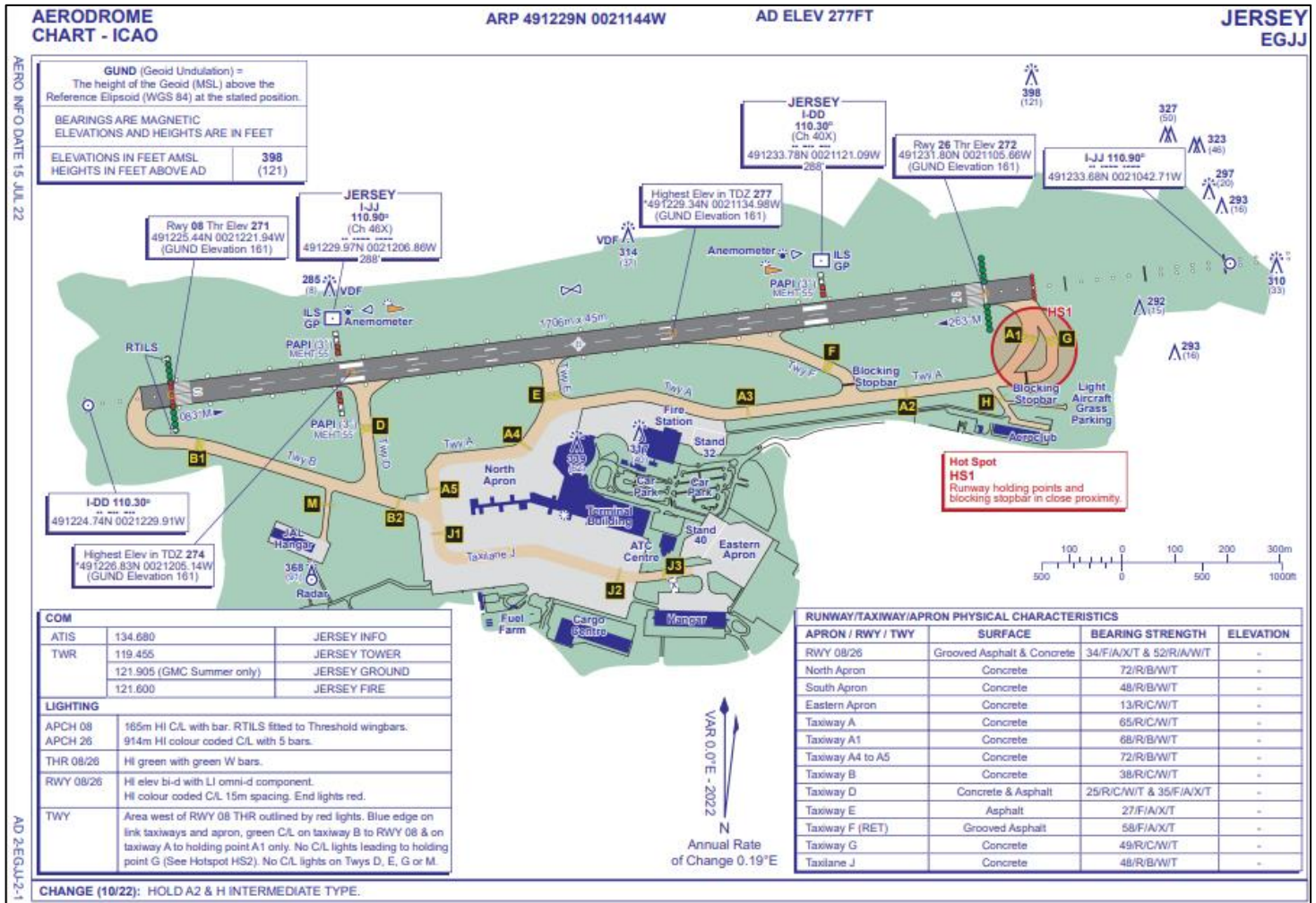


Figure 2: Aerodrome Chart

Jersey Aerodrome Manual V6.0 2023

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

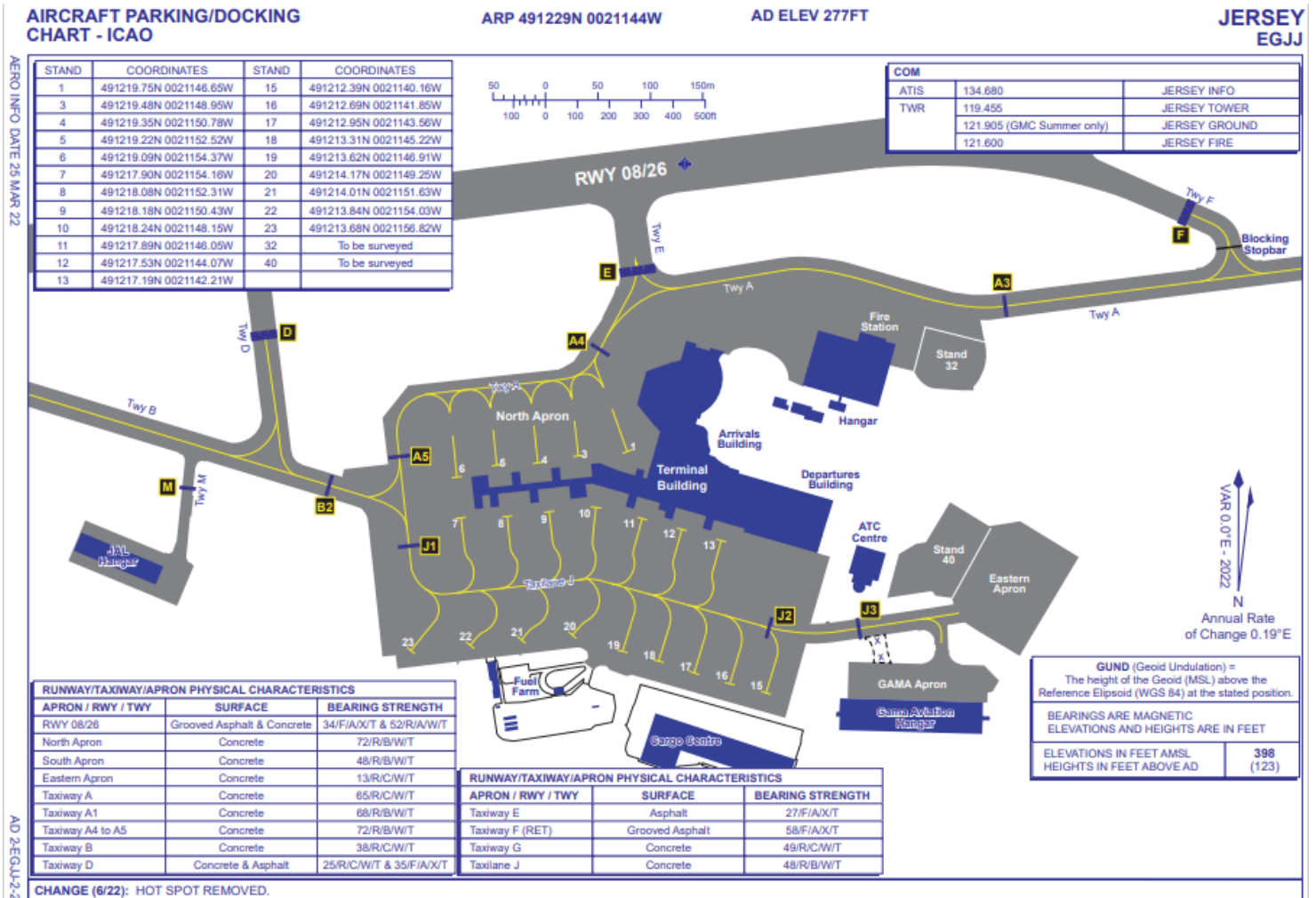


Figure 3: Aircraft Parking/Docking chart

4.3 CHART OF AERODROME FACILITIES AND EQUIPMENT OUTSIDE THE AERODROME

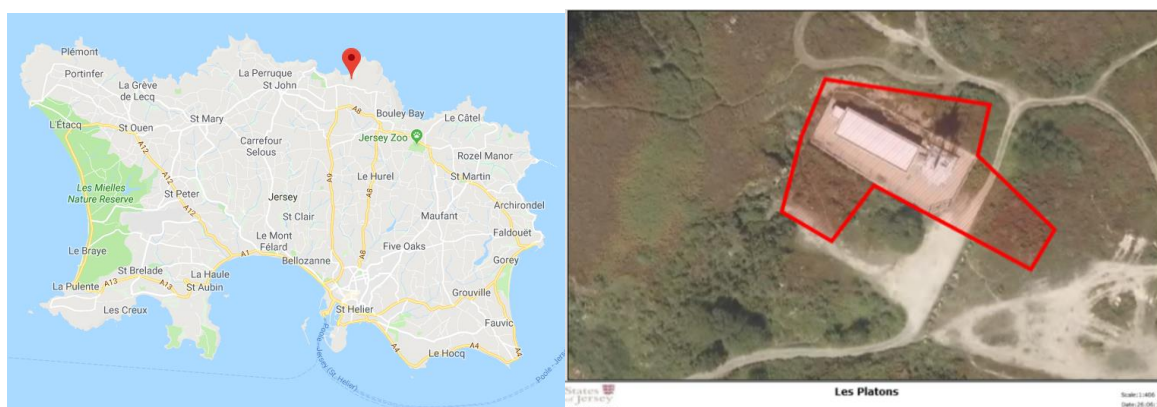


Figure 4: Les Platons Monopulse Secondary Surveillance Radar (MSSR) Site

Physical characteristics description of the aerodrome

A detailed description of the physical characteristics of the aerodrome is contained within the UK AIP– Jersey

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.

Deviation Acceptance and Action Document *(TO Be Approved by DCA)*

No.	Date	Relevant Certification Specification (CS)	Description of non-compliance	Reference to supporting documentation	Review date
	26/06/2023	B.075 Distance between slope changes on runways	This data is currently unknown will be requested on SLC survey planned October 2023. Data will be available on receipt of survey results.	None	01/11/2023
	26/06/2023	C.230 Slopes on runway end safety areas.	This data is currently unknown will be requested on SLC survey planned October 2023. Data will be available on receipt of survey results.	None	01/11/2023

Jersey Aerodrome Manual V6.0 2023

	26/06/2023	L.535 (c) Threshold marking	Arrow markings before the permanently displaced threshold do not comply with the CS. Planned runway resurfacing will see these markings replaced 2028	LTCP runway resurface 2028	2028
	26/06/2023	L.600 Road-Holding position marking	No Road holding markings currently. (Holding signs are in position) Markings to be applied Q2 2024	EAM (maintenance recording system)	06/2024
	30/06/2023	L.605 Mandatory instruction marking	"RWY AHEAD" markings used at RWY holding points. Planned runway resurfacing will see these markings replaced 2028	LTCP runway resurface 2028	2028
	01/07/2023	J.480 Precision approach runways	Fence (security perimeter) (EGJ1000) Penetrates 26 Approach by 3.24m 491237.5799N 0021049.7181W	Fence re-alignment will be reviewed as part of Airport Master Plan (Runway re-development)	2028
	01/07/2023	J.480 Precision approach runways	Fence (security perimeter) (EGJ1427) Penetrates 26 Approach by 0.94m 491230.5357N 0021051.1993W	Fence re-alignment will be reviewed as part of Airport Master Plan (Runway re-development)	2028
	01/07/2023	J.480 Precision approach runways	Fence (security perimeter) (EGJ1458) Penetrates 26 Approach by 2.24m 491238.0299N 0021046.2274W	Fence re-alignment will be reviewed as part of Airport Master Plan (Runway re-development)	2028
	01/07/2023	J.480 Precision approach runways	Fence (security perimeter) (EGJ1532) Penetrates 08 Transitional by 2.21m 491235.9755N 0021118.8060W	Fence re-alignment will be reviewed as part of Airport Master Plan (Runway re-development)	2028
	01/07/2023	J.480 Precision approach runways	Fence (security perimeter) (EGJ1548) Penetrates 08 Transitional by 2.41m 491236.3422N 0021110.4289W	Fence re-alignment will be reviewed as part of Airport Master Plan (Runway re-development)	2028
	01/07/2023	J.480 Precision approach runways	Fence (security perimeter) (EGJ1557) Penetrates 26 Transitional by 0.89m 491237.0645N 0021102.6915W	Fence re-alignment will be reviewed as part of Airport Master Plan (Runway re-development)	2028

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

Special Conditions (SC) *(TO Be Approved by DCA)*

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
	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)
26/04/21	CS ADR-DSN.D.260 Taxiway minimum separation distances	The distance between the centreline of the runway and the centreline of taxiways does not conform to the CS. The distance between the runway and Taxiway Alpha varies from 168m to 95m, and between the runway and Taxiway Bravo between 297m and 101m. Procedures in place to protect runway in LVPs and Code D aircraft Operations.	UK AIP EGJJ AD 2.20 4 (b)Warnings
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.
01/07/2023	CS ADR-DSN. J.480 Precision approach runways	Road. Vehicles on La Route De Beaumont, (EGJJ1461) penetrates the 08 TOCS by up to 3.5 metres (assuming a maximum height of 4.8 metre vehicle) A detailed survey confirms any vehicle higher than 1.29m on the road will infringe the 2% slope especially to the northern side of the centreline. As most vehicles, if not all, are more than 1.29m high they will all infringe. 491237.0757N 0021044.3659W	UK AIP EGJJ AD 2.10 Aerodrome obstacles
01/07/23	CS ADR-DSN. J.480 Precision approach runways	Building. (Bradford Farm) (EGJJ1002) penetrates 08 TOCS by 2.16m 491232.9313N 0021037.7991W	

Jersey Aerodrome Manual V6.0 2023

01/07/23	CS ADR-DSN. J.480 Precision approach runways	Illuminated pole. adjacent to (Bradford Farm) (pole on Airport property) (EGJJ1003) penetrates 08 TOCS by 2.73m 491233.1208N 0021038.3674W	
01/07/2023	CS ADR-DSN. J.480 Precision approach runways	Chimney. (Bradford Farm Outbuilding) (EGJJ1359) Penetrates 08 TOCS by 2.09m 491232.7215N 0021037.1121W	
01/07/2023	CS ADR-DSN. J.480 Precision approach runways	Chimney. Daisy Farm (EGJJ1050) Penetrates 26 Transitional surface by 7.44m 491240.0726N 0021045.9184W	UK AIP EGJJ AD 2.10 Aerodrome obstacles
01/07/2023	CS ADR-DSN. J.480 Precision approach runways	Chimney. Daisy Farm (EGJJ1051) Penetrates 26 Transitional surface by 7.82m 491240.0310N 0021045.3804W	UK AIP EGJJ AD 2.10 Aerodrome obstacles
01/07/2023	CS ADR-DSN. J.480 Precision approach runways	Wind Vane. (Daisy Farm) (EGJJ1052) Penetrates 26 Approach surface by 6.07m 491239.8394N 0021045.2764W	UK AIP EGJJ AD 2.10 Aerodrome obstacles
01/07/2023	CS ADR-DSN. J.480 Precision approach runways	Spire. (St Peters Church) (EGJJ1001) Penetrates 26 Transitional surface by 5.45m 491244.6865N 0021101.3704W	UK AIP EGJJ AD 2.10 Aerodrome obstacles
01/07/2023	CS ADR-DSN. J.480 Precision approach runways	Chimney. (La Chasse) (EGJJ1024) Penetrates 26 Transitional surface by 0.61m 491239.0050N 0021103.4691W	
01/07/2023	CS ADR-DSN. J.480 Precision approach runways	Chimney. (Daisy Farm Cottage) (EGJJ1046) Penetrates 26 Transitional surface by 1.10m 491241.5085N 0021048.3659W	
01/07/2023	CS ADR-DSN. J.480 Precision approach runways	Chimney. (The Gables) (EGJJ1043) Penetrates 26 Transitional surface by 0.57m 491240.8841N 0021050.8244W	
01/07/2023	CS ADR-DSN. J.480 Precision approach runways	Hangar. (Hangar 4) (EGJJ1190) Penetrates 08 & 26 Transitional surface by 4.65m 491222.6967N 0021138.0905W	
01/07/2023	CS ADR-DSN. J.480 Precision approach runways	Building. (Old Control Tower) (EGJJ1194) Penetrates 08 & 26 Transitional surface by 4.64m 491222.1327N 0021143.3632W	
01/07/2023	CS ADR-DSN. J.480 Precision approach runways	Post. (EGJJ1934) Penetrates 26 Approach surface by 2.33m 491227.7895N 0021045.2523W	

Further aerodrome information can be taken from the UK AIP for Jersey (EGJJ)

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: 161 FT

5.5 RUNWAY THRESHOLD ELEVATIONS AND GEOID UNDULATION

Runway 26

Threshold Elevation: 272.0FT

Geoid Undulation: 161.0FT

Runway 08

Threshold elevation: 271.0FT

Geoid Undulation: 161.0FT

Jersey Aerodrome Manual V6.0 2023

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 or 01534-446081 (ATC)

Phone: 01534-446301 (ATIS)

Phone: 01534-446080 or 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

08 RESA: 298 x 150 m.

26 RESA: 90 x 90 m. An arrestor bed constructed of aggregate lies partially within the Runway

26 overrun RESA. The arrestor bed is 30m long by 60m wide and abuts the 08 LOC array.

6.2.2 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

6.2.3 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

6.2.4 Strip Dimensions

Runway Strip 140m either side of centreline	
RWY 08 Strip End	60m
RWY 26 Strip End	60m

Jersey Aerodrome Manual V6.0 2023

6.2.5 Stopways

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

6.2.6 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).

6.2.7 Clearway Dimensions

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

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

An Aircraft Parking and Information System (APIS++) is fitted on stands 1-13 inclusive which provides both azimuth and stopping guidance to pilots and enables the precise positioning of an aircraft parking on stand. In the event that AVDGS is not available, aircraft must be marshalled on to stand.

Detailed information regarding the APIS++ planned preventative maintenance testing programme is contained within EOP-013 APIS++ Checks and Planned Preventative Maintenance.

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.

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	161.0 FT
RWY 26 THR co-ordinates/THR Geoid undulation	491231.80N 0021105.66W	161.0 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 32	To be surveyed.
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 A7

Contact: Tel: 01534-446060; Fax: 01534-446070.

RFF Category 5: 0600-0650 (0500-0550).

For prior arranged freight aircraft only.

RFF Category 6: 0650-2100 (0550-2030)

RFF Category - determined by aircraft type: 2100-0600 (2030-0500)

RFF Types and amounts of extinguishing agents normally available see section 20.7.

6.13 EXEMPTIONS

See Deviation Acceptance and Action Document

(Section 4.5, Pg 62)

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, 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, at least once in every 4-hour period, during daylight hours by ARFFS personnel, to ensure that the security fence is in good condition and that all access gates are secure.

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.

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.
- Group Engineering are responsible for an annual inspection of the western arrestor bed.
- The Head of Aerodrome Operations, in conjunction with Group Technical 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 ARFFS 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 Group Technical 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 Group Technical 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

9.3 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 GTS 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 GTS, 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

As of the 4th of November 2021, runway surface conditions will 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 GTS 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 GTS 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 GTS for further investigation. System impairments and failures are reported to both ATC and GTS for immediate attention.
- Daily visual Inspections are undertaken by GTS 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.

Jersey Aerodrome Manual V6.0 2023

- 10.2.3 Precision Approach Path Indicators (PAPIs): Weekly inspection and clinometer checks are carried out on Precision Approach Path Indicators (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 GTS 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

EOP001 AGL Daily Checks

EOP-004 AGL PAPI Checks and Planned Preventative Maintenance

EOP-006 AGL Approach Lighting Maintenance

EOP-008 AGL Apron Floodlighting Planned Preventative Maintenance

EOP-010 AGL Field Photometric Testing

EOP-012 AGL Sign Planned Preventative Maintenance

EOP-013 APIS ++ Checks and Planned Preventative Maintenance

EOP-014 Standby Generator Testing

EOP-015 AGL Primary Cable Jointing

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

EOP-021 Cold Weather Runway Surface Friction Testing

EOP-022 AGL Planned Preventative Maintenance

EOP-024 West Standby Generator Test During Operational Hours

Jersey Aerodrome Manual V6.0 2023

EOP-025 East Standby Generator Test During Operational Hours

EOP-026 East Standby Generator Test During Operational Hours

GN0001 Morning AGL Check Route

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 POJL GTS Electricians. Results are logged and are available on request.

Maintenance including sweeping etc. is undertaken regularly, to maintain a satisfactory friction level.

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 GTS 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 POJL GTS.

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 twice weekly 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, gully'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

POJL GTS 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, POJL GTS 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 POJL GTS, 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.

POJL GTS coordinates and manages the planned and reactive maintenance of airside assets carried out by both in-house labour resources and contractors. Temporary Airside Vehicle Permits, Contractor Inductions and Permits to Work for both in-house labour and contractors are issued by POJL GTS 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.

Jersey Aerodrome Manual V6.0 2023

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.

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 POJL GTS.

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.

Jersey Aerodrome Manual V6.0 2023

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

POJL operates an Airside Driving Permit Scheme that is in accordance with the guidelines contained within CAP790 – Requirement for an Airside Driving Permit (ADP) Scheme. Details of the scheme are referenced within JA-AOP-029 Airside Driving Permit Scheme and its appendices.

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

- Apron Only (Blue)
- 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.

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.

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:

Jersey Aerodrome Manual V6.0 2023

- 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 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:

- Category 5 for freight aircraft movements between 0600 and 0650.
- Category 7 from 0650 to airport close.
- Category 3 is continuously provided outside of airport operating hours for the benefit of emergency hospital flights and medical patients.
- RFF cover is guaranteed for fifteen minutes after the last aircraft departure regardless of the normal airport operating hours.

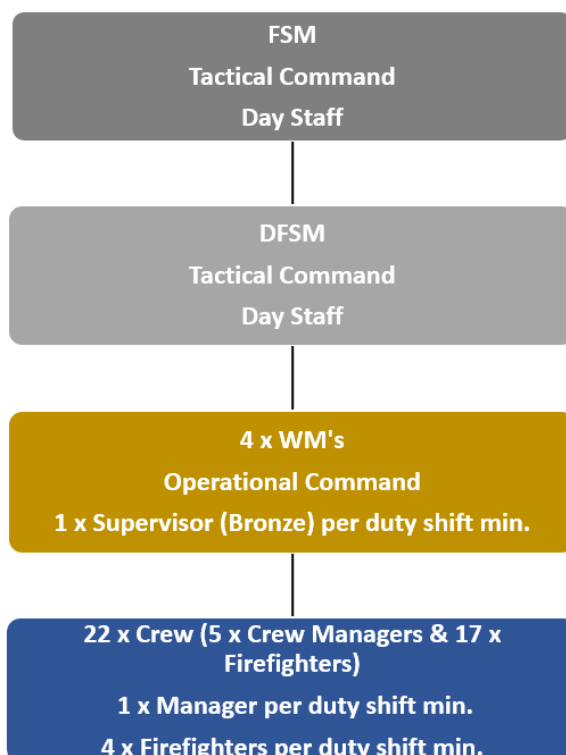
20.4 STATION COMPLEMENT

The ARFFS have a complement of 26 operational service personnel, who work in three rostered operational watches. Ordinarily a duty crew will consist of an optimum of 7 crew made in the following roles:

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

20.5 ARFFS STRUCTURE

Jersey Aerodrome Manual V6.0 2023



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	OPTIMAL - DUTY CREW			Optimum. Crew Req.	Min. Crew Req.	Tactical Commander (possibly delayed)	Min. Fire Fighting Appliances	MAJOR INCIDENT All Staff Recalled
	Incident Commander	Manager	Firefighter					
Medical - out of hours	1	1	2	4	4	0	1	
3	1	0	3	4	4	1	1	
4	1	0	4	5	5	1	2	Yes
5	1	1	3	5	5	1	2	Yes
6	1	1	5	7	6	1	2	Yes
7	1	1	5	7	6	1	2	Yes

Jersey Aerodrome Manual V6.0 2023

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

2 x Carmichael Cobra 2 6 x 6: Rescue 3 - Rescue 4

1 x Angloco Man 4 x 4: Rescue 2

	6x6 Carmichael Cobra 2 MFT Rescue 3 & 4	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 FRECC3 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 affect the swift removal of the aircraft and allow operations to 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) states 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.

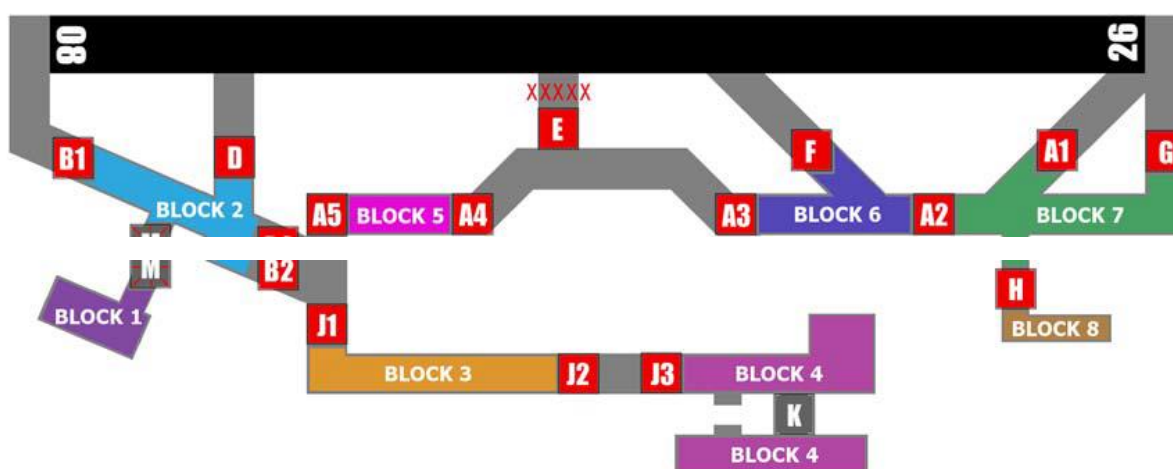
The ATC Watch Manager/Supervisor is responsible for ensuring that adequate restrictions are implemented to manage appropriate arrival rates in accordance with the above figure.

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. The current version 10 is accessible on SharePoint or on request, via email to the Head of Aerodrome Operations (alistair.varrie@ports.je).

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.

Jersey Aerodrome Manual V6.0 2023

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.

	LVP1	LVP2	LVP3	LVP4
Met Visibility	Less than 1500m	1000m or less <i>only if IRVR u/s</i>	Less than 400m <i>only if IRVR u/s</i>	75m or less <i>only if IRVR u/s</i>
IRVR	Or 1500m or less	1000m or less	Less than 400m	75m or less
Cloud Ceiling	Or Below 200ft	Tower in Cloud		
	Sufficient visibility for the pilot to taxi and avoid collisions, and for ATC to exercise control visually over all traffic	Sufficient visibility for the pilot to taxi and avoid collisions, but insufficient for ATC to visually control all traffic.	Insufficient visibility for the pilot to taxi and avoid collisions or for ATC to visually control all traffic.	Insufficient visibility for the pilot to taxi by visual guidance only
	Operational Hours Only			
<i>General:</i>	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.			
<i>Runway Access</i>	No Restrictions	B1 for Runway 08 A1 for Runway 26		SUSPEND ALL AIRCRAFT & VEHICLE MOVEMENTS ON THE MANOEUVRING AREA & RUNWAY

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 GTS 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 GTS Duty Engineer, to ensure the correct values have been isolated.

Jersey Aerodrome Manual V6.0 2023

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 Eastern Aeration Pond and Reed beds procedures, and EOP 009 South – Western Aeration Pond and Reed beds procedures 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).

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

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

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 GTS manage work activities on or near radar, navigational aids and other ANS Equipment, some of which are located off-airfield. POJL GTS 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 GTS Duty Engineering Officer (DEO) is the focal point of all GTS activities on a daily basis and should always remain contactable on the GTS duty mobile number. GTS engineers require explicit approval of the DEO for any activity on GTS in-service equipment, irrespective of whether a POJL GTS Permit to Work is in place.

POJL GTS collectively manage the physical protection of the radar, navigational aids and other ANS Equipment, together with site maintenance (e.g., grass cutting or tree height) near each installation. The POJL 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 Planning & Environment Department.

POJL GTS 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

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

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.

Jersey Aerodrome Manual V6.0 2023

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, providing knowledge, and understanding of fire safety legislation and fire evacuation procedures relevant to their workplace and the aerodrome.