

**OPERATIONAL SAFETY INSTRUCTION**

Version A

Issued 01/09/2020

South-Side Aircraft and Ramp Operations

Issued By Airside Operations
and Safety Manager

Ref BRS-OSI-GO-012

It is the responsibility of all employers to ensure that relevant OSIs are brought to the attention of their staff. However, individuals remain responsible for their own actions and those who are in any doubt should consult their Supervisor or Manager.

1. INTRODUCTION

Within this Instruction, the south side of the airfield refers to the infrastructure in the south-east corner of the airfield, comprising of taxiways hotel and juliet which lead to the aircraft parking areas (helicopter pad, south apron, grass parking) and hangars. The tenants in this area provide support to helicopter operations, general aviation and business/corporate aviation. At the time of writing this includes: Centreline Aviation, Bristol and Wessex Flying Club, Western Power Distribution (WPD) Helicopters and Execjet.

This Instruction contains procedures to be followed to support a safe operating environment in that area.

2. APRON OPERATIONS

The south-side apron (excluding the heli-pads) can be divided into sections as shown in the diagram at Appendix A.

1. Centreline apron – three parking stands in front of the Centreline hangars and FBO, also available for alternative parking as determined by Centreline
2. Profred apron – space in front of Execjet/Profred hangar, which may also be shared by Centreline or Bristol and Wessex with prior notification to Profred
3. South apron – a shared space for Centreline, Execjet and Bristol and Wessex operations
4. Grass parking – a grass area west of the apron taxi-lane for light aircraft parking for Bristol and Wessex aircraft

2.1. Aircraft Parking

All aircraft arrivals onto south-side aprons must be under the guidance of a marshaller, with the following exceptions:

- Based aircraft operating for Bristol and Wessex Flying Club
- Based aircraft operating for Centreline that are arriving from 1900 – 0700L and without passengers on board

- Based aircraft operating for Profred that are arriving on the Profred apron and without passengers on board

Any aircraft commander that parks without marshaller guidance (as per the above exceptions) does so at their own risk. It is the pilot's responsibility to assess the obstacle environment.

The handling agent is responsible for the provision of wing-walkers for aircraft arriving or departing the apron under their own power, or under tow, when manoeuvring in confined spaces.

All south-side tenants are responsible for working together to ensure that so far as possible their aircraft parking positions do not inhibit the safe or timely movement of other tenants' aircraft. This will require sharing of daily 'mayfly' (aircraft movement sheet) at the start of each day so that each company is aware of others planned movements.

2.2. Equipment Parking

Ground support equipment such as ground power units, aircraft steps and baggage equipment must be parked in a designated equipment parking area. Vehicles may be parked on the edge of the apron where they will not conflict with moving aircraft.

Equipment associated with light aircraft on the grass parking area must be stored in a way that will not affect the safety of other taxiing aircraft, and that is secure in strong winds.

2.3. Airside Access

The following airside access points are available on the south side of the airfield:

Centreline FBO – pedestrian access
Execjet/Profred Hangar – pedestrian access
WPD Hangar – pedestrian access
Perimeter Gate S2 – vehicle access
Perimeter Turnstile S2 – pedestrian access

Any full ID pass holder providing access to visitors via any of the above access points is responsible for ensuring the visitor complies with airside safety requirements (e.g. PPE, escorted) and is provided with an adequate airside safety briefing.

2.3.1. Vehicle Access

Key holders providing vehicle access via gate S2 are responsible for providing the driver(s) with an adequate airside safety briefing and closely escorting the vehicle(s) at all times, or passing responsibility to another authorised person. Visitor's vehicles must not be driven in any airside area without an escort present. The following vehicles may access the airfield via gate S2:

- Contractors vehicles – escorted by airside operations or as stated in the airside work permit
- Emergency vehicles – escorted by airside operations or the airport rescue and fire-fighting service
- Aircraft engineers – working on any aircraft parked on south-side aprons or hangars
- Aircraft catering – catering supplies for any aircraft departing from south-side aprons
- Coaches or private vehicles transporting passengers to or from south-side aircraft

Employee's private vehicles are not permitted to be brought airside, including internal hangar areas.

2.4. Pedestrian Movements

Pedestrians should remain on the apron areas and not enter the aircraft taxi-lane or the manoeuvring area (taxiways hotel and juliet). Bristol and Wessex pilots and passengers operating from the grass parking area should follow the route shown on Appendix A, when walking between the grass parking area and S2 pedestrian turnstile.

The aircraft operator or handling agent is responsible for the escorting/control of passengers.

3. AIRCRAFT STAND TAXILANE

The taxilane connects the apron/parking areas to taxiway juliet. The taxilane is Code B, meaning that wingtip clearance is assured for Code B aircraft using the taxilane. Aircraft parked on the aprons or grass parking area must not infringe the Code B taxi-lane markings (single white line on aprons and burn line on grass parking).

Aircraft handling agents and flight crew are jointly responsible for ensuring appropriate controls are in place for the safe arrival and departure of Code C aircraft using the taxi-lane. This may consist of providing wing-walkers or towing the aircraft to and from the boundary of taxiway juliet.

4. SECURITY SCREENING

4.1. Entering the Critical Part

The Critical Part (CP) boundary is aligned with the boundary between taxiway juliet and the apron taxi-lane (marked with double white lines). Vehicles seeking to enter the CP from the south-side must contact airport security prior to entering and wait in a safe area for a security agent to arrive. Security screening will not take place on the north side of the runway.

Tug operators that are towing an aircraft into the CP from the south-side must contact airport security prior to commencing the tow, and advise where they will be positioning the aircraft to on the north-side. The security agent will meet the tug crew at the destination and perform the search there.

4.2. Temporary Critical Part

Handling agents are responsible for contacting airport security who will in turn be responsible for establishing and controlling a temporary CP around qualifying aircraft.

5. HELICOPTER OPERATIONS

Helicopters operating to and from the WPD apron shall air-taxi via taxiway hotel or juliet, as directed by Air Traffic Control (ATC). Helicopters should not overfly grass areas except when crossing the short section from taxiway juliet to the heli-pad or vice versa, or when otherwise indicated to do so by ATC with prior agreement from airside operations (for example due to work in progress on taxiway juliet).

6. TAXI ROUTING

Aircraft will arrive and depart from the south-side parking areas via either taxiway hotel or juliet. Aircraft should expect to use taxiway hotel (subject to aircraft code) when the runway 27 ILS is in use, due to taxiway juliet passing through the ILS glidepath critical area.

Taxiway hotel is 15m wide on the new section from H1 to HX and 10.5m wide on the old section from HX to the runway edge. The taxiway meets code C centreline to obstacle clearance requirements. Code C aircraft operators may use taxiway Hotel subject to an assessment of outer main gear to pavement edge clearance.

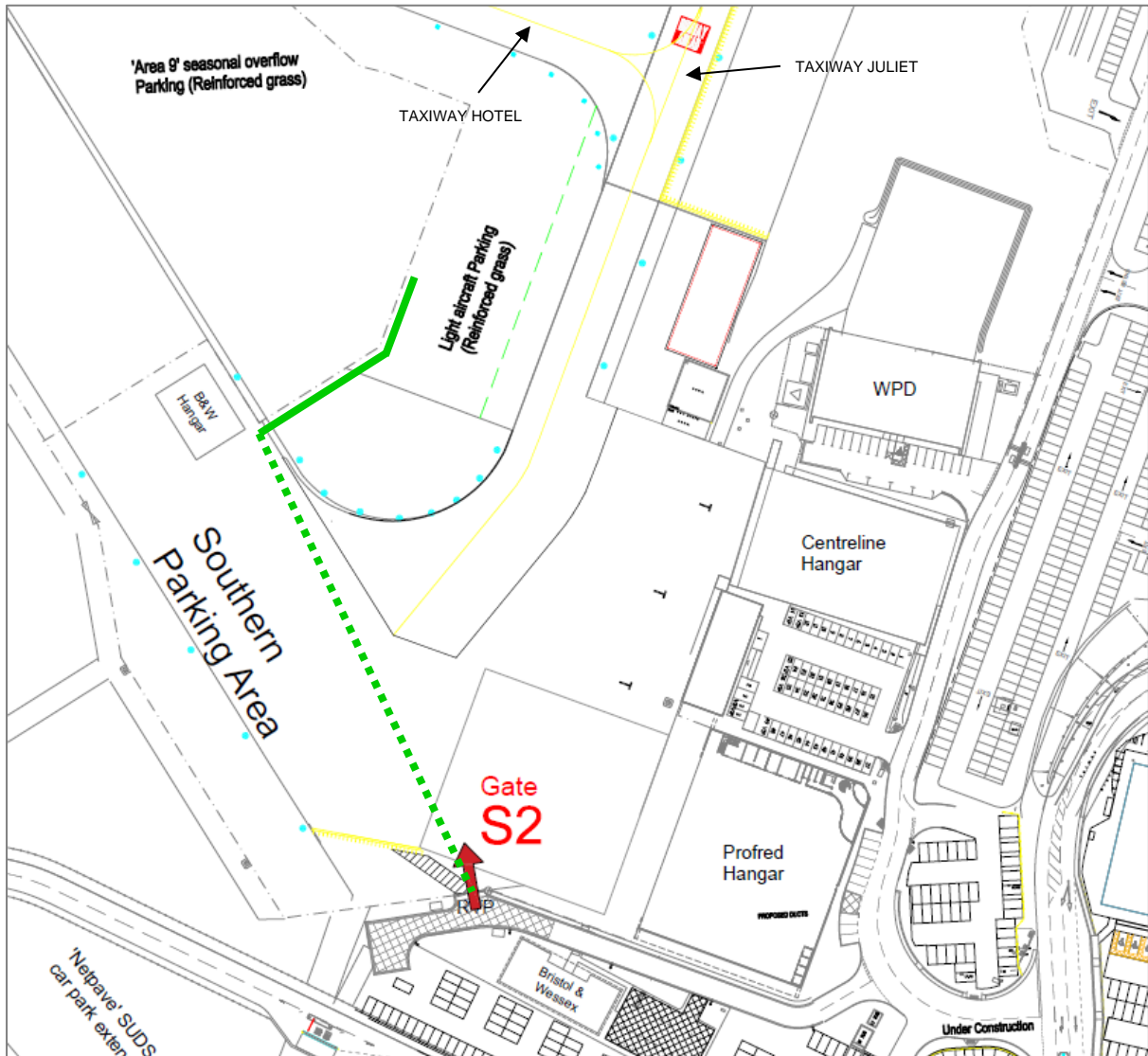
Taxiway juliet is a fully compliant code C taxiway.

7. GENERAL ENQUIRIES

Any enquiries should be addressed to Airside Operations on **01275 473705** or **07712 792235**.

APPENDIX A

SOUTH-SIDE AREA DIAGRAM



PEDESTRIAN ROUTE TO/FROM GRASS PARKING



PEDESTRIANS TO TAKE SAFEST ROUTE AVAILABLE WHICH WILL BE SUBJECT TO APRON OPERATIONS AND THE LOCATION OF PARKED AIRCRAFT