Bristol Airport



AERODROME MANUAL

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DOCUMENT INFORMATION

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PART A

GENERAL

1. INTRODUCTION

This Aerodrome Manual is the key policy document for Bristol Airport's Safety Management System and is the primary point of reference for demonstrating compliance with the Competent Authority regulations. 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.

1.1 Accountable Manager's Statement

Aviation safety is of prime importance to Bristol Airport and it is accepted as an integral component of successful business performance. Safety will always be afforded the highest priority against commercial, operational, environmental and working practice pressures. In order to achieve this, Bristol Airport will comply with requirements set by the Competent Authority (and thus meet the requirements of certification) through:

- Providing an aerodrome environment that is fundamentally safe for use by aircraft, vehicles and personnel above all other commercial, environmental or operational requirements;
- Maintaining proactive safety management systems to effectively manage all aspects of aircraft operations, which fall within the certificate holder's area of responsibility;
- Providing and maintaining systems of work, plant, equipment and facilities that are safe and to minimise the risks of accidents occurring to as low as reasonably practicable for use by aircraft;
- Meeting requirements of Certification Specifications imposed by the Competent Authority by demonstrating one of the prescribed forms of compliance of the aerodrome infrastructure;
- Meeting the standards set out in the Certification Specifications, follow industry best practice and guidance offered by the Competent Authority, and set standards in excess of minimum requirements where appropriate to the operations conducted at Bristol Airport;
- Liaison with the Competent Authority on all relevant matters of development and aerodrome safety;
- Safeguarding of the health and safety of the public, visitors, passengers, contractors, and others who could be affected by the aircraft operations;
- Ensuring that all employees receive adequate training in safe working methods, accident prevention & emergency procedures to achieve the objectives of this policy;
- Encouraging active employee participation in aviation safety matters and maintaining a high standard of awareness;
- Providing a mechanism to audit and monitor the application of this policy.

Operational instructions shall be implemented through the management structure using the procedures detailed within this Aerodrome Manual and other specified supporting records. This includes the Operational Safety Instructions (OSI's), Emergency Orders, Manual of Air Traffic Services Part 2 (MATS pt. 2) and specific company and departmental procedures. Where required, these related documents shall be frequently cross-referenced within this manual. Those persons with specific responsibilities for safety will be detailed in the manual and they are to ensure that these responsibilities are correctly delegated to competent person(s) in their absence.

The Company recognises the need to encourage employee participation and consultation to maintain a high standard of awareness and improvement in safety performance. Procedures have been established to accomplish this. All Bristol Airport employees operating within the airside environment are to comply with the requirements set out within this manual, and with the applicable supporting documentation.

In addition, and whilst not detracting or diminishing from the obligations of others, Bristol Airport requires that all of its service partners, contractors and tenants have written safe working practices which support but are in addition to the conditions specified within this manual, and supporting documentation.



Graeme Gamble
Chief Operating Officer and Accountable Manager for Bristol Airport

1.2 Aerodrome Manual Structure

The manual is divided into five parts, as follows:

Part A:	General
Part B:	Aerodrome Management System, Qualification and Training
Part C:	Particulars of the Aerodrome site
Part D:	Aerodrome Procedures reported to the Aeronautical Information Services
Part E:	Operating Procedures, Equipment and Safety Measures

1.3 Abbreviations and Definitions

Abbreviation	Explanation	Definition
ADM	Airport Duty Manager	Person with shift management of the Terminal Operations Team.
AIN	Airside Information Notice	Document used to notify airside users of operational or administrative information.
AIS	Aeronautical Information Service	Service used to promulgate information about service availability, to aircrew.
AOC	Airside Operations Co-ordinator	Person responsible for supporting the operation through SMS and WIP co-ordination and Safeguarding.
AOD	Airside Operations Department	Team responsible for monitoring and maintaining day to day safe operations on the Movement Area.
AODM	Airside Operations Duty Manager	Persons responsible for the safe operation of the aerodrome and Airside Ops team on a shift basis.
AOO	Airside Operations Officer	Person within the AOD.
AOP	Airside Operations Procedure	Procedures which are typically owned and carried out by the AOD/AOM/AOC/ASCM.
AOM	Airside Operations Manager	Person responsible for the AOD and day to day management of safety.
ATC	Air Traffic Control	Team responsible for movement of aircraft into and out of the airport.
ASA	Airside Safety Alert	Procedure used to communicate immediate safety concerns in and around the airside area.
ASCM	Airside Safety and Compliance Manager	Person responsible for technical oversight of the movement area.
AWN	Airside Works Notice	Temporary procedure used to notify the airside community of work in progress.
BCC	Bird Control Co-ordinator	Person dedicated within the SMS in ensuring compliance on up to date wildlife guidance and legislation.
BCO	Bird Control Officer	Role dedicated to physically ensuring compliance of wildlife matters on the airfield, as prescribed by the BCC and SMS.
CFO	Chief Fire Officer	Person with main responsibility for the RFFS.
HOA	Head Of Airfield Operations	Person with overall responsibility for and strategic oversight of the airside operation.
LVP	Low Visibility Procedure	Procedures used to maintain operations in periods of inclement weather and visibility.
MATS Part2	Manual of Air Traffic Services – Specific to Bristol	Specific Bristol Airport regulation supporting the regulations governed by the Competent Authority.
OLS	Obstacle Limitation Surface	A series of invisible protected surfaces which must be safeguarded against deliberate infringement.
OSI	Operational Safety Instruction	Document containing key information on airside processes for multiple operators.
RFFS	Rescue and Fire Fighting Service	Team responsible for managing fire and rescue operations.
RTF	Radio Telephony	Accepted method of communication with ATC on the Manouevring Area.
STN/O	Station Officer	Person with shift management of the RFFS.

TAI	Temporary Airside Instruction	Temporary change to airside operating procedure.
WM	Watch Manager (ATC)	Person with shift management of the ATC Team.

2 AMENDMENT AND REVISION

2.1 Person Responsible for Amendments and Revisions

The Aerodrome Manual is reviewed on a regular (annual, as a minimum) basis by the AOC and, if necessary, amended by revision. Proposed amendments or revisions from other persons may only be approved by the AOC. The effective date of each amendment is notified by at the time of issue. The updated manual is available to download from the Bristol Airport Operations webpage. The Manual is also amended as and when requested by the CAA.

As part of the process of updating the Aerodrome Manual, a check is made of any references it makes to other approved documents to ensure it correctly reflects them.

2.2 Record of Amendments

NO	AMENDMENT SECTIONS	AMENDED BY	INSERTION DATE	EFFECTIVE DATE
2025-03	A2, B1, C1, D2, E1,4,8,9.	Airside Operations Co-ordinator	July 2025	July 2025
2025-02	Content update	Airside Operations Co-ordinator	February 2025	February 2025

2.3 Handwritten Amendments

Handwritten amendments and revisions are not permitted. All updates to the manual are sent electronically to all applicable personnel and/or organisations operating at the airport.

2.4 System for Annotation

Where changes have been made, the list of effective pages shall be amended including the date of update. Changes made within the manual including text, map, charts etc, shall be highlighted by means of a line in the margin and a copy of this version will be provided to the CAA.

2.5 List of Effective Pages

All pages within this manual are current as of July 2025. Sections that were most recently updated are shown with the date highlighted in red overleaf.

Section	Date
Part A	
1. Introduction	31/12/21
2. Amendment and Revision	15/07/25
3. General Information	30/06/23
Part B	
1. Overview of the Management System	15/07/25
2. Aerodrome Personnel Qualifications	23/12/24
Part C	
1. Aerodrome Site Description	15/07/25
Part D	
1. Aeronautical Information Services and General Information	01/09/20
2. Aerodrome Dimensions and Related Information	15/07/25
Part E	
1. Aerodrome Reporting	15/07/25
2. Access to the Movement Area	30/06/23
3. Aerodrome Movement Area Inspections	30/06/23
4. Inspection and Maintenance of Visual and Non-visual Aids	15/07/25
5. Operating and Maintenance instructions for Aerodrome Equipment	31/08/19
6. Maintenance of Movement Area and Overload Operations	01/09/20
7. Control of Aerodrome Works	31/07/24
8. Apron Management	15/07/25
9. Apron Safety Management	15/07/25
10. Control of Vehicles on the Movement Area	30/06/23
11. Wildlife Hazard Management	14/02/25
12. Aerodrome Safeguarding	30/06/23
13. Emergency Planning	31/08/19
14. RFFS, Equipment, Personnel and Procedures	30/06/23
15. Removal of Disabled Aircraft	31/03/16
16. Safe Handling and Storage of Fuel and Dangerous Goods	01/09/20
17. Low Visibility Operations	01/09/20
18. Winter Operations	14/02/25
19. Operations in Adverse Weather Conditions	31/01/24
20. Night Operations	31/03/16
21. Protection of Radar and Navigational Aids	01/09/20
22. Out of Code Aircraft Operations	31/07/24
23. Prevention of Fire	31/07/24

2.6 Annotation of Changes

Amended pages and paragraphs are not normally annotated Where changes have been made, the list of effective pages (see 2.5) shall be amended showing the date of update.

The intended amendments and revisions of the aerodrome manual shall be reviewed as part of the change control procedure (BRS-P-AOPS-004 Change Control) to identify whether the changes require formal approval from the Competent Authority. Irrespective of whether approval is required or not, the Competent Authority shall be provided with an updated version in advance of the Manual's effective date. Often, changes within the Manual such as infrastructure changes and operational changes would necessitate approval from the Competent Authority. However, these changes will have been previously assessed as part of the change control process and where required, approval sought before such developments commence.

2.7 Temporary Revisions

In Parts B, C, and E, other supplementary material to the Aerodrome Manual is identified and made reference to. It is the responsibility of those who use the Aerodrome Manual to check this material prior to relying on any information within the Aerodrome Manual. If there is any doubt, the Airside Operations Co-ordinator should be contacted for clarification.

Immediate amendments or revisions required in the interests of safety may be implemented into the safety management system by publicising of a formal document such as an Airside Safety Alert or an Airside Information Notice. The applicable document will remain extant until incorporation into the manual, or into the applicable Operational Safety Instruction at the next formal review. Alternatively, a direct Aerodrome Manual amendment will be made and published on to the operations webpage and stakeholders notified of the update, by email correspondence.

2.8 Distribution

All established airside operators/principle organisations (below) are advised of the latest Aerodrome Manual update by email. They are invited to download the updated version from the Operations team webpage. The webpage is available to both internal Bristol Airport staff and business partners. At each amendment, a copy of the Aerodrome Manual is emailed to the CAA. Any contractors carrying out aerodrome works are invited to download the Aerodrome Manual, as part of their airside works authorisation approval.

BRS Internal Distribution	**BRS Business Partners**
MASTER COPY Airside Operations Co-ordinator/Operations	ABM
Chief Executive Officer	Aurigny
Chief Operating Officer	Blue islands
Airport Duty Managers	Centreline
Airside Infrastructure Duty Manager	Corendon Airlines
Airside Operations Department	DHL
Airside Operations Duty Manager	Eastern Airways
Airside Operations Manager	Easyjet
Airside Safety and Compliance Manager	Easyjet Engineering
Control Centre	Edelweiss
Engineering Duty Managers	Emerald Airways
Engineering Manager	Execjet
Engineering Team	Gate Gourmet
Fleet Manager – Motor Transport	ICTS
Head of Engineering	Jet2
Infrastructure Team	Jet2 Engineering
Motor Transport	KLM
Operations Planning	Logan Air
Planning and Development	NATS ATC
RFFS Station Officers	Northair
RFFS Chief Fire Officer	Ryanair
Terminal Operations	Ryanair Engineeing
	Safety & Regulation Group, CAA
	SunExpress
	Swissport
	TUI
	TUI Engineering
	Unifi

Contractors operating externally airside at Bristol Airport are expected to provide their staff members with a link to the Aerodrome Manual and other procedural documents, such as Operational Safety Instructions.

3 GENERAL INFORMATION

3.1 Purpose and Scope of the Aerodrome Manual

This Aerodrome Manual describes how the management team at Bristol Airport discharge their responsibilities with regard to safety of aircraft operations. This Manual sets out the policy and expected standards of performance and the procedures by which they will be achieved. Clear descriptions of the management of safe operations are presented, to ensure that the recipient of the manual understands fully the requirements for processes undertaken and the persons accountable for airside activities.

As part of this, relevant information is provided to describe a systematic management of safety. Included are policies, procedures, accountabilities, responsibilities and information necessary for the safe conduct of duties by all airport operating staff.

3.2 Legal Requirements

Legal requirements for an aerodrome certificate are as prescribed within Acceptable Means of Compliance and Guidance Material, ADR.OR.B. The legal requirements for an Aerodrome Manual are set out within ADR.OR.E and within CAP 1168. Bristol Airport holds an Aerodrome Certificate issued by the CAA, which describes the organisational and certification bases upon which the certificate was issued. The OB and CB are described and referred to in this manual to demonstrate that Bristol Airport reflect the requirements set out within the CAA regulations.

3.3 Conditions of Use

This Manual sets out the basic requirements to be followed by all aerodrome users, including Airlines, Handling Agents and Bristol Airport Staff. However, each company using the facilities of Bristol Airport shall have specific agreements with the Airport Authority, which shall act as authorisation that they have permission to operate, together with any individual requirements permitting them to operate in a certain way. These agreements may take the form of an Operator's License, Handling Contract or other legal document.

3.4 Obligations of the Aerodrome Operator

Bristol Airport recognises the need to monitor the workplace facilities, activities, equipment and supporting policies and procedures to ensure they are effective, being followed and are suitable for their intended purpose.

To enable effective monitoring of all these potential hazards and the associated risks, BRS has installed a system of audits and inspections that not only covers BRS departments, but also its business partners. Further details are provided within BRS-P-AOPS-003 Apron Safety Monitoring and BRS-OSI

-SMS-010 Ground Handling Partner Audits

3.5 Rights of the Competent Authority

All audits by the Competent Authority (CAA) will be facilitated as directed by that authority.

In accordance with UK Reg (EU) No 139/2014, specifically ADR.OR.C.015 Access, Bristol Airport will grant access to any person authorised by the CAA to:

a. Any facility, document, records, data, procedures or any other material to its activity subject to certification or declaration, whether contracted or not; and
b. Perform or witness any action, inspection, text, assessment or exercise the CAA finds is necessary.

PART B

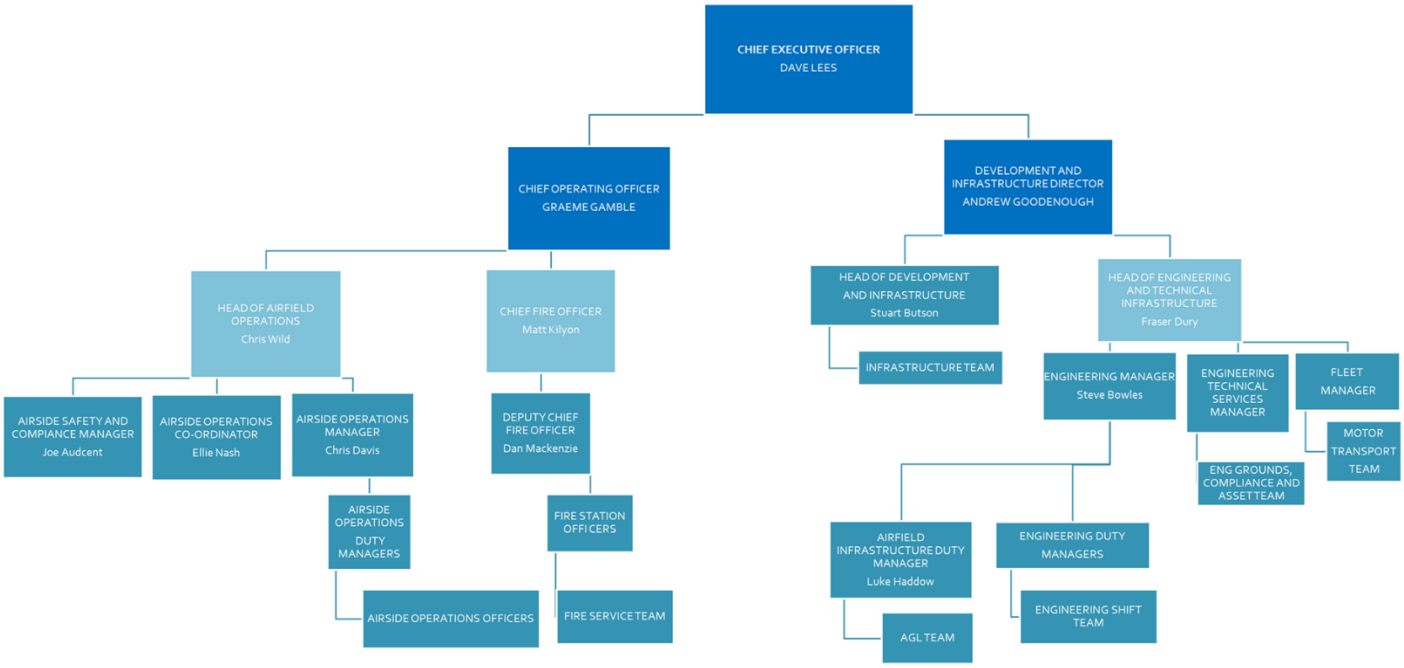
AERODROME MANAGEMENT SYSTEM, QUALIFICATION AND TRAINING REQUIREMENTS

1. OVERVIEW OF THE MANAGEMENT SYSTEM

1.1 Aerodrome Organisational Structure

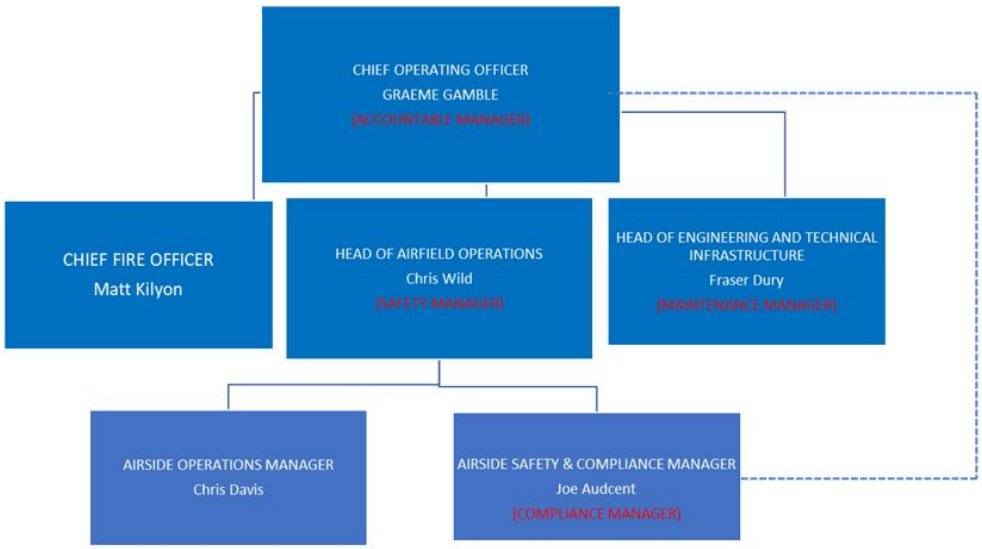
1.1.1 Bristol Airport Organisation Structure (in relation to the Airside Operation)

The chart below shows the Operations and Infrastructure Team organisation in detail.



1.1.2 Airside Safety Reporting lines of responsibility and accountability

This organogram shows the safety reporting lines of nominated persons:



Each of the nominated persons above has a defined role in terms of safety reporting lines. The nominated Compliance Manager maintains a direct communication line with the Accountable Manager to discuss priority compliance matters (as shown by the dashed line). In terms of safety reporting, it is important to distinguish the difference between responsibility and accountability. Many of the persons referred to in this Aerodrome Manual have responsibilities to maintain safety activities. Responsibility is defined as an element of a job that is a nominated persons' duty to deal with. Accountability is defined as a lawful or binding obligation to accept liability for outcomes of activities instructed or undertaken by that person.

1.1.3 Bristol Airport Executive Team

The Executive team at Bristol Airport comprises of the following personnel:

Chief Executive Officer: Dave Lees
Chief Operating Officer: Graeme Gamble
Chief Finance Officer: Andrew Griffiths
Infrastructure Director: Andrew Goodenough
Sustainability and Corporate Affairs Director: Clare Hennessey
People Director: Cherie Marchant
Commercial Director: Rupert Lawrie

The Chief Executive Officer, Chief Operating Officer and Infrastructure Director's areas of responsibility and accountability in relation to the direct management and supervision of operational services and maintenance of the aerodrome are defined below.

Chief Executive Officer

The Chief Executive Officer's key areas of responsibility include:

- Taking the key leadership role in safety and ensuring that this never becomes subordinate to financial or operational matters;
- Ensuring that safety policy and management systems are produced, kept up to date, meet the required standards and procedures and that they contribute to the success of Bristol Airport;
- Ensuring that the annual business plan is sufficiently resourced to achieve compliance with the Aerodrome Certificate and safety management system;
- Ensuring that safety improvement objectives are set as part of the annual business plans and that achievement is monitored;
- Ensuring that full consideration is given to safety integrity of changes in organisational structure and business processes;
- Ensuring that the board are aware of all significant safety events.

Chief Operating Officer

The Chief Operating Officer's key areas of responsibility include:-

- Supporting the Chief Executive Officer to comply with his legal duties.
- Ensuring that safety never becomes subordinate to operational matters.
- Ensuring that there are necessary resources to operate the aerodrome in accordance with legal requirements and this manual and that annual business plans consider any required changes to resourcing requirements.
- Supporting all operations departments and functions to monitor safety performance;
- Ensuring that these departments' safety policies, standards, procedures and practices contribute to the success of airport safety policy and management systems.
- Supporting the Chief Executive Officer to ensure that full consideration is given to safety integrity of changes in airside organisational structure and business processes.
- Responsibility for the contractual liaison with the Air Traffic Services operated by NATS and for the fuelling company, Northair.
- Communicating with the CAA, HSE, DFT and other official agencies in pursuance of his duties and or regard to statutory requirements.
- Ensure that services, equipment and employees under the post holder's control comply with CAA regulations, British Standards and Health and Safety Regulations.
- Ensure that all personnel within operational teams are trained and competent to carry out their duties safely.

The Accountable Manager delegates areas of responsibility in terms of day-to-day Operations and Safety, to the HoAO, and Chief Fire Officer. Other matters are managed by the CEO/CFO. Formal handovers for critical information will be provided when required during periods of absence. This ensures that continuity of management and supervision is maintained during such periods.

Specific accountabilities are:-

- Holds the post of Accountable Manager in relation to the Aerodrome Certificate.
- Ensure that operational activities are carried out safely and are compliant with all applicable regulations.
- To ensure that the paved areas, runway strips, clear and graded areas meet certification requirements and the design and layout of the apron and manoeuvring area is adequate for the safety of intended operations;
- To develop and maintain a safety management system which includes systems for carrying out of safety auditing, safety reporting and follow up, aerodrome inspections, risk assessments, compliance management and change management.
- Establish, implement and promote an airside safety policy.
- To ensure that emergency systems, procedures and practices meet organisational safety management, and regulatory requirements including those covering an airborne emergency that involves the aerodrome.

Infrastructure Director

The Infrastructure Director's key areas of accountability include:-

- Asset management oversight including airport engineering, LV/HV systems and surface water systems.
- Provision of utilities.
- Ensuring that engineering and maintenance activities undertaken by airport maintenance staff or approved contractors meets or exceeds standards required by Health and Safety legislation or other approved codes of practice.
- Ensuring that controlled projects comply with all safety legislative requirements and best practice and that projects carried out by other organisations do not increase third party risks.

The Infrastructure Director delegates areas of responsibility in terms of day-to-day maintenance and Safety, to the Head of Engineering and Technical Infrastructure.

Specific responsibilities include:-

- Development of strategies and policies for asset management including HV/LV systems and other systems which affect the airfield.
- Ensuring compliance with all safety related legislation applicable to new projects and ensuring that safety is given the highest priority within development plans;
- Oversight of the functionality of AGL and FEGP.

1.1.4 Bristol Airport Operations

The full Operations team structure is depicted in 1.1.1. The following named persons have specific responsibilities in relation to the direct management and supervision of operational services and maintenance of the aerodrome.

Head of Airfield Operations (HoAO): Chris Wild

The HoAO is accountable to the Chief Operating Officer (COO) for the safe, compliant and efficient operation and sustainable strategic development of the aerodrome, and a safe working environment for all employees, ensuring that all relevant regulatory responsibilities are complied with as a minimum.

In periods of absence, the HoAO's tasks are delegated to the AOM, ASCM and AOC.

Specific responsibilities include:

- Nominated as the organisation's designated aviation Safety Manager, in respect of ADR.OR.D.015(c). N.B. Whilst the HoAO remains responsible as the Nominated Safety Manager IAW ADR.OR.D.015(c), the day-to-day individual responsibilities of the Safety Manager role in relation to AMC1 ADR.OR.D.015(c)(b)(1-6) are delegated to the ASCM, AOM and AOC.
- Ensure high levels of regulatory compliance and high standards of safety and efficiency for all airside operational activities including business partners, and ensure the aerodrome safety management system is maintained and fit for purpose.

- Management of the ANSP contract and development and progression of associated ANSP development and regulatory projects.
- Technical lead on matters relating to airspace, aviation regulations and strategies, informing and influencing relevant strategic projects and forums, and provide advice to the COO on preparation for change.
- Collaborate with other UK airports on best practices, synergies and operational challenges and opportunities to improve innovation, efficient processes, and increased success of our airside operation.
- Plan, monitor and effectively manage departmental budgets relating to Opex, Capex and specific projects, overseeing management and availability of contracted services to ensure adequate resourcing and levels of service are maintained or exceeded.
- Oversee the contracted services for airside bussing operation to drive operational efficiency and support operational safety.
- Manage the contracted services responsible for fuel supply and delivery at the airport, to ensure fuel quantities and quality are maintained at appropriate levels and costs.
- Act as the Strategic Lead for Ground Handling Organisations in terms of compliance with safety requirements and adherence to the BRS Operating Licence, working closely with the Head of Customer Operations to ensure a coordinated approach with landside operations.

Airside Operations Manager (AOM): Chris Davis

The AOM is accountable to the HoAO for the day-to day safe operation of Bristol Airport's airside operation and to drive continuous improvement in a multi-stakeholder site to assure strong operational and safety performance.

In periods of absence, the AOM's tasks are delegated to the Airside Operations Duty Managers (AODMs), ASCM and AOC.
Specific responsibilities include:

- Ensuring operations are conducted in compliance with aviation regulations in AMC/GM Part ADR-OPS (Operations Basis) and localised aerodrome manual procedures.
- In conjunction with Senior Managers, agree safety objectives for all areas of the airside operation and ensure that an appropriate safety performance improvement plan is created and implemented.
- Reporting on non-compliances within SMS policies, procedures and regulatory standards, ensuring safety issues are reported to the HoAO in a timely manner (AODM).
- Overseeing the safety and operational performance of daily operations at Bristol Airport, exercising control through the Airside Operations Duty Managers (AODM).
- Ensuring that the relevant airside safety and operational information is promulgated to airfield users through the relevant notification channels (AODM and AOC).
- Ensuring that an Airside Driving programme is in place that complies with CAP 790 (AODM).
- Ensuring that a thorough system of aerodrome inspections is carried out, recorded and appropriate rectification action is taken (AODM and when required, ASCM).
- Ensuring that local Airside Operations procedures are in place and regularly reviewed (AODM and AOC).
- Ensuring that operational staff members are trained, qualified and competent to carry out their airside operations duties (AODM).

- Ensuring that the aerodrome remains safe for use in adverse weather conditions including low visibility and winter operations, through planning, development and activation of procedures (AODM).
- Maintaining a robust wildlife hazard management programme and systematic methods of monitoring and control, including assessment of hazards within a 13km radius of the airport (AODM).
- Promoting a positive Safety and Just Culture, through direct liaison with airside partners and via safety forums and airside safety campaigns (AODM).
- Management and co-ordination of runway surface friction assessments and condition surveys, in accordance with CAP 683 (AODM).
- Asset management of the paved surfaces, by ensuring that pavements remain in good structural repair so as not to cause a hazard to aircraft operations.

Airside Safety & Compliance Manager (ASCM): Joe Audcent

The ASCM is responsible to the Head of Airfield Operations for managing the operational Safety and Compliance Management Systems to assure robust levels of safety and compliance with all relevant regulatory responsibilities and to ensure that Bristol Airport remains compliant for use by aircraft.
In periods of absence, the ASCM's tasks are delegated to the AOM and AOC.

Specific responsibilities include:

- Nominated as the Compliance Manager for Bristol Airport, under ADR.OR.005(b)(11).
- Establishing and maintaining an aviation safety management system including arrangements for identifying, reporting and correcting safety issues and for the initiation of preventative action measures (Accountable Manager and AOM).
- Ensuring operational risk assessments are completed and updated accordingly (AOM).
- Undertaking ongoing review of the safety management system to evaluate its effectiveness and ensuring that improvements are made where required (AOM and AOC).
- Management and oversight of the Certification Specifications, and supporting safety assurance material within the SMS, ensuring that all published material remains current.
- Operational project management of major airside infrastructure work. Co-ordination of external technical specialists to facilitate airside pavement works and manoeuvring area developments, to ensure that safe and efficient aerodrome operations are maintained during the works.
- Ensuring that an effective change control process is in place, which maintains that all airside changes are carried out safely without detriment to the airside operation, according to Bristol Airport's change management processes and that appropriate approvals are obtained.
- Ensuring that repairs undertaken on the aerodrome movement area pavements are completed safely and in compliance with requirements.
- Oversight of Aerodrome Certification Basis and supporting safety management documentation (Safety Assurance Documentation).
- Management of published Aerodrome Data Quality, in accordance with requirements in CAP 1054.
- Implement strategically positioned safety communication and engagement.
- Asset Manager for all technical infrastructure such as navigational aids, radar etc.

Airside Operations Co-ordinator (AOC): Ellie Nash

The AOC reports directly into the HoAO and is responsible for ensuring that day to day operations are not impacted by planned work in progress, obstacles and that promulgated information is accurate and current. The AOM and ASCM are supported by the AOC in day-to-day operational management areas. The postholder also ensures that proposed changes both on and in the vicinity of the aerodrome shall be assessed for impact, recorded within a change control process, and safeguarded as required.

Specific responsibilities include:

- Oversight and administration of OLS Safeguarding against proposed developments, both onsite and in the vicinity of the airport, to ensure that aviation operations are not adversely affected by proposed planning developments.
- Management and review of published Safety Management System (SMS) documentation including the AIP (Aeronautical Information Package) and airport controlled documents such as the Aerodrome Manual.
- Management of publication of airport controlled documents to the wider airport community through the Airside Operations webpage.
- Nominated as the primary sponsor for the UK AIP, ensuring that details within the AIP remain correct and are updated as required.
- Oversight of Change Control Management, ensuring that all changes which may impact the airside operation are recorded, assessed, and any associated impact identified, planned and mitigated. Liaison and co-ordination with the regulator in obtaining approval for planned changes (CAP 791 application process), should prior approval be required.
- Co-ordination and promulgation of external airside work-in-progress and primary sponsor for the approval of all airside work permit requests.

Chief Fire Officer: Matt Kilyon

- Management of the Bristol Airport RFFS Team.
- Ensure that the RFFS team are trained and competent to CAA regulations, and ensure that competency is maintained through a dedicated training programme.
- Ensure that Bristol Airport emergency plans are in place, published and that all stakeholders are aware of their roles and responsibilities in relation to this plan.
- Liaison and management of the emergency planning strategy and emergency planning exercises, reporting to the CAA on lessons learned as required.
- Ensure that Bristol Airport's RFFS team meets the requirements of the UK AIP Category and that any temporary changes to category are promulgated.
- Management and co-ordination of snow clearance activities, in liaison with the AOM.

In periods of absence, this role is delegated to the Deputy CFO.

Head of Engineering and Technical Infrastructure: Fraser Dury

- Oversight of asset investment strategic planning.
- Management of the Engineering team, ensuring that personnel are suitably qualified for critical engineering roles.
- Accountability and oversight of AGL maintenance and compliance, ensuring that any proposed development or changes meet the requirements of CAA certification specifications.
- Project definition, investigation and management of Engineering AGL projects.
- Ensure that electrical power supplies are maintained with the required supplementary backup systems in place, to provide an uninterrupted supply to essential lighting during low visibility.
- Management of HV infrastructure to support airfield operations.
- Ensuring that all fixed electrical ground power is planned and designed in line with current regulatory requirements.

In periods of absence, this role is delegated to the Engineering Manager

Engineering Manager: Steve Bowles

- Management of the Engineering team training and competence programmes, in accordance with CAA regulations when required.
- Ensure that competency is maintained and that training records are kept up to date.
- Ensure that engineering teams are suitably resourced to respond and rectify faults to AGL and power systems when required.
- Ensure that runway lighting is regularly inspected and maintained according to CAA requirements.
- Maintenance of apron flood lighting and associated equipment.

In periods of absence, this role is delegated to the Airfield Infrastructure Duty Manager or Engineering Duty Manager.

Airfield Infrastructure Duty Manager: Luke Haddow

- Management of the AGL duty teams to ensure that AGL is compliant and that rectification plans are implemented.
- Ensure that competency of the AGL team is maintained and that training records are kept up to date.
- Ensure that runway lighting is regularly inspected and maintained according to CAA requirements.
- Ensuring that all fixed electrical ground power is planned and designed in line with current regulatory requirements.
- Maintenance of apron flood lighting and associated equipment.
- Assisting with future improvement projects using AGL knowledge and site experience.

In periods of absence, this role is delegated to the Engineering Duty Manager.

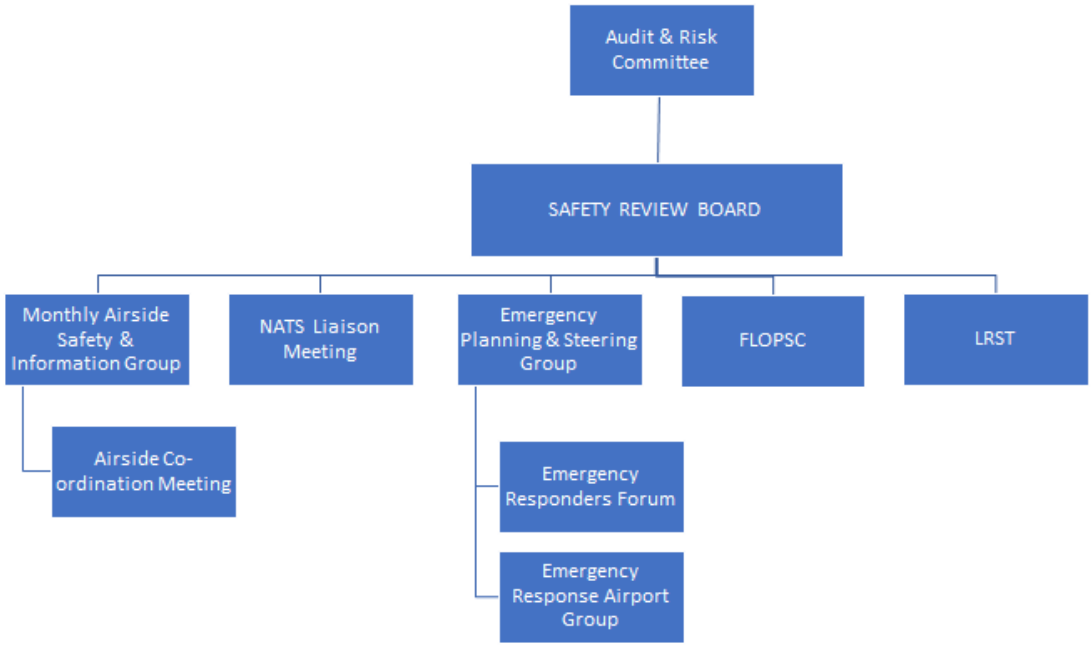
NB: In the event of changes to Safety Management Personnel, any person enlisted to undertake one of the above roles shall demonstrate their relevant skills, qualifications and experience through the Bristol Airport recruitment process. Their suitability for the role may be demonstrated to the Competent Authority on request, subject to confidentiality agreements.

During absence periods of supporting roles, delegation of responsibilities are transferred to suitably skilled colleagues, who may be line reports, to ensure continuity of supervision. The delegation is dependent on the nature of the work, and the absence period.

1.2 Aerodrome Safety Committees

Included in this part are descriptions of committees and groups, which are involved with the promotion of the safe operation of Bristol Airport, and the creation of a safe working environment for Bristol Airport and other employees working airside. These forums provide the opportunity to formally discuss operational matters and enable internal teams and business partners to discuss and agree proposed operating procedures. Unless otherwise stated, formal minutes and actions are circulated to attendees and members of the applicable forum.

The organogram below shows how the safety committees feed into the SRB to enable key safety issues to be raised and mitigated at all levels.



1.2.1 Safety Review Board (SRB)

Purpose: To provide a high-level oversight of safety management by reviewing safety matters, safety performance and trends against objectives. The committee shall ensure that safety management processes are reviewed for effectiveness, appropriate mitigations are implemented in a timely manner and that resources are allocated appropriately to maintain safety performance.

Chair: Accountable Manager (COO)

Frequency: Minimal Quarterly, but may exceed this when required

Attendees: COO, HoAO CFO, AOM, ASCM, AOC, a nominated Engineering Manager/Head of Engineering, Risk and Assurance Manager, NATS Operations Manager and other nominated safety personnel as requested

Format: A fixed agenda is provided and circulated prior to the meeting

Outputs: Minutes and actions
Operational Risk Register
Updated safety policy and improvement plans
Actions for other safety committees such as MASIG or FLOPSC

1.2.2 Monthly Airside Safety Information Group (MASIG)

Purpose: To be the primary forum for identifying and communicating awareness of airside operational and safety issues.

Chair: AOM

Frequency: Minimum every two months, but may exceed this when required

Attendees: Local Managers/Duty Managers/Supervisors from Bristol Airport operational departments and business partners.

Format: A fixed agenda is provided which includes Airside Operational issues, developments, environmental updates and safety focus areas. Incidents and near miss events area also discussed and there is opportunity for stakeholders to raise items of interest and to review proposed changes to infrastructure/operating practices.

Inputs: Monthly Airside Operations Report
Incident data
Procedural and/or legislative changes including Aerodrome Manual updates

Outputs: Minutes and actions
Operational Risk Register

1.2.3 Flight Operations and Safety Committee (FLOPSC)

Purpose: To be the main forum for based aircrew and local operators to be consulted on airport developments and to discuss applicable safety and operational safety issues. Environmental targets and processes and reviewed, including

CDA adherence and noise monitoring/local community data review. ATC provide a specific update to base captains

Chair: ASCM

Frequency: Minimum every six months, but may exceed this when required

Attendees: Local Managers from Bristol Airport and supporting companies. HoAO, AOM, ASCM, AOC, CFO/DCFO, Head of Sustainability, commercial airline Base Captains or nominated representatives, Centreline, Bristol and Wessex Flying Club.

Format: A fixed agenda is provided which includes Airside Operational issues, developments, ATS updates environmental updates and safety focus areas. There is opportunity for stakeholders to raise items of interest and to review proposed changes to infrastructure/operating practices.

Inputs: Safety reports
Noise monitoring data
Procedural and/or legislative changes

Outputs: Minutes and actions
Actions to be fed into LRST when required

1.2.4 ATC Liaison Meeting (ATC Monthly Performance Review Board)

Purpose: A specific forum between Bristol Airport, which discusses applicable incidents and safety processes, airport developments which directly impact ATC operations, ATC contractual issues, future developments and airspace regulation.

Chair: AOC

Frequency: Monthly, but may be merged with other ATC forums on occasion, to ensure that subject areas and meeting agendas are not duplicated.

Attendees: HoAO, AOM, ASCM, AOC, Engineering Manager (or representative), NATS ATC General Manager, NATS Operations Support Manager, NATS GM Engineering and any other nominated NATS/BRS representatives.

Format: Previous minutes are circulated and updated, and additional new items are raised and discussed.

Inputs: Safety reports and safety significant events
Planned outages to facilities
Airside procedural updates
Legislative changes
Planned aviation events/additional aircraft operations

Outputs: Minutes and actions

1.2.5 Local Runway Safety Team (LRST) (managed by NATS ATC)

Purpose: The purpose of the LRST is to highlight the dangers from runway incursions and discuss possible measures to reduce the risk of runway incursions occuring.

Frequency: Minimum every six months, but may exceed this when required

Attendees: Base captains, ATC and Airside Operational representatives are invited to attend, along with active airfield drivers, including Engineering, Security, RFFS and Ground Handling Agents.

Format: Previous issues are discussed. Any applicable NATS Safety reports raised since the last meeting are analysed and discussed. Table-top scenarios are investigated through discussion.

1.2.6 Emergency Responders' Forum (ERF) and Emergency Response Airport Group (ERAG)

Purpose: The purpose of both groups is to safeguard and discuss emergency planning issues from a tactical level. These two committees aim to promote awareness and to ensure that all emergency plans maintain continuity between airport teams, business partners and external emergency services. Both committees work to ensure the following, in parallel:

That emergency plans are kept current and, consistent with other plans.

That each organisation represented within each committee takes ownership and responsibility for providing an appropriate response to an incident.

That significant issues are discussed and acted upon, and escalated to the PSG, for the benefit of all parties.

Chair: ERF: DCFO

ERAG: DCFO

Frequency: Six-monthly. Where possible, meetings are held consecutively.

Attendees: **ERF:** RFFS Watch Manager, DCFO, HCO, Terminal Operations, Security Manager, AOD, ICTS, Mitie, NATS ATC, Avon Fire & Rescue, Avon & Somerset Constabulary, South West Ambulance Service, North Somerset Council, Bristol City Council.

ERAG: DCFO, ADM, Retail and Commercial Manager, Terminal Operations, Airport Police, Security Manager, Swissport, DHL , ICTS, Mitie, Northair, based airlines and supporting handling companies.

Format: A fixed agenda applies to each meeting and will be circulated at least one week prior to any meeting date. Standing items on the agenda are:

a) Minutes of previous meeting

b) Matters arising

c) Any other business

d) Date and time of next meeting (bi-annual)

Inputs: Changes to emergency plans

Findings from planned exercises or incidents

Outputs: Minutes and actions

1.2.7 Audit and Risk Committee

Purpose: The primary objective of the Committee will be to assist the Board in fulfilling its responsibilities relating to the accounting, reporting, and auditing as well as control and risk management of Bristol Airport Limited and its subsidiaries

(the "Company"), as well as any other objectives delegated to the Committee by the Board from time to time.

Chair: The Chair of the Committee will be appointed by the Board of Directors (from amongst the Board). The Chair of the Board of Directors shall not be Chair of the Committee.

Frequency: Quarterly

Attendees: The Board of Directors plus the CEO and CFO. Other Directors and Officers may attend upon invitation from the Chair.

Format: An agenda based on the ARC annual workplan. Both the workplan and the agenda are circulated prior to the meeting

Outputs: Minutes and actions

1.2.8 Planning and Steering Group (PSG) – Strategy Meetings

Purpose: The PSG acts as an advisory capacity to the Directors and the Board on the BRS response to events and incidents. The group shall set the strategy to ensure that testing and exercising of emergency arrangements is carried out and that all action points that are identified have been addressed.

The strategy meetings shall provide high level advice, guidance and assistance to supporting committees and ensure that supporting committees and working groups are identifying priorities and are coordinating the response efficiently and effectively. The meetings also aim to provide feedback on the decisions and actions taken by the supporting committees.

Chair: CFO

Frequency: Annual (as a minimum)

Attendees: DCFO, HCO, Security Manager and any other appointed senior representative involved in emergency planning.

Format: A fixed agenda applies to each meeting and will be circulated by the Chair. This includes:

Minutes of previous meeting

Matters arising

Any other business

Inputs: Significant and/or emergency events since the last meeting

Planned emergency exercise findings

Updates from specific working groups and committees such as the ERF

Outputs: Minutes and actions

1.3 Safety Management System

Safety management is that part of the overall management function which determines and implements Bristol Airport's underlying policy to maintain and where possible improve safe operations. The SMS provides a clear structure for operations to be carried out safely and aims to encompass all airside working areas and practices.

An effective SMS will provide the means of achieving enhanced safety performance that meets or exceeds basic compliance with the regulatory requirements associated with safety and quality.

1.3.1 Scope of the SMS

The Safety Management System at Bristol aims to

- Ensure that all persons operating airside have access to safety management information, through publication of the Aerodrome Manual;
- Clarifies the Safety Policy;
- Outlines the safety responsibilities of key persons and shows the management structure at Bristol Airport;
- Explains the risk management process in place, particularly with reqard to hazard identification and mitigation;
- Provides details on safety performance monitoring and investigation processes.

The SMS supports the requirements prescribed within Acceptable Means of Compliance and Guidance Material, including GM1 and 2 ADR.OR.D.005 (b) (1), (2) and AMC1 ADR.OR.D.005(b)(2).

This Aerodrome Manual is the foundation document in relation to the SMS. In support of this manual, supporting procedures such as OSI, TAI, and AIN provide detailed requirements to be followed by those operating airside, and demonstrate the day-to-day processes being performed that are critical to the success of the SMS. It is these procedures that are used for assessing safety and providing assurance to the CAA that all aspects of aviation operations are conducted safely and in accordance with industry best practice. The procedures and instructions referred to above are described in 1.3.11 SMS Outputs.

Department-specific instructions are utilised by departments including Airside Operations and provide detailed procedures and guidance to be followed for these particular teams. Airside Operations Departmental Instructions are managed by the AOM and support operations requirements set out in UK Acceptable Means of Compliance and Guidance Material and other key CAA documentation. Departmental instructions are aligned with the wider published SMS documentation.

1.3.2 Safety Policy and Objectives

The safety policy provides the key principles and philosophies of the aerodrome operator, which underpin the SMS, and is reviewed on an annual basis, during the Aerodrome Manual review process.

We are committed to conducting all our airside activities at Bristol Airport in a manner that ensures the wellbeing of colleagues, with safety as our highest priority and never becoming subordinate to commercial, environmental or operational influences. We operate an effective aviation Safety Management System to manage airside operations, which enables us to:

- Create and review procedures or operating instructions for all airside tasks, ensuring that our colleagues are safe, trained and competent performing them.
- Identify, assess, and manage hazards to a tolerable level of risk, using the ‘ALARP’ principles.
- Set ambitious yet realistic safety performance indicators and objectives, and report on these indicators on a regular basis.
- Continually identify opportunities to improve safety performance through comprehensive safety concern, hazard, near miss and incident reporting.

- Ensure that all of our colleagues understand how to report concerns, hazards, near miss events and incidents, and, feel encouraged to do so.
- Ensure that our safety reporting procedures (which include internal, voluntary, confidential/anonymous and mandatory reporting) are robust, easy to use and continue to develop in line with best practice.
- Implement timely and effective safety improvement actions, following the safety investigation process.
- Operate a rigorous internal compliance monitoring system to maintain compliance with all applicable legal requirements, standards and consideration for best practice.

The Bristol Airport Executive Team are dedicated to:

- Ensuring that safety never becomes subordinate to commercial or environmental matters and is a primary responsibility of all managers and staff.
- Continual compliance with legislative requirements and adoption of industry best practise, with the aim to continually improve safety standards.
- Ensuring embedding of just culture principles, carefully considering cases on an individual basis. This means not punishing honest mistakes, omissions or decisions taken by individuals commensurate with their training and experience but ensuring wilful violations, negligence or destructive acts are not tolerated.
- Engaging with our colleagues, business partners and stakeholders to ensure that our operation and management system considers their needs and expectations.
- Consulting with staff and encouraging participation at all levels within our organisation.
- Ensuring the provision of appropriate resources, including appointing competent and qualified staff to manage safe Airside Operations, Rescue and Fire-Fighting, Engineering and Operations Support services.
- Communicating our commitment to safety achievement, ensure that safety is our primary responsibility and ensure that all appropriate information is available to all airside personnel.
- Always considering and supporting the health and well-being of our colleagues.



Graeme Gamble
Chief Operating Officer and Accountable Manager
Bristol Airport

Safety Policy Objectives:

Bristol Airside Operations sets a series of Safety Performance Indicators (SPI) that cover a broad range of airside safety hazards or topics. There are two main groups of SPIs': lagging indicators and leading indicators. Each SPI has an associated Safety Performance Objective (SPO) that is set for each calendar year. SPOs are agreed at the Safety Review Board (SRB) and seek to maintain or, where possible, improve on the actual number achieved in the preceding calendar year. The current SPIs that are measured are as follows:

Leading

Flight Operations and Safety Committee (FLOPSC) meetings
Local Runway Safety Team (LRST) meetings
Monthly Airside Safety Information Group (MASIG) meetings
Safety Review Board (SRB) meetings
Minutes of key safety meetings produced and circulated within set time frame
Actions from key safety meetings are tracked and marked when complete
Airside compliance monitoring is occurring to schedule
Findings / observations from compliance monitoring audits are completed inside agreed timeframe as per the compliance monitoring tracker
Airside operations risk assessment reviews occurring to schedule
Certification Basis (CB) and Safety Assurance Documents (SAD) reviewed as per schedule
Monthly wildlife reports being issued within set timeframe
Turnaround audits – target minimum number per month
Results of turnaround audits disseminated at MASIG
Monthly safety focus initiatives set by airside operations safety rep
Minimum number of runway safety campaigns per year, with content agreed at LRST

All leading SPIs objectives are a specific number to the indicators, for example four FLOPSC meetings per year

Lagging

Aircraft ground damage
Vehicle/GSE damage
Runway incursions
Runway Excursions
Wildlife strikes
Airprox

All lagging SPIs measured per 10,000 aircraft movements

1.3.2.1 Safety Improvement Plan

Bristol Airside Operations produce a Safety Improvement Plan (SIP) each year, detailed in section 1.3.6.

1.3.3 Safety Responsibilities of Key Personnel

Some of the safety responsibilities of key personnel are described in section 1.1.3. The following operational teams support these named persons.

Airside Operations Department (AOD)

The AOD comprises of a team of 10 Operations Officers and 4 Operations Duty Managers, led by the AOM. The team are responsible for the day to day safety of the apron and manoeuvring area and are based from the Eastern Apron.

Principle duties include: performing inspections and patrols of the movement area, wildlife hazard management duties, incident and accident investigations, implementation of airside training and driving courses and monitoring of airfield work in progress.

Rescue and Fire Fighting Service (RFFS)

The RFFS team comprises of 4 watches, each with a Station Officer, Sub-Officer, 2 Crew Managers (Leading Firefighters) and 7 Firefighters.
The RFFS provides the required level of protection, as specified by the Competent Authority. Four foam producing appliances and additional support vehicles enable the teams to carry out their roles effectively. Further details on the RFFS are provided in Part E, section 14.

Engineering Team and EDM's

The Engineering team comprises of circa 40 people, with a shift team of 6 onsite site 24/7. Each shift team consists of one Lead shift engineer (LSE), three Engineers, one Engineering Operative and is led by an Engineering Duty Manager (EDM).The EDM reports to the Engineering Manager (EM) who in turn reports into the Head of Engineering. The Engineering team are responsible for ensuring that maintenance systems across the site remain fully operational, including AGL, Electrical, Mechanical and general services across the airport infrastructure.

In addition to this, there is a dedicated Airfield Infrastructure Duty manager, supported by AGL technicians, who are responsible for AGL systems. Principle responsibilities across the airfield include inspection, maintenance and repair of Airfield Lighting, including Centre Line, Runway Edge, Touch Down Zone, Approach Lighting, PAPI's, Taxiway etc. Maintenance also includes supporting infrastructure such as Constant Current Regulators (CCRs), PLC control systems, HV / LV networks, Generator and UPSs, Fixed Ground power and apron high mast lighting. Monitoring and inspections are carried out using the MALMS computer system, alongside a Computerised maintenance management system (CMMS) called PEMAC, both of which are used to schedule work and record works carried out.

1.3.4 Record Keeping and Document Control Procedures

All documentation records linked to the safe airside management at BRS are stored electronically. A nominated manager (usually the Airside Operations Co-ordinator) assumes the role of 'Document Control Co-ordinator'. Full details of the records falling within this remit are found within BRS-P-AOPS-005 Control of Documentation.

All SMS records and documentation, except where specified in AOPS-005, shall be stored for a minimum of five years. The only exemption is data that is covered by the fifth principle within the Data Protection Act 1998.

All personal records are subject to applicable data protection law. This includes the (UK) General Data Protection Regulation 2018 which allows for the safe collection and storage of personal data. Processing and storing of personal data will be subject to ensuring that a designated Lawful Basis is applied.

Bristol Airport IT has several policies in place to ensure that information asset stored and processed on the Company's netword is never compromised. This includes the Data Retention Policy, Network Security Policy and Information Sharing Policy.

1.3.5 Safety Risk Management

The risk management process is applied during the following:-

- When airport developments affect airside operations;
- When an operational procedure needs to be reviewed, changed or brought into use;
- When a new item of equipment is required to be introduced into operational service;
- When a procedure introduced from external sources or changes to legislation need to be examined for its safety implications;
- Following an incident where a review of operations becomes necessary.

The modification of established processes is also subject to a change control procedure, which is shown within BRS-P-AOPS-004 Change Control. The risk management process is established once the potential impact of the change on existing systems has been identified.

Assurance about the safety of systems needs to be gained progressively throughout the development process in an efficient and effective manner. These activities are recorded in documents known as Safety Assurance Documents.

The provision of Safety Assurance Documentation is a matter of ensuring that Bristol Airport has provided a formal safety assessment to assure itself that introducing changes to the system are safe.

Safety Assurance Documents provide safety assurance in the following ways: -

- It provides for making safety visible (audit trail);
- It enforces the need to plan safety related activities;
- It identifies the safety requirements;
- It demonstrates that the safety requirements are met;
- It allows limitations to be understood and managed;
- It identifies who is responsible;
- It identifies operating and maintenance requirements; and
- It facilitates approval and on-going safety management.

The manager of each project shall ensure that sufficient safety planning and assurance activities are performed to provide a safe system and adequate safety documentation. All formal Safety Assurance Documents are reviewed by the Accountable Manager.

Records of safety assessments are provided within the relevant Safety Assurance Document. The document aims to ensure that all risks associated with the change or development are either tolerable, or shall become tolerable with modification. This is achieved within the assessment by providing evidence to show that hazards have been identified and where necessary controlled and that safety requirements have been met.

All significant risks identified during the risk management process shall be suitably assessed by the Operations team through the development of an appropriate safety assessment. Where the risk cannot be satisfactorily mitigated with appropriate control measures, or where the level of residual risk remains for review, the activity shall be escalated to the Accountable Manager for consideration. This person has the authority to make final decisions on the change proposed. Any further decisions shall be escalated to the wider Board for consideration.

Further information on completion of these documents can be found in BRS-P-AOPS-001 Risk Assessment.

1.3.6 Safety Performance Monitoring

Performance indicators may be used to assist in assessing the value of Safety Management System procedures. Suitable indicators will enable a proactive, as well as a reactive, approach to safety issues.

Typical performance indicators are based upon the number of accidents, incidents and reportable occurrences. These are analysed on a regular basis and any trends identified at the Safety Review Board and Operations Report. These occurrences are reported as per the process detailed in BRS-OSI-SMS-002 Airside Safety Reporting.

Routine safety monitoring is conducted continuously by operational departments, who will react to any unsafe practices or observations that may affect safety in the airside environment. This monitoring is detailed in BRS-OSI-SMS-002 Airside Safety Reporting.

To ensure that aviation safety is continuously improved, and lessons are learned, it is vital to report and analyse safety performance. This enables responsible managers to identify where improvements are required but also to highlight examples of positive success and improvement. Bristol Airside Operations report on several key metrics on a regular basis in the Monthly Airside Safety Information Group (MASIG), FLOPSC, SRB and monthly to the Airside Operations team.

Categorisation of Airside Occurrences

To classify and monitor the severity of airside occurrences, as well as develop targeted and realistic safety performance objectives, occurrences are ranked using a categorisation table. This applies to incidents and near miss events but excludes hazard reports. Occurrences will be categorised by Airside Operations investigators and reviewed by the Airside Operations Manager.

The advantage of this type of categorisation system is that, rather than setting a target of, for example, no more than 30 wildlife strikes per 10,000 aircraft movements, it allows focus to be immediately fixed on the most serious events, regardless of the immediate cause. Thus, a target could be no more than two confirmed medium or high-risk wildlife strikes per 10,000 aircraft movements. Such a system does not replace standard monitoring of individual types of safety occurrence but focuses resource on investigating and improving the high-risk areas.

The severity classification table is shown overleaf.

CATEGORISATION OF AIRSIDE SAFETY OCCURRENCES

TYPE OF EVENT	LEVEL 5 NEGLIGIBLE	LEVEL 4 MINOR	LEVEL 3 MODERATE	LEVEL 2 MAJOR	LEVEL 1 CATASTROPHIC
RUNWAY INCURSION	Not applicable.	Category D incursion: an incident that meets the definition of an incursion, but with no immediate safety consequences. Category C incursion: an incident where there was ample time and/or distance to avoid a collision.	Category B incursion: an incident in which separation decreases and there is a significant potential for collision, which may result in a time-critical corrective/evasive response to avoid a collision.	Category A incursion: a serious incident in which a collision was narrowly avoided.	Aircraft collision with another aircraft or vehicle.
RUNWAY EXCURSION	Aircraft wheels strayed off paved surface but pilot was able to steer back onto pavement with no damage.	Aircraft leaves the runway and requires recovery, however remains serviceable.	Aircraft leaves the runway, sustaining damage, and is unserviceable.	Aircraft leaves the runway, sustaining damage, and requires significant and prolonged repairs.	Aircraft destroyed or beyond economic repair. Loss of life.
DAMAGE TO AIRCRAFT (on the ground)	Evidence of contact is visible but is insignificant, aircraft is serviceable.	Damage requires minor repairs however aircraft remains serviceable.	Damage renders the aircraft unserviceable.	Aircraft requires prolonged major repairs.	Aircraft destroyed or beyond economic repair. Loss of life.
DAMAGE TO VEHICLE, EQUIPMENT OR INFRASTRUCTURE	Evidence of contact is visible but damage is minor or cosmetic only, i.e. scratch or small dent.	Damage is present that requires minor repairs, but the equipment or infrastructure remains serviceable.	Damage is sufficient enough to render the asset unfit for use.	Damage is significant enough to render the asset unfit for use and requires major prolonged repairs.	Damage is catastrophic or brings the asset beyond economic repair, causing moderate or serious business impact.
WILDLIFE STRIKE (definitions in CAP 772)	Unconfirmed strike or significant event on aerodrome, with no adverse effect on flight.	Confirmed strike by single or multiple low risk category. No adverse effect on flight.	Confirmed strike by single medium or high risk category. Possible impact on flight but no material damage.	Confirmed strike by multiple medium or high risk category, or a strike that impacts a flight or where material damage is evident.	Aircraft destroyed or beyond economic repair.
FAILURE TO GIVE WAY TO AIRCRAFT	Person or vehicle failed to give way but there was no effect on taxiing aircraft or aircraft pushback.	Taxiing aircraft or pushback is forced to slow or stop due to the failure to give way, but there was still an ample safety margin.	Separation is significantly reduced resulting in a time-critical corrective/evasive response to avoid a collision.	Separation is reduced such that a collision was narrowly avoided (estimated separation <20m).	Aircraft collision.
PERSONAL INJURY (sustained airside)	No apparent physical wound or no treatment given.	Injury treatable using basic first aid. For employees: 0-7 day lost time absence.	Injury leading to hospital treatment by ambulance, or treatment beyond basic first aid. For employees: More than 7 days lost time absence.	Serious injury resulting in admittance to hospital for over 24 hours. For employees: RIDDOR specified injury.	Fatality or potentially life-threatening injury resulting in permanent disability.
NEAR MISS	Near miss but would not have likely resulted in any clear harm or damage.	Event that nearly resulted in minor harm or damage.	Event that nearly resulted in moderate harm or damage.	Event that nearly resulted in major harm or damage.	Event that nearly resulted in catastrophic harm or damage.

Safety Improvement Plan

The Safety Improvement Plan (SIP) is a key element in the overall strategy for continuous safety improvement at Bristol Airport. This plan includes the airport's improvement actions for Airside Operations, including the runway and taxiways, aircraft stands, service roads and airfield grasslands.

The Airside Operations team have selected the actions to provide further mitigation against the top operational risks, for example wildlife strike with an aircraft, aircraft ground damage and runway incursions. The Accountable Manager and Airside Operations Manager are responsible for ensuring that resources are made available, and that the action is delivered. Action owners will be required to report to the Safety Review Board (SRB) via their line manager as to the progress of their action(s) and provide estimated dates for the completion and project milestones.

At the end of each year, the Airside Operations team will report to the airport community on the achievements of the AIP and announce the improvement actions for the following year. A copy of the current SIP is available on request from the Airside Operations department.

1.3.7 Safety Reporting and Investigation

All airside operators are encouraged to raise any incident hazardous occurrence that could compromise safety operations, to Airside Operations. Depending on the incident, a witness to an event may also have a legal obligation to report the occurrence to the CAA. This is fully explained within BRS-OSI-SMS-002 Airside Safety Reporting. This OSI also details the incident investigation process and follow-up actions, including report submission feedback.

1.3.8 Emergency Response Planning

Bristol Airport is fully committed to the Emergency Planning process, which not only enhances preparedness and response when an incident occurs but also safeguards business continuity and speeds up recovery.

The airport adopts a proactive approach to planning for events and have in place additional planning committees which discuss and action responses to given situations within their area of expertise. The Planning Steering Group (PSG) and Emergency Responders Forum (ERF) are two such committees adopted for planning for emergencies and discussing emergency planning from a tactical level, with specific attendees for each.

Each planning committee has clear Terms of Reference, nominated Chair and Deputy to create a transparent and joined up approach to resilience and Contingency arrangements. Full details of each committee and how they operate are contained within Generic Emergency Orders.

1.3.9 Management of Change

Introduction of systems brought into the SMS are managed through the adoption of safety assessment procedures which seek to detect hazards and shortcomings, and identify suitable mitigation methods to ensure that the change process does not adversely affect the operation.

The method historically used within CAP 700 is continued to be adopted by Bristol Airport to assess and record competency of the aerodrome management team, as an acceptable means of compliance. This ensures the necessary expertise is applied to all aspects of aviation operations. It is also a useful tool to identify the responsibilities of post holders in the event of organizational changes.

BRS-P-AOPS-004 Change Control provides full details on how all changes to the SMS are managed (whether they require prior approval from the CAA, or whether they can be actioned without consent, provided that the CAA has been advised).

BRS-P-AOPS-004 also provides the following information:

- that BRS-F-AOPS-006 Change Assessment Form will identify the requirement for and confirm the level of risk assessment required;
- That the assessments are necessarily bespoke to the type of change;
- How such risk assessments will be undertaken (through utilisation of the methods outlined in BRS-P-AOPS-002), and;
- that a full safety case may be required for some changes.

1.3.10 Safety Promotion

Failures of safety significant occurrences will be investigated in accordance with BRS-OSI-SMS-002 Airside Safety Reporting. It is imperative that any lessons arising from safety occurrence investigations and other safety activities are disseminated throughout management and operational departments. Learning the experiences of others helps to avoid recurrence. Lessons and learning can be reinforced in training and offers the chance for improvement.

Lessons to be promulgated will be as a result of the following:

- Proactive Liaison with Business Partners/Stakeholders via active tabletop exercises/training forums;
- A conclusion from an investigation conducted by the Airside Operations Department;
- An external occurrence to Bristol Airport that has a significant impact on aerodrome operations;
- Recommendations from the Competent Authority.

1.3.11 SMS Outputs

Bristol Airport considers that SMS outputs can be demonstrated through the following actions:

- Evidence that the Safety Policy and Safety Objectives established, are being adhered to, and that personnel are aware of and support them and are an integral part of the safety culture.
- Evidence of proactive processes for Risk Management.
- Evidence of Safety Assurance processes.
- Evidence of Safety Promotion activities.

These are demonstrated through day to day activities, and though published initiatives.

Outputs are monitored by:

- Ongoing regular inspections and safety audits.
- Monitoring and reporting of Safety Key Performance Indicators.
- Compliance Monitoring Auditing.

The Aerodrome Manual is supported by the following SMS documents. These may be incorporated into relevant policies (such as the Aerodrome Manual).

- An **Airside Operations Procedure** (AOP) details a process which is typically owned and carried out by the Airside Operations Team, such as runway inspections or incident reporting and investigation.
- An **Operational Safety Instruction** (OSI) contains information of key airside processes that are applicable to airside operators. OSI's are grouped into several categories, including wildlife, environmental, work-in-progress, weather, ground operations, roads, vehicles and equipment. OSI's replace the previous Airside Operational Procedures, which were historically published.
- An **Airside Works Notification** (AWN) is used to notify airside stakeholders of work in progress externally airside. It is the discretion of the Airside Operations team as to whether an AWN is issued for works, for example, works of a short duration, or with no impact to stakeholders, or comprising of regular maintenance carried out by Engineering or Airside Ops would not necessitate the publication of an AWN.
- A **Temporary Airside Instruction** (TAI) is a notification of a temporary change to an airside operating procedure or instruction. TAI's are usually associated with long term work in progress, such as closure to a part of the movement area due to a project taking place, a defect or safety risk.
- An **Airside Safety Alert** (ASA) is issued to communicate immediate safety concerns relating to operations, equipment or environment and to highlight negative safety trends. It is the responsibility of all employers to ensure that relevant ASF's are brought to the attention of their staff.
- An **Airside Information Notice** (AIN) is issued to notify permanent airfield users of pertinent operational or administrative information. This includes promotion of safety campaigns, changes to airfield infrastructure or a reminder of existing airfield procedures.
- An Airside Operations **Departmental Instruction** (DI) is a document tailored to the activities undertaken by the Airside Operations team. The DI's cover the management of the following regulatory activities (in addition to administrative elements of the Airside Operations Team): Bird Hazard Control, Apron Management, Vehicle Operations and Airside Safety Training administration. Airside Operations DI's are only issued to Airside Operations staff members.
- Incident investigations conducted by the AAIB, the Competent Authority or NATS published in official formats shall be distributed throughout ATC for general interest and information;
- Applicable meetings/forums with associated minuted documentation.

Other SMS outputs include detailed procedures held on the Bristol Airport drives comprising other plans and information including:

- The Fire Service Manual
- The Airport Emergency Plan and Emergency Orders
- The annual CAP1732 survey
- The Winter Weather Response Plan
- Wildlife Hazard Management Plan
- Aircraft Recovery Plan

The above information, and particularly Operational Safety Instructions and NOTAMs must be checked prior to relying on any of the information within the Aerodrome Manual.

1.4 Compliance Monitoring

In line with the requirements set out within AMC1 ADR.OR.D.005 (b)(11) (a)(2) Bristol Airport monitors compliance with:

- The privileges of the Aerodrome Operator as set out in the Aerodrome Certificate issued by the CAA.
- Manuals, Logs and Records
- Training Standards
- Required Resources
- Management system procedures and manuals

The primary mechanism for compliance with regulations is the production and application of an Aerodrome Safety Management System and adherence to the Policies, Procedures and Instructions contained within. A Compliance Manager has been appointed by the Accountable Manager and has the responsibility to select suitable auditors to carry out audits, according to the audit schedule. Bristol Airport has nominated the Airside Safety and Compliance Manager (ASCM): Joe Audcent to undertake the role of Compliance Manager. He shall liaise with the appointed auditor to ensure this regular auditing of departments, processes and formal documentation takes place, and shall ensure that the auditor receives access to relevant parts of the organisation as required. He shall also report audit findings and observations to the Accountable Manager and monitor agreed actions and rectifications.

The BRS Compliance Monitoring System (CMS) defined in AOPS-010 sets out how monitoring of that compliance is achieved.

Note: 'Privileges' that BRS are certified to operate are:

- *A Code 4D aerodrome with the defined declared distances*
- *Above Code aircraft limited to B787 and A330*
- *A CATIII instrument landing system*
- *Rescue and Firefighting services to category 8 (with category 9 accepted under remission)*

A copy of the current Certificate can be located within the Safety Assurance section of the BRS Airside Operational Management Sharepoint system.

Procedures relating to Contracted Activities can be found in BRS-P-AOPS-027.

1.5 Quality Management for Aeronautical Data

NATS are responsible for the quality management of aeronautical data on behalf of Bristol Airport. The provision of the Aeronautical Information Service shall be performed by a contractor who possesses current ISO9001 certification.

The provision of the annual aerodrome survey (also referred to as CAP1732 survey) shall be performed by a contractor who possesses current ISO9001 certification. This contractor is normally SLC

associates. Once the survey has been completed, the survey data is submitted to NATS Aeronautical Information Management, for publication into the Aeronautical Information Package. NATS are also in possession on ISO9001 accreditation. Both NATS and SLC are referred to as data originators in respect of aeronautical data.

Bristol Airport has signed specific Formal Agreements with the data originators named above. Further information on the origin, management, transmission and distribution can be found within BRS-P-AOPS-025 Aerodrome Data Quality.

1.6 Reporting to the Competent Authority

Bristol Airport commits to immediately react and resource appropriately to a safety incident or event. The Air Navigation Order (ANO) defines a 'Reportable Accident' and a 'Reportable Occurrence', and when a 'Mandatory Occurrence Report (MOR)' is required to be filed. BRS-OSI-SMS-002 Airside Safety Reporting describes the initial investigation process, together with procedures for notifying specific parties.

The detailed procedures for reporting are in BRS-P-AOPS-002 Airside Occurrence Reporting and Investigation.

1.7 Alcohol, Psychoactive Substances and Medicines

All personnel (including unescorted personnel, contactors and those directly employed by Bristol Airport) working in any airside operational area shall not be permitted to consume alcohol and/or any psychoactive substances during their duty period, and must not be found to be performing any duties within the aerodrome boundary under the influences of such products. Further details on this can be found within BRS-OSI-GO-009 Alcohol and Prohibited Substances. If a person is suspected to be under the influence, their applicable company shall be informed, and it shall be their responsibility to resolve the situation according to their individual procedures.

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

1.8 Compliance with Safety Directives and Recommendations

Following an event that necessitates the publication of revised Safety Directives (in the form of ASA, AIN, ASA, or TAI), all airside operators shall be expected to comply with any amendments to procedures, as per section 2.2.12 Safety Management System outputs of this document.

Any widely published safety documentation issued by the Competent Authority is disseminated by the AOC according to the procedures stated within BRS-P-AOPS-005 Control of Documentation.

In accordance with CAA regulation, Bristol Airport shall immediately implement safety measures and safety directives which have been mandated by the CAA, when required. This shall be issued electronically to all airside stakeholders and communicated via the applicable safety forums.

1.9 Recording of Aircraft Movements

Bristol Airport uses the 'R8 Portal' computerised airport management system as a means of internal communications, accounts handling and record keeping of aircraft movements.

Flight details are input by a number of agencies including Air Traffic Control, Finance Department, and Handling Agents. Data is retained on computer files and copies of the daily movement register (DMR) are sent to CAA Route Charges and to the CAA Flight Operations Inspectorate on a monthly basis.

2. AERODROME PERSONNEL QUALIFICATIONS

2.1 Training Programme

It is essential that all staff and contractors operating on the Movement Area are suitably trained, both in terms of the specific tasks that they undertake and in the specialist environment within which they operate.

Departmental training programmes, assessments and competency checks and storage of an employees' associated records are the responsibility of each department which operate on the movement area.

2.1.1 General Requirements

All airport staff and contractors operating airside on a regular basis will require a valid airside pass. This includes a requirement to successfully complete the Airside Safety Training Course, both prior to issue of an airside pass and again at its renewal. Details for obtaining the airside pass can be found within BRS-OSI-SMS-003 Safety Training for Airside Operators. If their employment necessitates the operation of vehicles, an appropriate driving permit will also be required. BRS-OSI-DVO-004 Airside Driver Permits provides the applicable details for obtaining driver permits.

Once an airside pass has been issued, it is valid for between 3 and 5 years, depending on the company that the operator works for. The airside driving permits are issued with varying periods of validity of up to 5 years, depending on the type of permit issued.

2.1.2 RFFS

RFF Personnel are selected and qualified in accordance with requirements set by the Competent Authority. Maintenance of skills, knowledge and understanding, for all fire service roles is achieved and maintained, through an in-house continuation training programme. To ensure continued competence of staff in the work place, the RFFS has developed a training policy document (Policy 03 – 699 Training) which details every aspect of how compliance is achieved.

2.1.3 Airside Operations

Airside Operations training plans and records are held within the Airside Operations Department, in accordance with the Airside Operations Training Manual (AOTM).

2.1.4 Engineering

The Engineering Training Policy, competency files and records are held within the Engineering Department.

2.1.5 Training Documentation

Details of airside driver and safety training records are stored within the BRS ID Unit, which issue the passes on successful completion of the applicable courses. Records are held for as long as the person concerned remains an employee of Bristol Airport.

Other training records (for example, certificates to operate specific types of equipment or qualifications to complete the activity required) are held within the applicable company's human resources department.

2.1.6 Proficiency Check Programmes

Requirements for driver proficiency checking are contained within applicable Driver and Vehicle Operations OSI's. These include BRS-OSI-DVO-004 Airside Driver Permits and BRS-OSI-DVO-010 Manoeuvring Area Free Ranging.

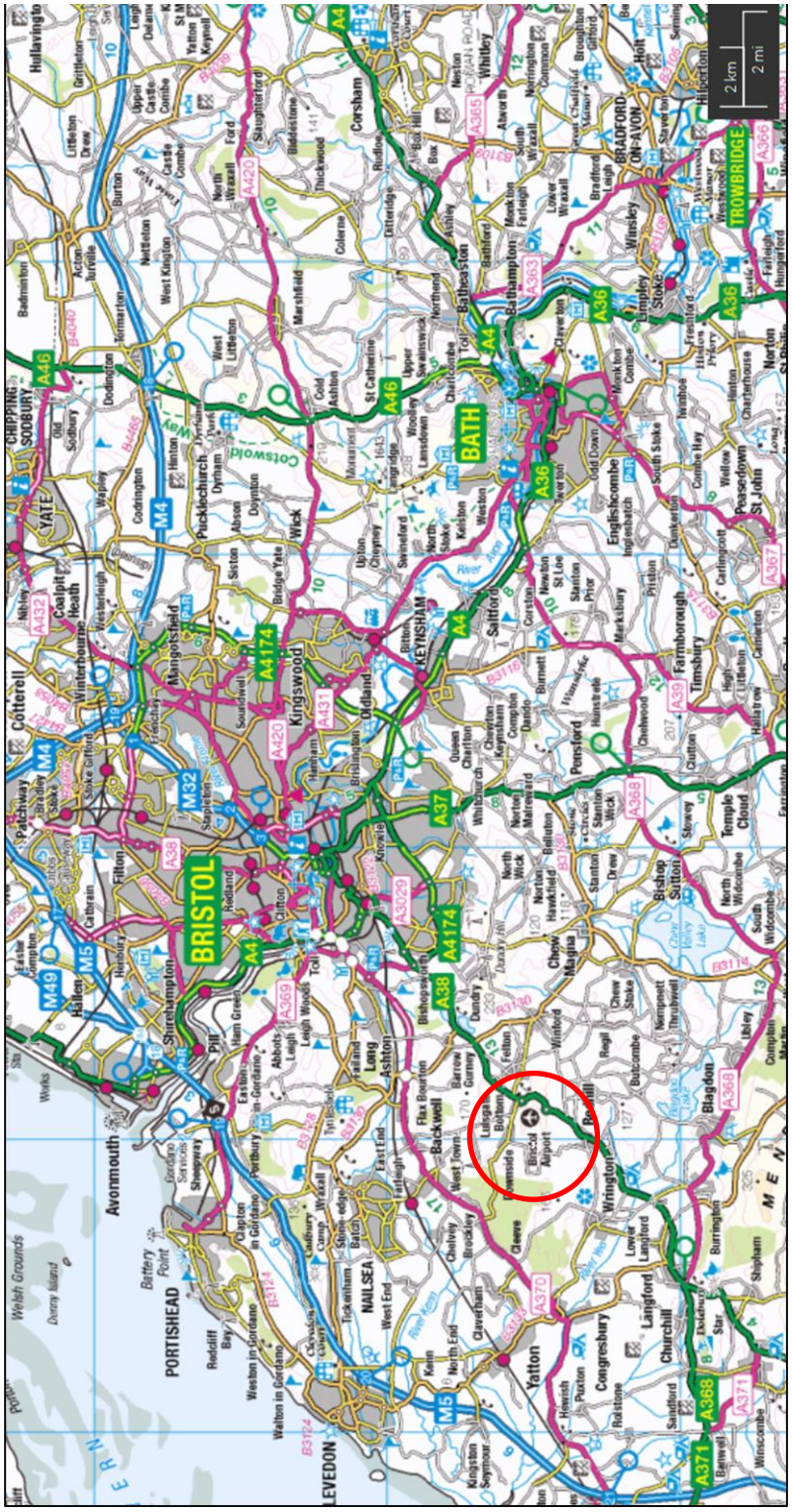
PART C

PARTICULARS OF AERODROME SITE

1. AERODROME SITE DESCRIPTION

1.1 Location of Aerodrome from nearest Populated Areas

Bristol Airport is situated 7 nm southwest of the city of Bristol. The map below shows the airport's location in proximity to Bristol and surrounding towns and villages.

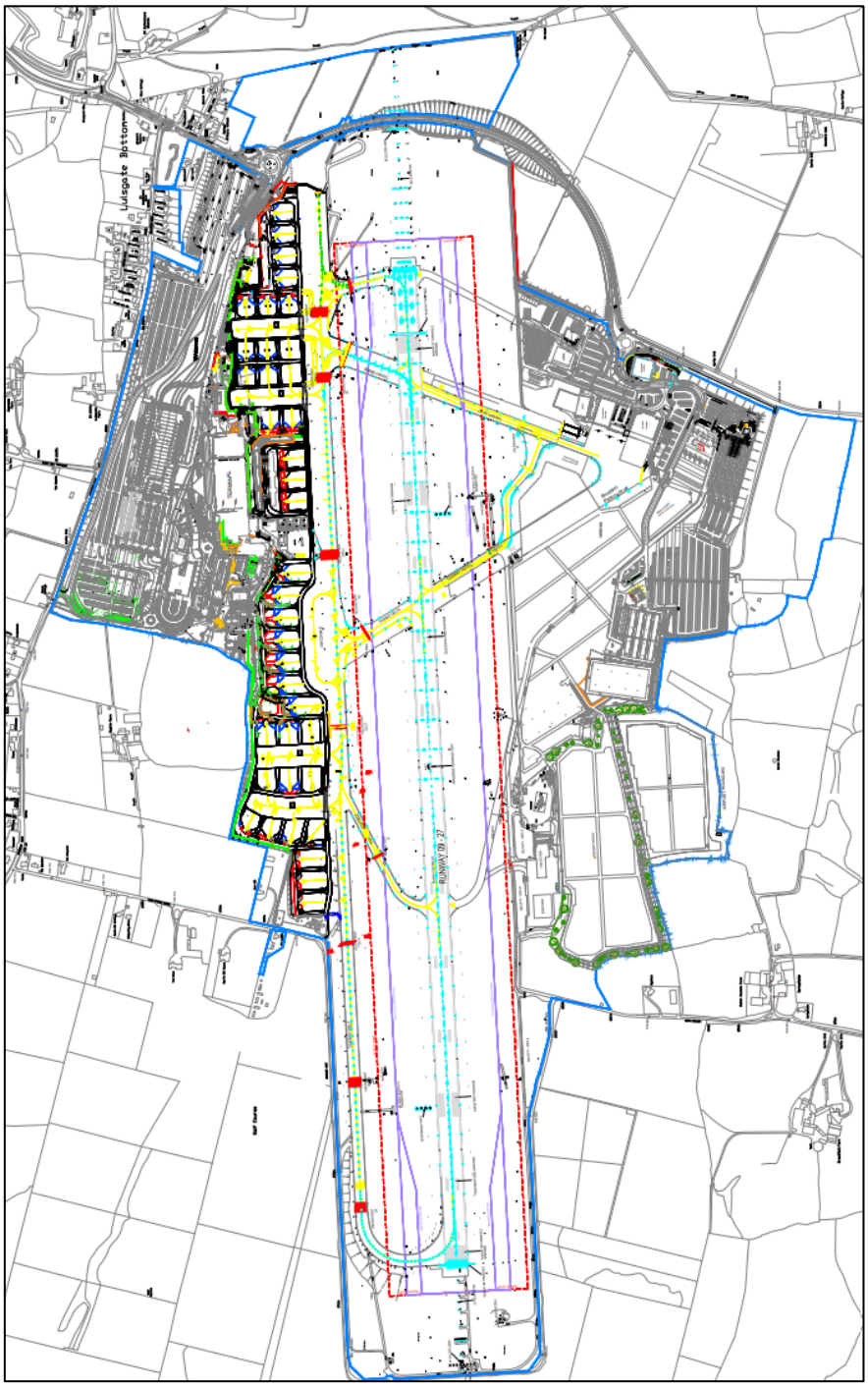


Lat and Long of Aerodrome 512257.61N 0024308.76W

Aerodrome Reference Point (ARP) Mid-point of Runway 09/27

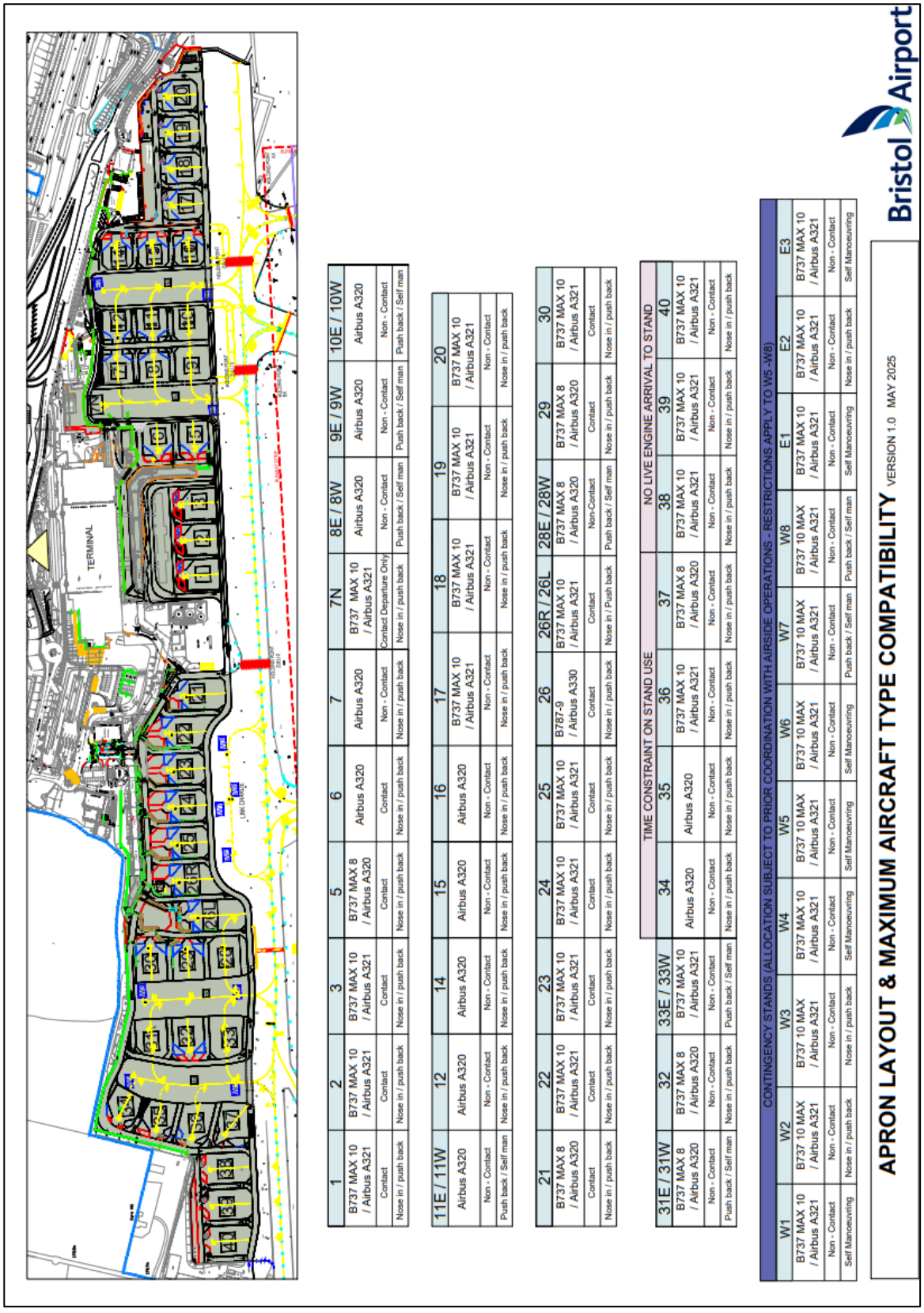
1.2 Aerodrome Chart

The following map shows boundaries, major facilities, Aerodrome Reference Point, runway, apron and taxiway layout and navigation aids. A larger version is available from the Airside webpage: www.bristolairport.co.uk/airside



1.3 Aircraft Parking Chart (northside)

The stand plan can also be downloaded from the Airside Operations webpage:
www.bristolairport.co.uk/airside



UNCONTROLLED WHEN PRINTED

1.4 Physical Characteristics etc.

Refer to Part D for:

- Description of physical characteristics
- Elevations
- Visual and non-visual aids
- Aerodrome reference temperature
- Strength of pavements
- Rescue and fire-fighting protection
- Ground aids
- Obstacles

1.5 Exemptions or Derogations, ELOS, SC and Operating Limitations

Refer to Part D.

1.6 Types of Operations

The “CAA Certificate” issued is required to demonstrate compliance with the provisions of the ANO, Article 211, in order to permit the public transport of passengers and instruction in flying.

For other aviation activities within the airspace controlled by BRS, Letters of Agreement (LoA) have been agreed. This is specifically for procedures to be adopted by microlights, gliders, locally-based light aircraft, helicopters and balloons. These LoAs are held in ATC.

Bristol Airport does not permit helicopter hover training activities within the aerodrome boundary, due to the confined operational area and the hazard to such operations when students are under tuition.

PART D

PARTICULARS OF THE AERODROME REQUIRED TO BE REPORTED TO THE AERONAUTICAL INFORMATION SERVICE

1. AERONAUTICAL INFORMATION SERVICES AND GENERAL INFORMATION

1.1 Name of the Aerodrome

The name and address of the aerodrome is:

Bristol Airport Ltd
Bristol BS48 3DW

1.2 Location of the Aerodrome

Bristol Airport is located 7nm southwest from the city of Bristol

1.3 Coordinates of the Aerodrome Reference Point

Lat: 512257.61N Long: 0024308.76W

1.4 Aerodrome Elevation and Geoid Undulation

Aerodrome Elevation	622 feet
Apron Elevation	595 feet AMSL
Geoid Undulation	164 feet

1.5 Runway Elevations

Runway 09:
Threshold Elevation: 613feet
Geoid undulation: 164 feet
Elevation of runway end: 601ft

Runway 27:
Threshold Elevation: 601 feet
Geoid undulation: 164 feet
Elevation of runway end: 613ft

1.6 Aerodrome Reference Temperature

Aerodrome Reference Temperature	18°C

1.7 Aerodrome Beacon

There is no Aerodrome Beacon sited or in use at Bristol Airport.

1.8 Aerodrome Operator and Contact Details

Bristol Airport Limited
General Enquiries Tel: 0871 334 4444
ATC Tel: 01275 473712/3

2 AERODROME DIMENSIONS AND RELATED INFORMATION

2.1 Runway

The designator is 09 / 27 and lies on a true bearing of 086º / 266º. The runway is 2011m long and 45m wide. It is a Precision Approach Runway and it is composed of grooved Marshall Asphalt.

The PCN has been notified as 51 F/C/W/T.

There is a displaced threshold on runway 27.

Pilots should note that when using runway 09, there is a 240m area of the runway that provides a forward sight distance of less than 1006m (for an eye height of 3m above the runway surface) between the start of the LDA and 240m after the start of the LDA located in the area of the runway 09 threshold and start of the 09 TDZ.

Pilots should note that there is a 395m area of the runway that provides a forward sight distance of less than 1006m (for an eye height of 3m above the runway surface) between 630m and 1025m after the start of the LDA located in the middle of the runway length.

There is an Obstacle Free Zone established at Bristol Airport in accordance with CS ADR-DSN.H.445.

2.2 Other Surfaces

Runway Strip
Width: for both runway 09 and 27 are 140m either side of the runway and runs the length of the runway.

The Runway Strip surface is grassed.

RESA
The RESA surface is grassed.

Designator	Undershoot RESA (m)	Overrun RESA (m) Landing	Overrun RESA (m) Take-Off
27	340 x 210	140 x 150*	140 x 150*
09	140 x 150*	215 x 210	215 x 210

* These RESA have a downslope of 10%.

Stopways
Stopways are not provided at Bristol Airport.

Taxiways

Taxiway Designator	Code	Width	Strip Width	Bearing Strength (PCN)	Surface Type
ALPHA	D	22 metres	81 metres	51/F/C/W/T	Asphalt
BRAVO	D	46 metres	81 metres	53/F/C/W/T	Asphalt
DELTA	D	22 metres	81 metres	42/F/C/W/T	Asphalt
FOXTROT	C	15 metres	52 metres	25/F/C/W/T	Asphalt
GOLF	D	22 metres	81 metres	51/F/C/W/T	Asphalt
HOTEL	B	10.5 metres	43 metres	20/F/C/Y/T	Asphalt
JULIET	C	15 metres	52 metres	30/F/C/W/T	Asphalt
ZULU	D	22 metres	72 metres	51/F/C/W/T	Asphalt
TAXILANE LINK CHARLIE	C	15 metres	Not given	51/R/C/W/T	Concrete

Apron surfaces

Apron Location	Location	Bearing Strength (PCN)	Surface Type
East Apron	South and East of Terminal	51/R/C/W/T 51/F/C/W/T	Concrete Asphalt
West Apron	West of Terminal	53/R/C/W/T	Concrete
Southern Parking Area	Southside	30/F/C/W/T	Asphalt
Grass Parking Area	Southside	n/a Grass	Grass

Clearway
Runway 09 Departure – 122m
Runway 27 Departure – 1005m

2.3 Visual Aids

Runway	Approach Lights	Threshold Lights	Runway Lights	PAPIs
09	480m. High intensity Coded centre-line, with three cross bars.	High intensity Green Uni-directional with wingbars	Edge lights: Elev. Bi-directional high intensity with omni-directional component. Runway end lights red uni-directional.	3 Deg LHS 347m MEHT 54ft.
27	570m High intensity Coded centre-line with three Cross bars. Supplementary lights inner 300 m.	High Inensity Green Uni-directional with wing bars	Elev. Bi-directional high intenstiy with omni-directional component. Runway end Lights red. TDZ lighting.	3 deg LHS 319m MEHT 57ft.

Taxiways and Aprons	
Taxiway A	- Elevated blue edge lights & centre line green lights
Taxiway B	- Elevated blue edge lights & centre line green lights
Taxiway D	- Elevated blue edge lights
Taxiway F	- Elevated blue edge lights
Taxiway G	- Centre line green lighting
Taxiway H	- Elevated blue edge lights
Taxiway J	- Elevated blue edge lights
Taxiway Z	- Elevated blue edge lights & centre line green lights
All Aprons	- Flood lighting

Holding Points are fitted with runway guard lights (wig wags) at AX, BX, DX, FX, GX, JX and HX and LED stop bars at AX, BX, DX, FX, GX, G2, G3, HX, JX, H1, Z1, Z2, Z3 and Z4. All runway holding positions are marked with runway designator markings and enhanced centreline markings.

All components of both 09 and 27 ILS are equipped with obstacle lights. The apron floodlights are equipped with obstacle lights. All unserviceabilities will be reported to Engineering.

The procedures for operational use of the AGL system are published in MATS Part 2.

The signage and marking on the runway, taxiways and aprons conforms to CAA Certification Specifications.

2.4 VOR Aerodrome Checkpoints

VOR Aerodrome Checkpoints are not provided at Bristol Airport.

2.5 Standard Taxi Routes

Standard taxi routes are not provided at Bristol Airport.

2.6 Coordinates of Thresholds, Holding Points and Aircraft Stands

Threshold Co-ordinates:
Runway 09: 512255.59N 0024400.61W
Runway 27: 512259.37N 0024223.50W

Stand co-ordinates for northside stands (correct as of 30th June) where available are shown below.

STAND	COORDINATES	STAND	COORDINATES
1	512307.08N 0024241.16W	12	512309.92N 0024226.04W
2	512307.16N 0024238.87W	14	512309.99N 0024220.12W
3	512307.24N 0024236.59W	15	512308.57N 0024219.98W
5	512306.84N 0024233.30W	16	512307.16N 0024219.85W
6	512308.27N 0024233.44W	17	512307.92N 0024217.78W
7	512309.92N 0024227.32W	18	512308.01N 0024215.50W
7N	512310.50N 0024230.36W	19	512308.09N 0024213.21W
8E	512308.49N 0024227.18W	20	512308.18N 0024210.92W
8W	512308.44N 0024228.55W	E1	512306.33N 0024229.97W
9E	512307.07N 0024227.06W	E2	512310.54N 0024223.18W
9W	512307.02N 0024228.40W	E3	512306.60N 0024222.81W
10E	512307.16N 0024224.55W		
10W	512307.11N 0024225.87W		
11E	512308.58N 0024224.69W		
11W	512308.53N 0024226.00W		

STAND	COORDINATES	STAND	COORDINATES
21	512307.29N 0024248.63W	33W	512305.36N 0024311.01W
22	512307.87N 0024251.01W	34	To be surveyed
23	512307.78N 0024253.33W	35	To be surveyed
24	512307.69N 0024255.65W	36	To be surveyed
25	512307.61N 0024257.97W	37	To be surveyed
26	512307.82N 0024300.93W	38	512306.01N 0024318.43W
26L	512306.77N 0024302.55W	39	512305.92N 0024320.72W
26R	512307.52N 0024300.29W	40	512305.84N 0024323.00W
28E	512305.48N 0024304.34W	W1	512304.98N 0024312.98W
28W	512305.42N 0024305.83W	W2	To be surveyed
29	512306.93N 0024304.48W	W3	512308.65N 0024307.88W
30	512308.39N 0024304.41W	W4	512304.89N 0024307.52W
31E	512308.33N 0024309.55W	W5	512305.15N 0024258.64W
31W	512308.27N 0024311.08W	W6/W7	512305.28N 0024255.27W
32	512306.81N 0024311.04W	W8	512305.40N 0024252.19W

Stand co-ordinates can also be obtained from the UK AIP. Any amendments to stand co-ordinates will also be promulgated by NOTAM/SUP

2.7 Significant Obstacles

EGGD AD 2.10 AERODROME OBSTACLES

In Approach/Take-off areas					
Obstacle ID/ Designation	Obstacle Type	Obstacle Position	Elevation/Height	Obstruction Lighting Type/Colour	Remarks
1	2	3	4	5	6
INTENTIONALLY BLANK					

In circling area and at aerodrome						
Obstacle ID/ Designation	Obstacle Type	Obstacle Position	Elevation/Height		Obstruction Lighting Type/Colour	Remarks
1	2	3	4		5	6
(EGGD8430)	MAST	512357.48N 0023843.56W	888 FT	154 FT	Yes Red	
(EGGD9114)	MAST	512342.82N 0024237.57W	747 FT	89 FT	Yes Red	
(EGGD8927)	MAST	511829.01N 0024314.74W	1158 FT	137 FT	No	
(EGGD8665)	MAST	511413.46N 0023731.39W	1963 FT	973 FT	Yes Red	

2.8 Pavement Surface Types and Bearing Strengths

See section 2.2.

2.9 Pre-Flight Altimeter Check Locations

The pre-flight altimeter check point is provided on the east apron at an elevation height of 595ft.

2.10 Declared Distances

Runway Designator	TORA	TODA	ASDA	LDA	Remarks
09	2011	2133	2011	2011	
27	2011	3016	2011	1882	
09	1300	1422	1300		Take-off from intersection with taxiway Foxtrot
09	701	823	701		Take-off from intersection with taxiway Delta
09	652	774	652		Take-off from intersection with taxiway Hotel
27	1828	2742	1828		Take-off from intersection with Bravo
27	1780	2670	1780		Take-off from intersection with taxiway Juliet
27	1348	2021	1348		Take-off from intersection with taxiway Delta
27	1371	2057	1371		Take-off from intersection with taxiway Hotel
27	734	1101	734		Take-off from intersection with taxiway Foxtrot

2.11 Removal of Disabled Aircraft

Bristol Airport has a supply of equipment that may be used for aircraft recovery and is dependent on factors such as aircraft type and accident location. The RFFS should be contacted, who shall co-ordinate the removal of aircraft up to 120,000kg, in conjunction with the Motor Transport department.

RFFS can be contacted using the following methods:

Watchroom Telephone: +44 (0)1275 473690

Email: fire_section@bristolairport.com

The procedures to be adopted for the removal of a disabled aircraft are detailed in RFFS SOP38 Aircraft Recovery and Equipment.

2.12 Rescue and Fire-Fighting Level of Protection

Bristol Airport Fire Service provides a Category 8 level of protection during normal promulgated hours and will provide a higher Category 9 level of RFF protection by arrangement, accepted under remission, as stated in the UK AIP. Category 9 movements are very unusual and normally only operate charter flights on an exceptional basis, therefore will not exceed 700 movements in the busiest consecutive three months of the year.

The RFFS has the following equipment normally available:

Fire Command vehicle
1x Major foam appliance
4x Major foam appliances with Extending Boom Technology

2.13 Exemptions or Derogations, ELOS, SC and Operating Limitations

CAA Reference(s)	Type of exemption	Area	Details
CS ADR-DSN. A.005	National Special Condition	Aerodrome Reference Code	In the UK the reference code number (code element one) is determined by the greater value of TODA or ASDA, not Aeroplane Reference Field Length.
CS ADR-DSN.B.065 CS ADR-DSN.B.070 CS ADR-DSN.B.075 CS ADR-DSN.B.080	Special Condition	Runway	The profile of the runway is constrained by the topography of the ground, preventing the CS' relating to gradient limits to be met
CS ADR-DSN.C.230	Special Condition	Runway	The runway 27 takeoff and landing overrun RESA exceed the 5% maximum slope.
CS ADR-DSN.D.265	Special Condition	Taxiways	The profile of the taxiway network is constrained by the topography of the ground, which prevents the gradient requirements being met.
CS ADR-DSN.J.480	Special Condition	OLS	The profile of the ground causes the ground and associated above ground obstacles in the vicinity to penetrate the Transitional Surface.

CS ADR-DSN.D.240 CS ADR-DSN.D.250 CS ADR-DSN.D.255	DAAD*	Taxiways	Taxiway Foxtrot is a Code C taxiway. However, due to the acute turn from runway 27, the minimum clearance between main gear and taxiway edge cannot be achieved for certain aircraft types. Taxiway Foxtrot is restricted to aircraft types of F100 size and below.
CS ADR-DSN.E.360	DAAD*	Apron	Eastern apron gradients exceed 1% on aircraft stands 11-16 inclusive. Safety Assurance is in place to demonstrate that this is acceptable.
CS ADR-DSN.S.880	DAAD*	Apron	Backup power supplies to apron lighting is not in place. Safety Assurance and procedures in place to demonstrate that this is acceptable.
N/A	Code E Operating Limitation	Runway	Code E Aircraft types restricted to B787-800, B787-900 and A330-300.

*Note that following a change to CAA regulation, the DAAD are currently under review.

PART E

AERODROME OPERATING POLICIES AND PROCEDURES

1. AERODROME REPORTING

1.1 Aeronautical Information Reporting

Facilities detailed in the UK AIP affected by changes will be notified initially by NOTAM or SUP (AIP Supplement). Permanent changes will be notified by NOTAM/SUP followed by confirmation to AIS through an AIP Change Request online process, facilitated by the Airside Operations Co-ordinator.

The AIP is reviewed on an annual basis (as a minimum) and when operationally required.

1.2 Aeronautical Data Surveying

Bristol Airport has an annual survey conducted in accordance with the guidance published by the Competent Authority to ensure compliance within the AMC/GM to Annex IV – Part ADR-OPS, specifically GM2 ADR.OPS.A 005 (a) Aerodrome Data. The survey data adopts the ICAO World Geodetic System of 1984 (WGS-84).

The purpose of aerodrome survey information is to enable BRS to meet its safety responsibilities and provide the data required by the Competent Authority to enable it to:

- consider aerodrome certification issues;
- design and develop operational flight procedures;
- prepare charts;
- conduct safety evaluations.

This work is carried out by SLC Associates on behalf of Bristol Airport.

Following these processes, selected information shall be published in the Aeronautical Information Publication (AIP) and other associated documents.

The following Aerodrome Obstacle Surveys: AGA, Departure Area, Visual Manoeuvring, Non-Precision Instrument Approach, Type A and Precision Approach Procedure Survey are produced by SLC Associates on an annual basis. These surveys are held by the Head of Airfield Operations (HoAO).

Once the report has been published, the HoAO will review any deviations from the previous surveys, to check for any significant changes that may affect the obstacle limitation surfaces (OLS) or Instrument Approach Procedures (IAPs).

Any maintenance work required from the outcome of obstacle surveys are co-ordinated by the AOM and managed by an external agency (such as specialist agricultural contractors), to ensure that protected surfaces are not infringed.

2 ACCESS TO THE AERODROME MOVEMENT AREA

Access to the Critical Part Security Restricted Area (CP SRA) (this includes the Movement Area) through the official access gates is only provided upon the presentation of an appropriate pass (including temporary pass), or boarding card/ticket together with a bonafide reason. Those wishing to access the

CP SRA will be subject to checks and/or searches from the incumbent security agency (currently ICTS) before being permitted entry. ICTS work under the regulations stipulated by the Department for Transport (DfT).

Bristol Airport also has a dedicated Police unit onsite.

Access to the aerodrome is strictly controlled through a number of access points. There is only one manned vehicle access gate (H24), the Main Access Control Point (ACP), which is situated adjacent to the ATC Control Tower. Other vehicle access gates are permanently padlocked, with the issue of an access key on a limited operational or requirement-based need. Pedestrian access points include the Terminal Control Point (TCP), staff search comb and the passenger search comb.

Access through control points or from the terminal onto the apron is controlled through use of the airport pass swipe system. Those that require access to the airside without an applicable airport pass, or with a temporary pass / contractor pass must be escorted.

The perimeter of the airfield is protected with an appropriate boundary fence.

Access to the Manoeuvring Area is strictly controlled and can only be granted to suitably qualified persons with the approval of ATC, with the use of ground radio channels. Further information on requirements for operating on the manoeuvring area are detailed in BRS-OSI-DVO-010 Manoeuvring Area Free Ranging and BRS-OSI-DVO-011 Manoeuvring Area Driving Standards, Details on driver training requirements can be found within BRS-OSI-DVO-004 Airside Driver Permits.

3 AERODROME MOVEMENT AREA INSPECTIONS

Bristol Airport is aware of the importance of timely and disciplined core airside surface inspections and has procedures to ensure that such inspections are undertaken effectively. Regular inspections are undertaken to ensure that the aerodrome environment is maintained to required standards at all times.

All matters arising from such inspections are formally documented and records are maintained for future reference. The intervals, types of inspections completed and procedures for following up inspection actions are detailed in BRS-P-AOPS-011 Aerodrome Inspections. Each inspection includes a reporting mechanism to ensure that appropriate action is taken. Reports include details of the task(s), any remedial action(s) necessary or taken, identification of the person/agency responsible for undertaking the task and/or further action and identification of the timescale by which it should be completed. Records of inspections are held with either the Airside Operations Department or Engineering Team, depending on the type of inspection performed.

Inspections taking place on the manoeuvring area shall be performed by suitably qualified personnel in a radio-equipped vehicle. ATC shall be advised via RT, unless the inspection takes place using Free Ranging procedures. The procedures associated with RT communications are detailed in the OSI's related to Driving and Vehicle Operations (DVO).

4 INSPECTION AND MAINTENANCE OF VISUAL AND NON-VISUAL AIDS

The operation the AGLCS and SMGCS is the responsibility of ATC and is operated in accordance with MATS Part 2. The inspection of visual aids is undertaken by Airside Operations in accordance with BRS-P-AOPS-011 (Aerodrome Inspections). The maintenance of the AGLCS is undertaken by Bristol Airport Engineering in accordance with the AGL Maintenance Manual.

The safe functioning of these systems is reviewed and discussed between Bristol Airport and ATC and safety meetings, primarily the BRS/ATC Liaison meeting, LRST and FLOPSC (ADR.OPS.B.030).

5 OPERATING AND MAINTENANCE INSTRUCTIONS FOR AERODROME EQUIPMENT

The navigational aids are owned by Bristol Airport. However, NATS operate and maintain them on their behalf. The maintenance and procedures for their operation and maintenance are detailed in ATC MATS Part 2 and NATS Engineering maintenance schedules.

Other facilities and equipment are maintained through planned preventative maintenance schedules, managed and recorded by the BRS Engineering department.

6 MAINTENANCE OF THE MOVEMENT AREA AND OVERLOAD OPERATIONS

Any Engineering actions identified from regular inspections will be logged into the Engineering support works system and prioritised according the requirement for rectification. Movement area maintenance procedures are further detailed in BRS-P-AOPS-011 Aerodrome Inspections.

Routine runway maintenance (such as rubber removal and line remarking) is programmed according to flight schedules and usually takes place in conjunction with the regular runway surface friction assessments. BRS-P-AOPS-012 Runway Surface Friction Assessments provides further information on this procedure.

7 CONTROL OF AERODROME WORKS

Bristol Airport is a constantly changing environment, whether maintenance activities are taking place, or a new development results in the introduction of new facilities/equipment.

Construction, maintenance and repair work must regularly be conducted to ensure continual development and safe operations. This work may take place at any time of the year and/or day and night. Communication with stakeholders is essential to ensure that the work can take place safely, while aviation operations continue. Methodologies for the activity must be provided by the contractor, to ensure that the work is controlled. The airport also has a responsibility to develop and promulgate safe procedures to enable the work to take place.

Methods for the management of any aerodrome development adhere to requirements within AMC/GM to Annex IV, specifically AMC1, GM1, GM2 and GM3 ADR.OPS.B.070.

The following procedures provide further information on control of works:

BRS-OSI-AW-001 Airside Work Permits
BRS-OSI-AW-002 Cranes and Tall Construction Equipment
BRS-OSI-AW-003 Aerodrome Development and Maintenance
BRS-OSI-AW-004 On Airport Development Safeguarding
BRS-OSI-AW-005 Guidance for Airside Pass and Permit Applications
BRS-OSI-AW-007 Manoeuvring Area Work in Progress

BRS-P-AOPS-007 Management of Airside Work

OSI can be downloaded from the Airside Ops Webpage: Airside (bristolairport.co.uk)

8 APRON MANAGEMENT

Some of the apron management activities are outsourced to external handling agents at Bristol Airport. However, the BRS OSIs referred to within this section provide the initial requirements to be followed in addition to company specific procedures.

8.1 Transfer of Aircraft

This is not applicable to operations at Bristol Airport. ATC are responsible for the ground movement of aircraft on the Manoeuvring Area. ATC provide essential parking, pushback and clearance information to aircraft approaching/operating on the apron, in conjunction with the GHA who provide the marshalling and pushback or start up service.

8.2 Allocation of Aircraft Stands

Stand allocation is carried out by the Control Centre and is controlled from the Terminal Building and this is promulgated to ground handling agents and ATC by the 20:20 airport management system. This is with the exception of General Aviation on the southside of the airport who operate within their local requirements.

8.3 Engine Start and Pushback

Pushback and start procedures detailed are documented in the following procedures:
BRS-OSI-GO-014 Aircraft departure procedures off stand
BRS-OSI-GO-016 Aircraft towing
BRS-OSI-GO-017 Aircraft departure procedures
BRS-OSI-GO-006 Stand allocation and operating procedures

These can be downloaded from the Airside Ops Webpage: Airside (bristolairport.co.uk)

8.4 Marshalling and Follow-me Service

There are no self-parking stands at Bristol Airport. Parking on all designated stands and within the apron areas, is to be under the direction of an authorised marshaller. Aircraft are marshalled according to their respective ground handling company. For commercial operations, this will be either Swissport or DHL, supported from time to time by Airside Ops. For general/private aviation, this is undertaken by the Centreline. Further information on marshalling is provided within BRS-OSI-GO-010 Aircraft Marshalling.

The Airside Operations team provide a Follow-me service using specially equipped operational vehicles. A Follow-me vehicle will be provided:

- Where the aircraft crew is unfamiliar with the layout of Bristol Airport, or taxi instructions given by the Duty Air Traffic Control Officer.
- In Low Visibility Operations, where the visibility is equal to or less than 400m IRVR.
- Where the surface condition is useable, with caution, and it is required to moderate the speed at which aircraft taxis to ensure its safety.

- Where there is planned or emergency work in progress which dictates that an aircraft must follow a non-standard taxi route or taxi with caution.
- There is surface contamination on the manoeuvring area, such as snow or slush, which although deemed safe for taxiing still requires the aircraft speed to be moderated.
- Where the status of the aircraft itself, and/or the passengers on-board may justify the provision of an aircraft escort to/from its parking position.
- For non-standard access to aircraft parking stands.

A specific Airside Operations Procedure: BRS-P-AOPS-019 Leader Escorts gives the detailed procedures for undertaking the Follow-me service.

9 APRON SAFETY MANAGEMENT

Apron safety procedures are inherent to the SMS at Bristol Airport. All detailed procedures provided by Bristol Airport are published to stakeholders in OSI or AOP format. These are supported by individual company safety procedures and Bristol Airport temporary instructions.
OSI are available for download from www.bristolairport.co.uk/airside

9.1 Protection from Jet Blast

Jet blast is a common hazard which can be mitigated with correct control measures. Airside operators are advised of the implications of jet blast through airside safety training courses. Aircraft are ordinarily pushed into cul-de-sacs or taxiway zulu before engines are started, to reduce the possibility of jet blast. The following procedures have been written to take into account the mitigation of hazards such as jet blast:
BRS-OSI-GO-014 Aircraft departure procedures off stand
BRS-OSI-GO-017 Aircraft depature procedures
BRS-OSI-GO-006 Stand Allocation and Operating Procedures

9.2 Safety Precautions during Aircraft Refuelling

All procedures for the reception, storage and quality control of aviation fuel are in accordance with procedures set out by the Competent Authority and AMC/GM to Annex IV, specifically AMC1 and GM1 ADR.OPS.B.005. These procedures are controlled on behalf of Bristol Airport by Northair Ltd. Refuelling of aircraft on the northside is carried out by Northair, in compliance with the published procedures and Joint Inspection Group 1 (Current Issue) Aviation Fuel Quality Control & Operating Standards for Into-Plane Fuelling Services.

Oversight of aircraft refuelling and the enforcement of safety precautions is managed through a combination of planned audits, which are based on the requirements of Joint Inspection Group (JIG) standards as described in BRS-OSI-SMS-010, ad-hoc turnaround audits and apron monitoring conducting by Airside Operations as described in BRS-P-AOPS-003 and BRS-P-AOPS-002. The procedures for the management of spillages is detailed within BRS-OSI-ENV-004. Additionally, North Air are audited independently against JIG requirements. The results of these audits are reviewed during the North Air quarterly meetings, attended by the HoAO. (ADR.OR.E.005).

9.3 FOD Prevention

Surface area cleanliness is maintained by a comprehensive programme of sweeping and FOD removal, which is fully described within BRS-OSI-ENV-008 Airside Cleanliness and FOD Management.

9.4 Monitoring of Personnel Compliance

The Airside Operations Department are responsible for monitoring compliance of all airside operators on the Movement Area, on a day to day basis. This is further described in BRS-P-AOPS-003 Apron Safey Monitoring and BRS-OSI-SMS-010 Ground Handling Partner Audits. The details of the reporting guidelines for occurrences that are perceived to be non-compliant can be found in BRS-OSI-SMS-004 Airside Safety Standards Scheme and BRS-OSI-SMS-002 Airside Safety Reporting.

10 CONTROL OF VEHICLES ON THE MOVEMENT AREA

Vehicle operations on the Movement Area are strictly restricted to those that hold valid airside driving permits, or those who are escorted by a lead vehicle with a genuine requirement to access the intended location.

Traffic rules and speed limit regulations are fully explained within the Airside Driver Training Course. The following procedures provide information on the processes for obtaining approval to operate vehicles airside and the requirements expected of vehicle operators both on the apron and the manoeuvring area.

BRS-OSI-DVO-001 ATC Recognised Callsigns
BRS-OSI-DVO-002 Use of the Airfield Perimeter Track
BRS-OSI-DVO-003 Airside Vehicle and Equipment Operations
BRS-OSI-DVO-004 Airside Driver Permits
BRS-OSI-DVO-005 Airside Vehicle Permits
BRS-OSI-DVO-006 Aviramp Parking and Operation
BRS-OSI-DVO-007 Airside Coaching Operation
BRS-OSI-DVO-008 Seatbelt Policy
BRS-OSI-DVO-009 Undercroft Operations
BRS-OSI-DVO-010 Manoeuvring Area Free Ranging
BRS-OSI-DVO-011 Manoeuvring Area Driving Standards
BRS-OSI-DVO-013 Electric Vehicle Operations

These can be downloaded from the Bristol Airport Airside Operations Webpage www.bristolairport.co.uk/airside

11 WILDLIFE HAZARD MANAGEMENT

Birds and mammals are one of the major hazards to aircraft. As a result, the airport's policy is to minimise the risk of birdstrikes to aircraft on and around the aerodrome by the planned and co-ordinated use of effective control methods. Bristol Airport follows the guidance provided by the CAA and AMC/GM to Annex IV, specifically AMC1 and GM2. The methodologies and procedures to be followed are detailed in the airport's Wildlife Hazard Management Plan, BRS-P-AOPS-014 Wildlife Hazard Control and BRS-P-AOPS-015 Habitat Management.

12 AERODROME SAFEGUARDING

Aerodrome safeguarding is an essential activity which identifies obstacles and potential impacts to aircraft operating into and out of Bristol Airport, both on-aerodrome and in the vicinity.

Aerodrome safeguarding is the process of consultation between the Local Planning Authority (LPA) and Bristol Airport, for developments which have not yet been constructed. Under the Statutory

Direction within the Town and Country Planning Act, each LPA must consult with the Airport on applications which fall within certain criteria. Safeguarding of the airport successfully will result in the development of any obstacles on and off the aerodrome being restricted to ensure that they do not cause any adverse effect on operations, including infringement of OLS. All safeguarding applications, together with associated correspondence and decisions are stored electronically. BRS-P-AOPS-008 Airport Safeguarding further explains the record keeping process and safeguarding procedures.

Aerodrome development onsite shall often require safeguarding checks to ensure that OLS and navigation facilities will not be affected by the proposed development. The requirement for this is identified at the planning stages of the proposed works, depending on the type of development and the location. Further details of this are provided in BRS-OSI-AW-004 On-Airport Development Safeguarding. In addition, the use of high lifting equipment during any developments onsite could be defined as temporary obstructions and shall be subject to assessment to ensure that any infringement to OLS or impact to navigation aids is identified and mitigated. Further details on this can be found within BRS-OSI-AW-002 Cranes and Tall Construction Equipment.

12.1 Obstacle Control and Monitoring

Existing obstacles are identified as part of the annual Aerodrome Survey (see part E, section 1.2). The management of these obstacles is explained within section 1.2. Details of the location of obstacles are recorded in the AIP. Responsibility for the lighting of obstacles belongs to BRS Engineering (for onsite obstacles) or the owner or operator of the mast or other obstacle. Obstacles on the Airport are lighted in accordance with guidance set by the Competent Authority, and include floodlight masts, ILS Glidepath aerials, radar scanner and windsleeves.

Obstacle inspections take place in conjunction with the annual Aerodrome Survey. Following this, reviews/proposed changes to obstacles are managed by the Head of Airfield Operations.

12.2 Hazards related to Human Activities and Land Use

The monitoring of land use falls within Bristol Airport's safeguarding procedures, explained in BRS-P-AOPS-008 Airport Safeguarding.

13 EMERGENCY PLANNING

13.1 Emergencies at the Aerodrome or in the Surroundings

Procedures for Emergency Planning and response are detailed within the BRS Emergency Plan.

13.2 Tests of Equipment / Facilities and Emergency Exercises

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 Emergency Responder's Forum, Planning Steering Group and Emergency Response Airport Group. Further details of these committees, together with the details of the generic emergency procedures can be found in the BRS Emergency Orders document.

Published procedures are tested on an annual basis, through the development and inception of an Emergency Exercise. A full-scale exercise is held a minimum of every two years. In the intervening year, a partial exercise is held. This will aim to ensure that any deficiencies found within the full-scale exercise have been corrected. This is held in conjunction with various operational departments

(including Terminal Operations, RFFS, ATC and Airside Operations) and external emergency services. The Emergency Exercise structure is detailed within the Emergency Orders.

14 RESCUE AND FIRE-FIGHTING FACILITIES, EQUIPMENT, PERSONNEL AND PROCEDURES

The Fire Service is required to provide the minimum scale of Rescue and Firefighting protection appropriate to the aerodrome, as specified by the CAA. The fire station is situated on the southside of the airport and is equipped with an occupied watchroom which overlooks the runway. The procedures for its operation, RFFS training, vehicle manning and depletion, personnel and all aspects are detailed within the Fire Service SharePoint system.

The RFFS provides a Category 8 level of protection during normal promulgated hours and will provide a higher Category 9 level of RFF protection by arrangement, under remission, as stated in the UK AIP. Category 9 movements are very unusual and normally only operate charter flights on an exceptional basis, therefore will not exceed 700 movements in the busiest consecutive three months of the year.

To achieve RFF Category 8, the level of supervision required is 1 Station Officer or acting Station Officer, 2 competent Crew Commanders and 6 fire fighters. RFFS Category 8 and 9 requirements are met by ensuring that three major foam appliances are available to respond immediately.

There is a fleet of Five suitable foam producing appliances which meet and exceed the minimum requirements. The RFFS is equipped with additional support vehicles to enhance the response capability. These include:

- Fire Command Vehicle
- Fire Six with additional equipment
- Fuel Spill and Environmental Protection Unit (situated within the Fuel Farm)
- Emergency Response Units (emergency tents and hose layer units and additional equipment trailors)

Procedures are held within the Fire Service SharePoint System to manage non-serviceable vehicles and equipment, to ensure that the present level of vehicles and equipment made available is commensurate with the level of operations.

All fire service personnel are fully qualified in Rescue Trauma & Casualty Care (RTACC). They receive regular training to a standard that is acceptable to the Health & Safety Executive and Local Health Authority. The RFFS have a number of qualified RTACC and defibrillator instructors and have an appointed person, responsible for ensuring that staff are fully trained and remain competent.

The RFFS assesses its ability to meet the response objectives detailed within AMC/GM to Annex IV AMC5 ADR.OPS.B.010(a)(2) through regular training and testing. The RFFS carry out response time assessments as part of this. There are several methods available to contact the RFFS to ensure that responses are met without delay. These include contact via the Watchroom, crash and station alarms, radio and internal phone system. Protected mobile telephones are also available to ensure that during a major incident, additional emergency communications can be set up through the telephone network and the Police. In the event of the telephone network becoming overloaded, the Police have the ability

to invoke Access Overload Control (ACCOLC). This will then give priority to designated airport mobile telephones.

In the event of an unforeseen depletion in the level of protection, it may be necessary to restrict landings and take-off by aircraft until a suitable level has been restored. It is the responsibility of the Accountable Manager to determine the extent to which operations should be restricted and guidance will be offered from the Chief Fire Officer or his Deputy. This is detailed within the Fire Service SharePoint System. On all occasions ATC will be notified of any depletion in the level of service available and further information will be promulgated if required.

The RFFS, where possible, will endeavour to keep its resources onsite to enable uninterrupted business continuity. However, there may be occasions where the RFFS will need to respond to an offsite incident (such as a domestic fire), to support the external emergency services. The RFFS 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 Senior Fire Officer on duty who will immediately inform ATC and keep them advised of the RFFS category status. As a guide, if an aircraft accident is within a 1.5 mile radius of the airfield, the RFFS OIC will liaise with ATC and deploy full resources. If the accident is within a 5 mile radius, the OIC will deploy a crew to carry out an initial assessment and to provide expert guidance, to the external emergency services.

The assessment of the approach and departure areas within 1000m of the runway threshold is carried out to determine the options available for intervention. This information is provided within the 1000m Assessment and kept detailed within the Fire Service SharePoint Policy & Procedures folder.

15 REMOVAL OF DISABLED AIRCRAFT

Refer to Part D, section 2.11.

16 SAFE HANDLING AND STORAGE OF FUEL AND DANGEROUS GOODS

16.1 Equipment, Storage, Delivery, Dispensing, Handling and Safety Measures

Fuel is safely stored within a dedicated facility at Bristol Airport, known as the fuel farm. This is located on the northside of the airport, between the west and east apron. The fuel farm is managed on behalf of Bristol Airport by Northair.

All procedures for the handling, storage, delivery and dispensing of aviation fuel are in accordance with procedures set out by the Competent Authority and AMC/GM to Annex IV, specifically AMC1 and GM1 ADR.OPS.B.05. These procedures are controlled on behalf of Bristol Airport by Northair.

The procedures for the operation of refuelling aircraft are contained within company specific procedures. Environmental implications relating to refuelling are contained within BRS-OSI-ENV-004 Spill Response.

16.2 Fuel Quality

Information on quality and correct specification of aviation fuel, audit intervals, checklists, sampling and record keeping is held within Joint Inspection Group (JIG) Issue 11. This includes details of aviation fuel quality control and operating standards for airports, depots and hydrants for into plane fuelling services.

17 LOW VISIBILITY OPERATIONS

Low Visibility Operations (LVOs) are designed to safeguard runways and taxiways against inadvertent intrusion during periods of poor visibility. They are initiated to ensure that the manoeuvring area and ILS instrumentation is protected against incursion. This procedure is initiated by Air Traffic Control (ATC) whenever the meteorological visibility decreases to 1200m or below. The procedures adopted are contained within the following procedures: BRS-P-AOPS-013 Low Visibility Operations, BRS-P-AOPS-016 Low Cloud Operations, Fire Service Policy and Procedural Manual and ATC MATS Part 2. These procedures are reviewed annually, or whenever the occasion requires, by holding a table-top exercise with all relevant participants.

Aerodromes will normally instigate LVO's when low cloud (<500ft) is present. However due to Bristol Airport's elevation, the airfield frequently experiences low cloud when full horizontal visibility is maintained. The airport has therefore split low cloud operations from low visibility operations to ensure that restrictions in place are more appropriate for the level of risk. BRS-P-AOPS-016 Low Cloud Operations provides further details on this procedure.

18 WINTER OPERATIONS

It is the duty of Bristol Airport to maintain the safety of operations during adverse winter weather conditions. In order to achieve this, the AOM compiles the Winter Weather Response Plan each year. This document provides procedures for operating during snow/ice events. The overall aim is to ensure normal operations are sustained by endeavouring to maintain all movement area pavements in "black-top" conditions, and, ensuring air transport movements are affected as little as possible.

19 OPERATIONS IN ADVERSE WEATHER CONDITIONS

Adverse weather operations include weather conditions such as high winds, electrical storms, snow and severe frost. The following procedures provide further details on requirements during certain types of adverse weather, in addition to the Winter Weather Response Plan:
BRS-OSI-WX-001 Winter Hazards and the Winter Response Plan
BRS-OSI-WX-003 Adverse Weather

20 NIGHT OPERATIONS

There are no additional procedures implemented at Bristol Airport at night.

21 PROTECTION OF RADAR AND NAVIGATIONAL AIDS

Radar and navigational aids are operated and maintained by NATS. Any development work that takes place in the vicinity of navigation aids will be fully safeguarded, and NATS appointed as key stakeholders, according to procedures set out within BRS-P-AOPS-008 Airport Safeguarding.

22 OUT OF CODE AIRCRAFT OPERATIONS

Code E aircraft operations have been approved for operation from BRS. The type of approval is limited to B787-800, B787-900, and A330-300.

The available taxi routes for Code E aircraft will be as follows:

Departures: Runway 09: Taxiway Zulu to taxiway Golf; enter runway at GX.
Runway 27: Taxiway Zulu to taxiway Alpha; enter runway AX.

Arrivals: Runway 09: Runway to vacate either BX (taxiway Bravo) or AX (taxiway Alpha) to taxiway Zulu to the allocated stand.
Runway 27: Runway to vacate GX, taxiways Golf and Zulu to the allocated stand.

BRS-P-AOPS-031 Out of Code Operations explains the procedures required for accommodating Code E aircraft. Safety Assurance SAD-08 Code E Operations is in place to support the approval for this type of operation.

23 PREVENTION OF FIRE

All of the airport buildings are built and managed according to the latest fire and building regulations as required by UK law.

To prevent fire there should be no smoking or display of an open flame in any operational area other than in places specifically designated by notice for that purpose or in accordance with operational procedures and airport byelaws published by Bristol Airport. The HoAO is responsible for this procedure, refer to BRS-OSI-GO-008 Smoking in Airside Areas for further detail.