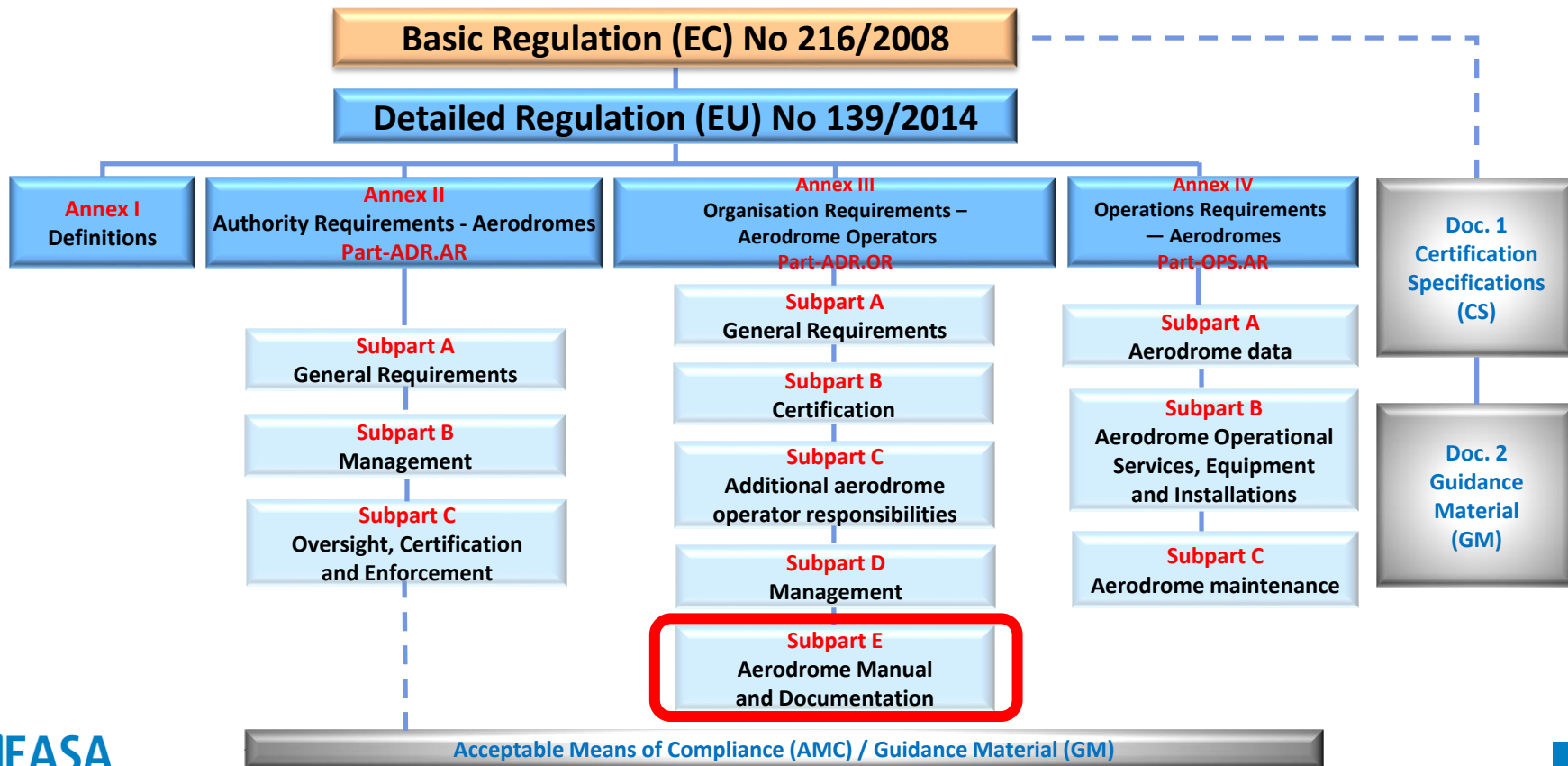


P5.4 Aerodrome Manual Assessment

Your safety is our mission.

P5.4 Aerodrome Manual Assessment



P5.4 Aerodrome Manual Assessment

1. Aerodrome Manual Description
2. Aerodrome Manual Structure
3. Aerodrome Manual Procedures

P5.4 Aerodrome Manual Assessment

1. Aerodrome Manual Description
2. Aerodrome Manual Structure
3. Aerodrome Manual Procedures

P5.4 Aerodrome Manual Assessment

ADR.OR.E.005 Aerodrome manual

Regulation (EU) No 139/2014

- (a) The aerodrome operator shall establish and maintain an aerodrome manual.



Why the Aerodrome
Manual?

P5.4 Aerodrome Manual Assessment

ADR.OR.E.005 Aerodrome manual

Regulation (EU) No 139/2014

- (b) The content of the aerodrome manual shall reflect the certification basis and the requirements set out in this Part and [Part-ADR.OPS](#), as applicable, and shall not contravene the terms of the certificate. The aerodrome manual shall contain or refer to all necessary information for the safe use, operation and maintenance of the aerodrome, its equipment, as well as its obstacle limitation and protection surfaces and other areas associated with the aerodrome.



The aerodrome manual **describes the safe operation** of the aerodrome infrastructure, including facilities and operational procedures.

P5.4 Aerodrome Manual Assessment

ADR.OR.E.005 Aerodrome manual

Regulation (EU) No 139/2014



The aerodrome manual establishes the commitment to operate according to safe practices, and therefore allows to **demonstrate compliance** with Regulation (EU) 2018/1139 and its Implementing Rules.

The aerodrome manual also includes the implementation of mitigation measures and operational restrictions, when needed.

P5.4 Aerodrome Manual Assessment

GM1 ADR.OR.E.005 Aerodrome manual

ED Decision 2014/012/R

AERODROME MANUAL

(a) Form of the aerodrome manual

The aerodrome manual is a key document both for the aerodrome operator and the Competent Authority. The manual is the source document describing how the aerodrome infrastructure, facilities, and operational procedures will operate safely.

As well as the operational procedures, the Competent Authority will expect the aerodrome manual to be an accurate reflection of the day-to-day functioning of the aerodrome's safety management system, and its safety culture. It will need to show how the aerodrome intends to measure its performance against safety targets and objectives. The reader of an aerodrome manual should be given a clear statement of how safety is developed, managed, and maintained on the aerodrome. All safety policies, operational procedures and instructions should be contained in detail when relevant or cross-referenced to other controlled, formally accepted or recognised, publications.

P5.4 Aerodrome Manual Assessment

GM1 ADR.OR.E.005 Aerodrome manual

ED Decision 2014/012/R

Accountability for safety must start at the very top of any organisation. One of the key elements in establishing safe working practices is the 'top down' approach where all staff should understand the safety aims of the organisation, the chain of command, and their own responsibilities and accountabilities. As safety management principles are applied, the aerodrome manual should be expanded to describe clearly how the safety of operations is to be managed. To a reader or user of the aerodrome manual, there should never be any doubt in terms of 'safety accountability' for each domain or activity described. Each section should define who is accountable, who is responsible, who has the authority, who has the expertise, and who actually carries out the tasks described in any section.

P5.4 Aerodrome Manual Assessment

GM1 ADR.OR.E.005 Aerodrome manual

ED Decision 2014/012/R

The principle objective of an aerodrome manual should be to show how management will accomplish its safety responsibilities. The aerodrome manual will set out the policy and expected standards of performance, and the procedures by which they will be achieved.

The aerodrome manual sets up the safety accountabilities and the **SAFETY POLICY**.

This includes the commitment of establishing safety performance objectives and providing the necessary **means and procedures** to achieve them.

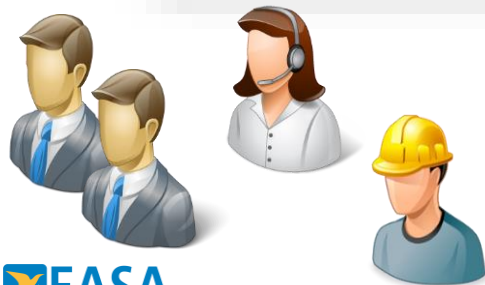
P5.4 Aerodrome Manual Assessment

GM1 ADR.OR.E.005 Aerodrome manual

ED Decision 2014/012/R

(b) Purpose of the aerodrome manual

An efficient management structure and a systematic approach to aerodrome operation is essential. The aerodrome manual should contain all the relevant information to describe this structure satisfactorily. It is one of the means by which all relevant operating staff can be informed as to their duties and responsibilities with regard to safety. It should describe the aerodrome infrastructure, services and facilities, all operating procedures, and any restrictions on aerodrome availability.



The aerodrome manual **informs operating staff about their duties** and responsibilities with regard to safety.

P5.4 Aerodrome Manual Assessment

GM1 ADR.OR.E.005 Aerodrome manual

ED Decision 2014/012/R



The aerodrome manual **establishes an organisational structure, describing the safety accountabilities of the aerodrome operator staff.**

It also includes the safety accountabilities assigned to **third parties**, which should be endorsed through **agreements**.

P5.4 Aerodrome Manual Assessment

1. Aerodrome Manual Description
- 2. Aerodrome Manual Structure**
3. Aerodrome Manual Procedures

P5.4 Aerodrome Manual Assessment

ADR.OR.E.005 Aerodrome manual

Regulation (EU) No 139/2014

- (a) The aerodrome operator shall establish and maintain an aerodrome manual.



How is the Aerodrome
Manual?

P5.4 Aerodrome Manual Assessment

ADR.OR.E.005 Aerodrome manual

Regulation (EU) No 139/2014

- (c) The aerodrome manual may be issued in separate parts.
- (d) The aerodrome operator shall ensure that all aerodrome personnel and all other relevant organisation's personnel have easy access to the portions of the aerodrome manual that are relevant to their duties and responsibilities.
- (h) The aerodrome operator shall ensure that any information taken from other approved documents, and any amendment thereof, is correctly reflected in the aerodrome manual. This does not prevent the aerodrome operator from publishing more conservative data and procedures in the aerodrome manual.
- (i) The aerodrome operator shall ensure that:
 - (1) the aerodrome manual is written in a language acceptable to the Competent Authority; and
 - (2) all personnel are able to read and understand the language in which those parts of the aerodrome manual and other operational documents pertaining to their duties and responsibilities are written.

P5.4 Aerodrome Manual Assessment

AMC1 ADR.OR.E.005 Aerodrome manual

ED Decision 2014/012/R

GENERAL

- (a) The aerodrome manual may vary in detail according to the complexity of the operation, and the type of the aerodrome.
- (b) The aerodrome manual or parts of it may be presented in any form, including electronic form. In all cases, the accessibility, usability, and reliability should be assured.



The aerodrome manual should be **accessible** to the affected aerodrome personnel and other relevant parties, and should be **user friendly**.

P5.4 Aerodrome Manual Assessment

AMC1 ADR.OR.E.005 Aerodrome manual

ED Decision 2014/012/R

GENERAL

- (a) The aerodrome manual may vary in detail according to the complexity of the operation, and the type of the aerodrome.
- (b) The aerodrome manual or parts of it may be presented in any form, including electronic form. In all cases, the accessibility, usability, and reliability should be assured.



The aerodrome manual should be **proportional with the complexity of the operation, the type of the aerodrome and the assessed risks.**

P5.4 Aerodrome Manual Assessment

ADR.OR.E.005 Aerodrome manual

Regulation (EU) No 139/2014

- (e) The aerodrome operator shall:
 - (1) supply the Competent Authority with the intended amendments and revisions of the aerodrome manual, for items requiring prior approval in accordance with [ADR.OR.B.040](#), in advance of the effective date and ensure that they do not become effective before obtaining the Competent Authority's approval; or
 - (2) supply the Competent Authority with the intended amendments and revisions of the aerodrome manual in advance of the effective date, if the proposed amendment or revision of the aerodrome manual requires only a notification to the Competent Authority in accordance with [ADR.OR.B.040\(d\)](#) and [ADR.OR.B.015\(b\)](#).
- (f) Notwithstanding point (e), when amendments or revisions are required in the interest of safety, they may be published and applied immediately, provided that any approval required has been applied for.

P5.4 Aerodrome Manual Assessment

AMC1 ADR.OR.E.005 Aerodrome manual

ED Decision 2014/012/R

- (d) The aerodrome manual should include a description of its amendment and revision process specifying:
- (1) the person(s) who may approve amendments or revisions;
 - (2) the conditions for temporary revisions and/or immediate amendments, or revision required in the interest of safety; and
 - (3) the methods by which all personnel and organisations are advised of changes to the aerodrome manual.



The aerodrome manual shall provide procedures and accountabilities for **amendment and revision** processes.

P5.4 Aerodrome Manual Assessment

ADR.OR.E.005 Aerodrome manual

Regulation (EU) No 139/2014

- (g) The aerodrome operator shall:
- (1) review the content of the aerodrome manual, ensure that it is kept up to date and amended whenever necessary;
 - (2) incorporate all amendments and revisions required by the Competent Authority; and
 - (3) make all aerodrome personnel and other relevant organisations aware of the changes that are relevant to their duties and responsibilities.

P5.4 Aerodrome Manual Assessment

AMC1 ADR.OR.E.005 Aerodrome manual

ED Decision 2014/012/R

- (c) The aerodrome manual should be such that:
- (1) all parts of the manual are consistent and compatible in form and content;
 - (2) the manual can be readily amended; and
 - (3) the content and amendment status of the manual is controlled and clearly indicated.

**BEWARE
LIVING
DOCUMENT!**



The aerodrome manual is a living document that should be periodically updated to reflect the changes and amendments that the aerodrome experiences during its life.

P5.4 Aerodrome Manual Assessment

ADR.OR.E.005 Aerodrome manual

Regulation (EU) No 139/2014

- (j) The aerodrome operator shall ensure that the aerodrome manual:
 - (1) is signed by the accountable manager of the aerodrome;
 - (2) is printed or is in electronic format and is easy to revise;
 - (3) has a system for version control management which is applied and made visible in the aerodrome manual; and
 - (4) observes human factors principles and is organised in a manner that facilitates its preparation, use and review.
- (k) The aerodrome operator shall keep at least one complete and current copy of the aerodrome manual at the aerodrome and make it available for inspection by the Competent Authority.



The aerodrome manual shall be signed by the accountable manager, and shall be available for the Competent Authority.

P5.4 Aerodrome Manual Assessment

ADR.OR.E.005 Aerodrome manual

Regulation (EU) No 139/2014

- (l) The content of the aerodrome manual shall be as follows:
 - (1) General;
 - (2) Aerodrome management system, qualification and training requirements;
 - (3) Particulars of the aerodrome site;
 - (4) Particulars of the aerodrome required to be reported to the Aeronautical Information Service; and
 - (5) Particulars of the operating procedures of the aerodrome, its equipment and safety measures.

AMC3 ADR.OR.E.005 Aerodrome manual

ED Decision 2014/012/R

AERODROME MANUAL

- (a) The aerodrome manual should have the following structure, and include, at least, the following information; if an item is not applicable, the indication 'Not applicable' or 'Intentionally blank' should be inserted, along with the relevant reason:

P5.4 Aerodrome Manual Assessment

ADR.OR.E.005 Aerodrome manual

Regulation (EU) No 139/2014



In Spain, aerodrome manuals are designed with a **tree model structure**.

The **tree trunk** represents the body of the aerodrome manual. It defines the main characteristics of the aerodrome, the organisational structure and the most relevant safety accountabilities.

P5.4 Aerodrome Manual Assessment

ADR.OR.E.005 Aerodrome manual

Regulation (EU) No 139/2014



In Spain, aerodrome manuals are designed with a **tree model structure**.

The **main branches**, represent the high level procedures.

They are brief documents, which describe the accountabilities and the available procedures to guarantee safety operation in different domains.

P5.4 Aerodrome Manual Assessment

ADR.OR.E.005 Aerodrome manual

Regulation (EU) No 139/2014



In Spain, aerodrome manuals are designed with a **tree model structure**.

The **tree trunk and the main branches**, are documents intended for the management of the aerodrome manual and for **demonstrating compliance** with the regulations to the Competent Authority.

P5.4 Aerodrome Manual Assessment

ADR.OR.E.005 Aerodrome manual

Regulation (EU) No 139/2014



In Spain, aerodrome manuals are designed with a **tree model structure**.

The **tree leafs** represent the operational procedures, manuals, guidelines, records, etc. that **inform the aerodrome personnel on how perform their duties**.

The degree of detail is much higher.

P5.4 Aerodrome Manual Assessment

1. Aerodrome Manual Description
2. Aerodrome Manual Structure
3. Aerodrome Manual Procedures

P5.4 Aerodrome Manual Assessment

ADR.OR.E.005 Aerodrome manual

Regulation (EU) No 139/2014

- (a) The aerodrome operator shall establish and maintain an aerodrome manual.



What does the Aerodrome Manual contain?

P5.4 Aerodrome Manual Assessment

AMC3 ADR.OR.E.005 Aerodrome manual

ED Decision 2014/012/R

AERODROME MANUAL

- (a) The aerodrome manual should have the following structure, and include, at least, the following information; if an item is not applicable, the indication 'Not applicable' or 'Intentionally blank' should be inserted, along with the relevant reason:

This AMC includes a detailed list of 29 documents that should take part of the aerodrome manual.

The index, is based in the *Aerodrome Certification Manual (ICAO Doc. 9774)*, and includes further information regarding management system and training and proficiency, and more operational procedures.

P5.4 Aerodrome Manual Assessment

AMC3 ADR.OR.E.005 Aerodrome manual

ED Decision 2014/012/R

- A. PART A — GENERAL
 - 0. Administration and control of the aerodrome manual including the following:
 - 1. General information

These chapters include information about the aerodrome manual and its procedures to keep it updated.

It also includes the commitment of the aerodrome operator to comply with the regulations and implement the means and the procedures to operate the aerodrome with safety.

P5.4 Aerodrome Manual Assessment

AMC3 ADR.OR.E.005 Aerodrome manual

ED Decision 2014/012/R

- B. PART B — AERODROME MANAGEMENT SYSTEM, QUALIFICATION AND TRAINING REQUIREMENTS
- 2. A description of the management system, including the following:

These chapters include information about:

Aerodrome organisation and responsibilities; a description of the safety management system; a description of the compliance monitoring and related procedures; quality management system for aeronautical data; procedures for reporting to the Competent Authority; procedures related to the use of alcohol, psychoactive substances and medicines; etc.

P5.4 Aerodrome Manual Assessment

AMC3 ADR.OR.E.005 Aerodrome manual

ED Decision 2014/012/R

3. Required aerodrome personnel qualifications (see [GM1 ADR.OR.D.015\(d\)](#)). Moreover, procedures related to:
 - 3.1 the training programme, including the following:
 - 3.2 the proficiency check programme, including responsibilities and frequencies;

Training and proficiency checks are important contents required by the European Regulation, and are explained in detail in other presentations.

C. PART C — PARTICULARS OF THE AERODROME SITE

4. A description of the aerodrome site including in particular, the following information:

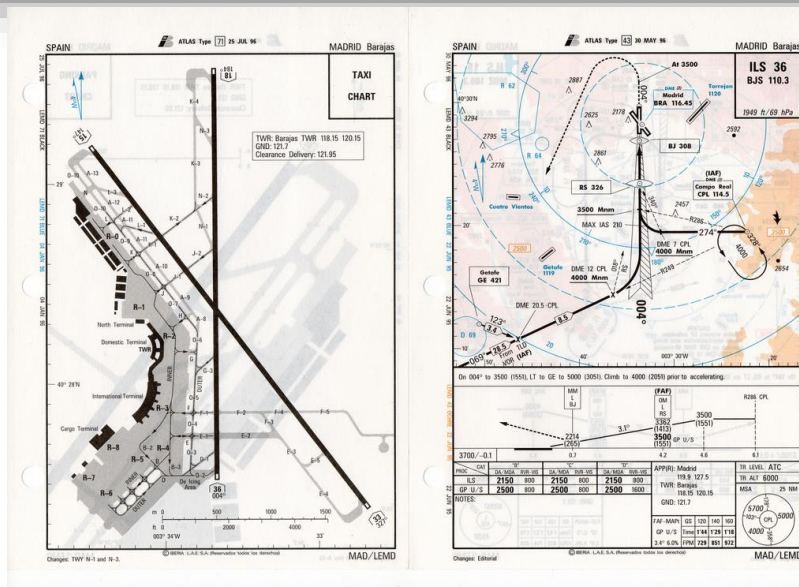
- 4.1 a plan showing the distance of the aerodrome from the nearest city, town, or other populous area;
- 4.2 detailed maps and charts of the aerodrome showing the aerodrome's location (longitude and latitude) and boundaries, major facilities, aerodrome reference point, layout of runways, taxiways and aprons, aerodrome visual and non-visual aids, and wind direction indicators;
- 4.3 a plan showing the location of any aerodrome facilities and equipment outside the boundaries of the aerodrome;
- 4.4 description of the physical characteristics of the aerodrome, elevations, visual and non-visual aids, as well as the information regarding the aerodrome reference temperature, strength of pavements, rescue and firefighting level of protection, ground aids and main obstacles;
- 4.5 description of any cases of exemptions or derogations, equivalent level of safety, special conditions, and operating limitations; and
- 4.6 description of the types of operations that the aerodrome is approved to conduct.

P5.4 Aerodrome Manual Assessment

AMC3 ADR.OR.E.005 Aerodrome manual

ED Decision 2014/012/R

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



Chapters 5 and 6 include the contents of the aerodrome information that should be published in the AIP.

P5.4 Aerodrome Manual Assessment

AMC3 ADR.OR.E.005 Aerodrome manual

ED Decision 2014/012/R

- E. PART E — PARTICULARS OF OPERATING PROCEDURES OF THE AERODROME, ITS EQUIPMENT, AND SAFETY MEASURES
- 7. Aerodrome reporting, including:
 - 7.1 arrangements and procedures for reporting changes to the aerodrome information set out in the AIP and requesting the issue of NOTAM, including reporting changes to the Competent Authority and recording of the reporting of changes;
 - 7.2 procedures and frequencies for aeronautical data surveying, including areas to be surveyed.



This content is mentioned in ICAO Doc. 9774 Manual on Aerodrome Certification. There are no specific Implementing Rules on how to develop it. This procedure is related to the aerodrome data quality management system, and the information that should be published.

P5.4 Aerodrome Manual Assessment

AMC3 ADR.OR.E.005 Aerodrome manual

ED Decision 2014/012/R

- E. PART E — PARTICULARS OF OPERATING PROCEDURES OF THE AERODROME, ITS EQUIPMENT, AND SAFETY MEASURES
- 8. Procedures for accessing the aerodrome movement area, including:
 - 8.1 coordination with the security agencies;
 - 8.2 prevention of unauthorised entry into the movement area;



This content is mentioned in ICAO Doc. 9774 Manual on Aerodrome Certification. There are no specific Implementing Rules on how to develop it.

With the development of the Airport Security Plans and the Aviation Security State Programs, this chapter has lost relevance, as all the information regarding security is in the scope of other Regulations.

P5.4 Aerodrome Manual Assessment

AMC3 ADR.OR.E.005 Aerodrome manual

ED Decision 2014/012/R

- E. PART E — PARTICULARS OF OPERATING PROCEDURES OF THE AERODROME, ITS EQUIPMENT, AND SAFETY MEASURES
9. Procedures for the inspection, assessment and reporting of the condition of the aerodrome movement area and other operational areas and facilities, (including runway surface friction characteristics assessments and water-depth measurements), including:
- 9.1 arrangements and means of communicating with the air traffic services unit during inspections;
 - 9.2 inspection checklists, logbook, and record-keeping; and
 - 9.3 inspection intervals and times; reporting results and follow-up actions.



This content is related to **ADR.OPS.B.015**.

The aerodrome operator shall monitor the condition of the movement area and the operational status of related facilities and report on matters of operational significance, whether of a temporary or permanent nature, to the relevant air traffic services providers and aeronautical information services providers.

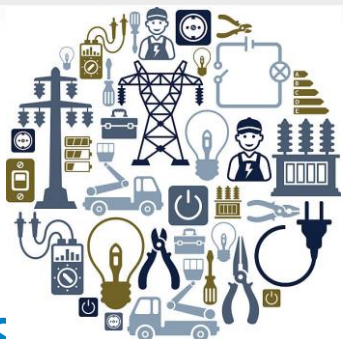
P5.4 Aerodrome Manual Assessment

AMC3 ADR.OR.E.005 Aerodrome manual

ED Decision 2014/012/R

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

10. Procedures for the inspection, and routine and emergency maintenance of visual and non-visual aids, as appropriate, and the aerodrome electrical systems, including:
 - 10.1 inspection checklists, logbook, and record keeping; and
 - 10.2 inspection intervals and times; reporting results and follow-up actions.



This content is related to **ADR.OPS.C.015**.

The aerodrome operator shall establish and ensure the implementation of a system of corrective and preventive maintenance of visual aids and electrical systems to ensure lighting and marking system availability, reliability and compliance.

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

11. Operating, maintenance and repair instructions, servicing information, troubleshooting and inspection procedures of aerodrome equipment.

This content is related to **AMC1 ADR.OPS.C.005 (e)**.

The aerodrome operator should ensure that a maintenance programme is established and implemented, including preventive maintenance where appropriate, to maintain aerodrome facilities in a condition which does not impair the safety of aeronautical operations. The scope of the maintenance programme should include, but may not be limited to, the following items:

(e) equipment and vehicles, including those used by rescue and firefighting services, which are necessary for the safety of aerodrome operations;



12. Procedures for:

12.1 maintenance of the movement area, including paved areas; unpaved runways and taxiways; runways and runway strips and aerodrome drainage;

12.2 overload operations.

This content is related to **ADR.OPS.C.010**.

(a) The aerodrome operator shall inspect the surfaces of all movement areas including pavements (runways, taxiways and aprons), adjacent areas and drainage to regularly assess their condition as part of an aerodrome preventive and corrective maintenance programme.

(b) The aerodrome operator shall:

(1) maintain the surfaces of all movement areas with the objective of avoiding and eliminating any loose object/debris that might cause damage to aircraft or impair the operation of aircraft systems;

(2) maintain the surface of runways, taxiways and aprons in order to prevent the formation of harmful irregularities;

(3) take corrective maintenance action when the friction characteristics for either the entire runway or a portion thereof, when uncontaminated, are below a minimum friction level. The frequency of these measurements shall be sufficient to determine the trend of the surface friction characteristics of the runway.

P5.4 Aerodrome Manual Assessment

13. Procedures for aerodrome works, including:

- 13.1 coordinating, planning, and carrying out construction and maintenance work; and
- 13.2 arrangements and means of communicating with air traffic services unit during the progress of such work.



This content is related to **ADR.OPS.B.070**.

(a) The aerodrome operator shall establish and implement procedures to ensure that:

- (1) aircraft safety is not affected by aerodrome works; and
- (2) aerodrome works safety is not affected by aerodrome operational activities.

P5.4 Aerodrome Manual Assessment

- 14. Procedures for apron management, including:
 - 14.1 transfer of the aircraft between air traffic services unit, and the apron management unit;
 - 14.2 allocation of aircraft parking positions;
 - 14.3 engine start and aircraft push-back; and
 - 14.4 marshalling and 'follow-me' service.



This content is mentioned in ICAO Doc. 9774 Manual on Aerodrome Certification. There are no specific Implementing Rules on how to develop it.

The requirements for these procedures will be developed in OPS.D.

P5.4 Aerodrome Manual Assessment

- 15. Procedures for apron safety management, including:
 - 15.1 protection from jet blasts;
 - 15.2 enforcement of safety precautions during aircraft refuelling operations;
 - 15.3 FOD prevention, including apron cleaning/sweeping; and
 - 15.4 monitoring compliance of personnel on the apron with safety procedures.



This content is mentioned in ICAO Doc. 9774 Manual on Aerodrome Certification. There are no specific Implementing Rules on how to develop it.

The requirements for these procedures will be developed in OPS.D.

P5.4 Aerodrome Manual Assessment

16. Procedures for the control of vehicles operating on or in the vicinity, or the movement area, including traffic rules, right of way, speed limits, and method for issuing driving permits, and enforcement means.



This content is related to **ADR.OPS.B.025** and **ADR.OPS.B.080**.

The aerodrome operator shall establish and implement procedures for the training, assessment and authorization of all drivers operating on the movement area.

The aerodrome operator shall ensure that vehicles and other mobile objects, excluding aircraft, on the movement area of the aerodrome are marked and if the vehicles are used at night or in conditions of low visibility, lighted. Aircraft servicing equipment and vehicles used only on aprons may be exempted.

P5.4 Aerodrome Manual Assessment

17. Procedures for wildlife hazard management, including assessing wildlife hazards and arrangements for implementation of the wildlife control programme, and promulgation of the relevant information to the AIS; wildlife strike form.



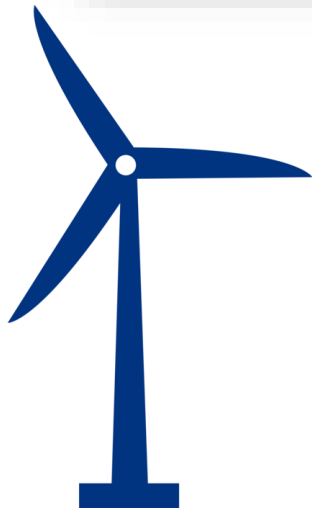
This content is related to **ADR.OPS.B.020**.

The aerodrome operator shall:

- (a) assess the wildlife hazard on, and in the surrounding, of the aerodrome;
- (b) establish means and procedures to minimize the risk of collisions between wildlife and aircraft, at the aerodrome; and
- (c) notify the appropriate authority if a wildlife assessment indicates conditions in the surroundings of the aerodrome are conducive to a wildlife hazard problem.

P5.4 Aerodrome Manual Assessment

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



18. Procedures for:

- 18.1 obstacle control and monitoring within and outside of the aerodrome boundaries, and notification to the Competent Authority, of the nature and location of obstacles, and any subsequent addition, or removal of obstacles for action as necessary, including amendment of the AIS publications; and
- 18.2 monitoring and mitigating hazards related to human activities and land use, on the aerodrome and its surroundings.

Relevant inspection checklists, logbook, and record keeping; inspection intervals and times; reporting results and follow-up actions.

P5.4 Aerodrome Manual Assessment

19. Aerodrome emergency plan including:

19.1 dealing with emergencies at the aerodrome or in its surroundings;

19.2 tests for aerodrome facilities and equipment to be used in emergencies, including their frequency; and

19.3 exercises to test emergency plans, including their frequency.



This content is related to **ADR.OPS.B.005**.

There is a significant number of requirements and AMCs related to this content. They are developed in other presentations.

P5.4 Aerodrome Manual Assessment

20. Rescue and firefighting, including description of facilities, equipment, personnel and procedures for meeting the firefighting requirements.



This content is related to **ADR.OPS.B.010**.

There is a significant number of requirements and AMCs related to this content. They are developed in other presentations.

P5.4 Aerodrome Manual Assessment

21. Removal plan of disabled aircraft, including relevant arrangements, equipment, and procedures for its implementation.



This content is mentioned in ICAO Doc. 9774 Manual on Aerodrome Certification. There are no specific Implementing Rules on how to develop it. The main reference document for developing this plan is the **Part 5 of the Airport Services Manual (ICAO Doc. 9137)**.

P5.4 Aerodrome Manual Assessment

22. Procedures for ensuring the safe handling and storage of fuel and dangerous goods in the aerodrome, including:

22.1 equipment, storage areas, delivery, dispensing, handling, and safety measures;

22.2 quality and correct specification of aviation fuel; audit and inspection intervals, checklists, sampling and record keeping.



This content is related to **ADR.OR.D.020.** and **ADR.OPS.B.055.**

It should be noted that the fuel itself should be considered a dangerous good according to 22.1. For the fuel quality:

The aerodrome operator shall verify that organisations involved in storing and dispensing of fuel to aircraft have procedures to ensure that aircraft are provided with uncontaminated fuel and of the correct specification.

P5.4 Aerodrome Manual Assessment

23. Low visibility operations: description of operational procedures, including coordination with air traffic services unit and apron management unit, standard taxiing routes, control of activities, and measurement and reporting of runway visual range.



This content is related to **ADR.OPS.B.045**.

(a) The aerodrome operator shall ensure that means and procedures are established and implemented for providing safe conditions for aerodrome operations in low visibility conditions.

(b) Low visibility procedures shall require prior approval by the Competent Authority.

It should be highlighted that LVP require coordination with all the Air Navigation Service Providers (ATS, CNS and MET).

P5.4 Aerodrome Manual Assessment

24. Procedures for winter operations, including snow removal plan and procedures for its implementation as well as description of the available means and relevant arrangements.

This content is related to **ADR.OPS.B.035**.

The aerodrome operator shall ensure that means and procedures are established and implemented for providing safe conditions for aerodrome operations during winter conditions.

The procedures should define the human resources and the technical equipment, and include requirements for inspections, criteria for snow-clearing, priorities for snow-clearing, criteria for preparation of operational surfaces, requirements for marking of snow-covered operational surfaces, and methods for assessing and reporting the surface conditions.



P5.4 Aerodrome Manual Assessment

25. Procedures for operations in adverse weather conditions.



This content is related to **ADR.OPS.B.050**.

The aerodrome operator shall ensure that means and procedures are established and implemented to ensure the safety of aerodrome operations in adverse weather conditions.

These procedures define mitigation measures to be applied under adverse weather conditions such as strong winds, heavy rain, and thunderstorms, including the suspension of operations on the runway(s) if deemed necessary.

P5.4 Aerodrome Manual Assessment

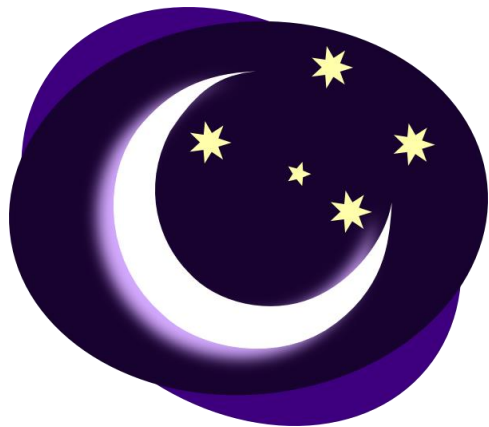
26. Procedures for night operations.

This content is related to **ADR.OPS.B.040**.

The aerodrome operator shall ensure that means and procedures are established and implemented for providing safe conditions for aerodrome operation during night operations.

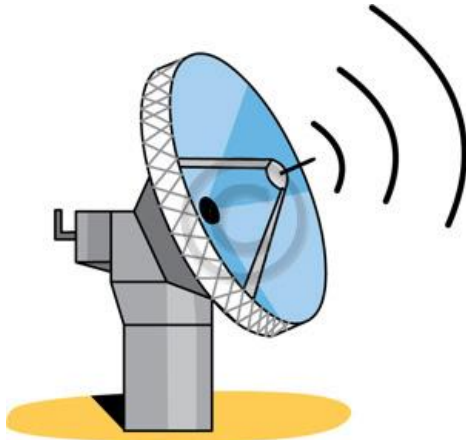
These procedures could include information related to the necessity, maintenance and operation of visual aids for night operations.

They also could include operational restrictions for aircraft or vehicles, to avoid the use of areas not intended for night operations.



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27. Procedures for the protection of radar and other navigational aids, control of activities, and ground maintenance in the vicinity of these installations.



This content is mentioned in ICAO Doc. 9774 Manual on Aerodrome Certification. There are no specific Implementing Rules on how to develop it.

The objectives of these procedures are:

- define measures to **avoid incorrect access** to the sensible zones of navigational aids located in the aerodrome; and
- ensure that the activities that may influence the functioning of the navigational aids (obstacles, power supply,...) are coordinated among the involved parties and executed without affecting the safe and regular operations.

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28. Procedures for the operation of aircraft with higher code letter at the aerodrome, including taxiing routes.

This content is related to **ADR.OPS.B.090 Use of the aerodrome by higher code letter aircraft.**

(a) Except for aircraft emergency situations, an aerodrome operator may, subject to prior approval by the Competent Authority, permit the use of the aerodrome or parts thereof by aircraft with a higher code letter than the aerodrome design characteristics specified in the terms of the certificate.

This requirement is intended for allowing accommodating bigger aircraft in taxiways and aprons, applying guidance and control procedures based on safety assessment to avoid potential damages.



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29. Procedures and measures for the prevention of fire at the aerodrome.



This content is related to **ADR.OR.C.040**.

The aerodrome operator shall establish procedures to prohibit:

- (a) **smoking** within the movement area, other operational areas of the aerodrome, or areas of the aerodrome where fuel or other flammable material is stored;
- (b) **display of an open flame or undertaking of an activity that would create a fire hazard** within:
 - (1) areas of the aerodrome where fuel or other flammable material is stored;
 - (2) the movement area or other operational areas of the aerodrome, **unless authorized by the aerodrome operator**.

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END

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