

			<b>Manchester Airport</b> <b>ASI 041 - Remote Hold Procedure</b>		<b>Risk Rating</b> <b>High – Reviewed Annually</b>	
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					<b>Department:</b>	Airfield

## Version Control

Date	Amendment	Page(s)	New Version
<b>06/07/26</b>	Removal of VD as a holding point, Holding Points U1, VC1 – Change to Code E from Code C	4, 5	V1.2
<b>08/06/26</b>	Holding Point L1 – Change to Code C from Code E	3	V1.1
<b>08/06/26</b>	Document publication	All	V1.0
<b>08/06/26</b>	Changes to formatting	All	V0.2
<b>05/06/26</b>	Document creation – replaces ASI 024 – Push & Park Procedures	All	V0.1

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## 1 Objective

Remote Hold is an operational procedure which may be used in the event of a departing flight having an ATC slot (CTOT) delay to improve airfield efficiency. The procedure may enable the aircraft to vacate its boarding stand according to schedule once boarding and loading is completed.

## 2 Terminology & Definitions

Remote Hold is a procedure in which an aircraft is pushed back from its boarding stand and either:

- starts its engines and taxis to a designated airfield location to wait for its ATC slot time, or
- is positioned by the pushback crew at an assigned holding location to await its ATC slot time, without taxiing under its own power.

## 3 Applicability

All narrowbody flights and widebodies (where appropriate) that have a CTOT should be expected to push and hold regardless of length of slot delay and regardless of remote hold length.

Flights with CTOTs should be prioritised as follows:

1. First, where the stand needs to be cleared.
2. Next, to support on-time departures.
3. Finally, flights that are already delayed.

General/business flights are not expected to push and hold.

## 4 Holding Locations

Remote Hold locations are designated as listed below; however, their use may vary depending on operational requirements and the current runway operating mode. Additional ad hoc locations, not listed, may also be introduced as needed to support daily operations.

Location	Type of hold	Maximum AC Size	Notes
-TRP57 -Holding Point G3	Pushback (no taxi)	Code C	<ul style="list-style-type: none"> <li>Be cautious of additional holding aircraft at J3 and GHA returning to ramp from J3. ATC to check with Airfield Control if stands 54, 55, 57 and 58 are required during holding time.</li> </ul>
Holding Point J3	Pushback (no taxi)	Code C	<ul style="list-style-type: none"> <li>For use when runway 23L departures is in use only. If a runway change is required, aircraft holding at this position will need to move.</li> <li>Not be used in LVPs or night operations</li> <li>Pilots shall relay pushback instructions received from ATC to GHA pushback personnel.</li> <li>During pushbacks from Stands 51–55, flight crews and GHA personnel shall remain vigilant for aircraft holding in the G3 area and for GHA vehicles transiting to or from G3.</li> <li>On completion of pushback, GHA personnel shall vacate the taxiway system via the nearest suitable exit in the vicinity of Stands 54–55 and rejoin the apron road system at the earliest opportunity.</li> <li>Once clear of the taxiway system, GHA personnel shall contact ATC on the appropriate Ground/Delivery frequency to confirm that all personnel and equipment are clear of the taxiway.</li> <li>ATC shall ensure that all relevant GHA personnel and equipment are confirmed clear of the taxiway system before issuing instructions for any aircraft to taxi into or through the affected area.</li> </ul>
-Holding Point L1 -Taxiway Lima	Taxi to location Or Pushback (no taxi)	Code C	<ul style="list-style-type: none"> <li>ATC to check with Airfield Control if stands 2, 4, 6, 8, 10, 12, 23 and 25 are required during holding time.</li> <li>Can be used to taxi to or to pushback off of Pier B.</li> </ul>
Stand 231 (Taxiway November Charlie)	Pushback (no taxi)	Code E	<ul style="list-style-type: none"> <li>To be used from stands 308 to 301.</li> <li>Stands 80 and 231 occupy Taxiway November Charlie. Can only be used when in taxiway configuration. When stand is in “push and hold” mode, stand is considered a live taxiway.</li> <li>Pushback to stop front wheel on “Nose Out” marking.</li> </ul>
Taxiway November Charlie	Taxi to location	Code E	<ul style="list-style-type: none"> <li>No marshaller to guide aircraft. Ensure correctly positioned. Stands 80 and 231 occupy Taxiway November Charlie. Can only be used when in taxiway configuration.</li> </ul>
Holding Points: -U1 -VC1 -VD1	Taxi to location	Code E	<ul style="list-style-type: none"> <li>No marshaller to guide aircraft. Ensure correctly positioned.</li> <li>Be cautious of additional aircraft in surrounding area.</li> </ul>

			<ul style="list-style-type: none"> <li>Flight crew should advise on capability according to the TORA from these positions.</li> </ul>
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Note: Stands 80 and 231 occupy the same location of Taxiway November Charlie. This area will turn into a taxiway once stand demand allows and aircraft has vacated these locations. When locations are turned into a taxiway, Airfield Operations will confirm stands are clear of FOD and GSE, then communicate this to Airfield Control and ATC. This location will return to a stand operation once stand demand dictates the need with Airfield Control and ATC informed.

## 5 Remote Hold Procedure

During the 05:00 morning call between Airfield Operations and ATC, candidates for push and hold will be identified. Airfield Control can use the “Remote Hold Candidate” flag in ACISP to identify candidates. Note: due to timing, not all flights may have received a CTOT at this point and may still receive one at a later time during first wave.

After this, the airport, airlines, ATC or the ground handler can request flights to remote hold.

- The airport may request a flight to remote hold by contacting ATC or the ground handler if flight deck are not yet in communication with ATC.
- An airline may request remote hold by contacting Ground Movement Planning (GMP/Delivery) or through their GHA, who then contact Airfield Control who will contact ATC.
- ATC may request a flight to remote hold when a flight is in communication with Ground Movement Planning (GMP/Delivery). If a flight is not in communication with ATC, Airfield Control may be contacted to liaise with the ground handler.
- The ground handler may request push and hold by discussing with their airline and then contacting Airfield Control with operator name, flight number, aircraft type, and registration. GHA must not contact ATC directly.

Once a remote hold candidate has been confirmed:

- Airfield Control briefs ATC (applicable for airline (pre-ATC conversation), GHA or airport requests)
- Flight deck contacts GMP/Delivery to confirm readiness taking into account GHA readiness.
- ATC assesses aircraft movement demand to authorises remote hold.
  - If Holding Point L1, Taxiway Lima, TRP57, Holding Point G3 or Stand 231 is being used, ATC will contact Airfield Control for them to check if surrounding stands are required during holding period.
- Flight deck contacts ATC on the Ground Movement frequency for pushback clearance.
- Depending on the type of remote hold, either:

Option A: Hold at a Remote Location immediately after pushback no taxiing. This is applicable to TRP57, Holding Point G3, Holding Point J3, Holding Point L1, Taxiway Lima and Stand 231.

- GHA performs pushback to advised location. Ensure aircraft is correctly positioned.
- The flight deck may elect not to start engines depending on expected hold duration.
- GHA vacates the area.

- For Holding Point J3:
  - Pilots shall relay pushback instructions received from ATC to GHA pushback personnel.
  - During pushbacks from Stands 51–55, flight crews and GHA personnel shall remain vigilant for aircraft holding in the G3 area and for GHA vehicles transiting to or from G3.
  - On completion of pushback, GHA personnel shall vacate the taxiway system via the nearest suitable exit in the vicinity of Stands 54–55 and rejoin the apron road system at the earliest opportunity.
  - Once clear of the taxiway system, GHA personnel shall contact ATC on the appropriate Ground/Delivery frequency to confirm that all personnel and equipment are clear of the taxiway.
  - ATC shall ensure that all relevant GHA personnel and equipment are confirmed clear of the taxiway system before issuing instructions for any aircraft to taxi into or through the affected area.
- d. ATC instructs the aircraft to taxi once the slot time is reached.
- e. No additional GHA involvement is required

OR

Option B: Hold at a Remote Location (taxi after pushback). This is applicable to taxiway November Charlie, Taxiway Lima, Holding Point L1, Holding Points U1, and VC1 and ~~VD1~~.

- a. GHA performs pushback
- b. Flight deck performs standard engine start procedures.
- c. GHA vacates the area.
- d. ATC instructs the aircraft to taxi to the designated holding point.
- e. Aircraft taxis to designated holding point.
- f. The aircraft may shut down engines during the hold period.
- g. ATC releases the aircraft to taxi once the slot time is reached.
- h. No further GHA interaction is required.

## 6 Failure to comply with request

All failures to comply with remote hold instructions will be logged into the AODB by Airfield Control. This will be logged in the handling transaction tab under “refuse push park”.

The following codes will be entered in the description box:

Code	Reason
FD	Flight Deck failure to comply
HA	Handling Agent failure to comply
NSP	No space to hold
MISC	Miscellaneous – Add Comments

Airlines and ground handlers will then be contacted for further discussion on the failures to comply.

## 7 General

ATC will endeavour to use remote hold procedure where possible but is at the discretion of ATC. This may not be available due to the operational situation at the time of the request.

Operational enquiries may be directed to the Airfield Operations Duty Manager (00 44 161 489 3331).