East Midlands Airport

2026

Aerodrome Manual

MAG East Midlands Airport

Version 1.0

Not Valid after

31st March 2027

Department	Operations
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PART A – GENERAL

SECTION 1 ADMINISTRATION AND CONTROL OF THE AERODROME MANUAL

SECTION 2 SYSTEM OF AMENDMENT AND REVISION

SECTION 3 GENERAL INFORMATION

EMA Aerodrome Manual

Version 1.0; 2026

SECTION 1 - ADMINISTRATION AND CONTROL OF THE AERODROME MANUAL

1. Introduction

1.1 The EMA Aerodrome Manual is compiled in accordance with the required CAA Implementing Rules and Acceptable Means of Compliance.

In order to avoid duplication, this manual will provide a cross-reference to information contained in other EMA, Manchester Airports Group (MAG) and other approved documentation. These documents are listed in this section at Paragraph 4.3 'Bibliography'.

1.2 Format

The Aerodrome Manual is arranged in five parts. These are as follows:

Part A General
Part B Aerodrome Management, Qualification and Training
Part C Particulars of the Aerodrome Site
Part D Particulars of the Aerodrome required to be reported to the Aeronautical Information Services
Part E Operational Procedures, Equipment and Safety Measures

2 Statement of Compliance

2.1 The East Midlands Airport Aerodrome Manual clearly and concisely describes the systematic approach to the operation of the aerodrome, demonstrating our commitment to managing the aerodrome safely and effectively.

Contained within this manual are technical and operational requirements, operational management and maintenance details together with management system documentation.

This document complies with the requirements of Article 211 of the Air Navigation Order 2009, pursuant to Regulation (EU) 2018/1139 as retained (and amended in UK domestic law) under the European Union (Withdrawal) Act 2018 and Assimilated Regulation (EU) No. 139/2014 laying down requirements and administrative procedures related to aerodromes and terms of the aerodrome certification process therein.

The Aerodrome Manual is distributed to all internal departments and third parties that have a role in the safe operation of the aerodrome.

Whilst accountability starts at the top of any organisation it is essential that all individuals understand their own responsibilities and accountabilities as defined within this manual.

Lauren Turner
1st June 2026

Accountable Manager
East Midlands Airport

3. Operational Instructions

3.1 The East Midlands Airport Aerodrome Manual contains the operational instructions which must be observed at all times by persons operating on the aerodrome. These procedures are compiled in compliance with the relevant ICAO and CAA regulations.

The operational procedures are contained in Part E and the associated Airside Operational Instructions (AOI's). The process for distributing the Aerodrome Manual is detailed in Part A, Section 2; paragraph 5.

Lauren Turner
1st June 2026

Accountable Manager
East Midlands Airport

4 Definitions, Abbreviations and Bibliography

4.1 Definitions

Aerodrome	A defined area (including any buildings, installations and equipment) on land or water or on a fixed offshore or floating structure intended to be used wholly or in part for the arrival, departure and surface movement of aircraft.
Aerodrome elevation	The elevation of the highest point of the landing area.
Aerodrome Reference Point	The aerodrome reference point is the designated geographical location of the aerodrome.
Aircraft Stand	A designated area on an apron intended to be used for parking an aircraft
Aircraft Stand Taxilane	A portion of an apron designated as a taxiway and intended to provide access to aircraft stands only.
Apron	A defined area intended to accommodate aircraft for purposes of loading or unloading passengers, mail or cargo, fuelling, parking or maintenance.
Apron Taxiway	A portion of a taxiway system located on an apron and intended to provide a through taxi-route across the apron.
Category 1 (CAT 1) Operation	A precision Instrument Approach and Landing with a Decisions Height not lower than 200 feet and with either a visibility not less than 800m, or runway visual range (IRVR) not less than 550m.
Category ll (CAT ll) Operation	A precision Instrument Approach and landing with a Decision Height lower than 200ft but not lower than 100ft, and a runway visual range not less than 300m.

Category lllA (CAT lllA) Operation	A precision Instrument Approach and landing with either a Decision Height lower than 100ft, or with no decision height and a runway visual range not less than 175m.
Category lllB (CAT lllB) Operation	A precision Instrument Approach and landing with either a decision height lower than 50ft, or with no decision height and a runway visual range less than 175m but not less than 50m.
Certification Specifications	Technical standards adopted by CAA indicating means to show compliance with Regulation (EC) No 216/2008 and its Implementing Rules and which can be used by an organisation for the purpose of certification.
Clearway	An area at the end of take-off run available and under the control of the aerodrome licensee, selected or prepared as a suitable area over which an aircraft may make a portion of its initial climb to a specified height.
Displaced Threshold	A threshold not located at the extremity of a runway.
Frangibility	The ability of an object to retain its structural integrity and stiffness to a specified maximum load but when subject to a load greater than specified or struck by an aircraft will break, distort or yield in a manner designed to present minimum hazard to an aircraft.
Graded Area	That part of the runway strip cleared of all obstacles, except for specified items and graded to reduce the risk of damage to an aircraft running off the runway.
Instrument Approach Runway	A runway intended for the operation of aircraft using non-visual aids providing at least directional guidance in azimuth adequate for a straight-in approach.
Manoeuvring Area	That part of an aerodrome to be used for the take-off, landing and taxiing of aircraft, excluding the apron.
Movement Area	That part of an aerodrome to be used for the take-off, landing and taxiing of aircraft, consisting of the manoeuvring area and aprons.
Non-Instrument Runway	Intended for the operation of aircraft using visual approach procedures.
Obstacle	All fixed (whether temporary or permanent) and mobile objects, or parts thereof, that: - are located on an area intended for the surface movement of aircraft ;or - extend above a defined surface intended to protect aircraft in flight; or - stand outside those defined surfaces and that have been assessed as being a hazard to air navigation.

Obstacle Free Zone	A volume of airspace extending upwards and outwards from an inner portion of the strip to specified upper limits which is kept clear of all obstructions except for minor specified items.
Precision Approach Runway	A runway intended for the operation of aircraft using visual and non-visual aids providing guidance in both pitch and azimuth adequate for a straight-in approach. *See Category I, II and III Operations*.
Runway	A defined rectangular area on a land aerodrome prepared for the landing and take-off run of aircraft along its length.
Runway End Safety Area (RESA)	An area symmetrical about the extended runway centreline and adjacent to the end of the strip primarily intended to reduce the risk of damage to an aeroplane undershooting or overrunning the runway.
Runway–Holding Position	A designated position intended to protect a runway, an obstacle limitation surface or an ILS/sensitive area at which taxiing aircraft and vehicles should stop and hold, unless otherwise authorised by ATC.
Runway Strip	A defined area including the runway and stopway, intended: - To reduce the risk of damage to aircraft running off the runway; - To protect aircraft flying over it during take-off or landing operations.
Shoulder	An area adjacent to the edge of a paved surface so prepared as to provide a transition between the pavement and the adjacent surface.
Stopway	A defined rectangular area at the end of the take-off run available, prepared and designated as suitable area in which an aircraft can be stopped in the case of an abandoned take-off.
Taxiway Strip	An area including a taxiway intended to protect an aircraft operating on the taxiway and to reduce the risk of damage to an aircraft accidentally running off the taxiway.
Taxiway	A defined path, usually paved, on a land aerodrome established for the taxiing of aircraft and intended to provide a link between one part of the aerodrome and another, including: - Aircraft Stand Taxi lane; - Apron Taxiway; - Rapid Exit Taxiway.
Taxiway Holding Position	A designated position intended for traffic control at which taxiing aircraft and vehicles may be required to hold until further cleared to proceed when so instructed by ATC.
Taxiway Intersection	A junction of two or more taxiways.
Threshold	The beginning of that portion of the runway usable for landing.
So far as is reasonably practicable	The degree of risk in a particular job or workplace needs to be balanced against the time, trouble, cost and physical difficulty

4.2 Abbreviations

AATSD	Aerodrome and Air Traffic Standards Division
ADM	Airport Duty Manager
AGL	Airfield Ground Lighting
AIP	Aeronautical Information Publication
AIS	Aeronautical Information Service
ALTMOC	Alternative Means of Compliance
AM	Aerodrome Manual
AMC	Acceptable Means of Compliance
AMD	Asset Management Director
AMSTL	Assets Maintenance Services Team Leader
ANO	Air Navigation Order 2009
ANS	Air Navigation Services
AODM	Airfield Operations Duty Manager
AOI	Airside Operational Instruction
ASCO	Airfield Safety and Compliance Officer
ASA	Aerodrome Safety Alert
ASC	Airfield Safety Committee
ASDA	Accelerate-Stop Distance Available
ASE	Airport Safety Executive
ASP	Airport Security Programme
ATC	Air Traffic Control
ATE	Air Traffic Engineering
ATM	Airfield Technical Manager
ATSM	Airfield Technical Safeguarding Manager
CAA	Civil Aviation Authority
CAP	Civil Aviation Publication
CCTV	Closed Circuit TV
CP	Critical Part
CRO	Control Room Operative
CB	Certification Basis
CS	Certification Specifications
CSDM	Customer Service Duty Manager
CSPD	Customer Service and Planning Director
CMM	Compliance Monitoring Manual
DATSM/UTO	Deputy Air Traffic Service Manager / Unit Training Officer
DoCPL	Declaration of Compliance
DoC	Declaration of Competence
DSO	Developments and Safeguarding Officer
EASA	European Aviation Safety Agency
EMA	East Midlands Airport
ESRVP	Emergency Services Rendezvous Point
ETA	Estimated Time of Arrival
ETD	Estimated Time of Departure
EPM	Emergency Planning Manager
FOD	Foreign Object Debris
GM	Guidance Material
GRM	Group Risk Manager
GRF	Global Reporting Format

HCC	Head of Command and Control
HATS	Head of Air Traffic Services
HAO	Head of Airfield Operations
HAFRS	Head of Airport Fire and Rescue Service
HOAM	Head of Asset Maintenance
HOR	Head of Resilience
HOF	Head of Finance
H&S	Health and Safety
HHSFS	Head of Health and Safety and Fire Safety
HSBP	Health and Safety Business Partner
HR	Human Resources
ICAO	International Civil Aviation Organization
ILS	Instrument landing system
IN	Information Notice
LDA	Landing Distance Available
LVP	Low Visibility Procedure
MA	Maintenance Area
MAG	Manchester Airports Group
MAN	Manchester Airport
MATS	Manual of Air Traffic Services
MD-O	Managing Director – Operations
ME	Maintenance Engineer
MTM	Motor Transport and Fuel Manager
NASC	National Aviation Security Committee
NASP	National Aviation Security Programme
NATS	National Air Traffic Services
NOTAM	Notice to Airmen
OAN	Operational Advice Notice
OB	Operations Basis
OCPO	On call press officer
OD	Operations Director
PRM	Passengers with Reduced Mobility
RFFS	Rescue and Firefighting Services
RFFS-SM	RFFS Station Manager
RTF	Radio Telephone
RVR	Runway Visual Range
SAD	Safety Assurance Document
SARG	Safety and Airspace Regulation Group (CAA)
SM(A)	Safety Manager - Aerodrome
SI	Supplementary Instruction
SMS	Safety Management System
SNOTAM	Notice to airmen concerning snow & Ice conditions
SRA	Surveillance Radar Approach
SRB	Safety Review Board
STM	Security Team Manager
TODA	Take-Off Distance Available
TORA	Take Off Run Available

4.3 Bibliography

UK CAA	Regulation (EC) No 216/2008 of the European Parliament and of the Council (Text with EEA relevance) (Retained EU Legislation)
UK CAA	Assimilated Regulation (EU) No. 139/2014
UK CAA	UK Acceptable Means of Compliance & Guidance Material UK Reg (EU) No. 139/2014 as retained (and amended in UK domestic law) under the European Union (Withdrawal) Act 2018
UK CAA	UK Certification Specification & Guidance Material for Aerodrome Design CS-ADR-DSN UK Reg (EU) No. 139/2014 as retained (and amended in UK domestic law) under the European Union (Withdrawal) Act 2018
CAP 1732	Aerodrome Survey Guidance
CAP 382	Mandatory Occurrence Reporting Scheme
CAP 393	Air Navigation Order 2009 and the Regulations
CAP 493	Manual of Air Traffic Services Part 1
CAP 637	Visual Aids Handbook
CAP 642	Airside Safety Management
CAP 670	Air Traffic Services Safety Requirements
CAP 683	Assessment of Runway Surface Friction Characteristics
CAP 2173	Assessment Measurement, and Reporting of Runway Surface Conditions for Certified Aerodromes
CAP 699	Standards for Competence in Rescue and Firefighting Services at UK Licensed Aerodromes
CAP 700	Operational Safety Competence
CAP 726	Guidance for Developing and Auditing a Formal Safety Management System
CAP 728	The Management of Safety
CAP 738	Safeguarding of Aerodromes
JIG 1,2 and 4	Joint Inspection Group endorsed by IATA Technical Fuel Group
CAP 760	Guidance on the Conduct of Hazard Identification, Risk Assessment, and the Production of Safety Cases
CAP 764	CAA Policy and guidelines on Wind Turbines
CAP 772	Birdstrike Risk Management for Aerodromes
CAP 781	Runway Rehabilitation
CAP 790	Requirement for an Airside Driving Permit (ADP) Scheme
CAP 791	Procedures for Changes to Aerodrome Infrastructure
ICAO 9157	Aerodrome Design Manual (Parts 1 to 5)
ICAO 9774	Manual on the Certification of Aerodromes
ICAO 9870	Manual on the Prevention of Runway Incursions
ICAO 9859	Safety Management Manual
ICAO	Airport Services Manual Part 5 – Removal of Disabled Aircraft
ICAO 9137	Airport Services Manual Part 6 – Control of Obstacles
ICAO	Airport Services Manual Part 7 – Airport Emergency Planning
ICAO	Annex 13 – Aircraft Accident and Incident Investigation
ICAO	Annex 14, Volume 1 – Aerodrome Design and Operations
ICAO	Annex 19 - Safety Management
CCA	Civil Contingencies Act 2004 and related non-statutory guidance
HSG 65	Successful Health and Safety Management
HSG 209	Aircraft Turnaround
EMA	Environmental Policy
EMA	Airside Operational Instructions
EMA	MATS Part 2

EMA	Safety Communications
EMA	Operational Advice Notices
EMA	Change Management Manual
EMA	Safety Assurance Documentation
EMA	Management of Contractors Policy
EMA	RFFS Departmental Procedures
EMA	Airfield Operations Standard Operating Procedures
EMA	ANS Manual
EMA	Aerodrome Emergency Plan
EMA	Incident Management Plan
MAG	Health and Safety Policy

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SECTION 2 - SYSTEM OF AMENDMENT AND REVISION

1. Authorised Personnel for the Issuance and Insertion of the Amendments and Revisions

The authorised person for the issuance and insertion of amendments and revisions to the Aerodrome Manual is the Safety Manager - Aerodrome.

2. Amendment and Revision Records

2.1 A full review of the manual and associated documents (Airside Operational Instructions / Aerodrome Emergency Plan) will take place annually.

2.2 Document identity is to be included in the header and version control within the footer.

2.3 Documents shall be controlled according to the version and date of issue/applicability.

1. First Draft (0.1) use a zero then a decimal point to demonstrate that this working version is not signed off.
2. First Approved Version (1.0) use a whole number to demonstrate that this is a signed off version. The highest whole number is the latest signed off version.
3. Working on Approved Version (1.1), whole number, demonstrating signed-off original, followed by decimal point, demonstrating current version is not signed off.

2.4 All pages of the manual are effective from the date of issue, a list of amendments and revisions made to the previously issued version can be found in the table below.

Date of Amendment	Part	Section	Page(s)
01/06/2026	A	1	7-8
01/06/2026	A	3	15
01/06/2026	B	1	4-7
01/06/2026	B	1	32
01/06/2026	B	1	34
01/06/2026	B	3	38
01/06/2026	C	1	2-3
01/06/2026	C	1	5
01/06/2026	D	3	6
01/06/2026	D	5	9
01/06/2026	E	3	6

01/06/2026	E	5	9

3. Handwritten Amendments and Temporary Revisions

3.1 Handwritten amendments and revisions to the manual are not permitted.

3.2 When, in the interest of safety, a situation occurs requiring an immediate amendment or revision to the Aerodrome Manual, a Supplementary Instruction (SI) will be issued.

3.3 When, in the interest of safety, a situation occurs requiring an immediate amendment or revision to the Airside Operational Instruction (AOI), the revised AOI will be reissued, notified by a SI.

3.4 Temporary revisions to the manual or associated documents must be submitted on a documentation review form (Appendix 1) and emailed to emastandingorders@eastmidlandsairport.com

4. Annotation of changes

4.1 Changes made to text, diagrams or paragraphs within the Manual will be identified by the addition of a black vertical line, at the appropriate place, on the right-hand margin of the page. The relevant text will also be highlighted in yellow to readily identify the amended detail pertaining to that update.

4.2 Where a completely new section has been added, only the title will be highlighted in yellow and the addition of a black vertical line, at the appropriate place, on the right-hand margin of the page.

4.3 Amended parts and sections will be detailed within paragraph 2 of this section along with the effective date.

5. Distribution

5.1 Distribution System

A Safety Communication, in the form of an Information Notice, will be promulgated to advise when the new Aerodrome Manual and associated documents are published.

The manual is provided in electronic format only. It may be printed but companies should be aware that any hard copies are uncontrolled and may not be the most up to date version. It is the responsibility of the manual holder to ensure that any hard copies are up to date.

Internal Access is also available to EMA staff on a protected SharePoint folder. Access to this SharePoint folder is available upon request via: compliance@eastmidlandsairport.com for internal MAG use only.

East Midlands International Airport Ltd has property rights in the information disclosed herein. The recipient, by accepting this document agrees that neither this document nor the

5.2 Distribution List

It is the responsibility of the individual departments and third-party companies to advise the Airport of any changes to the distribution lists for Safety Communications. Notifications of changes to contact details should be sent to:- emastandingorders@eastmidlandsairport.com

The EMA website https://www.eastmidlandsairport.com/about-us/operational-documents/ will always carry the current version of the Aerodrome Manul and associated documentation.

The Aerodrome Emergency Plan is available by request due to the sensitive nature of some of the content of the plan. Should you require access to this plan an e-mail emastandingorders@eastmidlandsairport.com.

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SECTION 2, APPENDIX 1 DOCUMENTATION REVIEW FORM

MAG East Midlands Airport	Aerodrome Manual, Airside Operational Instruction or Aerodrome Emergency Plan

REVIEW NUMBER: -		REVIEWER: -	
REVIEW DATE: -		DEPARTMENT: -	

This form should be completed for any required amendments to the Aerodrome Manual, Airside Operational Instructions and Aerodrome Emergency Plan.

Please return this form to emastandingorders@eastmidlandsairport.com.

REQUIRED AMENDMENT					
REF	DOCUMENT REVIEWED	PART	SECTION/ CHAPTER	PARA.	AMENDMENT DETAIL
1					
2					
3					
4					
5					
6					

SECTION 3 GENERAL INFORMATION

1. Purpose and Scope of the Aerodrome Manual

1.1 Purpose

1.1.1 The Aerodrome Manual including associated documentation (Airside Operational Instructions and Aerodrome Emergency Plan), are the key documents which describe how the aerodrome infrastructure, facilities, and operational procedures operate safely. It is an accurate reflection of the day-to-day functioning of the aerodrome's safety management system, and its safety culture.

1.1.2 The manual contains details of the characteristics, policies, operational procedures for the safe operation of the Aerodrome in accordance with the Air Navigation Order and the CAA Aerodrome Certification process.

1.2 Responsibilities

1.2.1 EMA Responsibilities

It is the responsibility of departmental managers to:

- Identify all parts of the aerodrome manual and associated documentation which are relevant to the duties and responsibilities of their staff.
- Ensure that their staff have access to and have read such identified parts and that confirmation of this has been recorded.
- Ensure that adequate training relating to the relevant procedures identified in the aerodrome manual has been undertaken and recorded on staff training records.

1.2.2 Third Party Companies

The Aerodrome Manual is available to third party companies via the East Midlands Airport website, https://www.eastmidlandsairport.com/about-us/operational-documents/ and it is each company's responsibility to:

- Ensure that a nominated person has reviewed the aerodrome manual and associated documentation.
- Ensure that the nominated reviewer has identified all parts relevant to the duties and responsibilities of their staff and that such staff have access to these parts.
- Ensure that any operating procedures that their company may have reflect the requirements detailed in the manual.

1.3 Compliance

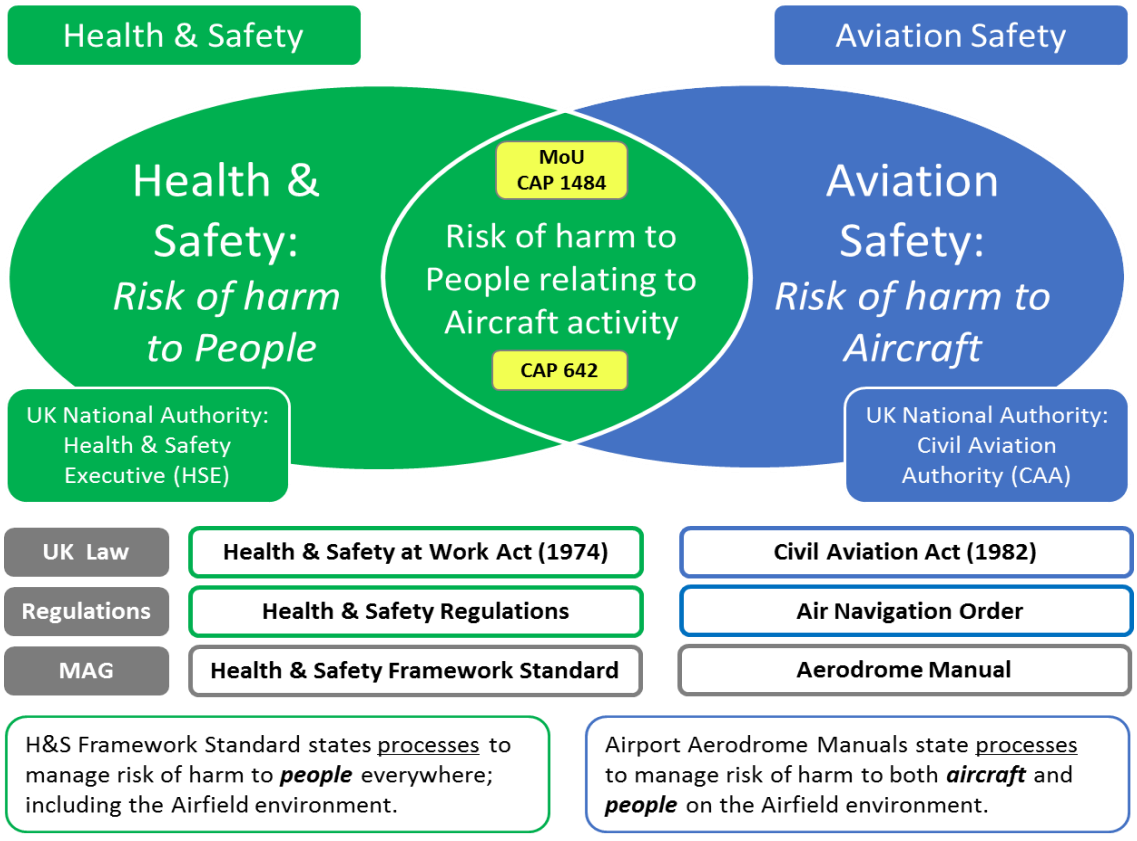
1.3.1 Internal departments and third parties will be audited to ensure that they are complying with the requirements of this manual as well as all relevant Airside Operational Instruction.

1.3.2 Any printed copies of the manual are uncontrolled and may not be the most current edition.

1.4 Relationship between Health and Safety, Airfield Safety and Air Navigation Service Provider

1.4.1 Airfield Operations, with oversight of safety performance on the airfield and Air Navigation Service Providers are regulated by the Civil Aviation Authority (CAA). The relationship with the CAA is managed by the Accountable Managers of the respective areas.

1.4.2 The Airfield is also a work environment that is subject to the provisions of regulations set by the UK Health and Safety Executive (HSE). The diagram below illustrates the relationships between the two regulatory environments and indicates areas where the two can overlap. The HSE and the CAA recognise the potential for either or both authorities to take an interest in safety oversight or enforcement and operate under a Memorandum of Understanding for collaborative working. The CAA document CAP1484 sets out guidance on how the interfaces are coordinated between the two regulatory authorities. Principally, CAA document CAP642, Airside Safety Management, is the product of contributions from the CAA and HSE, in addition to industry participation and contains a significant focus on the health and safety of workers and passengers on the Airfield.



1.4.3 The potential for overlap between the MAG Safety Management Systems mirrors that above and both Aviation Safety and Health and Safety teams recognise the need for collaboration and cooperation where risks include harm to people, or incidents involve harm to people on the Airfield. Participation from the relevant subject matter experts is involved across activities on the Airfield.

1.4.4 The Airfield Safety Team and Health, Safety, and Fire Safety Team will collaborate through various channels, including regular professional discussions, monthly Keep in Touch (KIT) meetings, and participation in the Operations Directorate Safety and Resilience Group (SRG) and Safety and Resilience Board (SRB). Formal transfer of data and insights occurs from Local Safety Forums (LSF)

to SRGs to the SRB at EMA. If needed, escalation can occur to the Group Safety and Resilience Board (GSRB). Key safety performance measures are established by both Health and Safety and Airfield Operations and are reported through to Group Safety and Resilience Board

1.4.5 Reporting takes place through the airport's safety reporting system (Risk Connect / CAMMS), which both the Airfield Safety Team and Health, Safety, and Fire Safety Team use to manage, and control reported safety hazards (Observations), accidents incidents including actions and investigation tracking. This also includes aviation safety occurrences (Airside Occurrence Reporting) and voluntary or anonyms voluntary safety reporting.

1.4.6 In the event of an investigation stemming from an Observation or accident / incident report, the lead department is determined by incident type, likelihood, and consequence. However, for incidents affecting people, the HSFS Team holds primacy over investigations, with the Airfield Safety Team providing support. Primacy of investigation may be reassigned to the Airside Safety Team based on incident type and any associated required competence. For Airside Occurrence Reporting, Airfield Operations holds primacy over these investigations. Voluntary and Anonyms Voluntary Safety Reports are appropriately triaged to the responsible department for investigation, root cause and corrective action follow up.

2. Legal Requirements for an Aerodrome Certificate

2.1 Aerodrome operations are certified by the Civil Aviation Authority in accordance with the provisions of UK Reg (EU) No. 139/2014 laying down requirements and administrative procedures related to aerodromes pursuant to Regulation (EU) 2018/1139 as retained (and amended in UK domestic law) under the European Union (Withdrawal) Act 2018 of the aerodrome certification basis, the terms of the certificate and the aerodrome manual.

2.2 Manchester Airports Group is the certified provider of Air Navigation Services, Certificate No UK/2012/00005 and is designated under Certificate No UK/2012/00005/003 to provide services at East Midlands Airport. Manchester Airports Group also has an additional certificate for training. Designated under Training Organisation Certificate No UK/2012/TP00005 services are provided at East Midlands Airport.

3. Conditions for Use of the Aerodrome

3.1 East Midlands Airport holds a Public Use Aerodrome Certificate, issued by the Civil Aviation Authority in the name of “East Midlands”. The Certificate Reference is UK: EGNX – 002.

3.2 The aerodrome Certificate holder may not contravene, cause or permit to be contravened any Aerodrome Certificate condition, at any time, in relation to the flights specified in Article 208 of the ANO.

3.3 The Aerodrome Certificate can be found in Part A, Section 3, Appendix 1.

4. Obligation of the Aerodrome Operator

4.1 As the Certificate Holder, EMA is required to take all reasonable steps to secure that the aerodrome and the airspace within which its visual traffic pattern is normally contained are safe at all times for use by aircraft.

4.2 EMA is also required to have an Aerodrome Manual as detailed at the start of this section.

4.3 For the purpose of determining compliance with the relevant requirements of UK Reg (EU) No. 139/2014 laying down requirements and administrative procedures related to aerodromes pursuant to Regulation (EU) 2018/1139 as retained (and amended in UK domestic law) under the European Union (Withdrawal) Act 2018, EMA will grant access to any person authorised by the CAA.

4.4 Visits by the Compartment Authority will be facilitated by the nominated persons or required departmental management. Access control for the purpose of the visits will be managed in accordance with the requirements of the Airport Security Programme.

SECTION 3, APPENDIX 1 AERODROME CERTIFICATE

UNITED KINGDOM

CIVIL AVIATION AUTHORITY
AERODROME CERTIFICATE

Aerodrome Name: EAST MIDLANDS

Certificate Reference: UK: EGNX - 002

Pursuant to Regulation (EU) No 2018/1139 as retained (and amended in UK domestic law) under the European Union (Withdrawal) Act 2018 and Regulation No (EU) 139/2014 as retained (and amended in UK domestic law) under the European Union (Withdrawal) Act 2018 for the time being in force and subject to the conditions specified below, The United Kingdom Civil Aviation Authority hereby certifies that:

East Midlands International Airport Ltd
East Midlands Airport
Castle Donington
Derby
DE74 2SA

is authorised to operate East Midlands Aerodrome in accordance with the provisions of UK (EU) Reg No 2018/1139 and UK (EU) Reg No 139/2014 and its Implementing Rules, the aerodrome certification basis, the terms of the certificate attached to this aerodrome certificate and the aerodrome manual.

This certificate shall remain valid for an unlimited duration unless it is surrendered or revoked.

Date of original issue: 14 March 2023

Signed: Rob Lewis Digitally signed by Rob Lewis Date: 2023.03.14 08:43:15 Z
For the UK Civil Aviation Authority

TERMS OF THE CERTIFICATE

Certificate Reference	UKEGNX – 002
Aerodrome Name and ICAO location indicator	East Midlands EGNX
Conditions to operate	Day/Night, IFR/VFR
Runway Declared Distances Runway designator, TORA, TODA, ASDA, LDA in metres for each runway, including intersection take-off if applicable	TORA TODA ASDA LDA 09 - 2894m 3205m 2924m 2714m 27 - 2894m 3353m 2924m 2764m 09 - 2714m 3024m 2744m Take-off from abeam Holding Point H1 09 - 2080m 2391m 2110m Take-off from abeam Holding Point M1 09 - 1317m 1627m 1347m Take-off from abeam Holding Point S1 27 - 2465m 2924m 2495m Take-off from abeam Holding Point W1 27 - 1610m 2069m 1640m Take-off from abeam Holding Point S1 27 - 837m 1256m 867m Take-off from abeam Holding Point M1
Types of approaches	CAT III, LTS CAT 1
Aerodrome reference code	4F (AN 124)
Scope of aircraft operations requiring a higher aerodrome reference code letter	Airbus A380, Antonov 225
Rescue and firefighting level of service	7 (Category 8 on Remission. RFF Category 9 available by arrangement. Minimum 12 hours notice required)
Other	N/A

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PART B – AERODROME MANAGEMENT, QUALIFICATION AND TRAINING

SECTION 1 MANAGEMENT SYSTEM

SECTION 2 SAFETY MANAGEMENT SYSTEM

SECTION 3 REPORTING AND SAFETY COMMUNICATIONS

SECTION 4 REQUIRED AERODROME PERSONNEL QUALIFICATIONS

EMA Aerodrome Manual

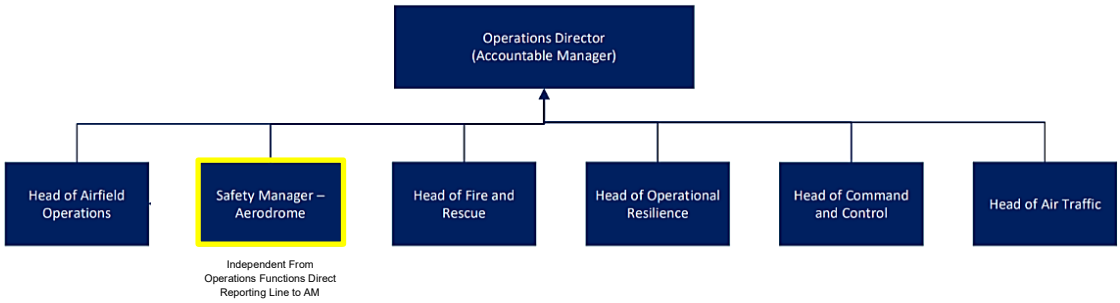
Version 1.0; 2026

SECTION 1 MANAGEMENT SYSTEM

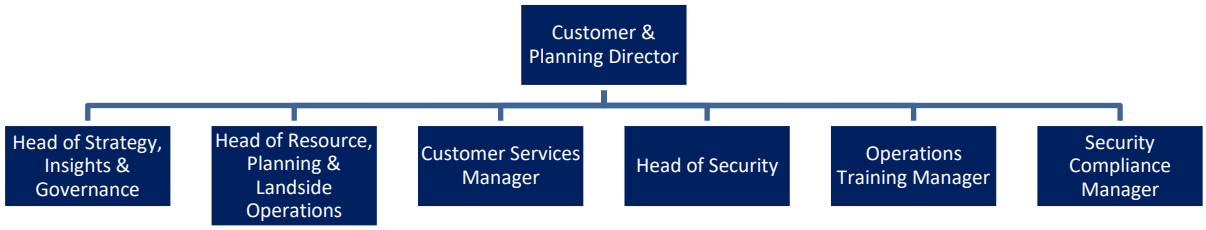
1. Aerodrome Organisation and Responsibilities

1.1 EMA Airport Senior Leadership Structure

1.2 EMA Operations Department Functions



1.3 EMA Terminal Operations Department Functions

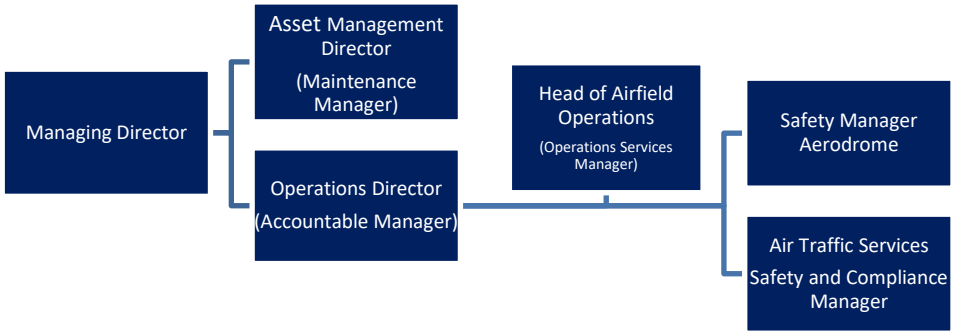


1.4 EMA Asset Management Department Functions

1.5 Departmental Structures

Full departmental structures showing the reporting lines of all levels of the organisational structure are available on the MAG internal HR system.

1.6 Nominated Persons Structure



2. Roles and Responsibilities

2.1 Introduction

This section lists the safety responsibilities and accountabilities of key management personnel. Each individual within the organisation holds a job description which details their areas of individual responsibility.

2.2 Key Safety Post Holders

The following lists the key post holders with a responsibility and accountability for safety at EMA:
Managing Director
Operations Director (Accountable Manager)
Customer and Planning Director
Asset Management Director
Head of Airfield Operations
Safety Manager - Aerodrome
Aerodrome Technical Safeguarding Manager
Head of Airport Fire and Rescue Service
Head of Air Traffic Services
Airfield Technical Manager
Head of Command and Control
Head of Asset Maintenance
Head of Health and Safety and Fire Safety
Head of Operational Resilience

ATS – Safety and Compliance Manager - (ANSP Safety Interface Role)

2.3 Deputising for Absence

Each of the above key post holders will have a designated deputy who assumes the above responsibility in their absence.

In the event of long-term absence (over four weeks) a decision may be made to introduce a temporary position to cover these responsibilities. The temporary post will assume the full safety responsibilities of the post being covered.

2.4 Out of Hours Responsibilities

Outside of the working hours of the above roles, the Airfield Operations Duty Manager (AODM) has overall airside safety responsibility. The AODM is authorised to take any action required, at any time to ensure the immediate safety of aircraft operations, unless a more senior individual is in contact with the Airport who will make the decision. The AODM should ensure information and advice is obtained from all relevant departments prior to any decision being made.

The only exception is in the event of an aircraft or fire related incident when the RFFS Incident Commander will make all safety related decisions relating to the incident itself.

2.5 Exceptional Circumstances

There may be rare occasions where a need arises to carry out operations against set policies for a temporary period, such as during development works. Any temporary procedures will be assessed, and mitigations put in place to ensure that safety is not compromised. These exceptional circumstances will require approval from the Operations Director or in their absence the Safety Manager - Aerodrome.

2.6 Nominated and Responsible persons.

2.6.1 Introduction

The following details the nominated persons at EMA. Full details of the role and responsibilities of each of the positions can be found in UK Reg (EU) No. 139/2014.

Each of these roles should have:

a. adequate practical experience and expertise in their area of expertise (or similar area) respectively.
b. comprehensive knowledge of the applicable requirements in the area of aerodromes.
c. appropriate level of knowledge of safety and quality management; and knowledge of the aerodrome manual.

2.6.2 Accountable Manager

UK Reg (EU) No. 139/2014 requires that "The aerodrome operator shall appoint an accountable manager, who has the authority for ensuring that all activities can be financed and carried out in accordance with the applicable requirements. The accountable manager shall be responsible for establishing and maintaining an effective management system."

At EMA this role is fulfilled by the Operations Director. In the absence of the Operations Director, this role will be filled by the Safety Manager – Aerodrome.

2.6.3 Safety Manager

UK Reg (EU) No. 139/2014 requires aerodromes to point a Safety Manager to "be the focal point and responsible for the development, administration, and maintenance of an effective safety management system." This role also has to be independent of other nominated roles, and must have direct access to the Accountable Manager.

At EMA this role is fulfilled by the Safety Manager - Aerodrome. In the absence of the SM(A), this role will be fulfilled by the Head of Airfield Operations.

2.6.4 Safety Manager - Aerodrome

The Safety Manager - Aerodrome is responsible for Compliance Monitoring and is independent of the functions being audited. They also must have direct access to the Accountable Manager. The Safety Manager – Aerodrome has a direct reporting line into the Accountable Manager.

The Safety Manager - Aerodrome fulfils the role of Compliance Manager and Aerodrome Safety Manager at EMA.

2.6.5 Operations Services Manager

The Operations Services Manager is responsible for the day-to-day management and supervision of operational services (including RFFS and Airfield Operations) at the aerodrome.

The Head of Airfield Operations fulfils the role of the 'Operations Services Manager' at EMA.

2.6.6 Maintenance Manager

The Maintenance Manager is responsible for the development and maintenance of on-aerodrome maintenance.

The Asset Management Director fulfils the role of the 'Maintenance Manager' at EMA.

2.6.7 Air Traffic Services – Safety and Compliance Manager – ANSP Safety Interface Role

UK Reg (EU) No. 373/2014 specifies ANSP appointment of a Safety Manager to be the focal point and responsible for the development, administration, and maintenance of an effective safety management system. This role is independent of other nominated roles and has direct access to the Accountable Manager. At EMA this role fulfilled by the Air Traffic Services – Safety and Compliance Manager. The role operates independently of the EMA Aerodrome nominated persons structure and provides interface coordination between the EMA Aerodrome SMS and ANSP SMS arrangements whilst retaining independent ANSP safety and compliance oversight responsibilities.

2.7 Safety Accountabilities and responsibilities

2.7.1 Introduction

The following pages detail the safety responsibilities of the roles detailed in paragraph 2.2 and are not intended to be a complete overview. Further information can be found in individual job descriptions and CAP700.

2.7.2 Safety Accountabilities

Role	Safety Accountabilities
Managing Director	▪ Ensuring the airport's business plan is sufficiently resourced to meet the requirements of the Aerodrome Certificate ▪ Ensuring the board is aware of safety significant issues. ▪ Ensuring full consideration is given to safety in changes to Organisational structures, business processes and physical infrastructure
Operations Director (Accountable Manager)	▪ Fulfills the role of Accountable Manager for Safety as defined in UK Reg (EU) No. 139/2014 ▪ Ensures that all necessary resources are available to operate the airfield safely in accordance with the requirements of the Aerodrome Certificate and Aerodrome Manual. ▪ Ensure that if there is a reduction in the level of resources or abnormal circumstances which may affect safety, the required reduction in the level of operations at the aerodrome is implemented. ▪ Ensures safe delivery of all Terminal, Operational Services and developments and ensures compliance with relevant regulations, certification criteria and the EMA Safety Management Systems. ▪ Establishes, implements and promotes the Safety Policy ▪ Ensures that all personnel are trained and competent to fulfil their roles. ▪ "nominated person" to prevent aircraft flying in accordance with the provisions of Article 232 of the Air Navigation Order 2016 ▪ Ensures that all EMA equipment and vehicles operating airside are fit for purpose and operate safely in line with the requirements of CAP642. ▪ Overall responsibility for Aeronautical Data Quality (ADQ), Safeguarding and developments. ▪ Emergency Planning. ▪ Ensure compliance with relevant applicable requirements, certification basis, and the organisation's safety management system, as well as its quality management system with regard to aeronautical data and aeronautical information provision activities. ▪ Ensures that all Air Traffic Control equipment, aeronautical ground lighting equipment and other aerodrome facilities are in place and are fit for purpose.
Safety Manager - Aerodrome	▪ Fulfils the CAA role of "Safety Manager" as prescribed in UK Reg (EU) No 139/2014 AMC1 ADR.OR.D.015(c). ▪ Promulgates Operational safety policies and procedures through the Aerodrome Manual and associated documents. ▪ Manages the aerodromes safety reporting systems and reporting of safety performance. ▪ Responsible for the Compliance Monitoring System ▪ Facilitates hazard identification, risk analysis, and management. ▪ Monitors the implementation and functioning of the safety management system, including the necessary safety actions.

	▪ Provides advice on safety matters and initiates and participates in internal occurrence/accident investigations.
Asset Management Director	▪ Fulfills the CAA role of "Maintenance Manager" ▪ Ensures that the airfield grounds, runways, taxiways and aprons are maintained in a safe condition for aircraft use ▪ Ensures that all Air Traffic Control equipment, aeronautical ground lighting equipment and other aerodrome facilities are in place and are fit for purpose ▪ Ensures there are enough qualified personnel available for the planned tasks and activities to be performed in accordance with the requirements. ▪ Asset management, including airport engineering, HVAC systems and life safety systems, soft service provisions, energy management and conservation and hold baggage system management and maintenance.
Head of Airfield Operations	▪ Fulfills the role of "Operational Services Manager" as prescribed in UK Reg (EU) 139/2014 AMC1 ADR.OR.D.015(b) ▪ Day to day safety and operational services of the aerodrome, including Airfield Operations. ▪ Airfield security. ▪ 'Nominated person' to prevent aircraft flying in accordance with the provisions of Article 232 of the Air Navigation Order 2016
Air Traffic Services – Safety and Compliance Manager	▪ Fulfils the role of ANSP "Safety Manager" in accordance with UK Reg (EU) 373/2014 ATS.OR.200. ▪ Maintains oversight of the ANSP Safety Management System. ▪ Ensures hazard identification and safety risk management processes are undertaken in accordance with established SMS procedures. ▪ Monitors the implementation and effectiveness of safety actions and mitigations. ▪ Provides safety performance reporting and advice on aviation safety matters. ▪ Oversees occurrence reporting and supports investigation activities where applicable. ▪ Maintains ANSP safety management documentation and associated safety assurance activities. ▪ Supports coordination between the ANSP SMS and EMA Aerodrome SMS arrangements.

2.7.3 Safety Responsibilities

The following lists the areas of responsibilities held by each of the key post holders listed above.

Role	**Safety Responsibilities**
Aerodrome Technical Safeguarding Manager	▪ Management and safeguarding of the aerodrome as prescribed within UK Reg (EU) 139/2014 ADR.OPS.B.075 ▪ Responsible for the management and maintenance of the Wildlife Hazard Management Plan in conjunction with the Aerodrome Wildlife Control Officer (WCO). ▪ Assessment of OLS, and aerodrome Certification Basis and Specification requirements.

	▪ Owner of crane permit system and safeguarding of drone activity. ▪ Assessment of aerodrome projects, developments and Safety Assurance Documents through the CAP 791 process if required. ▪ Assessment and assurance of the physical characteristics of the aerodrome.
Customer and Planning Director	▪ Ensures that all necessary resources are available to operate across the entire terminal operations safely in accordance with the requirements of the Aerodrome Manual. ▪ Fulfills the role of Accountable Manager for Aviation Security ▪ Ensures the safe and compliant delivery of aviation security, training, and the ID Centre.
Head of Asset Maintenance	▪ Ensures that the airfield grounds, runways, taxiways and aprons are maintained in a safe condition for aircraft use. ▪ Ensures there are enough qualified personnel available for the planned tasks and activities to be performed in accordance with the requirements. ▪ Responsible for the Aerodromes Grassland Management maintenance and policy. ▪ Ensures EMA Motor Transport provisions are suitably resourced, equipped and personnel are qualified. ▪ Ensures Environmental Policy is achieved during the maintenance and management of aerodrome infrastructure. ▪ Surface water systems
Head of Air Traffic Services	▪ Air Navigation Services certification ▪ Air Traffic Unit certification ▪ Management of local airspace ▪ ATS accident and incident investigation and reporting. ▪ 'nominated person' to prevent aircraft flying in accordance with the provisions of Article 232 of the Air Navigation Order 2016
Airfield Technical Manager	▪ Air Traffic Engineering ▪ Airfield Ground Lighting ▪ Radio equipment ▪ Surface friction testing
Head of Airport Fire and Rescue Service	▪ Provision of trained and qualified personnel and equipment for the Airport Fire and Rescue Service.
Head of Health and Safety and Fire Safety	▪ Health and Safety Management system ▪ Health and safety policies and procedures ▪ Health and safety accident investigation and reporting ▪ Fire safety management programme.
Head of Operational Resilience	▪ Responsible for developing and ensuring the overall effectiveness of the Airport's Emergency and Resilience Plans. ▪ Responsible oversight of the Airport's exercise programme. ▪ Responsible for the Airports Business Continuity Management System. ▪ Responsible for oversight and coordination of the Airports Risk profiles including the safety risk register.
Head of Command and Control	▪ Responsible for the operation of the EMA Control Room. ▪ Responsible for the Command and Control structure. ▪ Alongside the Head of Operational Resilience responsible for the Incident Management Plan.

2.7.4 Day-to-Day Execution of Operational Safety Management

The following are responsible for safety on a day to day basis. Each role is available 24/7 whilst the runway is open. Full job responsibilities are available in individual job descriptions.

Role	Safety Responsibilities
Airport Duty Manager	▪ Responsible for the day to day management and operational safety and security within the Terminal building. The ADM is also responsible for the response of the Terminal and Control Room to emergencies as detailed in the Aerodrome Emergency Plan and is accountable to the Head of Terminal Operations.
RFFS Station Manager	▪ RFFS SM is responsible for the Airport's Rescue and Fire Fighting Service response to an emergency, liaison with the external emergency services and the Airport's support to the emergency services in an emergency situation. In addition, the SM is responsible for vigilance of the RFFS in monitoring the operating environment for all activities carried out on the runway and taxiways including aircraft operations. During winter operations the RFFS SM is responsible for the treatment of the taxiway and runway. The RFFS SM is accountable to the Head of Airport Fire and Rescue Service.
Airfield Operations Duty Manager	▪ Responsible for the safety and security of Airfield Operations and Airfield Security activities on and around the aprons and associated roads. The AODM has overall airside safety accountability out of normal working hours and is accountable to the Head of Airfield Operations.
ATC Watch Manager	▪ Responsible for the safe operation of Air Traffic Control and ensuring the safe co-ordination of any airside or air traffic related work during their period of duty and for the response to an emergency detailed in the Aerodrome Manual and MATS Part 2 and is accountable to the Head of Air Traffic Services.

2.8 Safety Related Committees

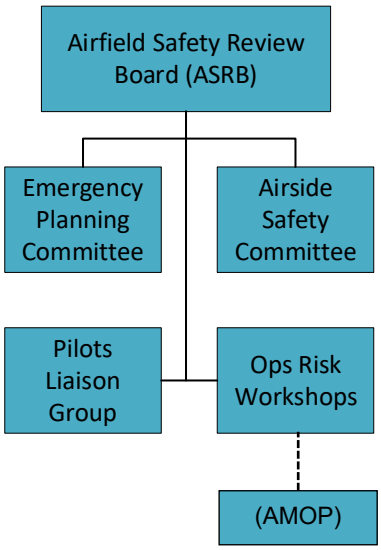
2.8.1 Introduction

EMA has a committee structure in place which monitors and oversees safety activity across the Airport. The functions of each of the committees are detailed in their terms of reference, which show the appointed areas for which that committee has responsibility.

All safety related activity is overseen by the Airfield Safety Review Board.

The structure and relationship of the various committees, together with their function and Terms of Reference are detailed in the following paragraphs.

2.8.2 EMA Safety Committees



2.9 Terms of Reference

2.9.1 Introduction

Terms of reference for the above safety committees are contained on the following pages:

- EMA - Emergency Planning Committee and Emergency Planning Liaison Group terms of Reference are contained in the EMA 'Aerodrome Emergency Plan'.

East Midlands Airport Airfield Safety Review Board

AIRFIELD SAFETY REVIEW BOARD TERMS OF REFERNCE
FREQUENCY: Quarterly CHAIR: EMA Accountable Manager (Operations Director) DEPUTY: Deputy Accountable Manager (Safety Manager – Aerodrome) BUSINESS MANAGER: Safety Manager - Aerodrome
MEMBERSHIP
CORE ATTENDEES: Operations Director, Head of Airport Fire and Rescue, Head of Airfield Operations, Head of Operational Resilience, Head of Asset Maintenance, Aerodrome Technical Safeguarding Manager, Head of Air Traffic Services, ATS Safety and Compliance Manager, Customer Services Manager, Head of Command and Control, Airfield Technical Manager. ADDITIONAL ATTENDEES: Guest attendees or speakers may be invited on an exceptional basis by the chair.

AIRFIELD SAFETY REVIEW BOARD – TERMS OF REFERENCE

AIRFIELD SAFETY REVIEW BOARD
PURPOSE
• To ensure adequate provision of resources to meet airfield safety policies, objectives and strategies (including air navigation services). • To review the implementation of all airfield safety policies and strategies. • To promote a positive and comprehensive safety culture in relation to the airfield. • To agree KPIs and SPIs for airfield safety related areas. • Monitor the safety performance of operational units operating on the airfield against the safety policy and objectives; ensuring any appropriate safety actions identified are completed in a timely manner. • To set the risk appetite levels in relation to airfield safety and to monitor these on a continual basis. This includes oversight of the Safety Risk Register and agreeing whether the risks are at a tolerable level. • To mandate the Safety Groups to investigate and assess mitigation options to further reduce identified risks. • To ensure that appropriate emergency and contingency plans are in place for responding to identified risks. • Monitor the effectiveness of the Airfield and ANS Safety Management Systems, including oversight of third parties. This may be delegated to other safety groups as relevant. • To oversee the Airport's SMS phase 2 action plan and to recommend continuous improvement actions to increase the ratings where required. • To oversee the EMA assurance programme in relation to the Airfield Operations and third party programmes, and to provide updates to the EMA Risk and Audit Board as required. • To oversee the impact of changes and developments on the Safety Risk Register. • Monitor the implementation and effectiveness of actions identified through the accident investigation and assurance processes; ensuring that these actions are implemented in a timely manner. • To oversee the effectiveness of the identified safety committees and their outputs. • To monitor and oversee the effectiveness of the Change Management process
KEY MEASURES
• Airfield Safety KPIs and SPIs. • Aerodrome Safety Risk Register • Assurance audits • SMS Phase 2 • Airfield Operations Monitoring Oversight and Performance

KEY INPUTS	KEY OUTPUTS
• Reports from EPC, PLG, ASC and AMOP. • Safety Risk Register review and recommendations. • SMS Phase 2 action plan. • Outcomes and identified actions from investigation reports. • Outcomes and actions from regulatory and internal audits. • Developments and upcoming projects with impact on safety for approval. • Effectiveness of Change Management and overview of change. • Regulatory or legislative changes and Safety Directives issued. • Horizon Scanning Operations.	• Minutes and actions. • Airfield safety policies. • Agreed KPIs and SPIs. • Airfield and ANS Safety Management Systems. • Aerodrome Safety Risk Register point of escalation. • Directives for safety groups in relation to SMS phase 2 action plan. • Escalated risks for the Risk and Audit Board. • Directives and actions for safety groups. • Agreed safety initiatives or promotions.

DECISION MAKING & REPORTING
ROLE OF CHAIR: • Sponsorship, ensuring cross function support and consensus, ensuring that the Aerodrome Safety Risk Register remains current and up to date. Reporting into the EMA Risk and Audit Board. DECISION MAKING: • Decisions to be escalated to EMA Risk and Audit Board as required. • In the event of absence, core members should send delegates to meetings. Delegates are entitled to participate in discussion. • All members are accountable for implementing the decisions and actions from the meeting. • Decisions escalated from identified safety committees to be reviewed and decided as required. REPORTING: • Decision and actions logs to be maintained and reviewed at each meeting. • Outputs to be reported to the EMA Risk and Audit Board.
GROUND RULES
• All meetings will have a clearly articulated output focused agenda (using the provided template) which is circulated at least 48 hours in advance. • All pre-reading will be supplied at least 48 hours in advance of the meeting to maximise opportunity for discussion and decision. • All meetings will start and finish on time and adhere to the agenda as closely as practicable. • All agreed decision and action notes will be circulated using the provided template within 10 working days of the meeting. • All meetings will be reviewed using the provided template and this Terms of Reference to drive optimal use of time and resources and to enable continuous improvement.

Airfield Safety Committee

TERMS OF REFERENCE

COMMITTEE: Airfield Safety Committee
FREQUENCY: Quarterly

CHAIR: Head of Airfield Operations

MEMBERSHIP

EMA – Head of Airfield Operations, Head of Air Traffic Services, Safety Manager - Aerodrome, Aerodrome Technical Safeguarding Manager, Head of Health and Safety and Fire Safety
Partners - Handling Agents, Fuellers, Aircraft Cleaners/Caterers, Cargo Operators, Airlines
Note 1 – the attendee must be of a level of seniority that they have decision making authority on behalf of their organisation.
Note 2 - Any 3 consecutive non-attendances by an EMA member will be reported to the Safety Review Board.

OBJECTIVES

- To oversee operational safety performance and ensure that hazard identification and safety risk management are agreed and carried out as appropriate. This includes ownership of designated operational risks as identified in the Operational Risk Register together with oversight of the implementation of mitigation measures to reduce the safety risk.
- To discuss all airside developments which may affect airside operational functions and assess the impact of change on airfield safety.
- To review the outcomes of any audits and inspections which have been undertaken and recommend corrective actions where relevant.
- To discuss and assess identified trends in the accident and incidents reports, and to implement and coordinate the implementation of corrective actions plans and ensure that the action that is taken is appropriate and carried out in a timely manner.
- To raise awareness of key safety issues, both through safety performance monitoring and as part of a safety promotion programme with the Safety Improvement Plan.
- To review the effectiveness of safety oversight activities.
- To jointly develop and implement new working practices as required by regulatory bodies or as they become recognised as 'best working practice' within the airport business sector.
- To review the Aerodrome Snow Plan prior to and following the winter season, through the 'Winter Measures' sub-group.
- To make any recommendations based on the risk profile to the SRB.
- To investigate and assess further mitigation options to reduce risk as required by the SRB.
- To oversee relevant safety performance and its impact on the Safety Risk Register.
- To advise the SRB on the effectiveness of mitigation which is currently in place.
- To recommend Key Performance Indicators and Safety Performance Indicators to the SRB.
- To oversee recommendations from investigations and audits which have a potential impact on the Safety Risk Register.

PURPOSE

The Airfield Safety Committee reports to the EMA Safety Review Board. It comprises of local senior managers of all airside operators, including the Airport, tenants, airlines and other ramp service providers. It acts as the focal point for shared ownership of, and responsibility for airside operational and safety issues.

KEY INPUTS	KEY OUTPUTS
• Policy documents and targets • Safety Performance data • Update and outcome actions from regulatory and internal audits and inspections • Impact of regulatory or legislative updates • Identified operational risks from risk register • Reports from sub-groups	• Minutes and Actions • Update and recommendations for Safety Review Board • Recommendations for procedural change • Recommendations for safety promotional campaigns • Recommended training requirements

MAG East Midlands Airport

EMA Health and Safety Committee

TERMS OF REFERENCE

COMMITTEE: EMA Occupational Health and Safety Committee
FREQUENCY: Monthly
CHAIR: Head of Health & Safety and Fire Safety

MEMBERSHIP

EMA - Head of Health and Safety and Fire Safety, Health and Safety Business Partner, Head of Assets Management, Head of Security, Airport Duty Manager, Motor Transport Manager
Trade Union Members

OBJECTIVES

- To regularly promote a positive and developing Health & Safety and Fire Safety (HSFS) culture within EMA.
- To review HSFS performance and determine actions.
- To review compliance with HSFS regulatory and MAG Framework requirements.
- To implement any recommendations from the EMA Safety Review Board.
- To raise awareness of key HSFS issues and make recommendations for HSFS promotion activities.
- To review the outcomes of any audits and inspections which have been undertaken.
- To action issues forwarded by the H&S Champions subcommittee and Mental Health First aiders subcommittee.

PURPOSE

- To provide information to employee representatives in order that they can fulfil their duties.
- To provide a forum to discuss progress against the Safety Improvement Plan (SIP), the H&S Score card and any ideas to promote the health, safety and well-being of EMA employees.
- To monitor compliance with MAG Health and Safety Policy and legal requirements.
- To review the continued effectiveness of the EMA OH&S management system and identify opportunities for improvement and escalate issues to the EMA Safety Review Board if necessary.
- This meeting acts as a Safety Group in accordance with the MAG Safety and Resilience governance standards.

KEY INPUTS

- MAG OH&S and FS Framework Standard
- EMA OH&S and FS Management Plan
- OH&S Champions sub Committee
- MHFA sub committee
- Update and outcome actions from any regulatory changes, or internal audits and inspections
- Risk Assessments, Accident and Near Miss reports
- Investigations and recommendations
- Skills and training requirements
- Noncompliance register (CAMMS)

KEY OUTPUTS

- Minutes and Actions
- Update and recommendations for EMA Safety Review Board
- Recommendations for the annual EMA Safety Improvement Plan
- Recommendations for HSFS promotional campaigns
- Risk Register content

MAG East Midlands Airport

EMA Pilots Liaison Group (incorporating the Local Runway Safety Team)
Pilots Liaison Group

TERMS OF REFERENCE
COMMITTEE: Pilot Liaison Group **FREQUENCY:** Twice annually **CHAIR:** Air Navigation Services Manager

MEMBERSHIP

- The PLG shall consist of a Chairman (usually the ANSM)
- ATC Unit Training Officer
- Representatives from appropriate Airport departments
- Representatives from based airlines and operators

OBJECTIVES

- The main objective of the PLG is to facilitate a forum in which pilots, ATC and other related Airport departments can consult and share ideas to the mutual benefit of all participating groups to improve the safety and efficiency of flying operations at East Midlands Airport.

PURPOSE

- To monitor the safety of ATS at EMA
- To discuss issues relating to the Local Runway Safety Team
- To monitor the provision of ATS at EMA and suggest improvements
- To assist the Airport with environmental initiatives
- To ensure that EMA provides ATS in an open and transparent manner
- To advise on any issues that may benefit the safety and efficiency of flying operations at EMA
- To advise on the effects that Airport developments may have on flying operations at EMA

KEY INPUTS	KEY OUTPUTS
• An Agenda shall be issued by the ANSM prior to the meeting	• Minutes and Actions

Local Runway Safety Team (LRST)

Standing Agenda Item within EMA Pilots Liaison Group (PLG)

Purpose: To assess all aspects of Runway use and operation that have the potential to cause or contribute to a Runway Incursion; to report at EMA Pilots Liaison Group all runway related issues, including actual runway Incursion/excursions or events that could have resulted in an incursion/excursion or incident.

Objectives:

1. To improve Runway safety data collection, analysis and dissemination
2. To ensure signage and markings are compliant with UK Regulation (EU) No 139/2014 and visible to pilots and drivers.
3. To develop initiatives for improving the standard of communications
4. To identify potential new technologies that may reduce the risk of a Runway Incursion
5. To ensure procedures comply with UK Regulation (EU) No 139/2014
6. To initiate local awareness by developing and distributing Runway safety education and training material to Controllers, Pilots and personnel driving vehicles on the aerodrome

Airfield Monitoring Oversight and Performance (AMOP) Aerodrome Safety Sub Group

AIRFIELD MONITORING OVERSIGHT AND PERFORMANCE – TERMS OF REFERENCE

AIRFIELD MONITORING OVERSIGHT AND PERFORMANCE

MEMBERSHIP

CORE ATTENDEES:

- Head of Airfield Operations
- Airfield Operations Manager
- Safety Manager – Aerodrome
- Aerodrome Technical and Safeguarding Manager
- Risk Manager
- Airfield Operations Duty Manager
- Airfield Safety and Compliance Officer

PURPOSE

- A prelude to the Airfield Safety Review Board (ASRB) that feeds into operational risks from 1st line departmental attendees.
- To ensure monthly departmental Key Performance Indicators and Safety Performance Indicators are quality assured, and remedial action is taken if KPIs/SPIs are below target or significant trends are identified:

  Departmental

  a) Wildlife Reporting
  b) Aircraft Turnaround Audits
  c) Safety Survey's
  d) Movement Area Inspections
  e) FOD Control Programme

  Lagging

  f) Safety Occurrences
  g) Non-Compliances
  h) Observations reported through the Anonymous and Voluntary Reporting System
  i) MORs

  Leading

  j) Airside Safety Training Attendance
  k) Internal Audits
  l) Attendance at Safety Committees
- A review of the internal Aviation Safety Reporting Tools to ensure compliance with regulatory requirements, and timeframes for incident and accident investigation.
- A review of the Aerodrome Safety Risk Register which will be captured within this meeting based on the monthly safety report and trend analysis. Risk identification and analysis will be carried out by the Risk Manager and Aerodrome Safety Manager – Aerodrome based upon KPI/SPI data, or; incident, accident, near miss and safety occurrence trend analysis.
- Where a risk is deemed to be intolerable, this will be escalated to the AM to confirm if this is required to be moved to the operational risk register as an exposed risk to provide additional monitoring.
- Highlight and assess safety trend analysis of the monthly operations and safety reporting applying safety actions with mitigations or safeguards where required.
- Delivery of SMS support, guidance, or training by the Safety Manager – Aerodrome.
- Operational update on developments and aerodrome safeguarding.
- The AMOP promotes safety suggestions from 1st line operational colleagues to encourage a harmonised joint approach to the aerodrome SMS.
- To measure the effectiveness of KPIs and review the set KPIs on a case-by-case basis as documented within the EMA Aerodrome Manual:
  a) Damage to Aircraft
  b) Damage to Vehicles and Equipment
  c) Wildlife Strike Events
  d) Air Navigation Services Safety Events.
  e) Runway Incursions
  f) Runway Excursions
  g) Environmental Occurrences
- To review safety trends and to implement ad-hoc first line assurance audits or third-party audits if deemed required from incident, accident, and investigation rate analysis.

KEY INPUTS

- Departmental policies and procedures
- Aerodrome SMS
- Safety trend analysis
- Departmental Key Performance Indicator performance
- Safeguarding and Developments update
- Assurance audit scope and oversight

DECISION MAKING

- All decisions made in the AMOP will be escalated to the Airfield Safety Review Board (ASRB).
- In the event of absence, core delegates should send nominated departmental representatives.
- All members are accountable for the decision-making process models within the AMOP.
- All outcomes and proposed decision shall be tracked on the action tracker.

GROUND RULES

All AMOP meetings shall follow a consistent format and will be presented by means of Power Point presentation.

All meetings will start and finish on time and follow the prescribed agenda.

SECTION 2 SAFETY MANAGEMENT SYSTEM

1. Scope of the Safety Management System

1.1 Scope

The EMA Safety Management System has been established to provide an efficient Management Structure and Systematic approach to the safe operation of the aerodrome.

The scope of the Safety Management System at EMA:

a. Provides details on the Airport's approach to safety.

b. Documents the airport safety policy and objectives.

c. Outlines the organisational safety management responsibilities and structure.

d. Describes the document control procedures.

e. Describes the safety performance monitoring and measurement process.

f. Details safety promotion methodology.

g. Provides a cross-index of Regulatory and Airport safety related documentation.

h. Provides details on emergency response planning

1.2 Safety Management Principles

Safety management at East Midlands Airport is achieved through the implementation of the following principles:

- Policy: -

East Midlands Airport will implement an effective Safety Policy to ensure that the highest standards of safety are maintained at all times. All MAG group policies are available on MAG Book, copies are available on request.

- Organising: -

An effective management structure within the company will be put in place to ensure that the Safety Policy is achieved. The Policy ensures clear lines of accountability so that it is apparent to all where safety responsibilities lie. Interaction and communication between all airside operators with regard to safety is essential, as is close liaison between the Airport and the competent authority.

- Planning: -

A planned and systematic approach to implementing the Safety Policy will be achieved through an effective safety management system. The planning process will identify the safety priorities and objectives together with training, equipment and other resource requirements. The Airport requires all companies operating airside to follow industry best practice and have written safe working and operating procedures.

- Measuring performance: -

Performance will be measured against agreed standards to assess when and where improvement is needed. Safety committees discuss and address all matters relating to airside safety so that safe, efficient operations can be maintained and enhanced.

Details of safety committees can be located Part B, Section 1, paragraphs 2.11 and 2.12.

- Auditing and reviewing performance: -

Safety audits are one of the principle methods for fulfilling the safety performance monitoring functions. Safety audits at EMA are performed internally and also externally by the Civil Aviation Authority.

Further details can be found in AOI 10 “Safety Audits”.

2. Safety Policy and Objectives

2.1 Safety Objectives

The safety policy contains the key principles to support the overall Safety Objectives of the business.

- Conduct Airfield Safety monitoring, achieving a 98% completion rate monthly.
- Increase the average score of the safety culture surveys year on year.
- Hold four Safety Meetings with Airside Operators, in a twelve-month period achieving 80% attendance of required stakeholders.
- Reduction in the number of internal audit action findings by 5 per year.
- Reduction in the number of incidents demonstrating a year-on-year continual downward trend.

2.2 EMA Airside Safety Policy

A copy of the East Midlands Airport ‘Airside Safety Policy’, signed and dated by the Operations Director (Accountable Manager) is contained on the next page.

Airside Safety Policy

Airside Safety Policy

MAG

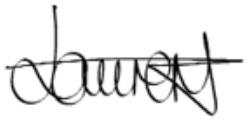
MAG believes that nobody should be harmed by our business.
We call this Vision Zero.

Air transport operations can be hazardous. Risks must be managed, and safety will be embedded in our business thinking.

The East Midlands Airport Accountable Manager and members of senior management will lead and set the standards for a safe airside and airspace operation to achieve our safety performance objectives and targets.

These are our principles. We will:

1. Operate and continually develop an effective Airside Operations Safety Management System to provide a systematic foundation for safety in airside and airspace activities.
2. Ensure that airside safety is suitably prioritised when considered relative to commercial, operational, environmental, and social conflicts.
3. Comply with legislative and regulatory requirements and standards.
4. Clearly define for all our colleagues their responsibilities for the delivery of airside safety performance.
5. Ensure there is a process in place for all airfield users to report incidents and hazards including an Anonymous and Voluntary reporting process.
6. Ensure that all our colleagues are provided with adequate and appropriate training, are competent in safety matters, and are only allocated tasks commensurate with their skills.
7. Ensure that sufficient resources are available to implement our safety policies and activities.
8. Demonstrate and provide leadership across third parties and contracted activities to minimise the risks associated with airside and airspace operations.
9. Operate a safety risk management process to ensure that Operations safety risks are reduced to be As Low as Reasonably Practicable (ALARP).
10. Ensure that externally supplied systems and services that impact upon the safety of our operations meets appropriate safety standards.
11. Audit, record, and review our safety performance against realistic objectives and/or targets, take appropriate action when required, and establish continuing improvement.
12. Ensure that appropriate safety information is provided to all airfield users and employees, and that people are aware of risks and relevant safety control measures.
13. Promote a 'Just 'safety culture which creates an environment that allows employees to report all incidents and safety concerns without the threat of censure, disciplinary action or subsequent loss of employment, except when there is gross negligence, or a deliberate or wilful disregard to our standard operating practices and procedures.



Lauren Turner
East Midlands Airport Accountable Manager
1st June 2026

3. Safety Responsibilities of Key Personnel

Please refer to Part B, Section 1, paragraph 2.7 Safety Accountabilities and Responsibilities

4. Document control

4.1 Introduction

The document control system is required for:

- EMA owned

  Internal documentation issued by EMA and of relevance to the operational management of the aerodrome. These are under the control of members of the aerodrome management team, either by authorship or control of a current version hard copy.

- Non-owned

  External documents that are in use and of relevance to the operational management team but are issued/controlled by third parties (i.e. regulatory authorities).

4.2 Document Storage and Access

EMA and all operators are required to store operational safety records for a minimum of 5 years, they must be stored in a manner that ensures protection from damage, alteration or theft.

Format of storage is primarily by two different means; Electronic or Paper.

Master copies of the Aerodrome Manual, Emergency Plan, MATS Part 2, Safety Communications, Safety Assurance Documentation etc must be stored on a protected SharePoint folder. These documents are available to all EMA staff as a read only document.

Any other documentation which is considered to be of importance should be stored by the owner in an appropriate format that ensures protection from damage, alteration or theft.

EMA Electronic systems are managed under the MAG Data Retention Archive and Destruction Standard.

4.3 Identification of Changes and Version Control

Full details relating to version are contained in Part A, Section 2. ATC documentation falls under the 'Quality Assurance Documentation' scheme. The owner of the document is responsible for ensuring that obsolete or outdated documentation is archived as relevant.

5. Safety risk management process

5.1 Hazard Identification

The EMA hazard identification process collects, records, analyses, acts on and generates feedback about hazards that affects the safety of the operational activities of the airport company. Similar processes are in place for the MAG ANS provision and are detailed in the MAG ANS Manual.

EMA has an Operational Safety Risk Register in place which details the key overarching risks in place for the airport, as well as the mitigating measures for these risks. Additionally EMA also holds an Aerodrome Safety Risk Register. The Aerodrome Safety Risk Register is stored internally and further information of this register is contained within the Aerodrome Safety Risk Register Terms of Reference and EMA Compliance Monitoring Manual.

This process comprises of three essential elements:

a. Hazard identification will identify the hazards to aircraft, equipment, property, personnel or the airport.

   i. An initial, high-level assessment of the reasonably foreseeable hazards will be carried out. Experience will be reviewed along with available data from accidents, incidents or similar systems. A hazard checklist will then be compiled – this should identify potentially hazardous areas that will require further detailed evaluation.

b. Risk assessment will evaluate:

   i. The severity of the consequences of the hazard occurring.
   ii. The probability of occurrence.
   iii. Whether the consequent risk is tolerable within the acceptable safety criteria of EMA.

c. Risk management

   i. If the consequent risk is tolerable within EMA' safety criteria the risk can be accepted. If not, action will be taken to reduce the severity of the hazard or the probability of it arising to reduce the risk to a tolerable level.

5.2 Operational Safety Management Assessments

East Midlands Airport ensures all aspects of its operation are assessed, and changes to it, for safety significance. Safety assessments are performed and documented to ensure that due consideration is given to the safety of all parts of the operational system.

The safety assessment will be conducted to ensure that the management of any hazard is commensurate with the risk involved and the safety objectives which have been identified.

The process adopted for completing a safety assessment is the same for the Air Navigation Services, the process is fully described in the MAG Change Management Manual, section 1.

Short Notice Safety Assessments:

The PRELIMINARY HAZARD IDENTIFICATION CHECKLIST (Appendix 1) shall be used to address a short-term situation where the scope and impact are limited and can be reasonably handled at Duty Management level at, or near to, the time of the event. An example of such an event may be:

- Unplanned maintenance work on a taxiway surface
- Failure of AGL service, or depletion of RFFS capability

A discussion and completion of the document will take place between the Airfield Operations Duty Manager and the ATC Watch Manager along with other key personnel as deemed

necessary by the AODM. This procedure is contained within Section 2 of the EMA Change Management Manual and is referred to a Dynamic Safety Assessment Procedure (DSAP).

It is also a requirement that managers ensure that risk assessments are undertaken for all activities within their department. Further guidance is available on the MAG intranet.

A high-level schedule of business and safety risks is held in the Manchester Airports Group Risk Register. Risks are addressed by balancing their severity against the cost and feasibility of reducing the risk.

EMA Operational Risks are contained within the Operational Safety Risk Register. A description of the methodology used is contained within the Compliance Monitoring Manual.

5.3 Safety Assurance Documentation

Where it is identified a "Safety Assurance Document" (SAD) is required, the document produced will include the safety assessment, results and describe the mitigations in place to ensure safety concerns are highlighted and communicated to those accountable for safety.

The SAD should include the following:

a. Distribution list
b. List of effective pages
c. List of amendments
d. System description – a description of the system/function which is being assessed
e. Objectives – what the assessment aims to achieve
f. Scope – what areas are and are not included within the document
g. Requirements – all relevant regulatory or airport requirements should be listed
h. Hazard identification, risk assessment and mitigation – see below

SAD's should be controlled in line with the document control procedures detailed in paragraph 4 of this Section of the Manual. They will be reviewed by the document owner as required. The Airfield Safety Review Board is responsible for oversight of the review process.

5.4 Hazard Identification

Each operating function assessed within the SAD is likely to involve a variety of systems (people, procedures, equipment or combinations of these) that support its activities. Each of these areas should be considered and the resulting hazards identified.

If a safety hazard, or a potential safety hazard, is considered to exist, the consequences of the hazard occurring and its effect on aircraft/operational safety must be considered. This should encompass:

a) ***Severity: -***
The seriousness of the potential consequences, or the outcome of an unsafe event. This is categorised as shown in the following table:

SEVERITY OF OCCURRENCE	MEANING	VALUE
Catastrophic	- Equipment destroyed - Multiple deaths	A
Hazardous	- A large reduction in safety margins, physical distress or a workload such that operators cannot be relied upon to perform their task accurately or completely - Serious injury - Major equipment damage	B
Major	- A significant reduction in safety margins; a reduction in the ability of the operators to cope with adverse operating conditions as a result of increased workload, or as a result of conditions impairing their efficiency - Serious incident - Injury to persons	C
Minor	- Nuisance - Operating limitations - Use of Emergency Procedures - Minor incident	D
Negligible	- Little consequence	E

NOTE: This table illustrates one possible classification scheme. The actual classification used in a safety assessment must be indicated in the safety assurance document.

b) the ***probability*** (likelihood) of the hazard occurring. The probability of occurrence can be defined in either quantitative and qualitative terms (see below). This probability can be altered by increased rate exposure to the unsafe conditions.

CATEGORY	MEANING	VALUE
Frequent	**Likely to occur many times / Has occurred frequently**	**5**
Occasional	**Likely to occur sometimes / Has occurred infrequently**	**4**
Remote	**Unlikely to occur but possible / Has occurred rarely**	**3**
Improbable	**Very unlikely to occur / Not known to have occurred**	**2**
Extremely Improbable	**Almost inconceivable that the event will occur**	**1**

Many of the hazards identified will be mitigated by the application of existing Company standards, regulations, procedures and practices.

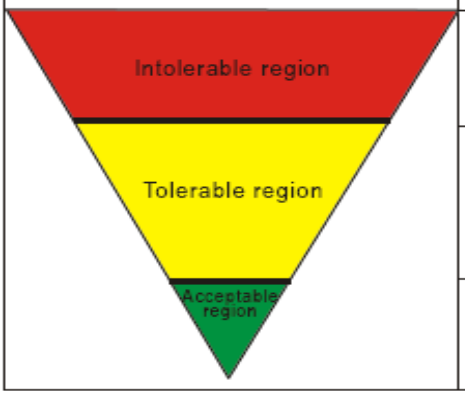
Once the severity of the hazard has been assessed and the probability of it arising has been estimated, a judgement can be made on whether: -

- The consequent risk is acceptable or not.
- It is within the Company's acceptable safety performance criteria?
- It can be further reduced at a reasonable cost?

For example, a major consequence of an undesired event with a high probability of occurrence is unacceptable. However, although undesirable, an event may be tolerable if the probability of occurrence is very low.

The following tables provide details for judging the tolerability of risks. The colour coding shown reflects the tolerability region in the inverted triangle below:

RISK PROBABILITY	**RISK SEVERITY**				
	Catastrophic A	**Hazardous B**	**Major C**	**Minor D**	**Negligible E**
Frequent 5	5A	5B	5C	5D	5E
Occasional 4	4A	4B	4C	4D	4E
Remote 3	3A	3B	3C	3D	3E
Improbable 2	2A	2B	2C	2D	2E
Extremely Improbable 1	1A	1B	1C	1D	1E

Suggested criteria	Assessment risk index	Suggested criteria
	5A, 5B, 5C, 4A, 4B, 3A	Unacceptable under the existing circumstances
	5D, 5E, 4C, 4D, 4E, 3B, 3C, 3D, 2A, 2B, 2C	Acceptable based on risk mitigation. It may require management decision.
	3E, 2D, 2E, 1A, 1B ,1C, 1D, 1E	Acceptable

5.5 Hazard Assessment

Safety risks assessed as initially falling in the intolerable region are unacceptable under any circumstances.

The probability and/or severity of the consequences of the hazards are of such a magnitude, and the damaging potential of the hazard poses such a threat to the viability of the airport company, that immediate mitigation action is required.

In general, two alternatives are available to bring the safety risks to the Tolerable or Acceptable regions:

- Allocate resources to reduce the exposure to, and/or the magnitude of, the damaging potential of the consequences of the hazards; or
- if mitigation is not possible, cancel the operation.

Safety risks assessed as initially falling in the "Tolerable Region" are acceptable, provided mitigation strategies already in place guarantee that, to the foreseeable extent, the probability and/or severity of the consequences of hazards are kept under organisational control. Such risks may require senior management sign off.

Safety risks assessed as initially falling in the "Acceptable Region" are acceptable as they currently stand and require no action to bring or keep the probability and/or severity of the consequences of hazards under organizational control.

Following analysis, a conclusion will be made that provides assurance that the management of these hazards is commensurate with the risk involved and the safety objectives identified.

6. Monitoring Procedures and Risk Mitigation Measures

6.1 Introduction

Safety performance monitoring and measuring is the safety management process by which the safety performance is verified in comparison to its safety policies and objectives, including;

- Safety reporting (collection of data – ops safety risk register)
- Safety analysis and safety studies
- Safety inspections
- Safety audits

Separate but similar arrangements for ANS provision are contained in the ATC MATS Part 2.

6.2 Measurement

The safety management process requires feedback to provide a baseline for assessing the safety performance so that necessary adjustments can be made to affect the desired level of safety. In order to determine the system is working recorded safety data will be analysed within the context of established key performance indicators with results set against safety performance targets. Methods of analysis include:

- Statistical analysis

  Statistics are compiled as reports and submitted to the relevant managers on a monthly basis. Details are promulgated to staff via briefings and to third party aerodrome operators via the Airfield Safety Committee or Pilots Liaison Group/Local Runway Safety Team (as appropriate).

- Trend Analysis

  Safety data will be utilised for monitoring of trends both internally and externally through the relevant safety committees. Any emerging trends will be highlighted which may indicate the existence of new hazards. Benchmark safety standards against which the limits of acceptable performance can be defined are set by the MAG Group Safety Board.

- Normative comparisons

Sufficient data may not be available to provide a comparison of the circumstances of the event or situation under examination with everyday experience. In this instance 'real world' experience operating under similar conditions may be used, for example:

- aerodrome safety data,
- Operations Safety Audit; and
- aerodrome safety programmes

6.3 Key Performance Indicators and Safety Performance Indicators

6.3.1 Key Performance Indicators

Key Performance Indicators (KPI's) are the metrics used to measure operational safety performance levels at EMA. KPI's monitor the level of safety performance in the following seven areas:

a) Damage to Aircraft
b) Damage to Vehicles and Equipment
c) Wildlife Strike Events
d) Air Navigation Services Safety Events.
e) Runway Incursions
f) Runway Excursions
g) Environmental Occurrences

All incidents classified within the above six metrics will be assessed in terms of severity as detailed in the table on the following page. Incident rate calculations are per 10,000 movements. KPI's should indicate a year – on -year continual downward trend against the established factors specified above, this is detailed in the EMA Safety Management Report.

6.3.2 Safety Performance Indicators

Safety performance indicators (SPI's) are metrics that are predictive as well as reactive, recorded with a severity lower than level 5, used to measure performance in precursory events;

Lagging

- Safety Occurrences
- Non – Compliances
- Hazards reported through the Anonymous and Voluntary Reporting system
- MORs

Leading

- Safety Survey responses
- Airside Safety Training attendance
- Internal Audits and number of findings per audit
- Attendance at Safety Committees

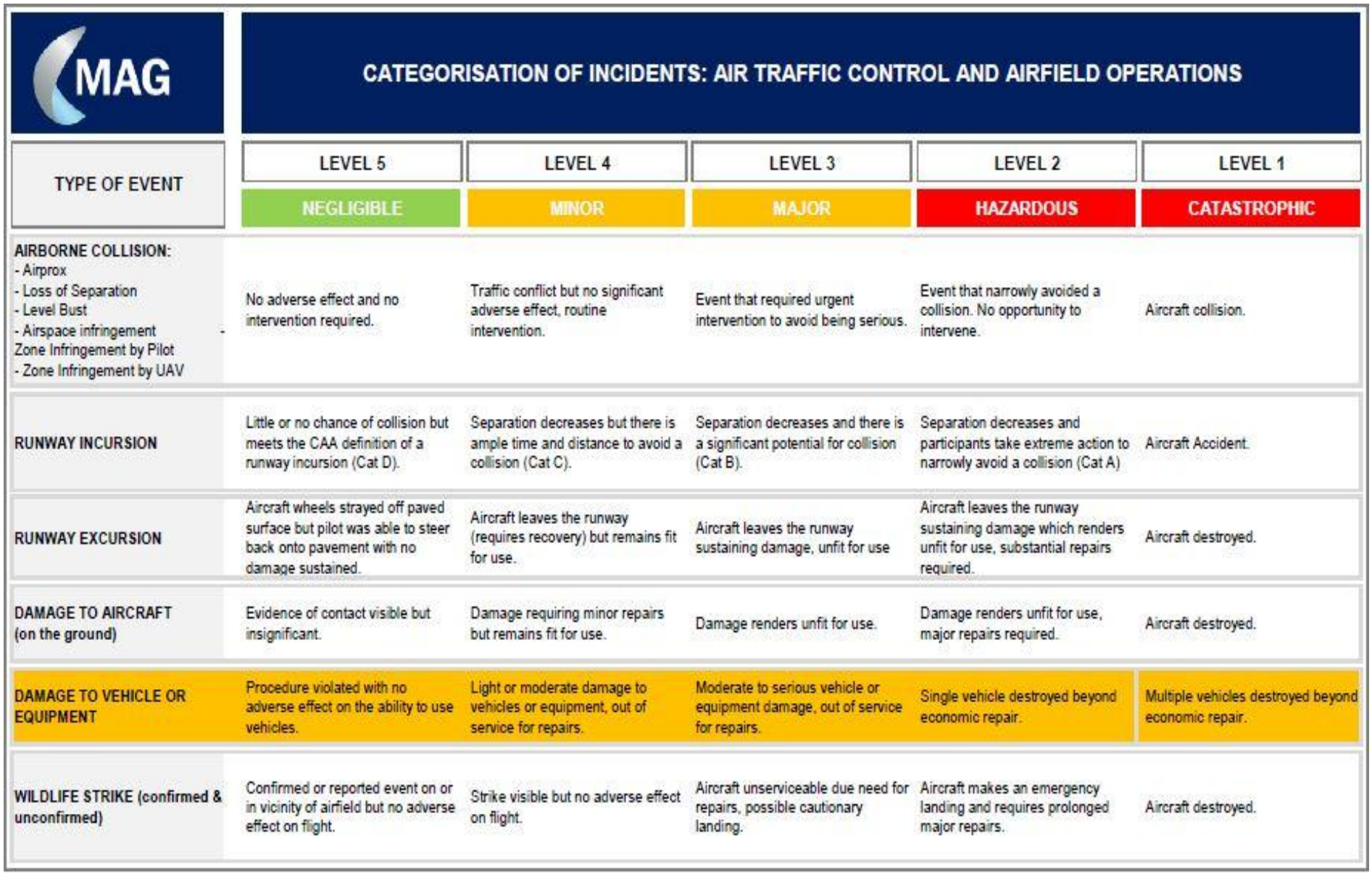
Lagging SPI's should indicate a year-on-year continual downward trend against the established factors specified above, this is detailed in the EMA Safety Management Report.

6.3.3 EMA Safety Management Report

Safety Management Reports are produced on a monthly basis which verifies safety performance, targets and indictors. This report is reviewed at the Airfield Operations Monitoring and Oversight, Ops Performance Board and the Airfield Safety Review Board to verify the safety performance of aerodrome operator in relation to the safety policy and objectives, identified safety risks and the mitigation measures, and to recommend further actions and mitigations where necessary. In addition, the report is shared at relevant safety committees to ensure that the third parties are aware of current trends and mitigation requirements.

The outputs of the report will be used to generate safety themes to be utilised in the Focus safety newsletter, Airfield Operations Monitoring and Safety Surveys.

6.4 Safety Severity Categorisations



CATEGORISATION OF INCIDENTS: AIR TRAFFIC CONTROL AND AIRFIELD OPERATIONS

TYPE OF EVENT	LEVEL 5 NEGLIGIBLE	LEVEL 4 MINOR	LEVEL 3 MAJOR	LEVEL 2 HAZARDOUS	LEVEL 1 CATASTROPHIC
AIRBORNE COLLISION: - Airprox - Loss of Separation - Level Bust - Airspace infringement Zone Infringement by Pilot - Zone Infringement by UAV	No adverse effect and no intervention required.	Traffic conflict but no significant adverse effect, routine intervention.	Event that required urgent intervention to avoid being serious.	Event that narrowly avoided a collision. No opportunity to intervene.	Aircraft collision.
RUNWAY INCURSION	Little or no chance of collision but meets the CAA definition of a runway incursion (Cat D).	Separation decreases but there is ample time and distance to avoid a collision (Cat C).	Separation decreases and there is a significant potential for collision (Cat B).	Separation decreases and participants take extreme action to narrowly avoid a collision (Cat A)	Aircraft Accident.
RUNWAY EXCURSION	Aircraft wheels strayed off paved surface but pilot was able to steer back onto pavement with no damage sustained.	Aircraft leaves the runway (requires recovery) but remains fit for use.	Aircraft leaves the runway sustaining damage, unfit for use	Aircraft leaves the runway sustaining damage which renders unfit for use, substantial repairs required.	Aircraft destroyed.
DAMAGE TO AIRCRAFT (on the ground)	Evidence of contact visible but insignificant.	Damage requiring minor repairs but remains fit for use.	Damage renders unfit for use.	Damage renders unfit for use, major repairs required.	Aircraft destroyed.
DAMAGE TO VEHICLE OR EQUIPMENT	Procedure violated with no adverse effect on the ability to use vehicles.	Light or moderate damage to vehicles or equipment, out of service for repairs.	Moderate to serious vehicle or equipment damage, out of service for repairs.	Single vehicle destroyed beyond economic repair.	Multiple vehicles destroyed beyond economic repair.
WILDLIFE STRIKE (confirmed & unconfirmed)	Confirmed or reported event on or in vicinity of airfield but no adverse effect on flight.	Strike visible but no adverse effect on flight.	Aircraft unserviceable due need for repairs, possible cautionary landing.	Aircraft makes an emergency landing and requires prolonged major repairs.	Aircraft destroyed.

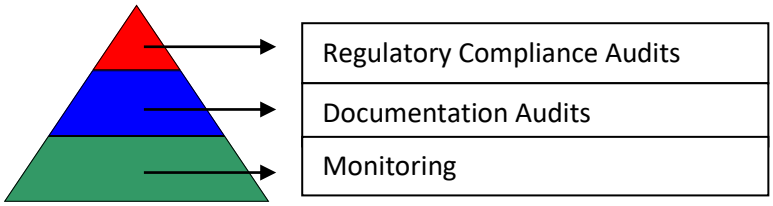
Further guidance	ANS Events & Runway Incursion
Level 1 Catastrophic	Accident involving a collision, but not including range of events defined in CAP 382 or EC/94/56 (some would fall into Level 2 or 3 for accident damage to aircraft, so do not use this scale for aircraft damage).
Level 2 Hazardous	Accident involving collision nearly occurred, no safety controls remained effective. Outcome not under control of any party and accident avoided by providence. Little or no active intervention possible or took place or time available. Potentially extreme manoeuvre may have been executed.
Level 3 Major	Safety is compromised, leading to a large reduction in safety margins. Safety controls effective are few or almost nil, possibly solely reliant on human intervention to resolve. Use of urgent or emergency procedures used to recover the situation.
Level 4 Minor	Safety levels deteriorated but event was positively managed within safety margins to prevent a more serious outcome. Ample time existed to allow consideration of options for intervention action.
Level 5 Negligible	No immediate effect on safety, for example no conflicting traffic. Existing safety controls effective in preventing a more significant outcome.

Relevant safety committees assess the above data before it is passed to the Airfield Safety Review Audit Board and ultimately the MAG Group Safety and Resilience Board.

All KPI's should show a year on year downwards trend.

7. Safety performance monitoring

7.1 Operational compliance is monitored at EMA through a three-tier process. These can be summarised as follows:



1.2 The first tier of assurance is completed through regular monitoring and inspections in airside areas and is carried out by the relevant operational department as detailed in AOI 02, 10 and 11.

7.3 The second tier of assurance, undertaken by EMA Departmental Managers and consists of documentation/procedural audits, including checks on the provision of a training programme and that training records are in place; these are carried out to ensure compliance with Aerodrome/Regulatory procedures and other associated documentation. These ensure at a high level that the processes and procedures which are in place at EMA are compliant with regulatory requirements, as detailed in the CMM – Compliance Monitoring Manual. Additionally, MAG Group Second Line Assurance delivers a structured assurance programme to audit and formally address local aerodrome and regulatory procedures, along with

associated documentation, in collaboration with relevant departments responsible under UK Regulation (EU) No. 139/2014. Compliance audits undertaken by Group Second Line Assurance form part of the second tier of assurance.

1.4 Third tier audits assess the aerodrome's compliance with regulations and are undertaken by the CAA as a 'Certification' audit.

8. Emergency Response Planning

Procedures for Emergency Planning and Response at EMA are contained within the Aerodrome Emergency Plan.

9. Safety reporting and Investigation

9.1 Purpose

9.1.1 Incident reporting is a key factor in assessing the efficiency of the safety management system. This data allows for any areas for potential new or heightened hazards to be identified, as well as reviewing mitigation and procedures in place to assess their suitability.

9.2 Incident Reporting System

9.2.1 The EMA Safety Management System involves the reactive and proactive identification of safety hazards. Whilst aviation accidents are rare events, they are generally investigated more thoroughly than incidents and can reveal a significant amount about safety hazards.

9.2.2 There are five types of incident reporting system at EMA: -

- Mandatory Occurrence Reporting (MOR) via TOKAI (ANS & Aerodrome)
- Accident/Safety Occurrence (Incident) Reporting System – via Risk Connect
- Voluntary/Anonymous Safety Reporting via Risk Connect
- Personal Injury via Risk Connect
- Additional ANS reporting

Further safety reporting details contained in AOI 09 "Incident Reporting and Investigations".

9.2.3 Guidance on the ANS reporting is detailed in MATS Part 1.

9.2.4 All incident investigations will be reviewed as part of the processes in place and any outputs fed into the Aerodrome Safety Risk Register as part of the review process detailed in the Compliance Monitoring Manual.

9.3 Voluntary and Anonymous Safety Reporting

9.3.1 EMA has a system and process in place which supports voluntary and anonymous reporting of incidents and safety hazards. The process for this is contained in AOI 09 "Incident Reporting and Investigations".

9.3.2 Data and trend identified through these reports will be incorporated into the Safety Management Report on a monthly basis and where required an investigation will be conducted by the Safety Manager – Aerodrome to identify root cause and corrective/preventative actions.

9.4 Internal Safety Investigations

9.4.1 The primary purpose of accident or safety occurrence investigations is to gather information and evidence to prevent recurrence of an accident or escalation of a safety occurrence to an accident.

9.4.2 Details of the processes which are in place in relation to safety investigations are contained in AOI 09 “Incident Reporting and Investigations”.

9.4 Safety Surveys

9.4.1 Safety surveys are conducted monthly by Airfield Operations and Airfield Security. Safety Surveys are conducted under the headers of Personnel and Driving, providing a minimum of 60 responses of each per month.

9.4.2 The safety survey questions are changed on a monthly basis.

9.4.3 The themes and topics of the audits are based on current trend, accident investigations and horizon scanning.

9.4.5 The results of the Safety surveys are reviewed and reported on.

9.5 Corrective Actions for Non-Compliances

9.5.1 Airside Safety Regulation and Non-Compliances

Non-compliances identified through the airside Safety Regulation Scheme will be investigated and followed up as detailed in AOI 14 “Airside Safety Regulation Scheme”.

Non-compliances will be monitored through the Safety Management Report process and where required an investigation will be conducted by the Safety Manager - Aerodrome to identify root cause and rectification actions.

9.5.2 Compliance Monitoring Non-Compliances

Details of the EMA Assurance programme and the processes for identified non-compliances are detailed in the Compliance Monitoring Manual.

9.5.3 Non-Compliances from the Competent Authority

If EMA is notified of a non-compliance or finding by the Competent Authority, either through scheduled auditing or other oversight activity, EMA will ensure that appropriate remedial actions are put in place within the agreed timescales. This includes:

a. Addressing both the immediate non-compliance and the root cause where relevant, as well as addressing any associated impacts from the non-compliance.
b. Ensuring an action plan is put in place with allocated timescales and shared with the Competent Authority
c. Ensuring that a formal response is sent to the Competent Authority by the agreed deadline.

Where findings require longer term resolutions, such as infrastructure change, an extended timeframe may be agreed with the Competent Authority.

9.7 Restricted access to incident reports

9.7.1 Access to data and reports relating to accidents and incidents is restricted to the person(s) responsible for investigating, storing, and analysing them. Any further reports or trend analysis will use anonymised data only.

9.7.2 Requests for access to information should be sent to compliance@eastmidlandsairport.com. Access to information containing sensitive or personal data may require a Data Access Request which will be assessed in line with MAG policy.

10. Management of Change

10.1 Change Management Manual

The EMA Change Management Manual details the process in place to assess any change affecting the terms of the aerodrome certificate, its certification basis, safety-critical aerodrome equipment and any change that may significantly affect elements of the aerodrome operator's management system.

The Change Management Manual details the scope and level of change required, safety assessments and mitigation of risk, determines interdependencies and promotes a coordinated response to change, ensuring it is effectively communicated and supports an improvement to safety.

10.2 Changes Requiring Prior Approval

10.2.1 EMA will submit an application for prior approval before a change takes place, as required in ADR.OR.B.040 utilising CAP 791 'Procedures for changes to aerodrome infrastructure'.

10.2.2 The additional following changes are also subject to prior approval.

a. Constructions affecting sightlines from the ATC Visual Control Room.
b. Developments on the movement area. (e.g. new aprons)
c. Developments which might impact on the movement area. (e.g. New or extensions to terminals or piers)

10.2.3 Prior approval may also be required for changes to any obstacles, developments and other activities within the areas monitored by EMA in accordance with ADR.OPS. B.075, which may endanger safety and adversely affect the operation of an aerodrome.

10.2.4 Notifications of changes requiring prior approval will be submitted at least 30 days prior to the intended implementation date and will be made using application form SRG2011.

10.2.5 Any changes as detailed in para 10.2 requiring prior approval shall only be implemented upon receipt of formal approval by the Competent Authority. The EMA Change Management Manual details this further.

10.3 Change Not Requiring Prior Approval

10.3.1 East Midlands Airport will appropriately manage and assess all changes to personnel, systems, equipment and procedures to ensure an acceptable level of safety is maintained during and after periods of change. The EMA Change Management Manual details the process in place to assess any changes.

10.3.2 The Safety Services Office Safety Manager - Aerodrome and Aerodrome Technical Safeguarding Manager will review all assessed (Safety Assurance) documented changes, not requiring prior approval.

10.3.3 All Safety Assurance Documents for changes not requiring approval will be stored locally and available for audit upon request.

11. Safety promotion

11.1 Airside Safety Briefings

Airside safety briefings ensure that any person operating airside is given the information that they need to ensure that both they and others remain safe at all times. These are delivered in two forms:

- For unescorted persons, the briefing takes the form of a mandatory Passport to Operate Airside course. See AOI 07 "Airside Safety" for further details.
- For escorted persons, the escort is responsible for ensuring briefings take place prior to entering the CP, and that they are kept within line of sight at all times. The escort assumes responsibility for the safety and security of the individual at all times.
- Prior to any Works in Progress taking place airside, known as a pre-works safety briefing.
- Ad-hoc airside safety briefings (prior to planned exercises, adhoc airside events etc.)

11.2 Safety Training

Procedures for safety related training are contained in section 4 of this document.

11.3 Safety Communication

EMA personnel are to be familiar with the published instructions in so far as they are applicable to their duties. Tenant companies are to ensure that all their staff, who hold an Airside ID Pass, have read and are familiar with, all relevant Airside Operational Instructions (AOIs) detailed in the Aerodrome Manual which affect the execution of their duties. It is a mandatory requirement that this is achieved before unsupervised access airside is permitted. All staff operating Airside must have ready access to up-to-date copies of the Aerodrome Manual and Airside Operational Instructions.

The table describes the additional safety communications methods in place at EMA. Each of these are issued on an "as required" basis and are contained on the EMA website.

Document Title	Brief Description
Supplementary Instruction (SI)	A Supplementary Instruction indicates a permanent change to the content of published documentation, such as the Aerodrome Manual.
Operational Advice Notice (OAN)	An Operational Advice Notice is used to advise of any temporary operational change. This will not prompt a permanent amendment to documentation but needs to be communicated to users.
Information Notice (IN)	An Information Notice is used as a general communication platform to notify users of pertinent information.

Aerodrome Safety Alert (ASA)	An Aerodrome Safety Alert will be issued to communicate immediate safety concerns and/or to highlight negative safety trends.
Directors Notice (DN)	Used to communicate key messages of high importance that require action / response.

All printed documentation is uncontrolled, and managers must establish a system to ensure validity of the documentation and that all staff are informed of amendments in a timely manner.

11.4 Safety Newsletter

A safety newsletter is distributed to all airside users on a quarterly basis. This is disseminated in both print format and electronically via IN. The themes of this newsletter are based on trends identified through the monthly reporting system, as well as on seasonal themes and pertinent topics.

11.5 Safety Posters

Safety posters are displayed in various airside areas, such as access and egress points and in rest rooms. These posters will be rotated to help draw attention to key safety topics. Airfield Safety Posters are contained on the Airport Website: Operational documents | East Midlands Airport

12. Safety Management System Outputs

12.1 Safety Analysis

The safety management process requires feedback to provide a baseline for assessing the safety performance so that necessary adjustments can be made to affect the desired level of safety. In order to determine the system is working, recorded safety data will be analysed within the context of established key performance indicators with results set against safety performance targets.

Safety analysis is therefore based on factual information, originating from several sources (Mandatory Occurrence Reporting, Airside Safety Reporting Procedures, investigation findings and various hazard identification programmes etc). Relevant data must be collected, sorted and stored. Analytical methods and tools suitable to the analysis are then selected and applied to provide evidence of trends.

12.2 Analytical methods and tools.

12.2.1 Statistical analysis.

Statistical Analysis is based on procedures utilising the concept of probability which provides more credible results for a convincing safety argument. This method requires the analysis of numeric data and identification of trends to provide graphical presentations of analysis. Compiled as Safety Management Systems 'Statistics Reports' and presented to the safety committees.

12.2.2 Trend Analysis

Safety data collected by EMA Operational departments will be utilised for monitoring of trends both internally (within the relevant departments) and externally through the committees

detailed above. Predictions relating to potential future events may be stated, along with the highlighting any emerging trends which may indicate the existence of a new hazard.

Benchmark safety standards against which the limits of acceptable performance can be defined are set by the MAG Group Safety Board. Trend analysis, undertaken by the relevant department or committee, should trigger "*alarms"* when performance is diverting from the accepted limits.

12.2.3 Normative comparisons

Sufficient data may not be available to provide a factual basis, against which to compare the circumstances of the event or situation under scrutiny with everyday experience. The absence of credible normative data can often compromise safety analysis and therefore, in such instances, 'real world' experience of operating under similar conditions may be used.

Examples of these programmes are: -

i. aerodrome safety data analysis,
ii. Operations Safety Audit; and
iii. aerodrome safety programmes

12.2.4 Simulation and testing

Underlying safety hazards may become evident through testing, such as laboratory/company testing for analysing material defects. In order to test suspect operational procedures, simulated field testing under actual operating conditions may be required.

12.2.4 Expert panel

The Airfield Safety Review Board will evaluate safety hazards and additional 'specialist' views will be sought as and when required.

12.2.5 Cost – benefit analysis

The acceptance of recommended risk control measures may be dependent on credible cost-benefit analyses. The costs of implementing the proposed measures are weighed against the expected benefits over time. Cost benefit analysis may, on occasions, suggest that accepting the risk is preferable to the time, effort and cost necessary to implement corrective action.

12.2.6 Safety studies

Studies and analyses conducted by ICAO, CAA, airlines, manufactures or professional and industry associations may be utilised for complex or persuasive safety issues.

12.2.7 Aerodrome and Airside Innovation Trials

Aerodrome innovation trials must be appropriately controlled and assessed by EMA to ensure suitable hazard analysis is undertaken, and that existing systems, procedures, equipment, and regulatory compliance requirements are not adversely affected.

Aerodrome innovation trials within any airside may take place to test real world elements prior to committed implementation as standard procedure or process following from close monitoring of the trial and continuous feedback. Internal and external aerodrome innovation trials cannot take place until approved by the EMA Developments and Safeguarding

department. Depending on the nature of the trial, a full CAA CAP 791 notification of change request will be completed.

All parties must consult: ops.safety@eastmidlandsairport.com prior to any aerodrome innovation trail taking place. Safety Assurance Documentation may be deemed appropriate depending on the level of the requested trial.

Aerodrome Innovation Trials that may require full approval by EMA Safeguarding are the following non-exhaustive list:

- All-electric aircraft
- Autonomous vehicle trials
- Digital or remote VCR / Apron Control towers
- Autonomous aircraft pushback operations
- Hydrogen-powered aircraft or vehicles
- Automated bird scaring systems
- Automated security surveillance equipment
- Artificial Intelligence (AI) systems that may affect existing operating procedures or impact the operational movement area
- Holographic surface marking projection

As technology continues to evolve, if you are unsure whether a proposed innovation, system, trial, or equipment may affect safeguarding, operational safety, or regulatory compliance requirements, please contact EMA Safeguarding via the email address provided above.

12.3 Key Performance Indicators

Key performance indicators are described in paragraph 6.3 of this section.

13. Compliance Monitoring

13.1 Safety Audits

Operational compliance is assured at EMA through Safety auditing, whether internal or external, this will involve the highest level of management holding responsibility for safety within the relevant areas of the operation. Senior management are to be made aware of the Safety Audit findings in order that appropriate action can be taken.

Full details relating to Safety Auditing at EMA can be found in the following Airside Operational Instructions:

a) AOI 10 – Safety Audits
b) AOI 20 – Safe Handling and Storage of Fuel and Dangerous Goods
c) Compliance Monitoring Manual

13.2 Compliance Monitoring of Contracted Activities

Contracted activities are in place at EMA. EMA Departments who contract activities are responsible for assessing the contractor has the necessary authorisation, declaration, or approval when required, and the resources and competence to undertake the task. The EMA Departments are required to have written agreements in place that clearly defines the contracted activities and the applicable requirements, these agreements along with all assessments are stored within the individual departments and will be made available for audit on request, as contracted safety related activities are included in the aerodrome operator's safety management and compliance monitoring programmes.

14. Aeronautical Data; Quality Management System

14.1 CAP1732 Survey

CAP1732 provides guidance on what information should be included in the Aerodrome Survey, so that the Aerodrome Licensee can meet their safety responsibilities and provide the required data to the CAA.

EMA procedures and requirements are detailed in AOI 17 – CAP1732 Surveys

14.2 AIP data information updates and amendments are to be processed checked and logged via the Developments and Safeguarding Department.

Appendix 1

MAG East Midlands Airport	**PRELIMINARY HAZARD IDENTIFICATION CHECKLIST**

DATE: -		**CHANGE CO-ORDINATOR: -**	
AERODROME MANUAL, AOI or LOCAL AFFECTED PROCEDURE: -			
GROUP MEMBERS		**ROLE and ORGANISATION**	

CONSIDERATION	IDENTIFIED HAZARD(S)	CONSIDERATION	IDENTIFIED HAZARD(S)
Runway Incursion		**Runway Restrictions**	
Taxiway Incursion		**AGL**	
Consistent with Published Policy		**Pushback Procedures**	
ATC Aerodrome Issues		**ATC Airspace Issues**	
Signage-Mandatory / Information		**Pavement Markings**	
Low Visibility Procedures		**Emergency Procedures / RFFS Response**	
Pilot/Driver Sightlines		**Dangerous/Confusing Lighting**	
Aerodrome Safeguarding – Obstacles/Nav Aids		**Bird Hazard**	
Stand Parking		**Jet Blast**	
FOD		**Promulgation of Information**	
Human Factors		**Other Events or Activities**	

Other Factors	
Mitigations	
Is the risk post mitigation tolerable? If NO, stop assessment and associated task.	YES / NO
Affected departments consulted? Example: ATC, AGL, RFFS, Fuelling, Ground Handling etc.	
Other Comments	
Change Coordinator Signature	

SECTION 3 REPORTING AND SAFETY COMMUNICATIONS

1. Accident and Incident Reporting

1.1 Procedures for reporting to the competent authority, including the definition of incident types, are contained in AOI 09 'Incident Reporting and Investigation'.

1.2 Procedures for preservation of evidence are contained in AOI 9 "Incident Reporting and Investigation".

2. Policy and Procedures related to the use of alcohol, psychoactive substances and medicines

AOI 7 "Airside Safety" details the requirements of all airside operators. The MAG Substance Misuse and Dependency Policy applies for EMA employees.

3. Compliance with Safety Directives

3.1 Safety Directives, issued by the Competent Authority, will be reviewed where appropriate by the relevant line managers and the Airfield Safety Review Board. Should any change be required as a result, this will be assessed under the EMA Change Management process.

3.2 Any changes or recommendations will be made to the relevant safety committee.

4. Reaction to Safety Problems

4.1 Any safety issue will be assessed by the relevant safety committee as per the terms of reference listed in this document. The Airfield Safety Review Board will delegate any actions to the relevant safety committee for discussion and to assess potential mitigations and solutions. Recommendations will then be proposed to the Airfield Safety Review Board for approval.

4.2 Information and procedural reminders as a result of the above will be shared with operators and departments by the following means:

- EMA OAN / Safety Alert
- EMA Airside Safety Newsletter (FOCUS)
- MAG TV
- Airport Website (Airfield Safety Posters): Operational documents | East Midlands Airport

5. Handling of Safety Recommendations

5.1 Safety recommendations, whether internal or external, will be discussed by the Airfield Safety Review Board and actions and recommendations issued as per paragraph 6 above.

6. Recording Aircraft Movement

6.1 All aircraft movements and associated flight data are recorded by ATC, using the Chroma system, from which information is provided to the financial management system, enabling CAA information to be derived and reported.

6.2 Further details on the logging of flight data is notified in MATS Part 2.

6.3 Passenger numbers are recorded by the Handling Agent via the Chroma system.

SECTION 4 REQUIRED AERODROME PERSONNEL QUALIFICATIONS

1. Introduction

1.1 It is the responsibility of every company working airside to ensure all staff are adequately trained, both prior to initial performance of duties and recurrently as necessary. This training must be delivered by trained and competent trainers and assessors as detailed in paragraph 3.

1.2 EMA ensures that personnel are aware of the rules and procedures relevant to operation of the aerodrome and the relationship of their duties and safety responsibilities to the aerodrome operation. This is delegated to individual departments and operators with responsibility for their own personnel.

1.3 The training programme is split into 2 main categories:

- Personnel operating unescorted on the movement area, and other operational areas of the aerodrome, and which are related to the aerodrome operator, or other organisations which operate or provide services at the aerodrome regardless of their level in the organisation.

- Personnel involved in the Operations, Maintenance and Management of the Aerodrome. This includes supervisors, managers, senior managers, and the accountable manager.

Further details specifying the requirements for each category can be found in points 9 and 10.

1.4 Training programmes will be audited as part of the EMA assurance programme detailed in the Compliance Monitoring Manual.

2. Training Programme

2.1 All department managers and operators within the scope of the above 2 categories are required to have training programmes in place for all relevant personnel. This programme should incorporate all relevant regulatory, EMA and internal requirements.

2.2 The training programme should consist of the following:

- a process to identify training standards, including syllabi, and frequency for each type of training and area of activity for the persons mentioned in paragraph 1, including for instructors and assessors detailed in paragraph 3, and track completion of required training;
- a validation process that measures the effectiveness of training;
- initial job-specific training;
- on-the-job training; and
- recurrent training.

2.3 The training programme should identify training responsibilities and contain procedures for:

- training and checking of the trainees.
- to be applied in the event that personnel do not achieve or maintain the required standards.

2.4 The frequency of training for each area or activity should be included within the training programme and should be reflected in individual training records.

2.5 The method of assessing the effectiveness of training should be recorded in the training programme.

2.6 The training programme should incorporate safety management system training, Human Factors and Organisation Factors Training appropriate to the individual responsibility.

2.7 Training programmes are in place and are delivered by EMA instructors for both airside driving and marshalling. Third parties are not able to deliver this training in house.

3. Instructors and assessors

3.1 All operators must ensure they have adequately qualified and competent instructors and assessors for the implementation of the training programme used. Training and competency programmes should be in place to ensure that instructors and assessors gain and maintain competency in all areas within the remit of their training. This applies to all activities within the scope of the operation for each operator or department.

3.2 Further guidance on the requirements for instructors and assessors can be found UK Reg (EU) No. 139/2014.

4. Facilities

4.1 All departments and operators must ensure that suitable facilities and means are used for the provision of the training.

5. Checking Trainees

5.1 Checking required for each training course should be accomplished by the method appropriate to the training element to be checked. Examples include practical checks, multiple choice exams, written assessments etc.

5.2 Training elements that require individual practical participation may be combined with practical checks. These will be detailed in departmental or operator training programmes as relevant.

5.3 A process should also be implemented to track the completion of training both prior to an individual commencing their role unescorted, and on an ongoing basis as required.

6. Maintenance of Competency

6.1 Maintenance of competency should be recorded every 30 days to ensure continued competency of personnel and that personnel are aware of the rules and procedures relevant to their duties and responsibilities.

6.2 All managers are responsible for ensuring anyone returning following a period of absence, or who fail to maintain competency complete the required Refresher Programmes, this is mandatory, and subject to audit per EMA's Ground-Handling licence:

- 30 to 89 days: The EMA Short Term Refresher Programme is to be completed.
- 90 -179 days: The EMA Long Term Refresher Programme is to be completed.
- 180+ days: The EMA Long Term Refresher Programme is to be completed and individuals must re apply for Airside Driving and Marshalling permits.

6.3 To assist with maintenance of competency, please contact training@eastmidlandsairport.com for:

- Briefing packs, refresher programmes, links for the documents refenced. The Refresher programme must be printed, with a wet signature per line where applicable. The hard copy should be retained in the training file of the individual locally and made available to the airport for audit if requested.
- Booking an exam for the POA, ADP A, ADP M and Marshalling permits.
- Book on a training course.

7. Remedial Action

7.1 Procedures for managing personnel who fail to reach or maintain the required standards should be detailed in the operator or department documentation. Where appropriate or deemed necessary, individuals failing to maintain the required standards may be subject to the Company's Disciplinary Procedures.

8. Training Records

8.1 A training file should be developed for each employee, including management, to assist in identifying and tracking employee training requirements, and verifying that personnel have received the planned training.

8.2 EMA ensures that records are in place to record the following information for each person, and that these are kept up to date at all times. This responsibility is delegated to individual operators as relevant.

- starting date of employment/ending date of employment (if applicable)
- area of activity
- previous working experience
- qualifications
- training (before entry and subsequent)
- proficiency checks, including language proficiency as appropriate

8.3 Requirements for the recording and storage of documents are detailed in Section 2, para. 4.2 of this Part of the Aerodrome Manual.

8.4 The training record is to be made available to personnel on request and also to any new employer where relevant, within the guidelines of the General Data Protections Regulation. If no training record transferred, or no record of training is available, the training must be undertaken again to ensure competence.

9. Personnel operating unescorted.

9.1 All operators are required to ensure adequate training programmes are in place for all personnel operating unescorted on the movement area or other operational areas of the aerodrome.

9.2 EMA requires all personnel who will be required to operate unescorted to complete safety training in the form of the Passport to Operate Airside. This training is delivered by qualified instructors employed by EMA.

9.3 Further details of the Passport to Operate Airside are included in AOI 7 "Airside Safety".

10. Personnel involved in the Operations, Maintenance and Management of the Aerodrome.

10.1 EMA is required to have a training programme in place which covers all personnel involved in the Operations, Maintenance and Management of the Aerodrome. EMA defines this as Air Traffic Control, Airfield Operations, RFFS and Airfield Ground Lighting / Air Traffic Engineering and incorporates all levels of responsibility. This also applies to nominated persons and roles listed within CAP 700.

10.2 Each of these areas have competency frameworks for all personnel as defined above, these are available from the individual departments.

10.3 EMA has a system in place to ensure that the key competencies listed in CAA CAP700 are covered by designated and competent personnel. This is documented in separate CAA CAP700 documentation.

10.4 Each of the above areas should nominate instructors and assessors to be used for the implementation of the training and proficiency check programmes. The personnel to be nominated may also include contracted instructors for individual subjects.

10.5 Each of the above areas should ensure training records are in place.

PART C – PARTICULARS OF THE AERODROME SITE

SECTION 1 DESCRIPTION OF THE AERODROME SITE

EMA Aerodrome Manual

Version 1.0; 2026

SECTION 1 DESCRIPTION OF THE AERODROME SITE

1. The Aerodrome and Surrounding Area

East Midlands Airport is located 7 nautical miles south-east of the city of Derby.

A plan showing the location of the aerodrome in relation to the nearest town/populous area is contained as Appendix 1 at the end of this Section.

2. The Aerodrome; Location, Layout and Facilities

- Aerodrome Location:-
  OSGB Reference;
  445389
  326152

- Aerodrome Reference Point (ARP):-
  Mid-point of Runway 09/27, WGS 84 Reference;
  Latitude 524952N
  Longitude 0011940W

- The Aerodrome Reference Temperature is 21C

Plans and charts depicting the following detail are contained within the EMA Aeronautical Information Publication EGNX AD 2.24 CHARTS RELATED TO AN AERODROME and in the appendices at the end of this section (1:2500 scalable Aerodrome Plan available on request):-

- Aerodrome boundary - Appendix 2.
- Aerodrome Chart -Refer to AD 2.EGNX-2-1
- Aircraft Ground Movement/Parking/Docking Chart - ICAO -Refer to AD 2.EGNX 2-2

3. Facilities Outside of the Aerodrome Boundary

Plans showing the location of facilities and equipment outside the Aerodrome Boundary are contained in Appendix 4

4. Physical Characteristics

4.1 Runway

- Runway 09/27 is designated as a Code 4F (AN124) runway.
- Runway 09/27 is 2894m long and 45m wide and is constructed of Bétons Bitumineux pour chaussées Aéronautiques (BBA) asphalt, with 7.5m runway shoulders either side of the runway.
- The Pavement Classification Number (PCN) is 87/F/C/W/T.
- The Aerodrome Elevation is 306ft
- Rwy 09 Threshold Elevation is 306ft; Rwy 27 Threshold Elevation is 282ft
- A Runway Strip applicable to a code 4F (AN124), instrument runway is provided.
- A Graded Area is provided and the runway has been delethalised.
- 30m paved stopways are provided for runway 09 and 27.
- A 310m clearway is provided for runway 09 and a 459m clearway is provided for runway 27

- Physical characteristics of the runway environment are detailed in EMA Aeronautical Information Publication EGNX AD 2.10, 2.12 &2.13 also Type A chart.

4.2 Taxiways

The below tables are categorised into taxiways and apron taxilanes, illustrating the taxiway or taxilane characteristics.

Taxiway and taxilane strips that refer to a strip width of 47.7m, special conditions apply for the ground movement of Code F aircraft for both B747-8 and AN124 types. These procedures are contained within AOI 06 - Ground Movement Handling of Code F Aircraft.

Due to turn constraints at runway entrances/exits the following aircraft are subject to strict PPR via ops.safety@eastmidlandsairport.com and will not be accepted, without approval via the Accountable Manager and EMA Safeguarding: A340-600, A350-1000, A380-800, B777-300, B777-9. EGNX AD 2.20, 2. Ground Movement, para p. refers.

Taxiway Mike south of Holding Point M3 is certified as code C for public transport operations to abeam the turn into hangar 29. Surface markings, identified by Intermediate Taxi Holding Points, nominated as M4 and M5 are provided at this point to delineate the boundary between the 'Mike' taxiway and the Third Party Managed Area within the Maintenance Area.
Further details relating to Maintenance Area operations can be found in AOI 05 'Apron Management'.

Note: East Midlands Airport is transitioning to the Pavement Classification Rating (PCR) in accordance with UK CAA regulatory requirements. At the time of this Aerodrome Manual publication, PCR implementation remains ongoing. The declared PCR values and associated effective date will be promulgated by Supplementary Instruction and reflected within the EGNX Aeronautical Information Publication (AIP) EGNX AD 2.8.

Taxiways

Designator	Code No.	Width (metres)	Strip width (metres)	Pavement
A – Alpha*	F (AN124)	23	47.7	66/F/C/W/U
F – Foxtrot	F (AN124)	23	47.7	78/R/C/W/T
G – Golf	F (AN124)	23	47.7	66/F/C/W/U
H – Hotel	F (AN124)	23	47.7	66/F/C/W/U
M – Mike **	C	23	37	66/F/C/W/U
S - Sierra	C	23	37	66/F/C/W/U
W - Whiskey	F (AN124)	23	47.7	66/F/C/W/U

* Alpha Taxiway between Uniform and Victor is reduced to Code D when a Code E aircraft is manoeuvring on the East Apron.

** Code C south of Mike intersection with the Alpha taxiway.

Apron taxilanes

Designator	**Taxilane Code**	**Taxilane Strip Width (metres)**	**Pavement**
B – Bravo (West)	F (AN124)	47.7	78/R/C/W/T
K - Kilo (third party area)	C (Max G800 aircraft)	20.2	32/F/D/X/T
J – Juliet (West) *	D	33.5	78/R/C/W/T

N – November (Central-West)	E reducing to D (B767-300WL) south of stand 43	40 33 south of stand 43	74/R/C/W/T
Q – Quebec (Central)	C (B757/B767 tow only via Q to and from Charlie)	26	63/R/D/X/U
C – Charlie (Central)	D	33.5	63/R/D/X/U
R – Romeo (Central)	C	26	63/R/D/X/U
CA - Charlie Alpha (Central)	C (Max span 36m)	22.5	63/R/D/X/U
T – Tango (Central)	C	22.5	63/R/D/X/U
U – Uniform (East)	D	40	63/R/D/X/U
D – Delta (East) **	D	33.5	63/R/D/X/U
V – Victor (East	F (Bespoke limited to Max wingspan 68.4m Max length 76.25m)	41.9	63/R/D/X/U

* Juliet Code F (AN124 only) leading off Alpha on to west apron. From junction with Bravo reduces (south) to code D taxilane.

** Delta taxilane strip increases to Code F (B747-8 only) from Hold Delta to junction Victor.

In the event that Taxiway Alpha, to the north of the Central or East Apron is/has to be closed, Taxi lanes Quebec, Charlie, Romeo on the central apron can be used as a through route for code C aircraft and Uniform, Delta and Victor taxilanes on the east apron can be used as a through route for code c aircraft.

4.3 Apron Characteristics

Aprons are constructed of brushed concrete (with partial asphalt inlays on the Central) and are designated as West, Central-West, Central and East.

Pavement Classification Number (PCN) evaluations are:

Central and East apron = 63/R/D/X/U
Central–West apron = 74/R/C/W/T
West apron = 78/R/C/W/T

The elevations for the aprons are:-

- Central – 289ft
- West – 289ft
- East – 272ft

4.4 Visual and Non-Visual Aids

4.4.1 (a) Visual Aids

i Approach, Runway and Taxiway lighting is provided in accordance with the requirements stated in ICAO Annex 14; Volume 1; Facilities provided are detailed in the Manual of Air Traffic Services Part 2 (MATS Part 2), which also details the operation of the Lighting Panel, Intensity Settings, Lighting Inspections and contingency procedures.

ii Airfield signage is provided in accordance with ICAO Annex 14; Volume 1 and detailed within Appendix 3.

iii Runway and Taxiway surface markings are provided in accordance with the guidelines stated in ICAO Annex 14; Volume 1.

(b) Wind Direction Indicators

i Two illuminated wind direction indicators are provided north of the runway strip adjacent to the Rwy 09 and 27 aiming point markers, with a third non-illuminated wind sleeve adjacent to the runway mid-point.

ii Test procedures for illumination of wind socks are contained within Airfield Engineering Exposition Document.

4.4.2 Navigation (Non-Visual Aids)

- Instrument Landing Systems (ILS) - ILS systems are provided for both runways. Runway 27 is equipped with a CAT IIIB system, and runway 09 is equipped with a CAT I system.
- Radar - A Marconi S511 radar is situated on the north side of the aerodrome providing primary radar for ATC. Remote sites provide secondary radar information via landline.
- Distance Measuring Equipment (DME) - A DME is located on the north side of the aerodrome and is coupled to the ILS.
- Non Directional Beacons (NDBs) - NDB's are situated on each extended runway centreline.
- VDF Equipment - A VHF direction finding antennae is situated on the north side of the aerodrome which enables bearings of aircraft radio transmissions on 124.0MHz and 134.175MHz.

4.5 Rescue and Fire Fighting Service Level of Protection

AOI 18 "RFFS Procedures" details of EMA Rescue and Fire Fighting Level of Protection.

4.6 Obstacles

The responsibility for ensuring that bad ground and obstruction marking is adequate rests with ATC and Airfield Operations and periodic airfield surface inspections are conducted. Requests for bad ground and obstructions markers are made through Airfield Operations. Requests for temporary lighting are made to the Airfield Ground Lighting Technicians.

In the case of new structures the requirement is identified either as part of the Safeguarding Process or at the planning stage and ATSM and the Airport's survey contractor will provide advice in accordance with CAP 1732 or following discussion with CAA SRG as appropriate.

Obstacles are lit in accordance with ICAO Annex 14; Volume 1.

The Aerodrome Obstacle Chart is contained in Section D; Appendix 1

4.7 Isolated Aircraft Parking Position

The isolated aircraft parking position (CS-ADR-DSN.F.370) is located on the Bravo taxiway (west apron); abeam intermediate taxi holding point A9. This location provides a safe

separation between the aircraft and other aerodrome activities and is more than 100m from other parking positions, buildings or public areas.

Note: Use of this position requires the closure of Stands 99 to 103.

4.8 Overload Operations

Overloading of pavements by aircraft/loads larger than the defined (design or evaluation) load shorten the design life of the pavement, as such the following criteria should be applied to the relevant, given pavement area of operations.

"The annual number of overload movements should not exceed approximately 5% of the total annual aircraft movements".

5. Permitted Operations

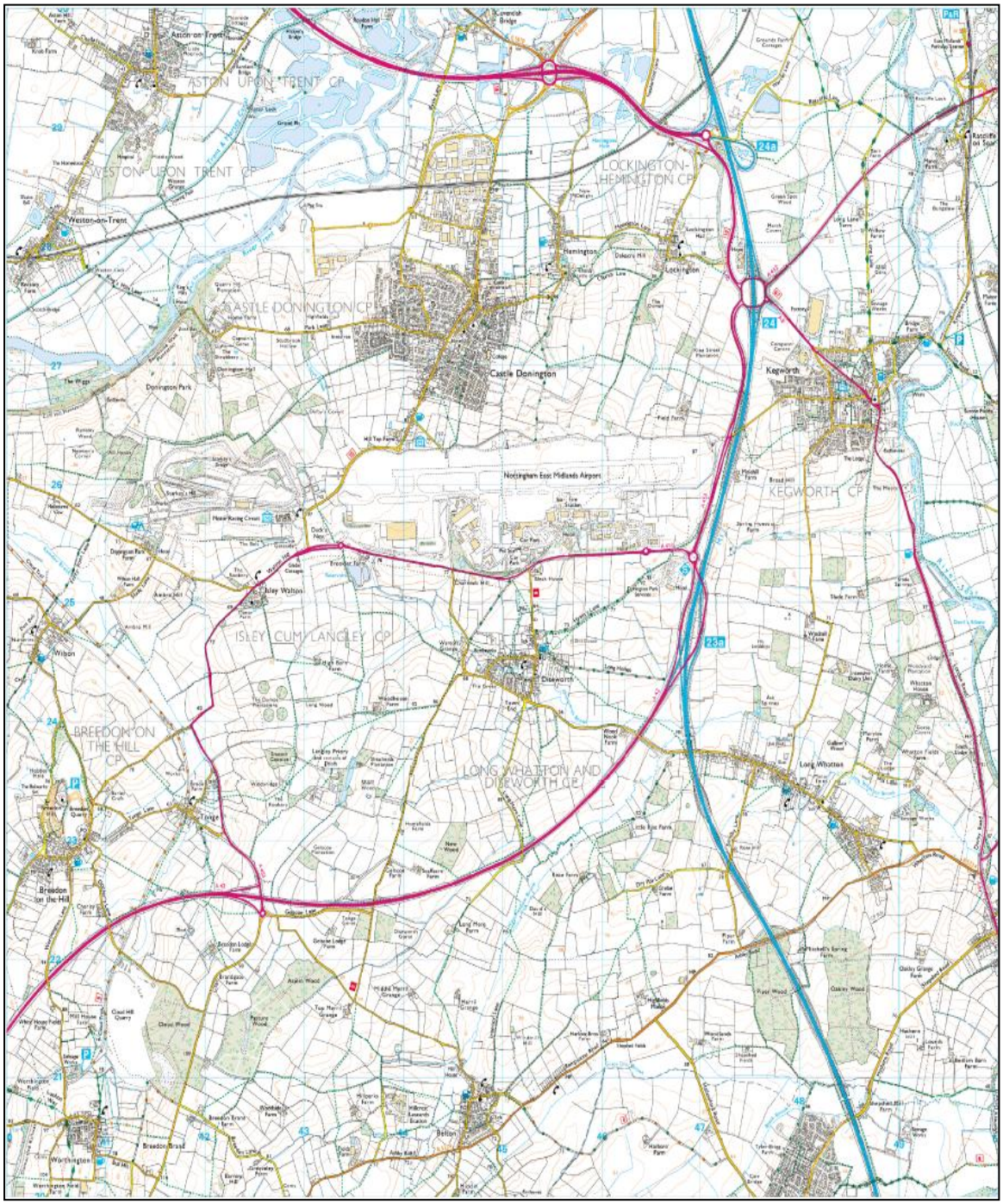
5.1 Manchester Airports Group is the certified provider of Air Navigation Services, Certificate No UK/2012/00005 and is designated under Certificate No UK/2012/00005/003 to provide services at East Midlands Airport.

The ATC operations are the responsibility of the Head of Air Traffic Services and are provided in accordance with the regulations promulgated in the Manual of Air Traffic Services Part 1 and the Manual of Air Traffic Services Part 2.

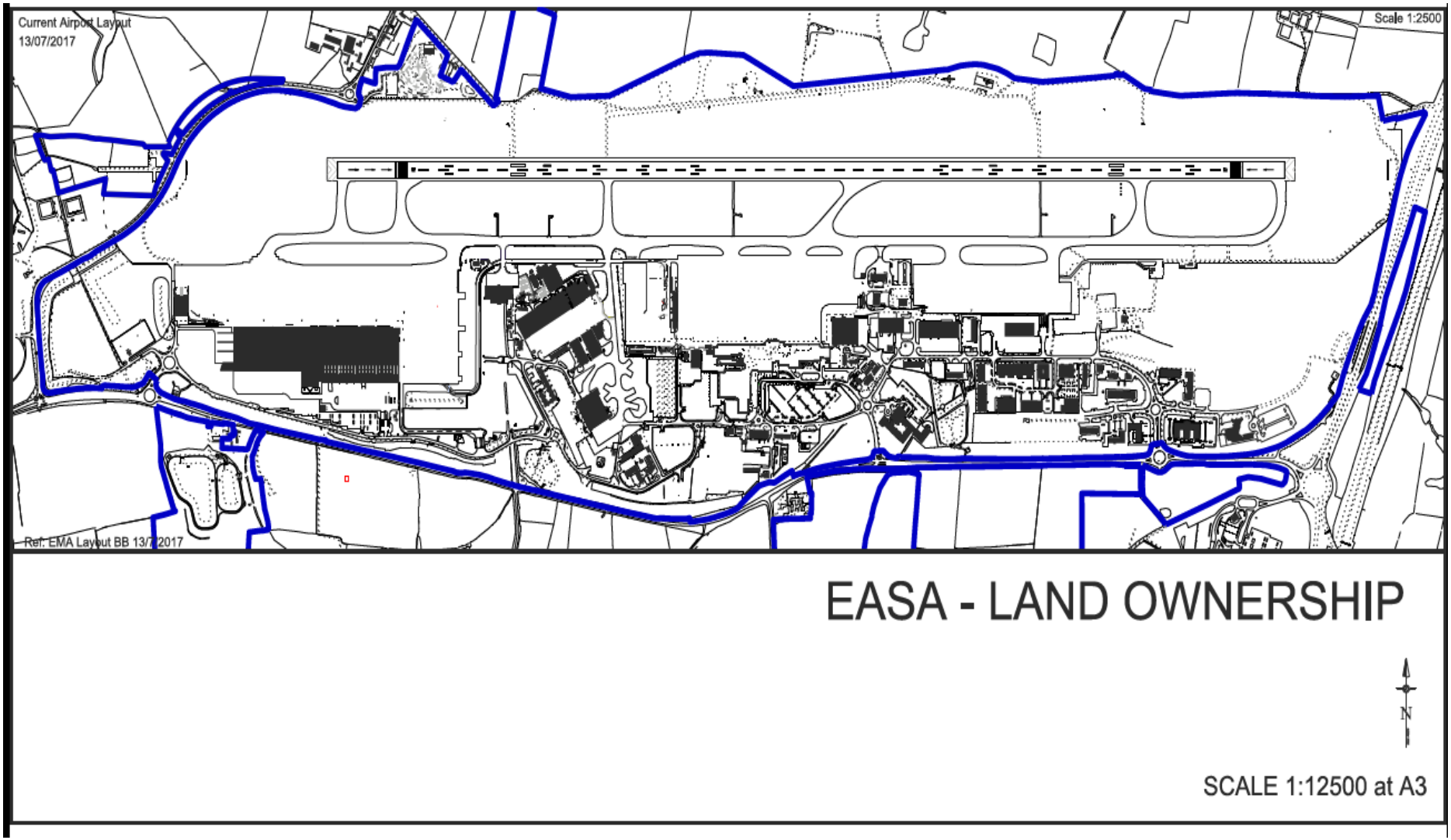
5.2 East Midlands Airport is permitted to operate flights under Visual Flight Rules (VFR), Special VFR (SVFR) and Instrument Flight Rules (IFR); Day and Night operations.

Terms of the Aerodrome Certificate are contained in Part D.

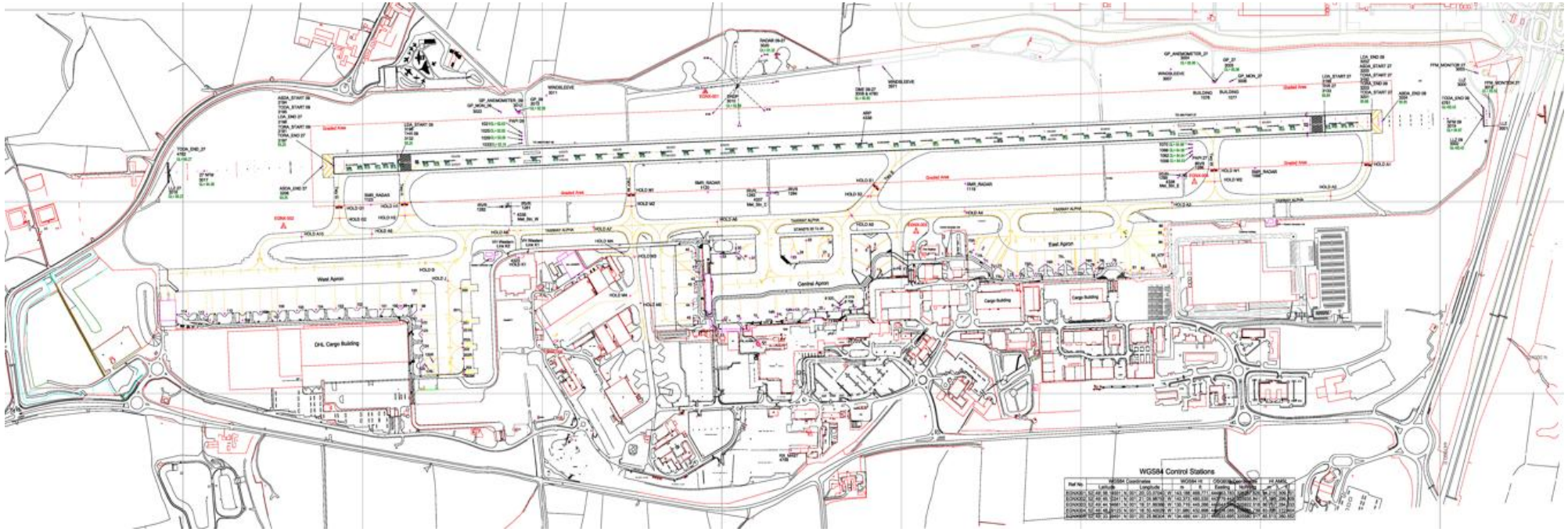
Appendix 1 - Plan Showing the Distance From Nearest Town/Populous Area



Appendix 2 - EMA Boundary and Land Ownership

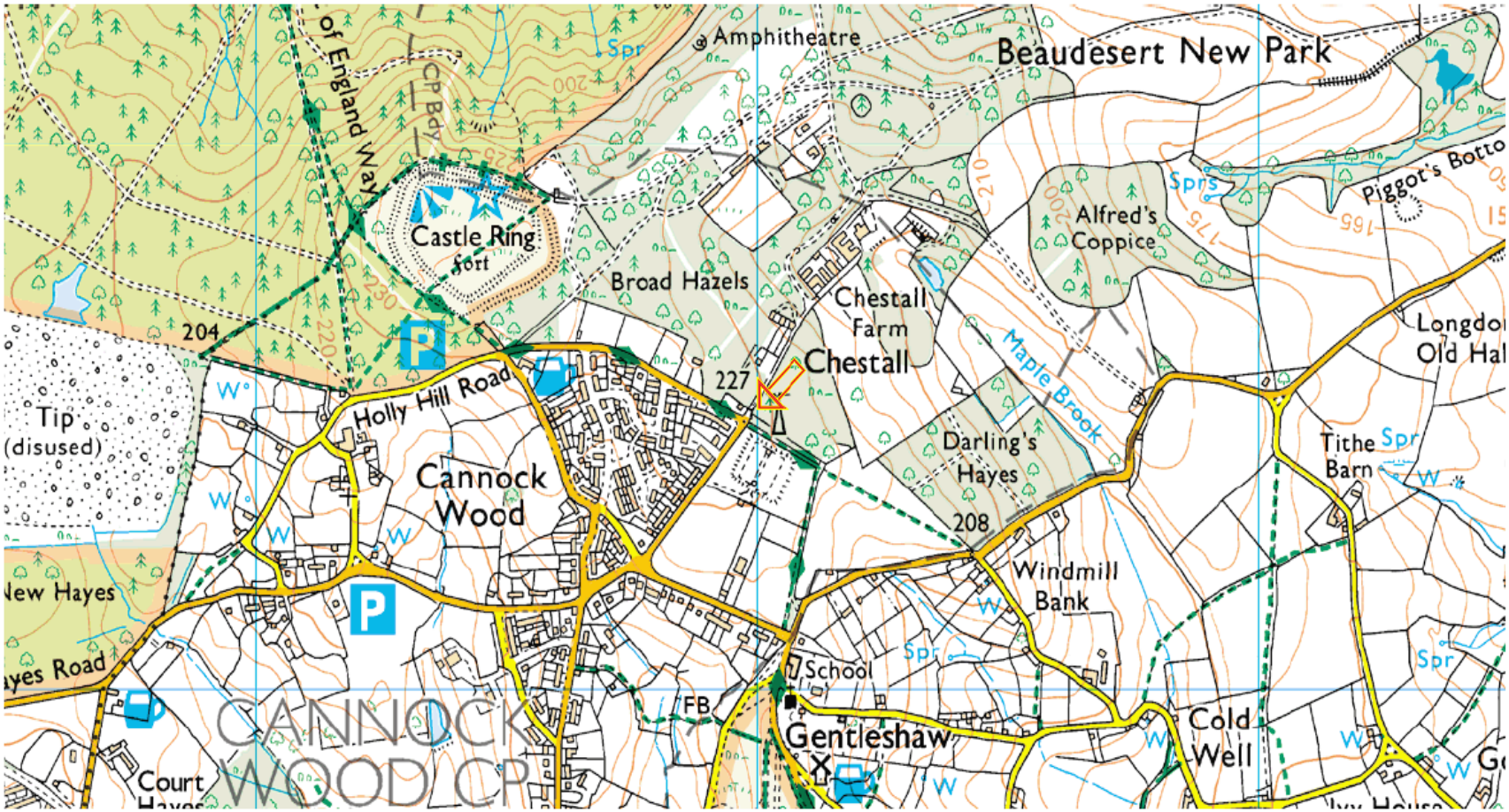


Appendix 3 - Details of the physical characteristics of the runway environment

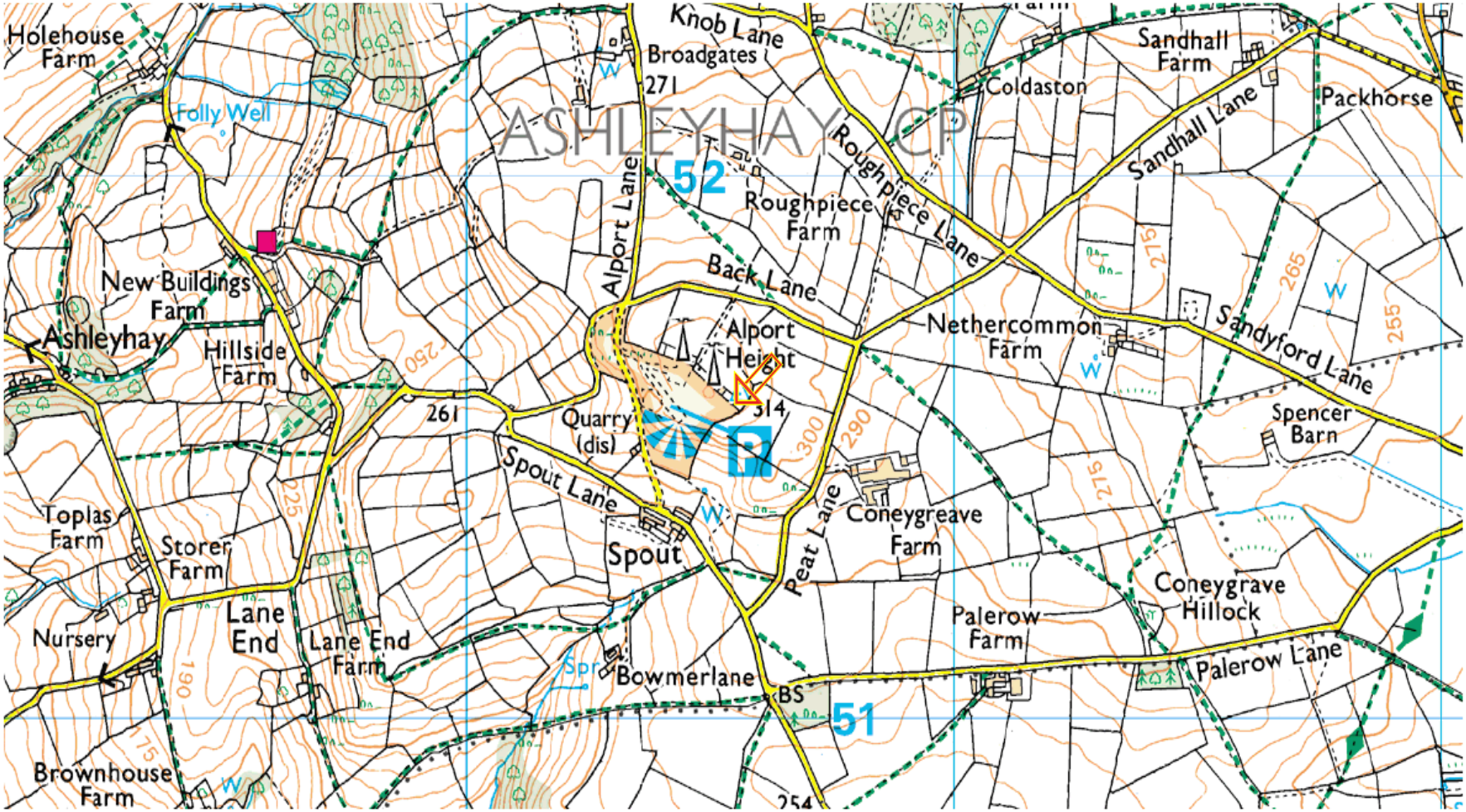


Appendix 4 – Plan Showing the Location of EMA Aerodrome Facilities and Equipment outside the Boundaries of the Aerodrome

Gentleshaw N52:42:36.9000 W1:55:38.8000



Alport N53:03:38.1000 W1:32:44.2000



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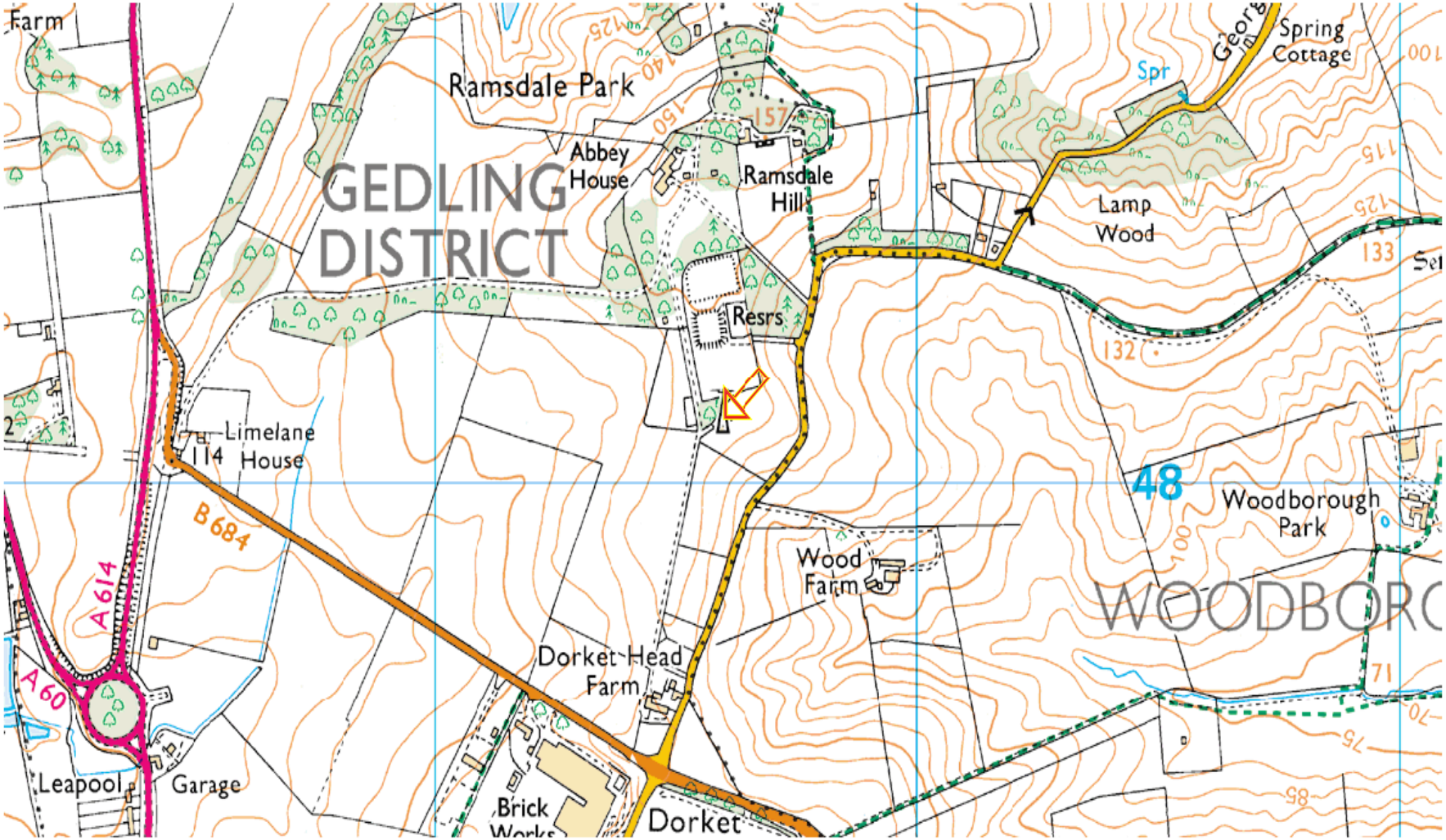
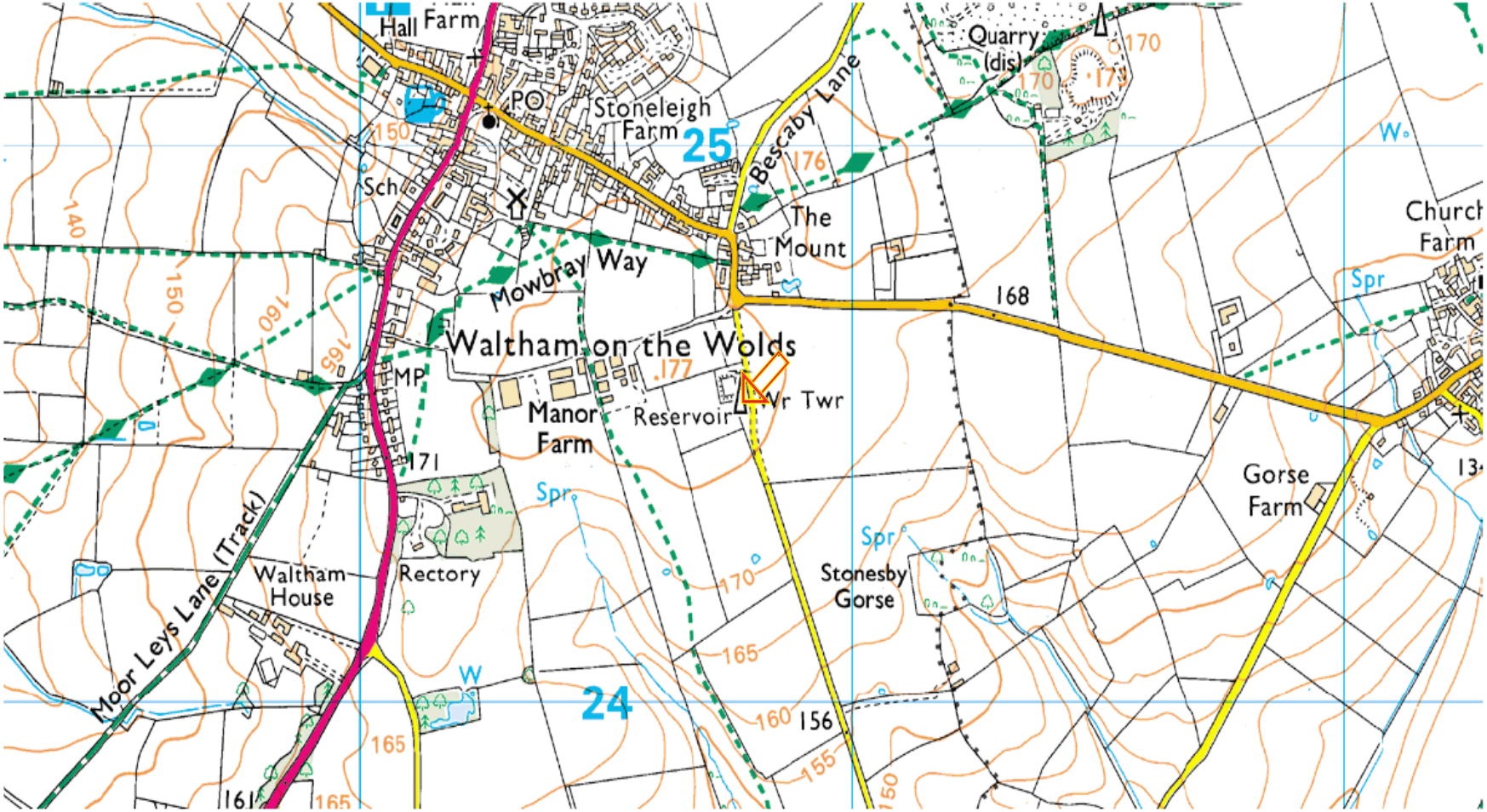
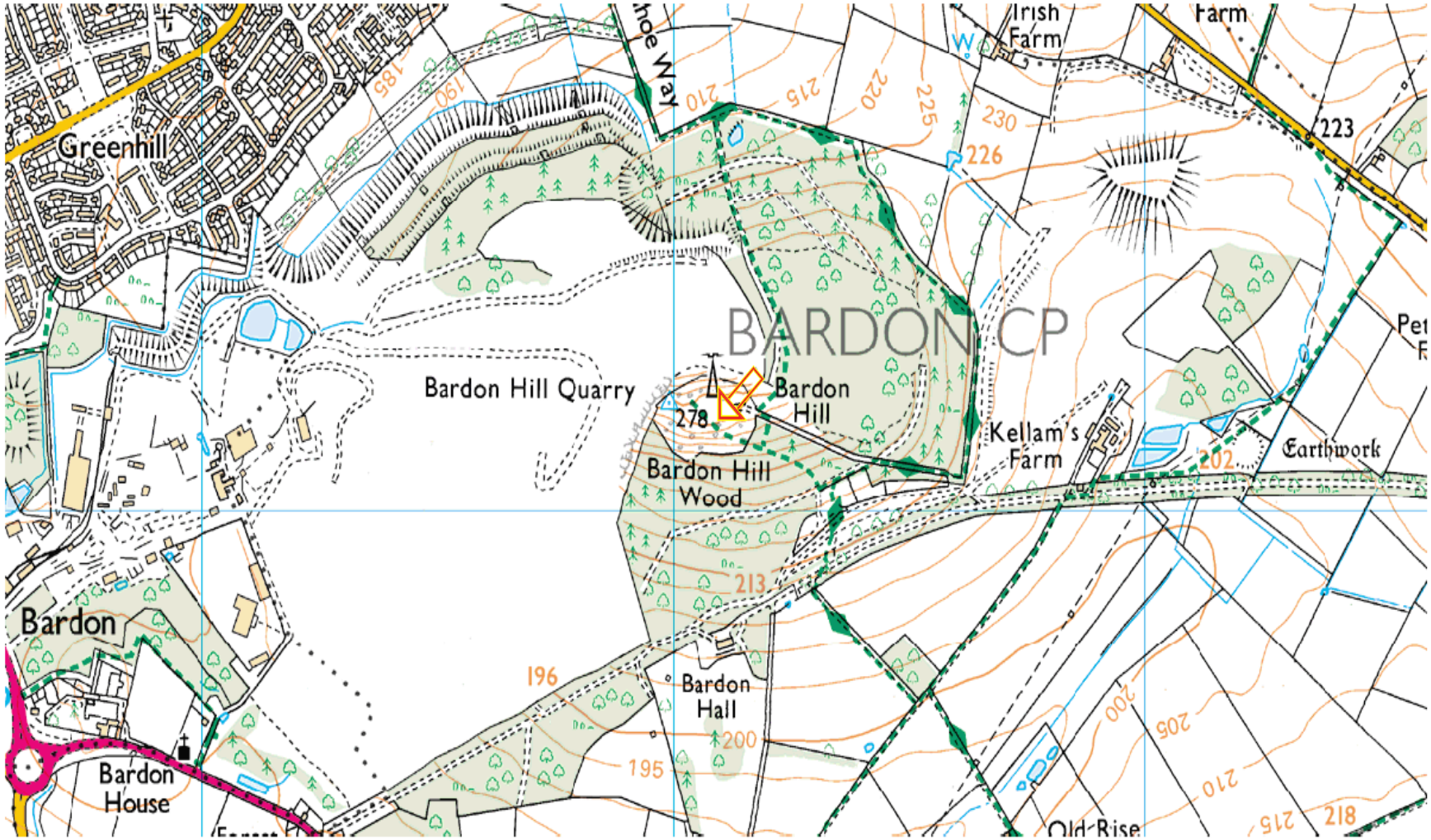


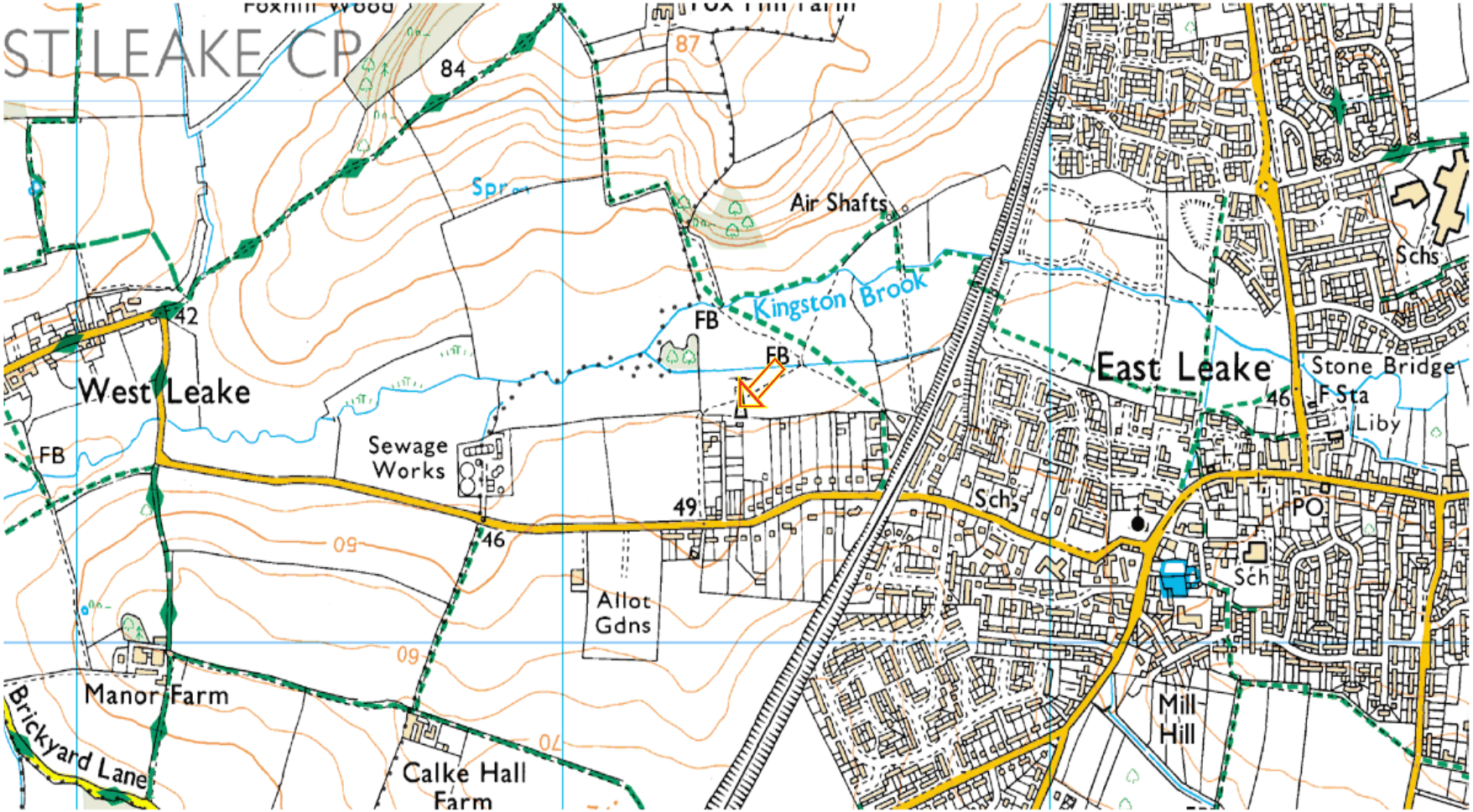
Waltham N52:48:44.4000 W0:48:10.9000



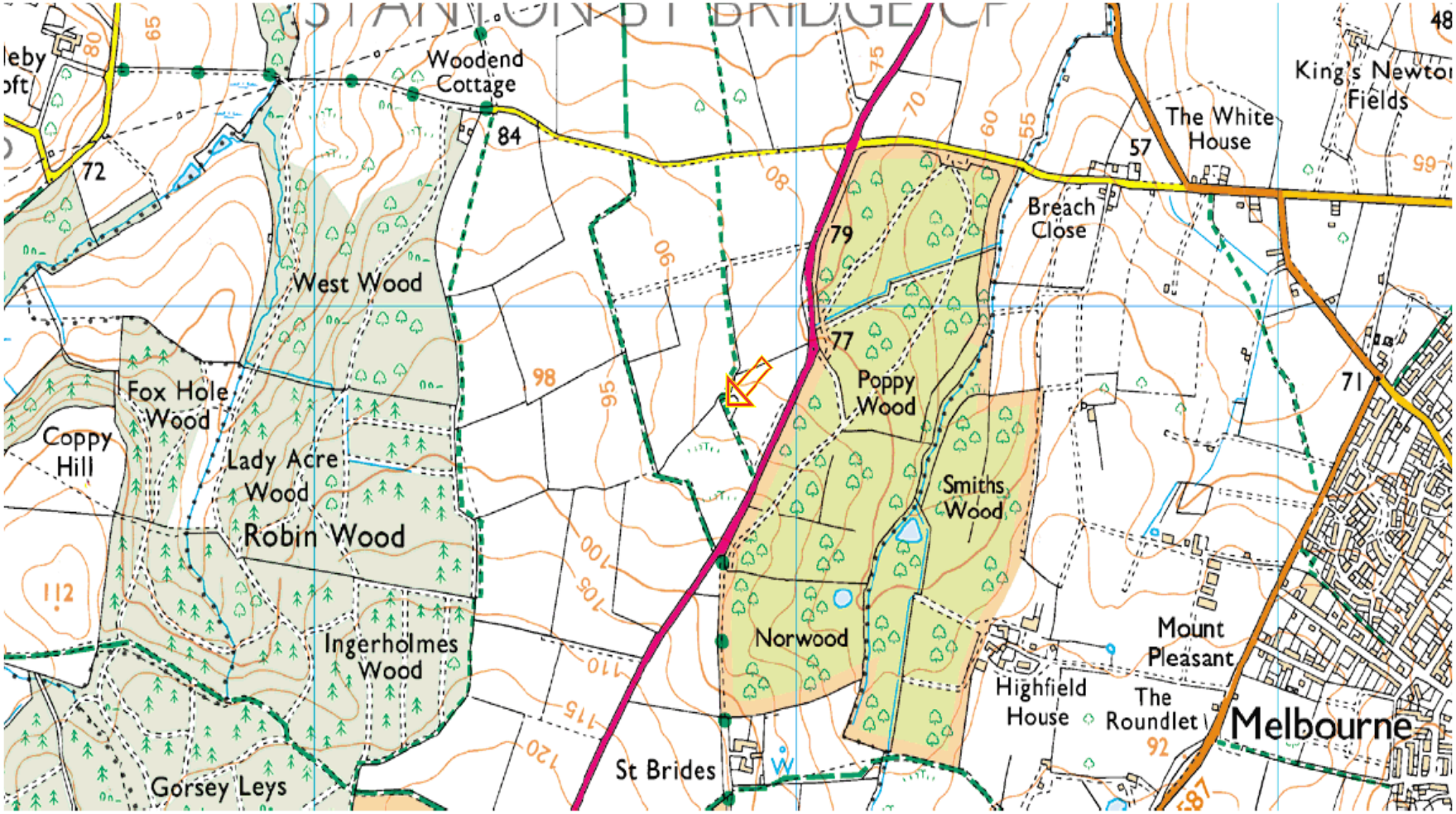
Bardon N52:42:51.0000 W1:19:08.7000



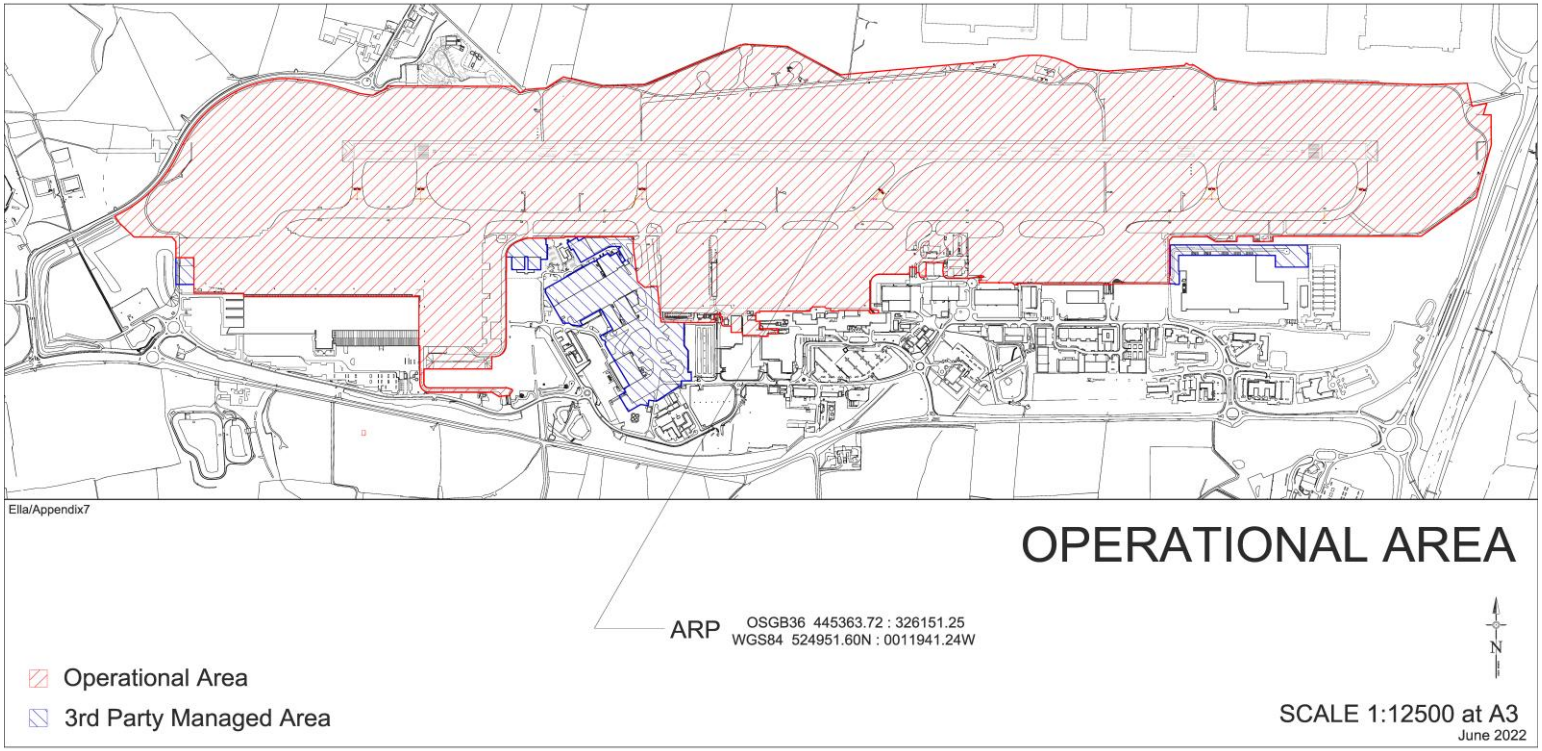
EME N52:49:57.6200 W1:11:40.4600



EMW N52:49:43.0800 W1:27:16.0200



Appendix 5 – Operational Area and 3rd Party Managed Area



PART D – PARTICULARS OF THE AERODROME REQUIRED TO BE REPORTED TO THE AERONAUTICAL INFORMATION SERVICES

SECTION 1 AERONAUTICAL INFORMATION SERVICES

SECTION 2 AERODROME DIMENSIONS

EMA Aerodrome Manual

Version 1.0; 2026

Section 1 - Aeronautical Information Services

1. Aerodrome Name

East Midlands International Airport

2. Aerodrome Address

East Midlands International Airport
Castle Donington
Derby
DE74 2SA

3. Aerodrome Reference Point (ARP)

The Geographical Coordinates of the ARP, determined in terms of the World Geodetic System – 1984 (WGS-84) reference datum is:- Lat 524952N Long 0011940W.

4. Aerodrome Elevation and Geoid Undulation

ELEMENT	ELEVATION	GEOID UNDULATION
Aerodrome	306 feet	161 feet
Central Apron	289 feet	
East Apron	272 feet	
West Apron	289 feet	

5. Threshold Elevation and Geoid Undulation, Elevation of the Runway End, High and Low Points along the Runway & the Highest Touchdown Zone Elevation

5.1 Threshold Elevation and Geoid Undulation

RUNWAY	THRESHOLD ELEVATION	GEOID UNDULATION	THR COORDINATES (WGS-84)
09	306 feet	161 feet	Latitude 524950.36N Longitude 0012048.86W
27	282 feet	161 feet	Latitude 524952.88N Longitude 0011830.94W

5.2. Elevation of the Runway ends

RUNWAY	END ELEVATION
09	306 feet
27	282 feet

5.3 Significant High and Low Points along the Runway

This is not applicable to East Midlands Airport due to there being no undue undulations

5.4 Highest Elevation of the Touchdown Zone of a Precision Approach Runway.

RUNWAY	TOUCHDOWN ZONE ELEVATION
09	306 feet
27	286 feet

6. Aerodrome Reference Temperature

The Aerodrome Reference Temperature is 21C

7. Aerodrome Beacon

There is no Aerodrome Beacon sited or in use at East Midlands Airport

8. Name of the Aerodrome Operator and Contact Details

East Midlands International Airport Ltd
Castle Donington
Derby
DE74 2SA

Telephone No. 0871 919 9000

Section 2 - Aerodrome Dimensions

1. Runway

1.1 Data

DESIGNATOR	TRUE BEARING	LENGTH	WIDTH	TYPE
09	088. 26º	2894m	45m with 7.5m shoulders	Code 4F (AN124); CAT I Precision Instrument
27	268.29 º	2894m	45m with 7.5m shoulders	Code 4F (AN124); CAT III Precision Instrument

1.2 Displaced Threshold Location

Runway 09

- Latitude 524950.37 N - Longitude 0012048.86W
- Elevation 306FT
- Located 180 meters from runway start

Runway 27

- Latitude 524952.88 N - Longitude 0011830.94W
- Elevation 282FT
- Located 131 meters from runway start

1.3 Slope

The runway crossfall is restricted to 1.25% along its entire length

1.4 Surface Type

Runway 09/27 is Bétons Bitumineux pour Chaussées Aéronautiques (BBA) asphalt.

1.5 Obstacle Free Zone

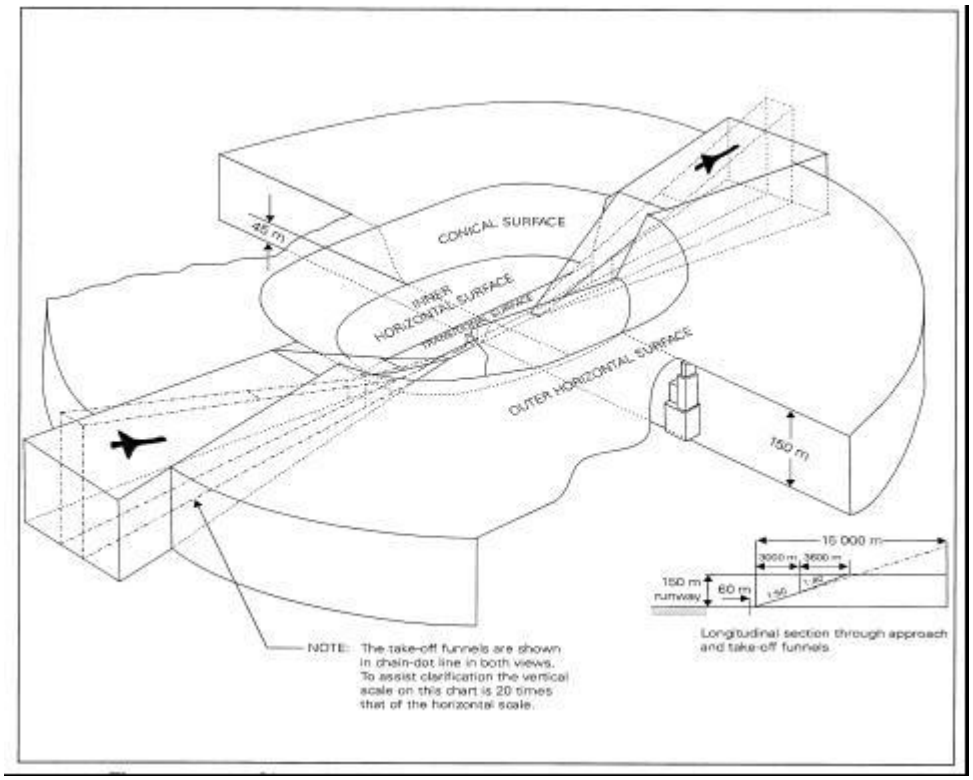
Standard for a Code 4F (AN124) Precision Approach Runway.

1.6 Obstacle Limitation Surfaces (OLS)

Obstacle Limitation Surfaces (OLS) represent the lower limit of the blocks of protected airspace around the aerodrome. They take the form of a complex set of 3-dimensional surfaces, which extend upwards and outwards from the runway(s) encompassing the critical airspace in which key air traffic and flight procedures associated with the aerodrome are conducted.

The OLS completely surround the aerodrome, those surfaces aligned with the runway used to protect the aircraft landing and taking off can be more limiting than those surrounding the rest of the aerodrome.

The diagram below details OLS characteristics



2. Runway Strip; Safety Areas; Taxiways and Aprons

2.1 Runway Strip and Safety Area

RUNWAY	STRIP END	STRIP WIDTH	STRIP SURFACE	RESA	STOPWAY
09	60m	140m	Grass	240m x 90m	30m
27	60m	140m	Grass	240m x 90m	30m

2.2 Taxiways and Taxilanes

DESIGNATOR	WIDTH (M)	SURFACE
Alpha*	23	Asphalt
Bravo	23	Concrete
Charlie	23	Concrete
Charlie-Alpha	23	Concrete
Delta	23	Concrete
Foxtrot	23	Concrete
Golf	23	Asphalt
Hotel	23	Asphalt
Juliet **	23	Concrete
Kilo	15	Asphalt

Mike *** ****	23	Asphalt
Mike-Alpha	10.5	Asphalt
November *****	23	Concrete
Quebec******	23	Concrete
Romeo******	23	Concrete
Sierra ****	23	Asphalt
Tango	15	Concrete
Uniform	23	Concrete
Victor	23	Concrete
Whiskey	23	Asphalt

* Alpha Taxiway between Uniform and Victor is reduced to Code D (excl. MD11) when a Code E or F aircraft is manoeuvring on the Delta Taxilane East Apron.

** Juliet Code F (AN124) leading off Alpha on to west apron, from junction with Bravo reduces (south) to Code D taxilane.

*** Code C south of Mike intersection with the Alpha taxiway.

**** Taxiway's Mike and Sierra max aircraft Code C only.

***** Code E taxilane reducing to Code D (B763WL) south of stand 43

****** Romeo and Quebec up to Code C aircraft only

2.3 Aprons and Stands

Aprons and stands are constructed of reinforced concrete with a brushed concrete surface and are designated as West, Central-West, Central and East; dimensions are:

Apron	Width (m)	Depth (m)
West	865.4250	318.2693
Central-West	129.4899	219.2630
Central	537.1259	219.0248
East	566.1000	143.6300

Stands 200 to 203 are non-operational stands and are of a block work construction.

2.4 Clearway Length and Ground Profile

RUNWAY	PROFILE	CLEARWAY
09	Non-paved; Flat	310m
27	Non-paved; Flat	459m

3. Visual Aids for Approach

3.1 Approach Lighting Type

Lighting at EMA is provided in accordance with UK Regulation (EU) No; 139/2014 and allow CAT IIIB operations on runway 27 and CAT I operations on runway 09. Full details are provided in MATS Part 2, Section 3.

3.2 Runway 27 Provisions

Runway 27 is equipped with a 900m high intensity centreline and 5 bars and the inner 300m with supplementary lighting consisting of white centreline barrettes and red side row barrettes. A

superimposed 420m low intensity red centreline with one crossbar is also provided to enhance visual cues for circuiting traffic.

3.3 Runway 09 Provisions

Runway 09 is equipped with a 900m high intensity centreline and 5 bars. A superimposed 420m low intensity red centreline with one crossbar is also provided to enhance visual cues for circuiting traffic.

3.4 Runway 27 Approach Slope Indicator

A 3° PAPI system is located to the left of the runway. Setting and siting details are contained within MATS Part 2, Section3, Chapter 8 and the UK AIP.

3.5 Runway 09 Approach Slope Indicator

A 3° PAPI system is located to the left of the runway, setting and siting details are contained in MATS Part 2, Section 3, Chapter 8 and the UK AIP.

3.6 Marking and Lighting of Runways

3.6.1 Runway 27

Inset high intensity bi-directional runway edge lights are provided with a low intensity omni-directional component. The centreline is high intensity colour coded at 15m spacing. 900m of touch down zone lighting is provided together with green runway threshold lights and wing bars. It is also equipped with red runway end and stopway lighting

3.6.2 Runway 09

Inset high intensity bi-directional runway edge lights are provided with a low intensity omni-directional component. The centreline is high intensity colour coded at 15m spacing. Green runway threshold lights and wing bars are provided. It is also equipped with red runway end and stopway lighting.

3.7 Marking and Lighting of Taxiways

3.7.1 Green centreline lighting is provided with blue edge lights on corners. Alternate amber and green centreline lighting is provided at runway turn-offs together with blue edge lighting on corners. Charlie, Charlie Alpha, Tango and Delta are not equipped with taxiway centre-line lighting. UK AIP EGNX AD 2.9 refers.

3.7.2 Uni-directional stop-bars are provided at all Runway Taxi-Holding Positions (RTHP's) and bi-directional stop-bars are provided at all Intermediate Taxi-Holding Positions used in RVR conditions of 800 m and below.

3.7.3 RTHP stop-bars permanently illuminated to protect the runway against inadvertent incursions.

3.7.4 Runway guard lights also enhance the six RTHP's which provide access to the runway.

3.7.5 A Ground Movement, Control and Monitoring System (GMCMS) is provided for guidance during Low Visibility Procedures. This system allows green taxiway centreline routing between 09 and 27 runways and apron bell-mouths, with intermediate stopbars for aircraft holding.

3.8 Apron Lighting - All four aprons are illuminated by apron floodlighting. No visual docking guidance systems.

3.9 Light Intensity Control - The required light settings are detailed in MATS Part 2, Section 3.

3.10 Secondary Power Supplies for Aerodrome Ground Lighting

3.10.1 Primary power is provided from the mains.

3.10.2 Auto-start diesel fuel generators are provided in case there is a fault or failure with the primary supply. These generators supply the aerodrome lighting and navaids.

3.10.3 Full details of the power supply/generators and how they operate in LVO's are provided in MATS Part 2, Section 5.

3.11 Aerodrome Signal, Signs and Markings

All signage and marking s for the runway, taxiways, aprons and other operational areas, including lighting, are in line with ADR - Aerodromes UK Certification Specification and Guidance Material for Aerodrome Design CS-ADR-DSN. This is in line with UK Regulation (EU) No; 139/2014 chapters L Visual Aids for Navigation (Markings), M Visual Aids for Navigation (Lights), N Visual Aids for Navigation (Signs) P Visual Aids for Navigation (Markers).

3.11.1 Signals

Standard signals are provided to indicate a) the location of the ATC Unit, and b) that aircraft may only taxi in accordance with ATC instructions.

A signal square is not provided.

Signage designating the point at which a pilot can report to the ATC Unit is provided at the western end of the Terminal building.

A signalling lamp is available in the VCR for use in aircraft radio failure situations.

3.11.2 Road Signs and Markings

A double white line indicates the boundary of the manoeuvring area, speed limits are reinforced by restriction signs painted on the roadway.

3.11.3 Stands

Standard and Multi Apron Ramp Systems (MARS) design and configuration is used at EMA.

3.11.4 Runways

Guidance and markings are provided for a precision approach runway.

4. Location and Radio Frequency of NDB Aerodrome Checkpoints

	EMW	EME
Radio Frequency	393.000KHz	353.500KHz
Latitude	524943.19N	525957.69N
Longitude	0012715.98W	0011140.43W

5. Location and Designation of Standard Taxi Routes

The Airfield layout, depicting the EMA Taxiway system **(**Location and Designation) is contained within the UK AIP EGNX AD.2 EGNX-2-1 AERODROME CHART - ICAO.

All aircraft are taxied under ATC instruction, using point-to-point guidance. Surface Movement Radar provides additional ATC situational awareness in normal weather conditions and also during Low Visibility Operations.

6. Geographical Coordinates

The aerodrome Geographical Coordinates are surveyed and verified under CAP1732 survey criteria, surveyed data and obstacles are published within the UK AIP (available online) in the following locations.

- EGNX AD 2.2 Aerodrome Geographical and Administrative
- EGNX AD 2.10 AERODROME OBSTACLES
- EGNX AD 2.12 RUNWAY PHYSICAL CHARACTERISTICS
- EGNX AD 2.19 RADIO NAVIGATION AND LANDING AIDS
- AD 2.EGNX-2-1 AERODROME CHART - ICAO

Any additional surveyed data that is not published within the areas described above are available on request in writing to ops.safety@eastmidlandsairport.com , this data is shared via such process to preserve the integrity of the data shared under ADQ requirements.

7. Aerodrome Obstacles Charts

7.1 Type A Operating Limitations

Available on-line at:

NATS Aeronautical Information Service (AIS) / Aerodrome Obstacle Charts - Type A Operating Limitations / East Midlands - EGNX - RWY 09/27

7.2 Obstacles in Approach/Take off Areas

Details relating to **Obstacles in Approach/Take Off Areas are contained in** East Midlands Airport (EGNX) 'Aeronautical Information Publication' (AIP) entry -

EGNX AD 2.10 Aerodrome Obstacles

Located on **NATS 'Aeronautical Information Service' (AIS)** website.

7.3 Obstacles in the Circling Area and at the Aerodrome

Details relating to **Obstacles in the Circling Area and at the Aerodrome** are contained in East Midlands Airport (EGNX) 'Aeronautical Information Publication' (AIP) entry -
EGNX AD 2.10 Aerodrome Obstacles
Located on **NATS 'Aeronautical Information Service' (AIS)** website.

8. Pavement Surface Type and Bearing Strength Using the Aircraft Classification Number — Pavement Classification Number (ACN-PCN) Method;

Details relating to pavement surface type and bearing strength are contained in East Midlands Airport (EGNX) 'Aeronautical Information Publication' (AIP) entry -

EGNX AD 2.12 Runway Physical Characteristics

Located on **NATS 'Aeronautical Information Service' (AIS)** website.

9. Pre-Flight Altimeter Check Locations Established and Their Elevation;

Pre-flight Altimeter Check Locations are designated as the Central Apron 289ft, East Apron 272ft and West Apron 289ft.

10. Runway and Runway Intersection Declared Distances

10.1 Runway and Runway Intersection Declared Distances are illustrated on the Aerodrome Certificate, Part A, Section 3, Appendix 1.

10.2 Any temporary reduction in available declared distances will be assessed by competent qualified personnel and promulgated via NOTAM and ATIS.

11. Contact Details of Aerodrome Coordinator for the Removal of Disabled Aircraft

The Aerodrome Coordinator for the removal of disabled aircraft at EMA is the Airfield Operations Duty Manager who is contacted on 07542 383390.

Procedures relating to disabled aircraft removal are contained within the 'Incident Plans' section of the EMA Aerodrome Emergency Plan.

12. Rescue and Firefighting

12.1 Level of Protection

12.1.1 EMA provides category 7 RFFS cover seven days a week and provides category 8 RFFS cover under Remission, UK Regulation (EU) No 139/2014 AMC2 ADR.OPS.B.010(a)(2) Rescue and firefighting services. RFFS Level of Protection (a) (3). RFFS category fire cover will be provided for a minimum of fifteen minutes before or after the actual time of departure or landing of an aircraft. Safety policies ensure that the appropriate levels of appliances, media and equipment will be available at all times.

12.1.2 Requests to increase the RFFS cover for non-scheduled aircraft movements of category 9 are detailed in Airside Operational Instruction 18 RFFS Procedures

12.1.3 Category 9 requires a minimum crew of twelve personnel; the duty crew will be supplemented from off duty personnel using Station Standing Order 6 (Recall to Work). All personnel phoned into work will report straight to the Station Managers office and be nominated a riding position by the Station Manager.

12.2 RFFS Vehicle/Extinguishing Agents Details

Details of RFFS vehicles and extinguishing agents available are contained in RFFS Standard Operating Guidance and RFFS Standard Operating Procedures.

13. Exemptions or Derogations from the applicable requirements, cases of equivalent level of Safety, Special Conditions and Limitations

13.1 Special Conditions

Date	Relevant Certification Specification (CS)	Description Of SC	Reference to supporting documentation
31/07/ 2015	CS ADR-DSN.A.005 Aerodrome Reference Code.	The UK determines the Aerodrome Reference Code number (code element one) from the greater value of TODA or ASDA and not Aeroplane Reference Field Length.	Special Condition as listed by CAA
14/12/ 2015	CS ADR-DSN.D.265 Longitudinal Slope on Taxiways.	Mike taxiway, south of junction with Alpha taxiway; longitudinal slope is 2.45% for a distance of 160m, exceeds 1.5% max for a code C taxiway	Refer to Safety Assurance Document 097
31/07/ 2015 14/12/ 2015	CS ADR-DSN.D.280 Transverse Slopes on Taxiways	Transverse slopes on Taxiways Alpha, Golf, Hotel and Mike exceed 1.5% gradient in places. Mike taxiway, south of junction with Alpha taxiway, transverse slope exceeds max. 1.5% gradient for a code C taxiway for a distance of 160m	Ref to Safety Assurance Document 096 Refer to Safety Assurance Document 097
31/07/ 2015 14/12/ 2015	CS ADR-DSN.D.330 Slopes on taxiway strips	Slope on taxiway strip north of Alpha Taxiway, between Taxiway's Whiskey & Sierra has an upward transverse gradient of above 2.5% in several areas. Strip beyond the graded area also exceeds 5% for a distance of approx. 50m. Slope on taxiway strip north of Alpha taxiway, between taxiway Mike and ITHP A8, downward slope exceeds prescribed gradient of 5% in places. Taxiway Mike strip (east and west side) exceed upward slope gradient of 1.5%.	Ref to Safety Assurance Document 096 Ref to Safety Assurance Document 097
31/07/ 2015	CS ADR-DSN.M.615 General	Non-frangible runway 27 approach lighting columns sited within M1 Motorway footprint (embankment and central reservation).	Safety Assurance Document 097 refers
22/09/ 2015	CS ADR-DSN.M.770 Road-holding position light	Runway road-holding position lights are Amber in colour. This is consistent with aircraft holding points and is notified to all relevant airfield vehicle drivers.	Special Condition as it applies nationally.
17/02/2022	CS ADR-DSN.N.780	Runway holding point at Sierra doesn't conform with A7 markings positioning and is positioned parallel to the Runway Centreline, not perpendicular to taxiway centreline due to taxiways topography and layout. In addition to this because of the orientation, N780 signage requirements cannot be achieved on the right-hand side for CATII/III holding point signage due to the obstruction of signage S1 hold also due to topography	Safety Assurance Document 097 refers

13.2 Deviation and Action Document (DAAD)

As of December 2024, and in response to the CAA Corrective Action Requirement Report (CARR) regarding the withdrawal of DAAD(s), East Midlands Airport is actively engaged in a review process with the regulator. This review encompasses all historically withdrawn DAADs, which are documented within the EMA Certification Basis (CB) Document. Each withdrawal is supported by the corresponding DAAD Safety Assurance Document, referenced accordingly within the EMA CB Document.

13.3 Aerodrome Certificate

The Aerodrome Certificate can be found in Part A, Section 3, Appendix 1 of this manual

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PART E – OPERATIONAL PROCEDURES, EQUIPMENT AND SAFETY MEASURES

SECTION 1	AERODROME REPORTING
SECTION 2	ACCESSING THE AERODROME MOVEMENT AREA
SECTION 3	MOVEMENT AREA INSPECTIONS AND REPORTING
SECTION 4	PROCEDURES RELATING TO VISUAL AND NON-VISUAL AIDS
SECTION 5	PROCEDURES FOR AERODROME WORKS
SECTION 6	PROCEDURES FOR AERODROME MANAGEMENT
SECTION 7	APRON SAFETY MANAGEMENT
SECTION 8	CONTROL OF VEHICLES AND HAZARDS
SECTION 9	AERODROME EMERGENCY PLAN
SECTION 10	RESCUE AND FIRE FIGHTING
SECTION 11	DISABLED AIRCRAFT REMOVAL PLAN
SECTION 12	STORAGE AND HANDLING OF FUEL AND DANGEROUS GOODS
SECTION 13	OPERATIONAL PROCEDURES
SECTION 14	AIRSIDE OPERATIONAL INSTRUCTIONS (AOI'S)

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SECTION 1 AERODROME REPORTING

1. Reporting Changes to Aerodrome Information

1.1 Any changes made which affect the operational status of the aerodrome will be notified and /or promulgated via one or more of the following, as relevant: -

- Aeronautical Information Publication (AIP)
- Notices to Airmen (NOTAM)
- Snow Notice to Airmen (SNOTAM)
- Operational Advice Notice (OAN).

1.2 Agreed Amendments or additions to information promulgated in the UK AIP, are reported to the publishing authority via the NATS online portal for AIP Amendments. The Developments & Safeguarding Department are responsible for the logging and transmitting of this data. The Accountable Manager has overall responsibility for the AIP data. Checking of the information and amendment requests is done by approved Portal Sponsors within the Developments & Safeguarding Department. Anyone requiring information to be amended or prolongated within the AIP should request an AIP change form via email to: ops.safety@eastmidlandsairport.com

The issuing of NOTAMs and SNOWTAMs are the responsibility of ATC, under the authority of the Operations Director or Head of Air Traffic Services. Procedures and requirements are detailed in MATS Part 2.

Operational Advice Notices are issued by the Airfield Operations Department and stored on a dedicated protected internal SharePoint site. Third parties have access via the EMA Community App. For access to the Community App, the requester will provide their email address, company name and phone number to: compliance@eastmidlandsairport.com

1.3 Pertinent changes to the Aerodrome infrastructure are notified to the Competent Authority by the Developments & Safeguarding Department.

AOI 04; “Aerodrome Works” contains further information

Safety Assurance Documents (Not requiring approval) will be notified to the regulator by a notified person within the Developments and Safeguarding Department.

1.4 In case of intended termination of the operation of the aerodrome, East Midlands Airport will notify, in writing, the CAA and promulgate the closure via the appropriate means. The notification will be done in such time in advance, so as to allow for the timely publication of the changes.

The Aerodrome Certificate will be surrendered to the CAA on the date of termination and upon the termination of the operation, East Midlands Airport will apply closed runway markings, as well as any other measure the CAA has found appropriate.

2. Aeronautical Data Quality

2.1 Procedure

Procedures relating to the Aerodrome Survey are detailed in Part B; Section 2; Sub-Section 14 of this Manual.

2.2 Frequency

The CAP 1732 Check Survey is undertaken annually in September.

Ref: - AOI 17; CAP 1732 Surveys

3. Operational Procedures

- Aerodrome Manual; Part A
- Aerodrome Manual; Part D
- MATS Part 2
- AOI 17; “CAP 1732 Surveys”
- AOI 23; “Inclement Weather Procedures”

SECTION 2 ACCESSING THE AERODROME MOVEMENT AREA

1. Co-ordination with the Security Agencies

1.1 Airport security is an "in-house" function provided by EMA Security staff under the day-to-day management of the Security Team Manager.

All Security personnel are trained to at least Aviation Security Officer Level 1 standard.

Full details of security arrangements and requirements are documented in the Airport Security Programme which is held and administered by the Compliance Manager – Security.

2. Control of Entry into the Movement Area

2.1 Policy Statement

EMA will ensure that *only* trained, qualified and authorised persons are allowed unescorted access to the movement area and other operational areas of the aerodrome. Escorted access will be provided as required.

Staff ID Passes are zoned for access into specific areas required in the course of their duty. ID Passes are for the use of the issued individual only and are not to be used to grant access to colleagues into areas they are not authorised to access. Staff should be vigilant when using ID controlled doors, that following individuals are authorised to access the area and if any doubt exists, should verify the validity of their ID Pass

Ref: -AOI 01; "Airside Security"

2.2 Critical Part Access Control

The Critical Part (CP) encompasses all airside areas with the exception of the Maintenance Area, Rolls Royce Hanger and JCB Hangar.

Staff, visitors and vehicle entry into the CP is via designated entry points, manned by Airport Security Staff, located and designated as follows -

Central Apron – Central 1 Gatehouse

East Apron – East 1 Gatehouse
East 2 Gatehouse

West Apron – West 1 Gatehouse

Pedestrian only access to the Terminal Building CP and Central Apron is via a dedicated Staff Channel, situated in the North West corner of the Check-In Hall.

In accordance with DfT requirements, all personnel and vehicles are searched prior to access being granted.

At all times, all personnel within the CP must display their ID Pass in a conspicuous position, with the data clearly visible. The only exception to this being for those engaged in the loading / off-loading of baggage, within the confines of an aircraft hold. However, the ID Pass must be carried and the requirements complied with at all other times.

Any person not visibly displaying a valid Airside ID Pass, within the CP, should be challenged. Any member of staff who is unsure of the identity of any person within their work area, or observes someone who appears to be acting in a suspicious manner should ask to see their ID Pass or contact the Control Room.

2.3 Movement Area Access Control

As detailed in para. 2.2, entry points manned by Airport Security Staff provide controlled access to the movement area (aprons) at all times. Unauthorised vehicles seeking entry to the apron must obtain approval to enter and will then be provided with an escort to their destination.

East Midlands Airport Security will control of access/egress at all external vehicle access gates located across the demarcated (Maintenance) Area.

An on-call landside Ranger is available upon request at 30 minutes notice, to open gates as required. Gate opening shall be available by calling 07711574460.

Upon entry into the demarcated area a guard shall be required to verify access for vehicles. This will include;

- Checking for a valid airport issued ID pass;
- Ensure the vehicle AVP/TAVP is valid;
- Recording details, including the number of escorted passengers (where applicable).

The tenant should sign the Ranger record sheet as advised, to confirm the request has been completed. This service will be chargeable per gate opening request.

2.4 Temporary Passes

AOI 1 Airside Security contains all information relating to Temporary Visitor and Temporary Employment passes.

All Temporary Pass holders must be escorted at all times, by a full ID Pass holder, which is valid for the required areas to be accessed. The temporary pass holder must remain within line of sight of their escort at all times whilst within the CP.

3. Operational Procedure

- AOI 01; “Airside Security”.

SECTION 3 MOVEMENT AREA INSPECTION AND REPORTING

1. Communication with Air Traffic Control

1.1 All vehicles operating within the Manoeuvring Area do so under Air Traffic Control, via the Ground (VGMC) Air Traffic Controller on UHF Channel One.

Prior to commencing a runway inspection, permission must be obtained initially from the Ground (VGMC) Air Traffic Controller on UHF Channel One before contacting the Tower (VGMC) Air Traffic Controller on UHF Channel 2.

During normal operations, vehicles engaged in Movement Area inspections operate on an "own look-out" basis, maintaining radio contact with ATC and only being required to request permission to enter the Runway. During Low Visibility Operations, permitted vehicle movement is controlled by point-to-point clearance.

2. Check-Lists and Record Keeping

2.1 Routine daily inspections, undertaken at regular intervals include the following:-

- Runway
- Taxiways
- All apron areas,
- Equipment parks and associated roadways,
- The Maintenance Area,
- Aerodrome perimeter,
- Grass areas
- Other aircraft movement areas.

Inspections will verify that the areas are fit for use by aircraft, ground surface equipment, vehicles and pedestrian movement, as necessary.

The results are recorded on forms contained within Airside Operational Instruction 02 - Movement Area Inspection and Reporting

3. Inspection Schedule and Reporting

3.1 Policy Statement-Inspection Intervals

Detailed inspections covering the areas detailed in para. 2.1, will be carried out by the Airfield Safety Compliance Officers who are constantly patrolling the airfield during operating hours

3.2 Additional inspections of specific areas are conducted as requested, following for example pre and post Large Cargo Aircraft movements or post airfield works.

3.3 A second tier of movement area inspections is carried out by the Airfield Operations Duty Manager on a weekly basis.

3.4 Baseline compliance standards and faults and/or unserviceability reporting procedures are detailed within Airside Operational Instruction 02 "Movement Area Inspection and Reporting"

3.5 Full *walking* engineering inspections of the runway, undertaken by suitably qualified personnel to record and monitor the surface conditions. Areas of concern, joints and patches etc are photographed and logged as part of the Runway Maintenance and Management Plan, which provides a record for assessment of required work and for reference during future inspections to monitor any deterioration in the surface conditions. The walks are managed by MAG Assets and involve the Airfield Operations Department and MAG appointed engineering consultants. A full report is compiled comprising Observations, Photographs, CAD Drawing and related survey data. Ref: AOI 02 – Movement Area Inspection and Reporting.

3.6 Runway Surface Friction testing is undertaken at intervals not exceeding 11 months, using a 'Findlay Irvine' Griptester operated by the Airfield Engineering Department. Friction testing may at times be contracted by an approved service provider. Friction Classification and Monitoring Surveys give compliance with CAP 683.

- Document FT1006 Policy and Procedure contains this run frequency plus procedures in place to escalate adverse findings for action and reviewing assessment periodicity.

4. Operational Procedure

- AOI 02 - Movement Area Inspection and Reporting

SECTION 4 PROCEDURES RELATING TO VISUAL AND NON-VISUAL AIDS

1. Checklists and Record Keeping

1.1 Policy statement

As part of its business EMA operates a wide variety of Navigation aids and other equipment. The maintenance of this equipment is subject to European and National rules and regulations to ensure that it is carried out in a proper and safe manner. As part of the regulatory scheme, East Midlands Airport Airfield Engineering has been approved to operate and maintain the equipment under its own Safety Management System.

1.2 Record Keeping

Equipment maintenance is carried out in accordance with the manufacturers Technical Manual, in conjunction with local procedures.

Maintenance Logs and records are located within the EMA Airfield Engineering Exposition document library

2. Inspection Schedules and Reporting

2.1 Navigation Aids

2.1 Navigational Aid inspections, including the nature and frequency of the inspections are located within the EMA Airfield Engineering Exposition document library.

Procedures for flight testing of lighting and navaids, and the recording of these tests, are detailed in the EMA Airfield Engineering, Navaids and Lighting Maintenance Organisation Exposition Document and Procedures, ownership of which rests with the Airfield Technical Manager.

2.2 Visual Aids

All visual aids inspection and maintenance activities together with actions to be taken in the event of failures are covered in the EMA Airfield Engineering, Navaids and Lighting Maintenance Organisation Exposition Document and Procedures *and* EMA Airfield Engineering and Airfield Ground Lighting Maintenance Organisation and Procedures Volumes 1and 2, ownership of which rests with the Airfield Technical Manager.

2.3 Aerodrome Ground Lighting

Lighting inspections, including the nature and frequency of the inspections can be found in EMA Airfield Engineering Exposition document, ownership of which rests with the Airfield Technical Manager.

3. Maintenance and Troubleshooting

3.1 Procedures for Aerodrome Equipment

The maintenance, servicing and inspection procedures for Aerodrome equipment is detailed in the EMA Airfield Engineering, Navaids and Lighting Maintenance Organisation Exposition Document and the EMA Airfield Engineering and Airfield Ground Lighting Maintenance Organisation and Procedures Volumes 1 and 2.

Aerodrome equipment maintenance schedules are located within the EMA Airfield Engineering Exposition document library

The Ground and Tower Lighting Panels in the VCR provide immediate indication of any significant fault or system failure, which can be advised to the AGL. The system PC in the AGL equipment room, plus PC's in the three “B” Centres provide access to the Lighting Control and Monitoring system, detailing status overview, faults and alarm logs.

4. Maintenance of the Movement Area

4.1 Inspection frequencies for Navigational Aids and Airfield Ground Lighting are detailed within the appropriate Exposition Document.

All faults and/or unserviceability’s found will be reported to ATC and, if required, to Airfield Operations. They will be recorded on the appropriate fault log and the appropriate departmental manager (facilities or AGL) informed to instigate rectification.

If the unserviceability causes any part of the runway, movement area or apron(s) to be unsafe for operations, the Airfield Safety Compliance Officer, will close or restrict access to that part of the runway, movement area or apron(s), until the unserviceability is rectified. Management of such works is identified in AOI 04; “Aerodrome Works”.

5. Operational Procedures

- MAG Air Navigation Services Manual.
- EMA Airfield Engineering Navaids and Lighting Maintenance Organisation Exposition Document;
- EMA Airfield Engineering & Airfield Ground Lighting Maintenance Organisation and Procedures Volume 1.
- EMA Airfield Engineering & Airfield Ground Lighting Maintenance Organisation and Procedures Volume
- AOI 03; Navigational Aids and Aerodrome Ground Lighting
- AOI 04; Aerodrome Works

SECTION 5 PROCEDURES FOR AERODROME WORKS

1. Coordinating and Conducting Work

1.1 Policy Statement

EMA will establish and implement procedures to ensure that operations are not affected by Aerodrome works and that the safety of such works is not affected by operational activities. Additionally, in accordance with CAP 791, EMA will notify the CAA of any on-Aerodrome developments or other changes to the physical characteristics of the Aerodrome.

EMA ensures that a comprehensive maintenance programme is implemented, which incorporates a co-ordinated and systematic approach to both preventative and remedial maintenance, providing well maintained surfaces vital to safe and efficient operations.

1.2 Control of Airside Works

All Airside works are co-ordinated and managed through the Job Registration scheme. All Airside works require a specific Permit to Work (C55) in Airside areas. For validity purposes, this permit has to be signed off by RFFS, Airfield Operations and Engineering.

Additional permits, for example “hot works” may be required, these will also require sign off by relevant operational departments, and EMA RFFS notified via e-mail to airfield.control@eastmidlandsairport.com as applicable.

2. Communication with ATC

2.1 All operators on the Manoeuvring Area are required to be in contact with ATC by radio. Where the work area has an impact on the operational capability, taxiway closure etc. a full ATC brief is required with the works supervisor prior to the commencement of any work.

ATC procedures are detailed in the MATS Part 2.

3. Operational Procedures

- AOI 04; “Aerodrome Works”

SECTION 6 PROCEDURES FOR APRON MANAGEMENT

1. Air Traffic Services and Apron Management

1.1 EMA will ensure aircraft safety is maintained at an acceptable level for aircraft using apron facilities through a comprehensive hazard identification and risk mitigation process.

There is no requirement at EMA for a formal transfer of aircraft between ATC and the Apron marshaller. ATC procedures for the operation of aircraft on and off the Aprons are detailed in MATS Part 2.

2. Allocation of Aircraft Parking

2.1 The Control Room will allocate each aircraft parking stand on a request / as required basis. Handling Agents and ATC will be advised of each allocation via the Chroma Fusion system.

2.2 Stand capacity, in terms of maximum aircraft size and designation for the Central, Central-West, East and West Aprons are contained in the relevant stand directory index, located within AOI 05; Apron Management.

3. Start and Push-Back Procedures

3.1 Aircraft operating from the Apron areas must obtain permission to Push-Back and start from ATC by radio with the Ground Movement or Aerodrome Controller as relevant. ATC procedures are detailed in the MATS Part 2. All Pushback Plans are located within the EMA Marshalling and Pushback Manual, which is available on the airport website: Airside Operational Instructions | East Midlands Airport

4. Marshalling and Follow-Me Procedures

4.1 It is a requirement at EMA that all aircraft/helicopters wishing to park on the aprons are marshalled onto stand. Aircraft must not self-manoeuvre onto a stand, if a marshal is not present the aircraft must hold position on the taxi lane and contact ATC. UK AIP EGNX 2.9 refers.

4.2 Marshalling of aircraft is to be carried out by the handling agent of the aircraft wishing to use the apron, or by EMA Airfield Operations personnel. Only staff holding a current EMA marshalling license are allowed to carry out this function.

4.3 Follow-Me vehicles are available upon request in all conditions, when specifically requested by the pilot, for example amended routing due airfield works in progress.

5. Operational Procedures

- AOI 05; Apron Management
- AOI 06; Ground Movement Handling of Large Passenger and Cargo Carrying Aircraft
- AOI 21; Low Visibility Procedures
- AOI 27; High Profile Visitors

SECTION 7 APRON SAFETY MANAGEMENT

1. Protection from Jet Blast

1.1 Procedures established for minimising any impact of jet blast are detailed in AOI 05; Apron Management".

2. Aircraft Refuelling Operations

2.1 Refuelling operations are undertaken in accordance with the procedures and restrictions detailed in AOI 20; Safe Handling and Storage of Fuel and Dangerous Goods.

3. Apron Cleaning and Sweeping

3.1 The Apron areas are inspected daily by Airfield Operations, as part of the overall Movement Area inspection regime. Identified cleaning and sweeping requirements are undertaken by Airfield Operations as necessary.

4. Safety Procedures for Personnel

4.1 Policy Statement

Apron safety is continually assessed to ensure that risks to personnel, vehicles, equipment and aircraft are minimized and controlled to an acceptable level. Mitigation will be adopted in accordance with best practice in CAP 642 and ICAO Annex 14; Volume 1.

"East Midlands Airport supports and promotes a 'Just *safety* culture' which creates an environment that allows employees to report all incidents and safety concerns without the threat of censure, disciplinary action or subsequent loss of employment, except where there is gross negligence, or a deliberate or wilful disregard to our standard operating practices and procedures".

5. Operational Procedures

- Aerodrome Manual, Part B; Airfield Safety Policy.
- AOI 02 - Movement Area Inspection and Reporting.
- AOI 05 - Apron Management.
- AOI 07 - Airside Safety
- AOI 08 - Passenger Management
- AOI 09 – Incident Reporting and Investigation
- AOI 10 – Safety Audits
- AOI 11 - Safety Monitoring
- AOI 20 - Safe Handling and Storage of Fuel and Dangerous Goods.

SECTION 8 CONTROL OF VEHICLES AND HAZARDS

1. Control of Vehicles

1.1 Policy Statement

In order to improve and maintain safety in the aircraft manoeuvring areas, all persons required to drive or operate vehicles must be in possession of a valid Airside Driving Permit (ADP). In addition all vehicles should be serviceable and in possession of a valid airside vehicle permit (AVP).

The issue of an Airside Driving Permit for East Midlands Airport is in accordance with the guidance of CAP 790, Requirements for an Airside Driving Permit (ADP) Scheme and is carried out by an in-house ADP course.

1.2 Operational Procedure

- AOI 12; Control of Vehicles
- AOI 13; 'M' Manoeuvring Area and 'R' Runway Operating Permits
- AOI 14; Airside Safety Regulation Scheme

2. Wildlife Hazard Management

2.1 Policy Statement

EMA will ensure that a Wildlife Control Programme is in place to assess the wildlife strike risk and define/implement the appropriate wildlife control measures to reduce or mitigate the risk. This should be in accordance with the requirements as detailed in UK Reg (EU) No 139/2014, CAP393 ica Orders, CAP642 Airside Safety Management, CAP772 Birdstrike Risk Management for Aerodromes.

2.2 Operational Procedure

- AOI 15; Wildlife Hazard Management

3. Obstacle Control and Monitoring

3.1 Policy Statement

EMA will ensure that a safeguarding process is in place to assess what impact a proposed development or construction might have on the safe operations of the aerodrome in line with current regulatory requirements.

3.2 Obstacle Limitation Surfaces are defined in accordance with ICAO Annex 14; Volume 1.

Safeguarding at EMA is the responsibility of the Aerodrome Technical Safeguarding Manager.

3.3 Obstacles are notified through the NOTAM system or as an UK AIP entry, as required

3.4. Operational Procedure

- AOI 16; Aerodrome Safeguarding
- AOI 17; CAP1732 Surveys

4. Hazards Relating to Human Activities and Land Use

4.1 Measures in place for the monitoring of hazards relating to human activity and land use are contained in the EMA safeguarding manual

5. Inspection Management

5.1 The Aerodrome inspection regime and processes are detailed in AOI 02; Movement Area Inspection and Reporting.

5.2 The procedures for monitoring and reporting of obstacles are contained in AOI 17; CAP1732 Surveys.

SECTION 9 AERODROME EMERGENCY PLAN

1. Aerodrome Emergency Planning - Policy Statement

1.1 In order to uphold the continual safety and security of its passengers, customers and staff, EMA is committed to ensuring that effective emergency plans are in place and are reviewed and validated at regular periods.

The Aerodrome Emergency Plan contains procedures for the coordination of the multi-agency response to defined emergencies. It also details the procedures for the return to normal operations.

Access to the Aerodrome Emergency Plan is password protected due to the sensitive nature of some of the content of the plan. Should you require access to this plan an e-mail should be sent to **emastandingorders@eastmidlandsairport.com** stating the following:

- Name
- Job Title
- Organisation
- Reason Access is Required

2. Dealing with Emergencies

2.1 Procedures for dealing with emergencies at the aerodrome and its surroundings are contained within the Aerodrome Emergency Plan. This ensures that plans are commensurate with the type and level of aircraft operations at EMA.

2.2 In addition AOI 19 contains procedures for all airside operators to be able to summon assistance to an emergency situation if required.

2.3 Operational Procedure

- Aerodrome Emergency Plan
- AOI 19 “Emergency Contact Details”

3. Aerodrome Facilities and Equipment

3.1 Procedures for testing of aerodrome facilities and equipment are contained within AOI 18 “RFFS Procedures” and RFFS Departmental Documentation.

3.2 Testing of physical areas of the emergency plan, e.g. the Emergency Services Rendezvous Point and Survivor Reception Centre are included within the Airport’s exercise regime, detailed within the Aerodrome Emergency Plan.

3.3 Operational Procedure

- Aerodrome Emergency Plan
- AOI 18 “RFFS Procedures”
- RFFS Departmental Documentation

4. Testing of Emergency Plans

4.1 EMA ensures that the Aerodrome Emergency Plan is tested on a regular basis and an exercise programme is in place which meets all regulatory requirements. EMA elects to adopt the CAA's modular exercising approach, which is detailed in full in the below documentation.

4.2 EMA's exercise programme, which includes the details of modules, exercising approach and frequency of exercises, is contained within the Aerodrome Emergency Plan, Part A; Section 4.

4.3 Operational Procedure

- Aerodrome Emergency Plan

SECTION 10 RESCUE AND FIRE FIGHTING

1. Policy Statement

1.1 The principal objective of a rescue and firefighting service, as defined in ICAO Annex 14; Volume 1, is to save lives. The most important factors bearing on effective rescue in a survivable aircraft accident are the training received, and the effectiveness of the equipment and the speed with which personnel and equipment designated for rescue and firefighting purposes can be put into use.

EMA ensures that the minimum level of appliances, staffing, media and equipment meets the requirements of ICAO Annex 14: Volume 1.

2. RFFS Provision

2.1 EMA provides category 7 (Aeroplane dimensions having an overall length of 39m up to but not including 49m and a maximum fuselage width of 5m) & category 8 on Remission (Aeroplane dimensions having an overall length of 49m up to but not including 61m and a maximum fuselage width of 7m) RFFS cover 24 hours per day, seven days a week in accordance with the EMA AIP. All RFFS category cover will be provided for a minimum of fifteen minutes after the actual time of departure or landing of an aircraft. Safety policies ensure that the minimum levels of appliances, media and equipment will be available at all times.

Any additional requests for category 9 (Aeroplane dimensions having an overall length of 61m up to but not including 76m and a maximum fuselage width of 7m) public transport aircraft movements should be directed to the Operations Control Room on 01332 852973 who will request category upgrade with RFFS, requests for upgrade must have a minimum of 12 hours' notice. The Station Manager will advise Control Room of any change in category when it is established.

2.2 The description of facilities, equipment, personnel and procedures for meeting the Rescue and Fire Fighting requirements at the Aerodrome are contained in Part D; Section 2 Paragraph 12 and RFFS Departmental Documents.

3. Operational Procedure

- AOI 18 - RFFS Procedures

SECTION 11 DISABLED AIRCRAFT REMOVAL PLAN

1. Policy Statement

1.1 EMA ensures that adequate procedures are in place for the removal of disabled aircraft in accordance with the requirements ICAO Annex 14; Volume 1 and the ICAO Airport Services Manual; Part 9

1.2 Operational Procedure

- Aerodrome Emergency Plan

SECTION 12 STORAGE AND HANDLING OF FUEL AND DANGEROUS GOODS

1. Policy Statement

Responsibility for the management of the aviation fuel installations at EMA, including (but not limited to) aviation fuel storage, distribution (both to the installation and from the installation to aircraft), quality and fitness of fuel for use in aircraft and the activity of fuelling to aircraft, rests with the respective fuel suppliers in accordance with all relevant regulatory requirements.

The responsibility includes, but is not limited to:-

- Aviation Fuel Storage
- Aviation Fuel Distribution; both to the installation and from the installation to aircraft
- Fuel Quality and Fitness for use in aircraft
- The activity of Fuelling to aircraft

EMA will monitor and audit the management, quality control and delivery procedures of fuelling activities.

1.2 EMA will allocate pre-surveyed stands for the on/off load of dangerous goods. The handling and storage of dangerous goods by air is the responsibility of the relevant airline or their subcontracted ground handling company (as applicable).

1.3 Operational Procedure

- AOI 07; Airside Safety
- AOI 20; Safe Handling and Storage of Fuel and Dangerous Goods

2. Aviation Fuel Quality and Audits

2.1 Management of aviation fuel at EMA, under Article 112 of the ANO, is carried out by the based fuel companies, recorded in the Annual Fuel Audit process.

EMA does not supply fuel to aircraft. Aviation fuel, JetA1 and AVGAS are supplied by Air BP (North Air) and Texaco (Valero). In addition Signature Flight Support, Donington Aviation, RVL and Derbyshire, Leicestershire and Rutland Air Ambulance (Sloane Helicopters) provide their own fuelling facilities.

2.2 Annual auditing carried out by approved external auditors provides evidence of fuel handling companies Quality Assurance measures and that Quality Control procedures meet Joint Inspection Group (JIG) 1 ,2 and 4 standards

2.3 Operational Procedures

- AOI 10; Safety Audits
- AOI 20; Safe Handling and Storage of Fuel and Dangerous Goods

SECTION 13 OPERATIONAL PROCEDURES

1. Low Visibility Procedures

1.1 Policy Statement

EMA is committed to providing facilities and procedures to enable aircraft operations during low visibility conditions. The provision of such combined with a maintained level of safety will reduce air traffic capacity below that achievable in normal operations.

1.2 All surface movements on the Manoeuvring Area are under the control of ATC. Guidance is provided by means of a combination of Surface Movement Radar, Ground Lighting, Signage and Follow-Me Provision.

1.3 Procedures covering Low Visibility Procedures, including those for conditions of low cloud are contained in:-

- AOI 21; Low Visibility Procedures
- MATS Part 2: Section 1; Chapter 10

2. Winter Operations

2.1 Policy Statement

EMA will have in place procedures for Winter Operations which will ensure safe aircraft operations during winter conditions.

2.2 Operational Procedure

- AOI 23 – Inclement Weather Procedures
- EMA Winter Operations Plan

3. Snow Removal Plan

3.1 Policy Statement

EMA will ensure that a plan is in place for the safe and expeditious removal of snow from the aircraft movement area and that appropriate equipment is available to fulfil this requirement

3.2 Operational Procedure

- AOI 23 – Inclement Weather Procedures
- EMA Winter Operations Plan

4. Operations in Adverse Weather Conditions

4.1 Policy Statement

EMA will have procedures in place to ensure the safety of operations during periods of adverse weather.

4.2 Operational Procedure

- AOI 23 - Inclement Weather Procedures

5. Night Operations

5.1 Policy Statement

EMA will ensure that visual aids are installed, operated, and maintained to permit aircraft operations to be performed safely during night-time periods.

5.2 Operational Procedure

- Tels Exposition document
- MATS Part 2

6. Protection of Navigational Aids

6.1 Policy Statement

EMA ensures the procedures are in place to safeguard the Radar and other Navigational Aids

6.2 Operational Procedure

- MATS Part 2
- Tels Exposition document

7. Operation of Aircraft of Higher Code Category

7.1 EMA ensures that at all times the ground movement handling of higher code letter aircraft, is carried out in accordance with Operational Safety Management Assessments documented (Safety Assurance Documents) and approved by the CAA (SRG).

7.2 Operational Procedure

- AOI 06; Ground Movement Handling of Code F Aircraft.
- SAD 16; Ground Movement of Large Cargo Aircraft
- SAD 63; Alternate Ground Movement Routing of Large Cargo Aircraft

8. Measures for the Prevention of Fire

8.1 Policy Statement

EMA ensures that procedures are in place for the prevention of fire. This includes ensuring that no person smokes within airside areas (except in designated smoking shelters) and that procedures are in place to control any Hot Works which take place Airside.

8.2 Operational Procedure

- AOI 07 - Airside Safety
- EMA Management of Contractors Procedures

9. Reduced Declared Distances

9.1 Policy Statement

EMA ensures that Calculation of Reduced Declared Distances is undertaken by suitably competent personnel, following procedural guidance detailed in Aerodrome Safeguarding 'Standard Operating Procedure' 10 – "Calculation of Declared Distances".

9.2 Operational Procedure

- AS SOP 10 - "Calculation of Declared Distances".

10. Integration of Aviation Activities

10.1 Procedures for handling special categories of flight, such as Gliders, Para-dropping, and Balloon Releases etc. are detailed in MATS Part 2: Section 1; Chapter 10

11. Detention of Aircraft

11.1 Policy Statement

EMA ensures that procedures are in place to detain aircraft whether through financial or safety reasons (as detailed below). EMA also ensures that where required relevant persons have the correct authorisations in place. Detentions will relate to the following

Under S.88 of the Civil Aviation Act 1982 East Midlands International Airport Limited (the "**Airport Company**") has the right to detain any aircraft for non-payment of airport charges until such time as the charges due in respect of it (or incurred by its operator in respect of another aircraft) are paid. Such detention is initiated by placing a lien on the aircraft.

On behalf of the Civil Aviation Authority (CAA) and Eurocontrol in respect of air navigation charges due.

Air Navigation Order 2016 pursuant to Section 60 of the Civil Aviation Act 1982, relating to navigational and safety issues

11.2 Operational Procedure

- AOI 25 - Detention of Aircraft

12. Persons with Reduced Mobility Procedures

12.1 Policy Statement

EMA ensures that procedures are in place to meet the requirements of CAP1228 so as to facilitate access to air transport for disabled persons and persons of reduced mobility, and to ensure such persons receive assistance when travelling through the airport.

12.2 Operational Procedure

- AOI 26 - Provision of Assisted Travel Service

13. High Profile Visitors

13.1 Policy Statement

Applicable to high profile visitors outbound or inbound to EMA. AOI 27 details the procedures which apply from arrival at the site to departure, regardless of physical location.

14. Contact Details

The key contact number for Airport personnel is 0871 919 9000. The following are key contacts for the airport and the competent Authority out of hours. This list does not represent a complete telephone directory for the Airport. The contacts for Emergency Procedures can be found in the Airport Emergency Plan.

14.1 Contact Numbers

Name/Department	Internal Extension	External Number
General		
Airport Emergency Number	3333	01332 818555
Incident Management Centre	2990	01332 852990
Airfield Operations		
Airfield Operations Duty Manager	n/a	07542 383390
Air Traffic Control		
Air Traffic Assistant	2993	01332 852993
Customer Services		
Airport Duty Manager	n/a	07880 787513
Control Room		
Information Security Position	2840	01332 852840
Operations Fire Control position	2973	01332 852973
Passenger Services		
Customer Services Duty Manager	n/a	07720 641 218
Competent Authority		
CAA	https://www.caa.co.uk/our-work/about-us/contact-us/	

SECTION 14 – AIRSIDE OPERATIONAL INSTRUCTIONS

AOI	Title	Responsible Department / Owner	Procedural Content
01	Airside Security	Security / Security Operations Manager	
02	Movement Area Inspection and Reporting	Airfield Operations /Head of Airfield Operations	Runway Inspections Airfield Inspections Movement Area Inspections Civil and Grassland Inspections AGL Inspections
03	Navigational Aids and Aerodrome Ground Lighting	Airfield Engineering / Airfield Technical Manager	Navaids Visual Aids Aerodrome Lighting Inspections
04	Aerodrome Works	Airfield Operations / Developments and Safeguarding	Management of Contractors Aerodrome Works Changes to Aerodrome Infrastructure
05	Apron Management	Airfield Operations / Head of Airfield Operations	Aircraft Pushback Procedures Aircraft Parking and Safety Practices Royal and Military – VIP Flights Marshalling Licenses Aircraft Chocking & use of Traffic Cones Aircraft Engine Ground Running & use of APU/GPU FOD & the Removal of Hazards Airside Drinking Water Facilities
06	Ground Movement Handling of Code F Aircraft	Airfield Operations / Developments and Safeguarding Officer	Above Code E Movements, Boeing B747-8, Antonov AN124 (Part 2)
07	Airside Safety	Airfield Operations / Head of Airfield Operations	Airside Working Practices and PPE Airside Safety Briefings Airside Smoking Policy
08	Passenger Management	Airfield Operations / Head of Airfield Operations	Control of Passengers Common Travel Arrivals Domestic and Common Travel Access Control
09	Incident Reporting and Investigation	Airfield Operations / Safety Manager - Aerodrome	Safety Reporting Mandatory Occurrence Reporting Airside Accident and Safety Occurrence Reporting Internal Safety Investigations
10	Safety Audits	Airfield Operations / Safety Manager – Aerodrome	
11	Safety Monitoring	Airfield Operations / Head of Airfield Operations	
12	Control of Vehicles	Airfield Operations / Head of Airfield Operations	Airside Vehicle Operating Procedures Airside Vehicle Permits

			Airside Driving Permits
13	'M' Manoeuvring Area and 'R' Runway Operating Permits	Airfield Operations / Head of Airfield Operations	
14	Airside Safety Regulation Scheme	Airfield Operations / Head of Airfield Operations	
15	Wildlife Hazard Management	Airfield Operations / Head of Airfield Operations	
16	Aerodrome Safeguarding	Airfield Operations / Developments and Safeguarding	
17	CAP1732 Surveys	Airfield Operations / Developments and Safeguarding	
18	RFFS Procedures	Airfield Operations / Head of Airport Fire and Rescue Service	Aircraft Accidents Domestic Fires Facilities, Equipment and Personnel Maintenance of Competency Scheme
19	Emergency Contact Details	Resilience / Emergency Planning Manager	Emergency Contact Points
20	Safe Handling and Storage of Fuel and Dangerous Goods	Airfield Operations / Developments and Safeguarding	Aviation Fuel Management Parking -Flights carrying Explosives Carriage of Electric Mobility Aids
21	Low Visibility Operations	Airfield Operations	
23	Inclement Weather Procedures	Airfield Operations / Head of Airfield Operations	Winter Operations Thunderstorms High Winds
24	Environmental Procedures	Airfield Operations / Head of Airfield Operations	Aircraft Washing/Use of Detergent-Cleaning Materials Accidental Fuel, Oil or Chemical Spills Aircraft De-icing
25	Detention of Aircraft	Airfield Operations / Head of Airfield Operations	
26	Provision of Assisted Travel Service	Terminal Operations / Customer Services	Persons of reduced mobility procedures
27	High Profile Visitors	Airfield Operations	

DOCUMENT END.