



Aerodrome Manual



**London
Stansted
Airport**

DOCUMENT INFORMATION

	London Stansted Airport Aerodrome Manual
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CONTENTS

PART A – GENERAL

PART B – AERODROME MANAGEMENT SYSTEM, QUALIFICATION AND TRAINING REQUIREMENTS

PART C – PARTICULARS OF THE AERODROME SITE

PART D – PARTICULARS OF THE AERODROME SITE REQUIRED TO BE REPORTED TO THE AERONAUTICAL SERVICE

PART E – AERODROME OPERATING POLICIES AND PROCEDURES.



Part A
General

TABLE OF CONTENTS

PART A – GENERAL

1.	STATEMENT BY THE ACCOUNTABLE MANAGER	1
2.	PURPOSE AND SCOPE OF THE MANUAL	2
3.	MANUAL STRUCTURE	2
4.	LEGAL REQUIREMENTS.....	2
5.	DISTRIBUTION POLICY AND PROCEDURE.....	2
6.	PROCEDURE FOR AMENDMENTS.....	2
7.	RECORD OF AMENDMENTS	3
8.	GLOSSARY	4
9.	ACRONYMS.....	6
10.	BIBLIOGRAPHY	8
11.	NAME AND ADDRESS OF THE AERODROME.....	10
12.	NAME AND ADDRESS OF THE CERTIFICATE HOLDER	10
13.	LEGAL POSITION REGARDING AERODROME CERTIFICATION.....	10
14.	CONDITIONS OF USE OF THE AERODROME.....	10
15.	OBLIGATIONS OF THE AERODROME OPERATOR	10
16.	DEVIATIONS FROM CERTIFICATION SPECIFICATIONS	11
17.	KEY POST HOLDERS	11
18.	DEPUTISING FOR ABSENCE	11
19.	MANAGEMENT REPORTING STRUCTURES	13

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1. STATEMENT BY THE ACCOUNTABLE MANAGER

This London Stansted 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. Whilst accountability starts at the top of any organisation, it is essential that all individuals understand their own accountabilities and responsibilities as defined within this manual. This manual contains both Airside Policy Instructions (APIs) and Airside Standing Instructions (ASIs), which hold the same status as Directors Notices (DNs). All personnel must follow these instructions.

This manual is distributed to all Airport departments that have a role in the safe operation of the aerodrome. It is also widely distributed to our aircraft operators and airlines, Ground Service Providers (GSPs), other organisations and relevant stakeholders to provide guidance on airfield operating procedures. Regulatory references are in accordance with 'Regulation (EU) No 139/2014.



Nick Millar
Operations Director (Accountable Manager)

INTRODUCTION

2. PURPOSE AND SCOPE OF THE MANUAL

This manual denotes the management structure that the Airport has in place to ensure a systematic approach to aerodrome operations. Its principal objective is to show how Airport management shall fulfil their safety accountabilities and responsibilities. It contains relevant policies, standards and procedures by which this shall be achieved. It ensures that personnel, regardless of organisation are fully informed as to their duties and responsibilities.

Safe working practices clearly define organisational safety aims, chain of command and accountability or responsibility as applicable. By clearly defining the safe working practices and accepting accountability or responsibility, safe operations can be maintained with tasks assigned to reflect the authority and expertise required for those tasks.

3. MANUAL STRUCTURE

Regulation (EU) No 139/2014 ADR.OR.E.005 denotes the required content of an Aerodrome Manual. A significant part of this requirement is contained within this manual, but to avoid duplication of information, where other Airport documentation provides the required information, then this manual shall cross-refer to those documents as applicable.

4. LEGAL REQUIREMENTS

The Airport is required to maintain an Aerodrome Manual in accordance with Regulation (EU) No 139/2014 ADR.OR.E.005. This manual complies with all requirements and obligations as placed upon the Airport by the CAA.

5. DISTRIBUTION POLICY AND PROCEDURE

This manual shall be published on an annual basis, with an effective date that shall be promulgated by way of an Information Notice (IN). It is distributed electronically to the CAA and to a list of recipients representing organisations involved with the operation of aircraft and supporting services. This manual is made available via the London Stansted Airport Website, the free airport community app and internally. Hard copies are not produced by the Airport but may be printed by organisations at their discretion; these copies are not controlled.

6. PROCEDURE FOR AMENDMENTS

This manual is a live document, which is maintained to include the most up to date information possible, whilst being a single document. Amendments, unless a meaningful change, shall be incorporated on an annual basis. Amendments shall be made by way of a Supplementary Instruction (SI), e.g. London Stansted Airport Aerodrome Manual Supplementary Instruction 2024/01. Handwritten amendments are strictly prohibited, except where an immediate revision is required in the interest of safety.

Where a complete re-issue of this manual is required, an IN shall be sent to all those on the distribution list, and the latest version number to be used. Information that has been altered will be highlighted in olive green within the document along with a highlighted amendment line in the left margin of the relevant paragraph, thus: **Example Change**.

The issuing of amendments to this manual rests with the Airside Safety and Compliance Manager (ASCM). The responsibility of acting on such amendments rests with the manual holder of that organisation and/or department. The ASCM is responsible for ensuring that this Aerodrome Manual is reviewed and updated annually, including retaining editorial of the content of it. Users of this manual are encouraged to submit amendment requests to the ASCM. Such requests should include the relevant section, reference, subject and

the comments/changes requested. Any changes requested are subject to debate prior to approval and implementation.

7. RECORD OF AMENDMENTS

No.	Detail	Date
1.26	Complete re-issue for 2026 PART A <ul style="list-style-type: none"> • 19.3 Airfield Systems Optimisation Manager PART B <ul style="list-style-type: none"> • 2.1 New Airside Policy • 7.1 Reference shall be made to MAG Group Risk Management Framework • 8.1 Management of Change Plan 10 Safety Performance Monitoring PART C <ul style="list-style-type: none"> • 5.5 Aircraft Stands, Satellite 3 D61L -REMOVED, Remote Stands D70, D70R REMOVED <ul style="list-style-type: none"> • 5.4 Stand facilities • 7.2. Runway Lighting 7.2.1. General Runway and Taxiway Lighting is LED • 7.3. Taxiway Lighting 7.3.1. General All Taxiway Lighting is LED. PART D 14.9 Radio Communication 15 Variations PART E ASI Policy - review ASI 014 4.3 ASI 014 4.4 ASI 014 4.6 ASI 015 - Section 1 ASI 017 - Complete document ASI 020 Airside Auditing paragraph 4. ASI 024 Adverse Weather 4.5 Extreme temperatures ASI 034 - Airside Recognition and Infringement scheme ASI 035 Stand Allocation section 3 ASI 036 Apron Management section 3.2 ASI 044 Airside Driving 5.1 ASI 045 Airside Vehicle and Equipment Standards 3.4,4.4,4.5 ASI 046 Emergency Planning and Response	April 2026

8. GLOSSARY

Term	Definition
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 either 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 designated geographical location of an 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.
Balked Landing	A landing manoeuvre that is unexpectedly discontinued at any point below the obstacle clearance altitude/height (OCA/H).
Barrette	Three or more aeronautical ground lights closely spaced in a transverse line so that from a distance they appear as a short bar of light.
Certification Specifications	The technical standards adopted by the European Aviation Safety Agency indicating means to show compliance with Regulation (EC) No 2018/1139 and its Implementing Rules and which can be used by an organisation for the purpose of certification.
Clearway	A defined rectangular area on the ground or water under the control of the appropriate entity selected or prepared as a suitable area over which an aeroplane may make a portion of its initial climb to a specified height.
Critical Area	An area of defined dimensions extending about the ground equipment of a precision instrument approach within which the presence of vehicles or aircraft will cause unacceptable disturbance of the guidance signals.
Defined Distances	The Defined Distance or scenario upon which a runway incursion is deemed to have occurred. (As per MATS Part 1 definitions table)
De-icing/anti-icing facility	A facility where frost, ice, or snow is removed (de-icing) from the aeroplane to provide clean surfaces, and/or where clean surfaces of the aeroplane receive protection (anti-icing) against the formation of frost or ice and accumulation of snow or slush for a limited period of time.
De-icing/anti-icing pad	An area comprising an inner area for the parking of an aeroplane to receive de-icing/anti-icing treatment and an outer area for the manoeuvring of two or more mobile de-icing/anti-icing equipment.
Frangibility	The ability of an object to retain its structural integrity and stiffness up 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.
Frangible object	An object of low mass designed to break, distort or yield on impact so as to present the minimum hazard to aircraft.
Graded Area	That part of the runway strip cleared of all obstacles, except for specified items and graded, intended to reduce the risk of damage to an aircraft running off the runway.
Holding Bay	A defined area where aircraft can be held, or bypassed to facilitate efficient surface movement of aircraft.
Intermediate Holding Position	A designated position intended for traffic control at which taxiing aircraft and vehicles should stop and hold until further cleared to proceed when so instructed by the aerodrome control tower.
Manoeuvring Area	That part of an aerodrome to be used for the take-off, landing and taxiing of aircraft, excluding aprons.
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 the apron(s).

Obstacle Free Zone	The airspace above the inner approach surface, inner transitional surfaces, and balked landing surface and that portion of the strip bounded by these surfaces, which is not penetrated by any fixed obstacle other than a low-mass and frangibly mounted one required for air navigation purposes.
Obstacle Limitation Surface	A surface that defines the limits to which objects may project into the airspace.
Obstacle Protection Surface	A surface established for visual approach slope indicator system above which objects or extensions of existing objects shall not be permitted except when, in the opinion of the appropriate authority, the new object or extension would be shielded by an existing immovable object.
Precision Approach Runway (CAT I)	An instrument runway served by non-visual aids and visual aids, intended for operations with a decision height (DH) not lower than 60m (200ft) and either a visibility not less than 800 m or a runway visual range (RVR) not less than 550m.
Precision Approach Runway (CAT II)	An instrument runway served by non-visual aids and visual aids intended for operations with a decision height (DH) lower than 60m (200ft) but not lower than 30m (100ft) and a runway visual range (RVR) not less than 300m.
Precision Approach Runway (CAT IIIB)	An instrument runway served by non-visual aids and visual aids to and along the surface of the runway and intended for operations with a decision height (DH) lower than 15m (50ft), or no decision height and a runway visual range (RVR) less than 175m but not less than 50m).
Rapid Exit Taxiway	A taxiway connected to a runway at an acute angle and designed to allow landing aeroplanes to turn off at higher speeds than are achieved on other exit taxiways thereby minimising runway occupancy times.
Runway	A defined rectangular area on a land aerodrome prepared for the landing and take-off of aircraft.
Runway End Safety Area	An area symmetrical about the extended runway centre line 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/MLS critical/sensitive area at which taxiing aircraft and vehicles should stop and hold, unless otherwise authorised by the aerodrome control tower.
Runway Protected Area	The physical surface of the runway, the Cleared and Graded Area, plus any taxiways from the runway edge to the holding point appropriate to the type of runway promulgated.
Runway Strip	A defined area including the runway and stop way, if provided, intended to reduce the risk of damage to aircraft running off a runway and to protect aircraft flying over it during take-off or landing operations.
Taxiway	A defined path on a land aerodrome established for the taxiing of aircraft and intended to provide a link between one part of the aerodrome and another
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.
Threshold	The beginning of that portion of the runway usable for landing.
Touchdown Zone	The portion of a runway, beyond the threshold, where landing aeroplanes are intended to first contact the runway.

9. ACRONYMS

AAIB	Air Accidents Investigation Branch
ACL	Airport Co-ordination Limited
ADR	Aerodrome
ACM	Airfield Control Manager
ACN	Aircraft Classification Number
ADP	Airside Driving Permit
AFRS	Airport Fire and Rescue Service
AFTN	Aerodrome Fixed Telecommunications Network
AGL	Aeronautical Ground Lighting
AIN	Airside Infringement Notice
AIS	Aeronautical Information Service
ALARP	As Low As Reasonably Practicable
AltMoC	Alternative Means of Compliance
AOL	Airside Operators Licence
AMC	Acceptable Means of Compliance
AMSL	Above Mean Sea Level
ANO	Air Navigation Order
ANSP	Air Navigation Service Provider
AOB	Airport Operators Board
AOM	Airside Operations Manager
AODM	Airside Operations Duty Manager
API	Airside Policy Instruction
APPS	Approach Slope
ARP	Aerodrome Reference Point
ASCM	Airside Safety and Compliance Manager
ASDA	Accelerate Stop Distance Available
ASI	Airside Standing Instruction
ASOG	Airside Safety and Operations Group
ATC	Air Traffic Control
ATE	Air Traffic Engineering
ATCO	Air Traffic Control Officer
AVP	Airside Vehicle Permit
BA	Breathing Apparatus
BPR	Bypass Ratio
BC&R	Business Continuity & Resilience Team
CAA	Civil Aviation Authority (UK)
CAP	Civil Aviation Publication
CEO	Chief Executive Officer
CAT	Category
CCC	Combined Control Centre
CS	Certification Specification
DfT	Department for Transport
DN	Director's Notice
EA	Environmental Agency
EASA	European Aviation Safety Agency
EC	European Council
FOD	Foreign Object Debris
GHA	Ground Handling Agent
GHL	Ground Handling Licence
GM	Guidance Material
GRF	Global Reporting Format

GSE	Ground Service Equipment
HEE	Head of External Engineering
HOA	Head of Airside
HOBBCR	Head of Business Continuity and Resilience
HOFRS	Head of Fire and Rescue Service
ICAO	International Civil Aviation Organisation
ILS	Instrument Landing System
ITHP	Intermediate Taxiway Holding Point
LDA	Landing Distance Available
LOP	Local Operating Procedure
LVP	Low Visibility Procedures
MAG	Manchester Airports Group
MEHT	Mean Eye Height over Threshold
METAR	Meteorological Actual Report
MD	Managing Director
Met Office	Meteorological Office
MOR	Mandatory Occurrence Report
NATS	National Air Traffic Services
NOTAM	Notice to Airmen
OJ	Official Journal of the European Union
OLS	Obstacle Limitation Surface
OPS	Operations
OR	Operator Requirements
PAPI	Precision Approach Path Indicator
PBB	Passenger Boarding Bridge
PCN	Pavement Classification Number
PPE	Personal Protective Equipment
RESA	Runway End Safety Area
RFFS	Rescue and Fire Fighting Services
RHP	Runway Holding Point
RPE	Respiratory Protective Equipment
SEG	Stand Entry Guidance
SMS	Safety Management System
SPI	Safety Performance Indicator
SPO	Safety Performance Objective
SARG	CAA Safety and Airspace Regulation Group
SLT	Senior Leadership Team
SRB	Safety Resilience Board
SRG	Safety Resilience Group
STAL	Stansted Airport Limited
StnM	Station Manager
TLOF	Touch Down and Lift Off Point
TOCS	Take-Off Climb Surface
TODA	Take-off Distance Available
TORA	Take-off Run Available
TRA	Task Resource Analysis
TTS	Track Transit System
UK AIP	Aeronautical Information Publication
ULD	Unit Load Device
VCR	Visual Control Room
WM	Watch Manager

10. BIBLIOGRAPHY

- ICAO Annex 13 – Aircraft Accident and Incident Investigation
- ICAO Annex 14, Vol I – Aerodrome Design and Operation
- ICAO Annex 19 – Safety Management
- ICAO Document 8643 – Aircraft Type Designators
- ICAO Document 9261 – Heliport Manual
- ICAO Document 9640 – Manual of Aircraft Ground De-icing and Anti-icing Operations
- ICAO Document 9835 – Manual on the Implementation of ICAO Language Proficiency Requirements
- ICAO Document 9859 – Safety Management Manual
- Regulation (EC) 785/2004
- Regulation (EU) 185/2010
- Regulation (EU) 996/2010
- Regulation (EU) 965/2012
- Regulation (EU) 139/2014
- Regulation (EU) 376/2014
- Regulation (EU) 2015/1018
- Regulation (EU) 2018/1139
- Health and Safety at Work Act 1974
- Safety Representatives and Safety Committees Regulations 1977
- Health and Safety (First Aid) Regulations 1981
- Aviation Security Act 1982
- Civil Aviation Act 1982
- Airports Act 1986
- Vehicles (Construction and Use) Regulations 1986
- Control of Noise at Work Regulations 2005
- Aviation and Maritime Security Act 1990
- Environmental Protection Act 1990
- Water Industry Act 1991
- Water Resources Act 1991
- Civil Aviation (Investigation of Accidents and Incidents) Regulations 1996
- Health and Safety Consultation with Employees Regulations 1996
- Stansted Airport Byelaws 1996
- Lifting Operations and Lifting Equipment Regulations 1998
- Provision and Use of Work Equipment Regulations 1998
- Management of Health and Safety at Work Regulations 1999
- Dangerous Substances and Explosive Atmospheres Regulations 2002
- Civil Aviation (Insurance) Regulations 2005
- Working at Height Regulations 2005
- Aerodromes (Designation) (Detention and Sale of Aircraft) (England and Wales) Order 2009
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Nao - The Border Force: securing the border 2013
- Air Navigation Order 2016
- CAP 32 – UK Aeronautical Information Publication
- CAP 232 – Aerodrome Survey Information
- CAP 382 – Mandatory Occurrence Reporting Scheme
- CAP 393 – Air Navigation: The Order and the Regulations
- CAP 413 – Radiotelephony Manual
- CAP 493 – Manual of Air Traffic Services Part I
- CAP 637 – Visual Aids Handbook
- CAP 642 – Airside Safety Management
- CAP 670 – Air Traffic Services Safety Requirements
- CAP 683 – The Assessment of Runway Surface Friction for Maintenance Purposes

- CAP 699 – Standards for the Competence of RFFS Personnel
- CAP 700 – Operational Safety Competencies
- CAP 722 – Unmanned Aircraft System Operations in UK Airspace – Guidance
- CAP 736 – Operation of Directed Lights, Fireworks, Toy Balloons and Sky Lanterns
- CAP 738 – Safeguarding of Aerodromes
- CAP 746 – Requirements for Meteorological Observations at Aerodromes
- CAP 772 – Wildlife Hazard Management at Aerodromes
- CAP 781 – Runway Rehabilitation
- CAP 790 – Requirements for an Airside Driving Permit Scheme
- CAP 791 – Procedures for Changes to Aerodrome Infrastructure
- CAP 795 – Safety Management Systems; Guidance to Organisations
- CAP 1054 – Aeronautical Information Management
- CAP 1168 – GM for Organisations, Operations and Design Requirements for Aerodromes
- CAP 1484 - CAA/HSE/HSENI Memorandum of Understanding guidance
- CAP 1732 – Aerodrome Survey Guidance
- CAP2032A00 - Aerodromes Regulation 139/2014
- CAP2032A01 ADR - Aerodromes AMC GM Aerodromes Regulation No 139/2014
- HSG 209 – Aircraft Turnaround
- Joint Inspection Group Guidelines for Aviation Fuel Quality Control and Operation Procedures for Joint Into-Plane Fuelling Services
- Joint Circular issued by the Office of the Deputy Prime Minister (1/2003) on the Safeguarding of Aerodromes, Technical Sites, and Military Explosives Storage Areas
- British Standard BS EN ISO 20471:2013, Class 2 or above – High Visibility Clothing for Professional Use
- London Stansted Airport Emergency Orders – Part 1
- London Stansted Airport Manual of Air Traffic Services Part 2 – Operations
- London Stansted Airport Rescue and Fire Fighting Provision of Service – Task Resources Analysis
- London Stansted Airport Security Programme
- London Stansted Airport Compliance Monitoring Plan
- London Stansted Airport Wildlife Hazard Management Plan
- London Stansted Airport Winter Operations Plan
- Local Operating Procedure STAL-AFRS-CHK-026 – Uniform and PPE Management
- Local Operating Procedure STAL-AFRS-CHK-034 – Equipment Management Procedure
- Local Operating Procedure STAL-AFRS-MPV-037 – Off-Airfield Response
- Local Operating Procedure STAL-AFRS-SOW-021 – Water Supplies
- Local Operating Procedure STAL-AFRS-SOW-032 – Watchroom Procedures
- Local Operating Procedure STAL-AFRS-SOW-056 – Low Visibility Procedures
- Local Operating Procedure STAL-AFRS-SOW-079 – Water Needs Analysis
- Local Operating Procedure STAL-AFRS-TAC-071 – Training and Assessment
- Local Operating Procedure STAL-AFRS-TAC-077 – Maintenance of Competency Scheme
- Local Operating Procedure STAL-AFRS-SOW-013 – Medical Service Procedure
- Manual of Air Traffic Services Part 2 – Operations London Stansted Airport

TECHNICAL ADMINISTRATION

11. NAME AND ADDRESS OF THE AERODROME

Aerodrome Name: London Stansted Airport

Address: Stansted Airport Ltd
Enterprise House
Bassingbourn Road
Stansted Airport
Essex
CM24 1QW

12. NAME AND ADDRESS OF THE CERTIFICATE HOLDER

Address: Stansted Airport Ltd
Enterprise House
Bassingbourn Road
Stansted Airport
Essex
CM24 1QW

13. LEGAL POSITION REGARDING AERODROME CERTIFICATION

13.1. Certification Requirements

Air Navigation Order (ANO) 2016 (as amended) requires that certain flights, particularly Public Transport Flights and Flying Training take place at a certificated aerodrome. The Aerodrome Certificate issued by the UK Civil Aviation Authority (CAA) in accordance with Regulation (EU) No 139/ and provides for Public Transport use of the aerodrome.

13.2. Certification Compliance

Whilst the Managing Director (MD) has overall responsibility for the Airport, the Operations Director (Accountable Manager) is responsible for both aerodrome operations and ensuring that the Airport complies with privileges and conditions attached to its Aerodrome Certificate.

14. CONDITIONS OF USE OF THE AERODROME

Subject to the conditions of the Aerodrome Certificate, nothing shall be taken to confer on any person the right to use the aerodrome without the consent of the certificate holder. The Operations Director shall inform the UK CAA of the times during which the aerodrome is to be generally available for the take-off and landing of aircraft, and of any changes to those times. The terms and conditions for using are available on the Airport website here.

15. OBLIGATIONS OF THE AERODROME OPERATOR

The Airport is a certificated aerodrome for public use by the UK CAA, in accordance with Regulation (EU) No 139/2014, under the name London Stansted. The Aerodrome Certificate number is EGSS-001.

UK CAA Aerodrome Inspectors are authorised in accordance with the relevant statutory provisions to access all areas of the aerodrome for the purposes of inspection. London Stansted Airport personnel shall at all times facilitate audits and inspections by authorised UK CAA compliance authority personnel.

16. DEVIATIONS FROM CERTIFICATION SPECIFICATIONS

As a certificated aerodrome in accordance with Commission Regulation (EU) No 139, the Airport is subject to the Certification Specification and Guidance Material from Aerodrome Design Manual. Where the Airport deviates from the Certification Specifications (CS), it has submitted Safety Assurance Documentation (SAD) to the UK CAA. Further information may be found in Part D, Section 19 – Cases of Exemptions, Derogations and Special Conditions of this manual.

17. KEY POST HOLDERS

Position	Nominated Deputy
Managing Director	Chief Operating Officer
Chief Operating Officer	Operations Director
Operations Director	Head of Airside
Asset Maintenance Director	Head of External Engineering
Head of Airside	Airside Operations Manager
Airside Operations Manager	Airside Operations Duty Manager
Airside Safety and Compliance Manager	Head of Airside
Head of Fire and Rescue Service	Station Manager
Head of Business Continuity & Resilience	Emergency Preparedness Manager

18. DEPUTISING FOR ABSENCE

When personnel with key safety responsibilities are absent from work, it is essential that a competent colleague assumes their safety responsibilities. Any personnel assuming the responsibilities of another must be deemed competent in terms of technical/operational knowledge to do so. A senior manager who, out of necessity, is required to authorise action on behalf of another, but who lacks the relevant competency, must act in accordance with advice from a suitably competent subordinate. Subordinates may be deputised by their manager i.e. the Head of Airside (HOA) (ext. 4080) takes over the responsibilities of the ASCM.

At times where an immediate decision needs to be made, the most senior person available (judged using the organisation charts in this manual) is authorised to make a decision that resolves a temporary situation. At the earliest opportunity, any temporary decisions will be reviewed through the standard formal processes described in this manual and any further action or changes taken as appropriate.

The Senior Leadership Team (SLT) roster ensures that a member of the SLT is available 24 hours a day, 365 days a year. The SLT roster is designed to ensure senior management presence immediately should the situation warrant it. The SLT roster is also aligned to the London Stansted Airport Emergency Orders – Part 1 which take effect should an emergency occur, and therefore ensure that the correct decision makers are in place at all times throughout the incident.

18.1. Long-Term Absence

Should personnel with safety responsibilities remain absent for an extended period (i.e. over four weeks) arrangements shall be made to introduce a temporary position to act up. The position that is temporarily covered would be preceded by the word 'Acting' e.g. Acting Asset Maintenance Director. This temporary post would then assume the full safety responsibilities of the post being covered. Consultations with Human Resources (HR) will precede confirmation of any long-term temporary arrangements. This policy only reflects

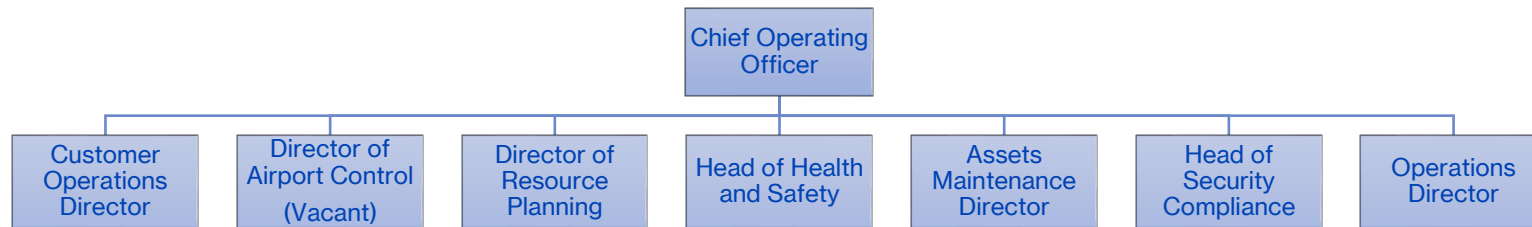
deputising for absence regarding safety responsibilities. Local policies are in place for covering standard items such as meeting attendance, sickness reporting etc.

18.2. Exceptional Circumstances

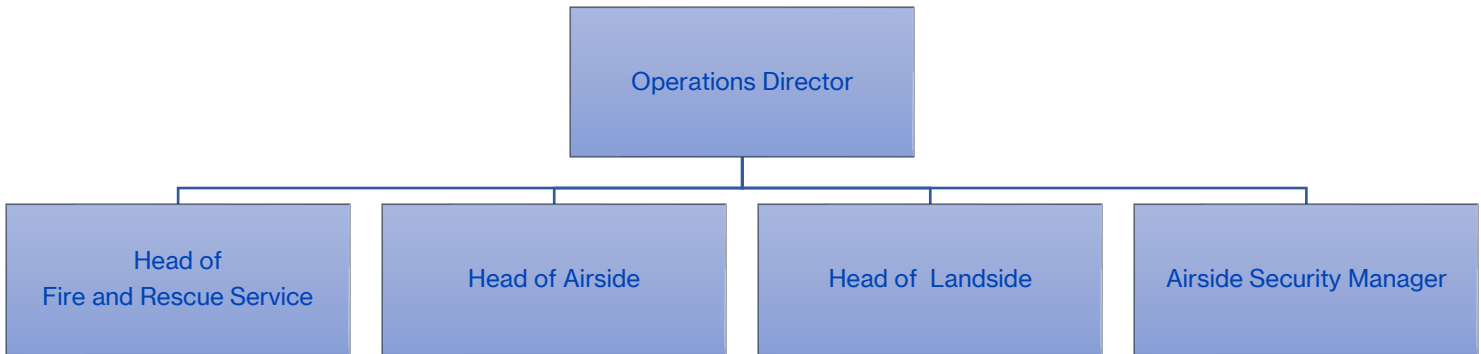
There may be rare occasions where a need arises to carry out operations against set policies for a temporary period; such as during development works. Any temporary procedures shall be carefully assessed, and specific measures put in place to ensure that safety is not compromised. These exceptional circumstances shall require approval from the Operations Director.

19. MANAGEMENT REPORTING STRUCTURES

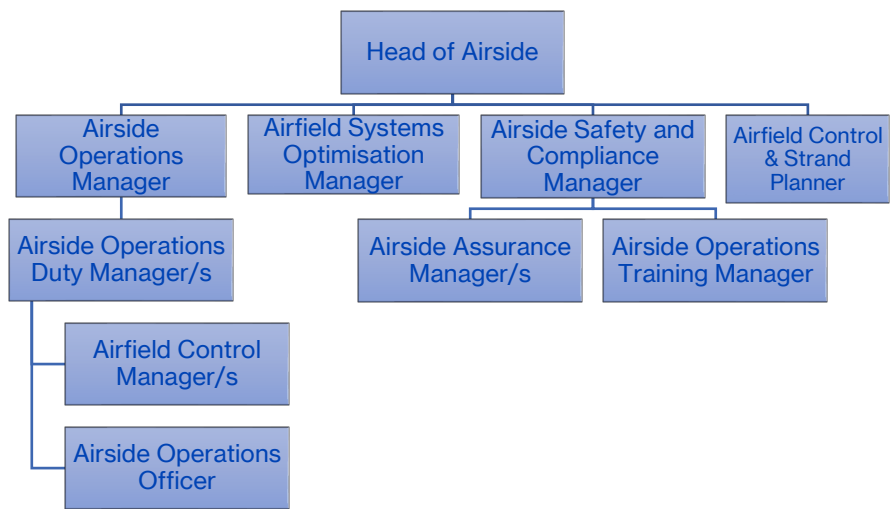
19.1. Airport Operations Senior Leadership Team



19.2. Operations Directorate



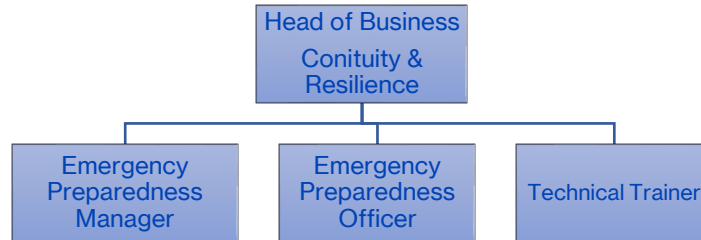
19.3. Airside Operations



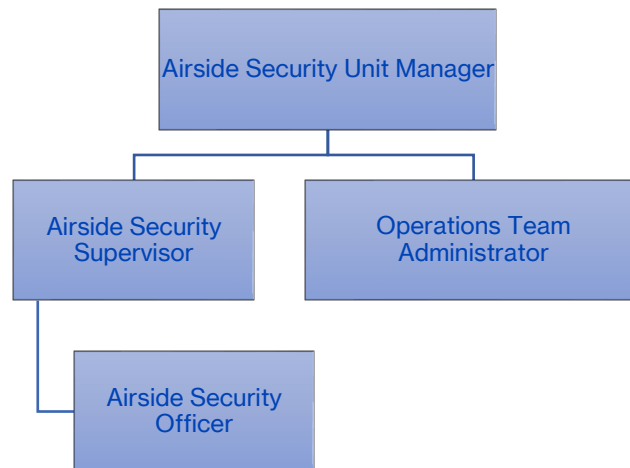
19.4. Airport Fire and Rescue Service



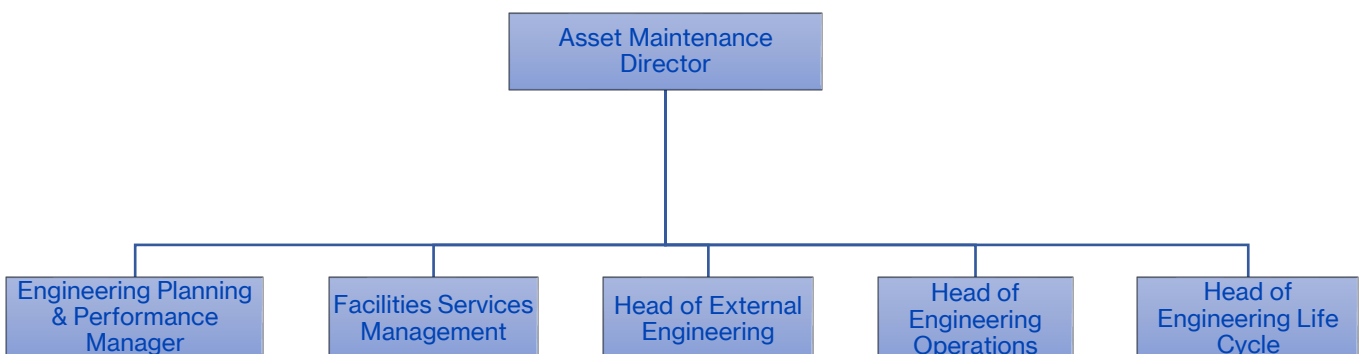
19.5. Business Continuity & Resilience Team



19.6. Airside Security Unit



19.7. Asset Maintenance Services





Part B
Aerodrome Management System,
qualification and training requirements

Contents

1.	OVERVIEW	33
1.1.	Introduction to Safety Management Systems	33
2.	SAFETY ACHIEVEMENT.....	34
2.1.	Airside Safety Policy	34
2.2.	Safety Accountability and Responsibilities	35
2.3.	Key Post Holders.....	35
2.3.1.	Chief Operating Officer	36
2.3.2.	Operations Director (Accountable Manager).....	37
2.3.3.	Asset Maintenance Services Director	38
2.3.4.	Head of Health & Safety	39
2.3.5.	Head of Airside (Safety Manager)	40
2.3.6.	Airside Operations Manager	41
2.3.7.	Airside Safety and Compliance Manager (Compliance Manager).....	42
2.3.8.	Airside Operations Duty Manager.....	43
2.3.9.	Head of Fire and Rescue Service	44
2.3.10.	Station Manager	45
2.3.11.	Head of External Engineering	46
2.3.12.	Head of Engineering Operations.....	47
2.3.13.	Head of Business Continuity & Resilience.....	48
3.	SAFETY COMMITTEES, MEETING AND WORKING GROUPS	50
3.1.	General	50
3.2.	Structure.....	50
3.3.	Group Safety Committees, Meetings and Working Groups	51
3.3.2.	Airport Safety Committees, Meetings and Working Groups.....	51
3.3.3.	Accountable Manager Meeting	52
3.3.4.	Airside Assurance Meeting.....	53
3.3.5.	Airside Safety and Operations Group.....	54
3.3.6.	Flight Operations Committee	55
3.3.7.	Movement Area Safety Team.....	56
3.4.	Attendance to Airport Safety Committees, Meetings and Working Groups	57
4.	EMERGENCY PLANNING	57
5.	SAFETY INTERFACES WITH STAKEHOLDERS	57
5.1.	NATS.....	57
5.2.	Civil Aviation Authority	57

5.3.	External Emergency Services	57
6.	DOCUMENT AND DATA MANAGEMENT	58
6.1.	Types of Documentation	58
6.2.	Document Owners	59
6.3.	Document Issue.....	59
6.4.	Document Amendments	59
6.5.	Changes to Regulatory Documentation	59
6.6.	Aeronautical Data Quality.....	59
6.7.	Recording of Aircraft Movements.....	60
6.7.1.	Slot Allocation	60
6.8.	Storage of Documents and Records	60
7.	HAZARD IDENTIFICATION AND RISK MANAGEMENT	61
7.1.	Risk Management Process.....	61
7.2.	The As Low as Reasonably Practicable Principle	61
7.3.	Definitions and Terminology	62
7.4.	Methodology of Risk Assessment	62
7.4.1.	Definition of Operational Scenarios.....	62
7.4.2.	Hazard Identification	62
7.4.3.	Hazard Assessment	63
7.4.4.	Control and Mitigation	63
7.4.5.	Calculation of Risk	64
7.4.6.	Safety Risk Tolerability and Sign-Off.....	65
7.5.	Review of Safety Risk Assessments.....	65
7.6.	Competence for Carrying out Safety Risk Assessments.....	65
7.7.	Dynamic Risk Assessment	66
8.	CHANGE MANAGEMENT	66
8.1.	Management of Change Plan	66
8.2.	Requirements for a Change Management Process.....	66
8.3.	Change Management Process.....	67
8.4.	Implementation of Recommendations	67
8.5.	Contributing Personnel.....	67
8.6.	Replacement of Key Staff	67
8.7.	References	67
9.	ACCIDENT, INCIDENT, OCCURRENCE AND NEAR-MISS REPORTING AND INVESTIGATION.....	67

9.1.	Initial Actions	68
9.2.	Aircraft Accident and Serious Incident Reporting	68
9.3.	Mandatory Occurrence Reporting	68
9.3.1.	Persons Mandated to Report	69
9.3.2.	Reporting Timescales	69
9.3.3.	Reportable Occurrences	69
9.4.	Voluntary Occurrence Reporting	69
9.4.1.	Voluntary / Anonymous safety reporting	69
9.4.2.	Reporting Timescales	70
9.5.	Collection and Storage of Information.....	70
9.6.	Analysis and Follow-Up.....	70
9.7.	Near Miss Reporting	71
9.8.	Response to Safety Investigations	71
10.	SAFETY PERFORMANCE MONITORING.....	71
11.	SAFETY SEVERITY CATEGORISATION	71
12.	CONTRACTED ACTIVITIES.....	72
12.1.	Instrument Landing System Flight Inspections	72
12.2.	Compass Swing Facility.....	73
12.3.	Aerodrome Survey Data and Treatment of Obstacles	73
12.4.	Wildlife Strike Risk Assessments.....	73
12.5.	Management of Air Traffic Control	73
12.6.	Management of Air Traffic Engineering	73
13.	SAFETY AUDITING.....	73
14.	SAFETY PROMOTION	73
14.1.	Safety Training and Education	73
14.1.1.	Airport Personnel	74
14.1.2.	Organisational Personnel	74
14.2.	Attendance at External Safety Forums and Groups	74
14.3.	Safety Communications.....	74
14.4.	Safety Promotion	75

1. OVERVIEW

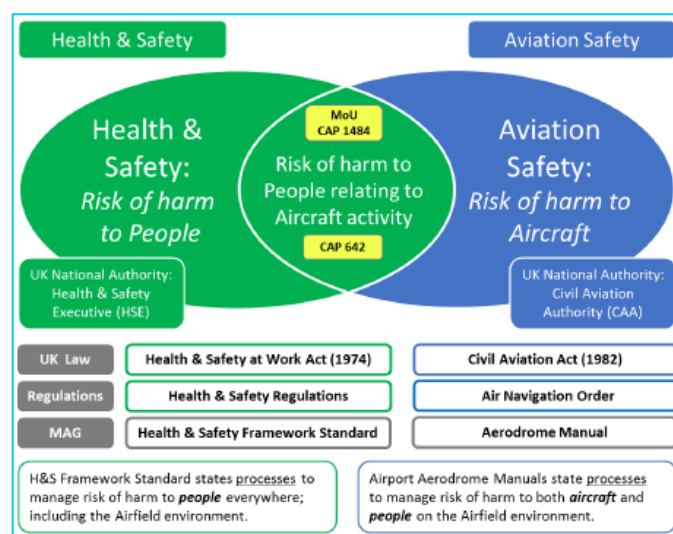
1.1. Introduction to Safety Management Systems

The International Civil Aviation Organisation (ICAO) Doc 9859 – Safety Management Manual defines a Safety Management System (SMS) as ‘a system to assure the safe operation of aircraft through the effective management of safety risk. This system is designed to continuously improve safety by identifying hazards, collecting and analysing data and continuously assessing safety risks. The SMS seeks to proactively contain or mitigate risks before they result in aviation accidents and incidents. It is a system that is commensurate with the organisation’s regulator obligations and safety goals.’

The purpose of this section of the Aerodrome Manual is to document and define the scope of the Airport’s SMS within the context of aerodrome operations and is a key component of the SMS. Whilst the primary aim of the SMS is to ensure the safe operation of aircraft through the management of risk, secondary objectives include but are not limited to:

- At all times remain compliant with both statutory and regulatory requirements;
- Constantly strive for excellence and exceed the minimum requirements placed upon it;
- Maintain a positive and pro-active safety culture, driven by effective leadership;
- Demonstrate good corporate practices regarding the operation of the aerodrome;
- Meet the requirements of aircraft operators and airlines, and;
- Improve levels of confidence and assurance from third party organisations.

The SMS applies not only to personnel employed by the Airport, but also the personnel employed by organisations operating airside and providing contracted activities. To achieve the highest levels of safety, the Airport shall develop and apply a systematic approach to safety, including a safety policy and associated objectives, which shall apply to all personnel working airside. Airside is also 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.



2. SAFETY ACHIEVEMENT

2.1. Airside Safety Policy

Airside Safety Policy

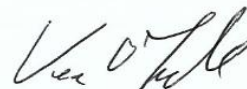


MAG believes that nobody should be harmed by our business. Aviation operations can be hazardous. Risks must be managed, and safety will be embedded in our business thinking.

The Manchester 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 staff their responsibilities for the delivery of airside safety performance.
5. Ensure that all our staff are provided with adequate and appropriate training, are competent in safety matters, and are only allocated tasks commensurate with their skills.
6. Ensure that sufficient resources are available to implement our safety policies and activities.
7. Demonstrate and provide leadership across third parties and contracted activities to minimise the risks associated with airside and airspace operations.
8. Operate a safety risk management process to ensure that Operations safety risks are reduced to be As Low as Reasonably Practicable (ALARP).
9. Ensure that externally supplied systems and services that impact upon the safety of our operations meets appropriate safety standards.
10. Audit, record, and review our safety performance against realistic objectives and/or targets, take appropriate action when required, and establish continuing improvement.
11. 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.
12. 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.



Ken O'Toole
MAG Group Chief Executive

16th April 2025

Policy Document: Airside Safety Policy V2.1
Policy ExCo Owner: Rad Taylor, Aerodrome and Landside Director, Nick Millar, Operations Director & Simon Hinchley, Operations Director

2.2. Safety Accountability and Responsibilities

This manual denotes the management structure that the Airport has in place to ensure a systematic approach to aerodrome operations. Its principal objective is to show how Airport management shall fulfil their safety accountabilities and responsibilities. Safe working practices are defined by clear organisational safety aims, chain of command and personal accountability or responsibility as applicable. By clearly defining the safe working practices and assigning personal accountability or responsibility, safe operations can be maintained with tasks assigned to reflect the authority and expertise required.

2.3. Key Post Holders

Role
Managing Director
Chief Operating Officer
Operations Director (Accountable Manager)
Assets Maintenance Services Director
Director of Airport Control
Head of Health and Safety
Head of Airside (Safety Manager)
Airside Operations Manager
Airside Safety and Compliance Manager (Compliance Manager)
Airside Operations Duty Manager
Head of Fire and Rescue Service
Station Manager (AFRS)
Head of Engineering Operations
Head of External Engineering
Head of Business Continuity and Resilience

2.3.1. Chief Operating Officer

Safety Accountability

Reporting to the Managing Director (MD) the Chief Operating Officer (COO) has overall responsibility for passengers, visitors and employees at the Airport. The incumbent has overall responsibility for the safety strategy, consultation, facilitation and monitoring role for the Airport's business partners, suppliers and service providers.

Key Safety Responsibilities

- Ensure that relevant safety significant issues are brought to the attention of the Executive Committee;
- Ensure the Airport's operation is sufficiently resourced to meet the requirements of maintaining the Aerodrome Certificate;
- Promote and endorse a just culture throughout the whole organisation which creates an environment that allows employees to report all incidents and safety concern;
- Ensure that full consideration is given to maintain safety in changes to the Airport's organisational structure, business processes and physical infrastructure, and;
- Ensure that all key post holders are aware of their safety responsibilities.

2.3.2. Operations Director (Accountable Manager)

Safety Accountability

The Operations Director (Accountable Manager) is accountable for defining, deploying and monitoring the Airport's compliance process to enable the Airport to have safety focused plans and compliance regimes. The incumbent also has a responsibility in supporting the COO to comply with their legal duties.

Key Safety Responsibilities

- To ensure that all necessary resources are available to operate the aerodrome in accordance with the Aerodrome Manual, and where a reduction in the level of resources or abnormal circumstances which may affect safety occur, that corresponding reduction in the level of operations at the aerodrome is implemented as required;
- To ensure that the safety policy is established, implemented and promoted;
- To ensure compliance with relevant regulations, certification criteria and the Airport's SMS;
- To take a leadership role in the Airport's safety programmes, ensuring the provision of systems which ensure that safety never becomes subordinate to financial matters;
- To champion safety in general terms at the Airport board, and in particular the Senior Leadership Team (SLT) SMS standard;
- To ensure that safety objectives are set for the Airport;
- To ensure that operational directorate department policies, procedures, standards and practices contribute to the safety policy and the SMS overall;
- To appoint safety conscious direct and functional direct reports, monitoring their performance and ensure that safety is given the highest priority within all training and development plans;
- To ensure that Airport business plans for operational functions are sufficiently resourced to achieve compliance with the safety policy and the SMS overall;
- To ensure proper liaison takes place on the activities of the Police and Her Majesty's Armed Forces is so far as their shared risk activities fall under the jurisdiction of the COO, and;
- To liaise with National Air Traffic Services (NATS) on the provision of Air Traffic Control (ATC) services to achieve a safe, orderly flow of aircraft in the air and on the ground.

2.3.3. Asset Maintenance Services Director

Safety Accountability

The Asset Maintenance Services Director is responsible for defining, deploying and management of the Asset Maintenance department. The incumbent also has a responsibility in supporting the COO to comply with their legal responsibilities.

Key Safety Responsibilities

- To take a leadership role in the Asset Maintenance Team's safety programmes which ensure that safety never becomes subordinate to financial matters;
- To appoint safety conscious direct reports, monitoring their performance and ensuring that safety is given the highest priority within all training and development plans;
- To ensure that the business plan for the Engineering Team is sufficiently resourced to achieve compliance with the safety policy and the SMS;
- To ensure that the departments policies, procedures, standards and practices support the development of the SMS, and;
- To ensure that the Airport has adequate systems, procedures and resources in place for the planning, co-ordination, control and oversight of work in progress.

2.3.4. Head of Health & Safety

Safety Accountability

Reporting to the COO the Head of Health & Safety (HOHS) is to provide leadership and strategic direction on health and safety for London Stansted Airport and that Health & Safety issues are properly integrated in all business processes, and supported by an effective health & safety team.

Key Safety Responsibilities

- To provide assurance and advice to the Chief Operating Officer regarding the Health and Safety performance of the airport.
- Setting & driving the development and implementation of Health and Safety strategies, policies & procedures, meeting the requirements of ISO 45001 Occupational Health & Safety Management System and the Fire Safety Order.
- Leadership, guidance and direction in H&S best practice to senior management teams including Legal Compliance.
- Manage the Risk Governance process to report and challenge H&S performance. Identify risk, resolve and continually driving improvement in H&S management.
- Develop, maintain and ensure delivery of a Health & Safety Risk Register in line with the risk management system and implement training material to raise H&S awareness among all staff, and improve management understanding of H&S responsibilities
- Develop a proactive, visible and engaged H&S team that meets the needs of the business in achieving operational H&S excellence
- Engage external stakeholders and regulators to optimise the H&S performance and enhance the reputation of STN.

2.3.5. Head of Airside (Safety Manager)

Safety Accountability

Reporting to the Operations Director, the Head of Airside (HOA) is responsible for the development of the SMS for the control of airside risks. The HOA is responsible for the management of the airside development plan to ensure that the plan is implemented in a co-ordinated and safe manner and does not adversely impact upon capacity or safety.

Key Safety Responsibilities

- To ensure that airside policies, procedures, standards, projects and practices meet the development of the SMS;
- To appoint safety conscious direct and functional direct reports airside, monitoring their performance and ensure that safety is given the highest priority within all training and development plans;
- To manage staff and resources to ensure compliance with standards and recommended practices in accordance with the Aerodrome Certificate and CAA documentation;
- To ensure the safety and serviceability of the aprons and other facilities;
- To ensure that all airside incidents and emergency events are investigated and reviewed, risk controls assessed, and that learning is incorporated;
- To ensure effective communication on all safety related issued, policy and procedures with the airside community through the establishment of daily protocols, promulgation of information and establishment of safety focused committees, ensuring that information regarding aerodrome status and condition is promulgated;
- To oversee the interaction of aircraft servicing operations during the turnaround and other related activities ensuring that procedures are maintained for Airside Driving and Airside Vehicle Permits (AVPs);
- To ensure that the Airport has adequate systems, procedures and resource in place for the planning, co-ordination, control and oversight of work in progress, and;
- To ensure that monitoring and review processes are in place to ensure flight safety is not compromised by on or off aerodrome developments.

2.3.6. Airside Operations Manager

Safety Accountability

Reporting to the HOA, the Airside Operations Manager (AOM) is responsible for the overall efficiency of Airside Operations. This is achieved through the effective management of Airside Operations.

Key Safety Responsibilities

- Management of staff and resource to ensure compliance with, and maintenance of, airside safety standards and recommended practices in accordance with the Aerodrome Certificate;
- Ensure training is carried out in accordance with Commission Regulation (EU) No 139/2014 ADR.OR.D.017 (as amended);
- Prepare, submit and manage Airside Operations business plans, ensuring sufficient resources are available to cover eventualities relating to the SMS, and;
- To liaise with, airlines, airport agencies, external emergency services and other bodies to achieve effective co-operation in all areas, not least of all safety.
- Attend, contribute and where applicable chair relevant safety committees;

2.3.7. Airside Safety and Compliance Manager (Compliance Manager)

Safety Accountability

Reporting to the HOA, the Airside Safety and Compliance Manager (ASCM) is responsible for and has oversight of all aspects of airside operations which impact on the maintenance of the Aerodrome Certificate, MAG standards and those of other regulatory organisations.

Key Safety Responsibilities

- Ensure that the Aerodrome Manual is maintained in accordance with Commission Regulation (EU) No 139/2014. ADR.OR.E.005 (as amended);
- Ensure that aeronautical information is promulgated in a timely and accurate manner through the UK Aeronautical Information Publication (AIP) and other relevant publications as per CAP 1054 – Aeronautical Information Management;
- Ensure that relevant airside safety and operational information is promulgated through relevant notification procedures;
- Ensure compliance with the conditions of the Aerodrome Certificate and variations lodged with the UK Civil Aviation Authority (CAA);
- Manage the development of changes to the aerodrome;
- Manage the compliance monitoring activities as per ADR.OR.D.015(b)(11);
- Manage the performance of third-party organisations operating airside through the Ground Handling Licence (GHL) and Airside Operator Licence (AOL) schemes;
- Attend, contribute and where applicable chair relevant safety committees;
- In consultation with the HOA, set safety performance objectives to be achieved by Airside Operations;
- Develop and implement strategies to reduce operational accidents and incidents;
- Investigate all significant incidents thoroughly in accordance with MAG standards, ensuring that appropriate follow-up action is taken;
- Monitor on-going safety performance through safety governance forums, direct and implement actions to achieve safety performance objectives;
- Establish and maintain policies and procedures in relation to on-going competencies of Airside Operations personnel in accordance with CAP 700 – Operational Safety Competencies and other relevant publications, and;
- Promote a just safety culture airside through liaison and engagement with third parties.

2.3.8. Airside Operations Duty Manager

Safety Accountability

Reporting to the AOM, the Airside Operations Duty Manager (AODM) is responsible for the safe operation, availability and status of the aerodrome. The AODM is the operational line manager for Airside Operations. Individual AODMs maintain responsibility for their respective areas including Aeronautical Ground Lighting (AGL), Airside Operations Development and Wildlife Hazard Strike Reduction.

Key Safety Responsibilities

- To manage staff and resources to ensure compliance with, and maintenance of, airside safety standards and recommended practices in accordance with the requirements of the Aerodrome Certificate, CAA documentation, the London Stansted Airport Byelaws 1996 (as amended), Aerodrome Manual and Directors Notices (DNs);
- To appoint safety conscious direct reports, monitoring their performance and ensure that safety is given the highest priority within all training and development plans;
- To ensure the safety of aircraft during the turnaround process by liaising with all airside users and agencies, especially when affected by adverse weather conditions, equipment unserviceability, incidents/emergencies or other disruptions;
- To approve airside works permits, monitor and control all airside works activities;
- To serve as the operational liaison between Air Traffic Control (ATC), control authorities, emergency services, airline management and other operational managers to ensure effective communications and the best use of facilities;
- To ensure airside procedures, equipment, facilities and training meet aerodrome and legal licence requirements;
- To ensure that processes are in place to review all operational data affecting the safety of flight and aerodrome user safety which enables the promulgation of critical safety information, and;
- To detain aircraft in accordance with the rules and procedures relating to the reason for the detention of the aircraft.

2.3.9. Head of Fire and Rescue Service

Safety Accountability

Reporting to the Operations Director, the Head of Fire and Rescue Service (HOFRS) is responsible for compliance to CAA aerodrome certification and regulatory requirements for Rescue and Fire Fighting Services (RFFS), as well as the overall efficiency of the RFFS provision. This is achieved through the effective management of the Airport Fire and Rescue Service (AFRS).

Key Safety Responsibilities

- Management of staff and resources to ensure compliance with, and maintenance of, rescue and firefighting standards and recommended practices in accordance with the Aerodrome Certificate;
- Ensure training is carried out in accordance with UK Reg. (EU) No. 139/2014. ADR.OPS.B.010(b)-(e) (as amended) and AFRS Local Operating Procedure (LOP) STAL-AFRS-TAC-071 – Training and Assessment;
- Prepare, submit and manage AFRS business plans, ensuring sufficient resources are available to cover eventualities relating to the SMS;
- Ensure that AFRS policy, procedures, equipment, facilities meet aerodrome and legal compliance requirements;
- To liaise with airlines, airport agencies, external emergency services and other bodies to achieve effective co-operation in all areas, not least of all safety;
- To develop policies and standards to ensure the Airport meets regulatory, legislative and business requirements, working with internal and external stakeholders to ensure a fully integrated training plan is developed;
- To provide in accordance with regulatory requirements and agreed standards that enables the business to maintain its certificate to operate;
- To work closely with stakeholders, business partners and control authorities to ensure a clear understanding of each other's goals and operational constraints and to encourage best practice to achieve high standards of departmental services;
- To ensure that contingency plans are in place and which can effectively manage a reasonably conceivable scenario that might affect the AFRS operation;
- To ensure an AFRS training plan is developed and managed to ensure compliance to all regulatory requirements and to ensure team training and developments support AFRS growth and personal development needs;
- To lead and motivate reports to ensure skills and competencies of the team are constantly developed to meet the needs of the AFRS and wider business. Ensuring that the required resource is deployed consummate with effectively and efficiently achieving the AFRS purpose and function;
- To develop robust auditing systems and processes for ensuring compliance with AFRS training standard and policies at local management levels;
- Follow up any safety targets set by the Operations Director (Accountable Manager), and;
- Carry out tours and inspections of the Fire Station on a minimum of a quarterly basis.

2.3.10. Station Manager

Safety Accountability

Reporting to the HOFRS, the Airport Fire and Rescue Service (AFRS) AFRS Station Manager (StnM) is responsible for the day-to-day operation of the Watch and compliance with processes and systems. The StnM shall assist in the development and planning of local fire service policy, procedures and working practices, implementing policy and procedures to maintain day-to-day compliance within the AFRS.

Key Safety Responsibilities

- To manage and maintain control of an incident in emergency situations by acting as the incident commander, liaising with internal/external bodies in accordance with laid down regulations/procedures, identifying the extent of the incident and area to be cordoned off, identifying sectors to be resourced, mitigating risks, issuing instructions and effectively deploying all resources at the incident in order to save life and preserve property;
- To review and update the training plan in response to strategic objectives/business needs ensuring the delivery of training to deadlines by accessing data and developing a training schedule looking up to three months ahead, allocating time against resource availability to ensure compliance with the AFRS training and assessment framework, and;
- To assess individuals and verify assessment undertaken by others in line with the AFRS training and assessment technical competency framework in accordance with the training plan, recording assessment data, verifying on a monthly basis that the processes and requirements of the framework are followed properly and consistently at the station to ensure that individuals are competent to perform the required duties and that a certification of competence is maintained for the required levels.
- Develop contingency plans, systematically reviewing and developing risk assessments, utilising the risk register, being aware of the key risks to the business, complying with the mitigation practices in the risk register and taking a lead safety role both on and off of the station to ensure that self, colleagues and customers are not put at risk and health and safety and the environment are given the highest priority in order to protect the business.
- Provide an area of expertise to monitor and communicate the imposition and implementation of new and evolving legislation, statutory requirements and company policies. Developing guidance to support local implementation.
- Development, monitoring and review of competence and standards for ensuring an optimal means of compliance with CAA regulation in accordance with the accepted Airport MOCS at all levels for Fire Fighter, Supervisor and Manager, and;
- Manage and develop direct relationships with the industry regulator to influence the development of requirements to assure compliance and mitigate risk.
- To review and report the status of achievement against the published Maintenance of Competency Scheme.

2.3.11. Head of External Engineering

Safety Accountability

Reporting to the Assets Maintenance Services Director, the Head of External Engineering (HEE) is responsible for all aspects of the External Engineering Team's day-to-day maintenance delivery across the Airport. Civil Operations, Grounds Maintenance, Motor Transport, Airfield Engineering, Waster and Drainage, Fuel Storage Contracts.

Key Safety Responsibilities

- To appoint safety conscious direct and functional direct reports within Engineering, monitoring their performance and ensure that safety is given the highest priority within all training and development plans;
- To deliver a compliant and efficient maintenance service which encompasses best practice and continuous improvement across the Airport;
- To review, develop and implement policies, processes and standards for the delivery of maintenance;
- To ensure that all statutory maintenance of Airport assets is delivered on-time, and;
- To manage staff and resources to ensure compliance, and maintenance of, engineering standards and recommended practices.

2.3.12. Head of Engineering Operations

Safety Accountability

Reporting to the Assets Maintenance Services Director, the Head of Engineering Operations (HEO) is responsible for the effective management of the Engineering Operations, Terminal Shift teams, Electrical Engineering, TTS, LEPC, PBB. Individual EOMs maintain responsibility for their respective areas including Airfield Ground Lighting (AGL), Baggage, Track Transit System (TTS) and Terminal Facilities.

Key Safety Responsibilities

- To ensure that the skills and competencies of the maintenance team are constantly developed to meet the needs of the Engineering team and the wider Airport business;
- To ensure the effective and efficient achievement of operational availability targets in accordance with any relevant established Service Quality Regime (SQR) or KPIs;
- To continuously explore new ways to improve delivery to customers and through this achieve excellence in operational efficiency and effectiveness;
- To organise and control the engineering aspects of the Airport, and ensure that staff are effectively deployed to areas of maximum need throughout the shift to meet operational needs;
- To ensure the provision of expert engineering management, advice and leadership where appropriate in Airport incidents to minimise disruption to the business and ensure the safety of Airport users, and;
- To ensure that resource deployment is managed in accordance with resource forecasts, and that attendance, skills and familiarities are accurately recorded and that all work scheduling is effective.

2.3.13. Director of Airport Control

Safety Accountability

Reporting to the Chief Operating Officer, the Director of Airport Control (DAC) has direct responsibility for strategic oversight and leadership of operational resilience and business continuity planning and preparedness at Stansted Airport; including the airports Emergency Planning and Response process and procedures, and the ongoing maintenance of the Stansted Airport Emergency Orders. The Director of Airport Control (DAC) also has on-the-day oversight responsibility for all aspects of Stansted's operation, including safety, through leadership of the Airport Duty Managers and the Airport's Combined Control Centre (CCC).

Key Safety Responsibilities

- Accountable for delivery of business continuity and emergency planning activities.
- Accountable for delivery of safe and compliant operations and supporting strategy implementation.
- Liaise with all stakeholders and business partners, promoting a CI culture.
- Provide principal first line control of emergency incidents and accidents through effective provision of associated services in the Combined Control Centre (CCC).
- Drive operational resilience through strategies and plans for the overall airport.
- Ensure that operating procedures and protocols are updated to address safety, security, compliance and risk.
- Ensure that business continuity plans are in place for the airport to respond to abnormal events; lead team to execute alongside established practices including develop operational playbooks, conduct rehearsals etc.
- Collaborate across airport ops leadership (all airports) on best practice & lessons learned, optimising interface with planning and service delivery.
- Support and drive positive health and safety performance and culture, ensuring compliance, action and continuous improvement.

2.3.14. Head of Business Continuity & Resilience.

Safety Accountability

Reporting to the Director of Airport Control, the Head of Business Continuity and Resilience (HoBCR) is responsible for compliance to Business Continuity, Resilience and Emergency Planning.

Key Safety Responsibilities

- Ensure an aerodrome emergency plan is maintained in accordance with Commission Regulation (EU) No 139/2014; ADR.OPS.B.005 (as amended).
- Management of the business continuity, resilience and emergency planning functions at the Airport;
- Liaise with airlines, airport agencies, external emergency services and other bodies to achieve effective co-operation;
- Continuously review the London Stansted Airport Aerodrome Emergency Orders and procedures for handling aircraft incidents, ensuring best practice is incorporated;
- Follow up any initiatives and targets set by the Director of Airport Control.
- To support the Resilience Team in management and co-ordination of all aspects of emergency planning, including those for emergency exercises, chairing the Emergency Planning.

3. SAFETY COMMITTEES, MEETING AND WORKING GROUPS

3.1. General

The Airport maintains many safety committees, meetings and working groups whose general aim is to improve overall standards of safety and efficiency airside and to consult on and communicate about changes to policies and procedures with all stakeholders. In addition, the committees, meetings and working groups provide a framework for safety related issues to be raised in a formal, structured manner with the participation of senior management as applicable.

3.2. Structure

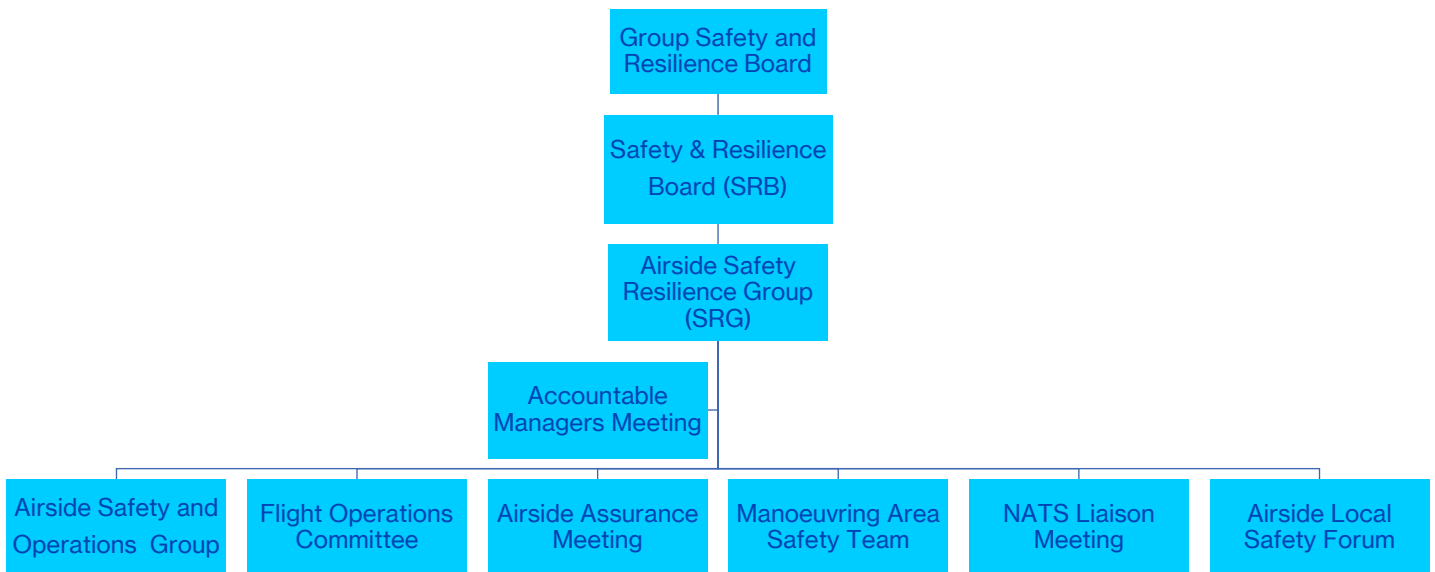


Figure 1
Airport Safety Committee, Meeting and Working Group Structure

3.3. Group Safety Committees, Meetings and Working Groups

3.3.1. Governance Structure

Reporting Level	Role	Chair	Reporting and Inputs
Group Safety & Resilience Board	Delegated authority for accountable EXCO Post holder. Approves MAG Policy and Standards Monitors the effectiveness of MAGs Management Systems Considers MAG cross functional impacts of change Escalates emerging risk or risk outside of appetite to Exco Sets the tone on organisational culture	COO / Group Health & Safety, Fire & Operational Resilience Director.	Quarterly report Regulatory / stakeholder interaction Proposed changes to Policy, Standards and Metrics recommendations for decision Receives Divisional Reports, audit and Safety Improvement Plan (SIP) programme updates Culture initiatives Horizons / Pipeline overview
Safety & Resilience Board (SRB)	Sets local strategic priorities and performance targets Implements MAG Policy & Standards Monitors the effectiveness of local Management Systems Escalates emerging risk or risk outside of appetite to GSRB Sets the tone on functional safety & Resilience culture	Managing Director	Monthly report Regulatory / stakeholder interaction Proposed changes to Policy, Standards and Metrics recommendations for decision Receives Divisional Reports, audit and Safety Improvement Plan (SIP) programme updates Culture initiatives Horizons / Pipeline overview
Departmental Safety & Resilience Groups	Departmental oversight of compliance and Safe Systems of Work Review departmental operational risk controls and performance Escalates emerging risk or risk outside of appetite to Local SRB Sets the tone on departmental safety & Resilience culture	Dept Director or delegated Head of	Department safety performance data Incident investigations / reports and analysis Workplace inspections Risk assessment and outputs Departmental Safety Improvement Plan progress with objectives
Local Safety Forums	As above at a team level	Local managers	As above focussed on Local team safety performance data

3.3.2. Airport Safety Committees, Meetings and Working Groups

There are many safety committees, meetings and working groups at the Airport and industry wide at which STAL are represented. They all have a generic responsibility to ensure that the airfield is a safe working environment for all users. The Chairperson for each committee, meeting or working group holds the Terms of Reference, as well as the minutes of individual meetings and any other relevant documentation.

3.3.3. Accountable Manager Meeting

Aim	The aim of the Accountable Managers Meeting is to provide a forum for appraising the Operations Director (Accountable Manager) as to the on-going levels of compliance, performance and activities within the Operations Directorate.
Duty and Responsibilities	<ul style="list-style-type: none"> • Review and discuss safety incidents relating to aerodrome operations; • Review and discuss monthly occurrence data, and investigation reports, and; • Identify safety trends and determine suitable action plans.
Chair	Operations Director (Accountable Manager)
Authority	The Operations Director (Accountable Manager) shall seek guidance from the MAG EXCO if an issue falls outside their accountability.
Composition	Head of Airside (Safety Manager) Head of Fire and Rescue Service Airside Operations Manager Airside Safety and Compliance Manager (Compliance Manager) Operations Team Administrator
Performance	The Accountable Manager Meeting performance shall be measured by the outcome of external audits (external bodies and regulatory authorities) and performance against set safety performance indicator targets.
Outputs	<ul style="list-style-type: none"> • Minutes and actions; • Agreement on changes to airside safety policy, and; • Information sharing amongst Airport departments.
Administrative Support	Administrative support shall be supplied by the Operations Team Administrator, who shall take, write and publish notes from the meeting within two weeks of the meeting date. The ASCM shall fulfil this function in their absence.
Terms of Reference Review	Annual
Frequency	Quarterly

3.3.4. Airside Assurance Meeting

Aim	The aim of the Airside Assurance Meeting is to provide a forum for identifying, discussing and resolving airside and departmental HSE issues, tracking through meeting minutes. Raises any issues that cannot be resolved to the AOB.
Duty and Responsibilities	<ul style="list-style-type: none"> • Review and discuss safety incidents relating to aerodrome operations; • Review and discuss monthly occurrence data, and investigation reports; • Identify safety trends and determine suitable action plans, and; • Produce summary reports to other SMS meetings based upon output from monthly report data.
Chair	Airside Assurance Manager
Authority	The Head of Airside (Safety Manager) shall seek guidance from the AOB, or CA if an issue falls outside their accountability.
Composition	Head of Airside (Safety Manager) Airside Operations Manager Airside Operations Duty Manager Airside Safety and Compliance Manager (Compliance Manager) Operations Team Administrator
Performance	The Airside Assurance performance shall be measured by the outcome of external audits (external bodies and regulatory authorities) and performance against set safety performance indicator targets.
Outputs	<ul style="list-style-type: none"> • Minutes and actions; • Agreement on changes to airside safety policy, and; • Information sharing amongst Airport departments. • Agreed escalation of issues to Safety Resilience Group.
Administrative Support	Administrative support shall be supplied by the Operations Team Administrator, who shall take, write and publish notes from the meeting within two weeks of the meeting date. The ASCM shall fulfil this function in their absence.
Terms of Reference Review	Annual
Frequency	Monthly

3.3.5. Airside Safety and Operations Group

Aim	To provide a forum for discussing all aspects of apron operations and improving airside safety. To work with the airside community to develop policies, procedures and practices which support and maintain, but also further develop a safe working environment airside.
Duty and Responsibilities	<ul style="list-style-type: none"> • Promotion of good safety behaviours across the airfield through effective leadership. • Promote awareness of airside safety and discuss new and ongoing key safety issues and initiatives worldwide. • Lead and encourage a proactive safety culture. • Review airside policies and Airside Standing Instructions (ASIs) and make changes to support safety improvements on the aerodrome. • Consult and plan for implementing regulatory changes or recommendations. • Develop proposals for improvements to airfield facilities, and; • Share best practice and lessons learned.
Chair	Airside Safety and Compliance Manager (Compliance Manager)
Authority	The Airside Safety and Compliance Manager (Compliance Manager) shall seek guidance from the Airside Assurance Meeting, AOB, or CA if an issue falls outside their accountability.
Composition	Head of Airside (Safety Manager) Head of Fire and Rescue Service Airside Operations Duty Manager Airside Assurance Manager Operations Team Administrator Aircraft Operators and Airlines Control Authorities Ground Service Providers /FBO's NATS General Manager Other third-party service providers
Performance	The Airside Safety and Operations Group (ASOG) shall be measured against external attendance, contribution and agreement on changes to airside safety policy.
Outputs	<ul style="list-style-type: none"> • Minutes and actions; • Agreement on changes to airside safety policy, and; • Information sharing amongst Airport departments.
Administrative Support	Administrative support shall be supplied by the Operations Team Administrator, who shall take, write and publish notes from the meeting within two weeks of the meeting date. The ASCM shall fulfil this function in their absence.
Terms of Reference Review	Annual
Frequency	Bi-Monthly

3.3.6. Flight Operations Committee

Aim	To provide a forum for discussing and agreeing policy and procedures for flight operations safety matters. To work with aircraft operators and airlines to develop policies, procedures and practices that support and maintain, but also further develop safe flight operations.
Duty and Responsibilities	<ul style="list-style-type: none"> • Review, discuss and agree policy on ATC and flight procedures at the Airport; • Review of flight safety incidents, trends and lessons learnt; • Report and discuss Airfield and apron safety issues, and; • Promote awareness of and seek guidance on operational development and efficiency schemes
Chair	Head of Airside (Safety Manager)
Authority	The Head of Airside (Safety Manager) shall seek guidance from the Airside Assurance Meeting, AOB, or CA if an issue falls outside their accountability.
Composition	<p>Airside Operations Duty Manager Airside Operations Manager Airside Safety and Compliance Manager (Compliance Manager) Operations Team Administrator Airfield Performance Manager Flight Performance Manager Base Captains and Flight Safety Officers NATS General Manager NATS Air Traffic Control Operations Lead Investigator</p>
Performance	The Flight Operations Committee performance shall be measured by the outcome of external audits (external bodies and regulatory authorities) and performance against set safety performance indicator targets.
Outputs	<ul style="list-style-type: none"> • Any subjects that adversely affect the high-level risk profile, anything outside of risk appetite or anything that requires a change to organisational design and business planning needs are to be elevated to the Airside Assurance Meeting or AOB • Continuous monitoring of runway safety standards and design of mitigation/reduction strategies where necessary. • Implement policies and initiatives to ensure runway safety continuously improves and evolves relative to operational output. • Decisions on runway safety, policy and compliance matters, and; • Directives for safety actions to relevant committees/persons.
Administrative Support	Administrative support shall be supplied by the Operations Team Administrator, who shall take, write and publish notes from the meeting within two weeks of the meeting date. The ASCM shall fulfil this function in their absence.
Terms of Reference Review	Annual
Frequency	Quarterly

3.3.7. Movement Area Safety Team

Aim	To provide a forum for discussing and agreeing policy and procedures for the prevention of runway excursions, incursions and movement area errors. To work with all parties to develop policies, procedures and practices which support and maintain, but also further develop safe runway operations.
Duty and Responsibilities	<ul style="list-style-type: none"> To reduce runway incursion/excursion risk to as low as reasonably practicable; To develop and progress runway safety initiatives; To promote best practise with regard to any activities within the runway environment including RTF standards; To review runway incursions/excursions, trends and lessons learnt; To continuously benchmark performance against European Action Plan for the Prevention of Runway Incursions (EAPPRI) and European Action Plan for the Prevention of Runway Excursions (EAPPRE) recommendations, and; To ensure a continuously strong focus remains on runway safety across all Airport stakeholders.
Chair	Airside Safety and Compliance Manager (Compliance Manager)
Authority	The Head of Airside (Safety Manager) shall seek guidance from the Airside Assurance Meeting.
Composition	Head of Airside (Safety Manager) Head of Fire & Rescue Service Airside Operations Duty Manager Airside Safety and Compliance Manager (Compliance Manager) Operations Team Administrator Base Captains and Flight Safety Officers Ground Service Providers NATS Holdings General Manager NATS Air Traffic Control Operations Lead Investigator
Performance	The Movement Area Safety Team performance shall be measured by the outcome of external audits (external bodies and regulatory authorities) and performance against set safety performance indicator targets.
Outputs	<ul style="list-style-type: none"> Any subjects that adversely affect the high-level risk profile, anything outside of risk appetite or anything that requires a change to organisational design and business planning needs are to be elevated to the Airside Assurance Meeting or AOB Continuous monitoring of runway safety standards and design of mitigation/reduction strategies where necessary. Implement policies and initiatives to ensure runway safety continuously improves and evolves relative to operational output. Decisions on runway safety, policy and compliance matters. Directives for safety actions to relevant committees/persons.
Administrative Support	Administrative support shall be supplied by the Operations Team Administrator, who shall take, write and publish notes from the meeting within two weeks of the meeting date. The ASCM shall fulfil this function in their absence.
Terms of Reference Review	Annual
Frequency	Quarterly in conjunction with Flight Ops Committee & Airside Safety & Operations Group meeting

3.4. Attendance to Airport Safety Committees, Meetings and Working Groups

It is essential that persons with safety responsibilities attend and contribute to safety committees, meetings and working groups. Airside Operations shall review attendance on an annual basis. To ensure the widest participation, it is essential for responsible managers or their nominated deputies with suitable seniority to attend. Failure to do so may result in decisions made without their opinion being sought. Attendance at safety committees by third parties shall be reviewed by Airside Operations and shall be used as an indicator for safety performance by that third party.

4. EMERGENCY PLANNING

Refer to PART E – Airside Standing Instruction – Emergency Planning

5. SAFETY INTERFACES WITH STAKEHOLDERS

Due to the size and scope of the Airport, there is a wide and varied inter-relationship between Airport departments, organisations providing contracted activities and third-party organisations providing goods and services to other third parties using the Airport. Various external agencies and bodies have an impact upon the operation of the Airport, and this section aims to outline the management and interaction between these organisations.

5.1. NATS

NATS are contracted by the airport to provide both Air Traffic Control (ATC) and Air Traffic Engineering (ATE) services. As such, they have a crucial role in delivering operational safety. A Bi-weekly meeting is held between the airport, represented by the Airside Operations team and NATS to discuss operational performance and to enable information sharing.

5.2. Civil Aviation Authority

As the aviation regulator to the UK, the UK CAA has a major influencing role on the management of operational safety at the Airport. The Airport maintains an open dialogue between itself and the UK CAA via the Airside Operations and in particular both the Aerodrome and RFFS Inspectors. Such dialogue allows for changes to the aerodrome to be communicated with ease, and ensure that safety is always given the highest priority.

5.3. External Emergency Services

In the event of a major incident occurring on, or in close proximity to the aerodrome, the external emergency services have a significant part to play in bringing about the safe conclusion of the incident. The recognised National Incident Command Structure would be implemented as part of this process.

6. DOCUMENT AND DATA MANAGEMENT

The Airport produces a range of documentation to document its SMS and to promulgate important safety information to relevant personnel both internal and external. Specific documentation is updated on a periodic basis, whilst others may only be updated upon a change to the regulatory framework that it is based upon. Other documentation may only be active for short period of time to reflect a temporary change.

6.1. Types of Documentation

Document Title	Description	Issue and Review Frequency
Aerodrome Manual	A specified mandatory document outlining characteristics and procedures for operations at the Airport. The Aerodrome Manual is split into five parts.	Annually
Aerodrome Safety Alert	An Aerodrome Safety Alert shall be issued to communicate immediate safety concerns relating to operations, equipment or environment; and to highlight negative safety trends.	As Required
Director's Notice	A Director's Notice is a mandatory instruction or information issued to airport staff and stakeholders.	As Required
Emergency Orders	A mandatory document required by CAA outlining the orders and procedures to be followed by stakeholders in the event of a major incident.	Annually
Information Notice	An Information Notice is used as a general communication platform to notify operational or administrative staff of pertinent information, which does not warrant the issue of a Supplementary Instruction or Operational Advice Notice.	As Required
Operational Advice Notice	An Operational Advice Notice is used to advise of any operational change, which will not prompt a permanent amendment to a regulatory document, but which requires to be communicated to users	As Required
Supplementary Instruction	A Supplementary Instruction forms part of the Airport's Safety Assurance process; as a means of timely notification to users, of any permanent change to the content of regulatory or safety critical documentation.	As Required
Airside Works Instruction	A document issued on a periodic basis to notify all, or selected personnel affected by works occurring airside.	As Required

6.2. Document Owners

Document Title	Document Owner
Aerodrome Manual	Airside Safety and Compliance Manager
Emergency Orders	Head of Business Continuity and Resilience
Aerodrome Safety Alert	Airside Safety and Compliance Manager
Information Notice	Airside Safety and Compliance Manager
Operational Advice Notice	Airside Safety and Compliance Manager
Supplementary Instruction	Airside Safety and Compliance Manager
Airside Works Instruction	Airside Operations Duty Manager

6.3. Document Issue

Documents may be issued either by hard copy or electronically. Electronic copies are issued to ensure the recipients receive the documents as soon as possible and also to reduce the need for printed controlled copies. Hard copies of documents may be kept 'controlled' or 'uncontrolled' and will be clearly marked accordingly.

6.4. Document Amendments

Large documents, such as this manual are maintained a live document, which is maintained to include the most up to date information possible, whilst being a single document. Amendments, unless a meaningful change, shall be incorporated on an annual basis. Amendments shall be made by way of a Supplementary Instruction (SI), e.g. London Stansted Airport Aerodrome Manual Supplementary Instruction YEAR/No. Handwritten amendments are strictly prohibited, except where an immediate revision is required in the interest of safety.

Where a complete re-issue of this manual is required, an IN will be sent to all those on the distribution list, and the latest version number to be used. Information that has been altered will be highlighted in olive green within the document thus: **Example Change**. Text in red and 'strikethrough' text indicates the temporary amendments. ~~Example Change~~

Handwritten amendments are strictly prohibited, except where an immediate revision is required in the interest of safety. There are two forms of amendments that may be made to documents; administrative and operational. An operational change is a significant alteration to existing work practices that is permanent. Such changes require a new version of the relevant document(s) to be issued. An administrative change is something such as spelling, grammar, page numbering or similar. This does not require a new version of the relevant document(s) to be issued, and as such, changes will be made without notification.

6.5. Changes to Regulatory Documentation

It is important that when changes are made to regulatory documents by the CAA, that these changes are reflected in Airport documentation. All Airport senior managers shall subscribe to the automatic updates from the CAA websites and incorporate necessary updates into the documents for which they are responsible.

6.6. Aeronautical Data Quality

The ASCM is responsible for ensuring the quality and accuracy of data promulgated via the AIS provider in the UK Aeronautical Information Publication (AIP). This includes consultation with NATS,

and the Flight Performance Manager (FPM). All updates will aim to align with the Aeronautical Information Regulation and Control (AIRAC) cycle and be updated with data as per CAP 1054 – Aeronautical Information Management. Short term changes to infrastructure or facilities are promulgated via NOTAM and/or ATIS. These are generally submitted by the Airside Operations Duty Manager (for aerodrome changes) or by NATS (for navigational aids changes)

6.7. Recording of Aircraft Movements

The recording of aircraft movement at the Airport is the responsibility of Airside Operations. A basic schedule of movements is provided by aircraft operators and airlines to Airport Co-ordination Ltd (ACL). The schedule is updated on a continual basis, either electronically or directly, with the Airfield Control Manager (ACM) (ext. 2777) updating information such as aircraft registrations or arrival times. From this information, aircraft parking stands are assigned on a rolling 24-hour basis as soon as the information becomes available. All information relating to the movement of arriving and departing aircraft are recorded in the CHROMA database. The database is also used to record towing movements and other operational information.

6.7.1. Slot Allocation

The allocation of Airport slots is delegated by the Airport to ACL, with the process overseen by the Coordination Committee, which is made up of representatives of both the Airport and key airline users. The runway slots declared by the Airport are based on several factors including runway and terminal capacity. Airport slots are managed via an online account accessed through the Online Coordination System (OCS), an internet-based system assessed by aircraft operators, airlines, Ground Service Providers (GSPs) and the Airport.

6.8. Storage of Documents and Records

The Airport shall store all documentation and records relating to the management of the aerodrome for a period of five years (or greater where regulatory requirements differ). Documentation and records shall be stored in such a manner as to be accessible and legible at all times. Where computer records are maintained, these shall have necessary access controls to prevent unauthorised tampering with the information and to provide traceability in accordance with Regulation (EU) 139/2014; ADR.OR.D.035 (as amended).

6.9 Zoho/Servicenow

Zoho Creator/ Servicenow are cloud software platforms that enables Airside Operations to create custom applications bespoke to London Stansted Airport Airside Operations. The platforms collect data, automate business processes or workflows, analyse the data in reports, and collaborate with other application users.

Document types held - Forms (Rangers) / Reports (Rangers) /Forms (Assurance)/ Reports (Assurance)

Airfield Infringement Notice, Airfield Notification, Airfield Recognition Notice, Arrival Check, Bird Observation, Bird Strike, De-Icer Inspection, Departure Check, Driver/Vehicle Documentation Check, High Powered Engine Run, Faults, Log Entry, Near Miss, Idle Engine Runs (Start/Stop), Occurrence Report, Pond Check (Wildlife Observation), Ranger Vehicle Inspection, Ranger Vehicle Log, Registration Check, Runway Inspection, Spillage Form, Stand Management, Stop Marks, Sweeping and Scrubbing, Sweeper/Scrubber Inspection, Third Party Charge Form, Turnaround Check, Weather Warning, Witness Statement, Unauthorised Or Incorrect Aircraft Pushback, Winter Operations Log, Tier 1,2,3 & Routing Checks

With the native mobile apps, real-time data can be accessed from anywhere, anytime and on any device.

7. HAZARD IDENTIFICATION AND RISK MANAGEMENT

Risk management is a systematic approach to reducing the overall risk of personal injury or death, preventing damage to property and other losses including environmental, societal and financial. Hazard Management forms an integral part of the SMS and is key in complying with safety policies. A hazard is defined as any situation or condition at the airport that has the potential to cause adverse consequences, or to compromise the acceptable level of safety. Safety hazards may be identified as a risk when an incident or accident highlights their evidence, or they may be more proactively identified through a safety management program and thorough risk assessments before an event compromising safety occurs.

Once a safety hazard has been identified, all other associated risks must be identified, and all associated risks must be assessed. Through a wider understanding of the associated risks, it can be decided if the risk is within acceptable limits. Risks that are not found to be within those parameters must be acted on and mitigated against. The risk management process is designed to ensure that operational safety risks are reduced to As Low as Reasonably Practicable (ALARP).

7.1. Risk Management Process

Also see the MAG Group Risk Management Framework.

The risk management process is comprised of the following activities:

- Identification of associated hazards of the task, activity or operation;
- Identification of the specific components of the hazard and the impact or outcome;
- Analysis of the control measures currently in place and their effectiveness at preventing or controlling the hazards from causing harm or damage;
- Estimation of the probability and severity of the risk;
- Evaluation of the acceptability / tolerability of risk, before any additional mitigation or control measures;
- Identification of further mitigation or control measures required to manage the risk to an acceptable level that is ALARP;
- Assign a risk owner to take responsibility and a due date for further control measures to be implemented by;
- Assess the probability and tolerability of the hazard, post further mitigation;
- Confirmation and sign-off by the organisation that the hazards are satisfactorily controlled;
- Periodic formal review of the risk assessment, to ensure that all stated controls remain valid and effective, and;
- Development of safety documentation; risk monitoring and review.

7.2. The As Low as Reasonably Practicable Principle

The safety risk management process is designed to ensure that operational safety risks are reduced to ALARP. ALARP can be defined as reducing the risks to a level that is not inversely proportional to the cost, time and effort required to implement mitigation.

7.3. Definitions and Terminology

Term	Definition
Hazard	The condition or circumstance that can lead to physical injury or damage or reduce the ability to perform a prescribed function.
Mitigation	The measures taken to eliminate a hazard, or to reduce the likelihood of one or more risks. This may be human (procedures, rules), physical (barriers, containment) or technological (alarms, software controls) for example.
Probability	The chance, or likelihood, of an adverse consequence or condition occurring.
Risk	The consequence of a hazard measured in terms of severity and likelihood.
Severity	The extent of harm or damage associated with the consequence of a hazard being realised.

7.4. Methodology of Risk Assessment

The Airport utilises the conventional risk assessment model as shown in International Civil Aviation Organisation (ICAO) Doc 9859 – Safety Management Manual and other similar ICAO and UK CAA publications.

7.4.1. Definition of Operational Scenarios

Hazard management starts with a definition of the operations that are carried out at the airport. There are a wide variety of services that are provided by the operator at an aerodrome. Once these services have been defined then the relevant processes can be applied. All safety related aviation services are within the scope of the hazard management process. If any are not included, then they could be uncontrolled, leading to a situation that is not acceptably safe.

7.4.2. Hazard Identification

Once the services have been defined, they shall be assessed to identify the associated hazards. The first stage is to conduct a Preliminary Hazard Identification (PHI). This is to identify as many hazards as possible associated with all the operations, systems and services associated with all areas for which risk management is applied. Hazard identification will utilise experienced operational personnel from supervisory, management and senior management level, to ensure the PHI includes people with a thorough knowledge of the operation, system or service. At this stage, preventative or control measures should not be analysed.

Hazards are constantly identified and reviewed through reactive, proactive and predictive sources and methods of safety information collected and analysed as identified elsewhere in this Aerodrome Manual. It is a continuous process whereby safety data and near miss observations are analysed to new hazards and whether existing hazards require review. Examples of the scope of factors and processes to be considered in hazard identification include:

- Design factors;
- Technical Factors;
- Natural Hazards;
- Procedures and operating practises, including documentation and checklists;
- Communications, including means, terminology and language;
- Organisation factors, including operating pressures, training and allocation of resources;

- Environment factors, including noise, vibration, temperature and lighting, and;
- Human performance, including physical and mental limitations and overload.

Hazards may be identified through reports of actual safety occurrences, or they may be identified through proactive and predictive processes aimed at identifying hazards before they trigger safety events. Sources for identifying hazards include, but are not limited to:

- Safety reports and performance analysis;
- Formal investigations and accident reports;
- Safety audits;
- Safety surveys;
- Knowledge and experience from subject matter experts;
- Feedback from training or peer observations, and;
- External industry sources, such as CAA safety data and other organisations.

7.4.3. Hazard Assessment

Following the identification of a hazard, a form of analysis is required to assess its potential for harm or damage. This involves two considerations; probability and severity. When applied to hazards, the objective is to define measures that reduce the probability or frequency of the initiating events, increase the effectiveness of the recovery factors and minimise the operational factors. To optimise the risk exposure, risk reduction concepts must be identified, analysed for their effectiveness and decisions made about implementing the concepts or not.

Risk reduction concepts shall be identified, in terms of reducing the probability and/or frequency of the initiating events, increasing the probability of successful recovery factor intervention and reducing the probability of the operational factors leading to an accident. The analysis that shall be carried out includes the identification of cost, timescales to implement, risk reduction benefit, likelihood of successful implementation and the mutual interaction between ideas. The Safety Risk Tolerability Matrices in this manual determine the acceptance or rejection of each concept. The assessment as to whether or not the hazards are acceptable is a formal process.

7.4.4. Control and Mitigation

It may be apparent from the risk assessment matrices that further risk control and mitigation is required to reach an acceptable level of safety. Control measures are aimed at blocking the causes from leading to a hazard being present. It must be realised that this is not always possible, for example, preventing fog from forming or thunderstorms from occurring. Safety mitigation and control measures are aimed at limiting the level of consequence if a hazard is realised.

Once these mitigation techniques and/or control measures have been successfully implemented, a re-assessment of the risk will be required to define whether an acceptable level of safety now exists and whether it is ALARP. Safety risk mitigation must be balanced on the following:

Term	Definition
Effectiveness	To what extent will the consequences of the safety risk be reduced?
Cost/Benefit Analysis	Will the perceived benefits of the mitigation outweigh the costs?
Practicality	Is the mitigation practical in terms of technology, finances, political will and legislation and regulations?
Challenge	Can the mitigation withstand scrutiny from all stakeholders?
Enforceability	If new rules or regulations are implemented, are they enforceable?
Durability	Will the mitigation stand the test of time?
Residual Risk	After the mitigation is implemented, what will be the residual safety risks?
New Problems	What new safety risks may be introduced by the proposed mitigation?

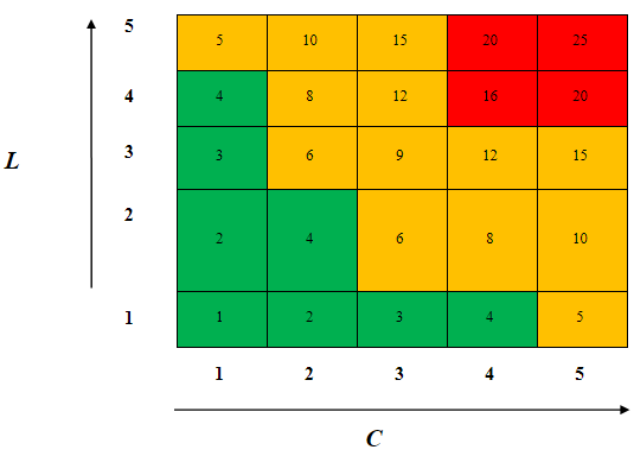
Safety control and mitigation measures may include at least one of the following controls, which are listed in order of effectiveness:

- Remove the hazard entirely or cease/cancel the process or activity it relates to;
- Design the hazard out by modifying the system;
- Install physical barriers or guards that prevent or reduce exposure to the hazard, or reduce the severity of consequences;
- Issue warnings, advisories or signs for the hazard;
- Make procedural changes to avoid the hazard or to reduce the likelihood or severity of the associated consequence;
- Provide training to avoid the hazard or to reduce the likelihood of a consequence, and;
- Ensure that a suitable response and contingency plan are in place.

7.4.5. Calculation of Risk

The assessment part of the safety risk assessment takes place during the consequence analysis stage. This consists of making a judgement of both the likelihood of each event that lead to hazardous consequences and the associated potential severity of those consequences. In this process, the assessment is made based on the existing and/or planned safety control measures being in place. Finally, the tolerability of the overall level of safety risk is determined with reference to the range and highest severity of individual hazards.

7.4.6. Safety Risk Tolerability and Sign-Off

<p>L x C = Risk Level</p> <p>L = Ranking the Likelihood</p> <p>1 Improbable 2 Unlikely 3 Possible 4 Likely 5 Probable</p> <p>C = Ranking the H&S Consequence</p> <p>1 Minimal injury 2 Minor injury 3 Moderate injury 4 Major injury 5 Critical</p>	 <p>Green = Low Risk (1-4) Amber = Medium Risk (5-15) Red = High Risk (16-25)</p>
Risk Level	Action to be Taken
Low Risk (1-4)	No additional controls are required. Monitoring is required to ensure that the controls are implemented and maintained.
Medium Risk (5-15)	Efforts should be made to reduce the risk, but the cost of prevention should be carefully measured. Risk reduction measures should be implemented if reasonably practicable.
High Risk (16-25)	Work should not be started or continued until the risk has been reduced. If it is not possible to reduce the risk a detailed task specific Risk Assessment must be undertaken.

Safety risks assessed as initially falling in the tolerable region are acceptable, if risk mitigation strategies already in place guarantee that, to the foreseeable extent, the probability and/or severity of the consequences of hazards are kept under control. The same control criteria apply to safety risks initially falling in the intolerable region and mitigated to the tolerable region. A safety risk initially assessed as intolerable that is mitigated and slides to the tolerable region must remain 'protected' by mitigation strategies that guarantee its control.

To ensure that relevant managers are made aware of the safety risks, a sign-off process is required, in accordance with a hierarchy related to the level of risk tolerability. This ensures that the correct level of authority is issued to the appropriate level of risk. The colour-coded boxes below indicate the sign-off that is required.

7.5. Review of Safety Risk Assessments

All safety risk assessments are dated for periodic review. Any safety risk assessment must also be reviewed if a significant change is identified or if reports indicate that control measures may not be effective.

7.6. Competence for Carrying out Safety Risk Assessments

The information in this part of this manual is not intended to be exhaustive or to be sufficient to educate personnel to conduct a safety risk assessment. This is a reference to the outline and principles of the safety risk management process employed at the Airport. Competence for carrying out safety risk assessments is determined through a combination of training and practical experience. Formal training is delivered internally or externally, using the system described in this part of the manual.

7.7. Dynamic Risk Assessment

This may be used to address a short-term situation where the scope and impact are limited and can be reasonably handled at duty managerial level at, or near to, the time of the event. A Dynamic Risk Assessment shall be carried out in accordance with an Dynamic Risk Assessment checklist and will normally entail a discussion with the ATC WM and other key operational post holders. There will be no formal recorded assessment of specific risks, but rather the process will show what issues have been considered and what measures have been put in place to mitigate any reduction in facilities or capability. Actions to address each of the checklist items will be agreed between the parties and recorded on the checklist.

8. CHANGE MANAGEMENT

8.1. Management of Change Plan

[See the London Stansted Airport Management of Change Plan.](#)

8.2. Requirements for a Change Management Process

Once the existing hazards have been identified and risk assessment have taken place for each area of aviation services, there is a requirement to ensure that safety related changes to the existing operation are carried out in a manner which provides assurance that the required safety standards are maintained. The change process is to be instigated if a safety related change is being made to the operation. This may be through a change to procedures, infrastructure, key personnel or major equipment. The person instigating the change shall advise the ASCM on any requirements to conduct a change assessment and, in conjunction with the ASCM shall select key contributors to develop and produce the change assessment.

Changes Requiring Prior Approval by Competent Authority

London Stansted Airport will gain prior approval from the Competent Authority as required by regulation ADR.OR.B.040. Examples of changes requiring prior approval are as follows:

- a) Use of alternative means of compliance.
- b) Changes to the London Stansted Airport change management procedure.
- c) Changes to the certification basis, or the terms of the certificate.
- d) Changes to safety-critical aerodrome equipment.
- e) Changes significantly affecting elements of the aerodrome and London Stansted Airport's safety management system.
- f) Changes to the level of protection of rescue and firefighting services.
- g) Changes to low visibility procedures.
- h) Operation of aircraft with higher code letter.

Moreover, the Competent Authority may require prior approval for changes to any obstacles, developments and other activities within the areas monitored by the aerodrome operator in accordance with ADR.OPS.B.075, which may endanger safety and adversely affect the operation of an aerodrome.

Details of the change that require prior approval by the CAA must be submitted using the guidance described in CAP 791 and more specifically SRG2011 form.

Changes not Requiring Prior Approval by Competent Authority

London Stansted 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. Para 8.2 describes the 'Change Management process'. Whilst approval by the competent authority is not required, there may still be a requirement to notify the competent authority of the change. Notification of the changes that do not require prior approval Changes not requiring prior approval will be notified to the CAA on an annual basis.

8.3. Change Management Process

Whenever a safety related change to an operation takes place, Change Management Process (CMP)? shall be used to assess the risk and update the existing risk assessment documentation, including safety cases, operational manuals or procedures. This process will usually be managed by the responsible person for the relevant department, with input from contributing personnel. Any change proposal must be signed and a copy of the form held at the Airport prior to the change taking place. Following any change assessment, any other actions required must be completed before being signed off as complete.

8.4. Implementation of Recommendations

The recommended changes to operations and infrastructure that come from the hazard identification, risk assessment and change management process, shall be implemented using standard business practices for project management and funding approval. The relevant department manager has responsibility for executing this part of the hazard management process; however, the CEO has the ultimate responsibility for the release of funds. Processes to be implemented relative to safety will not become subordinate to financial matters.

8.5. Contributing Personnel

A team of experienced and qualified personnel will be selected by the person drafting the initial change safety assessment document. Contributions should be made at formal meetings or workshop sessions and the results recorded on the appropriate hazard log and safety analysis forms.

8.6. Replacement of Key Staff

When a new member of staff is required to take on safety responsibilities previously held by a colleague who is no longer in that role, they will be assessed for their suitability for the role using the competency framework. This shall include technical competencies, necessary training or qualifications and behaviour profiles. This gap analysis allows for a subjective assessment of a candidate and the development of a training plan to fulfil the competencies required.

8.7. References

- a) ADR.OR.B.040(f) – Management of Changes
- b) CAP 795 - Safety Management Systems - Guidance to Organisations
- c) ICAO Doc 9859 – Safety Management Manual

9. ACCIDENT, INCIDENT, OCCURRENCE AND NEAR-MISS REPORTING AND INVESTIGATION

The Airport supports the open and honest reporting of accidents, incidents, occurrences and near miss events airside. In addition, the Airport promotes, supports, and encourages the principles of just culture internally, and amongst organisations. The reporting and subsequent collection, storage and analysis of occurrences or groups of occurrences allows the Airport, along with organisations

if applicable, to identify safety issues airside, and implement corrective or preventive action to improve aviation safety.

It is therefore incumbent on all airside users, regardless of their role, responsibilities or by who they are employed by to report on accidents, incidents, occurrences and near miss events airside. Organisations, subject to complying with their legal responsibilities, are encouraged to share their own occurrence and near miss event data so that a holistic picture may be drawn of risk across airside. The submission of both voluntary and near miss reports are therefore essential to achieving this.

9.1. Initial Actions

Following an accident or incident airside, the persons involved or witnesses to it are to either contact Airside Operations (ext. 2478), or if the situation demands the attendance of the emergency services, the Airport internal emergency line (ext. 222). Upon being notified of an accident or an incident airside, Airside Operations shall attend the scene and assess the situation, requesting the attendance of the emergency services if required if not already done so.

For the purposes of command and control of the incident, Airside Operations shall maintain operational authority of the scene until relieved by either the Airport Fire and Rescue Service (AFRS) or the external emergency services. It is essential that the location of vehicles and objects be left in situ unless they would hamper any rescue effort, or to alleviate any immediate danger or obstruction to the public, air navigation or other transport.

9.2. Aircraft Accident and Serious Incident Reporting

The UK Air Accidents Investigation Branch (AAIB) is responsible for the investigation of civil aircraft accidents and serious incidents within the United Kingdom. The UK AAIB operates in accordance with Regulation (EU) 996/2010 (as amended) and the Civil Aviation (Investigation of Air Accidents and Incidents) Regulations 1996 (as amended). Whilst aircraft commanders have the legal responsibility for reporting accidents and serious incidents, the Airport recognises that this may not always be possible. The initial responsibility for reporting an accident or serious incident rests with the ATC WM.

It should be noted that the definition of a serious incident differs in the Civil Aviation (Investigation of Air Accidents and Incidents) Regulations 1996 (as amended) from Regulation (EU) 996/2010 (as amended). A serious incident is defined by the Civil Aviation (Investigation of Air Accidents and Incidents) Regulations 1996 (as amended) as “An incident involving circumstances indicating that an accident nearly occurred”.

9.3. Mandatory Occurrence Reporting

Regulation (EU) 376/2014 (as amended) requires that relevant civil aviation safety information should be reported, collected, stored, protected, exchanged, disseminated, and analysed and appropriate safety action should be taken based on the information collected. In accordance with Articles 4(1) and 4(6) of Regulation (EU) 376/2014 (as amended), certain events shall be reported upon to the UK Civil Aviation Authority (CAA) as the Competent Authority (CA) by specific persons respectively. These are defined as Mandatory Occurrence Reports (MORs).

Regulation (EU) 376/2014 (as amended) requires that occurrences which may represent a significant risk to aviation safety and which fall in to the categories specified in Article 4(1) of Regulation (EU) 376/2014 (as amended), shall be reported through an MOR scheme. Airside Operations submits MORs on behalf of the Airport through the EU Aviation Safety Reporting Portal

database, online. By doing so the Airport ensures compatibility with the European Coordination Centre for Aircraft Incident Reporting Systems (ECCAIRS) and with the Accident/Incident Reporting (ADREP) taxonomy.

9.3.1. Persons Mandated to Report

Article 4(6) of Regulation (EU) 376/2014 (as amended) specifies the persons who shall report on occurrences in accordance with Article 4(1) of Regulation (EU) 376/2014 (as amended). A person mandated to report may do so through the system established by the organisation which employs, contracts or uses the services of the reporter, or, failing that the EU Aviation Safety Reporting Portal database, online.

9.3.2. Reporting Timescales

The persons mandated to report in accordance with Article 4(6) of Regulation (EU) 376/2014 (as amended) shall report the occurrence within 72 hours of becoming aware of the occurrence, unless exceptional circumstances exist, in accordance with Article 4(7) of Regulation (EU) 376/2014 (as amended).

9.3.3. Reportable Occurrences

In accordance with Article 4(5) of Regulation (EU) 376/2014 (as amended), the European Commission has adopted a list of classifying occurrences to be referred to when reporting occurrences pursuant to Article 4(1) of Regulation (EU) 376/2014 (as amended). These classifying occurrences can be found in Commission Implementing Regulation 2015/1018 (as amended).

9.4. Voluntary Occurrence Reporting

There are however certain occurrences which are not captured by Article 4(1) of Regulation (EU) 376/2014 (as amended), or the person making the report is not required to do so in accordance with Article 4(6) of Regulation (EU) 376/2014 (as amended). Any such occurrences, and any other safety related information which is perceived by the reporter as an actual or potential hazard to aviation safety may still be raised with the CA. These are defined as Voluntary Occurrence Reports (VORs).

The Airport is required to establish a voluntary safety reporting system to facilitate the collection of details of occurrences that may not be captured by the MOR system, and other safety related information which is perceived by the reporter as an actual or potential hazard to aviation safety. In accordance with Article 5(8) of Regulation (EU) 376/2014 (as amended), the Airport has elected to integrate both MOR and VOR information into a single system.

9.4.1. Voluntary / Anonymous safety reporting

A Voluntary / Anonymous Safety Reporting system is available for use by all London Stansted Airport Airside operators. This system provides a means to allow airfield users to voluntarily raise safety concerns (anonymously if required) that can be responded to and investigated further, it also provides a further method for increasing knowledge on safety performance and culture.

Reports can be submitted by via the London Stansted Airport Website or Airport Community app. www.stanstedairport.com/airfield-operations/

9.4.2. Reporting Timescales

Article 5(5) of Regulation (EU) 376/2014 (as amended) requires that occurrences, reported on a voluntary basis by a VOR should be reported in a timely fashion. For the purposes of VORs, the Airport shall aim to report to the CA within 72 hours of becoming aware of the occurrence, but no later than 7 days, unless exceptional circumstances exist. Business partners should have a clear policy in relation to the submission of VORs to the CA.

9.5. Collection and Storage of Information

Airside Operations are designated by the Airport to handle independently the collection, evaluation, processing, analysis, and storage of occurrences reported pursuant to Articles 4 and 5 of Regulation (EU) 376/2014 (as amended) in accordance Article 6(1) of Regulation (EU) 376/2014 (as amended). The handling of MORs and VORs are done with a view of preventing the use of the information preventing the use of information for purposes other than safety and shall safeguard the confidentiality of the identity of the reporter and of the persons mentioned in occurrences with a view of promoting just culture.

Airside Operations maintains databases, secured on the Airport's shared drive, for all occurrences raised pursuant to Articles 4 and 5 of Regulation (EU) 376/2014 (as amended). Such databases are maintained in accordance with Regulation (EU) 139/2014; AMC1 ADR.OR.D.035 (as amended).

9.6. Analysis and Follow-Up

In accordance with Article 13(1) and 13(2) of Regulation (EU) 376/2014 (as amended), the Airport has established a process to analyse MORs and VORs raised in accordance with Articles 4(2) and 5(1) of Regulation (EU) 376/2014 to identify the safety hazards associated with the identified occurrences or groups of occurrences. Details of this process may be found in this manual. Based on that analysis, the Airport along with other organisations (if applicable) shall determine any appropriate corrective or preventative action required to improve aviation safety, consistent with the ALARP.

Any corrective or preventative action agreed upon as being required to address an actual or potential aviation safety deficiency shall be implemented in a timely manner and shall be monitored to evaluate the effectiveness of the action. This shall be achieved by the Airport through established SMS meetings as per Part B, Section 3.3 of this manual. Feedback of these actions and their implementation is provided through established safety promotion channels as defined in the per Part B, Section 13 of this manual in accordance with Article 13(3) of Regulation (EU) 376/2014 (as amended).

In accordance with Article 13(5) of Regulation 376/2014 (as amended), when the Airport identifies an actual or potential aviation safety risk as a result of its own analysis of occurrences reported pursuant to Articles 4(9) and 5(5) of Regulation (EU) 376/2014 (as amended), it shall send to the CA within 30-days of being notified of the occurrence by the reporter:

- The preliminary results of the analysis performed pursuant to Article 13(1) of Regulation (EU) 376/2014 (as amended), and;
- Any action taken pursuant to Article 13(2) of Regulation (EU) 376/2014 (as amended).

The Airport shall send to the CA within 90-days of being notified of the occurrence by the reporter a completed report of the final results of any analysis. The Airport shall forward, upon request of the CA, preliminary or final results of the analysis of any occurrence of which the CA have been notified but in relation to which it has received no follow-up or only preliminary information.

9.7. Near Miss Reporting

A near miss or an idea for a safety improvement may be submitted by all personnel working airside by submitting a report via [MAG Safeport](#). Upon receiving a report, it shall be forwarded to the appropriate departmental manager for action if applicable.

9.8. Response to Safety Investigations

As per the Civil Aviation (Investigation of Accidents) and Incidents Regulations 1996 (as amended), the UK AAIB, or foreign equivalent under international agreements, may issue safety recommendations to the Airport because of an investigation in response to an aircraft accident or serious incident occurring at the Airport. The Airport shall carefully consider any safety recommendations made by the UK AAIB or foreign equivalent. Recommendations shall either be accepted in full or may be rejected if the Airport believes adequate mitigations are in place, or the recommendations are not consistent with the ALARP principle.

10. SAFETY PERFORMANCE MONITORING

To ensure that levels of safety are being continuously improved and developed, the airport maintains a process of analysing and reporting on safety performance levels. This highlights areas which require further improvement. As such a monthly dashboard is produced for each departmental area.

Airside Safety performance is monitored by the Airside Safety Team. An Airfield Safety Management Report is produced monthly, reporting data in the following key areas:

Runway Safety

Runway Incursions/Excursion
Runway Friction

Wildlife Control

Confirmed/Unconfirmed Wildlife Strike
High/Medium/Low Risk Strikes

Manoeuvring Areas

Taxiway Incursions/Excursion
Taxiway/Parking Errors
Incorrect Tow
Unauthorised/Incorrect Pushbacks

Airside Infringements

Airside Recognitions
Aircraft Turnround Audits
FOD/Sweeping Performance
Spillage Performance
MOR Investigation

Airside Safety

Aircraft / Vehicle Damage
Equipment/Infrastructure Damage

11. SAFETY SEVERITY CATEGORISATION

To further develop safety target setting methods, the Safety Severity Categorisation system (SSC) is operated through the relevant Safety Performance Committee. Rather than focusing purely on the number of certain types of events, this system ranks each event according to severity of outcome. Targets are then set against the number and severity of all safety events and updated annually by the SPC. The advantage of this type of system, rather than setting a target of, for example, no more than 30 bird strikes per year, is that it allows focus to be immediately fixed on the most serious events, regardless of the immediate cause. Such a system does not replace standard monitoring of individual types of safety event but focuses resource on investigating and improving the high-risk areas.

MAG	CATEGORISATION OF INCIDENTS: AIR TRAFFIC CONTROL AND AIRFIELD OPERATIONS				
	LEVEL 5	LEVEL 4	LEVEL 3	LEVEL 2	LEVEL 1
	NEGLECTIBLE	MINOR	MAJOR	HAZARDOUS	CATASTROPHIC
TYPE OF EVENT					
AIRBORNE COLLISION: - Aprox - 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.

MAG	CATEGORISATION OF INCIDENTS: INJURY, ILL HEALTH, FIRE AND DAMAGE TO ASSETS					Annex B to H&S P-01
	LEVEL 5	LEVEL 4	LEVEL 3	LEVEL 2	LEVEL 1	
	MINIMAL	MINOR	MODERATE	MAJOR	CRITICAL	
TYPE OF EVENT						
INJURY TO PERSON(S) - EMPLOYEE(S) <small>(See notes in further guidance)</small>	No apparent injury or no treatment given.	Injury treatable using basic first aid, or that result in 0-7 days lost time absence.	Treatment beyond basic first aid. Or that result in more than 7 days lost time absence.	Serious injury requiring a hospital visit of over 24 hrs, or confirmed RIDDOR specified injury.	Fatality or potentially life threatening injury resulting in permanent disability.	
INJURY TO PERSON(S) - PASSENGER(S) <small>(See notes in further guidance)</small>	No apparent injury or no treatment given.	First aid treated injury including first aid treatment by paramedic.	Injury leading to being taken to hospital by ambulance.	Serious injury resulting in a hospital visit of over 24 hrs.	Fatality or potentially life threatening injury resulting in permanent disability.	
ILL HEALTH - WORK RELATED <small>(See notes in further guidance)</small>	Not applicable.	Minor acute or chronic ill-health or disease requiring no treatment or can be self-treated.	Moderate acute or chronic disease that is temporary but needs medical intervention.	Medically diagnosed RIDDOR specified disease or other serious acute or chronic illness.	Permanent chronic work-related disease, potentially fatal.	
FIRE / EXPLOSION	Fire detector activation and site inspection, but no alarm sounding or evacuation. No fire.	Alarm sounding and evacuation. No fire.	Smouldering or small fire that is fully controlled. Evacuation of building or zone.	Fire involving full scale fire service intervention. Explosion or fire damage limited to one room.	Major fire or explosion with substantial damage or loss of asset.	
DAMAGE TO VEHICLE OR EQUIPMENT	Evidence of contact visible but insignificant, eg scratch, minor dent.	Damage requiring minor repairs but remains fit for use.	Damage renders unfit for use.	Damage renders unfit for use, prolonged major repairs or beyond economic repair.	Damaged beyond economic repair, causing moderate or serious business impact.	
DAMAGE TO PROPERTY	Damage visible but no adverse effect.	Damage requires repair to make safe.	Damage causes temporary partial closure of facility.	Damage requires prolonged major repairs with serious business impact.	Building destroyed or partially destroyed beyond repair.	
NEAR MISS	Not applicable.	Incident that nearly resulted in minor harm or damage.	Incident that nearly resulted in moderate harm or damage.	Incident that nearly resulted in serious harm or damage.	Incident that nearly resulted in catastrophic harm or damage.	

Health & Safety SSC's

12. CONTRACTED ACTIVITIES

12.1. Instrument Landing System Flight Inspections

An inspection of the Instrument Landing System (ILS) is conducted by licensed contractor, arranged by the HOA on behalf of the airport to the schedule specified by the regulator.

12.2. Compass Swing Facility

An inspection and certification of the Compass Swing Base (CSB) is conducted by a contractor, approved by Her Majesty's Government to undertake calibration and re-certification works of the CSB.

12.3. Aerodrome Survey Data and Treatment of Obstacles

A survey is conducted as to the topographical and Obstacle Limitation Surfaces (OLS) by a contractor in accordance with Regulation (EU) 139/2014; ADR.OPS.A (as amended), and as per CAP 1054 – Aeronautical Information Management.

12.4. Wildlife Strike Risk Assessments

Wildlife Strike Risk Assessments are made by a contractor as per CAP 772 – Wildlife Hazard Management at Aerodromes.

12.5. Management of Air Traffic Control

The management of all aspects of ATC is contracted to NATS Holdings. NATS carry out their responsibilities as per CAP 493 – Manual of Air Traffic Services Part 1 and CAP 670 – ATS Safety Requirements.

12.6. Management of Air Traffic Engineering

The management of all aspects of Air Traffic Engineering is contracted to NATS. NATS carry out their responsibilities as per CAP 493 – Manual of Air Traffic Services Part 1 and CAP 670 – ATS Safety Requirements.

13. SAFETY AUDITING

See the London Stansted Airport Compliance Monitoring Plan.

14. SAFETY PROMOTION

14.1. Safety Training and Education

To ensure the development of a positive, just culture on a continuous basis, all personnel must understand the Airport's philosophy, policies, procedures, and practices, and should understand their roles and responsibilities within their respective competency frameworks. Safety training begins when an employee joins the Airport and continues throughout their employment. Safety management training is provided for those employees who hold positions with safety responsibilities. Competency frameworks are used to demonstrate that personnel are adequately trained and competent for the job they are required to carry out.

The overall objective is to ensure the competency and training levels and, where applicable, the medical requirements of personnel responsible for safety-related tasks are of an acceptable standard. No person undertaking operational safety related tasks whose mental or physical condition is in doubt will be permitted airside. Any suspicion of persons working with a physical or mental incapacity should be raised with the individual's line manager or a member of senior management immediately.

14.1.1. Airport Personnel

The training and education of Airport personnel is supported by competency frameworks in place throughout all operational departments. Such documents are owned by each department manager and can be accessed at any time by authorised persons on request. The competency frameworks include not only basic safety training, but also specific training relating to individual roles. They also assess non-operational roles (i.e. management positions) to ensure that suitable and qualified persons are employed in safety critical roles.

14.1.2. Organisational Personnel

The initial, recurrent, and on-going training, education and competency of organisational personnel is the responsibility of the organisation itself. However, in the interests of encouraging and improving the development of a positive just culture on a continuous basis, the Airport shall support such training where possible. The initial, recurrent, and on-going training, education and competency of third-party employees shall be monitored via the AOL and GHM schemes.

14.2. Attendance at External Safety Forums and Groups

Representatives of Airside Operations and AFRS regularly attend both group and industry working groups to stay current with industry practice. Meetings attended include, but are not limited to:

- CAA Ground Handling Operations Safety Team;
- Airports UK Safety Committee
- UK Birdstrike Committee
- CBRN (e)
- ASCOT
- IOSH AAC
- UK Winter Resilience Group.
- Industry Resilience Group (IRG)
- Mid Air Collision Group

14.3. Safety Communications

The promotion and communication of the SMS is key to its on-going success and plays a significant part in shaping behaviours and culture. A variety of communication methods are used at the Airport to achieve this. Key messages to be disseminated are identified by Airside Operations. Where a message is considered urgent, information will be presented in a short and concise manner. Such information may be disseminated using the following means:

- Directorial or written messages;
- Electronic Notifications;
- Mobile Telephone;
- Posters;
- Radios;
- Shift change briefings.

Less urgent safety information may be disseminated to personnel working airside or other airport users in written format using the following means:

- Aeronautical Information Publication (AIP) Supplement;
- Airside Works Instruction (AWI)
- Director's Notice (DN),
- Information Notices (IN);
- Electronic or Memo.

14.4. Safety Promotion

Safety promotion is an integral part of the SMS. The Airport maintains an on-going programme of safety promotion for all personnel operating airside; so that any lessons learnt through investigations, developing trends through assurance or key topics based on external factors i.e. operations in adverse conditions during winter operations may be disseminated. Safety promotion is closely linked to that of safety training, whereby all personnel are made aware of the SMS and the procedures contained within the SMS. Safety promotion will be disseminated using the following means:

- Accident and Incident Reports ;
- Airside Operations Compliance Update;
- Airside Safety Newsletter;
- Airside Safety Update;
- Airport Community Application;
- External and Internal Safety Committees, Groups and Meetings;
- Safety Events
- Safety Posters;
- Safety Storyboards

The sharing of accident and incident investigation reports are to include any recommendations and developing trends through assurance and are to be made available to all those personnel affected by them. By doing so, the sharing of this information provides a method of encouraging and improving the development of a positive, just safety culture on a continuous basis.



Part C

Particulars of the Aerodrome Site

Contents

C – PARTICULARS OF THE AERODROME SITE	1
AERODROME CHARACTERISTICS	5
1. LOCATION AND ELEVATION	5
2. AERODROME REFERENCE TEMPERATURE	5
3. TYPES OF OPERATIONS	5
4. PROVISION OF RESCUE AND FIRE FIGHTING SERVICES	5
5. AERODROME SURVEY	5
5.1. Taxiways	6
5.1.1. Southside Taxiway System	6
5.1.2. Northside Taxiway Systems	6
5.1.3. Runway Holding Points and Rapid Exit Taxiways	7
5.2. Apron Design and Layout	8
5.3. STAND ENTRY GUIDANCE SYSTEMS	8
5.3.1. Safety Information for Pilots	8
5.3.2. Advanced Visual Docking Guidance System	8
5.3.3. Visual Docking Guidance System	9
5.3.4. Marshaller	9
5.3.5. Follow-Me Service	9
5.4. Stand Facilities	9
6. SELF MANOUEVRING FROM NORTHSIDE AIRCRAFT PARKING STANDS	16
6.2. Location of Aerodrome from Nearest Populated Areas	18
6.3. Aerodrome Chart	19
6.4. Aircraft Parking and Docking	19
6.5. Aerodrome Boundary -	20
7. LIGHTING	21
7.1. Apron Lighting	21
7.1.1. Apron Floodlighting	21
7.2. Runway Lighting	21
7.2.1. General	21
7.2.2. Approach Lighting Systems	21
7.2.3. Precision Approach Path Indicators	21
7.2.4. Runway Edge Lights	21
7.2.5. Runway Threshold Lights	22

7.2.6.	Runway End Lights	22
7.2.7.	Runway Centreline Lights	22
7.2.8.	Runway Touchdown Zone Lights.....	22
7.3.	Taxiway Lighting	22
7.3.1.	General	22
7.3.2.	Taxiway Centreline Lights.....	22
7.3.3.	Taxiway Edge Lights.....	22
7.3.4.	Stop Bar Lights	22
7.3.5.	Runway Guard Lights	23
7.4.	Other Lighting.....	23
7.4.1.	General	23
7.4.2.	Aeronautical Beacon	23
7.4.3.	Remote De-Icing Pad Lights.....	23
7.4.4.	Obstruction Lights	23
7.4.5.	Power Supplies to Aeronautical Ground Lighting	23
7.4.6.	Standby Power to Aeronautical Ground Lighting.....	23
7.4.7.	Control of Aeronautical Ground Lighting	24
8.	MARKINGS	24
8.1.	Apron Markings	24
8.1.1.	General	24
8.1.2.	Apron Safety Lines	24
8.1.3.	Road Holding Position Markings.....	24
8.2.	Runway Markings	24
8.2.1.	General	24
8.2.2.	Runway Markings	24
8.3.	TAXIWAY MARKINGS.....	24
8.3.1.	General	24
8.3.2.	Taxiway Centreline Markings.....	24
8.3.3.	Runway Holding Position Markings	25
8.3.4.	Intermediate Holding Position Markings	25
8.3.5.	Aircraft Stand Markings	25
8.3.6.	Information Markings.....	25
9.	SIGNS	25
9.1.	General	25

9.2.	Mandatory Instruction Signs	25
9.3.	Information Signs	26
9.4.	Aircraft Stand Identification Signs	26
9.5.	Road Holding Position Signs	26
10.	MARKERS	26
10.1.	General	26
10.2.	Taxiway Edge Markers	26
10.3.	Taxiway Centreline Markers	26
11.	INDICATORS	26
11.1.	Wind Direction Indicator	26
12.	NAVIGATIONAL AIDS	26
13.	AERODROME FACILITIES OUTSIDE THE AERODROME BOUNDARY	27
13.1.	Radar	27
13.2.	Runway 04 Approach Lights	27
13.3.	Runway 22 Approach Lights	28

AERODROME CHARACTERISTICS

NOTE: Information in Part C must not be used for operational or flight planning purposes

1. LOCATION AND ELEVATION

Aerodrome Reference Point: Lat. 51° 53' 06" N
Long. 00° 14' 06" E (Midpoint of Runway 04/22)

Aerodrome Elevation: 348 feet Above Mean Sea Level (AMSL)

Alpha Cul-De-Sac Elevation: 328 feet AMSL

Bravo Cul-De-Sac Elevation: 333 feet AMSL

Charlie Cul-De-Sac Elevation: 336 feet AMSL

Delta Cul-De-Sac Elevation: 340 feet AMSL

Echo Cul-De-Sac Elevation: 341 feet AMSL

Golf Apron: 330 feet AMSL

Zulu Cul-De-Sac Elevation: 322 feet AMSL

2. AERODROME REFERENCE TEMPERATURE

The Aerodrome Reference Temperature is 19°C.

3. TYPES OF OPERATIONS

The Airport is approved for both VFR and IFR operations to Instrument Landing System (ILS) Category (CAT) IIIB standards for those aircraft operators and airlines that hold the necessary state approvals.

4. PROVISION OF RESCUE AND FIRE FIGHTING SERVICES

Information on provision of Rescue and Fire Fighting Services (RFFS) may be found in Section 18, Part D of this manual.

5. AERODROME SURVEY

The responsibility for the management and promulgation of obstruction surveys rests with the Airside Safety and Compliance Manager (ASCM). A copy of the Obstacle Survey Report is held by the Head of Airside (HOA), with significant obstacles promulgated within the UK Aeronautical Information Publication (UK AIP). A check survey is conducted annually

5.1. Taxiways

5.1.1. Southside Taxiway System

Designator	Location	ICAO code	Width	Strip	PCN	Notes
A	Southside	F	101m	51m	UK AIP EGSS AD 2.8	East/West Lines – Dual Code C Operations
B	Southside	E	95m	76 m	UK AIP EGSS AD 2.8	East/West Lines – Dual Code C Operations
C	Southside	E	95m	76 m	UK AIP EGSS AD 2.8	East/West Lines – Dual Code C Operations
D	Southside	D	58m	37m	UK AIP EGSS AD 2.8	Aircraft >B752 to operate under tow
E	Southside	D	59m	37 m	UK AIP EGSS AD 2.8	
H	Southside	E	23m	76 m	UK AIP EGSS AD 2.8	
H	Southside	E	23m	76 m	UK AIP EGSS AD 2.8	Block 31 – Maximum Code C
J	Southside	E	23m	76 m	UK AIP EGSS AD 2.8	
J	Southside					Link Lima: Access to CBA only via Link Mike
J	Southside					Block 51/Hangar 8 – Code D and above aircraft must shut down on TWY J and tow across the road. Departing Code D and above aircraft to be towed on to TWY J.
J	Southside					Block 50/Hangar 10 – Code C and above aircraft to be towed to/from TWY J/Hangar 10.
J	Southside					Blocks 34, 36, 38 and 40 - Aircraft larger than MD11 under ranger escort only.
J	Southside					Link Delta maximum MD11
Z	Southside	E	95m	76 m	UK AIP EGSS AD 2.8	East/West Lines – Dual Code C Operations

5.1.2. Northside Taxiway Systems

Designator	Location	ICAO code	Width	Strip	PCN	Notes
F	Northside	E	23m	43.5m	UK AIP EGSS AD 2.8	Block 111 CODE F Under Escort
F	Northside	D	23m	37 m	UK AIP EGSS AD 2.8	Block 111 to 112
FA	Northside	C	18m	26 m	UK AIP EGSS AD 2.8	Block 112
G	Northside	E	27m	43.5m	UK AIP EGSS AD 2.8	Block 100, 102 to 107
G	Northside	B	10.5m	20 m	UK AIP EGSS AD 2.8	Block 101/H09
G	Northside	C	18m	26 m	UK AIP EGSS AD 2.8	Block 101/Western Apron
G	Northside	C	18m	26 m	UK AIP EGSS AD 2.8	Block 101/H09

5.1.3. Runway Holding Points and Rapid Exit Taxiways

Designator	Location	ICAO code	Width	Strip	PCN	Notes
G	Northside	E	23.5m	43.5m	UK AIP EGSS AD 2.8	
H	Southside	E	26.5m	43.5m	UK AIP EGSS AD 2.8	
K	Southside	E	24.1m	43.5m	UK AIP EGSS AD 2.8	
L	Southside	E	27.3m	43.5m	UK AIP EGSS AD 2.8	
LR	Southside	E	23m	43.5m	UK AIP EGSS AD 2.8	
N	Southside	E	26.5m	43.5m	UK AIP EGSS AD 2.8	
NR	Southside	E	25.5m	43.5m	UK AIP EGSS AD 2.8	
P	Southside	E	28m	43.5m	UK AIP EGSS AD 2.8	
PR	Southside	E	24.8m	43.5m	UK AIP EGSS AD 2.8	
Q	Southside	E	26.2m	43.5m	UK AIP EGSS AD 2.8	
QR	Southside	E	25.3m	43.5m	UK AIP EGSS AD 2.8	
R	Southside	E	24m	43.5m	UK AIP EGSS AD 2.8	
S	Southside	E	28.8m	43.5m	UK AIP EGSS AD 2.8	
U	Northside	E	42m	43.5m	UK AIP EGSS AD 2.8	
V	Northside	E	27.4m	43.5m	UK AIP EGSS AD 2.8	

5.2. Apron Design and Layout

The Airport provides aircraft stands located on both the northside and southside of the aerodrome. The southside parking arrangements include both contact and remote aircraft stands spread across three Satellites, which are accessed by the Track Transit System (TTS), Advanced Passenger Vehicle (APV) and/or passenger walkways, served by a main terminal. The northside parking arrangements include remote aircraft stands and leased areas, which may be located opposite to the hangar of a Fixed Based Operator (FBO).

There are two types of stand layouts on the aerodrome:

5.2.1. MARS Stands

Many of the stands at Stansted have more than one centreline. Some of these are known as MARS Stands (Multiple Aircraft Ramp System). These stands have been designed to enhance apron flexibility for accommodating a wide range of aircraft types. They are generally capable of accommodating either one large aircraft parked on the main centreline, or two smaller aircraft parked on the left and right centrelines.

5.2.2. Multi-Choice Apron (MCA)

Multi-Choice is an extension of the MARS principle but can be across many stands to enable a wider range of aircraft types to be accommodated simultaneously or in different configurations. The rules concerning stand allocation are more complicated than for MARS stands, but the general MARS principle that the left and right centrelines can only be used when the centre centreline is not in use (and vice versa) for each stand still applies.

5.3. Stand Entry Guidance Systems

Two varieties of Stand Entry Guidance (SEG) systems are provided at the Airport; the AGNIS/Dual Stop Arrow VDGS and the Safedock A-VDGS. The activation of the SEG systems is the responsibility of the nominated GSP. Where a SEG system has failed, Airside Operations shall provide a trained Marshaller to supplement guidance using signals as per CAP 637 – Visual Aids Handbook.

Flight crew are to note that the AGNIS/Dual Stop Arrow VDGS does not provide closing rate information and requires flight crew to turn their heads to gain lateral guidance during the docking manoeuvre.

5.3.1. Safety Information for Pilots

Flight crew must not taxi their aircraft on to any part of the aircraft stand unless the Stand Entry Guidance (SEG) system has been activated and is operational or an Airside Operations Marshaller is present at the head of the aircraft parking stand.

5.3.2. Advanced Visual Docking Guidance System

The Airport employs an Advanced Visual Docking Guidance System (A-VDGS) on certain aircraft stands. Once configured, the A-VDGS provides both azimuth and lateral guidance to guide aircraft to the correct parking position on the aircraft stand. It is the responsibility of the nominated Ground Service Provider (GSP) to activate the system.

5.3.3. Visual Docking Guidance System

The Airport employs a Visual Docking Guidance System (VDGS) on certain aircraft stands, comprising of an Azimuth Guidance for Nose-In Stands (AGNIS) unit and dual painted stop arrows. Once activated the VDGS provides azimuth guidance to the aircraft, with flight crew aligning themselves to the correct parking position via the dual stop arrows painted on the aircraft stand. It is the responsibility of the nominated GSP to activate the system.

Pilots are to note that the AGNIS system does not provide closing rate information and requires flight crew to turn their heads to gain lateral guidance during the docking manoeuvre.

5.3.4. Marshaller

Airside Operations provides personnel who are trained and authorised to undertake aircraft marshalling duties as per CAP 637 – Visual Aids Handbook. Organisations operating on leased areas of the aerodrome may marshal aircraft with the written consent of ASCM. Only Airside Operations, or those authorised by them when operating solely on leased areas may marshal aircraft.

5.3.5. Follow-Me Service

Airside Operations provides personnel in a suitably equipped vehicle to provide a Follow-Me service to both aircraft and vehicles operating on the manoeuvring area. Said Follow-Me services are provided in a variety of circumstances and may be requested by Air Traffic Control (ATC) via the Very High Frequency (VHF) frequency in use, or in the case of all other requests via the Airside Operations landline.

5.4. Stand Facilities

The following table lists the facilities available on each aircraft parking stand at the airport. Permanent changes in these facilities are recorded by the ASCM. Aircraft are identified via their type designator as per International Civil Aviation Organisation (ICAO) Document 8643 – Aircraft Type Designators. The [Stand Planning Tool/Software](#) system may have different type designators within the system. Users of the [Stand Planning Tool/Software](#) system should be aware of these differences.

5.5. Aircraft Parking Stands

Stand	Associated Gate	Maximum Aircraft Size ICAO CODE	Stand Entry Guidance	PBB	Fueling	FEGP	FEGP Output	Notes
Cargo Stands								
A1L	Remote	C	Safedock	No	Hydrant	Pantograph	1x 90KvA	
A1	Remote	E	Safedock	No	Hydrant	Pantograph	2x 90KvA	
A1R	Remote	C	Safedock	No	Hydrant	Pantograph	2x 90KvA	
A2	Remote	D	Safedock	No	Hydrant	Pantograph	2x 90KvA	
A3	Remote	D	Safedock	No	Hydrant	Pantograph	2x 90KvA	Multi-Choice Apron (MCA) Restrictions Contained within Stand Planning Tool/Software
A4	Remote	F	Safedock	No	Hydrant	Pantograph	2x 90KvA	
A5	Remote	C	Safedock	No	Hydrant	Pantograph	2x 90KvA	
A6	Remote	F	Safedock	No	Hydrant	Pantograph	2x 90KvA	
A7	Remote	F	Safedock	No	Hydrant	Pantograph	2x 90KvA	
A8	Remote	D	Safedock	No	Hydrant	Pantograph	2x 90KvA	
A9L	Remote	C	Safedock	No	Hydrant	Pantograph	2x 90KvA	
A9C	Remote	F	Safedock	No	Hydrant	Pantograph	2x 90KvA	
A9R	Remote	C	Safedock	No	Hydrant	Pantograph	2x 90KvA	
Satellite 1								
A10	2	C	Safedock	Yes	Hydrant	Pantograph	2x 90KvA	
A11L	1	C	Safedock	Yes	Hydrant	Pantograph	2x 90KvA	
A11C	1	F	Safedock	Yes	Hydrant	Pantograph	2x 90KvA	A380 capable with restrictions
A11R	2	C	Safedock	No	Hydrant	Pantograph	2x 90KvA	
A12L	6	C	Safedock	Yes	Hydrant	Pantograph	1x 90KvA	
A12C	6	E	Safedock	Yes	Hydrant	Pantograph	1x 90KvA	A380 capable with restrictions
A12R	5	C	Safedock	No	Hydrant	Pantograph	2x 90KvA	
A13L	12	C	Safedock	Yes	Hydrant	Pantograph	2x 90KvA	
A13C	12	E	Safedock	Yes	Hydrant	Pantograph	2x 90KvA	A380 capable with restrictions
A13R	11	C	Safedock	No	Hydrant	Pantograph	2x 90KvA	
A14	15	C	Safedock	No	Hydrant	Pantograph	2x 90KvA	
A15L	16	C	Safedock	No	Hydrant	Pantograph	1x 90KvA	

Stand	Associated Gate	Maximum Aircraft Size ICAO CODE	Stand Entry Guidance	PBB	Fueling	FEGP	FEGP Output	Notes
A15C	16	E	Safedock	Yes	Hydrant	Pantograph	1x 90KvA	
A15R	16	C	Safedock	Yes	Hydrant	Pantograph	1x 90KvA	
B20	3	C	Safedock	Yes	Hydrant	Pantograph	1x 90KvA	
B21	4	C	Safedock	Yes	Hydrant	Pantograph	1x 90KvA	
B22L	4	C	Safedock	No	Hydrant	Pantograph	1x 90KvA	
B22C	7	E	Safedock	Yes	Hydrant	Pantograph	1x 90KvA	
B22R	7	C	Safedock	Yes	Hydrant	Pantograph	1x 90KvA	
B23L	13	C	Safedock	Yes	Hydrant	Pantograph	1x 90KvA	
B23C	13	E	Safedock	Yes	Hydrant	Pantograph	2x 90KvA	
B23R	14	C	Safedock	No	Hydrant	Pantograph	2x 90KvA	
B24L	19	C	Safedock	Yes	Hydrant	Pantograph	1x 90KvA	
B24C	19	E	Safedock	Yes	Hydrant	Pantograph	2x 90KvA	
B24R	19	C	Safedock	No	Hydrant	Pantograph	1x 90KvA	
J25L	18	C	Safedock	No	Hydrant	Pantograph	1x 90KvA	
J25R	18	C	Safedock	No	Hydrant	Pantograph	1x 90KvA	

Satellite 2								
B30	81	C	Safedock	No	Hydrant	Pantograph	1x 90KvA	
B31	85	C	Safedock	No	Hydrant	Pantograph	1x 90KvA	
B32L	88 or 30	C	Safedock	Yes	Hydrant	Pantograph	1x 90KvA	
B32C	88 or 30	E	Marshaller	Yes	Hydrant	Pantograph	2x 90KvA	
B32R	84	C	Safedock	No	Hydrant	Pantograph	2x 90KvA	
B33L	33	C	Safedock	No	Hydrant	Pantograph	1x 90KvA	
B33C	33	E	Marshaller	No	Hydrant	Pantograph	2x 90KvA	
B33R	29	C	Safedock	No	Hydrant	Pantograph	2x 90KvA	
B34L	34	C	Safedock	No	Hydrant	Pantograph	1x 90KvA	
B34C	34	E	Marshaller	No	Hydrant	Pantograph	1x 90KvA	Code E capable with restrictions
B34R	34	C	Safedock	No	Hydrant	Pantograph	1x 90KvA	

C40	83	D	Safedock	No	Hydrant	Pantograph	1x 90KvA	
C41	83	C	Safedock	No	Hydrant	Pantograph	1x 90KvA	
Stand	Associated Gate	Maximum Aircraft Size ICAO CODE	Stand Entry Guidance	PBB	Fueling	FEGP	FEGP Output	Notes
C42L	82 or 86	C	Safedock	No	Hydrant	Pantograph	1x 90KvA	
C42C	86	E	Marshaller	No	Hydrant	Pantograph	2x 90KvA	
C42R	86	C	Safedock	No	Hydrant	Pantograph	2x 90KvA	
C43L	87 or 31	C	Safedock	Yes	Hydrant	Pantograph	1x 90KvA	
C43C	87 or 31	E	Marshaller	Yes	Hydrant	Pantograph	1x 90KvA	
C43R	32	C	Safedock	No	Hydrant	Pantograph	1x 90KvA	
C44L	37	C	Safedock	No	Hydrant	Pantograph	2x 90KvA	
C44C	37	E	Marshaller	No	Hydrant	Pantograph	2x 90KvA	CODE E capable with restrictions
C44R	37	C	Safedock	No	Hydrant	Pantograph	1x 90KvA	
J45L	38	C	Marshaller	No	Hydrant	Pantograph	1x 90KvA	
J45R	36	C	Safedock	No	Hydrant	Pantograph	1x 90KvA	

Satellite 3								
C50L	43	C	Safedock	No	Hydrant	Pantograph	1x 90KvA	
C50R	41	C	Safedock	No	Hydrant	Pantograph	1x 90KvA	
C51L	47	C	Safedock	No	Hydrant	Pantograph	1x 90KvA	
C51R	45	C	Safedock	No	Hydrant	Pantograph	1x 90KvA	
C52L	53	C	Safedock	No	Hydrant	Pantograph	1x 90KvA	
C52R	49	C	Safedock	No	Hydrant	Pantograph	1x 90KvA	
C53L	57	C	Safedock	No	Hydrant	Pantograph	1x 90KvA	
C53R	55	C	Safedock	No	Hydrant	Pantograph	1x 90KvA	
D61R	42	C	Safedock	No	Hydrant	Pantograph	1x 90KvA	
D62L	44	C	Safedock	No	Hydrant	Pantograph	1x 90KvA	
D62R	46	C	Safedock	No	Hydrant	Pantograph	1x 90KvA	
D63L	48	C	Safedock	No	Hydrant	Pantograph	1x 90KvA	
D63R	50	C	Safedock	No	Hydrant	Pantograph	1x 90KvA	

D64L	52	C	Safedock	No	Hydrant	Pantograph	1x 90KvA	
D64R	56	C	Safedock	No	Hydrant	Pantograph	1x 90KvA	
Stand	Associated Gate	Maximum Aircraft Size ICAO CODE	Stand Entry Guidance	PBB	Fueling	FEGP	FEGP Output	Notes
J65L	58	C	Safedock	No	Hydrant	Pantograph	1x 90KvA	
J65R	59	C	Safedock	No	Hydrant	Pantograph	1x 90KvA	

Remote Stands								
D70L	Remote	C	Marshaller	No	Bowser	Pantograph	1x 90KvA	
D70	Remote	D	Marshaller	No	Bowser	N/A	N/A	
D70R	Remote	E	Marshaller	No	Bowser	Pantograph	1x 90KvA	
D71L	Remote	C	Marshaller	No	Bowser	Pantograph	1x 90KvA	
D71C	Remote	D	Marshaller	No	Bowser	N/A	N/A	
D71R	Remote	C	Marshaller	No	Bowser	Pantograph	1x 90KvA	
D72L	Remote	C	AGNIS	No	Bowser	Pantograph	1x 90KvA	
D72C	Remote	D	Marshaller	No	Bowser	N/A	N/A	
D72R	Remote	C	AGNIS	No	Bowser	Pantograph	1x 90KvA	
D73L	Remote	C	AGNIS	No	Bowser	Pantograph	1x 90KvA	
D73C	Remote	D	Marshaller	No	Bowser	N/A	N/A	
D73R	Remote	C	AGNIS	No	Bowser	Pantograph	1x 90KvA	
D74	Remote	C	Marshaller	No	Bowser	N/A	N/A	
E81L	Remote	C	Safedock	No	Hydrant	Pantograph	1x 90KvA	
E81C	Remote	C	Marshaller	No	Hydrant	Pantograph	2x 90KvA	
E81R	Remote	C	Safedock	No	Hydrant	Pantograph	2x 90KvA	
E82L	Remote	C	Safedock	No	Hydrant	Pantograph	1x 90KvA	
E82C	Remote	E	Marshaller	No	Hydrant	Pantograph	2x 90KvA	
E82R	Remote	C	Safedock	No	Hydrant	Pantograph	2x 90KvA	
E83L	Remote	C	Safedock	No	Hydrant	Pantograph	1x 90KvA	
E83R	Remote	D	Safedock	No	Hydrant	Pantograph	1x 90KvA	

E84L	Remote	C	Safedock	No	Hydrant	Pantograph	1x 90KvA	
E84R	Remote	D	Safedock	No	Hydrant	Pantograph	1x 90KvA	
J85L	Remote	C	Safedock	No	Hydrant	Pantograph	1x 90KvA	
Stand	Associated Gate	Maximum Aircraft Size ICAO	Stand Entry Guidance	PBB	Fueling	FEGP	FEGP Output	Notes
J85R	Remote	C	Safedock	No	Hydrant	Pantograph	1x 90KvA	
E90L	Remote	C	Safedock	No	Hydrant	Pantograph	1x 90KvA	
E90C	Remote	D	Marshaller	No	Hydrant	Pantograph	2x 90KvA	
E90R	Remote	C	Safedock	No	Hydrant	Pantograph	2x 90KvA	
E91L	Remote	C	Safedock	No	Hydrant	Pantograph	1x 90KvA	
E91C	Remote	D	Marshaller	No	Hydrant	Pantograph	2x 90KvA	
E91R	Remote	C	Safedock	No	Hydrant	Pantograph	2x 90KvA	
E92L	Remote	C	Safedock	No	Hydrant	Pantograph	1x 90KvA	
E92C	Remote	D	Marshaller	No	Hydrant	Pantograph	2x 90KvA	
E92R	Remote	C	Safedock	No	Hydrant	Pantograph	2x 90KvA	
E93L	Remote	C	Safedock	No	Hydrant	Pantograph	1x 90KvA	
E93C	Remote	D	Marshaller	No	Hydrant	Pantograph	2x 90KvA	
E93R	Remote	C	Safedock	No	Hydrant	Pantograph	2x 90KvA	

Zulu Apron, Compass Base and Engine Run bays								
Z204F	Remote	D	Marshaller	No	Hydrant	N/A	N/A	Adjacency restrictions apply
Z204L	Remote	C	AGNIS	No	Hydrant	Dabico	1x 90KvA	Adjacency restrictions apply
Z204C	Remote	F	Safedock	No	Hydrant	Pantograph	1x 90KvA	Adjacency restrictions apply
Z204R	Remote	D	AGNIS	No	Hydrant	Dabico	1x 90KvA	Adjacency restrictions apply
Z205L	Remote	C	AGNIS	No	Hydrant	Dabico	1x 90KvA	Adjacency restrictions apply
Z205C	Remote	F	Safedock	No	Hydrant	Pantograph	2x 90KvA	Adjacency restrictions apply
Z205R	Remote	C	AGNIS	No	Hydrant	Dabico	1x 90KvA	
Z213L	Remote	C	AGNIS	No	Hydrant	Dabico	1x 90KvA	

Z213	Remote	F	Safedock	No	Hydrant	Pantograph	2x 90KvA	A380 on Z213, aircraft no larger than a B744 on Z214.
Z213R	Remote	C	AGNIS	No	Hydrant	Dabico	1x 90KvA	
Z214L	Remote	C	AGNIS	No	Hydrant	Dabico	1x 90KvA	
Z214C	Remote	C	Safedock	No	Hydrant	Pantograph	2x 90KvA	A380 on Z214, aircraft no larger than a B744 on Z213.
Z214R	Remote	C	AGNIS	No	Hydrant	Dabico	1x 90KvA	
CBAL	Remote	D	Marshaller	No	Hydrant	N/A	N/A	Outside of the CPSRA ¹
CBA	Remote	E	Marshaller	No	Hydrant	N/A	N/A	Outside of the CPSRA
CBAR	Remote	D	Marshaller	No	Hydrant	N/A	N/A	Outside of the CPSRA
RBE	Remote	F	Marshaller	No	Hydrant	N/A	N/A	Outside of the CPSRA
RBW	Remote	E	Marshaller	No	Hydrant	N/A	N/A	Outside of the CPSRA

¹ Critical Part Security Restricted Area

6. SELF MANOEUVRING FROM NORTHSIDE AIRCRAFT PARKING STANDS

Parking stands 501 through to 520 are located on the Northside of the airfield.

- Stands 501-520 are remote stands
- Stands 501-520 do not have FEGPs
- There are no hydrant facilities that supply the Northside stands, instead fuelling is undertaken by Bowser
- Stands 510 – 512 can facilitate a B767 Nose Out Self Manoeuvre, however this will be subject to prior approval from Airside Operations (A risk assessment must be conducted, e.g. covering areas such as back of stand road protection from Jet blast and FOD ingestion)

NOTE : Any deviation to the below chart must be requested in advance to the AODM (Tel: 01279 662378)

Stand	Location	Maximum Aircraft Size	Maximum Self-Manoeuvring	Stand Entry Guidance	Notes
501	Off Western Apron	B73W	N/A	Marshaller	Tow on/off only
502	Off Western Apron	B73W	N/A	Marshaller	Tow on/off only
503	Leased Area – All aircraft to be towed on and off				
504	Off taxiway Golf, Block 103	B738	GS4	Marshaller	Leased Area. Self-manoeuvring for a GS4 if 505L empty. Max CCX taxi from nose-out if towed on.
505L	Off Taxiway Golf, Block 103	B738	E145	Marshaller	*if 505/506 clearway closed.
505		B748*	GLF6	Marshaller	
505R		B722	E145	Marshaller	
506	Off Taxiway Golf, Block 103	B734	E145	Marshaller	Priority given to self-manoeuvring aircraft.
507	Off Taxiway Golf, Block 103	A321	E145	Marshaller	Access to H05.
508	Off Taxiway Golf, Block 104	CCX	GLF6	Marshaller	Priority to GLEX/GLF5 on short-turns.
509	Off Taxiway Golf, Block 104	AN124	GLF6	Marshaller	Access route to the Border Inspection Post (BIP), max. B734 under tow only.
510	Off Taxiway Foxtrot, Block 110	AN124	GLF6	Marshaller	

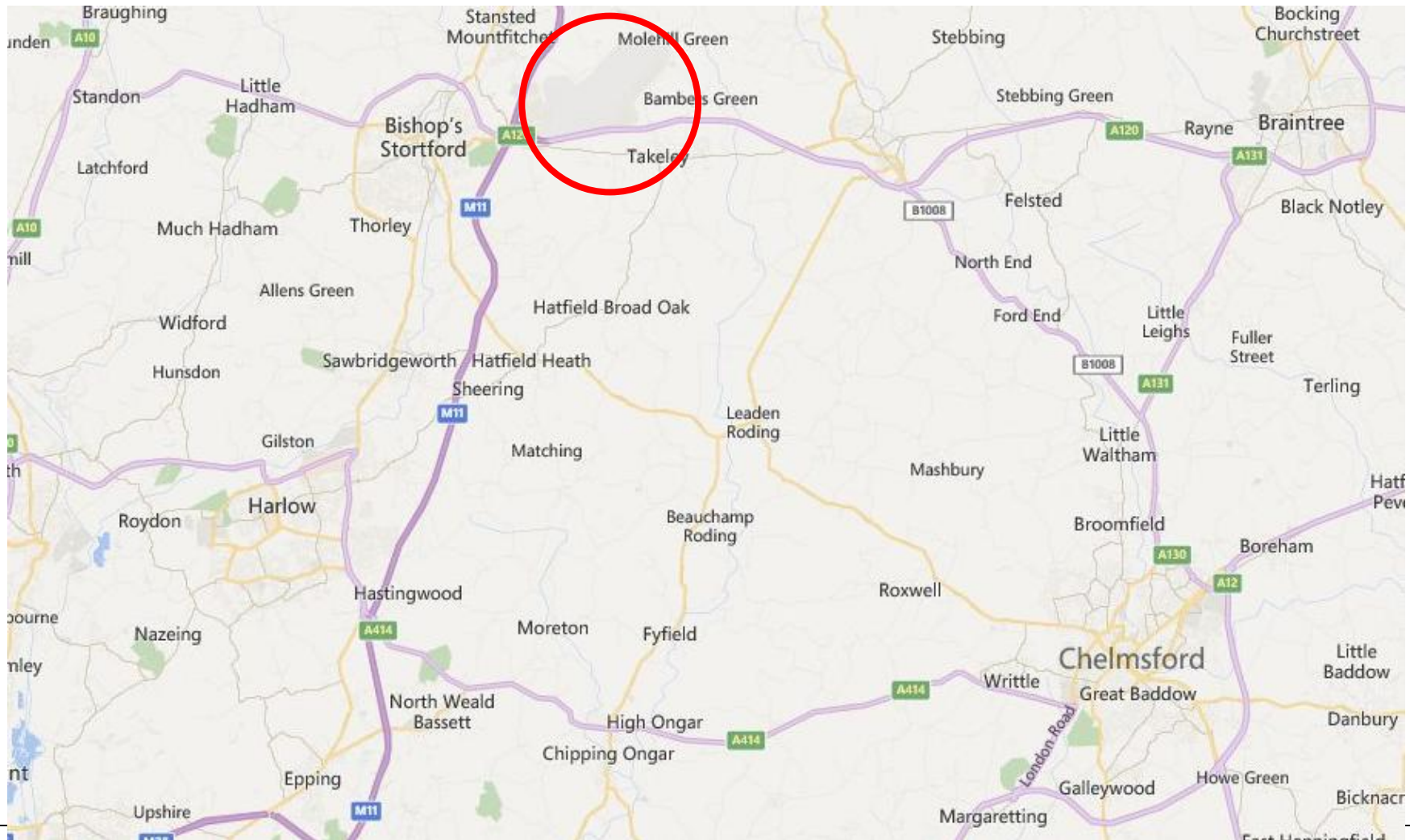
511	Off Taxiway Foxtrot, Block 110	MD11	GLF6	Marshaller	Aircraft types larger than a MD11 must be towed on/off stand. Nose in Max aircraft type A330-200 (Length 59.37m) max aircraft type Nose out B777-300 (Length 73.86m) Rear of stand road must be closed. Access to 512 will be via Taxiway Foxtrot Alpha under escort.
512	Off Taxiway Foxtrot, Block 111	MD11	GLF6	Marshaller	Aircraft larger than B737-800 must be positioned Nose out. Max Aircraft type B767-200 to be positioned Nose Out.
513	Off Taxiway Foxtrot, Block 112	B738W	N/A	Marshaller	

6.1. Hangars

Hangar	Comments
H01	Inflite Leased Area
H02	Inflite Leased Area
H03	Inflite Leased Area
H05	Harrods Aviation Leased Area
H08	Diamond Hangar Leased Area
H09	Inflite Leased Area
H10	Ryanair Leased Area
H12	Harrods Aviation Leased Area

AERODROME CHARTS AND MAPS

6.2. Location of Aerodrome from Nearest Populated Areas



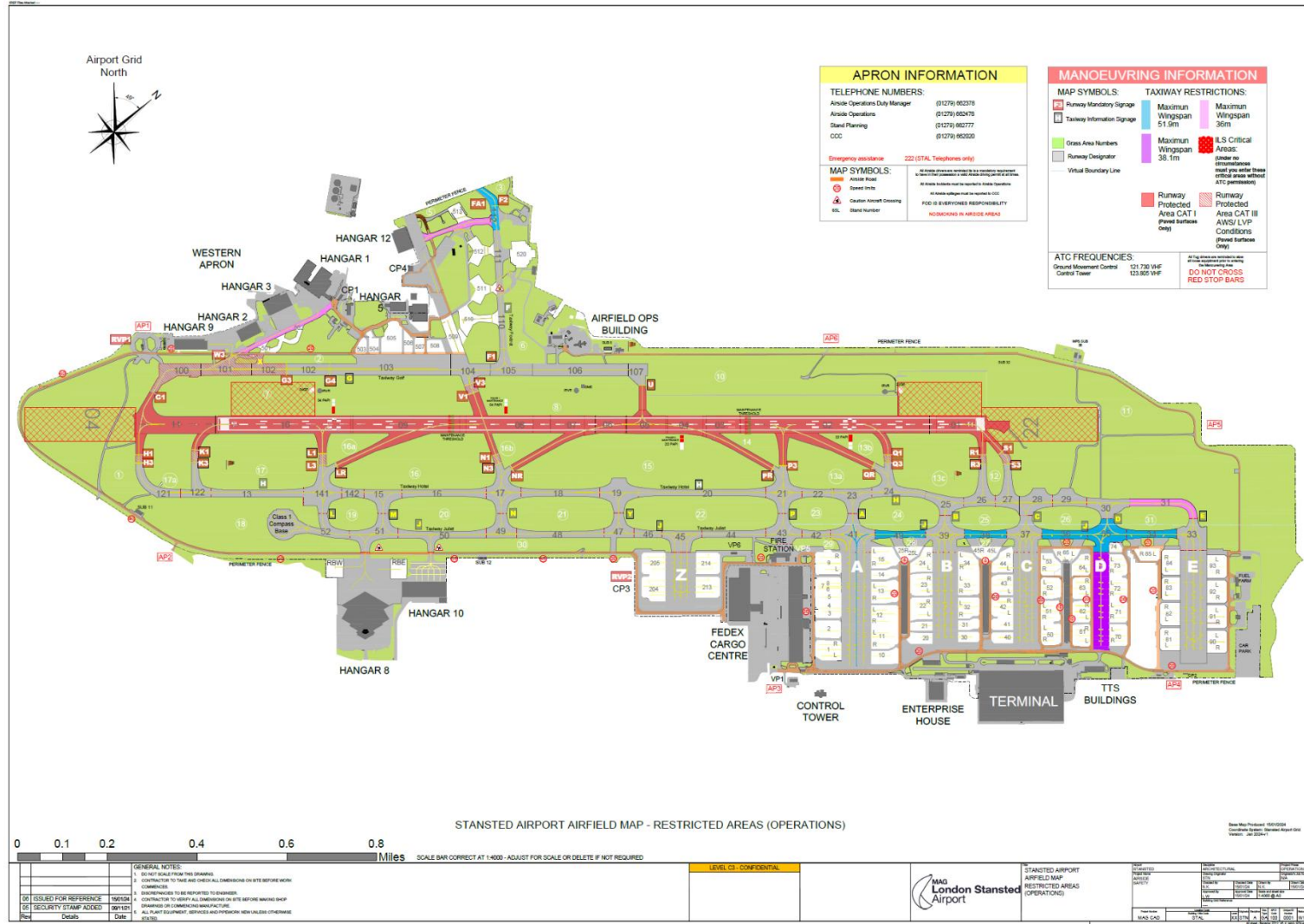
6.3. Aerodrome Chart

	Created by	Promulgated by
	Annual Aerodrome Survey	UK AIP AD 2-EGSS-1 AD 2.1

6.4. Aircraft Parking and Docking

	Created by	Promulgated by
	Annual Aerodrome Survey	UK AIP AD 2-EGSS-1 AD 2.2

6.5. Aerodrome Boundary -



7. LIGHTING

7.1. Apron Lighting

7.1.1. Apron Floodlighting

Apron floodlighting is provided to facilitate safe operations on apron areas in periods of reduced visibility and at night. Apron floodlights are arranged as to provide maximum illumination whilst at the same time reducing both shadows and glare. Apron floodlighting may be supplemented by mobile floodlighting towers, in the case of a lighting failure or where additional illumination is desirable.

Mobile floodlighting towers are provided by, and at the discretion of Airside Operations upon request.

7.2. Runway Lighting

7.2.1. General

All Runway Lighting is LED. Aeronautical Ground Lighting (AGL) conforms to regulatory requirements.

7.2.2. Approach Lighting Systems

Runway 04 and runway 22 are equipped with a precision approach lighting system to ILS CAT III standards at each end to provide visual guidance for alignment and roll, and limited distance to go information to enable a safe approach to the runway. Aircraft operators and airlines shall ensure flight crew and aircraft appropriately certified to conduct approaches in low visibility conditions, up to and including ILS CAT IIIb standards.

During periods of reduced runway length operations, the Airport provides an abbreviated simple approach lighting system by way of portable LED runway lighting to provide visual guidance for alignment and roll.

7.2.3. Precision Approach Path Indicators

Runway 04 and Runway 22 are equipped with a Precision Approach Path Indicator (PAPI) at each end to indicate the approach angle necessary to maintain a safe height over obstacles and terrain. The siting and angle of the PAPI units is equal to that of the ILS glide path for both Runway 04 and Runway 22.

Runway 04 is set at 3°, 390.5 metres from the runway threshold, giving a Mean Eye Height over Threshold (MEHT) of 66 feet. Runway 22 is set at 3°, 465 metres from the runway threshold, giving a MEHT of 67 feet. Each PAPI is provided with adequate obstacle protection as to safeguard its use.

7.2.4. Runway Edge Lights

Runway 04/22 is equipped with runway edge lights to delineate the edge of the runway during periods of reduced visibility and at night. The runway edge lights are set at 60 metres longitudinal spacing and positioned 23 metres either side of the centreline. The lights are bi-directional, flush, high intensity and white in colour. The runway 04 pre-threshold edge lights show red towards the direction of approach

7.2.5. Runway Threshold Lights

Runway 04/22 are equipped with runway threshold and wing bar lights at each end to denote the extremities of the runway. The runway threshold and wing bar lights are uni-directional, flush, high intensity and green in colour. The runway threshold lights are supplemented by wing-bars of four lights on each side of the runway.

7.2.6. Runway End Lights

Runway 04/22 is equipped with runway end lights as per at each end to denote the end of the runway. The runway end lights are uni-directional, flush, high intensity and red in colour.

7.2.7. Runway Centreline Lights

Runway 04/22 is equipped with runway centreline lights to facilitate safe take-off and landing during periods of reduced visibility and at night. The runway centreline lights are set at 15 metres spacing the lights are bi-directional, flush, high intensity and beamed at 5.5 degrees to the horizontal for the first 900 metres of each Runway direction and 3 degrees for the remainder. The lights are white to a point 900 metres from the Runway end, with the following 600 metres alternate red and white and the final 300 metres all red in colour.

7.2.8. Runway Touchdown Zone Lights

Runway 04 and Runway 22 is equipped with runway touchdown zone lights at each end to denote the touchdown zone. The runway touchdown zone lights consist of a group 4 white lights each, symmetrically displayed each side of the Runway centreline, extending from the threshold for 900 metres of each runway direction. Each light is uni-directional, flush, high intensity and white in colour.

7.3. Taxiway Lighting

7.3.1. General

All Taxiway Lighting is LED. AGL conforms to the requirements of CAA regulations.

7.3.2. Taxiway Centreline Lights

Taxiways Golf, Hotel and Juliet are equipped with taxiway centreline lights to provide guidance for the safe taxiing of aircraft and operation of vehicles in reduced visibility conditions and at night. The taxiway centreline lights are bi-directional, flush and green in colour.

7.3.3. Taxiway Edge Lights

Taxiways Foxtrot, Foxtrot Alpha, Golf and the edges of Rapid Exit Taxiway (RET) of QR and PR are equipped with taxiway edge lights to provide adequate guidance for the safe taxiing of aircraft and operation of vehicles in reduced visibility conditions and at night. The Taxiway edge lights are omni-directional, and blue in colour.

7.3.4. Stop Bar Lights

All Runway Holding Points (RHPs) are equipped with stop bar lights to prevent inadvertent incursion of aircraft and vehicles onto the runway. The runway stop bar lights are co-located with the RHP in use, either CAT I or CAT II/III as appropriate. The stop bar lights are uni-directional, flush and red in colour. They are in operation 24-hours a day.

7.3.5. Runway Guard Lights

All RHPs are equipped with Runway guard lights to prevent inadvertent incursion of aircraft and vehicles onto the Runway. The Runway guard lights are co-located with the RHP in use, either CAT I or CAT II/III as appropriate. The runway guard lights are uni-directional, elevated and yellow in colour. They are in operation 24-hours a day.

7.4. Other Lighting

7.4.1. General

All other AGL conforms to the regulatory requirements.

7.4.2. Aeronautical Beacon

The Airport does not provide an aeronautical beacon, due to the nature of the traffic which utilises the aerodrome.

7.4.3. Remote De-icing Pad Lights

These remote de-icing pad lights are to provide guidance for flight crew in the safe positioning of aircraft onto the remote de-icing pads located within the Alpha, Charlie, Delta and Echo Cul-de-Sacs. The remote de-icing pad lights consist of three red lights located to within the alignment arrow to the left of the aircraft, perpendicular to the centreline of the taxiway. The remote de-icing pad lights are omni-directional, flush and red in colour.

7.4.4. Obstruction Lights

The Airport provides obstruction lights on buildings and other tall structures on the aerodrome, or within 4 miles, adjacent to any of the safeguarded surfaces, Chapter Q. The lights are uni-directional and red in colour. The lights are operated automatically according to the levels of ambient light.

7.4.5. Power Supplies to Aeronautical Ground Lighting

All AGL is supplied from an 11kV ring main, stepped down through transformers to 415V, which can withstand one break without affecting any facilities. The ring main is backed up by 415V standby diesel generators.

7.4.6. Standby Power to Aeronautical Ground Lighting

The 11kV ring main is capable of withstanding one break without affecting any facilities. However, should any additional breaks occur, the ring main is supported by 415V standby diesel generators. During ILS CAT II/III operations, all AGL systems are operated from the 415V standby diesel generators, with the 11kV ring main acting as the standby power supply. Operating AGL systems in this manner achieves a 1-second switchover time from primary to secondary power.

7.4.7. Control of Aeronautical Ground Lighting

All AGL systems, other than apron floodlighting and SEG are controlled by Air Traffic Control (ATC) as per the London Stansted Airport Manual of Air Traffic Services Part 2 – Operations, from the Visual Control Room (VCR).

8. MARKINGS

8.1. Apron Markings

8.1.1. General

The Airport provides apron markings which are in conspicuous colours to contrast with aerodrome pavements.

8.1.2. Apron Safety Lines

The separation of the manoeuvring area from the apron areas is delineated by two solid white lines, which may be bordered by black paint markings to aid in conspicuity. Additional markings are provided to delineate the edges of aircraft stands and service roads. Inter-Stand Clearways (ISCs) marked with solid white lines bordering saw-tooth white lines. MARS Bars are solid white lines.

8.1.3. Road Holding Position Markings

Where provided, road holding position markings conform to the Traffic Signs Regulations and General Directions 2002 (as amended). Where such markings are not provided, the road holding position to maintain the appropriate taxiway strip is delineated with Apron Safety Lines as per 8.1.2 above.

8.2. Runway Markings

8.2.1. General

The Airport provides runway markings which are in conspicuous colours to contrast with aerodrome pavements.

8.2.2. Runway Markings

Runway 04/22 is equipped with runway markings applicable to a Code 4E, ILS CAT III precision approach runway.

8.3. TAXIWAY MARKINGS

8.3.1. General

The Airport provides taxiway markings which are in conspicuous colours to contrast with aerodrome pavements.

8.3.2. Taxiway Centreline Markings

Each taxiway is equipped with taxiway centreline markings to provide continuous guidance between the runway centreline and the aircraft parking stand.

To differentiate the Alpha Middle Taxilane for ICAO Code D, E and F aircraft from others within the Alpha Cul-de-Sac, the Alpha Middle Taxilane is blue in colour.

8.3.3. Runway Holding Position Markings

Each RHP is marked and comprises of two solid and two broken yellow lines, with the solid lines delineating the taxiway side of the RHP. The RHP is established as per regulation. Where two RHPs are located for use in both normal and ILS CAT II/III operations, a secondary RHP marking is applied at the ILS CAT II/III.

RHP Papa 3 (P3) is only equipped with the secondary RHP marking for ILS CAT II/III.

8.3.4. Intermediate Holding Position Markings

Each Intermediate Taxiway Holding Position (ITHP) is marked and comprises of a single broken yellow line across the width of the taxiway.

8.3.5. Aircraft Stand Markings

Each aircraft parking stand is marked and is equipped with a lead-in arrow and aircraft stand identification number. The markings are yellow in colour, surrounded by a black background. Each aircraft stand identification number conforms to the character requirements. Aircraft parking stand centreline markings are yellow in colour, which may be surrounded by a black background to aid conspicuity.

Ground Service Equipment (GSE) equipment bays are marked by a red and white border. Pedestrian footpaths are marked by a green and white border, which may be supplemented with a walking man symbol. Passenger Boarding Bridge (PBB) no parking markings are marked by a white starburst pattern. Additional no parking or restricted parking areas are marked by yellow diagonal hatching.

8.3.6. Information Markings

The Airport provides information markings at the beginning of the Alpha, Bravo and Charlie, East, Middle and West Taxilanes in order to provide additional guidance to flight crew. In addition, RHPs Romeo and Sierra are supplemented with information marking to delineate each RHP. The characters are of a black inscription on a yellow background.

9. SIGNS

9.1. General

The Airport provides signage to convey a mandatory instruction, information on a specific location, or destination.

9.2. Mandatory Instruction Signs

Each ITHP and RHP is equipped with a mandatory instruction sign. Where applicable, the signs are supplemented with additional information e.g. ILS CAT II/III holding points. The signs are of a white inscription on a red background. The mandatory instruction signs are co-located with the appropriate marking and/or lighting.

9.3. Information Signs

Information signage is provided. The signs are of a black inscription on a yellow background. The information signs are co-located with the appropriate marking and/or lighting.

9.4. Aircraft Stand Identification Signs

Where provided, aircraft stand identification signs supplement the aircraft stand identification markings found on lead-in arrows. Each aircraft stand identification sign is located as close to the extended centreline as is practicable so as to be clearly visible from the cockpit, but without interfering with the operation of the SEG system.

All aircraft stand identification signs are of yellow prescription on a black background. The Airport applies the national Special Condition (SC) to its aircraft parking stand identification signs.

9.5. Road Holding Position Signs

Where provided, road holding position signs conform to the Traffic Signs Regulations and General Directions 2002 (as amended). Where such signs are not provided, the road holding position to maintain the appropriate taxiway strip is delineated with apron safety lines.

10. MARKERS

10.1. General

The Airport provides taxiway edge and centreline markers in those locations where taxiway edge or centreline AGL is not provided, and/or additional conspicuity is desirable.

10.2. Taxiway Edge Markers

The Airport provides taxiway edge markers in those locations where taxiway centreline or edge lights or taxiway centreline markers are not provided. In addition, the Airport provides taxiway edge markers where additional conspicuity of the edge of the paved surface is desirable.

10.3. Taxiway Centreline Markers

The Airport provides taxiway centreline markers in those locations where taxiway centreline or edge lights or taxiway edge markers are not provided. In addition, the Airport provides taxiway centreline markers where additional conspicuity of the taxiway centreline is desirable.

11. INDICATORS

11.1. Wind Direction Indicator

The Airport provides three wind direction indicators. One wind direction indicator can be found adjacent to each runway threshold. The wind direction indicators are positioned to be visible during the most critical phases of flight. The wind direction indicators are orange in colour and are illuminated for night use. Three windsleeves: 515318.58N 0001405.52E - 515336.99N 0001503.18E - 515235.91N 0001333.68E.

12. NAVIGATIONAL AIDS

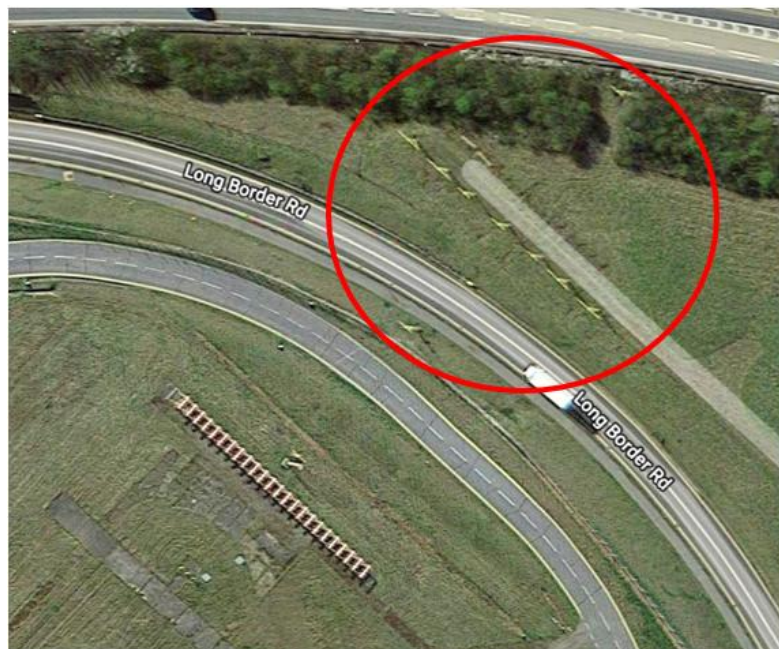
Information on provision of Navigational Aids (NAVAIDS) and other pertinent details may be found in Section 10, Part D to this manual.

13. AERODROME FACILITIES OUTSIDE THE AERODROME BOUNDARY

13.1. Radar



13.2. Runway 04 Approach Lights



13.3. Runway 22 Approach Lights





Part D

Particulars of the aerodrome site required to be reported to
the Aeronautical Information Service

1. PROCEDURES FOR THE PROMULGATION OF GENERAL INFORMATION

	Created by	Promulgated by
Name of Aerodrome	n/a	UK AIP, via NATS AIS
Location of Aerodrome		UK AIP, via NATS AIS
Geographic co-ordinates of the Aerodrome reference point determined in terms of the World Geodetic System-1984 (WGS-84) reference datum.	Annual Aerodrome Survey	UK AIP, via NATS AIS
Aerodrome Elevation & Geoid Undulation	Annual Aerodrome Survey	UK AIP, via NATS AIS
Elevation of Runway Thresholds	Annual Aerodrome Survey	UK AIP, via NATS AIS
Elevation of Runway Ends	Annual Aerodrome Survey	UK AIP, via NATS AIS
Highest Elevation of touchdown zones	Annual Aerodrome Survey	UK AIP, via NATS AIS
Aerodrome Reference Temperature	UK Met Office	UK AIP, via NATS AIS
Aerodrome Beacon	n/a	n/a
Name of the Aerodrome Operator and contact details (including telephone numbers) of the aerodrome operator which may be contacted at all times.	n/a	UK AIP, via NATS

2. AERODROME DIMENSIONS

2.1. Runways

Runway	Dimensions	Threshold Elevation	TORA	TODA	LDA	ASDA
04	3049 x 46 metres	332 feet	3049m	3338m	2748m	3049m
22	3049 x 46 metres	348 feet	3049m	3316m	3049m	3049m

	Runway 04	Runway 22
True Bearing	042.90°	222.90°
Designator	04	22
Length	3049 metres	3049 metres
Width	46m	
Type	Code 4E CAT III Precision Instrument	
Surface Type	Grooved Asphalt	
PCN Value	117/F/D/W/T	
Threshold Elevation	332 feet	348 feet
Runway before Threshold	300 metres	N/A
Slope Overall	1:990 Up	1:990 Down
Longitudinal Slopes	No Data Available	No Data Available
Sightlines	No Data Available	No Data Available
Stopway	None declared	
Clearway	289 x 150 metres	267 x 150 metres
Runway Strip	3169 x 280 metres	

RESA Undershoot	240 x 92 metres
RESA Overshoot	240 x 92 metres
Clear and Graded Area	3169x 210 metres
Runway Shoulders	7.6m paved inner shoulder plus 7.5m stabilized grass outer shoulder
Obstacle Free Zone	Provided as per CS ADR.DSN.J.480

2.2. Runway Strip

	Runway 04	Runway 22
Length	3169 metres	
Width	280 metres	
Surface	Prepared Grass	

2.3. Runway End Surface Areas

	Runway 04	Runway 22
Length	240 metres	240 metres
Width	92 metres	92 metres
Surface	Prepared Grass	

2.4. Clearways

	Runway 04	Runway 22
Length	289 metres	267 metres
Width	150 metres	150 metres
Surface	Prepared Grass	

2.5. Stopways

	Runway 04	Runway 22
Stopway	None Declared	

2.6. Taxiways

Information on the length, width, surface type, Pavement Classification Number (PCN) and other pertinent details may be found in Section 7.3, Part C to this manual.

2.7. Aprons

Aprons are constructed of the asphalt and concrete, which can support the weight of the aircraft it is intended. Further information on apron surface type and aircraft stands and other pertinent details may be found in Sections 7.4, Part C to this manual.

3. VISUAL AIDS

Information on Visual Aids and other pertinent details may be found in Sections 10, 11, 12, 13, 14 and 15, Part C to this manual.

4. NAVIGATIONAL AIDS

4.1. Instrument Landing System

The Airport provides a Category III Instrument Landing System (ILS) for both Runway 04 and Runway 22. The system, a ParkAir Navia 7000B, is monitored by National Air Traffic Services (NATS) on a continual basis for serviceability. The ILS Localisers are Normarc 7014B Element Log Periodic arrays, and the ILS Glide Paths are Normarc 7034B array antennas.

4.2. Distance Measuring Equipment

The Airport provides a Distance Measuring Equipment (DME) for measurement of track distance to/from the runway. The system, a Fernau 2020, is monitored by NATS on a continual basis for serviceability.

4.3. Instrument Runway Visual Range

The Airport provides three Instrument Runway Visual Range (IRVR) sensors, located on the north side of the Aerodrome to provide IRVR values for touchdown, midpoint and stop-end. The system, comprising of both an AGIVIS TMX 2000 and AGI BLM, is monitored by NATS on a continual basis for serviceability.

4.4. Location and Radio Frequency of VOR Aerodrome Checkpoints

Intentionally Blank.

5. OTHER AIDS

5.1. Advanced Surface Movement Guidance and Control System

The airport provides an Advanced Surface Movement Guidance and Control System (A-SMGCS) as per ADR.OPS.B.030. Its description and method of operation is contained within the London Stansted Airport Manual of Air Traffic Services Part 2 – Operations.

6. OPERATION OF NAVIGATIONAL AND OTHER AIDS

The operation of Navigational Aids (NAVAIDS) the Airport is described and contained within the engineering section of the London Stansted Airport Manual of Air Traffic Services Part 2 – Operations and the NATS Local Engineering Handbook.

7. LOCATION AND DESIGNATION OF STANDARD TAXI ROUTES

Information on the location and designation of standard taxi routes and other pertinent details may be found in Section 9.4, Part C to this manual.

8. GEOGRAPHICAL CO-ORDINATES

8.1. Runway Locations

Runway	Latitude	Longitude
04	51° 52' 37.11" N	00° 13' 22.29" E
22	51° 53' 42.56" N	00° 15' 00.15" E

8.2. Taxiway and Aircraft Parking Locations

	Created by	Promulgated by
Taxiway & Parking Locations	Annual Aerodrome Survey	UK AIP, via NATS AIS

9. OBSTACLES INFRINGING STANDARD PROTECTED SURFACES

	Created by	Promulgated by
In Approach/Take-off areas	Annual Aerodrome Survey	UK AIP AD 2-EGSS-1 AD 2.10
In circling area and at aerodrome	Annual Aerodrome Survey	UK AIP AD 2-EGSS-1 AD 2.10

10. PAVEMENT SURFACE TYPE AND BEARING STRENGTH USING ACN

Details relating to pavement surface type and bearing strength are contained and promulgated in Aeronautical Information Publication' (AIP) entry - UK AIP AD 2-EGSS-1 AD 2.8

11. PRE-FLIGHT ALTIMETER CHECK LOCATIONS AND THEIR ELEVATION

Intentionally Blank.

12. RUNWAY INTERSECTION DECLARED DISTANCES

The temporary reduction of Runway declared distances for either planned maintenance or in response to an incident is completed by the Airside Operations Duty Manager (AODM) (ext. 2378). Further information on the temporary reduction of Runway declared distances may be found in ASI 009 – Reduced Runway Length Operations.

13. CONTACT DETAILS FOR REMOVAL OF DISABLED AIRCRAFT

The nominated Aircraft Recovery Co-ordinator (ARC) at the airport is the AODM in the first instance (01279 662378, (ext. 2378). Further information on the removal of disabled aircraft may be found in ASI 048 – Removal of Disabled Aircraft.

14. RESCUE AND FIRE FIGHTING SERVICES

14.1. Category of Cover Provided

The Airport promulgates itself as a Rescue and Fire Fighting Services (RFFS) Category 7 aerodrome on a 24-hour basis and provides RFFS through the Airport Fire and Rescue Service (AFRS). The AFRS is organised, equipped, staffed and trained to ensure the most rapid deployment of facilities to maximum effect in accordance with the Task and Resource Analysis. The airport has the capability of accepting RFFS Category 8, 9 and 10 aircraft upon request.

Where stated within this section the terms AFRS and RFFS are to be considered interchangeable. RFFS Category 7 minimum scale of service is maintained with a minimum of 2 foam producing major foam tenders and an all-wheel drive command and control vehicle with a minimum of 10 personnel, which includes additional equipment available for deployment from the Rescue Tender and/or a spare appliance. The AFRS provides a provision of service across the campus.

RFF Category	Manning	Monitors	Water	Foam Type B	Comp' Media
5	8	2	22400ltrs	2800ltrs	450kg
6	10	2	22400ltrs	2800trs	450kg
7	10	2	22400ltrs	2800ltrs	450kg
8	12	3	33600ltrs	4200ltrs	675kg
9	12	3	33600ltrs	4200ltrs	675kg
10	14	4	44800ltrs	5600ltrs	900kg

The configuration of an RFFS Category 7 response is as follows:

Call Sign	Vehicle Type	Manning	Total
Fire 1	Command Vehicle	1x StnM (AIC)	1
Fire 2	Rescue Tender	1x WM 3x FF's	4
Fire 3	Major Foam Tender	1x CL + 1x FF	2
Fire 4	Major Foam Tender	2 x FF's	2
Fire 7 or 8	Major Foam Tender / Hose Layer	1x FF (Watch Room)	1
			10
Fire 5	Major Foam Tender (Full Provision of Service Inclusion)	2x FF's	2
			12

14.1.1. Category of Cover Provided – RFFS Category 8, 9 and 10

By prior arrangement, the Airport may, on request, promulgate a level of RFFS protection up to and including Category 8, 9 and 10.

The configuration of RFFS Category 8 and 9 responses are as follows:

Call Sign	Vehicle Type	Manning	Total
Fire 1	Command Vehicle	1 x StnM (AIC)	1
Fire 2	Rescue Tender	1 x WM + 3 x FF's	4
Fire 3	Major Foam Tender	1 x CL + 1 x FF	2
Fire 4	Major Foam Tender	2 x FF's	2
Fire 5	Major Foam Tender	2 x FF's	2
Fire 7	Hose Layer	1 x FF (Watch Room)	1
			12
Fire 8	Major Foam Tender (Full Provision of Service Inclusion)	2 x FF	2
			14

The configuration of an RFFS Category 10 response is as follows:

Call Sign	Vehicle Type	Manning	Total
Fire 1	Command Vehicle	1 x StnM (AIC)	1
Fire 2	Rescue Tender	1 x WM + 3 x FF's	4
Fire 3	Major Foam Tender	1 x CL + 1 x FF	2
Fire 4	Major Foam Tender	2 x FF's	2

Fire 5	Major Foam Tender	2 x FF's	2
Fire 6	Major Foam Tender	2 x FF's	2
Fire 7	Hose Layer	1 x FF (Watch Room)	1
			14
Fire 8	Major Foam Tender (Full Provision of Service Inclusion)	2 x FF's	2
			16

Levels of supervision are detailed in the London Stansted Airport Rescue and Fire Fighting Task and Resource Analysis (TRA).

14.2. Crewing of Appliances

The total numbers of duty personnel are divided into four watches, providing agreed staffing levels as with the current promulgated aerodrome category, throughout a 24-hour period. The senior operational manager on duty shall be the Airport Incident Commander (AIC). The Fire Station Watch Room is staffed on a 24-hour basis by a FF who has undergone training for this role. They are integral to the minimum riding strength, and will respond to the scene in the event of a major aircraft incident. Guidance on AFRS Watch Room procedures may be found in LOP STAL-AFRS-SOW-032.

14.3. Response Objective

The AFRS response objective is to achieve a response time not exceeding three minutes, with an operational objective of not exceeding two minutes from the time of the initial call to the AFRS, to any point of the runway, in optimum visibility and surface conditions, and be in a position to apply foam at a rate of at least 50% of the discharged rate specified in AMC4 ADR OPS.B.010 as per AMC5 ADR.OPS.B.010(a)(2)(a).

The Airport undertakes regular periodic response objective exercises for in house assurance of the certification requirements. Such exercises are recorded on the Redkite E-Log database. Further information may be found in London Stansted Airport Manual of Air Traffic Services Part 2 – Operations and Response Objective LOP STAL-AFRS-SOW-056

14.4. Availability of Extinguishing Media

The AFRS maintains the required quantities of water, foam and complementary agents required for immediate discharge at the rates specified as stated in AMC4 ADR OPS.B.010. In addition, the Airport maintains a minimum reserve of 200% of foam concentrate and 100% of complementary media, held readily available either on appliances or as reserve stock.

The foam concentrate used at the airport is Moussol-FF 3/6, which is a universal alcohol resistant fluorine free fire extinguishing foam (on AFRS appliances), or Film Forming Fluoro Protein (FFFP) (at the Fuel Farm), which meets Level B specifications under fire test conditions. Certificates of assurance, as supplied by the manufacturer and are held on file. Dry Chemical Powder and Gaseous Agents provide complementary media in the form of dedicated firefighting units carried on MFTs. A hand-controlled applicator fitted with a temporary shut-off valve meets the discharge rates as per AMC4 ADR OPS.B.010.

14.5. Appliances

The Airport maintains the minimum number of RFFS appliances and support vehicles to accommodate AFRS personnel and to effectively deliver and deploy the agents specified for the

aerodrome category as per AMC3 ADR.OPS.B.010(a)(2)(a)(1). The automotive performance of each appliance is recorded on the RedKite EMS Database. The AFRS fleet consists of:

Vehicle Type	Manufacturer	Total
Major Foam Tender	Rosenbauer	3
Major Foam Tender (HRET Capability)	Rosenbauer	2
Rescue Tender	Scania / Rosenbauer	2
Hose Layer	Scania	1
Command Vehicle	VW Crafter and Ford Ranger	2
		10

The Major Foam Tenders (MFTs) are designed and purpose built for RFFS purposes, having all-wheel drive capability diesel powered engine and automatic transmission. MFTs are capable of producing media whilst in motion, as well as having the capability of accessing high-reach fires utilising the High Reach Extendable Turret (HRET). Mast mounted floodlights are fitted for night illumination.

Description	Rosenbauer Panther 6x6	Rosenbauer Panther 6x6 HRET
Water Capacity	11,200 litres	11,200 litres
Foam Capacity	1400 litres	1400 litres
Pump Rating	6100 litres per min at 11 bar	6100 litres per min at 11 bar
Aspirated Monitor Output	> 5600 litres per minute	> 5600 litres per minute
Monitor Range	> 90 metres	> 90 metres
Bumper Monitor Output	> 1500 litres per minute	> 1500 litres per minute
Bumper Monitor Range	> 60 metres	> 60 metres
Side Deliveries	2x Regulated at 7 bar 2x Unregulated 1x 80 metres HP hose reel	2x Regulated at 7 bar 2x Unregulated
Complementary Media	1x 225 kilogram Monnex Fixed Unit with 40 metre hose reel 1x 35 kilogram Monnex Mobile Unit with 15 metre hose reel	1x 225 kilogram Monnex Fixed Unit with 40 metre hose reel

14.6. Fire Station

The AFRS is housed in a purpose built Fire Station that is located adjacent to Taxiway Juliet and Block 43, whose location achieves the response objective AMC5 ADR.OPS.B.010(a)(2)(a). The Fire Station was designed to meet previous UK CAA standards, but is compliant with all current International and European Standards as per CS ADR-DSN.T.905.

The Fire Station forms a self-contained unit, equipped to facilitate an immediate response supported by, alerting system, emergency communication lines, radios and a Public Address (PA) system. Each system is tested and recorded on shift change. Functional tests on appliance bay doors are carried out weekly as detailed in STAL-AFRS-SOW-50 Appliance Bay Door Operation Procedure. All tests and results are recorded on the Redkite EMS Database.

The Fire Station is equipped with a Watch Room, staffed on a 24-hour basis by a FF/CL who has undergone additional training for the role. The WRA forms an integral part of the minimum riding strength and will respond to the scene in the event of a major aircraft incident. Guidance on the Fire Station Watch Room procedures can be found in LOP STAL-AFRS-SOW-032.

The Fire Station is subject to a planned maintenance regime undertaken by Engineering Teams. Any faults or defects with the Fire Station are raised as per ASI 033 – Airside Defect Reporting Scheme. All faults which affect the response objective are recorded as 'Urgent' for immediate rectification.

14.7. Depletion of the Rescue and Fire Fighting Service

14.7.1. Initial Actions

In the event of an unforeseen reduction in the availability of the promulgated category available, it is the responsibility of the StnM to inform the ATC WM, the Combined Control Centre (CCC), ADM and the Airside Operations Duty Manager (AODM) as to the extent of the reduction. The AODM is responsible for the issuing of a Notice to Air Men (NOTAM) detailing any restrictions in place.

The StnM shall advise the AODM of any aircraft movements that can be permitted, and any further subsequent change in category. Exceptions will be made for emergency landings or when a diversion or a hold could introduce a more significant hazard.

Where the promulgated category available is affected due to an aircraft accident, the AFRS shall activate the call-in procedure to summon off-duty personnel, to support the incident. Further information may be found in AFRS Operational Instruction 09/11, AFRS Emergency Call in Procedure.

14.7.2. Personnel

The Airport maintains a robust call-in system to enable contact with off-duty personnel in the event of an unforeseen reduction in staff, to meet the promulgated category.

14.7.3. Vehicles

To prevent a category shortfall due to appliance unserviceability, the airport has a robust maintenance and fault repair system to maintain its fleet of fire appliances. The airport completes maintenance on appliances on a rotational basis and maintains a reserve appliance to cover any shortfall. Should an appliance fail at a level which requires an immediate lease of a replacement vehicle, contingencies are in place with an approved vehicle supplier/agent to maintain current operations. Should two appliances fail, the HOFRS or their nominated deputy may lease an appliance as per current AFRS contingency planning documents.

14.7.4. Development of Procedures to Maintain Response Capability in Normal Conditions

The AFRS regularly familiarise with standby positions, runway holds and designated runway crossing points as part of the MOCS. Regular response objective exercises are undertaken to keep AFRS personnel familiar with the most effective routes to any point on the aerodrome in a dynamic environment. Response to an aircraft accident can be facilitated by block, grid or locally known locations, and are initiated via an OMNI Directional Crash System. Grid maps are provided on all AFRS appliances in the form of local, off base and Ordnance Survey (OS) maps.

Development of procedures for the promulgation of information regarding route closures is in the form of Directors Notices (DNs), Airfield Work Instructions (AWIs), AFRS Critical Safety Brief and ad-hoc informative announcements made over the fire station PA system. Procedures that place AFRS personnel on standby alert, when the aerodrome visibility has deteriorated below a predetermined level are initiated by ATC. Further guidance is to be found in the London Stansted Airport Emergency Orders and Low Visibility Procedure STAL-AFRS-PEH-028

Procedures for reporting of emergencies that occur within the movement area are well publicised, staff and operators are required to undertake airside training as part of staff induction.

14.8. Alerting Procedures

14.8.1. Monitoring of the Manoeuvring Area

The manoeuvring area is monitored on a constant basis by ATC from the Visual Control Room (VCR). In the event of an incident being observed by a mobile AFRS appliance, the AIC of the appliance shall contact the AFRS WRA via radio transmission (RT). Upon receipt of the message, the WRA shall contact ATC immediately, via a dedicated liaison line as per the London Stansted Airport Emergency Orders – Part 1. Other departments and organisations that operate airside are instructed in emergency alerting procedures during fire and evacuation induction training in line with current legislation. This is done by the Airport Emergency Telephone Line (ext. 222) sighted throughout the apron areas.

14.8.2. Alerting Procedure on Station

The AFRS WRA is responsible for receiving emergency calls from ATC and CCC. The WRA should ensure the correct AFRS response to incidents as outlined in the London Stansted Airport Emergency Orders – Part 1. Guidance on the alerting facilities and procedures for types of incidents can be found in the LOP STAL-AFRS-SOW-032 Watchroom Procedures.

14.8.3. Alerting Procedure off Station

When AFRS crew(s) are off station carrying out training and/or routine duties, all emergency calls are routed through the WRA, who in-turn will relay the message via a dedicated UHF channel to the AFRS crew(s). When engaged in training off station, the AIC of each appliance will carry a hand-held radio and test communications with the watch room prior to, and during any exercise at regular intervals.

Provision is made to alert crews of any call or incident that requires an AFRS attendance. It is the responsibility of all crews to maintain a listening watch via RT when engaged in duties off station. This ensures that the response objective is not compromised.

14.9. Radio Communication

Radio communications are provided for all AFRS appliances, Ultra High Frequency (UHF) fixed, and portable units provide two-way communications between all appliances, the Fire Station Watch Room, ATC, Essex County Fire and Rescue Service and Essex Police (PILO). Very High Frequency (VHF) fixed units are provided with channels allowing two-way communication with ATC and with the aircraft flight deck via a dedicated discreet frequency. All AFRS personnel are trained in the use of radio equipment.

The AFRS has a digital radio system; the channels available on handheld and fixed base UHF units are listed below. In the event of a failure of the digital frequency, resilience has been built in whereby the analogue frequencies will remain available.

Band	Frequency/Setting	Callsign/Frequency Use
UHF	1	AFRS Digital Frequency
	2	Incident Ground
	3	AFRS CABA Digital Frequency
	4	Essex County Fire and Rescue Service
	5	ATC Ground Frequency

	6	AFRS Old Analogue Frequency
VHF	123.805MHz	Stansted Tower
	121.730MHz	Stansted Ground
	121.605MHz	Discreet Frequency
	125.550MHz	Stansted Tower (As Directed by ATC)

14.10. Selection and Competence of Rescue and Fire Fighting Service Personnel

Personnel will be selected for the AFRS as per the AMC1 ADR.OPS.B.010(a)(4) and LOP STAL-AFRS-TAC-033 Recruitment & Retention.

14.11. Training of Rescue and Fire Fighting Service Personnel

14.11.1. Training Policy Statement

The Airport shall ensure that AFRS personnel are properly trained, equipped and qualified to operate in the aerodrome environment in accordance with Commission Regulation (EU) 139/2014 as retained (and amended in UK domestic law) under European Union (Withdrawal) Act 2018 and as per AMC1 ADR.OPS.B.010(b);(c). It is the function of the AFRS MOCS to ensure that operational roles within the RFFS can act safely and competently within their working environment. The policy relating to the MOCS is contained in STAL-AFRS-TAC-077, together with the Training and Assessment LOP STAL-AFRS-TAC-071 which shall ensure compliance with the Health and Safety at Work Act 1974 (as amended).

14.11.2. General Training

The AFRS MOCS achieves the training and competence requirements as per GM1 ADR.OPS.B.010(a)(3). The Airport had adopted the GM contained in CAP 699(V3) – Framework for the Competence of Rescue and Fire Fighting Personnel. Further information may be found in AFRS LOP STAL-AFRS-TAC-071 – Training and Assessment, and AFRS Policy STAL-AFRS-TAC-077 – Maintenance of Competence Scheme.

14.11.3. Light Goods Vehicle Training

The AFRS requires that all AFRS personnel hold a valid Light Goods Vehicle (LGV) licence. In addition to this, personnel undertake blue light response driving training including periodic assessments through a recognised accredited training provider.

14.12. Health and Safety of Rescue and Fire Fighting Service Personnel

All new recruits to the AFRS receive training on the areas of health and safety relevant to the working environment, role and function at the commencement of their induction. This is managed through established safe systems of work and monitored through the AFRS Local Assurance Forum. Personal Protective Equipment (PPE) inspections are carried out on a monthly basis, with the responsibility of individuals to record all details on the Redkite EMS Database as per the AFRS LOP STAL-AFRS-CHK-026 – Uniform and PPE Management.

14.13. Rescue and Fire Fighting Service Equipment

The scale of RFFS equipment provided meets the requirements of the CAA. Ancillary equipment is carried to the scene of an incident by AFRS appliances, enabling its quick deployment within the prescribed response objectives. A complete list of ancillary RFFS equipment and resources can be found in the Equipment Needs Analysis LOP STAL-AFRS-WEQ-088. All test and inspection schedules and procedures are conducted as per AFRS LOP STAL-AFRS-CHK-067 – Equipment

Test & Inspections and the associated Equipment Training Notes (ETN). All tests and inspection results are held on the Redkite EMS Database.

14.14. Aircraft Accident off Airport

A full AFRS attendance will respond to aircraft accidents on the airport and within the full response area. A partial response of up to 50% of AFRS resources available will respond to aircraft accidents beyond the full response area and up to two miles from the airport in the limited response area. A grid reference map detailing boundaries of the 100% and 50% AFRS off airport attendance response areas is contained in the London Stansted Airport Emergency Orders – Part 1.

In the event of an aircraft accident estimated to be more than two miles from the Airport boundary, any initial AFRS attendance will be at the discretion of the AIC. Where a request is made for the assistance of the AFRS to aircraft related incidents off site, they should be met. However, the composition and capacity of response shall be determined by the scope of the incident and nature of assistance sought. The actual response should be determined by:

- The specific request.
- The distance from the Airport.
- The magnitude of incident and aircraft size.
- The impact on continuing airport operations, and
- The benefit of specialised equipment/expertise.

Any changes to the promulgated levels of RFFS protection during attendance to off airport incidents should be notified to ATC, Airport Duty Manager and the AODM; responsible for issuing the NOTAM.

14.15. 1000 Metres Undershoot and Overshoot Areas

The AFRS undertake regular topography, driver and familiarisation training of the areas within 1000 metres of each runway threshold as per the station training programme, with each session recorded on the Redkite PDS Database. The Airport maintains six emergency access points, which are strategically positioned around the aerodrome perimeter to allow for rapid egress and access into undershoot and overshoot areas. Keys to these access gates are held on each AFRS appliance, along with grid maps and are tested and inspected weekly, with inspections recorded on the Redkite EMS Database. Further information may be found in AFRS LOP STAL-AFRS-MPV-037-Off-Airfield Response.

14.16. Support from Local Authority Fire and Rescue Services

Essex Fire & Rescue Fire Services support the AFRS with personnel and resources. An 'offer' has been established by the local fire authority. These 'offers' are confirmed at the Emergency Planning Group meetings.

14.16.1. Full Emergency

Equipment/Personnel	Numbers
Pumping Appliance	4
Heavy Rescue Pump	1
Off road Vehicle	2
Flexi-Officers (Level 2 or 3)	2

14.16.2. Aircraft Ground Incident

Equipment/Personnel	Numbers
Pumping Appliance	4
Heavy Rescue Pump	1
Off road Vehicle	2
Flexi-Officers (Level 2 or 3)	2

14.16.3. Aircraft Accident or Aircraft Accident Imminent

Equipment/Personnel	Numbers
Pumping Appliance	7
Heavy Rescue Pump	2
Off road Vehicle	2
12R4	1
Bulk Foam Module	1
Level 3 Incident Commander	1
Level 2 Incident Commander	2
Incident Command Unit	1
Incident Command Unit Support Officer	2
Hazardous Materials and Environment Protection Officer	1
Petrochemical Officer	1

14.17. Water Needs Analysis

The objective of an extinguishing agent is to extinguish/suppress a fire on which it is applied. Primary agents are provided for permanent control, i.e. for a period of several minutes or longer. Complementary agents may provide rapid-fire suppression but generally only offer a transient control, which is available during application. The International Civil Aviation Organisation (ICAO) Critical Area Concept is not intended to ensure extinguishment of the entire fire; it seeks to control only the area of fire adjacent to the fuselage. The objective is to safeguard the integrity of the fuselage and maintain tolerable conditions for its occupants. Further information may be found in the AFRS LOP STAL-AFRS-SOW-079 – Water Needs Analysis.

14.17.1. Safeguarding of Water Supplies

To ensure the continued availability of water supplies, a several fire hydrants may be required to deliver the required flows. As such a comprehensive fire hydrant system is provided across many parts of the airfield and wider airport, to provide fire-fighting coverage for critical areas including the runway, taxiways and stands.

The fire hydrants ensure that a continuous supply of water is instantly available should any aircraft incident occur on the aerodrome. The system is pressurised by the Fresh Water Pumping Station to deliver water around the whole airport site , to a pressure of 62.2mH (6.1 Bar).

The pumping station continuously monitors and automatically adjusts the speed and number of pumps that operate in order to continually deliver water at a pressure of 62.2mH. The same pressure is delivered under periods of both higher and lower water demand across the airport.

Planned shutdowns or interruptions to the hydrant mains water supply or fire hydrants are undertaken by the Asset Management Department or its appointed representative. Planned outages are only carried after detailed discussions, planning and agreement being given by the Airport Fire and Rescue Service. The requirement for contingency arrangements are discussed and implemented as required to cover the outage period. The period that any fire hydrant is out of service must be limited to the minimum possible duration.

At least 48 hours' notice must be given before a planned shutdown or interruption to the hydrant mains water supply. The Engineering Department or its appointed representative are empowered to shut down the water main network. A planned shutdown or interruption to the mains supply must be subject to detailed planning and involve full dialogue with all affected departments and requires the permission of the AFRS. The period any hydrant is out of service must be limited to the minimum necessary to carry out the work; account must be taken of the number of hydrants out of service in a particular area. The correct permit(s) must be issued before any work can be carried out. Further information is available from the Asset Management Department.

The AFRS test and inspect all hydrants in and around the airfield at set intervals. Further information may be found in AFRS LOP STAL-AFRS-SOW-021- Water Supplies. Records of these tests and inspections are recorded on the electronic Redkite EMS database.

14.18. First Aid Training and Competence

The appropriate level of training, relevant to role is provided by a recognised organisation and on-going training will be carried out within the current MOCS. This training includes the use of automatic defibrillators and medical gases supported by the East of England Ambulance Service.

14.18.1. Medical Supplies

Refer to Local Operating Procedure STAL-AFRS-SOW-013 – Medical Service Procedure

15. CASES OF EXEMPTIONS, DEREGATIONS AND SPECIAL CONDITIONS

Reference	Type	CS	Comments
UK CAA	SC	CS ADR-DSN.A.005	The UK CAA determines the Aerodrome Reference Code (element one) from the greater value of ASDA or TODA and not Airplane Reference Field Length.
VAR CS 019	ELOS	CS ADR-DSN.L.520	London Stansted Airport provides markings which are conspicuous in colour as per (a) to this CS. All are yellow in colour, other than the Alpha Cul-de-Sac, Middle line, which is blue in colour in order to distinguish it for ICAO Code E/F operations.
VAR CS 032	SC	CS ADR-DSN.N.795	London Stansted Airport provides an aircraft stand identification sign, which supplements an aircraft stand identification marking as per (a) to this CS. However, the inscription consists of an inscription in yellow on a black background as opposed to a black inscription on a yellow background.
VAR CS 035	SC	CS ADR-DSN.R.855	London Stansted Airport has one section of closed taxiway as per (a)(1) to this CS. However, the airport maintains both markings and lighting in this location in order to provide supplementary guidance during aircraft towing operations.
VAR CS 037	SC	CS ADR-DSN.R.880	London Stansted airport does not provide secondary power supply for the illumination of apron areas as per (d)(6) to this CS. The airport provides mobile lighting units from the Airside Operations department.
VAR CS 042	SC	CS ADR-DSN.D.275	A section of taxiway GOLF between holding points U & V, does not comply. In relation to only 210m of taxiway surface can be seen from a height of 3m due to a hump at the eastern end of the taxiway approximately 15cm in height.
VAR CS 043	SC	CS ADR-DSN M 626	Due to limited size of the safety zone and the location of the works site immediately beyond, the lighting configuration is constrained.
VAR CS 044	SC	CS ADR-DSN L 525	Due to the limited utilisation of these thresholds, runway paint markings will not be provided due to the perceived risk of confusion during normal ops.
VAR CS 045	SC	CS ADR- DSN L535	Due to the limited utilisation of these thresholds, runway paint markings will not be provided due to the perceived risk of confusion during normal ops.
VAR CS 046	SC	CS ADR-DSN L545	Due to the limited utilisation of these thresholds, runway paint markings will not be provided due to the perceived risk of confusion during normal ops.
VAR CS013	SC	CS ADR-DSN.D.280	The 2025 survey confirms general compliance with taxiway transverse slope requirements, with isolated localised exceedances identified. These are short in length, non-systemic, and do not affect overall taxiway usability or aircraft safety. The non-compliances are recorded a Special Condition (SC).

16. TERMINATION OF OPERATIONS

Where it is intended to terminate the operation of the aerodrome, the Airside Safety and Compliance Manager (ASCM) shall notify the Competent Authority and the UK Aeronautical Information Service (AIS), on behalf of the airport. Such notification will be given as far in advance as possible of the intended date of closure as per AMC1 ADR.OR.B.065. Paint Markings shall be applied to denote the closure of the runway as per CS ADR-DSN.R.855, as well as any other measure which the Competent Authority has found appropriate.



PART E
AERODROME OPERATING POLICIES AND PROCEDURES

STAY ALERT ▶ **FOLLOW PROCEDURES** ▶ **STAY SAFE**

PART E – AERODROME OPERATING POLICIES AND PROCEDURES

API	AIRSIDE POLICY INSTRUCTIONS
ASI 001	AIRCRAFT MAINTENANCE ACTIVITIES
ASI 002	AIRCRAFT COMPASS CALIBRATION
ASI 003	ENGINE GROUND RUNNING – FIXED WING AIRCRAFT + FORM
ASI 004	ENGINE GROUND RUNNING - ROTARY WING AIRCRAFT + FORM
ASI 005	ACCESS TO THE CRITICAL PART OF THE SECURITY RESTRICTED AREA
ASI 006	AERODROME INSPECTIONS
ASI 007	AERODROME SURVEY DATA AND THE TREATMENT OF OBSTACLES
ASI 008	AERODROME SAFEGUARDING
ASI 009	REDUCED RUNWAY LENGTH OPERATIONS
ASI 010	PROVISION AND OPERATION OF NAVIGATIONAL AIDS
ASI 011	PROVISION AND OPERATION OF AERONAUTICAL GROUND LIGHTING
ASI 012	RUNWAY SURFACE FRICTION
ASI 013	MANAGEMENT OF AIRSIDE WORKS
ASI 014	FOREIGN OBJECT DEBRIS MANAGEMENT AND AIRSIDE SWEEPING
ASI 015	OPERATION OF OUT OF CODE AIRCRAFT
ASI 016	HANGAR 8 AND HANGAR 10 AIRCRAFT OPERATIONS
ASI 017	NORTHSIDE AIRCRAFT OPERATIONS
ASI 018	SOUTHSIDE AIRCRAFT OPERATIONS
ASI 019	OPERATION OF THE HELICOPTER AIMING POINT
ASI 020	AIRSIDE AUDITING
ASI 021	WILDLIFE HAZARD MANAGEMENT
ASI 022	PROMULGATION OF AERONAUTICAL INFORMATION
ASI 023	PROMULGATION OF AERONAUTICAL WEATHER INFORMATION
ASI 024	ADVERSE WEATHER
ASI 025	LOW VISIBILITY OPERATIONS
ASI 026	WINTER OPERATIONS
ASI 027	AIRFIELD ANTI-ICING AND DE-ICING
ASI 028	WASTE DISPOSAL
ASI 029	CHEMICAL, OILS AND LIQUIDS STORAGE AND DELIVERIES REQUIREMENTS
ASI 030	AIRCRAFT DIVERSIONS
ASI 031	AVIATION FUEL MANAGEMENT
ASI 032	ACCIDENT, INCIDENT, OCCURRENCE AND NEAR MISS REPORTING
ASI 033	AIRSIDE DEFECT REPORTING
ASI 034	AIRSIDE RECOGNITION AND INFRINGEMENT SCHEME
ASI 035	ALLOCATION OF AIRCRAFT STANDS

PART E – AERODROME OPERATING POLICIES AND PROCEDURES

ASI 036	APRON MANAGEMENT
ASI 037	UNIT LOAD DEVICE MANAGEMENT
ASI 038	PASSENGER BOARDING BRIDGES + APPLICATION FORM
ASI 039	FIXED ELECTRICAL GROUND POWER
ASI 040	AIRSIDE COACHING
ASI 041	AIRCRAFT DE-ICING AND ANTI-ICING
ASI 042	AIRCRAFT WASHING
ASI 043	AIRCRAFT PUSHBACK, PUSH AND PARK AND TOWING PROCEDURES
ASI 044	AIRSIDE DRIVING
ASI 045	AIRSIDE VEHICLE AND EQUIPMENT STANDARDS
ASI 046	EMERGENCY PLANNING AND RESPONSE
ASI 047	PROVISION OF MEDICAL COVER
ASI 048	REMOVAL OF DISABLED AIRCRAFT
ASI 049	DETENTION OF AIRCRAFT
ASI 050	OPERATION OF SMALL UNMANNED AIRCRAFT
ASI 051	CYCLAMEN PROCEDURES
ASI 052	FUEL RATION POLICY AND FUEL RATION FLOW CHART
ASI 053	AIRSIDE LINKWAYS FOR STAFF TO USE
ASI 054	SPILLAGE RESPONSE
ASI 055	AIRPORT COLLABORATIVE DECISION MAKING (A-CDM)

API 001 AIRCRAFT MAINTENANCE ACTIVITIES**API Owner** Head of Airside

London Stansted Airport shall maintain procedures to balance the need to undertake preventative and reactionary aircraft maintenance whilst maximizing the available contact aircraft parking stands. The Airport's objective is to minimise the significant hardship that may be experienced by passengers, goods or cargo should these activities not be permitted. The Airport shall support the conduct of non-revenue flights for aircraft maintenance purposes, subject to the aircraft operator or airline having in place the necessary arrangements to recover a disabled aircraft, should it become disabled. Further information may be found in ASI 001 – Aircraft Maintenance Activities.

API 002 AIRCRAFT COMPASS CALIBRATION**API Owner** Head of Airside

London Stansted Airport shall maintain procedures to facilitate the calibration of aircraft compasses for maintenance purposes to ensure the safe conduct of subsequent flights. The Airport's objective is to minimise the significant hardship that may be experienced by passengers, goods or cargo should these activities not be permitted. The Airport shall provide and maintain a compass swing facility, which shall be regularly calibrated to ensure accuracy. Further information may be found in ASI 002 – Aircraft Compass Calibration.

API 003 ENGINE GROUND RUNNING – FIXED WING AIRCRAFT**API Owner** Airfield Operations Duty Manager

London Stansted Airport shall maintain procedures to facilitate aircraft engine ground runs for maintenance purposes to ensure the safe conduct of subsequent flights. The Airport's objective is to balance the significant hardship that may be experienced by passengers, goods or cargo should these activities not be permitted, yet minimise the impact of the aircraft engine ground runs. The Airport shall provide facilities to accommodate aircraft engine ground runs and to minimise noise levels around the Airport. Further information may be found in ASI 003 – Engine Ground Running – Fixed Wing Aircraft

API 004 ENGINE GROUND RUNNING- ROTARY WING AIRCRAFT**API Owner** Airfield Operations Duty Manager

London Stansted Airport shall maintain procedures to facilitate aircraft engine ground runs for maintenance purposes to ensure the safe conduct of subsequent flights. In addition, the Airport shall seek to minimise noise from aircraft turnaround activities. The Airport's objective is to balance the significant hardship that may be experienced by passengers, goods or cargo should these activities not be permitted, and ensure the timely departure of aircraft, yet minimise the impact of the aircraft and ground noise. The Airport shall provide facilities to accommodate aircraft engine ground runs and equipment to minimise noise levels around the Airport during the aircraft turnaround process. Further information may be found in ASI 004 – Control of Aircraft and Ground Noise.

API 005 ACCESS TO THE CRITICAL PART OF THE SECURITY RESTRICTED AREA**API Owner** Airside Security Manager

London Stansted Airport shall maintain policies, procedures and infrastructure to fulfill its statutory obligations for both safety and security purposes to prevent unauthorised access to the airside environment by persons, vehicles and animals that could pose a safety or security risk to aerodrome operations. The Airport shall undertake the screening of personnel, vehicles, equipment, and items entering security sensitive areas of the aerodrome to the levels specified in accordance with current legislation. Personnel and vehicles shall not be permitted entry unless holding the correct credentials. Further information may be found in ASI 005 – Access to the Critical Part of the Security Restricted Area.

API 006 AERODROME INSPECTIONS**API Owner** Head of Airside

London Stansted Airport shall maintain procedures and equipment to inspect the aerodrome on a periodic and reactionary basis in accordance with Commission Regulation (EU) 139/2014. The Airport shall undertake inspections of the aerodrome exceeding the minimum regulatory requirements. The Airport shall pro-actively manage and resolve any issues found on the aerodrome. Further information may be found in ASI 006 – Aerodrome Inspections.

API 007 AERODROME SURVEY DATA AND THE TREATMENT OF OBSTACLES**API Owner** Head of Airside

London Stansted Airport shall maintain procedures to complete aerodrome surveys to monitor the aerodrome and its immediate vicinity for any penetrations of Obstacle Limitation Surfaces (OLS) in accordance with Commission Regulation (EU) 139/2014 ADR.OR.D.007. The Airport shall appoint competent contractors to undertake aerodrome surveys on a periodic basis to assess for any new penetrations. Further information may be found in ASI 007 – Aerodrome Survey Data and the Treatment of Obstacles.

API 008 AERODROME SAFEGUARDING**API Owner** Head of Airside

London Stansted Airport shall maintain procedures to safeguard the aerodrome in accordance with Commission Regulation (EU) 139/2014. The Airport shall engage with Local Planning Authorities (LPAs) to ensure that it is aware and/or is consulted on developments close to the Airport which may impact upon aerodrome operations. The Airport shall maintain personnel competency within the Airside Operations team as well as software to undertake accurate assessments. Further information may be found in ASI 008 – Aerodrome Survey Data and the Treatment of Obstacles.

API 009 REDUCED RUNWAY LENGTH OPERATIONS**API Owner** Head of Airside

London Stansted Airport shall maintain procedures to temporarily reduce the declared runway distances in response to an incident or during periods of planned maintenance in order to ensure safe, continued aerodrome operations. The Airport's objective is to minimise the significant hardship that may be experienced by passengers, goods or cargo should it not be possible to do so, despite a useable runway length remaining. The Airport has developed the procedures with its ATC provider, NATS Holdings. Further information may be found in ASI 009 – Reduced Runway Length Operations.

API 010 PROVISION AND OPERATION OF NAVIGATIONAL AIDS**API Owner** Head of Airside

London Stansted Airport shall provide equipment to offer precision approaches in low visibility conditions for those aircraft and crews certified by their relevant Competent Authority to do so. The Airport shall provide navigational aids, which are operated by its ATC provider, NATS as per the London Stansted Airport Manual of Air Traffic Services Part 2 – Operations. Navigational aids are also maintained by NATS on behalf of the Airport. Further information may be found in ASI 010 – Provision and Operation of Navigational Aids.

API 011 PROVISION AND OPERATION OF AERONAUTICAL GROUND LIGHTING**API Owner** Head of Airside

London Stansted Airport shall provide Aeronautical Ground Lighting (AGL) to offer precision approaches at night and in low visibility conditions for those aircraft and crews certified by their relevant Competent Authority to do so. In addition, the provision of AGL shall facilitate the safe surface movement of aircraft and vehicles. The Airport shall provide AGL, which are operated by its ATC provider, NATS as per the London Stansted

Airport Manual of Air Traffic Services Part 2 – Operations. The Airport shall maintain its AGL in accordance with Commission Regulation (EU) 139/2014. Further information may be found in ASI 011 – Provision and Operation of Aeronautical Ground Lighting.

API 012 RUNWAY SURFACE FRICTION**API Owner** Head of Airside

London Stansted Airport shall maintain procedures to assess the available surface friction coefficient in accordance with Commission Regulation (EU) 139/2014 and CAP 683 – The Assessment of Runway Surface Friction Characteristics. The Airport shall take periodic surface friction assessments of the runway using its own Continuous Friction Monitoring Equipment (CFME) operated by Airside Operations. The information obtained shall be used during periodic runway maintenance, specifically for rubber removal. Further information may be found in ASI 012 – Runway Surface Friction.

API 013 MANAGEMENT OF AIRSIDE WORKS**API Owner** Head of Airside

London Stansted Airport shall maintain procedures to manage works undertaken airside in accordance with Commission Regulation (EU) 139/2014. The Airport shall ensure that safety is given the highest priority at all stages. Any proposed new airfield infrastructure shall be carefully assessed at the concept stage. Only when the proposal meets regulatory requirements and an acceptable level of safety shall it proceed to detailed planning and implementation phase. Significant design changes shall be assessed against these requirements. Further information may be found ASI 013 – Management of Airside Works.

API 014 FOREIGN OBJECT DEBRIS MANAGEMENT AND AIRSIDE SWEEPING**API Owner** Head of Airside

London Stansted Airport shall maintain procedures and equipment to manage the hazard posed by Foreign Object Debris (FOD), and the impact of foreign object damage events upon aerodrome operations. The Airport shall pro-actively manage FOD by; educating personnel working airside, providing FOD bins and larger waste compactors, maintaining a programme of sweeping and scrubbing and the management and periodic inspection of airside works. Further information may be found in ASI 014 – Foreign Object Debris Management and Airside Sweeping.

API 015 OPERATION OF OUT OF CODE AIRCRAFT**API Owner** Head of Airside

London Stansted Airport shall maintain procedures to accommodate aircraft which are out-of-code at the aerodrome in accordance with Commission Regulation (EU) 139/2014. The Airport has assessed the most typical aircraft types which are out-of-code likely to use the aerodrome. The Airport provides facilities and infrastructure to support ICAO Code E aircraft. Any aircraft operator or airline operating an ICAO Code F at the Airport must accept the available infrastructure. The Airport has developed procedures with its ATC provider, NATS to facilitate these aircraft movements. Further information may be found in ASI 015 – Operation of Out of Code Aircraft.

API 016 OPERATION OF HANGAR 8 AND HANGAR 10**API Owner** Head of Airside

London Stansted Airport shall ensure that all aircraft operations to and from Hangar 8 and Hangar 10 are conducted in a safe, controlled, and standardised manner that protects personnel, infrastructure, and the airside environment. Aircraft movements shall comply with published aircraft code limitations, towing requirements, and manoeuvring restrictions, and shall be undertaken only by suitably trained and competent personnel. Oversight is maintained through the Airside Operations Duty Manager (AODM) to ensure compliance with this API, the Aerodrome Manual Part E, and applicable regulatory requirements at all times.

API 017 NORTHSIDE AIRCRAFT OPERATIONS**API Owner** Head of Airside

London Stansted Airport shall ensure that aircraft operations within the Northside areas are planned, coordinated, and executed in a safe and efficient manner, particularly where activities fall outside of routine day to day operations. All movements shall comply with published stand limitations, towing requirements, and local operating procedures, and shall be carried out only by suitably trained and competent personnel. The Airside Operations Duty Manager (AODM) shall maintain operational oversight to ensure compliance with this API, the Aerodrome Manual Part E, and all applicable regulatory and safety requirements.

API 018 SOUTHSIDE AIRCRAFT OPERATIONS**API Owner** Head of Airside

Reserved.

API 019 Reserved**API Owner****API 020 AIRSIDE AUDITING****API Owner** Airside Safety and Compliance Manager

London Stansted Airport shall undertake regular compliance monitoring of its own activities. In addition, the Airport shall audit organisations operating airside to ensure they comply with published Airport requirements. Auditing is a key function of the SMS. Airside Operations shall be responsible for the planning and execution of audits. Further information may be found in ASI 020 – Airside Auditing.

API 021 WILDLIFE HAZARD MANAGEMENT**API Owner** Head of Airside

London Stansted Airport shall maintain procedures and equipment to minimise the risk of collision between wildlife and aircraft at the aerodrome in accordance with Commission Regulation (EU) 139/2014. The Airport shall assess the wildlife hazard on, and in the surrounding of the aerodrome. The Airport shall participate in the national wildlife strike hazard reduction programme. In addition, the Airport shall ensure that wildlife hazard assessments are made by competent personnel. Further information may be found in ASI 021 – Wildlife Hazard Management.

API 022 PROMULGATION OF AERONAUTICAL INFORMATION**API Owner** Airside Safety and Compliance Manager

London Stansted Airport shall promulgate aeronautical information to ensure safe continued aerodrome operations. Airside Operations shall maintain and update the Airport's UK Aeronautical Information Publication (AIP) with information as per CAP 1054 – Aeronautical Information Management.

Systems for promulgation- AIP Supplements, AIRAC System, NOTAMS, SNOWTAM, ATIS.

Changes required to the London Stansted entry in the UK AIP is facilitated by approved sponsors, by means of the electronic UK AIP change request form via the UK AIP Change Request Portal. Responsibility for the content and accuracy of these documents lies with the Head of Airside, ASCM and ATC respectively. It is London Stansted Airport policy that changes are agreed after consultation with all affected parties. This is achieved either through direct consultation or through the relevant safety committee. Airside Operations shall promulgate any temporary changes to the UK AIP via a Notice to Air Men (NOTAM). Further information may be found in ASI 022 – Promulgation of Aeronautical Information.

API 023 PROMULGATION OF AERONAUTICAL WEATHER INFORMATION**API Owner** Head of Airside

London Stansted Airport shall promulgate aeronautical weather information it receives to ensure safe continued aerodrome operations in accordance with Commission Regulation (EU) 139/2014. Airside Operations shall promulgate via an Airside Operations Notification any weather warnings issued by the Metrological Office (Met Office). Further information may be found in ASI 023 – Promulgation of Aeronautical Weather Information.

API 024 ADVERSE WEATHER**API Owner** Head of Airside

London Stansted Airport shall maintain procedures to prepare the aerodrome, to operate in and mitigate the risks associated with adverse weather conditions such as strong winds, heavy rain and thunderstorms in accordance with Commission Regulation (EU) 139/2014. The Airport shall coordinate with its ATC provider, NATS and other relevant organisations such as Ground Service Providers (GSPs) and Fixed Based Operators (FBOs) to ensure continued safe aerodrome operations. Further information may be found in ASI 024 – Adverse Weather.

API 025 LOW VISIBILITY OPERATIONS**API Owner** Head of Airside

London Stansted Airport shall maintain procedures in order to safeguard the aerodrome to provide safe conditions for aerodrome operations in low visibility conditions in accordance with Commission Regulation (EU) 139/2014. The Airport shall coordinate closely with its ATC provider, NATS to establish these procedures. This shall include restricting persons and vehicles operating on the manoeuvring area to a minimum. Further information may be found in ASI 025 – Low Visibility Operations.

API 026 WINTER OPERATIONS**API Owner** Head of Airside

London Stansted Airport shall maintain procedures and equipment to prepare the aerodrome, to operate in and mitigate the risks associated with winter conditions in accordance with Commission Regulation (EU) 139/2014. The Airport shall coordinate with its ATC provider, NATS and other relevant organisations such as GSPs and FBOs to ensure continued safe aerodrome operations. The Airport shall take a multi-phased approach to preventing the accumulation of winter weather contamination, and to provide a clearing capability for a prolonged period of operations. Further information may be found in ASI 026 – Winter Operations.

API 027 AIRFIELD ANTI-ICING AND DE-ICING**API Owner** Head of Airside

London Stansted Airport shall maintain procedures and equipment to prepare the aerodrome, to operate in and mitigate the risks associated with winter conditions in accordance with Commission Regulation (EU) 139/2014. This shall include undertaking pro-active anti-icing and re-active de-icing of manoeuvring area surfaces, with sufficient stocks of media to undertake these activities for a prolonged period of operations to prevent the accumulation of ice and other winter weather contamination. Further information may be found in ASI 027 – Airfield Anti-Icing and De-Icing.

API 028 WASTE DISPOSAL
API Owner Waste and Recycling Manager

London Stansted Airport shall maintain procedures to ensure the impact on the environment is minimised. The Airports objective is not only to prevent the accumulation of FOD and consequential events, it is also to look at ways to improve areas such as Recycling, Noise, Air and Water quality. In addition, all staff must work to reduce the risks of environmental incidents and spillages. The Airport shall provide the facilities for the disposal of waste. Further information may be found in ASI 028 – Waste Disposal.

API 029 CHEMICAL, OILS AND LIQUIDS STORAGE AND DELIVERIES REQUIREMENTS
API Owner Environment Specialist

London Stansted Airport has a statutory obligation to protect the environment from any spillage of any manufactured solid compound, liquid or gas which represents a significant hazard to both the airside environment and environment in general. The airports objective is to ensure all companies liquids, chemicals and oils are stored and delivered in line with both legal compliance obligations and STAL procedures to reduce risk of loss through accident or misuse. Companies must maintain records or liquids storage and control measures. Further information may be found in ASI 029 – Chemical, oils and liquids storage and deliveries requirements.

API 030 AIRCRAFT DIVERSIONS
API Owner Head of Airside

London Stansted Airport shall maintain procedures to accept aircraft on diversionary basis, subject to aerodrome capacity and the capability of other organisations on the Airport including GSPs and FBOs. The Airport shall maintain a robust approach to aircraft diversions, including detailed planning, organisation and response phases to accommodate aircraft diversions, whilst maintaining normal aerodrome operations. The Airport shall coordinate closely with its ATC provider, NATS to establish these procedures. Further information may be found in ASI 030 – Aircraft Diversions.

API 031 AVIATION FUEL MANAGEMENT
API Owner Airside Operations Duty Manager

London Stansted Airport shall maintain procedures to ensure that aircraft are provided with uncontaminated fuel and of the correct specification in accordance with Commission Regulation (EU) 139/2014. The Airport ensures that installations and equipment for storing and dispensing the fuel are in such a condition so as not to render it unfit for use in aircraft, installations and equipment are marked in a manner appropriate to the grade of fuel, fuel samples are taken at appropriate stages during the storage and dispensing of fuel to aircraft and appropriate records are maintained, and, that only suitably qualified and experienced staff may store, dispense or otherwise handle fuel. Further information may be found in ASI 030 – Aviation Fuel Management.

API 032 ACCIDENT, INCIDENT, OCCURRENCE AND NEAR-MISS REPORTING
API Owner Airside Safety and Compliance Manager

London Stansted Airport shall maintain and procedures to facilitate occurrence reporting in accordance with Commission Regulation (EU) 376/2014 (as amended). The Airport shall report on all applicable occurrences in accordance with Commission Regulation (EU) 376/2014 (as amended) and Commission Implementing Regulation (EU) 2015/1018 (as amended). The Airport actively encourages organisations, who are not mandated to report, to report in accordance with Commission Regulation (EU) 376/2014 (as amended). The Airport promotes a 'Just Culture' in all aspects of occurrence reporting. Further information may be found in ASI 032 – Accident, Incident, Occurrence and Near-Miss Reporting.

API 033 AIRSIDE DEFECT REPORTING**API Owner** Asset Maintenance Director

London Stansted Airport shall undertake periodic and reactionary maintenance in accordance with Commission Regulation (EU) 139/2014. The Airport shall undertake inspections of the aerodrome exceeding the minimum regulatory requirements. It requires that all faults on the aerodrome are reported so that they may be rectified as soon as reasonably practicable. Further information may be found in ASI 033 – Airside Defect Reporting.

API 034 AIRSIDE RECOGNITION AND INFRINGEMENT SCHEME**API Owner** Airside Safety and Compliance Manager

London Stansted Airport shall actively enforce the standards it promulgates and shall promote good working practices it observes. Airside Operations shall issue Airside Recognition and Infringement Notices when either threshold has been reached. Such notices shall be issued to individuals, whereas organisational poor performance shall be dealt with via the Ground Handling Licence (GHL) and the Airside Operators Licence (AOL) scheme. It is the intention of the scheme to make all organisations aware of their on-going safety performance and, when required, for organisations to take fair and corrective actions promptly to remedy the situation. Further information may be found in ASI 034 – Airside Recognition and Infringement Scheme.

API 035 PROVISION OF AIRCRAFT PARKING STANDS**API Owner** Head of Airside

Reserved.

API 036 APRON MANAGEMENT**API Owner** Airside Safety and Compliance Manager

London Stansted Airport shall prescribe the minimum standards that GSPs, FBOs, aircraft operators and airlines shall comply with during aircraft turnaround activities. Whilst the Airport has certain obligations placed upon it through regulation, it cannot take sole responsibility for all airside activities. Aircraft operators, airlines, GSPs and FBOs shall take responsibility and have their own arrangements for ensuring that safety is managed effectively within their area of responsibility. Further information may be found in ASI 036 – Apron Management

API 037 UNIT LOAD DEVICE MANAGEMENT**API Owner** Airside Safety and Compliance Manager

London Stansted Airport shall ensure that all aircraft operators, airlines, GSPs and FBOs which operate, or handle aircraft loaded via Unit Load Devices (ULDs) make the necessary arrangements to ensure the safe handling and storage of ULDs at the Airport. The handling and storage of ULDs is particularly relevant when considered in the context of adverse weather conditions in accordance with Commission Regulation (EU) 139/2014;. Further information may be found in ASI 037 – Unit Load Device Management.

API 038 PASSENGER BOARDING BRIDGES**API Owner** Airside Safety and Compliance Manager

London Stansted Airport shall provide Passenger Boarding Bridges (PBBs), which are and remain the property of the Airport. The use of a PBB by an Aircraft operator or airline through their GSP enables the safe and efficient transfer of passengers to and from an aircraft. Only personnel who have an operational need to do so and have completed the required course of training shall operate PBBs. Further information may be found in ASI 038 – Passenger Boarding Bridges.

API 039 FIXED ELECTRICAL GROUND POWER
API Owner Airside Safety and Compliance Manager

London Stansted Airport provides Fixed Electrical Ground Power (FEGP), which are and remain the property of the Airport. The use of a FEGP by an aircraft operator or airline through their GSP contributes towards the Airport meeting its statutory obligation to protect the surrounding community from noise generated by either aircraft operations or equipment on the ground. Where equipped and serviceable on an aircraft parking stand, the use of an FEGP is mandatory. Further information may be found in ASI 039 – Fixed Electrical Ground Power.

API 040 AIRSIDE COACHING
API Owner Head of Airside

Reserved.

API 041 AIRCRAFT ANTI-ICING AND DE-ICING
API Owner Head of Airside

London Stansted Airport shall maintain procedures and equipment to prepare the aerodrome, to operate in and mitigate the risks associated with winter conditions in accordance with Commission Regulation (EU) 139. Aircraft operators and airlines shall establish procedures to be followed when ground de-icing and anti-icing of aircraft that are necessary to allow for the safe operation of the aircraft in accordance with Regulation (EU) 965/2012 or other regulations applicable to the state of registry of that aircraft. Further information may be found in ASI 041 – Aircraft Anti-Icing and De-icing.

API 042 AIRCRAFT WASHING
API Owner Environment Specialist

London Stansted Airport shall maintain procedures to balance the need to undertake aircraft washing using only infrastructure that is approved for that purpose. The Airport's objective is to minimise the significant hardship that may be experienced by passengers, goods or cargo should these activities not be permitted, yet minimise the environmental impact. The Airport shall support the conduct of aircraft washing, subject to the aircraft operator or airline having complied with the Airport's requirements. Further information may be found in ASI 042 – Aircraft Washing.

API 043 AIRCRAFT PUSHBACK, PUSH AND PARK AND TOWING PROCEDURES
API Owner Head of Airside

London Stansted Airport shall prescribe the minimum standards that GSPs, FBOs, aircraft operators and airlines shall comply with during aircraft pushback push and park and towing procedures. Whilst the Airport has certain obligations placed upon it through regulation, it cannot take sole responsibility for all airside activities. Aircraft operators, airlines, GSPs and FBOs shall take responsibility and have their own arrangements for ensuring that safety is managed effectively within their area of responsibility. Further information may be found in ASI 043 – Aircraft Pushback, Push and Park and Towing Procedures.

API 044 AIRSIDE DRIVING
API Owner Airside Safety and Compliance Manager

London Stansted Airport shall maintain policies and procedures to manage the validation, authorisation and re-authorisation of airside drivers in accordance with Commission Regulation (EU) 139 and CAP 790 – Requirements for an Airside Driving Permit (ADP) Scheme. The Airport identifies that driving or operating vehicles and equipment airside presents unique hazards not found on the public road. Such hazards, when coupled with complacency, lack of discipline or competence on the part of airside drivers presents a significant risk to both aerodrome operations. Further information may be found In ASI 044 – Airside Driving.

API 045 AIRSIDE VEHICLE AND EQUIPMENT STANDARDS**API Owner** Airside Safety and Compliance Manager

London Stansted Airport shall maintain policies and procedures to manage the standards of vehicles and equipment operating airside as per CAP 642 – Airside Safety Management and Driver and Vehicle Standards Agency (DVSA) requirements as applicable. Such maintenance regimes shall be pro-active and preventative, as well re-active and corrective. Robust maintenance regimes are required to ensure that both vehicles and trailed equipment do not endanger persons, aircraft or property, and that they are fit for purpose. Further information may be found in ASI 045 – Airside Vehicle and Equipment Standards.

API 046 EMERGENCY PLANNING AND RESPONSE**API Owner** Head of Operational Resilience

London Stansted Airport shall maintain policies and procedures to manage how the Airport shall respond to conceivable incidents occurring on, or in the vicinity of the of the aerodrome in accordance with Commission Regulation (EU) 139/2014. The Airport aims to ensure the continued safety, security and welfare all users. The London Stansted Airport Emergency Orders, published to a selected distribution list, describes the emergency plans and initial actions that shall be undertaken for these conceivable incidents. Further information may be found in ASI 046 – Emergency Planning and Response.

API 047 PROVISION OF MEDICAL COVER**API Owner** Head of Fire and Rescue Service

London Stansted Airport shall maintain policies, procedures and equipment to respond to a medical emergency in accordance with the Health and Safety (First Aid) Regulations 1981 (as amended). The Airport has many teams who are trained to respond to medical emergencies across the aerodrome. Organisations shall maintain their own capability to provide first aid to their employees in accordance with the Health and Safety (First Aid) Regulations 1981 (as amended). Further information may be found in ASI 047 – Provision of Medical Cover.

API 048 REMOVAL OF DISABLED AIRCRAFT**API Owner** Head of Airside

London Stansted Airport shall maintain policies and procedures to respond to and recover a disabled aircraft in accordance with Commission Regulation (EU) 139/2014. The Airport requires that all aircraft operators and airlines have either the knowledge and equipment or contractual arrangements with specialist organisations to recover their aircraft, should it become disabled. The Airport shall maintain an overarching Disabled Aircraft Recovery Plan as per GM5 ADR.OPS.B.005(a). Further information may be found in ASI 048 – Removal of Disabled Aircraft.

API 049 DETENTION OF AIRCRAFT**API Owner** Head of Airside

London Stansted Airport shall detain aircraft where the operator of that aircraft, or any other aircraft operated by the person or organisation is default of payment to the Airport by virtue of Section 88 of the Civil Aviation Act 1982 (as amended). This power may be exercised whether on the occasion when the charges have been incurred, or at any time when the aircraft is on the aerodrome. The Airport may also detain aircraft on the grounds of safety by virtue of Article 257 of the Air Navigation Order (ANO) 2016 (as amended). Further information may be found in ASI 049 – Detention of Aircraft.

API 050 OPERATION OF UNMANNED AIRCRAFT SYSTEMS**API Owner** Airside Safety and Compliance Manager

London Stansted Airport shall maintain policies and procedures to manage the Operation of Unmanned Aircraft Systems (UAS) on, and in the vicinity of the aerodrome and to safely manage their operation during normal aerodrome operations. However, the unauthorised use of UAS in proximity to the Airport poses a hazard to aerodrome operations. Further information may be found in ASI 050 – Operation of Unmanned Aircraft Systems.

API 051 CYCLAMEN PROCEDURES**API Owner** Head of Airside

London Stansted Airport shall maintain policies, procedures and equipment to manage Cyclamen. It is a mandatory requirement for all inbound cargo to pass through one of these sites prior to the freight being taken landside. This includes manifested freight on passenger aircraft. Further information may be found in ASI 051 – Cyclamen Procedures.

API 052 FUEL RATION POLICY**API Owner** Airside Operations Duty Manager

London Stansted Airport shall maintain policies, procedures and equipment to manage Fuel Rationing. The objective of this policy is to minimise disruption in a planned environment where Stansted Airport can continue a full schedule and extend the period of our fuel stock during any disruption to the supply. Further information may be found in ASI 052 – Fuel Ration Policy and Flow Chart.

API 053 AIRSIDE LINKWAYS**API Owner** Airside Safety & Compliance Manager

London Stansted Airport shall maintain policies and procedures to provide suitable, safe walkways for all staff walking in Airside Areas. The Linkways will provide safe routes from VP1 and VP2 to all Satellites and the Terminal. Further information may be found in ASI 053 – Airside Linkways for staff to use.

API 054 SPILLAGE RESPONSE**API Owner** Environmental Specialist

London Stansted Airport shall maintain procedures and equipment to facilitate the management and clear up of spillages. The Airport's objective is to prevent contain any spillage and to ensure a prompt clean-up, preventing entry into local watercourses. In addition, the Airport seeks to prevent spillages through regular audit and inspection of vehicles and infrastructure. The Airport shall provide equipment to control and clear-up spillages through the provision of spill kits. Further information may be found in ASI 054 – Spillage response

API 055 AIRPORT COLLABORATIVE DECISION MAKING (A-CDM)**API Owner** Airside Systems Optimisation Manager

London Stansted Airport is responsible for providing accurate predicted take-off time data to EUROCONTROL under A-CDM (Airport Collaborative Decision Making). A-CDM is mandated at Stansted Airport by law due to the number of flights Stansted has scheduled over European airspace. Further information may be found in ASI 055 – Airport Collaborative Decision Making (A-CDM).

ASI 001 AIRCRAFT MAINTENANCE ACTIVITIES
ASI Owner Airside Operations Duty Manager

References Regulation (EU) 376/2014
 Commission Implementing Regulation 2015/1018
 CAP 642 – Airside Safety Management

1. GENERAL

London Stansted Airport aims to maximise the use of contact aircraft stands, for which priority is given to those aircraft arriving and/or departing with passengers on board. When aircraft maintenance is undertaken on a contact aircraft stand, it may inhibit or in certain circumstances deny the ability to move that aircraft when needed. By implication, the flexibility of that aircraft stand has been lost. It is therefore essential that these activities are undertaken in a coordinated fashion. For the purposes of this Airside Standing Instruction (ASI), the following definitions apply:

Term	Definition
Major Maintenance	Any maintenance which prevents the aircraft from being moved within 15-minutes of being notified; regardless if the maintenance is to be completed during the aircraft turnaround or for the period for when the aircraft is scheduled to occupy that aircraft parking stand.
Minor Maintenance	Any maintenance that is scheduled to be completed during the aircraft turnaround or for the period for when the aircraft is scheduled to occupy that aircraft parking stand.

It is the responsibility of all personnel to ensure that they are familiar with this ASI if it is applicable to them, and to undertake the actions required to fully comply with it and safeguard the airside environment.

2. ACCOUNTABILITY AND RESPONSIBILITIES
2.1. Airside Operations

Reporting to the on-shift Airside Operations Duty Manager (AODM) (01279 662378), Airside Operations (01279 662478) is responsible for, so far as is reasonably practicable, facilitate aircraft maintenance activities at the Airport. This includes providing alternative aircraft parking stands upon which major maintenance activities can take place. Airside Operations shall observe working practices as part of the Three Tier inspection programme and regular airside patrols as per ASI 006 – Aerodrome Inspections.

2.2. Aircraft Engineers

Reporting to their respective line managers, aircraft engineers are responsible for ensuring that their work is carried out in a safe manner, and at all times compliant with the relevant Airport rules contained within this ASI and others. Aircraft engineers shall advise the Airport through the Airside Operations team of any airside safety issues relating to aircraft maintenance. Further information may be found in ASI 033 – Airside Defect Reporting.

3. AIRCRAFT MAINTENANCE

3.1. General

During aircraft maintenance, the aircraft transponders are to be set to 'Standby/Off'. Failure to do this may lead to significant RF interference. Where this is not achievable Airside Operations must be advised so that ATC can be informed of the aircraft and its location.

Any spillages from an aircraft must be cleared without delay as per ASI 029 – Chemical Storage and Spillages. Any Foreign Object Debris (FOD) must be cleared and disposed of in the correct containers. If the aircraft is to be jacked, then appropriate mitigations are to be put in place to safeguard the paved surface.

Organisations completing maintenance on aircraft are to have appropriate procedures in place should the aircraft require evacuation from all compartments including holds and maintenance areas. Personnel are to be fully conversant with these procedures.

3.2. Major Maintenance

Maintenance of this nature requires the approval of the Airfield Control Manager (ACM) 01279 662777. When requesting approval for this maintenance work, the following information is required:

- Aircraft type, registration and operator;
- Current stand number and proposed location of maintenance work if different;
- Start time of maintenance work, nature of work to be completed and duration, and;
- A point-of-contact who will be at the aircraft and is contactable (via mobile phone).

3.3. Minor Maintenance

Maintenance of this nature does not require approval of the ACM.

4. TAXIING OF AIRCRAFT BY ENGINEERING STAFF

Organisations who wish their personnel to taxi aircraft, but who do not hold an aircrew licence (i.e. an Air Transport Licence (ATPL) or Multi-Pilots Licence (MPL)) must hold an Aircraft Engineering Qualification/Licence, recognised as appropriate by the UK Civil Aviation Authority (CAA) and/or in accordance with EU-OPS. A local certificate issued by a type-rated pilot must be held, indicating that the engineer has been trained and tested to an adequate standard to safely taxi the aircraft type, in addition to holding a Runway Airside Driving Permit (ADP). Finally, the organisation shall seek prior approval from the Airfield Operations Duty Manager (AODM) (01279 662378) prior to completing these activities.

4.1. Taxi Tests

Taxi tests, where the aircraft will exceed 30 knots shall only be permitted on the runway and shall require permission from the AODM. When requesting approval for these taxi tests, the following information shall be supplied:

- Aircraft type, registration and operator;
- Reason(s) why the test is required;
- Maximum groundspeed, and;
- The number of Persons on Board (POB).

Organisations undertaking these tests shall have the immediate capability to recover the aircraft in the event of a technical failure. Any technical failure must not cause disruption to normal operations.

4.2. Procedures for the use of GPU, Air Start equipment and Air Conditioning units

GPUs must not be used at Stansted when there is serviceable FEGP available on stand.

The use of GPUs, Air Start Units, Air Conditioning Units or any other items of ground servicing equipment which does not conform to 85 decibels at 7 metres is prohibited on any apron area at Stansted Airport.

Prior to running a GPU Airside Operations (01279 662478) must be contacted to gain permission, details of the aircraft registration, and the GPU to be used will be required. This also applies to Northside Operators between 23:00 and 07:00. All Operators must also confirm with Airside Operations when the GPU has been switched off.

Airside Operations will monitor the use of GPUs, including maintaining a database logging the run time hours of each unit in conjunction with the GPU operators. This is in order to collate a total run time for each unit, with a view to try to reduce GPU usage. There will also be random noise and emissions tests, in addition to the Airside patrols which are carried out on a 24/7 basis to ensure compliance. Equipment failing to meet current standards will be required to be removed from operation.

Operators found to be using GPUs or APUs outside of the conditions described above will be issued with an Airside Infringement Notice and may be required to meet with STAL to discuss their contravention of this DN and the Airport's 'Conditions of Use'.

4.3. APU/GPU Restrictions matrix

Scenario	07:01 – 22:59hrs	23:00 – 07:00hrs
APU required for maintenance	APU required for maintenance	APU required for maintenance
APU Required for cabin conditioning / engine start – normal turnaround	Permitted at STD –10 mins, No Notification required	Permitted only immediately prior to push and start No Notification required
APU Required for cabin conditioning / engine start – first departure after night stop (at least 2hrs)	Permitted at STD – 45 mins, No Notification required	Notify Airside Ops*
Air Temp above +20°C or below +5°C	Permitted, No Notification required	Notify Airside Ops
FEGP Not Installed	Permitted, No Notification required	Notify Airside Ops
FEGP U/S	Notify Airside Ops	Notify Airside Ops
Captain believes APU running necessary to avoid passenger hardship	Notify AODM 01279 662378	Notify AODM
Aircraft not compatible with FEGP	Permitted, No Notification required	Notify Airside Ops
FEGP cannot be used due aircraft parking position	Permitted, No Notification required	Notify Airside Ops
APU required for any other reason	Notify Airside Ops	Notify Airside Ops
Company wishes to run a GPU/ has finished running a GPU	Notify Airside Ops (unless operating Northside when no notification is required)	Notify Airside Ops (including Northside Operators)

*Airside Operations to be contacted on (01279 662478).

5. NON-REVENUE FLIGHTS

Non-revenue flights may be conducted from the Airport. Such flights are subject to all other operating restrictions applicable to a revenue flight. Organisations undertaking these tests must have the immediate capability to recover the aircraft in the event of a technical failure. Any technical failure of the aircraft must not cause disruption to normal operations.

6. STORAGE OF AIRCRAFT

Organisations wishing to store aircraft on a long-term basis shall obtain approval from the Head of Airside (HOA). The long-term storage of aircraft is subject to Airport capacity. Organisations shall ensure that all such aircraft which are approved are:

- Secured either by lock, security seals or both;
- All covers are correctly secured, and;
- Nose and main landing gear are correctly chocked, using the appropriately sized aircraft chocks.

7. OCCURRENCE AND NEAR MISS REPORTING

Regulation (EU) 376/2014 (as amended) requires that relevant civil aviation safety information shall be reported, collected, stored, protected, exchanged, disseminated and analysed and appropriate safety action should be taken based on the information collected. In accordance with Articles 4(1) and 4(6) of Regulation (EU) 376/2014 (as amended), certain events shall be reported upon to the UK Civil Aviation Authority (CAA) as the Competent Authority (CA) by specific persons respectively. These are defined as Mandatory Occurrence Reports (MORs).

Organisations shall ensure that where applicable, they comply with their legal obligations to report in accordance with Regulation (EU) 376/2014 (as amended). Article 4(6) of Regulation (EU) 376/2014 (as amended) specifies the persons who shall report on occurrences in accordance with Article 4(1) of Regulation (EU) 376/2014 (as amended). A person mandated to report may do so through the system established by the organisation which employs, contracts or uses the services of the reporter, or, failing that the EU Aviation Safety Reporting Portal database, online.

Organisations shall ensure that they maintain the capability for personnel to report near-miss events, including in an anonymous manner and for their subsequent categorisation and investigation, if applicable. Further information may be found in London Stansted Airport Aerodrome Manual, Part E, ASI 032 – Accident, Incident, Occurrence and Near Miss Reporting.

8. COMPLIANCE MONITORING

Aircraft maintenance activities are not subject to the Compliance Monitoring System (CMS).

9. FURTHER INFORMATION

Further information may be found in CAP 642 – Airside Safety Management.

ASI 002 AIRCRAFT COMPASS CALIBRATION
ASI Owner Airside Operations Duty Manager

References Regulation (EU) 139/2014
 Regulation (EU) 2015/1018
 CAP 642 – Airside Safety Management

1. GENERAL

The Airport provides a Compass Base (CBA) for use by aircraft, both based and visiting which require compass re-calibration prior to re-entering service. For the purposes of this Airside Standing Instruction (ASI), the following definitions apply:

Term	Definition
Class I Compass Base	Compass bases categorised as Class I possess no known magnetic anomaly in excess of $\pm 0.1^\circ$ in magnetic declination.

It is the responsibility of all personnel to ensure that they are familiar with this ASI if it is applicable to them, and to undertake the actions required to fully comply with it and safeguard the airside environment.

2. ACCOUNTABILITY AND RESPONSIBILITIES
2.1. Airside Operations

Reporting to the Airside Operations Duty Manager (AODM) 01279 662378, Airside Operations shall, so far as is reasonably practicable, facilitate aircraft compass calibration activities at the Airport. This includes making the Compass Base (CBA) available so that aircraft compass calibration can take place. Airside Operations shall observe working practices as part of the Three Tier inspection programme and regular airside patrols as per ASI 006 – Aerodrome Inspections.

2.2. Aircraft Engineers

Aircraft engineers shall advise Airside Operations team of any airside safety issues relating to aircraft compass calibration. Further information may be found in ASI 033 – Airside Defect Reporting.

3. FACILITIES

The CBA is certified to Class I standards by QinetiQ PLC, who are approved by Her Majesty's Government and completes a calibration and re-certification of the facility on a five-year rolling basis. The calibration certificate is held by Airside Operations and may be viewed at any reasonable time with prior notice. Due to the location of the CBA on the Airport, limited apron lighting is available. Mobile lighting is available and can be provided on a temporary basis upon request to Airside Operations.

4. PROCEDURES FOR USE

Organisations wishing to use the CBA must book through the Airfield Control Manager (ACM) (ext. 01279 662777) giving at least 24 hours' notice. The following information is required at the time of booking:

- Aircraft type;
- Registration

- Start time, and;
- Duration

Prior to entering the CBA to complete necessary works, the organisation must ensure that all equipment, including Ground Servicing Equipment (GSE), temporary lighting or other object likely to cause damage is removed completely from the area. During periods of low visibility, entry to and exit from the CBA shall only take place with the assistance of Airside Operations. Marshalling guidance must be requested for all towed movements, and entry to and exit from the CBA by personnel and equipment shall be provided by the escort.

5. OTHER OPERATIONAL USES

5.1. Aircraft Parking

The CBA may also be used for the parking of aircraft and has been configured by way of paint markings to accommodate two Boeing 767-300 aircraft on the left and right line, or one Boeing 747-400 on the centreline. Aircraft larger than a B747-400 must seek the approval of the AODM.

Stopping guidance is provided by means of painted stop arrows. All aircraft must be positioned to allow nose-in and pushback-out operations. In exceptional circumstances, aircraft may self-maneuvre on to the under the guidance of an Airside Operations. On vacating the CBA, aircraft parked nose-in must be pushed back along the centreline to a position on Taxiway Juliet, where the aircraft can be pulled forward or taxi via Link Lima. Aircraft positioned nose-out may taxi out.

5.2. Aircraft Engine Ground Running

See ASI 003 – Engine Ground Running – Fixed Wing Aircraft.

6. OCCURRENCE AND NEAR MISS REPORTING

Regulation (EU) 376/2014 (as amended) requires that relevant civil aviation safety information shall be reported, collected, stored, protected, exchanged, disseminated and analysed and appropriate safety action should be taken based on the information collected. In accordance with Articles 4(1) and 4(6) of Regulation (EU) 376/2014 (as amended), certain events shall be reported upon to the UK Civil Aviation Authority (CAA) as the Competent Authority (CA) by specific persons respectively. These are defined as Mandatory Occurrence Reports (MORs).

Organisations shall ensure that where applicable, they comply with their legal obligations to report in accordance with Regulation (EU) 376/2014 (as amended). Article 4(6) of Regulation (EU) 376/2014 (as amended) specifies the persons who shall report on occurrences in accordance with Article 4(1) of Regulation (EU) 376/2014 (as amended). A person mandated to report may do so through the system established by the organisation which employs, contracts or uses the services of the reporter, or, failing that the EU Aviation Safety Reporting Portal database, online.

Organisations shall ensure that they maintain the capability for personnel to report near-miss events, including in an anonymous manner and for their subsequent categorisation and investigation, if applicable. Further information may be found in London Stansted Airport Aerodrome Manual, Part E, ASI 032 – Accident, Incident, Occurrence and Near Miss Reporting.

7. COMPLIANCE MONITORING

Aircraft compass calibration activities are not subject to the Compliance Monitoring System (CMS).

8. FURTHER INFORMATION

Further information may be found in CAP 642 – Airside Safety Management.

ASI 003 ENGINE GROUND RUNNING – FIXED WING AIRCRAFT

ASI Owner Airside Operations Duty Manager

References Regulation (EU) 376/2014
 Regulation (EU) No. 139/2014
 Regulation (EU) 2015/1018
 CAP 642 – Airside Safety Management

1. GENERAL

London Stansted Airport recognises the need for fixed wing aircraft engine ground runs for maintenance purposes to ensure the safe conduct of subsequent flights, minimising the significant hardship that may be experienced by passengers, goods or cargo, should these activities not be permitted. However, the Airport has a statutory duty to protect the surrounding community from noise generated by either aircraft operations or equipment on the ground. To ensure this, the Airport maintains strict procedures to manage and control the conduct of fixed wing aircraft engine ground running for maintenance purposes. For the purposes of this Airside Standing Instruction (ASI), the following definitions apply:

Term	Definition
Engine Running	The operation of aircraft engines for maintenance or test purposes.
Ground Idle Power	As defined by the manufacturer, engines at idle without the throttles advanced.
Part Power	As defined by the manufacturer, the minimum throttle advance required to trim the engines to produce the same power at a given throttle setting.
High Power	Any throttle setting above the part power setting.
Start-Stop Engine Run	A very short engine check, undertaken at ground idle power only and being of more than 3 minutes duration.

It is the responsibility of all personnel to ensure that they are familiar with this ASI if it is applicable to them, and to undertake the actions required to fully comply with it and safeguard the airside environment.

2. ACCOUNTABILITY AND RESPONSIBILITIES

2.1. Airside Operations

Reporting to the Airside Operations Duty Manager (AODM) (ext. 01279 662378), Airside Operations (ext. 01279 662478) shall, so far as is reasonably practicable, facilitate aircraft engine ground runs at the Airport. This includes making the Engine Run Bays (ERBs) available so that aircraft engine ground runs can take place. Airside Operations shall observe working practices as part of the Three Tier inspection programme and regular airside patrols as per ASI 006 – Aerodrome Inspections. Airside Operations have the complete and final approval of all aircraft engine ground runs.

2.2. Aircraft Engineers

Reporting to their respective line managers, aircraft engineers shall ensure that their work is carried out in a safe manner, and at all times compliant with the relevant Airport rules contained within this ASI and others. Aircraft engineers shall advise Airside Operations of any airside safety issues relating to aircraft engine grounds. Further information may be found in ASI 033 – Airside Defect Reporting.

Aircraft shall plan their engine ground running for maintenance purposes outside of the night period (defined as between 2300 – 0700L). In addition, early mornings and late nights must also be avoided if at all possible.

3. AIRCRAFT ENGINE GROUND RUNNING

3.1. Approved Locations for Fixed Wing Aircraft Engine Ground Running

All aircraft engine ground runs other than stop-start engine runs shall be completed on the ERBs located adjacent to Hangar 8. Exceptional circumstances where the Engine Run Bays were occupied or closed for maintenance would allow for the engine run to be completed in an alternative location. Specific written permission is required from AODM. The Compass Base (CBA) may not be used for fixed wing aircraft engine ground runs, unless specific written permission is given from the AODM. In this instance a 50% surcharge shall be levied above the maximum rate.

3.2. Notification and Request Procedure for Aircraft Engine Grounds Running

Organisations are to plan all aircraft maintenance ground runs within the permitted period of between 0701 – 2259L. Approval for engine runs outside of these times will be denied, unless it can be shown to the AODM (01279 662378) that significant hardship to passengers, goods, or cargo may be experienced. All fixed wing aircraft engine ground runs for aircraft engines with no modifications to comply with Chapter 3 (or better) Noise Certification Standard must be applied for in the following manner:

- The engine ground run bays are chargeable parking areas, operators will be charged in accordance with Conditions of use.
- Contact the Airfield Control Manager (ACM) (01279 662777) to arrange access to the ERBs;
- Complete and submit an Engine Run Request Form (Appendix A) to Airside Operations via email Airfield_ops@stanstedairport.com prior to the run commencing, detailing the time, type and location of the ground run requested. (Please ensure this document is emailed as a word document);
- Airside Operations shall either confirm or deny permission for the aircraft engine ground run, by returning the form to the organisation concerned via email;
- Once approval has been given, the organisation concerned must commence the aircraft engine ground run within one-hour of the approved start time given on the form;
- ATC permission must be sought via the correct ATC frequency to start engine(s). The request must state the aircraft location, type, type of aircraft engine ground run, duration and whether Airside Operations approval has been granted (if applicable). A listening watch is to be maintained, and;
- On completion of the aircraft engine ground run, the Engine Run Request Form **must** be returned to Airside Operations, having completed the remainder of the form. Organisations who fail to do so will be denied permission to undertake future runs until the missing documentation is received.
- For advice concerning aircraft chapter and noise certification please contact flightevaluationunit@magairports.com with a copy of the aircrafts noise certificate.

3.3. Conditions Applying to Chapter 4 Aircraft, Chapter 14 and propeller driven aircraft.

Chapter 4 and 14 aircraft, examples include the Boeing B737-700/-800/-900, Boeing 737-Max200, Airbus A320 family and Neo series aircraft, and all propeller aircraft are subject to the approval and monitoring by the AODM. Times close to the start or finish of the night period must be avoided if at all possible.

No more than one engine is to be run at an approved power setting. If other engines are required to provide a balancing force, these are to be run at the lowest possible power

Type of Run	Remarks/Conditions	Location
Ground Idle Power	Subject to approval by Airside Operations	Engine Run Bay
Part Power	Subject to approval by Airside Operations	Engine Run Bay
High Power	Subject to approval by Airside Operations. Early morning and late evening runs to be avoided.	Engine Run Bay
Start-Stop Engine Run	No more than three minutes duration, subject to approval by Airside Operations. If during the night period (2300 – 0700L) subject to approval and monitoring by the AODM.	As approved by Airside Operations

3.4. Conditions Applying to Chapter 3 Aircraft including Chapter 2 Aircraft Hush-kitted to meet Chapter 3 Standards

Chapter 3 aircraft and Chapter 2 aircraft that are hush-kitted to meet Chapter 3 standards, are subject to approval and monitoring by the AODM. Times close to the start or finish of the night period must be avoided if at all possible. No more than one engine is to be run at an approved power setting. If other engines are required to provide a balancing force, these are to be run at the lowest possible power.

Type of Run	Remarks/Conditions	Location
Ground Idle Power (0701 – 2200L)	Subject to approval by Airside Operations	Engine Run Bay
Part Power (0701 – 2200L)	No more than two hours duration, subject to approval by the AODM. Re-application required after two hours. Early morning and late evening runs to be avoided.	Engine Run Bay
High Power (0701 – 2200L) (Mon – Fri)	No more than two hours duration, subject to approval by the AODM. Re-application required after two hours. Early morning and late evening runs to be avoided.	Engine Run Bay
High Power (0701 – 2100L) (Sat)	No more than two hours duration, subject to approval by the AODM. Re-application required after two hours. Early morning and late evening runs to be avoided.	Engine Run Bay
High Power (0900 – 2100L) (Sun and PH)	No more than two hours duration, subject to approval by the AODM. Re-application required after two hours. Early morning and late evening runs to be avoided.	Engine Run Bay
High Power (Outside of Daily Hours above)	Subject to exceptional approval by the AODM. A full written report is required by the Organisation or Airline will be required to explain circumstances. This may be subject to follow up investigation.	Engine Run Bay
Start-Stop Engine Run (0701 – 2259L)	No more than three minutes duration, subject to approval by Airside Operations.	As approved by Airside Operations

3.5. Start-Stop Engine Runs

All requests for start-stop engine runs must be made to Airside Operations (01279 662478), a form is not required. Airside Operations will log all such requests for monitoring purposes. Permission must also be sought from ATC prior to such a run commencing.

4. GENERAL SAFETY PRECAUTIONS FOR AIRCRAFT ENGINE GROUND RUNNING

Those organisations completing aircraft engine grounds are to have appropriate procedure(s) in place to ensure that both safety and the environment are safeguarded. These procedures should cover all aspects of the aircraft engine ground run and the safety of all personnel involved or otherwise affected. The minimum requirements include that:

- Operators are responsible for ensuring that appropriate environmental and safety procedures are adopted during engine running. These procedures should cover all aspects of the ground running operation and the safety of all personnel involved
- Unless approved by Airside Operations, no aircraft engine ground running may take place where the efflux from the engine is pointed towards the runway, taxiways, or the airside road network. Aircraft must be positioned in such a manner to not cause harm or damage to persons, aircraft, vehicles, equipment or buildings in the vicinity;
- For all aircraft engine ground runs, a responsible safety person must be present in line of sight of the flight deck prior to start. The responsible person must remain outside, and at all times after to supervise the engine run, ensuring both intakes and exhausts remain clear;
- No aircraft engine may be ground run on operational stands, except for 'Start-Stop' procedures. Where aircraft are undertaking an aircraft engine ground run on a stand with a rear of stand road, a responsible person must safeguard the rear or stand road;
- All ground support equipment must be removed away from the proximity of the aircraft and placed at a safe distance
- Persons supervising aircraft engine ground runs must be able to communicate with the flight deck via a ground interphone connection or using approved hand signals as per CAP 637 – Visual Aids Handbook;
- It is the responsibility of the person supervising the aircraft engine ground run that the aircraft is correctly positioned in the engine run bays if applicable, with consideration for high mounted tail engines which project efflux over a greater distance. All Ground Servicing Equipment (GSE) not required for the duration of the aircraft engine ground run must be removed prior to engine start;
- ATC permission must be sought via the correct ATC frequency to start engine(s). The request must state the aircraft location, type, type of aircraft engine ground run, duration and whether Airside Operations approval has been granted (if applicable). A listening watch is to be maintained and;
- Aircraft anti-collision beacons must be illuminated prior to engine start and remain on for the duration of the aircraft engine ground run. Aircraft anti-collision beacons must not be de-selected until the engines have wound down below company minima or propellers have come to a complete stop.
- High mounted tail engines have additional safety considerations in terms of the greater distance behind the aircraft that may be subjected to jet blast and account must be taken of this increased hazard.
- All operators must ensure they have appropriate airside insurance and employer's liability insurance in place.

4.1. ENFORCEMENT ACTION

If an organisation fails to adhere to this policy, they will be subject to a fine of up to £2,500. The penalty is applied under the Airport Byelaws, Section 4(1) Aircraft Engine Running. The Airport Byelaws are applied by the airport under Sections 63 and 64 of the Airports Act 1986 (as amended), and section 37 of the Criminal Justice Act 1982 (as amended).

5. MONITORING

Airside Operations shall undertake audits of approval paperwork held on file on behalf of Uttlesford District Council. It is the responsibility of organisations undertaking aircraft engine runs to keep the completed approval form on file for a period of one year. Airside Operations provides the completed forms as required. Those organisations that fail to complete Section C of the Aircraft Engine Ground Run Form, shall be denied permission to undertake future runs until the missing documentation is received. This includes when aircraft engine ground runs have been applied for, but subsequently cancelled.

6. OCCURRENCE AND NEAR MISS REPORTING

Regulation (EU) 376/2014 (as amended) requires that relevant civil aviation safety information shall be reported, collected, stored, protected, exchanged, disseminated, and analysed and appropriate safety action should be taken based on the information collected. In accordance with Articles 4(1) and 4(6) of Regulation (EU) 376/2014 (as amended), certain events shall be reported upon to the UK Civil Aviation Authority (CAA) as the Competent Authority (CA) by specific persons respectively. These are defined as Mandatory Occurrence Reports (MORs).

Organisations shall ensure that where applicable, they comply with their legal obligations to report in accordance with Regulation (EU) 376/2014 (as amended). Article 4(6) of Regulation (EU) 376/2014 (as amended) specifies the persons who shall report on occurrences in accordance with Article 4(1) of Regulation (EU) 376/2014 (as amended). A person mandated to report may do so through the system established by the organisation which employs, contracts or uses the services of the reporter, or, failing that the EU Aviation Safety Reporting Portal database, online.

Organisations shall ensure that they maintain the capability for personnel to report near-miss events, including in an anonymous manner and for their subsequent categorisation and investigation, if applicable. Further information may be found in London Stansted Airport Aerodrome Manual, Part E, ASI 032 – Accident, Incident, Occurrence and Near Miss Reporting.

7. COMPLIANCE MONITORING

Engine ground running – Fixed Wing Aircraft activities are not subject to the Compliance Monitoring System (CMS).

8. FURTHER INFORMATION

Further information may be found in CAP 642 – Airside Safety Management.

ENGINE RUN REQUEST FORM

A: Request

To:	Stand Planning	From (Name):	
	Airfield Operations	Company/Airline:	
Email:	airfield_ops@stanstedairport.com	Email:	
Telephone:	01279 662478	Telephone:	

Aircraft Details

Aircraft Reg:		Aircraft Type:	
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Engine Run Details

Date of Run:		Time of Run (L):		Duration (Mins):	
No of Engines to be Run:		Type of Engines:			
Power Setting & Duration:		Bypass Ratio:			

B: Approval by Airfield Ops

Email response will be received from Airfield Operations, detailing approval and run pen in use.
Please do not tow any aircraft without prior approval.

C: Confirmation of Run

Requesting Engineer **MUST** send the completed form back to Airfield Operations to close the run.

Run Commenced (local):		Run Complete (local):	
Power Setting Used:		Duration:	

Weather Temperature:		Wind Speed:		Wind Direction:	
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NOTES:

- Written requests for ground runs unable to take place at the Ground Running Pen must be submitted to the AODM, such requests will only be granted in exceptional circumstances.
- Ground Runs must be carried out under conditions outlined within the Aerodrome Manual.
- Engine Run start times must commence within 1 hour of approval time.
- If your request is cancelled, please ensure you let Airfield Operations know.

ASI 004 ENGINE GROUND RUNNING - ROTARY WING AIRCRAFT
ASI Owner Airfield Operations Manager

References Regulation (EU) 376/2014
 Regulation (EU) No. 139/2014
 Regulation (EU) 2015/1018
 CAP 642 – Airside Safety Management

1. GENERAL

London Stansted Airport recognises the need for rotary wing aircraft engine ground runs for maintenance purposes to ensure the safe conduct of subsequent flights, minimising the significant hardship that may be experienced by passengers, goods or cargo, should these activities not be permitted. However, the Airport has a statutory duty to protect the surrounding community from noise generated by either aircraft operations or equipment on the ground. It is therefore incumbent on all agencies to adhere to the policies and procedures outlined in this Airside Standing Instruction (ASI). To ensure this, the Airport maintains strict procedures to manage and control the conduct of rotary wing aircraft engine ground running for maintenance purposes. For the purposes of this Airside Standing Instruction (ASI), the following definitions apply:

Term	Definition
Start-Stop Rotors Stopped (On-Stand)	The operation of a Rotary Wing Aircraft engine for maintenance or test purposes, rotors not engaged, not more than 5 minutes duration
Start-Stop Rotors Engaged (On-Stand)	The operation of a Rotary Wing Aircraft engine for maintenance or test purposes, rotors engaged, not more than 5 minutes duration. Rotor Balancing / Setup may require more than 1 run
Hover Checks	Engine running above idle power, rotors engaged, up to full power

It is the responsibility of all personnel to ensure that they are familiar with this ASI if it is applicable to them, and to undertake the actions required to fully comply with it and safeguard the airside environment.

2. ACCOUNTABILITY AND RESPONSIBILITIES
2.1. Airfield Operations

Reporting to the on-shift Airfield Operations Duty Manager (AODM) (01279 662378), Airfield Operations (01279 662478) shall, so far as is reasonably practicable, facilitate aircraft engine ground runs at the Airport. This includes making the Engine Run Bays (ERBs) available so that aircraft engine ground runs can take place. Airfield Operations shall observe working practices as part of the Three Tier inspection programme and regular airside patrols as per ASI 006 – Aerodrome Inspections. Airfield Operations have the complete and final approval of all aircraft engine ground runs.

2.2. Aircraft Engineers

Reporting to their respective line managers, aircraft engineers shall ensure that their work is carried out in a safe manner, and at all times compliant with the relevant Airport rules contained within this ASI and others. Aircraft engineers shall advise Airfield Operations of any airside safety issues relating to aircraft engine grounds. Further information may be found in ASI 033 – Airside Defect Reporting. Aircraft shall plan their engine ground running for maintenance purposes outside of the night period (defined as between 2300 – 0700L). In addition, early mornings and late nights must also be avoided if at all possible.

3. AIRCRAFT ENGINE GROUND RUNNING
3.1. Approved Locations for Rotary Wing Aircraft Engine Ground Running

All rotary wing aircraft engine ground runs other than Start-Stop Rotors Stopped (On-Stand), Start-Stop Rotors Engaged (On-Stand) and Hover Checks shall be completed on the ERBs located adjacent to Hangar 08. Exceptional circumstances where the Engine Run Bays were occupied or closed for maintenance would allow for the engine run to be completed in an alternative location. Specific written permission is required from AODM. The Compass Base (CBA) may not be used for rotary wing aircraft engine ground runs, unless specific written permission is given from the AODM. In this instance a 50% surcharge shall be levied above the maximum rate.

3.2. Notification and Request Procedure for Rotary Wing Aircraft Engine Grounds Running

Organisations are to plan all rotary wing aircraft maintenance ground runs within the permitted period of between 0701 – 2259L. Approval for engine runs outside of these times will not be permitted. All rotary wing aircraft engine ground runs for aircraft engines must be applied for in the following manner:

- Complete and submit the 'Helicopter Testing Request' form (Appendix A) to Airfield Operations via email airfieldops@stanstedairport.com prior to the run commencing, detailing the time, type and location of the ground run requested (please note, this document must be emailed to Airfield Operations as a word document);
- Airfield Operations shall either confirm or deny permission for the aircraft engine ground run, by returning the form to the organisation concerned via email;
- Once approval has been given, the organisation concerned must commence the aircraft engine ground run within one-hour of the approved start time given on the form. Attention must be paid to the permitted periods, shown in paragraph 2.2;
- ATC permission must be sought via the correct ATC frequency to start engine(s). The request must state the aircraft location, type, type of aircraft engine ground run, duration and whether Airfield Operations approval has been granted (if applicable). A listening watch is to be maintained, and ATC must be advised when the run has been completed.
- On completion of the aircraft engine ground run, the Engine Run Request Form must be returned to Airfield Operations, having completed the remainder of the form. Organisations who fail to do so will be denied permission to undertake future runs until the missing documentation is received.

3.3. Start-Stop Engine Runs

All requests for Start-Stop Rotors Stopped (On-Stand), Start-Stop Rotors Engaged (On-Stand) and Hover Checks must be made to Airfield Operations (01279 662478), a form is not required. Airfield Operations will log all such requests for monitoring purposes. Permission must also be sought from ATC prior to such a run commencing.

4. GENERAL SAFETY PRECAUTIONS FOR AIRCRAFT ENGINE GROUND RUNNING

Those organisations completing aircraft engine grounds are to have appropriate procedure(s) in place to ensure that both safety and the environment are safeguarded. These procedures should cover all aspects of the aircraft engine ground run and the safety of all personnel involved or otherwise affected. The minimum requirements include that:

- Operators are responsible for ensuring that appropriate environmental and safety procedures are adopted during engine running. These procedures should cover all aspects of the ground running operation and the safety of all personnel involved.
- No aircraft may be ground run on operational stands, except for either of the 'Start-Stop' procedures.
- Aircraft must be positioned in such a manner to not cause harm or damage to persons, aircraft, vehicles, equipment or buildings in the vicinity;
- For all aircraft engine ground runs, a responsible safety person must be present in line of sight of the flight deck prior to start. The responsible person must remain outside, and at all times after to supervise the engine run, ensuring both intakes and exhausts remain clear. This person will communicate with the flight deck to ensure that engine(s) are shut-down if persons or vehicles move into the danger area in front of, behind or in the vicinity of a running engine;
- All ground support equipment must be removed away from the proximity of the aircraft and placed at a safe distance.

- Persons supervising aircraft engine ground runs must be able to communicate with the flight deck via a ground interphone connection or using approved hand signals as per CAP 637 – Visual Aids Handbook;
- It is the responsibility of the person supervising the aircraft engine ground run that the aircraft is correctly positioned in the engine run bays if applicable. All Ground Servicing Equipment (GSE) not required for the duration of the aircraft engine ground run must be removed prior to engine start;
- ATC permission must be sought via the correct ATC frequency to start engine(s). The request must state the aircraft location, type, type of aircraft engine ground run, duration and whether Airfield Operations approval has been granted (if applicable). A listening watch is to be maintained and;
- Aircraft anti-collision beacons must be illuminated prior to engine start and remain on for the duration of the aircraft engine ground run. Aircraft anti-collision beacons must not be de-selected until the engines have wound down below company minima or propellers have come to a complete stop.
- All operators must ensure they have appropriate airside insurance and employer's liability insurance in place.

5. ENFORCEMENT ACTION

If an organisation fails to adhere to this policy, they will be subject to a fine of up to £2,500. The penalty is applied under the Airport Byelaws, Section 4(1) Aircraft Engine Running. The Airport Byelaws are applied by the airport under Sections 63 and 64 of the Airports Act 1986 (as amended), and section 37 of the Criminal Justice Act 1982 (as amended).

6. MONITORING

Airfield Operations shall undertake audits of approval paperwork held on file on behalf of Uttlesford District Council. It is the responsibility of organisations undertaking aircraft engine runs to keep the completed approval form on file for a period of one year. Airfield Operations provides the completed forms as required. Those organisations that fail to complete Section C of the 'Helicopter Testing Request' form (Appendix A), shall be denied permission to undertake future runs until the missing documentation is received. This includes when aircraft engine ground runs have been applied for, but subsequently cancelled.

7. OCCURRENCE AND NEAR MISS REPORTING

Regulation (EU) 376/2014 (as amended) requires that relevant civil aviation safety information shall be reported, collected, stored, protected, exchanged, disseminated, and analysed and appropriate safety action should be taken based on the information collected. In accordance with Articles 4(1) and 4(6) of Regulation (EU) 376/2014 (as amended), certain events shall be reported upon to the UK Civil Aviation Authority (CAA) as the Competent Authority (CA) by specific persons respectively. These are defined as Mandatory Occurrence Reports (MORs).

Organisations shall ensure that where applicable, they comply with their legal obligations to report in accordance with Regulation (EU) 376/2014 (as amended). Article 4(6) of Regulation (EU) 376/2014 (as amended) specifies the persons who shall report on occurrences in accordance with Article 4(1) of Regulation (EU) 376/2014 (as amended). A person mandated to report may do so through the system established by the organisation which employs, contracts or uses the services of the reporter, or, failing that the EU Aviation Safety Reporting Portal database, online.

Organisations shall ensure that they maintain the capability for personnel to report near-miss events, including in an anonymous manner and for their subsequent categorisation and investigation, if applicable. Further information may be found in London Stansted Airport Aerodrome Manual, Part E, ASI 032 – Accident, Incident, Occurrence and Near Miss Reporting.

8. COMPLIANCE MONITORING

Aircraft engine ground running activities are not subject to the Compliance Monitoring System (CMS).

9. FURTHER INFORMATION

Further information may be found in CAP 642 – Airside Safety Management

ENGINE GROUND RUN REQUEST FORM HELICOPTER TESTING REQUEST

A: Request

To:	Stand Planning	From (Name):	
	Airfield Operations	Company/Airline:	
Email:	airfield_ops@stanstedairport.com	Email:	
Telephone:	01279 662478	Telephone:	

Helicopter Details

Heli Reg:		Heli Type:	
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Helicopter Test Details

Date of Test:		Time of Test (L):		Duration (Mins):	
Rotors Engaged:		Type of Test Req'd:			
Rotor Balancing/Set Up:		Stand Requested:			

B: Approval by Airfield Ops

Email response will be received from Airfield Operations, detailing approval and run pen in use.
Please do not tow any aircraft without prior approval.

C: Confirmation of Run

Requesting Engineer **MUST** send the completed form back to Airfield Operations to close the run.

Run Commenced (local):		Run Complete (local):	
Power Setting Used:		Duration:	

Weather Temperature:		Wind Speed:		Wind Direction:	
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NOTES:

- Written requests for ground runs unable to take place at the Ground Running Pen must be submitted to the AODM, such requests will only be granted in exceptional circumstances.
- Ground Runs must be carried out under conditions outlined within the Aerodrome Manual (ASI004).
- Engine Run start times must commence within 1 hour of approval time.
- If your request is cancelled, please ensure you let Airfield Operations know.

ASI 005 ACCESS TO THE CRITICAL PART OF THE SECURITY RESTRICTED AREA
ASI Owner Airside Security Manager

References Regulation (EU) 376/2014
 Regulation EC300/2008
 UK National Aviation Security Programme (NASP).

1. GENERAL

London Stansted Airport has a statutory obligation for both safety and security purposes to prevent unauthorised access to the airside environment by persons, vehicles and animals that could pose a safety risk to operations. The Airport has a wide array of infrastructure, policies and procedures to deny access to those unauthorised to do so. The Airport contains two distinct areas to which separate levels of screening are required to gain access. These are Airside and the Critical Part (CP). For the purposes of this Airside Standing Instruction (ASI), the following definitions apply:

Term	Definition
Critical Part	Critical parts shall be established at airports where more than 01 person hold airport identification cards giving access to security restricted areas.

It is the responsibility of all personnel to ensure that they are familiar with this ASI if it is applicable to them, and to undertake the actions required to fully comply with it and safeguard the airside environment.

2. ACCOUNTABILITY AND RESPONSIBILITIES
2.1. Airside Security Manager

Reporting to the Operations Director (Accountable Manager), the Airside Security Manager (ASM) is responsible for ensuring that policies and procedures relating to access to the Critical Part of the Security Restricted Area (CPSRA) are correctly implemented by the Airside Security Unit (ASU).

2.2. Airside Security Duty Supervisor

Reporting to the ASM, the Airside Security Duty Supervisor (ASDS) (01279 662308) is responsible for the availability and safe operation of Validation Points (VPs) and Control Posts. The ASDS is the operational line manager for the ASU and shall ensure that immediate action is taken for any potential or actual security breaches onto the aerodrome.

2.3. Airside Security Unit

Reporting to the ASDS, the ASU are responsible for completing security patrols and providing access control through VPs and Control Posts as per this ASI.

2.4. CRITICAL PART

There are layers of security measures to protect airside areas including the Critical Part. We deploy Security patrols both landside and airside, these patrols are 24/7. The security fence is around all the airside boundary, this is to the same standard as the requirements set out the SCD, for the Critical Part. There is a perimeter intrusion detection system on areas of fence line, which is tested and maintained as per manufacture guidance.

There is CCTV that covers all the airside and landside areas. In addition, we have thermal imaging and a radar system on our Critical Part boundary, these are tested daily with trained personnel monitoring all the above systems.

We have access points with up-to-date technology approved by the Department of Transport to assist the trained security officers in carrying out the validation and screening of persons and items carried, airside including the Critical Part.

The security regulation that we comply with is set out in the framework regulation EC300/2008, all subsequent regulation and the UK Single Consolidated Direction (SCD).

3. ORGANISATIONS CROSSING THE VIRTUAL BOUNDARY LINE

It is the individuals' responsibility to ensure that the Airport Boundary Operation have been informed that they require access across the virtual boundary line into the Critical Part. The reason for access and the destination must be provided. This route is only to be used for specific permitted operational duties.

When towing an aircraft into the Critical Part across the virtual boundary line, notification must be made 30 minutes prior to the movement and the following information provided to the Airport Boundary Operation on 01279-664260 as follows: -

- **Aircraft Registration**
- **Destination stand of the aircraft under tow**
- **Estimated time of arrival**
- **Names and number of personnel involved in tow (e.g., tug driver and passenger/aircraft brakes person).**

Once Airport Boundary Operation has been informed of the movement, the Airport Boundary Operation will deploy Airside Security to the destination to meet the arriving person(s) or vehicle. All persons and items carried, and the vehicle, will be subjected to search. Identification cards will be validated. In the event that you arrive at the destination and Airside Security are not present, all personnel must remain in position until Airside Security are in attendance. In the event of urgent access across the virtual boundary line e.g., aircraft avoidance, attending an emergency etc. The Airport Boundary Operation must be notified at the earliest possible opportunity

FAILURE TO COMPLY WILL RESULT IN BREACH OF SECURITY

Further details can be found in Security DN 00721 Requirements for accessing the Critical Part across the virtual boundary line.

4. OCCURRENCE AND NEAR MISS REPORTING

Regulation (EU) 376/2014 (as amended) requires that relevant civil aviation safety information shall be reported, collected, stored, protected, exchanged, disseminated and analysed and appropriate safety action should be taken based on the information collected. In accordance with Articles 4(1) and 4(6) of Regulation (EU) 376/2014 (as amended), certain events shall be reported upon to the UK Civil Aviation Authority (CAA) as the Competent Authority (CA) by specific persons respectively. These are defined as Mandatory Occurrence Reports (MORs).

Organisations shall ensure that where applicable, they comply with their legal obligations to report in accordance with Regulation (EU) 376/2014 (as amended). Article 4(6) of Regulation (EU) 376/2014 (as amended) specifies the persons who shall report on occurrences in accordance with Article 4(1) of Regulation (EU) 376/2014 (as amended). A person mandated to report may do so through the

system established by the organisation which employs, contracts or uses the services of the reporter, or, failing that the EU Aviation Safety Reporting Portal database, online.

Organisations shall ensure that they maintain the capability for personnel to report near-miss events, including in an anonymous manner and for their subsequent categorisation and investigation, if applicable. Further information may be found in London Stansted Airport Aerodrome Manual, Part E, ASI 032 – Accident, Incident, Occurrence and Near Miss Reporting.

5. COMPLIANCE MONITORING

Access to the CP is not subject to the Compliance Monitoring System (CMS).

6. FURTHER INFORMATION

Further information may be found in the London Stansted Airport Security Programme.

ASI 006 AERODROME INSPECTIONS

ASI Owner Airside Operations Duty Manager

References Regulation (EU) 376/2014
 Regulation (EU) No. 139/2014
 Regulation (EU) 2015/1018

1. GENERAL

London Stansted Airport has a statutory obligation to monitor the condition of the movement area and the operational status of related facilities and report on matters of operational significance in accordance with Commission Regulation (EU) 139/2014; ADR.OPS.B.015 (as amended). The Airport carries out regular inspections of the movement area and its related facilities, which shall exceed the minimum requirements as per AMC1 ADR.OPS.B.015(b). For the purposes of this Airside Standing Instruction (ASI), the following definitions apply:

Term	Definition
Fault	An abnormal condition or defect at the component, equipment, or sub-system level which may lead to a failure.

It is the responsibility of all personnel to ensure that they are familiar with this ASI if it is applicable to them, and to undertake the actions required to fully comply with it and safeguard the airside environment.

2. ACCOUNTABILITY AND RESPONSIBILITES

2.1. Operations Director (Accountable Manager)

Reporting to the Chief Operating Officer (COO), the Operations Director (Accountable Manager) is accountable for defining, deploying and monitoring the resources necessary to make the policies and procedures relating to aerodrome inspections at the Airport achievable.

2.2. Head of Airside Operations (Safety Manager)

Reporting to the Operations Director (Accountable Manager), the Head of Airside (HOA) is responsible for ensuring that suitable risk assessments and safety cases relating to aerodrome inspections are available as per the London Stansted Airport Aerodrome Manual, Part B. In addition, the HOA is responsible for providing oversight and technical input relating to aerodrome inspections.

2.3. Airside Operations Manager

Reporting to the HOA, the Airside Operations Manager (AOM) is responsible for ensuring and deploying sufficient resources to undertake aerodrome inspections as per this ASI. The AOM is further responsible for ensuring that personnel with responsibilities for conducting aerodrome inspections are trained and maintain proficiency in accordance with Commission Regulation (EU) 139/2014; ADR.OR.D.017 (as amended) AMC1 ADR.OR.D.017(a);(b). The AOM shall work with the Airside Operations Training Manager (AOTM) (ext. 4279) to achieve this.

2.4. Airside Safety and Compliance Manager (Compliance Manager)

Reporting to the HOA, the Airside Safety and Compliance Manager (ASCM) is responsible for ensuring that all policies and procedures relating to aerodrome inspections are compliant to EU legislation and CAA regulations. Their key responsibilities include:

- Reviewing the processes and procedures relating to aerodrome inspections to ensure they are up-to-date, and effective;
- To undertake audits of processes and procedures relating to aerodrome inspections in accordance with AMC1 ADR.OR.D.005(b)(11), and;
- Make recommendations to the HOA for improvements in processes and procedures.

2.5. Airside Operations Duty Manager

Reporting to the AODM, the Airside Operations Duty Manager (AODM) (01279 662378) is responsible for ensuring that aerodrome inspections are completed as per this ASI when required. The AODM is the line manager for the operational team and shall ensure that all other activities necessary to aerodrome inspections is completed by the operational team as per this ASI.

2.6. Airside Operations

Reporting to the AODM, Airside Operations (01279 662478) are responsible for completing aerodrome inspections as per this ASI when required.

3. THREE TIER INSPECTION PROGRAMME

As per AMC1 ADR.OPS.B.015(a), the Airport has established a monitoring and inspection programme of the movement area that is commensurate with the traffic expected at the Airport in order to identify any defects or potential hazards to aerodrome operations. The Airport operates a three-tier inspection programme. Airside Operations are designated as being responsible for carrying out movement area inspections as per AMC2 ADR.OPS.B.015(b).

3.1. Tier 1 Inspections

Tier 1 Airside Operations Inspections are routine daily overview inspections of surface areas, and shall include lighting, signage and safeguarding of the aerodrome, which is divided into a number of smaller areas or zones. A Tier 1 Airside Operations Inspection is completed in each area or zone at least four times in one 24-hour period, with areas of high activity monitored on a continual basis by Airside Operations.

3.2. Tier 2 Inspections

Tier 2 Airside Surface Inspections and Audits are more detailed inspections of the aerodrome, which is divided into a number of smaller areas or zones. A Tier 2 Airside Surface Inspections and Audit is completed daily, with the aerodrome completely inspected over the course of one month, led by the AODM.

3.3. Tier 3 Inspections

Tier 3 Airside Operations Management Inspections are regular inspections of the aerodrome, allowing for a functional check of the aerodrome to be completed as well as an opportunity to look at the aerodrome facilities from a wider perspective. A Tier 3 Airside Operations Management Inspection is completed weekly, with the entire aerodrome checked on a quarterly basis, led by the Airside Assurance Manager (AAM).

4. RUNWAY INSPECTIONS

Airside Operations has a detailed inspection regime for the runway to ensure its serviceability and availability is maintained to the highest possible standards at times. Airside Operations conducts two types of routine runway inspections:

- **Full Runway Inspection**, of which four are completed within one 24-hour period and should include an inspection at first light, dusk and no longer than every six hours after, and;
- **FOD/Bird Run**, of which any number may be taken in-between the Full Runway Inspections at the discretion of the AOO assigned to the runway and the AODM.

Airside Operations has equipped all vehicles with radio sets to ensure that all vehicles on the manoeuvring area are in order contact with Air Traffic Control (ATC) as per AMC2 ADR.OPS.B.015(b). In order to prevent runway incursions, the Airport has established procedures for conducting runway inspections, including the direction of the runway inspection, communication procedures, actions in case of communication failure or vehicle breakdown and runway crossings as per AMC2 ADR.OPS.B.015(c).

All Airside Operations personnel are trained to conduct runway inspections as per AMC2 ADR.OPS.B.015(d). Airside Operations personnel receive initial and recurrent training in the following areas:

- Aerodrome familiarisation, including aerodrome markings, signs and lighting;
- London Stansted Airport Aerodrome Manual;
- London Stansted Airport Emergency Orders;
- Notice to Air Men (NOTAM) notification procedures;
- Airside driving;
- Radiotelephony procedures;
- Aerodrome inspection procedures and techniques, and;
- Aerodrome reporting inspection procedures.

4.1. Full Runway Inspection

A full runway inspection is made in two runs made down either side of the centreline of the runway at a speed not exceeding 20 miles per hour, unless otherwise instructed by ATC.

A full runway inspection is a thorough and detailed inspection of the runway surface condition (see 4.3), including all runway turn-offs, paint markings, Aeronautical Ground Lighting (AGL) serviceability, presence of FOD/wildlife and that the runway is fully safeguarded.

A full runway inspection is to be undertaken by two members of the Airside Operations team in ideally one vehicle. A full runway inspection shall take the following route.

- Enter the runway via Runway Holding Point (RHP) Victor 1 and turn left;
- Inspect the north track of the runway, including the turn-offs at RHP Uniform up to the RHP position marking;
- Turn at the Runway 22 threshold and inspect the south track of the runway, including the turn-offs at RHP Sierra, Romeo, Quebec, Rapid Exit Taxiway (RET) Quebec Romeo, RHP Papa 3, RET Papa Romeo and November Romeo, RHP November, RET Lima Romeo, RHP Lima, Kilo and Hotel up to the RHP position marking;
- Turn at the Runway 04 threshold and inspect RHP Golf 1, and;
- Vacate the runway via RHP Victor 1.

The starting location of a full runway inspection is subject to change as dictated by ATC, or other operational constraints such as works on the aerodrome.

4.2. Foreign Object Debris and Bird Run

A Foreign Object Debris (FOD)/bird run is a single run made down the centreline of the runway with the landing traffic, starting at the furthest RHP of the runway in use.

It is to be completed at a speed not exceeding 40 miles per hour, unless otherwise instructed by ATC. A FOD/bird run is conducted to ensure the runway is FOD free and there is no wildlife activity within the adjacent area.

A FOD/bird run is undertaken by one member of the Airside Operations team in a vehicle. However, other members of the Airside Operations team may assist.

4.3. Runway Surface Condition

Runway Surface Condition assessment is part of the full runway inspection (see 4.1), and will be conducted:

- At least once per shift
 - and/or when weather conditions are changing that may change the previous runway surface condition report;
 - and/or when visual runway inspections and/or pilot braking action report(s) indicate that runway surface conditions are changing;
 - and/or following all snow-clearing, anti-icing/deicing operations;
 - and/or immediately following any aircraft incident or accident on the runway;
 - and/or when information from ATC indicates a need.

Runway surface condition inspections shall be assessed for each third of the runway: TDZ, Mid-point and Stop End. However, the reporting of runway surface condition to ATC shall be from the lowest threshold designator. Runway surface condition inspections provide flight crew with an accurate RCR (Runway condition report) to allow them to effectively calculate expected braking action for each third of the runway.

A Runway surface condition report consists of 08 key areas, reported for each third of the runway:

1. Aerodrome location indicator
2. Date and time of the assessment
3. Lower runway designation number
4. Runway condition code for each third
5. % coverage contaminant for each runway third
6. Depth of loose contaminant (mm)
7. Condition description for each runway third
8. Width of runway which the runway condition report applies.

Due to the complexity of the report, it is not feasible or practical to report all aspects via RTF. Completion of the runway surface condition assessment will be promulgated electronically and provide an output to ATC. ATC are responsible for ensuring accurate runway surface states are promulgated to flight crews via RTF on the appropriate frequency. This is particularly important when conditions are changing and the latest ATIS broadcast or SNOWTAM are quickly superseded.

The AODM is responsible for ensuring SNOWTAMS are updated or cancelled as and when necessary. SNOWTAM – Maximum validity of 8 hours.

5. OTHER RUNWAY INSPECTIONS

5.1. Runway Lighting Inspections

A runway lighting inspection is conducted daily by Airside Operations checking for unserviceable lamps and light fittings. The runway lighting inspection takes place at night to minimise the impact

upon aircraft. Runway lighting inspections should be combined with full runway inspections. Engineering teams conduct additional inspections of Precision Approach Path Indicator (PAPI), Approach and other Aeronautical Ground Lighting (AGL) systems.

5.2. Runway Crossing Point Inspections

Runway crossing point Inspections must be carried out on a regular basis after towed aircraft movements. Aircraft under tow may proceed to cross the runway without Airside Operations in attendance. Airside Operations shall undertake periodic audits of aircraft tows across the runway to ensure adherence to current policies relating to the towing of aircraft across the runway.

5.3. Priority Runway Inspections

A priority runway inspection shall only be called for when operational factors require an immediate runway inspection to take place to ensure the safe continued use of the runway over and above the routine inspection process, or when there is a requirement to conduct a routine inspection as a matter of increased urgency. Airside Operations denote the need for a priority runway inspection by using the term “Priority Inspection” on first contact with ATC. Situations which require a priority runway inspection include, but are not limited to:

- Observations of wildlife activity in the vicinity of the runway, where action may be required to avert a potential wildlife strike;
- A Pilot Report (PIREP) of wildlife activity or FOD;
- After periods of adverse weather;
- Where concern exists as to the runway pavement condition;
- A full runway inspection has not been completed for a period of six hours or more, and;
- A PIREP or observation of a possible ‘tail strike’.

5.4. Priority Runway Inspections

An Airfield Weather Safeguarding (AWS) inspection is undertaken when AWS has been activated and involves a visual inspection of all Instrument Landing System (ILS) Category (CAT) II/III RHPs to ensure they have been correctly activated and are lit, if activated by ATC.

5.5. Post Incident Runway Inspections

Additional runway inspections are to be completed immediately after an aircraft landing with a declared emergency, and where necessary a runway closure may be required. Other situations which require an immediate runway inspection include, but not limited to:

- Aborted take-offs;
- Wildlife strikes;
- Tail Strikes, and;
- Upon request of ATC where the integrity of the runway may have been compromised.

5.6. Runway Walking Inspections

5.6.1. Tier 2 Runway Walking Inspections

Tier 2 walking inspections are undertaken by the Airside Operations team on duty, led by the AODM. Tier 2 walking inspections are completed every Sunday, and the entire runway is completed on a rolling 5-weekly cycle.

5.6.2. Tier 3 Runway Walking Inspections

Tier 3 Walking Inspections are undertaken by the Airside Operations Management Team, with the External Engineering Manager (EEM), led by the AAM. Tier 3 walking inspections are completed every quarter, on an early morning to an agreed schedule and the entire runway is completed in one inspection.

5.7. Runway Condition Inspections

Occasionally it may be necessary to undertake runway age/condition inspections. These are additional inspections of specific areas of the runway, where a known problem exists, for example following works (particularly emergency repairs). These types of inspections may be restricted to areas of the runway of after particular aircraft types have operated.

5.8. Off-Runway Observations

Specific portions of the aerodrome provide a vantage point to which sections of the runway may be observed whilst remaining outside of the runway strip. However, these observations do not replace the need for on-runway inspections and serve only as an enhancement to the inspection regime. Any observations made should be done using binoculars, or in the case of the Airside Operations Visual Control Room (VCR), Close Circuit Television (CCTV). Vantage points include but are not limited to:

- RHPs;
- Runway 22 undershoot track, and;
- Hard standing track to the Runway 22 Glide Path (GP) aerials.

5.9. Runway Closure

Upon inspection, where it is found that a serious condition exists which is prejudicial to continue aerodrome operations, it may be necessary to close the runway pending consultation with the AODM, the wider Airside Operations team or the EEOM. Where it is found that repairs are required, these are to be carried out as soon as possible to return the runway to an operational state. Subject to the likely length of the closure and other considerations, it may be applicable to re-open the runway at a reduced length, re-declaring the available runway distances. Further information may be found in ASI 009 – Reduced Runway Length Operations.

6. TAXIWAY INSPECTIONS

6.1. Taxiway Surface Inspections

Airside Operations shall carry out inspections of all taxiways on a daily basis. These inspections are conducted by Airside Operations in a suitably equipped vehicle. Airside Operations operate on a free ranging basis with ATC in all conditions except Low Visibility Procedures (LVPs). The inspection of the Taxiway includes, but is not limited to paint markings, surface conditions, light fittings, FOD, pit/drain covers, runway guard lights, signs, works in progress and wildlife control.

Airside Operations are trained to note and report anything that may affect the serviceability and suitability of the taxiway. Airside Operations shall take appropriate action, up to and including closing that portion of the taxiway, via ATC, if the fault presents an immediate danger to aerodrome operations pending rectification. Airside Operations shall also inform the AODM. Additional inspection may take place upon request of ATC, prior to the re-opening of a Taxiway block and after maintenance works.

6.2. Taxiway Lighting Inspections

Airside Operations shall carry out inspections of all taxiway lighting on a daily basis. These inspections are conducted by Airside Operations in a suitably equipped vehicle, at night, when aircraft are less likely to be affected. Airside Operations operate on a free ranging basis with ATC in all conditions except LVPs. In addition, a daily taxiway routing check is also completed. These inspections are conducted by Airside Operations in a suitably equipped vehicle, at night, when aircraft are less likely to be affected. Airside Operations operate on a free ranging basis with ATC in all conditions except LVPs. These checks are only completed when the system is clear of faults. The aerodrome is divided to zones, which take one week to complete a full cycle.

Airside Operations are trained to note and report anything that may affect the serviceability and suitability of the taxiway. Airside Operations shall take appropriate action, up to and including closing that portion of the taxiway, via ATC, if the fault presents an immediate danger to aerodrome operations pending rectification. Airside Operations shall also inform the Airside Operations VCR and the AODM. Additional inspection may take place upon request of ATC, prior to the re-opening of a Taxiway block and after maintenance works.

7. APRON INSPECTIONS

Airside Operations carry out continuous inspections and monitoring of all apron areas on a daily basis. Whilst these inspections are conducted predominantly by Airside Operations, it is the responsibility of all personnel working on the apron areas to report faults or hazards that may negatively impact airside safety via the Airport Fault Line (01279 663131), or directly to Airside Operations. These inspections are conducted by Airside Operations in a suitably equipped vehicle. The inspection of the aprons includes, but is not limited to paint markings, surface conditions, light fittings, FOD, pit/drain covers, signs, works in progress and wildlife control.

Airside Operations are trained to note and report anything that may affect the serviceability and suitability of the Apron. Airside Operations shall take appropriate action, up to and including closing that portion of the Apron, via ATC, if the fault presents an immediate danger to aerodrome operations pending rectification. Airside Operations shall inform Airside Operations and the AODM. Additional inspection may take place upon request of ATC, prior to the re-opening of an aircraft parking stand and after maintenance works. Emergency telephones are checked on a regular basis and faults reported as they are found. In addition, the Engineering team maintain a rolling a programme of maintenance of apron floodlighting, including lux level lighting tests.

8. ENGINEERING INSPECTIONS

Engineering teams' complete regular inspections of the aerodrome, focusing on their specific areas of responsibility including, but not limited to approach lighting, Precision Approach Path Indicator (PAPI) lighting and photometric lighting checks of the runway. In addition, the HEE conducts walking inspections of the runway.

9. RECORDING OF INSPECTIONS

Aerodrome inspections are recorded on the appropriate form or template to the level of the inspection e.g. A Level 1 inspection of the apron areas would be recorded on the Airside Operations Daily Inspection Log, whereas a Level 3 inspection of the apron areas would be recorded on the Level 3 Inspection Log appropriate to that zone of the aerodrome under inspection.

10. FOLLOW-UP ACTIONS

Faults found on any aerodrome inspection shall be logged via the Airport Fault Line, who shall enter it onto the MAXIMO system, forwarding it on to the appropriate Engineering team for rectification

and providing a unique fault reference number. The fault is also entered onto the Airside Operations Daily Log, allowing for the fault to be tracked through until the fault is rectified and closed out.

11. OCCURRENCE AND NEAR MISS REPORTING

Regulation (EU) 376/2014 (as amended) requires that relevant civil aviation safety information shall be reported, collected, stored, protected, exchanged, disseminated and analysed and appropriate safety action should be taken based on the information collected. In accordance with Articles 4(1) and 4(6) of Regulation (EU) 376/2014 (as amended), certain events shall be reported upon to the UK Civil Aviation Authority (CAA) as the Competent Authority (CA) by specific persons respectively. These are defined as Mandatory Occurrence Reports (MORs).

Organisations shall ensure that where applicable, they comply with their legal obligations to report in accordance with Regulation (EU) 376/2014 (as amended). Article 4(6) of Regulation (EU) 376/2014 (as amended) specifies the persons who shall report on occurrences in accordance with Article 4(1) of Regulation (EU) 376/2014 (as amended). A person mandated to report may do so through the system established by the organisation which employs, contracts or uses the services of the reporter, or, failing that the EU Aviation Safety Reporting Portal database, online.

Organisations shall ensure that they maintain the capability for personnel to report near-miss events, including in an anonymous manner and for their subsequent categorisation and investigation, if applicable. Further information may be found in London Stansted Airport Aerodrome Manual, Part E, ASI 032 – Accident, Incident, Occurrence and Near Miss Reporting.

12. MONITORING

Movement area inspections are subject to the Compliance Monitoring System (CMS) in accordance with ADR.OR.D.005(b)(11).

13. FURTHER INFORMATION

Further information may be found in ADR - Aerodromes AMC GM Aerodromes Regulation No 139/2014

ASI 007 AERODROME SURVEY DATA AND THE TREATMENT OF OBSTACLES

ASI Owner Airside Safety and Compliance Manager

References

1. GENERAL

Reserved.

ASI 008 AERODROME SAFEGUARDING
ASI Owner Airside Operations Duty Manager

References Regulation (EU) 376/2014
 Regulation (EU) No. 139/2014
 Regulation (EU) 2015/1018
 Air Navigation Order 2016
 UK Aeronautical Information Publication
 CAP 738 – Safeguarding of Aerodromes
 CAP 772 – Wildlife Hazard Management at Aerodromes
 Joint Circular issued by the Office of the Deputy Prime Minister (1/2003) on the
 Safeguarding of Aerodromes, Technical Sites, and Military Explosives Storage Areas

1. GENERAL

London Stansted Airport has a statutory obligation to safeguard the aerodrome, its immediate vicinity and beyond to ensure safe, continued aerodrome operations in accordance with Commission Regulation (EU) 139/2014 ADR.OPS.B.075 (as amended). The Airport, through the wider Manchester Airports Group (MAG) carries out safeguarding activities per AMC1 ADR.OPS.B.075. For the purposes of this Airside Standing Instruction (ASI), the following definitions apply:

Term	Definition
Above Ordnance Datum	A <u>spot height</u> may expressed as Above Ordnance Datum (AOD), height is established Above Mean Sea Level (AMSL).
Local Planning Authority	Is a <u>local government</u> body that is empowered by law to exercise <u>urban planning</u> functions for a particular area.

It is the responsibility of all personnel to ensure that they are familiar with this ASI if it is applicable to them, and to undertake the actions required to fully comply with it and safeguard the airside environment.

2. ACCOUNTABILITY AND RESPONSIBILITIES
2.1. Operations Director (Accountable Manager)

Reporting to the Chief Operating Officer (COO) the Operations Director (Accountable Manager) is accountable for defining, deploying, and monitoring the resources necessary to make the policies and procedures relating to aerodrome safeguarding at the Airport achievable.

2.2. Head of Airside Operations (Safety Manager)

Reporting to the Operations Director (Accountable Manager), the Head of Airside (HOA) is responsible for ensuring that suitable risk assessments and safety cases relating to aerodrome safeguarding are available as per the London Stansted Airport Aerodrome Manual, Part B. In addition, the HOA is responsible for providing oversight and technical input relating to aerodrome safeguarding.

2.3. Airside Operations Manager

Reporting to the HOA, the Airside Operations Manager (AOM) is responsible for ensuring and deploying sufficient resources to undertake aerodrome safeguarding as per this ASI. The AOM is

further responsible for ensuring that personnel with responsibilities for conducting aerodrome safeguarding assessments are trained and maintain proficiency in accordance with Commission Regulation (EU) 139/2014 ADR.OR.D.017 (as amended).

2.4. Airside Safety and Compliance Manager (Compliance Manager)

Reporting to the HOA, the Airside Safety and Compliance Manager (ASCM) is responsible for ensuring that all policies and procedures relating to aerodrome safeguarding are compliant to EU legislation and CAA regulations. Their key responsibilities include:

- Reviewing the processes and procedures relating to the safeguarding of the aerodrome to ensure they are up-to-date, and effective;
- To undertake audits of processes and procedures relating to the safeguarding of the aerodrome in accordance with AMC1 ADR.OR.D.005(b)(11), and;
- Make recommendations to the HOA for improvements in processes and procedures.

2.5. Airside Operations Duty Manager

Reporting to the AOM, the Airside Operations Duty Manager (AODM) (01279 662378) is responsible for conducting aerodrome safeguarding assessments as per this ASI when required. The AODM is the line manager for the operational team and shall ensure that all other activities necessary to safeguard the aerodrome is completed by the operational as per this ASI.

The AODM is further responsible for reporting upon the presence of obstacles which are on or in the vicinity of the aerodrome which are not published in the UK AIP or as a NOTAM. This shall include obstacles which are not marked and/or lighted correctly in accordance with Regulation (EU) 376/2014 (as amended) and Commission Implementing Regulation (EU) 2015/1018 (as amended).

2.6. Airside Operations

Reporting to the AODM, Airside Operations (01279 662478) are responsible for monitoring the aerodrome and its immediate vicinity as part of its continuous monitoring and inspection programme. Airside Operations, under the direction of the AODM are responsible for and shall take immediate action for obstacles which are on or in the vicinity of the aerodrome which are not published in the UK AIP or as a NOTAM. This shall include obstacles which are not marked and/or lighted correctly.

3. SAFEGUARDING TYPES

The Airport considers the following aspects when considering a safeguarding application:

3.1. Physical

Where the impact of new developments is assessed for any penetration of Obstacle Limitation Surfaces (OLS) on, and in the immediate vicinity of the aerodrome. The development of sites may penetrate established OLS surrounding the aerodrome. Safeguarding applications for developments within the aerodrome boundary are conducted by the AODM. Safeguarding applications for those developments outside of the aerodrome boundary are passed to a Manchester Airports Group (MAG) central function. The total process from receipt of the application to the completion of the assessment is likely to take 14-days.

Physical safeguarding assessments are undertaken using either a software application and/or a manual assessment using an OS map with contour data for heights Above Ordnance Datum (AOD) or Above Mean Sea Level (AMSL) and showing all OLS surrounding the Airport. The Eastings and Northings, site plan and location plan, provided with any application shall allow the location of the development to be identified.

3.1.1. Penetration of Obstacle Limitation Surfaces

If a penetration of an OLS is identified, the proposal shall be assessed as to whether it can be eliminated or mitigated. The assessor will exercise discretion to have another competent person check and sign-off the calculations in cases where the potential impact of the development is significant. The local UK CAA Safety and Airspace Regulation Group (SARG) Inspector shall be consulted concerning any development considered to be unacceptable as a consequence of OLS penetration. The assessor shall also consider any possible impacts of a development upon the Instrument Approach procedures.

3.2. Technical

Where the impact of new developments on Navigational Aids (NAVAIDS) and other technical equipment is assessed. The development of sites may have a negative impact upon the performance or total operation of NAVAIDS or other technical equipment. All technical safeguarding assessments are undertaken by NATS Engineering. The local engineers shall undertake a preliminary assessment of the development and may then submit the application to NATS Headquarters for further detailed analysis. The total process from receipt of the application to the completion of the assessment is likely to take 14 days.

Where a technical safeguarding assessment is likely to take longer than the 14-days allotted, NATS shall contact Airside Operations immediately. If the delay is likely to result in a need to extend the consultation period granted by the Local Planning Authority (LPA), Airside Operations shall take the necessary steps to request an extension from the LPA in order to complete the technical safeguarding assessment.

3.3. Wildlife

Where the impact of new developments is assessed for any likely increase in wildlife activity which may pose a hazard to aircraft. The development of sites may see an increase in the levels of wildlife activity in the vicinity of the Airport, thus increasing the likelihood of a wildlife strike. Such increases can be attributed to:

- Tree and shrub planting;
- Creation or enhancement of water features;
- Landfill and recycling sites;
- Sewage works, and
- Reservoirs.

Developments occurring within the vicinity of the aerodrome are to provide details of all landscaping to be undertaken on the site, which if not provided shall be requested. Comments concerning planting are to be made as part of the application response. Further information may be found in CAP 772 – Wildlife Hazard Management at Aerodromes. Although an application may be approved as to having no long-term wildlife hazard impact, the Airport may require applicants to produce a Wildlife Hazard Management Plan during the construction and development phase of sites to manage any increase in wildlife during these phases.

3.4. Lighting

Where the impact of new developments is assessed for any light or reflective source which may dazzle pilots or present confusing lights. At night and in periods of poor visibility, pilots rely on the pattern of the Aeronautical Ground Lighting (AGL), principally approach and runway lighting to assist with aligning the aircraft with the runway and touching down at the correct point. Therefore, it is important that other lights which could distract or confuse are not permitted. It is therefore essential

that proposed new street or other lighting is considered in the vicinity of an Aerodrome. Specific issues may arise when:

- The intensity of the lights, whether steady or flashing (i.e. strobe lighting), could cause glare in the direction of an aircraft approaching to land or taking off;
- The colour of the light could cause it to be mistaken for AGLs when viewed from the air, the lights make a pattern, (e.g. a row of street lights) similar to an approach or runway lighting system;
- The overall amount of illumination detracts from the effectiveness of the approach and runway lighting, particularly during periods of low visibility, and;
- The AGL is obscured from the pilot's view.

Although all lighting proposals in the vicinity of an aerodrome may be of concern, particular attention should be paid to lights within a rectangular area 750 metres each side of the centreline and extended centreline of the runway to a distance of 4500 metres from the threshold. If lighting is seen to cause glare liable to endanger aircraft taking off from or landing at the Airport, or be likely to be mistaken for AGL, a request will be made to extinguish or screen the light(s) at once and/or prevent future use of the light. Offenders are liable to prosecution in accordance with Article 224, 225 or 240 of the Air Navigation Order (ANO) 2016 (as amended).

3.5. Cranes and Tall Equipment

Further information and how to apply for a permit can be found at:

<https://www.stanstedairport.com/airfield-operations/crane-tall-equipment-permit/>

Where the position and heights of proposed temporary obstacles, including cranes and tall equipment are assessed for penetrations of the OLS and/or or negative effect on the operation or performance of NAVAIDS. Organisations wishing to use a crane or other tall equipment on, or within 6 kilometres of the aerodrome boundary must contact the AODM at least one month prior to the prior to the commencement of operations. Such a period is required as further consultation between the Airport, NATS Holdings and the UK CAA may be required to fully consider the application. When contacting the AODM, the following information is required:

- The exact location of the crane and/or tall equipment as an Ordnance Survey (OS) grid reference to at least six figures for both Eastings and Northings, or marked on an OS map;
- The maximum operating of the crane jib, in metres Above Ordnance Datum (AOD), or if not available, as Above Ground Level (AGL), as shown on the OS map;
- The type of crane/equipment to be used (e.g. Tower Crane, Mobile Crane etc.);
- The radius of the jib of a fixed crane;
- The area of operation of a mobile crane;
- The intended date(s) and time(s) of operation, and;
- Name and contact details of the applicant.

Once the details have been received, the application shall be considered as to whether the operation can proceed, and what, if any restrictions shall apply. Once details have been provisionally approved, Section 1 of the application form shall be completed by the applicant and submitted to the AODM. However, the permit shall not become valid until Section 2 of the application form has been completed and approved by the AODM. A copy of the application form must remain with the crane/equipment for the duration of its operation. The application form must be produced for examination upon request of a Police Constable or Airport official.

If crane or tall equipment is found to be operating without authorisation or outside of those parameters agreed between the AODM and the applicant, operations shall stop at once. Offenders

are liable to prosecution in accordance with Article 240 of the Air Navigation Order (ANO) 2016 (as amended).

3.5.1. Airport Requirements

In addition to the standard safety requirements for the safe operation of a crane or other tall equipment, additional requirements may be placed upon applicants and operators to ensure the safety of the aerodrome operations:

- Restrictions on crane operating height;
- The fitting of the obstacle lights;
- Restrictions on crane operating times;
- Crane operations on dependant on the runway(s) in use, and;
- Restrictions during periods of low visibility, whether caused by fog or low cloud.

Applicants are responsible for ensuring that any operational restrictions are adhered to by the crane operator. Applicants must also ensure a copy of the completed application form is passed to the crane operator. All approvals are granted on an 'as detailed' basis, therefore any change to the operating height of the jib or location of the crane/equipment shall invalidate the approval. Airside Operations must therefore be advised of any changes in circumstances so that a fresh appraisal can be made.

Airside Operations reserve the right to cancel or to suspend the lifting operation at any time if they believe it represents a danger to aircraft. The operator must cease operations immediately on request. When specified on the application form, Airside Operations must be contacted prior to the commencement of and at the end of all approved lifting operations. Wherever practicable the jib of a crane must be lowered when not in use or when requested by an Airport official, such as during periods of low visibility.

3.5.2. Airside Requirements

If a crane or other tall equipment is being operated airside at the Airport, the department or organisation sponsoring the hire of crane, will, in addition to the requirements above be required to ensure that:

- Ensure that personnel engaged with crane or tall equipment operations hold a valid London Stansted Airport issued ID card, or arrange for temporary ID passes to be issued;
- Ensure that vehicle drivers are in possession of a valid Airside Driving Permit (ADP), or arrange for them to be escorted whilst using the airside road network by appropriately permitted individuals, and;
- Ensure that vehicles have a valid Airside Vehicle Permit (AVP) or arrange for them to be issued via the ID centre. AVP applications for cranes or other tall equipment will be denied if a signed copy of the application form by the AODM is not received.

Prior to the works, discussion and agreement on issues such as access routes, parking and crane erection will also be necessary to minimise disruption to other airside users. All works airside, including lifting operations, require prior approval and an Airside Works External Permit in addition to a Limitations of Access Permit. Further information may be found in ASI 013 – Management of Airside Works.

3.5.3. Obstacle Lighting

Any crane which cannot be lowered at night/during low visibility may be required to be fitted with obstacle lighting. The obstacle lighting must be switched on for the period 30 minutes before sunset to 30 minutes after sunrise, and in periods of reduced visibility. Normally, unserviceable obstacle

lights should be replaced as soon as possible and in any event within 24 hours. Therefore, for steady red lights, a pair in each position is recommended in order that there is not the urgency to replace it should one fail.

3.6. Wind Turbines

Where the position and heights of proposed wind turbine(s) are assessed for penetrations of the OLS, or negative effect on the operation or performance of NAVAIDS. Any planning application to erect a wind turbine within 30 kilometres of the aerodrome shall be the subject of safeguarding due to their height and possible negative effect upon NAVAIDS and other technical equipment. All such applications shall be referred to NATS for a Technical Safeguarding Study to be completed.

3.7. Instrument Flight Procedures

London Stansted's published instrument flight procedures (IFP's) are subject to a 5-year review and maintenance, including magnetic variation changes, new survey information and changes to airspace structure. Any changes need to be agreed with the DfT prior to promulgation. The IFP's are also safeguarded to assess the potential impact on any proposed development or construction, or planned temporary obstacle, might have on an aerodrome's operation. Stansted Airport currently contracts this work to Osprey CSL.

4. SAFEGUARDING PROCESS

The Airport is a statutory consultee to the planning process and LPAs must provide details of proposed developments so that safeguarding assessments can be made. To this end, LPAs are issued with a safeguarding map by the UK Civil Aviation Authority (CAA) specific to the Airport. The safeguarding map enables LPAs to identify those applications that could potentially impact upon the aerodrome operations and on which consultation is required. The map is updated on an ad-hoc basis.

In the case of formal consultations, LPAs shall consult with the Airport, giving at least 21-days for a response to each planning application. If necessary, the LPA (or other party) shall be contacted to inform them of any difficulties that could require an extension to the 21-day time limit for consultation. If the LPA will not permit an extension to the time limit a letter of objection shall be lodged on the grounds that the Airport is not satisfied that the proposal will have no harmful effect on the safety of operations at the Airport.

The Airport may also be approached directly by the developer, or LPA, during pre-application negotiations. In these circumstances an assessment will be made in the normal way however it is to be made clear that any advice is provided in an informal capacity and will not prejudice detailed assessment of any formal planning application at a later date. Safeguarding applications for developments within the aerodrome boundary are conducted by the AODM. Safeguarding applications for those developments outside of the aerodrome boundary are passed to a MAG central function.

4.1. Information Required

When submitting a safeguarding application, the following information is required as per the Joint Circular issued by the Office of the Deputy Prime Minister (1/2003) on the Safeguarding of Aerodromes, Technical Sites, and Military Explosives Storage Areas. This information shall include:

- A copy of the application for the development in question;
- Copies of any submitted plans;
- The location of the proposal with a grid reference to at least 6 figures each of Eastings and Northings;

- The height of the site to an accuracy of 0.25 metres above OS Datum;
- Details of the layout, dimensions and heights of buildings and works to which the application applies;
- Such further information as is necessary to consider the application;
- Types of planting and landscape works associated with a particular development, and;
- Details of materials used in construction.

Those managers responsible for proposed developments and projects should be aware that any new construction, extension or modification scheme has the potential to affect the safeguarding of the aerodrome and therefore there is the potential for development projects to be refused planning permission on the grounds of safeguarding issues. Therefore, during the design phase of projects and developments, managers should contact Airside Operations to discuss the safeguarding issues, particularly before planning application or general development order submissions are made.

If any vital information is missing, a request should be sent to the LPA to obtain the relevant information, explaining that the 21-day consultation period will not begin until it has been received. When all required information has been received by the Airport, the LPA or other party should be notified, by email or letter that the 21-day consultation period has now begun.

4.1.1. Response to Local Planning Authorities

Once a full assessment has been made by the AODM or the MAG central safeguarding function, the Airport shall respond to the LPA in writing to either offer no objection to the Planning Application, to offer no objection to the Planning Application provided that certain conditions are met, or to object to the Planning Application and to provide reasons as to the objection.

4.1.2. Contrary Decision by Local Planning Authorities

Should an LPA grant planning permission, contrary to the advice or conditions given by the Airport, the LPA shall notify the Airport (as the official safeguarding consultee) and the UK CAA (as the safety regulator). The UK CAA shall then assess the application and may determine it in one of two ways:

- Firstly, the UK CAA may consider the application and conclude that the Airport has been wrongful in its decision to object to or condition the proposal. In such cases the Airport is to obtain details of the UK CAA decision and update files accordingly, or;
- Secondly the UK CAA could agree with the Airports decision and may refer it to the Secretary of State to be considered for 'call-in'. The Airport may be required by the UK CAA to submit additional justification for its view as part of this process. If the views of the Airport (or the UK CAA) lead to an appeal against the LPA decision then the Airport may be required to defend its view, either informally to LPA/applicant or formally by appearing as an expert witness at planning appeals.

5. OCCURRENCE AND NEAR MISS REPORTING

Regulation (EU) 376/2014 (as amended) requires that relevant civil aviation safety information shall be reported, collected, stored, protected, exchanged, disseminated and analysed and appropriate safety action should be taken based on the information collected. In accordance with Articles 4(1) and 4(6) of Regulation (EU) 376/2014 (as amended), certain events shall be reported upon to the UK Civil Aviation Authority (CAA) as the Competent Authority (CA) by specific persons respectively. These are defined as Mandatory Occurrence Reports (MORs).

Organisations shall ensure that where applicable, they comply with their legal obligations to report in accordance with Regulation (EU) 376/2014 (as amended). Article 4(6) of Regulation (EU)

376/2014 (as amended) specifies the persons who shall report on occurrences in accordance with Article 4(1) of Regulation (EU) 376/2014 (as amended). A person mandated to report may do so through the system established by the organisation which employs, contracts or uses the services of the reporter, or, failing that the EU Aviation Safety Reporting Portal database, online.

Organisations shall ensure that they maintain the capability for personnel to report near-miss events, including in an anonymous manner and for their subsequent categorisation and investigation, if applicable. Further information may be found in London Stansted Airport Aerodrome Manual, Part E, ASI 032 – Accident, Incident, Occurrence and Near Miss Reporting.

6. COMPLIANCE MONITORING

Aerodrome safeguarding activities are subject to the Compliance Monitoring System (CMS) as per regulation AMC1 ADR.OR.D.005(b)(11).

ASI 009 REDUCED RUNWAY LENGTH OPERATIONS
ASI Owner Airside Operations Duty Manager

References Regulation (EU) 376/2014
 Regulation (EU) No. 139/2014
 Regulation (EU) 2015/1018
 UK Aeronautical Information Publication

1. GENERAL

London Stansted Airport has a statutory obligation to have and implement an aerodrome emergency plan in accordance with Commission Regulation (EU) 139/2014). Following the conclusion of any emergency on or adjacent to the runway, the Airport may have sufficient available distances to resume aerodrome operations. Where it is feasible to do so, the Airport shall seek to minimise the significant hardship that may be experienced by passengers, goods or cargo by re-opening the runway at a reduced distance. For the purposes of this Airside Standing Instruction (ASI), the following definitions apply:

Term	Definition
Accelerated Stop Distance Available (ASDA)	The length of the take-off run plus the length of the <u>stopway</u> , where provided.
Landing Distance Available (LDA)	The length of the runway is suitable for the ground run of an aeroplane landing.
Take-Off Distance Available (TODA)	The length of the take-off run available plus the length of the clearway, where provided.
Take-Off Run Available (TORA)	The length of runway declared available and suitable for the ground run of an aeroplane taking off.

1. ACCOUNTABILITY AND RESPONSIBILITIES
1.1. Operations Director (Accountable Manager)

Reporting to the Managing Director (MD), the Operations Director (Accountable Manager) is accountable for defining, deploying and monitoring the resources necessary to make the policies and procedures relating to reduced runway length operations at the Airport achievable.

1.2. Head of Airside Operations (Safety Manager)

Reporting to the Operations Director (Accountable Manager), the Head of Airside (HOA) is responsible for ensuring that suitable risk assessments and safety cases relating to reduced runway length operations are available as per the London Stansted Airport Aerodrome Manual, Part B. In addition, the HOA is responsible for providing oversight and technical input relating to reduced runway length operations.

1.3. Airside Operations Manager

Reporting to the HOA, the Airside Operations Manager (AOM) is responsible for ensuring and deploying sufficient resources to undertake reduced runway length assessments as per this ASI. The AODM is further responsible for ensuring that personnel with responsibilities for conducting reduced runway length assessments are trained and maintain proficiency in accordance with Commission Regulation (EU) 139/2014 ADR.OR.D.017 (as amended) and as per AMC1

ADR.OR.D.017(a);(b). The AODM shall work with the Airside Operations Training Manager (AOTM) (ext. 4279) to achieve this.

1.4. **Airside Operations Duty Manager**

Reporting to the AOM, the Airside Operations Duty Manager (AODM) (01279 662378) is responsible for conducting reduced runway length assessments as per this ASI when required. The AODM is the line manager for the operational team and shall ensure that all other activities necessary to redeclare the available runway distance is completed by Airside Operations (01279 662478) as per this ASI.

2. **PLANNED MAINTENANCE**

The Airport maintains the capability to reduce its declared runway distances in order to accommodate planned runway maintenance. During this time, the Airport is able to remain operational whilst at the same time conducting essential maintenance, reducing the operational impact upon aerodrome operations. The Airport re-designates its maintenance thresholds using a 'C' suffix, therefore Runway 04 becomes Runway 04C if displaced further and Runway 22 becomes Runway 22C if displaced.

2.1. **Runway 04C Available Distances**

Runway	Dimensions	Threshold Elevation	TORA	TODA	LDA	ASDA
04C	1900 x 46m	337ft	1900m	2189m	1900m	1900m
22	1900 x 46m	348ft	1900m	1900m	1900m	1900m

2.1.1. **Runway 22C Available Distances**

Runway	Dimensions	Threshold Elevation	TORA	TODA	LDA	ASDA
04	2198 x 46m	332ft	2198m	2198m	1898m	2198
22C	2198 x 46m	335ft	2198m	2465m	2198m	2198m

2.2. **Available Aerodrome Facilities**

2.2.1. **Aeronautical Ground Lighting**

During planned maintenance works, the runway threshold not displaced (i.e. Runway 04 or Runway 22) shall maintain all Aeronautical Ground Lighting (AGL) services as promulgated in the UK Aeronautical Information Publication (AIP). However, the runway maintenance threshold in use (either Runway 04C or Runway 22C) shall be reconfigured, and the following AGL services shall be available:

- Truncated simple approach (210 metres Low Intensity (LI) with one crossbar);
- Green threshold lights with wingbars (2 units either side);
- White runway edge lights;
- Red runway end lights, and;
- Temporary Precision Approach Path Indicator (PAPI) lights set at 3.5°.

2.2.2. **Navigational Aids**

During planned maintenance works, the Instrument Landing System (ILS) shall not be available for the displaced threshold. The Distance Measuring Equipment (DME) shall continue to radiate, however this should not be used for instrument approach procedures, as the distance provided shall continue to reflect the declared runway threshold, and not the runway maintenance threshold.

2.2.3. **Approach Procedures**

During planned maintenance works, two approach procedures shall be available to either runway maintenance threshold, these are:

- A Surveillance Radar Approach (SRA) procedure, based on the SRA for the declared runway thresholds, however amended for the 3.5° approach, equivalent to 6.1% or 370 feet per minute, and;
- An Area Navigation (RNAV) procedure, allowing for a Lateral Navigation (LNAV) and LNAV/Vertical Navigation (VNAV) minima to be based upon a 3.5° approach, equivalent to 6.1% or 370 feet per minute respectively.

2.3. **Obstacle Lights**

All obstructions shall be marked with red and white obstruction barriers and red obstacle lights marking the perimeter of the obstruction. Pilots are to be aware that vehicles will be operating on the closed portion of the runway with rotating and/or flashing amber obstacles lights within the works site.

2.4. **Site Markings**

During planned runway maintenance works, taxiways, including Rapid Exit Taxiways (RETs) may be closed in order to safeguard the runway and reduce the risk of a runway incursion. As such aircraft must be able to turn within the declared width of the runway. Any aircraft which cannot turn on the runway may be pushed into position at the discretion of the AODM to enable its departure.

3. **INCIDENT RESPONSE**

The Airport maintains the capability to reduce its declared runway distances in response to an incident occurring on the aerodrome in order to return to normal aerodrome operations as soon as practicable. However, unlike planned runway maintenance, the reduction in declared available runway distances due to an incident has a number of other variables and factors that require careful consideration before proceeding.

3.1. **Immediate Actions**

In the event of an incident occurring on, or in close proximity to the runway, the AODM shall immediately close the runway. The AODM shall make an assessment of the obstruction, its likely impact and any subsequent actions required to return the aerodrome to normal operations as soon as practicable.

3.2. **Initial Considerations**

An inspection of the obstruction by the AODM should indicate whether the obstruction can be moved within a timescale which does not significantly affect aerodrome operations. If it is likely to take longer, the AODM shall consider reducing and re-declaring the available runway distances. If such a consideration is being made, the following factors shall be assessed:

- Will the subsequent activity in order to clear the site impose further limitations? e.g. Can the movement of plant, equipment and personnel be safely controlled, or will UK Air Accident Investigation Branch (AAIB) activity limit or stop operations?
- Will the remaining runway distances, if re-declared, be of any operational use to the aircraft types scheduled to operate?
- Will navigational aids be available, and is their use required given the prevailing weather or visibility conditions?
- Can the runway be changed to a lower code?
- If required, can necessary lighting changes be made, and the end of the runway marked? Are visual approach only operations available?

3.3. Competency

Where it becomes operationally necessary to re-declare the available runway distances, only those with the necessary technical competency shall do so. It is the responsibility of the AODM to complete this calculation. Wherever possible, where runway distances are re-declared, the calculation is to be made by two competent persons independently and then cross-checked to ensure the validity of the data. These persons may either be another AODM, the ASCM, the AODM or the HOA.

3.4. Distances to be Declared

The following distances are to be re-declared:

- Take-Off Run Available (TORA);
- Accelerate Stop Distance Available (ASDA);
- Take-Off Distance Available (TODA), and;
- Landing Distance Available (LDA).

3.5. Redeclaration of Distances

To begin to re-declare the available runway distances, the AODM shall establish the precise location of the obstruction. Measurements (in metres) shall be taken from the runway threshold and the runway end, and from the runway centreline, to the nearest part of the obstruction. The height shall also be measured (in metres) however, it may be necessary to measure the height in more than one place if the obstruction is large too establish if safeguarding slopes are affected.

Once the location is established it is then possible to determine whether any useful runway distances remain. Wind direction will have a major impact upon the choice of take-off and landing direction. If possible, landing aircraft over an obstruction will be avoided since this involves marking and lighting a temporary displaced threshold and the non-availability of approach lighting. Subject to the measurements taken by the AODM of the obstruction, specific actions will be required to return the runway to an operational status.

3.6. Actions Required

Where an obstruction or obstacle is located to the side of the runway i.e. not on the paved surface within the runway side stripe marking, the following considerations and actions are required:

Distance from Runway Centreline	Actions Required
0 – 75 metres	Where an obstruction exists within 75m at right angles to the runway centreline, the runway cannot be used unless the AODM re-declares the available runway distances as the obstruction is within the visual strip. The ILS may not be used.
75 – 105 metres	Where an obstruction exists between 75m and 105m at right angles to the runway centerline, the runway may be used as a visual strip for take-off, provided the obstruction has been correctly promulgated by way of a Notice To Air Men (NOTAM).
105 – 150 metres	Where an obstruction is between 105m and 150m the runway may continue to be used as an instrument runway provided there is no penetration of the Obstacle Limitation Surface (OLS) and Obstacle Free Zone (OFZ). The ATC Duty Engineering Officer (DEO) must confirm that there is no degradation of the ILS. A NOTAM will also be required.
150 metres or greater	Unrestricted use unless there is a penetration of the OLS. The ATC DEO must confirm that there is no degradation of the ILS. A NOTAM will also be required.

3.7. Calculating Available Runway Distances

3.7.1. Calculating Landing Distance Available (Landing Towards an Obstruction)

To calculate the remaining LDA in order to re-declare the available runway distances when landing towards an obstruction. The AODM is to measure from the landing threshold to the obstruction. The AODM is to subtract 300m from the measured distance to accommodate both the runway strip end and the Runway End Safety Area (RESA). Therefore, for both runways:

$$\text{Measured Distance} - 300 \text{ metres} = \text{Revised LDA}$$

3.7.2. Calculating Landing Distance Available (Landing Towards over an Obstruction)

To calculate the remaining LDA in order to re-declare the available runway distances when landing towards an obstruction, the AODM is to first calculate the revised threshold location, found by multiplying the height of the obstruction by 50, to accommodate the Approach Slope (APPS) OLS. The AODM is then to measure from the revised landing threshold to the end of the paved surface. The AODM is to subtract 300 metres from the measured distance to accommodate both the runway strip end and RESA. Therefore, for both runways:

$$(\text{Height of Obstruction} \times 50) + 60 = \text{Revised Threshold}$$

$$\text{Distance between Revised Threshold and End of Paved Surface} - 300 = \text{Revised LDA}$$

3.7.3. Calculating Take-Off Run Available (Taking-Off Towards an Obstruction)

To calculate the remaining TORA when taking-off towards an obstruction in order to re-declare the available distances the AODM is to first calculate the distance necessary to accommodate the TOCS OLS. This is found by multiplying the height of the obstruction by 50. The AODM is to add 300m to accommodate both the Runway Strip End and RESA. Therefore, for both runways:

$$(\text{Height of Obstruction} \times 50) + 300 = \text{Revised TORA Distance}$$

3.7.4. Calculating Take-Off Run Available (Taking-Off Away from an Obstruction)

When taking-off away from an obstruction, a revised TORA, TODA and ASDA is required to be calculated. The start of the TORA, TODA and ASDA must not be less than 60 metres to accommodate the Runway Strip End. However, consideration shall be given to increase this distance to take account of activity behind a departing likely to be affected by jet blast or propeller wash. Information as to the distance of jet blast or propeller wash effects at take-off power may be found in the relevant Airport Planning Manual for that aircraft type. Any distance greater than 60 metres incorporates the Runway Strip End and is not an addition to it.

3.7.5. Calculating Accelerated Stop Distance and Take-Off Distance Available

Due to the existing declared distances for both ASDA and TODA, it is unlikely that a different ASDA or TODA would be declared. As a general rule, once TORA has been re-declared to the available runway distances, the same distances are to be used for both ASDA and TODA. However, the position and height of any obstruction is to be included in a NOTAM.

3.8. Marking of Reduced Re-Declared Distances

Due to the high levels of jet blast or prop wash experienced during take-off, it is not feasible to place markers across the runway itself to mark the start of the Reduced TORA (RTORA). However, black and white towable barriers shall be deployed abeam the start of the RTORA to provide some guidance to departing aircraft.

Aircraft which are capable of turning on the runway will be permitted to backtrack and do so beyond the RTORA markers in order to maximise the available RTORA. Any aircraft which cannot turn on the runway may be pushed into position at the discretion of the AODM to enable its departure. Aircraft may only begin their take-off run abeam the RTORA markers.

However, aircraft shall not be permitted to enter an active works area or an unserviceable portion of the runway. The marking of the works site or unserviceable portion of the runway shall be done by red and white obstruction barriers and red obstacle lights as per ADR-DSN.R.870. The barriers are to be placed at the end of the RESA or the end of area likely to be affected by jet blast or prop wash, whichever is greatest.

4. MARKING OF OBSTRUCTIONS

All obstructions shall be marked with red and white obstruction barriers and red obstacle lights marking the perimeter of the obstruction.

5. TAXIWAY OBSTRUCTIONS

In the event of a temporary obstacle within the taxiway strip, the taxiway may be temporarily downgraded to a lower code letter until such a time as the obstacle has been removed. A NOTAM is required in the event of a taxiway being temporarily downgraded to a lower code letter.

6. OCCURRENCE AND NEAR MISS REPORTING

Regulation (EU) 376/2014 (as amended) requires that relevant civil aviation safety information shall be reported, collected, stored, protected, exchanged, disseminated and analysed and appropriate safety action should be taken based on the information collected. In accordance with Articles 4(1) and 4(6) of Regulation (EU) 376/2014 (as amended), certain events shall be reported upon to the UK Civil Aviation Authority (CAA) as the Competent Authority (CA) by specific persons respectively. These are defined as Mandatory Occurrence Reports (MORs).

Organisations shall ensure that where applicable, they comply with their legal obligations to report in accordance with Regulation (EU) 376/2014 (as amended). Article 4(6) of Regulation (EU) 376/2014 (as amended) specifies the persons who shall report on occurrences in accordance with Article 4(1) of Regulation (EU) 376/2014 (as amended). A person mandated to report may do so through the system established by the organisation which employs, contracts or uses the services of the reporter, or, failing that the EU Aviation Safety Reporting Portal database, online.

Organisations shall ensure that they maintain the capability for personnel to report near-miss events, including in an anonymous manner and for their subsequent categorisation and investigation, if applicable. Further information may be found in London Stansted Airport Aerodrome Manual, Part E, ASI 032 – Accident, Incident, Occurrence and Near Miss Reporting.

7. COMPLIANCE MONITORING

Reduced runway length operations are not subject to the Compliance Monitoring System (CMS).

ASI 010 PROVISION AND OPERATION OF NAVIGATIONAL AIDS

ASI Owner Airside Operations Duty Manager

References

1. GENERAL

Reserved.

ASI 011 PROVISION AND OPERATION OF AERONAUTICAL GROUND LIGHTING

ASI Owner Airside Operations Duty Manager

References

1. GENERAL

Reserved.

ASI 012 RUNWAY SURFACE FRICTION**ASI Owner** Airside Operations Manager**References** Regulation (EU) 376/2014
Regulation (EU) 139/2014
Regulation (EU) 2015/1018
CAP 683 – The Assessment of Runway Surface Friction Characteristics**1 GENERAL**

London Stansted Airport has a regulatory obligation to maintain the surface of the runway so as to provide good friction characteristics and low rolling distances as per ADR.OPS.C.010(a). It is the responsibility of all personnel to ensure that they are familiar with this ASI if it is applicable to them, and to undertake the actions required to fully comply with it and safeguard the airside environment.

1. ACCOUNTABILITY AND RESPONSIBILITIES**1.1. Airside Operations Manager**

Reporting to the Head of Airside (HOA), the Airside Operations Manager (AOM) is responsible for ensuring and deploying sufficient resources to undertake runway surface friction assessments as per this ASI. The AOM is further responsible for ensuring that personnel with responsibilities for conducting runway surface friction assessments are trained and maintain proficiency in accordance with Commission Regulation (EU) 139/2014 ADR.OR.D.017 (as amended) and as per AMC1 ADR.OR.D.017(a);(b).

1.2. Airside Safety and Compliance Manager (Compliance Manager)

Reporting to the HOA, the Airside Safety and Compliance Manager (ASCM) is responsible for ensuring that all policies and procedures relating to runway surface friction are compliant to regulations. Their key responsibilities include:

- Reviewing the processes and procedures relating to runway surface friction to ensure they are up-to-date, and effective;
- To undertake audits of processes and procedures relating runway surface friction in accordance with AMC1 ADR.OR.D.005(b)(11), and;
- Make recommendations to the HOA for improvements in processes and procedures.

1.3. Airside Operations Duty Manager

Reporting to the AOM, the on-shift Airside Operations Duty Manager (AODM) (01279 662378) is responsible for ensuring that runway surface friction assessments are completed by the operational team as per this ASI. The AODM is the operational line manager for the operational team. The AODM is further responsible for reporting upon a significant change in aerodrome operating conditions which has or could have endangered an aircraft, its occupants or any other person in accordance with Regulation (EU) 376/2014 (as amended) and Commission Implementing Regulation (EU) 2015/1018 (as amended).

1.4. Airside Operations

Reporting to the on-shift AODM, Airside Operations (01279 662478) are responsible for completing runway surface friction assessments in accordance with Commission Regulation (EU) 139/2014; ADR.OPS.C.010 (as amended) and as per AMC1 ADR.OPS.C.010.

2. RUNWAY SURFACE FRICTION ASSESSMENTS

2.1. Frequency and Programme of Runway Surface Friction Assessments

It is a requirement to undertake one inspection every five months however, the Airport endeavour to undertake four runway surface friction assessments per annum as a minimum. These are to be scheduled before and after the spring and autumn runway works programme. This shall provide the Airport with intelligence to target locations for rubber removal, and to evaluate its effectiveness respectively.

2.2. Available Equipment

Airside Operations operate a Skiddometer BV-11 along with the water bowser is checked and inspected before each runway surface friction run. During a runway surface friction assessment, the unit is towed by an Airside Operations vehicle.

2.3. Conduct of Runway Surface Friction Assessments

Runway surface friction assessments are conducted as per the Original Equipment Manufacturer (OEM) Guidelines and CAP 683 – The Assessment of Runway Surface Friction Characteristics. All personnel undertaking Runway Surface Friction Assessments are suitably qualified and experienced to do so as per AMC1 ADR.OR.D.017(a);(b). Runway surface friction assessments are only conducted in weather conditions which lend the runway to be free from precipitation with no water patches.

The survey is undertaken in controlled conditions when an ambient temperature above 2°C spreading a specific amount of water in front of the units measuring tyre. This survey consists of 10 runs of the runway in specific locations, which are shown on the Skiddometer BV-11 tablet when using the Skiddometer BV-11 program. Results of each run are held by Airside Operations and include all pertinent data to enable auditing by the Airside Operations Management Team and the UK Civil Aviation Authority (CAA).

2.4. Assessment of Results from Runway Surface Friction Assessments

Following completion of the runway surface friction assessments run, the data is analysed by the Skiddometer Software. The Airport shall undertake corrective maintenance action when the friction characteristics for either the entire runway or a portion, when uncontaminated, are below the Minimum Friction Level (MFL) value.

3. COMPLIANCE MONITORING

Runway surface friction activities are subject to the Compliance Monitoring System (CMS) as per ADR.OR.D.005(b)(11).

4. FURTHER INFORMATION

Further information may be found in CAP 683 – The Assessment of Runway Surface Friction Characteristics.

ASI 013 MANAGEMENT OF AIRSIDE WORKS
ASI Owner Airside Operations Duty Manager

References Regulation (EU) 376/2014
 Regulation (EU) 139/2014
 Regulation (EU) 2015/1018
 Health and Safety at Work Act 1974
 CAP 642 – Airside Safety Management
 CAP 772 – Wildlife Hazard Management

1. GENERAL

London Stansted Airport has a statutory obligation to ensure that aircraft safety is not affected by works, and conversely, aerodrome works are not affected by aerodrome operations in accordance with Commission Regulation (EU) 139/2014 ADR.OPS.B.070 (as amended). The Airport has established procedures appropriate to the volume and nature of operations at the Airport as per AMC1 ADR.OPS.B.070(a). The Airport ensures that construction or maintenance work on the movement area, or work affecting aerodrome operations is planned and approved by the Airport as per AMC1 ADR.OPS.B.070(b). For the purposes of this Airside Standing Instruction (ASI), the following definitions apply:

Term	Definition
Clear and Graded Area	That part of the runway strip cleared of all obstacles except for minor specified items and graded, intended to reduce the risk of damage to an aircraft running off the runway.
Runway End Safety Area	An area symmetrical about the extended runway centre line and adjacent to the end of the strip primarily intended to reduce the risk of damage to an aeroplane undershooting or overrunning the runway.

It is the responsibility of all personnel to ensure that they are familiar with this ASI if it is applicable to them, and to undertake the actions required to fully comply with it and safeguard the airside environment.

2. ACCOUNTABILITY AND RESPONSIBILITIES
2.1. Operations Director (Accountable Manager)

Reporting to the Chief Operating Officer (COO) the Operations Director (Accountable Manager) is accountable for defining, deploying and monitoring the resources necessary to make the policies and procedures relating to the management of airside works at the Airport achievable.

2.2. Head of Airside Operations (Safety Manager)

Reporting to the Operations Director (Accountable Manager), the Head of Airside (HOA) is responsible for ensuring that suitable risk assessments and safety cases relating to the management of airside works are available as per the London Stansted Airport Aerodrome Manual, Part B. In addition, the HOA is responsible for providing oversight and technical input relating to the management of airside works.

2.3. Airside Operations Manager

Reporting to the Head of Airside (HOA), the Airside Operations Manager (AOM) is responsible for ensuring and deploying sufficient resources to manage airside works as per this ASI. The AODM is further responsible for ensuring that personnel with responsibilities for the management of airside works are trained and maintain proficiency in accordance with Commission Regulation (EU) 139/2014 ADR.OR.D.017 (as amended) and as per AMC1 ADR.OR.D.017(a);(b). The AODM shall work with the Airside Operations Training Manager (AOTM) (ext. 4279) to achieve this.

2.4. Airside Safety and Compliance Manager (Compliance Manager)

Reporting to the HOA, the Airside Safety and Compliance Manager (ASCM) is responsible for ensuring that all policies and procedures relating to the management of airside works are compliant to EU legislation and CAA regulations. Their key responsibilities include:

- Reviewing the processes and procedures relating to the management of airside works to ensure they are up-to-date, and effective;
- To undertake audits of processes and procedures relating to the management of airside works in accordance with AMC1 ADR.OR.D.005(b)(11), and;
- Make recommendations to the HOA for improvements in processes and procedures.

2.5. Airside Operations Duty Manager

Reporting to the AOM, the on-shift Airside Operations Duty Manager (AODM) (01279 662378) is responsible for the safe operation, availability and status of the aerodrome. The AODM is the operational line manager for the operational team and shall ensure that works are managed as per this ASI. The AODM is further responsible for reporting in accordance with Regulation (EU) 376/2014 (as amended) and Commission Implementing Regulation (EU) 2015/1018 (as amended).

2.6. Airside Operations

Reporting to the AODM, Airside Operations (01279 662478) are responsible for providing oversight of airside works including completing inspections of the aerodrome and works sites for any potential hazards to the safety of aircraft and aerodrome operations as per AMC1 ADR.OPS.B.015(a). In addition, the Airside Operations are responsible for ensuring that works sites are returned to an operational use in a safe and timely manner as per AMC1 ADR.OPS.B.070(f)(1)-(3).

3. AIRSIDE WORKS APPROVAL PROCESS**3.1. Changes to aerodrome infrastructure**

See Part B – Chapter 8 – Changes Requiring Prior Approval by Competent Authority.

Note: The CAA state that 'Significant maintenance projects can have a secondary effect on the Certification Basis. If you're not sure if a maintenance project needs prior approval, notify your Aerodrome Inspector who can advise you.

3.2. Airside Operations Approval

Airside Operations approval must be obtained in advance for all work taking place airside to infrastructure and fixed facilities, except internal building works which do not affect external airside areas. All routine or planned work, including maintenance activities which impact upon the airside operation, must be discussed at the Airside Works Meeting. The Airside Works Meeting occurs

weekly on Friday at 1000 local. The meeting is chaired by the AODM. The aim of the meeting is to facilitate the co-ordination, control and communication of all works impacting airside to ensure they can be performed safely whilst minimising disruption to the operation.

To obtain an Airside Permit to Work (PTW), attendance is required at this meeting by a representative of the department, external contractor or their sponsor within the Airport who has detailed knowledge of the proposed works. They are expected to come prepared to the Airside Works Meeting with the following information for each item of proposed work:

- Precise location of the works site (including a detailed map where appropriate);
- Planned working hours;
- Planned start and completion dates;
- Proposed method of working;
- Details of the impact the work will have on the airside infrastructure, and;
- Contact details for the person on-site who will be responsible for managing the works.

At the meeting the timings, working methods, restrictions and control measures will be discussed for each item of proposed work and agreed with the above parties who are impacted by it. If the information supplied about a job during the meeting is insufficient or contradictory the request for approval to proceed will be refused.

Contractors shall be required to incorporate any control measures or changes to their proposed method of working agreed at the Airside Works Meetings into their method statements and risk assessments for the job. These amended versions must be appended to the Stansted Airport Permit 2 Work (P2W) system. It should be noted that a valid Works Authorisation Permit is not authorisation to commence work airside unless the works party is also in possession of a valid Daily Limitation of Access and any other necessary permits (e.g. Hot Works Permit). All information will be available on the P2W system. Airside Operations undertake regular inspections of works in progress; any works found to be taking place without appropriate approval will be stopped.

When work involves a complicated layout or difficult phasing, Airside Operations shall publish a separate AWI, accompanied by the necessary drawings, and detailed requirements. Where the impact of works is extensive and affects large numbers of Airport stakeholders, an Operational Advice Notice (OAN) or Director's Notice (DN) shall normally be issued. The impact of works may also be promulgated by NOTAM and/or an Aeronautical Information Publication (AIP) Supplement. Where work of an urgent and essential nature occurs, and the procedures cannot be followed, approval can be obtained through the AODM directly, who shall liaise with Airside Operations and Air Traffic Control (ATC) as necessary.

No vehicles or equipment shall be permitted within the runway Cleared and Graded Area (CGA) when that runway is in use for landing or take-off. Any vehicle engaged in work under an 'On and Off' basis shall withdraw to the limits of the CGA whilst an aircraft is either landing or taking off. Works airside may be affected by low visibility conditions. It is at the discretion of the AODM, in consultation with the ATC Watch Manager (WM), whether selected works are allowed to continue in such conditions.

Airside PTW are required for all work which is to be carried out in external airside areas to fixed facilities. This includes internal building works which affect external airside areas, i.e. due to the location of a skip, contractors' area, vehicle parking etc. Airside PTW are only issued for items of work discussed and approved at the Airside Works Meeting. The only exception to this is work of an urgent nature. The request for an Airside Works Permit or attendance at the Airside Works Meeting does not guarantee approval.

The Airside Works Permit will be accessible through the P2W database and e-mailed to the requester by the system once approved by the AODM. The requester must be in possession of the

Airside Works Permit prior to commencing work. Permits to carry out work airside can only be issued and authorised by the AODM. Copies of each Airside PTW shall be held on the P2W database.

The relevant department/contractor(s) for each job must retain their copy of the Airside Works permit and be able to produce it if requested to do so by Airside Operations. It is the responsibility of the recipient to disseminate the working restrictions and necessary control measures detailed in the permit to all members of the party carrying out the works. If the requirements stated in the Airside PTW cannot be met, or if in the opinion of the AODM or ATC WM, there are other operational reasons for stopping the work, the department/contractor(s) will be told they cannot carry out the work. The contractor(s) should then refer back to the relevant department, who in turn should get in touch with the AODM or the Projects team as appropriate.

4. AIRSIDE WORKS PROCESS

4.1. Safety Briefing

Careful briefing to all personnel working airside is one of the most important aspects of achieving high safety standards. It is essential that all personnel are briefed including individual workers. It is important that prior to starting work, time is set aside for a briefing with all those taking part present. Special care must be taken on longer jobs that all shifts are included and new employees or replacements are briefed before they start work on site. The responsibility for briefing the working party is that of the department/contractor directly employing the labour. Reference should be made to the responsibility placed on the individual by the Health and Safety at Work Act 1974 (as amended).

Under certain circumstances it may be possible to issue a written brief beforehand, but an oral brief should be held as well to give an opportunity to ask questions. The following topics should be covered before work commences:

- The task(s) being carried out;
- The works area and how it is marked by day and by night;
- Whether anyone is permitted to move outside the site boundaries. If so, when and under what conditions;
- The permitted working hours and any other restrictions;
- The identity of the look-outs and methods of warning the party;
- What to do when aircraft approach;
- How to warn the party if a person other than a look-out sees a potential safety hazard;
- Who to ask in case of difficulty;
- Communications, particularly how to contact Airside Operations;
- What action to take in the event of an accident;
- Vehicle lights and markings, including obstruction lights;
- Warning not to leave equipment outside the designated working areas;
- The necessity to not generate Foreign Object Debris (FOD) which can cause damage to aircraft engines;
- The need to remove all food waste from the site to prevent the attraction of wildlife;
- The dangers of engine suction, blast and sudden noise;
- The smoking policy airside;
- The use of high visibility clothing and other Personal Protective Equipment;
- Whether it is permitted to leave spoil heaps or exposed holes, and;
- The importance of site lighting being arranged in such a way that it does not blind or confuse pilots or other Airport users.

4.2. Use of Look-Outs

Wherever work is taking place on the manoeuvring area and the use of a look-out if specified by Airside Operations, the following conditions apply:

- Look-outs will be required to the number agreed by Airside Operations. All members of the working party must be able to easily identify the lookouts;
- Look-outs are responsible for ensuring the working party is warned of the approach of an aircraft in sufficient time to enable everyone to withdraw, together with equipment, to a safe distance; i.e. normally a minimum of 47.5 metres from a taxiway centreline. They must also ensure that the correct controlled or uncontrolled crossings are used, and that members of the works party or equipment do not stray outside the marked site;
- Look-outs are to agree with Airside Operations the methods used to attract the working party's attention, taking account of aircraft and equipment noise;
- Look outs are not to have any other duties connected with work on the site, except where communication with ATC is required, and;
- Whenever a person is operating equipment on their own (e.g. in the case of grass cutting) they are responsible at all times for their own safety and others who may be affected by their actions.

4.3. Radio-Telephony

Radio-Telephony (RT) communications between the works party and ATC will be required for work on or adjacent to live runways. Work may take place on taxiways maintaining a listening watch with ATC on the appropriate frequency. In these circumstances RT communications must be maintained whilst work is in progress. All work on the runway and work within the CGA must have RT communications provided by Airside Operations. The provision of RT communications, which will normally be vehicle mounted, must be agreed with Airside Operations. All staff using RT on the Manoeuvring Area must have appropriate training and be licensed in accordance with current Airport requirements.

If RT is required and the works party is not appropriately equipped, qualified or competent to provide their own RT communications, then this should be highlighted at the Airside Works Meeting. If sufficient resource is available within the normal Airside Operations manning level, they will usually provide RT cover on the contractor's behalf.

However, there may be occasions where this is not possible due to other airside commitments. In such circumstances if an additional Airside Operations staff resource needs to be bought in on overtime specifically to provide RT cover, then the cost of doing so shall be cross-charged to the contractor or sponsoring Airport department. At least three days' notice is required for this provision. For large projects where RT cover is required over a long period of time and cannot be resourced by Airside Operations (even when bringing in additional staff on overtime), an approved 3rd party may be employed directly by the contractor, or sponsoring department to provide RT cover, for which prior approval is required.

4.4. Marking of Works Sites

The Airport shall mark and light (if works are to be conducted or left overnight) as per AMC3 ADR.OPS.B.070. It is the responsibility of the department or contractor concerned to provide the necessary marking equipment to demarcate the works site including but not limited to cones, barriers, signs, fences and lights. All of which must be of an approved design and where applicable meet the requirements as per CS ADR-DSN.R.870. Airside Operations shall provide details of approved markers upon request. Longer term projects will normally require a contractor's fence as specified in the contract drawings, OAN, DN and/or AWI. All holes and unconsolidated ground, e.g. trenches, are to be marked by cones.

During the hours of darkness or in conditions of low visibility, all working areas must be lit by red obstruction lights, of a spacing and pattern approved by Airside Operations. Additionally, whenever possible, temporary red stop bars are to be installed, or permanent red stop bars lit to ensure a particular taxiway block in which work is taking place is properly isolated. This does not remove the need for a look out if one has been specified as necessary whilst work is taking place. The use of mobile floodlighting can cause confusion to flight deck crews; therefore, advice should be sought from Airside Operations.

4.5. Start of Works

The responsible person in charge of the work shall telephone Airside Operations immediately prior to commencing work with a copy of the Airside PTW to hand.

4.6. Works Undertaken on a On and Off Basis

Works undertaken in 'On and Off' conditions include works conducted on the manoeuvring area under the conditions stated below. This work can be performed intermittently and requires that when an aircraft approaches, both works personnel and vehicles to withdraw to a safe distance to allow the aircraft to pass. Once the aircraft is clear, personnel and equipment may re-enter the area to continue their work. These include:

- The work is only permitted if the visibility is above the specified minima as laid down by Airside Operations;
- The work must be of such a nature as to be completed intermittently, and when left, it must not pose a hazard to passing aircraft;
- If the work involves the use of plant and/or equipment, it must be mobile so that it can be withdrawn quickly;
- Appropriate Personal Protective Equipment (PPE) must be worn by all in the working party;
- The appropriate radio frequency is to be monitored at all times, and a look out nominated, and;
- All members of the working party must be properly briefed, understand the safety measures required and be suitably qualified and experienced persons.

Airside Operations, in conjunction with ATC, will judge each case on its merits and will lay down the conditions under which the work may be permitted. No vehicle or equipment shall be permitted within the runway CGA and/or the Runway End Safety Area (RESA) when the runway is in use for take-off or landing. Any vehicle engaged in work within the CGA on an 'on/off' basis, shall withdraw to the limits of the CGA whilst an aircraft is taking off or landing.

4.7. Agricultural Work

Agricultural work includes grass cutting, the application of herbicides, insecticides, fertiliser and any ground reinstatement. All works undertaken must be in accordance with the Airport's Long Grass Policy (LGP) and comply to airfield grass management policy and technical specification. It is the responsibility of the principal contractor, that all personnel engaged in agricultural works on the movement area thoroughly understand the safety restrictions placed on such works airside. A list with signatures to signify that this has been done is to be maintained in the site office. Advice is available from the Airside Operations.

Personnel operating on the manoeuvring area must monitor the appropriate ATC frequency at all times. Special care must be taken near taxiways to ensure the tractor and machinery is moved well clear of passing aircraft. Personnel and their equipment must give way to aircraft at all times. Tractors and equipment must be clear of the CGA by the time an aircraft is on finals for landing or is entering the runway for take-off. Tractor drivers must not enter the ILS or other critical without the permission of ATC.

Equipment must not be left unattended on the manoeuvring area, except when specifically stated on Airside Works Permits and should be removed when work is finished for the day, unless otherwise specified on Airside Works Permits. Appropriate PPE must be worn by all in the working party. Any grass area airside disturbed as part of an airside works project must be reinstated in accordance with the Airport's LGP. Further information may be found in CAP 772 – Wildlife Hazard Management at Aerodromes.

4.8. Major Works

When considering major works to the aerodrome, consideration and consultation occurs between Airside Operations, Projects, NATS and the relevant Engineering teams. Specific considerations include:

- Provision of access routes, which include providing roads and fencing where none may currently exist. Additional signage including the contractor(s) route may be required, as well as manned barriers and traffic lights where crossing a live taxiway is required;
- Provision of additional taxiway signage including the provision of extra signs and painting realigned taxi routes. It may also be necessary to disable portions of some taxiway centreline lighting circuits, and;
- Where it is necessary for the works to have a site compound, the size and location of the site must be pre-agreed with Airside Operations, who are responsible for maintaining normal aerodrome operations. The agreed measures should feature both in the paperwork of Airside Operations and contractor(s).

4.9. Inspection of Works Sites

Airside Operations shall inspect works sites as per AMC1 ADR.OPS.B.070(f)(1)-(3). Before work begins, Airside Operations shall inspect the prospective works site to ensure that the site itself has been properly marked out, and the site and its adjoining areas are safe for both the works party and aircraft manoeuvring in the vicinity. This includes the painting of temporary taxiway centrelines and the obliteration of redundant markings for the period of the works. Airside Operations shall make regular visits to the site to ensure the standards of safety and standards of conduct are being met.

Airside Operations shall inspect sites when works end for the day to ensure that the site is properly marked and lit, that equipment is properly secured and that it will not present a danger in adverse weather conditions. Further information may be found in ASI 006 – Aerodrome Inspections. On completion of the works, the responsible person must telephone Airside Operations to inform them of this. Contractor(s) shall not leave their work site(s) until they have been attended to and inspected by Airside Operations. Airside Operations shall inspect the area and if satisfied with the state of the site, return it to an operational status and inform the relevant organisations before cancelling the relevant works permits.

If the site is found to be in an unsatisfactory state, the relevant Engineering team and/or Contractor shall be asked to make good the site. Until this has been completed, the site shall remain closed or restricted as deemed appropriate.

5. ADDITIONAL CONSIDERATIONS

5.1. Access to Navigation Aids, Restricted and Sensitive Areas

Access to Navigational Aids (NAVAIDS), including the Instrument Landing System (ILS) and Distance Measuring Equipment (DME), and the areas surrounding them, known as 'Restricted' or 'Sensitive' areas must not be entered without permission of ATC. Airside Operations shall liaise with NATS to obtain this permission

5.2. Use of Cranes and Other Tall Equipment

Airside Operations shall be consulted whenever the use of crane or other lifting and/or plant equipment is necessary when its use is within 6 kilometres of the Aerodrome Reference Point (ARP) and where its height exceeds 10 metres, or the height of surrounding buildings or vegetation, whichever is higher. In certain circumstances a NOTAM will be required, which will be issued by the AODM

<https://www.stanstedairport.com/airfield-operations/crane-tall-equipment-permit/>

5.3. Access to Airside or Critical Part

Works personnel and vehicles must have the appropriate passes and permits in order to access either Airside or the Critical Part (CP), and be driven by those individuals, which have each been validated for London Stansted Airport.

6. OCCURRENCE AND NEAR MISS REPORTING

Regulation (EU) 376/2014 (as amended) requires that relevant civil aviation safety information shall be reported, collected, stored, protected, exchanged, disseminated and analysed and appropriate safety action should be taken based on the information collected. In accordance with Articles 4(1) and 4(6) of Regulation (EU) 376/2014 (as amended), certain events shall be reported upon to the UK Civil Aviation Authority (CAA) as the Competent Authority (CA) by specific persons respectively. These are defined as Mandatory Occurrence Reports (MORs).

Organisations shall ensure that where applicable, they comply with their legal obligations to report in accordance with Regulation (EU) 376/2014 (as amended). Article 4(6) of Regulation (EU) 376/2014 (as amended) specifies the persons who shall report on occurrences in accordance with Article 4(1) of Regulation (EU) 376/2014 (as amended). A person mandated to report may do so through the system established by the organisation which employs, contracts or uses the services of the reporter, or, failing that the EU Aviation Safety Reporting Portal database, online.

Organisations shall ensure that they maintain the capability for personnel to report near-miss events, including in an anonymous manner and for their subsequent categorisation and investigation, if applicable. Further information may be found in London Stansted Airport Aerodrome Manual, Part E, ASI 032 – Accident, Incident, Occurrence and Near Miss Reporting.

7. COMPLIANCE MONITORING

Management of airside works activities are subject to the Compliance Monitoring System (CMS) as per ADR.OR.D.005(b)(11).

ASI 014 FOREIGN OBJECT DEBRIS MANAGEMENT AND AIRSIDE SWEEPING
ASI Owner Airside Operations Duty Manager

References Regulation (EU) 376/2014
 Regulation (EU) No. 139/2014
 Regulation (EU) 2015/1018
 Stansted Airport Byelaws 1996
 CAP 642 – Airside Safety Management

1. GENERAL

London Stansted Airport has a statutory obligation to ensure that aerodrome surfaces are maintained and that any loose object or debris that might cause damage to an aircraft or impair the operation of aircraft systems is removed in accordance with Commission Regulation (EU) 139/2014 ADR.OPS.C.010(b)(1) (as amended). The Airport shall undertake to clear loose objects and debris, so far as is reasonably practicable, and provide organisations the facilities to dispose of waste in a safe and sustainable manner. For the purposes of this Airside Standing Instruction (ASI), the following definitions apply:

Term	Definition
Foreign Object Damage	Damage or injury to an aircraft, vehicle, equipment, infrastructure or person as a result of foreign object debris.
Foreign Object Debris	Any object found in an inappropriate location that, as a result of being in that location, can damage equipment or injure personnel.

It is the responsibility of all personnel to ensure that they are familiar with this ASI if it is applicable to them, and to undertake the actions required to fully comply with it and safeguard the airside environment.


2. ACCOUNTABILITY AND RESPONSIBILITIES
2.1. Operations Director (Accountable Manager)

Reporting to the Chief Operating Officer (COO), the Operations Director (Accountable Manager) is accountable for defining, deploying and monitoring the resources necessary to make the policies and procedures relating to the Foreign Object Debris (FOD) management and airside sweeping at the Airport achievable.

2.2. Head of Airside Operations (Safety Manager)

Reporting to the Operations Director (Accountable Manager), the Head of Airside (HOA) is responsible for ensuring that suitable risk assessments and safety cases relating to the FOD management and airside sweeping are available as per the London Stansted Airport Aerodrome Manual, Part B. In addition, the HOA is responsible for providing oversight and technical input relating to FOD management and airside sweeping.

2.3. Airside Operations Manager

Reporting to the Head of Airside (HOA), the Airside Operations Manager (AOM) is responsible for ensuring and deploying sufficient resources to manage FOD and airside sweeping as per this ASI. The AOM is further responsible for ensuring that personnel with responsibilities for the management of FOD and airside sweeping are trained and maintain proficiency in accordance with Commission Regulation (EU) 139/2014 ADR.OR.D.017 (as amended) and as per AMC1 ADR.OR.D.017(a);(b). The AOM shall work with the Airside Operations Training Manager (AOTM) (ext. 4279) to achieve this.

2.4. Airside Operations Duty Manager

Reporting to the HOA, the Airside Operations Duty Manager (AODM) (01279 662378) is responsible for the safe operation, availability and status of the aerodrome. The AODM is the operational line manager for the operational team and shall ensure that FOD is managed and airside sweeping is completed as per this ASI. The AODM is further responsible for reporting in accordance with Regulation (EU) 376/2014 (as amended) and Commission Implementing Regulation (EU) 2015/1018 (as amended).

2.5. Airside Operations

Reporting to the AODM, Airside Operations (01279 662478) are responsible for the management of FOD and the completion of assigned sweeping and scrubbing duties as per this ASI. In addition, the Airside Operations are responsible for conducting aerodrome inspections as per AMC1 ADR.OPS.B.015 and ASI 006 – Aerodrome Inspections. Airside Operations are further responsible for enforcing airfield standards relating to FOD management as per ASI 034 – Airside Recognition and Infringement Scheme.

2.6. Personnel

Reporting to their respective line manager or supervisor, personnel are responsible for the reduction and removal of FOD airside. This includes taking responsibility for removing observed FOD, even if it was not created by their own activities, removing FOD from vehicles and equipment as a preventive measure and reporting persistent FOD issues, and FOD issues which cannot be resolved by individual personnel because of its size or location to Airside Operations.

3. MANAGEMENT PROGRAMMES

The Airport aims to reduce the risk of a foreign object damage incident through pro-active management and removal of FOD. The Airport achieves this through a range of activities, including but not limited to:

- Scrubbing/Sweeping, where Airside Operations undertake and complete a programme of sweeping and of all apron areas;
- Provision of FOD Bins, where the Airport provides a range of bins and large compactors in convenient locations airside for the disposal of FOD;

- Construction Management, where construction and development work both airside and landside is pro-actively managed to prevent the accumulation of FOD, and;
- Enforcement, where Airside Operations shall enforce this ASI in accordance with the Stansted Airport Byelaws 1996 (as amended) and as per ASI 034 – Airside Recognition and Infringement Scheme.

4. FUNCTIONAL RESPONSIBILITIES

Personnel holding specific roles at the Airport have functional responsibilities connected with their role, or the activities and tasks they undertake. These include:

4.1. Ground Service Provider Personnel

- Complete inspections of vehicles and equipment before and after an aircraft turnaround, removing any FOD found and disposing of it correctly in the FOD bins provided, and;
- Complete inspections of the aircraft stand, and in particular the areas around hold doors before and after an aircraft turnaround, removing any FOD found and disposing of it correctly in the FOD bins provided.

4.2. Passenger Boarding Bridge Operators

- Complete inspections of the Passenger Boarding Bridge (PBB) equipment before and after an aircraft turnaround, removing any FOD found and disposing of it correctly in the FOD bins provided. Further information may be found in ASI 038 – Passenger Boarding Bridges.

4.3. Cabin Crew

- Ensuring that aircraft rubbish bags are securely tied and walked down the aircraft steps (as applicable) and not thrown down, and;
- Subject to arrangements with their nominated Ground Service Provider (GSP) and/or aircraft cleaning organisation, placing aircraft rubbish bags in a prominent location for collection during the aircraft turnaround removing them from the airside environment in a timely, safe and secure fashion whilst ensuring all Waste regulations are complied with (e.g. CAT1) **as per ASI 028- Waste Disposal.**

4.4. Aircraft Cleaners

- Ensuring that aircraft rubbish bags are securely tied and walked down the aircraft steps (as applicable) and not thrown down, removing them from the airside environment in a timely, safe and secure fashion whilst ensuring all Waste regulations are complied with (e.g. CAT1) **as per ASI 028- Waste Disposal.**

4.5. Aircraft Engineers

- Complete inspections of the aircraft parking stand after the completion of works on aircraft to ensure that no tools, equipment or other FOD has been left. Where applicable remove accumulated FOD from aircraft holds, disposing of it correctly in the FOD bins provided.

4.6. Construction Workers

- Complete inspections of vehicles and plant equipment when moving to and from the works site, removing any FOD, including mud, stones, etc. which could be deposited on the movement area, and, to take measures to ensure that no materials from the works area enter the movement area **as per ASI 013- Management of Airside Works.**

5. AIRFIELD SWEEPING

The sweeping, scrubbing and cleaning of the aerodrome is undertaken by Airside Operations and is normally carried out in accordance with a published programme; however, ad-hoc sweeping, scrubbing and cleaning may be requested or substituted by Airside Operations as required. Airside Operations have access to both runway and combination (carrying both detergent and water) sweepers, which are all fitted with both domestic and VHF radios to maintain contact with Airside Operations and Air Traffic Control (ATC) as required respectively.

Contractors operating on the aerodrome on behalf of the Airport are responsible for the provision of their own sweepers and/or scrubbers to ensure that no FOD is carried on to operational parts of the aerodrome. Their performance in this area is monitored by Airside Operations.

5.1. Aprons

Aprons are swept and cleaned on a daily basis, and a scrubbing programme is maintained by Airside Operations. Additional litter picking is undertaken by a third-party contractor to the Airport. Sweeping is undertaken at opportune times during the day. However, both sweepers and scrubbers are available during aerodrome operational hours to respond to any spillage or FOD.

5.2. Runways and Taxiways

Runways and taxiways are not programmed to be swept as part of the airfield sweeping programme. However, both sweepers and scrubbers are available during aerodrome operational hours to respond to any spillage or FOD. Sweepers and/or scrubbers may be put on standby for certain aircraft emergencies where spillage is likely to occur to ensure a swift return to normal aerodrome operations. Airside Operations shall monitor the activity of sweeping and scrubbing undertaken and shall report these figures at the Airside Assurance Meeting.

6. OCCURRENCE AND NEAR MISS REPORTING

Regulation (EU) 376/2014 (as amended) requires that relevant civil aviation safety information shall be reported, collected, stored, protected, exchanged, disseminated and analysed and appropriate safety action should be taken based on the information collected. In accordance with Articles 4(1) and 4(6) of Regulation (EU) 376/2014 (as amended), certain events shall be reported upon to the UK Civil Aviation Authority (CAA) as the Competent Authority (CA) by specific persons respectively. These are defined as Mandatory Occurrence Reports (MORs).

Organisations shall ensure that where applicable, they comply with their legal obligations to report in accordance with Regulation (EU) 376/2014 (as amended). Article 4(6) of Regulation (EU) 376/2014 (as amended) specifies the persons who shall report on occurrences in accordance with Article 4(1) of Regulation (EU) 376/2014 (as amended). A person mandated to report may do so through the system established by the organisation which employs, contracts or uses the services of the reporter, or, failing that the EU Aviation Safety Reporting Portal database, online.

Organisations shall ensure that they maintain the capability for personnel to report near-miss events, including in an anonymous manner and for their subsequent categorisation and investigation, if applicable. Further information may be found in London Stansted Airport Aerodrome Manual, Part E, ASI 032 – Accident, Incident, Occurrence and Near Miss Reporting.

7. COMPLIANCE MONITORING

FOD management and airside sweeping activities are not subject to the Compliance Monitoring System (CMS).

8. FURTHER INFORMATION

Further information may be found in CAP 642 – Airside Safety Management.

ASI 015 OPERATION OF OUT OF CODE AIRCRAFT**ASI Owner** Airside Operations Duty Manager**References** International Civil Aviation Organisation Annex 14, Volume 1 – Aerodromes
Regulation (EU) 376/2014
Regulation (EU) No. 139
Regulation (EU) 2015/1018
United Kingdom Aeronautical Information Publication
CAP 493 – Manual of Air Traffic Services Part 1
CAP 642 – Airside Safety Management
London Stansted Airport Manual of Air Traffic Services Part 2 – Operations**1. GENERAL**

London Stansted Airport has a statutory obligation to ensure that subject to the prior approval of the Competent Authority (CA), the UK Civil Aviation Authority (CAA) may permit the use of the aerodrome or parts thereof by aircraft with a higher code letter than the aerodrome design characteristics specified in the terms of certificate in accordance with Commission Regulation (EU) 139 ADR.OPS.B.090 (as amended). The Airport is certificated as having an Aerodrome Reference Code of 4E. The Airport shall undertake to maintain procedures to accommodate aircraft deemed 'out of code'.

It is the responsibility of all personnel to ensure that they are familiar with this ASI if it is applicable to them, and to undertake the actions required in order to fully comply with it and safeguard the airside environment.

2. ACCOUNTABILITY AND RESPONSIBILITIES**2.1. Operations Director (Accountable Manager)**

Reporting to the Chief Operating Officer (COO), the Operations Director (Accountable Manager) is accountable for defining, deploying and monitoring the resources necessary to make the policies and procedures relating to the operation of out of code aircraft at the Airport achievable.

2.2. Head of Airside Operations (Safety Manager)

Reporting to the Operations Director (Accountable Manager), the Head of Airside (HOA) is responsible for ensuring that suitable risk assessments and safety cases relating to the operation of out code aircraft are available as per the London Stansted Airport Aerodrome Manual, Part B. In addition, the HOA is responsible for providing oversight and technical input relating to the operation out of code aircraft.

2.3. Airside Operations Manager

Reporting to the Head of Airside (HOA) , the Airside Operations Manager (AOM) is responsible for ensuring and deploying sufficient resources to accommodate the operation of out of code aircraft as per this ASI. The AOM is further responsible for ensuring that personnel with responsibilities for the management of out of code aircraft are trained and maintain proficiency in accordance with Commission Regulation (EU) 139/2014 ADR.OR.D.017 (as amended) and as per AMC1 ADR.OR.D.017(a);(b). The AODM shall work with the Airside Operations Training Manager (AOTM) (ext. 4279) to achieve this.

2.4. Airside Safety and Compliance Manager (Compliance Manager)

Reporting to the HOA, the Airside Safety and Compliance Manager (ASCM) is responsible for ensuring that all policies and procedures relating to the operation of out of code aircraft are compliant to regulations. Their key responsibilities include:

- Reviewing the processes and procedures relating to the operation of out of code aircraft to ensure they are up-to-date, and effective;
- To undertake audits of processes and procedures relating to the operation of out of code aircraft in accordance with AMC1 ADR.OR.D.005(b)(11), and;
- Make recommendations to the HOA for improvements in processes and procedures.

2.5. Airside Operations Duty Manager

Reporting to the AODM, the Airside Operations Duty Manager (AODM) (01279 662378) is responsible for the safe operation, availability and status of the aerodrome. The AODM is the operational line manager for the operational team and shall ensure that the operation of out of code aircraft is completed as per this ASI. The AODM is further responsible for reporting in accordance with Regulation (EU) 376/2014 (as amended) and Commission Implementing Regulation (EU) 2015/1018 (as amended).

2.6. Airside Operations

Reporting to the AODM, Airside Operations (01279 662478) are responsible for the inspection of the aerodrome after the movement of specific out of code movements as per this ASI, AMC1 ADR.OPS.B.015 and ASI 006 – Aerodrome Inspections.

3. DEFINITION OF OUT OF CODE AIRCRAFT MOVEMENTS

The Airport has assessed any out of code movements in accordance with Commission Regulation (EU) 139/2014 ADR.OPS.B.090 and as per AMC1 ADR.OPS.B.090. The following aircraft which are deemed out of code are the Airbus A380-800 (A388), Antonov AN124-100 (A124) and the Boeing 747-8 (B748). All ICAO code F aircraft movements are subject to the same availability procedures as other aircraft wishing to arrive or depart the airport. The AODM reserves the right to refuse permission for an ICAO code F aircraft movement to arrive or depart at the times requested, or to place constraints by which to facilitate an ICAO Code F aircraft movement whilst minimising the impact to normal aerodrome operations.

4. AERODROME INFRASTRUCTURE**4.1. Runway**

The Airport has a single runway, which meets the design Certification Specification (CS) and design standard as per. In order to support ICAO Code F aircraft, the Airport also provides a 7.5 metre paved inner shoulder, and a 7.6 metre stabilised grass outer shoulder. This increases the paved runway width to 61 metres and a total width of 76.2 metres.

Both the paved inner and stabilised grass outer shoulders are subject to regular inspection by Airside Operations. Further information may be found in ASI 006 – Aerodrome Inspections. Due to the overhanging outboard engines of the A388, an additional runway inspection shall be completed by Airside Operations immediately prior to, and after each A388 arrival and departure.

4.2. Taxiways and Taxilanes

The Airport has a simple inner and outer taxiway system, connected by taxiway links leading to either taxilanes, aircraft hangars or other locations on the aerodrome. Both the taxiways and taxilanes meet the requirements as applicable to ICAO Code F aircraft. (A380 , B747-800 , AN124)

The following taxiway restrictions apply:

Taxiway HOTEL; Is available from Holding point HOTEL, up to but not including Link CHARLIE.
Taxiway JULIET; Is available from Link 'LIMA' to link 'ALPHA' inclusive. Airfield Ranger escort is required for all Code F movements.

The preferred taxi routeings are as follows:

ALPHA Apron; Taxiway HOTEL via link 'ALPHA'
ZULU Apron; Taxiway HOTEL via Link 'YANKEE' (Airfield Ranger escort is required for that part of the route on taxiway JULIET)

A different Taxi routing must be approved by the AODM, prior to arrival/ departure

4.2.1. B747-8 & An124

Taxiway HOTEL: Is available from Holding point HOTEL, up to but not including Link CHARLIE. (follow me required for An124 only)

Taxiway JULIET: Is available from Link 'LIMA' to Link 'ALPHA' inclusive. (Follow me required)

Taxiway GOLF: Is only available to access stand 509 from holding point VICTOR, or G1/G3 if spacing allows. (Follow me required)

ATC should use the preferred Taxi routing, which is Taxiway HOTEL via link 'ALPHA' or if the parking stand is within the ZULU apron Taxiway HOTEL via Link 'YANKEE'

Northside movements to cross runway VICTOR to NOVEMBER and depart using Southside holding points.

Pushbacks from stand 509 should push to face North East as a preference, to assist with the turn into V1/V3.

4.3. Taxilanes

Taxilanes are located on the southside of the Airport and provide access to aircraft stands. Only the ALPHA and ZULU Cul-de-Sacs may be utilised by ICAO Code F aircraft without restriction.

4.4. Aircraft Parking Stands

A number of aircraft stands at the airport are capable of accommodating ICAO Code F aircraft. For scheduled ICAO Code F aircraft movements, the Airfield Control Manager (ACM) (01279 662777) shall plan to accommodate the aircraft as other aircraft utilising the aerodrome. For ICAO Code F aircraft wishing to operate to the airport on a diversionary basis, the AODM shall confirm with the ACM the availability of aircraft stands. Note, this does not apply to those aircraft diverting on a "MAYDAY" or "PAN-PAN" status.

5. GROUND HANDLING

All aircraft operating at the Airport must have a nominated Ground Service Provider (GSP) or Fixed Based Operator (FBO) to coordinate the servicing of the aircraft. Aircraft operators and airlines are required to coordinate closely with their GSP or FBO, as well as any other third-party provider involved in the aircraft turnaround. Those GSPs and FBOs are required to train and maintain the competency of their employees who participate in these aircraft turnarounds. Such training and maintenance of competency may be subject to audit by the Airport.

6. AIR TRAFFIC CONTROL

ICAO Code F aircraft movements shall be accommodated by Air Traffic Control (ATC) as per CAP 493 – Manual of Air Traffic Services Part 1 and London Stansted Airport Manual of Air Traffic Services Part 2 – Operations. Additional spacing between landing and departing aircraft is coordinated and provided by ATC for Airside Operations to conduct an additional inspection immediately prior to, and after each A388 arrival and departure; due to the overhanging outboard engines as per Section 3.1 of this ASI.

Specific to A388 operations only, the A388 is only permitted to taxi on the southside of the aerodrome only. By doing so, the Airport and ATC safeguard the Localiser Sensitive Area (LSA) on Taxiway Golf when Runway 22 is in use. The movement of the A388 on Taxiway Hotel and Juliet has no impact upon the LSA. During A388 operations, the Instrument Landing System (ILS) critical area for both the Localiser (LOC) and Glidepath (GP), as for the LSA is managed on a dynamic basis.

The management of the ILS critical area requires the A388 to hold at ILS Category (CAT) III Runway Holding Points (RHPs). The aircraft's tail has no impact upon the LSA. During ILS CAT III operations, the A388 is required to be clear of the dynamic LSA. This is managed by ATC by having a map overlay of the dynamic LSA on the Advanced Surface Movement Guidance and Control Systems (A-SMGCS) screen to ensure these areas are maintained.

7. RESCUE AND FIRE FIGHTING SERVICES

See London Stansted Airport Aerodrome Manual, Part B, Section 4.4

8. ICAO CODE F AIRCRAFT OPERATOR APPROVALS

Aircraft operators and airlines wishing to operate ICAO Code F aircraft on a scheduled are required to discuss the proposed operation with the HOA, AODM, ASCM and the Airfield Control Manager (ACM). Such a discussion shall include a site visit and assessment. The aircraft operator or airline is required to satisfy the Airport that they have developed and published written procedures for crews operating into and out of the Airport. The aircraft operator or airline is also required to demonstrate that they have obtained the approval of the state of registry (if applicable) to operate an ICAO Code F aircraft on Code E infrastructure.

9. OCCURRENCE AND NEAR MISS REPORTING

Regulation (EU) 376/2014 (as amended) requires that relevant civil aviation safety information shall be reported, collected, stored, protected, exchanged, disseminated and analysed and appropriate safety action should be taken based on the information collected. In accordance with Articles 4(1) and 4(6) of Regulation (EU) 376/2014 (as amended), certain events shall be reported upon to the UK Civil Aviation Authority (CAA) as the Competent Authority (CA) by specific persons respectively. These are defined as Mandatory Occurrence Reports (MORs).

Organisations shall ensure that where applicable, they comply with their legal obligations to report in accordance with Regulation (EU) 376/2014 (as amended). Article 4(6) of Regulation (EU)

376/2014 (as amended) specifies the persons who shall report on occurrences in accordance with Article 4(1) of Regulation (EU) 376/2014 (as amended). A person mandated to report may do so through the system established by the organisation which employs, contracts or uses the services of the reporter, or, failing that the EU Aviation Safety Reporting Portal database, online.

Organisations shall ensure that they maintain the capability for personnel to report near-miss events, including in an anonymous manner and for their subsequent categorisation and investigation, if applicable. Further information may be found in London Stansted Airport Aerodrome Manual, Part E, ASI 032 – Accident, Incident, Occurrence and Near Miss Reporting.

10. COMPLIANCE MONITORING

Operation of out of code aircraft are subject to the Compliance Monitoring System (CMS) as per AMC1 ADR.OPS.B.005(b)(11).

ASI 016 HANGAR 8 AND HANGAR 10 AIRCRAFT OPERATIONS**ASI Owner** Airside Operations Duty Manager**References** Air Navigation Order 2017
CAP 413 – Radiotelephony Manual
CAP 642 – Airside Safety Management
CAP 790 – Requirements for an Airside Driving Permit Scheme
London Stansted Airport Manual of Air Traffic Services, Part 2 – Operations**1. GENERAL**

The purpose of this Airside Standing Instruction (ASI) is to define the operational procedures, aircraft movement limitations, and safety controls for aircraft accessing and operating at HANGAR 08 and HANGAR 10. It is the responsibility of all personnel to ensure that they are familiar with this ASI if it is applicable to them, and to undertake the actions required to fully comply with it and safeguard the airside environment.

2. ACCOUNTABILITY AND RESPONSIBILITIES**2.1. Airside Operations Duty Manager**

Reporting to the AOM, the Airside Operations Duty Manager (AODM) (01279 2378) is responsible for the safe operation, availability and status of the aerodrome. The AODM is the operational line manager for the operational team and shall ensure that oversight of operations is provided as per this ASI. The AODM is further responsible for reporting in accordance with Regulation (EU) 376/2014 (as amended) and Regulation (EU) 2015/1018 (as amended).

2.2. Organisations (Aircraft Operators, Ground Handling Service Providers, FBO's)

Organisations are responsible for actively supervising their personnel to ensure that they comply with this ASI, the London Stansted Airport Aerodrome Manual and other relevant documentation. They must ensure compliance with aircraft code restrictions and provide qualified, competent towing crews as required. Organisations are responsible for ensuring that towing personnel are trained and competent as per AMC1 ADR.OR.D.017(a);(b).

3. HANGAR 08 (DIAMOND HANGAR)

Arriving and departing aircraft up to CODE C are permitted to self-manoeuvre (taxi) across the airside road. Arriving and departing CODE D and larger aircraft are prohibited to self-manoeuvre at HANGAR 08.

Arriving CODE D and larger aircraft are required to have engines shut down on the JULIET taxiway centreline (typically in Blocks 51 or 52) whereby the aircraft can then be towed across the airside road to HANGAR 08.

Departing CODE D and larger aircraft are required to be towed from HANGAR 08 across the airside road onto taxiway JULIET and positioned parallel to the airside road prior to start-up. Engines may only be started once correctly positioned to avoid jet blast over the airside road.

4. HANGAR 10 (RYANAIR HANGAR)

Maximum aircraft size is CODE C (36metres i.e. B737-800 with winglets).

Access to/from HANGAR 10 for CODE C is restricted to towed movements only.
Access to/from HANGAR 10 for CODE B (based Ryanair business jets) aircraft movements are permitted with marshaller assistance provided by the Airline/Handling Agent.

5. COMPLIANCE MONITORING

Hangar 08 and Hangar 10 Aircraft operation is not subject to the Compliance Monitoring System (CMS).

6. FURTHER INFORMATION

Further information may be found in Part C Aircraft parking stands.

ASI 017 NORTHSIDE AIRCRAFT OPERATIONS**ASI Owner** Airside Operations Duty Manager**References** Regulation (EU) 376/2014
Regulation (EU) No. 139/2014
Regulation (EU) 2015/1018
Stansted Airport Byelaws 1996
Air Navigation Order 2017
CAP 413 – Radiotelephony Manual
CAP 642 – Airside Safety Management
CAP 790 – Requirements for an Airside Driving Permit Scheme
London Stansted Airport Manual of Air Traffic Services, Part 2 – Operations**1. GENERAL**

This Airside Standing Instruction (ASI) outlines the procedures for managing aircraft movements within the Northside areas of the airfield. It provides specific guidance for operations that fall outside of normal, day-to-day procedures, ensuring the safe and efficient coordination of aircraft in non-standard situations. It is the responsibility of all personnel to ensure that they are familiar with this ASI if it is applicable to them, and to undertake the actions required to fully comply with it and safeguard the airside environment.

2. ACCOUNTABILITY AND RESPONSIBILITIES**2.1. Airside Operations Duty Manager**

Reporting to the AOM, the Airside Operations Duty Manager (AODM) (01279 2378) is responsible for the safe operation, availability and status of the aerodrome. The AODM is the operational line manager for the operational team and shall ensure that oversight of operations is provided as per this ASI. The AODM is further responsible for reporting in accordance with Regulation (EU) 376/2014 (as amended) and Regulation (EU) 2015/1018 (as amended).

2.2 Airfield Control Manager

Reporting to the AODM, the Airfield control manager is responsible for all stand allocation. Any queries or requests regarding short term tactical stand allocation (on the day) should be made to the Airfield Control Manager (ACM) on 01279 662777. Any longer-term strategic stand planning requirements can be discussed with STAL Airfield Operational Planning & Insights on 01279 662480
STAL_OperationalPerformance@stanstedairport.com

2.3 Organisations (Aircraft Operators, Ground Handling Service Providers, FBO's)

Organisations are responsible for actively supervising their personnel to ensure that they comply with this ASI, the London Stansted Airport Aerodrome Manual and other relevant documentation. They must ensure compliance with aircraft code restrictions and provide qualified, competent towing crews as required. Organisations are responsible for ensuring that towing personnel are trained and competent as per AMC1 ADR.OR.D.017(a);(b).

3. WIDE-BODY AIRCRAFT PARKING NORTHSIDE

With wide-body aircraft handling options restricted, airfield operations will apply a fair parking policy whereby stands 505 and 509 will not commonly be permitted for use other than by short-turn operations.

Short-turn in this respect will generally be considered as being when the departure is scheduled 4 hours or less after the arrival or within 4 hours of a tow onto stand. Aircraft arriving onto one of these stands may expect to be towed to an alternative parking location after arrival in the following circumstances:

1. If there is no planned departure
2. If the planned departure is more than 4 hours from arrival unless demand for the stand does not exist up until the scheduled time of departure.

3.1. Wide-body parking options

Remote parking options for wide-body aircraft may include other Northside stands capable of handling such aircraft but may also include the Compass Base and one of the engine running bays near HANGAR 08 (DIAMOND HANGAR). All these are subject to operational activity and impact.

4. WESTERN APRON

The Western Apron is restricted to CODE C aircraft only. As this area is designated as an apron, it falls outside of NATS control and is therefore classified as uncontrolled. To ensure aircraft movements are managed safely within this space, a specific operating procedure has been established.

4.1. Western Apron Procedure

Control for outbound traffic will begin at W3 and for inbound traffic it will end at W3. ATC will continue to operate the traffic lights in accordance with MATS Pt2 procedures.

Engine runs will be managed by ATC in line with current engine run operations as per ASI 003 Engine runs.

Example Phraseology

- Tows within the Western Apron: ***“nothing known to affect. Report complete”*** or ***“standby, traffic is....”***
- Start requests: ***“Start approved, report ready for taxi”***
- Outbound traffic: ***“nothing known to affect in the WESTERN APRON, taxi via GOLF to holding point V1.”*** Or if GOLF is obstructed, ***“nothing known to affect in the WESTERN APRON, report at W3”***
- Inbound traffic: ***“taxi via GOLF to W3, nothing known to affect in the WESTERN APRON, parking H01”***
- Outbound v inbound and outbound requests taxi: ***“standby, inbound traffic”*** You can then request the inbound to report parked or the outbound to report visual with the traffic and continue with the suggested phrases above but consider the use of ***“at your discretion”*** rather than ***“nothing known to effect”*** when you are aware of movements within the WESTERN APRON.
- Outbound LVP phraseology: ***“nothing known to affect in the WESTERN APRON, report at W3”***
Inbound LVP phraseology (once the aircraft is at G3 or vacating Rwy 04): ***“taxi via GOLF to W3, reporting passing W3, nothing known to affect in the WESTERN APRON, parking H01”*** There is no requirement to get the aircraft to report parked unless an outbound has started.

4.2. B757 & B767 Operations

Mandatory Requirements

- **Only towed movements allowed**
- **No aircraft movements allowed during AWS or LVP's**
- **02 x wing walkers must be provided by the Handling Agent for the tow procedure**
- **Aircraft must have a serviceable APU**

On notification of an airline requesting to operate a Boeing 757 or B767 to/from the Western Apron, the handling agent is to notify Airside operations ensuring adequate notice, to facilitate the movement. The duty AODM will approve each movement on an individual basis.

4.2.1 Inbound Aircraft – Runway 04 in use**ATC Actions**

On landing, Instruct the aircraft to taxi to 'G4' via Taxiway GOLF. Once on taxiway GOLF the aircraft is to shutdown at G4 with the nose facing Southwest, remaining clear of the main North Apron to allow normal operations to continue.

Ground Handler Actions

Once the Aircraft has shut down the towing team can access the aircraft via taxiway GOLF following normal RT procedures, advising ATC they will be towing the aircraft.

Once connected the tow team must then request with ATC to tow the aircraft from G4 to H01, ensuring the two 'wing walkers' provided.

The tow team must use the taxiway centre line as guidance to ensure wingtip clearances, the Aircraft can then be pushed into the main Apron area between HANGAR 01 and 03 for servicing.

4.2.2 Inbound Aircraft – Runway 22 in use**ATC Actions**

On landing, Instruct the aircraft to taxi to 'G3' via Taxiway GOLF. Once on taxiway GOLF the aircraft is to stop and shutdown at 'G3' with the nose facing South West, remaining clear of the main North Apron to allow normal operations to continue.

Vacating at 'G1'

On landing, Instruct the aircraft to taxi to Hold short of Western Apron Once positioned, the aircraft is to shutdown and await towing.

Outbound Aircraft

Before commencement of tow a serviceable APU must be confirmed to enable engine start, If the APU is unserviceable an alternative stand is to be sourced via Airside Stand Planning at the earliest opportunity, for departure.

Once a serviceable APU is confirmed, the outbound tow can commence from Hangar 01. The two wing walkers must be in position prior to the tow.

The tow team must follow standard RT procedure requesting to tow the aircraft from H01. The taxiway centre line must be followed by the tow team to ensure wingtip clearances out of Western Apron, with both wing walkers in position for the duration.

On completion of tow, standard engine start procedures can commence. After engine start the tow team, including wing walkers are to vacate taxiway GOLF remaining clear of all aircraft movements.

Runway 22 in use

The tow team must follow standard RT procedure requesting to tow the aircraft from H01 to G4.

ATC actions

Ensure the aircraft is towed to Intermediate Holding point G4. Ensure the aircraft does not start engines prior to completing tow.

Runway 04 in use

The tow team must follow standard RT procedure requesting to tow the aircraft from H01 to Abeam Stand 503.

ATC actions

When Runway 04 is in use, towing Instructions are to tow from HANGAR 01 to hold abeam stand 503, this is to avoid infringing the 04 Glidepath. Ensure the aircraft does not start engines prior to completing tow

5. Hangar 12, B757 & B767 Operations

Mandatory Requirements

- **Only towed movements allowed**
- **No aircraft movements allowed during AWS or LVP's**
- **A minimum of 02 x Wing walkers must be provided by the Ground Handling Agent (GHA) for the tow procedure**
- **Aircraft must have a serviceable APU**

5.1 Arriving Aircraft

Stand 509 remains the priority access to HANGAR 12 apron for B757/B767 towed movements. This will need to be requested in advance by Harrods Aviation Ops to the AODM, and will be approved on an individual basis

Towed movements from/to 509 to HANGAR 12 do not require contact with ATC as the aircraft does not enter the manoeuvring area.

Alternative Option

On arrival the aircraft is to be stopped on Taxiway FOXTROT abeam Stand 512. Once shut down, the aircraft can then be towed to Hangar 12 Apron, via Taxilane FOXTROT ALPHA.

To mitigate the wingspan clearances, the GHA will provide two wing walkers using hand signals and illuminated wands, one to walk each wing from FA1 to the Hangar 12 Apron.

Stand 513 should be empty or at least have a minimum of 10m clearance from the aircraft parked on there to the double whites.

All normal RT tow procedures will be required to facilitate this movement.

Departing Aircraft

Stand 509 remains the priority egress from HANGAR 12 apron for B757/B767 towed movements. This will need to be requested in advance by the GHA to the AODM, and will be approved on an individual basis

Towed movements from/to HANGAR 12 via 509 do not require contact with ATC as the aircraft does not enter the manoeuvring area.

Alternative Option

The same procedure for wing walkers is required for departure. Once under tow, the GHA have two options;

- 1.** Tow the aircraft onto Taxiway FOXTROT and commence engine start with prior approval from Airfield Operations.
- 2.** Tow to a pre-planned Northside stands for departure. Prior approval for the Airport stand is required from Airfield Operations.

All of the above will only be permitted in Ops Normal conditions. The towed movement will be permitted in hours of darkness, subject to the GHA wing walkers being in position with illuminated wands.

During Airfield weather Safeguarding (AWS) and Low Visibility Procedures (LVP) B757, or B767-200 movements must park on a suitable Northside stand, as towed movements to Hangar 12 will not be permitted.

6. Border Inspection Post (BIP)

Horse flights requiring access to the BIP may be allocated to stand 510 as equally as 509 which the ACM will determine based on the best optimisation of all round stand availability.

7. Additional Parking Areas

At times, there is a need to accommodate additional aircraft parking due to prolonged periods of high traffic volume. To prevent congestion and maintain operational flow on the main apron particularly between stands 505 and 509 specific areas may be temporarily closed and designated for overflow parking. This ensures that the main apron remains available for arriving and departing aircraft, preserving airfield efficiency and safety.

There are two areas that have been identified for this purpose.

7.1 Border Inspection Post (BIP)

The BIP is positioned between Stand 509 and Hangar 12 with the access via Stand 509, any request to use this area for additional aircraft parking must be made through the AODM.

The AODM will also be responsible for approving any more than three aircraft using this area based on the mix of aircraft type using this area.

Mandatory Requirements

- Only towed movements allowed
- Wing walkers must be provided by the Handling Agent for the tow procedure
- The maximum aircraft type that can be parked on this stand is GS5 or CCX.
- Maximum of THREE aircraft to be parked within the area provided
- Access must be maintained to/from the Police Holding Area (PHA).
- Access must be maintained to/from the Fuel bund area.



7.2 Taxiway Golf Blocks 106 and 107

Taxiway GOLF between UNIFORM and FOXTROT intersection may be used in exceptional circumstances where aircraft parking is at the limits on the Northside areas. This would be normally through large scale events that are taking place in the UK. Due to the impact on the Taxiway infrastructure and the runway occupancy this decision to close and park aircraft will require consultation between the AODM, Day working Stand Planner, NATS and the OPS management team.

Access to this area will be via Taxiway GOLF (Block 105).

Mandatory Requirements

- Only towed movements allowed
- Wing walkers must be provided by the Handling Agent for the tow procedure
- The maximum aircraft type that can be parked on this stand is B737-800,GS5 or CCX.
- Access must be maintained to ALL slip roads

8. COMPLIANCE MONITORING

Northside Aircraft Operation is not subject to the Compliance Monitoring System (CMS).

9. FURTHER INFORMATION

Further information may be found in Part C 5.1.2 Northside Taxiway Restrictions and 7.7 Aircraft parking stands

ASI 018 SOUTHSIDE AIRCRAFT OPERATIONS

ASI Owner Airside Operations Manager

References

1. GENERAL

Reserved.

ASI 019 OPERATION OF THE HELICOPTER AIMING POINT

ASI Owner Airside Operations Duty Manager

1. GENERAL

Reserved.

ASI 020 AIRSIDE AUDITING

ASI Owner Airside Safety and Compliance Manager

References Regulation (EU) 376/2014
 Regulation (EU) No. 139/2014
 Regulation (EU) 2015/1018
 CAP 642 – Airside Safety Management
 London Stansted Airport Compliance Monitoring Plan

1. GENERAL

London Stansted Airport has a regulatory obligation to conduct internal compliance monitoring in accordance with Commission Regulation (EU) 139/2014;ADR.OR.D.005 (as amended) and AMC1 ADR.OR.D.005(b)(11). The Airport shall complete internal audits which align to the oversight planning cycle of the Competent Authority (CA), the UK Civil Aviation Authority (CAA). Auditing forms an essential part of the Safety Management System (SMS). For the purposes of this Airside Standing Instruction (ASI), the following definitions apply:

Term	Definition
As Low As Reasonably Practicable	Reasonably practicable involves weighing a risk against the trouble, time and money needed to control it. Thus, As Low As Reasonably Practicable (ALARP) describes the level to which risks are controlled.

It is the responsibility of all personnel to ensure that they are familiar with this ASI if it is applicable to them, and to undertake the actions required in order to fully comply with it and safeguard the airside environment.

2. ACCOUNTABILITY AND RESPONSIBILITIES

2.1. Operations Director (Accountable Manager)

Reporting to the Chief Operating Officer (COO) the Operations Director (Accountable Manager) is accountable for defining, deploying and monitoring the resources necessary to make the policies and procedures relating to airside auditing at the Airport achievable.

2.2. Airside Safety and Compliance Manager

Reporting to the Head of Airside (HOA), the Airside Safety and Compliance Manager (ASCM) is responsible for ensuring that all policies, processes and procedures relating to the Compliance Monitoring System (CMS) and third-party audit programme are compliant to applicable CAA regulations. Their key responsibilities include:

- Reviewing the London Stansted Airport Compliance Monitoring Plan to ensure it is up-to-date and contains or refers to all applicable regulations, policies and procedures relating to the CMS and the third part oversight programme;
- To undertake audits in accordance with AMC1 ADR.OR.D.005(b)(11), and;
- Make recommendations to the HOA for improvements in the London Stansted Airport Compliance Monitoring Plan and oversight overall.

2.3. Airside Operations Manager

Reporting to the HOA, the Airside Operations Manager (AOM) is responsible for ensuring and deploying sufficient resources to complete aircraft turnaround audits as per this ASI. The AOM is further responsible for ensuring that personnel with responsibilities for completing aircraft turnaround audits are trained and maintain proficiency.

2.4. Airside Operations Duty Manager

Reporting to the AODM, the on-shift Airside Operations Duty Manager (AODM) is responsible for the safe operation, availability and status of the aerodrome. The AODM is the operational line manager for the operational team and shall ensure that aircraft turnarounds audits are completed as per this ASI. The AODM is further responsible for reporting in accordance with Regulation (EU) 376/2014 (as amended) and Commission Implementing Regulation (EU) 2015/1018 (as amended).

2.5. Airside Operations

Reporting to the AODM, Airside Operations (ext. 2478) are responsible for completing aircraft turnaround audits as per this ASI.

2.6. Auditees

Reporting to their respective line managers, Airport departments and organisations operating airside under audit, referred to as auditees are responsible for cooperating with any Airport audits and inspections in accordance with the relevant provisions of their Ground Handling Licence (GHL) or Airside Operators Licence (AOL). Auditees shall respond to audit findings as per the London Stansted Airport Compliance Monitoring Plan, including proposing and implementing corrective actions in accordance with the ALARP principle.

3. AUDITS

3.1. Planning of Airside Audits

The Airport has implemented a CMS of its activities as per AMC1 ADR.OR.D.005(b)(11). The ASCM is the designated Compliance Manager and is responsible for the planning, management and reporting on airside audits conducted on the Airport's own activities. In addition, the ASCM is responsible for the planning, management and reporting on airside audits conducted on organisations operating airside.

3.2. Compliance Monitoring Audits

See the London Stansted Airport Compliance Monitoring Plan.

3.3. Third Party Audits

The Airport undertakes third-party audits of organisations in accordance with Commission Regulation (EU) 139/2014 ADR.OR.D.025. An organisation providing ground handling services is required to hold a GHL. An organisation holding at least one permanent Airside Vehicle Permit (AVP) or holds a temporary AVP for a period of 25-days in one calendar year is required to hold an AOL. Organisations requiring either licence are required to make an application to the ASCM using a standard form, available upon request.

Each GHL holder shall be audited at least once every three years. AOL holders are audited on a risk-based approach. Higher risk organisations shall be audited first.

Audits may be either of a correspondence type or in-person with suitably qualified and experienced persons within their respective fields e.g. Airside Operations, Environment, Fire Safety and Health and Safety attending at allocated times to conduct their relevant part of the audit, minimising the impact to both the organisation under audit and the relevant Airport department.

4. AIRCRAFT TURNAROUND CHECKS

Aircraft turnaround checks are completed at a proportional sampling rate based on total Air Transport Movements (ATMs), in accordance with the airport's Safety Performance Indicators. Turnaround checks may be overt or covert in nature and are based on the best practice contained with CAP 642 – Airside Safety Management. The results of the turnaround checks are analysed and discussed internally at the Airside Assurance Meeting, and externally at the Airside Safety and Operations Groups (ASOGs).

5. OCCURRENCE AND NEAR MISS REPORTING

Regulation (EU) 376/2014 (as amended) requires that relevant civil aviation safety information shall be reported, collected, stored, protected, exchanged, disseminated and analysed and appropriate safety action should be taken based on the information collected. In accordance with Articles 4(1) and 4(6) of Regulation (EU) 376/2014 (as amended), certain events shall be reported upon to the UK Civil Aviation Authority (CAA) as the Competent Authority (CA) by specific persons respectively. These are defined as Mandatory Occurrence Reports (MORs).

Organisations shall ensure that where applicable, they comply with their legal obligations to report in accordance with Regulation (EU) 376/2014 (as amended). Article 4(6) of Regulation (EU) 376/2014 (as amended) specifies the persons who shall report on occurrences in accordance with Article 4(1) of Regulation (EU) 376/2014 (as amended). A person mandated to report may do so through the system established by the organisation which employs, contracts or uses the services of the reporter, or, failing that the EU Aviation Safety Reporting Portal database, online.

Organisations shall ensure that they maintain the capability for personnel to report near-miss events, including in an anonymous manner and for their subsequent categorisation and investigation, if applicable. Further information may be found in London Stansted Airport Aerodrome Manual, Part E, ASI 032 – Accident, Incident, Occurrence and Near Miss Reporting.

6. COMPLIANCE MONITORING

See the London Stansted Airport Compliance Monitoring Plan.

7. FURTHER INFORMATION

Further information the London Stansted Airport Compliance Monitoring Plan.

ASI 021 WILDLIFE HAZARD MANAGEMENT

ASI Owner Airside Operations Manager

References Regulation (EU) 376/2014
 Regulation (EU) No. 139/2014
 Regulation (EU) 2015/1018
 CAP 772 – Wildlife Hazard Management at Aerodromes
 London Stansted Airport Wildlife Hazard Management Plan

1. GENERAL

London Stansted Airport has a statutory obligation to assess the wildlife hazard on, and in the surrounding of the aerodrome, and to establish means and procedures to minimise the risk of collision between wildlife and aircraft at the aerodrome in accordance with Commission Regulation (EU) 139/2014; ADR.OPS.B.020(a)-(b) and AMC1 ADR.OPS.B.020. The Airport shall undertake a range of activities to ensure safe aerodrome operations as per CAP 772 – Wildlife Hazard Management at Aerodromes. For the purposes of this Airside Standing Instruction (ASI), the following definitions apply:

Term	Definition
Wildlife Strike	A collision between a wild animal and an aircraft which is in flight or on a take-off or landing roll.

It is the responsibility of all personnel to ensure that they are familiar with this ASI if it is applicable to them, and to undertake the actions required in order to fully comply with it and safeguard the airside environment.

2. ACCOUNTABILITY AND RESPONSIBILITIES

2.1. Operations Director (Accountable Manager)

Reporting to the Chief Operating Officer (COO) the Operations Director (Accountable Manager) is accountable for defining, deploying and monitoring the resources necessary to make the policies and procedures relating to wildlife hazard management at the Airport achievable.

2.2. Head of Airside Operations (Safety Manager)

Reporting to the Operations Director (Accountable Manager), the Head of Airside (HOA) is responsible for ensuring that suitable risk assessments and safety cases relating to wildlife hazard management are available as per the London Stansted Airport Aerodrome Manual, Part B. In addition, the HOA is responsible for providing oversight and technical input relating to wildlife hazard management.

2.3. Airside Operations Manager

Reporting to the HOA, the Airside Operations Duty Manager (AOM) is responsible for ensuring and deploying sufficient resources to undertake wildlife hazard management activities as per this ASI. The AOM is further responsible for ensuring that personnel with responsibilities for wildlife hazard management are trained and maintain proficiency in accordance with Commission Regulation (EU) 139/2014 ADR.OR.D.017 (as amended) and as per AMC1 ADR.OR.D.017(a);(b).

2.4. **Airside Safety and Compliance Manager (Compliance Manager)**

Reporting to the HOA, the Airside Safety and Compliance Manager (ASCM) is responsible for ensuring that all policies and procedures relating to wildlife hazard management are compliant to regulations. Their key responsibilities include:

- Reviewing the processes and procedures relating to wildlife hazard management to ensure they are up-to-date, and effective;
- To undertake audits of processes and procedures relating to wildlife hazard management as per AMC1 ADR.OR.D.005(b)(11), and;
- Make recommendations to the HOA for improvements in processes and procedures.

2.5. **Airside Operations Duty Manager**

Reporting to the AODM, the Airside Operations Duty Manager (AODM) is responsible for the safe operation, availability and status of the aerodrome. The AODM is the operational line manager for the operational team and shall ensure that wildlife hazard management activities are completed as per this ASI. The AODM is further responsible for reporting in accordance with Regulation (EU) 376/2014 (as amended) and Commission Implementing Regulation (EU) 2015/1018 (as amended).

2.6. **Airside Operations**

Reporting to the AODM, Airside Operations 01279 662478 are responsible undertaking for wildlife hazard management activities as per AMC1 ADR.OPS.B.020, CAP 772 – Wildlife Hazard Management and this ASI.

2.7. **Individuals**

Reporting to their respective line managers, individuals are responsible for helping reduce the risk of a wildlife strike by removing and disposing of wildlife attractants, such as food waste, from the Airport environment.

3. **WILDLIFE STRIKE HAZARD REDUCTION**

3.1. **Passive Management**

The Airport employs a range of passive management techniques to deter, and where possible prevent wildlife in large numbers settling on or being in close proximity to the aerodrome. The Airport maintains a detailed Long Grass Policy (LGP) as per CAP 772 – Wildlife Hazard Management at Aerodromes. The LGP includes grass cutting at set times to pre-determined lengths, the application of herbicides and pesticides and studies of both the soil and habitat by a qualified agronomist.

3.2. **Active Management**

The Airport also employs a range of active management techniques. Airside Operations maintains a wildlife control capability at all times and has a dedicated wildlife controller per shift. Each Airside Operations vehicle is identically equipped, with a Bio-Acoustic Bird Scaring (BABS) unit, allowing all Airside Operations personnel to disperse and deter wildlife. Airside Operations has access to a range of equipment to aid the active management of wildlife including the use of pyrotechnics.

3.3. Safeguarding

As part of the safeguarding process, the Airport evaluates site developments for any likely increase in the levels of wildlife activity in the vicinity of the Airport, thus increasing the likelihood of a wildlife strike. Such evaluations are based on the type of site under development i.e. a reservoir to the types of landscaping likely to be undertaken. Further information may be found in ASI 008 – Aerodrome Safeguarding.

3.4. Construction Management

The Airport carefully manages construction projects on and in the vicinity of the aerodrome to limit the increased wildlife activity caused by construction and development. This can include the development and implementation of a bespoke wildlife hazard management plan for that site during construction. Further information may be found in ASI 013 – Management of Airside Works.

3.5. Intelligence Gathering

Intelligence gathering is an important function of wildlife hazard management. The Airport has undertaken a detailed survey of all sites within its vicinity likely to be a significant wildlife attractant. These sites are carefully monitored by Airside Operations for seasonal variations to provide an indication as to the numbers of wildlife within the vicinity of the aerodrome.

4. OCCURRENCE AND NEAR MISS REPORTING

Regulation (EU) 376/2014 (as amended) requires that relevant civil aviation safety information shall be reported, collected, stored, protected, exchanged, disseminated and analysed and appropriate safety action should be taken based on the information collected. In accordance with Articles 4(1) and 4(6) of Regulation (EU) 376/2014 (as amended), certain events shall be reported upon to the UK Civil Aviation Authority (CAA) as the Competent Authority (CA) by specific persons respectively. These are defined as Mandatory Occurrence Reports (MORs).

Organisations shall ensure that where applicable, they comply with their legal obligations to report in accordance with Regulation (EU) 376/2014 (as amended). Article 4(6) of Regulation (EU) 376/2014 (as amended) specifies the persons who shall report on occurrences in accordance with Article 4(1) of Regulation (EU) 376/2014 (as amended). A person mandated to report may do so through the system established by the organisation which employs, contracts or uses the services of the reporter, or, failing that the EU Aviation Safety Reporting Portal database, online.

Organisations shall ensure that they maintain the capability for personnel to report near-miss events, including in an anonymous manner and for their subsequent categorisation and investigation, if applicable. Further information may be found in ASI 032 – Accident, Incident, Occurrence and Near Miss Reporting.

5. COMPLIANCE MONITORING

Wildlife hazard management is subject to the Compliance Monitoring System (CMS) as per AMC1 ADR.OPS.B.005(b)(11).

6. FURTHER INFORMATION

Further information the London Stansted Airport Wildlife Hazard Management Plan.

ASI 022 PROMULGATION OF AERONAUTICAL INFORMATION

ASI Owner Airside Safety and Compliance Manager

- References**
- Regulation (EU) 376/2014
 - Regulation (EU) No. 139/2014
 - Regulation (EU) 2015/1018
 - UK Aeronautical Information Publication
 - London Stansted Airport Winter Operations Plan

1. GENERAL

London Stansted Airport has an obligation to ensure the timely and accurate publication of aeronautical information to aircraft operators and airlines to ensure safe continued aerodrome operations. The Airport shall regularly review the information promulgated via the UK Aeronautical Information Publication (AIP) and amend it as necessary. The Airport shall ensure the statutory requirements of aeronautical data quality are adhered to, by working closely with its principal surveyor and its Air Traffic Control (ATC) provider, NATS Holdings. For the purposes of this Airside Standing Instruction (ASI), the following definitions apply:

Term	Definition
Notice to Air Men	A Notice to Airmen is a notice filed with an aviation authority to alert aircraft pilots of potential hazards along a flight route or at a location that could affect the safety of the flight.

It is the responsibility of all personnel to ensure that they are familiar with this ASI if it is applicable to them, and to undertake the actions required to fully comply with it and safeguard the airside environment.

2. ACCOUNTABILITY AND RESPONSIBILITIES

2.1. Head of Airside

The Head of Airside (HoA) is responsible for ensuring and deploying sufficient resources to promulgate aeronautical information as per this ASI. The HOA is further responsible for ensuring that personnel with responsibilities for promulgating aeronautical information are trained and maintain proficiency in accordance with Commission Regulation (EU) 139/2014; ADR.OR.D.017 (as amended) and AMC1 ADR.OR.D.017(a);(b).

2.2. Airside Operations Duty Manager

Reporting to the AOM, the Airside Operations Duty Manager (AODM) (01279 662378) is responsible for the safe operation, availability and status of the aerodrome. The AODM is the operational line manager for the operational team and shall ensure that aeronautical information is promulgated as per this ASI. The AODM is further responsible for reporting in accordance with Regulation (EU) 376/2014 (as amended) and Commission Implementing Regulation (EU) 2015/1018 (as amended).

2.3. Airside Operations

Reporting to the on-shift AODM, Airside Operations (01279 662478) are responsible for promulgating aeronautical information as per this ASI.

2.4. Airside Safety & Compliance Manager

The Airside Safety and Compliance Manager (ASCM) is responsible for maintaining information contained within the AIP with respect to aerodrome facilities, obstructions, and airfield charts.

2.5. NATS

NATS are responsible for maintaining flight procedures and associated charts.

3. AERONAUTICAL INFORMATION PUBLICATION

The Airport promulgates aeronautical information to the UK Aeronautical Information Publication(AIP). Changes to the AIP are notified to AIS via the submission of a 'Change Request' on the Aurora System. Records of changes submitted by London Stansted Airport are kept by the ASCM. Changes to the Airport's UK AIP entry is completed by the UK Aeronautical Information Service (AIS) AIP Sponsor Change Request Form. NATS AIS Supervisors hold the current list of approved sponsors with a specific active user account . A record of all submitted change requests is held on file by the ASCM.

4. NOTICE TO AIRMEN

A Notice to Air Men (NOTAM) is a notice filed by the Airport with the AIS to alert flight crew of temporary or permanent changes to the aerodrome and the local vicinity, which could pose a hazard or affect the conduct of the flight. The responsibility for the accurate and timely promulgation of NOTAMs rests with the AODM. NOTAMs are submitted to the AIS (NOTAM Office) via Aeronautical Fixed Telephone Network (AFTN).

5. SNOW NOTICE TO AIRMEN

A Snow Notice to Air Men (SNOWTAM) is a notice filed by the Airport with the AIS to alert flight crew of current aerodrome conditions during winter operations. This includes the type, depth and percentage coverage of contamination on the runway from precipitation. The responsibility for the accurate and timely promulgation of SNOWTAMs rests with Airside Operations.

Further information may be found in the London Stansted Airport Winter Operations Plan.

6. AERONAUTICAL DATA SURVEYING

The Annual Aerodrome Survey is required by the Civil Aviation Authority to ensure that aerodromes comply with their legal responsibilities under the Air Navigation Order (ANO). It contains all the relevant documentation for the geodetic connection of the Airport Control Network to the WGS84/ITRF network and the survey of the aerodrome facilities and relevant obstacles relative to this network.

The ASCM is responsible for the initiation, management and promulgation of aeronautical data. London Stansted Airport use an approved survey company to carry out a 'full' or 'check' survey on a yearly basis. A formal agreement is made between Geomatic Solutions Ltd t/a SLC Associates (hereafter referred to as SLC) and London Stansted Airport Limited. Digital copies of the formal arrangement are held by the ASCM and are stored securely within SharePoint. Once the survey is completed, the survey data is checked and analysed for completeness and any significant changes. Changes are recorded and incorporated in the appropriate documentation. A survey verification process is documented and SLC submit this data on our behalf as an approved sponsor via the NATS Portal.

7. OCCURRENCE AND NEAR MISS REPORTING

Regulation (EU) 376/2014 (as amended) requires that relevant civil aviation safety information shall be reported, collected, stored, protected, exchanged, disseminated and analysed and appropriate safety action should be taken based on the information collected. In accordance with Articles 4(1) and 4(6) of Regulation (EU) 376/2014 (as amended), certain events shall be reported upon to the UK Civil Aviation Authority (CAA) as the Competent Authority (CA) by specific persons respectively. These are defined as Mandatory Occurrence Reports (MORs).

Organisations shall ensure that where applicable, they comply with their legal obligations to report in accordance with Regulation (EU) 376/2014 (as amended). Article 4(6) of Regulation (EU) 376/2014 (as amended) specifies the persons who shall report on occurrences in accordance with Article 4(1) of Regulation (EU) 376/2014 (as amended). A person mandated to report may do so through the system established by the organisation which employs, contracts or uses the services of the reporter, or, failing that the EU Aviation Safety Reporting Portal database, online.

Organisations shall ensure that they maintain the capability for personnel to report near-miss events, including in an anonymous manner and for their subsequent categorisation and investigation, if applicable. Further information may be found in ASI 032 – Accident, Incident, Occurrence and Near Miss Reporting.

8. COMPLIANCE MONITORING

Promulgation of aeronautical information is subject to the Compliance Monitoring System (CMS).

9. FURTHER INFORMATION

Further information the London Stansted Airport Winter Operations Plan.

ASI 023 PROMULGATION OF AERONAUTICAL WEATHER INFORMATION
ASI Owner Airside Operations Duty Manager

References Regulation (EU) 376/2014
 Regulation (EU) No. 139/2014
 Regulation (EU) 2015/1018

1. GENERAL

London Stansted Airport has an obligation to ensure the timely and accurate publication of aeronautical weather information to aircraft operators and airlines to ensure safe continued aerodrome operations. The Airport shall regularly review how aeronautical weather information is promulgated. For the purposes of this Airside Standing Instruction (ASI), the following definitions apply:

Term	Definition
Meteorological Actual Report	A meteorological actual report are reports of actual weather conditions recorded at specific aerodromes at specified times.
Terminal Aerodrome Forecast	A terminal aerodrome forecast consists of a concise statement of the expected meteorological conditions at an aerodrome for a specified period.

It is the responsibility of all personnel to ensure that they are familiar with this ASI if it is applicable to them, and to undertake the actions required to fully comply with it and safeguard the airside environment.

2. ACCOUNTABILITY AND RESPONSIBILITIES
2.1. Airside Operations Manager

Reporting to the Head of Airside (HOA), the Airside Operations Manager (AOM) is responsible for ensuring and deploying sufficient resources to promulgate aeronautical weather information as per this ASI. The AOM is further responsible for ensuring that personnel with responsibilities for promulgating aeronautical weather information are trained and maintain proficiency in accordance with Commission Regulation (EU) 139/2014: ADR.OR.D.017 (as amended) and AMC1 ADR.OR.D.017(a);(b).

2.2. Airside Operations Duty Manager

Reporting to the AODM, Airside Operations Duty Manager (AODM) is responsible for the safe operation, availability and status of the aerodrome. The AODM is the operational line manager for the operational team and shall ensure that aeronautical weather information is promulgated as per this ASI. The AODM is further responsible for reporting in accordance with Regulation (EU) 376/2014 (as amended) and Commission Implementing Regulation (EU) 2015/1018 (as amended).

2.3. Airside Operations

Reporting to the AODM, Airside Operations (01279 662478) are responsible for promulgating aeronautical weather information as per this ASI.

3. RECEIPT AND PROMULGATION OF AERONAUTICAL WEATHER INFORMATION

The Airport receives aeronautical weather information from two principal sources. Terminal Aerodrome Forecasts (TAFs) and Meteorological Actual Reports (METARs) produced by NATS Holdings and aerodrome weather warnings issued by the MET office and DTN Roadmaster Meteogroup. The Airport promulgates aeronautical weather information, in particular aerodrome weather warnings via a pre-determined e-mail list managed by Airside Operations. The responsibility for the promulgation of aerodrome weather warnings rests with the AODM. This is usually completed by either the Airfield Control Manager (ACM) (01279 662777) or Airside Operations.

4. OCCURRENCE AND NEAR MISS REPORTING

Regulation (EU) 376/2014 (as amended) requires that relevant civil aviation safety information shall be reported, collected, stored, protected, exchanged, disseminated and analysed and appropriate safety action should be taken based on the information collected. In accordance with Articles 4(1) and 4(6) of Regulation (EU) 376/2014 (as amended), certain events shall be reported upon to the UK Civil Aviation Authority (CAA) as the Competent Authority (CA) by specific persons respectively. These are defined as Mandatory Occurrence Reports (MORs).

Organisations shall ensure that where applicable, they comply with their legal obligations to report in accordance with Regulation (EU) 376/2014 (as amended). Article 4(6) of Regulation (EU) 376/2014 (as amended) specifies the persons who shall report on occurrences in accordance with Article 4(1) of Regulation (EU) 376/2014 (as amended). A person mandated to report may do so through the system established by the organisation which employs, contracts or uses the services of the reporter, or, failing that the EU Aviation Safety Reporting Portal database, online.

Organisations shall ensure that they maintain the capability for personnel to report near-miss events, including in an anonymous manner and for their subsequent categorisation and investigation, if applicable. Further information may be found in ASI 032 – Accident, Incident, Occurrence and Near Miss Reporting.

5. COMPLIANCE MONITORING

The promulgation of aeronautical information is not subject to the Compliance Monitoring System (CMS) as per AMC1 ADR.OPS.B.005(b)(11).

6. FURTHER INFORMATION

Further information may be found in ASI 024 – Adverse Weather

ASI 024 ADVERSE WEATHER
ASI Owner Airside Operations Duty Manager

References Regulation (EU) 376/2014
 Regulation (EU) No. 139/2014
 Regulation (EU) 2015/1018
 UK Aeronautical Information Publication
 CAP 642 – Airside Safety Management
 London Stansted Airport Winter Operations Plan

1. GENERAL

London Stansted Airport has a statutory obligation to establish and implement means and procedures to ensure the safety of aerodrome operations in adverse weather conditions in accordance with Commission Regulation (EU) 139/2014: ADR.OPS.050 (as amended) and as per AMC1 ADR.OPS.B.050. The Airport shall maintain procedures to ensure safe aerodrome operations as per CAP 642 – Airside Safety Management. For the purposes of this Airside Standing Instruction (ASI), the following definitions apply:

Term	Definition
Meteorological Actual Report	A meteorological actual report are reports of actual weather conditions recorded at specific aerodromes at specified times.
Terminal Aerodrome Forecast	A terminal aerodrome forecast consists of a concise statement of the expected meteorological conditions at an aerodrome for a specified period.

It is the responsibility of all personnel to ensure that they are familiar with this ASI if it is applicable to them, and to undertake the actions required in order to fully comply with it and safeguard the airside environment.

2. ACCOUNTABILITY AND RESPONSIBILITIES
2.1. Operations Director (Accountable Manager)

Reporting to the Chief Operating Officer (COO), the Operations Director (Accountable Manager) is accountable for defining, deploying and monitoring the resources necessary to make the policies and procedures relating to operations in adverse weather conditions at the Airport achievable.

2.2. Head of Airside Operations (Safety Manager)

Reporting to the Operations Director (Accountable Manager), the Head of Airside (HOA) is responsible for ensuring that suitable risk assessments and safety cases relating to adverse weather are available as per the London Stansted Airport Aerodrome Manual, Part B. In addition, the HOA is responsible for providing oversight and technical input relating to adverse weather.

2.3. Airside Operations Manager

Reporting to the HOA, the Airside Operations Manager (AOM) is responsible for ensuring and deploying sufficient resources to undertake operations in adverse weather conditions as per this ASI. The AODM is further responsible for ensuring that personnel with responsibilities for operations in adverse weather conditions are trained and maintain proficiency in accordance with Commission

Regulation (EU) 139/2014 ADR.OR.D.017 (as amended) and as per AMC1 ADR.OR.D.017(a);(b). The AODM shall work with the Airside Operations Training Manager (AOTM) to achieve this.

2.4. Airside Safety and Compliance Manager (Compliance Manager)

Reporting to the HOA, the Airside Safety and Compliance Manager (ASCM) is responsible for ensuring that all policies and procedures relating to operations in adverse weather conditions are compliant to regulations. Their key responsibilities include:

- Reviewing the processes and procedures relating to operations in adverse weather conditions to ensure they are up-to-date, and effective;
- To undertake audits of processes and procedures relating to operations in adverse weather conditions as per AMC1 ADR.OR.D.005(b)(11), and;
- Make recommendations to the HOA for improvements in processes and procedures.

2.5. Airside Operations Duty Manager

Reporting to the AODM, the on-shift Airside Operations Duty Manager (AODM) is responsible for the safe operation, availability and status of the aerodrome. The AODM is the operational line manager for the operational team and shall ensure that operations in adverse weather conditions activities are completed as per this ASI. The AODM is further responsible for reporting in accordance with Regulation (EU) 376/2014 (as amended) and Commission Implementing Regulation (EU) 2015/1018 (as amended).

2.6. Airside Operations

Reporting to the AODM, Airside Operations (01279 662478) are responsible undertaking for operations in adverse weather conditions activities as per AMC1 ADR.OPS.B.050, CAP 642 – Airside Safety Management and this ASI.

3. RECEIPT AND PROMULGATION OF AERONAUTICAL WEATHER INFORMATION

The Airport receives aeronautical weather information from two principal sources. Terminal Aerodrome Forecasts (TAFs) and Meteorological Actual Reports (METARs) produced by NATS and aerodrome weather warnings issued by MET office. The Airport promulgates aeronautical weather information, in particular aerodrome weather warnings via a pre-determined e-mail list managed by Airside Operations. The responsibility for the promulgation of aerodrome weather warnings rests with the AODM. This is usually completed by either the Airfield Control Manager (ACM) or Airside Operations.

4. ADVERSE WEATHER

4.1. Low Visibility

During periods of fog or low cloud base, the Airport shall undertake specific actions in which to safeguard the aerodrome for operations in low visibility conditions as per Commission Regulation (EU) 139/2014 (as amended) and as per AMC1 ADR.OPS.B.045. The Airport undertakes Airfield Weather Safeguarding (AWS). AWS is implemented when the Instrument Runway Visual Range (IRVR) is 1500 metres or less and is expected fall below 600 metres IRVR (or Meteorological Visibility if the IRVR is unserviceable), and/or the cloud ceiling is 300 feet or less and is expected to fall below 200 feet.

As visibility reduces, the ability of Air Traffic Control (ATC), pilots, vehicle drivers and other personnel to identify hazards and to take remedial or avoiding action in a timely manner becomes limited. In

conditions of low cloud, the time available for the pilot of an approaching aircraft to visually assess the aerodrome environment is reduced. All airside vehicle drivers are to be aware of AWS and implications. AWS has no impact upon the operation of aircraft. Further information may be found in ASI 025 – Low Visibility Operations.

4.2. Strong Wind and Gales

During periods of strong winds and gales, the Airport shall undertake specific actions in which to safeguard aerodrome operations. Organisational and personnel responsibilities are implemented upon receipt and onward promulgation of the aerodrome weather warnings by Airside Operations. Strong wind and gale conditions can give rise to hazards from wind-blown items and in very strong winds there is a possibility of structural damage to aircraft. The principle threats are of engine ingestion or airframe damage to aircraft on aircraft parking stands, taxiways and runways.

4.2.1. Airside Operations

- Ensuring that the weather warning is distributed via e-mail to all organisations and personnel listed;
- Ensuring that any construction contractors in airside areas take appropriate action to secure equipment and materials, as well as lowering cranes etc. when appropriate, and;
- Instigate additional inspections of equipment to ensure it is secured, and that all covers are secured or tied down as appropriate. Monitoring of the all surfaces for the presence of Foreign Object Debris (FOD).

4.2.2. Aircraft Engineers

- Ensuring that all aircraft are fully chocked, and the aircraft parking brake set and checked at regular intervals in accordance with aircraft manufacturers requirements and company Standard Operating Procedures (SOPs), and;
- Ensure that all equipment is correctly parked and secured, and that all covers are secured or tied down as appropriate. Remove any items of FOD that is likely to create a hazard.

4.2.3. Ground Service Providers

- Securing all Unit Load Devices (ULDs) onto trailers or racking, with stops raised and curtains lowered. Where this is not possible, ULDs should be stored in a sheltered area together and weighted to prevent movement. Towing of empty ULD container should be avoided;
- Taking special precautions when towing aircraft, referring to the aircraft operators or airline's own Ground Operations Manual (GOM) for more specific guidance. Aircraft operators and airlines must ensure that wind- milling propellers and rotors are feathered and/or secured;
- Chocking aircraft as is appropriate to the wind conditions. All Ground Service Providers (GSPs) must ensure that correctly sized chocks are available for their staff to use in these conditions;
- Aircraft steps must be fully lowered, with stabilisers down and parking brake on. Where possible, aircraft steps are to be turned into wind, and;
- Ensure that all equipment is correctly parked and secured, and that all covers are secured or tied down as appropriate. Remove any items of FOD that is likely to create a hazard.

4.2.4. Passenger Boarding Bridge Operators

Passenger Boarding Bridges (PBBs) have a restriction of use that prevents them from being used when winds exceed 50 knots. Any usage of PBBs during strong winds, even if not reaching 50 knots must be assessed prior to the operation commencing by contacting Airfield Operations. Further information may be found ASI 038 – Passenger Boarding Bridges.

4.2.5. **Non-Standard Parking of Aircraft**

Parked aircraft may sustain damage to control surfaces or may ground swing in strong winds and gale conditions. It is the responsibility of aircraft operators, airlines and their aircraft engineers to determine if it is desirable to park particular aircraft types, due to their type and/or location into the prevailing wind. However, aircraft may not be re-positioned without the approval of Airside Operations. Airlines and their aircraft engineers shall contact the Airfield Control Manager (ACM) (01279 662777), who shall liaise with the AODM as to the practicality of parking aircraft into the prevailing wind. Authorisation to park aircraft into the prevailing wind may be given by the AODM, who will if necessary discuss the requirements with the aircraft operator, airline or the aircraft engineers.

Aircraft shall not normally be allowed to park non-standard under their own power but will require to be re-positioned by a pushback tug after arrival and disembarkation. Likewise, aircraft parked non-standard into wind will not normally be permitted to self-maneuvre off an aircraft stand due to the hazards posed by jet blast, particularly on contact aircraft stands.

4.3. **Thunderstorms and Precipitation**

During periods of thunderstorms and precipitation, the Airport shall undertake specific actions in which to safeguard aerodrome. Organisational and personnel responsibilities are implemented upon receipt of the onward promulgation of the aerodrome weather warnings by Airside Operations. Thunderstorms and precipitation can cause issues with braking distances, puddles and general disruption to the apron areas. All drivers shall be aware of the differing driving performance from their vehicle during persistent or heavy rain. Responsibilities should reflect the unique hazards created by thunderstorms and precipitation, including fuelling and the use of headsets during such conditions.

4.4. **Snow**

See the London Stansted Airport Winter Operations Plan

4.5. **Extreme Temperatures**

Extreme temperatures might affect personal safety performance depending on time of exposure, personal protection, activity and work rotation. Organisational and personnel responsibilities are implemented upon receipt of the onward promulgation of the aerodrome weather warnings by Airside Operations. All staff should be made aware of the hazards, and processes that should be adapted to such extreme conditions where applicable. Medical advice should be sought in the event of extremes in temperatures.

Heat stress will result in poor performance, lack of concentration, dehydration, and in the most severe cases hospitalisation.

Cold affects the human performance such as loss of feeling in extremities, fatigue, muscle seizures, loss of awareness, poor concentration and in severe cases may result in hospitalisation.

Awareness should be given to the exposure to working in these environments.

5. **OCCURRENCE AND NEAR MISS REPORTING**

Regulation (EU) 376/2014 (as amended) requires that relevant civil aviation safety information shall be reported, collected, stored, protected, exchanged, disseminated and analysed and appropriate

safety action should be taken based on the information collected. In accordance with Articles 4(1) and 4(6) of Regulation (EU) 376/2014 (as amended), certain events shall be reported upon to the UK Civil Aviation Authority (CAA) as the Competent Authority (CA) by specific persons respectively. These are defined as Mandatory Occurrence Reports (MORs).

Organisations shall ensure that where applicable, they comply with their legal obligations to report in accordance with Regulation (EU) 376/2014 (as amended). Article 4(6) of Regulation (EU) 376/2014 (as amended) specifies the persons who shall report on occurrences in accordance with Article 4(1) of Regulation (EU) 376/2014 (as amended). A person mandated to report may do so through the system established by the organisation which employs, contracts or uses the services of the reporter, or, failing that the EU Aviation Safety Reporting Portal database, online.

Organisations shall ensure that they maintain the capability for personnel to report near-miss events, including in an anonymous manner and for their subsequent categorisation and investigation, if applicable. Further information may be found in ASI 032 – Accident, Incident, Occurrence and Near Miss Reporting.

6. COMPLIANCE MONITORING

Adverse weather is subject to the Compliance Monitoring System (CMS) as per AMC1 ADR.OPS.B.005(b)(11).

7. FURTHER INFORMATION

Further information may be found in ASI 022 – Promulgations of Aeronautical Weather Information and ASI 025 – Low Visibility Operations.

ASI 025 LOW VISIBILITY OPERATIONS
ASI Owner Airside Operations Duty Manager

References Regulation (EU) 376/2014
 Regulation (EU) 139/2014
 Regulation (EU) 2015/1018
 CAP 493 – Manual of Air Traffic Services Part 1
 CAP 642 – Airside Safety Management
 London Stansted Airport Manual of Air Traffic Services Part 2 – Operations

1. GENERAL

London Stansted Airport has a statutory obligation to establish and implement means and procedures to ensure the safety of aerodrome operations in low visibility conditions in accordance with Commission Regulation (EU) 139/2014 ADR.OPS.045 (as amended) and as per AMC1 ADR.OPS.B.045. The Airport shall maintain procedures to ensure safe aerodrome operations as per CAP 642 – Airside Safety Management. For the purposes of this Airside Standing Instruction (ASI), the following definitions apply:

Term	Definition
Airfield Weather Safeguarding	Airfield Weather Safeguarding is implemented when the Instrument Runway Visual Range (IRVR) is 1500 metres or less and is expected fall below 600 metres IRVR (or Meteorological Visibility if the IRVR is unserviceable), and/or the cloud ceiling is 300 feet or less and is expected to fall below 200 feet.
Low Visibility Procedures	Low Visibility Procedures is implemented when the IRVR is less than 600 metres (or Meteorological Visibility if the IRVR is unserviceable), and/or the cloud ceiling is 200 feet or less then Low Visibility Procedures (LVPs) shall be initiated

It is the responsibility of all personnel to ensure that they are familiar with this ASI if it is applicable to them, and to undertake the actions required in order to fully comply with it and safeguard the airside environment.

2. ACCOUNTABILITY AND RESPONSIBILITES
2.1. Operations Director (Accountable Manager)

Reporting to the Chief Operating Officer (COO) the Operations Director (Accountable Manager) is accountable for defining, deploying and monitoring the resources necessary to make the policies and procedures relating to low visibility operations at the Airport achievable.

2.2. Head of Airside Operations (Safety Manager)

Reporting to the Operations Director (Accountable Manager), the Head of Airside (HOA) is responsible for ensuring that suitable risk assessments and safety cases relating to low visibility operations are available as per the London Stansted Airport Aerodrome Manual, Part B. In addition, the HOA is responsible for providing oversight and technical input relating to low visibility operations.

2.3. Airside Operations Manager

Reporting to the HOA, the Airside Operations Manager (AOM) is responsible for ensuring and deploying sufficient resources to undertake operations in low visibility conditions as per this ASI. The AOM is further responsible for ensuring that personnel with responsibilities for operations in low visibility conditions are trained and maintain proficiency in accordance with Commission Regulation (EU) 139/2014 ADR.OR.D.017 (as amended) and as per AMC1 ADR.OR.D.017(a);(b). The AOM shall work with the Airside Operations Training Manager (AOTM) (ext. 4279) to achieve this.

2.4. Airside Safety and Compliance Manager (Compliance Manager)

Reporting to the HOA, the Airside Safety and Compliance Manager (ASCM) is responsible for ensuring that all policies and procedures relating to operations in low visibility conditions are compliant to regulations. Their key responsibilities include:

- Reviewing the processes and procedures relating to operations in low visibility conditions to ensure they are up-to-date, and effective;
- To undertake audits of processes and procedures relating to operations in as per AMC1 ADR.OR.D.005(b)(11), and;
- Make recommendations to the HOA for improvements in processes and procedures.

2.5. Airside Operations Duty Manager

Reporting to the AOM, the Airside Operations Duty Manager (AODM) (01279 662378) is responsible for the safe operation, availability and status of the aerodrome. The AODM is the operational line manager for the operational team and shall ensure that operations in low visibility conditions activities are completed as per this ASI. The AODM is further responsible for reporting in accordance with Regulation (EU) 376/2014 (as amended) and Commission Implementing Regulation (EU) 2015/1018 (as amended).

2.6. Airside Operations

Reporting to the on-shift AODM, Airside Operations (01279 662478) are responsible undertaking for operations in low visibility conditions activities as per AMC1 ADR.OPS.B.045, CAP 642 – Airside Safety Management and this ASI.

3. AIRFIELD WEATHER SAFEGUARDING

To provide the necessary time to safeguard the aerodrome for operations in low visibility conditions, the Airport undertakes Airfield Weather Safeguarding (AWS). AWS is implemented when the Instrument Runway Visual Range (IRVR) is 1500 metres or less and is expected fall below 600 metres IRVR (or Meteorological Visibility if the IRVR is unserviceable), and/or the cloud ceiling is 300 feet or less and is expected to fall below 200 feet.

When AWS is initiated, the Air Traffic Control (ATC) Watch Manager (WM), in conjunction with the Air Controller will decide if the Instrument Landing System (ILS) Category (CAT) I Runway Holding Points (RHPs) may continue to be used, or whether ILS CAT II/III RHPs are required. Should the decision be made to use the ILS CAT I RHPs, nothing prevents the Air Controller from using the ILS CAT II/III RHPs immediately if they deem it necessary.

Following the initiation of AWS, airside drivers are to display dipped headlights. They may also need to either vacate the manoeuvring area or, continue to drive but under positive control of the Ground Movement Controller (GMC), subject to their privileges. AWS has no impact upon the operation of aircraft, other than the-possible use of ILS CAT II/III RHPs.

3.1. Implementation Responsibilities

3.1.1. Air Traffic Control Watch Manager

The ATC WM has the following responsibilities when implementing AWS:

- Request that Airside Operations implement AWS;
- Inform the Duty Engineering Officer (DEO);
- Confirm the status and availability of the ILS;
- Inform the Airport Fire and Rescue Service (AFRS) (ext. 2309);
- Should ILS CAT III RHPs be in use, add to the Automatic Terminal Information Service (ATIS);
- Except where permission has been obtained, cease all works on the manoeuvring area;
- Make an entry into the ATC Watch Log.

3.1.2. Air Traffic Control Officer

- Select Taxiway lights to 'All Green' or 'Routing Mode' as applicable;
- When ILS CAT I RHPs are in use broadcast that 'Free ranging is cancelled';
- When ILS CAT III RHPs broadcast that 'Free ranging is cancelled, CAT III RHPs in use', and;
- Consider increased arrival gaps in preparation for LVPs.

3.1.3. Airside Operations

- Place barriers along airside roads to prevent unauthorised vehicle access to Taxiway Hotel, adjacent to RHP Hotel 3 in Block 121 and Taxiway Juliet adjacent to the Airport Fire Station (AFS) in Block 43;
- Place a barrier across the minor exit to prevent unauthorised vehicles access to the Western Apron, adjacent to Hangar 9 and Block 101;
- Place barriers across the access roads to the Glidepath (GP) sensitive areas, and;
- Inform all organisations via an Airside Operations Notification (AON) that free-ranging is cancelled for all airside drivers; expect those who have pre-approved to continue.

3.1.4. Airside Drivers

Free ranging is cancelled for all Airside Drivers when AWS is initiated, with the exception of Airside Operations and designated vehicles from the Airfield Engineering Team. They are permitted to free range until ATC initiate LVPs. To achieve the required high standard of safety, it is necessary for all drivers on the airfield to have a detailed understanding of the airfield layout and the rules with which they must comply. Drivers who are restricted to Apron Areas must be familiar with the restrictions applicable to these areas also. During AWS or LVPs all vehicle must drive on dipped headlights.

3.2. Cancellation

When cancelling AWS, the ATC WM shall inform Airside Operations, AFRS and the DEO. In turn the AIR/GMC Controller shall broadcast that AWS procedures are no longer in force. Airside Operations shall then remove all barriers and return the aerodrome to normal operations.

4. LOW VISIBILITY PROCEDURES

Once the IRVR is less than 600 metres (or Meteorological Visibility if the IRVR is unserviceable), and/or the cloud ceiling is 200 feet or less then Low Visibility Procedures (LVPs) shall be initiated irrespective of the state of the ILS, standby power supplies, runway lighting etc. ATC shall not declare LVPs to be in force until on AWS safeguarding have been completed and confirmed by Airside Operations.

4.1. Implementation Responsibilities

4.1.1. Air Traffic Control Watch Manager

- Inform Approach Radar;
- Inform Terminal Control GS Airports;
- Inform Airside Operations;
- Inform the AFRS;
- Inform all ATC staff within the Visual Control Room (VCR);
- Inform the DEO;
- Confirm the status and availability of the ILS;
- Broadcast on the ATIS that 'Low Visibility Procedures in Operation, CAT III holding points in use';
- Broadcast any unserviceability relevant to CAT II/III operations;
- Ensure that all relevant details are entered on the watch log;
- Ensure that all operational positions are displaying the LVP in the appropriate locations, and;
- Ensure that a Weather Standby is implemented whenever the IRVR (or Meteorological Visibility if the IRVR is unserviceable) is less than 600 metres.

4.1.2. Air Traffic Control Officer

Upon deciding that it is necessary to implement LVPs, the AIR/GMC Controller is to:

- Confirm that ILS CAT III RHPs are in use;
- Select Taxiway lights to 'All Green' or 'Routing Mode' as applicable;
- Set the Runway Incursion Monitoring and Collision and Avoidance System (RIMCAS) to the 'Low Visibility Alert' setting, and;
- Make a general broadcast stating that 'Low Visibility Procedures in Operation'

If the IRVR is below 600 metres, or the cloud ceiling is less than 200 feet, until AWS has been completed and the Localiser Sensitive Area (LSA) is not infringed (e.g. aircraft holding at CAT I RHPs) inbound aircraft are to be passed the IRVR and advised that LVPs are not in force; pilots are to make their own decision whether or not to continue the approach. If a pilot asks for clarification whether the runway or ILS is safeguarded, it is to be made clear that LVPs are not in force.

4.1.3. Airside Operations

- Notify ATC immediately of any significant unserviceability of airfield lighting and/or the standby power supplies and to take appropriate Notice to Air Men (NOTAM) action, and;
- Take the necessary safeguarding action and notify ATC accordingly.

4.1.4. Airport Fire and Rescue Service

- Adopt a Weather Standby when the IRVR (or Meteorological Visibility if the IRVR is unserviceable) is less than 600 metres.

4.2. Cancellation

When the IRVR has improved to 600 metres and the cloud ceiling is 200 feet or greater and continued improvement is expected then LVPs may be cancelled. The ATC Watch Manager (WM) and the AIR/GMC Controller are to carry out actions as per the London Stansted Airport Manual of Air Traffic Services Part 2 – Operations.

5. CONTROL OF AERONAUTICAL GROUND LIGHTING

The Aeronautical Ground Lighting (AGL) system is equipped with dual external power supplies as per. In the event that one of these supplies is not available the airfield lighting will be powered from a standby generator with the external source acting as a backup; this minimises switchover time should the generator fail. If there is no alternate supply (e.g. the standby generator fails to start), operations may continue for up to two hours. If the unavailability of an alternate power supply exceeds a period of two hours, the ILS shall be switched off. Approaches should be restricted to non-precision status and take-offs limited to visual ranges greater than 400 metres.

6. OCCURRENCE AND NEAR MISS REPORTING

Regulation (EU) 376/2014 (as amended) requires that relevant civil aviation safety information shall be reported, collected, stored, protected, exchanged, disseminated and analysed and appropriate safety action should be taken based on the information collected. In accordance with Articles 4(1) and 4(6) of Regulation (EU) 376/2014 (as amended), certain events shall be reported upon to the UK Civil Aviation Authority (CAA) as the Competent Authority (CA) by specific persons respectively. These are defined as Mandatory Occurrence Reports (MORs).

Organisations shall ensure that where applicable, they comply with their legal obligations to report in accordance with Regulation (EU) 376/2014 (as amended). Article 4(6) of Regulation (EU) 376/2014 (as amended) specifies the persons who shall report on occurrences in accordance with Article 4(1) of Regulation (EU) 376/2014 (as amended). A person mandated to report may do so through the system established by the organisation which employs, contracts or uses the services of the reporter, or, failing that the EU Aviation Safety Reporting Portal database, online.

Organisations shall ensure that they maintain the capability for personnel to report near-miss events, including in an anonymous manner and for their subsequent categorisation and investigation, if applicable. Further information may be found in ASI 032 – Accident, Incident, Occurrence and Near Miss Reporting.

7. COMPLIANCE MONITORING

Low visibility operations are subject to the Compliance Monitoring System (CMS) as per AMC1 ADR.OPS.B.005(b)(11).

8. FURTHER INFORMATION

Further information may be found in CAP 642 – Airside Safety Management and ASI 022 – Promulgations of Aeronautical Weather Information.

ASI 026 **WINTER OPERATIONS**

ASI Owner Head of Airside

References London Stansted Airport Winter Operations Plan

1. FURTHER INFORMATION

Further information may be found in the London Stansted Airport Winter Operations Plan.

ASI 027 AIRFIELD ANTI-ICING AND DE-ICING
ASI Owner Environment Specialist

References Regulation (EU) 376/2014
 Regulation (EU) No. 139/2014
 Regulation (EU) 2015/1018
 Stansted Airport Byelaws 1996
 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
 Water Resources Act 1991
 Water Industry Act 1991

1. GENERAL

London Stansted Airport shall maintain procedures and equipment to prepare the aerodrome, to operate in and mitigate the risks associated with winter conditions in accordance with Commission Regulation (EU) 139/2014 ADR.OPS.B.050 (as amended) and AMC1 ADR.OPS.B.050. This shall include undertaking pro-active anti-icing and re-active de-icing of manoeuvring area surfaces, with sufficient stocks of media to undertake these activities for a prolonged period of operations to prevent the accumulation of ice and other winter weather contamination. How and where we apply materials to remove frost and snow is also important and it is the responsibility of all employees and line managers to ensure they are working to minimise any impact on the environment and only apply these materials in approved areas both on the airfield and across the airport site.

For the purposes of this Airside Standing Instruction (ASI), the following definitions apply:

Term	Definition
Anti-Icing	In the case of ground procedures, means a procedure that provides protection against the formation of frost or ice and accumulation of snow on treated surfaces of the aircraft for a limited period of time (hold-over time).
De-Icing	In the case of ground procedures, means a procedure by which frost, ice, snow or slush is removed from an aircraft in order to provide uncontaminated surfaces.

It is the responsibility of personnel to ensure that they are familiar with this ASI if it is applicable to them, and to undertake the actions required to fully comply with it and safeguard the airside environment.

It is essential that all staff are aware of and adhere to the procedures which must be followed when airfield de-icing is undertaken. If de-icer chemicals are used in the wrong location or spilt in significant volumes, they can cause serious harm to the water environment.

Stansted Airport is committed to minimising the impact of its business on the environment and local communities by continuously improving its environmental performance. This is achieved by acting as a responsible steward for the environment at all times.

2. ENVIRONMENTAL EFFECTS OF DE-ICER PRODUCTS

De-icing is essential to the safe operation of the airport, but in order to comply with pollution prevention legislation, we must put controls in place which govern where and how de-icer can be applied and handled.

The chemicals used for airfield and aircraft de-icing and anti-icing are broken down by bacteria in water which deprives the water of oxygen. This can cause significant pollution, kill aquatic organisms and make the water unsuitable for a range of uses.

Airport companies should be aware that it is a criminal offence to “cause or knowingly permit” the pollution of streams or rivers. The main water pollution legislation is the Water Resources Act, 1991 and the Water Industry Act, 1991

STAL is responsible for complying with this legislation by limiting the concentrations of de-icer discharged to the environment. The Environment Agency and Thames Water enforce the above legislation.

3. PAVEMENT DE-ICER (APPLIED TO GROUND SURFACES)

3.1.1. Airside De-Icing

Airside de-icing and anti-icing is controlled by STAL Airside Operations and is initiated based on meteorological forecasts, airfield conditions and actual temperature information.

The airside areas where pavement de-icer must not be applied are listed below. The drainage systems for these areas are not designed to manage de-icer. This will prevent or reduce the risk of water pollution by de-icer.

- Airside road from Validation Post 1, past the entrance roads to Satellites 1, 2 and 3 past the Echo compound, all the way to the Forward Fuel Farm. No de-icing of any kind must be undertaken on this whole section of road.
- Baggage Hall road behind the Terminal Building airside, including the 2 slopes which connect to the airside road and the road behind the APV building. No de-icing of any kind must be undertaken on these roads
- Airside road leading to Validation Post 2 and the rear of Enterprise House
- Airside road from Validation Post 1 to Validation Post 6 (Zulu apron)
- Airside road between Validation Post 6 (Zulu apron) around to the Western apron
- Airside Perimeter Track
- The airside road between the Fire Training Ground around to the Forward Fuel Farm

Should any airside roads or areas where de-icer is prohibited become contaminated through application or tracking of de-icer from vehicles driving in the adjacent areas or spillages, the Environmental Team will request the sweeping of these areas to collect and remove de-icer residue.

3.2. TENANTED AREAS

Companies must not apply pavement de-icer or anti-icer products within their tenanted or freehold airside areas without prior consultation and authorisation from STAL.

Under no circumstances should liquid de-icing or anti-icing products be applied to any landside areas including roads, car parks, paths, forecourts and steps. The drainage systems for these areas are not protected and must be kept free of de-icer at all times.

4. AIRCRAFT DE-ICING

4.1. Aircraft de-icing is only permitted on designated parking areas

Companies wishing to undertake aircraft de-icing must apply formally to STAL for permission to do so (prior to any de-icing commencing), by contacting the Environmental Specialist (01279) 663512. Any activities being undertaken without formal permission will be stopped by a member of STAL.

Companies must also advise STAL of the type of de-icer which they would like to use, including copies of the product hazard/material safety data sheets. They must also advise STAL of the arrangements proposed for de-icer storage facilities and locations, delivery, testing and spillage clean up and escalation procedures. Regular storage facility inspections must be undertaken by a competent person and documented. If any changes are proposed to the de-icing operation once approval has been given, including a change of de-icing fluid, the company must apply to the Environmental Specialist to obtain permission to do so before any changes are made to existing procedures.

Companies must not store, transfer (for example by pumping to another container), or dilute aircraft de-icer or anti-icer in any landside location, such as Cargo, without approval from STAL, this includes de-icing vehicles even if they are assumed to be empty.

Companies undertaking de-icing and anti-icing operations are responsible for the provision of suitable and compliant facilities for de-icer storage and testing. All chemical storage facilities in use on the STAL site (including de-icer storage facilities) must be bunded and comply with the requirements of the Control of Pollution (Oil Storage) (England) Regulations, 2001. Refer to ASI 029 – Chemical Storage and Spillages for details.

Companies must submit proposals for new or amendments to existing de-icer storage facilities to the STAL Utilities and Environment Team for review and approval before they are purchased or operated. The review will check that the facility complies with the legislation and will consider local factors such as configuration of the drainage system at the proposed location.

Testing of de-icer application equipment where a discharge of de-icer is created (for example during pre-winter period preparations), must not be undertaken in any area where de-icer is not normally applied in the winter or without relevant permissions.

All de-icer application vehicles should be stored with water in, or tanks empty during a period of inactivity (summer) and have valid inspection regime in place to monitor for leaks etc.

- Prior to the re mobilisation or testing of vehicles an application must be made no less than 1 week before to the MAG Water Assets Specialist and Environmental Specialist, Further information such as location and duration of testing will be required prior to the approval being granted.
- Any training of staff prior to the winter season must only be undertaken following prior application not less than 1 week before required to the Water Assets Specialist and Environmental Specialist, proposed location of training and duration will need to be provided.

Under no circumstances should unwanted or out of date de-icer fluid be disposed of to any part of the surface water drainage system or foul water drainage system, or to any ditch or watercourse or onto the ground. Companies must dispose of unwanted de-icer as liquid waste and comply with relevant waste legislation.

Companies operating at Stansted Airport must be aware of and comply with ASI 029 and ASI 054

4.1.1. **Recording and reporting**

It is the responsibility of all STAL departments and tenants to maintain their own records of De-Icer they use in accordance with appropriate Environment and Health and Safety guidelines including COSHH. These records should be sent monthly during periods of use to the STAL

Environmental Specialist and made available for inspection at any other time by STAL personnel, the Environment Agency or the Health and Safety Executive.

5. OCCURRENCE AND NEAR MISS REPORTING

Regulation (EU) 376/2014 (as amended) requires that relevant civil aviation safety information shall be reported, collected, stored, protected, exchanged, disseminated and analysed and appropriate safety action should be taken based on the information collected. In accordance with Articles 4(1) and 4(6) of Regulation (EU) 376/2014 (as amended), certain events shall be reported upon to the UK Civil Aviation Authority (CAA) as the Competent Authority (CA) by specific persons respectively. These are defined as Mandatory Occurrence Reports (MORs).

Organisations shall ensure that where applicable, they comply with their legal obligations to report in accordance with Regulation (EU) 376/2014 (as amended). Article 4(6) of Regulation (EU) 376/2014 (as amended) specifies the persons who shall report on occurrences in accordance with Article 4(1) of Regulation (EU) 376/2014 (as amended). A person mandated to report may do so through the system established by the organisation which employs, contracts or uses the services of the reporter, or, failing that the EU Aviation Safety Reporting Portal database, online.

Organisations shall ensure that they maintain the capability for personnel to report near-miss events, including in an anonymous manner and for their subsequent categorisation and investigation, if applicable. Further information may be found in ASI 032 – Accident, Incident, Occurrence and Near Miss Reporting.

6. COMPLIANCE MONITORING

Airfield Anti-Icing and De-Icing is not subject to the Compliance Monitoring System (CMS).

7. FURTHER INFORMATION

Further information may be found in the London Stansted Airport Winter Operations Plan.

ASI 028 WASTE DISPOSAL
ASI Owner Waste and Recycling Manager and Environment Specialist

References Regulation (EU) 376/2014
 Regulation (EU) No. 139/2014
 Regulation (EU) 2015/1018
 Stansted Airport Byelaws 1996
 Stansted Airport Director's Notice Waste Disposal Charges with Terms and Conditions
 Stansted Airport Director's Notice Control of wastewater and liquid wastes.

1. GENERAL

London Stansted Airport has a statutory obligation to protect the environment by diverting waste which would have otherwise gone to landfill. The Airport has a statutory obligation to ensure that aerodrome surfaces are maintained and that any loose object or debris that might cause damage to an aircraft or impair the operation of aircraft systems is removed in accordance with Commission Regulation (EU) 139/2014 ADR.OPS.C.010(b)(1) (as amended). For the purposes of this Airside Standing Instruction (ASI), the following definitions apply:

Term	Definition
Foreign Object Damage	Damage or injury to an aircraft, vehicle, equipment, infrastructure or person as a result of foreign object debris.
Foreign Object Debris	Any object found in an inappropriate location that, as a result of being in that location, can damage equipment or injure personnel.

It is the responsibility of all personnel to ensure that they are familiar with this ASI if it is applicable to them, and to undertake the actions required in order to fully comply with it and safeguard the airside environment.

2. ACCOUNTABILITY AND RESPONSIBILITIES
2.1. Environment Specialist

Reporting to the Head of Environment and Sustainability, the Environment Specialist is responsible for defining the policies and procedures contained and relating to this ASI.

2.2. Waste and Recycling Manager

Reporting to the Head of Facilities, the Waste and Recycling Manager is responsible for the delivery of the waste management contract across the airport site.

2.3. Airside Operations Manager

Reporting to the Head of Airside (HOA), the Airside Operations Manager (AOM) is responsible for ensuring and deploying sufficient resources to manage, and where applicable clear waste as per this ASI. The AOM is further responsible for ensuring that personnel with responsibilities for managing, and where applicable clear waste are trained and maintain proficiency in accordance with Commission Regulation (EU) 139/2014 ADR.OR.D.017 (as amended) and as per AMC1 ADR.OR.D.017(a);(b). The AOM shall work with the Airside Operations Training Manager (AOTM) (ext. 4279) to achieve this.

2.4. Airside Operations Duty Manager

Reporting to the AODM, the Airside Operations Duty Manager (AODM) is responsible for the safe operation, availability and status of the aerodrome. The AODM is the operational line manager for the operational team and shall ensure that waste disposal activities are completed as per this ASI. The AODM is further responsible for reporting in accordance with Regulation (EU) 376/2014 (as amended) and Commission Implementing Regulation (EU) 2015/1018 (as amended).

2.5. Airside Operations

Reporting to the AODM, Airside Operations are responsible undertaking aerodrome inspections as per AMC1 ADR.OPS.B.015 and ASI 006 – Aerodrome Inspections.

2.6. Organisations

Reporting to their responsible safety person, organisations are responsible for handling their own waste in a safe and sustainable manner. Organisations are responsible for maintaining their own waste disposal processes as per this ASI and ensuring that their personnel are trained as per and AMC1 ADR.OR.D.017(a);(b).

2.7. Personnel

Reporting to their respective line manager, personnel are responsible for working in a safe, sustainable manner which protects the environment as per this ASI.

3. PROVISION OF WASTE DISPOSAL FACILITIES AIRSIDE

The Airport provides a range of waste disposal facilities within the airside environment, these include compactors, Foreign Object Debris (FOD) bins and dedicated bins for specific waste types i.e. oil cans, cardboard etc. Further information may be found in Directors Notice (DN): Stansted Airport Waste Disposal Charges with Terms and Conditions, which is updated on an annual basis.

3.1. Waste Compactors

Waste compactors located on each of the satellites are for use by aircraft operators, airlines, Ground Service Providers (GSPs), aircraft cleaners and satellite ramp tenants only. These compactors are for CAT one aircraft wastes only. All personnel operating these compactors shall be trained in the safe use of the equipment and must adhere to the operating instructions displayed on the equipment. Training shall be provided by the compactor provider at the request of an organisation. If a compactor or container is full or faulty, waste must be taken to the nearest available facility and **MUST NOT** be dumped on the ground.

Recycling bins are available at each location and all non-aircraft wastes should be segregated and put into the correct recycling bin.

3.2. Disposal of Oils and Lubricants

Part-used or empty oil cans and oil contaminated cardboard must be placed in the large wheeled red bins which are located in designated areas around the main apron areas. **(Oil contaminated Cardboard boxes MUST be flattened and placed in the designated bins provided.)** No other item of waste or other chemicals should be placed in these containers, as this leads to contaminated waste. FOD must be placed in the green FOD bins. Any clean cardboard waste should be flattened and placed in the cardboard and paper waste bins Located near the compactors.

If a bin is found to be nearly full then an alternative red bin on another aircraft stand must be used and the waste provider should be called. Cans and contaminated packaging must not be placed on the ground or in any other areas at any time. All un-opened cans of oil found outside of the designated storage and disposal areas will be considered as having been 'fly-tipped' and shall be disposed of immediately.

4. WASTE DISPOSAL AND FLY-TIPPING

All organisations on the Airport are responsible for ensuring that they dispose of their waste and recycling in accordance with the law. The Airport provides waste facilities for common areas and users must comply with the requirements of DN: Stansted Airport Waste Disposal Charges with Terms and Conditions, which is updated on an annual basis. Fly-tipping includes, but is not limited to:

- Dumping of rubbish (gash) bags or any other waste material anywhere on the Airport including in areas around compactors and bins. Bags left on the ground especially airside present a risk to aircraft and must be disposed of into the nearest available compactor;
- Depositing of any bulky wastes, including carpets, furniture and fittings, in any Airport waste facility, without prior arrangement;
- Incorrect storage and disposal of hazard wastes including oils, fuels and chemicals, waste electrical and electronic equipment, and lamps;
- Use of the Airport's waste facilities for construction wastes including wastes from retail and office fit-outs;
- Contamination of recycling bins with wastes other than that stated on the container. This restricts the Airport's ability to recycle waste in line with its zero waste to landfill policy;
- Disposal or dumping of any liquid waste or liquid products to land or drainage systems. This includes liquid waste streams covered by DN Control of waste water and liquid wastes.

Those organisations that are found responsible for fly-tipping will be subject to enforcement action. Enforcement action may include the issuing of an Airside Infringement Notice (AIN), a charge for the cost of any subsequent clean-up, or a requirement for the organisation responsible to provide written evidence outlining improvements to prevent re-occurrence. A fine may also be issued under the Stansted Airport Byelaws 1996 (as amended).

In the event of consistent offences or an offence that could endanger aircraft or other equipment, the Airport reserves the right to remove individuals' ID and escort them from the Airport. Where waste is fly-tipped by any organisation's nominated contractor (i.e. fit-out contractor, cleaners etc.), the relevant organisation shall be held responsible, and charged accordingly.

5. HANDLING OF INTERNATIONAL CATERING WASTE

ICW, commonly referred to as 'CAT 1' waste is defined as food waste from international aircraft. ICW applies to all food waste from an aircraft which has travelled from outside the UK. This includes aircraft which have only been catered within the UK but has subsequently travelled outside of it.

Stansted airport provides waste compactors at **A11, B30, C52L, D61L** these are intended for Cat One wastes, Only ICW wastes should be placed into these compactors, All other wastes should be segregated and place into the airport recycling facilities.

Wastes from aircraft should be segregated on board the aircraft to ensure that only ICW wastes are placed into the airports Cat one waste compactors.

Aircraft operators and airlines shall make their own arrangement for:

- Waste and unused foods contained within the in-flight catering trolleys and other related equipment.

- Galley waste
- Galley food boxes.

All operators handling cat one wastes must be registered separately with APHA as part of legal compliance

Compliance with these requirements will be subject to audits and inspections by the Airport and APHA (Animal and plant health agency) representatives.

6. REMOVAL OF UNSERVICEABLE AND REDUNDANT EQUIPMENT

The parking of unserviceable vehicles, trailers and other redundant equipment in airside areas leads to a shortage of operational space and is a potential environmental hazard. Congestion in head of aircraft stands parking areas leads in turn to hampered operations, increases the likelihood of accidents and delays the turnaround of aircraft. The airside areas falling into this category look unprofessional, create a poor impression to passengers and can be dangerous.

Unserviceable equipment should be removed from the head of the aircraft stand and other parking areas and removed from airside, if this is not possible it should be taken to an area approved by Airside Operations to await repair or removal from the airfield. Unserviceable equipment is defined as equipment with easily identifiable defects that disqualify it from use. Equipment that is redundant shall be removed from airside as soon as it falls within this category.

Should this not be practical then discussions should be held with the Airside Safety and Compliance Manager (ASCM) to review the possibility of alternative locations airside. This will allow all parties to use head of the aircraft stand and other equipment areas for operational equipment. Redundant equipment is defined as that which is clearly not used and has been abandoned in any airside area. Equipment identified as redundant or unserviceable, and parked in any airside area without permission from Airside Operations will be liable to receive an (AIN).

6.1. Notification and Removals Process

If an organisation has a piece of equipment which is redundant or unserviceable, which cannot be moved immediately from airside, they should notify Airside Operations giving the details of the equipment, location and problem. The organisation will confirm with Airside Operations when removal shall be undertaken. This will be considered as the notice period, which unless agreed otherwise will be seven days.

If Airside Operations find what they consider to be redundant or unserviceable equipment, which they have not been notified of, in addition to issuing an AIN, they shall tag the equipment and notify the organisation as soon as is practical. This will be considered as the commencement of the seven-day notice period.

Where equipment is moved to the satisfaction of Airside Operations, no further action will be taken. If, however, equipment has not been removed at the end of the notice period the Airport reserves the right at any time following the seventh day to remove and dispose of the equipment. All tagged equipment which the Airport has had to remove will be charged directly to the owner of that equipment. Charges incurred shall cover administration, transportation; clear up of any spillage from the equipment and disposal of that equipment.

7. OCCURRENCE AND NEAR MISS REPORTING

Regulation (EU) 376/2014 (as amended) requires that relevant civil aviation safety information shall be reported, collected, stored, protected, exchanged, disseminated and analysed and appropriate

safety action should be taken based on the information collected. In accordance with Articles 4(1) and 4(6) of Regulation (EU) 376/2014 (as amended), certain events shall be reported upon to the UK Civil Aviation Authority (CAA) as the Competent Authority (CA) by specific persons respectively. These are defined as Mandatory Occurrence Reports (MORs).

Organisations shall ensure that where applicable, they comply with their legal obligations to report in accordance with Regulation (EU) 376/2014 (as amended). Article 4(6) of Regulation (EU) 376/2014 (as amended) specifies the persons who shall report on occurrences in accordance with Article 4(1) of Regulation (EU) 376/2014 (as amended). A person mandated to report may do so through the system established by the organisation which employs, contracts or uses the services of the reporter, or, failing that the EU Aviation Safety Reporting Portal database, online.

Organisations shall ensure that they maintain the capability for personnel to report near-miss events, including in an anonymous manner and for their subsequent categorisation and investigation, if applicable. Further information may be found in ASI 032 – Accident, Incident, Occurrence and Near Miss Reporting.

8. COMPLIANCE MONITORING

Waste disposal is subject to monitoring by the STAL Waste & Recycling Manager and the Environmental Specialist.

9. FURTHER INFORMATION

Further information may be found in ASI 029 – Chemical, Oils and Liquid storage and delivery requirements ASI 054 Spillage requirements and ASI 034 – Airside Recognition and Infringement Scheme.

For Airside Operations assistance, call (01279) 66 2478.

ASI 029 CHEMICAL, OILS AND LIQUID STORAGE AND DELIVERIES REQUIREMENTS
ASI Owner Environmental Specialist

References Regulation (EU) 376/2014
 Regulation (EU) No. 139/2014
 Regulation (EU) 2015/1018
 Stansted Airport Byelaws 1996
 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

1. GENERAL

London Stansted Airport has a statutory obligation to protect the environment from any spillage of any manufactured solid compound, liquid or gas which represents a significant hazard to both the airside environment and environment in general. In addition, the Airport has a regulatory obligation to remove oil and other pollutants as rapidly and completely as possible, to minimise accumulation as per AMC1 ADR.OPS.C.010. For the purposes of this Airside Standing Instruction (ASI), the following definitions apply:

Term	Definition
Hazardous	A situation which poses a level of threat to life, health, property or the environment.
Polluting	The introduction of contaminants into an environment that causes harm or damage to physical systems or living organisms.
Spillage	Any unplanned or undesirable escape of any manufactured solid compound, liquid or gas, regardless of quantity.
Substance	Any manufactured solid compound, liquid or gas.

It is the responsibility of all personnel to ensure that they are familiar with this ASI if it is applicable to them, and to undertake the actions required to fully comply with it and safeguard the airside environment.

2. ACCOUNTABILITY AND RESPONSIBILITIES
2.1. Environment Specialist

Reporting to the Head of Environment and Sustainability, the Environmental Specialist is responsible for defining the policies and procedures contained and relating to this ASI.

2.2. Airside Operations Manager

Reporting to the Head of Airside (HOA), the Airside Operations Manager (AOM) is responsible for ensuring and deploying sufficient resources to manage, and where applicable clear spillages as per this ASI. The AOM is further responsible for ensuring that personnel with responsibilities for managing, and where applicable clear spillages are trained and maintain proficiency in accordance with Commission Regulation (EU) 139/2014 ADR.OR.D.017 (as amended) and as per AMC1 ADR.OR.D.017(a);(b). The AOM shall work with the Airside Operations Training Manager (AOTM) (ext. 4279) to achieve this.

2.3. Airside Operations Duty Manager

Reporting to the AODM, the Airside Operations Duty Manager (AODM) is responsible for the safe operation, availability and status of the aerodrome. The AODM is the operational line manager for the operational team and shall ensure that spillage procedures are completed, spillages are correctly reported and subsequent investigations conducted as per this ASI. The AODM is further responsible for reporting in accordance with Regulation (EU) 376/2014 (as amended) and Commission Implementing Regulation (EU) 2015/1018 (as amended).

2.4. Airside Operations

Reporting to the on-shift AODM, Airside Operations are responsible undertaking aerodrome inspections as per AMC1 ADR.OPS.B.015 and ASI 006 – Aerodrome Inspections. Airside Operations are further responsible for responding to spillages as per Section 3.1 and 3.2 of this ASI. This could include attendance to assess the spillage and coordinate the clean-up, and to clean-up the spill with a scrubber or other suitable equipment, Assist with investigations as required.

2.5. Organisations

Organisations are responsible for handling substances, whether hazardous or not, in a safe, sustainable manner which protects the environment and reduces the risk of a spillage to As Low as Reasonably Practicable (ALARP). Organisations are responsible for maintaining their own spillage response procedures as per this ASI and ensuring that their personnel are trained in spillage response procedures as per and AMC1 ADR.OR.D.017(a);(b).

2.6. Personnel

Reporting to their respective line manager, personnel are responsible for working in a safe, sustainable manner which protects the environment and reduces the risk of a spillage to ALARP. Personnel are responsible for providing an immediate response and notification of a spillage as per Section 3.1 and 3.2 of this ASI.

3. CHEMICAL/LIQUID AND OIL STORAGE

All companies must maintain processes to ensure all oil and chemical storage is compliant with current legislation and best practice.

It is the responsibility of all STAL departments and tenants to maintain their own records of oils and chemicals they use in accordance with appropriate Environment and Health and Safety guidelines including COSHH. These records should be made available for inspection at any time by STAL personnel, the Environment Agency or the Health and Safety Executive.

All substances used by STAL and all other companies who operate Airside should be registered with STAL and completed COSHH records must be maintained.

3.1. Storage and Delivery of Oils, Chemicals and Other Materials

To meet Environment and Health and Safety requirements at STAL, any oil and chemical storage including de-icer fluid must comply with the current Oil and Chemical storage regulations and the following guidelines.

Relevant and On-Site Environment Agency Guidelines – Oil storage regulations for businesses
<https://www.gov.uk/guidance/storing-oil-at-a-home-or-business>

Pollution prevention for businesses
<https://www.gov.uk/guidance/pollution-prevention-for-businesses>

Prior to any new bulk storage facilities being installed on any part of the airport site, or current facilities changed, approval must be obtained from STAL, the Environmental Specialist should be contacted), STAL property must also be contacted to ensure the correct tenancy agreements are in place.

Any storage facilities must be located away from water courses, open drains, gullies, unsurfaced or porous areas. Additional works may be required to ensure that the sub surface is suitable for the load of both the storage facility and the liquid and proposed delivery vehicles, if you are in doubt, contact the Airside Safety and Compliance Manager.

Liquids must be stored in a suitable container. Tenants must ensure the container is fit for purpose and clearly labelled with product type, maximum capacity and both Health and Safety and Environment protection information. Containers must be protected from impact damage. Storage tanks, IBC's (Intermediate Bulk Containers) and bowsers for chemicals, oils and raw materials **MUST** have a secondary containment system able to hold at least 110% of the tanks maximum capacity with no drain down outlets or external connection to the environment.

Regular inspections must take place, Integrity checks for the tanks must be planned and recorded to ensure internal bunds and dry and alarms systems (if fitted) are working correctly. The recommended life span of a single tank is 20 years, (this will depend of the system, construction of the tank and maintenance in place)

Any build up within the protected bund must be removed immediately to ensure the capacity is not compromised, the waste liquid (even if considered as rainwater) must be treated as a hazardous waste and not released into any part of the airport drain systems.

All other storage drums are to be stored on a secondary containment by using a proprietary container store, bunded pallet, drip tray or bunded area, if outside these must be fully covered. Capacity should be at least 110% of the total volume of the drums being stored.

All deliveries must be overseen by competent staff members, with the ability to shut off flows of liquids immediately in the event of an overflow/spill.

A maintenance regime needs to be produced to evidence regular inspection of these facilities. If you are in doubt, then please contact the Environmental Specialist.

All chemical and oil storage is subject to regular inspections through the Airport's Inspection Programme and Third-Party Audits.

3.2. Security Requirements

All deliveries of bulk chemicals that are intended to be taken into the Critical Part either by the Delivery Driver or the airport-based company themselves, either on the day of delivery or when required (if stored in Other Airside Areas), will need to comply with the Known airport Supplier Regime at STAL. Contact Mag Security Compliance for more details.

3.3. Recording of Information

Airside Operations Duty Manager must be advised of any bulk chemical deliveries of over 1,000 litres.

All companies storing oils and chemicals, including de-icing fluid Airside must complete a Chemical Storage Register and update the register every 2 years; registration enquiries should be made to the Environmental Specialist. Completed forms should be returned to the Environmental Specialist and a copy retained for your company's records.

4. SPILLAGE MANAGEMENT PROCESSES

It is a requirement to have suitable and sufficient documented procedures for the management of incidents resulting from any unplanned or uncontrolled substance spillage, from any potential source or activity. This also includes any activity undertaken by any contracting organisation or agent working on their behalf. The spillage response procedure must ensure that any control measures introduced, protect all Health, Safety and Environment requirements. Further information can be found in ASI 054.

5. REGULATORY ENGAGEMENT

The Airport works closely with the Environment Agency (EA) and/or Thames Water Utilities Ltd. To ensure that the risk of any spillage is controlled, the water courses and foul sewer networks around the aerodrome are regularly monitored. If a pollution incident is identified, Both STAL and the regulator shall investigate potential sources of the pollution. If the STAL or the regulator deems that a storage facility has not been correctly managed and contributed to the spillage they may look to impose a fine or prosecute both the polluting party.

6. REPORTING OF DANGEROUS OCCURRENCES

In accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 (as amended), Schedule 2, Part 2, Paragraph 26(b) requires that release in the open air of 500 kilograms or more of a flammable liquid shall be reported by a responsible person to the relevant enforcing authority without delay in accordance with Schedule 1, Part 1, Paragraph 1(a) of the Regulation. In addition, the unintentional release or escape of any substance which could cause personal injury to any person other than through the combustion of flammable liquids or gases in accordance with Schedule 2, Part 2, Paragraph 27 of the Regulation.

7. OCCURRENCE AND NEAR MISS REPORTING

Regulation (EU) 376/2014 (as amended) requires that relevant civil aviation safety information shall be reported, collected, stored, protected, exchanged, disseminated and analysed and appropriate safety action should be taken based on the information collected. In accordance with Articles 4(1) and 4(6) of Regulation (EU) 376/2014 (as amended), certain events shall be reported upon to the UK Civil Aviation Authority (CAA) as the Competent Authority (CA) by specific persons respectively. These are defined as Mandatory Occurrence Reports (MORs).

Organisations shall ensure that where applicable, they comply with their legal obligations to report in accordance with Regulation (EU) 376/2014 (as amended). Article 4(6) of Regulation (EU) 376/2014 (as amended) specifies the persons who shall report on occurrences in accordance with Article 4(1) of Regulation (EU) 376/2014 (as amended). A person mandated to report may do so through the system established by the organisation which employs, contracts or uses the services of the reporter, or, failing that the EU Aviation Safety Reporting Portal database, online.

Organisations shall ensure that they maintain the capability for personnel to report near-miss events, including in an anonymous manner and for their subsequent categorisation and investigation, if applicable. Further information may be found in ASI 032 – Accident, Incident, Occurrence and Near Miss Reporting.

8. COMPLIANCE MONITORING

Storage of liquids, Chemicals and Oils will be subject to auditing by STAL and external regulators.

9. FURTHER INFORMATION

Further information may be found in the RIDDOR 2013 (as amended).

ASI 030 AIRCRAFT DIVERSIONS**ASI Owner** Head of Airside**References** Regulation (EU) 376/2014
Regulation (EU) No. 139/2014
Regulation (EU) 2015/1018
London Stansted Airport Emergency Orders**1. GENERAL**

London Stansted Airport due to its location within the United Kingdom and its infrastructure increases its likelihood to be used as a diversionary aerodrome. The Airport maintains a detailed policy in regard to the planning, organisation and response to diversions to the Airport and outlines operational contingencies and communications in place to assist aircraft operators, airlines, passengers and the wider air traffic network. It is the responsibility of all personnel to ensure that they are familiar with this ASI if it is applicable to them, and to undertake the actions required to fully comply with it and safeguard the airside environment.

2. ACCOUNTABILITY AND RESPONSIBILITIES**2.1. Operations Director (Accountable Manager)**

Reporting to the Chief Operating Officer (COO) the Operations Director (Accountable Manager) is accountable for defining, deploying and monitoring the resources necessary to make the policies and procedures relating to aircraft diversions at the Airport achievable.

2.2. Head of Airside Operations (Safety Manager)

Reporting to the Operations Director (Accountable Manager), the Head of Airside (HOA) is responsible for ensuring that suitable risk assessments and safety cases relating to aircraft diversions are available as per the London Stansted Airport Aerodrome Manual, Part B. In addition, the HOA is responsible for providing oversight and technical input relating to aircraft diversions.

2.3. Airside Operations Manager

Reporting to the HOA, the Airside Operations Manager (AOM) is responsible for ensuring and deploying sufficient resources to undertake operations in low visibility conditions as per this ASI. The AOM is further responsible for ensuring that personnel with responsibilities for operations in low visibility conditions are trained and maintain proficiency in accordance with Commission Regulation (EU) 139/2014: ADR.OR.D.017 (as amended) and AMC1 ADR.OR.D.017(a);(b).

2.4. Airside Operations Duty Manager

Reporting to the AOM, the Airside Operations Duty Manager (AODM) is responsible for the safe operation, availability and status of the aerodrome. The AODM is the operational line manager for the operational team and shall ensure that aircraft diversions are managed as per this ASI. The AODM is further responsible for reporting in accordance with Regulation (EU) 376/2014 (as amended) and Commission Implementing Regulation (EU) 2015/1018 (as amended).

3. AIRCRAFT DIVERSIONS

There are many factors that can impose significant restrictions on the availability of airfield capacity. These may lead to the disruption of normal flight operations and may be a result of emergency

scenarios, technical failures, network issues, security threats, global issues or severe weather conditions (localised or national).

3.1. Diversion Scenarios

Diversions can have a minor or major effect on the operation, depending on the scenario that has caused them. Any given scenario could create a situation where the airport could experience single or multiple diverting aircraft. Examples of this are varied and could include situations such as technical problems or significant weather events which may affect a large area of the country. To ensure a robust approach, each scenario shall be independently assessed and if required, will be escalated in line with the process detailed below.

3.2. Management Objectives during Aircraft Diversions

The primary objective of the Airport during aircraft diversion(s) is the safety of the aircraft, passengers, and crew. Where safe and operationally feasible, the aerodrome should accept diversions without delay.

A diversion may only be declined where acceptance is not safe or not within the aerodrome's operational capability. Where the above is maintained, further considerations should be followed:

- Maintain flight operations;
- Continue safe aerodrome operations;
- Offer secure aircraft parking;
- Protect 'business as usual' requirements, and;
- Ensure airport wide communications of operational status and availability.

3.3. Notification and Communication during Aircraft Diversions

Airside Operations shall communicate the details of any diversion scenario using email and/or text message. The communications shall be similar to those currently issued during a snow event to agreed contacts. All communications issued shall update on the following:

- Diversion event reason;
- Expected duration of the current event(s) causing the diversion(s);
- Impacted location(s);
- Impact on 'business as usual' for based organisations;
- Number of divert(s) expected or received thus far;
- A weather update (if applicable);
- Potential further diversion(s), and;
- Update on diversions on the ground e.g. off-loaded, fuel only, PRM delays etc.

3.4. Notification and Communication during Aircraft Diversions

As above, Airside Operations shall communicate the details of any diversion scenario using email and/or text message. The communications shall be similar to those currently issued during a snow event to agreed contacts. In the case of aircraft diversions, a particular diversion status shall be included, these are:

Status	Definition
Diversion Status 0 (DS00)	No diversions are expected.

Diversion Status 1 (DS01)	Diversions are possible or expected.
Diversion Status 2 (DS02)	Diversions are being accepted.
Diversion Status 3 (DS03)	Diversions are being accepted with limited capacity (RAG status on Stands, Handling, Terminal Capacity, Onward Transport etc)
Diversion Status 4 (DS04)	Diversions are no longer being accepted (Due to safety reasons or operational capability).

In the event of Diversion status being activated, whereby 'business as usual' could be compromised and/or further support is required, the ADM, in consultation with the AODM may activate the Tactical command support group (TCSG). Once activated, TCSG shall manage the incident in accordance with the London Stansted Airport Emergency Orders. They shall request input from stakeholders and business partners to ensure the situation is managed and recovered in an acceptable time frame.

4. AIRCRAFT DIVERSION STATUS PROTOCOL

Once a Diversion Status is activated, the AODM shall collate information and communicate with ATC to have an accurate understanding of the number of aircraft the Airport can accept.

5. AIR TRAFFIC FLOW MANAGEMENT

During periods of reduced airfield capacity or for strategic capacity management, it may be necessary to implement 'Air Traffic Control (ATC) Flow Control' measures to ensure the number of arriving aircraft does not exceed airfield capacity. This will usually occur when the number of available aircraft parking stands is reduced or there is a requirement to allow aircraft to depart, therefore increasing the spacing for inbound aircraft. Any restrictions to flow control shall be co-ordinated by the ATC Watch Manager (WM) and the AODM.

See also ASI 035 Allocation of Aircraft Stands

6. PLAN 39 DIVERSIONS

Plan 39 remains in effect whereby, in the event that an airport or the LTMA experiences a disruption, Stansted Airport will automatically receive up to four Code C aircraft diversions. If activated and the four diversions have been received, Plan 39 and the procedures outlined will be followed:

Diversion requests are typically received from ATC/TC. When a request is made, Airside Operations must obtain as much detail as possible regarding the flight, including:

- Airline
- Aircraft type
- Airport of origin
- Airport of destination
- Reason for diversion
- Intended actions (e.g., fuel-and-go or passenger offload)

Once this information has been received notification must be passed onto the AODM, ADM and CCC.

7. OCCURRENCE AND NEAR MISS REPORTING

Regulation (EU) 376/2014 (as amended) requires that relevant civil aviation safety information shall be reported, collected, stored, protected, exchanged, disseminated and analysed and appropriate safety action should be taken based on the information collected. In accordance with Articles 4(1) and 4(6) of Regulation (EU) 376/2014 (as amended), certain events shall be reported upon to the UK Civil Aviation Authority (CAA) as the Competent Authority (CA) by specific persons respectively. These are defined as Mandatory Occurrence Reports (MORs).

Organisations shall ensure that where applicable, they comply with their legal obligations to report in accordance with Regulation (EU) 376/2014 (as amended). Article 4(6) of Regulation (EU) 376/2014 (as amended) specifies the persons who shall report on occurrences in accordance with Article 4(1) of Regulation (EU) 376/2014 (as amended). A person mandated to report may do so through the system established by the organisation which employs, contracts or uses the services of the reporter, or, failing that the EU Aviation Safety Reporting Portal database, online.

Organisations shall ensure that they maintain the capability for personnel to report near-miss events, including in an anonymous manner and for their subsequent categorisation and investigation, if applicable. Further information may be found in ASI 032 – Accident, Incident, Occurrence and Near Miss Reporting.

8. COMPLIANCE MONITORING

Aircraft diversions are not subject to the Compliance Monitoring System (CMS).

9. FURTHER INFORMATION

Further information may be found in the SSDP.

ASI 031 AVIATION FUEL MANAGEMENT

ASI Owner Airside Operations Duty Manager

References Regulation (EU) 376/2014
 Regulation (EU) No. 139/2014
 Regulation (EU) 2015/1018
 Dangerous Substances and Explosive Atmospheres Regulations 2001
 Air Navigation Order 2016
 UK Aeronautical Information Publication
 JIG Guidelines for Aviation Fuel Quality Control and Operation Procedures for Joint Into-Plane Fuelling Services

1. GENERAL

London Stansted Airport has a statutory obligation to ensure and verify that organisations involved in the storing and dispensing of fuel to aircraft have procedures to ensure that aircraft are provided with uncontaminated fuel and of the correct specification in accordance with Commission Regulation (EU) 139/2014; ADR.OPS.055 (as amended) and AMC1 ADR.OPS.B.055. The Airport shall maintain procedures to ensure safe aviation fuel management including the receipt, storage, decanting, and the fuelling and de-fuelling of aircraft. For the purposes of this Airside Standing Instruction (ASI), the following definitions apply:

Term	Definition
Quality Control	A system of maintaining standards in manufactured products by testing a sample of the output against the specification.

It is the responsibility of all personnel to ensure that they are familiar with this ASI if it is applicable to them, and to undertake the actions required to fully comply with it and safeguard the airside environment.

2. ACCOUNTABILITY AND RESPONSIBILITIES

2.1. Operations Director (Accountable Manager)

Reporting to the Chief Operating Officer (COO) the Operations Director (Accountable Manager) is accountable for defining, deploying and monitoring the resources necessary to make the policies and procedures relating to aviation fuel management at the Airport achievable.

2.2. Airside Safety and Compliance Manager (Compliance Manager)

Reporting to the HOA, the Airside Safety and Compliance Manager (ASCM) is responsible for ensuring that all policies and procedures relating to aviation fuel management are compliant to regulations. Their key responsibilities include:

- Reviewing the processes and procedures relating to aviation fuel management to ensure they are up-to-date, and effective;
- To undertake audits of processes and procedures relating to aviation fuel management as per ADR.OR.D.005(b)(11), and;
- Make recommendations to the HOA for improvements in processes and procedures.

2.3. Organisations

Reporting to their responsible person, organisations participating in aviation fuel management, are responsible for working in a safe, sustainable manner which protects the environment and reduces the risk of a spillage or other occurrence to As Low As Reasonably Practicable (ALARP) as per this ASI and their Standard Operating Procedures (SOPs) or Local Operating Procedures (LOPs). Organisations are responsible for ensuring that personnel are trained as per ADR.OR.D.017(a);(b).

2.4. Personnel

Reporting to their line manager, personnel participating or in close proximity to aviation fuel management are responsible for working in a safe, sustainable manner which protects the environment and reduces the risk of a spillage or other occurrence to ALARP as per this ASI and their SOPs. Personnel are to follow the training provided by their organisation, so far as is reasonably practicable.

3. AIRPORT PROVISION OF FUEL

The Airport does not supply aviation fuel. The Airport provides the infrastructure, which is operated on its behalf by a contracted organisation, to deliver fuel to aircraft. The Airport maintains lease agreements with all organisations supplying fuel airside, specifying the conditions under which aviation fuel is to be dispensed. The only fuel available at the Airport is Jet-A1.

4. QUALITY CONTROL OF AVIATION FUEL

In accordance with Commission Regulation European Union (EU) 139/2014; ADR.OPS.B.055 (as amended) and as per AMC1 ADR.OPS.B.055, the Airport verifies that organisations involved in storing and dispensing of fuel to aircraft have procedures to ensure that aircraft are provided with uncontaminated fuel of the correct specification. The Airport achieves this, either by itself or by a contracted organisation by:

- Installing, commissioning and maintaining installations and equipment for the storing and dispensing the fuel in such a condition so as not to render it unfit for use in aircraft;
- Marking installations and equipment appropriate to the grade of fuel being stored there;
- Taking samples of fuel at appropriate stages during the storage and dispensing of fuel to aircraft, and that appropriate records are maintained, and;
- Ensuring that only suitably qualified and experienced personnel may store, dispense or otherwise handle fuel at the Airport.

Article 220(1) of the Air Navigation Order (ANO) 2016 (as amended) requires that an aviation fuel installation manager shall not cause or permit any aviation fuel to be delivered to their installation unless satisfied that the installation is capable of storing and dispensing the aviation fuel so as not to render it unfit for use in aircraft. In addition, the aviation fuel installation manager shall ensure that their installation is marked in a proper manner as to the grade of aviation fuel stored there. And, in the case of a delivery from a vehicle or vessel, the aviation fuel has been sampled and is of a grade appropriate to that installation and is fit for use in aircraft.

Furthermore, Article 220(2) of the ANO 2016 (as amended) requires that an aviation fuel installation manager shall not cause or permit any aviation fuel to be dispensed from their installation to an aircraft unless satisfied as a result of sampling that the aviation fuel is fit for use in an aircraft. This does not apply to aviation fuel removed from an aircraft, intended to be used by an aircraft of the same operator.

In accordance with Article 220(7) of the ANO 2016 (as amended), if it appears to the UK Civil Aviation Authority (CAA) or an authorised person that any aviation fuel is intended or likely to be delivered in

contravention of any provision of Article 220 of the ANO 2016 (as amended), the UK CAA or an authorised person may direct the aviation fuel installation manager not to permit aviation fuel to be dispensed from that installation until the direction has been revoked by the UK CAA or an authorised person.

4.1. **Quality Control of Fuelling Vehicles and Hoses**

The quality control testing of fuelling vehicles and hoses must be carried out in a suitably bunded and controlled area, and on a test rig if applicable. This shall be an area where there is no risk of land or drain contamination, and where any potential explosive atmosphere can be controlled in accordance with the Dangerous Substances and Explosive Atmospheres Regulations (as amended). This area does not include any aircraft stands or other apron areas which have been specifically designed for the storage of fuelling vehicles. The Quality Control test referred to above does not include daily and reloading sampling. Further information may be found in Joint Inspection Group (JIG) Guidelines for Aviation Fuel Quality Control and Operation Procedures for Joint Into-Plane Fuelling Services.

4.2. **Quality Control Record Keeping**

To aid in the quality control process, an aviation fuel installation manager shall keep a written record for each installation of which they have management in accordance with Article 220(4) of the ANO 2016 (as amended). These records shall include detailed information about the grade and quantity of fuel delivered and the date of delivery, all samples taken of the aviation fuel and of the results of tests of those samples, and the maintenance and cleaning of the installation.

In accordance with Commission Regulation (EU) 139/2014; ADR.OR.D.035(c)-(d), these records shall be stored in a manner that ensures protection from damage, alteration and theft. These records shall be maintained for a minimum of five years. The system employed by the aviation fuel installation manager for record keeping should provide for adequate procedures, storage facilities, and reliable traceability, retrievability and accessibility of the records related to the activities of that fuel installation in accordance with AMC1 ADR.OR.D.035(a).

5. **AVIATION FUEL STORAGE AND DELIVERY**

The only fuel available at the Airport is Jet-A1, which is supplied without icing inhibitors. Aviation fuel at the Airport is stored at a large tank farm located on the northside of the aerodrome. Fuel is delivered to aircraft parking stands by a network of underground pipes and dispensed using a hydrant system via a Hydrant Dispenser vehicle. Where an aircraft parking stand does not have hydrant capability, aviation fuel is dispensed by a refueller (fuel bowser). Any potential disruption to the normal supply of aviation fuel must be notified to the Airside Operations Duty Manager (AODM) immediately and in writing by the quickest means.

6. **SAFETY PRINCIPLES**

The Airport maintains the following safety principles in regard to aircraft fuelling operations:

- Installations and equipment for storing and dispensing the fuel in such a condition so as not to render it unfit for use in aircraft;
- Only suitably qualified and experienced personnel may undertake aircraft fuelling duties;
- The fuelling of aircraft should normally only be carried out in the open, and is only to be carried out in the locations specified by the Airport;
- Fuelling locations will be sited to avoid bringing fuelling equipment or aircraft fuel tank vents to within 15 metres of any building other than those parts constructed for the purpose of direct loading or unloading of aircraft;
- Fuelling vehicles are not to approach an aircraft until the aircraft engines have been switched off, spooled down and the anti-collision beacons have been switched off;

- Fuelling vehicles should be parked in such a way so as to enable to exit the area in the event of an emergency, this is an essential requirement for bowsers;
- Tanker to tanker transfer is not permitted anywhere on site due to the airports drainage systems
- Tankers must only be filled in the correct and approved locations.
- All personnel should be aware of how to summon the Airport Fire and Rescue Service (AFRS);
- All personnel should know the location of associated emergency stop buttons, and;
- Aircraft oxygen systems should not be replenished when fuelling is taking place.

6.1. Fire Extinguishers

Fuelling organisations are responsible for the provision and maintenance of fire extinguishers for the protection of the equipment during fuelling operations. Fire extinguishers are to be readily accessible. They are to be maintained in accordance with the manufacturers' recommendations, and personnel are to be trained in their use. In addition, fuelling personnel are to be aware of how to summon the AFRS in an emergency.

7. FUELLING ZONE PROCEDURES

During fuelling operations, air and fuel vapour is displaced from the aircraft fuel tanks via the fuel vents and is potentially explosive. Industry best practice calls for the establishment of fuelling zones, which for the purposes of passenger embarkation/disembarkation should be not less than 1 metre from the wing-tip. A fuelling zone extends at least 3 metres radially from the aircraft filling and venting points and encompasses the fuelling vehicle, its equipment and hoses. The Airport maintains the following procedures in regard to the fuelling zone:

- All personnel must avoid any activity that may risk igniting the fuel vapour. These include strict adherence to the rules of no smoking, no naked lights, operation of Personal Electronic Devices (PEDs) which are not intrinsically safe, and activities creating sparks including personal footwear, tools, equipment and vehicles;
- Vehicle engines must not be left running within the fuelling zones. Ground Power Units (GPUs) are to be positioned in such a way as to have the exhaust efflux blowing away from the fuelling zone, but in all cases not less than 6m from aircraft filling and venting points, hydrant valves and other fuelling equipment when in use;
- Auxiliary Power Units (APUs) which have an exhaust efflux discharging into the fuelling zone, should if required to be used during the fuelling operation be started before filler caps are removed or fuelling connections made;
- Airlines must ensure that passengers do not enter the fuelling zone whilst embarking or disembarking passengers. Baggage and passenger reconciliation checks must be carried out away from the fuelling zone;
- The aircraft operator or airline should ensure that all personnel working on the inside of the cabin, hold or equipment compartment of the aircraft are made aware that fuelling is taking place;
- Only authorised and required persons may enter the fuelling zones, these numbers should be kept to a minimum, and;
- If the Fuelling Overseer considers that a hazard exists, refuelling should be stopped immediately until conditions permit resumption.

7.1. Bonding and Grounding

It is essential that aircraft, fuelling vehicles (including both Hydrant and Bowser types) and over-wing nozzles be electrically bonded together throughout the fuelling operation to ensure that no difference in electrical potential exists between the units. Bonding cables are to remain attached until all hoses have been disconnected and fuel tank filler caps have been replaced.

7.2. Movement of Passengers through Fuelling Zones

If it is required the passengers be moved through a fuelling zone, they must be adequately supervised by an aircraft operator or airline official, or a representative of their nominated Ground Service Provider (GSP) or Fixed Based Operator (FBO). Further information may be found in ASI 036 – Apron Management. Aircraft operators and airlines must have adequate contingency arrangements in place in the event of passenger(s) being covered in aviation fuel as the result of aircraft venting and/or a fuel spillage.

7.3. Parking of Aircraft

In order to reduce the environmental impact, the fuelling of aircraft with fuel vents overhanging grass areas is strictly prohibited. In addition, the parking of aircraft with their fuel vents overhanging grass areas should be avoided where possible and should only be considered when all other options have been exhausted.

8. FUELLING AIRCRAFT WITH PASSENGERS ON BOARD

8.1. Aeroplanes

Generally, it is preferable that all passengers should have disembarked prior to the commencement of fuelling operations; however certain circumstances might prevail where this is deemed as impractical. In all such cases aircraft operators and airline should formally determine the risks associated with passengers embarking, disembarking or remaining on board the aircraft during fuelling operations. Aircraft operators and airlines shall establish procedures to mitigate these risks. These procedures should:

- Be designed to enable the most rapid evacuation of passengers from the aircraft should the need arise;
- Ensure that the ground area into which passengers would evacuate is kept clear of equipment and obstacles;
- Ensure vehicles attending the aircraft do not inhibit access by AFRS vehicles and personnel;
- Include the appropriate attendance of the AFRS;
- In the case of medical flights, take into account the ability, or inability of the patient and attendant staff to affect the rapid evacuation from the aircraft;
- Take into account the ability of those whose mobility is impaired to affect the rapid evacuation from the aircraft, and;
- Comply with the requirements of all national and international regulatory authorities.

8.2. Helicopters

Due to the proximity of fuel intakes, fuel tanks and passenger compartments, passengers should not be allowed to remain in the aircraft or in the fuelling zone during fuelling operations.

9. FUELLING AIRCRAFT INSIDE HANGARS

Companies involved in the fuelling of aircraft inside hangars should complete a risk assessment of this activity and ensure guidance contained in the documents referenced within this ASI.

10. SUPERVISION OF FUELLING OPERATIONS

10.1. General

The aircraft operator or airline should either appoint a competent person (referred to here as the fuelling overseer) or demonstrate they have an integrated system of ramp safety training of all personnel including subcontractors of the risks and safety aspects of fuelling including hazard and incident reporting. The fuelling overseer or person to whom the fuelling is delegated (e.g. flight crew, aircraft engineer or authorised refueller) should know the correct fuelling procedures and be responsible for liaison with the fuel company's fuelling operatives if applicable. The fuelling overseer should identify themselves to the fuelling company's fuelling operative so that there is an obvious contact if a problem occurs.

The fuelling company's fuelling operative should ensure that prior to fuelling commencing the aircraft is adequately restrained by checking that the aircraft is adequately chocked and/or the aircraft parking brakes are applied (unless not recommended by the aircraft manufacturer).

10.2. Maintenance of Exit Paths

The fuelling overseer in conjunction with the fuelling operative shall ensure that a clear path is maintained to facilitate the quick removal of fuelling bowsers in an emergency. Fuelling equipment should be positioned in such a way so that there is no requirement to reverse before departure. Hydrant dispenser vehicles enable fuel to be transferred from the hydrant system to the aircraft. These vehicles do not represent a significant risk in the event of a fuel fire.

As such the restrictions above do not apply to Hydrant Dispenser vehicles (subject to a fuelling company risk assessment). However, all vehicles and equipment shall be positioned to allow the unobstructed exit of person(s) from the aircraft in an emergency.

10.3. Operation of Emergency Stop Buttons

Where hydrant re-fuelling is due to take place on a stand where the emergency stop button is unserviceable, an alternative arrangement to shut down the hydrant system in an emergency must be made before fuelling operations commence.

11. FUELLING WITH ENGINES RUNNING

Aircraft fuelling operations undertaken with engines running may only take place in the following circumstances:

- Aeroplanes or helicopters engaged in casualty evacuation procedures;
- Search and Rescue Helicopters;
- Air Ambulances, and;
- Military and other aircraft engaged in firefighting.

12. OCCURRENCE AND NEAR MISS REPORTING

Regulation (EU) 376/2014 (as amended) requires that relevant civil aviation safety information shall be reported, collected, stored, protected, exchanged, disseminated and analysed and appropriate safety action should be taken based on the information collected. In accordance with Articles 4(1) and 4(6) of Regulation (EU) 376/2014 (as amended), certain events shall be reported upon to the UK Civil Aviation Authority (CAA) as the Competent Authority (CA) by specific persons respectively. These are defined as Mandatory Occurrence Reports (MORs).

Organisations shall ensure that where applicable, they comply with their legal obligations to report in accordance with Regulation (EU) 376/2014 (as amended). Article 4(6) of Regulation (EU) 376/2014 (as amended) specifies the persons who shall report on occurrences in accordance with Article 4(1) of Regulation (EU) 376/2014 (as amended). A person mandated to report may do so through the system established by the organisation which employs, contracts or uses the services of the reporter, or, failing that the EU Aviation Safety Reporting Portal database, online.

Organisations shall ensure that they maintain the capability for personnel to report near-miss events, including in an anonymous manner and for their subsequent categorisation and investigation, if applicable. Further information may be found in ASI 032 – Accident, Incident, Occurrence and Near Miss Reporting.

13. COMPLIANCE MONITORING

Aviation fuel management is subject to the Compliance Monitoring System (CMS) as per AMC1 ADR.OR.D.005(b)(11).

ASI 032 ACCIDENT, INCIDENT, OCCURRENCE AND NEAR MISS REPORTING

ASI Owner Airside Safety and Compliance Manager

- References**
- Regulation (EC) 1008/2008
 - Regulation (EU) 996/2010
 - Regulation (EU) 376/2014
 - Regulation (EU) 2018/1139
 - Regulation (EU) 139/2014
 - Regulation (EU) 2015/1018
 - Civil Aviation (Investigation of Air Accidents and Incidents) Regulations 1996

1. GENERAL

London Stansted Airport has a statutory obligation to report, collect, store, protect, exchange, disseminate, analyse and take appropriate safety action based on the information collected in accordance with Regulation (EU) 376/2014 (as amended). The Airport shall support the open and honest reporting of accidents, incidents, occurrences and near miss events airside. In addition, the Airport promotes, supports and encourages the principles of just culture internally, and amongst organisations. It is incumbent on all personnel, regardless of their role, responsibilities or by who they are employed by to report on accidents, incidents, occurrences and near miss events. For the purposes of this Airside Standing Instruction (ASI), the following definitions apply:

Term	Definition
<p style="text-align: center;">Accident</p>	<p>An occurrence associated with the operation of an aircraft which, in the case of a manned aircraft, takes place between the time any person boards the aircraft with the intention of flight until such time as all such persons have disembarked, or in the case of an unmanned aircraft, takes place between the time the aircraft is ready to move with the purpose of flight until such time it comes to rest at the end of the flight and the primary propulsion system is shut down, in which:</p> <ul style="list-style-type: none"> • A person is fatally or seriously injured as a result of being in the aircraft, being in direct contact with any part of the aircraft, including parts which have become detached from the aircraft, direct exposure to jet blast, except when the injuries are from natural causes, self-inflicted or inflicted by other persons, or when the injuries are to stowaways hiding outside the areas normally available to the passengers and crew; • The aircraft sustains damage or structural failure which adversely affects the structural strength, performance or flight characteristics of the aircraft, and would normally require major repair or replacement of the affected component, except for engine failure or damage, when the damage is limited to a single engine, (including its cowlings or accessories), to propellers, wing tips, antennas, probes, vanes, tires, brakes, wheels, fairings, panels, landing gear doors, windscreens, the aircraft skin (such as small dents or puncture holes) or minor damages to main rotor blades, tail rotor blades, landing gear, and those resulting from hail or bird strike, (including holes in the radome), or; • The aircraft is missing or is completely inaccessible.

Incident	An occurrence, other than an accident, associated with the operation of an aircraft which affects or could affect the safety of operation.
Incident (Serious)	An incident involving circumstances indicating that there was a high probability of an accident and is associated with the operation of an aircraft, which in the case of a manned aircraft, takes place between the time any person boards the aircraft with the intention of flight until such time as all such persons have disembarked, or in the case of an unmanned aircraft, takes place between the time the aircraft is ready to move with the purpose of flight until such time it comes to rest at the end of the flight and the primary propulsion system is shut down.
Occurrence	Any safety related event which endangers or which, if not corrected or addressed could endanger an aircraft, its occupants or any other person and includes in particular an accident or serious incident.
Reporter	A person who reports an occurrence or other safety-related information pursuant to Regulation (EU) 376/2014 or other applicable regulation or legislation.

It is the responsibility of all personnel to ensure that they are familiar with this ASI if it is applicable to them, and to undertake the actions required to fully comply with it and safeguard the airside environment.

2. ACCOUNTABILITY AND RESPONSIBILITIES

2.1. Operations Director (Accountable Manager)

Reporting to the Chief Operating Officer (COO), the Operations Director (Accountable Manager) is accountable for defining, deploying and monitoring the resources necessary to make the policies and procedures relating to accident, incident, occurrence and near miss reporting at the Airport achievable.

2.2. Airside Safety and Compliance Manager (Compliance Manager)

Reporting to the Head of Airside (HOA) the Airside Safety and Compliance Manager (ASCM) is responsible for ensuring that all policies and procedures relating to accident, incident, occurrence and near miss reporting are compliant to EU legislation and CAA regulations. Their key responsibilities include:

- Reviewing the processes and procedures relating to accident, incident, occurrence and near miss reporting to ensure they are up-to-date, and effective;
- To undertake audits of processes and procedures relating to accident, incident, occurrence and near miss reporting as per AMC1 ADR.OR.D.005(b)(11), and;
- Make recommendations to the HOA for improvements in processes and procedures.

2.3. Airside Operations Manager

Reporting to the HOA, the Airside Operations Manager (AOM) is responsible for ensuring and deploying sufficient resources to undertake accident, incident, occurrence and near miss reporting as per this ASI. The AODM is further responsible for ensuring that personnel with responsibilities for accident, incident, occurrence and near miss reporting are trained and maintain proficiency in accordance with Commission Regulation (EU) 139/2014 ADR.OR.D.017 (as amended) and as per AMC1 ADR.OR.D.017(a);(b).

2.4. Airside Operations Duty Manager

Reporting to the AOM, the Airside Operations Duty Manager (AODM) is responsible for the safe operation, availability and status of the aerodrome. The AODM is the operational line manager for the operational team and shall ensure that accidents, incidents, occurrences and near miss reports are raised and managed as per this ASI. The AODM is further responsible for reporting in accordance with Regulation (EU) 376/2014 (as amended) and Commission Implementing Regulation (EU) 2015/1018 (as amended).

2.5. Organisations

Reporting to their responsible person, organisations participating are responsible for having a process whereby personnel may make accident, incident, occurrence and near miss reports in accordance with Regulation (EU) 376/2014 (as amended). Organisations are responsible for ensuring that personnel are trained as per AMC1 ADR.OR.D.017(a);(b).

2.6. Personnel

Reporting to their line manager, personnel are responsible for reporting upon accidents, incidents, occurrences and near miss as per this ASI and their organisation's Standard Operating Procedure (SOP) or Local Operating Procedure (LOP). Personnel are to follow the training provided by their organisation, so far as is reasonably practicable.

3. JUST CULTURE

The Airport promotes and supports the concept of a Just Culture, which creates an environment that allows personnel of both the Airport and organisations 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.

4. INITIAL ACTIONS

Following an accident or incident airside, the persons involved or witnesses to it are to either contact Airside Operations (**01279 662478**), or if the situation demands the attendance of the Emergency Services, the Airport internal emergency line (**ext. 222**). Upon being notified of an accident or an incident airside, Airside Operations shall attend the scene and assess the situation, requesting the attendance of the Emergency Services if required, but not already done so.

For the purposes of command and control of the incident, Airside Operations shall maintain operational authority of the scene until relieved by either the Airport Fire and Rescue Service (AFRS) or the external emergency services. It is essential that the location of vehicles and objects be left in situ unless they would hamper any rescue effort, or to alleviate any immediate danger or obstruction to the public, air navigation or other transport.

5. AIRCRAFT ACCIDENT AND SERIOUS INCIDENT REPORTING

The UK Air Accidents Investigation Branch (AAIB) is responsible for the investigation of civil aircraft accidents and serious incidents within the United Kingdom. The UK AAIB operates in accordance with Regulation (EU) 996/2010 and the Civil Aviation (Investigation of Air Accidents and Incidents) Regulations 1996. Whilst aircraft commanders have the legal responsibility for reporting accidents and serious incidents, the Airport recognises that this may not always be possible. The initial responsibility for reporting an accident or serious incident rests with the Air Traffic Control (ATC) Watch Manger (WM).

It should be noted that the definition of a serious incident differs in the Civil Aviation (Investigation of Air Accidents and Incidents) Regulations 1996 (as amended) from Regulation (EU) 996/2010 (as amended). A serious incident is defined by the Civil Aviation (Investigation of Air Accidents and Incidents) Regulations 1996 (as amended) as 'An incident involving circumstances indicating that an accident nearly occurred'.

5.1. Air Accidents Investigation Branch Contact Details

Tel: +44 (0)1252 510300
Fax: +44 (0)1252 376999
E-Mail: enquiries@aaib.gov.uk

5.2. Local Police Contact Details

The person reporting the accident to the UK AAIB is also required to inform the local Police of the accident and the place where it occurred. The local police for the Airport are Essex Police.

Main Essex Police Telephone Line: +44 (0)1245 491491
Stansted Airport Police Station Telephone Line: +44 (0)1279 680298
Non-Emergency Telephone Line: 101
Emergency Telephone Line: 999

6. OCCURRENCE REPORTING

Regulation (EU) 376/2014 (as amended) requires that relevant civil aviation safety information should be reported, collected, stored, protected, exchanged, disseminated and analysed and appropriate safety action should be taken based on the information collected. In accordance with Articles 4(1) and 4(6) of Regulation (EU) 376/2014 (as amended), certain events shall be reported upon to the UK Civil Aviation Authority (CAA) as the Competent Authority (CA) by specific persons respectively. These are defined as Mandatory Occurrence Reports (MORs).

There are however certain occurrences which are not captured by Article 4(1) of Regulation (EU) 376/2014 (as amended), or the person making the report is not required to do so in accordance with Article 4(6) of Regulation (EU) 376/2014 (as amended). Any such occurrences, and any other safety related information which is perceived by the reporter as an actual or potential hazard to aviation safety may still be raised with the CA. These are defined as Voluntary Occurrence Reports (VORs).

6.1. Mandatory Occurrence Reporting

Regulation (EU) 376/2014 (as amended) requires that occurrences which may represent a significant risk to aviation safety and which fall in to the categories specified in Article 4(1) of Regulation (EU) 376/2014 (as amended), shall be reported through an MOR scheme. Airside Operations submits MORs on behalf of the Airport through the EU Aviation Safety Reporting Portal database, online. By doing so the Airport ensures compatibility with the European Coordination Centre for Aircraft Incident Reporting Systems (ECCAIRS) and with the Accident/Incident Reporting (ADREP) taxonomy.

The following paragraphs contains both general information as to the persons who shall submit an MOR in accordance with Article 4(6) of Regulation (EU) 376/2014 (as amended) and the relevant occurrence types to airport operations. It also contains more specific information as to how the Airport shall collect, store, analyse and follow-up on MORs. In this regard, business partners should consider their own obligations to collect, store, analyse and follow-up on MORs in accordance with Regulation (EU) 376/2014 (as amended).

6.1.1. Persons Mandated

Article 4(6) of Regulation (EU) 376/2014 (as amended) specifies the persons who shall report on occurrences in accordance with Article 4(1) of Regulation (EU) 376/2014 (as amended). A person mandated to report may do so through the system established by the organisation which employs, contracts or uses the services of the reporter, or, failing that the EU Aviation Safety Reporting Portal database, online. The persons who shall report upon occurrences in accordance with Article 4(6) of Regulation (EU) 376/2014 (as amended) are:

- The pilot in command, or in cases where the pilot in command is unable to report the occurrence, any other crew member next in the chain of command of an aircraft;
- A person engaged in designing, manufacturing, continues airworthiness monitoring, maintaining or modifying an aircraft or any equipment or part thereof, under the oversight of a Member State or the CAA;
- A person who signs an airworthiness review certificate, or a release to service in respect of an aircraft or any equipment or part thereof, under the oversight of a Member State or the CAA;
- A person who performs a function which requires him or her to be authorised by a Member State as a staff member of an ATC provider entrusted with responsibilities related to air navigation services;
- A person who performs a function connected with the installation, modification, maintenance, repair, overhaul, flight-checking or inspection of aircraft navigation facilities for which a Member State ensures oversight;
- A person who performs a function connected with the safety management of an airport to which Regulation (EC) 1008/2008 (as amended) applies, and;
- A person who performs a function connected with the ground handling of aircraft, including fuelling, loadsheet preparation, loading, de-icing and towing at an airport at which Regulation (EC) 1008/2008 (as amended) applies.

6.1.2. Reporting Timescales

The persons mandated to report in accordance with Article 4(6) of Regulation (EU) 376/2014 (as amended) shall report the occurrence within 72 hours of becoming aware of the occurrence, unless exceptional circumstances exist, in accordance with Article 4(7) of Regulation (EU) 376/2014 (as amended).

6.1.3. Reportable Occurrences

In accordance with Article 4(5) of Regulation (EU) 376/2014, the European Commission has adopted a list of classifying occurrences to be referred to when reporting occurrences pursuant to Article 4(1) of Regulation (EU) 376/2014. These classifying occurrences can be found in Commission Implementing Regulation 2015/1018, and include amongst others:

6.2. Aircraft and Obstacle Related Occurrences

- A collision or near collision on the ground or in the air, between an aircraft and another aircraft, terrain or obstacle, including a vehicle;
- Wildlife strike, including a bird strike;
- Taxiway or runway excursion;
- Actual or potential taxiway or runway incursion;
- Aircraft or vehicle failure to follow clearance, instruction or restriction while operation on the movement of an aerodrome, i.e. wrong runway, taxiway or a restricted part of an aerodrome;
- Foreign object on the aerodrome movement area which has or could have endangered the aircraft its occupants or any other person;

- Significant contamination of aircraft structure, systems and equipment arising from the carriage of baggage, mail or cargo;
- Presence of obstacles on the aerodrome or in the vicinity of the aerodrome which are not published in the Aeronautical Information Publication (AIP) or by a Notice to Airmen (NOTAM) and/or that are not marked or lighted properly;
- Pushback, powerback or taxi interference by vehicle, equipment or person;
- Jet blast, rotor down wash or propeller blast effect, and;
- Declaration of an emergency either a 'Mayday' or 'PAN' call.

6.3. Aerodrome Related Occurrences

- Absence of reporting of a significant change in aerodrome operating conditions which has or could have endangered the aircraft, its occupants or any other person;
- Interference with an aircraft an ATC unit or a radio communication transmission by firearms, fireworks, flying kites, laser illumination, high powered light-lasers, drones, model aircraft or by similar means;
- Fire, smoke, explosions in aerodrome facilities, vicinities and equipment which has or could have endangered the aircraft, its occupants or any other person;
- Passengers or unauthorised person(s) left unsupervised on the apron;
- Aerodrome security related occurrence (unlawful entry, sabotage, bomb threat etc.), and;
- Failure to handle poor runway surface conditions.

6.4. Degradation or Total Loss of Services or Functions

- Loss of communication between aerodrome, vehicle or other ground personnel and ATC;
- Significant failure, malfunction or defect of equipment or system which has or could have endangered the aircraft or its occupants;
- Significant deficiencies in aerodrome lighting, marking or signs;
- Failure of the aerodrome emergency alerting system;
- Rescue and firefighting services not available according to applicable requirements.

6.5. Ground Handling Occurrences

- Incorrect handling or loading of passengers, baggage, mail or cargo, likely to have a significant effect on aircraft mass and/or balance (including significant errors in loadsheet calculations);
- Boarding equipment removed leading to endangerment of aircraft occupants;
- Incorrect stowage or securing of baggage mail or cargo likely in any way to endanger the aircraft, its equipment or occupants or to impede emergency evacuation;
- Transport, attempted transport or handling of dangerous goods which resulted or could have resulted in the safety of the operation being endangered or led to an unsafe condition;
- Non-compliance on baggage or passenger reconciliation;
- Non-compliance with required aircraft and ground handling servicing procedures, especially in de-icing, refuelling or loading procedures, including incorrect positioning or removal of equipment;
- Significant spillage during fuelling procedures;
- Loading of incorrect fuel quantity likely to have a significant effect on aircraft endurance, performance, balance or structural strength;
- Loading of contaminated or incorrect type of fuel or other essential fluids (including oxygen, nitrogen, oil and portable water);
- Failure, malfunction or defect of ground equipment used for ground handling, resulting in damage to or potential damage to an aircraft;
- Missing, incorrect or inadequate de-icing or anti-icing treatment;
- Damage to aircraft by ground handling equipment or vehicles including previously unreported damage, and;

- Any occurrence where the human performance has directly contributed to or could have contributed to an accident or serious incident.

6.6. Voluntary Occurrence Reporting

The Airport is required to establish a voluntary safety reporting system to facilitate the collection of details of occurrences that may not be captured by the MOR system, and other safety related information which is perceived by the reporter as an actual or potential hazard to aviation safety. In accordance with Article 5(8) of Regulation (EU) 376/2014 (as amended), the Airport has elected to integrate both MOR and VOR information into a single system. In this regard, business partners should consider their own obligations to collect, store, analyse and follow-up on VORs in accordance with Regulation (EU) 376/2014 (as amended).

[Airside Safety - Voluntary Reporting](#)

6.6.1. Reporting Timescales

Article 5(5) of Regulation (EU) 376/2014 (as amended) requires that occurrences, reported on a voluntary basis by a VOR should be reported in a timely fashion. For the purposes of VORs, the Airport shall aim to report to the CA within 72 hours of becoming aware of the occurrence, but no later than 7 days, unless exceptional circumstances exist. Business partners should have a clear policy in relation to the submission of VORs to the CA.

6.7. Collection and Storage of Information

Airside Operations are designated by the Airport to handle independently the collection, evaluation, processing, analysis and storage of occurrences reported pursuant to Articles 4 and 5 of Regulation (EU) 376/2014 (as amended) in accordance Article 6(1) of Regulation (EU) 376/2014 (as amended). The handling of MORs and VORs are done with a view of preventing the use of the information preventing the use of information for purposes other than safety and shall safeguard the confidentiality of the identity of the report and of the persons mentioned in occurrences with a view to promoting just culture.

Airside Operations maintains databases, secured on the Airport's shared drive, for all occurrences raised pursuant to Articles 4 and 5 of Regulation (EU) 376/2014 (as amended). Such databases are maintained in accordance with Commission Regulation (EU) 139/2014 ADR.OR.D.035 (as amended) and as per AMC1 ADR.OR.D.035. Further information is contained within MAG Cyber Security and Data Protection Policy, the IT Operations Security Management Standard

6.8. Occurrence Analysis and Follow-Up

In accordance with Article 13(1) and 13(2) of Regulation (EU) 376/2014, the Airport has established a process to analyse MORs and VORs raised in accordance with Articles 4(2) and 5(1) of Regulation (EU) 376/2014 to identify the safety hazards associated with the identified occurrences or groups of occurrences. Details of this process may be found in the London Stansted Airport Aerodrome Manual, Part B. Based on that analysis the Airport, along with its business partners if applicable, shall determine any appropriate corrective or preventative action required to improve aviation safety, consistent with the As Low as Reasonably Practicable (ALARP) principle.

Any corrective or preventative action agreed upon as being required to address an actual or potential aviation safety deficiencies shall be implemented in a timely manner and shall be monitored to evaluate the effectiveness of the action. This shall be achieved by the Airport through established Safety Management System (SMS) meetings as defined in the London Stansted Airport Aerodrome Manual, Part B. Feedback of these actions and their implementation is provided through

established safety promotion channels as defined in the London Stansted Airport Aerodrome Manual, Part B and in accordance with Article 13(3) of Regulation (EU) 376/2014 (as amended).

In accordance with Article 13(5) of Regulation 376/2014 (as amended), when the Airport identifies an actual or potential aviation safety risk as a result of its own analysis of occurrences reported pursuant to Articles 4(9) and 5(5) of Regulation 376/2014 (as amended), it shall send to the CA within 30-days of being notified of the occurrence by the reporter:

- The preliminary results of the analysis performed pursuant to Article 13(1) of Regulation 376/2014 (as amended), and;
- Any action taken pursuant to Article 13(2) of Regulation 376/2014 (as amended).

The Airport shall send to the CA within 90-days of being notified of the occurrence by the reporter a completed report of the final results of any analysis. The Airport shall forward, upon request of the CA, preliminary or final results of the analysis of any occurrence of which the CA have been notified but in relation to which it has received no follow-up or only preliminary information.

7. NEAR MISS REPORTING

A near miss or an idea for a safety improvement may be submitted by all personnel working airside by submitting a near miss/safety improvement card. Upon receiving a near miss/safety improvement card, it will be forwarded to the appropriate departmental manager for action if applicable.

8. COMPLIANCE MONITORING

Accident, incident, occurrence and near miss reporting is subject to the Compliance Monitoring System (CMS) as per AMC1 ADR.OR.D.005(b)(11).

9. FURTHER INFORMATION

Further information may be found in the London Stansted Airport Aerodrome Manual, Part B.

ASI 033 AIRSIDE DEFECT REPORTING
ASI Owner Asset Maintenance Services Director

References Regulation (EU) 376/2014
 Regulation (EU) No. 139/2014
 Regulation (EU) 2015/1018

1. GENERAL

London Stansted Airport has a regulatory obligation to implement a maintenance programme to maintain aerodrome facilities in accordance with Commission Regulation (EU) 139/2014 ADR.OPS.C.005 (as amended) and as per AMC1 ADR.OPS.C.005. The Airport shall achieve this by undertaking periodic maintenance of its facilities and assets, delivered by its Engineering team and contracted organisations. However, faults still may occur at the Airport which require rectification. It is important that all personnel be able to report faults with Airport facilities and assets. For the purposes of this Airside Standing Instruction (ASI), the following definitions apply:

Term	Definition
Fault	An abnormal condition or defect at the component, equipment, or sub-system level which may lead to a failure.

It is the responsibility of all personnel to ensure that they are familiar with this ASI if it is applicable to them, and to undertake the actions required to fully comply with it and safeguard the airside environment.

2. ACCOUNTABILITY AND RESPONSIBILITIES
2.1. Asset Maintenance Services Director

Reporting to the Chief Operating Officer (COO) the Asset Maintenance Services Director is accountable for defining, deploying and monitoring the resources necessary to make the policies and procedures relating to the rectification of faults airside compliant to EU legislation and CAA regulations.

2.2. Head of External Engineering

Reporting to the Asset Maintenance Services Director, the Head of External Engineering (HEE) is responsible for ensuring that the policies and procedures relating to the rectification of external faults have been correctly implemented.

2.3. Personnel

Reporting to their responsible manager, personnel are responsible for reporting discovered faults to the Airport. Faults shall be reported to the correct Airport department. Personnel shall not reply on others to have reported on faults previously. Any faults which pose an immediate risk to aerodrome operations shall be reported immediately to Airside Operations (01279 662478).

3. SAFETY CRITICAL DEFECTS

Any faults which pose an immediate risk to aerodrome operations shall be reported immediately to Airside Operations. This may necessitate the closure or restriction of operational areas in consultation with Air Traffic Control (ATC) and the Airfield Control Manager (ACM). These shall

remain closed or restricted until such time as the area has been deemed safe by Airside Operations; following advice from the Engineering team or a contracted organisation.

4. ASSET AND INFRASTRUCTURE DEFECTS

Any defects with Airport assets and infrastructure, which are not an immediate to aerodrome operations shall be reported to the Engineering Faults Desk (**01279 663131**)
engineering_faults@stanstedairport.com

Personnel should not assume that a found has been previously reported by another individual.

5. INFORMATION TECHNOLOGY DEFECTS

Any defects relating to Airport provided Information Technology assets, such as computers or Flight Information Display Screens (FIDS) shall be reported to the MAG IT Service Desk (ext. 4111).

6. OCCURRENCE AND NEAR MISS REPORTING

Regulation (EU) 376/2014 (as amended) requires that relevant civil aviation safety information shall be reported, collected, stored, protected, exchanged, disseminated and analysed and appropriate safety action should be taken based on the information collected. In accordance with Articles 4(1) and 4(6) of Regulation (EU) 376/2014 (as amended), certain events shall be reported upon to the UK Civil Aviation Authority (CAA) as the Competent Authority (CA) by specific persons respectively. These are defined as Mandatory Occurrence Reports (MORs).

Organisations shall ensure that where applicable, they comply with their legal obligations to report in accordance with Regulation (EU) 376/2014 (as amended). Article 4(6) of Regulation (EU) 376/2014 (as amended) specifies the persons who shall report on occurrences in accordance with Article 4(1) of Regulation (EU) 376/2014 (as amended). A person mandated to report may do so through the system established by the organisation which employs, contracts or uses the services of the reporter, or, failing that the EU Aviation Safety Reporting Portal database, online.

Organisations shall ensure that they maintain the capability for personnel to report near-miss events, including in an anonymous manner and for their subsequent categorisation and investigation, if applicable. Further information may be found in ASI 032 – Accident, Incident, Occurrence and Near Miss Reporting.

7. COMPLIANCE MONITORING

Airside defect reporting is not subject to the Compliance Monitoring System (CMS).

8. FURTHER INFORMATION

Further information may be found in ASI 006 – Aerodrome Inspections

ASI 034 AIRSIDE RECOGNITION AND INFRINGEMENT SCHEME
ASI Owner Airside Assurance Manager

References Regulation (EU) 376/2014
 Regulation (EU) No. 139/2014
 Regulation (EU) 2015/1018
 Health and Safety at Work Act 1974
 Stansted Airport Byelaws 1996
 Air Navigation Order 2016
 CAP 642 – Airside Safety Management

1. GENERAL

London Stansted Airport has a statutory obligation to ensure that the aerodrome is safe for use at all times by aircraft. It is essential that all personnel undertake their duties as per the London Stansted Airport Aerodrome Manual and other relevant documentation. This scheme is a valuable tool in both regulating airside safety and promoting good working practices. The objective of the scheme is to improve overall standards and performance relating to airside safety, minimise personal injuries and damage to aircraft.

This scheme extends to and requires cooperation from all organisations and individuals working airside. The intention of the scheme is to make all departments and organisations aware of their on-going safety performance and to ensure prompt and corrective actions are taken to remedy deficiencies in performance. The scheme is not intended to direct or control an organisation's internal regulatory or disciplinary procedures. For the purposes of this Airside Standing Instruction (ASI), the following definitions apply:

Term	Definition
Mechanically propelled vehicle	A mechanically propelled vehicle is one which is intended or adapted for use on roads. It is up to the Airside Operations Management Team to interpret whether a vehicle is a mechanically propelled vehicle at the time when an offence is committed.

1. ACCOUNTABILITY AND RESPONSIBILITIES
1.1. Airside Safety and Compliance Manager

Reporting to the Head of Airside (HOA), the Airside Safety and Compliance Manager (ASCM) is responsible for writing the policies and procedures relating to the operation of this scheme. This includes consulting with organisations on an annual basis to ensure the scheme is current, and reflective of incident trends and current point penalties enforced under current legislation for public roads.

1.2. Airside Assurance Manager

Reporting to the ASCM, the Airside Assurance Manager (AAM) is responsible for the operation of the scheme as per this ASI. The AAM shall undertake to investigate all Airside Infringement Notices (AINs), so far as is reasonably practicable in cooperation with other organisations, before reaching a decision on how to dispose of the AIN with due regard for the 'Just Culture' principle. In addition, the AAM shall review Airside Recognition Notices (ARNs).

1.3. Airside Operations

Reporting to the Airside Operations Duty Manager (AODM) (01279 662378), Airside Operations (01279 662478) are responsible for airside standards as per this ASI, the London Stansted Airport Aerodrome Manual and other relevant documentation. Airside Operations personnel shall issue AINs and ARNs where offences have been committed, or good practices have been observed.

1.4. Organisations

Reporting to their responsible person, organisations participating are responsible for actively supervising their personnel to ensure that they comply with the requirements of the London Stansted Airport Aerodrome Manual and other relevant documentation. Organisations are responsible for investigating and responding to AINs issued by Airside Operations, including corrective actions to limit the chance of reoccurrence. Organisations are responsible for ensuring that personnel are trained as per AMC1 ADR.OR.D.017(a);(b).

1.5. Personnel

Reporting to their responsible manager, individual personnel are responsible for undertaking their roles and responsibilities in compliance with the requirements of the London Stansted Airport Aerodrome Manual and other relevant documentation. Personnel shall comply with requests from Airside Operations or Police Constable in accordance with the Paragraph 9(5) of the Stansted Airport Byelaws 1996 (as amended).

2. RESPONSIBILITY AND FOUNDING PRINCIPLES

All personnel shall take personal responsibility to ensure their on-going compliance with fundamental airside safety standards as defined within, but not limited to the following documents:

- The Health and Safety at Work Act 1974;
- The Stansted Airport Byelaws 1996;
- Air Navigation Order 2016;
- CAP 642 – Airside Safety Management:
- The Aerodrome Manual.

Airside Operations are responsible for safety and operational standards airside at the Airport. The Airport maintains high standards relating to operational safety that are further enhanced by this scheme. Airside Operations shall give a reasonable time for organisations operating airside to rectify or remedy any shortcoming, subject to operational safety. However, ignorance of the rules and regulations is not an acceptable excuse.

Under Paragraph 9(5) of The Stansted Airport Byelaws 1996 (as amended) an individual must present their Security ID Pass and Airside Driving Permit (ADP) to a Constable or an Airport Official upon request so that a person's identity can be established, and personal details accurately recorded. Any threat of violence or verbal or physical assault to a member of the Airside Operations team will result in the immediate removal of a Security ID Pass.

3. HANDLING OF AIRSIDE INFRINGEMENT NOTICES

Where an offence has been observed or is believed to have taken place an Airside Infringement Notice (AIN) shall be issued by Airside Operations personnel. All AINs are processed by the AAM, or in their absence the ASCM. Unless extenuating circumstances exist, and it has been proven through investigation that the issuing of an AIN is warranted, points shall be awarded. All points shall be awarded against an individuals' Security ID Pass. The accumulation of points shall result in the loss of airside access rights for a defined period.

The number of points awarded vary dependent on the offence. Specific offences have a 'sliding-scale' of possible points, representing the various outcomes associated with a breach of specific rules and regulations. The awarding of points on this basis is made on both aggravating and mitigating factors.

Once an AIN is passed to an organisation, the organisation is to commence an investigation to identify the cause(s) of this offence. It is incumbent on every organisation operating airside at the Airport to have in place internal processes for investigating such infringements. During this time, the individual may be suspended from duties associated with the offence believed to have been committed at the discretion of the employer in conjunction with Airside Operations. This suspension is to remain in effect until the investigation is complete and either the AAM or the ASCM has given permission for the individual to return to normal duties. A return to normal duties is subject to any training that may be required for the individual.

Where Airside Operations believes an individual to be an immediate hazard to safety, for example whilst in charge of a mechanically propelled vehicle whilst under the influence of alcohol or drugs, Airside Operations shall immediately call for the individual's line manager. It is the responsibility of the line manager to remove this individual from the airside environment. All points awarded for infringements shall be recorded on a secure database. All information gathered will be de-sensitised and shared via appropriate safety forums and other appropriate safety promotional materials. The objective of which will be to educate others. Personal details will not be shared, but companies shall be identifiable.

4. HEARINGS AND APPEALS

The Airport shall maintain a clear appeal process for all personnel that have been issued points in accordance with this scheme. An appeal shall only be considered where the individual subject to them has demonstrated that a valid reason for a review exists. A two-level appeal process is in place where personnel believes that they have a valid reason to seek a review of the points awarded.

4.1. Level 1 – Organisation

A level one appeal is made to the personnel's organisation. It is incumbent on every organisation operating airside at the Airport to have in place internal processes for investigating such infringements and this must always be the first the first level in the process. Organisations are to maintain records of where personnel have requested a review of the points awarded, including those that are deemed to be unsuccessful. Where an organisation has not supported the personnel requests, organisations are to ensure that the individual has been given the opportunity to fully discuss the case. This includes the reasons why the employer is not supporting the appeal. Only with the employer's support can the appeal progress.

4.2. Level 2 – Airside Operations

Where an organisation supports the position of personnel, they shall make an appeal to Airside Operations. For the purposes of impartiality, this application shall be made to the ASCM who does not manage the scheme. A request to review the infringement by the ASCM must be made within 14-days of the organisation receiving notification of the points awarded. An application to review the infringement must be submitted and supported on behalf of personnel by the organisation in writing and detail all the facts that the employee wishes to be considered. The review, if granted, shall be conducted as soon as is reasonably practicable, generally at the beginning of the following month after the application is submitted.

The organisation shall represent personnel at any meeting with Airside Operations. Personnel may attend to provide additional testimony at the discretion of the ASCM and may be supported by a

colleague. However, the colleague may not speak on behalf of personnel. Email submissions, evidence, testimony and information should be submitted at the earliest opportunity to the ASCM

5. IMPLICATION OF POINTS ISSUED

5.1. Three to Six Points

If personnel's Security ID Pass accumulates 3 to 6 points, personnel shall be re-trained at the time and cost of the organisation. The training shall include a focus on the nature of the offence committed by personnel and comprise a theory and practical assessment as applicable. This training shall be completed within two weeks of the points being issued. A record shall be kept and made available to Airside Operations for audit purposes.

5.2. Nine Points

If personnel's Security ID Pass accumulates 9 points, the personnel shall be re-trained at the time and cost of the organisation. Personnel shall be written to by the organisation about the implications of accruing further points. The training shall include a focus on the nature of the offence committed by personnel and comprise a theory and practical assessment as applicable. This training shall be completed within two weeks of the points being issued. A record shall be kept and made available to Airside Operations for audit purposes.

5.3. Twelve Points

If personnel's Security ID Pass accumulates 12 points within a 36-month rolling period, the Security ID Pass shall be suspended for a period as agreed between the organisation and Airside Operations. The suspension shall take effect as agreed between the organisation and Airside Operations. During this time, the personnel's Security ID Pass shall be parked, and airside access shall be denied, and no temporary Security ID Pass can be used. Airside Operations shall discuss the offences(s) that led to the accumulation of the points with the personnel and the organisation. The objective of the meeting is to agree an action plan. After the parked period, personnel may reapply for training. If successful, the personnel's Security ID Pass shall be reactivated.

5.4. Further Offences

Points shall remain active for a period of 36-months. Should personnel commit further offences before their earliest points expire, then they shall be suspended for a second time for a further period as agreed between the organisation and Airside Operations. If after this second suspension further offences are committed, the Airport reserves the right to permanently withdraw the personnel's Security ID Pass on the grounds of safety.

6. AIRSIDE VEHICLE AND EQUIPMENT STANDARDS

All vehicles and equipment used at the Airport shall be fit for purpose, serviceable and maintained in accordance with organisational and Airport requirements in force at the time of this ASI. Organisations are to maintain policies and procedures for effective vehicle and equipment inspections. Defects that would not normally be visible or obvious during a walk round inspection shall not be deemed as a driver responsibility, however continued use of a vehicle with defects that would be apparent to a driver when the vehicle is driven shall be deemed a driver responsibility.

Should a defective vehicle or equipment require to be recovered from an airside area, competent personnel with some mechanical knowledge shall carry this out. If the vehicle or equipment cannot be driven safely e.g. Steering, Transmission, or Brake Faults it would be expected that the vehicle or equipment be recovered by either a suspended or solid bar tow. Other non-critical faults of a less

serious nature, the vehicle or equipment may be driven to the workshop with care and hazard warning lights switched on.

7. STANSTED AIRPORT BYELAWS

In addition to points issued under this scheme, organisations and personnel may be subject to fines under the Stansted Airport Byelaws 1996 (as amended). The byelaws are applied by virtue of Section 63 and 64 of the Airports Act 1986 (as amended) and Section 37(2) of the Criminal Justice Act 1982 (as amended).

8. SUMMARY OF OFFENCE CODES

Code	Definition	Points
Airside Driving Permit Offences		
DP01	Driving a vehicle without ever having held a valid Airside Driving Permit.	12
DP02	Driving a vehicle in a location otherwise not permitted by the individuals' Airside Driving Permit.	12
DP03	Driving a vehicle otherwise in accordance with a valid Airside Driving Permit.	6
DP04	Failure to produce a valid Airside Driving Permit upon request of an Airside Operations official.	6
Airside Vehicle Permit Offences		
VP01	Driving a vehicle without a valid Airside Vehicle Permit.	3-9
VP02	Driving a vehicle without displaying company logos and/or registration/asset number.	3
Airside Vehicle Standards Offences		
VS01	Driving a vehicle in a condition likely to result in or has resulted in injury or damage.	3-12
VS02	Driving a vehicle which has previously been prohibited from use without repair.	6-12
VS03	Driving a vehicle without operating obstruction light(s) and/or headlights as required.	3
Airside Driving Offences		
AD01	Driving a vehicle whilst under the influence of drink or drugs, other than those prescribed by a medical professional.	12
AD02	Dangerous driving.	6-12
AD03	Driving without due care and attention or without reasonable consideration.	3-9
AD04	Speeding.	3-12
AD05	Failure to give way to an emergency vehicle.	6
AD06	Driving a vehicle whilst using a Personal Electronic Device, other than a UHF or VHF trunk radio system.	6
AD07	Improper overtaking.	3-6
AD08	Driving with vehicle doors open or unsecured.	3
AD09	Driving underneath an aircraft wing.	3
AD10	Failure to wear a seatbelt whilst driving.	3
AD11	Failure to use a banksman when required whilst driving.	3
Airside Towing Offences		
TW01	Driving a vehicle or piece of equipment with an insecure load or towing of equipment which falls, becomes detached, or is in a raised position, resulting in injury or damage.	3-12
TW02	Driving a vehicle or piece of equipment with an insecure load or towing of equipment which falls, becomes detached or is in a raised position, which does not result in injury or damage.	3-6
Airside Parking Offences		
PK01	Parking a vehicle or piece of equipment in a position so as to cause an obstruction to an assembly point, evacuation route or other marked hazard areas	3-9
PK02	Parking a vehicle or piece of equipment in a position so as to cause an obstruction to aircraft manoeuvring on to, or off of an aircraft parking stand	3-9
PK03	Parking a vehicle and leaving it running unattended.	3-6
PK04	Parking a vehicle in a position as to block the exit path of a fuel bowser involved in refuelling.	3
PK05	Parking a vehicle in a location not marked for that purpose.	3
Manoeuvring Area Offences		

MA01	Entering the manoeuvring area without authority.	6-12
MA02	Endangering an aircraft.	6-12
MA03	Failure to give way to an aircraft.	6-12
Airside Signs and Signals Offences		
SL01	Failure to comply with the Western Maintenance Apron traffic light system.	9-12
SL02	Failure to comply with an instruction or condition issued by an Air Traffic Control Officer.	9-12
SL03	Failure to comply with a signal or instruction given by an Airside Operations official.	9-12
Airside Pedestrian Offences		
PD01	Smoking or using an E-Cigarette in an unauthorised area.	6
PD02	Managing foreign object debris and/or a spillage.	3-6
PD03	Failure to wear personal protective equipment.	3
PD04	Walking across an aircraft parking stand.	3
PD05	Failure to keep to a safe route where provided.	3
Aircraft Turnaround Offences		
AT01	Unauthorised or incorrect aircraft pushback.	3-9
AT02	Passenger safety.	3-9
AT03	Failure to apply brakes to a fixed electrical ground power unit.	3-6
AT04	Failure to clear an aircraft parking stand after an aircraft turnaround.	3-6
AT05	Failure to secure apron level doors after an aircraft turnaround.	3-6
AT06	Failure to use a serviceable headset during aircraft pushback.	3-6
AT07	Failure to meet an aircraft.	3
Airside Incident Reporting Offences		
IR01	Failure to stop and report an incident to Airside Operations.	9
Other Airside Offences		
ZZ01	Any other infringement that may constitute a hazard or be breach of aerodrome rules.	3-12
ZZ02	Witness or third party in an incident.	0
Recognition		
RN01	Recognition for individual safety actions	0

9. AIRSIDE OFFENCES

9.1. Airside Driving Permit Offences

Title	Driving a vehicle without ever having held a valid Airside Driving Permit.
Code	DP01
Points	12
Description	It is an offence to drive a mechanically propelled vehicle on any airside road, apron, manoeuvring area or any other place airside without ever having completed and passed a formal course of training to obtain an Airside Driving Permit issued for use at London Stansted Airport.
Guidance Material	A person is considered to have committed this offence when they drive a mechanically propelled vehicle on any airside road, apron, manoeuvring area or any other place airside without ever having completed and passed a formal course of training to obtain an Airside Driving Permit issued for use at London Stansted Airport.
Permitted Exemptions	<p>The following are permitted exemptions to DP01:</p> <ul style="list-style-type: none"> • A person driving a vehicle whilst being escorted by someone with a valid Airside Driving Permit, either in the vehicle cabin and/or by another vehicle; • A person undertaking training whilst under the direct supervision of an Airside Driving Permit holder for that location; • Local Ambulance Service, Local Authority Fire Service or Police responding to a genuine emergency on airport in accordance with the Aerodrome Emergency Orders for the purpose of exercising their duty, or; • Her Majesty's Armed Forces responding to a genuine emergency on airport in accordance with the Aerodrome Emergency Orders for the purpose of exercising their duty.

Title	Driving a vehicle in a location otherwise not permitted by the individuals' Airside Driving Permit.
Code	DP02
Points	12
Description	It is an offence to drive a mechanically propelled vehicle on the manoeuvring area or any other place airside which is not permitted by the individuals' Airside Driving Permit.
Guidance Material	A person is considered to have committed this offence when they to drive a mechanically propelled vehicle on the manoeuvring area or any other place airside which is not permitted by the individuals' Airside Driving Permit. For example, an apron Airside Driving Permit holder driving on the manoeuvring area, or a manoeuvring Airside Driving Permit holder driving holding a runway Airside Driving Permit.
Permitted Exemptions	<p>The following are permitted exemptions to DP02:</p> <ul style="list-style-type: none"> • A person driving a vehicle whilst being escorted by someone with a valid Airside Driving Permit, either in the vehicle cabin and/or by another vehicle; • A person undertaking training whilst under the direct supervision of an Airside Driving Permit holder for that location; • Local Ambulance Service, Local Authority Fire Service or Police responding to a genuine emergency on airport in accordance with the Aerodrome Emergency Orders for the purpose of exercising their duty; • Her Majesty's Armed Forces responding to a genuine emergency on airport in accordance with the Aerodrome Emergency Orders for the purpose of exercising their duty, or; • A signed agreement between Airside Operations and a third-party organisation which is supported by a Risk Assessment and suitable control measures.

Title	Driving a vehicle otherwise in accordance with a valid Airside Driving Permit.
Code	DP03
Points	6
Description	It is an offence to drive a mechanically propelled vehicle on any airside road, apron, manoeuvring area or any other place airside otherwise in accordance with a valid Airside Driving Permit.
Guidance Material	<p>A person is considered to have committed this offence when they have driven a mechanically propelled vehicle on any airside road, apron, manoeuvring area or any other place airside otherwise in accordance with a valid Airside Driving Permit. Otherwise in accordance includes:</p> <ul style="list-style-type: none"> • An Airside Driving Permit which has expired, or; • An Airside Driving course test certificate which has expired in accordance with timelines in force at the time. <p>Where it is found that a person has driven otherwise in accordance with a valid Airside Driving Permit, the person's line manager shall immediately be called to attend. The person's Airside Driving Permit or test certificate shall be immediately withdrawn.</p>
Permitted Exemptions	<p>The following are permitted exemptions to DP03:</p> <ul style="list-style-type: none"> • A person driving a vehicle whilst being escorted by someone with a valid Airside Driving Permit, either in the vehicle cabin and/or by another vehicle; • Local Ambulance Service, Local Authority Fire Service or Police responding to a genuine emergency on airport in accordance with the Aerodrome Emergency Orders for the purpose of exercising their duty, or; • Her Majesty's Armed Forces responding to a genuine emergency on airport in accordance with the Aerodrome Emergency Orders for the purpose of exercising their duty.

Title	Failure to produce a valid Airside Driving Permit upon request of an Airside Operations official.
Code	DP04
Points	6

Description	It is an offence to fail to produce a valid Airside Driving Permit upon request of an Airside Operations official.
Guidance Material	A person is considered to have committed this offence when they fail to produce a valid Airside Driving Permit upon request of an Airside Operations official. Where it is found that a person cannot produce a valid Airside Driving Permit, the person's line manager shall immediately be called to attend.
Permitted Exemptions	<p>The following are permitted exemptions to DP04:</p> <ul style="list-style-type: none"> • A person driving a vehicle whilst being escorted by someone with a valid Airside Driving Permit, either in the vehicle cabin and/or by another vehicle; • Local Ambulance Service, Local Authority Fire Service or Police responding to a genuine emergency on airport in accordance with the Aerodrome Emergency Orders for the purpose of exercising their duty, or; • Her Majesty's Armed Forces responding to a genuine emergency on airport in accordance with the Aerodrome Emergency Orders for the purpose of exercising their duty.

9.2. Airside Vehicle Permit Offences

Title	Driving a vehicle without a valid Airside Vehicle Permit.
Code	VP01
Points	3-9
Description	It is an offence to drive a mechanically propelled vehicle on any airside road, apron, manoeuvring area or any other place airside without displaying a valid Airside Vehicle Permit
Guidance Material	<p>A person is considered to have committed this offence when they are driving a mechanically propelled vehicle on any airside road, apron, manoeuvring area or any other place airside without displaying a valid Airside Vehicle Permit. An Airside Vehicle Permit is considered invalid when:</p> <ul style="list-style-type: none"> • It is not clearly displayed; • The date on the Airside Vehicle Permit has expired; • The registration or asset number on the Airside Vehicle Permit does not correspond to the registration or asset number of the vehicle it is in, or; • An attempt has been made to alter the dates or registrations on the Airside Vehicle Permit in order to extend the dates or change the vehicle it was issued for. <p>Airside Operations shall direct that any mechanically propelled vehicle without a valid Airside Vehicle Permit be removed from airside until such time as an Airside Vehicle Permit is obtained.</p>
Permitted Exemptions	<p>The following are permitted exemptions to VP01:</p> <ul style="list-style-type: none"> • Local Ambulance Service, Local Authority Fire Service or Police responding to a genuine emergency on airport in accordance with the Aerodrome Emergency Orders for the purpose of exercising their duty, or; • Her Majesty's Armed Forces responding to a genuine emergency on airport in accordance with the Aerodrome Emergency Orders for the purpose of exercising their duty.

Title	Driving a vehicle without displaying company logos and/or registration/asset number.
Code	VP02
Points	3
Description	It is an offence to drive a mechanically propelled vehicle on any airside road, apron, manoeuvring area or any other place airside without displaying company logos and/or registration/asset number.
Guidance Material	A person is considered to have committed this offence when they are driving a mechanically propelled vehicle on any airside road, apron, manoeuvring area or any other place airside without displaying company logos and/or registration/asset number. Airside Operations shall direct that any mechanically propelled vehicle not displaying company logos and/or registration/asset number to be removed from airside until such time as these are affixed.
Permitted Exemptions	<p>The following are permitted exemptions to VP02:</p> <ul style="list-style-type: none"> Local Ambulance Service, Local Authority Fire Service or Police responding to a genuine emergency on airport in accordance with the Aerodrome Emergency Orders for the purpose of exercising their duty, or; Her Majesty's Armed Forces responding to a genuine emergency on airport in accordance with the Aerodrome Emergency Orders for the purpose of exercising their duty.

9.3. Airside Vehicle Standards Offences

Title	Driving a vehicle in a condition likely to result in or has resulted in injury or damage.
Code	VS01
Points	3-12
Description	It is an offence to drive a mechanically propelled vehicle on any airside road, apron, manoeuvring area or any other place airside in a condition that is likely to result in, or has resulted in injury or damage.
Guidance Material	A person is considered to have committed this offence when they are driving a mechanically propelled vehicle on any airside road, apron, manoeuvring area or any other place airside which does not comply with the applicable standard, for example CAP 642. All drivers are responsible for checking that their vehicle is free from defects before setting off. Ignorance is not an excuse. Airside Operations will direct unserviceable or dangerous vehicles be removed from airside pending their repair.
Permitted Exemptions	<p>The following are permitted exemptions to VS01:</p> <ul style="list-style-type: none"> A qualified mechanic recovering a vehicle or piece equipment to a workshop for repair, providing that they have assessed the vehicle and it is free from safety critical defects e.g. brakes, steering or other vehicle controls.

Title	Driving a vehicle which has previously been prohibited from use without repair.
Code	VS02
Points	6-12
Description	It is an offence to drive a mechanically propelled vehicle on any airside road, apron, manoeuvring area or any other place airside in a condition which has resulted in it previously being prohibited from use by an Airside Operations official without the fault(s) being rectified.
Guidance Material	A person is considered to have committed this offence when they are driving a mechanically propelled vehicle on any airside road, apron, manoeuvring area or any other place airside which does not comply with the applicable standard, for example CAP 642. All drivers are responsible for checking that their vehicle is free from defects before setting off. Ignorance is not an excuse. This offence differs from VS01 in respect of the fault with the vehicle which has previously been identified by Airside Operations.
Permitted Exemptions	<p>The following are permitted exemptions to VS02:</p> <ul style="list-style-type: none"> A qualified mechanic recovering a vehicle or piece equipment to a workshop for repair, providing that they have assessed the vehicle and it is free from safety critical defects e.g. brakes, steering or other vehicle controls.

Title	Driving a vehicle without operating obstruction light(s) and/or headlights as required.
Code	VS03
Points	3
Description	It is an offence to drive a mechanically propelled vehicle on any airside road, apron, manoeuvring area or any other place airside without obstruction light(s) and/or headlights as required.
Guidance Material	A person is considered to have committed this offence when they are driving a mechanically propelled vehicle on any airside road, apron, manoeuvring area or any other place airside without obstruction light(s) and/or headlights as required.
Permitted Exemptions	<p>The following are permitted exemptions to VS03:</p> <ul style="list-style-type: none"> A qualified mechanic recovering a vehicle or piece equipment to a workshop for repair, providing that they have assessed the vehicle and it is free from safety critical defects e.g. brakes, steering or other vehicle controls.

9.4. Airside Driving Offences

Title	Driving a vehicle whilst under the influence of drink or drugs, other than those prescribed by a medical professional.
Code	AD01
Points	12
Description	It is an offence to drive a mechanically propelled vehicle on any airside road, apron, manoeuvring area or any other place airside whilst under the influence of drink or drugs, other than those prescribed by a medical professional.
Guidance Material	<p>A person is considered to have committed this offence when they are driving a mechanically propelled vehicle on any airside road, apron, manoeuvring area or any other place airside whilst under the influence of drink or drugs, other than those prescribed by a medical professional. A person under the influence of drugs (medication) may still be considered to have committed this offence if they have not consulted a medical professional and/or declared it to their employer and the standard of their driving falls below the standard of a competent and careful driver.</p> <p>Where it is suspected that a person has driven a vehicle on any airside road, apron, manoeuvring area or any other place airside whilst under the influence of drink or drugs, the police and the person's line manager shall immediately be called to attend. The line manager shall immediately withdraw the person's Security ID Pass on the grounds of safety.</p>
Permitted Exemptions	There are no permitted exemptions to AD01.

Title	Dangerous driving.
Code	AD02
Points	6-12
Description	It is an offence to drive a mechanically propelled vehicle on any airside road, apron, manoeuvring area or any other place airside in a manner that is dangerous.
Guidance Material	<p>A person is considered to have committed this offence when they are driving a mechanically propelled vehicle on any airside road, apron, manoeuvring area or any other place airside in a manner that is dangerous. The term 'dangerous driving' applies when the standard of driving falls far below the minimum acceptable standard expected of a competent and careful driver and it would be obvious to a competent and careful driver that driving in that way would be dangerous. Example offences include but are not limited to:</p> <ul style="list-style-type: none"> Racing, going too fast or driving aggressively; Ignoring signs, signals or warnings from other airside users; Overtaking dangerously; Driving when unfit, including having an injury, being unable to see clearly, not taking prescribed drugs or being sleepy, or; Driving whilst being avoidably and dangerously distracted by reading or completing paperwork.
Permitted Exemptions	There are no permitted exemptions to AD02.

Title	Driving without due care and attention or without reasonable consideration.
Code	AD03
Points	3-9
Description	It is an offence to drive a mechanically propelled vehicle on any airside road, apron, manoeuvring area or any other place airside in a manner which is without due care and attention or without reasonable consideration.
Guidance Material	<p>A person is considered to have committed this offence when they are driving a mechanically propelled vehicle on any airside road, apron, manoeuvring area or any other place airside in a manner which is without due care and attention or without reasonable consideration. The term 'without due care and attention or without reasonable consideration' applies when the standard of driving falls below the minimum acceptable standard expected of a competent and careful driver and it would be obvious to a competent and careful driver that driving in that way would be without due care and attention or without reasonable consideration. Example offences include but are not limited to:</p> <ul style="list-style-type: none"> • Driving across an aircraft parking stand; • Driving too close to the vehicle in front; • Turning into the path of another vehicle; • Driving whilst being avoidably distracted by reading or completing paperwork, talking to and looking at a passenger or changing cabin controls; • Flashing lights to force other airside drivers to give way; • Misusing the airside road network to gain advantage over other drivers; • Unnecessarily slow driving or braking, or; • Dazzling other drivers with un-dipped headlights.
Permitted Exemptions	There are no permitted exemptions to AD03.

Title	Speeding.
Code	AD04
Points	3-12
Description	It is an offence to drive a mechanically propelled vehicle on any airside road, apron, manoeuvring area or any other place airside in excess of the posted speed limit.
Guidance Material	A person is considered to have committed this offence when they are driving a mechanically propelled vehicle on any airside road, apron, manoeuvring area or any other place airside in excess of the posted speed limit when observed by an Airside Operations official.
Permitted Exemptions	<p>The following are permitted exemptions to AD04:</p> <ul style="list-style-type: none"> • Local Ambulance Service, Local Authority Fire Service, Police, Airport Fire and Rescue Service or Airside Operations for the purpose of exercising their duty; • It is being used for other prescribed purposes in such circumstances as may be prescribed, or; • The person driving is training to drive vehicles for any of the circumstances mentioned above. <p>It is up to the person driving the vehicle to make use of their exemptions at any time and for any length provided that they are able to justify it. Justification rests solely with the vehicle driver. A vehicle driver is still liable to have been found to have committed an offence if their driving falls below or far below the standard expected. This includes if they are making a legitimate use of a permitted exemption.</p>

Title	Failure to give way to an emergency vehicle.
Code	AD05
Points	6
Description	It is an offence to drive a mechanically propelled vehicle on any airside road, apron, manoeuvring area or any other place airside and fail to give way to an emergency vehicle.
Guidance Material	A person is considered to have committed this offence when they are driving a mechanically propelled vehicle on any airside road, apron, manoeuvring area or any other place airside and

	they fail to give way to an emergency vehicle airside whilst that emergency vehicle is moving and displaying blue lights and/or sirens.
Permitted Exemptions	There are no permitted exemptions to AD05.

Title	Driving a vehicle whilst using a Personal Electronic Device, other than a UHF or VHF trunk radio system.
Code	AD06
Points	6
Description	It is an offence this offence to drive a mechanically propelled vehicle on any airside road, apron, manoeuvring area or any other place airside whilst using a Personal Electronic Device, other than a UHF or VHF trunk radio system.
Guidance Material	<p>A person is considered to have committed this offence when they are driving a mechanically propelled vehicle on any airside road, apron, manoeuvring area or any other place airside whilst using a Personal Electronic Device, other than a UHF or VHF trunk radio system. The term using applies to the following devices:</p> <ul style="list-style-type: none"> • A hand-held mobile phone; • A hand-held device which performs an interactive function including but not limited to an interactive communications function, or; • Smart, wearable technology such as a smart watch or fitness tracker. <p>The term using applies in the following instances:</p> <ul style="list-style-type: none"> • Making or receiving a telephone call; • Sending or receiving a SMS; • The checking of notifications; • Interacting with the device; • Wearing personal headphones, or; • Holding the device outside of a hands-free cradle.
Permitted Exemptions	<p>The following are permitted exemptions to AD06:</p> <ul style="list-style-type: none"> • Contacting the Airport Emergency Telephone Line 01279 662222 (ext. 222) for a genuine emergency, where it would be unsafe for the driver to stop.

Title	Improper overtaking.
Code	AD07
Points	3-6
Description	It is an offence to drive a mechanically propelled vehicle on any airside road, apron, manoeuvring area or any other place airside whilst overtaking another vehicle improperly.
Guidance Material	<p>A person is considered to have committed this offence when they are driving a mechanically propelled vehicle on any airside road, apron, manoeuvring area or any other place airside when they overtake another vehicle improperly. Examples of this offence include but are not limited to:</p> <ul style="list-style-type: none"> • Overtaking across solid white lines, or; • Overtaking at junctions.
Permitted Exemptions	<p>The following are permitted exemptions to AD07:</p> <ul style="list-style-type: none"> • Local Ambulance Service, Local Authority Fire Service, Police, Airport Fire and Rescue Service or Airside Operations for the purpose of exercising their duty; • To avoid an incident; • When indicated to do so by Police, Airport Fire and Rescue Service or Airside Operations officials, or; • Prevented by circumstances outside his/her control.

Title	Driving with vehicle doors open or unsecured.
Code	AD08
Points	3
Description	It is an offence to drive a mechanically propelled vehicle on any airside road, apron, manoeuvring area or any other place airside whilst the doors are open or are unsecured.
Guidance Material	<p>A person is considered to have committed this offence when they are driving a mechanically propelled vehicle on any airside road, apron, manoeuvring area or any other place airside with the vehicle doors are open or are unsecured. Vehicle doors must be in a serviceable condition (including closing securely as designed) and any shortcomings dealt with under the operating company's vehicle defect reporting process. It is accepted that not all specialist vehicles used as Ground Service Equipment (GSE) will have doors.</p> <p>Companies are responsible for assuring themselves that the level of safety provided for the driver and any passengers is acceptable without doors fitted. This should take into account the cost of providing them and the practicality of using them. It is not acceptable for doors to be removed from a vehicle designed, fitted and supplied with them.</p>
Permitted Exemptions	<p>The following are permitted exemptions to AD08:</p> <ul style="list-style-type: none"> • When driving on an aircraft parking stand at a speed no greater than 5 mph. • Some EBT's are fitted with speed reduction sensors when doors are in the open position.

Title	Driving underneath an aircraft wing.
Code	AD09
Points	3
Description	It is an offence to drive a mechanically propelled vehicle on any airside road, apron, manoeuvring area or any other place airside underneath an aircraft wing.
Guidance Material	A person is considered to have committed this offence when they are driving a mechanically propelled vehicle on any airside road, apron, manoeuvring area or any other place airside underneath an aircraft wing without it being connected to their operational role.
Permitted Exemptions	<p>The following are permitted exemptions to AD09:</p> <ul style="list-style-type: none"> • Undertaking aircraft maintenance activities, • As part of an approved process for the turnaround of an aircraft or; • Undertaking aircraft refuelling or defueling activities.

Title	Failure to wear a seatbelt whilst driving.
Code	AD10
Points	3
Description	It is an offence to drive or be a passenger in a mechanically propelled vehicle on any airside road, apron, manoeuvring area or any other place airside without wearing a seatbelt.
Guidance Material	A person is considered to have committed this offence when they are driving or are a passenger in a mechanically propelled vehicle on any airside road, apron, manoeuvring area or any other place airside without wearing a seatbelt.
Permitted Exemptions	<p>The following are permitted exemptions to AD10:</p> <ul style="list-style-type: none"> • A person holding a valid medical exemption certificate; • The driver of, or passenger in, a vehicle designed to carry two or more passengers (excluding the driver) on a journey not exceeding 50 metres; • A person driving a vehicle or equipment whilst performing a manoeuvre which includes reversing; • A person conducting a test of competence to drive and the wearing of a seat belt would endanger himself or any other person; • A person driving or riding in a vehicle whilst it is being used for Local Authority Fire Service or Airport Fire and Rescue Service purposes; • A person driving or riding in a vehicle for Police purposes, or for carrying a person in lawful custody including the Detained person him/herself; • A person in an Ambulance (belonging to, or on contract to, an NHS Trust) whilst attending to an ill or injured passenger, and including that ill or injured passenger themselves;

	<ul style="list-style-type: none"> • The driver or passenger of a vehicle if a seat belt is not provided for that person; • A person riding in a small or large bus which is being used to provide a local service airside; • A person riding in a small or large bus which is constructed or adapted for the carriage of standing passengers.
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Title	Failure to use a banksman when required whilst driving.
Code	AD11
Points	3
Description	It is an offence to drive a mechanically propelled vehicle on any airside road, apron, manoeuvring area or any other place airside and failing to use a banksman when required.
Guidance Material	A person is considered to have committed this offence when they are driving a mechanically propelled vehicle on any airside road, apron, manoeuvring area or any other place airside without using a banksman when required, including but not limited to manoeuvring on, or off of an aircraft.
Permitted Exemptions	<p>The following are permitted exemptions to AD11:</p> <ul style="list-style-type: none"> • An organisation has provided a Risk Assessment to Airside Operations which has been approved and covers all risks within a single person operation.

9.5. Airside Towing Offences

Title	Driving a vehicle with an insecure load which falls, becomes detached, or is in a raised position, resulting in injury or damage.
Code	TW01
Points	3-12
Description	It is an offence to drive a mechanically propelled vehicle on any airside road, apron, manoeuvring area or any other place airside with an insecure load which falls, becomes detached, or is in a raised position, resulting in injury or damage.
Guidance Material	A person is considered to have committed this offence when they are driving a mechanically propelled vehicle on any airside road, apron, manoeuvring area or any other place airside with an insecure load which falls, becomes detached, or is in a raised position, resulting in injury or damage.
Permitted Exemptions	There are no permitted exemptions to TW01.

Title	Driving a vehicle with an insecure load which falls, becomes detached, or is in a raised position, which does not result in injury or damage.
Code	TW02
Points	3-6
Description	It is an offence to drive a mechanically propelled vehicle on any airside road, apron, manoeuvring area or any other place airside with an insecure load which falls, becomes detached, or is in a raised position, which does not result in injury or damage.
Guidance Material	A person is considered to have committed this offence when they are driving a mechanically propelled vehicle on any airside road, apron, manoeuvring area or any other place airside with an insecure load which falls, becomes detached, or is in a raised position, which does not result in injury or damage.
Permitted Exemptions	There are no permitted exemptions to TW02.

9.6. Airside Parking Offences

Title	Parking a vehicle in a position so as to cause an obstruction to an assembly point, evacuation route or other marked hazard areas.
Code	PK01
Points	3-9
Description	It is an offence to leave any mechanically propelled vehicle on any airside road, apron, manoeuvring area or any other place airside on any assembly point, evacuation route or marked hazard areas.
Guidance Material	<p>A person is considered to have committed this offence when they leave a mechanically propelled vehicle on any airside road, apron, manoeuvring area or any other place airside on any assembly point, evacuation route or marked hazard areas. The following are considered to be assembly points, evacuation routes or marked hazard areas:</p> <ul style="list-style-type: none"> • Parking so as to block emergency escape exits and routes from buildings; • Parking so as to block emergency escape exits and routes from the Track Transit System (TTS); • Parking so as to obstruct hatched Assembly Points, marked with green paint and/or toberones; • Parking so as to block TTS Contingency routes and parking locations; • Parking so as to block stand entry guidance and fuel hydrant emergency stop buttons, or; • Parking so as to obstruct marked fuel hydrant valve chambers.
Permitted Exemptions	<p>The following are permitted exemptions to PK01:</p> <ul style="list-style-type: none"> • Removal of an obstruction or other potential obstruction to traffic; • Maintenance and improvement work of the Airside Road Network; • Erection, maintenance, removal or testing of apparatus in, on, under or over the carriageway; • Local Ambulance Service, Local Authority Fire Service, Police, Airport Fire and Rescue Service, Airside Operations or Airport Engineering for the purpose of exercising their duty; • To avoid an incident; • When indicated to do so by Police, Airport Fire and Rescue Service or Airside Operations officials, or; • Prevented from proceeding by circumstances outside his/her control.

Title	Parking a vehicle in a position so as to cause an obstruction to aircraft manoeuvring on to, or off of an aircraft parking stand.
Code	PK02
Points	3-9
Description	It is an offence to leave any mechanically propelled vehicle on any airside road, apron, manoeuvring area or any other place airside in or directly adjacent to the path of an aircraft manoeuvring on to, or off of an aircraft parking stand.
Guidance Material	A person is considered to have committed this offence when they leave a mechanically propelled vehicle on any airside road, apron, manoeuvring area or any other place airside in or directly adjacent to the path of an aircraft manoeuvring on to, or off of an aircraft parking stand.
Permitted Exemptions	<p>The following are permitted exemptions to PK02:</p> <ul style="list-style-type: none"> • Removal of an obstruction or other potential obstruction to traffic; • Erection, maintenance, removal or testing of apparatus in, on, under or over the aircraft parking stand; • Local Ambulance Service, Local Authority Fire Service, Police, Airport Fire and Rescue Service, Airside Operations or Airport Engineering for the purpose of exercising their duty; • Prevented from proceeding by circumstances outside his/her control.

Airside Standing Instruction 034 Airside Recognition and Infringement Notice

Title	Parking a vehicle and leaving it running unattended.
Code	PK03
Points	3-6
Description	It is an offence to leave any mechanically propelled vehicle with its engine running and left unattended on any airside road, apron, manoeuvring area or any other place airside.
Guidance Material	A person is considered to have committed this offence when they leave a mechanically propelled vehicle with its engine running and unattended on any airside road, apron, manoeuvring area or any other place airside.
Permitted Exemptions	<p>The following are permitted exemptions to PK03:</p> <ul style="list-style-type: none"> • Removal of an obstruction or other potential obstruction to traffic; • Erection, maintenance, removal or testing of apparatus in, on, under or over the aircraft parking stand; • Local Ambulance Service, Local Authority Fire Service, Police, Airport Fire and Rescue Service, Airside Operations or Airport Engineering for the purpose of exercising their duty; • Prevented from proceeding by circumstances outside his/her control.

Title	Parking a vehicle in a position as to block the exit path of a fuel bowser involved in refuelling.
Code	PK04
Points	3
Description	It is an offence to leave any mechanically propelled vehicle on any apron or any other place airside in a position as to block the exit path of a fuel bowser involved in refuelling.
Guidance Material	A person is considered to have committed this offence when they leave a mechanically propelled vehicle on any apron or any other place airside in a position as to block the exit path of a fuel bowser involved in refuelling.
Permitted Exemptions	There are no permitted exemptions to PK04.

Title	Parking a vehicle in a location not marked for that purpose.
Code	PK05
Points	3
Description	It is an offence to leave any mechanically propelled vehicle on any airside road, apron, manoeuvring area or any other place airside in a location not marked for that purpose.
Guidance Material	A person is considered to have committed this offence when they leave a mechanically propelled vehicle on any airside road, apron, manoeuvring area or any other place airside in a location not marked for that purpose.
Permitted Exemptions	<p>The following are permitted exemptions to PK05:</p> <ul style="list-style-type: none"> • Removal of an obstruction or other potential obstruction to traffic; • Erection, maintenance, removal or testing of apparatus in, on, under or over the carriageway; • Local Ambulance Service, Local Authority Fire Service, Police, Airport Fire and Rescue Service, Airside Operations or Airport Engineering for the purpose of exercising their duty; • To avoid an incident; • When indicated to do so by Police, Airport Fire and Rescue Service or Airside Operations officials, or; • Prevented from proceeding by circumstances outside his/her control.

9.7. Manoeuvring Area Offences

Title	Entering the Manoeuvring Area without authority.
Code	MA01
Points	6-12
Description	It is an offence for a person to enter the Manoeuvring area without permission from Air Traffic Control, either on foot or in a vehicle.
Guidance Material	A person is considered to have committed this offence when they enter the Manoeuvring area without permission from Air Traffic Control either on foot or in a vehicle.
Permitted Exemptions	There are no permitted exemptions to MA01.

Title	Endangering an aircraft
Code	MA02
Points	6-12
Description	It is an offence for a person when walking or driving a mechanically propelled vehicle on any airside road, apron, manoeuvring area or any other place airside to behave in a manner which endangers an aircraft, or any person in an aircraft.
Guidance Material	A person is considered to have committed this offence when they are walking or driving a mechanically propelled vehicle on any airside road, apron, manoeuvring area or any other place airside to behave in a manner which endangers an aircraft, or any person in an aircraft. The term 'endangering an aircraft' applies when the person acts in a reckless or negligent manner.
Permitted Exemptions	There are no permitted exemptions to MA02.

Title	Failure to give way to an aircraft
Code	MA03
Points	6
Description	It is an offence for a person when walking or driving a mechanically propelled vehicle on any airside road, apron, manoeuvring area or any other place airside and fail to give way to an aircraft.
Guidance Material	A person is considered to have committed this offence when they are walking or are driving a mechanically propelled vehicle on any airside road, apron, manoeuvring area or any other place airside and fail to give way to an aircraft.
Permitted Exemptions	There are no permitted exemptions to MA03.

9.8. Airside Signs and Signals Offences

Title	Failure to comply with the Western Maintenance Apron traffic light system.
Code	SL01
Points	9-12
Description	It is an offence for a person when driving a mechanically propelled vehicle to fail to comply with a red traffic light at the Western Maintenance Apron traffic light system.
Guidance Material	A person is considered to have committed this offence when they are driving a mechanically propelled vehicle cross the marked stop position at the Western Maintenance Apron traffic light system whilst at red.
Permitted Exemptions	<p>The following are permitted exemptions to SL01:</p> <ul style="list-style-type: none"> • Airport Fire and Rescue Service or Airside Operations for the purpose of exercising their duty, or; • When indicated to do so by an Airside Operations official. <p>It is up to the person driving the vehicle to make use of their exemptions at any time and for any length provided that they are able to justify it. Justification rests solely with the vehicle driver. A vehicle driver is still liable to have been found to have committed an</p>

	offence if their driving falls below or far below the standard expected. This includes if they are making a legitimate use of a permitted exemption.
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Title	Failure to comply with an instruction or condition issued by an Air Traffic Control Officer.
Code	SL02
Points	9-12
Description	It is an offence for a person when walking, driving a mechanically propelled vehicle on any airside road, apron, manoeuvring area or any other place airside to fail to comply with an instruction or condition issued by an Air Traffic Control Officer.
Guidance Material	A person is considered to have committed this offence when they are walking, driving a mechanically propelled vehicle on any airside road, apron, manoeuvring area or any other place airside to fail to comply with an instruction or condition issued by an Air Traffic Control Officer.
Permitted Exemptions	There are no permitted exemptions to SL02.

Title	Failure to comply with a signal or instruction given by an Airside Operations official.
Code	SL03
Points	9-12
Description	It is an offence for a person when walking, driving a mechanically propelled vehicle on any airside road, apron, manoeuvring area or any other place airside to fail to comply with a signal or instruction given, or reasonable request made by an Airside Operations official.
Guidance Material	A person is considered to have committed this offence when they are walking, driving a mechanically propelled vehicle on any airside road, apron, manoeuvring area or any other place airside and fail to comply with a signal or instruction given, or reasonable request made by an Airside Operations official. Examples of this offence include, but are not limited to: <ul style="list-style-type: none"> • Failing to stop when requested to do so; • Failing to identify themselves when requested to do so; • Failing to remove an unsafe vehicle from airside when requested to do so, or; • Ignoring a road closed sign or matrix board.
Permitted Exemptions	There are no permitted exemptions to SL03.

9.9. Airside Pedestrian Offences

Title	Smoking or using an E-Cigarette in an unauthorised area.
Code	PD01
Points	6
Description	It is an offence for a person working airside to smoke or vape in any airside area, other than in a designated smoking area which is marked for that purpose.
Guidance Material	A person is considered to have committed this offence they bring a naked light into or light any naked light airside. A person is also considered to be smoking when using an e-cigarette or other 'vaping' device.
Permitted Exemptions	There are no permitted exemptions to PD01.

Title	Managing foreign object debris and/or a spillage.
Code	PD02
Points	3-6
Description	It is an offence for a person working airside to fail to manage foreign object debris and/or a spillage which they have created or have responsibility for disposing of.
Guidance Material	A person is considered to have committed this offence when they fail to clean up foreign object debris and/or a spillage which they have created or have responsibility for disposing of. Examples of this offence include but are not limited to:

	<ul style="list-style-type: none"> • Disposing of aircraft bar tags out of the aircraft door; • Leaving aircraft rubbish bags in the airside environment, or; • Creating a spillage.
Permitted Exemptions	There are no permitted exemptions to PD02.

Title	Failure to wear personal protective equipment.
Code	PD03
Points	3
Description	It is an offence for a person working airside to fail to wear personal protective equipment in accordance with the Aerodrome Manual and/or third party organisational requirements.
Guidance Material	A person is considered to have committed this offence when they fail to wear personal protective equipment as prescribed by the Aerodrome Manual and/or third party organisational requirements. High visibility clothing must be clean and properly fastened when working around aircraft. High visibility clothing must be manufactured to the recognised BS EN 471:2003 Class 2 or above standard. Further guidance on high visibility personal protective equipment is available from the Health and Safety Executive.
Permitted Exemptions	There are no permitted exemptions to PD03.

Title	Walking across an aircraft parking stand
Code	PD04
Points	3
Description	It is an offence for a person working airside to walk across an aircraft parking stand.
Guidance Material	A person is considered to have committed this offence when they have walked across an aircraft parking stand when they have entered the marked stand area.
Permitted Exemptions	<p>The following are permitted exemptions to PD04:</p> <ul style="list-style-type: none"> • Servicing an aircraft; • Removal of an obstruction or other potential obstruction to an aircraft; • Maintenance and improvement work of the aircraft parking stand; • Erection, maintenance, removal or testing of apparatus in, on, under or over the aircraft parking stand; • Local Ambulance Service, Local Authority Fire Service, Police, Airport Fire and Rescue Service, Airside Operations, Airport Engineering or North Air for the purpose of exercising their duty; • To avoid an incident; • When indicated to do so by Police, Airport Fire and Rescue Service or Airside Operations officials, or; • Prevented from proceeding by circumstances outside his/her control.

Title	Failure to keep to a safe route where provided
Code	PD05
Points	3
Description	It is an offence for a person working airside to fail to keep to a safe route where provided.
Guidance Material	A person is considered to have committed this offence when they have failed to keep to a safe route where provided.
Permitted Exemptions	<p>The following are permitted exemptions to PD05:</p> <ul style="list-style-type: none"> • Local Ambulance Service, Local Authority Fire Service, Police, Airport Fire and Rescue Service, Airside Operations, Airport Engineering or North Air for the purpose of exercising their duty; • To avoid an incident;

	<ul style="list-style-type: none"> When indicated to do so by Police, Airport Fire and Rescue Service or Airside Operations officials, or; Prevented from proceeding by circumstances outside his/her control.
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9.10. Aircraft Turnaround Offences

Title	Unauthorised or incorrect aircraft pushback.
Code	AT01
Points	3-9
Description	It is an offence for an aircraft to push back into the manoeuvring area without clearance from air traffic control, or, to push back not in accordance with air traffic control instructions.
Guidance Material	A person is considered to have committed this offence when they are involved in an aircraft pushback which is either without clearance from air traffic control, or, not in accordance with air traffic control instructions.
Permitted Exemptions	There are no permitted exemptions to AT01.

Title	Passenger safety.
Code	AT02
Points	3-9
Description	It is an offence for a person to fail to adequately safeguard and protect passengers whilst airside.
Guidance Material	<p>A person is considered to have committed this offence when they fail to adequately safeguard and protect passengers whilst airside. Examples of this offence include but are not limited to:</p> <ul style="list-style-type: none"> Failure to deploy passenger guidance systems to protect passengers from moving parts or zones of heat on an aircraft; Failure to adequately supervise passengers whilst on the ramp, or; Failure to control passengers whilst on the ramp.
Permitted Exemptions	There are no permitted exemptions to AT02.

Title	Failure to apply brakes to a fixed electrical ground power unit.
Code	AT03
Points	6
Description	It is an offence for a person to leave a fixed electrical ground power unit without the brakes applied.
Guidance Material	A person is considered to have committed this offence when they leave a fixed electrical ground power unit without the brakes being applied. In order to be effective, all brakes on the unit must be applied. This includes when the unit is attached to an aircraft or in its parking position. It is the responsibility of the Team Leader or Dispatcher to ensure that all brakes on the fixed electrical ground power unit are applied.
Permitted Exemptions	There are no permitted exemptions to AT03.

Title	Failure to clear an aircraft parking stand after an aircraft turnaround.
Code	AT04
Points	6
Description	It is an offence for a person to leave any aircraft parking stand after an aircraft turnaround without it being cleared.
Guidance Material	<p>A person is considered to have committed this offence when they leave any aircraft parking stand after an aircraft turnaround without it being cleared. Examples of this offence include but are not limited to:</p> <ul style="list-style-type: none"> Ground service equipment which is not returned to a marked equipment area;

Airside Standing Instruction 034 Airside Recognition and Infringement Notice

	<ul style="list-style-type: none"> • Passenger boarding bridge which is not returned to its parking bay; • Objects left on passenger boarding bridge starburst markings; • Aircraft chocks left on the aircraft parking stand or passenger walkway, or; • Fixed electrical ground power not returned to its parking position. <p>It is the responsibility of the Team Leader or Dispatcher to ensure that the aircraft parking stand is cleared prior to leaving it. Where the aircraft parking stand is found to be unclear, the airside infringement notice shall be issued to the last Team Leader or Dispatcher to use the stand as shown in Stand Planning Tool/Software.</p>
Permitted Exemptions	There are no permitted exemptions to AT04.

Title	Failure to secure apron level doors after an aircraft turnaround.
Code	AT05
Points	6
Description	It is an offence for a person to leave any apron level doors after an aircraft turnaround unsecured.
Guidance Material	A person is considered to have committed this offence when they leave any apron level doors after an aircraft turnaround unsecured. It is the responsibility of the Team Leader or Dispatcher to ensure that apron level doors are secure prior to leaving the aircraft parking stand. Where the apron level doors are found to be unsecure, the airside infringement notice shall be issued to the last Team Leader or Dispatcher to use the stand as shown in Stand Planning Tool/Software.
Permitted Exemptions	There are no permitted exemptions to AT05.

Title	Failure to use a serviceable headset during aircraft pushback.
Code	AT06
Points	6
Description	It is an offence for a person to fail to use serviceable headset during an aircraft pushback.
Guidance Material	A person is considered to have committed this offence when they fail to use a serviceable headset during an aircraft pushback in accordance with company standard operating procedures.
Permitted Exemptions	<p>There following are permitted exemptions to AT06:</p> <ul style="list-style-type: none"> • Prevailing weather conditions which prevent the use of headset; • Aircraft which are not equipped with a ground intercom facility, or; • Aircraft unserviceability. <p>In all instances it is the responsibility of the headset person to inform the pushback tug driver of the inability to use a headset. In turn, the pushback tug driver must inform air traffic control that no direct communication is available with the flight deck.</p>

Title	Failure to meet an aircraft.
Code	AT07
Points	3
Description	It is an offence for a person to fail to meet an inbound aircraft to which they have been assigned and/or have a responsibility to.
Guidance Material	A person is considered to have committed this offence when they fail to meet an aircraft to which they have been assigned and/or have responsibility for.
Permitted Exemptions	There are no permitted exemptions to AT07.

9.11. Aircraft Incident Reporting Offences

Title	Failure to stop and report an incident to Airside Operations.
Code	IR01
Points	9
Description	It is an offence for a person to be involved in an incident airside and to fail to report that incident to Airside Operations.
Guidance Material	<p>A person is considered to have committed this offence when they are involved in an incident, but fail to report that incident to Airside Operations. Examples of this offence include but are not limited to:</p> <ul style="list-style-type: none"> • Damage to aerodrome infrastructure caused by a vehicle, or; • Damage to an aircraft or a vehicle caused by another aircraft or vehicle.
Permitted Exemptions	There are no permitted exemptions to IR01.

9.12. Other Airside Offences

Title	Any other infringement that may constitute a hazard or be breach of aerodrome rules.
Code	ZZ01
Points	3-12
Description	It is an offence for a person to behave in manner which constitutes a hazard or is a breach of aerodrome rules.
Guidance Material	This offence code is to be used where no other code is available, the Airside Operations official issuing the infringement is to specify what offence has been committed.

Title	Witness or third party in an incident.
Code	ZZ02
Points	0
Description	Information and evidence gathering.
Guidance Material	This AIN code is to be used where there is a driver, a passenger or a pedestrian that has been involved in an incident and the Airside Operations Officer deems there is no fault, or the Airside Assurance Manager discovers through investigation the individual is not at fault and amends the original AIN issued.

9.13. Recognition

Title	Recognition for individual safety actions
Code	RN01
Points	0
Description	A safety recognition or incentive scheme helps build morale and focuses attention on achieving the goals of the organisation's safety standards.
Guidance Material	<p>Where a person acts in a manner which prevents a hazard, incident or a breach of aerodrome rules without prior instruction from their line manager and acts with a safety-first approach.</p> <p>Recognition can be issued by any Airfield or Airside operations representative or via the online Voluntary Safety Submission form.</p>

10. OCCURRENCE AND NEAR MISS REPORTING

Regulation (EU) 376/2014 (as amended) requires that relevant civil aviation safety information shall be reported, collected, stored, protected, exchanged, disseminated and analysed and appropriate safety action should be taken based on the information collected. In accordance with Articles 4(1) and 4(6) of Regulation (EU) 376/2014 (as amended), certain events shall be reported upon to the UK Civil Aviation Authority (CAA) as the Competent Authority (CA) by specific persons respectively. These are defined as Mandatory Occurrence Reports (MORs).

Organisations shall ensure that where applicable, they comply with their legal obligations to report in accordance with Regulation (EU) 376/2014 (as amended). Article 4(6) of Regulation (EU) 376/2014 (as amended) specifies the persons who shall report on occurrences in accordance with Article 4(1) of Regulation (EU) 376/2014 (as amended). A person mandated to report may do so through the system established by the organisation which employs, contracts or uses the services of the reporter, or, failing that the EU Aviation Safety Reporting Portal database, online.

Organisations shall ensure that they maintain the capability for personnel to report near-miss events, including in an anonymous manner and for their subsequent categorisation and investigation, if applicable. Further information may be found in ASI 032 – Accident, Incident, Occurrence and Near Miss Reporting.

11. COMPLIANCE MONITORING

The Airside Recognition and Infringement Scheme is not subject to the Compliance Monitoring System (CMS).

12. FURTHER INFORMATION

Further information may be found in CAP 642 – Airside Safety Management.

ASI 035 ALLOCATION OF AIRCRAFT STANDS

ASI Owner Head of Airside

References Regulation (EU) 376/2014
 Regulation (EU) No. 139/2014
 Regulation (EU) 2015/1018
 CAP 642 – Airside Safety Management

1. GENERAL

London Stansted Airport provides aprons and aircraft stands to permit the safe loading and off-loading of passengers, cargo, or mail as well as the servicing of aircraft without interfering with the aerodrome traffic. The Airport shall allocate aircraft to aircraft parking based on a set, standard protocol. For the purposes of this Airside Standing Instruction (ASI), the following definitions apply:

Term	Definition
Aircraft stand	A designated area on an apron intended to be used for parking an aircraft.
Apron	A defined area intended to accommodate aircraft for purposes of loading or unloading passengers, mail or cargo, fuelling, parking or maintenance.

It is the responsibility of all personnel to ensure that they are familiar with this ASI if it is applicable to them, and to undertake the actions required to fully comply with it and safeguard the airside environment.

2. ACCOUNTABILITY AND RESPONSIBILITIES

2.1. Head of Airside

Reporting to the Operations Director the Head of Airside is responsible for defining the policies and procedures contained and relating to this ASI. The HOA is further responsible for managing the rules contained in the Stand Planning Tool/Software programmes.

2.2. Airside Operations Manager

Reporting to the HOA, the Airside Operations Manager (AOM) is responsible for ensuring and deploying sufficient resources to undertake the allocation of aircraft stands as per this ASI. The AOM is further responsible for ensuring that personnel with responsibilities for allocating aircraft stands are trained and maintain proficiency in accordance with Commission Regulation (EU) 139/2014; ADR.OR.D.017 (as amended) and as per AMC1 ADR.OR.D.017(a);(b).

2.3. Airside Operations Duty Manager

Reporting to the AOM, the Airside Operations Duty Manager (AODM) (ext. 2378) is responsible for the safe operation, availability and status of the aerodrome. The AODM is the operational line manager for the operational team and shall ensure that aircraft are allocated aircraft stands as per this ASI. The AODM is further responsible for reporting in accordance with Regulation (EU) No. 139/2014 as retained (and amended in UK domestic law) under the European Union (Withdrawal) Act 2018 and Commission Implementing Regulation (EU) 2015/1018 (as amended).

2.4. Airfield Control Manager

Reporting to the AODM, the Airfield Control Manager (ACM) (01279 662777) is responsible for allocating aircraft to aircraft stands as per this ASI.

2.5. Airside Operations

Reporting to the AODM, Airside Operations (01279 662478) are responsible for supporting the ACM in allocating aircraft to aircraft stands as per this ASI. In addition, Airside Operations shall assume responsibility for allocating aircraft to aircraft stands in the absence of the ACM.

3. AIRCRAFT STAND ALLOCATION

The responsibility of aircraft stand allocation rests with the ACM, or in their absence, Airside Operations, using stand planning software. The software contains information as to the limitations and inter-operability of each aircraft stand. The principal parameters in which aircraft are allocated an aircraft stand is the Expected Time of Arrival (ETA) and Departure (ETD), and the capacity of the aircraft stand to accommodate that aircraft type. The secondary parameters include, but are not limited to:

- The Satellite to which that aircraft operator or airline is usually assigned;
- Any special border control and/or security considerations e.g. Common Travel Area (CTA);
- Any agreed policy on the use of contact and remote aircraft stands, and;
- Any other parameters or agreements made between the Airport and the aircraft operator or airline.

Pre-built aircraft stand allocation plans may be overridden by the ACM or Airside Operations in order to tactically manage capacity. The software will alert the ACM and Airside Operations to any potential safety conflict for aircraft using that aircraft stand, aircraft on adjacent aircraft stands and those with overlapping occupancy times.

4. AIRCRAFT REMOTE HOLDING PLAN

The Airport has introduced Remote Holding Areas (RHAs) as part of the Stansted Service Delivery Plan (SSDP). The remote holding plan details measures taken by the Airport to enable aircraft operations to continue safely during periods of reduced capacity due to excess traffic conditions. This plan focuses primarily on the management of aerodrome facilities and the interdependencies of aircraft operators, airlines and GSPs. The purpose of RHAs is to enable approved aircraft operators and airlines to request a pushback and subsequent remote holding for aircraft to absorb departure delays of more than 30 minutes.

Departure delays are calculated between the Scheduled Time of Departure (STD) and the Calculated Take-Off Time (CTOT). For periods of less than 30 minutes, if traffic and space permits, aircraft should be allowed to absorb the delay tactically either by a pushback and engine off in the apron adjacent to their aircraft parking stand or any portion of the taxiway or holding point. These aircraft will be treated as normal outbound aircraft and should follow Standard Operating Procedures (SOPs). Approved airline operators shall decide which aircraft they wish to use the RHAs therefore freeing aircraft stands for other inbound aircraft, taking advance of possible re-allocated CTOTs.

The AODM shall review the following day's aircraft parking stand plan, and with ATC agree upon the most suitable RHAs to be used based on planned operations at a 03:00 local conference call. Once agreed, they shall be added to the RHA matrix on the Operational Planning Brief (OPB). For the evening traffic peak, the RHAs agreed upon shall be detailed in the mid-afternoon On-Time

Performance (OTP) email but can also be obtained by phoning the AODM any time after 15:00 local.
The following factors shall be considered when deciding upon RHAs:

- Runway in use;
- Forecast weather conditions, and;
- Works in Progress.

Three available RHAs are listed in the table below.

Option	RWY 22	RWY 04	Max Aircraft	Notes/Observations
Remote 1	Alpha Cul-de-Sac West Line	Alpha Cul-de-Sac West Line	1x Code C	<ul style="list-style-type: none"> • Aircraft are to be pushed back and positioned on the Alpha Cul-de-Sac West Line, adjacent to Stand A2. • Conflicts with Stand A2.
Remote 2	Zulu Cul-de-Sac	Zulu Cul-de-Sac	2x Code C	<ul style="list-style-type: none"> • Aircraft are to self-position on the taxiway in accordance with ATC instructions. • Aircraft are to enter the Zulu Cul-de-Sac on the East line and position nose-out on the West line. • Conflicts with Stand Z204 and Z205, Code C aircraft only.
Remote 3A	Taxiway Hotel Between Delta and Echo	Taxiway Hotel Between Delta and Echo	1x Code C	<ul style="list-style-type: none"> • Aircraft are to self-position on the taxiway in accordance with ATC instructions. • ATC discretion as to which taxiway is used. • Use will prevent area being used for aircraft waiting to park. • Caution aircraft wishing to use the Echo Cul-de-Sac.
Remote 3B	Taxiway Juliet Between Delta and Echo	Taxiway Juliet Between Delta and Echo	1x Code C	<ul style="list-style-type: none"> • Aircraft are to self-position on the taxiway in accordance with ATC instructions. • ATC discretion as to which taxiway is used. • Use will prevent area being used for aircraft waiting to park. • Caution aircraft wishing to use the Echo Cul-de-Sac.
Remote 4	Taxiway Hotel	N/A	4x Aircraft	<ul style="list-style-type: none"> • Aircraft are to self-position on the taxiway in accordance with ATC instructions. • Conflicts with Code F aircraft movements.
Remote 5	N/A	Taxiway Hotel	4x Aircraft	<ul style="list-style-type: none"> • Aircraft are to self-position on the taxiway in accordance with ATC instructions. • Conflicts with Code F aircraft movements.
Remote 6	Bravo Cul-de-Sac West Line	Bravo Cul-de-Sac West Line	1x Code C	<ul style="list-style-type: none"> • Aircraft are to be pushed back and positioned on the Bravo Cul-de-Sac West Line, adjacent to Stand B20. • Conflicts with Stand B20 and B30.

Remote 7	N/A	Taxiway Golf	1x Code E	<ul style="list-style-type: none"> Runway 04 operations only. Aircraft are to self-position on Taxiway Golf via the Runway and Runway Holding Point (RHP) Uniform, to hold short of Taxiway Foxtrot.
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5. OCCURRENCE AND NEAR MISS REPORTING

Regulation (EU) 376/2014 (as amended) requires that relevant civil aviation safety information shall be reported, collected, stored, protected, exchanged, disseminated and analysed and appropriate safety action should be taken based on the information collected. In accordance with Articles 4(1) and 4(6) of Regulation (EU) 376/2014 (as amended), certain events shall be reported upon to the UK Civil Aviation Authority (CAA) as the Competent Authority (CA) by specific persons respectively. These are defined as Mandatory Occurrence Reports (MORs).

Organisations shall ensure that where applicable, they comply with their legal obligations to report in accordance with Regulation (EU) 376/2014 (as amended). Article 4(6) of Regulation (EU) 376/2014 (as amended) specifies the persons who shall report on occurrences in accordance with Article 4(1) of Regulation (EU) 376/2014 (as amended). A person mandated to report may do so through the system established by the organisation which employs, contracts or uses the services of the reporter, or, failing that the EU Aviation Safety Reporting Portal database, online.

Organisations shall ensure that they maintain the capability for personnel to report near-miss events, including in an anonymous manner and for their subsequent categorisation and investigation, if applicable. Further information may be found in ASI 032 – Accident, Incident, Occurrence and Near Miss Reporting.

6. COMPLIANCE MONITORING

The allocation of aircraft stands is not subject to the Compliance Monitoring System (CMS).

7. FURTHER INFORMATION

Further information may be found in CAP 642 – Airside Safety Management.

ASI 036 APRON MANAGEMENT

ASI Owner Airside Assurance Manager

- References**
- Regulation (EU) 376/2014
 - Regulation (EU) No. 139/2014
 - Regulation (EU) 2015/1018
 - Working at Height Regulations 2005
 - Traffic Signs Regulations and General Directions 2016
 - CAP 637 – Visual Aids Handbook
 - CAP 642 – Airside Safety Management
 - British Standard EN ISO 20471:2013

1. GENERAL

London Stansted Airport provides aprons and aircraft stands to permit the safe loading and off-loading of passengers, cargo, or mail as well as the servicing of aircraft without interfering with the aerodrome traffic. The Airport shall provide safe facilities for Ground Service Providers (GSPs) and Fixed Based Operators (FBOs). The Airport shall prescribe the minimum standards to be followed when conducting aircraft turnaround activities that shall reflect good industry practice as per CAP 642 – Airside Safety Management. For the purposes of this Airside Standing Instruction (ASI), the following definitions apply:

Term	Definition
Aircraft stand	A designated area on an apron intended to be used for parking an aircraft.
Apron	A defined area intended to accommodate aircraft for purposes of loading or unloading passengers, mail or cargo, fuelling, parking or maintenance.

It is the responsibility of all personnel to ensure that they are familiar with this ASI if it is applicable to them, and to undertake the actions required to fully comply with it and safeguard the airside environment.

2. ACCOUNTABILITY AND RESPONSIBILITIES

2.1. Operations Director (Accountable Manager)

Reporting to the Chief Operating Officer (COO) the Operations Director (Accountable Manager) is accountable for defining, deploying and monitoring the resources necessary to make the policies and procedures relating to apron management at the Airport achievable.

2.2. Head of Airside Operations (Safety Manager)

Reporting to the Operations Director (Accountable Manager), the Head of Airside (HOA) is responsible for ensuring that suitable risk assessments and safety cases relating to apron management are available as per the London Stansted Airport Aerodrome Manual, Part B. In addition, the HOA is responsible for providing oversight and technical input relating to apron management.

2.3. Airside Operations Manager

Reporting to the HOA, the Airside Operations Manager (AOM) is responsible for ensuring and deploying sufficient resources to oversee apron management as per this ASI. The AOM is further responsible for ensuring that personnel with responsibilities for oversight of apron management are trained and maintain proficiency in accordance with Regulation (EU) 139/2014; ADR.OR.D.017 (as amended) and AMC1 ADR.OR.D.017(a);(b).

2.4. Airside Safety and Compliance Manger

Reporting to the HOA, the Airside Safety and Compliance Manager (ASCM) is responsible for writing the policies and procedures relating to the apron management. This includes consulting with organisations on an annual basis to ensure this ASI reflects current working practices, and reflective of incident trends which require further mitigation.

2.5. Airside Operations Duty Manager

Reporting to the AOM, the Airside Operations Duty Manager (AODM) is responsible for the safe operation, availability and status of the aerodrome. The AODM is the operational line manager for the operational team and shall ensure that oversight of apron management is provided as per this ASI. The AODM is further responsible for reporting in accordance with Regulation (EU) 376/2014 (as amended) and Commission Implementing Regulation (EU) 2015/1018 (as amended).

2.6. Airside Operations

Reporting to the on-shift Airside Operations Duty Manager (AODM), Airside Operations are responsible for airside standards as per this ASI, the London Stansted Airport Aerodrome Manual and other relevant documentation. Airside Operations personnel shall issue Airside Infringement Notices (AINs) and Airside Recognition Notices (ARNs) as per ASI 034 – Airside Recognition and Infringement Scheme where offences have been committed, or good practices have been observed.

2.7. Organisations

Reporting to their responsible person, organisations participating are responsible for actively supervising their personnel to ensure that they comply with the requirements of the London Stansted Airport Aerodrome Manual and other relevant documentation. Organisations are responsible for ensuring that personnel are trained as per CAA Regulation AMC1 ADR.OR.D.017(a);(b).

2.8. Personnel

Reporting to their line manager, personnel are responsible for undertaking their roles and responsibilities in compliance with the requirements of the London Stansted Airport Aerodrome Manual and other relevant documentation.

3. PERSONNEL SAFETY**3.1. Smoking and the Use of Electronic Cigarettes or Vaping**

The Airport prohibits smoking within the movement area, other operational areas of the aerodrome or areas of the aerodrome where fuel or other flammable material stored in accordance with Commission Regulation (EU) 139/2014 ADR.OR.C.040(a) (as amended). It is the responsibility of all airside operators, aircraft operators and airlines to ensure their staff and passengers comply with this requirement. The Airport has one location within the aerodrome boundary whereby only airside pass holders may smoke. The area is clearly marked by signage and has places to extinguish

cigarettes. Although these incidents appear uncommon, vape fires and explosions are dangerous to the person using the vaping product and others around them. There may be added dangers, for example, if a vape battery catches fire or explodes near flammable gasses or liquids, such as oxygen, propane, or gasoline. Persons found smoking outside of this area shall be issued with an AIN.

3.2. Wearing High Visibility Clothing

The wearing of high visibility clothing is mandatory within the movement area and other operational areas of the aerodrome.

High visibility clothing shall be clean, fastened and correctly fitted to provide maximum visibility to other airside users. The Airport has adopted British Standard EN ISO 20471:2013 Class 2 or above, as the minimum standard for high visibility clothing within the movement area and other operational areas of the aerodrome.

High visibility clothing shall be of a fluorescent colour (day-glow yellow or orange) and incorporate retro-reflective stripes.



It is the responsibility for organisations to provide high visibility clothing and for personnel to wear provided Personal Protective Equipment (PPE).

Organisations should maintain a ready stock of high visibility clothing as consumables; particularly for roles in which clothing is likely to become dirty, damaged or faded. Organisations which have a lease or tenancy for external airside which incorporate the movement area and other operational areas of the aerodrome may choose to have colours other than those specified. However, organisations shall remain mindful of their obligations under the Health and Safety at Work Act 1974 (as amended).

Organisations shall take note that all personnel working for them in the movement area and other operational areas of the aerodrome shall wear high visibility clothing at all times. This shall include when walking to and from their place of work when starting and ending their period of duty. Aircraft crews are not exempt from the requirement and shall comply. The use of other external clothing, such as motorcycle protective equipment, unless meeting the specifications of BS EN ISO 20471:2013 Class 2 or above, shall not be allowed.

3.2.1. Use of Multi-Coloured High Visibility Clothing

Airport departments and other organisations shall select single use colours for high visibility clothing which conforms to BS EN ISO 20471:2013 Class 2, i.e. fluorescent yellow or fluorescent orange.

The use of multi-coloured high visibility clothing is prohibited unless otherwise pre-approved by the ASCM. Due to their responsibilities responding to an incident airside, Airside Operations must be clearly distinguishable from other Airport departments and organisations.

3.2.2. Use of Personal Electronic Devices (PEDs)

Personal Electronic Devices (PEDs), to include mobile phone, tablet devices, are essential to the efficient management of the aerodrome and its associated processes. However, their presence presents an increased risk to all airside users. PEDs are prohibited anywhere where pedestrian segregation from moving vehicles cannot be maintained to allow pedestrians to maintain a heightened sense of the audio surroundings.

The wearing of inner and/or outer ear headphones (EarPods) puts the wearer at risk of injury or harm as they are less likely to be able to react to developing hazards. While noise-cancelling EarPods offer the benefit of blocking out ambient noise, prolonged or incorrect use can pose some risks, including potential hearing damage, auditory processing difficulties, and a reduced awareness of surroundings.

The only permitted exemption to this rule for the use of a hand-held mobile phone is for a genuine emergency call to Airside Operations or the Airport Emergency Line (ext. 222). Under no circumstances should PEDs be used within the aircraft fuelling zone unless the PED is intrinsically safe. A fuelling zone is established when aircraft fuelling operations are in progress and extends at least 3 metres radially from the aircraft filling and fuel venting points, including any part of the fuelling vehicle and its hoses.

4. AIRCRAFT SAFETY

4.1. Pre-Positioning of Ground Service Equipment

Ground Service Equipment (GSE) shall not be pre-positioned on to aircraft stands, Inter-Stand Clearways (ISCs) or Multiple Aircraft Ramp System (MARS) Bars in such a way as to cause an obstruction to other vehicles, GSE or aircraft manoeuvring onto the aircraft stand, or to cause damage to the aircraft. Under no circumstances shall equipment be left unattended in either the ISCs or MARS Bars. GSE shall be positioned in such a way as to not cause an obstruction to passengers. Consideration should be given the numbers and positioning of vehicles near the aircraft in relation to passenger routes and any rear of stand road. Once aircraft are on the aircraft stand, all emergency exits are kept clear of all GSE until external means of evacuation are in place.

When not actively involved in servicing an aircraft, all vehicles and equipment must be removed from the stand and positioned in the dedicated equipment parking areas provided.

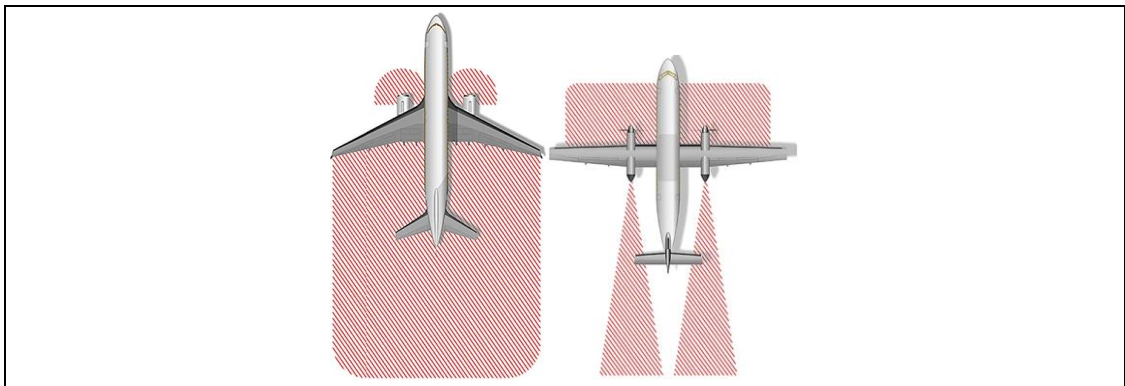
The equipment areas at the head of the stands are denoted by red and white painted lines around their perimeter. These areas are there for vehicles servicing the turnaround of an aircraft.

STAL Airside Operations undertake regular apron patrols and aircraft turnaround checks. Any organisation responsible for vehicles or equipment found to be incorrectly parked will be contacted and instructed to remove it. Failure to comply in a timely fashion may result in an aircraft stand being withdrawn from service and a related charge will be levied to that company along with an Airside Infringement Notice.

4.2. Protection from Aircraft Engines and Propellers

Running aircraft engines are a hazard due to the creation of efflux, commonly referred to as blast, which are hot gases expelled from the rear of the engine as a product of combustion. In addition, propeller aircraft create propeller wash. Risk to passengers and personnel increase in areas that cannot be protected by blast screens and from aircraft with high tail mounted engines. Personnel working behind blast screens, or personnel and passengers in open apron areas, especially on aircraft stands on the opposite side of the Cul-de-Sac, can experience blast, wash or unpleasant

engine fumes. *Special attention and training shall be given when working near aircraft engine intake areas due to ingestion hazards.



**Example of engine danger area for jet and propeller aircraft*

Aircraft engines must not be run above ground idle whilst on an aircraft stand. Thrust levers must not be exercised for test reasons when the aircraft is on an aircraft stand and engines must be shut down as soon as operationally practicable once the aircraft is parked. Anti-collision beacons must remain on until the engines have been turned off. There is a risk of aircraft arriving on an aircraft stand as they make the turn from the Cul-de-Sac centreline to the aircraft stand centreline. This risk is further increased if for any reason the aircraft has had to stop during this manoeuvre. Additional thrust may be required to break away and complete the manoeuvre.

Aircraft flight crew are to keep all engines running (not withstanding any fuel economy measures) to limit the need for high thrust levels. Ideally the aircraft should be kept moving to ensure that break away power is not required. Prior to departure GSP teams shall ensure that the area immediately behind an aircraft and the zone immediately in front of the engine intake is clear of personnel, passengers, vehicles and equipment. There is also a mandatory requirement to perform a Foreign Object Debris (FOD) check and switch the anti-collisions beacons on before the engines are started.

Wash from a propeller driven aircraft should be treated in the same way as jet blast and appropriate action taken. A spinning propeller is hard to see, personnel should not approach an aircraft until the propellers have run down. In windy conditions, precautions must be taken to ensure that propellers are secured with retaining straps, use of the prop brake or other suitable mitigation.

4.2.1. Equipment Restraint Areas (ERA)

Equipment Restraint Areas (ERA) are established on aircraft stands to provide a clearly defined safety zone around an aircraft during arrival and departure phases. The ERA is indicated by a continuous red line and defines the area that must be kept clear of all personnel, vehicles and Ground Service Equipment (GSE) when:

- An aircraft is taxiing onto stand, being marshalled or towed into position.
- Aircraft engines are running or have been started in preparation for departure.

The purpose of the ERA is to provide a safety buffer around aircraft engines and mitigate the risks associated with jet blast, propeller wash and ingestion. Personnel, vehicles and equipment shall not enter or cross the ERA boundary until:

- All aircraft engines have been shut down.
- Anti-collision beacons have been switched off; and
- It has been confirmed that it is safe to commence ground handling activities.

The dimensions of the ERA will vary depending on aircraft type and stand configuration but shall be sufficient to encompass the aircraft engine hazard areas, including intake and exhaust zones.

Where ERA markings are not present, are not clearly visible, or where the engine danger area extends beyond the marked ERA, organisations shall implement additional procedural controls and risk mitigations to ensure the safety of personnel and equipment.

4.3. Aircraft Docking Guidance

4.3.1. Airside Operations Marshalls

Outside of leased areas, only Airside Operations may marshal aircraft. Airside Operations shall provide Marshalling guidance for those aircraft stands for which no Stand Entry Guidance (SEG) is available or is not calibrated for that aircraft type. Airside Operations shall be called if there is any doubt as to the serviceability of the SEG unit. When directing an aircraft, the Marshalls attention is firmly fixed on that aircraft and therefore they are potentially at risk from vehicles. Drivers must be alert to the presence of Marshalls and must not walk or drive between an aircraft and a Marshaller directing an aircraft, or impede the operation in any way, including placing objects such as aircraft chocks or aircraft protection cones behind the Marshaller.

4.3.2. Stand Entry Guidance Systems

The Airport provides two types of Stand Entry Guidance (SEG) systems; the Safedock Advanced Visual Docking Guidance System (A-VDGS), which once configured provides both azimuth and lateral guidance to guide aircraft to the correct parking position on the stand as per CS ADR.DSN.M.760. The Airport also employs the Azimuth Guidance for Nose-In Stands (AGNIS)/Dual Stop Arrow Visual Docking Guidance System (VDGS), which once activated provides azimuth guidance along the stand centreline, with flight crew aligning themselves to the correct parking position via the dual stop arrows painted on the stand.

It is the responsibility of the nominated GSP to activate the SEG system, once the aircraft stand has been checked and accepted as safe to use. Under no circumstances shall an SEG system be activated without checking the aircraft stand first. Only suitably qualified and experienced personnel are to operate SEG systems. A nominated person should remain near the emergency stop button.

Any obstructions on the stand such as equipment including chocks, cones, people or unparked airbridges will throw up an error as the system cannot calibrate. The laser also reflects more on reflective surfaces such as high visibility strips on cones and vests disrupting the laser. It is vitally important that all equipment is properly stowed in the equipment areas prior to, and during, the docking process and personnel are stood well back from the aircraft until it has come to a stop.

4.4. Application of Ground Power to Live Aircraft

It may be operationally necessary to approach an aircraft to apply ground power with the engines running, due to an inoperative Auxiliary Power Unit (APU) or as part of an aircraft operator or airline SOP. The aircraft operator or airline and the nominated GSP or FBO shall conduct a combined risk assessment and develop a Standard Operating Procedure (SOP) relevant to their operation. The SOP and risk assessment shall reflect the location of the ground power access panel, relative to the centreline of the aircraft and its height above ground. It shall also reflect hand signal communications required between the aircraft's flight crew and GSP personnel.

The Airport expects as part of this combined SOP and risk assessment that as the aircraft manoeuvres onto the aircraft stand, the engine(s) on the side of the ground power access panel

should be shut down. The only personnel to approach the aircraft is to be the personnel who applies the ground power. All other personnel shall remain until all aircraft engines and the anti-collision beacons have been turned off. Aircraft chocks shall be deployed prior to further aircraft turnaround activities taking place.

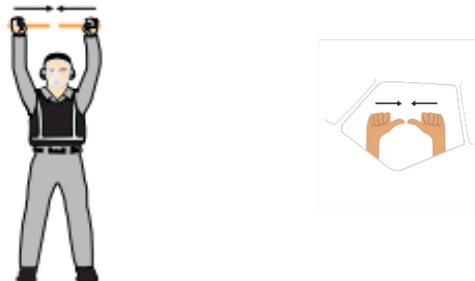
4.5. Aircraft Chocks

It is a mandatory requirement to use aircraft chocks when on aircraft is parked on an aircraft stand or an apron. It is the responsibility of the GSP or FBO to provide sufficient numbers of aircraft chocks to meet the requirements of the aircraft operator or airline for that aircraft type. Further information may be found in the aircraft operator or airline’s Ground Operations Manual (GOM). Aircraft chocks shall be of a sufficient size and weight to prevent the unidentical movement of the aircraft. The use of hollow aircraft chocks for the chocking of aircraft is strictly prohibited at the Airport.

The method used for aircraft chocking shall vary depending upon the aircraft type and the requirements of the aircraft operator or airline. However, the minimum requirement for a narrow-bodied jet engine aircraft is for two aircraft chocks to be placed fore and aft of at least one of the main landing gear. The minimum requirement for wide-bodied jet engine aircraft is for two aircraft chocks to be placed fore and aft of at least one of the main landing gear. Both narrow-bodied and wide-bodied aircraft are to be chocked with two aircraft chocks placed fore and aft of one of the main landing gear.

Multi-engine propeller driven aircraft are normally chocked at the nose wheel by placing aircraft chocks fore and aft. Both nose wheels should be chocked. Single engine propeller driven aircraft should be chocked fore and aft of the main wheels. As per CAP 642 – Airside Safety Management, it is recommended that once the aircraft chocks are in place, personnel from the nominated GSP or FBO should stand in clear view of aircraft’s flight crew and use the appropriate recognised hand signal to confirm ‘chocks in’ as per CAP 637 – Visual Aids Handbook.

Figure 1
Aircraft ‘chocks in’ hand signal
© Civil Aviation Authority



Engineering personnel shall ensure that any aircraft chocks used during periods of maintenance are removed from the aircraft prior to it becoming operational. During towing aircraft chocks shall not be carried on the aircraft where they may cause a FOD hazard i.e. on wings or in the undercarriage bays. Aircraft chocks should be stored in a dedicated area so that they are not the cause of FOD. Chocks shall not be placed on vehicles that are not fitted with specifically designed chock bins.

Aircraft chocks shall be deployed once the aircraft has come to a complete stop, the engines and the anti-collision beacons have been turned off. They shall remain in place until all GSE has been removed from the aircraft and should only be removed at the request of the aircraft’s flight crew. Aircraft chocks shall not be removed from the aircraft until the Passenger Boarding Bridge (PBB), where used, is fully retracted and parked, the pushback tug is connected, and a person is sat in the driver’s seat.

4.6. Aircraft Protection Cones

The Airport recommends the use of aircraft protection cones when an aircraft is parked on an aircraft stand or an apron. It is the responsibility of the GSP or FBO to provide sufficient numbers of aircraft protection cones to meet the requirements of the aircraft operator or airline for that aircraft type. Further information may be found in the aircraft operator or airline's GOM. Where provided by the GSP or FBO, aircraft protection cones shall meet the specifications of BS EN 13422:2004, Category B in accordance with the Traffic Signs Regulations and General Directions 2016 (as amended). Each cone shall be of a sufficient weight as not being at risk of being blown away in strong winds.

Aircraft protection cones, where provided and used, shall be placed approximately 1 metre from the aircraft wing tip, tail and the nacelle or propeller arc of each engine. Aircraft operators and airlines should identify through their risk assessment process the need to have additional aircraft protection cones due to the aircraft type. Aircraft protection cones should be deployed once the aircraft has come to a complete stop, the engines and the anti-collision beacons have been turned off. They should remain in place until all GSE has been removed from the aircraft.

Aircraft protection cones, when not in use shall be stored in marked equipment areas on aircraft stands or aprons. Both GSPs and FBOs shall inspect aircraft protection cones for damage. Where aircraft protection cones have been damaged and not longer meet the specifications of BS EN 13422:2004, Category B in accordance with the Traffic Signs Regulations and General Directions 2016 (as amended), they shall be removed for repair. The Airport reserves the right to remove and dispose of any aircraft protection cones which are clearly no longer fit for purpose or are a Foreign Object Debris (FOD) hazard.

4.7. Passenger Inert Guidance Systems

It is a mandatory requirement to use Passenger Inert Guidance Systems (PIGS) when on aircraft is parked on an aircraft stand or an apron southside. PIGS shall be placed approximately 1 metre from the aircraft wing tip and shall be deployed before passenger's board or disembark from the aircraft, irrespective of whether the aircraft is being boarded or disembarked from the rear aircraft steps. Where a PBB is used, PIGS are not required.

4.8. Aircraft Doors

Aircraft are generally tall by design to facilitate under-wing aircraft engines and cargo bays. No aircraft doors, either for the cabin or the hold should be left open without the appropriate GSE in place. If opening a door from inside the aircraft, personnel shall have received a visual indication from the outside that the appropriate GSE is in place before opening the aircraft door. Personnel opening the door from this inside shall all allow sufficient time for those outside to retreat to a safe distance. The floor of the aircraft and the GSE shall be kept clear of hazards that could cause a slip, trip or fall. Organisations are responsible for ensuring that suitable and effective measures are taken to prevent individuals falling from open aircraft doors.

4.9. Use of Ground Service Equipment Handrails

The Working at Height Regulations 2005 (as amended) requires that personnel use the equipment supplied, including safety devices, following training and instruction. Working at height is defined as a person undertaking a task at height where they could be injured by falling, even if it is at ground level. The Working at Height Regulations 2005 (as amended) require all organisations to do all that is reasonably practicable to prevent anyone falling from a height that could result in injury. Each organisation must assess the risks involved with any activity at height, and where the risk cannot be avoided, introduce safeguards and control measures commensurate with the risk. There is a legal duty on personnel to use those safeguards.

4.10. Passenger Handling

Passengers are generally unaware of the dangers around them and are therefore particularly vulnerable to the many risks on the apron. Passengers must be under constant supervision whilst airside and contracts between airlines, aircraft operators and nominated GSPs and FBOs shall need to take this requirement into account. The aircraft operator or airline has responsibility for the safety of passengers during the embarkation and disembarkation process and should act in a cohesive manner with their nominated GSP or FBO. The aircraft operator or airline and GSP or FBO should mutually assist each other with the aircraft turnaround process, especially if the aircraft requires evacuation.

Whilst passengers traverse or wait on the apron areas it is the responsibility of the aircraft operator or airline to ensure that they are protected from all turnaround activities. This includes those of other aircraft operators, airlines and organisations that could be in the vicinity. The Airport provides PIGS on each aircraft stand southside used for passenger flights.

4.11. Apron Level Doors

Both the Satellite Buildings and the Forward Coaching Facility (FCF) have sets of apron level doors serving aircraft stands. These doors are an integral part of the system to keep both inbound and outbound passengers from mixing and to prevent unauthorised access to the movement area and other operational areas of the aerodrome. Each of these apron level doors are opened via the ID keypad located close by and will remain in the open position for a minimum period of **45** minutes if in passenger mode. It is not permitted for the apron level doors to be wedged open using aircraft chocks.

The use of aircraft chocks presents a very real trip hazard to passengers and staff alike and must not be used. Once the aircraft turnaround process is completed, the GSP team leader or dispatcher must secure the apron level doors. This shall prevent any unauthorised access to the movement area and other operational areas of the aerodrome. In addition, it prevents the inadvertent activation of fire detection systems due to fumes. Failure to do so may result in the issuing of an AIN by Airside Operations.

5. VEHICLE SAFETY

5.1. Vehicles and Ground Service Equipment Manoeuvring Around Aircraft

All GSE operating within 2 metres of the aircraft and servicing it should be chocked. Exemptions to this include pushback vehicles connected to the aircraft by way of a towbar, vehicles equipped with an interlock device and those that use manual or hydraulic stabilisers. By doing so, the risk of injury to personnel and damage to aircraft is sufficiently reduced. Organisations who do not wish to chock their vehicles of GSE should have adequate risk assessments in place.

Vehicles and GSE manoeuvring or parking underneath aircraft wings presents a significant safety hazard should the aircraft vent any fuel, or should an incident occur with the vehicle, where the safe separation distances have not been maintained. Only vehicles which have an operational necessity to do so may manoeuvre or park underneath aircraft wings. These include fuel hydrant vehicles and aircraft engineering vehicles conducting works on the wing itself.

5.2. Vehicles and Ground Service Equipment Reversing

All vehicles reversing on the apron should have a banksman providing clear, unambiguous instructions by way of hand signals to provide additional guidance to vehicle drivers. It is recognised

that not all vehicles or organisations have the capability to provide a banksman for reversing on the apron, and these organisations shall have adequate risk assessments in place.

5.3. Vehicles and Ground Service Equipment Raising or Lowering

All organisations operating vehicles and equipment that raise and lower must ensure that a suitable and sufficient risk assessment is carried out for this aspect of their operation and ensure that appropriate control measures are in place to reduce the risk significantly to personnel and equipment. The identified control measures in the risk assessment shall be applied consistently to all the vehicles and equipment under the control of the organisation.

5.4. Use of Interstand Clearways and Multiple Aircraft Ramp System Bars

ISCs and MARS Bars are a common feature on most of aircraft stands at the Airport. They are designed to provide clear indication as to the lateral extent of an aircraft and provide a clear route by which GSE involved with the aircraft turnaround, or those responding in an emergency may transit from the front to the rear of the aircraft. Both ISCs and MARS Bars must be kept clear of all parked, unattended equipment. GSE must not be pre-positioned on ISCs or MARS Bars in such a way as to cause an obstruction to other vehicles, GSE or aircraft manoeuvring onto the aircraft stand, or to cause damage to the aircraft.

6. EMERGENCY INFORMATION

In the event of an emergency or other incident, there should be no assumption by any personnel that another person has reported the emergency. Each aircraft stand on the southside of the Airport is equipped with head of stand safety boards. The safety boards are highly visible and provide emergency stop buttons for both the SEG and the fuel hydrant system if fitted to the aircraft stand. The SEG emergency stop button is only to be used when there is an urgent requirement to indicate to an aircraft parking on an aircraft stand that it should immediately stop.

6.1. Aircraft Emergency Evacuation

Whilst on the ground, both aircraft operators and airlines are required to have SOPs in relation to the evacuation of their aircraft. In addition, other organisations are to have SOPs when working in, or around the aircraft, including those compartments not accessed by passengers and crew e.g. aircraft holds. In the event of an emergency or other incident, there should be no assumption by any personnel that another person has reported the emergency. The emergency services may be altered in the following ways:

- By radio to Air Traffic Control (ATC);
- The Airport Emergency Telephone Line (ext. 222), and;
- The External Emergency Services, stating the location as Stansted Airport (999).

If any telephone is found to be defective the fault should be reported immediately via an internal telephone number (ext. 2001). The red break glass unit (if fitted) on the PBB will only raise a local voice alarm; it is not interfaced with the building fire alarm system. Therefore, it is important that the steps detailed above are carried out.

6.1.1. Responsibilities During an Aircraft Emergency Evacuation

The decision to evacuate an aircraft rests with the Aircraft Commander, or other nominated person, who will consider all the circumstances and any advice, if given, by ground crew and or the Officer-in-Charge of the Airport Fire & Rescue Service (AFRS). In deciding the method of evacuation consideration must be given to the availability of PBBs and mobile steps. A PBB, by design is considered a comparative place of safety for use as a means of escape.

However, consideration must be given to the external environment at the time of evacuation and whether passengers can be given an alternative method of evacuation i.e. aircraft steps or emergency chutes. The aircraft crew will be initially responsible for evacuating passengers and themselves via the safest exit points to a place of safety. The AFRS are responsible for any immediate firefighting actions, and thereafter assisting with the safe evacuation of the passengers and crew.

Where there is only a risk of fire, the AFRS shall initially control access to the area in the immediate vicinity and effect suitable evacuation routes. Airside Operations, GSPs, FBOs and other organisations are responsible for assisting in escorting passengers and crew away from the aircraft to a place of safety. All personnel should ensure their own safety at all times.

6.1.2. Facilities on an Aircraft Parking Stand

From the time an aircraft enters an aircraft stand to the time it departs from the aircraft stand, excluding periods when there are no persons on board, a means of evacuation shall be available.

6.1.3. Use of Passenger Boarding Bridges

When a PBB is being used and passengers are on board the aircraft, egress through the PBB to the Satellite building or aircraft stand area must be capable of being maintained in an emergency. The emergency route from an aircraft and PBB is along the bridge and into the Satellite. The engineering steps attached to the outside of the PBB are not intended to be a means of escape. Whilst the PBB is attached to the aircraft, access and egress must be unobstructed, except by the movement of passengers.

It is therefore important that personnel do not unnecessarily congregate within the PBB; as to do so could cause congestion to the passenger flow. This also includes cleaning equipment and refuse sacks, etc. To enable evacuation from the aircraft to the Satellite or apron, personnel should be available and have means of opening any doors on the evacuation route. Where an aircraft is secured for flight prior to pushback or following arrival on an aircraft stand, where it is believed an emergency situation may develop, ground crew should not approach the aircraft with the PBB or any ground handling equipment until it is confirmed that emergency evacuation chutes will not be deployed.

6.1.4. Emergency Training and Awareness

Aircraft operators, airlines, GSP and FBO personnel shall receive both induction and regular refresher training in the methods of alerting the emergency services. Aircraft operators, airlines, GSP and FBOs must train their personnel as to their responsibilities in terms of assisting passengers during evacuation, passenger care and available evacuation routes. Joint exercises shall be held with the AFRS to practice the process of carrying out evacuations from an aircraft on an aircraft stand, using normal and emergency means of escape.

7. OCCURRENCE AND NEAR MISS REPORTING

Regulation (EU) 376/2014 (as amended) requires that relevant civil aviation safety information shall be reported, collected, stored, protected, exchanged, disseminated and analysed and appropriate safety action should be taken based on the information collected. In accordance with Articles 4(1)

and 4(6) of Regulation (EU) 376/2014 (as amended), certain events shall be reported upon to the UK Civil Aviation Authority (CAA) as the Competent Authority (CA) by specific persons respectively. These are defined as Mandatory Occurrence Reports (MORs).

Organisations shall ensure that where applicable, they comply with their legal obligations to report in accordance with Regulation (EU) 376/2014 (as amended). Article 4(6) of Regulation (EU) 376/2014 (as amended) specifies the persons who shall report on occurrences in accordance with Article 4(1) of Regulation (EU) 376/2014 (as amended). A person mandated to report may do so through the system established by the organisation which employs, contracts or uses the services of the reporter, or, failing that the EU Aviation Safety Reporting Portal database, online.

Organisations shall ensure that they maintain the capability for personnel to report near-miss events, including in an anonymous manner and for their subsequent categorisation and investigation, if applicable. Further information may be found in ASI 032 – Accident, Incident, Occurrence and Near Miss Reporting.

8. COMPLIANCE MONITORING

Apron management is not subject to the Compliance Monitoring System (CMS).

9. FURTHER INFORMATION

Further information may be found in CAP 642 – Airside Safety Management.

ASI 037 UNIT LOAD DEVICE MANAGEMENT

ASI Owner Airside Operations Duty Manager

References

- **GENERAL**

Reserved.

PASSENGER BOARDING BRIDGE APPLICATION FORM

Name		ID No	
Company		Job Title	
Email:		Address	
Telephone:			

Training Details

The above named person has attended the Passenger Boarding Bridge course and they have obtained the required pass mark for the written test paper.	
TYPE OF PERMIT (please tick relevant)	
	THYSSEN KRUPP APRON DRIVE BRIDGE
	THYSSEN KRUPP REFURBISHED
	RESTRICTED FOR MAINTENANCE ONLY
COMPANY TRAINER / EXAMINER	
COMPANY	
SIGNATURE	DATE

AUTHORISED SIGNATORY			
I confirm that the applicant requires a Passenger Boarding Bridge Permit to carry out their duties.			
NAME		POSITION	
SIGNATURE		DATE	

FOR STAL USE ONLY			
PERMIT No.		DATE	

ASI 038 PASSENGER BOARDING BRIDGES
ASI Owner Airside Operations Duty Manager

References ICAO Document 9835
 Regulation (EU) 376/2014
 Regulation (EU) No. 139/2014
 Regulation (EU) 2015/1018
 Working at Height Regulations 2005
 CAP 642 – Airside Safety Management

1. GENERAL

London Stansted Airport provides aprons and aircraft parking stands to permit the safe loading and off-loading of passengers, cargo, or mail as well as the servicing of aircraft without interfering with the aerodrome traffic. The Airport shall provide Passenger Boarding Bridges (PBBs) for use by prior arrangement with aircraft operators and airlines, operated on their behalf by Ground Service Providers (GSPs). The use of PBBs offers protection to passengers from inclement weather and the hazards of the airside environment. For the purposes of this Airside Standing Instruction (ASI), the following definitions apply:

Term	Definition
Aircraft stand	A designated area on an apron intended to be used for parking an aircraft.
Apron	A defined area intended to accommodate aircraft for purposes of loading or unloading passengers, mail or cargo, fuelling, parking or maintenance.
Passenger Boarding Bridge	An enclosed, movable connector which most commonly extends from an airport terminal gate to an airplane.

It is the responsibility of all personnel to ensure that they are familiar with this ASI if it is applicable to them, and to undertake the actions required to fully comply with it and safeguard the airside environment.

2. ACCOUNTABILITY AND RESPONSIBILITIES
2.1. Operations Director (Accountable Manager)

Reporting to the Chief Operating Officer (COO) the Operations Director (Accountable Manager) is accountable for defining, deploying and monitoring the resources necessary to make the policies and procedures relating to the operation of PBBs at the Airport achievable.

2.2. Head of Airside Operations (Safety Manager)

Reporting to the Operations Director (Accountable Manager), the Head of Airside (HOA) is responsible for ensuring that suitable risk assessments and safety cases relating to the operation of PBBs are available as per the London Stansted Airport Aerodrome Manual, Part B. In addition, the HOA is responsible for providing oversight and technical input relating to PBBs.

2.3. Airside Safety and Compliance Manager

Reporting to the HOA the Airside Safety and Compliance Manager (ASCM) is responsible for defining the policies and procedures relating to the training and operation of PBBs in coordination

with the Airport’s Engineering teams. The ASCM is further responsible for ensuring that matter relating PBB training are in accordance with Commission Regulation (EU) 139/2014 ADR.OR.D.017 (as amended) and AMC1 ADR.OR.D.017(a);(b). The ASCM shall work with the Airside Operations Training Manager (AOTM) (ext. 4279) to achieve this.

2.4. Head of Engineering Operations

Reporting to the Asset Maintenance Services Director, the Head of Engineering Operations (HEO) is responsible for ensuring that PBBs are serviced in accordance with the manufacture’s requirements. In addition, the HEO is responsible for ensuring and deploying sufficient resources to respond to PBB reported faults and to rectify them as soon as practicable.

2.5. Organisations

Reporting to their responsible person, organisations participating are responsible for actively supervising their personnel to ensure that they comply with the requirements of the London Stansted Airport Aerodrome Manual and other relevant documentation. Organisations are responsible for ensuring that personnel are trained as per AMC1 ADR.OR.D.017(a);(b). GSPs are responsible for ensuring that they have sufficient PBB trainers to deliver training and PBB operators to meet the demands of aircraft operators and airlines.

2.6. Personnel

Reporting to their line manager, personnel are responsible for undertaking their roles and responsibilities in compliance with the requirements of the London Stansted Airport Aerodrome Manual and other relevant documentation. This includes conducting a visual inspection of the PBB prior to operational use, deploying the canopy of the PBB to eradicate the risk of a fall from height and to report found defects to the Airport in a timely fashion.

3. PASSENGER BOARDING BRIDGE OPERATORS PERMITS

To drive and operate the functions of a PBB at the Airport, personnel shall hold a PBB Operators Permit (PBBOP). Only those with a legitimate need to hold a PBBOP shall be issued one. Personnel of aircraft operators and airlines shall not be issued a PBBOP without express consent of the ASCM, and only after a clear operational need has been demonstrated. Each PBBOP has the following privileges:

PBBOP Type	Privilege
Operator – Engineering	Holders of this permit may drive and extend PBBs. However, they may not connect or disconnect from aircraft.
Operator – Ground Handler	Holders of this permit may drive, connect and disconnect from aircraft.
Engineering Maintenance	Holders of this permit may drive and extend PBBs for maintenance activities. However, they may not connect or disconnect from aircraft.

Each PBBOP shall remain valid for a period of three years. However, sufficient numbers of manoeuvres shall be completed to maintained competency. It is the responsibility of the PBBOP holder to ensure their permit remains valid, as no notification shall be issued by the ID centre (ext. 2500).

3.1. Application for a Passenger Boarding Bridge Operators Permit

As a minimum, personnel must have the following prior to sitting an PBBOP course:

3.1.1. Airside Driving Permit

Personnel shall hold an Apron Airside Driving Permit (ADP) issued for use at the Airport, following the successful completion of an Apron ADP course, including passing the theoretical examination paper. Further information may be found in ASI 044 – Airside Driving.

3.1.2. Medical Standards

A valid medical shall be held by personnel before sitting a PBBOP course. Basic minimum medical standards shall be met and maintained. Organisations may choose, either on a risk basis for individual personnel or on an organisational basis to adopt higher standards or frequency of review. The Airport supports the adoption of higher standards wherever practicable.

3.1.3. Initial Medical

An initial medical shall be carried out as an in-person examination by an Occupational Health Practitioner (OHP). An assessment of medical fitness to drive shall be made to Driver and Vehicle Licensing Agency (DVLA) Group 1 standards. However, assessments of vision shall be made to DVLA Group 2 standards. Further information is available in DVLA Assessing Fitness to Drive – A Guide to Medical Professionals. A medical consists of an examination, a general health questionnaire and specific tests for both hearing and eyesight. The hearing test must be an audiometric examination, a forced whisper test is not acceptable.

3.1.4. Recurring Medical

Unless a reduced frequency is recommended by an OHP, a medical shall be undertaken every three years. Up to the age of 45 years, a recurring medical may be a self-declaration completed by individual personnel. Organisations shall seek advice from their internal or contracted OHP to ensure that any forms and templates to be used by individual personnel. Beyond the age of 45 years, a recurring medical shall be carried out as an in-person examination by an OHP. Organisations shall seek advice from their internal or contracted OHP to ensure that recurring medicals conducted by an OHP meets the requirements of the Airport.

3.1.5. Changes in Medical Circumstances

Personnel shall declare any changes in their medication they take or their medical circumstances to their organisation as soon as reasonably practicable. This shall include any restrictions or conditions placed upon their DVLA driving licence or a foreign equivalent. To safeguard the airside environment, PBBOPs of persons who are affected by a change in medical circumstances or medication may be suspended pending further advice from an OHP or other suitably qualified and experienced medical professional.

3.1.6. Failure to Obtain a Medical

Should personnel fail a medical to obtain an ADP, they may be re-tested at the discretion of an OHP. The re-test of personnel should only be the areas which they have failed. Should they fail a second time, then an organisation shall consult with an OHP. A medical may be issued by an OHP where personnel do not meet DVLA Group 1 standards, provided that additional safeguards are provided by the organisations. Examples include increased frequency of screening, or a limitation in lone working. These safeguards shall be pre-approved by the ASCM.

3.1.7. **Communication Standards**

Organisations shall be responsible for establishing the communication standards of personnel. Organisations shall establish the communication standards of personnel prior to sitting a PBBOP training course. Basic minimum communication standards shall be met and maintained. Organisations may choose, either on a risk basis for individual personnel or on an organisational basis to adopt higher standards or frequency of review. The Airport supports the adoption of higher standards wherever practicable. The basic communication standards are:

- The ability of personnel to complete the requisite training and assessment conducted in English;
- The ability to undertake successfully the communication requirements that may be required of PBB operators i.e. reporting an incident airside;
- The ability to read and understand written safety instructions of the types issued periodically by Airside Operations, and;
- The ability to understand verbal instruction, notification or direction given by the Police or Airside Operations personnel.

Personnel are to meet at least Level 4 of the International Civil Aviation Organisation (ICAO) Language Proficiency Scale. Further information may be found in ICAO Doc 9835 – Manual on the Implementation of ICAO Language Proficiency Requirements.

3.2. **Passenger Boarding Bridge Operators Permit Issue**

The issue of a PBBOP is subject to the completion of the PBB manufacturers training course to a satisfactory standard. This training includes a PBB driving test, where a candidate must demonstrate a high standard of familiarity and safety proficiency. A written examination must also be completed, with the required pass mark attained. Organisations that require PBB operators are expected to have a nominated trainer who holds a relevant instructional qualification.

All PBB Operators must be competent and familiar with the aircraft types they will be expected to dock to. A PBB Operators competency must be recorded for audit purposes, which must include the details of aircraft types and the operation of each PBB for which a PBBOP is held. A PBBOP remains the property of the Airport at all times. In circumstances where, after investigation it is considered that the PBB Trainer or Operator has acted negligently or recklessly, the Airport reserves the right to suspend unconditionally and immediately the permit for a specified period pending training, or the withdrawal of the permit permanently.

3.3. **Passenger Boarding Bridge Trainer**

As in Section 3.1, the Airport does not run its own PBBOP courses. The Airport facilities ‘Train the Trainer’ courses which are conducted by the PBB manufacturer to GSP personnel who are to provide instructional training and assessment on PBB to other personnel working for that GSP only. To become a PBB Trainer, personnel must have, in addition to the minimum requirements to sit a PBBOP, personnel shall have the minimum qualifications and experience:

- Holder of an Airport issued PBBOP for a minimum period of six months, and;
- Holder of an instructional qualification, such as Preparing to Teach in the Lifelong Learning Sector / Award in Education and Training.

4. PASSENGER BOARDING BRIDGE OPERATIONAL USAGE

4.1. Prior to Operational Use

Prior to operational use, a PBB operator shall conduct a visual inspection of the PBB for both damage and cleanliness. Prior to activating Stand Entry Guidance (SEG) systems (where available), the PBB shall be fully retracted into its parking box.

4.2. Double Bridge Operations

The operating of PBB on stand A13 must follow the correct docking and undocking box procedures.

4.3. Preventing Falls from Height

The Working at Height Regulations 2005 (as amended) requires that the risk of a fall from height is eliminated wherever possible. Deployment of the canopy so that it fully meets the aircraft fuselage ensures that this risk is eliminated, and the terms of the regulation are complied with. Operational PBBs must have their canopies deployed to their fullest extent around aircraft doorways as originally intended.

5. PASSENGER BOARDING BRIDGE MAINTENANCE

During periods of maintenance, Engineering teams shall display signage on the drive control panel and externally to indicate that the PBB is out of service. Where applicable the Airfield Control Manager (01279 662777) or Airside Operations (01279 662478) shall close the associated aircraft stand and mark it using barriers. All planned maintenance shall be co-ordinated through the Airfield Operations. Whilst a PBB is unserviceable or undergoing maintenance, the associated aircraft stand may still be available.

6. PASSENGER BOARDING BRIDGE CONDITIONS OF USE

The use of a PBB by an aircraft operator, airline or GSP shall constitute prior acceptance of the conditions set out within this section of this ASI. The aircraft operator, airline or GSP shall indemnify the Airport, its servants and agents against all actions, claims, proceedings and demands (including those of servants of the Airport, or of the aircraft operator, airline or GSP) in respect of any loss or damage to property or for personal injury (including injury resulting in death) which may be made against the Airport, its servants or agents arising out of or in connection with the provision or use of a PBB other than the loss, damage or injury which is solely attributable to wilful misconduct or negligence on the part of the Airport.

The PBB operator shall report all incidents to Airside Operations immediately. It is the responsibility of the aircraft operator or airline to ensure that no waste bags are left on any PBB. All waste bags found will be treated as Cat 1 waste (i.e. non-EU) and will require incineration. A charge will be made for the removal, collection and disposal of each bag. This charge will be applied to the last aircraft/aircraft operator known to have used the PBB. Further information may be found in ASI 019 – Waste Disposal. General cleaning shall be provided by the Airport, in addition to providing power and the carrying out of maintenance.

7. OCCURRENCE AND NEAR MISS REPORTING

Regulation (EU) 376/2014 (as amended) requires that relevant civil aviation safety information shall be reported, collected, stored, protected, exchanged, disseminated and analysed and appropriate safety action should be taken based on the information collected. In accordance with Articles 4(1)

and 4(6) of Regulation (EU) 376/2014 (as amended), certain events shall be reported upon to the UK Civil Aviation Authority (CAA) as the Competent Authority (CA) by specific persons respectively. These are defined as Mandatory Occurrence Reports (MORs).

Organisations shall ensure that where applicable, they comply with their legal obligations to report in accordance with Regulation (EU) 376/2014 (as amended). Article 4(6) of Regulation (EU) 376/2014 (as amended) specifies the persons who shall report on occurrences in accordance with Article 4(1) of Regulation (EU) 376/2014 (as amended). A person mandated to report may do so through the system established by the organisation which employs, contracts or uses the services of the reporter, or, failing that the EU Aviation Safety Reporting Portal database, online.

Organisations shall ensure that they maintain the capability for personnel to report near-miss events, including in an anonymous manner and for their subsequent categorisation and investigation, if applicable. Further information may be found in ASI 032 – Accident, Incident, Occurrence and Near Miss Reporting.

8. COMPLIANCE MONITORING

PBBs are not subject to the Compliance Monitoring System (CMS).

9. FURTHER INFORMATION

Further information may be found in CAP 642 – Airside Safety Management.

ASI 039 FIXED ELECTRICAL GROUND POWER
ASI Owner Airside Assurance Manager

References Regulation (EU) 376/2014
 Regulation (EU) 139/2014
 Regulation (EU) 2015/1018
 CAP 642 – Airside Safety Management
 HSG 209 – Aircraft Turnaround

1. GENERAL

London Stansted Airport has a statutory duty to protect the surrounding community from noise generated by either aircraft operations or equipment on the ground. To ensure this end, the Airport maintains strict procedures to manage and control the use of Auxiliary Power Units (APUs) and Ground Power Units (GPUs). The Airport provides Fixed Electrical Ground Power (FEGP) for use by prior arrangement by aircraft operators and airlines to enable aircraft to maintain on-board systems during the aircraft turnaround process or during line maintenance. For the purposes of this Airside Standing Instruction (ASI), the following terms apply:

Term	Definition
APU	An internal aircraft engine, usually tail-mounted, for powering aircraft systems including hydraulics & air for engine start and cabin conditioning.
Fixed Electrical Ground Power	A ground-based system of electrical power on all permanent southside stands capable of providing electricity for aircraft systems at 115/200volts 400HZ. Separate transformers are available for aircraft requiring 28volts.
GPU	A diesel-powered mobile generator providing aircraft power on an apron or aircraft stand.

It is the responsibility of personnel to ensure that they are familiar with this ASI if it is applicable to them, and to undertake the actions required to fully comply with it and safeguard the airside environment.

2. ACCOUNTABILITY AND RESPONSIBILITIES
2.1. Operations Director (Accountable Manager)

Reporting to the Chief Operating Officer (COO) the Operations Director (Accountable Manager) is accountable for defining, deploying and monitoring the resources necessary to make the policies and procedures relating to the operation of FEGPs at the Airport achievable.

2.2. Head of Airside Operations (Safety Manager)

Reporting to the Operations Director (Accountable Manager), the Head of Airside (HOA) is responsible for ensuring that suitable risk assessments and safety cases relating to the operation of FEGPs are available as per the London Stansted Airport Aerodrome Manual, Part B. In addition, the HOA is responsible for providing oversight and technical input relating to FEGP.

2.3. Head of Engineering Operations

Reporting to the Asset Maintenance Services Director, the Head of Engineering Operations (HEO) is responsible for ensuring that FEGPs are serviced in accordance with the manufacture's requirements. In addition, the HEO is responsible for ensuring and deploying sufficient resources to respond to FEGP reported faults and to rectify them as soon as practicable.

2.4. Organisations

Reporting to their responsible person, organisations participating are responsible for actively supervising their personnel to ensure that they comply with the requirements of the London Stansted Airport Aerodrome Manual and other relevant documentation. Organisations are responsible for ensuring that personnel are trained as per AMC1 ADR.OR.D.017(a);(b).

2.5. Personnel

Reporting to their line manager, personnel are responsible for undertaking their roles and responsibilities in compliance with the requirements of the London Stansted Airport Aerodrome Manual and other relevant documentation. This includes conducting a visual inspection of the FEGP prior to operational use and to report found defects to the Airport in a timely fashion.

3. FIXED ELECTRICAL GROUND POWER UNITS

3.1. Provision of Fixed Electrical Ground Power Units

To minimise the need to utilise APUs or GPUs whilst on an aircraft stand, and in turn reduce both aircraft noise and related emissions, the Airport provides environmentally friendly FEGP units on each permanent aircraft stand southside at the Airport. The Airport has the following types of FEGP:

- DABICO, which are in the ground and protected by a pit cover. Each DABICO unit has a single 90kVA/400Hz output. The FEGP cable is pre-tensioned to allow for easy removal and return from/to its storage location, and;
- Pantograph also known as a Crocodile, which are located above ground in a wheel mounted trolley on an extending arm. Units are found in various configurations including both single or dual 90kVA/400Hz outputs and/or access steps on the unit to support larger aircraft which utilise the Airport.

Further information on the use of FEGP units to minimise the impact of both aircraft noise and related emissions may be found in the Health and Safety Executive (HSE) HSG 209 – Aircraft Turnaround.

3.2. Use of Fixed Electrical Ground Power Units

Where a serviceable FEGP unit is adequately provided and is serviceable, the APU is not to be used. Except in an emergency or non-availability of an FEGP unit may an APU operated between 2300 – 0700L on aircraft parking stands other than immediately prior to pushback, or on arrival whilst awaiting connection of the FEGP unless prior permission has been sought from and approved by Airside Operations (01279 662478).

For the purposes of this ASI, departing aircraft are not to start their APUs until 10mins prior to pushback. For all arriving aircraft, the FEGP is to be connected as soon as the aircraft is on stand and it is safe to do so in accordance with Standard Operating Procedures (SOPs). The APU is not to be used unless the aircraft parking stand the aircraft is parking on is not equipped with an FEGP unit, or the FEGP unit is unserviceable. Exemption for these procedures will only be considered if:

- The Outside Air Temperature (OAT) (as promulgated by ATC) is below +5°C or above +20°C;
- The FEGP unit is unserviceable or not installed on that stand;
- Aircraft systems which cannot be powered by the FEGP for maintenance purposes only, subject to prior permission being sought from and approved by Airside Operations;
- An aircraft has been parked on aircraft stand equipped with an FEGP unit in such a manner as to make the use of the FEGP system impractical e.g. a small cargo aircraft;
- An aircraft type which is not compatible through design or connection with the FEGP units in use at the Airport, or an aircraft which has temporary fault preventing the use of an FEGP, and;
- Where the commander of an aircraft believes that genuine hardship to passengers will result unless the APU is run, then they may do so subject to prior permission being sought from and approved by Airside Operations.

4. FIXED ELECTRICAL GROUND POWER UNIT OPERATION

4.1. Pre-Aircraft Arrival

Prior to the arrival of the aircraft, the FEGP user is to complete a visual inspection of either unit type to ensure its serviceability. Where it is found to faulty or unserviceable, the unit is to be reported as such via the Airport Fault Line (01279 663131). Further information may be found in **ASI 033 – Airside Defect Reporting**. Either unit type may be extended in preparation for the arrival of the aircraft. However, both units must remain clear of the aircrafts intended parking position at a distance of at least 4.5 metres.

4.2. Aircraft Arrival

During the arrival of the aircraft, all personnel and equipment are to remain well clear until the aircraft has come to a complete stop, and those not directly involved in the arrival of the aircraft must remain outside of the stand. Personnel are not to approach the aircraft until the engines have spooled down and the anti-collision beacons have been turned off. Aircraft arriving with an inoperative APU, or whose SOPs requires the application of ground power to a live aircraft must have a clearly documented Safe System of Work (SSOW) to reflect this. The general expectations of the Airport for this procedure include:

- That only one person, who is responsible for the connecting the FEGP cable, may approach the aircraft whilst the aircraft's anti-collision beacons are illuminated, all other persons must remain clear;
- That the approach to the aircraft must be made to the side with the engine closed and spooled down;
- That all other personnel must remain outside of the aircraft stand until the engines have spooled down and the anti-collision beacons have been turned off, and;
- When using a Pantograph FEGP, unless being repositioned on to the aircraft, or returned to its parking location, the braking system on the unit is to be fully deployed.
- In no circumstances shall the FEGP automatic cut-off be overridden. Personnel found doing so will be issued with an Airside Infringement Notice and may be required to meet with STAL to discuss their contravention of this ASI and the Airport's 'Conditions of Use'

4.3. Aircraft Departure

All FEGP equipment (i.e. cables, buckets, steps) must be returned to its correct position and items stowed correctly after use in their respective place ready for the next user/s. It is essential that cables are not left lying across stands.

4.4. 28 Volt Conversion Unit (DC)

Smaller fixed wing and rotary aircraft types often require 28V Direct Current (DC) power during the aircraft turnaround process or during short-term line maintenance. The Airport provides 28V conversion units, which are in and around the apron areas southside. These units require the 90kVA/400Hz FEGP system to be plugged into the 28V DC Conversion Unit first before the conversion unit is to be plugged into the aircraft. On completion of the aircraft turnaround process or short-term line maintenance the process is to be reversed.

5. FIXED ELECTRICAL GROUND POWER UNIT TRAINING

Those GSPs at the Airport who are to utilise either or both types of FEGP unit must demonstrate that all personnel responsible for undertaking this task have received initial and recurrent training for either or both types of FEGP unit. This training is to include:

- Pre-use inspection;
- Connection and application of power to aircraft (both live and parked);
- Proper disconnection and stowage of the unit, and;
- Fault reporting and the occasions when a GPU may be used.

Manufacturers user manuals are made available.

6. OCCURRENCE AND NEAR MISS REPORTING

Regulation (EU) 376/2014 (as amended) requires that relevant civil aviation safety information shall be reported, collected, stored, protected, exchanged, disseminated and analysed and appropriate safety action should be taken based on the information collected. In accordance with Articles 4(1) and 4(6) of Regulation (EU) 376/2014 (as amended), certain events shall be reported upon to the UK Civil Aviation Authority (CAA) as the Competent Authority (CA) by specific persons respectively. These are defined as Mandatory Occurrence Reports (MORs).

Organisations shall ensure that where applicable, they comply with their legal obligations to report in accordance with Regulation (EU) 376/2014 (as amended). Article 4(6) of Regulation (EU) 376/2014 (as amended) specifies the persons who shall report on occurrences in accordance with Article 4(1) of Regulation (EU) 376/2014 (as amended). A person mandated to report may do so through the system established by the organisation which employs, contracts or uses the services of the reporter, or, failing that the EU Aviation Safety Reporting Portal database, online.

Organisations shall ensure that they maintain the capability for personnel to report near-miss events, including in an anonymous manner and for their subsequent categorisation and investigation, if applicable. Further information may be found in ASI 032 – Accident, Incident, Occurrence and Near Miss Reporting.

7. GROUND POWER UNITS

GPUs must not be used at Stansted when there is serviceable FEGP available on stand.

The use of GPUs or any other items of ground servicing equipment which does not conform to 85 decibels at 7 metres is prohibited on any apron area at Stansted Airport.

Prior to running a GPU Southside, Airfield Operations must be contacted on (01279 662478) to gain permission, details of the aircraft registration, and the GPU to be used. All Operators must also confirm with Airfield Operations when the GPU has been switched off.

Prior to running a GPU Northside between 23:00-07:00L, Airfield Operations must be contacted on (01279 662478) to gain permission, details of the aircraft registration, and the GPU to be used. All Operators must also confirm with Airfield Operations when the GPU has been switched off.

Airfield Operations will monitor the use of GPUs. Random noise and emissions tests are conducted alongside 24/7 Airside patrols to ensure compliance. Equipment failing to meet current standards will be required to be removed from operation.

8. MONITORING

Airfield Operations will monitor the use of FEGP's, APU's and GPUs, and will record details of any operator appearing to be contravening the provisions of this ASI. Operators found to be using GPUs or APUs outside of the conditions described above will be issued with an Airside Infringement Notice and may be required to meet with STAL to discuss their contravention of this ASI and the Airport's 'Conditions of Use'

9. COMPLIANCE MONITORING

FEGPs are not subject to the Compliance Monitoring System (CMS).

10. FURTHER INFORMATION

Further information may be found in CAP 642 – Airside Safety Management and in the relevant aircraft operator and airline Ground Operations Manual (GOM).

ASI 040

AIRSIDE COACHING

ASI Owner TBA

1. GENERAL

Reserved.

ASI 041 AIRCRAFT DE-ICING AND ANTI-ICING
ASI Owner Environment Specialist

References ICAO Document 9640 – Manual of Aircraft Ground De-icing and Anti-Icing Operations
 Regulation (EU) 965/2012
 Regulation (EU) 139/2014
 Regulation (EU) 2015/1018
 Health and Safety at Work Act 1974
 Water Industry Act 1991
 Water Resources Act 1991
 Lifting Operations and Lifting Equipment Regulations 1998
 Provision and Use of Work Equipment Regulations 1998
 UK Aeronautical Information Publication
 CAP 642 – Airside Safety Management
 London Stansted Airport Winter Operations Plan

1. GENERAL

London Stansted Airport has a statutory obligation to ensure that means and procedures are established implemented for providing safe conditions for aerodrome operations during winter conditions in accordance with Commission Regulation (EU) 139/2014; ADR.OPS.B.035 (as amended). Aircraft operators and airlines shall establish procedures to be followed when ground de-icing and anti-icing and related inspections of the aircraft are necessary to allow the safe operation of the aircraft in accordance with Regulation (EU) 965/2012 CAT.OP.MPA.250(a) (as amended), or other regulations applicable to the state of registry of that aircraft. For the purposes of this Airside Standing Instruction (ASI) the following definitions apply:

Term	Definition
Anti-Icing	In the case of ground procedures, means a procedure that provides protection against the formation of frost or ice and accumulation of snow on treated surfaces of the aircraft for a limited period of time (hold-over time).
De-Icing	In the case of ground procedures, means a procedure by which frost, ice, snow or slush is removed from an aircraft in order to provide uncontaminated surfaces.
Hold-over Time	Means the estimated time the anti-icing fluid will prevent the formation of ice and frost and the accumulation of snow on the protected (treated) surfaces of an aeroplane.

It is the responsibility of personnel to ensure that they are familiar with this ASI if it is applicable to them, and to undertake the actions required to fully comply with it and safeguard the airside environment.

2. ACCOUNTABILITY AND RESPONSIBILITIES
2.1. Airside Operations Duty Manager

Reporting to the Head of Airside (HOA), the on-shift Airside Operations Duty Manager (AODM) (01279 662378) is responsible for the safe operation, availability and status of the aerodrome. The AODM is the line manager for the operational team and shall make available the aircraft de-icing and anti-icing pads when required as per this ASI. The AODM shall report upon occurrences in

accordance with Regulation (EU) 376/2014 (as amended) and Commission Implementing Regulation (EU) 2015/1018 (as amended).

3. AIRCRAFT DE-ICING AND ANTI-ICING PROCEDURES

As per AMC3 ORO.MLR.100(a), aircraft operators and airlines operating commercial air transport flights shall have a description of the de-icing and anti-icing policy and procedures for aircraft on the ground. These should include descriptions of the types and effects of icing and other contaminants on aircraft whilst stationary, during ground movements and during take-off. The aircraft operator or airline shall establish procedures to be followed when ground de-icing and anti-icing and related inspections of the aircraft are necessary to allow the safe operation of the aircraft in accordance with Regulation (EU) 965/2012 CAT.OP.MPA.250(a) (as amended).

3.1. Application to Undertake Aircraft De-Icing and Anti-Icing

Organisations wishing to undertake aircraft de-icing and anti-icing operations shall apply formally and in writing to the Airside Safety and Compliance Manager and the Environmental Specialist prior to doing so and before any de-icer storage application or other equipment, products have been purchased. Organisations shall readily provide information as to the type of de-icing and anti-icing agent(s) proposed for airside use, as well as specific information as to the:

- Product specification;
- Name(s) of third parties to receive the de-icing/anti-icing service;
- Location(s) of de-icing and anti-icing service(s);
- Volume(s) and location(s) of de-icing and anti-icing storage facilities;
- Description of the process for de-icing and anti-icing media delivery, transfer and dilution activities;
- Description of de-icing and anti-icing storage facility inspection and maintenance regimes, and;
- Copies of the Material Safety Data Sheet(s) (MSDS).
- Spillage management processes

3.2. Conduct of Aircraft De-Icing and Anti-Icing

Organisations undertaking aircraft de-icing and anti-icing activities are solely responsible for ensuring the health and safety of the personnel in accordance with the Health and Safety at Work Act 1974 (as amended), the Provision and Use of Work Equipment Regulations 1998 (as amended) and the Lifting Operations and Lifting Equipment Regulations 1998 (as amended). CAP 642 – Airside Safety Management, Chapter 2, Appendix L provides guidance through a model safety instruction on winter operations and apron hazards.

Aircraft operators and airlines should ensure that de-icing and anti-icing procedures should take into account manufacturer's recommendations, including those that are type-specific as per EASA GM2 CAT.OP.MPA.250(a), and cover:

- Contamination checks, including detection of clear ice and under-wing frost, including limits on the thickness/area of contamination published in the Airplane Flight Manual or other manufacturers' documentation should be followed;
- Procedures to be followed if de-icing or anti-icing procedures are interrupted or unsuccessful;
- Post-treatment checks;
- Pre-take-off checks;
- Pre-take-off contamination checks;
- The recording of any incidents relating to de-icing and/or anti-icing, and;
- The responsibilities of all personnel involved in de-icing and/or anti-icing.

3.3. Communications for Aircraft De-Icing and Anti-Icing

When the aircraft is to be treated with the flight crew on board, the flight and personnel involved in the operation should confirm the fluid to be used, the extent of treatment required and any aircraft type-specific procedure(s) to be used. Any other information needed to apply the Hold-over Times (HoT) tables should be exchanged. Once treatment is completed and before reconfiguring or moving the aircraft, the flight crew should receive a confirmation from the personnel involved in the operation that all de-icing and/or anti-icing operations are complete and that all personnel and equipment are clear of the aircraft.

3.4. Spillages of Aircraft De-Icing and Anti-Icing Fluids

Organisations wishing to undertake aircraft de-icing/anti-icing operations shall have appropriate spillage response procedures in place and must ensure adequate steps are taken to control de-icer release during any transfer or delivery. Further information may be found in ASI 029 – Chemical, Oils and liquids storage and delivery requirements. Also ASI 054 Spillage response.

IBC's should not be used to store fluids from spills without appropriate bunding in place. Regular checks/maintenance should be in place to reasonably foresee failures of pipework/connectors that will lead to spills/leaks.

3.5 De-icer vehicles

Testing of de-icer application equipment where a discharge of de-icer is created (for example during pre-winter period preparations), must not be undertaken in any area where de-icer is not normally applied in the winter.

All de-icer application vehicles should be stored with water in or tanks empty during a period of inactivity (summer) Or have valid inspection regime in place to monitor for leaks etc.

- Vehicles should be stored in one location agreed with the STAL Environmental Specialist and not moved around.
- Prior to the re mobilisation or testing of vehicles an application must be made no less than 1 week before to the MAG Water Assets and Compliance Manager and Environmental Compliance Officer, Further information such as location and duration of testing will be required prior to the approval being granted.
- Any training of staff prior to the winter season must only be undertaken following prior application not less than 1 week before required to the Water Assets and Compliance Manager and Environmental Specialist, proposed location of training and duration will need to be provided.
- Contaminated water used during storage or old de-icing fluid should not be disposed of into the Stansted airports drainage systems.

3.6 Recording and Reporting

It is the responsibility of all STAL departments and tenants to maintain their own records of De-Icer they use in accordance with appropriate Environment and Health and Safety guidelines including COSHH. These records should be made available for inspection at any time by STAL personnel, the Environment Agency or the Health and Safety Executive.

To enable accurate and safe management of the airport drainage network and environmental systems operators **MUST** provide the STAL Environment team with a monthly total of de-icer used, the aircraft type and reg also the stand where de-icing took place. This is to ensure our legal compliance obligations are met with our regulators.

All delivery notes for bulk de-icer deliveries must be provided to STAL as a record of total amount of fluid stored and used on site.

Third Party aircraft De-Icing monthly usage report

COMPANY NAME-

DATE	AIRLINE	Flight number	Aircraft type	REG	LITRES	STAND/ Hanger forecourt

This must be completed on a monthly basis and sent to the Utilities and Environment team to ensure legal compliance
environment_utilities@stanstedairport.com

4. AIRCRAFT DE-ICING AND ANTI-ICING PADS

The Airport operates remote de-icing and anti-icing pads. The remote de-icing/anti-icing pads are located at the head of the Alpha, Charlie, Delta and Echo Cul-de-Sacs. These become operational where snow is both falling and accumulating. Only aircraft operators and airlines who have a written agreement with Airside Operations may utilise the remote de-icing/anti-icing pads. Further information on the remote de-icing/anti-icing pads may be found in the UK Aeronautical Information Publication (AIP) entry and the London Stansted Airport Winter Operations Plan.

5. OCCURRENCE AND NEAR MISS REPORTING

Regulation (EU) 376/2014 (as amended) requires that relevant civil aviation safety information shall be reported, collected, stored, protected, exchanged, disseminated and analysed and appropriate safety action should be taken based on the information collected. In accordance with Articles 4(1) and 4(6) of Regulation (EU) 376/2014 (as amended), certain events shall be reported upon to the UK Civil Aviation Authority (CAA) as the Competent Authority (CA) by specific persons respectively. These are defined as Mandatory Occurrence Reports (MORs).

Organisations shall ensure that where applicable, they comply with their legal obligations to report in accordance with Regulation (EU) 376/2014 (as amended). Article 4(6) of Regulation (EU) 376/2014 (as amended) specifies the persons who shall report on occurrences in accordance with Article 4(1) of Regulation (EU) 376/2014 (as amended). A person mandated to report may do so through the system established by the organisation which employs, contracts or uses the services of the reporter, or, failing that the EU Aviation Safety Reporting Portal database, online.

Organisations shall ensure that they maintain the capability for personnel to report near-miss events, including in an anonymous manner and for their subsequent categorisation and investigation, if applicable. Further information may be found in ASI 032 – Accident, Incident, Occurrence and Near Miss Reporting.

6. COMPLIANCE MONITORING

Aircraft de-icing and anti-icing is subject to the Compliance Monitoring System (CMS).

7. FURTHER INFORMATION

Further information may be found in the International Civil Aviation Organisation (ICAO) Doc 9640 – Manual of Aircraft Ground De-icing/Anti-icing Operations.

ASI 042 AIRCRAFT WASHING

ASI Owner Environment Specialist

References Regulation (EU) 376/2014
Regulation (EU) 139/2014
Regulation (EU) 2015/1018
Health and Safety at Work Act 1974
Environmental Pollution Act 1990
Water Resources Act 1991

1. GENERAL

London Stansted airport has strict controls in place relating to the washing of aircraft and helicopters at Stansted Airport. It is the responsibility of all personnel to ensure that they are familiar with this ASI to fully comply with it and safeguard the environment.

There are a number of aircraft operators who either wash or employ a company to wash aircraft on their behalf at Stansted airport. There are 2 different types of wash:

- Cosmetic washing
- Technical washing

This ASI is relevant to all owners and operators of both fixed wing aircraft and helicopters. Due to the surface water drainage systems at Stansted the wet washing of any GSE or other equipment remains prohibited in all airside areas and only in approved locations landside.

2. ACCOUNTABILITY AND RESPONSIBILITIES

2.1. Airside Operations Duty Manager

Reporting to the Airside Operations Manager, the Airside Operations Duty Manager (AODM) (01279 662378) is responsible for the safe operation, availability and status of the aerodrome. The AODM is the line manager for the operational team and should make available the aircraft washstands when required for permitted uses. The AODM shall report upon occurrences in accordance with Regulation (EU) 376/2014 (as amended) and Commission Implementing Regulation (EU) 2015/1018 (as amended).

2.2. Airfield Control Manager

Reporting to the AODM, the on-shift Airfield Control Manager (ACM) (01279 662777) is responsible for allocating aircraft to an aircraft washstand when required. The ACM shall liaise with aircraft operators, airlines, Ground Service Providers (GSPs) and other organisations.

2.3. Environmental Specialist

Undertakes audits of operators to provide assurance of process to meet compliance. Provides approval for new or changes to approved wash processes on site. Collates wash data from airlines and operators across the site.

3. APPLICATION TO UNDERTAKE AIRCRAFT WASHING

Airlines and third parties wishing to undertake aircraft washing operations must apply formally in writing to the Airside Safety and Compliance Manager (ASCM) and the Environmental Specialist **prior** to any proposed new wash procedures being undertaken. Requests must be made at least 14 days in advance to the correct teams, a response will be provided, and this may result in the activity

being permitted, a further request for information or a refusal. To ensure responses are returned as soon as possible please provide the following information.

- Risk and Method Statements for the specific activity
- Material safety data sheets for all products proposed.
- Disposal or cleaning information for rags, cloths etc.
- Spillage controls.

At an agreed time, a wash/clean will need to be witnessed by a member of the Environment and Utilities team to ensure compliance is met. Once satisfied all the compliance obligations are met then approval to undertake the activity will be provided by the Environment Specialist.

Any change in product or procedure must be passed for review by the Stansted environment team before it is approved for use on site.

4. Reporting

To enable STAL to accurately manage and monitor **all** aircraft washing (Dry and wet) across the site a monthly report must be provided to the STAL Environmental Specialist detailing the following.

- Location/stand where wash took place including hanger washes
- Company, Registration and type of aircraft.
- Total water and wash chemical used for the wash if wet washing
- Date and time of the wash

4.1. Aircraft washing procedures

Cosmetic Wet Washing

Following a review of the wet washes being undertaken and the legal compliance obligations associated with the surface water drainage run off from it, the decision has been made that all aircraft wet washing stands will be closed. [This means aircraft wet washing will be prohibited at Stansted.](#)

Cosmetic Dry washing

Cosmetic dry washing is considered to be the main fuselage, wings and tails surfaces of the aircraft. The cosmetic dry washing of aircraft can be undertaken on any stand at Stansted including hanger forecourt areas, subject to approval of the company undertaking the dry wash by the STAL Environmental Specialist, the following documents must be provided and approved prior to any dry washing being permitted.

Please note that a suitable amount of time must be provided to allow review and comment on these documents.

- SOP detailing the process including spill management, controls and the cleaning of any equipment used as part of the wash.
- COSHH data sheets for all products
- An Environmental procedural audit will also need to be conducted prior to approval.

Technical washing

Technical washing is considered to be the washing of the undercarriage, engines, compressors or control surfaces of an aircraft or helicopter, where there may be increased concentrations of particulates that can lead to environmental harm. (this process can be undertaken either as a dry or wet wash process). Technical washing of aircraft and helicopters remains prohibited across the Stansted site unless approved by the Stansted Environmental Specialist.

Under certain conditions and only in approved locations technical washing may be approved, this is subject to the following conditions being met and approved by the STAL Environmental team.

- SOP detailing the process including spill management and controls also the cleaning of any equipment used within the wash.
- COSHH data sheets for all products
- Systems being used are full capture with no discharge to the environment
- Waste liquid and material disposal information and locations.
- Environmental procedures audit undertaken to witness wash process subject to meeting the above criteria.

In the event of any spillage works must stop and appropriate clean up applied an investigation must be undertaken to establish the root cause and findings returned to the Environmental specialist prior to any recommencement of the activity.

Once a location and process for technical washing has been approved monthly reporting must be provided to the STAL Environmental Specialist.

STAL reserves the right to stop and prohibit wash activity at any time should any issue be raised and may request additional management or controls are applied prior to recommencement.

5. OCCURRENCE AND NEAR MISS REPORTING

Regulation (EU) 376/2014 (as amended) requires that relevant civil aviation safety information shall be reported, collected, stored, protected, exchanged, disseminated and analysed and appropriate safety action should be taken based on the information collected. In accordance with Articles 4(1) and 4(6) of Regulation (EU) 376/2014 (as amended), certain events shall be reported upon to the UK Civil Aviation Authority (CAA) as the Competent Authority (CA) by specific persons respectively. These are defined as Mandatory Occurrence Reports (MORs).

Organisations shall ensure that where applicable, they comply with their legal obligations to report in accordance with Regulation (EU) 376/2014 (as amended). Article 4(6) of Regulation (EU) 376/2014 (as amended) specifies the persons who shall report on occurrences in accordance with Article 4(1) of Regulation (EU) 376/2014 (as amended). A person mandated to report may do so through the system established by the organisation which employs, contracts or uses the services of the reporter, or, failing that the EU Aviation Safety Reporting Portal database, online.

Organisations shall ensure that they maintain the capability for personnel to report near-miss events, including in an anonymous manner and for their subsequent categorisation and investigation, if applicable. Further information may be found in ASI 032 – Accident, Incident, Occurrence and Near Miss Reporting.

6. COMPLIANCE MONITORING

Aircraft washing and procedures will be subject to ad-hoc monitoring or auditing from the Environmental team and information requested regarding the washing process, methods and products used.

7. FURTHER INFORMATION

Further information may be found in the aircraft operators or airlines' Ground Operations Manual (GOM).

ASI 043 AIRCRAFT PUSHBACK, PUSH AND PARK AND TOWING PROCEDURES
ASI Owner Airside Assurance Manager

References Regulation (EU) 376/2014
 Regulation (EU) 139/2014
 Regulation (EU) 2015/1018
 Health and Safety at Work Act 1974
 CAP 413 – Radiotelephony Manual
 CAP 642 – Airside Safety Management

1. GENERAL

London Stansted Airport maintains set procedures regarding aircraft pushback, push and park and towing that must be adhered to at all times. These activities represent a greater risk to safety than other activities completed during an aircraft turnaround and requires the co-operation and co-ordination of multiple organisations and individuals. These procedures are not meant to replace published Standard Operating Procedures (SOPs) within individual organisations. For the purposes of this Airside Standing Instruction (ASI), the following terms apply:

Term	Definition
Abeam	Abeam is defined as being at right angles to the length and directly opposite the centre of the aircraft.
Non-Standard Aircraft Pushback	A non-standard pushback is defined as any pushback instruction which is not published by the Airport for use by pushback vehicle drivers and headset operatives.
Standard Aircraft Pushback	A standard pushback is defined as any pushback procedure published by the Airport for use by pushback vehicle drivers and headset operatives.

It is the responsibility of personnel to ensure that they are familiar with this ASI if it is applicable to them, and to undertake the actions required to fully comply with it and safeguard the airside environment.

2. ACCOUNTABILITY AND RESPONSIBILITIES
2.1. Head of Airside Operations (Safety Manager)

Reporting to the Operations Director (Accountable Manager), the Head of Airside (HOA) is responsible for ensuring that suitable risk assessments and safety cases relating to aircraft pushback, push and park and towing are available as per the London Stansted Airport Aerodrome Manual, Part B. In addition, the HOA is responsible for providing oversight and technical input relating to aircraft pushback, push and park and towing.

2.2. Airside Operations Duty Manager

Reporting to the AODM, the Airside Operations Duty Manager (AODM) (01279 662378) is responsible for the safe operation, availability and status of the aerodrome. The AODM is the line manager for the operational team and is responsible for providing resources to monitor aircraft pushback, push and park and towing. The AODM shall report upon occurrences in accordance with Regulation (EU) No. 139/2014 as retained (and amended in UK domestic law) under the European Union (Withdrawal) Act 2018 (as amended) and Commission Implementing Regulation (EU) 2015/1018 (as amended).

2.3. Organisations

Reporting to their responsible person, organisations participating are responsible for actively supervising their personnel to ensure that they comply with the requirements of the London Stansted Airport Aerodrome Manual and other relevant documentation. Organisations are responsible for ensuring that personnel are trained as per AMC1 ADR.OR.D.017(a);(b).

2.4. Personnel

Reporting to their line manager, personnel are responsible for undertaking their roles and responsibilities in compliance with the requirements of the London Stansted Airport Aerodrome Manual and other relevant documentation.

3. REQUIREMENTS

3.1.1. Personnel Training

Personnel who are undertaking aircraft pushback, push and park and towing duties shall be suitably qualified and experienced to do so. Personnel shall be competent to undertake all standard and non-standard aircraft pushback, push and park and towing manoeuvres at the Airport. They are to be trained by a suitably qualified instructor and assessor in accordance with AMC1ADR.OR.D.017(d). Records of training and subsequent proficiency checks shall be maintained in accordance with AMC1 ADR.OR.D.017(e).

It is the responsibility of the Ground Service Provider (GSP), Fixed Based Operator (FBO) or other organisations responsible for aircraft pushback, push and park and towing are to either complete the training themselves or contract a suitably qualified and experienced third-party. Training programmes shall include a programme and a method of assessment in accordance with AMC1ADR.OR.D.017(a);(b)(d)-(e) and AMC2 ADR.OR.D.017(a);(b).

Personnel who are undertaking aircraft pushback duties must hold an Airport issued Airside Driving Permit (ADP) for Manoeuvring Areas. Personnel must have an excellent working knowledge of aerodrome topography and be able to communicate with ATC using standard phraseology in accordance with CAP 413 – Radiotelephony Manual.

3.1.2. Vehicle and Equipment

Vehicles designated by GSPs, FBOs and other organisations for aircraft pushback, push and park and towing duties must be of adequate size, weight and power for the type of manoeuvre to be conducted and size of aircraft to be moved as specified by the manufacturer. The braking system, axle ratio and condition of the tyres must be such as to be capable of starting, stopping and resuming the manoeuvre on all parts of the manoeuvring area and in all weather conditions.

Vehicle operating on the manoeuvring must be equipped with a radio inside the vehicle. It is recommended that the radios are operating on the Very High Frequency (VHF) band so as to maintain contact with Air Traffic Control (ATC) at all times. In addition to a radio, the vehicle must have a copy of the most recently available aerodrome map. The map clearly shows all taxiways, holding points, stands, the airside road network and the runway. It contains important telephone numbers in the case of an incident whilst operating on the manoeuvring area.

Vehicles must be appropriately liveried in accordance with the London Stansted Airport Aerodrome Manual, Part E, ASI 045 – Airside Vehicle and Equipment Standards. In addition, vehicles must display a tug number on the exterior of the vehicle. This tug number also serves as the vehicle's callsign and

is assigned by the Airside Assurance Manager (AAM). The external number should be at least 30 centimetres in height and 20 centimetres in width in order that they are visible from a distance.

3.1.3. Use of a Headset

The use of a serviceable headset is mandatory for all aircraft pushbacks undertaken at the Airport. Where headset communication is not possible due to aircraft unserviceability or atmospheric conditions i.e. a thunderstorm warning in effect, then flight crew must inform ATC if they do not have positive communication via a headset with their ground crew. Ground crew must monitor the correct frequency and inform ATC themselves if flight crew fail to do so. Any headset which is found to be unserviceable must be removed from service pending repairs.

3.1.4. Use of a Wing Walkers / Guide Men

The use of wing-walkers/guide-men should be used when an aircraft being pushed-back crosses a rear of stand road. It is recommended that GSPs, FBOs and other organisations adopt as a standard practice the use of wing-walkers/guide-men on all aircraft stands, regardless of aircraft stand layout to maintain commonality. A wing-walker is to be positioned ready to close the rear of stand road on the illumination of the anti-collision beacons, at which point they are to position themselves centrally in the rear of stand road.

They are to remain in this position until the rear of the pushback vehicle has crossed the double white lines and entered the manoeuvring area. It is recommended that the wing-walker/guide-man is to position themselves in such a manner as to be visible to the headset operator throughout the pushback manoeuvre. It is further recommended that the wing-walker/guide-man is to indicate that the rear of stand road is closed by extending both arms horizontally 90° to their body as shown in the figure below:



Figure 1

Recommended wing-walker/guide-men rear of stand road hand signal during aircraft pushback
(Image © UK Civil Aviation Authority 2007)

3.1.5. Use of an Air start Unit

An aircraft air start system uses compressed air to initiate the rotation of the engine's compressor spools, similar to how a car starter motor works. This pressurised air is typically provided by a ground support unit or the aircraft's auxiliary power unit (APU).

Operators should safeguard the area around the aircraft, back of stand road, ensure aircraft anti-collision lights are illuminated and refer to company risk assessment for noise.

Push backs post air start should be a conventional 90° push as to not over stress the aircraft nose gear on the tow bar or towbarless connector and jet blast effect to opposite stands if a push and pull forward is conducted. If a push and pull forward is required consideration to tow to another stand should be made. If there are no other stands available all activity on the opposite stand needs to be stopped and rear steps removed to prevent injury or damage to aircraft or ground service equipment.

Only when the aircraft is parked on the designated taxi line should the instruction to start additional engines be given to avoid stress the aircraft nose gear on the tow bar or towbarless connector.

4. AIRCRAFT PUSHBACK

4.1. Aircraft Pushback Definitions

4.1.1. Standard Aircraft Pushback

A standard pushback is defined as any pushback procedure published by the Airport for use by pushback vehicle drivers and headset operatives.

Aircraft Parking Stand	Definition
A1, A1R, A10, B20, B30, C40 and C50R	Push straight back, pull forward to nearest or middle line.
D61L and D70R	Dog leg pushback due to proximity of blast barrier.
Taxiway Maximum Aircraft Nosewheel Release Points for Code C aircraft.	
J25L, J25R, J45L, J45R, J65L, J65R, J85L and J85R	Aircraft up to Code C size pushing back from the Juliet Stands must be released before the nosewheel goes beyond the red pavement paint marking.
Cul-de-sac – Alpha, Bravo, Charlie, Delta*, Echo	Aircraft up to Code C size pushing back in the cul-de-sac on EAST and WEST taxilanes must be released before the aircraft nosewheel goes beyond the red pavement paint marking.

*Only one taxilane in Delta cul-de-sac

4.1.2. Non-Standard Aircraft Pushback

A non-standard pushback is defined as any pushback instruction which is not published by the Airport for use by pushback vehicle drivers and headset operatives. Pushback vehicle drivers may request a non-standard pushback via the ATC Watch Manager (WM). Only ATC may issue non-standard pushback instructions via the appropriate Very High Frequency (VHF) in use at the time.

4.1.3. Abeam

Abeam is defined as being at right angles to the length and directly opposite the centre of the aircraft. Therefore, if instructed to push 'abeam' a defined object or point, such as an aircraft parking stand etc., the wing of aircraft should be at right angles to this defined object or point.

4.2. Aircraft Pushback Spacing

Multiple aircraft shall be allowed to pushback simultaneously to the same taxilane or taxiway centreline, provided that at least one Multiple Aircraft Ramp System (MARS) aircraft stand separates each aircraft. For example, with an aircraft pushing back from aircraft stand C52L, the closest aircraft stand from which another aircraft pushback may be approved to the same taxilane centreline is aircraft stand C51R. This to reduce the risk of collision and the effects of jet blast on pushback vehicle drivers and headset operatives.

Depending on the sequence of traffic within the Cul-de-Sac, ATC may issue instructions to an aircraft that require it to pull forward abeam a designated aircraft stand or location. This shall permit another aircraft pushed back to the same taxilane, thereby maximising efficiency whilst maintaining

the required MARS separation. These spacing requirements do not apply to aircraft on adjacent aircraft parking stands pushing back to different taxilanes. Pushback vehicle drivers and headset operatives remain responsible for the safe conduct of the aircraft pushback.

4.3. Cross Bleed Starts

A cross-bleed start, where high pressure air generated by an aircraft's engine is used to start other engines must not be carried out on an aircraft stand due to the excessive noise, and increased jet blast hazard. All cross-bleed starts must be completed once the aircraft is established on its cleared taxilane/taxiway, and only when all GSE has been disconnected. All cross-bleed starts requires the approval of ATC.

4.4. Power-Back Manoeuvres

Power-back manoeuvres, where the aircraft utilises high engine power to reverse off an aircraft parking stand may only be used for when an unusual circumstance exists. When an aircraft arrives with a known unserviceability, or for which no towbar is available, it is the responsibility of the nominated GSP or FBO handling the aircraft to inform Airside Operations (ext. 2478). Alternative arrangements will be made to accommodate the aircraft, either by parking the aircraft within the Compass Base (CBA), or side-in/nose-out on a remote aircraft stand.

Should unserviceability occur to either the GSE or the aircraft after its arrival, for which no alternative is available and significant hardship exists, the AODM may authorise the use of a power-back manoeuvre to facilitate the departure of the aircraft. Such a manoeuvre requires co-ordination between flight crew, ground crew, ATC and Airside Operations. Airside Operations shall be present for all power-back manoeuvres.

5. AIRCRAFT PUSH AND PARK

Reserved.

6. AIRCRAFT TOWING

6.1. Use of Transponders

Stansted is equipped with A-SMGCS which will display target information to ATC. The system displays the callsign of a 'live' aircraft on the screen. The system also has the ability to display the registration of an aircraft undertow, but this relies on the appropriate selection and operation of the aircraft transponder. If an ATC allocated 'squawk' (transponder code) is selected on the transponder unit it will display the aircraft's callsign. If, however, the transponder is set to a code ending in '000' the aircraft registration will be displayed on the ATC screen.

6.1.1.

The incorrect use of transponders during towed operations at Stansted poses a significant safety risk. If ATC are unable to correctly identify towed movements it may lead to safety events on taxiways and/or runways. During reduced visibility this risk increases, as ATC depend on the correct transponder setting on all aircraft to control aircraft safely and effectively.

6.1.2. Use of Transponders - Aircrew Procedures

The UK Aeronautical Information Publication (AIP) requires flight crews to select Mode A code 2000 when the aircraft is fully parked on stand. The transponder must then be set to OFF or STANDBY.

- Flight crews are required to; Clear the Flight ID from the FMS/xpndr windows;
- Switch the transponder to 'Standby/Off'. Failure to do this may lead to significant RF interference which may reduce the integrity of the system.

6.1.3. Use of transponders - Towing Procedures

Aircraft that are to be towed to another stand or to/from the maintenance areas must have the transponder set to the appropriate mode/code in order that the aircraft's registration number is displayed on the ATC radar screen. From the time of the request for push back or tow, until the aircraft is fully parked on stand, the transponder must be switched on with the Mode A code 2000 selected. Dependent on the type of aircraft, the transponder must either be switched to 'Alt-Off', 'X-pndr' or 'Auto' to display the aircraft registration.

If the 'Aircrew Procedures' above are not followed, the towing crew will also have to select A2000 on the transponder and clear the Flight ID from the FMS/xpndr window. If a tug is fitted with A-SMGCS compatible transmitters there is no requirement for the aircraft transponder to be selected, however the towing crew will need to ensure only one is selected to avoid the radar receiving two overlapping signals. If the towing crew is unable to set the transponder for technical reasons they should inform Airside Operations prior to any tow.

6.2. Sterile Cab

It is recommended that from the initial call-up to ATC to the completion of the aircraft tow the pushback vehicle driver, headset operative and brake-men of the GSPs, FBOs or other organisations involved in the aircraft tow maintain a sterile cab. This requires that only communications between the pushback vehicle driver and any other person in the pushback vehicle relate only to the tow or immediate safety concerns. This is to reduce distractions as far as is reasonably practicable, to prevent runway incursions and incorrect tows.

6.3. Emergency Calls to ATC

In the event of an incident occurring during an aircraft tow where it is necessary to call ATC urgently, the phrase to be used is 'Stansted Tower / Ground (as appropriate), then call sign, then 'EMERGENCY'. For safety reasons it is important the number of Persons on Board (POB) on the aircraft are known for towed aircraft movements. In the event of an incident involving a towed aircraft the POB must be immediately notified to Airport Fire and Rescue Service (AFRS). The responsibility for this rests with the brake man or pushback vehicle driver.

6.4. Crossing of Runways

Only pushback vehicles towing aircraft may cross runways. It is recommended that all aircraft tows be coordinated prior with the ATC Watch Manager. All other pushback vehicle movements must be kept to the airside road network.

6.5. Aircraft Repositioning

Repositioning of any aircraft (by tow or taxi) must be preceded by a planning request/notification to Airfield Operations Stand Planning. This notification can be via the Handling Agent's MAYFLY where it is provided to Airfield Ops in advance each evening or by ringing 01279 662777 for ad hoc notifications. All tows will be planned in advance by Airfield Ops in order that Air Traffic Control and Handling Agents have a view of them for planning purposes.

Additionally, to ensure accurate stand occupancy times are recorded, aircraft being positioned from a leased area to a STAL stand or vice-versa must be additionally preceded by a verbal request/notification to Airfield Operations on 01279 662478 a few minutes prior to the tow commencing.

Failure to notify Airfield Operations of such a tow may result in stand occupancy times being recorded and charged from the time of aircraft arrival. For aircraft being repositioned between two leased areas it is requested to advise Airfield Ops in advance of the tow for planning, but not necessary to confirm when the tow is about to take place.

For aircraft being repositioned between two STAL stands where the Airfield Control Manager (ACM) has issued the tow plan (tow visible in stand planning software program), advance notification and notification when the tow is about to take place is not necessary. If an alternative stand is required to that planned, then a request to the Stand Planner must be made in advance of the manoeuvre commencing.

All of the above notifications are required regardless of any RT transmissions with ATC

7. OCCURRENCE AND NEAR MISS REPORTING

Regulation (EU) 376/2014 (as amended) requires that relevant civil aviation safety information shall be reported, collected, stored, protected, exchanged, disseminated and analysed and appropriate safety action should be taken based on the information collected. In accordance with Articles 4(1) and 4(6) of Regulation (EU) 376/2014 (as amended), certain events shall be reported upon to the UK Civil Aviation Authority (CAA) as the Competent Authority (CA) by specific persons respectively. These are defined as Mandatory Occurrence Reports (MORs).

Organisations shall ensure that where applicable, they comply with their legal obligations to report in accordance with Regulation (EU) 376/2014 (as amended). Article 4(6) of Regulation (EU) 376/2014 (as amended) specifies the persons who shall report on occurrences in accordance with Article 4(1) of Regulation (EU) 376/2014 (as amended). A person mandated to report may do so through the system established by the organisation which employs, contracts or uses the services of the reporter, or, failing that the EU Aviation Safety Reporting Portal database, online.

Organisations shall ensure that they maintain the capability for personnel to report near-miss events, including in an anonymous manner and for their subsequent categorisation and investigation, if applicable. Further information may be found in ASI 032 – Accident, Incident, Occurrence and Near Miss Reporting.

8. COMPLIANCE MONITORING

Aircraft pushback, Push and Park and Towing procedures is subject to the Compliance Monitoring System (CMS).

9. FURTHER INFORMATION

Further information may be found in the aircraft operators or airlines' Ground Operations Manual (GOM).

ASI 044 AIRSIDE DRIVING
ASI Owner Airside Safety and Compliance Manger

References ICAO Doc 9835 – Manual on the Implementation of ICAO Language Proficiency Requirements
 Regulation (EU) 376/2014
 Regulation (EU) 139/2014
 Regulation (EU) 2015/1018
 Health and Safety at Work Act 1974
 Vehicles (Construction and Use) Regulations 1986
 Air Navigation Order 2017
 CAP 413 – Radiotelephony Manual
 CAP 642 – Airside Safety Management
 CAP 790 – Requirements for an Airside Driving Permit Scheme
 London Stansted Airport Manual of Air Traffic Services, Part 2 – Operations

1 GENERAL

London Stansted Airport has a statutory obligation to implement procedures for the training, assessment and authorisation of all drivers operating on the movement area in accordance with Commission Regulation (EU) 139/2014 ADR.OPS.B.025 (as amended). The Airport shall ensure that all airside drivers have been trained and authorised or are escorted by a driver who has been trained to comply with these standards. In addition, the Airport shall take enforcement action on any organisation or personnel that fails to comply with these requirements and Airport Standards. For the purposes of this Airside Standing Instruction (ASI) the term ‘vehicle’ applies equally to both vehicles and equipment. The following terms apply:

Term	Definition
Mechanically propelled vehicle	A mechanically propelled vehicle is one which is intended or adapted for use on roads. It is up to the Airside Operations Management Team to interpret whether a vehicle is a mechanically propelled vehicle at the time when an offence is committed.

It is the responsibility of all personnel to ensure that they are familiar with this ASI if it is applicable to them, and to undertake the actions required in order to fully comply with it and safeguard the airside environment.

2 ACCOUNTABILITY AND RESPONSIBILITIES
2.1 Operations Director (Accountable Manager)

Reporting to the Chief Operating Officer (COO) the Operations Director (Accountable Manager) is accountable for defining, deploying and monitoring the resources necessary to make the policies and procedures relating to airside driving at the Airport achievable.

2.2 Head of Airside Operations (Safety Manager)

Reporting to the Operations Director (Accountable Manager), the Head of Airside (HOA) is responsible for ensuring that suitable risk assessments and safety cases relating to airside driving are available as per the London Stansted Airport Aerodrome Manual, Part B. In addition, the HOA is responsible for providing oversight and technical input relating to vehicle and equipment standards.

2.3 Airside Operations Manager

Reporting to the HOA, the Airside Operations Manager (AOM) is responsible for ensuring and deploying sufficient resources to oversee airside driving as per this ASI. The AOM is further responsible for ensuring that personnel with responsibilities for providing oversight to airside driving are trained and maintain proficiency in accordance with Commission Regulation (EU) 139/2014 ADR.OR.D.017 (as amended) and as per AMC1 ADR.OR.D.017(a);(b).

2.4 Airside Safety and Compliance Manger (Compliance Manager)

Reporting to the HOA, the Airside Safety and Compliance Manager (ASCM) is responsible for ensuring that all policies and procedures relating to airside driving are complaint to regulation. Their key responsibilities include:

- Reviewing the processes and procedures relating to airside driving to ensure they are up-to-date, and effective;
- To undertake audits of processes and procedures relating to airside driving in accordance with AMC1 ADR.OR.D.005(b)(11), and;
- Make recommendations to the HOA for improvements in processes and procedures.

2.5 Airside Operations Duty Manager

Reporting to the AOM, the Airside Operations Duty Manager (AODM) (01279 662378) is responsible for the safe operation, availability and status of the aerodrome. The AODM is the operational line manager for the operational team and shall ensure that oversight of airside driving is provided as per this ASI. The AODM is further responsible for reporting in accordance with Regulation (EU) 376/2014 (as amended) and Regulation (EU) 2015/1018 (as amended).

2.6 Airside Operations

Reporting to the Airside Operations Duty Manager (AODM) Airside Operations (01279 662478) are responsible for airside standards as per this ASI, the London Stansted Airport Aerodrome Manual and other relevant documentation. Airside Operations personnel shall issue Airside Infringement Notices (AINs) and Airside Recognition Notices (ARNs) as per ASI 034 – Airside Recognition and Infringement Scheme where offences have been committed, or good practices have been observed respectively.

2.7 Organisations

Reporting to their responsible person, organisations are responsible for actively supervising their personnel to ensure that they comply with this ASI, the London Stansted Airport Aerodrome Manual and other relevant documentation. Organisations are responsible for developing and implementing airside driving standards which is commensurate with their size, complexity and activities undertaken. Organisations are responsible for ensuring that personnel are trained as per AMC1 ADR.OR.D.017(a);(b).

2.8 Personnel

Reporting to their line manager, where applicable, personnel are responsible for undertaking their roles and responsibilities as per this ASI, the London Stansted Airport Aerodrome Manual and other relevant documentation. Personnel are responsible for driving airside in a safe manner as per this ASI and their organisation's Standard Operating Procedure (SOP).

3 AIRSIDE DRIVING TRAINING

The Airport has an airside driver training programme commensurate with the scale and complexity of the aerodrome which meets the requirements of the all airside drivers as per AMC1 ADR.OPS.B.025(a). This includes a system for issuing movement area authorisations and the conditions of their renewal as per AMC1 ADR.OPS.B.025(b). Organisations are responsible for providing specific training vehicles and equipment which are owned and/or operated by their personnel as per AMC1 ADR.OPS.B.025(a)(2).

3.1 Airside Driver Trainers

The Airport delivers training to its own personnel through Airside Operations personnel who are suitably qualified and experienced and hold a vocational instructional qualification, the Level 3 Award in Education and Training (PTLLS) as per AMC1 ADR.OR.D.017(d)(c)(1)-(2). Organisations wishing to deliver their own driver training shall apply to the ASCM. If approved, the ASCM shall arrange for the AOTM to deliver a 'train the trainer' course to all organisational personnel who are to deliver training. These personnel shall have the minimum qualifications and experience:

- Holder of an Airport ADP for a minimum period of six months, in the area they wish to instruct on and;
- Holder of an instructional qualification, such as Level 3 Teaching Course (previously known as PTLLS), or equivalent.

3.2 Airside Driving Training Records

Organisations shall maintain personnel records relating to airside driver training as per AMC1 ADR.OR.D.017(e)(a)(1)-(6). Records shall be kept for a minimum of four years after the end of their employment in accordance with Commission Regulation (EU) 139/2014(d)(5) (as amended). The system employed by the organisation should provide adequate procedures, storage facilities and reliable traceability, retrievability and accessibility of the records as per AMC1 ADR.OR.D.035(a).

3.3 Airside Driver Training Materials

Organisational personnel who are approved to deliver airside driver training at the Airport are referred to as Airside Driver Trainers (ADTs). The Airport provides the training materials to be used by ADTs. This is the only materials that are to be used to deliver airside driver training. Organisations may add to the materials but shall not remove any contents. Materials are updated on annual basis, incorporating infrastructure changes and lagging safety data. This is shared at an ADT meeting held each year by the AOTM.

4 AIRSIDE DRIVING PERMITS

The Airport issues Airside Driving Permits (ADPs) according to the need of the individual to drive on that area of the aerodrome. Only those with a legitimate need to hold an ADP shall be issued one. Organisations that have never held an Airside Vehicle Permit (AVP) shall apply for either an Airside Operators Licence (AOL) or a Ground Handling Licence (GHL) from the ASCM. A clear operational need must be demonstrated prior to permission being granted. A clear operational need must be demonstrated for each organisation's personnel to hold either an Apron, Manoeuvring or Runway permit. Each permit has the following privileges:

Permit Type	Experience
Apron	Permits drivers to use all airside roads, stands/equipment areas, controlled and uncontrolled roads and the perimeter road (excluding the road behind the Runway 04 localiser array) without ATC clearance, but does not permit movement beyond the double white lines, which define the limit of the Apron.
Manoeuvring	Permits drivers to use all the privileges of the Apron ADP, and also includes the perimeter road behind the Runway 04 localiser array and all taxiways up to the RHPs.
Runway	Permits drivers to operate on any part of the manoeuvring area including the runway.

Each ADP shall remain valid for a period of three years. However, the Runway ADP shall only remain valid provided an annual competency check is undertaken. It is the responsibility of the ADP holder to ensure their ADP remains valid, as no notification shall be issued by the ID centre (ext. 2500).

4.1 Minimum Experience Requirements

The Airport has established a minimum level of experience that personnel shall obtain prior to sitting an ADP training course. In the case of Manoeuvring and Runway ADPs, this shall include holding the previous ADP:

Permit Type	Experience
Apron	Organisations are responsible for ensuring that personnel wishing to obtain an Apron ADP shall have sufficient aerodrome topographical and airside safety knowledge to successfully pass an Apron ADP course.
Manoeuvring	Organisations shall ensure that personnel wishing to obtain a Manoeuvring ADP shall have held an Apron ADP for a minimum period 6-months.
Runway	Organisations shall ensure that personnel wishing to obtain a Runway ADP shall have held an Apron ADP for a minimum period 6-months.

If personnel have previously held an ADP at the Airport, but have subsequently left the Airport, it may be possible to reduce these minimum experience requirements. This shall require a written application to the ASCM outlining the previous experience including how long personnel had held that ADP, and when they had left the Airport. This may only be used to obtain the ADP the personnel held previously. The decision of the ASCM is final.

4.2 Organisational Responsibility

Organisations are responsible for ensuring that all employees hold a full, current UK Driver and Vehicle Licencing Agency (DVLA) Driving Licence or a foreign equivalent.

- Organisations shall use an online driving licence tool to provide necessary assurance.
- Organisations shall make periodic checks of personnel's driving licences to ensure validity.

<https://www.gov.uk/check-driving-information>

In the case of heavy or specialist vehicles and/or equipment:

- Personnel should hold the appropriate category of licence which apply to that vehicle if driven on the public road (i.e. Heavy Goods Vehicle (HGV) or Passenger Carrying Vehicle (PCV), or;
- A Certificate of Competency is held by personnel and can be issued by the organisations stating that the holder has been trained, tested and found competent in the operation of that vehicle in airside areas only. The certificate should state the named vehicles the personnel has been trained on. The issuer of this certificate must be suitably qualified or trained to a standard recognised by the Road Transport Industry Training Board (RTITB) or equivalent.

4.3 Applicant Requirements

Applicants for the initial issue or revalidation ADP at the Airport shall meet minimum requirements, these are:

- Have an operational need to drive airside, meeting their organisational standard having undergone airside safety awareness training;
- Have in their possession a full, valid (not provisional) UK DVLA Driving Licence, or a foreign equivalent;
- Meet the basic minimum medical standards;
- Be able to demonstrate that they can communicate effectively, and;
- Have completed and proved competent at the appropriate level of training either provided by Airside Operations or an approved organisation.

5 APPLICATION FOR AN AIRSIDE DRIVING PERMIT

5.1 Medical Standards

A valid medical shall be held by personnel before an ADP can be obtained through the ID Centre. However, organisations should obtain a medical prior to personnel sitting an ADP training course. Basic minimum medical standards shall be met and maintained. Organisations may choose, either on a risk basis for individual personnel or on an organisational basis to adopt higher standards or frequency of review. The Airport supports the adoption of higher standards wherever practicable.

All medical certificates used as part of the ADP application process must be dated within the last 03 months (90 days); certificates dated outside of this time will be deemed null and void.

5.2 Initial Medical

An initial medical shall be carried out as an in-person examination by an Occupational Health Practitioner (OHP). An assessment of medical fitness to drive shall be made to DVLA Group 1 standards. However, assessments of vision shall be made to DVLA Group 2 standards. Further information is available in DVLA Assessing Fitness to Drive – A Guide to Medical Professionals. A medical consists of an examination, a general health questionnaire and specific tests for both hearing and eyesight. The hearing test shall be an audiometric examination, a forced whisper test is not acceptable.

5.3 Recurring Medical

Unless a reduced frequency is recommended by an OHP, a medical shall be undertaken every three years. Up to the age of 45 years, a recurring medical may be a self-declaration completed by individual personnel. Organisations shall seek advice from their internal or contracted OHP to ensure that any forms and templates to be used by individual personnel. Beyond the age of 45 years, a recurring medical shall be carried out as an in-person examination by an OHP.

Organisations shall seek advice from their internal or contracted OHP to ensure that recurring medicals conducted by an OHP meets the requirements of the Airport.

5.4 Changes in Medical Circumstances

Personnel shall declare any changes in medical circumstances or medication they take to their organisation as soon as reasonably practicable. This shall include any restrictions or conditions placed upon their DVLA Driving Licence or a foreign equivalent. To safeguard the airside environment, ADPs of persons who are affected by a change in medical circumstances or medication may be suspended pending further advice from an OHP or other suitably qualified and experienced medical professional.

5.5 Failure to Obtain a Medical

Should personnel fail a medical to obtain an ADP, they may be re-tested at the discretion of an OHP. The re-test of personnel should only be the areas which they have failed. Should they fail a second time, then an organisation shall consult with an OHP. A medical may be issued by an OHP where personnel do not meet DVLA Group 1 standards, provided that additional safeguards are provided by the organisations. Examples include increased frequency of screening, or a limitation in lone working. These safeguards shall be pre-approved by the ASCM.

5.6 Communication Standards

Organisations shall be responsible for establishing the communication standards of personnel. Organisations shall establish the communication standards of personnel prior to sitting an ADP training course. Basic minimum communication standards shall be met and maintained. Organisations may choose, either on a risk basis for individual personnel or on an organisational basis to adopt higher standards or frequency of review. The Airport supports the adoption of higher standards wherever practicable. The basic communication standards are:

- The ability of personnel to complete the requisite driver training and assessment conducted in English;
- The ability to undertake successfully the communication requirements that may be required of airside drivers i.e. reporting an incident airside;
- The ability to read and understand written safety instructions issued by Airside Operations, and;
- The ability to understand verbal instruction or notification given by the Police or Airside Operations personnel.

Personnel are to meet at least Level 4 of the International Civil Aviation Organisation (ICAO) Language Proficiency Scale. Further information may be found in ICAO Doc 9835 – Manual on the Implementation of ICAO Language Proficiency Requirements.

5.7 Radiotelephony Standards

Applicants for the initial issue or revalidation of a Manoeuvring or Runway ADP at the airport must demonstrate competence in radiotelephony by means of a radiotelephony course and assessment. Further information may be found in CAP 413 – Radiotelephony Manual.

5.8 Surrender Obligations

An ADP shall remain the property of the Airport at all times, and must be surrendered on demand of a member of Airside Operations, or the holder ceasing to:

- Hold a UK DVLA driving Licence, or foreign equivalent;

- Have a requirement to drive airside, or;
- Be employed at the Airport.

5.9 Administration

ADPs shall be issued through the ID centre on the production of the relevant signed application form. A charge shall be levied for the initial issue and renewal of ADPs. Further charges will be levied if an employee upgrades to a Manoeuvring or Runway ADP. Full details of charges, which exclude VAT, are available from the ID centre. From the date of the ADP test to the collection of any ADP no more than 6 weeks may have elapsed. If longer than this 6-week period, then the applicant shall be required to return to their respective ADT to retake the training programme. Only those who hold a London Stansted Airport ID card may be issued with a London Stansted Airport ADP.

6 GENERAL AIRSIDE DRIVING RULES

6.1 Definition of Terms

All personnel operating unescorted in the airside environment are to be fully conversant with the terms and meanings of apron, movement areas and manoeuvring areas and to what these locations require regarding access. Attention is to be paid to the double white lines that delineate the apron from the manoeuvring area.

6.2 Driving Rules

The following rules shall apply to all mechanically propelled vehicles operating airside at all times, these are:

- Inspect the vehicle and any trailed equipment before moving off;
- Only drive in those areas which personnel's ADP allows;
- Observe and comply with the relevant posted speed limit;
- Display obstacle lighting;
- Display dipped headlights at night and during periods of low visibility;
- Give way to aircraft, including those under tow at all times;
- Never drive behind an aircraft whose anti-collision lights are illuminated;
- Always report vehicle defects promptly, never assume another person has done so;
- Never drive equipment which has been deemed unserviceable until inspected;
- All passengers must be seated in vehicle seats;
- All doors and shutters must be closed whilst the vehicle is in motion;
- Ensure that all loads are secured;
- Do not drive across aircraft stands unless involved in the turnaround of that aircraft;
- Do not exit the vehicle until it has come to a complete stop;
- Only park in approved and designated areas;
- Do not park or leave equipment in the Inter-Stand Clearways (ISCs);
- Apply the handbrake whilst parked, and;
- Never drive under the influence of drinks, drugs or other substances.

6.3 Airside Driver Escort Requirements

The Airside Driver Escort must:

Hold a valid ADP and have a good current working knowledge of the topography of all Airside areas, any routing restrictions likely to be encountered during the escort (e.g. height restrictions), to ensure the safe transit of the escorted vehicle.

Have received the appropriate training by their employer in line with the requirements laid out in this ASI.

6.4 Escorting of Vehicles Airside

Drivers who do not hold a valid Airside Driving Permit must be escorted by an Airside Driver Escort. The Airside Driver Escort must assess the routing and type of the vehicles involved.

It is recommended that only two vehicles are escorted at a time. If this is not possible, then a maximum of three vehicles may be escorted. Over and above this number of vehicles a secondary airside driver escort must be provided to tail the convey.

The Airside Driver Escort/s must ensure that all escorted vehicles are in sight at all times and they must be able to effectively communicate with those vehicles throughout the escorted route.

The Airside Driver Escort must either be in a vehicle that will travel directly in front of the vehicle being escorted or travel in the escorted vehicle. The Airside Driver Escort will only escort vehicles on the airside road network. They are not permitted to escort on the manoeuvring area, (see 6.6).

The AODM retains discretion to apply additional controls, restrictions or requirements to escorting arrangements at any time, based on prevailing operational, environmental or safety conditions. This discretion relates solely to operational safety and airside driving arrangements and must not be confused with, or override, any security related escorting requirements, which remain governed by applicable aviation security legislation, security programmes and procedures.

6.5 Airside Driver Escort Responsibilities

The Airside Driver Escort is responsible for:

The safe transit of the vehicle(s) under escort at all times.

Alerting Airfield Operations on 01279 662478 if there are any issues with the vehicle, particularly if the vehicle is separated from the escort and becomes lost.

Taking appropriate action in the event of an incident/emergency during the escort.

If the vehicle that is being escorted is involved in an incident/emergency airside, report it to CCC by calling 01279 662020.

6.6 Airside Driver Escorting within the Manoeuvring area

Escorting activities within the manoeuvring area, where required for operational purposes, are subject to the control of the Airside Operations Duty Manager (AODM), in accordance with applicable aerodrome operational procedures and risk assessments.

During Winter Operations, escorting arrangements, vehicle movements and any associated deviations from standard airside driving practices shall be conducted in accordance with the relevant Winter Operations Manual.

6.7 Speed Limits

The Airport maintains posted speed limits which vary depending on the specific portion of the airside road network being driven, these are:

Permit Type	Experience
Apron Roads	20 miles per hour
Satellite 1 and 2 - Adjacent to Juliet Stands	5 miles per hour
Satellite 3 - Head of Stand Road	10 miles per hour
Inter-Stand Clearways / MARS Bars	5 miles per hour
Apron Stands	5 miles per hour
Entrance / Exit to Baggage Hall	5 miles per hour
Perimeter Road	40 miles per hour
Manoeuvring Area	40 miles per hour

Vehicle drivers are to note that these are the maximum permitted speeds in these locations. Limitations may exist within portions of the airside road network due to other factors i.e. crossings at Hangars. Drivers are to adapt their speed to suit the prevailing weather and driving conditions.

The local ambulance service, local authority fire service, police, Airport Fire and Rescue Service (AFRS) or Airside Operations for the purpose of exercising their duty, or training to do so are permitted to exceed the prescribed speed limits. It is up to the person driving the vehicle to make use of their exemptions at any time and for any length, provided that they are able to justify it. Justification rests solely with the vehicle driver.

6.8 Wearing of Seatbelts

It is a requirement that all vehicles operating airside at the airport are fitted with seat belts compliant with the Road Vehicles (Construction and Use) Regulations 1986 (as amended). It is mandatory to wear a seatbelt whilst driving airside. Operators of vehicles operating airside are reminded of their obligation to ensure that seat belts are fitted and are in good working order.

Drivers and passengers of vehicles fitted with airbags should always wear seat belts. Airbags are designed to lessen the likelihood of serious injury to persons wearing seat belts. If seat belts are not worn, unrestrained drivers and/or passengers could sustain injuries from airbags in the event of a vehicle accident. Side facing seats such as those fitted to crew buses are not required to have seat belts fitted.

6.9 Engine Idling

No vehicle should be left with its engine running unattended airside. The term 'unattended' means a vehicle whose driver is outside the aircraft stand and/or not in direct line of sight of the vehicle. This is to prevent unnecessary pollution and the risk of the vehicle overheating. When a vehicle driver expects to be stationary for a period, the engine should be switched off.

A vehicle may be exempt from this requirement, provided that it is in such a position and condition as not to be likely to endanger any person or property and is currently engaged in an operation which requires its engine to be used to drive machinery forming part of, or mounted on the vehicle and used for purposes other than driving the vehicle, or maintain the electrical power of the batteries at a level required for driving that machinery or apparatus.

6.10 Vehicle Ignition Keys

It is the responsibility of all vehicle drivers to ensure that an unauthorised person cannot use a vehicle airside and to prevent vehicles fitted with an ignition key being moved without consent, vehicles must have their ignition keys removed whilst parked and unattended. To prevent vehicles not fitted with an ignition key being moved without consent, such vehicles should, where reasonably possible, be isolated whilst parked and unattended. At all times, all vehicles must be accessible via the driver's door if the vehicle needs to be moved for safety reasons.

6.11 Use of Inter-Stand Clearways and Multiple Aircraft Ramp System Bars

ISCs and Multiple Aircraft Ramp System (MARS) bars are used to indicate, by way of ground markings, the lateral extent of an aircraft stand, and a clear route by which vehicles involved with the aircraft turnaround or responding to an emergency may transit between the front and rear of the aircraft. Both ISCs and MARS Bars must be kept clear of all parked, unattended vehicles and equipment. Equipment must not be pre-positioned in ISCs in such a way as to cause an obstruction to other vehicles, or aircraft manoeuvring onto the aircraft stand. Under no circumstances should vehicles and equipment be left unattended in MARS Bars.

6.12 Use of Personal Electronic Devices

Personal Electronic Devices (PEDs), to include mobile phone and tablet devices, are essential to the efficient management of the aerodrome and its associated processes. However, their presence presents an increased risk to all airside users. The use of PEDs by drivers of moving vehicles airside, including supervising or escorting a non-ADP holder is strictly prohibited. Hands-free phones may be used but must be installed according to the manufactures instructions and should follow the relevant British Standards Institution guide. The use of a hands-free phone is prohibited if the handset is still being held during use.

The only permitted exemption to this rule for the use of a hand-held mobile phone whilst driving is for a genuine emergency call to Airside Operations or the Airport Emergency Line (ext. 222), and only if it would be unsafe for a driver to stop. Under no circumstances should PEDs be used within the aircraft fuelling zone unless the PED is intrinsically safe. A fuelling zone is established when aircraft fuelling operations are in progress and extends at least 3 metres radially from the aircraft filling and fuel venting points, including any part of the fuelling vehicle and its hoses.

6.13 Overhanging Obstructions

The Airport has a number of overhanging obstructions, which vary in height depending on the specific portion of the airside road network being driven, these are:

Location	Lowest Marked Obstruction
Satellite 1	4.1 metres
Satellite 2	4.1 metres
Satellite 3	4.3 metres
Baggage Hall Road	3.6 metres

Vehicle drivers are to note that these are the lowest posted obstructions, and other obstructions, including hanging signage or temporary works may be lower still. Drivers are to exercise caution when driving around the airside road network. Drivers shall not to drive under Passenger Boarding Bridges (PBBs) unless conducting maintenance work on the PBB or associated infrastructure.

6.14 Towing of Equipment

All equipment shall be towed in a safe manner at all times. It is the responsibility of the vehicle driver to ensure that trailed equipment is towed correctly and safely, and that a thorough walk around check prior to the tow commencing is completed. Prior to a tow commencing all loose or detachable items shall be removed.

The maximum length of trailed equipment, including the prime mover and couplings must not exceed 18.3 metres.

Subject to this maximum, the following number of trailers of specific categories may be drawn by one prime mover:

- No more than four single size baggage or single Unit Load Device (ULD) ULD3 trailers;
- No more than three double ULD3 or single ULD7 trailers;
- No more than three large cargo trailers, or;
- Where more than one type of trailer is drawn by one prime mover, no more than three trailers in total.

Where a vehicle exceeds a height of 3.6 metres, it must not be used on the airside road network due to height limitations.

Organisations unable to meet this requirement shall seek permission from Airside Operations. Where a vehicle exceeds a width of 2.44 metres, it must display amber and red side reflectors at the side and rear respectively. It is a requirement that the prime mover has both adequate power and braking capability for the train under tow. All trailers shall be fitted with hitches which cannot accidentally become detached. All such additional precautions as may be necessary must be taken to avoid trailers snaking when under tow.

All canopy sides, including those on ULDs, whether carrying bags, freight or empty must be secured in either the open or closed position. Unsecured canopies can cause damage or injury. All trailed equipment must be fitted with a serviceable braking system and be applied at the relevant times.

6.15 Towing of Aircraft Steps

Aircraft steps, along with all other trailed equipment must always be towed in a safe manner. It is the responsibility of the vehicle driver to ensure that aircraft steps are towed correctly and safely, and that a thorough walk around check prior to the tow commencing is completed. Prior to a tow commencing all stabilisers are to be raised, and all loose or detachable items must be removed. To avoid a potential collision, **aircraft steps must be fully lowered**, which once completed must not exceed 3.6 metres in height. Whilst towing, consideration must be given to the speed of travel, most particularly when manoeuvring around corners or in confined spaces. Further consideration must be given to the prevailing weather conditions during the tow.

6.16 Use of Scooters, skateboards or similar

The use of scooters, skateboards or similar (e.g. human powered vehicles) shall not be permitted in any airside area, this includes on any airside road, walkway or area set aside for the movement of vehicles or staff.

6.17 Use of vehicles within the Baggage Hall

Only electrically powered vehicles or equipment are permitted to operate within the enclosed baggage handling areas. The use of fuel-powered (internal combustion engine) vehicles in this area is strictly prohibited.

7 ACCESS TO THE MANOEUVRING AREA AND RUNWAY

Vehicular access to the manoeuvring area and runway is restricted to those with an operational need to drive in these areas. Specific requirements exist for driving on the manoeuvring area and runway due to the complex nature of the taxiway system and the proximity to manoeuvring aircraft.

7.1 Required Equipment

7.1.1 Radio Equipment

Vehicle operating on the manoeuvring must be equipped with a radio inside the vehicle. It is recommended that the radios are operating on the Very High Frequency (VHF) band to maintain contact with ATC at all times.

7.1.2 Radio Failure Procedures

In the event of a radio failure whilst driving on the manoeuvring area or runway, airside drivers shall follow the actions as appropriate, these are:

- If operating on a runway and a radio failure occurs, they shall vacate at the earliest safe opportunity and hold position. They shall then contact ATC using any other available means. ATC shall provide assistance or shall request Airside Operations to assist;
- If operating under ATC approval on a taxiway and a radio failure occurs, they shall complete their journey to the point as approved by ATC. They shall then contact ATC using any other available means. ATC shall provide assistance or shall request Airside Operations to assist;
- If towing an aircraft and a radio failure occurs, they shall hold position. They shall then contact ATC using any other available means. ATC shall provide assistance or shall request Airside Operations to assist, and;
- If free ranging, they shall vacate the manoeuvring area to the airside road network at the earliest opportunity, without crossing the runway.

7.1.3 Aerodrome Maps

All vehicles entering the manoeuvring area shall always carry a current Aerodrome Map present.

The Aerodrome Map shows in detail key topographical features of the aerodrome. It also details important telephone numbers and the actions for a driver to undertake if the vehicle should break down or that the driver should become unsure of their position on the airfield. It is recommended that an Aerodrome Map be carried by vehicles keeping to aprons and the airside road network to enable quick familiarisation.

7.1.4 Vehicle Call Signs

Vehicle call signs are allocated by Airside Operations, and all companies must adhere to the call signs assigned to them. Such call signs will be assigned based on the role of that vehicle and/or individual i.e. Works 1. New or additional call signs are to be submitted to the Airside Assurance Manager (AAM) in good time for inclusion into this London Stansted Airport Manual of Air Traffic Services, Part 2 – Operations.

7.1.5 Vehicle Free Ranging

The Airport authorises specific departments and roles to free-range on the aerodrome in accordance with their departmental training. Free-ranging allows suitably qualified and experienced personnel to operate on the manoeuvring area, up to RHPs without contacting Air Traffic Control (ATC). This enables vehicles requiring regular access the manoeuvring area in different locations the ability to enter and vacate at will and reduces ATC workload through removing the need to either request a routing or a “point-to-point” clearance. Vehicle drivers exercising their free-ranging privileges shall at all times:

- Maintain their own separation from aircraft, aircraft under tow and from other vehicles, with due regard to jet blast and the requirements of the Air Navigation Order (ANO) 2016 (as amended);
- Give way to other vehicles using uncontrolled crossings;
- Maintaining a listening watch on the appropriate ATC frequency, and;
- Contacting ATC when requiring crossing or enter a runway for operational purposes only.

The AAM shall maintain a list of all Airport departments and roles authorised to free-range on the aerodrome. Specific Airport departments and roles may still be required to request ATC permission to free-range before doing so. However once obtained, they may free-range in accordance with departmental training and any conditions, restrictions or limitations placed upon them by ATC.

7.1.6 Vehicle Free Ranging in Low Visibility Conditions

Only Airside Operations and the Airport’s Aeronautical Ground Lighting (AGL) Team may free-range during low visibility conditions. When Airfield Weather Safeguarding (AWS) is declared, all vehicles, apart from Airside Operations and the AGL Team shall vacate the manoeuvring area. However, if Low Visibility Procedures (LVPs) are declared, then Airside Operations and the AGL Team shall contact ATC to request a point-to-point clearance to either vacate the manoeuvring area or continue their journey

7.1.7 Radio Procedures

All vehicles on the manoeuvring area must ensure they are in radio contact with the appropriate Air Traffic Control service, i.e. ground and/or the tower either directly or through an escort.

All users of operational radios at the Airport, especially those transmitting on an operational ATC frequency must have received appropriate training and/or are licensed by their employer or the UK CAA. At all times the following radiotelephony disciplines are to be followed, these are:

- Use the correct frequency for the area of operation;
- Use standard phraseology so far as is reasonably practicable;
- Maintain a listening watch of the appropriate frequency at all times;
- Listen carefully to and comply with ATC instructions;
- Read-back ATC instructions as appropriate, and;
- Use the vehicle call sign in each transmission in the correct sequence.

7.1.8 Radio Checks

Organisations are to undertake regular radio checks of their equipment to ensure serviceability. Such checks are not to be undertaken during periods of increased air traffic. Further guidance can be obtained from Airside Operations.

7.1.9 OCCURRENCE AND NEAR MISS REPORTING

Regulation (EU) 376/2014 (as amended) requires that relevant civil aviation safety information shall be reported, collected, stored, protected, exchanged, disseminated and analysed and appropriate safety action should be taken based on the information collected. In accordance with Articles 4(1) and 4(6) of Regulation (EU) 376/2014 (as amended), certain events shall be reported upon to the UK Civil Aviation Authority (CAA) as the Competent Authority (CA) by specific persons respectively. These are defined as Mandatory Occurrence Reports (MORs).

Organisations shall ensure that where applicable, they comply with their legal obligations to report in accordance with Regulation (EU) 376/2014 (as amended). Article 4(6) of Regulation (EU) 376/2014 (as amended) specifies the persons who shall report on occurrences in accordance with Article 4(1) of Regulation (EU) 376/2014 (as amended). A person mandated to report may do so through the system established by the organisation which employs, contracts or uses the services of the reporter, or, failing that the EU Aviation Safety Reporting Portal database, online.

Organisations shall ensure that they maintain the capability for personnel to report near-miss events, including in an anonymous manner and for their subsequent categorisation and investigation, if applicable. Further information may be found in ASI 032 – Accident, Incident, Occurrence and Near Miss Reporting.

7.1.10 COMPLIANCE MONITORING

Airside driving is subject to the Compliance Monitoring System (CMS) as per AMC1 ADR.OR.D.005(b)(11).

7.1.11 FURTHER INFORMATION

Further information may be found in CAP 790 – Requirements for an Airside Driving Permit scheme.

ASI 045 AIRSIDE VEHICLE AND EQUIPMENT STANDARDS

ASI Owner Airside Safety and Compliance Manger

- References**
- Regulation (EU) 376/2014
 - Regulation (EU) 139/2014
 - Regulation (EU) 2015/1018
 - Aviation Security Act 1982
 - Aviation and Maritime Security Act 1990
 - Lifting Operations and Lifting Equipment Regulations 1998
 - Personal Use of Work Equipment Regulations 1998
 - Air Navigation Order 2016
 - CAP 642 – Airside Safety Management

1. GENERAL

London Stansted Airport maintains set standards regarding vehicles and equipment which are brought on to the aerodrome that shall be adhered to at all times. The use of vehicles and operation of equipment represent a greater risk to aerodrome operations. The Airport shall ensure that its own vehicles and equipment, and that of other organisations comply with these standards. In addition, the Airport shall take enforcement action on any organisation that fails to comply with these standards. For the purposes of this Airside Standing Instruction (ASI) the term ‘vehicle’ applies equally to both vehicles and equipment. The following terms apply:

Term	Definition
Mechanically propelled vehicle	A mechanically propelled vehicle is one which is intended or adapted for use on roads. It is up to the Airside Operations Management Team to interpret whether a vehicle is a mechanically propelled vehicle at the time when an offence is committed.

It is the responsibility of all personnel to ensure that they are familiar with this ASI if it is applicable to them, and to undertake the actions required in order to fully comply with it and safeguard the airside environment.

2. ACCOUNTABILITY AND RESPONSIBILITIES

2.1. Operations Director (Accountable Manager)

Reporting to the Chief Operating Officer (COO) the Operations Director (Accountable Manager) is accountable for defining, deploying and monitoring the resources necessary to make the policies and procedures relating to vehicle and equipment standards at the Airport achievable.

2.2. Head of Airside Operations (Safety Manager)

Reporting to the Operations Director (Accountable Manager), the Head of Airside (HOA) is responsible for ensuring that suitable risk assessments and safety cases relating to vehicle and equipment standards are available as per the London Stansted Airport Aerodrome Manual, Part B. In addition, the HOA is responsible for providing oversight and technical input relating to vehicle and equipment standards.

2.3. Airside Operations Manager

Reporting to the HOA, the Airside Operations Manager (AOM) is responsible for ensuring and deploying sufficient resources to oversee vehicle and equipment standards as per this ASI. The AOM is further responsible for ensuring that personnel with responsibilities for providing oversight to vehicle and equipment standards are trained and maintain proficiency in accordance with Commission Regulation (EU) 139/2014 ADR.OR.D.017 (as amended) and AMC1 ADR.OR.D.017(a);(b).

2.4. Airside Safety and Compliance Manger (Compliance Manager)

Reporting to the HOA, the Airside Safety and Compliance Manager (ASCM) is responsible for writing the policies and procedures relating to vehicle and equipment standards. This includes consulting with organisations on an annual basis to ensure this ASI reflects current working practices and attending external safety forums and groups to ensure that good practice is adopted, so far is reasonably practicable.

2.5. Airside Operations Duty Manager

Reporting to the AOM, the Airside Operations Duty Manager (AOM) (01279 662378) is responsible for the safe operation, availability, and status of the aerodrome. The AODM is the operational line manager for the operational team and shall ensure that oversight of vehicle and equipment standards is provided as per this ASI. The AODM is further responsible for reporting in accordance with Regulation (EU) 376/2014 (as amended) and Commission Implementing Regulation (EU) 2015/1018 (as amended).

2.6. Airside Operations

Reporting to the Airside Operations Duty Manager (AODM), Airside Operations (01279 662478) are responsible for airside standards as per this ASI, the London Stansted Airport Aerodrome Manual and other relevant documentation. Airside Operations personnel shall issue Airside Infringement Notices (AINs) and Airside Recognition Notices (ARNs) as per ASI 034 – Airside Recognition and Infringement Scheme where offences have been committed, or good practices have been observed respectively.

2.7. Organisations

Reporting to their responsible person, organisations are responsible for actively supervising their personnel to ensure that they comply with this ASI, the London Stansted Airport Aerodrome Manual and other relevant documentation. Organisations are responsible for developing and implementing vehicle and equipment standards which is commensurate with their size, complexity and activities undertaken. Organisations are responsible for ensuring that personnel are trained as per AMC1 ADR.OR.D.017(a);(b).

2.8. Personnel

Reporting to their line manager, where applicable, personnel are responsible for undertaking their roles and responsibilities as per this ASI, the London Stansted Airport Aerodrome Manual and other relevant documentation. Personnel are responsible for inspecting vehicles and equipment prior to use as per this ASI and their organisation's Standard Operating Procedure (SOP).

3. AIRSIDE VEHICLE PERMITS

The Airport issues two types of Airside Vehicle Permits (AVPs) according to the need of the organisation who operates the vehicle for the period in which they need to have vehicular access to the aerodrome. Only those with a legitimate need to bring vehicles on to the aerodrome shall be permitted to do so. Organisations that have never held an AVP or shall apply for either an Airside Operators Licence (AOL) or a Ground Handling Licence (GHL) from the ASCM. A clear operational need must be demonstrated prior to permission being granted. Each AVP is issued on the following basis:

Permit Type	Privileges
Permanent	Permanent AVPs are issued for vehicles which are permanently airside or frequently visit.
Temporary	Temporary AVPs are issued for vehicles which are temporarily airside or infrequently visit.

3.1. Airside Vehicle Permit Validity

A permanent AVP is issued for a 01-year duration, whilst a Temporary AVP is issued for a period no more than a 01-month duration. Each AVP type is assigned to the vehicle registration or asset identification number. Each vehicle operating airside shall have its own AVP and shall be displayed on the vehicle at all times whilst airside. The operation and use of a vehicle with an expired or altered AVP airside is strictly prohibited and shall be subject to an AIN. Further information may be found in ASI 034 – Airside Infringement and Recognition Scheme.

3.2. Vehicles Exempt from Airside Vehicle Permit Requirements

The following vehicles are exempted from holding a permanent or temporary AVP, by prior arrangement, but may still be subject to security screening. These include:

- Non-Stansted Division Police vehicles attending in an emergency;
- Local authority fire appliances attending in an emergency;
- Local authority ambulances attending in an emergency;
- Specialist military vehicles attending in an emergency escorted by police vehicles, and;
- Local Authority and private ambulances attending in a non-emergency, by arrangement with the Airside Security Unit (ASU).

3.3. Permit Application

3.4. Authorised Signatories

All organisations requiring AVPs shall have pre-registered as Authorised Signatories with Airside Operations and hold a current Ground Handling Licence (GHL) or Airside Operators Licence (AOL). The authorisation of new companies to hold AVPs shall only be made after a clear operational need has been demonstrated via the GHL/AOL application using AIRDAT with all milestones completed

[How to Register](#)
[How to sign up to Onboard](#)
[AOL Application](#)

3.5. Airside Liability Insurance

All organisations applying for AVPs shall provide a copy of their Airside Liability Insurance, which shall cover airside activities up to £50 million (fifty million pounds) sterling and Third Party Legal Liability cover for War & Terrorism for not less than US \$50 million (fifty million dollars) for any one incident and in the annual aggregates. Notwithstanding the above all suppliers engaged under the Airport shall have to effect cover for their airside activities for a minimum of £5 million (five million pounds) sterling. The Airport shall provide the balance of cover to meet the vehicle airside liability insurance requirement.

Organisations remain responsible for ensuring that they maintain their respective insurance covers whilst operating airside at the Airport. Airside Operations may request, at random a copy of the most up-to-date insurance certificate. Failure to maintain the required insurance cover or provide evidence upon request shall result in vehicles and equipment being removed from airside.

Business Type	Third Party Requirement	Airport Policy
Third Parties who are not working for or on behalf of the Airport (e.g. Airlines and Third Parties).	£50m (sterling) with a sub-limit of \$50m USD.	N/A
Contractors and Sub-Contractors working for or on non-construction works/projects.	£5m (sterling) including War and Terrorism.	Aviation/Combined Liability Policy provides the additional £45m (sterling) to fulfil the minimum requirement.
Contractors and Sub-Contractors working for or on Airport capital construction works/projects.	Nil	Activity covered under Airport Construction All Risks/Third Party Liability Insurance Programme. Limit provided £50m (sterling).

3.6. Conditions of Use

The following conditions of use apply to both permanent and temporary AVPs:

- Passes are issued to specific vehicles which have been approved for access by the Airport. These Passes are not transferable between vehicles or companies. They serve only to identify the vehicles, not the driver nor their passengers;
- Passes shall be clearly displayed at the front of the vehicle at all times;
- The applicant or sponsor is responsible for the return of these Passes to the ID Centre (ext. 2500) for cancellation when they are no longer required;
- In cases of a sponsored vehicle, when it ceases to serve the sponsoring company during the period of validity. The sponsoring company is responsible for the return of the Pass to the ID Centre;
- All vehicles are admitted airside on the express condition that neither the airport nor their servants shall be liable for any loss or damage to those vehicles or their contents, and;
- Examples of circumstances under which the Airport may require the return of an AVP are:
 - If the Pass has been defaced, amended or bears markings not entered by the issuing authority whether any of the foregoing occurred by accident or design;
 - If the Pass is found on any vehicle other than that for which it was issued;
 - If a vehicle is reported as having been parked illegally, or parked airside for long periods of time, or having been involved in a border enforcement or a road traffic offence;
 - Passes obtained for a privately-owned vehicle which was originally identified as company-owned, and;
 - If a vehicle is found in an area in which it is not permitted to enter.

3.7. **Administration**

Permanent and Temporary AVPs are issued by the ID Centre, whose opening hours are promulgated on the Airport website. Out of hours, Temporary AVPs may be arranged through the ASU in exceptional circumstances. A scheme of the fees and charges associated with AVPs is available from the ID Centre.

3.8. **Security**

It is an offence under Section 21B and 21C of the Aviation Security Act 1982, as amended by the Aviation and Maritime Security Act 1990 to:

- Give false information either for the purposes of or in connection with an application for an AVP or in connection with continued holding of an AVP that has already been issued, and;
- Go with or without a vehicle on any part of the restricted airside area of the Airport without permission of the Airport.

Failure to meet the requirements shall result in the AVP being withdrawn and the vehicle removed from airside areas and formal legal action being pursued by the Airport.

4. AIRSIDE VEHICLE STANDARDS

4.1. **Responsibility for Airside Vehicle Standards**

The responsibility for the safe condition of vehicles operating airside lies with the organisation operating that vehicle. The organisation is responsible for establishing a maintenance regime for each operating airside. Where this equipment is leased, then the organisation shall demonstrate the maintenance agreements between themselves and the leasing company. Organisations not undertaking their own maintenance shall have a written contract with their maintenance provider, this should cover items such as frequency of service and safety inspections, items checked during inspections, rectification of defects found during inspections and keeping of records.

Organisations shall be able to demonstrate a robust method of auditing and assessing their maintenance provider's performance with respect to quality and compliance. The maintenance provider facility shall also have in place a robust quality control system in line with current Driver and Vehicle Standards Agency (DVSA) requirements. Organisations are to ensure that vehicles and equipment are inspected prior to use by their personnel. Organisations shall train and provide evidence to the effect that their personnel can undertake pre-trip inspections of the vehicle(s).

Organisations are to maintain the presence of an authorised and competent person who has the authority to remove any vehicle or equipment from airside, should a safety issue arise. The Airport requires a right of access to premises of the maintenance records for audit purposes.

4.2. **Airside Vehicle Inspection Regime**

4.3. **Entry into Service**

Prior to entry into service at the Airport, whether new or used, all vehicles shall be inspected as per CAP 642 – Airside Safety Management. Thereafter, it is the responsibility of the organisation operating the vehicle equipment, in conjunction with the leasing company if applicable, to draw up a re-current inspection programme for each vehicle.

An inspection relates only to the condition of the vehicle at the time of the inspection, it does not confer its reliability. Such inspections are to be recorded and include the inspectors and operators name, date of inspection, the vehicle identifying number and any remedial work carried out. These

records shall be made available for audit upon request. The inspection should take account of the following requirements:

- Department for Transport (DfT) Certification;
- CAP 642 – Airside Safety Management;
- Lifting Operations and Lifting Equipment Regulations 1998 (as amended);
- Personal Use of Work Equipment Regulations 1998 (as amended), and;
- London Stansted Airport Airside Vehicle and Equipment Standards

Vehicles and equipment that are to be safety inspected must be clean and free of Foreign Object Debris (FOD). Compacted dirt, grease or other contaminants on the vehicle are not conducive for carrying out an effective safety inspection. An inspection does not need to be standalone and may be incorporated into the maintenance regime. However, a standalone inspection does not replace a maintenance regime.

Airside Standing Instruction 045 Airside Vehicle and Equipment Standards
4.4. CAP642 motorised equipment inspection form: example

CAP642 INSPECTION CHECK SHEET											
JOB NUMBER				OPERATOR							
ASSET No				INSPECTOR'S NAME							
EQUIPMENT TYPE				INSPECTION DATE							
CHASSIS/ID NUMBER				YEAR OF MANUFACTURE							
HOURS/MILES/KM				LOCATION/STATION							
CAB/INTERIOR	PASS	FAIL	N/A	IM Ref	BRAKES	PASS	FAIL	N/A	IM Ref		
VIEW TO FRONT				23	SECURITY OF RESERVOIRS					59	
WINDSCREEN				23	SECURITY OF COMPONENTS					59	
SEATBELT COND/OPER/MOUNTING				3	AIR LEAKS					59	
FRONT SEATS SECURITY & CONDITION				18	FLUID LEAKS					59	
HANDBRAKE LEVER OPERATION				28/37	CONDITION SERVICE BRAKE COMP					59	
BRAKE & CLUTCH PEDAL NON SLIP				36	CONDITION PARK BRAKE COMP					59	
GEARBOX START INHIBIT					SERVICE BRAKE OPERATION					38	
BRAKE SERVO OPERATION				38	PARK BRAKE OPERATION					59	
LOW PRESSURE & VAC WARNING				34							
PRESSURE & VAC BUILD UP				34	UNDERSIDE & BONNET						
ENGINE STOP OPERATION				28	FUEL LEAKS					45	
STEERING WHEEL & FREE PLAY				30	OIL LEAKS					44	
STEERING COLUMN SECURITY & COND				30	FUEL TANK SECURITY					45	
INSTRUMENT PANEL ILLUMINATION				28/34	BATTERY SECURITY					42	
WARNING LIGHTS/DEVICES				34	CHASSIS & FLOOR CONDITION					41	
AUDIBLE WARNING (HORN)				27	ENGINE & TRANSMISSION MOUNTINGS					43	
WASHER OPERATION				26	WIRING & ELEC EQUIPMENT					42	
WIPER CONDITION & OPERATION				26	EXHAUST SYSTEM					46	
DRIVER CONTROLS				28	DRIVE & PROP SHAFTS					57	
FREE OF DEBRIS (FOOD)				S 87							
SEATING CAPACITY				S 82	SUSPENSION & STEERING						
					SUSP UNIT & ATTACHMENT SECURITY					48	
LIGHTING EQUIPMENT					SUSP UNIT CONDITION					48	
SIDE LIGHTS				63	SHOCK ABSORBERS					48	
HEAD LIGHTS				63	SPRINGS					48	
STOP LIGHTS				63	*PIN, BUSHES, MOUNTINGS*					48	
INDICATORS				66	AIR LEAKS					59	
HAZARD LIGHTS				66	STUB AXLE / KINGPIN					53	
HEAD LIGHT AIM				67	WHEEL BEARINGS					53	
REFLECTOR CONDITION				62	STEERING LINKAGE / SWIVELS					54	
MARKER LIGHTS				63	POWER STEERING					54	
BEACON				S 80	CLEAR MOVEMENT & LOCK STOPS					54	
AVIARY LIGHT SECURITY				S 80	COMPONENT SECURITY					54	
					STEERING LINKS & SECURITY					54	
VEHICLE EXTERIOR											
CLEAR VEHICLE IDENTIFICATION				S 81	HYDRAULIC / LIFT EQUIPMENT						
SHUTTER DOOR OPERATION					COMPONENT SECURITY						
ROOF NUMBER				S 81	LEAKS					44	
COMPANY LOGO				S 81	HYDRAULIC TANK SECURITY						
MIRROR CONDITION & SECURITY				22	CONTROL LEVERS/BUTTONS						
DOOR CATCHES (FIT FOR PURPOSE)				16	CRANE SUPPORT LEG SECURITY					19	
CAB STEP				17							
CAB SECURITY				15	EXTRA P.S.V						
EXT. VEHICLE COND (FIT FOR PURPOSE)				S 87	PASSENGER DOORS					16	
FUEL TANK CAP (NOT TEMP CAP)				45	EMERGENCY EXIT & WARNINGS					16	
FOOTHOLDS/GRAB HANDLES				S 83	LUGGAGE COMPARTMENT & BACKS					21	
TIRE SIZE/TYPE				7	ENTRANCE & EXIT STEPS					16	
TIRE CONDITION				8	PASSENGER SEATING					21	
WHEEL CONDITION & SECURITY				6	GRAB RAILS & STRAPS					21	
HUB & HALF SHAFT SECURITY				6	INTERIOR LIGHTING					21	
AUXILIARY EQUIPMENT SECURITY				S	CLEANLINESS FOD					S 87	
TRAILER LANDING LEGS				13	EMERGENCY ENGINE STOP					45	
BODY CONDITION/SECURITY (INC LEAKS)				19/20	FLAP/ACCESS PANELS SECURITY					20	
FLEXIBLE PIPES & CABLES				42							
WHEEL ARCHES/WINGS				14							
VEHICLE/TRAILER COUPLING				11							
SPARE WHEEL CARRIER				10	TAPLEY METER READINGS						
LOAD WARNING SIGNAGE											
SIDE MARKERS				S 80	FOOT BRAKE -					71	
NOISE LEVEL				S 85	HANDBRAKE -					73	
BODY RAISED WARNING DEVICE				S 84							
SIDE GUARD/UNDERRUN/BUMPERS				9	SMOKE TEST RESULT (PRINT OUT)					5	

N.B. IM NUMBERS ABOVE REFER TO THE HGW/PSV MANUAL REFERENCES

NO	DEFECT FOUND	ACTION TAKEN	INITIALS
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

This is to certify the above defects have been rectified and the vehicle meets CAP 642 requirements.

Signed: _____ Date: _____

Technician: _____

Whilst working at height Fall Arrest & Soft Landing Systems are required & working at height helmet & PPE are to be worn.

4.5. CAP642 Towed equipment inspection form: *example*

JOB NUMBER		OPERATOR	
ASSET No		INSPECTORS NAME	
EQUIPMENT TYPE		INSPECTION DATE	
CHASSIS/ID NUMBER		YEAR OF MANUFACTURE	
HOURS/MILES/KM		LOCATION/STATION	

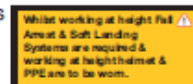
	PASS	FAIL	N/A
TYRE CONDITION			
WHEELS SECURITY & CONDITION			
TOW ARM & EYE			
GENERAL CONDITION OF EXTERIOR			
STABILISER OPERATION & SECURITY			
HANDRAILS			
STEP TREAD PLATES			
MECHANICAL BODY LOCKS			
LOAD STOP/LOCKS			
SIGNAGE (LOAD WARNING)			
DOOR/CATCH OPERATION			
FLOOR CONDITION			
AUXILIARY COMPONENT SECURITY			
LIGHT OPERATION			
PARK BRAKE LEVER OPERATION			
PARK BRAKE OPERATION			
OTHER BRAKE SYSTEM			
STEERING JOINTS/SWIVELS			
BEARING/KING PINS			
SUSPENSION AND UNITS			
CHASSIS CONDITION			
LOAD SECURITY/LEAKS			
EXHAUST SYSTEM			
EXHAUST EMISSION			
ENGINE STOP			
FUEL TANK SECURITY			
FUEL TANK CAP			
OIL/FUEL LEAKS			
BATTERY SECURITY			
ELECTRICAL EQUIPMENT/CABLE SECURITY			
HYDRAULIC TANK SECURITY			
HYDRAULIC LEAKS			
MINOR OVERVIEW OPERATION			
CONTROL LEVER/BUTTONS			
REAR TOW HITCH AND SPRING			

No	Defect Found	Action Taken	Initials
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

This is to certify the above defects have been rectified and the equipment meets CAP 642 requirements

Signed _____ Date _____

Supervisor _____



4.6. **Towed Equipment Inspections**

Inspections on all tow equipment shall be carried out inside a maintenance facility. No inspections may be carried out airside by the maintenance provider or the organisation operating the trailer equipment. These inspections should be undertaken in the designated safe area at the maintenance facility. Inspectors are reminded of the need to conduct a full examination on trailed equipment, to include wheel bearing checks and under body structure. All parking brakes need to hold the equipment when unattended and the inspector should use their skill and judgement in accessing the effectiveness of the brake. Any trailer such as a Ground Power Unit (GPU) fitted with an engine shall be subjected to an emission test.

4.7. **Daily Walkaround Inspections**

Daily walkaround inspections of vehicles are mandatory. It is the responsibility of the operator of the vehicle to ensure these checks are carried out and any defects are recorded and reported for rectification. Organisations shall ensure that personnel are aware of this requirement. Suitability qualified and experienced personnel shall be trained to carry out daily walkaround inspections. **Vehicles with multiple drivers shall receive a walk-round inspection once in any 24-hour period.** The walkaround inspection shall be recorded signed and dated by the driver. This record shall then be kept with the vehicle maintenance records held by the organisation.

4.8. **Qualification and Experience of Personnel Conducting Vehicle and Equipment Inspections**

Organisations must ensure that any persons carrying out inspections are suitably qualified and experienced to do so on the type of vehicle being inspected. Where applicable, evidence of a formal qualification in vehicle maintenance and examination is required to be able to carry out the inspection. Evidence of individual competency shall be made available upon request by, and to the Airport's satisfaction. If an inspector requires assistance during the inspection or audit process, then the organisation shall ensure person(s) are in attendance are familiar with the operation of that vehicle under test.

4.9. **Records of Vehicle and Equipment Inspections**

Any records of inspections and remedial works, including drivers walk round checks detailing defects, shall be kept for a minimum of five years in accordance with Commission Regulation (EU) 139/2014 ADR.OR.D.035(d) (as amended). Organisations shall ensure that such records are dated, signed and available at all times for inspection and auditing purposes. A nil fault reporting system should be adopted by organisations with respect to drivers walk round checks. Computer records are acceptable provided they contain the requisite level of information and detail.

4.10. **Safety Inspections by Airside Operations**

Airside Operations shall carry out spot check inspections and have the authority direct a vehicle be removed from airside pending its repair and inspection. An organisation shall ensure that the vehicle fault is rectified and inspected prior to the vehicle being returned airside for use. An AIN shall also be issued. Further information may be found in **ASI 034 – Airside Recognition and Infringement Scheme.**

5. Airside vehicle minimum requirements

5.1. Livery Requirements

All vehicles shall display livery on the exterior of the vehicle at all times whilst airside. Livery must be visible on both sides of the vehicle or equipment and be a **minimum size of 300 x 200 millimetres**.

In addition, vehicles and equipment must clearly display its registration or asset number. Trailed equipment, such as aircraft towbar, baggage trailers or cargo trailers must be suitably marked to identify their owner. It is recommended that such equipment also be marked with an asset number. Vehicles and equipment may be exempt from the requirement to display livery in exceptional circumstances, by prior arrangement with the ASCM.

5.2. Obstacle Lighting

All vehicles operating airside must display as a minimum a low intensity*, Type C obstacle light which must be yellow in colour. Airside Operations vehicles required to undertake 'Follow-Me' duties shall be equipped with Type D obstacle lights.

**Note: The use of obstacle strobe lighting is not permitted.*

Type	Flash Rate	Minimum Intensity	Maximum Intensity
C	60 to 90 Flashes per minute	40 Candelas	400 Candelas
D	60 to 90 Flashes per minute	200 Candelas	400 Candelas

Emergency vehicles, including those of the Airport Fire and Rescue Service (AFRS) shall be equipped with both blue and yellow obstacle lighting. Whilst operating airside, emergency vehicles shall only illuminate yellow obstacle lights. However, when responding to or attending an emergency, emergency vehicles shall display blue obstacle lights. Emergency control vehicles may display additional light colours in accordance with their own requirements.

Vehicle operators should consider utilising more than one obstacle light to mark the vehicle from every angle. Where the obstacle light is shielded in any direction by another part of the vehicle than consideration should be made to install further obstacle lights to retain the general definition of the vehicle. If the shielded obstacle light does not contribute to the general definition of the vehicle, then this may be omitted. Vehicle operators operating articulated vehicles should consider equipping the trailed unit with obstacle lights.

Vehicles visiting on a temporary basis, such as those delivering equipment or supplies may utilise the vehicle hazard lights. It is the responsibility of the person escorting these vehicles, if the drivers do not hold a valid Airside Driving Permit (ADP), to brief them on the use of vehicle hazard lights.

5.3. Vehicle Specification

Vehicles which are greater than 2.44 metres in width must be equipped with amber side and red rear reflectors.

Vehicles which can increase in height, such as Mobile Elevating Work Platforms (MEWPs) must be in their fully retracted position prior to driving on airside areas. Vehicles which exceed 3.6 metres in height must not be used on the airside road due to the posted height restrictions. Vehicle escorts in the manoeuvring area can be requested from Airside Operations.

6. AIRSIDE VEHICLE FUELLING

Organisations wishing to re-fuel vehicles airside using a mobile bowser or tank is subject to approval on GHL/AOL. Refer to **ASI 029 Chemicals, oils and liquids storage and delivery requirements**.

6.1. Operator Training

Organisations requiring personnel to operate mobile bowsers or tanks are to ensure that these personnel are sufficiently qualified and experienced to operate the equipment and complete the tasks expected of them. Operators should be specifically briefed as to fuel expansion during warm weather conditions.

6.2. Refuelling of Non-Diesel Vehicles and Equipment

Should an organisation wish to refuel vehicles using petroleum (unleaded petrol), or any other power source (excluding electric vehicles) prior approval should be sought from the Airside Safety Compliance Manager.

7. OCCURRENCE AND NEAR MISS REPORTING

Regulation (EU) 376/2014 (as amended) requires that relevant civil aviation safety information shall be reported, collected, stored, protected, exchanged, disseminated and analysed and appropriate safety action should be taken based on the information collected. In accordance with Articles 4(1) and 4(6) of Regulation (EU) 376/2014 (as amended), certain events shall be reported upon to the UK Civil Aviation Authority (CAA) as the Competent Authority (CA) by specific persons respectively. These are defined as Mandatory Occurrence Reports (MORs).

Organisations shall ensure that where applicable, they comply with their legal obligations to report in accordance with Regulation (EU) 376/2014 (as amended). Article 4(6) of Regulation (EU) 376/2014 (as amended) specifies the persons who shall report on occurrences in accordance with Article 4(1) of Regulation (EU) 376/2014 (as amended). A person mandated to report may do so through the system established by the organisation which employs, contracts or uses the services of the reporter, or, failing that the EU Aviation Safety Reporting Portal database, online.

Organisations shall ensure that they maintain the capability for personnel to report near-miss events, including in an anonymous manner and for their subsequent categorisation and investigation, if applicable. Further information may be found in ASI 032 – Accident, Incident, Occurrence and Near Miss Reporting.

8. COMPLIANCE MONITORING

Airside vehicle and equipment standards are not subject to the Compliance Monitoring System (CMS).

9. FURTHER INFORMATION

Further information may be found in CAP 642 – Airside Safety Management.

ASI 046 EMERGENCY PLANNING AND RESPONSE

ASI Owner Head of Business Continuity and Resilience

References Regulation (EU) 376/2014
 Regulation (EU) No. 139/2014
 Regulation (EU) 2015/1018
 London Stansted Airport Emergency Orders – Part 1
 ICAO Airport Services Manual Part 7 – Airport Emergency Planning,
 Civil Contingencies Act 2004.
 London Stansted Airport Incident Management Plan
 London Stansted Airport Post Incident Reporting Policy

1. GENERAL

London Stansted Airport has a statutory obligation to have and implement an aerodrome emergency plan in accordance with Regulation 139/2014; ADR.OPS.B.005 (as amended). The London Stansted Airport Emergency Orders – Part 1 serves as the aerodrome emergency plan, which is commensurate with the aircraft operations and other activities at the Airport in accordance with Regulation 139/2014; ADR.OPS.B.005(a) (as amended). For the purposes of this Airside Standing Instruction (ASI), the following definitions apply:

Term	Definition
Media	Water, foam or dry powder used for extinguishing purposes.

It is the responsibility of all personnel to ensure that they are familiar with this ASI if it is applicable to them, and to undertake the actions required to fully comply with it and safeguard the airside environment.

2. ACCOUNTABILITY AND RESPONSIBILITIES

Airport Control Director

Reporting to the Managing Director (MD) the **Airport Control Director** is accountable for defining, deploying and monitoring the resources necessary to make the policies and procedures relating to emergency planning and response compliant to EU legislation and CAA regulations.

Head of Business Continuity and Resilience

Reporting to the **Airport Control Director**, the Head of Business Continuity & Resilience (HOBCCR) is responsible for ensuring that the policies and procedures relating to emergency planning and response have been correctly implemented.

Head of Airport Fire & Rescue Service

The Head of Airport Fire & Rescue Service (HOAFRS) is responsible for the training, efficiency and operational availability of the Airport Fire and Rescue Service (AFRS).

Airside Safety and Compliance Manager (Compliance Manager)

Reporting to the Head of Airside (HOA), the Airside Safety and Compliance Manager (ASCM) is responsible for ensuring that all policies and procedures relating to emergency planning and response are compliant to EU legislation and CAA regulations. Their key responsibilities include:

- Reviewing the processes and procedures relating to emergency planning and response to ensure they are up-to-date, and effective;
- To undertake audits of processes and procedures relating to emergency planning and response as per AMC1 ADR.OR.D.005(b)(11), and;
- Make recommendations to the HOA for improvements in processes and procedures.

Emergency Preparedness Manager

Reporting to the Head of Business Continuity and Resilience (HOBCR), the Emergency Preparedness Manager (EPM) is responsible for business continuity planning at the Airport. The EPM is further responsible for emergency planning activities, including liaising with agencies involved in the aerodrome emergency plan and participating in aerodrome emergency planning forums as per AMC2 ADR.OPS.B.005(b)(b).

3. AERODROME EMERGENCY PLANNING

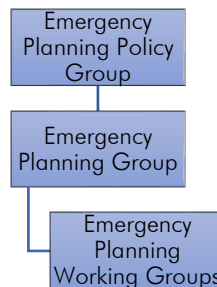
As above, the Airport has implemented an aerodrome emergency plan in accordance with Commission Regulation (EU) 139/2014 ADR.OPS.B.005 (as amended). The London Stansted Airport Emergency Orders – Part 1 serves as the aerodrome emergency plan, which is commensurate with the aircraft operations and other activities at the Airport in accordance with Commission Regulation (EU) 139/2014 ADR.OPS.B.005(a) (as amended). The plan contains the initial response procedures for agencies involved in the events most likely to occur at the aerodrome as per AMC2 ADR.OPS.B.005(b)(a). These include:

- Aircraft accident;
- Aircraft accident imminent;
- Aircraft ground incident;
- Full emergency;
- Local standby;
- Local standby ground;
- Domestic fire and special services;
- Bomb warnings (aircraft and ground);
- Aircraft hijack;
- Act of aggression;
- Weather standby.

Resource and response levels are derived from the London Stansted Airport Rescue and Fire Fighting Provision of Service – Task and Resource Analysis, (reviewed annually). Where stated within this section the terms Airport Fire and Rescue Service (AFRS) and Rescue and Fire Fighting Service (RFFS) are to be considered interchangeable.

4 CONTINGENCY PLANNING

In accordance with MAG' Resilience Framework and Policy, it is the objective of the Airport to maintain effective contingency plans, procedures and responses, and that these comply with the requirements placed upon the Airport by statute law and duty of care. As part of the SMS, the Airport produces a wide range of contingency plans. Airport wide plans are prepared, published and amended by the Business Continuity & Resilience Team (BC&R). Departmental plans are the responsibility of individual heads of department. The Business Continuity and Resilience Team shall oversee the implementation, exercising, and continual improvement of plans. This approach ensures that MAG's resilience capabilities remain fit for purpose and aligned with best practice standards such as ISO 22301 and the BCI Good Practice Guidelines.



Emergency Planning Structure

Incident Management

The Incident Management Plan outlines the framework for managing incidents at London Stansted Airport. It establishes a structured command and control system based on Strategic, Tactical, and Operational levels, ensuring coordinated and effective responses to a wide range of disruptions.

The plan defines four alert levels: Event, Business Continuity Incident, Critical Incident, and Major Incident. Each level contains tailored response structures and escalation procedures. It details the roles and responsibilities of key staff, roles and teams, including the Strategic Commander, Tactical Commander, Tactical Command Support Group (TCSG), Crisis Communications Team, Operational Command Team, and Operational Response Team.

Key objectives of the plan include:

- Protecting life, property, and the environment.
- Minimising operational disruption and reputational impact.
- Ensuring timely and accurate communication with stakeholders.
- Supporting recovery and return to business-as-usual operations.

For further/full detail(s), refer to the document: London Stansted Airport Incident Management Plan

Incident Debrief and Corrective Actions

Stansted Airport's approach to incident debriefing ensures that all events (regardless of impact) are reviewed to capture lessons learned, identify risks, and drive improvements. This includes immediate Hot Debriefs, structured Cold Debriefs, and formal ADM Event Reports. Findings are tracked through a Corrective Action Plan (CAP), with clear ownership, timelines, and governance to ensure accountability and continuous improvement.

For further/full detail(s), refer to the document: Post Incident Reporting Policy.

Non -Airport Emergency Services

The non-airport emergency service provides a Pre-Determined Attendance (PDA) in response to certain emergencies contained in the London Stansted Airport Emergency Orders – Part 1. Organisations have access to the ambulance by calling the Airport's emergency telephone line (ext. 222) (+44 (0)1279 66 2222), or by dialling 999.

Responding Emergency Services

The East of England Ambulance Service Trust (EEAST) is responsible for emergency pre-hospital care and co-ordinating the NHS response to a major incident. All aircraft emergencies are dealt with in accordance with the arrangements set out in the London Stansted Airport Emergency Orders – Part 1.

The EEAST is notified via a dedicated phone line between EEAST and Combined Control Centre (CCC) or 999 as appropriate. On clarification of the type/classification of aircraft, EEAST will mobilise the appropriate initial Pre-Determined Attendance (PDA) to the primary RVP unless instructed otherwise by STAL or a partner agency already in attendance who is suitably situationally aware. This could also include the Stansted Crash Grid co-ordinates. Ambulance Control will formally notify Princess Alexandra Hospital as part of the notification cascade associated with a 'Full Emergency' at Stansted.

For category A aircraft (CAA Cat 5,6,7,8,9 & 10) & Category B aircraft (CAA cat 3 & 4) aircraft this will consist of;

- 6 x Ambulances
- 2 x Operational Commanders
- 1 x Tactical Commander
- 1 x Tactical Advisor/National Inter-Agency Liaison Officer (NILO)
- 1 x Full Hazardous Area Response Team (HART)

For Category C aircraft (CAA Cat 1 & 2) this will consist of;

- 1 x Ambulance
- 1 x Operational Commander
- 1 x full HART

Casualty Tents and Portable Lighting

Airside Operations shall provide casualty tents and portable lighting by way of inflatable temporary shelters and towed mobile lighting towers to provide cover for casualties and illuminate the incident scene respectively.

Mortuary Facilities

A temporary mortuary facility would be established off-site in the event of a major incident. The Police will initiate the setting up of temporary mortuary facilities as detailed in the Essex Resilience Forum Mass Fatalities Plan.

5. AERODROME EMERGENCY RESPONSE

The Airport's principal emergency response is provided by the AFRS. The AFRS is operational 24-hours a day, 365-days a year. It provides a Category 7 level of protection as per AMC2 ADR.OPS.B.010(a)(2), with the capability to increase the available category to Category 10 upon request, and with prior notice. The Airport has access to the correct numbers of rescue and fire fighting vehicles and volumes of media as per AMC3 ADR.OPS.B.010(a)(2) and AMC4 ADR.OPS.B.010(a)(2) respectively.

The AFRS response objective is to achieve a response time not exceeding three minutes, with an operational objective of not exceeding two minutes from the time of the initial call to the AFRS, to any point of the runway, in optimum visibility and surface conditions, and be in a position to apply foam at a rate of at least 50% of the discharged rate specified in AMC4 ADR OPS.B.010 as per AMC5 ADR.OPS.B.010(a)(2)(a).

6. OCCURRENCE AND NEAR MISS REPORTING

Regulation (EU) 376/2014 (as amended) requires that relevant civil aviation safety information shall be reported, collected, stored, protected, exchanged, disseminated and analysed and appropriate safety action should be taken based on the information collected. In accordance with Articles 4(1) and 4(6) of Regulation (EU) 376/2014 (as amended), certain events shall be reported upon to the UK Civil Aviation Authority (CAA) as the Competent Authority (CA) by specific persons respectively. These are defined as Mandatory Occurrence Reports (MORs).

Organisations shall ensure that where applicable, they comply with their legal obligations to report in accordance with Regulation (EU) 376/2014 (as amended). Article 4(6) of Regulation (EU) 376/2014 (as amended) specifies the persons who shall report on occurrences in accordance with Article 4(1) of Regulation (EU) 376/2014 (as amended). A person mandated to report may do so through the system established by the organisation which employs, contracts or uses the services of the reporter, or, failing that the EU Aviation Safety Reporting Portal database, online.

Organisations shall ensure that they maintain the capability for personnel to report near-miss events, including in an anonymous manner and for their subsequent categorisation and investigation, if applicable. Further information may be found in ASI 032 – Accident, Incident, Occurrence and Near Miss Reporting.

7. COMPLIANCE MONITORING

Emergency planning and response is subject to the Compliance Monitoring System (CMS) as per AMC1 ADR.OR.D.005(b)(11).

8. FURTHER INFORMATION

Further information may be found in the London Stansted Airport Emergency Orders – Part 1.

ASI 047 PROVISION OF MEDICAL COVER

ASI Owner Head of Fire and Rescue Service

References Regulation (EU) 376/2014
 Regulation (EU) 139/2014
 Regulation (EU) 2015/1018
 Health and Safety (First Aid) Regulations 1981
 London Stansted Airport Emergency Orders – Part 1

1. GENERAL

London Stansted Airport has a statutory obligation to have and implement an aerodrome emergency plan in accordance with Regulation 139/2014 ADR.OPS.B.005 (as amended). The London Stansted Airport Emergency Orders – Part 1 serves as the aerodrome emergency plan, which is commensurate with the aircraft operations and other activities at the Airport in accordance with Commission Regulation (EU) 139/2014; ADR.OPS.B.005(a) (as amended). Supporting this plan is the provision of medical cover by the Airport and agencies contracted by it, to all persons at the Airport. For the purposes of this Airside Standing Instruction (ASI), the following definitions apply:

Term	Definition
Competency	The quality of being adequately or well qualified physically and intellectually to accomplish assigned responsibilities.

It is the responsibility of all personnel to ensure that they are familiar with this ASI if it is applicable to them, and to undertake the actions required to fully comply with it and safeguard the airside environment.

2. ACCOUNTABILITY AND RESPONSIBILITES

2.1. Operations Director (Accountable Manager)

Reporting to the Chief Operating Officer (COO) the Operations Director (Accountable Manager) is accountable for defining, deploying and monitoring the resources necessary to make the policies and procedures relating to the provision of medical cover compliant to regulations.

2.2. Head of Fire and Rescue Service

Reporting to the Operations Director (Accountable Manager), the Head of Fire and Rescue Service (HOFRS) is responsible for ensuring that the policies and procedures relating to the provision of medical cover have been correctly implemented. The HOFRS manages the contracts relating to the provision of medical cover. In addition, the HOFRS is responsible for the training, efficiency and operational availability of the Airport Fire and Rescue Service (AFRS).

2.3. East of England Ambulance Service (Head of Command and Control)

The Airport Fire Service provided medical response to incidents at the airport. However, the primary purpose of the Airport Fire Service is to provide firefighting response to aircraft accidents and incidents in order to create maximum opportunity for saving life. Under regulation, Stansted is required to provide the appropriate fire cover for aircraft operating at the airport. This provision must be available 97% of the time and as the number of ambulance calls have increased, the pull of resource from the Airport Fire Service to attend ambulance requests has resulted in this threshold not being met. The EEAS contract was brought in to address this and significantly reduce the

number of medical calls that the Airport Fire Service are deployed to so that they can remain available for their primary duties and to meet our regulatory obligations.

Within the 999 system, all UK ambulance services triage calls based on their severity and risk to life and given a categorisation. You can click on the link to each category to watch a brief video from the NHS on each call type.

- [Category 1](#) - for life-threatening injuries and illnesses, specifically cardiac arrest. These will need to be responded to in an average time of seven minutes.
- [Category 2](#) - for emergency calls, such as stroke patients. These will need to be responded to in an average time of 18 minutes.
- [Category 3](#) - for urgent calls such as abdominal pains, and which will include patients to be treated in their own home. These will be responded to at least nine out of 10 times within 120 minutes.
- [Category 4](#) - less urgent calls such as diarrhoea and vomiting and back pain. Some of these patients will be given advice over the telephone or referred to another service such as a GP or pharmacist. These less urgent calls will be responded to at least nine out of 10 times within 180 minutes.

These calls are triaged by call handlers who have received the relevant medical training and it is important that they determine the category of the call being received to ensure that the appropriate response is deployed. Sometimes the way a call presents does not necessarily represent the potential severity and therefore the triage questions they ask will determine if something more serious is happening. This is why we are asking that all ambulance requests are put through to the EEAS control room as the CCC do not have the appropriate clinical training and are not medical professionals. Not doing so and making such judgements ourselves could make us liable should a patient deteriorate and we delay the appropriate help from reaching them.

Response times for Category 1 and Category 2 calls vary significantly for Category 3 and Category 4 calls. Priority of deployment to Category 1 and Category 2 calls is to ensure that we do not attract members of the public to the airport to make ambulance calls; because our current response processes do not differentiate between categories and therefore receive a much quicker response than outside of the airport, and to ensure that we protect Airport Fire Service resources should EEAS already be deployed.

EEAS will be deployed to all call types in-line with NHS response times. However, if EEAS are tied up on a call, we will continue to deploy the Airport Fire Service to Category 1 and Category 2 calls, but we will not be deploying them to lower category calls or first aid calls. This will ensure that we are continuing to deliver a service in-line with what is expected off-airport.

For lower category calls, we should consider how we can best support the patient, whether a passenger or colleague, to make their own way to seek medical assistance.

The removal of EEAS and AFRS attendance to first aid calls to ensure that we can prioritise the specialist training and expertise for those calls that require them. Where a first aider attending a first aid call requires additional support, a more experienced first aider should be deployed to support. If the first aid gets worse and requires an ambulance, this should be escalated to an ambulance request and a call placed to the EEAS control room for triage.

2.4. Organisations

Organisations, reporting to their relevant manager are responsible for ensuring they comply with their statutory duties relating to the provision of first aid in accordance with the Health and Safety (First Aid) Regulations 1981 (as amended). This includes providing adequate and appropriate

equipment, facilities and personnel to ensure their personnel receive immediate attention if they are injured or are taken ill at work.

Every employer in the UK, regardless of the size of the company, is legally obliged to plan for the provision of first aid at work. Employers must make sure that someone is always available to give or arrange first aid. This applies if the designated first aider is absent for any reason.

3. MEDICAL COVER AVAILABLE

3.1. Local Authority Ambulance Service

The Airport has contracted the local authority ambulance service to provide an element of on site provision. In addition, the local authority ambulance service provides a Pre-Determined Attendance (PDA) in response to certain emergencies as per the London Stansted Airport Emergency Orders – Part 1. Organisations have access to the ambulance by calling the Airport's emergency telephone line (ext. 222) (+44 (0)1279 662222), or by dialling 999.

3.2. Airport Fire and Rescue Service

All AFRS operational personnel have received the appropriate level of training, relevant to their role and provided by a recognised organisation. On-going training shall be carried out in accordance with the AFRS Maintenance of Competency Scheme (MOCS). Training for AFRS operational personnel is as per AMC1 ADR.OPS.B.010(b);(c). Details on the medical equipment carried by the AFRS, may be found in STAL-AFRS-SOW-013. Organisations have access to the AFRS by calling the Airport's emergency telephone line (ext. 222) (+44 (0)1279 662222), or by dialling 999.

3.3. Organisations

Organisations shall provide adequate and appropriate equipment, facilities and personnel to ensure their personnel receive immediate attention if they are injured or are taken ill at work in accordance with the Health and Safety (First Aid) Regulations 1981 (as amended). In addition, personnel are to be trained how to contact the local authority ambulance service and the AFRS using the Airport's emergency telephone line and emergency telephones located at the head of aircraft stands, or by dialling 999.

4. OCCURRENCE AND NEAR MISS REPORTING

Regulation (EU) 376/2014 (as amended) requires that relevant civil aviation safety information shall be reported, collected, stored, protected, exchanged, disseminated and analysed and appropriate safety action should be taken based on the information collected. In accordance with Articles 4(1) and 4(6) of Regulation (EU) 376/2014 (as amended), certain events shall be reported upon to the UK Civil Aviation Authority (CAA) as the Competent Authority (CA) by specific persons respectively. These are defined as Mandatory Occurrence Reports (MORs).

Organisations shall ensure that where applicable, they comply with their legal obligations to report in accordance with Regulation (EU) 376/2014 (as amended). Article 4(6) of Regulation (EU) 376/2014 (as amended) specifies the persons who shall report on occurrences in accordance with Article 4(1) of Regulation (EU) 376/2014 (as amended). A person mandated to report may do so through the system established by the organisation which employs, contracts or uses the services of the reporter, or, failing that the EU Aviation Safety Reporting Portal database, online.

Organisations shall ensure that they maintain the capability for personnel to report near-miss events, including in an anonymous manner and for their subsequent categorisation and investigation, if applicable. Further information may be found in ASI 032 – Accident, Incident, Occurrence and Near Miss Reporting.

5. COMPLIANCE MONITORING

The provision of medical cover is not subject to the Compliance Monitoring System (CMS).

6. FURTHER INFORMATION

Further information may be found in the London Stansted Airport Emergency Orders – Part 1.

ASI 048 REMOVAL OF DISABLED AIRCRAFT
ASI Owner Airside Operations Duty Manager

References Regulation (EU) 996/2010
 Regulation (EU) 376/2014
 Regulation (EU) 139/2014
 Regulation (EU) 2015/1018
 Civil Aviation (Investigation of Air Accidents and Incidents) Regulations 1996
 London Stansted Airport Emergency Orders – Part 1
 London Stansted Airport Disabled Aircraft Recovery Plan

1. GENERAL

London Stansted Airport has a statutory obligation to have and implement an aerodrome emergency plan in accordance with Commission Regulation (EU) 139/2014 ADR.OPS.B.005 (as amended). The London Stansted Airport Emergency Orders – Part 1 serves as the aerodrome emergency plan, which is commensurate with the aircraft operations and other activities in accordance with Commission Regulation (EU) 139/2014 ADR.OPS.B.005(a) (as amended).

In addition, the Airport should establish a plan for the removal of an aircraft disabled on, or adjacent to, the movement area as per GM5 ADR.OPS.B.005(a)(a). The London Stansted Airport Disabled Aircraft Recovery Plan served as the plan to remove a disabled aircraft. The plan includes a list of resources available at the Airport, and that can be called upon as per GM5 ADR.OPS.B.005(a)(b)(1). For the purposes of this Airside Standing Instruction (ASI), the following definitions apply:

Term	Definition
Accident	<p>An occurrence associated with the operation of an aircraft which, in the case of a manned aircraft, takes place between the time any person boards the aircraft with the intention of flight until such time as all such persons have disembarked, or in the case of an unmanned aircraft, takes place between the time the aircraft is ready to move with the purpose of flight until such time it comes to rest at the end of the flight and the primary propulsion system is shut down, in which:</p> <ul style="list-style-type: none"> • A person is fatally or seriously injured as a result of being in the aircraft, being in direct contact with any part of the aircraft, including parts which have become detached from the aircraft, direct exposure to jet blast, except when the injuries are from natural causes, self-inflicted or inflicted by other persons, or when the injuries are to stowaways hiding outside the areas normally available to the passengers and crew; • The aircraft sustains damage or structural failure which adversely affects the structural strength, performance or flight characteristics of the aircraft, and would normally require major repair or replacement of the affected component, except for engine failure or damage, when the damage is limited to a single engine, (including its cowlings or accessories), to propellers, wing tips, antennas, probes, vanes, tires, brakes, wheels, fairings, panels, landing gear doors, windscreens, the aircraft skin (such as small dents or puncture holes) or minor damages to main rotor blades, tail rotor blades, landing gear, and those resulting from hail or bird strike, (including holes in the radome), or; • The aircraft is missing or is completely inaccessible.

Incident	An occurrence, other than an accident, associated with the operation of an aircraft which affects or could affect the safety of operation.
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It is the responsibility of all personnel to ensure that they are familiar with this ASI if it is applicable to them, and to undertake the actions required to fully comply with it and safeguard the airside environment.

2. ACCOUNTABILITY AND RESPONSIBILITIES

2.1. Operations Director (Accountable Manager)

Reporting to the Chief Operating Officer (COO) the Operations Director (Accountable Manager) is accountable for defining, deploying and monitoring the resources necessary to make the policies and procedures relating to the removal of disabled aircraft compliant to EU legislation and CAA regulations.

2.2. Head of Fire and Rescue Service

Reporting to the Operations Director (Accountable Manager), the Head of Fire and Rescue Service (HOFRS) is responsible for ensuring that the policies and procedures relating to emergency response have been correctly implemented. In addition, the HOFRS is responsible for the training, efficiency and operational availability of the Airport Fire and Rescue Service (AFRS).

2.3. Airside Operations Manager

Reporting to the Head of Airside (HOA), the Airside Operations Manager (AOM) is responsible for ensuring and deploying sufficient resources to undertake disabled aircraft recovery as per this ASI. The AOM is further responsible for ensuring that those persons with responsibilities for disabled aircraft recovery are trained and maintain proficiency in accordance with Regulation (EU) 139/2014 ADR.OR.D.017 (as amended) and as per AMC1 ADR.OR.D.017(a);(b). The AODM shall work with the Airside Operations Training Manager (AOTM) (ext. 4279) to achieve this.

2.4. Airside Operations Duty Manager

Reporting to the HOA, the Airside Operations Duty Manager (AODM) (ext. 2378) is responsible for the safe operation, availability and status of the aerodrome. The AODM is the line manager for Airside Operations (ext. 2478) and shall act as the Aircraft Recovery Coordinator (ARC) when required. The AODM shall report upon occurrences in accordance with Regulation (EU) 376/2014 (as amended) and Commission Implementing Regulation (EU) 2015/1018 (as amended).

2.5. Aircraft Operators and Airlines

Reporting to their respective Chief Executive Officer (CEO) or equivalent, aircraft operators and airlines are responsible for recovering their aircraft as quickly as possible following an accident or incident once permission has been granted by the UK Air Accidents Investigation Branch (AAIB). Aircraft operators and airlines are responsible for the provision of the necessary technical advice, supervision and any necessary equipment and material to recover their aircraft. Or, they are responsible for establishing a contractual arrangement with another aircraft operator, airline or designated agent capable of removing their aircraft in a timely fashion.

3. AIRCRAFT RECOVERY OPERATIONS

The UK AAIB is responsible for the investigation of civil aircraft accidents and serious incidents within the United Kingdom. The UK AAIB operates in accordance with Regulation (EU) 996/2010

(as amended) and the Civil Aviation (Investigation of Air Accidents and Incidents) Regulations 1996 (as amended). Where a reportable accident or serious incident has occurred on the aerodrome, the aircraft and any associated wreckage shall not be moved or interfered with. The Airport shall seek permission from the UK AAIB to move an aircraft or any wreckage and shall comply with any conditions laid down by the UK AAIB.

The Air Traffic Control (ATC) Watch Manager (WM) (or their nominated deputy) are responsible for notifying the UK AAIB as per the London Stansted Airport Emergency Orders – Part 1. Aircraft recovery operations shall not begin until the accident or incident, as defined within the London Stansted Airport Emergency Orders – Part 1 has been cancelled and release of the site agreed with the AAIB. The Airport shall be the overall co-ordinating body throughout the recovery operation.

3.1. Responsibilities

3.2. Responsibility of Aircraft Operators and Airlines

In the event of an accident or incident, the aircraft operator, airline or their designated agent are responsible for recovering the aircraft as quickly as possible after permission has been granted by the UK AAIB. The aircraft operator, airline or their designated agent are responsible for the provision of the necessary technical advice (including that of their insurer), supervision and any necessary equipment and materials. Aircraft operators and airlines shall have adequate facilities and capabilities to conduct their own aircraft recovery operations. If they do not, they shall have contract arrangements with another aircraft operator, airline or a designated agent capable of removing their aircraft in a timely fashion.

The details of this arrangement, including contacts for both airframe and engine manufacturers shall be forwarded to Airside Operations, who will occasionally contact airlines to ensure their continued validity. Nevertheless, any changes shall be confirmed in writing to Airside Operations:

Head of Airside
Enterprise House
Bassingbourn Road
Stansted Airport
Essex
CM24 1QW

The aircraft operator, airline or their designated agent are responsible for making any arrangements with UK Border Force (UKBF) regarding the removal of baggage and cargo. In addition, the aircraft operator, airline or their designated agent is required to defray any charges for work involved in making good damage to either the Airport or NATS property and to meet the cost of the recovery operation, including the use of Airport equipment and personnel.

Should the aircraft operator, airline or their designated agent refuse to remove a damaged aircraft or neglect to do so in a timely fashion, and the aircraft is creating an obstruction, an embarrassment or nuisance to the Airport in fulfilling its obligations as an Aerodrome Certificate Holder, the Airport shall undertake independent action to remove the aircraft. The Airport, its servants or agents shall not accept responsibility for any loss or damage of any kind resulting from this action and the aircraft operator, airline or their designated agent shall be responsible for all costs incurred.

3.3. Responsibility of London Stansted Airport

The Airport shall, on repayment and at the request and under the supervision of the aircraft operator, airline or their designated agent, aid with such recovery equipment and/or manpower as may be available. The Airport, its servants or agents shall not accept responsibility for any loss or damage of any kind resulting from this action and the aircraft operator, airline or their designated agent shall be responsible for all costs incurred. A formal hire agreement and general indemnity

shall be signed by the aircraft operator, airline or their designated agent before Airport recovery personnel and equipment can be brought into operation.

Such recovery equipment must be returned to Airport in the same order and condition as it was prior to the hiring of that equipment. The Airport shall require that all relevant parties attend the incident scene as soon as possible to produce a recovery plan of action. The Airport shall be responsible for defining the area(s) in use for aircraft recovery operations, the arrangements for personnel and equipment to proceed to and from the area and for promulgating any limitation on the use of other operational areas made necessary by the aircraft recovery operation. The Airport shall liaise with the Police prevent access to the site.

3.4. Actions

Refer to Disabled Aircraft Recovery Plan.

4. OCCURRENCE AND NEAR MISS REPORTING

Regulation (EU) 376/2014 (as amended) requires that relevant civil aviation safety information shall be reported, collected, stored, protected, exchanged, disseminated and analysed and appropriate safety action should be taken based on the information collected. In accordance with Articles 4(1) and 4(6) of Regulation (EU) 376/2014 (as amended), certain events shall be reported upon to the UK Civil Aviation Authority (CAA) as the Competent Authority (CA) by specific persons respectively. These are defined as Mandatory Occurrence Reports (MORs).

Organisations shall ensure that where applicable, they comply with their legal obligations to report in accordance with Regulation (EU) 376/2014 (as amended). Article 4(6) of Regulation (EU) 376/2014 (as amended) specifies the persons who shall report on occurrences in accordance with Article 4(1) of Regulation (EU) 376/2014 (as amended). A person mandated to report may do so through the system established by the organisation which employs, contracts or uses the services of the reporter, or, failing that the EU Aviation Safety Reporting Portal database, online.

Organisations shall ensure that they maintain the capability for personnel to report near-miss events, including in an anonymous manner and for their subsequent categorisation and investigation, if applicable. Further information may be found in ASI 032 – Accident, Incident, Occurrence and Near Miss Reporting.

5. COMPLIANCE MONITORING

Disabled aircraft recovery is subject to the Compliance Monitoring System (CMS) as per ADR.OR.D.005(b)(11).

6. FURTHER INFORMATION

Further information may be found in the London Stansted Airport Emergency Orders – Part 1 and the London Stansted Airport Disabled Aircraft Recovery Plan.

ASI 049 DETENTION OF AIRCRAFT
ASI Owner Head of Airside

References Regulation (EU) 376/2014
 Regulation (EU) 2015/1018
 Civil Aviation Act 1982
 Air Navigation Order 2016

1. GENERAL

London Stansted Airport has the legal power, and in specific instances a statutory obligation to detain aircraft to ensure passenger safety, to recover airport charges not paid to Stansted Airport Ltd (STAL) or other parties, and to control aircraft noise. The Airport maintains strict procedures as to those authorised to detain aircraft and the processes to be followed in each instance. For the purposes of this Airside Standing Instruction (ASI), the following definitions apply:

Term	Definition
Airport charges	Charges incurred by the aircraft operator including landing, parking and navigation charges levied by the Airport.
Airport services	All other services provided by the Airport.

It is the responsibility of all personnel to ensure that they are familiar with this ASI if it is applicable to them, and to undertake the actions required to fully comply with it and safeguard the airside environment.

2. ACCOUNTABILITY AND RESPONSIBILITIES
2.1. Operations Director (Accountable Manager)

Reporting to the Chief Operating Officer (COO) the Operations Director (Accountable Manager) is accountable for defining, deploying and monitoring the resources necessary to make the policies and procedures relating to the detention of aircraft compliant to UK legislation.

2.2. Airside Operations Manager

Reporting to the Head of Airside (HOA), the Airside Operations Manager (AOM) is responsible for ensuring and deploying sufficient resources to detain aircraft as per this ASI. The AOM is further responsible for ensuring that those persons with responsibilities for detaining aircraft are trained and maintain proficiency in accordance with Regulation (EU) 139/2014 ADR.OR.D.017 (as amended) and as per AMC1 ADR.OR.D.017(a);(b). The AODM shall work with the Airside Operations Training Manager (AOTM) to achieve this.

2.3. Airside Operations Duty Manager

Reporting to the HOA, the Airside Operations Duty Manager (AODM) is responsible for the safe operation, availability and status of the aerodrome. The AODM is the line manager for Airside Operations (01279 662478) and shall detain aircraft when required. The AODM shall report upon occurrences in accordance with Regulation (EU) 376/2014 (as amended) and Commission Implementing Regulation (EU) 2015/1018 (as amended).

3. DETENTION OF AIRCRAFT UNDER ARTICLE 257 OF THE AIR NAVIGATION ORDER

3.1. Legal Context

In accordance with Article 257 of the Air Navigation Order (ANO) 2016 (as amended) made pursuant to Section 60 of the Civil Aviation Act 1982 (as amended), an authorised person by the UK Civil Aviation Authority (CAA) may direct an operator or the commander of the aircraft not to permit the aircraft to make that flight or any other flight as directed by an authorised person on the grounds of safety until such time the direction is revoked by an authorised person. Such circumstances exist where an aircraft is likely to fly in one of the following conditions:

- That the aircraft would contravene whilst in flight either Article, 24, 32, 33, 66, 97, 98, 99, 101, 102, 103, 122, 136, 137, 231 or 242(2) of the ANO 2016 (as amended);
- That the aircraft would contravene whilst in flight any other provision of the ANO 2016 (as amended), or an CAA regulation or of EU-OPS and be a cause of danger to any person or property whether or not in the aircraft, or;
- Where the aircraft is in a condition unfit for the flight, whether or not the flight would otherwise be in contravention of any provision of the ANO 2016 (as amended), of an CAA regulation or of EU-OPS.

Any person authorised by the UK CAA in accordance with Article 257 of the ANO 2016 (as amended) may enter and inspect any aircraft and may take such steps as is necessary to detain the aircraft and prevent its unlawful departure.

3.2. Management Process

Should an authorised person become aware, or be informed that there is a cause for concern for the safe operation of the aircraft, they are to attend the aircraft and establish either:

- That there is not an apparent safety risk, at which point no further action is required;
- That there is an apparent safety risk, however further advice is required from a UK CAA Aircraft Surveyor before determining the appropriate course of action, or;
- That there is an immediate safety risk, and they are in a position to detain the aircraft pursuant to Article 257 of the ANO 2016 (as amended).

Where time permits, an Authorised Person is to first attempt to resolve the apparent safety risk with the aircraft operator. Should this not be practicable, the Authorised Person is to contact the UK CAA and request that they attend to detain the aircraft. Should this not be possible, the Authorised Person is entitled to:

- Request the production of documents and records as required by the ANO 2016 (as amended), or any Regulations made there under to be produced at the request of an Authorised Person and inspect and copy the same;
- Request production of a Noise Certificate in force for the aircraft, and;
- Enter and inspect the aircraft in accordance with the provisions of the ANO 2016 (as amended), to direct the operator or commander of the aircraft not to permit the aircraft to make that particular flight or any other flight as directed by the authorised person, or another authorised person, and to detain the aircraft to prevent its unlawful departure.

The Airside Safety and Compliance Manager (ASCM) maintains a list of authorised persons to detain aircraft under Article 257 of the ANO 2016 (as amended). To detain the aircraft, the authorised person is to serve the notice to the aircraft commander and/or affix the notice to the

exterior of the aircraft adjacent to the main entrance door, so that any person entering the aircraft is aware of the aircraft's detention.

Having detained the aircraft, the authorised person is to inform the UK CAA and request that a UK CAA Aircraft Surveyor attend to inspect the aircraft, taking the appropriate action as is necessary. Should the UK CAA Aircraft Surveyor be satisfied that there are no grounds for detention and/or adequate work has been completed to enable the flight to be conducted safely, the notice is to be removed from the aircraft.

4. DETENTION OF AIRCRAFT UNDER SECTION 88 OF THE CIVIL AVIATION ACT 1982

4.1. Legal Context

In accordance with Section 88 of the Civil Aviation Act 1982 (as amended), gives the Aerodrome Authority the right to detain any aircraft at the aerodrome for non-payment of airport charges to that aircraft (regardless if they were incurred by the operator of that aircraft at that time) or for any other aircraft to which the person in default is the operator at the time when the detention begins. The term 'airport charges' refers to those incurred by the aircraft operator including landing, parking and navigation charges levied by the Airport. The term 'services' includes all other services provided by the Airport. Group Legal Services should be consulted prior to the detention of an aircraft in respect of outstanding 'services'.

The power to detain an aircraft only arises when an aircraft operator is in default to the airport for the charges owed. This default period includes any credit limit previously agreed between the aircraft operator and the Airport. After a period of 56 days from the date of the detention beginning, and the aircraft operator is still in default, the Airport reserves the right to sell the aircraft to satisfy the charges.

4.2. Management Process

Once an aircraft has been identified as being in default, the Managing Director (MD) is to ascertain the viability and implications of detaining the aircraft, seeking advice from Group Legal Services as necessary. Following a decision to detain the aircraft, the MD or the Operations Director (Accountable Manager) in their absence is to complete the requisite paperwork. The AODM is authorised to detain aircraft in accordance with Section 88 of the Civil Aviation Act 1982 (as amended). To detain the aircraft, the AODM is to serve the notice to the aircraft commander and/or affix the notice to the exterior of the aircraft adjacent to the main entrance door, so that any person entering the aircraft is aware of the aircraft's detention.

The AODM is authorised to take all necessary and appropriate measures to prevent the unlawful departure of the detained aircraft, including physically obstructing any ground movement. Once the Airport charges, which were the cause of the detention of the aircraft, are settled, the CEO shall rescind the detention. The AODM shall remove the notice from the exterior of the aircraft.

4.3. Dispute of Charges

The Airport shall not continue to detain the aircraft if the aircraft operator disputes that the Airport charges or any part of them are due. Or disputes that the Airport charges or any part of them are due and provides sufficient security for the payment of the Airport charges which are alleged to be due, pending the resolution of the dispute.

5. DETENTION OF AIRCRAFT ON BEHALF OF THE UK CAA/EUROCONTROL

5.1. Legal Context

All requests to detain aircraft on behalf of the UK CAA or EUROCONTROL, for reasons other than those given within this ASI must be made to the Operations Director. An organisation requesting the detention of an aircraft must prepare and provide all paperwork relating to the detention at the time of the request. In addition, a written indemnity for the Airport must be provided for any loss or liability arising from acting on behalf of the organisation requesting the detention of the aircraft.

6. OCCURRENCE AND NEAR MISS REPORTING

Regulation (EU) 376/2014 (as amended) requires that relevant civil aviation safety information shall be reported, collected, stored, protected, exchanged, disseminated and analysed and appropriate safety action should be taken based on the information collected. In accordance with Articles 4(1) and 4(6) of Regulation (EU) 376/2014 (as amended), certain events shall be reported upon to the UK Civil Aviation Authority (CAA) as the Competent Authority (CA) by specific persons respectively. These are defined as Mandatory Occurrence Reports (MORs).

Organisations shall ensure that where applicable, they comply with their legal obligations to report in accordance with Regulation (EU) 376/2014 (as amended). Article 4(6) of Regulation (EU) 376/2014 (as amended) specifies the persons who shall report on occurrences in accordance with Article 4(1) of Regulation (EU) 376/2014 (as amended). A person mandated to report may do so through the system established by the organisation which employs, contracts or uses the services of the reporter, or, failing that the EU Aviation Safety Reporting Portal database, online.

Organisations shall ensure that they maintain the capability for personnel to report near-miss events, including in an anonymous manner and for their subsequent categorisation and investigation, if applicable. Further information may be found in ASI 032 – Accident, Incident, Occurrence and Near Miss Reporting.

7. COMPLIANCE MONITORING

The detention of aircraft is not subject to the Compliance Monitoring System (CMS).

8. FURTHER INFORMATION

Further information may be found in the Civil Aviation Act 1982 (as amended).

2. ACCOUNTABILITY AND RESPONSIBILITIES

2.1. Operations Director (Accountable Manager)

Reporting to the Chief Operating Officer (COO), the Operations Director (Accountable Manager) is accountable for defining, deploying and monitoring the resources necessary to make the policies and procedures relating to the operation of UAS compliant to EU and UK legislation, CAA regulations and UK Guidance Material (GM).

2.2. Head of Airside Operations (Safety Manager)

Reporting to the Operations Director (Accountable Manager), the Head of Airside (HOA) is responsible for ensuring that suitable risk assessments and safety cases relating to the operation of UAS are available as per the London Stansted Airport Aerodrome Manual, Part B. In addition, the HOA is responsible for providing oversight and technical input relating to the operation of UAS.

2.3. Airside Safety and Compliance Manager (Compliance Manager)

Reporting to the HOA, the Airside Safety and Compliance Manager (ASCM) is responsible for writing the policies and procedures relating to the operation of UAS. This includes consulting with organisations on an annual basis to ensure this ASI reflects current working practices and attending external safety forums and groups to ensure that good practice is adopted, so far as reasonably practicable.

2.4. Air Traffic Control

Reporting to the General Manager Air Traffic Services, ATC are responsible for providing ATC services as per CAP 493 – Manual or Air Traffic Services Part 1 and the London Stansted Airport Manual of Air Traffic Services Part 2 – Operations. ATC are further responsible for assessing requests to operate UAS in the inner FRZ and RPZ, and for issuing Letters of Agreement (LOA) with UAS operators where the necessary safety assurances have been provided and are satisfactory. For the purposes of this ASI, the term ‘local ATC’ applies to the ATC unit at the Airport.

2.5. Unmanned aircraft system Operators

Reporting to the person responsible for safety, UAS operators are responsible for filing requests with the relevant divisions of NATS in a timely fashion so that proper assessments can be made of the overall application. UAS operators are further responsible for ensuring that a UAS pilot-in-command operating a UAS on their behalf do so in accordance with relevant legislation and as per CAP 722 – Unmanned Aircraft System Operations in UK Airspace – Guidance and the Operational Safety Case (OSC).

2.6. Unmanned aircraft system Pilot-in-Command

Reporting to the UAS operator (if applicable), the UAS pilot-in-command is responsible for operating a UAS in accordance with the Rules of the Air Regulations 2007 (as amended), the Air Navigation Order (ANO) 2016 (as amended) and as per the OSC. A UAS pilot-in-command is further responsible for complying with any conditions, restrictions or limitations imposed by the Airport or NATS as may be appropriate to ensure the safe conduct of the flight(s) of the UAS.

3. OPERATION TYPES

3.1. Recreational Use

Unmanned aircraft system with a Mass less than 25 kilograms

In accordance with Article 94 of the ANO 2016 (as amended), a person in charge of a UAS which has a mass less than 25 kilograms (excluding its fuel, but including any articles or equipment installed in or attached to the aircraft at the commencement of its flight) must not fly:

- In Class A, C, D or E airspace unless permission of the appropriate air traffic control unit (if any) has been obtained;
- Within an Aerodrome Traffic Zone (ATZ) during the notified hours of watch of the air traffic unit (if any) at that aerodrome unless the permission of any such air traffic control unit has been obtained, or;
- At a height of more than 400 feet above the surface unless it is flying in airspace described above and in accordance with the requirements for that airspace.

The Airport sits within Stansted Control Zone (CTR), which extends from the surface to a height of 3,500 feet and is defined as Class D Airspace. It is depicted in UK Aeronautical Information Publication(AIP),ChartAD2-EGSS-4-1,
<https://nats-uk.ead-it.com/cms-nats/opencms/en/Publications/AIP/>

The Airport supports the safe and responsible use of a UAS for recreational purposes with a mass of 25 kilograms or less. A range of tools are available to a UAS pilot-in-command to plan and execute their flights safely. This includes the NATS Drone Assist application which contains a 'Fly Now' function, allowing a UAS pilot-in-command to share their flight location with other airspace users; helping to reduce the risk of a UAS incident in the local airspace. Many other online resources are available to assist UAS pilots-in-command. The ANO 2016 (as amended) permits the use of a UAS up to 5-kilometre from the aerodrome boundary and not above 400 feet Above Ground Level (AGL).

The Airport however encourages good airmanship on the part of UAS pilots-in-command. In accordance with Article 94 of the ANO 2016 (as amended), a UAS pilot-in-command shall only fly the aircraft if reasonably satisfied that the flight can be made safely. Operating a UAS so close to the Airport could be construed as reckless or negligent which is likely to endanger an aircraft, or any person in an aircraft. Such acts can leave UA pilots liable to prosecution in accordance with Article 240 or 241 of the ANO 2016 (as amended). The Airport encourages UA pilots to fly no less than 5-kilometres from the aerodrome boundary as per CAP 722, Section 5, Chapter 1, Paragraph 1.37.

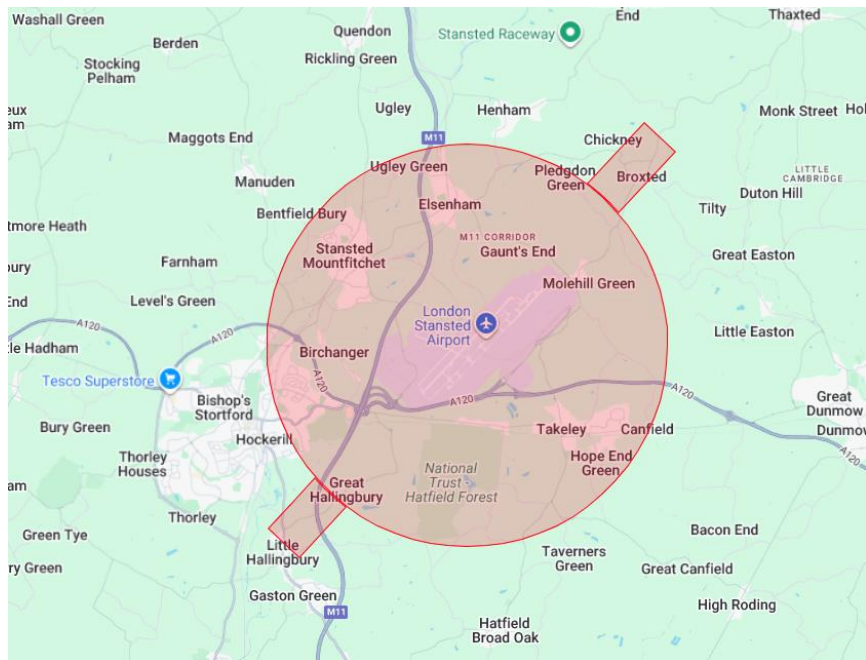


Figure 2

The new UAS FRZs (Flight Restriction Zone) that are created as part of the latest amendment to the ANO

FRZs comprise three sections:

- A cylinder, with the same dimensions as the Aerodrome Traffic Zone (ATZ);
- Runway Protection Zones (RPZs);
- Additional Boundary Zones.

3.2. Commercial Use

General

As per CAP 722, Section 1, Chapter 1, Paragraph 1.1, it is the policy of the UK CAA that UAS must be as safe as manned aircraft insofar as they must not present a or create a greater hazard to persons, property, vehicles or vessels whilst in the air on the ground, than that attributable to the operations of manned aircraft of equivalent class or category. In addition, the Airport is required to demonstrate how the safety of those aircraft requiring the use of a certificated aerodrome will be assured when UAS operations are permitted at the aerodrome as per CAP 722, Section 5, Chapter 6, Paragraph 6.3.

The Airport, subject to collaboration with NATS, may approve the use of a UAS of any mass operating within the Stansted FRZ for commercial purposes only. The approvals that may be granted to operate in airspace that would otherwise be restricted due to the mass of the UAS, or the location of its proposed flight(s) provided that the UAS operator can demonstrate that these flights can be conducted safely.

4. Application Process

Non-Standard Flight

The UAS operator does not require a Non-Standard Flight (NSF) approval to fly inside the FRZ. The Approval is responsibility of the Airport Authority.

The UAS operator may apply for a Non-Standard Flight (NSF) through the NSF website (<http://www.nats.aero/nsf>). Once an NSF application is made, London Stansted Airport will receive

notification of the application where a local approval process will be followed. The UAS operator may proceed to contact Stansted Airport on: 01279 662378, email: AODM@stanstedairport.com.

Airport Application to Operate Unmanned aircraft system Flights

The UAS operator wishing to operate a UAS as per Section 3.2.1 of this ASI is to approach the Airport to complete the Stansted Airport drone application process.

Where a flight is to take place within the FRZ, the UAS operator will be required to provide the Airport with further information including, but not limited to, risk assessments, safe systems of work, details of public safeguarding and evidence of pilot competency.

If no objections are raised by either local ATC or the Airport, a UAS operator may proceed to the next stage.

Only when the Airport is satisfied, it shall issue its approval. The Airport reserves the right, even with local ATC approval, to object to any UAS flights proposed within the FRZ, on the grounds of public safety and continued safe aerodrome operations.

Any flight wishing to operate at a height of 400ft or more will require CAA approval.

To check the location of flight is within or outside an FRZ: <https://dronesafe.uk>

5. Insurance Requirements

Regulation (EC) 785/2004 (as amended) details the insurance requirements for air carriers and aircraft operators. Legislation within the UK is set out in the Civil Aviation (Insurance) Regulations 2005 (as amended). Whilst Regulation (EC) 785/2004 (as amended) does not apply to a UAS, a UAS operator shall have adequate insurance to meet their liabilities in the event of an incident.

6. Application to use an Unmanned aircraft system by Manchester Airports Group

Where a UAS is to be used by a department of the Airport or the wider Manchester Airports Group (MAG), the project manager or their nominated deputy is to complete a risk assessment as per the London Stansted Airport Aerodrome Manual, Part B. Additional risk assessments should be conducted with the support and assistance of the Health and Safety team and, if applicable, the Head of Business Continuity & Resilience Operations. As per the London Stansted Airport Aerodrome Manual, Part B, the SMS only considers operational risks. It is therefore incumbent on the project manager, or their nominated deputy to assess any occupational health or business continuity risks, and to implement mitigations as appropriate.

7. Application to use Unmanned aircraft system by Organisations

Where a UAS is to be used by an organisation for a legitimate commercial purpose within the FRZ, the organisation along with Airport shall complete a risk assessment as per the London Stansted Airport Aerodrome Manual, Part B. The use of a UAS indoors in an organisation's property, for which they are the sole tenant they should collaborate with Airfield Operations as a general awareness.

8. Other Agencies

Any approval issued by local ATC and the Airport to operate a UAS only addresses the operational safety aspects of the proposed flight(s) and does not constitute permission to disregard the legitimate interests of other statutory bodies such as the Police and Emergency Services, Highways Agency, Information Commissioner's Office and local authorities. It is the responsibility of the UAS operator to obtain these necessary permissions where applicable.

9. Operation of Unmanned aircraft system Flights

The UAS operator and/or the UAS pilot-in-command is to conduct the UAS flight(s) as per the Airport approval, the local ATC LOA and any additional conditions, restrictions or limitations placed upon the UAS operator and/or the UAS pilot-in-command. In addition, the UAS operator and/or the UAS pilot-in-command is to carry a copy of any issued Airport approvals and shall produce them upon request of an Airport official or a police constable.

10. Airport Notification

The Airport shall advise its own internal Airport departments that UAS flight(s) are taking place within FRZ. The Airport may distribute a copy of the approval documentation to Airside Operations (01279 662478), the Airside Security Unit (ASU) (01279 663540), the Combined Control Centre (CCC) (ext. 2020), ATC and Essex Police. The objective of sharing this documentation is to increase awareness of UAS flights, and, to reduce erroneous reports of a UAS being operated legitimately with the approval of the Airport and local ATC.

11. Open Approvals

The Airport may issue an open-ended approval to conduct as many UAS flights as a UAS operator and/or UAS pilot-in-command may wish to do so within a defined period, such as 12-months. Such an approval shall have conditions, restrictions or limitations attached to it that shall be complied with at all times by a UAS operator and/or UAS pilot-in-command. Requests for open approvals are considered on a case-by-case.

12. Unplanned Unmanned aircraft system Flights

The Airport and ATC permits the use of a UAS on an unplanned basis to conduct UAS flights in support of abnormal events and situations. This is limited to UAS operated by the emergency services only. A separate approval and LOA is required from local ATC and the Airport by the UAS operator for each emergency service wishing to operate a UAS. The UAS operator and/or UAS pilot-in-command shall comply with any additional conditions, restrictions or limitations placed upon them, despite the situation in progress.

13. REVIEW OF UNMANNED AIRCRAFT SYSTEM OPERATIONS

The operation of UAS on and in the immediate vicinity of the aerodrome shall be reviewed on a periodic basis and in the event of any significant near-miss or incident. As in Section 1 to this ASI, the Airport is committed to the safe integrated use of UAS for undertaking a variety of tasks.

14. OCCURRENCE AND NEAR MISS REPORTING

Regulation (EU) 376/2014 (as amended) requires that relevant civil aviation safety information shall be reported, collected, stored, protected, exchanged, disseminated and analysed and appropriate safety action should be taken based on the information collected. In accordance with Articles 4(1) and 4(6) of Regulation (EU) 376/2014 (as amended), certain events shall be reported upon to the UK Civil Aviation Authority (CAA) as the Competent Authority (CA) by specific persons respectively. These are defined as Mandatory Occurrence Reports (MORs).

Organisations shall ensure that where applicable, they comply with their legal obligations to report in accordance with Regulation (EU) 376/2014 (as amended). Article 4(6) of Regulation (EU) 376/2014 (as amended) specifies the persons who shall report on occurrences in accordance with Article 4(1) of Regulation (EU) 376/2014 (as amended). A person mandated to report may do so through the system established by the organisation which employs, contracts or uses the services of the reporter, or, failing that the EU Aviation Safety Reporting Portal database, online.

Organisations shall ensure that they maintain the capability for personnel to report near-miss events, including in an anonymous manner and for their subsequent categorisation and investigation, if applicable. Further information may be found in ASI 032 – Accident, Incident, Occurrence and Near Miss Reporting.

15. COMPLIANCE MONITORING

The operation of UAS is not subject to the Compliance Monitoring System (CMS).

16. FURTHER INFORMATION

Further information may be found in CAP 722 – Unmanned Aircraft System Operations in UK Airspace Guidance.

ASI 051 CYCLAMEN PROCEDURES**ASI Owner** Head of Airside**References** NAO - The Border Force: securing the border 2013**1. GENERAL**

All UK points of entry have detection equipment for the identification of nuclear or radiological material. This equipment is known as Cyclamen and is passive, i.e. it does not emit radiation. It is a mandatory requirement for ALL inbound cargo to pass through one of these sites prior to the freight being taken landside. This includes manifested freight on passenger aircraft.

Anyone who has recently undergone any treatments involving radioactive isotopes could trigger an alarm. It would be prudent for any staff who this might apply to, to carry a letter from their GP or Health Authority explaining the treatment they have received.

1.1. Stand A01 Cyclamen Site

All freight must approach the portals from the back of stand roadway and turn toward the Cargo Sheds. Caution must be exercised as the freight crosses the Airside Road into the Cargo Compound.

All freight from arriving passenger aircraft must use this Cyclamen site but must enter the site from the main Airside Road behind the Alpha Apron blast screen. Vehicles must proceed through the portals once the yellow hatched area is vacated by the previous vehicle.

1.2. Validation Point 6 Cyclamen Site

The location of the Validation Point 6 (VP6) site portals are prior to the egress barrier at VP6. Vehicles must proceed through the portals once the yellow hatched area is vacated by the previous vehicle.

1.3. Activation Procedures

An activation consists of an audible siren followed immediately by the illumination of an orange light attached to the examination shed. The driver towing the freight must park the vehicle adjacent to the examination shed.

If the Cyclamen lane is blocked, UK Border Force (UKBF) will consult with Handling Agents, Airfield Operations and their management as to the preferred routings and procedures. Some disruption to operations should be expected.

All vehicles must observe the 10mph speed limit when passing through the portals; failure to comply may result in the cargo having to pass through the portals again.

1.4. **Activation Stages**

Stage	Description
Level 1	UKBF involvement only; freight to be examined and details of materials recorded.
Level 2	If the activation cannot be resolved at Level 1 the UKBF will initiate Level 2. At this stage the UKBF will notify Essex Police and STAL and put in place a cordon around the freight.
Level 3	In the unlikely event of Level 3 activation, UKBF will notify Essex Police immediately and advise the STAL Combined Control Centre (CCC) who will initiate a Radiological Incident. Essex Police will then manage the incident and put in place a cordon zone.

2. FREIGHT HANDLING

UKBF will be responsible for the breakdown of a pallet/container and will also be responsible for any goods damaged during this breakdown.

3. OCCURRENCE AND NEAR MISS REPORTING

Regulation (EU) 376/2014 (as amended) requires that relevant civil aviation safety information shall be reported, collected, stored, protected, exchanged, disseminated and analysed and appropriate safety action should be taken based on the information collected. In accordance with Articles 4(1) and 4(6) of Regulation (EU) 376/2014 (as amended), certain events shall be reported upon to the UK Civil Aviation Authority (CAA) as the Competent Authority (CA) by specific persons respectively. These are defined as Mandatory Occurrence Reports (MORs).

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Organisations shall ensure that they maintain the capability for personnel to report near-miss events, including in an anonymous manner and for their subsequent categorisation and investigation, if applicable. Further information may be found in ASI 032 – Accident, Incident, Occurrence and Near Miss Reporting.

4. COMPLIANCE MONITORING

Cyclamen procedures are not subject to the Compliance Monitoring System (CMS).

5. FURTHER INFORMATION

Further information may be found in www.nao.org.uk/wp-content/uploads/2013/09/The-Border-force-securing-the-border.pdf

ASI 052 FUEL RATION POLICY AND FUEL RATION FLOW CHART

ASI Owner Airside Operations Manager

1. GENERAL

Any risk of fuel supply disruption, London Stansted Airport as a community must explore how we can manage the aviation fuel stock in an event of supply restrictions. As the airport is growing to unprecedented passenger numbers a culture change is required to achieve this. As a result, a review of how we continue to maintain an operational aerodrome by initiating a process where we provide fuel to our Airlines. London Stansted airport use approximately 2.5 million litres of fuel each day and can hold up to 15 million litres on site.

2. PURPOSE

The objective of this ASI is to minimise disruption in a planned environment whereby London Stansted Airport can continue a full schedule and extend the period of its fuel stock during any disruption to the supply. This will be managed through a fuel Ration Policy depending on the Fuel Stocks at that time. An assessment will be made by the Airport Duty Manager (ADM) in consultation with Northair.

3. PROCESS

Table1

Aviation Fuel State	Phase	Fuel Stock	Detail	Action
4		Less than 24 hrs	Tanker Bridging operation in place.	Initiation of the Tactical Command Support Group Crisis Management Team (TCSG)
3	Phase 2	1-2 Days	A review of flight operations where restrictions may be implemented on Aircraft Flight Types (Positioning, General Aviation & Cargo flights) may be restricted.	Airport Notification to all stakeholders. Airport Duty Manager to arrange conference advising of the restrictions applied. ACL to be advised of restrictions. ADM to consider tanker bridging operation and action.
	Phase 1	1-2 Days	Fuel Ration policy initiated.(Table 2) show details of maximum fuel for Aircraft Code type.	Airport Notification to all stakeholders. Airport Duty Manager to arrange conference detailing the rations in place. NOTAM to be issued.
2		2-3 Days	Ongoing issues with the fuel system. A request for Airlines to uplift fuel at Airport of Origin so the airport stock levels can be maintained for as long as possible.	Airport Duty Manager to arrange conference call to inform stakeholders of situation. NOTAM to be issued by the Airfield Operations Duty Manager. (See example)
1		3-5 Days (Supply disruption)	An issue has been identified with the fuel or operating system with stock of 4-5 days of fuel on site.	Northair to raise awareness to MAG detailing defect and timeframe. Internal communication within MAG.
0		3-5 Days	Fuel system operating as normal.	(BAU) Business as usual

4 FUEL QUANTITIES DURING RATIONING

Table 2 represents the allowance of fuel for the typical aircraft types that use London Stansted based on the fuel consumption per hour to provide approx. 1.5 hours flight time.

Table 2.

Aircraft Code	Aircraft Type	Maximum fuel upload at STN	
		kg	ltrs
A		1,000	1,250
B		1,000	1,250
C	B737	3,700	4,625
	A319	3,500	4,375
	A320	3,500	4,375
	A321	4,200	5,250
	CCX	2,000	2,500
D	GS6	2,000	2,500
	B757	5,000	6,250
	B767	7,000	8,750
E	A300	7,000	8,750
	B777	12,000	15,000
F	B787	9,000	11,250
	B747-400	16,000	20,000
	B747-800	15,000	18,750

5. FLIGHT DURATION

Based on the detail previously mentioned in Table 2, this map provides information on approximately the area times the rationed fuel will cover;

The red circle indicates the rationed fuel supplied plus the taxi time at Stansted.

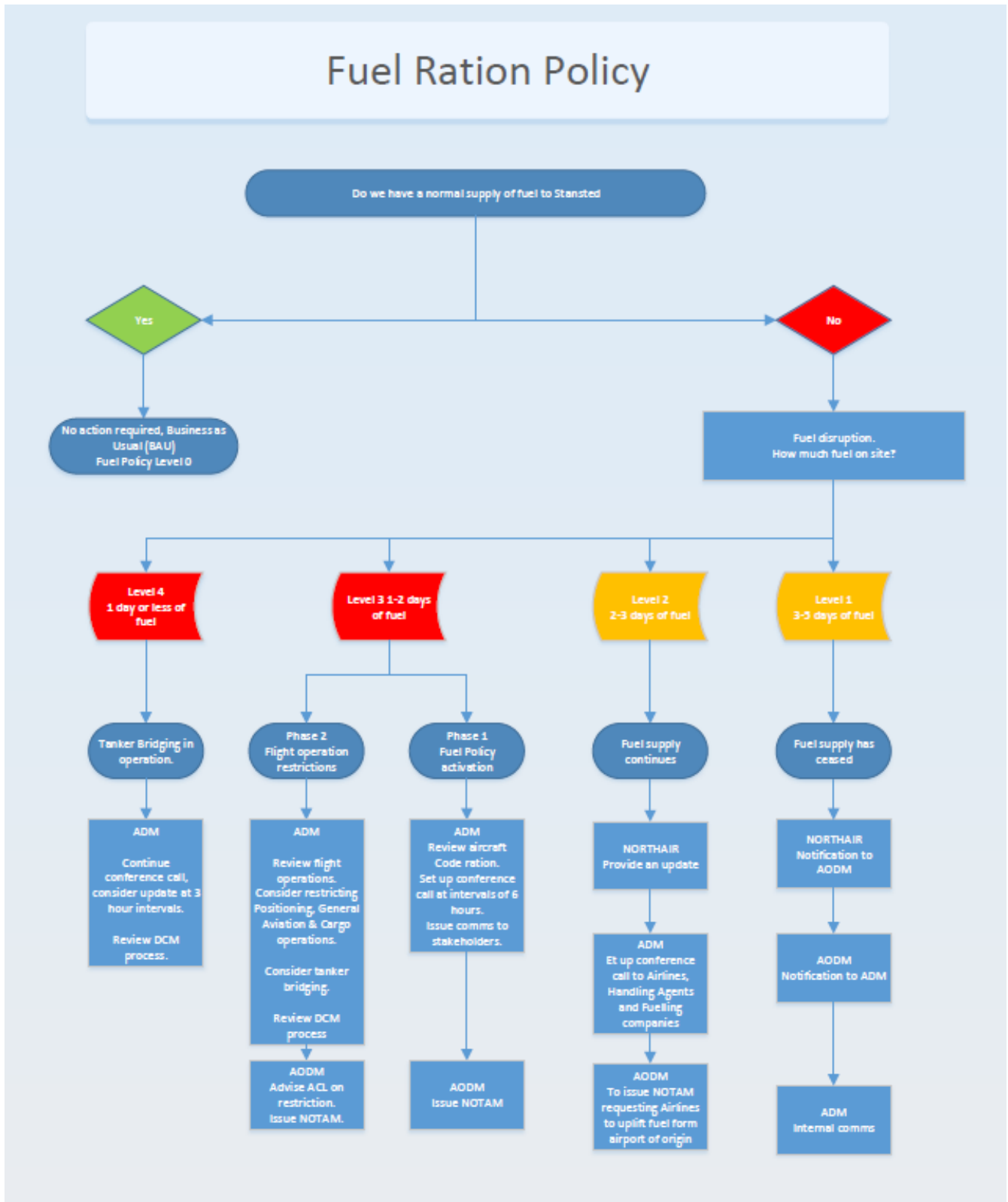
The Yellow circle indicates approx. 1.5 hours flight time.

The green circle indicates an upload of the same fuel as rationed at Stansted at the previous airport of origin

With the previous stated fuel rations and fuel uplift approximately 73% of scheduled flight will reach destination (Green Area).



6. FLOW DIAGRAM



7. OCCURRENCE AND NEAR MISS REPORTING

Regulation (EU) 376/2014 (as amended) requires that relevant civil aviation safety information shall be reported, collected, stored, protected, exchanged, disseminated and analysed and appropriate safety action should be taken based on the information collected. In accordance with Articles 4(1) and 4(6) of Regulation (EU) 376/2014 (as amended), certain events shall be reported upon to the UK Civil Aviation Authority (CAA) as the Competent Authority (CA) by specific persons respectively. These are defined as Mandatory Occurrence Reports (MORs).

Organisations shall ensure that where applicable, they comply with their legal obligations to report in accordance with Regulation (EU) 376/2014 (as amended). Article 4(6) of Regulation (EU) 376/2014 (as amended) specifies the persons who shall report on occurrences in accordance with Article 4(1) of Regulation (EU) 376/2014 (as amended). A person mandated to report may do so through the system established by the organisation which employs, contracts or uses the services of the reporter, or, failing that the EU Aviation Safety Reporting Portal database, online.

Organisations shall ensure that they maintain the capability for personnel to report near-miss events, including in an anonymous manner and for their subsequent categorisation and investigation, if applicable. Further information may be found in ASI 032 – Accident, Incident, Occurrence and Near Miss Reporting.

8. COMPLIANCE MONITORING

Ration Policy is not subject to the Compliance Monitoring System (CMS).

9. FURTHER INFORMATION

Further information may be found in aircraft operators or airlines' Ground Operations Manual.

ASI 053 AIRSIDE LINKWAYS**ASI Owner** Airside Safety & Compliance Manager**1. GENERAL**

London Stansted Airport provide suitable, safe walkways for all staff walking in Airside Areas. The Linkways provide safe routes from VP1 and VP2 to all Satellites and the Terminal Process. All staff walking in Airside Areas will be expected to use these Linkways and any person found not on these will be issued with an Airside Infringement Notice. The routings of these Linkways are not necessarily the shortest or most direct route but they are safest route. The crossings points are designed so drivers and other road users recognise marked areas where pedestrians may cross.

2. SAFETY INFORMATION**DRIVERS**

Drivers should give way to pedestrians waiting to cross and **MUST** give way to pedestrians on a crossing.

Drivers should remain vigilant for pedestrians who are crossing a road when they are not using a pedestrian crossing. Drivers must not wait, park or obstruct a marked pedestrian crossing, nor must they overtake within the area on the approach to a pedestrian crossing.

PEDESTRIANS

Pedestrians have a responsibility to exercise care and caution when using any airside crossing, even when they have priority, and should follow the principles as laid down in the 'Green Cross Code'. Extra consideration should be given to the possibility that sightlines for drivers vary from location to location.

ALWAYS check that the traffic has stopped before you start to cross. Keep looking both ways, and listening, in case a driver has not seen you and/or attempts to overtake a vehicle that has stopped.

ALWAYS cross over the zebra markings. Do not cross at the side of the crossing or on the zig-zag lines, as it can be dangerous.

GREEN CROSS CODE

To be safe on the road you need to use the Green Cross Code.

<https://www.highwaycodeuk.co.uk/rules-for-pedestrians-crossing-the-road.html>

- Think
- Stop
- Look and listen
- Wait
- Look and listen again
- Arrive alive

3. SCHEMATIC PLAN OF THE LINKWAYS





STEPS FROM VP2/TERMINAL TO SATELLITES:




These are the steps that ALL staff must use when walking between VP2 (Enterprise House) and Satellites 2 & 3.








STEPS TO BAGGAGE HALLS ONLY:

These steps are NOT to be used when walking to or from Satellite 3 to VP2 or the Airside Smoking Area.

4. EXAMPLES OF APPROVED ROUTES

	<p>New Barriers & Signage behind Charlie Cul-de-Sac Blast Barrier:</p> <p>All pedestrians MUST cross the road, using the pedestrian crossing. DO NOT walk in the roadway. This is NOT A SAFE ROUTE to Satellite 3.</p>
	<p>Temporary Barriers:</p> <p>No pedestrians are permitted to move temporary barriers. These gaps will be filled with permanent fencing shortly.</p>
	<p>Walking from Satellite 3:</p> <p>All pedestrians must follow the painted footpath to the LEFT when leaving Satellite 3.</p> <p>PEDESTRIANS MUST NOT WALK ACROSS EQUIPMENT AREAS OR AIRCRAFT STANDS.</p>

	<p>DO NOT CLIMB THE BLAST BARRIERS TO CIRCUMNAVIGATE THE FENCES – this is unsafe.</p>
	<p>DO NOT CLIMB OVER THE ARMCO TO CIRCUMNAVIGATE THE FENCES – this is unsafe.</p>
	<p>This is NOT a safe route from Satellite 2 to the Airside Linkways.</p>
	<p style="text-align: center;"></p> <p>The SAFE route to Terminal Building</p>

	 <p>The UNSAFE route to Terminal Building</p>
	<p>The route from VP2 to the Satellites.</p>

4 COMPLIANCE MONITORING

Airside Linkways is not subject to the Compliance Monitoring System (CMS).

5. FURTHER INFORMATION

Further information may be found in CAP 642 – Airside Safety Management.

ASI 054 SPILLAGE RESPONSE
ASI Owner Environmental Specialist

References Regulation (EU) 376/2014
 Regulation (EU) 139/2014
 Commission Implementing Regulation (EU) 2015/1018
 Stansted Airport Byelaws 1996
 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

1. GENERAL

London Stansted Airport has a statutory obligation to protect the environment from any spillage of any manufactured solid compound, liquid or gas which represents a significant hazard to both the airside environment and environment in general. In addition, the Airport has a regulatory obligation to remove oil and other pollutants as rapidly and completely as possible, to minimise accumulation as per AMC1 ADR.OPS.C.010. For the purposes of this Airside Standing Instruction (ASI), the following definitions apply:

Term	Definition
Hazardous	A situation which poses a level of threat to life, health, property or the environment.
Polluting	The introduction of contaminants into an environment that causes harm or damage to physical systems or living organisms.
Spillage	Any unplanned or undesirable escape of any manufactured solid compound, liquid or gas, regardless of quantity.
Substance	Any manufactured solid compound, liquid or gas.

It is the responsibility of all personnel to ensure that they are familiar with this ASI if it is applicable to them, and to undertake the actions required to fully comply with it and safeguard the airside environment.

2 ACCOUNTABILITY AND RESPONSIBILITIES
2.1 Environment Specialist

Reporting to the Group Environment and Energy Manager, the Environmental Specialist is responsible for defining the policies and procedures contained and relating to this ASI.

2.2 Airside Operations Duty Manager

Reporting to the Head of Airside (HOA), the Airside Operations Duty Manager (AODM) is responsible for ensuring and deploying sufficient resources to manage, and where applicable clear spillages as per this ASI. The AOM is further responsible for ensuring that personnel with responsibilities for managing, and where applicable clear spillages are trained and maintain proficiency in accordance with Commission Regulation (EU) 139/2014 ADR.OR.D.017 (as amended) and as per AMC1 ADR.OR.D.017(a);(b).

2.3 Airside Operations Duty Manager

Reporting to the AOM, the on-shift Airside Operations Duty Manager (AODM) is responsible for the safe operation, availability and status of the aerodrome. The AODM is the operational line manager for the operational team and shall ensure that spillage procedures are completed, spillages are correctly reported and subsequent investigations conducted as per this ASI. The AODM is further responsible for reporting in accordance with Regulation (EU) 376/2014 (as amended) and Commission Implementing Regulation (EU) 2015/1018 (as amended).

2.4 Airside Operations

Reporting to the on-shift AODM, Airside Operations (ext. 2478) are responsible undertaking aerodrome inspections as per AMC1 ADR.OPS.B.015 and ASI 006 – Aerodrome Inspections. Airside Operations are further responsible for responding to spillages as per Section 3.1 and 3.2 of this ASI. This could include attendance to assess the spillage and coordinate the clean-up, and to clean-up the spill with a scrubber or other suitable equipment, Assist with investigations as required.

2.5 Organisations

Organisations are responsible for handling substances, whether hazardous or not, in a safe, sustainable manner which protects the environment and reduces the risk of a spillage to As Low as Reasonably Practicable (ALARP). Organisations are responsible for maintaining their own spillage response procedures as per this ASI and ensuring that their personnel are trained in spillage response procedures as per and AMC1 ADR.OR.D.017(a);(b).

2.6 Personnel

Reporting to their respective line manager, personnel are responsible for working in a safe, sustainable manner which protects the environment and reduces the risk of a spillage to ALARP. Personnel are responsible for providing an immediate response and notification of a spillage as per Section 3.1 and 3.2 of this ASI.

3 CHEMICAL STORAGE

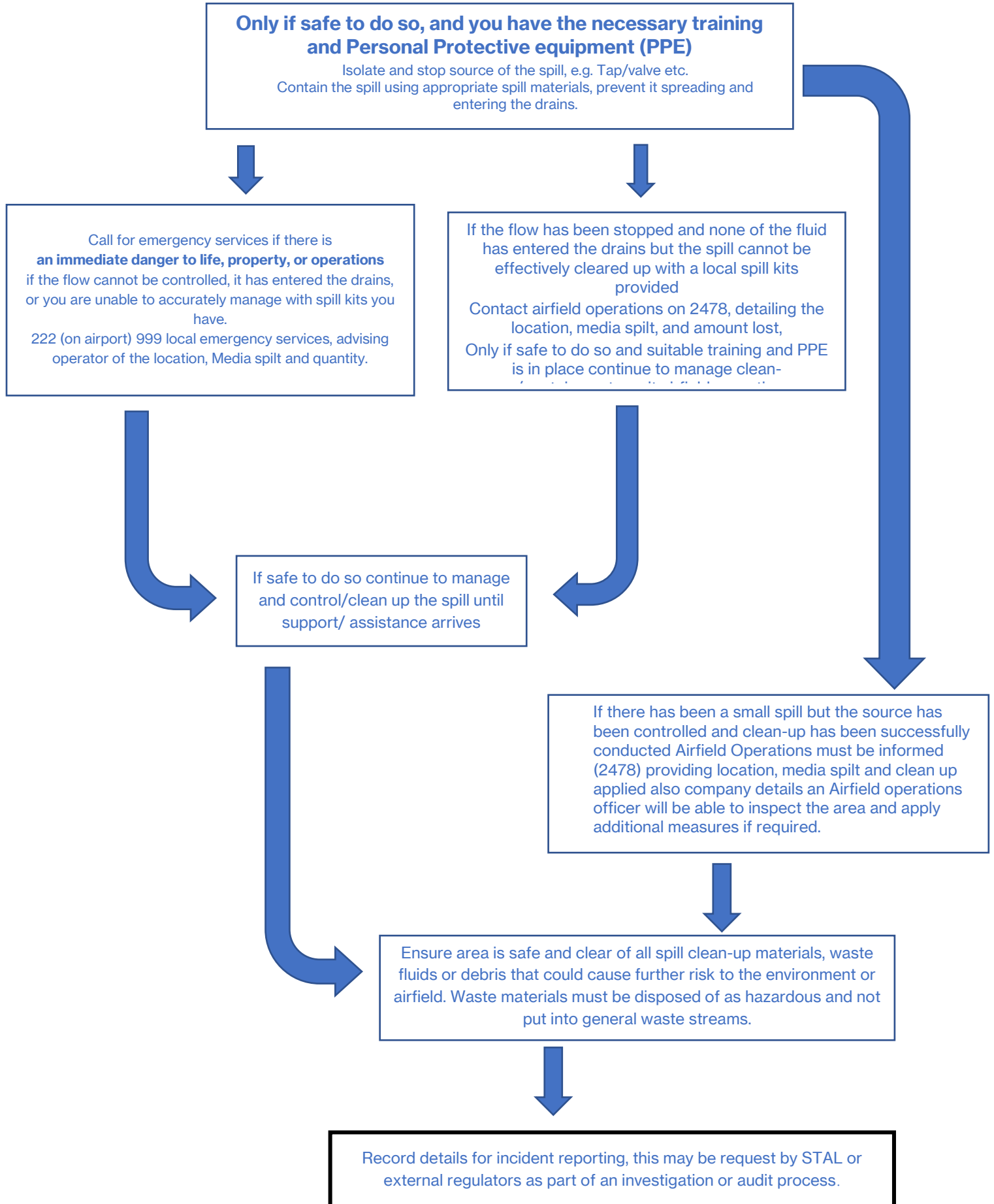
All companies must maintain processes to ensure all oil and chemical storage is compliant with current legislation and best practice.

It is the responsibility of all STAL departments and tenants to maintain their own records of oils and chemicals they use in accordance with appropriate Environment and Health and Safety guidelines including COSHH. These records should be made available for inspection at any time by STAL personnel, the Environment Agency or the Health and Safety Executive.

All substances used by STAL and all other companies who operate Airside should be registered with STAL and completed COSHH records must be maintained.

4 SPILL MANAGEMENT PROCESSES

It is a requirement to have suitable and sufficient documented procedures for the management of incidents resulting from any unplanned or uncontrolled substance spillage, from any potential source or activity. This also includes any activity undertaken by any contracting organisation or agent working on their behalf. The spillage response procedure must ensure that any control measures introduced, protect all Health, Safety and Environment requirements. The Airport spillage management process for airside, which shall be followed.



4.1 Waste materials

Any Waste materials as part of the resulting clear up and any costs associated with this are the responsibility of the organisation responsible for the spill, Charges may be result from involvement in the clear up of third party spillages. Waste materials generated as part of the clear up must be disposed of as a hazardous waste, these must not be put into general waste streams.

Waste documentation ensuring the safe and legal disposal of clean up materials may be requested by STAL as part of any audit or investigation
Detergents must **NOT** be used as part of any clean up without prior agreement from STAL

4.2 Investigations and reporting

London Stansted airport requires organisations who have suffered spillages on site to investigate a root cause and take appropriate actions to control risk preventing future incidents, if these actions are not implemented and further incident occurs additional fines and costs may be incurred.

Spillages will be reported at the ASOG meetings to ensure best practice and learning is shared across the airport and operators.

5 EXTERNAL SUPPORT

Organisations may employ the services of specialist external service providers to carry out spill containment/clean-up and subsequent waste disposal if they do not have the provision or required expertise themselves. If any organisation decides that they will employ the services of another agency to deal with the clean-up of any spillages, they must have a written contract or agreement in place with this other company.

If the clean-up carried out by the responsible company themselves is not considered to be satisfactory the Airport reserves the right to complete the clean-up to a satisfactory standard. The Airport together with its principle spillage response and waste management service provider can provide spillage management and waste disposal services to any company operating at the Airport.

5.1 Airside Operations Support

Where Airside Operations provide any service in regard to spillage management and/or waste disposal, the costs incurred will forwarded on to the organisation responsible for the spillage. These costs include, but are not limited to:

- Attendance by Airside Operations personnel, including the assessment of the spillage and coordination of the clean-up;
- Clean-up of the spill with scrubber or other applicable equipment;
- The cost to replace any materials used from Airport spill kits, and;
- The disposal of contaminated material by a specialist waste contractor.
- Where the spillage has led to the contamination of drainage systems or land which required further de-contaminate operations, and;
- Where the Airport has been subject to regulatory action as a result of the spillage.

6 REGULATORY ENGAGEMENT

The Airport is required to report spills of certain substances and volumes to the Environment Agency (EA) and/or Thames Water Utilities Ltd. The Airport is therefore required to hold records of all spillage incidents which occur on our property and must detail all measures taken to manage them. The water courses and foul sewer networks around the aerodrome are regularly monitored. If a pollution incident is identified, the regulator shall investigate potential sources of the pollution.

If the regulator deems that a spillage has not been managed appropriately, they would look to prosecute both the polluting party and the landowner.

7 REPORTING OF DANGEROUS OCCURRENCES

In accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 (as amended), Schedule 2, Part 2, Paragraph 26(b) requires that release in the open air of 500 kilograms or more of a flammable liquid shall be reported by a responsible person to the relevant enforcing authority without delay in accordance with Schedule 1, Part 1, Paragraph 1(a) of the Regulation. In addition, the unintentional release or escape of any substance which could cause personal injury to any person other than through the combustion of flammable liquids or gases in accordance with Schedule 2, Part 2, Paragraph 27 of the Regulation.

8 OCCURRENCE AND NEAR MISS REPORTING

Regulation (EU) 376/2014 (as amended) requires that relevant civil aviation safety information shall be reported, collected, stored, protected, exchanged, disseminated and analysed and appropriate safety action should be taken based on the information collected. In accordance with Articles 4(1) and 4(6) of Regulation (EU) 376/2014 (as amended), certain events shall be reported upon to the UK Civil Aviation Authority (CAA) as the Competent Authority (CA) by specific persons respectively. These are defined as Mandatory Occurrence Reports (MORs).

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Organisations shall ensure that they maintain the capability for personnel to report near-miss events, including in an anonymous manner and for their subsequent categorisation and investigation, if applicable. Further information may be found in ASI 032 – Accident, Incident, Occurrence and Near Miss Reporting.

9 COMPLIANCE MONITORING

Spill management processes and reporting may be monitored and reported as part of investigations following incidents by STAL or external regulators.

10 FURTHER INFORMATION

Further information may be found in the RIDDOR 2013 (as amended).

ASI 055 Airport Collaborative Decision Making (A-CDM)**ASI Owner** Airside Systems Optimisation Manager**References** EU ATM Pilot Common Project (PCP) Regulation No. 716/2014 under Air Traffic Management (Amendments etc.) (EU Exit) Regulations 2019.
EUROCONTROL's Airport CDM Implementation Manual
EGSS AIP reference for A-CDM section 2 Ground Movement, subsection J
MAG A-CDM Operations Manual
MAG A-CDM User Guides
T-Systems ACISP User Guides
STN Airport Conditions of Use section 2.6**1. GENERAL**

London Stansted Airport is one of many airports across Europe responsible for providing accurate predicted take-off time data to EUROCONTROL under the process known as A-CDM (Airport Collaborative Decision Making). A-CDM takes over from the process known as 'Advanced Tower' which has been running for a few years and sends predicted take-off data to Eurocontrol automatically via the AFTN network from the ATC EFPS (Electronic Flight Processing System). New systems, protocols and B2B data links have been developed to make A-CDM data sharing to Eurocontrol possible. Local A-CDM operations known as Level 3 are in operation and this will become Level 4 operations once Stansted has a compliant and validated data connection with Eurocontrol.

This ASI reflects the need for all airside stakeholders to engage with all stages of A-CDM operations. Whilst much of the data management is automated there is a level of interaction required from Handling Agents, Fixed Base Operators, NATS, Airlines and MAG – MAG data interaction will be managed operationally by the Airfield Operations team and supported by the Airside Systems Optimisation Manager.

A-CDM is an airside process, and all timings related to it like those visible on the stand RIDS (Safedock – Ramp Information Display Screen) will be in UTC, not local time. i.e. one hour earlier than local time during the April to October period.

A-CDM is required to be implemented at Stansted Airport and was mandated under EU legislation (now UK legislation) due to the number of flights Stansted operates within European airspace. To help support this, MAG was granted partial funding by the European Climate, Infrastructure and Environment Executive Agency (CINEA).

**Co-funded by
the European Union****2. ACCOUNTABILITY AND RESPONSIBILITIES****2.1. Operations Director (Accountable Manager)**

Reporting to the Managing Director (MD), the Operations Director (Accountable Manager) is accountable for defining, deploying, and monitoring the resources necessary to make the policies and procedures relating to A-CDM achievable and for ensuring that once A-CDM compliance is achieved with EUROCONTROL, that it is maintained.

2.2. Head of Air Traffic Management and Airport product

Reporting to the Head of Technology, Airports, the Head of Air Traffic Management and Airfield Product is responsible for the Retained EU ATM Pilot Common Project (PCP) Regulation No. 716/2014 under the Air Traffic Management and Single European Sky strategy that includes A-CDM deployment and providing MAG with A-CDM status reports that feed into the wider MAG long term strategic planning. That includes representing London Stansted Airport at national and international regulatory meetings, working groups and working together with EUROCONTROL, ACI EUROPE, SESAR Deployment Manager, CAA and other organisational bodies.

2.3. Head of Airside Operations (Safety Manager) and Airside Operations Manager (AOM)

Reporting to the Operations Director, the Head of Airside (HOA) or his nominated deputy is responsible for ensuring that the Airside Operations team manage and maintain the required standards of flight and system management within the A-CDM processes as laid out in the A-CDM Operations Manual, supporting documentation and training guides.

2.4. Airside Operations Duty Manager (AODM)

Reporting to the AOM, the Airside Operations Duty Manager (01279 662378) is responsible for ensuring that the on-shift Airside Operational team comply with all operational requirements of the A-CDM process and will be the MAG out-of-hours contact for escalation of any A-CDM related operational challenges or issues.

The AODM is responsible for liaison with ATC during times of airport capacity constraint including planned runway closures or recovering from an unplanned closure; jointly determining the optimal settings to be used in the Pre-Departure Sequencer to help manage such an event by regulating departure runway capacity.

The AODM is responsible for coordinating the initial triage and response management of an A-CDM related issue and has guidelines for A-CDM regression through the different levels as well as for level re-enablement.

2.5. Airside Systems Optimisation Manager

Reporting to the Head of Airside, the Airside Systems Optimisation Manager (acdm@stanstedairport.com) is responsible for managing the airport A-CDM processes to achieve and then maintain compliance with EUROCONTROL's strict compliance criteria. This will include system ownership, account management, system settings, Business Intelligence reporting and review, performance improvement, process governance, process training and general airport A-CDM co-ordination.

2.6. Airside Operations

Reporting to the Airside Operations Duty Manager, Airfield Operations Officers (AOO) (01279 662478) and the Airfield Control and Stand Planners (ACM) (01279 662777) are responsible for monitoring and maintaining the A-CDM process as much as is operationally viable. The requirements are as laid down in the A-CDM Operations Manual, Airfield Operations training guides and other documentation as may be updated from time to time. New A-CDM related roles for the Airfield Operations Visual Control Room team include:

- Flight Clearing in the A-CDM Information Sharing Platform (ACISP) of unmatched ATC Flight Plans to Chroma AODB flights, reviewing any non-compliance of those linked details and resolving any issue of incorrectly linked or outdated flight plans.
- Input the selection of default Runway in Use and LVPs or Normal Ops.
- Using the PDS (Pre-Departure Sequencer) tool, following guidance from the AODM and in liaison with ATC, input adhoc and planned runway closure events.
- Following guidance from the AODM and in liaison with ATC, use the PDS tool to input and edit MDI constraints and runway departure capacity settings.
- Monitor the PDS tool to determine runway busyness and verify that the MDI & Runway Capacity settings are calculating expected TSAT values.
- Monitor ACISP for A-CDM process compliance & guide other stakeholders in their use of operational data.
- Be the operational point of contact for A-CDM process compliance, data accuracy & ownership and A-CDM process monitoring.
- Implement A-CDM contingency plans when requested including the setting of DPI sending and de-selection of the PDS tool.
- Monitor and report on Key Performance Indicators for operational signs of loss of quality in A-CDM process compliance.
- Use the SAM (SafeControl Apron Management) tool for the evaluation of Safedock parking issues and for controlling the display of A-CDM flight data during changes to A-CDM Levels of operation.
- Validate ACISP operational reference data to ensure the accurate capture of registrations, callsigns, airline codes, airport codes and aircraft types (data must also be maintained in CHROMA AODB).
- Access the ACISP web view for verification of current flight data presentation.
- Escalate process or system anomalies to the AODM and/or Airside Systems Optimisation Manager.
- Carry out initial triage in relation to A-CDM system or process issues, loss of interface connections, data loss or data shortfalls.
- Liaise and coordinate with A-CDM operational partners including MAG IT where necessary for fault reporting following triage.
- Update airport systems including Chroma and the Community App with current A-CDM and operational constraints.
- Use Chroma for input of data relating to passenger & freight loads, airport ORG/DES changes, cancellation, diversion, remarks, First Bag/Last Bag, additional flights, flight deletions, scheduled time change, Ticketed Flight Number change, Stand, Tow information and Marshalling requirements.

2.7. Air Traffic Control

Reporting to the ATC Watch Manager, Air Traffic Control Officers (ATCOs) are responsible for managing flight arrivals and departures whilst applying A-CDM process where appropriate. Primarily this involves the management of new functions within the EFPS system and the application of rules relating to TOBT, TSAT and CTOT compliance.

Additionally, ATCOs and the ATC Watch Manager, with the assistance of Airfield Operations where appropriate, also monitor the Pre-Departure Sequencing tool (PDS) and by use of departure capacity regulation and MDI separation input they oversee the automated generation of TSAT and other A-CDM related timestamps within that tool. TSAT regulation helps to keep the airport's departures in alignment with current runway and airport capacity, whilst enabling optimal departure flows on the taxiway without causing excess taxiway hold congestion (a key A-CDM benefit).

Whilst Push and Park or Push and Remote Hold (RH) capability remains completely under the control of the ATCO responsible at the time, coordination of it may be requested via Airfield Operations. If it is planned between the ATCO and pilots, it should also be advised to Airfield Operations for input of the RH location into ACISP whenever possible. The ATCO is responsible for indicating in EFPS in advance of pushback approval, whenever possible, that a Remote Hold is due to take place and to then manage the times of entry and exit to and from the Remote Hold.

A-CDM related roles for the Air Traffic Control team will include:

- Operate flights to A-CDM protocols (using TSAT as the main driver for pushback instead of EOBT)
- Manage flight strips in EFPS consistently to provide the right data and timestamps at the right time to ACISP.
- Capture the 'READY' status of departure flights in EFPS when appropriate, having attempted to confirm that the flight is truly ready.
- Whenever possible, advise Airfield Operations of remote hold requests where they are planned as part of a significant TSAT delay.
- Review runway departure capacity settings used in the PDS and if appropriate, discuss with the AODM to determine the best settings to optimise runway throughput efficiency through A-CDM process.
- Review SID MDI constraint settings in the PDS and if appropriate, discuss with Airfield Operations to determine the best settings to use to optimise runway throughput efficiency through A-CDM process.
- Review runway closure, and recovery after closure, plans with the AODM to determine the best PDS settings to use to optimise runway throughput efficiency through A-CDM process.

2.8. Ground Handling Agents and FBOs

Reporting to their responsible manager, Ground Handling Agents (GHAs) and Fixed Base Operators (FBOs) are responsible for ensuring that each flight is managed on behalf of their respective airline. All flights operating with an IFR Flight Plan are required to be managed within the airport's A-CDM process by interaction with the A-CDM software known as ACISP or via a web view of the same data. This requires that the GHA ensures the airline's initial Flight Plan is in alignment with the airport slot and that for departures an accurate TOBT is maintained and aligned with the Flight Plan EOBT. A list of GHA roles includes:

- Maintain accurate flight information for all flights using a combination of OCS (Online Co-ordination System), Chroma, ACISP and airline systems where available.
- Timely updating of the aircraft registration in ACISP or Chroma AODB.
- Edit the Callsign lookup tables in ACISP, particularly before season change.
- Timely editing of the Callsign allocated to each flight in ACISP where it is known to be different from the allocated default callsign.
- Edit and maintain an accurate TOBT value for each departure flight in ACISP and update aircrew with that and changes in the TSAT value when appropriate.
- Identification of missing or erroneous flight details in ACISP either for editing or for raising with Airfield Ops where reference data changes are needed.
- Contact the Airside Systems Optimisation Manager on acdm@stanstedairport.com for more detailed reference data changes like Minimum Turn Times (MTTT) or bulk callsign uploads.
- Input into ACISP requirements for post-boarding aircraft de-icing (unless outsourced to a de-icing agent) and then updates of de-icing start and end timings.
- Identification of any requirement for Push and Park / Push and Remote Hold and appropriate liaison with Airfield Operations if necessary
- Respond positively to ACISP notifications/alarms regarding EOBT, TOBT, TSAT, Registration, Aircraft Type, Airport code compliance and flight plan alignment.
- Input of Arrival and Departure flight estimates in ACISP when they need to vary from the automated data source calculations.
- Use ACISP for AIBT/AOBT (Chocks) and ALDT/ATOT (Actual) time management when appropriate – these times will be mostly automated and copied back to Chroma.
- Use Chroma for the input data relating to passenger & freight loads, airport ORG/DES changes, Cancellation, Diversion, Remarks, First Bag/Last Bag and Delay Codes.

2.9. Airlines and Aircrew

Airlines are responsible for managing their flights according to the Stansted Airport Conditions of Use document (page 11 section 2.6) and the Aeronautical Information Publication (AIP) for EGSS (Section 2, Ground Movement, subsection j), both of which contain references to the management of flight data during A-CDM operations. Any changes to those operational procedures will be notified via NOTAM. Specifically, airlines are responsible for:

- Ensure timely submission of a Flight Plan, aligned with TOBT at EOBT-90 minutes and beyond
- Liaison with GHA Ops/OCC teams and/or dispatcher in relation to determining the most accurate TOBT
- Monitor for compliance with currently assigned TOBT and TSAT values via AVDGS Safedock screens or the Airport Community App
- Ideally enable local Handling Agent control of flight plans so as to be able to speedily rectify delay and cancellation requirements when identified as part of local A-CDM process
- Ideally provide an operational address (to acdm@stanstedairport.com) for which A-CDM operational alarms can be sent direct to airline operations by email for instant rectification.

2.10. Other organisations

Reporting to their line manager, other personnel that have an involvement in the aircraft turnaround and are therefore stakeholders in the A-CDM process are responsible for monitoring the status of all the flights they are servicing and of advising the dispatcher or the GHA Operations Centre as soon as it is known that any element of their operation might lead to the aircraft **not being ready** at the promulgated **TOBT** time (noting that timings are presented in GMT time on Safedocks). Only the GHA/dispatcher can edit the TOBT and will consider all factors regarding the progress of all partners involved in the turnaround, so it is imperative that an accurate estimated delay time is given as early as possible to enable the dispatcher and pilot to make the best estimate of TOBT with minimal changes. This list is not exhaustive, but includes fuellers, PRM provider, bussing team, cleaners, caterers, water services, airline engineering, de-icing providers, FOH passenger management. These staff do not have direct access to ACISP but can review TOBT and other timestamps for their flights in the Airport Community App and on the Safedock RIDS screens on networked stands where available.

Key new timestamps for these organisations are EIBT – Estimated on-Block Time for arrivals and TOBT – Target Off-block time for Departures. The appropriate values from A-CDM will update the old values in Chroma so that the Chroma ‘Estimated’ value remains the most accurate timestamp for presentation to passengers and for baggage handling whilst the ‘Probable Time’ value remains the most accurate timestamp for use by airside turnaround teams for when the aircraft is expected to physically operate on and off stand.

Eurocontrol are an additional A-CDM partner providing timely flight plans, arrival flight ELDT estimates and CTOT regulation timestamps for departures. They do not directly access or interact with local A-CDM data, but Departure Planning Information (DPI) messages sent to them from ACISP about each flight enable them to update CTOT regulations far more efficiently than previously.

2.11. Other personnel

Reporting to their line manager, authorised personnel are responsible for undertaking their A-CDM roles and responsibilities in compliance with the requirements of the London Stansted Airport Aerodrome Manual and other relevant A-CDM documentation. Such documents include the A-CDM Operations Manual, AIP, Airport Conditions of use, Ground Handling Licence, A-CDM training guides, NOTAMs and other documentation as may be provided and updated from time to time.

3. A-CDM SYSTEM ACCESS

There will be three primary and two supplementary methods of viewing and managing A-CDM related data at the airport:

3.1. Direct access to the A-CDM client

Handling Agents (OCC/Ops, FBOs), ATC and Airfield Operations with a connection to the MAG network will have a PC client running both Chroma (Airport AODB) and the ACISP – A-CDM Information Sharing Platform applications. The accounts for these are locked to their location and the PCs will be managed securely in those environments with known staff operating them. Where that security control cannot be maintained, an alternative method of A-CDM access may be sought via acdm@stanstedairport.com

3.2. Indirect access to the A-CDM client

Handling Agents (OCC/Ops, FBOs), ATC and Airfield Operations without a direct connection to the MAG network may be offered, upon request, a Remote Desktop account from which they can connect via secure internet to both Chroma AODB and the ACISP A-CDM Information Sharing Platform. These accounts have limited availability and are secured via Multi-Factor authentication but enable the same level of edit access to the applications as direct access.

3.3. Secure internet access to a web client (primarily Read Only)

Authorised users may be granted, upon request, access to a MAG secure web link with a login to a web view of the A-CDM client data. These views of the A-CDM data can offer limited edit access (e.g., TOBT) but will primarily be for read-only view of most data that is visible in ACISP. Views can be set-up for mobile, tablet or PC/laptop use, and might commonly be for those responsible for the management of TOBT on the go where that function cannot always be directly managed by an OCC/Ops or FBO. This could also be the method by which de-icing could be managed more easily where it is coordinated remotely. It is a MAG requirement that all users of this facility will need to have a MAG Active Directory account with Multi-Factor Access enabled, linked to a different corporate provided device (company mobile phone) for each account. Email acdm@stanstedairport.com for details.

3.4. Airport Community App

All airport staff have access to the Airport Community App via a web enabled mobile phone through which flight information can be viewed. View-only A-CDM information is included in the data set which is visible to everyone in the FLIGHTS window. Operational control rooms not needing access to the full suite of A-CDM applications and who do not need to input data could use the Community App web view for Read Only access to flight data here: <https://ca.airportlabs.com/login>

3.5. Safedock RIDS screens

All staff operating on the ramp (including aircrew) during an aircraft turnaround will have visibility of the EIBT (Arrival), EOBT, TOBT and TSAT (Departure) relating to the flight on the Safedock RIDS (Ramp Information Display Screen) located at the head of the stand where the aircraft is parked and where such a screen is present and networked. The screens will indicate if a Marshaller is anticipated for an arrival rather than using the automated park process and will also display codes showing when a Remote Hold has been indicated by ATC (RMH), when de-icing has been confirmed by the GHA (DE-ICE) and when a Ready status has been confirmed by ATC (READY). It can be known if the RIDS screen is networked when it displays the stand number and current time in GMT when not in operational flight display or aircraft parking mode.

3.6. Account management

The Airside Systems Optimisation Manager is responsible for management, configuration, and ownership of all A-CDM accounts. MAG IT are responsible for the coordination and set-up of MAG network access including remote access accounts and Chroma AODB accounts.

4. A-CDM AIRCRAFT DE-ICING PROCESS

Post-boarding aircraft de-icing facts are required to be input into ACISP by the Ground Handling Agent or their nominated de-icing co-ordinator where access is available. As a minimum the de-icing status (DIR - on or off stand) and estimated duration of de-icing (EDIT) must be entered into ACISP as early as possible and as soon as it is known. A-CDM coordinated de-icing always takes place **after** TOBT. Any de-icing planned

before TOBT does not need to be recorded in ACISP. Additional de-icing timestamps can be updated in the ACISP if and when known as these will help improve the final predicted Target Take-Off Time (TTOT) of each departure. The default is that ACISP will assume de-icing commences at TOBT and ends at TOBT + EDIT minutes unless updated otherwise.

5. A-CDM REMOTE HOLD PROCESS

Whilst Push and Remote Hold (RH) capability remains completely under the control of the ATCO responsible, coordination of it **may** be requested via Airfield Operations from the Ground Handling Agent or Airline. Once approved by ATC the RH location can be input into ACISP by Airfield Ops. The ATCO is responsible for indicating in EFPS, in advance of pushback approval, that a Remote Hold is due to take place and then to manage the times of entry into and exit from the Remote Hold. The appropriate predicted take-off times will then be automatically calculated by ACISP and forwarded to Eurocontrol.

6. A-CDM MONITORING

6.1. Compliance Monitoring

A-CDM compliance monitoring will be controlled by MAG to maintain compliance with EUROCONTROL's flight predictability expectations as well as improving the airport's A-CDM process with a view to becoming more predictable and with more stable operations during and after airport disruption. Initially Airfield Operations will be undertaking this function on a 24/7 basis and the Airside Systems Optimisation Manager on a daily basis, though this will be developed within MAG as part of AOP – Airport Operations Plan; and APOC control.

6.2. KPI management - Internal

A-CDM reporting will be developed using standard and detailed KPIs. This will include such measures as:

- Arrival and Departure delay warner by hour
- ATMs - Arrival & Departure rolling turnup vs scheduled
- Arrival and Departure Average Taxi
- Actual vs predicted landing times - ALDT vs ELDT
- TOBT Stability, TOBT Accuracy, TOBT Predictability, TOBT Quality
- Arrival delay recovery
- Off Block Efficiency (AOBT vs ASAT)
- On stand delay/reaction time – ASAT vs ASRT
- Taxi prediction quality – EXIT vs AXIT, EXOT vs AXOT
- Start-up delay – ASAT vs TSAT
- Departure schedule adherence – SOBT vs TSAT
- Pushback delay/reaction time – AOBT vs ASRT
- Take-off prediction quality – TTOT vs ATOT
- On-stand delay measure – last TOBT vs TSAT
- Late stand and gate changes

6.3. KPI management - External

MAG will be sharing the following KPIs/measures via the Airport Community App:

- On Time Punctuality (OTP) for Arrivals (OTA) and Departures (OTD)
- Turnaround Performance
- TOBT performance
- Arrival and Departure Average Taxi
- Early Arrival average

- CTOT
- ATMs - Arrival & Departure rolling turnup vs scheduled
- Passenger numbers by hour & day total
- Arrival baggage delivery performance

7. A-CDM CONTINGENCIES

One of the benefits of A-CDM is to enable quicker recovery from an airport disruption event by every partner continuing to provide precise levels of predictability about their arriving and departing flights within the A-CDM process so that ATC can operate in 'TSAT mode', using that data to manage the runway arrival and departure flows. This is known as Level 3 local A-CDM operations and Level 4 once validated by the Network Manager.

A significant level of resilience is built into the connected IT systems enabling A-CDM operations, however the failure of some of those could lead to an operational decision between NATS and MAG to revert to 'EOBT mode' for ATC when it is no longer possible to manage or receive TOBT and TSAT values into EFPS. Such failures will be prioritised by MAG Operations, IT and/or NATS for immediate rectification whenever possible. This is known as A-CDM Level 2 operations.

There are a couple of operational procedures that Airfield Operations can put into place to enable a temporary continuation of A-CDM operations whilst MAG IT investigate any issues – this can include the manual entry of data into Chroma or ACISP, the enabling of a basic Pre-Departure Sequencer in ACISP and the disconnection of DPI messaging to EUROCONTROL if requested. Additional contingency measures may be developed by MAG as A-CDM processes become better understood, with an aim to reduce the need for ATC to revert to EOBT mode whenever possible.

A-CDM data presented on Safedock screens will be hidden by Airfield Operations whenever ATC are operating in EOBT mode (A-CDM Level 2) to remove any risk of confusion by pilots or ramp teams regarding use of A-CDM timestamps (TOBT & TSAT). A-CDM timestamps will always be present in the Airport Community app regardless of the current level of operation as they cannot be easily disabled.

The Airfield Operations Duty Manager is responsible for managing the process of A-CDM operational triage and of A-CDM Level regression when appropriate.

FAULT TRIAGE and REPORTING

Any issues or concerns with IT systems, operational data or A-CDM process should be directed initially to Airfield Operations who will carry out a joint triage with the person reporting and rectify the issue whenever possible before raising the concern higher to either the Airside Systems Optimisation Manager for review or to the MAG IT Helpdesk if immediate action is required. To help with this, both Airfield Operations and the MAG IT Helpdesk have access to IT tools and documentation to assist with a triage event.

A-CDM partners are requested to follow this triage process prior to considering contacting the MAG IT Helpdesk on 0330 838 4111 or via email to itss@magairports.com, and to have as much information about the problem to hand as possible to help with the triage including dates, times, flight details etc. Airfield Operations can capture screenshots of applications if they are able to replicate the issue, but otherwise please also provide a photo of the issue if possible. PC User Name login details and asset numbers should be provided, and a record should be kept handy of those. It is recommended to close all applications and complete a PC and application re-start prior to raising any fault calls as this can sometimes rectify an issue. When raising an incident please always make a note of the Incident number and quote it on any correspondence.

8. FURTHER INFORMATION and CONTACTS

A-CDM Statuses

Level 1 – Chroma operations only, without A-CDM process. No A-CDM data displayed on Safedocks and no writeback of flight estimate or CTOT data from ACISP to CHROMA

Level 2 – A-CDM data managed in ACISP, Chroma writeback enabled, ATC operating in EOBT mode, Safedock data hidden

Level 3 – A-CDM data managed in ACISP, Chroma writeback enabled, ATC in TSAT mode, Safedock data visible – local A-CDM operations

Level 4 – Full A-CDM operations with EUROCONTROL using airport DPI data operationally. CTOT regulations are based upon airport CDM data rather than just EOBT

Further information about A-CDM can be found in the airport's **Airport Community App** under the main menu here <https://ca.airportlabs.com/login> or by downloading the App on IOS or Android app stores

Updated versions of this document can be found within the **Aerodrome Manual** and that, along with other airside related documentation, can be found here: <https://www.stanstedairport.com/airfield-operations/>

The current Stansted Airport **Conditions of Use** document can be found here: <https://www.stanstedairport.com/about-us/business/conditions-of-use/>

The current CAA Aeronautical Information Publication (**AIP**) reference can be found here: <https://www.aurora.nats.co.uk/htmlAIP/Publications/2025-08-07-AIRAC/html/eAIP/EG-AD-2.EGSS-en-GB.html#AD-2.EGSS>

E-mail contact can be made with the Airside Systems Optimisation Manager at acdm@stanstedairport.com