Version Control

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1. Introduction

Foreign Object Debris (FOD) management is the shared responsibility of all persons in an airside environment and relies on regular inspections, good housekeeping, and prompt removal of hazards to maintain a safe operating environment. Manchester Airport are required under UK retained Commission Regulation UK 139/2014 to implement procedures and safety management measures that identify and control FOD hazards and do so through collaborative working with internal MAG departments and Ground Handling Agents.

Any FOD that does migrate into the manoeuvring area, will be removed as soon as reasonably practicable, by Airfield Operations Engineering Operations or a third party contractor.

2. Responsibilities

FOD is the responsibility of everyone involved in airside activities and below are the basic expectations of all;

- Ensure personal activities does not generate FOD,
- Remove any FOD that they observe - regardless of whether it relates to their activities,
- Remove FOD from vehicles/equipment as a preventative measure,
- Inspect vehicles/equipment frequently during use to check for loose parts/open doors etc,
- Inspect movement areas prior to and following the resumption and completion of duties,
- Report larger items of FOD to the on duty Airfield Operations Duty Manager (AODM) or AST on 0161 489 3776.

In addition to the above, the below groups have additional responsibilities:

2.1 Airfield Operations

- Promote a strong FOD prevention culture through awareness training, education, and regular campaigns for all airside personnel and organisations,

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- Provide suitable FOD disposal facilities and ensure all airside users understand their responsibilities for maintaining a clean and safe operating environment.
- Require robust FOD management arrangements, including company FOD policies and project-specific FOD control plans for all airside construction and maintenance activities.
- Monitor, investigate, and share lessons learned from FOD incidents, while enforcing compliance through the Airside Infringement Scheme.
- Identify and reduce FOD risk areas through infrastructure improvements, operational controls, and consideration of FOD risks during the design and development of airside facilities.

2.2 MAG Engineering Operations

- Operate an airside sweeping regime across the movement area including defined sections of the perimeter fence, FEGP baskets, around ULD and other designated equipment storage areas. In addition, Engineering Operations will assist with the removal of large equipment and FOD from the Head of Stand areas near to buildings and structures in collaboration with third party contractors.
- Remove FOD as soon as reasonably practicable as detailed below.
- Ensure all equipment used for the collection and removal of FOD is serviceable and is inspected in alignment with the CAP 642 requirements.

2.3 Ground Handling Agents

- Inspection of the airbridge prior to and following each operation,
- Regular removal of rubbish from aircraft baggage holding areas,
- Ensuring bags of rubbish (gash) are removed from the aircraft safely (not thrown from height),
- Ensuring bags of rubbish are not left on or around the aircraft stand/airbridge on completion of duties,
- Inspect the area around any aircraft on which they have been working, to ensure it is free from tools/equipment/general FOD,
- Carry out pre-arrival FOD checks on stand/airbridges,
- Perform a FOD check of stand and adjacent taxiways prior to pushback.

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2.4 Construction Workers

- Ensure that vehicles taking plant/materials to or from the working area are clean and free of mud, stones or other debris on the movement area,
- Take adequate measures to ensure that no materials from the works area find their way onto the movement area including items which could become airborne, spilt or by any other means.
- Inspect the works area prior to and following periods where the compound has been unmanned,
- On completion of works, ensure that the area is free from tools/equipment/general FOD.

2.5 Manchester Airports Third Party Cleaning Contractor (Currently Mitie)

Manchester Airport's cleaning contractor (currently Mitie) are responsible for -

- Daily manual sweeping and litter picking to ensure the removal of litter and other small FOD items within 3 metres of the terminal buildings.
- Daily manual sweeping and litter picking to ensure the removal of litter and other small FOD items within any pantographs.
- Emptying FOD bins as required.
- Emptying of waste oil can bins as required.

3. Airside FOD Collection/Sweeping Regime

3.1 FOD Bins

FOD bins are provided at strategic locations across the airside environment, with a minimum of one bin located at the head of each aircraft stand. Their purpose is to enable airside personnel to safely dispose of small items that could become a hazard to aircraft operations, such as padlocks removed from baggage. FOD bins must only be used for the disposal of FOD items and are not intended for general waste, including rubbish from aircraft. Any person found depositing inappropriate materials into a FOD bin may be subject to action under the Airside Infringement Scheme (EGCC-I-AOPS-013). To ensure they remain available for use, all FOD bins are emptied daily

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3.2 FOD Removal – Stands and Taxiways

FOD removal activities are undertaken across all available stands and taxiways over a 24 hour period, to minimise the risk of damage to aircraft and maintain a safe operating environment.

A daily sweep is carried out by Engineering Operations across stands and taxiways.

These activities are carried out using a combination of mechanical sweepers, FOD BOSS equipment, hand-picking, and other suitable methods. Additional ad-hoc sweeping is conducted whenever conditions or operational requirements necessitate it.

Records of sweeping are held within the Maximo system.

3.3 FOD Removal – Other Airside Locations

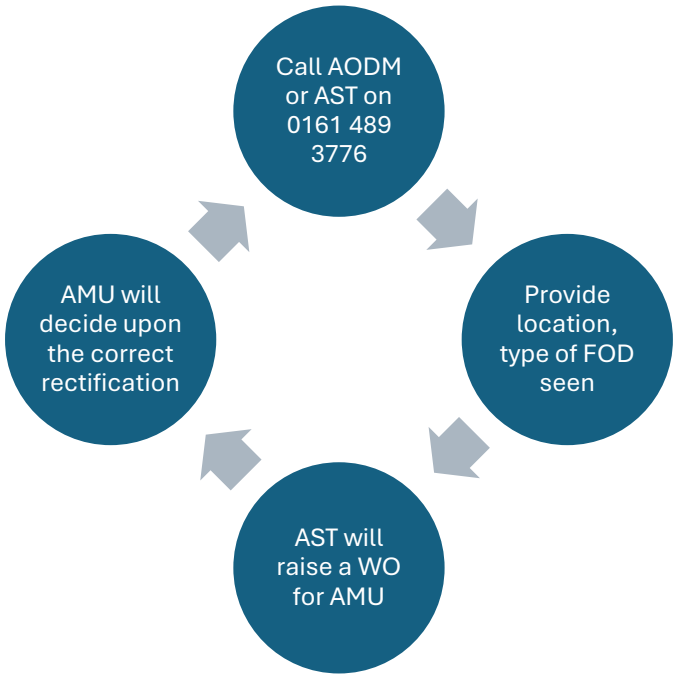
FOD clearance activities in other airside locations are carried out to prevent debris from accumulating in areas that could present a risk to aircraft operations or airside safety. These activities primarily consist of hand litter-picking and mechanised sweeping using small precinct sweepers or industrial waste vacuum cleaners. The programme covers key areas including designated sections of the perimeter fence, pantograph (FEGP) baskets, areas adjacent to terminal buildings and structures in collaboration with third party contractors, and around ULD and other designated equipment storage locations. These areas are inspected and cleared regularly to maintain high standards of airfield cleanliness and minimise the potential for FOD-related incidents.

Areas within 3m of the terminal building remain the responsibility of the Manchester Airport third party cleaning contractor (currently Mitie). MAG Engineering remove large equipment and FOD items outside of the Manchester Airport cleaning contract remit (reference 2.5).

4. Reporting of FOD

If you spot any FOD when operating airside, and it is unsafe to retrieve it yourself, we recommend following the below process;

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5. FOD During High Winds

In addition to the responsibilities set out in Section 2 above, all airside staff should be particularly vigilant prior to and during high winds. All necessary and reasonable steps should be taken to ensure that any plant, equipment or other material that may cause a FOD hazard if blown onto the movement area is securely fixed or stored before the onset of the high winds.

6. Infringement of Policy

Any airside organisation, their agents / sub-contractor and / or employees found not to be taking reasonable steps to prevent or assist with the prevention and removal of FOD may be subject to redress through the EGCC-I-AOPS-013 – ASI 013 Airfield Infringement Scheme.