Manchester Airport Aerodrome Manual

Part E – Particulars of operating procedures of the aerodrome, its equipment and safety measures

UNCONTROLLED WHEN PRINTED/DOWNLOADED

Version Control

Date	Amendment	Page(s)	New Version
23/10/26	Publication	All	V1.0
12/10/26	Rewording of policy titles	All	V0.2
10/09/26	Insertion of supporting documentation references	All	V0.1
15/07/26	Creation of Part E	All	V0.1

Table of Contents

7. Procedures for surveying aeronautical data, managing aeronautical information, reporting changes to the AIP, issuing NOTAMs, notifying the CAA, and maintaining records of such changes..... 5

8. Procedures for accessing the aerodrome movement area, including coordination with security agencies and measures to prevent unauthorised access..... 6

9. Procedures for the inspection, assessment and reporting of the condition of the aerodrome movement area and other operational areas and facilities, including communication with air traffic services, inspection records and checklists, inspection frequencies, reporting of results, and follow-up actions..... 7

10. Procedures for the inspection and routine and emergency maintenance of visual and non-visual aids and aerodrome electrical systems, including inspection records and checklists, inspection frequencies, reporting of results, and follow-up actions 8

11. Operating, maintenance and repair instructions, servicing information, troubleshooting and inspection procedures of aerodrome equipment. 8

12. Procedures for the maintenance of the aerodrome movement area, including paved and unpaved surfaces, runways, taxiways, runway strips, drainage systems, and the management of overload operations..... 9

13. Procedures for aerodrome works, including the planning, coordination and execution of construction and maintenance activities, and arrangements for communication with the air traffic services unit throughout the duration of such works. 10

14. Procedures for apron management, including the transfer of aircraft between the air traffic services unit and apron management unit, allocation of aircraft parking

UNCONTROLLED WHEN PRINTED/DOWNLOADED

positions, engine start and push-back operations, and the provision of marshalling and follow-me services. 11

15. Procedures for apron safety management, including protection from jet blast, safety precautions during aircraft refuelling operations, FOD prevention and apron cleaning, and the monitoring of personnel compliance with apron safety procedures. 12

16. Procedures for the control of vehicles operation on or in the vicinity, or the movement area, including traffic rules, right of way, speed limits, and method for issuing driving permits, and enforcement means. 13

17. Procedures for wildlife hazard management, including assessing wildlife hazards and arrangements for implementation of the wildlife control programme, and promulgation of the relevant information to the AIS; wildlife strike form. 14

18. Procedures for obstacle management and the monitoring of hazards arising from human activities and land use on and around the aerodrome, including obstacle reporting and notification to the CAA, maintenance of aeronautical information, inspection and monitoring arrangements, record keeping, reporting of findings, and follow-up actions. 15

19. Procedures for responding to aerodrome emergencies and incidents, including emergency plans and arrangements, testing of emergency facilities and equipment, and the conduct of emergency exercises, together with the recording, reporting and review of outcomes. 16

20. Rescue and firefighting, including description of facilities, equipment, personnel and procedures for meeting the firefighting requirements. 17

21. Removal plan of disabled aircraft, including relevant arrangements, equipment, and procedures for its implementation. 17

22. Procedures for the safe handling, storage, quality assurance, inspection, and distribution of aviation fuel and dangerous goods at the aerodrome, including associated facilities, equipment, operational controls, audit and inspection arrangements, sampling, and record keeping 18

23. Low visibility operations: description of operational procedures, including coordination with air traffic services unit and apron management unit, standard taxiing routes, control of activities, and measurement and reporting of runway visual range... 19

24. Procedures for winter operations, including snow removal plan and procedures for its implementation as well as description of the available means and relevant arrangements. 20

25. Procedures for operations in adverse weather conditions. 20

26. Procedures for night operations. 21

UNCONTROLLED WHEN PRINTED/DOWNLOADED

27. Procedures for the protection of radar and other navigational aids, control of activities, and ground maintenance in the vicinity of these installations. 21

28. Procedures for the operation of aircraft with higher code letter at the aerodrome, including taxiing routes..... 22

29. Procedures and measures for the prevention of fire at the aerodrome..... 22

UNCONTROLLED WHEN PRINTED/DOWNLOADED

7. Procedures for surveying aeronautical data, managing aeronautical information, reporting changes to the AIP, issuing NOTAMs, notifying the CAA, and maintaining records of such changes.

Manchester Airport maintains procedures to ensure the timely and accurate management of aeronautical data and information, including the reporting of changes to the Aeronautical Information Publication (AIP), the issue of NOTAMs, and notification to the CAA where required. Changes affecting the operational status of the aerodrome are managed through the aerodrome change management process, which identifies required updates, records change notifications, and ensures information is promulgated through appropriate channels including the UK AIP, AIRAC, NOTAM, SNOWTAM and ATIS. Aeronautical data is subject to regular review and verification, including obstacle and survey data where applicable, to ensure accuracy, integrity and compliance with regulatory requirements. The Airport also monitors aeronautical information published by third-party providers to maintain consistency and support the safe operation of the aerodrome.

Supporting documentation includes:

- EGCC-I-AOPS-044 - ASI 044 - Change Management Process
- Manchester Airport Aerodrome Manual Part A
- Manchester Airport Aerodrome Manual Part D
- MATS Part 2
- EGCC-I-AOPS-014 – ASI 14 – Aeronautical Weather Information

UNCONTROLLED WHEN PRINTED/DOWNLOADED

8. Procedures for accessing the aerodrome movement area, including coordination with security agencies and measures to prevent unauthorised access.

Access to operational areas is strictly controlled by legislation and additionally by local procedure to maintain security and safety of airport operations. As well as complying with statutory requirements, Manchester Airport will operate procedures to ensure that access to the aircraft movement area and various sub-areas within it are denied to all but those parties specifically needing to do so in the course of their duties, and to ensure that such parties are adequately trained, briefed, and equipped to enter those areas safely.

Manchester Airport will ensure that only trained, qualified and authorised personnel are allowed to access the movement area and other operational parts of the aerodrome unescorted. Escorted access will be provided as required.

Supporting documentation includes:

- EGCC-I-AOPS-006 – ASI 006 – Access to Critical Part
- EGCC-P-AOPS-104 – LOP 104 – Aerodrome Safeguarding

UNCONTROLLED WHEN PRINTED/DOWNLOADED

9. Procedures for the inspection, assessment and reporting of the condition of the aerodrome movement area and other operational areas and facilities, including communication with air traffic services, inspection records and checklists, inspection frequencies, reporting of results, and follow-up actions.

Inspections of airfield facilities and infrastructure will form a key part of the Safety Management System. In many cases inspections are required for legal and regulatory reasons and as a 'base line' the minimum requirements will be met. However, in view of the large and complex operation, Manchester Airport will seek to continually improve techniques for carrying out and recording inspections.

Supporting documentation includes:

- EGCC-I-AOPS-030 – ASI 030 – Airside Competency and Training
- EGCC-P-AOPS-101 – LOP 101 - Runways
- EGCC-P-AOPS-107 – LOP 107 – Audits, Occurrences and Infringements

UNCONTROLLED WHEN PRINTED/DOWNLOADED

10. Procedures for the inspection and routine and emergency maintenance of visual and non-visual aids and aerodrome electrical systems, including inspection records and checklists, inspection frequencies, reporting of results, and follow-up actions

Manchester Airport have a planned programme of inspections and maintenance of the visual and non-visual aids systems used at the aerodrome.

Supporting documentation includes:

- Asset Management Plan

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

Supporting documentation includes:

- Asset Management Plan

UNCONTROLLED WHEN PRINTED/DOWNLOADED

12. Procedures for the maintenance of the aerodrome movement area, including paved and unpaved surfaces, runways, taxiways, runway strips, drainage systems, and the management of overload operations

Construction, maintenance, surveys and repair work is carried out on the Movement Area (all areas used for the movement of aircraft including runways, taxiways, and aprons and associated grass areas) and other external airside areas by day and night.

Pavements have been assessed to consider overload operations. New aircraft types are assessed for pavement loading impact prior to operating at the airport. The assessment will be carried out by the Asset Lifecycle Team.

Supporting documentation includes:

- EGCC-P-AOPS-101 – LOP 101 – Runways
- EGCC-P-AOPS-107 – LOP 107 – Audits, Occurrences and Infringements
- EGCC-I-AOPS-045 – Management of Overloaded Airfield Pavements

UNCONTROLLED WHEN PRINTED/DOWNLOADED

13. Procedures for aerodrome works, including the planning, coordination and execution of construction and maintenance activities, and arrangements for communication with the air traffic services unit throughout the duration of such works.

Any changes which affect the aerodrome, will be managed through the change management process which will identify document updates required.

Supporting documentation includes:

- EGCC-I-AOPS-044 - ASI 044 – Change Management Process
- EGCC-I-AOPS-005 – ASI 005 – Airside Works, Development & Maintenance
- EGCC-P-AOPS-101 – LOP 101 – Runways
- EGCC-P-AOPS-103 – LOP 103 – Taxiways
- EGCC-P-AOPS-104 – LOP 104 – Aerodrome Safeguarding
- EGCC-P-AOPS-105 – LOP 105 – Aircraft
- EGCC-P-AOPS-106 – LOP 106 – Aerodrome Works

UNCONTROLLED WHEN PRINTED/DOWNLOADED

14. Procedures for apron management, including the transfer of aircraft between the air traffic services unit and apron management unit, allocation of aircraft parking positions, engine start and push-back operations, and the provision of marshalling and follow-me services.

Supporting documentation includes:

- EGCC-I-AOPS-001 - ASI 001- Aircraft Engine Ground Running
- EGCC-I-AOPS-002 – ASI 002 – Electric Vehicle Charging at Stand 71
- EGCC-I-AOPS-011 – ASI 011 – Very Large Aircraft
- EGCC-I-AOPS-012 – ASI 012 – Baggage Hall Operations
- EGCC-I-AOPS-013 – ASI 013 – Safety Infringements
- EGCC-I-AOPS-015 – ASI 015 – Low Visibility Procedures
- EGCC-I-AOPS-017 – ASI 017 – Excess Traffic Management
- EGCC-I-AOPS-018 – ASI 018 – Aircraft Pushback Procedures
- EGCC-I-AOPS-019 – ASI 019 – Fixed Electrical Ground Power
- EGCC-I-AOPS-023 – ASI 023 – Aircraft Washing
- EGCC-I-AOPS-025 – ASI 025 – Aircraft Towing
- EGCC-I-AOPS-032 – ASI 032 – Airside Vehicle Equipment Standards
- EGCC-I-AOPS-033 – ASI 033 – FOD & Airfield Sweeping
- EGCC-I-AOPS-040 – ASI 040 – Dual Taxiways
- EGCC-I-AOPS-041 – ASI 041 – Remote Hold Procedure
- EGCC-I-AOPS-042 – ASI 042 – Stand Utilisation Guidelines
- EGCC-P-AOPS-102 – LOP 102 – Aircraft Stands
- EGCC-P-AOPS-103 – LOP 103 – Taxiways
- EGCC-P-AOPS-104 – LOP 104 – Aerodrome Safeguarding
- EGCC-P-AOPS-105 – LOP 105 – Aircraft
- EGCC-P-AOPS-107 – LOP 107 – Audits Occurrences & Infringements
- EGCC-P-AOPS-108 – LOP 108 – Emergency Response

UNCONTROLLED WHEN PRINTED/DOWNLOADED

15. Procedures for apron safety management, including protection from jet blast, safety precautions during aircraft refuelling operations, FOD prevention and apron cleaning, and the monitoring of personnel compliance with apron safety procedures.

Supporting documentation includes:

- EGCC-I-AOPS-001 - ASI 001 – Aircraft Engine Ground Running
- EGCC-I-AOPS-007 – ASI 007 – Aerodrome Safeguarding
- EGCC-I-AOPS-010 – ASI 010 – Airside Defect Reporting
- EGCC-I-AOPS-018 – ASI 018 – Aircraft Pushback Procedures
- EGCC-I-AOPS-020 – ASI 020 – Aviation Fuel Management
- EGCC-I-AOPS-021 – ASI 021 – Spillages
- EGCC-I-AOPS-022 – ASI 022 – Waste Disposal
- EGCC-I-AOPS-026 – ASI 026 – Airbridge Operations
- EGCC-I-AOPS-027 – ASI 027 – Aircraft Turnaround Management
- EGCC-I-AOPS-028 – ASI 028 – Storage and Handling of ULDs
- EGCC-I-AOPS-030 – ASI 030 – Airside Competency & Training
- EGCC-I-AOPS-033 – ASI 033 – FOD & Airfield Sweeping
- EGCC-I-AOPS-036 – ASI 036 – Minimum Standards for Bowsers, Tankers, Tanks & Chemicals
- EGCC-I-AOPS-040 – ASI 040 – Dual Taxiways
- EGCC-I-AOPS-041 – ASI 041 – Remote Hold
- EGCC-I-AOPS-042 – ASI 042 – Stand Utilisation Guidelines
- EGCC-P-AOPS-102 – LOP 102 – Aircraft Stands
- EGCC-P-AOPS-108 – LOP 108 – Emergency Response
- EGCC-M-AOPS-013 - Airfield Operations Maintenance of Competency
- EGCC-M-RFFS-002 - MARFFS Maintenance of Competency Scheme

UNCONTROLLED WHEN PRINTED/DOWNLOADED

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

Manchester Airport operates a controlled airside driving permit system to ensure the safe operation of vehicles on and in the vicinity of the movement area. As airside driving presents unique hazards not addressed by a standard road driving licence, drivers must complete approved training and periodic refresher training before being issued with a permit. Airside vehicle operations are governed by local traffic rules, right-of-way requirements, speed limits and a code of conduct, with compliance monitored through enforcement and disciplinary processes. Vehicle permitting and operational procedures meet applicable statutory requirements and the principles of CAP 790.

Supporting documentation includes:

- EGCC-I-AOPS-002 – ASI 002 – Electric Vehicle Charging at Stand 71
- EGCC-I-AOPS-009 – ASI 009 – Accident, Incident and Safety Occurrence Reporting
- EGCC-I-AOPS-013 – ASI 013 – Safety Infringements
- EGCC-I-AOPS-030 – ASI 030 – Airside Competency & Training
- EGCC-I-AOPS-031 – ASI 031 – Airside Driving
- EGCC-I-AOPS-032 – ASI 032 – Airside Vehicle Equipment Standards
- EGCC-P-AOPS-109 – LOP 109 - Vehicles

UNCONTROLLED WHEN PRINTED/DOWNLOADED

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

Manchester Airport maintains a comprehensive Wildlife Hazard Management Programme to identify, assess, and mitigate wildlife risks to aircraft operations in accordance with CAP 772 requirements. Airfield Operations conducts regular wildlife hazard assessments through continuous monitoring of bird and wildlife activity, analysis of wildlife strike data, habitat inspections, and evaluation of local environmental factors that may attract wildlife to the aerodrome and surrounding areas. Based on these assessments, a 24-hour wildlife control programme is implemented using active dispersal techniques, habitat management, and coordinated engagement with external stakeholders to reduce both on-airport and off-airport wildlife attractants. All wildlife activity, control actions, and strike occurrences are accurately recorded and reviewed to support continuous improvement of the Wildlife Hazard Management Plan. Where wildlife hazards have the potential to affect flight safety, relevant information is promulgated through the Aeronautical Information Service (AIS), Notices to Airmen (NOTAMs), or other appropriate aviation communication channels. In the event of a wildlife strike, a Wildlife Strike Report Form is completed and submitted in accordance with regulatory reporting requirements, ensuring that strike data is analysed to identify trends, inform risk assessments, and support the ongoing effectiveness of wildlife hazard management measures.

Supporting documentation includes:

- EGCC-I-AOPS-007 – ASI 007 – Aerodrome Safeguarding
- EGCC-I-AOPS-009 – ASI 009 – Accident, Incident and Safety Occurrence Reporting
- EGCC-I-AOPS-0389 – ASI 038 – Wildlife Hazard Management
- EGCC-P-AOPS-101 – LOP 101 - Runways

UNCONTROLLED WHEN PRINTED/DOWNLOADED

18. Procedures for obstacle management and the monitoring of hazards arising from human activities and land use on and around the aerodrome, including obstacle reporting and notification to the CAA, maintenance of aeronautical information, inspection and monitoring arrangements, record keeping, reporting of findings, and follow-up actions.

- EGCC-I-AOPS-007 – ASI 007 – Aerodrome Safeguarding

UNCONTROLLED WHEN PRINTED/DOWNLOADED

19. Procedures for responding to aerodrome emergencies and incidents, including emergency plans and arrangements, testing of emergency facilities and equipment, and the conduct of emergency exercises, together with the recording, reporting and review of outcomes.

To uphold the continual safety and security of its passengers, customers and staff, Manchester Airport is committed to ensuring that effective emergency and contingency plans are in place. The Manchester Airport Emergency Response Manual describe the emergency plans in place at Manchester Airport with definitions of the emergency categories plus an indication of the roles and responsibilities of the key organisations involved in an emergency response.

Supporting documentation includes:

- EGCC-M-AOPS-003 – MAN Emergency Response Manual
- EGCC-I-AOPS-037 – ASI 037 – Manchester Airport Diversion Policy
- EGCC-P-AOPS-101 – LOP 101 – Runways
- EGCC-P-AOPS-102 – LOP 102 – Aircraft Stands
- EGCC-P-AOPS-104 – LOP 104 – Aerodrome Safeguarding
- EGCC-P-AOPS-108 – LOP 108 – Emergency Response

UNCONTROLLED WHEN PRINTED/DOWNLOADED

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

Supporting documentation includes:

- Aerodrome Manual Part D Section 6.12
- MARFFS Standard Operational Guidance
- EGCC-M-RFFS-002 – MARFFS Maintenance of Competency Scheme
- EGCC-P-AOPS-104 – LOP 104 – Aerodrome Safeguarding
- EGCC-P-AOPS-108 – LOP 108 – Emergency Response

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

Should an aircraft become disabled on a runway, taxiway, or other part of the Manoeuvring Area, the responsibility for the recovery of the aircraft lies with the owner/operator. It is recognised that many operators may not possess the specialist skills and resources to affect such a recovery, however, all airline operators at Manchester are expected to have aircraft recovery plans, and if necessary, appropriate contracts in place to cover the eventuality of an aircraft recovery at Manchester.

Manchester Airport will provide on-site a degree of aircraft recovery capability, supplemented by arrangements with specialist contractors to provide heavy lifting support on standby.

Supporting documentation includes:

- EGCC-I-AOPS-035 – ASI 035 – Removal of Disabled Aircraft

UNCONTROLLED WHEN PRINTED/DOWNLOADED

22. Procedures for the safe handling, storage, quality assurance, inspection, and distribution of aviation fuel and dangerous goods at the aerodrome, including associated facilities, equipment, operational controls, audit and inspection arrangements, sampling, and record keeping

Responsibility for aviation fuel storage, distribution, quality control, and aircraft fuelling at Manchester Airport rests with the approved fuel suppliers, as detailed in EGCC-I-AOPS-020. As the aerodrome certificate holder, Manchester Airport monitors and audits fuelling operations to ensure compliance with applicable standards. All fuelling activities are conducted in accordance with Joint Inspection Group (JIG) requirements, ATEX, DSEAR, and relevant industry guidance to maintain the safety and quality of aviation fuel operations.

Supporting documentation includes:

- EGCC-I-AOPS-020 – ASI 020 – Aviation Fuel Management
- EGCC-I-AOPS-021 – ASI 021 – Spillages
- EGCC-I-AOPS-020 – ASI 022 – Waste Disposal
- EGCC-I-AOPS-027 – ASI 027 – Aircraft Turnaround Management
- EGCC-I-AOPS-036 – ASI 036 – Minimum Standards for Bowsers, Tankers, Tanks and Chemicals

UNCONTROLLED WHEN PRINTED/DOWNLOADED

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

Manchester Airport is committed to providing facilities and procedures to enable the airport to remain open to operations during low visibility conditions. It must be accepted that such conditions will reduce air traffic capacity below that achievable in normal operations. Manchester Airport will draw upon experience across the industry to continually review low visibility operations, with a view to enhancing safety and capacity.

Supporting documentation includes:

- EGCC-I-AOPS-015 – ASI 015 – Low Visibility Procedures
- EGCC-P-AOPS-104 – LOP 104 – Aerodrome Safeguarding

UNCONTROLLED WHEN PRINTED/DOWNLOADED

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

Details for handling winter operations can be found contained within ASI 043 – MAN Adverse Weather Plan. This establishes a thorough response for maintaining safe aircraft operations during winter conditions of snow and ice, and contains procedures, methods and responsibilities for all parties involved in the response at Manchester Airport.

Supporting documentation includes:

- EGCC-I-AOPS-029 – ASI 029 – Aircraft De-Icing
- EGCC-I-AOPS-033 – ASI 030 – FOD & Airfield Sweeping
- EGCC-I-AOPS-043 – ASI 043 – MAN Adverse Weather Plan
- EGCC-P-AOPS-101 – LOP 101 – Runways
- EGCC-P-AOPS-104 – LOP 104 – Aerodrome Safeguarding

25. Procedures for operations in adverse weather conditions.

The purpose of the Adverse Weather Plan is to establish a thorough response for maintaining safe aircraft operations during all weather conditions, and contains procedures, methods and responsibilities for all parties involved in the response at Manchester Airport.

Supporting documentation includes:

- EGCC-I-AOPS-029 – ASI 029 – Aircraft De-Icing
- EGCC-I-AOPS-033 – ASI 030 – FOD & Airfield Sweeping
- EGCC-I-AOPS-043 – ASI 043 – MAN Adverse Weather Plan
- EGCC-P-AOPS-101 – LOP 101 – Runways
- EGCC-P-AOPS-104 – LOP 104 – Aerodrome Safeguarding

UNCONTROLLED WHEN PRINTED/DOWNLOADED

26. Procedures for night operations.

Supporting documentation includes:

- EGCC-I-AOPS-008 – ASI 008 – Aircraft Noise
- EGCC-P-AOPS-101 – LOP 101 – Runways
- EGCC-P-AOPS-104 – LOP 104 – Aerodrome Safeguarding
- EGCC-PAOPS-105 – LOP 105 – Aircraft

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

- EGCC-I-AOPS-007 – ASI 007 – Aerodrome Safeguarding
- EGCC-I-AOPS-038 – ASI 038 – Wildlife Hazard Management
- Asset Management Plan

UNCONTROLLED WHEN PRINTED/DOWNLOADED

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

Very Large Aircraft can be expected to operate at Manchester Airport on an increasingly frequent basis as the airport's business expands. These large types place correspondingly larger demands upon the airfield infrastructure. Manchester Airport will provide infrastructure and procedures to enable such aircraft to use the airport. However, for commercial and logistical reasons it will be necessary to limit the extent of such operations to certain parts of the airport site only.

- EGCC-I-AOPS-011 – ASI 11 – Very Large Aircraft

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

- EGCC-I-AOPS-020 – ASI 020 – Aviation Fuel Management
- EGCC-I-AOPS-036 – ASI 036 – Minimum Standards for Bowsers, Tankers, Tanks and Chemicals
- Management of smoking areas

UNCONTROLLED WHEN PRINTED/DOWNLOADED