

Movement Area Inspection and Reporting

Airside Operational Instruction 02

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AOI Owner - Airfield Operations



1. Safety Inspections

Inspections of the movement area primarily focusing on the presence of FOD, the status of visual aids, wildlife and current surface conditions, are conducted as detailed in Departmental Operating Procedures / Guidance and associated documentation. These are Tier 1 Inspections conducted daily. Tier 1 Movement Area Inspections are carried out twice in a 24-hour period. Additional inspections are carried out reactively or routinely when required in line with departmental specific procedures.

Inspections undertaken, in line with regulation are;

- Movement Area Inspections – Airfield operations
- FOD – Airfield Operations
- Visual aids – undertaken by Airfield Ground Lighting.
- Wildlife – Airfield Operations
- Grassland Land Inspections – Airfield Operations
- Assessment, measurement, and reporting of runway surface condition is undertaken by Airfield Operations. Runway inspections will report the surface condition using the ICAO Global Reporting Format (GRF) as detailed in Airfield Operations OPS.SOP.19 Runway Surface Reporting
- Drainage and storm water – EMA External Engineering
- Security patrols (fencing and access gates/beams) – Airfield Operations
- Extreme weather – Airfield Operations
During excessive weather events (excessive heat, freeze and thaw periods, following a significant storm, etc.) extra inspections of paved areas will be conducted to check for pavement failures and debris.
- Obstacles – Airfield Operations and Development and Safeguarding
- Grip Testing operations – Airfield Technical Manager

2. Personnel and Vehicle requirements

- a. All inspections must be carried out by suitably trained personnel.
- b. All personnel must hold the appropriate driving permits.

- c. A suitable vehicle must be used. During daylight hours most vehicles with good all-round visibility is acceptable. At night any vehicle used should be fitted with sufficient lighting to enable the operator to observe the maximum width of the area being inspected.
- d. All vehicles used must be fitted with radio communications.
- e. All vehicles on the manoeuvring area are in radio contact with the appropriate Air Traffic Services either directly or through an escort. Runway Inspections are only conducted with the approval of ATC, and communications is maintained with ATC via CH1 for the duration of the inspection.

3. Fault Reporting

- a. All faults and/or unserviceability found will be reported to ATC and, if required, to the Airfield Safety and Compliance Officer. They will be recorded on the appropriate fault log and the appropriate departmental manager (Engineering or AGL) informed to instigate rectification, as detailed detailed within this Operational Instruction.
- b. If the unserviceability causes any part of the runway, movement area or apron(s) to be unsafe for operations, the Airfield Safety and Compliance Officer will close or restrict access to that part of the runway, movement area or apron(s), until the unserviceability is rectified.
- c. Any lighting faults are to be reported to the duty AGL Technicians for rectification and recorded on the MALMS Engineer System. All AGL faults reported should be followed up by an email to the duty AGL technician.
- d. Pavement faults, identified by or reported to Airfield Operations must be recorded on the MALMS Engineer System. Following an initial severity assessment, they are to be categorised within one of the following three groups:
 - **Low** (no operational effect but potential to develop)
 - **Medium** (non-urgent repair required, continue to operate monitor closely)
 - **High** (urgent repair required)

A photo of the fault is uploaded to the report in MALMS Engineer System, which allocates a shade of red for the severity, low (lightest) to high (darkest), this enables the monitoring of any rate of change. The fault location is identified by a GPS pin on an airfield map.

Fault reports entered onto the MALMS Engineer System issues an automatic notification of the fault to the relevant responsible persons.

- e. Notam action, if necessary, is to be taken by the ATC Watch Supervisor in accordance with MATS Part 2.
- f. Should a change be required to the AIS data, the Developments and Safeguarding department must be informed via email to ops.safety@eastmidlandsairport.com

4. Rectification

- a. Details of all airfield rectification works will be recorded electronically on the AGL MALMS or ATE “fault log” databases, which can be accessed via the EMA Data Page on the MAG intranet.
- b. Minor repairs will be conducted by the EMA External Engineering Department.
- c. Major repairs will be planned by the MAG Capital Delivery team, in consultation with the Operations Director and senior staff representing ATC, Airfield Engineering and Airfield Operations.
- d. Arrangements for bad ground and temporary obstruction markers, if required, will be made by the Airfield Safety and Compliance Officer.

5. Management Inspections

- a. Tier Two Inspections are conducted weekly by Airfield Operations Duty Manager and EMA External Engineering.
- b. Tier Three Inspections are conducted monthly by the Capital Delivery Team.
- c. All faults are reported, and rectification completed in line with this document.