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|  | | | | Manchester Airport Push & Park Procedure | | Risk Rating | High – Reviewed Annually |
| Reference: | EGCC-I-AOPS-024 | Issue: | 2 | Owner: | Airfield Operations Manager | Department: | Airfield |
| Issue Date: | 01/08/2025 | | Compliance Date: | 01/09/2025 | | Planned Review Date: | 19/06/2026 |

1 Requirements

Manchester Airport 'M' driver permit must be valid prior to any aircraft pushback.

HEADSETS

Mandatory for ALL Pushbacks, Aircraft Tows and Push and Park.

Exceptions:

Headsets Not to be used during thunderstorm warnings, as notified on Chroma Fusion information bar and/or the Community App.

2 Objective

Push & Park, Push & Hold, are two operating efficiency procedures which may be used in the event of a departing flight having an ATC slot delay. Either procedure may enable the aircraft to vacate the stand according to schedule once boarding and loading is completed.

3 Terminology & Definitions

'Push & Park' is the procedure whereby an aircraft is pushed from its boarding stand and re-positioned on to a remote stand such that it may await ATC slot time and depart from the remote stand without requiring a further pushback.

'Push & Hold' is the procedure whereby an aircraft is pushed back from its boarding stand, engines are started, and the aircraft taxis to a remote airfield location (not a stand) to await the ATC Slot time for departure.

4 Push & Park Procedure

4.1 Applicability

Push & Park should be used to enable an 'on time' pushback for a departing flight that has an Air Traffic Flow Management (ATFM) delay in excess of 15 minutes. Due to the fixed taxi out times of 20 minutes, this procedure is applicable where the Calculated Take-Off time (CTOT) is 35 minutes or more, later than Scheduled Time of Departure (STD). The flight must be boarded and closed-up ready for pushback at STD. The CTOT, (slot time) must be entered into Chroma by the GHA.

4.2 Procedure

The Ground Handling Agent (GHA) MUST make a call to Airfield Control to request Push & Park. Giving the Tug call sign to be used. GHAs are not to contact ATC direct at this instance. Airfield Control will advise ATC of the intention to Push & Park a flight, giving details of the aircraft operator, aircraft type, registration marks, current stand Tug call sign and Push & Park allocated stand.

Airfield Control will confirm to the GHA that Push & Park procedure has been arranged. ATC will ensure that all relevant VCR staff are aware of the Push & Park manoeuvre and EFPS strip prepared.

When the flight is closed Ground Crew to confirm with the flight deck that that push back crew are fully ready to complete a safe procedure, prior to push and park request.

Flight Deck must call Ground Movement Planning (Delivery) to confirm aircraft fully ready. A final assessment will be made by ATC based on aircraft movement demand at the time, before confirming to the Flight Deck that the Tug Crew can call Ground Movement Control (Ground)

Tug Crew will call ATC on Ground Movement Frequency (UHF Channel 1) for clearance to Push & Park the aircraft, giving Airline and aircraft type information, current stand and destination stand.

Example: "Ground, Tug 71, request clearance to Push & Park a Thomson Boeing 737 from Stand 207 to Stand 84, Nose-out."

5 Push & Hold Procedure

5.1 Applicability

Push & Hold may be used to enable an 'on time' pushback for a departing flight that has an Air Traffic Flow Management (ATFM) delay provided the aircraft can hold at the published Push & Hold points with APU operating in readiness for an improved Calculated Take-Off time (CTOT). The flight must be boarded and closed-up ready for pushback at STD.

6 General

- Pushback may continue if head set becomes unserviceable after the manoeuvre has started.
- Ground crew to confirm with the Flight Deck that the aircraft and pushback crew are fully ready to complete a safe procedure, prior to the pushback and tow request.
- No change to the pushback clearance will be made by ATC once the pushback has commenced.
- When towing an aircraft no vehicle and/or equipment is to be 'escorted' by following the aircraft on tow.
- Certain stands at Manchester have been configured specially so as to facilitate the safe self-manoeuving of aircraft, up to a stated size, from a side-on or nose-out position onto the taxiway. These are listed in the Manchester Airport Pushback Procedures.
- For 'push and park' at apron locations a tug is to be used to reposition the aircraft from its pier stand to the push and park stand. For nose-out positioning the aircraft is to be reversed into position so that the nose of the aircraft (not the nose-wheel) is clear of any roadway or taxiway strip. To guide the tug crew a nose-wheel stop mark designated 'Nose-Out' is painted on the centreline and applies to all aircraft types, up to the maximum size aircraft type declared for the purpose of 'push and park'.
- Once the aircraft has been positioned, the ground crew should ensure the stand area is clear of FOD, equipment and obstacles. If necessary ground crews should contact Airfield Operations for assistance.

6.1 Pushing to Apron Areas

When aircraft are pushed to apron areas, the following procedures are to be followed:

- Aircraft should have the parking brake set. Some operators require the aircraft to be chocked. In such cases, the Handling Agent should advise the flight crew the aircraft has been chocked on arrival at the push and park stand. This can be done via the headset

communication system or using recognised hand signals. The ground crew must be satisfied the flight deck understand the aircraft has been chocked. The use of chocks is prohibited at 'remote holding locations' or on taxiways.

- If the aircraft has been chocked, an engineer or ground crew member must be present for engine start at apron locations.
- Start-ups are to be conducted only after Airfield Operations has inspected the stand and the surrounding areas for equipment and personnel who may be affected by jet blast. ATC must receive positive confirmation from Airfield Operations that "the stand is clear".
- This procedure does not apply to 'remote holding locations'. If necessary, Airfield Operations will protect the apron road system for taxi-off.
- Pilots are to call for start-up as per normal published procedures but to state clearly to ATC on first call that they are parked 'nose-out'. Upon receipt of taxi clearance aircraft may taxi directly off stands using minimum breakaway power.

When aircraft are assigned to a 'REMOTE HOLDING LOCATION' for Push and Hold, the aircraft will be expected to start engines and taxi to the holding location. Ground crew presence is not required for subsequent start-up and manoeuvring.

There is no requirement to contact Airfield Control or seek approval for towing manoeuvres within the confines of Western Maintenance Facility (the 'controlled landside' portion of the Western Maintenance Area). Similarly, there is no requirement for approval to undertake towing manoeuvres within the confines of the Executive Jet Apron & Hangar B.

Organisations, specifically Handling Agents, involved in towing aircraft should only use the call-signs allocated to their organisation in accordance with the table published in the Manchester Airport Pushback Procedures.

It is the responsibility of each organisation to ensure individual call-signs are not used simultaneously by another tug or operative. An adequate system must be in place to ensure call-signs are allocated to a specific tug.

The pre-fix "Tug" may only be used by vehicles designed specifically for pushing and towing aircraft. It should not be used by any other vehicle.

Operational enquiries may be directed H24 to the Airfield Operations Duty Manager (00 44 161 489 3331). NB - See also Aircraft Towing procedures in EGCC-I-AOPS-0 25

7 Operational Towing

It may not be recommended by aircraft manufacturers to conduct 'operational towing'. Operational towing is described as manoeuvring an aircraft under tow (with or without tow bar) that contains passengers, cargo or fuel.

Airline operators shall satisfy themselves that operational towing can be conducted on their aircraft and ensure any restrictions to undertake towing manoeuvres are communicated to the relevant ground handling agent and Manchester Airport.

It remains the airline operator's responsibility to assess the risks posed to its aircraft associated with any pushback or towing procedures.