# APPROVALS

<table>
<thead>
<tr>
<th>Name / Position</th>
<th>Signature</th>
<th>Date</th>
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<tbody>
<tr>
<td>N. Duriez</td>
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<td>01/12/2019</td>
</tr>
<tr>
<td>Accountable Manager</td>
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Write to the following address, or phone for information on the issue and amendment status of this document:

Airport Director  
City Airport Ltd  
Control Tower  
Eccles  
Manchester M30 7SA  

Tel: 0161 7891362  
Email: info@cityairportltd.com
DOCUMENT HISTORY

Issue 1  April 2005
New Manual produced by Barton Airport Operations Ltd

Issue 2  October 2006

Issue 3  April 2007
New Manual produced by City Airport Manchester Ltd

Issue 4  September 2008
Revised Manual

Issue 5  July 2009
Re-structure of SMS information into separate Chapter including detailed SMS Policies.
Change of company name to City Airport Ltd.

Issue 6  December 2009
Incorporation of QMS and additional text in support of ANSP Certification

Issue 7  December 2010
Minor insertions and additional text. Removal of Appendix 4.

Issue 8  July 2011
Minor amendments. Change of Accountable Person and reporting structure.

Issue 9  August 2011
Minor amendments to incorporate new RFFS vehicle

Issue 10  April 2012
Minor amendments including changes to Responsibilities and Accountabilities. Airport name changed to ‘City Airport and Heliport’

Issue 10a  May 2012
Minor corrections and updates.

Issue 11  March 2013
Updates to Management structure, personnel and responsibilities

Issue 12  December 2013
Updates to Management structure, personnel and responsibilities

Issue 13  June 2014
Updates to staffing.

Issue 13a  November 2014
Minor corrections and updates.

Issue 14  Updates to Runway 08L/26R dimensions

Issue 15  April 2016
Minor updates

Issue 16  November 2016
Minor updates and changes to personnel responsibilities.

Issue 17  July 2017
Minor updates and changes to named persons and responsibilities

Issue 18  July 2018
Minor updates and changes to named persons and responsibilities

Issue 19  May 2019
Minor updates and changes to named persons and responsibilities

Issue 20  Dec 2019
Minor updates and changes to named persons and responsibilities
CURRENT VERSION CHANGES HISTORY

The following summarises the major changes within this edition.

December 2019 – Changes to roles and responsibilities.
• RELATED DOCUMENTS

The following list provides documents that are relevant to the licensing and operating of City Airport and Heliport and its associated Safety Management Systems. The list is not intended to be exhaustive. Further information and guidance documents that may be applicable can be obtained from www.caa.co.uk and www.hse.gov.uk

CA1282  Bird strike Occurrence Form
         EASA MOR Online Portal
         CAA Reference Point
         CAA Safety Directives
         CAA Safety Notices
         CAA Information Notices

CAP 032  United Kingdom Aeronautical Information Publication

CAP 168  Licensing of Aerodromes

CAP 232  Aerodrome Survey Information

CAP 382  Mandatory Occurrence Reporting Scheme: Information and Guidance

CAP 393  Air Navigation: The Order and the Regulations

CAP 413  Radiotelephony Manual

CAP 452  Aeronautical Radio Station Operators Guide

CAP 637  Visual Aids Handbook

CAP 642  Airside Safety Management

CAP 670  ATS Safety Requirements

CAP 699  Standards for the competence of RFFS Personnel

CAP 700  Operational Safety Competencies

CAP 738  Safeguarding of Aerodromes

CAP 746  Met Observations at Aerodromes

CAP 748  Aircraft Fuelling and Fuel Installation Management

CAP 760  Guidance on the conduct of hazard identification, risk assessment and the production of safety cases: For Aerodrome Operators and Air Traffic Service Providers

CAP 772  Wildlife Hazard Management for Aerodromes

CAP 774  UK Flight Information Services

CAP 795  Safety Management Systems Guidance for Organisations

CAP 797  Flight Information Service Officer Manual

CAP 791  Procedures for changes to aerodrome infrastructure
RELATED DOCUMENTS Cont...

- CAP 1032 Aerodrome Flight Information Service Officer Licensing
- CA-MAN-002 Bird Control Manual
- CA-MAN-003 RFFS Training Policy Manual
- CA-MAN-004 RFFS Training Handbook
- CA-MAN-005 Fuel Procedures Manual
- CA-MAN-006 Manual of Flight Information Service – Local Instructions
- CA-MAN-007 City Airport Pilot Handbook
- CA-MAN-008 Operational Competencies Manual
- CA-MAN-009 FIS Contingency Planning Document
- CA-MAN-010 Security Management
- CA-MAN-011 ANSP Compliance Matrix Annex 1
- CA-MAN-012 ANSP Compliance Matrix Annex 2
- CA-MAN-013 ANSP Compliance Matrix Annex 5
- CA-MAN-014 Airport Emergency Procedures
- CA-AOI-xxx Airport Operating Instructions (AOIs)
PART 1 - INTRODUCTION

1.1 Purposes of the Manual

The Aerodrome Manual contains details of the characteristics, polices, operational procedures, safety accountabilities and methodology, to ensure as far as practicable, the safe operation of the Airport, Heliport and aircraft in the associated Aerodrome Traffic Zone, in accordance with the Air Navigation Order, the Aerodrome Licence and other Health and Safety requirements.

1.2 Airport Licensing Legal Requirements

The Air Navigation Order requires that certain types of public transport of passengers may only take place from a licensed aerodrome. When such flights are in progress, the conditions of the licence must be met. Outside the notified hours of availability of the airport, and for aircraft not required to use a licensed aerodrome, the licensee may permit, at his discretion, the use of the airport subject to such conditions as he shall require.

1.2.2 A copy of the Licence is displayed in Appendix 1.

1.3 Distribution of the Manual

The Aerodrome Manual will be published annually and will be normally be valid for a period of 12 months. It is distributed electronically to organisations involved with the operation of aircraft and supporting services. The manual is viewable to City Airport Ltd personnel on the City Airport and Heliport Intranet Site (controlled access) www.cityairportnet.com from where it may be downloaded as a .pdf file.

1.3.2 Hard copies are not produced by City Airport Ltd for distribution, but may be printed for internal office use. Any hard copies printed by recipients are not controlled. Care must be taken to ensure paper copies are disposed of at the expiry date.

1.3.3 Notification of new issues is made to the following:

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<th>Copy</th>
<th>Name/Position</th>
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<tbody>
<tr>
<td>Board of Directors</td>
<td>CA Ltd</td>
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<td>Airport Director</td>
<td>Operations</td>
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<td>Airport Duty Managers</td>
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<td>Airside Services Manager</td>
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<td>All operational personnel</td>
<td>Operations</td>
<td>CA Ltd</td>
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<tr>
<td>Aerodrome Licencing</td>
<td>Aerodrome Standards</td>
<td>CAA SRG</td>
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1.4 Amendment Procedures

1.4.1 This manual is a working document and will therefore be the subject of an ongoing review process. Please ensure that all amendments received are incorporated in this copy and recorded on the Amendment Record sheet.

1.4.2 Old issues of this document should be destroyed, or marked as “superseded” if required for reference purposes.

1.4.3 Changes will be marked by a vertical bar in the margin.

1.4.4 There are no supplements added during the validity period. Any significant amendments will trigger a re-issue of the entire document as a new version and notifications will be made to the distribution list above. The City Airport and Heliport Intranet site will always carry the current version. The responsibility for noting and acting on any amendments rests with the manual holder.

1.5 Preface

1.5.1 This document is the Airport Manual for City Airport and Heliport, (Licensed as Manchester/Barton), Liverpool Road, Eccles, Manchester, M30 7SA. It is produced by City Airport Ltd. Its structure and content are in accordance with the guidelines published in the CAP 168 Chapter 2.

1.5.2 References to City Airport and Heliport shall relate to the Licensed name Manchester/Barton.

1.5.3 This document is concerned with the Safety Management of aviation related activities at the Airport, Heliport and within the airport ATZ. It affects ALL airport users, ground based or operators of aircraft.

1.5.4 CAP 168, Chapter 2 defines the required content of the Aerodrome Manual, however to avoid duplication, where other City Airport and Heliport Documents contain the required information, a reference to the appropriate document is provided within this Manual.
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1.7 Glossary of Terms

A number of common acronyms are used throughout this manual and other related documents.

100LL  Aviation Fuel (gasoline)
AAIB  Air Accident Investigation Bureau
ADM  Airport Duty Manager
AFFF  Aqueous Film Forming Foam
AIP  Aeronautical Information Publication
AIS  Aeronautical Information Service
AMSL  Above Mean Sea Level
ANO  Air Navigation Order (CAP 393)
AOI  Airport Operating Instruction
ASD  Aerodrome Standards Department
ATZ  Airport Traffic Zone
AVP  Airside Vehicle Permit
CAA  Civil Aviation Authority
CAP  Civil Air Publication
FIS  Flight Information Service (radio service)
FISO  Flight Information Service Officer
FOD  Foreign Object Damage
JET A1  Aviation Fuel (kerosene)
METAR  Meteorological Report
MHz  Megahertz
MOR  Mandatory Occurrence Report
NOTAM  Notice to AirMen
RFFS  Rescue and Fire Fighting Service
RFFV  Rescue and Fire Fighting Vehicle
SS  Sun Set
SMS  Safety Management System
SSE  Safety Significant Event
TAF  Terminal Area Forecast
UHF  Ultra High Frequency (radio)
VCR  Visual Control Room (Control Tower)
VHF  Very High Frequency (radio)
PART 2 - TECHNICAL ADMINISTRATION

2.1 Name and Address of Airport
2.1.1 City Airport Ltd
City Airport and Heliport (Manchester Barton)
Liverpool Road
Eccles
Manchester
M30 7SA

Tel: 0161 789 1362

2.2 Name and Address of Licensee
2.2.1 City Airport Ltd
City Airport and Heliport (Manchester Barton)
Liverpool Road
Eccles
Manchester
M30 7SA

Tel: 0161 789 1362

2.3 Operating Hours
2.3.1 The Airport operates as a licensed aerodrome as follows:

Winter: From 0900 (local time) until sunset.
Summer: From 0815 (local time) until 2000hrs or sunset (whichever is earlier)

Temporary changes to these hours will be promulgated by NOTAM.

2.3.2 Some flights that do not require a licensed aerodrome may take place outside of the standard operating hours with prior approval of the Airport Duty Manager or Airport Director.

2.4 Aerodrome Licence
2.4.1 See Appendix 1 for copy of the Licence (Form 1560).

2.4.2 The Airport Licence is held by City Airport Ltd, a subsidiary of Peel Holdings. City Airport and Heliport is responsible for the Operational management of the airport, holding a lease between City Airport Ltd and Manchester Ship Canal Developments Ltd.

2.4.3 The following is a list of deficiencies, concessions and variations from CAP168, as applicable.
• The Control Tower building penetrates the Transitional Surface of Runway 08R/26L by 0.72m
• The Avgas fuel installation is located 10m from the taxi-lane centreline. (The required distance is 12m, identifying an infringement of 2m)
PART 3 - KEY PERSONNEL, ACCOUNTABILITY AND RESPONSIBILITY

3.1 Directors
3.1.1 The following persons are Directors of City Airport Ltd:

- Peter Hosker
- Neil Lees
- Steven Underwood
- Paul Wainscott
- John Whittaker

3.2 Statement by the Board of Directors
3.2.1 The Board of City Airport Ltd fully endorses the Safety Management Systems and Accountability levels granted to individual post holders within the organisation as defined within this section. The Board recognises that Safety is the ultimate priority above all financial and commercial pressures and appropriate authorities as listed are granted to ensure that safety is not compromised at any level.

3.3 Personnel Organisation
3.3.1 The following posts are designed responsible positions within the organisation. Personal designated these positions can be found in document CA-REF-071.

**Airport Director and Accountable Manager** –
Accountable to the Board of Directors. Responsible for the commercial management of the company, its operation and its personnel and for compliance with regulatory requirements. Responsible for external airport liaison with the media and local community. Accountable for the Safety Management System, Licensing and regulatory requirements.
Operations and Compliance Manager – Accountable to the Airport Director. Responsible for oversight of all Airport Operations, Aerodrome Licensing compliance, ANSP Certification and Management of the ATS. Direct line Manager of the Airport Duty Managers and ATS personnel. Responsible for ensuring the day to day provision and management of all airport operations including operational stakeholders. Responsible for the Aeronautical Information Services, ATS Equipment, ATS Training, Safeguarding and Document Control. Responsible for ensuring compliance with regulatory requirements in respect of CAP 168 and airfield physical characteristics.

Airside Services and RFFS Manager
Direct line Manager of the Airport Operations and Fire Officers. Responsible for the provision of an efficient and effective Airport Rescue and Fire Fighting Service which meets all statutory requirements. Responsible for ensuring that all airside areas are maintained in respect of CAP 168 licensing requirements.

Head of Maintenance and Fuel - Accountable to the Operations and Compliance Manager. Responsible for the provision of fuelling services ensuring compliance with regulatory requirements. Responsible for maintenance of equipment and vehicles. Responsible for ensuring day to day maintenance of the site, primarily non airside areas and buildings.
Personnel Structure

The following diagram shows the structure of responsibility within the organisation.

3.4 Accountability and Responsibility Levels

3.4.1 Level 1 - These post holders have line management accountability for their departmental safety functions and tasks.

3.4.2 Level 2 - These post holders carry management / supervisory responsibility for safety, reporting to their respective Manager and, where involved in a roster system, carry effective management responsibility on a 24-hour basis during the absence of the Manager.

3.4.3 Level 3 – These post holders carry ad-hoc Operational Supervisory responsibility for safety in absence of Level 1 or Level 2 post holders.

3.4.4 Level 4 – These post holders carry general responsibility for safety in accordance with their accountabilities and responsibilities.
All employees of City Airport Ltd shall on a yearly basis receive and sign a document outlining their individual accountabilities and responsibilities. These will be reviewed and updated as required every 12 months.

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<th>Post</th>
<th>Responsibility Level</th>
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<td>Accountable Manager (Airport Director)</td>
<td>Overall accountability for the Safety Management System</td>
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<tr>
<td>Customer Relations and Admin Manager</td>
<td>Level 1</td>
</tr>
<tr>
<td>Operations and Compliance Manager</td>
<td>Level 1</td>
</tr>
<tr>
<td>Airport Duty Manager</td>
<td>Level 2</td>
</tr>
<tr>
<td>FISO</td>
<td>Level 3</td>
</tr>
<tr>
<td>All other Posts</td>
<td>Level 4</td>
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### 3.5 Accountable Manager

3.5.1 The Accountable Manager is Nick Duriez, holding the position of Airport Director of City Airport Ltd.

3.5.2 The Accountable Manager has ultimate authority over and accountability for the Safety Management Systems of City Airport Ltd.

3.5.3 The Accountable Manager has direct access to the Board of Directors on all matters relating to Aviation Safety and the correct functioning of the SMS.

3.5.4 On a day to day basis, the Accountable Manager has full authority to approve safety related expenditure, as necessary, to ensure that correct functioning of the SMS is not compromised. The financial authority of the Accountable Manager, and Level 1 and 2 Post Holders is detailed within document CA-MGR-001.

3.5.5 The Accountable Manager and Level 1 Managers review and agree an annual budget which is authorised by the Board of Directors. The Accountable Manager has authority to include within the budget any and all items which are required to maintain the SMS.

3.5.6 The Accountable Manager has an appropriately high level of technical knowledge and understanding of the City Airport and Heliport SMS, risk management, all associated documentation and regulatory safety standards.

3.5.7 The Accountable Manager should ensure that all necessary resources are available to operate the aerodrome in accordance with this Aerodrome Manual and associated documents. The Accountable Manager should ensure that where a reduction in the level of resources or should abnormal circumstances which may affect aircraft safety occur, corrisponding reductions in the level of operations at the aerodrome are implemented as required.
3.5.8 The Accountable Manager should establish, implement and promote the safety policy, and should ensure compliance with relevant regulations, licensing criteria and the City Airport Ltd Safety Management System.

3.6 Authority to determine Human Resources
3.6.1 The Accountable Manager has full authority to ensure human resources are available at the required SMS levels. On a day to day basis, responsibility for human resources is delegated to the Airport Duty Manager.

3.7 Authority to determine the Operational Status
3.7.1 The Accountable Manager has final authority to determine the operational status of the aerodrome and all its aviation related services (including, but not limited to, all operations under the Aerodrome Licence and all services provided under the Air Navigation Service Provider Certification). This authority allows the Accountable Manager to restrict or cease operations without restriction in order to ensure that the SMS and safe operation of the airfield and Air Traffic Service is not compromised in any way.

3.8 Official in Charge of day to day operations
3.8.1 On a day to day basis, authority to determine the operational status of the aerodrome and for managing the aerodrome is delegated to the Operations and Compliance Manager (Level 1). However, ultimate accountability remains with the Accountable Manager.
3.8.2 In absence of the Operations and Compliance Manager, responsibility for day to day operations is delegated to the Airport Duty Manager (Level 2).
3.8.3 In absence of an Airport Duty Manager, responsibility of day to day operations is delegated to designated Level 3 post holders.

3.9 Employee access to the Accountable Manager
3.9.1 All Employees have direct access to the Accountable Manager and can bypass their line manager, as necessary to address any concerns or problems related to the SMS and the safe operation and management of the Aerodrome and Air Traffic Service.
PART 4 - QUALITY MANAGEMENT SYSTEM

4.1 Quality Policy Statement

4.1.1 City Airport Ltd is committed to quality and ensuring the following principles:

- City Airport Ltd will provide services of a high standard conforming to its customer and stakeholder requirements
- All members of staff share the responsibility for quality and quality improvement
- Managers and Supervisors will demonstrate their commitment to quality by personal example
- Quality Management is implemented in a systematic and planned way

4.1.2 In order to follow the principles above, City Airport Ltd will:

- Apply a quality Management System that supports the delivery of a sustainable business
- Educate and train staff to support the delivery of quality
- Work closely with its customers, suppliers and stakeholders to achieve business objectives
- Measure at an appropriate level service performance, staff and customer satisfaction
- Continually review and improve the company processes and levels of services

4.1.3 City Airport Ltd recognises that long term relationships require an on-going commitment to achieving business and service excellence.

Signed: ___________________________ Date: 14/11/19
Accountable Manager, City Airport Ltd
4.2 Quality Policy Accountability
4.2.1 The Accountable Manager is Accountable for ensuring the Quality Management Systems, including Human Resources and Company Financial issues where required to maintain SMS levels and ANSP provision are in place are adequate and functioning correctly.

4.3 Financial and HR responsibilities
4.3.1 Some financial functions of the company are delegated to the Parent Company Finance Department. The Customer Relationship and Administration Manager is responsible for the day to day management of company Financial resources and HR resources.

4.4 Quality Assurance
4.4.1 Internal audit schedules are used to ensure that all applicable requirements, standards and procedures are audited over an appropriate time frame.
4.4.2 Internal audits are scheduled by the Operations and Compliance Manager and carried out by an appropriate competent person relevant to the audit subject. Following an audit any actions arising will be identified and responsibility given with a completion date. The Operations and Compliance Manager will monitor actions and their progress.

4.5 Documentation
4.5.1 Policies and management systems are stated in several Company Manuals which are referenced within the Document Control System.
4.5.2 All records of safety monitoring such as internal safety audits, records of actions, minutes of safety related meetings etc are held by the Operations and Compliance Manager and are held for a period of at least 5 years unless specified by the competent authority.

4.6 Responsibility for monitoring compliance and adequacy of procedures
4.6.1 Level 1,2 and 3 Managers are able to report directly to the Airport Director on matters of quality. This allows these post holders the authority to make changes where needed.
PART 5 - SAFETY MANAGEMENT SYSTEMS

5.1.1 City Airport Ltd is committed to maintaining a safe, healthy and sustainable environment that fully complies with The Health and Safety at Work Act 1974 and current Health and Safety Regulations. The focus of the Health and Safety Policy is to develop a positive health and safety culture characterised by communications based on mutual trust, by shared perceptions of the importance of health and safety and by confidence in the efficiency of preventative measures.

5.1.2 The City Airport Ltd Aviation Safety Policy is published as a separate Safety Management System document CA-REF-036.

5.2 Management reporting

5.2.1 City Airport Ltd holds regular strategic board and management meetings. The purpose of these meetings is to ensure full reporting and discussion of safety and operational issues to the Accountable Manager, enabling high level decisions to be made as required.

5.2.2 The meetings are attended by the following personnel:
   a) Company Director
   b) Accountable Manager / Airport Director
   c) Parent Company Finance Department
   d) Operations and Compliance Manager
   e) Parent Company Property Manager

5.2.3 An Operations Management report, full agenda and subsequent meeting minutes are produced for each meeting. The following items relating to the SMS form part of the monthly agenda and reports:
   a) Safety Significant Events Reports
   b) Regulatory Issues
   c) Operational performance
   d) Safety performance
   e) Security

5.3 Stakeholders

5.3.1 All groups, companies, organisations and entities that could have a safety impact upon the operation of the airport and ATS are listed within document CA-REF-001.
5.4 Organising

5.4.1 An effective management structure is in place allowing City Airport Ltd to deliver its Safety Management Policy. All staff are encouraged, motivated and empowered to work safely, protecting their own long-term health, avoiding accidents and being proactive to prevent accidents occurring. This is achieved through:

- Effective staff involvement and participation
- Sustained through effective communication and the promotion of competence which allows all employees to make a responsibility and informed contribution to the safety effort.
- City Airport Ltd promotes a shared understanding of the organisations vision, values and beliefs. A positive safety culture is fostered by the visible and active leadership of senior management.

5.5 Planning

5.5.1 City Airport Ltd uses a planned and systematic approach to implementing its Safety Policy through an effective SMS. The aim is to minimise risks. Risk assessment methods are used to decide on priorities and to set objectives for eliminating hazards and reducing risks.

5.5.2 Wherever possible, risks are eliminated through selection and design of equipment, facilities and processes. If risks cannot be eliminated they are minimised by the use of physical controls, or as a last resort through safe systems of work and use of Personal Protective Equipment.

5.5.3 Performance standards are established and used for measuring achievement and specific actions to promote a positive safety culture.

5.6 Measuring Performance

5.6.1 Performance is measured against agreed standards to reveal when and where improvement is needed. Active, self-monitoring reveals how effectively the SMS is functioning. This includes both hardware (premises, equipment and substances) and software (people, procedures and systems) including individual behaviour and performance.

5.6.2 If controls fail, reactive monitoring discovers why, by investigating accidents or incidents which could cause harm or less.

5.6.3 The objectives of active and re-active monitoring are:

- To determine the immediate causes of substandard performance; and
- To identify the underlying causes and implications for the design and operation of the SMS.
5.7 Auditing and Reviewing Performance

5.7.1 The organisation learns from all relevant experience and applies the lessons learned when required. There is a systematic review of performance based on data from monitoring the whole of the SMS. These form the basis of self-regulation and of complying with the relevant statutory provisions.

5.7.2 There is a strong commitment to continuous improvement involving the constant development of policies, systems and techniques of risk control.

5.7.3 Performance is assessed by:
- Internal reference to key performance indicators; and
- External comparison, with the performance of other airfield and best practice both within the group and the industry in general.
- The CAA conduct scheduled auditing in Aerodrome Standards and Air Navigation Service Provider. Any findings or observations noted during these audits are reviewed and acted on as required.

5.8 SMS Diagram

5.8.1 The structure of the SMS is as follows:
5.8.2 SMS Diagram

```
--- Information Link
-- Control Link

Policy

Organising

Planning and implementing

Measuring Performance

Reviewing Performance

Policy Development

Organisational development

Development techniques of planning, measuring and reviewing

Feedback loop to improve performance
```
5.9 Safety Policy Statement
City Airport Ltd is committed to ensuring the safe operation of all aviation activities within the airport and associated ATZ also protecting the Health and Safety of all company personnel, contractors, visitors and neighbours, by incorporating the highest safety standards into its operating procedures.

5.9.1 Safety at City Airport and Heliport shall be afforded the highest priority over commercial, environmental or social pressures in so far as is reasonable practicable.

5.9.2 City Airport Ltd will implement appropriate strategies to identify, analyse and manage the risks associated with the airport activities with the following objectives:
- Provide objective information to decision-makers.
- Reduce health, safety and environmental risks as far as reasonably practicable.
- Minimise financial and reputational losses and maximise the opportunities.
- Identify cost effective risk treatment options.
- Ensure appropriate Insurance cover is maintained

5.9.3 City Airport Ltd will regularly identify and assess the risks associated with the company business activities and take appropriate action to prevent, or reduce the impact of, events that could affect the delivery of the expected business benefits.

5.10 Policy on Operational and Technical Capability
5.10.1 City Airport Ltd will ensure that all its employees with operational responsibilities are assessed and are competent for their respective role. Details are published within CA-MAN-008.

5.10.2 City Airport Ltd will ensure that it is able at all times to meet the Operational requirements that are laid down within this Manual and its policy's. City Airport Ltd will ensure its technical capability is maintained through training resources and external suppliers as required.

5.11 Safety Management Statement - Aircraft Operations
City Airport Ltd will provide for the requirements laid down in “The Policy” above by:
- Maintaining an appropriate safety management system and structure, to manage and oversee aircraft operations that fall under the responsibility of the licensee.
- Ensuring suitably trained and competent personnel are available throughout
periods of licensed operations in accordance with CAP 700.

- Providing, wherever reasonably practical, facilities to ensure that the airport is safe for all aviation related operations.
- Maintaining liaison with the CAA, on all matters of airport safety and development.
- Ensuring the airport meets or exceeds the requirements of CAP 168.
- Making every effort to ensure that any possibility of variations to CAP 168 requirements is minimised.

5.11.1 Whilst not detracting from or diminishing the responsibility of others, City Airport Ltd will require of all its operators, to have written ‘safe working and operating practices’. City Airport Ltd will encourage the adoption of industry best practice as detailed in CAP 642.

5.12 Safety Management Statement - Employees

City Airport Ltd recognises and accepts its responsibility to provide, where reasonably practical, a safe working environment for all its employees to ensure their safety whilst on the Airport.

5.12.1 The Company will meet this responsibility, so far as is reasonably practicable, by the provision and maintenance of the following:

- Safe systems of work.
- Safe plant and equipment.
- Safe arrangements for the use, handling, storage and transport of articles or substances.
- Sufficient information and training to enable all employees and contractors to contribute positively to ‘Health and Safety at Work’.
- A safe place of work with safe access to and from it.
- A healthy working environment.
- Effective safety review procedures.

5.12.2 The ultimate responsibility for safety at City Airport and Heliport rests with the Managing Director of City Airport Ltd. All employees are expected to comply with the policies laid down herein and accept their responsibilities at all times. The responsibility for day-to-day safety of employees rests with Department Managers and/or supervisors.

5.12.3 It is a primary responsibility of Department Managers to ensure safe conditions of work. The Company will provide competent technical advice on safety matters, where this is found to be necessary to assist Department Managers to this end.

5.12.4 All employees with specific responsibilities for ‘safety management’ must ensure these responsibilities are adequately delegated in their absence.

5.12.5 Particular attention shall be paid to the following:
• Cleanliness and tidiness in work/rest areas.
• Written codes of safe working practice, including manufactures’ recommendations.
• Risk assessments, identification of hazards and corrective action.

5.13 Safety Management Statement – General Public
City Airport Ltd policy is to ensure, so far as is reasonably practicable, the safety of all users of City Airport and Heliport including Contractors and their staff, tenants, visitors and the general public whilst at the airport.

5.13.1 City Airport Ltd will meet this responsibility, so far as is reasonably practicable, by the following means:
• The provision of a secure airside environment, which provides controlled and restricted access to ensure that visitors are not unnecessarily subjected to safety hazards.
• The maintenance of public areas in a safe condition.
• Inform contractors, tenants and other airport users and their staff of the need to comply with the operators’ ‘safety policy’
• Ensure that Public Liability insurance cover is maintained at all times and displayed in the tower.
• To undertake induction’s with contractors, who are engaged in construction/development projects, that they and their staff take suitable measures not to endanger the airport users, general public or themselves.
• City Airport Ltd will ensure that all officers and staff are informed of their accountabilities and responsibilities of the safety of persons other than staff who use the airport.

Signed: Date: 14/11/19
Accountable Manager, City Airport Ltd

5.14 Structure of SMS
5.14.1 The management organisational structure is contained within Part 3 of this manual.

5.15 Safety Responsibilities
5.15.1 Successful handling of safety matters is a line management responsibility, requiring the active participation of all levels of management and supervision. This is reflected in the structure of the airport and in published safety responsibilities. All employees shall be made aware of their individual and collective responsibilities and accountabilities for safety performance.
5.16 Person with Overall Accountability for Safety

A. General Accountability (for safety):

The Accountable Manager has overall accountability for safety at the Airport.

B. Safety Responsibilities:

- To take a leadership role in City Airport and Heliport’s Safety Programme and ensure that safety does not become subordinate to financial matters.
- To appoint competent managers and ensure that safety is given a high priority within their staff training programs.
- To ensure that ‘best practice’ operational procedures are agreed and implemented.
- To ensure that full consideration is given to ‘Management of Change’ in the airport’s organisational structure and business processes.
- To set overall safety targets and objectives and monitor achievement.

5.17 Accountabilities, Responsibilities and Competence.

5.17.1 Document CA-REF-003(designator) details the accountabilities, responsibilities and competences of the following post holders. Post holders are required to review and sign annually.

- Airport Director (Accountable Manager)
- Operations and Compliance Manager
- Airside Services Manager
- Airport Duty Manager
- Customer Relationship and Admin Manager
- Head of Maintenance and Fuel
- Wildlife Control Officer
- Airport Operations Officer
- Airport Operations and Fire Officer
- Flight Information Service Officer
5.18  Safety Culture

5.18.1 The safety culture underpins the entire safety achievement of the airport and is crucial to its success. The safety culture is one that is supportive of the staff and systems of work, recognises that errors will be made and that there is no apportionment of blame. Therefore, the supportive culture will encourage open reporting, seeking to learn from failures and be just in dealing with those involved. Punitive action shall not follow automatically from the open acknowledgement of human error. However is shall be made clear that indemnity will not be guaranteed where there has been negligence. The front line defence is that operating staff shall not accept unsafe behaviour or practices.

5.19  Formal Safety Review Process - Operator and Airport Safety Committee

5.19.1 The airport has an Operator and Airport Safety Committee which meets every four months. Additional meetings may be held when required for specific purposes such as major incidents or changes to procedures or other items which may affect safety.

5.19.2 Details of the membership of the Committee, its purpose, Terms of Reference and standing agenda are published within the Operator and Airport Safety Committee Constitution Document.

5.20  Competency – Staff selection, recruitment, development and training

5.20.1 The objectives of selection, recruitment, development and training are to improve safety, quality and efficiency by placing employees in jobs to which they are suited and qualified in terms of licenses and competency.

5.20.2 Responsibilities for safety can be determined according to the level of competence and training of the staff member concerned. The appropriate experience and training requirements for safety-related posts shall be defined monitored and recorded. All induction training, including that of contract staff, shall explain the organisation's safety culture and describe the SMS operated.

5.21  Safety Promotion

5.21.1 The company safety culture ethos shall be promoted at all times and at all levels using both top down and bottom up methods.

5.22  Safety Awareness Training

5.22.1 Competency and subsequent refresher training may be provided through formal courses and/or through structured development in the workplace. Appropriate training records shall be maintained. All of the foregoing is further enhanced by day-to-day safety awareness demonstrated by senior management.
5.23 **Operational Competencies**

5.23.1 The Policy and procedure for the maintenance of operational competencies is described within document CA-MAN-008.

5.24 **Performance monitoring of safety significant equipment, systems and services**

5.24.1 Planning for safety includes making physical resources available when needed. Such resources shall function correctly. The provision and maintenance of properly engineered facilities and equipment is therefore an integral part of the Safety Management System.

5.24.2 Maintenance of safety significant equipment, systems and services is recorded in appropriate records. Where this is carried out by a third party, arrangements are made and Service Level Agreements established. Reference should be made to Paragraph 5.26.

5.25 **Monitoring of Safety Standards**

5.25.1 Safety standards are the baseline against which all safety critical activities shall be measured. It is necessary routinely confirm that operations are in compliance with these standards. This is achieved by the internal audit programme, documented in CA-AOI-044, which will cover the following areas.

- A) RFFS
- B) Airfield
- C) Air Traffic Services
- D) Fuelling
- E) Wildlife Control

Out comes of audits are made visible to the accountable manager

5.26 **Third Party Oversight – Operators and Suppliers**

5.26.1 City Airport Ltd maintains oversight of all activities that take place ‘airside’ in addition to a number of activities ‘non airside’ that fall within the companies management responsibilities.

5.26.2 All companies and aircraft owners that are based at the airport are required to submit to City Airport Ltd the following documentation where appropriate:

- Copies of relevant insurance documentation
- Copies of relevant personnel licences/approvals

5.26.3 All companies and service suppliers are required to submit the following documentation as relevant to the service provided, prior to commencing any work on the airport or providing such services:
• Relevant Risk Assessments
• Method Statements
• Vehicle and Equipment Certifications
• Insurance documentation
• Personnel Certifications

5.26.4 Routine suppliers of services to the airport, eg provision of equipment servicing, calibration or maintenance shall submit a Service Level Agreement which confirms the level of services provided and ensures that such services are in accordance with relevant regulations as required.

5.27 Hazard Analysis

5.27.1 A hazard is something that has the potential to result in damage or injury.

5.27.2 The effective identification of hazards shall be achieved by using an appropriate selection of management and staff and a review of pertinent accidents/incident records from both internal and external sources. Hazard identification shall be initially undertaken to provide a comprehensive assessment of the risks. Subsequently, hazard identification shall be periodically reviewed. The process shall also be repeated whenever there is a significant change to the organisation, its staff, procedures or equipment.

5.27.3 Each departmental manager will carry out suitable and sufficient risk assessments and record any significant findings; these will be held on file within each department.

5.28 The Assessment and Management of Risk

5.28.1 The company aims to ensure that all activities are considered and assessed. Risk assessment is primarily a subjective, qualitative or quantitative method of evaluation of the likelihood and severity of damage inherent in the identified hazard. The degree of risk is based on the likelihood that damage or harm will result from the hazard and the severity of the consequences. It is the responsibility of the line managers to carry out risk assessments in accordance with the processes below.

5.28.2 Risk Assessment Guidance

5.28.1 The risk assessment process, based on guidance on Cap 760 is summarised as follows:

1. Systematically identify possible hazards to aircraft or persons
2. Evaluate the seriousness of the consequences of the hazard occurring
3. Consider the probability of it happening
4. Determine whether the consequent risk is acceptable. If not, take action to reduce the severity of the hazard or the probability of it arising to reduce the risk to a tolerable level.

5.28.2 All risk assessments are carried out using form CA-FORM-013.
5.28.3 Risk assessments will normally be carried out by two persons, at least one of these should be a Level 2 postholder.

5.28.4 Hazard Identification Guidance

5.28.5 A high level assessment of the reasonably foreseeable hazards is carried out every 12 months. These hazards are recorded within the Hazard Analysis and Risk Assessment Log CA-LOG-006.

5.28.6 Evaluate the Severity of the Consequences of the Hazard Occurring

5.28.7 The consequence of each individual hazard occurring shall be assessed for its effect upon aircraft and personnel safety using the following severity classification table.

5.28.8 Severity Classification Scheme

<table>
<thead>
<tr>
<th>Accident</th>
<th>Loss of or substantial damage to major airport facilities. Serious injury or death of multiple staff/members of the public at the airport.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Serious Incidents</td>
<td>An event where an accident nearly occurs. No safety barriers remain. The outcome is not under control and could very likely lead to an accident. Damage to major airport facilities. Serious injury or death of multiple staff/members of the public at the airport.</td>
</tr>
<tr>
<td>Major Incidents</td>
<td>A major incident associated with the operation of an aircraft, in which the safety of an aircraft may have been compromised, having led to a near collision between aircraft, vehicles or other obstacles. A large reduction in safety margins. The outcome is controllable by use of existing emergency and non-normal procedures and/or emergency equipment. The safety barriers are very few approaching none. Minor injury to occupants of an aircraft or staff/members of the public at the airport. Minor damage to aircraft or major airport facilities may occur.</td>
</tr>
<tr>
<td>Significant Incidents</td>
<td>Significant incident involving circumstances indicating that an accident, a serious or major incident could have occurred, if the risk had not been managed within safety margins, or if another aircraft had been in the vicinity. A significant reduction in safety margins but several safety barriers remain to prevent an accident. Reduced ability of the Pilot or FISO to cope with the increase in workload as a result of the conditions impairing their efficiency. Nuisance to aircraft occupants or staff/members of the public at the airport.</td>
</tr>
</tbody>
</table>
5.28.9 Consider the Probability of it happening

5.28.10 The probability of occurrence will be defined in qualitative or quantitative terms.

5.28.11 Many of the hazards identified are acceptably mitigated by the application of existing standards, regulations, procedures or practices. This does not mean that the process need not identify other mitigating factors.

5.28.12 An associated probability of likelihood clarifications table is included below.

5.28.13 Probability of Likelihood Classifications

<table>
<thead>
<tr>
<th>Probability of Occurrence Definitions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extremely improbable</td>
</tr>
<tr>
<td>Qualitative definition</td>
</tr>
<tr>
<td>Quantitative numerical definition</td>
</tr>
<tr>
<td>Quantitative annual/daily equivalent (approximate)</td>
</tr>
</tbody>
</table>

5.28.14 Determining whether the consequent risk is tolerable

5.28.15 Once the severity of a hazard has been assessed and the probability of it arising has been estimated, a judgement can be made on whether the consequent risk is acceptable or not.

5.28.16 The table below is used to determine the tolerability of risks.

5.28.17 Where the table indicates that the risk is currently unacceptable, action must be taken to reduce the probability of occurrence and/or severity of the hazard.
5.28.18 Where the tolerability is not clearly defined but is considered to be ‘as low as reasonable practicable’ this must be endorsed by the Airport Director.

5.28.19 Risk Classification / Tolerability matrix

<table>
<thead>
<tr>
<th>Probability of Occurrence (Likelihood)</th>
<th>Extremely improbable</th>
<th>Extremely Remote</th>
<th>Remote</th>
<th>Reasonably probably</th>
<th>Frequent</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt; 10(^{-9}) per hour</td>
<td>Review</td>
<td>Unacceptable</td>
<td>Unacceptable</td>
<td>Unacceptable</td>
<td>Unacceptable</td>
</tr>
<tr>
<td>10(^{-9}) to 10(^{-3}) per hour</td>
<td></td>
<td></td>
<td>Unacceptable</td>
<td>Unacceptable</td>
<td>Unacceptable</td>
</tr>
<tr>
<td>10(^{-3}) to 10(^{-1}) per hour</td>
<td></td>
<td></td>
<td>Review</td>
<td>Unacceptable</td>
<td>Unacceptable</td>
</tr>
<tr>
<td>1 to 10(^{-3}) per hour</td>
<td></td>
<td></td>
<td>Acceptable</td>
<td>Acceptable</td>
<td>Review</td>
</tr>
<tr>
<td>10(^{-3}) to 10(^{-1}) per hour</td>
<td></td>
<td></td>
<td>Acceptable</td>
<td>Acceptable</td>
<td>Acceptable</td>
</tr>
<tr>
<td>10(^{-1}) to 10(^{-1}) per hour</td>
<td></td>
<td></td>
<td>Acceptable</td>
<td>Acceptable</td>
<td>Acceptable</td>
</tr>
<tr>
<td>1 to 10(^{-1}) per hour</td>
<td></td>
<td></td>
<td>Acceptable</td>
<td>Acceptable</td>
<td>Review</td>
</tr>
</tbody>
</table>

5.28.20 Consequence Categories

<table>
<thead>
<tr>
<th>Consequence Category</th>
<th>Treatment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acceptable</td>
<td>The consequence is so unlikely or not severe enough to be of concern. The risk is tolerable and the safety objective has been met. However consideration should be given to reducing the risk further to As Low As Reasonably Practicable (ALARP) in order to further minimise the risk of an accident or incident.</td>
</tr>
<tr>
<td>Review</td>
<td>The consequence and/or likelihood is of concern; measures to mitigate the risk to ALARP should be sought. Where the risk still lies within the „Review” region after ALARM risk reduction has been undertaken, then the risk may be accepted provided that the risk is understood and has been endorsed by the Accountable Manager. An appropriate review period must be set and this endorsement must be recorded on the appropriate assessment form.</td>
</tr>
<tr>
<td>Unacceptable</td>
<td>The likelihood and/or severity of the consequence is intolerable. Major mitigation or redesign of the system may be necessary to reduce the likelihood or severity of the consequences associated with the hazard.</td>
</tr>
</tbody>
</table>

5.29 Change Management

5.29.1 Effective change management is another important aspect of safety management. There is a risk of hazard whenever change is introduced to an existing system, operational requirement, maintenance process, organisational change and/or procedure. Such a risk shall be recognised and any change managed in co-operation with the affected work areas.
5.29.2 The change management process shall be carried out in accordance with the Hazard Analysis and Risk Assessment procedures above. Any change to an operational procedure, organisational change (affecting any element of the Safety Management System), or introduction of a new procedure or system shall be subject to a change management assessment. Where possible, a team of individuals with diverse qualifications should carry out such assessment.

5.29.3 Change Management Procedure is documented in CA-AOI-046.

5.30 Safety Improvement and Communication

5.30.1 Whilst ‘top down’ communication is very important on matters of safety, so too is communication upwards, from those actually doing the job, to their supervisors and managers. Documented procedures shall be in place to ensure that staff can communicate significant safety concerns to the appropriate level of management for resolution. It is essential that all staff safety suggestions are responded to and that reasons for adoption or rejection of safety concerns are given. Any resultant changes in procedures shall be discussed with the staff affected. Records shall be kept of the resolution of safety concerns.

5.30.2 A summary of the SMS is reviewed with Employees as part of an induction process. It’s important that the whole workplace is fully engaged in detecting and solving safety issues. To improve safety performance monitoring and analysis of incident trends. Everyone is encouraged to think the unthinkable.

5.31 Document Control

5.31.1 The Airport Director will ensure a document control system is maintained for all operational manuals and related procedure documents to ensure that operational employees have easy access to the correct information when required.

5.31.2 When new Manuals and AOI’s are issued, operational staff for which the issue pertains are required to sign to confirm that they have read and understand the new or amended document or procedure.

5.31.3 The full Document Control Procedure is contained within Document CA-AOI-024

5.32 Emergency Planning Group

5.32.1 The airport has an Emergency Planning Group comprising of the Airport Director, Operations and Compliance Manager, Airside Services Manager, Airport Duty Managers, Greater Manchester Fire and Rescue Service Airport Liaison Officer, plus representatives from Local Police and Ambulance Service. Other persons may be called upon to join the committee for individual meetings as relevant to a particular discussion. Meetings are normally chaired by the Operations and Compliance Manager.
5.32.2 Meetings of the group take place on a yearly basis to discuss existing Emergency Procedures, and to review and revise these where necessary to ensure that they remain robust and able to meet any emergency that can be anticipated.

5.33 Airport Consultative Committee

5.33.1 The airport has a consultative committee which comprises the following:

- 2 Appointees from City Airport Ltd
- 3 representatives of aviation related parties occupying the airport
- 1 representative of non-aviation parties occupying the airport
- 1 representative of the Airport Landlord
- 3 representatives from local residents associations
- 1 Representative each from Salford and Trafford Councils

5.33.2 The committee provides a means of consultation with respect to matters concerning the management, safety or administration of the airport which affects the interests of other users of the airport, local authorities and other organisations representing the interests of the persons concerned with the locality in which the airport is situated.

5.33.3 Meetings of the committee take place every six months and at additional times as deemed necessary by its members.

5.33.4 The constitution of the committee is contained within CA-REF-004.

5.34 Safety Data Analysis

5.34.1 The intelligent analysis of operations, engineering and maintenance safety data shall be used to confirm adherence to standard operating procedures. This data shall be used to measure the effectiveness of training, identify risks and monitor the effectiveness of any remedial action.

5.35 Safety Reporting

5.35.1 The intention is to enhance all knowledge of potentially hazardous situations. Safety reporting systems shall be used and records shall be kept of all reports and their status.

5.36 Safety Audit and Review

5.36.1 The focus of the audit schedule shall encompass the safety issues identified through the risk analysis or by the Airport Safety Committee; as a result, the audit/correction function of SMS will be achieved. Flexibility in the audit schedule will ensure that newly discovered safety concerns can be investigated at an early stage. Conversely, rigid adherence to an audit timetable will not enable safety concerns to be dealt with in a timely manner, nor will it ensure that the audit effort is focused on the areas of the operation that are most at risk.
5.37 Internal Incident Investigations and Remedial Actions
5.37.1 Line Managers shall ensure that staffs are aware of the internal safety-related investigation procedure. The subject and findings of the investigation should be recorded and disseminated to all staff affected. The findings shall result in positive actions and prevent recurrence of the event and not seek to apportion blame.

5.38 Just Safety Culture
5.38.1 City Airport Ltd supports and promotes 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 where there is gross negligence, or a deliberate or wilful disregard to our standard operating practices and procedures. Document CA-REF-053 gives details on reporting methods available to employees. Document CA-EMP-011 outlines the Just Culture Investigation Process.

5.39 Line Manager Monitoring
5.39.1 The practices used by all staff involved in safety sensitive areas are key to the achievement of safety. Compliance with procedures is often assumed therefore it is essential that managers and supervisors know how each safety critical task is actually achieved. The line manager’s monitoring is therefore a crucial element of safety management.

5.40 Periodic Review of SMS
5.40.1 The effectiveness of the SMS in addressing safety-related issues and in the achievement of continuous safety improvement shall be monitored. Should any underperformance of the SMS be found, the Accountable Manager shall review with the appropriate Manager and implement documented actions as required.

5.41 External Audits of SMS
5.41.1 The SMS is subject to periodic audits by the Civil Aviation Authority (CAA).
5.41.2 Where any items of non-conformity are raised, the licensee shall identify the root causes of the non-conformance and propose a corrective action plan for approval by the CAA.

5.42 Security Policy
5.42.1 Details of the Security Policy, measures and procedures are contained within document CA-MAN-010
PART 6 - AIRPORT CHARACTERISTICS

6.1 Airport Layout

6.1.1 A scale copy of the plan of the airport is at Appendix 2. A full size paper copy is held by the Airport Director.

6.2 Airport Data

6.2.1 The airport reference code is 1A.
6.2.2 The position of the Airport Reference Point (ARP) is the midpoint of Runway 08R/26L.
6.2.3 Latitude and Longitude of the Airport is 532818N 0022323W
6.2.4 Airport Elevation (at airport ARP) 73 ft.
6.2.5 There are 4 runway licensed prepared surfaces at the airport and under normal circumstances these are bi-direction, making 8 runways in total. The runways are as follows:

08L / 26R
08R / 26L
02 / 20
14 / 32

6.2.6 All strips are grass. The locations of these runways are given in Appendix 4.
6.2.7 The majority of the airport is grass except for an apron and short taxiway of tarmac surface which is shown in Appendix 4.
6.2.8 An Airport chart of scale 1:2500 is held by the Airport Director of City Airport Ltd with the Master copy of the Airport Manual.

6.3 Declared Distances

6.3.1 Declared distances of runways are promulgated in the AD2 EGCB section of the UK AIP (CAP 32)
6.3.2 Measurement of declared distances will be made using survey distances measured as part of the CAP 232 survey. This is done taking into consideration the information in CAP 168 Chapters 3 and 4.

6.4 Responsibility for Reducing Declared Distances

6.4.1 Responsibility for calculating reduced declared distances is delegated to the Airport Duty Manager.
6.4.2 The procedure for reducing declared distances is contained within document CA-AOI-030.
6.5 The Assessment Of And Treatment Of Obstacles

6.5.1 The Control Tower infringes the southern transitional slope surface of runway 08R / 26L.

6.5.2 Information regarding other airport obstacles is published in AIP AD 2 EGCB.

6.5.3 Reference should be made to CAP 168, Chapter 3, Appendix 3B and CAP 168, Chapter 4.

6.6 Airport Survey Information

6.6.1 CAP 232 Airport Survey Requirements state that a check survey is required annually following a full survey.

6.6.2 City Airport Ltd will ensure that a check survey or a full survey will be completed annually in accordance with Airport Operating Instruction CA-AOI-006.

6.6.3 The last obstacle survey was carried out in May 2018 by P.Fassam Geometrics.

6.7 Airport Safeguarding

6.7.1 A formal Airport safeguarding map is lodged with Salford and Trafford Council Authorities. In order to ensure that the airport is aware of all developments within the surrounding area which may have an impact upon the safe activities of the airport, all planning applications are checked on a weekly basis.

6.7.2 The procedure for Airport Safeguarding is defined within CA-AOI-005.

6.8 On-Aerodrome Developments

6.8.1 Prior to any On-Aerodrome developments, the CAA is required to be informed. The procedure for determining when and how the CAA shall be informed is defined within CA-AOI-006.
PART 7 - OPERATIONAL POLICIES AND PROCEDURES

7.1 Introduction
7.1.1 This Part sets out the operating policies and procedures that put into effect the operating policies necessary for the safe and efficient day-to-day operation of the airport.

7.2 Airport Operating Instructions
7.2.1 Some procedures are set out in this part, other policies and procedures which require more detailed specification are set out as Airport Operating Instructions (AOI). Controlled copies of AOI documents are held within each department.

7.3 Pilot Operating Procedures – Pilot Handbook
7.3.1 Rules and Procedures relating to the airfield operation by aircraft are published within the UK AIP. Further detailed rules and procedures are published within the City Airport and Heliport Pilot Handbook.

7.4 Internal Audit Systems and monitoring
7.4.1 All operating policies and procedures set out in this Part are subject to internal audit and ongoing monitoring through meetings and inspections.

   Daily monitoring

7.4.2 All operating staff are required to report to the Airport Duty Manager any difficulties in carrying out a procedure, changes that may affect a procedure, or suggestions for improvements.

7.4.3 The Airport Duty Manager will in addition make observations on a day-to-day basis, ensuring that policies and procedures are correctly adhered to.

   Operational Meetings

7.4.4 The Airport Director meets at least once a month with the Operations and Compliance Manager to discuss all relevant topics relating to operational policies and procedures.

   Departmental Audits

7.4.5 A Level 2 manager will conduct regular audits on the following departments, at intervals of 3, 4, 6 or 12 months in accordance with a defined Audit Schedule.

   A) RFFS
   B) Airfield
   C) Air Traffic Services
   D) Fuelling
   E) Wildlife Control
Procedure reviews

7.4.6 Level 1 Managers will conduct review of all operational policies and procedures on a rolling basis in accordance with a defined Review Schedule.

7.5 External Auditing and oversight

7.5.1 A Level 1 or 2 Manager will conduct an audit of non-company Fuel Installation Audits on a yearly basis to ensure compliance with appropriate regulations and airport procedures.

7.5.2 The Duty FISO is responsible for advising the Airport Duty Manager if any third party does not confirm to the operating policies and procedures published within the Airport Manual and AOI’s, UK AIP, Pilot Handbook or FIS Local Instructions Manual.

7.6 Airport Rules and Procedures

7.6.1 In addition to the Aeronautical Information Published within the UK AIP, detailed rules and procedures are published within the City Airport and Heliport Pilot Handbook CA-MAN-007.

7.6.2 This handbook is distributed to all based operators and is also made available on the airport website (www.cityairportandheliport.com) for reference by all users of the airport.

7.7 Aeronautical Information

7.7.1 Aeronautical Information, publications and other related documents are available from the Flight Briefing Display within the Control Tower Reception.

7.7.2 Notifications of any Temporary Restricted Airspace or Restrictions to Flying are received by the Air Traffic Service Unit (ATSU) via AFTN (AFPEx) from AIS. The Duty FISO is responsible for arranging dissemination as required.

7.7.3 CAP 168 Chapter 10 describes details of occurrences which may require NOTAM action.

7.7.4 Should the action described in the above be necessary the Airport Duty Manager will ensure compliance. In addition the ATSU Watch Log will record changes, where applicable, the Airport Director will be informed and information displayed on the Computer ATIS and Airfield State Diagram.

7.8 Routine Airport Inspections

7.8.1 The Airport Duty Manager is responsible for opening the airport at the times notified in AIP AD2 EGCB, having previously carried out an inspection of the manoeuvring area and satisfied themselves that it is safe for aircraft operations.

7.8.2 The Airport Duty Manager may at times delegate the responsibility for conducting an inspection of the manoeuvring area to the Duty FISO.
7.8.3 The Airport Duty Manager is responsible for ensuring that the airport is inspected at least twice a day before flying commences. During periods of prolonged or heavy rain, snow or other conditions the Duty FISO or Airport Duty Manager may decide that further inspections are required.

7.8.4 The inspection will include all areas on the airport which are to be used for the movement of aircraft, and will check the condition of runway strips, taxiways, apron, signs and markings, windsock and signal square. Also a check will be made that any Work in Progress is suitably marked. Any unserviceability will be marked on the Computer ATIS. If required, a NOTAM will be issued by the Airport Duty Manager.

7.8.5 Results of all runway inspections will be entered into the Runway Inspection Record held in the VCR.

7.9 Non-routine Airport Inspections

7.9.1 The Airport Duty Manager is responsible for ensuring that a surface inspection of the appropriate area is carried out whenever an accident or incident occurs, or if a report of debris is made. Further aircraft movements on the affected area will not be permitted until the area has been declared as safe following inspection. Details of any inspection and action taken are to be recorded by the Airport Duty Manager. In the event of a serious aircraft accident, it may be necessary to defer the inspection and recovery of any associated debris, until such time as approval to remove any wreckage is obtained from the AAIB.

7.9.2 The Airport Duty Manager (or nominated person) will undertake an inspection of the manoeuvring area following an incident as follows:

a) Appropriate vehicle(s) only will be used to facilitate access to the area to be inspected.

b) Before such vehicle(s) gain access to the area, the Duty FISO will be informed and approval sought.

c) The wearing of appropriate high visibility closing is essential at all times whilst operating airside.

d) The personnel inspecting must be in communication with the Duty FISO by radio at all times.

e) The Airport Duty Manager (or nominated person) methodically inspects the area (on foot where necessary) to determine whether or not any debris remains on the area.

f) Should any debris be found it will be collected. If required, any debris may be taken to onsite aircraft maintenance companies to assist with identification.

g) Vehicle(s) and personnel will vacate the area on completion of the inspection as expeditiously as practicable and inform the Duty FISO when clear.

h) If the debris is identified as an aircraft part actions will be taken to identify the aircraft from which it came.

i) Any other debris, if not pertinent to the incident will be discarded.

j) Debris pertinent to the incident will be retained in a suitable place until investigation into the incident is complete.
k) Should debris be required to be left on the manoeuvring area for any reason it will be suitably marked with high visibility markers and the Duty FISO informed.

7.10 Runway and Movement Area Condition

7.10.1 The Duty FISO is responsible for the assessment of the condition of the runways and manoeuvring area on a day to day basis. Particular attention is to be given to rutting, standing water, ground markings and the likelihood contamination of aircraft control surfaces by mud and water.

7.10.2 The Duty FISO is responsible for passing information regarding surface conditions. If an unsafe condition occurs, the Airport Duty Manager must be informed who will make a decision regarding closure of the affected area.

7.10.3 Sweeping of hard standing apron areas and taxiways will be arranged periodically, where a requirement is identified as part of the internal airfield audit process.

7.11 Meteorological Information

7.11.1 Meteorological forecasts, reports, warnings and other information are available from the Flight Briefing Display within the Control Tower reception.

7.11.2 UK Met Form 214 and 215 are obtained daily by the Operations Staff. Weather warnings are received within the VCR via AFTN (AFPEx) or via email from the Met Office.

7.11.3 Weather warnings are displayed on the Computer ATIS within the Control Tower reception.

7.11.4 TAF's and METAR's can be obtained and updated as required by telephone from the Met Office or from the Met Office Website.

7.11.5 More specific information and route forecasts are available by individual application to the Met Office.

7.12 Local Meteorological Observations and Information

7.12.1 Requests for a weather observation from the airport can be supplied by the Duty FISO. The report must be prefixed by the words “Unofficial observation”.

7.12.2 Surface wind speed and direction is displayed on instruments on the main console in the VCR. Sensors for these instruments are located on the roof of the Control Tower.

7.12.3 Surface visibility is determined by observation and reference to the list of measured distances displayed on the VCR console.

7.12.4 Regional pressure settings are not normally made available but can be obtained on request by the Duty FISO from either the Met Office or from Manchester ATC.

7.12.5 Two windsleeves are located on the airport. When horizontal, they indicate approximately 30 knots. A further windsock is displayed on the Police Air Support Unit Hangar.
7.13 Low Visibility Procedures
7.13.1 Low visibility procedures by fixed winged aircraft do not take place.
7.13.2 Rotary Wing Aircraft may operate during periods of low visibility, providing that the aircraft remains within visual contact with the control tower.

7.14 Airport Operational State
7.14.1 Current airport surface conditions and operational information will be displayed on the Computer ATIS by the Duty FISO. If the airport is closed for operation by fixed winged aircraft then the Duty FISO will ensure the appropriate marking is displayed in the Signals Square. Any NOTAM action required will be undertaken by the Airport Duty Manager.

7.15 Integration of aviation activities
7.15.1 Normal integration of activities including fixed winged aircraft, microlights and helicopters is managed by the Duty FISO. Standard and published procedures apply.
7.15.2 For Non-standard operations, i.e. airships/balloons, when approved by the Airport Director, Operations and Compliance Manager or Airport Duty Manager, will be subject to special conditions to ensure as far as is possible the safety of all other aircraft movements on the airport and within the ATZ.
7.15.3 Non Radio Aircraft are permitted, providing a full briefing is obtained by the Duty FISO on Runway in Use and procedures prior to flight.
7.15.4 Reference should be made to the FIS Local Instructions CA-MAN-006.

7.16 Recording of Aircraft Movements
7.16.1 A record of aircraft movements involving departure to, or arrival from, a site or airfield, other than City Airport and Heliport, is required for HM Revenue and Customs. A record of all aircraft movements is required for licensing and statistical purposes.
7.16.2 The Duty FISO is responsible for ensuring that all aircraft movements are recorded accurately within the Airops Database Software.

7.17 Control of Works and Maintenance
7.17.1 Grounds maintenance on the manoeuvring area conducted by City Airport Ltd Personnel is only allowed by permission of the Duty FISO.
7.17.2 External contractor's works and maintenance on the manoeuvring area are only allowed by permission of the Airport Duty Manager. The work parties will be briefed and will be subject to instructions and requirements stated by the Airport Duty Manager.
7.17.3 Short term work on or near the runway in use, or within the protected areas, will be continuously monitored. All temporary obstacles and equipment, including personnel and vehicles are to be removed, prior to the arrival or departure of aircraft.
7.17.4 All maintenance work conducted airside will be the subject of a risk assessment. This will normally be conducted jointly between the Operations and Compliance Manager and/or Airport Duty Manager.

7.18 Control of Access to Airside Areas

7.18.1 Access to airside areas for vehicles shall only be permitted in accordance with the Published Airside Driving Rules and Procedure published within AOI-13-008. No vehicles or persons may proceed on the manoeuvring area without the permission of the Duty FISO.

7.18.2 All personnel operating regularly on the manoeuvring area will be required to attend an Airside Driver Training Course.

7.18.3 Ground maintenance vehicles are permitted on the manoeuvring area remaining clear on the runway in use and protected area. Vehicles must be in contact with the Duty FISO by UHF radio and must request clearance when required to operate within 30m or to cross the runway in use.

7.18.4 Vehicles are to give way to aircraft at all times.

7.18.5 All company vehicles requiring regular access to the manoeuvring area should display an amber rotating beacon. Other vehicles must display hazard warning lights. All vehicles should display vehicle lighting during periods of low light levels or poor visibility.

7.18.6 RFFS personnel will be responsible for briefing drivers and arranging for vehicles to be escorted, if considered necessary.

7.18.7 Whenever an authorised vehicle is on the manoeuvring area, an appropriate 'marker' strip shall be placed in the appropriate position on the 'Data Display Board' by the Duty FISO.

7.19 Apron Control

7.19.1 The Duty FISO is responsible for control of aircraft movements on the apron, with the exception of the tarmac portion of the apron.

7.19.2 Aircraft will normally be directed to parking positions by the Duty FISO. When considered advisable, or if requested by aircraft, marshalling assistance may be provided. Such Marshallers’ shall wear high visibility jackets and consideration should be given for the use of ear defenders where appropriate.

7.20 Aviation Fuel

7.20.1 Fuel is normally available from published opening time until 15 minutes before published closing time.

7.20.2 The following grades of fuel are available:
   AVTUR - Jet A1
   AVGAS - 100LL
   AVGAS – UL91

7.20.3 20W/50, 80, 100, 100W grades of oils are available.

7.20.4 A daily checklist is completed by personnel carrying out re-fuelling duty.
7.20.5 Avgas 100LL is stored in an underground storage tank with a capacity of 30,000 litres. This undergoes an inspection yearly.

7.20.6 A power cut-off switch for the Avgas 100LL fuel pumps is located between the two Fuel Pumps.

7.20.7 Avgas UL91 is stored in an over ground bunded tank with a capacity of 4,500 litres.

7.20.8 AVTUR (JetA1) is stored in two bunded tanks with capacity of 18,000 and 23,000 litres respectively.

7.20.9 A mobile AVTUR (Jeta1) tank with pressurised fuelling capability is available with capacity of 12,000 litres (tbc)

7.20.10 A power cut-off switch for the Avgas UL91 and AVTUR (Jet A1) bund tank is located on the side of each tank.

7.20.11 All operating procedures and specific procedures relating to the handling of Aviation Fuel on the airport are contained in the Fuel Procedures Manual. CA-MAN-005.

7.21 Aircraft Accident and Mandatory Occurrence Reporting

7.21.1 An accident is an occurrence associated with the operation of an aircraft which takes place between the time when any person boards the aircraft with the intention of flight until the time as all such persons have disembarked in which:

(a) A person suffers a fatal or serious injury as a result of being in or upon the aircraft, direct contact with any part of the aircraft including parts that have become detached or suffers exposure to jet blast.

(b) The aircraft sustains damage or structural failure which adversely affects its structural strength, performance or flight characteristics and would normally require major repair or replacement of the affected component.

(c) The aircraft is missing or is completely inaccessible.

7.21.2 An incident is an occurrence, other than an accident, associated with the operation of an aircraft which affects or would affect the safety of operation.

7.21.3 In the event of an aircraft accident or serious incident on, or adjacent to, the airport, the Airport Duty Manager is to initiate a report to the Air Accident Investigation Branch. Tel. No. 01252 512299 (24hr)

7.21.4 In the case of an accident involving fatality, serious injury or damage to property, the Local Police Authority is to be informed.

7.21.5 The Airport Duty Manager is responsible for ensuring that Mandatory Occurrence Reports are submitted using the EASA Online MOR Reporting Portal at http://www.aviationreporting.eu
7.22 Recovery of Disabled Aircraft

7.22.1 Following any aircraft incident, it may be necessary to effect a recovery of the disabled aircraft. For on-site incidents, City Airport Ltd will assist in the co-ordination of Aircraft Recovery. Where the incident is off-site, City Airport Ltd will provide co-ordination assistance upon request from the Local Police, AAIB and/or Aircraft Owner/Operator. Details of the procedure for the recovery of Disabled Aircraft can be found in document CA-AOI-032.

7.23 Bird and Wildlife Management

7.23.1 Bird activity exists all year round at the airport. During periods of wet weather this activity can increase significantly, especially when standing water is present. Increased activity is also noted during dry periods in summer when grass seeding is taking place.

7.23.2 It is not possible to completely eradicate the bird hazard completely, due to the nature of the airport and its surroundings; however, all staff should remain vigilant and take action as appropriate.

7.23.3 Positive habitat control is maintained where possible, within the limitations of the airport.

7.23.4 The most frequent types of birds observed on the airport include Gulls, Lapwings, Crows, Rooks and Starlings. Occasional sightings of larger birds, especially Heron are seen passing the airfield at low level from North West to South East and reverse.

7.23.5 A member of the Management team is designated as Wildlife Control Officer. The primary purpose of this role is to ensure that appropriate action is taken and reviewed to minimise risk from bird activity on the airport and within the 13km circle as indicated on the airport Safeguarding Maps. The Wildlife Control Officer will also conduct training where required in Bird Control methods.

7.23.6 Day to day Wildlife Control is managed by the Duty FISO. A Wildlife log record is kept which details significant activity. Where a significant hazard is observed by the Duty FISO, the RFFS personnel or other Operational Staff may be called upon to exercise bird dispersal. The Duty FISO will also issue a warning on RTF to aircraft which may be affected by bird or wildlife activity on or near the runway in use.

7.23.7 A Wildlife Log is maintained within the VCR for recording of all significant bird activity on the airfield, any actions taken and details of all bird strikes.

7.23.8 It is a requirement of the Air Navigation Order that all bird strikes and near misses are reported.

7.23.9 The Duty FISO is responsible for ensuring that Form CA1282 is completed following observed or reported bird strikes.
7.23.10 Reference should be made to the Bird Hazard Control Manual, CA-MAN-002, which provides information on the Bird Hazard Control in force at the airport. It details information on existing bird hazards, methods used to minimise risk to aircraft from bird strikes, procedures and methods used for effective bird dispersal and reporting procedures for bird strike occurrences.
PART 8 - VISUAL AIDS

8.1 Airport Ground Lighting
8.1.1 There is no airport ground lighting provided at the airport with the exception of portable runway lighting used for helicopter movements at night, into and out of City Heliport and NPAS Barton Air Support Unit. Permission for this is displayed in CA-AOI-039 section 8.

8.2 Obstacle Lighting
8.2.1 A structure located at position 532758.81N 0022139.93W, height 223ft amsl is lit. There are no other obstacles, on or in the immediate vicinity of the airport that are required to be lit under current licensing requirements.

8.3 Signals and Markings
8.3.1 All runways are marked with white edge markers.
8.3.2 All runways are marked with appropriate designators.
8.3.3 Aircraft holding points are designated by standard markers.
8.3.4 The Signals Square is located adjacent to the North West Side of the Control Tower.
8.3.5 A windsleeve (lit) is located towards the Western side of the airfield. A second windsleeve (unlit) is located on the corner of the South Eastern Airfield boundary, and a third (lit) on the Police Air Support Unit Hangar.
8.3.6 Signal Lamps, capable of providing red, green and white signals are located in the VCR.
8.3.7 All Emergency on/off airport access points are designated with white/red ‘crash gate’ marker boards numbered 1 to 6 and are marked in Appendix 4.
8.3.8 ‘Unauthorised persons’ and other warning signs are located adjacent to all emergency access points and recognised pedestrian access points leading to the apron areas.
8.3.9 All visual aids are inspected as part of the internal airfield audit process. Where maintenance is identified as required, this will be incorporated into the audit action plan.
PART 9 - RESCUE AND FIRE FIGHTING SERVICES (RFFS)

9.1 Policy of Category of RFFS Provided

9.1.1 Rescue and Fire Fighting services are provided throughout airport operating times to at least the minimum standard for Category 1 Airports as required by CAP 168 Chapter 8 Appendix 8B and Chapter 9.

9.1.2 City Airport Ltd may permit certain aircraft movements to take place where the minimum standard of Category 1 is not achieved, however this will be limited to only those aircraft that do not require a licensed aerodrome. The Airport Duty Manager must approve such movements on an individual basis.

9.2 RFF Personnel Duties

9.2.1 The primary duty of the RFFS personnel is to provide Rescue and Fire Fighting services in accordance with the Policy above.

9.2.2 RFFS personnel may, during their duties conduct other tasks not associated with the primary duty. See CA-AOI-018 RFFS Extraneous Duties.

9.3 RFF Personnel Medical Policy

9.3.1 All RFFS Personnel are required to have a medical examination to an accepted HGV standard or equivalent. Details regarding the policy and the medical examination form can be found in document CA-FORM-029.

9.4 Personal Protective Equipment (PPE)

9.4.1 RFFS Personnel are issued with PPE, compliant with current British and European regulatory requirements as follows

A) Fire Fighting Tunic
B) Fire Fighting Trousers
C) Helmets
D) Boots
E) Gloves
F) Smoke Filter Masks (See AOI-3 Disposable respiratory masks)
G) Flash Hoods

9.4.2 RFF personnel are responsible for the care and security of their personal PPE and are to inform the Operations and Compliance Manager when any item of protective clothing is damaged or in need of replacement. The Operations and Compliance Manager will made regular inspections of RFF PPE.
9.5 Changes to minimum scale of RFFS provided

9.5.1 If the RFF facilities fall below that required for a Category One airport the following actions should be undertaken:

a) Inform the Airport Duty Manager
b) Inform the Duty FISO

9.5.2 The Airport Duty Manager is responsible for making an assessment of the impact upon operations. All movements of aircraft required to use a licensed aerodrome will be suspended.

9.5.3 The Airport Duty Manager may permit continuation of movements of aircraft that do not require a licensed aerodrome, provided that he/she is satisfied that no conditions exist which would otherwise increase the likelihood of an aircraft accident (e.g. weather conditions). If unlicensed operations exceed a period of two hours, the Airport Director should be informed.

9.5.4 The Duty FISO is responsible for ensuring that all aircraft on frequency are advised and if possible, an estimated time is given for normal cover to return so that normal operations can be restored.

9.5.5 The Duty FISO should include a statement on the Computer ATIS advising of the change in RFFS provided, estimated duration and restrictions in place.

9.5.6 The Duty FISO should issue a NOTAM advising of the change in RFFS provided, estimated duration and restrictions in place.

9.5.7 For aircraft already airborne, the onus is on the pilot in command to decide whether to continue the flight, divert or return to land.

9.5.8 In the event of restrictions being applied, the following exceptions are permitted:

a) The airport will remain available for emergency landings.

b) Aircraft may land when, in the pilot’s opinion, a diversion or holding may be a greater potential hazard.

c) Operations may be continued by aircraft which are not required by the Air Navigation Order to use a licensed aerodrome.

9.5.9 Details of any depletion must be entered into the Watch Log by the Duty FISO.

9.5.10 Where a change to the minimum RFF service is unplanned, the Duty Manager should complete a Safety Significant Event report on the change to the minimum RFF service provided, including an investigation into the cause, and any actions required to militate against future unplanned occurrences.
9.5.11 Once the scale of services has returned to that required for Category One the Airport Duty Manager shall be informed. Based on the information provided, and any additional confirmation checks, the Airport Duty Manager will then ensure the following actions are completed:

a) Inform the Duty FISO.
b) Ensure the Computer ATIS is updated.
c) Cancel any previous NOTAM relating to the change in services.
d) Inform all affected operators.

d) Ensure that the Duty FISO advises aircraft affected that are airborne on frequency of the restored category.

9.6 Contingencies to minimise changes to the scale of RFFS provided

9.6.1 The airport ensures that the following policies are in place to minimise and changes to the scale of RFFS provided, which would adversely affect promulgated levels of services.

a) RFF vehicles will receive appropriate routing servicing and be maintained to MOT standard to ensure reliability of the vehicles is maintained.

b) An appropriate number of part time personnel will be retained and utilised to ensure the sufficient number of minimum personal can be maintained, or restored at short notice in the event of any non-availability of personnel or other unplanned events that affect personnel availability.

c) Where possible the airport aims to have two members of the RFF personnel that hold a current Low Category Junior Officer Certificate.

9.7 RFFS Category Remission

9.7.1 The airport will take advantage of the remission factor permitted by CAP 168, Appendix 8B, Para. 8, which will allow movements by aircraft up to 12m in length, providing that the number of such movements does not exceed 700 in the busiest three months of the year.

9.7.2 The Airport Director is responsible for monitoring the number of aircraft movements which occur under this category.

9.8 RFFS Category One Objectives and Operations

9.8.1 The airport will maintain RFFS Category 1, throughout operational hours, whether or not aircraft using the airport require the use of a licensed airport.

9.8.2 There is no specific Fire Station at the airport. The RFF Vehicle (RFFV) will be parked in a suitable location allowing direct access onto the airfield and in close proximity to the RFFS Personnel Manning the RFFV. No other vehicle or aircraft parking is allowed which would inhibit the deployment of the RFF Vehicle (RFFV)

9.8.3 The Duty FISO or Airport Duty Manager may use the RFFV to complete the airport inspection prior to airfield opening.
9.8.4 On completion of the airport inspection the Airport Duty Manager must be informed for appropriate action to be taken.

9.8.5 There are two appliances, Rescue 1 and Rescue 2.

9.8.6 Rescue 1 is a Land Rover Defender 130 4WD customised to carry appropriate Media and Equipment.

9.8.7 Rescue 2 is a Toyota Hilux, long wheel base with 4WD ‘pick-up’ with media and equipment located in the load carrying area and rear cabin.

9.8.8 Under normal circumstances, Rescue 1 is the operational appliance. Rescue 2 may be brought online during training, when it is considered that a higher service and response level of manning may be required or during periods where Rescue 1 is unavailable.

9.8.9 Under certain surface conditions, it maybe preferential to place Rescue 2 online as it is lighter and has greater capability of moving over the airport’s grassed surfaces.

9.8.10 The minimum quantity of media carried by each appliance when online is listed below:

- **Rescue 1**
  - 670 x Litres Water
  - 50 x Litres of 3% solution AFFF
  - 1x 9kg Monnex Dry Powder Extinguishers
  - 1x 50kg Monnex Dry Powder Unit
  - 4 x 5kg CO2 Extinguisher

- **Rescue 2**
  - 600 Litres Water
  - 20 Litre Drum 3% solution AFFF
  - 4x 9kg Monnex Dry Powder Extinguishers
  - 1x 6ltr AFFF Extinguisher
  - 4x 5kg CO2 Extinguisher

9.8.11 The following equipment which is kept serviceable on the RFF Vehicle when online:

<table>
<thead>
<tr>
<th>Item</th>
<th>Rescue 1</th>
<th>Rescue 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>VHF and UHF Radio</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Mobile Telephone</td>
<td>✓*</td>
<td>✓*</td>
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<tr>
<td>(* transferred to primary online vehicle)</td>
<td></td>
<td></td>
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<tr>
<td>Blabbermouth Branch</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Foam Maker Branch</td>
<td>✓ (x2)</td>
<td>✓ (x1)</td>
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<td>Spray Branch</td>
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<td>✓</td>
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<td>✓</td>
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<tr>
<td>First Aid Kit</td>
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<td>✓</td>
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<td>Present</td>
<td>Absent</td>
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<tr>
<td>--------------------------------</td>
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</tr>
<tr>
<td>15m Rope</td>
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<tr>
<td>Hydrant Key Unit</td>
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<tr>
<td>Large axe</td>
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<td>Bolt Cutters</td>
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<tr>
<td>25m Hose Length</td>
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<tr>
<td>Grass Beater</td>
<td></td>
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<tr>
<td>Fire Blanket</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Pair of Marshalling Bats</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Hi-Vis Jackets</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Airport and Local Area Maps/Checklist</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

9.8.12 The following equipment is kept in the toolkit on each RFFV:
- 1x Axes – Small Fireman Type
- 1x Metal Cutters (Snippers Tin)
- 1x Heavy Duty Pliers
- 1x Adjustable Spanner
- 1x Assorted Screwdrivers Set
- 1x Hammer
- 1x Multi-Purpose Saw
- 1x Hacksaw
- Set of 6 Hacksaw Blades
- 1x Ballistic Parachute Cutters
- 1x Seat Belt Cutter
- 1x Wire Cutters

9.8.13 Operational reserves of media are held within the Pemberton Hangar Annex. The Operations and Compliance Manager is responsible for ensuring a minimum of 200% of AFFF, and 100% of complimentary media is ready for immediate use. Additional media is available for routine training.

9.8.14 Under normal circumstances the following minimum media will be held in reserve (note media carried on the reserve vehicle may be counted as part of this reserve):
3x 9kg Monnex Dry Powder Extinguishers
50 Litres of AFFF Foam Concentrate

2x 5kg Co2*
2x 9ltr AFFF Extinguisher*

* kept in reserve and also used for practices

9.8.15 Discharge rates for the RFFV is as follows:
Rescue One: 475 Litres/min
Rescue Two: 230 Litres/min

9.8.16 The RFFV will be manned by a minimum of 2 employees City Airport Ltd. All RFFS Personnel will be free from any physical disability and be of average strength required for carrying out rescue and have received adequate training.

9.9 Accident and Incident Emergency Organisation Procedures and Planning

9.10 Airport Emergency Procedures
9.10.1 The full procedures that are followed in the event of an Airport Emergency Situation are described within CA-MAN-014 Airport Emergency Procedures.

9.11 Alerting and Response Procedures
9.11.1 It is the responsibility of the Duty FISO to call out or alert the RFFS and external services in accordance with the procedures detailed in the FIS Local Instructions Manual CA-MAN-006, and to assist the RFFS (and other emergency services) in every way possible.

9.11.2 When the RFFS has been alerted to any category of emergency the responsibility for dealing with the incident rests with the RFFS until they advise that the incident is ended.

9.11.3 The main crash alarm siren is located on the roof of the control tower with an additional sounder within the Pemberton Annex building.

9.11.4 The RFFV is fitted with a radio transceiver operating on 120.250 MHz. Only RFF Personnel and/or Airport Director/Airport Duty Manager/FISO may use this radio. The RFF crew also use a handheld UHF radio transceiver (Channel One) for primary communication with the Duty FISO.

9.11.5 When the siren is sounded or the RFFS crew is alerted by other means, both crew members will proceed immediately to the RFFV.

9.11.6 The RFF Personnel will report to the Duty FISO via the UHF and proceed to the RFFV.

9.11.7 The RFFV will proceed under the direction of the Duty FISO.
9.11.8 The operational objective is to achieve a response time not exceeding three minutes to any point of each operational runway and/or furthest parts of the licensed area in optimum visibility and conditions.

9.11.9 The response time is considered to be the time between the initial alerting call and the time when the RFF vehicle is in a position to effect fire fighting and rescue operations.

9.11.10 RFF Personnel may be called to respond whilst carrying out other duties. In all cases, the RFFS Personnel don personal protective clothing (PPE) and make their way to the RFFV.

9.11.11 Other Operational Personnel will assume responsibility for the roll of RVP Marshaller in the event of an emergency requiring the external emergency services to attend. Alerting will normally be carried out via UHF. The designated RVP Marshaller will then don a hi-vis jacket and continue to monitor the UHF frequency (Channel 1) for communication with the RFFS, Duty FISO and ADM, ready to direct the external emergency services on arrival at the RVP.

9.12 Training

9.12.1 All RFFS personnel at the airport will hold a Certificate of Competence.

9.12.2 RFFS training is carried out by personnel who hold a valid RFFS Low Category Aerodrome Supervisor certificate or by those deemed competent via other means.

9.12.3 The RFFS Training Policy Manual details the training syllabus used for initial and ongoing competence acquisition and retention.

9.12.4 The designated Fire Training Officers are responsible for maintaining individual personnel records, which include details of all training carried out.

9.12.5 In accordance with training requirements, the Fire Training Officer’s will initiate irregular and random emergency call-outs, to various locations on the airport, to assess the response time capability of the RFFS. Records of these events are to be maintained, including relevant observations, whether satisfactory or not and any further action which may be necessary.

9.12.6 The Fire Training Officers are responsible for ensuring that RFF Personnel undergo ‘Realistic’ fuel fire practice every 3 months. Where circumstances mean this cannot be achieved, this period should not exceed 6 months.

9.12.7 During training sessions, the Fire Training Officer’s or other Training Officer are responsible for ensuring that personal safety is maintained at all times as far as is reasonably practicable.
9.13 General Procedures

9.13.1 The normal response area is a minimum of 1000 metres from each runway threshold. Under normal circumstances, response will include land up to the Motorway to the East of the airfield, the Manchester Ship Canal to the South. Due to the nature of the terrain to the West and North of the airfield which would make response difficult by local emergency services, the response area is extended to include the local ’Barton Moss’, covering an area up to approximately 3000 metres from the airfield.

9.13.2 An assessment of the RFF response area is documented within CA-REF-017. Details of the response area are shown at Appendix 5.

9.13.3 The RFFV will respond to domestic incidents within the airport boundary.

9.13.4 The decision as to whether or not the RFFV should be sent to domestic incidents or fires outside the airport boundary is the responsibility of the Airport Duty Manager who will decide on humanitarian grounds, considering also the implications for airborne traffic and the consequences of RFFS depletion on aircraft operations and safety.

9.13.5 Where aircraft movements are expected, RFFS attendance should only be as long as any life is threatened. With the agreement of the Officer in Charge of the Local Authority Fire Service, the RFFV should return to the airfield as soon as possible to cover expected aircraft movements.

9.13.6 The RFFV will respond to all aircraft accidents within the normal response area off-site.

9.14 Hydrants

9.14.1 There are four easily accessible water hydrants available for replenishment of the RFF Vehicle. These are situated:
   a) On the Apron at the Front Left position of the Pemberton Hangar
   b) On the Apron at the Front Right position of the Pemberton Hangar
   c) At the rear of the Pemberton Hangar
   d) On the public footpath at the main airport entrance.

9.15 First Aid personnel

9.15.1 First Aid Training is carried out as required to ensure that all personnel have attended a course at least every 36 months. Routine training is conducted as part of the ongoing maintenance of competence scheme as detailed within the Fire Training Manual.

9.15.2 The Operations and Compliance Manager will ensure that courses are organised when required in conjunction with the training syllabus.

9.15.3 With the exception of the RFF personnel, there are no medical services at the airport.

9.15.4 Copies of First Aid Certificates are kept in personnel’s individual records.
9.16 Equipment Testing and Inspections

9.16.1 The Pressure vessel on board Rescue One will be inspected every five years. The media levels of the main AFFF vessel and hand held extinguishers are checked daily. The hoses and other equipment are checked at the time of fire practice sessions. This procedure will be monitored by the Fire Training Officer.

9.16.2 The Duty RFFS Personnel are responsible for inspecting the vehicle and equipment prior to commencement of aircraft operations, following the checklist provided in the RFFV Log Sheets. Any unserviceability or deficiencies which cannot be rectified immediately are to be reported to the Airport Duty Manager, for appropriate action.

9.17 Operational Procedure

9.17.1 The minimum number of trained and competent personnel for the RFFV is two.
No.1 - Driver and Leading Hand
No.2 - Branch man / Radio Operator

9.17.2 When approaching the scene of an accident, care must be taken to avoid running over any debris and/or bodies which may have been thrown or fallen from the aircraft. On arrival, the driver will position the RFFV upwind of the aircraft, with the rear facing the aircraft.

9.17.3 On arrival the leading hand will assess the situation and give orders/instructions as appropriate.

9.17.4 After stand down the crew will immediately replenish consumables and check the vehicle and other emergency equipment for serviceability.

9.17.5 The driver will then report to the Airport Duty Manager and state the level of serviceability.

9.17.6 The driver, assisted by the other crew member, will make out a report in the RFFS Log Sheets/Watch log

9.17.7 In the event of the RFFV at City Airport and Heliport being unable to conduct a rescue, the local Fire and Rescue Services will be relied on for this task.

9.17.8 After an incident, the Leading Hand is responsible for recharging of the extinguishing media and returning the vehicle to its parking area of the airport.

9.17.9 If a delay in recharging occurs, for whatever reason, the Airport Duty Manager will be informed.

9.17.10 Should there be depletion in the RFFS Personnel due to injury or fatigue, the Airport Duty Manager is to be informed and other crew sought.

9.18 Medical

9.18.1 No ambulance is based at the airport.

9.18.2 Disposable gloves are available to all RFFS personnel. A supply is kept in the 1st Aid Kit on the RFFV
9.18.3 The following medical equipment is carried on the RFFV.

- 6x Foil Blankets
- 1x Pair Scissors
- 1x Resussi Mask
- 5x Eye Wash Bottles
- 4x Calico Triangular Bandages
- 1x Set of Safety Pins
- 2x packs (Qty 10) Sterile Wipes
- 4x Type 7 Dressing (Small)
- 4x Type 8 Dressing (Medium)
- 4x Type 9 Dressing (Large)
- 2x Type 16 (Eye pads)
- 4x Packets Waterproof Plasters
- 7x Disposable Gloves
- 1x Roll of Tape

9.18.4 Burns Kits are available on each RFFV.

9.18.5 A De-Fibrillator and Oxygen (supplied by the NHS) are kept on the primary RFF Vehicle. Only authorised RFF personnel are permitted to use this equipment. After use, the reporting procedure within the NHS Memorandum of Understanding must be followed.

9.18.6 There is no other medical equipment available for use by the RFFS.

9.18.7 The Duty FISO or Airport Duty Manager is responsible for summoning external medical assistance, if/as required.
PART 10 - INTEGRATED EMERGENCY PLANNING

10.1 Emergency Planning Policy
10.1.1 To ensure the safety of all persons, customers and staff using the Airport, City Airport Ltd is committed to ensuring that effective emergency and contingency plans are in place. These plans are reviewed on an annual basis.

10.1.2 The Emergency procedures are contained within document CA-MAN-014 Airport Emergency Procedures.

10.2 Emergency Planning Objectives
10.2.1 The objectives of the emergency plans are to anticipate the likely events that may require an emergency response, so that a suitable response can be prepared, with the primary aim of preserving life, and secondary aim of preserving and protecting property, the environment and the business continuity of the airport.

10.3 Organisation and Planning
10.3.1 An Emergency Planning Group (EPG) meets on occasion to discuss current emergency procedures and plan for improvements to ensure that airport emergency procedures remain effective and for planning of emergency exercises. The group includes the Airport Director / Operations and Compliance Manager, Airport Duty Managers, GM Fire Service and other emergency service representatives.

10.4 Emergency Exercises and Training
10.4.1 The Airport holds a major emergency exercise at intervals not exceeding three years to test and evaluate the emergency plan. Detailed planning and reviews are recorded for each exercise conducted.
PART 11 - AIR TRAFFIC SERVICES

11.1 Policy and Provision

11.1.1 City Airport Ltd (a subsidiary of Peel Holdings) is designated as an Air Navigation Service Provider (ANSP) and operates a Flight Information Service, using the designator “Barton Information”.

11.1.2 The hours of this service are promulgated in the UK AIP. During periods where FIS cannot be provided, an Air-Ground service may be operated, using the designator “Barton Radio”. A single frequency of 120.255 MHz is used in each case. All personnel must be appropriately licensed.

11.1.3 A FIS service may be provided at times out of normal hours for specific pre-arranged helicopter flights.

11.1.4 A FIS is provided to all aircraft in the area of responsibility defined in CAP797.

11.1.5 Reference should be made to CA-MAN-006 FIS Local Instructions Manual and Airport Operating Instructions which contain detailed procedures for the provision of the service.

11.2 Safe Management of Activities

11.2.1 A variety of aviation related and airside operators use the airfield in accordance with Airport Terms and Conditions and individual operating agreements.

11.2.2 Further details and procedures to assist with the safe management and integration of activities are published within the City Airport and Heliport Pilot Handbook.

11.2.3 Parachuting does not take place at the airport except by special arrangement and prior notification of the CAA. Parascending takes place at the airport on weekend and bank holiday mornings and evenings (by arrangement). For details CA-AOI-027

11.2.4 Gliding does not take place at the Airport except by special arrangement with prior notification to the CAA.

11.2.5 Two microlight training organisations operate on the Airport. Microlight training aircraft shall be equipped with VHF radio at all times and shall fly the standard circuit pattern at 1000’ AAL.

11.2.6 Several helicopter training organisations operate on the airport. All training helicopters shall be equipped with VHF radio at all times. When circuit training is taking place this should be within the fixed wing aircraft circuit pattern at all times in accordance with published procedures.

11.2.7 NPAS operate a helicopter within the airport boundary. During normal operating hours they will make an initial call to ‘Barton Information’. Outside these hours they make blind calls on 120.255 Mhz
11.2.8 Out of Hours Helicopter operations may be permitted by the Airport Duty Manager, Operations and Compliance Manager or Airport Director subject to certain conditions as specified by City Airport Ltd.

11.2.9 On occasions, airship operations may take place on the Airport with approval from the Airport Duty Manager or Airport Director. The positioning of the mooring mast should take account of the transitional safeguarded surfaces of Runways and where necessary appropriate restrictions to operations put in place. Additional guidance can be found in CA-AOI-033.

11.2.10 All private fixed wing aircraft, helicopters and microlights using the airport must book in/out within the Control Tower reception. Certain Operators based on site have specific procedures approved by City Airport Ltd.

11.2.11 A computerised record is kept by the Duty FISO of all movements, which includes aircraft registration, type, time of departure/arrival, point of departure/destination and other relevant information.

11.3 Selection of Runway in Use

11.3.1 The Duty FISO will make the decision on the runway in use, based on the surface wind, knowledge of the surface condition of the runways, work in progress and aircraft performance. Further details are contained within CA-MAN-006.

11.4 Alerting of Emergency Services

11.4.1 In the event of an incident or accident occurring on, or in the immediate vicinity of the airport, the FISO will carry out the duties as defined within CA-MAN-006
PART 12 - COMMUNICATIONS AND NAVAIDS

12.1 VHF Radio Communications

12.1.1 City Airport Ltd holds an Air Navigation Service Provider’s Certificate appropriate to the services provided.

12.1.2 City Airport and Heliport operates a Flight Information Service, using the designator “Barton Information”. The hours of this service are promulgated in the UK AIP. During periods when an Air-Ground service is operated the designator “Barton Radio” is used. A single frequency of 120.255 MHz is used in each case.

12.1.3 The primary radio is an Icom AC110, using a hand-held microphone or Headsets.

12.1.4 The standby radio an Icom AC110, using a hand-held microphone.

12.1.5 All City Airport Ltd radios are operated by appropriately licensed personnel.

12.1.6 The only VHF ground-to-ground communication is associated with the RFFV operation. An Icom AC110, set to 120.255 MHz is installed in each of the RFF Vehicles. Communication with the Duty FISO from the ground shall be limited to members of the RFF crew, FISO personnel and the Airport Duty Manager.

12.2 UHF Radio Communications

12.2.1 A Motorola UHF radio is installed in each of the RFF Vehicles.

12.2.2 Motorola UHF handheld radios are used to coordinate ground maintenance operations and emergency communications between the RFFV and the FISO. UHF Channel One will normally be monitored at all times by the Duty FISO.

12.2.3 The Duty FISO will check both the Main and Standby VHF radios and the UHF radio to be used daily with the RFFV as appropriate, before aircraft operations commence.

12.2.4 Further Information on Communications can be found in the FIS Local Instructions Manual and Airport Operating Instructions.

12.3 Recording of Communications

12.3.1 The VHF frequency is recorded. Requests for the grant of access to these recordings must be made in writing to the Airport Director or Operations and Compliance Manager.
APPENDIX 1: AIRPORT LICENCE

<table>
<thead>
<tr>
<th>Licence No.</th>
<th>P886</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Name of Aerodrome</td>
<td>MANCHESTER BARTON</td>
</tr>
<tr>
<td>2 Position of Aerodrome</td>
<td>5 NM W OF MANCHESTER (see map in Schedule 1)</td>
</tr>
<tr>
<td>3 Name and Address of Licence Holder</td>
<td>CITY AIRPORT LTD PEEL DOME THE TRAFFORD CENTRE MANCHESTER M17 8PL</td>
</tr>
</tbody>
</table>

The Civil Aviation Authority (in this licence referred to as 'the CAA') in exercise of its powers under Article 128 of the Air Navigation Order hereby licenses the above-named aerodrome as an aerodrome to be used as a place of take-off and landing of aircraft engaged in flights for the purpose of the public transport of passengers or for the purpose of instruction in flying, subject to the following conditions:

1. The aerodrome is licensed for use only by the licence holder and by persons specifically authorised by him.
2. No aircraft shall take-off or land at the aerodrome unless such fire-fighting and rescue services and such medical services and equipment as are required in respect of such aircraft in the CAA's publication CAP 168 (Licensing of Aerodromes) are provided there. Such services and equipment shall at all times when the aerodrome is available for the take-off or landing of aircraft be kept fit and ready for immediate turnout.
3. Changes in the physical characteristics of the aerodrome including the erection of new buildings and alterations to existing buildings or to visual aids shall not be made without prior approval of the CAA.
4. The licence holder shall, by the quickest means available, notify the CAA of any material change in the surface of the landing area, or in the obstruction characteristics of the approach, take-off or circuit in relation to the aerodrome.
5. The aerodrome is not licensed for the take-off or landing of aircraft at night.
6. Any public right of way crossing or bordering the landing area shall be adequately sign-posted with notices warning the public of danger from aircraft.
7. Expressions used in this licence shall have the same respective meanings as in the Air Navigation Order.
8. The 'Air Navigation Order' in this licence means the Air Navigation Order 2005 and any reference to the Order or to any Article of the Order shall, if that Order be amended or replaced, be taken to be a reference to the Air Navigation Order for the time being in force or the corresponding Article of that Order.

This licence shall remain in force until it is varied, suspended or revoked.

Date 16 July 2009

FOR THE CIVIL AVIATION AUTHORITY
APPENDIX 2: AIRPORT SCALE PLAN

A copy of the Airport Plan is held by the Airport Director.
APPENDIX 3: TERMS & CONDITIONS FOR THE USE OF BARTON AIRPORT

The Following Companies operate from the Airport under specific operating agreements between themselves and City Airport Ltd. Other companies may operate from the airport from time to time under specific agreements.

General Terms and Conditions and further details of each agreement are held in the Administration Office.

1. LAC Flying School
2. Mainair Microlight School
3. Mainair Microlight Centre
4. Heli Centre Manchester (Heli Centre Liverpool)
5. Flight Academy Helicopters
6. Whizzard Helicopters
7. Manchester Flight Training
8. National Police Air Services
9. Babcock Helicopter Services
10. Adventure 001
11. Bollington Parascenders
APPENDIX 5:  RFF RESPONSE AREA

The blue circle indicates the minimum 1000m response area from each runway end. In addition, the RFFS may respond to incidents that occur in the extended red shaded area.