Aerodrome Manual 2015
Version 1
EASA Transition
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1. Preface by Licensee

The Doncaster Airport Aerodrome Manual clearly and concisely describes the systematic approach to the operational use of the aerodrome, demonstrating our commitment to managing the aerodrome safely and effectively.

Whilst accountability begins at the top of any organisation it is essential that all individuals understand their own roles, responsibilities and accountabilities as defined within the manual.

The content of the aerodrome manual reflects the certification basis and the requirements set out in this Part and Part-ADR.OP5, as applicable, and shall not contravene the terms of the certificate. This aerodrome manual contains all the necessary information for the safe use, operation and maintenance of the aerodrome, its equipment, as well as its obstacle limitation and protection surfaces and other areas associated with the aerodrome.

The Aerodrome Manual is distributed to 3rd Party stake holders at the Airport and external rescue agencies that have a role in the safe operation of the aerodrome. It is also distributed widely to our Airline Operators and Service Partners with Instructions and guidance to DSA policy and procedures on the airfield.

Steve Gill

Managing Director

2. Purpose of the Aerodrome Manual

The aerodrome manual is for use by the travelling and visiting public, Aerodrome staff, 3rd party stake holders and their employees. The purpose of the manual is to secure the safe operation of the aerodrome. To achieve this aim the manual contains:

- Instructions from the aerodrome licensee to the aerodrome operational staff.
- Details of persons responsible for operational duties and their areas of responsibility
- A record of the physical characteristics of the aerodrome, scheduled services, charter flights, for the public transportation of passengers, general, Freight and business aviation flights, and flying training, are carried out at DSA and thus, under the terms of article 103 of the air navigation order, as amended, an aerodrome licence is required.
- In accordance with article 126 of the air navigation order, as amended, DSA undertakes to:
Part A

General

- Furnish to any person on request information concerning the terms of the licence.
- Publish the times of operations and periods of closure.
- Make the aerodrome manual, or relevant parts of it, available to each member of the aerodrome operating staff by:
  - Every departmental manager within DSA who has staff which operates airside has access to a copy of the aerodrome manual via the intranet. Every organisation with staff based at DSA who operates airside is given access to the aerodrome manual via the intranet.
  - Any visiting staffs, who obtain approval to drive airside unescorted, are required to undergo familiarisation training, which includes relevant sections of the aerodrome manual.

2.1. Managers of staff of DSA and other organisations with staff based at DSA are required to make available the aerodrome manual or relevant sections of it, to their staff that operate airside and retain records that their staff have read and understood the relevant parts.

2.2 All other persons who gain access airside are required to be escorted at all times

2.3 The term "aerodrome operating staff" means all staff that has airside access e.g. Airside drivers, or whose duties affect airside operations e.g. Air traffic control, master planning contractors.

2.4 From time to time, the Managing Director, or his representative, will undertake an audit of the above to ensure that all the aerodromes operating staff are familiar with the relevant parts of the aerodrome manual.

The above is intended to ensure compliance with the air navigation order, article 92(10) (a) and (b).

3. Aerodrome Manual Structure

EASA Authority, Organisation and Operations Requirements for Aerodromes, subpart E ADR.OR.E.005 identifies the required content of the Aerodrome Manual. A large part of the requirement is provided in this document, but to avoid duplication of information, where other DSA documents provide the required operational information then this manual will merely cross-refer to such other documents.

4. Aerodrome Manual distribution policy

The Aerodrome Manual will be reviewed and amended every 12 months and will become effective from date of issue. It is distributed electronically to a list of recipients representing organisations involved with the operation of aircraft and supporting services. Individual electronic controlled copies of the Aerodrome Manual are held with the following:

- DSA Airport Director
- Head of Airfield Operations
- Aerodrome Standards Department
Part A  General

- Air Traffic Control
- Head of Airport Services
- Health and Safety Manager
- All other departments / organisations can access the uncontrolled document via the airport website.

No hard copies will be sent to any department all copies will be distributed electronically.

5. Amendments

The Aerodrome Manual is a ‘live document’ in the sense that it is maintained as a single entity incorporating all up to date information, as such, no temporary changes will be made. Changes to live documents which require immediate revision, in the interests of safety, will be made with the version up-dated reflecting the change. In all other cases the airport authority will circulate Supplementary Instructions (SOI) to reflect a change which will remain valid until a re-issue for the Aerodrome manual is circulated. New additions will be annotated as e.g. version 1, version 2, etc.

Amendments to the aerodrome manual will be made when:

- Required by the civil aviation authority.
- EASA implementation Rules
- The management considers an amendment to be necessary.
- The management will ensure that amendments are distributed to all manual holders. The responsibility for incorporating amendments, and familiarising their staff with its contents, rests with the manual holder.
- As manuscript amendments are not permitted, changes or additions will always be the subject of an additional or replacement page

5.1 It is the responsibility of the Head of Airfield Operations to maintain, amend and revise the aerodrome manual when required. Suggested amendments should be forwarded to the HoAO when required as shown in appendix A

5.2 Hand written amendments and revisions are not permitted; all amendments will be circulated as SOI’s unless a revised version of the aerodrome manual is published.

6. Obligations of the Aerodrome Operator

The Aerodrome Licence is held in the name of Doncaster Sheffield Airport Ltd. A copy of the aerodrome licence supplied by the CAA Aerodrome Standards department is available on the company website. A copy is attached in Appendix B

| Licence Number | P876 |
| Licence Category | Public Use |

6.1 Changes in the physical characteristics of the Aerodrome (including erection of new buildings, alterations to existing buildings or to visual aids) will be made only after consultation with the CAA (Licence Condition No3)
6.2 The Managing Director is responsible for such notifications.

6.3 Amendments will be made as and when required.

6.4 Amendments will normally be notified to the CAA in writing. However, notification of a change in runway state or the obstacle clearance surfaces is to be made immediately.

6.5 Dealing with the resolution of non-compliance items issued by the CAA from CAP168 (CAA form 1560J) shall be discussed with the Directors of Robin Hood Airport and the Civil Aviation Authority Safety Regulation Group.

7 Conditions of use of the Aerodrome

The terms and conditions for using the aerodrome are set up in the booklet Schedule of Charges and Terms and Conditions of Use updated annually and available via the webpage http://robinhoodairportbusiness.com/fees-and-charges

8. Glossary of Terms and Abbreviations

Aerodrome Elevation The elevation of the highest point of the landing area. This is the highest point of that part of the runway used for both landing and take-off. See also 'Landing Area'.

AIS Aeronautical Information Service

Apron A defined area on a land aerodrome provided for the stationing of aircraft for the embarkation and disembarkation of passengers, the loading and unloading of cargo, fuelling, and for parking.

Crosswind Component The velocity component of the wind measured at or corrected to a height of 33 feet above ground level at right angles to the direction of take-off or landing.

Instrument Approach Strip An area of specified dimensions which encloses an instrument runway.

Non-instrument Runway A Runway intended for the operation of aircraft using visual approach procedures. Meeting visual runway criteria in accordance with CAP168.

Obstacle All fixed (whether temporary or permanent) and mobile objects, or parts thereof, that are located on an area intended for the surface movement of aircraft or that extend above a defined surface intended to protect aircraft in flight, or that stand outside those defined surfaces and that have been assessed as being a hazard to air navigation.

Obstacle Free Zone A volume of airspace extending upwards and outwards from an inner portion of the Runway Strip to specified upper
limits which is kept clear of all obstructions except for minor specified items required for air navigation purposes, of low mass and frangible mounts

**Precision Approach**

An instrument approach using ILS, or Precision Approach Radar for guidance in both elevation and azimuth adequate for a straight-in approach. These Runways are divided into three categories.

**Category I (Cat I) Operation**

A precision instrument approach and landing with a decision height not lower than 200ft and with either a visibility not less than 800 m, or a runway visual range not less than 550 m.

**Category IIIB**

A precision instrument approach and landing with either a decision height lower than 50 ft, or with no decision height and a runway visual range less than 175 m but not less than 50 m.

**Precision Approach Runway**

A Runway intended for the operation of aircraft using visual and non-visual aids providing guidance in both pitch and azimuth adequate for a straight-in approach. These Runways are divided into three categories.

**Rapid Exit Taxiway**

A Taxiway connected to a Runway at an acute angle and designed to allow landing aeroplanes to turn off at higher speeds than are achieved on other exit Taxiways, thereby minimising Runway occupancy times.

**Strip**

An area of specified dimension enclosing a Runway and a Taxiway to provide for the safety of aircraft operations.

**Take-off Runway**

A Runway equipped to allow take-offs in specified weather minima.

**Touchdown**

The point of intersection of the glidepath with the Runway (ANO)

**Usability**

The percentage of occasions on which the crosswind component is below a specified value. The usability may be determined for any combination of take-off and landing directions available at an aerodrome.

**Visual Runway**

A Runway intended for the operation of aircraft using visual approach procedures.
### 8.1 Abbreviations

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<th>Description</th>
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<td>AAIB</td>
<td>Air Accident Investigation Branch</td>
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<tr>
<td>ACL</td>
<td>Airport Co-ordination Ltd</td>
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<tr>
<td>ACN</td>
<td>Aircraft Classification Number</td>
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<td>ADM</td>
<td>Airport Duty Manager</td>
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<td>AGL</td>
<td>Aeronautical Ground Lighting</td>
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<tr>
<td>AIS</td>
<td>Aeronautical Information Service</td>
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<tr>
<td>AMC</td>
<td>Acceptable Means of Compliance</td>
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<tr>
<td>AOA</td>
<td>Airport Operators Association</td>
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<td>AOC</td>
<td>Airport Operations Centre</td>
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<td>Approach Surface</td>
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<td>ASB</td>
<td>Airside Safety Bulletin</td>
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<td>Accelerate Stop Distance Available</td>
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<td>Advance Visual Docking Guidance System</td>
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<td>Civil Aviation Authority</td>
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<td>Civil Aviation Publication</td>
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<td>Continuous Descent Approach</td>
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<td>CC</td>
<td>Crew Commander (RFFS)</td>
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<td>DSA</td>
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<td>HoMC</td>
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<td>Head of Aviation Development</td>
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<td>H24</td>
<td>24 hours a day, every day</td>
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<td>ICAO</td>
<td>International Civil Aviation Organisation</td>
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<td>Inner Horizontal Surface</td>
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<td>WM</td>
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9. **BIBLIOGRAPHY**

CAP 32 UK Aeronautical Information Publications
CAP 232 Aerodrome Survey Information
CAP 382 Mandatory Occurrence Reporting Scheme
CAP 393 Air Navigation: The Order and the Regulations
CAP 413 Radiotelephony Manual
CAP 493 Manual of Air Traffic Services Part 1
CAP 576 Aerodrome Model Emergency Orders
CAP 637 Visual Aids Handbook
CAP 642 Airside Safety Management
CAP 670 Air Traffic Services Safety Requirements
CAP 683 The Assessment of Runway Surface Friction for Maintenance Purposes
CAP 699 Standards for the Competence of RFFS Personnel
CAP 700 Operational Safety Competencies
CAP 726 Guidance for Developing and Auditing a Formal Safety Management System
CAP 728 The Management of Safety
CAP 738 Safeguarding of Aerodromes
CAP 748 Aircraft Fuelling and Fuel Installation Management
CAP 760 Hazard Identification, Risk Assessment and the Production of Safety Cases
CAP 772 Birdstrike Risk Management
CAP 781 Runway Rehabilitation
CAP 790 Airfield Driver Standards
CAP 791 On Aerodrome Developments
ICAO Annex 14 V. 1 Aerodrome Design & Operations
ICAO 9157 Aerodrome Design Manual (Parts 1-5)
ICAO 9870 Manual on the Prevention of Runway Incursions
ICAO 9859 Safety Management Manual
ICAO 9774 Manual on the Certification of Aerodromes
ICAO Airport Services Manual Part 7 Airport Emergency Planning
ICAO Annex 13 Aircraft Accident & Incident Investigation
DSA EO Doncaster Airport Emergency Orders
AOI Airport Operational Instructions
SOP Department Standard Operational Instructions
MATS Pt2 Manual of Air Traffic Services
Technical Administration

10. The Aerodrome Address:

Doncaster Sheffield Airport
The Management Suite
Heyford House
First Avenue
Doncaster
South Yorkshire
DN9 3RH
Tel: 08712 202210
Fax: 01302 801011

ICAO Code: EGCN
IATA Code: DSA

Operating Hours - 24 hours, 365 days

Location: 7 NM South East of Doncaster

11. Address of the Licensee:

Doncaster Sheffield Airport
The Management Suite
Heyford House
First Avenue
Doncaster
South Yorkshire
DN9 3RH
Tel: 08712 202210
Fax: 01302 801011

12. LEGAL POSITION REGARDING AERODROME LICENSING

12.1 Licensing Requirement

The Air Navigation Order requires that certain flights, in particular Public Transport Flights and Flying Training take place at a Licensed Aerodrome. The Aerodrome Licence, granted by the CAA, provides for ‘Public Use of the Aerodrome’ and shall be available to all persons under equal conditions at all times when the aerodrome is available for the take-off or landing of aircraft.

The Aerodrome Licence is held in the name of Doncaster Sheffield Airport Ltd. A copy of the aerodrome licence supplied by the CAA Aerodrome Standards department is on the company website; a copy is attached in Appendix B.
12.2. Licence Compliance

Amendments to the aerodrome licence will be made in accordance with CAP 168 Section 1, Chapter 1, and the Air Navigation Order, amendments to the Aerodrome Licence will be made where there any changes in the characteristics of the Aerodrome and its environs as listed in Part A section 5 of this chapter. In addition all legal requirements under the aerodrome certificate and compliance requirements as listed in this aerodrome manual shall comply with EASA Part–ADR–OR.

Changes in the physical characteristics of the Aerodrome (including erection of new buildings, alterations to existing buildings or to visual aids) will be made only after consultation with the CAA (Licence Condition No3).

The Managing Director is responsible for such notifications.

Amendments will be made as and when required. Amendments will normally be notified to the CAA in writing. However, notification of a change in runway state or the obstacle clearance surfaces is to be made immediately.

Dealing with the resolution of non-compliance items issued by the CAA from CAP168 (CAA form 1560J) shall be discussed with the Directors of Robin Hood Airport and the Civil Aviation Authority Safety Regulation Group.

12.3 Use of the Airport

Subject to the conditions of the licence nothing shall be taken to confer on any person the right to use the Aerodrome without the consent of the licensee.

The Accountable Manager shall inform the Authority of the times during which the Aerodrome is to be generally available for the take-off and landing of aircraft, and of any changes in those times.
13. Key Post Holders & Responsibilities

13.1. DIRECTORS

Managing Director  
Steve Gill

Finance Director  
Mike Cotterill

13.2. PERSONNEL ORGANISATION

Safety accountabilities of Person in Charge who has overall responsibility at DSA

MANAGING DIRECTOR  
Steve Gill

The following Senior Operational Staff have management and line supervisory management of safety responsibilities devolved from the Person in Charge.

13.3 Responsibility Level One:  
Post holders have line management responsibility on a daily basis for their departmental safety functions and tasks.

13.3.1 Head of Airfield Operations  
Tony Lonsdale

Accountable to the Managing Director for emergency planning, provision of safe efficient airfield services, which have a significant customer focus and operate to the highest standards in compliance with Regulatory Requirements. Additionally accountable for the management of the Air Traffic Service contracts and development projects throughout all stages including demand assessments, concept design, detailed design, tender implementation and handover, and to ensure that all such projects comply with regulatory and statutory requirements

13.3.2 Head of Airport Services  
Lorraine Daffern

Accountable to the Managing Director for the provision of Terminal Services and Security ensuring priority is given to compliance with regulatory and statutory requirements and ensuring good levels of customer service

13.3.3 Fire Services Manager  
Dave Monk

Reporting to the Head of Airfield Operations for the management and the provision of emergency planning; the management of an efficient and effective Airport Fire and Rescue Service which meets all statutory requirements

13.3.4 Engineering Manager  
Martin Edwards

Reporting to the Head of Airport Services, for the management and day to day control of Aerodrome Engineering, Maintenance services and MT
13.3.5 Health and Safety Manager  Paul Scott

Accountable to the Managing Director for compliance with current health and Safety legislation and have suitable and effective safety management systems in place to maintain compliance with the Civil Aviation Authority (CAA) and the Health and Safety Executive (HSE). To advise on all matters of health and safety, create and maintain an effective safety management culture.

13.3.6 Air Traffic Services Manager  Andrew Hudson

Accountable to the Head of Airfield Operations for the provision of Air Traffic Control Services, Aeronautical Information Services, Meteorological Services and maintenance of navigation aids and ATC equipment.

13.3.7 Air Traffic Engineering Manager  Martin Craven

Accountable to the Head of Airfield Operations for the provision of Air Traffic Engineering services including maintenance of equipment.

13.3.8 Environmental and Community Officer  Kellie Naylor

Accountable to the Head of Airport services for the provisions of environmental control and restriction within the airport environs.

Note: All Heads of departments and their respective managers are accountable for the management of environmental development projects throughout all stages, including demand assessments, concept design, detailed design, tender implementation and handover, and to ensure that all such projects comply with regulatory and statutory requirements.

13.4 Responsibility Level 2

13.4.1 Post holders carry 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 himself.

- Airport Duty Manager
- RFFS Duty Station Manager

13.5 AUTHORISATION AND DESCRIPTION OF POWERS

13.5.1 Persons who are not CAA employees but who are employed at an aerodrome and who are authorised by the CAA under Article 232 of the Air Navigation Order (ANO), as amended can prevent aircraft flying.

The authorised employees at Doncaster Sheffield Airport are:

- Managing Director, Steve Gill
- Head of Airfield Operations, Tony Lonsdale
14.1 Doncaster Airport Management Structure
14.2 Operational Structure

DSAL Organisational Structure – 1 December 2014

Managing Director
Steve Gill

Head of Airfield Operations
Tony Leadbeater

Head of Airport Services
Lorraine O’Neill

Airport Secretary
Sharon Cowlishaw

Air Traffic Services SIA

Red Watch Duty Station Manager
Brian Mills
Watch Manager
Keith Dea
Crew Commander
Anthony Kilmn
Fire Fighter
Lee Setworth
Simon Brown
Adrian Gower
James Jacklin
Andrew Landells
Martin Laing

Green Watch Duty Station Manager
Jan Silvester
Watch Manager
Richard Boyle
Crew Commander
Billy McDowell
Fire Fighter
Ryan Clifford
Richard Gravese
Gary Hinds
Leigh Johnson
Stephen Saxby
Stephen Waring

White Watch Duty Station Manager
Guy Apperton
Watch Manager
Paul Andrews
Crew Commander
Craig Steenley
Fire Fighter
Paul Cuddin
Lee Dyon
Ross Landells
Alex Langford
Daniel Pearce
Mark Peart

Blue Watch Duty Station Manager
Jason Smyth
Watch Manager
Ian Norris
Crew Commander
Daniel Bryan

Temporary Airport Duty Manager x 1
Tim Ward

Airfield Operations Officer x 2
Steve Ward
Daniel Morden
Stuart Thorty-Coy
Temporary Airfield Operations Officer x 1
Stacey Watson

Terminal Operations Assistant x 8
Patrick Oher
Andrew Campbell
Andrew Kennedy
Dominic Mansu
Sierra
Jacqueline Wilcox
Philip Burdett
Stephen Lyon
Steve Brumpton
Temporary TDA x 2
Beaverley Clark
1 x vacancy

Airfield Operations Officer x 3
Steve Ward
Dale Morgan
Stuart Thorty-Coy
Temporary Airfield Operations Officer x 1
Stacey Watson

Security
Verity Ally

Systems Engineer
David Nunn

Aviation Security
Security

Cleaning/PRMS
Contractor

Environment & Community Officer
Katie Harvey

Refueling ASIO

Airport Maintenance
Manager
Patrick Keay

Waste Water
Treatment Plant

1x vacancy

Outsourced Function
Pee Airports (Management) Ltd
PART B

Safety Management Systems
PART B

Safety Management Systems

1. SAFETY MANAGEMENT PRINCIPLES

1.1 Chapter 2 of this Section contains the Aerodrome’s Safety Management Structure. This is put in place so that an effective risk based approach within the operational environment is created in which the elevated risks within the airports operations and passenger / staff activity are properly managed and controlled.

1.2 This management structure, operating in a systematic, logical and formalised way will ensure the required control. The Safety Management System is the engine that provides the means of control. The principle enshrined within the safety management system is formulated on a risk based approach method for assessment and management, and is dealt with in the general explanation of the SMS.

1.3 It is a requirement of the Airport Company that all managers will ensure that all undertakings are subject to risk assessment and, or Operational Impact assessment.

1.4 The Airport uses Five Guiding Principles which are list as below in items 1.4.1-1.4.5:

1.4.1 Recognising operational risk and taking action to reduce such exposures to an acceptable level enhances our business and performance.

1.4.2 We can predict that certain sets of circumstances will produce unwanted, severe results. These circumstances can be identified and controlled. Our approach is to predict and prevent rather than respond.

1.4.3 We will be proactive in our efforts to manage risk and safety. Where unwanted events do occur we investigate proportional to the loss or loss potential, find the root causes and act swiftly to reduce the likelihood of a recurrence.

1.4.4 The cause of unsafe behaviour can be identified, classified and controlled. We are always mindful of the Human Factor.

1.4.5 The three major subsystems- managerial, physical and behavioural (Human Factors) - must be dealt with in the building an effective systematic safety management approach.

We operate a Responsible Person approach which incorporates a just culture; but will not accept reckless or negligent behaviour. Intentional violations will not be tolerated.

2. GENERAL POLICY STATEMENT

2.1 For compliance with the 1974 Health & Safety at Work Act, we shall so far as is reasonably practicable provide
Part B

Safety Management Systems

- Safe plant, equipment and systems of work;
- Safe arrangements for the use, storage, handling and transport of articles and substances;
- Sufficient instruction, information, training and supervision to enable all employees to contribute positively to health and safety at work;
- A safe place of work and safe access to and from it;
- A healthy working environment;
- Effective arrangements for joint consultation on safety matters.

2.2 Overall and final accountability for Operational Risk & Safety is that of the Peel Airports Limited Managing Director. The responsibility for ensuring the Policy is put into practice is delegated to the main board of Directors and the Directors of each of the individual airports.

2.3 The Managing Director has delegated Health and Safety responsibilities to the Health and Safety Manager. The Health and Safety Manager supports the airports Heads of Departments who have accountabilities and responsibilities for the departments they head up.

2.4 The safety accountabilities and responsibilities for the Heads of Departments and other Airport Managers can be found in part A section 13 and Part B of the manual.

2.5 Doncaster Sheffield Airport will obtain competent advice and support on all matters of Health and Safety from the Health and Safety Manager.

2.6 Any employee at Doncaster Sheffield Airport (DSA) may seek advice on matters of Health and Safety from their line manager or through their representatives from their airports Safety Committees.

2.7 To achieve these requirements, DSA has established a Safety Management System which shall issue appropriate procedures, instructions and guidance.

2.8 All landside and airside operators will be required to implement and maintain procedures to ensure their staffs are competent to operate in a safe and efficient manner and that plant and equipment is, as far as reasonably practicable, safe for use. Such procedures must be agreed with DSA and will be subject to appropriate audits and inspections to ensure required levels, as per CAP168 and the Health and Safety at Work Act 1974, are maintained.

2.9 The Safety Action Group (SAG) will be the steering group for all health and safety matters at DSA. The SAG will have responsibility for implementing safety policy, reviewing Health and Safety procedures, pursuing safety improvements, audits & reviews and working with the Airport stakeholders to ensure safety is managed throughout the Aerodrome. SAG provides the link between the SAG and the Airport Health and Safety Committee, Flight Safety Committee, Safety Management Team and Emergency Planning Committee to promote safety, develop procedures, review incidents and further promote the safety culture at DSA.
2.10 Each department may nominate its own health and safety representative, who will report to the Airport Safety Committee.

2.11 The cooperation of all employees is vital for the success of the airports’ Operational Risk and Safety Policy. Every employee has a legal duty to:

- Take responsibility and care for their Health and Safety and that of others who may be affected by their actions.
- Co-operate with the Airport Management on Health and Safety.
- Not interfere with or misuse anything provided for their health, safety, of welfare.

3. AIRCRAFT OPERATIONAL SAFETY - GENERAL POLICY

3.1 Introduction

3.1.1 All the provisions within the DSA Operational Risk & Safety Policy shall apply to operational safety issues. The need for safety vigilance and professionalism airside cannot be over emphasised due to the complexities of airport operations, the hazards involved and the severe consequences (in terms of both injury and cost) in the event of an incident. Operational safety is as much a key indicator of business performance as any commercial measure of success.

3.2 Aim

3.2.1 The aim of the Airport Operating Instruction is to provide a safe environment for aircraft related operations.

3.2.2 Aircraft Operational Safety (hereafter referred to as operational safety) is, as with all health and safety issues, a line management responsibility resting with those managers of the Airport Company and Tenant companies operating airside, involved in the provision of operational services to aircraft, or whose activities may affect the safe operation of aircraft. Compliance with the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 is the baseline from which further requirements of operational safety start. It is therefore essential that a close working relationship of trust exists between the line managers and their company advisers.

3.2.3 The operational area of an Aerodrome provides a risk to safety, in particular in and around Aircraft. Whether aircraft are manoeuvring or stationary (parked); in this respect the Airports’ function is to provide a safe operating area as is reasonably practicable, and to put in place common procedures which will allow all operators to interact safely. It is then incumbent upon operators to conduct and update their own risk assessment of their operation and put in place the necessary procedures and precautions to ensure that their operation is safe. This shall be subject to periodic examination by the Airport Company.

3.2.4 The airport shall conduct its own audits of the operational areas so that any safety shortcomings are identified as soon as possible. Turnaround audits are completed by Airfield Operations Unit.
In the absence of Airfield Operations the RFFS will conduct this task. Statistical reports are discussed at the Airport Health & Safety meetings and any trends noted and rectified.

3.2.5 The Airport Company will ensure that the aerodrome is safe for aircraft operations, so far as is reasonably practicable, by the following means:

- Maintaining an appropriate Safety Management System as described in this Manual and a structure to manage, supervise and action all aspects of aircraft operations which fall within the Licensee’s area of responsibility.

- Ensuring the availability of sufficient staff who are experienced and/or trained and competent to meet these requirements.

- Ensuring that the equipment and facilities provided are adequate to ensure that the Aerodrome is safe for use by aircraft.

- Liaise closely with the Civil Aviation Authority, HSE and other Regulatory bodies on all matters of development and Aerodrome safety and security.

- Ensuring DSA meets the minimum standards as set out in CAP168 and other relevant CAP’s where appropriate, identify and adopt higher standards appropriate to the intensity and type of operations conducted at DSA.

3.3 Follow industry best practice, particularly the guidance offered in CAP642 - Airside Safety Management which is adopted as its standard where applicable.

3.4 Establish and maintain an Airport H&S Committee chaired by the Head of Airfield Operations to meet quarterly and at such other times as required.

- Consult with operators, issue procedures & Audit operators to ensure the integrity of the Safety Management System.

- Foster and promote a correct best practice safety culture through the Airport Health & Safety Committee and other appropriate guidance by inspection and audit procedures.

3.4.1 Whilst all operators and managers of companies that are engaged in aircraft operations have specific responsibility for safety, DSA as the licensee has responsibilities to ensure safety (in the widest sense) on its premises. Whilst not detracting from or diminishing the responsibility of others, DSA will require all its service partners, contractors and tenants, to have written safe working and operating practices and will encourage the adoption of industry best practice as detailed in CAP642.

4. SAFETY POLICY - EMPLOYEES

4.1 DSA recognises and accepts its responsibility to provide a safe working environment for all of its employees and to ensure their safety whilst on DSA premises. All employees have to cooperate with Supervisors and Managers on all Health and Safety matters. They must not interfere with
anything provided to safeguard their Health and Safety. They must take reasonable care for their own Health and Safety and:

4.1.1 A positive health and safety culture shall be developed throughout the Airport Company.

4.1.2 There shall be systematic risk assessment and control. Those undertaking risk assessments shall receive training after consultation with the Health and Safety Manager.

4.1.3 The health and safety management system shall be progressively improved by means of auditing and review.

4.1.4 Positive health and wellbeing is promoted and supported by an Occupational Health Provider, locally.

4.1.5 The Health and Safety Manager shall provide competent advice to all managers and Safety Representatives.

4.1.6 Statutory obligations are minimum standards that shall ensure health and safety objectives are pursued as rigorously as other business objectives.

4.1.7 The Company will meet the responsibility by the provision and maintenance of the following:

- Safe plant, equipment and systems of work.
- Safe arrangements for the use, handling, storage and transport of articles and substances.
- Sufficient information, instruction, training and supervision to enable all employees to contribute positively to safety and health at work.
- A safe place of work and safe access to and from it.
- A healthy working environment.
- Effective arrangements for joint consultation on safety matters.
- The monitoring of conditions of vehicles on the apron (in accordance with the recommendations contained in CAA document CAP 642).
- The maintenance of the apron in a safe and healthy condition (e.g. removal of FOD, clearing up of oil and sewage spillages etc, in accordance with CAA document CAP 168).
- By requiring service partners / others to maintain all equipment on which cargo, baggage and passengers or visitors may be conveyed, in an efficient and safe condition (in accordance with the recommendations contained in CAA document CAP 642).
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- Informing apron users of their legal duty to comply with Health and Safety at Work legislation via the Airport H&S Committee, Airport Operational Instructions and Airside Safety Notices. This shall also be achieved by the use of the Contravention / Improvement Notice system, Safety Caution Scheme.

- Working within the framework of the Emergency Orders and the Airport Aerodrome Manual, whilst working in consultation with other Emergency Service and interested parties, in order to provide a co-ordinated swift response in emergency situations.

- Implementing a Driver Training Scheme in accordance with the recommendations contained in CAP 790 and 642 and in conjunction with the DSA Airside Driver Permit Scheme.

- Policing and auditing by members of Airfield Operations, ADM and RFFS on a regular basis.

- Input from the companies Health and Safety Manager

- Investigation of all accidents on the airfield proportional to loss or loss potential.

4.1.8 The above statements shall be regularly monitored and reviewed where necessary.

4.1.9 The ultimate responsibility for safety at work in DSA rests with the Managing Director as the directing mind. All employees shall play their part and shall conform to the Policy and accept their responsibilities at all times. Day-to-day responsibility must rest with middle Management and Supervisors and they are informed, instructed and trained accordingly.

4.1.10 It is a primary responsibility of Managers and Supervisors to ensure safe conditions of work. The Company shall provide competent technical advice on safety matters, where this is found to be necessary, to assist line Managers to this end.

4.1.11 All employees with specific responsibilities for safety management shall ensure that these responsibilities are adequately delegated in their absence.

4.1.12 Particular attention shall be paid to the following:

- Cleanliness and tidiness in work/rest areas.

- Written codes of safe working practice, including manufacturers’ recommendations.

- Hazard identification, risk assessment and control measures as necessary.
4.2 Safety Review

4.2.1 This policy document shall be continually reviewed and updated as necessary to meet legislative and business needs and to identify and address deficiencies.

4.2.2 Consultation shall take place with Safety Representatives in the various forums within the Airport Company. Updates shall be displayed on staff notice boards and resumes issued to all staff.

4.2.3 Accident statistics shall be regularly reviewed by all Department Heads, Senior Managers and DSA Safety Action Group. These statistics are available to safety representatives.

4.2.4 Safety accountabilities shall be developed for all employees and brought to their attention by line managers.

5. SAFETY POLICY CONCERNING ALL AIRPORT USERS AND MEMBERS OF THE GENERAL PUBLIC

5.1 DSA Policy is to ensure the safety of all users of the Airport including contractors and their staff, tenants and concessionaires and their staff, passengers, visitors and the general public whilst on DSA premises.

5.2 DSA will meet this responsibility by the following means:

- The provision of a comprehensive information service so that passengers/visitors are not inadvertently subjected to safety hazards.

- The provision of adequate resources to ensure that all unnecessary risks to passengers are processed through the Airport Terminal without exposure to unnecessary risks.

- Subject to the over-riding requirements and regulations of UK Border Force and the Port Health Officer providing a Port Health facility so that immigrants and passengers returning from areas with endemic diseases are subjected to health controls and the risk of affecting Airport staff and users is controlled so far as reasonable and practicable.

- The maintenance of public areas in a safe condition.

- The maintenance of all equipment on which cargo, baggage and passengers/visitors may be conveyed, in an efficient and safe manner.

- Inform concessionaires, tenants and other Airport users and their staff of the need to comply with the Management Policies.

- Ensure that Public Liability insurance cover is maintained.
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- Inform contractors, when engaged in construction/development projects, that they and their staff have a duty not to endanger the general public or themselves.
- The provision of a comprehensive information system to ensure safe guidance of aircraft on to stand.
- The provision of a road system that is regularly maintained to ensure safe routing of vehicles on the apron.

5.3 DSA shall ensure that all Managers and staff are informed of their responsibilities in respect of the safety of persons other than staff who use the Airport.

6 SAFETY MANAGEMENT SYSTEMS

6.1 General

6.1.1 Doncaster Sheffield Airport (DSA) is committed to maintaining a safe, healthy and sustainable environment at all of its airports that fully complies with the Health and Safety at Work Act 1974 and current Health and Safety Regulations. The focus of DSA 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.

The DSA Safety Policy can be found in AOI 30.

6.1.2 The key elements of a successful Safety Management System (SMS) are set out in this summary; Figure 1 outlines the relationship between them. Figure 3 in Chapter 3 highlights the committees that go into making the DSA Safety Management System and their reporting mechanism.

7 POLICY

7.1 Effective Safety Management Systems (SMS) set a clear direction for the organisation to follow. They contribute to all aspects of business performance as part of a demonstrable commitment to continuous improvement, responsibilities to people, and the environment are met in ways that fulfil the spirit and letter of the law. Stakeholders’ expectations in the activity, whether they are shareholders, employees, or their representatives, customers or society at large are satisfied. There are cost effective approaches to preserving and developing all resources that reduce financial losses and liabilities that are both reasonable and practicable.

8 ORGANISING

8.1 An effective management structure and arrangements are in place for delivering the policy. All staff are motivated and empowered to work safely and protect their long term health and not simply avoid accidents. The arrangements are:
• Underpinned by effective staff involvement and participation, demonstrated by taking an active role in the committees that make up the SMS

• Sustained by effective communication and the promotion of competence which allows all employees to make a responsible and informed contribution to the safety effort.

8.2 There is a shared common understanding of the organisation’s vision, values and beliefs. A positive safety culture is fostered by the leadership of the senior management who will visibly participate in the SMS.

9 PLANNING

9.1 There is a plan and systematic approach to implementing the 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. 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 systems of work and Personal Protective Equipment (PPE). Performance standards are established and used for measuring achievement and specific actions to promote a positive safety culture are identified.

10. MEASURING PERFORMANCE

10.1 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 looks at both hardware (premises, equipment & substances) and software (people, procedures and systems) including individual behaviour and performance. If controls fail, reactive monitoring discovers why by investigating accidents or incidents which could cause harm or loss. The objectives of active and reactive monitoring are:

10.1.1 To determine the immediate causes of substandard performance;

10.1.2 To identify the underlying causes and implications for the design and operation of the SMS

10.2 Longer term objectives are also monitored.

11. AUDITING & REVIEWING PERFORMANCE

11.1 The organisation learns from all relevant experience and applies the lessons. There is a systematic review of performance based on data from monitoring and auditing the DSA SMS and other areas of industry. These form the basis of self-regulation and of complying with the relevant statutory provisions. There is a strong commitment to continuous improvement involving the constant development of policies, systems and techniques of risk control.

11.2 A diagrammatic representation of the SMS is illustrated in Fig 1.
Fig.1 SMS Diagram

Feedback loop to improve performance
12 SAFETY POLICY STATEMENT – PRIORITIES AND OBJECTIVES

12.1 Safety at DSA shall be afforded the highest priority over commercial, environmental or social pressures in so far as it is reasonably practicable. The company will always endeavour to ensure that all safety risks have been identified, assessed and satisfactorily mitigated. A formal proactive and systematic approach to Safety Management will maximise safety benefits in a viable and traceable way.

12.2 The Safety Objective of DSA is to maintain and where practicable, improve standards to achieve the highest level of safety performance by striving to minimise the airport contribution to the risk of an aircraft accident as far as is reasonably practicable.

12.3 DSA Air Traffic Control (ATC) has an established Safety Management Structure that informs both the DSA Safety Management System via the Safety Management Team, and Vantage Air Traffic Services limited (VATSL). Full details are available in DSA ATS Unit Safety Case.

13 STRUCTURE OF SMS

13.1 The Management Organisational Structure is contained in Section 2, Chapter 2, Figure 5.

13.2 The ATS Safety Management Structure is shown in the ATS Unit Safety Case

14 SAFETY RESPONSIBILITIES

14.1 Successful handling of safety matters is a line 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.

References - Safety responsibilities for each post holder are shown in Section 2, Chapter 2.

15 SAFETY CULTURE

15.1 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, errors will be made and that there is no apportionment of blame that will resolve the problems. Therefore, “the Responsible Person Culture” will encourage open reporting, seeking to learn from its failures and be used just in dealing with those involved. Punitive action shall not follow automatically from the open acknowledgement of human error. However, it 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
16 INDEPENDENT SAFETY OVERSIGHT PROCESS

16.1 DSA undertakes oversight auditing on all of its suppliers to ensure delivery of the service to the standards expected and laid down in Service Level Agreements. Audits are conducted and recorded for performance improvement purposes.

16.2 Audits may be rescheduled if reason exists to do so. Such reason might be lack of third party involvement in required Aerodrome forums, occurrence or frequency of leading indicators (incidents, performance standards, defects etc.) Other evidence of degraded performance

16.3 It shall be acceptable to DSA to consider audits conducted by other reputable parties as evidence of acceptable performance. For example CAA SRG audits and other independent audits might be evidenced as part of the DSA audit process.

17 FORMAL SAFETY REVIEW PROCESS

17.1 There are two distinct functions within the DSA SMS. First, the SAG ensures that the SMS functions correctly, so that all risks are properly addressed in a timely manner. Second, the SAG supports the risk assessment process and other safety related tasks.

17.2 The SAG is the highest level safety related forum and is chaired by a nominated Board Member. Safety performance and achievements are periodically reviewed and the results of safety audits and monitoring programmes are addressed. The SAG is established to ensure that the safety objectives are achieved in a timely manner. Consideration must be given to any issues that are blocking progress. The allocation of resources, commitment for new initiatives and the establishment of a clear safety policy are issues that may also be resolved.

Terms of Reference for the SAG are contained in Section 2, Chapter 3.

17.3 The SAG comprises of the Managing Director, Chairpersons of the committees that go to making up the DSA SMS (Safety Management Team, Flight Safety Committee, Airport Health and Safety Committee, Emergency Planning Committee) and a representative selection of line management. The SAG meets 6 monthly to support the assessment of risks faced by DSA and to suggest methods of mitigation. The SAG also supports the systematic review of safety related standards and procedures used at DSA.

Terms of Reference for the SAG are contained in Section 2, Chapter 3.

18 COMPETENCY - STAFF SELECTION, RECRUITMENT, DEVELOPMENT AND TRAINING

18.1 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. 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
Part B

Safety Management Systems

induction training, including that of contract staff, shall explain the organisation's safety culture and describe the SMS operated.

19 SAFETY PROMOTION

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

20 SAFETY AWARENESS TRAINING.

20.1 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, supervisors and members of staff alike.

21 AUDITING OF ASSET PURCHASES AND CONTRACTED SERVICES

21.1 Purchasing policies shall include controls to ensure the maintenance of safety standards. The purchasing control system shall include the requirement that all new products, equipment, materials and services are reviewed to ensure that safety requirements are met.

21.2 Contractor selection procedures shall include a review of the contractor's safety management arrangements and consideration of the contractor's previous safety record. These factors shall be given equal weight with other considerations such as quality and prompt completion. The contractor shall be made aware of the requirements of the SMS and their responsibilities within it. One such requirement shall be a routine audit of the services provided. Before the commencement of work and throughout the contract, close liaison shall be maintained to ensure that safety standards are observed.

22 PERFORMANCE MONITORING OF SAFETY SIGNIFICANT EQUIPMENT, SYSTEMS AND SERVICES

22.1 Planning for safety include 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 DSA Safety Management System.

23 MONITORING OF SAFETY STANDARDS

23.1 The adherence to working practice safety standards are the baseline against which all safety critical activities shall be measured. It is necessary to routinely confirm that operations are in compliance with these standards. This is achieved by the internal audit programme. It is the responsibility of the SAG to confirm that working practices comply with the appropriate requirement.
24 OPERATIONAL HAZARD ANALYSIS

A hazard might be described as a condition or practice with the potential for loss this taking into account the Human Factor.

24.1 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.

24.2 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.

24.3 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.

Reference: ATS Unit Safety Case (Form templates only)
Airfield Operations OIA

The Safety Action Group shall monitor the completion of hazard analyses as and when they are required. However, for Air Traffic Services this function is contained within the terms of reference of the ATS SMT and therefore delegated to the ATS SMT.

25 RISK ASSESSMENT / OPERATIONAL IMPACT ASSESSMENTS

25.1 The Safety Action Group shall ensure that the line management has considered and assessed all hazards. Risk assessment is primarily a subjective, qualitative method of evaluation of the likelihood and severity of damage inherent in the identified hazard. Using the Risk Analysis and Risk Probability and the Risk Tolerability Matrix and Consequence Categories contained in those undertaking the risk assessments can prioritise the risks identified and therefore aid line management to prioritise resources to mitigate their effects. Each departmental manager will be responsible for risk assessments in their areas.

Reference: Peel Airports Limited Intranet / AOI 52

25.2 The degree of risk is based on the likelihood of an event occurring and the severity of the consequences. It is the responsibility of the line managers to carry out risk assessments. It shall be the function of the Safety Action Group to review them.
26 CHANGE MANAGEMENT

26.1 Effective change management is another important aspect of safety management. There is a risk whenever change is introduced to an existing system, operational requirement, maintenance process, and procedure or safety responsibility/accountable. Such a risk shall be recognised and any change managed in co-operation with the affected work areas. The change management form is shown in Figure 2.

27 SAFETY IMPROVEMENT - COMMUNICATION OF SIGNIFICANT SAFETY CONCERNS

27.1 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.

27.2 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 participate.

References: Departmental Procedures ATS USC.

28 EMERGENCY PLAN

28.1 An Emergency Plan (EP) has been established to facilitate management of a hazardous event and mitigate the impact to the normal operation. DSA has developed EPs and maintain a robust means of co-ordinating these with the main incident co-ordination procedures. The plan has assigned responsibilities to specific individuals; provide emergency procedures; control the notification of outside agencies, nominate channels and centres of communication; provide for 'in house' emergency response and effective liaison with accident investigators and outside emergency services. In addition, methods for external communication in the event of a major incident have been covered in the plan. The EP is to be reviewed periodically and amended as appropriate.

28.2 Staff shall be adequately trained in the procedures that will be employed in the event of an incident. Plans shall be exercised regularly, both to familiarise staff and to reveal any problems. There shall also be routine testing of emergency systems and all testing, training and exercises shall be recorded with action taken if deficiencies are identified during practices.

References: DSA Emergency Orders
29 SAFETY DATA ANALYSIS

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

References: Departmental Procedures


30 SAFETY REPORTING

30.1 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.

References: Departmental Procedures USC.

31 SAFETY AUDIT AND REVIEW

31.1 The focus of the audit schedule shall encompass the safety issues identified through the risk analysis or by the Safety Action Group; 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.

32 DOCUMENT REVIEW

32.1 DSA document control is carried out in accordance with the guidelines outlined in CAP 168. Internal documents are reviewed and are carried out in accordance with the DSA SMS Working Group.

33 INTERNAL INCIDENT INVESTIGATIONS AND REMEDIAL ACTIONS

33.1 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.

34 PERIODIC REVIEW OF SAFETY MANAGEMENT SYSTEM

34.1 The effectiveness of the SMS in addressing safety related issues and in the achievement of continuous safety improvement shall be monitored. This shall be achieved by periodic management review overseen by the SAG. A summary of the SAG meetings, progress reports and a summary of compliance issues shall be presented to the Peel Oversight Board.
FIGURE 2: Change Management Form

UNIT: Ref No.

Assessment:

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Complete the Safety Assessment Matrix (pages 3 & 4) before Sections 4 & 5

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### 6. Transition Arrangements and Action Plan

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### 7. Conclusion

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SAFETY ASSESSMENT MATRIX Part 1 – Tolerability

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## Tolerability Matrix

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Risk management shall be undertaken based on the level and spread of risk.
SAFETY MANAGEMENT STRUCTURES

1. PERSON WITH OVERALL ACCOUNTABILITY FOR SAFETY AND DIRECTOR RESPONSIBLE TO THE BOARD FOR SAFETY – MANAGING DIRECTOR

1.1 Responsibilities

1.1.1 The Managing Director has overall responsibility to the Airport Board of Directors for the safe management of the operational services and systems planned, provided and operated by Doncaster Sheffield Airport. Figure 4 & Figure 4A

1.2 Safety Responsibilities

2. THE ACCOUNTABLE MANAGER AND PERSON WITH OVERALL ACCOUNTABILITY FOR SAFETY – MANAGING DIRECTOR

2.1 Overall and final accountability for Health and Safety is that of the Peel Airports Limited Managing Director. The responsibility for ensuring the Health and Safety Policy is put into practice is delegated to the Management team of each of the individual airports.

2.2 Safety Accountabilities:

• To ensure the Airports business plan is sufficiently resourced to enable the success of the Safety Policy and Management System.

• To take a leadership role in the Airports Safety Programme and ensure safety does not become subordinate to financial matters.

• To appoint competent and ‘safety conscious’ managers and monitor their performance to ensure that safety is given a high priority within their training and development plans.

• To ensure that ‘best practice’ operational and engineering standards, rules and procedures are agreed and implemented.

• To ensure that the progress for delivering capital projects, including adequate consideration of safety impact, is ‘safe’ from inception through development to the operational phase.

• To ensure that Health and Safety Policies and practices are implemented so that statutory requirements are met or exceeded.

• To set, promulgate, and review operational safety policy, which ensures that the Airport Company complies with the necessary legislative and regulatory requirements.

• To set a high level of safety objectives and associated procedures which are monitored and audited to ensure the highest possible safety standards are maintained and recommendations implemented.
3. **STATEMENT OF INTENT**

On behalf of the Executive Management Team, I will apply and oversee a strong, resilient, and robust approach to operational risk and safety management throughout all parts of the business based upon recognised best practice. I will ensure that safety and operational risk performance is maintained and, where desirable, enhanced in order to protect the business, its employees, assets, and customers.

Achieving excellence in safety and operational risk management is a cornerstone of our strategic intent to be recognised as an outstanding airport operator.

The implementation of the Policy will deliver significant business benefits through reduced risk exposures to our people and customers, reduced liabilities and net costs, and also by achieving compliance with legal and industry standards.

This Policy, as part of the Peel Airport Limited Safety Management System, conveys the attitudes and responsibilities of the Executive Management Team with regard to the company’s safety management systems, and makes clear my expectations of managers and employees in achieving our corporate safety objectives.

The full support, co-operation, and trust of managers and employees at all levels is vital to the success of our approach. To maintain the commitment of all staff towards our developing culture, I guarantee that disciplinary proceedings will not be instigated against any employee in response to inadvertent human error. The company retains the right to discipline in the event of safety failures that are the result of gross negligence, violations or deliberate acts or omissions.

Our company’s ethos towards the management of safety will be based upon our “Significant Five” guiding principles of Safety and Operational Risk Management; see items 1.4.1 – 1.4.5

We will go beyond legal compliance and minimalistic regimes by setting clear management targets for loss control, maximising availability, utilisation of our capital assets, and for the safety of our people and customers.

*Steve Gill*

Managing Director

4.1 **General Accountabilities for Safety**

4.1.1 The Managing Director is accountable to Board of Directors for the direction and control of all operations and related safety management systems ensuring that they operate in an effective and efficient way, which satisfies all legislative and statutory requirements.

4.1.2 See Airport Organisational Structure, Figure 5.

4.2 **Safety Responsibilities**

4.2.1 To ensure the Airport's Business Plan is sufficiently resourced to enable the success of the Safety Policy and Management System.

4.2.2 To ensure that Health and Safety Policies and practices are implemented so that statutory requirements are met or exceeded.

4.2.3 To set, promulgate, and review operational safety policy, which ensures that the Airport Company complies with the necessary legislative and regulatory requirements.

4.2.4 To set a high level of safety objectives and associated procedures which are monitored and audited to ensure the highest possible safety standards are maintained and recommendations implemented.

5. **OFFICIAL-IN-CHARGE OF THE OPERATION OF THE AIRPORT**

5.1 The official-in-charge of the day-to-day operation of the Airport is the Managing Director.

5.2 The order of responsibility as official-in-charge of the operation of the Airport during normal office hours is as follows:

- Managing Director
- Head of Airfield Operations
- Head of Airport Services

5.3 As the Airport is operational on a 24-hour basis, the above personnel will not always be immediately available. In the absence of all of the above post holders, the person-in-charge will be the Airport Duty Manager for all operations, as highlighted in Fig.3.

Note: All operational and management organograms can be found in Part A, General, 14.1 & 14.2

5.4 The Airport Duty Managers are equipped with mobile telephones and may be contacted by staff at the Airport for direction or advice.
6. HEAD OF AIRFIELD OPERATIONS
6.1 General Responsibilities Airfield

6.1.1 Head of Airfield Operations is responsible to the Managing Director for the operation of airside activities and safeguarding of the airport; to ensure that each department meets all statutory and regulatory requirements. The Head of Airfield Operations will deputise for the Managing Director when unavailable.

See structure, Figure 5.

6.2 Safety Responsibilities

6.2.1 To ensure that all Health & Safety policies and practices are implemented in Airside Services so that statutory regulations are met or exceeded.

6.2.2 To review the Airport Company’s promulgated safety policies for Airside operations to ensure compliance with current legislative and regulatory requirements.

6.2.3 To monitor all safety objectives set by the Managing Director to ensure the highest possible safety standards are achieved.

6.2.4 To prepare, revise, publicise and monitor compliance with codes of practice and safe systems of work, in order to meet statutory requirements.

6.2.5 To ensure risk assessments are carried out on all items of equipment and working procedures.

6.2.6 To ensure equipment used by Departmental staff is maintained in a safe and serviceable condition.

6.2.7 To maintain an environmentally safe workplace and ensure safe working methods are adopted with specific instructions where necessary to ensure personnel have adequate skills and experience, and have been suitably trained to perform their work safely.

6.2.8 To maintain full staff awareness and understanding of the Safety Policy of DSA and any specific procedures relating to the working environment.

6.2.9 Has responsibility for department spend and budgetary control

6.2.10 To act as the Person-in-Charge of the operation of the Airport in accordance with Section 2, Chapter 2, paragraph 3.3.

6.2.11 To ensure responsibilities are established and actioned with regard to environmental directives and company policies.

6.2.12 Responsible for the Aerodrome Manual and its updates

6.3 General Responsibilities for Emergency Operations

6.3.1 The Head of Airfield Operations is responsible to the Managing Director for the oversight of rescue and fire fighting services.

See structure, figure 5

6.4 Safety Responsibilities

20150130 Doncaster Airport Aerodrome Manual Version 1 Uncontrolled
6.4.1 To be responsible to the Managing Director for the health and safety and environmental performance of the activities, areas and personnel under their control.

6.4.2 To ensure that all staff under their control are aware of the procedures and safe systems of work to which they must comply.

6.4.3 To set, promulgate and review safety procedures to a level commensurate with those specific risks identified within his remit.

6.4.4 To introduce and maintain a level of resource appropriate to the risk identified above.

6.4.5 To ensure all RFFS personnel are role competent and that appropriate records are kept, providing continuous evidence of their progressive levels of competency.

6.4.6 To determine, communicate and ensure that clearly defined role accountabilities are both understood and adhered to by all RFFS personnel.

6.4.7 To introduce and maintain a system of reporting and record keeping which readily identifies standards of safety and, through monitoring and reviewing overcome any areas of deficiency found.

6.4.8 To review and amend procedures and information relevant to documents for which the Head of Airfield Operations is directly responsible.

6.4.9 To ensure the Company’s safety culture is communicated to and understood by all personnel within the department.

6.4.10 To ensure that their subordinate staff are aware and proactive on safety matters. That staff performance is monitored with safety given the highest priority with conduct of their duties and training.

6.4.11 To act as the person-in-Charge of the operation of the Airport in accordance with Section 2, Chapter 2, paragraph 3.3.

6.4.12 To act as custodian of the Airport Emergency Orders policy and procedures and act as main point of contact for all emergency planning matters.

6.4.13 To ensure the Airport has a robust Habitat management plan in place.

6.4.14 To prepare and put in place a robust Winter Operations plan and to provide appropriate training.

7. FIRE SERVICES MANAGER

7.1 General Responsibilities for Safety

7.1.1 Responsible to the Head of Airfield Operations (HoAO) and to act as a deputy in his absence in all appropriate areas.

7.2 Safety Responsibilities

7.2.1 To be responsible to the HoAO for the health and safety and environmental performance of the activities, areas and personnel under their control.
7.2.2 To ensure that all staff under their control are aware of the procedures and safe systems of work to which they must comply.

7.2.3 To set, promulgate and review safety procedures to a level commensurate with those specific risks identified within his remit.

7.2.4 To introduce and maintain a level of resource appropriate to the risk identified above.

7.2.5 To ensure all RFFS personnel are role competent and that appropriate records are kept, providing continuous evidence of their progressive levels of competency.

7.2.6 To determine, communicate and ensure that clearly defined role accountabilities are both understood and adhered to by all RFFS personnel.

7.2.7 To introduce and maintain a system of reporting and record keeping which readily identifies standards of safety and, through monitoring and reviewing overcome any areas of deficiency found.

7.2.8 To review and amend procedures and information relevant to documents for which the FSM is directly responsible.

7.2.9 To ensure the Company’s safety culture is communicated to and understood by all personnel within the department.

7.2.10 To ensure that their subordinate staff are aware and proactive on safety matters. That staff performance is monitored with safety given the highest priority with conduct of their duties and training.

7.2.11 The Fire Services Manager in addition will prepare and Audit an MOC scheme to ensure the competence of all Fire Service personnel. He will ensure that all Fire Service Officers adhere to this programme so far as reasonably practicable, and that all training records are complete.

8. DUTY STATION MANAGER

8.1 General Responsibilities for Safety

8.1.1 Each Duty Station Manager is responsible for maintaining a watch of fire-fighters in a high state of training and morale capable of effectively and efficiently dealing with fire, rescue and (first aid) emergencies as they affect both aircraft and domestic incidents.

8.2 Safety Responsibilities

8.2.1 To ensure that safe working practices and operating procedures are followed at all times with risk assessments undertaken as required.

8.2.2 To adhere to the MOC scheme to ensure the competence of all Fire Service personnel.

8.2.3 To keep all training records up-to-date and agreed in accordance with MOC scheme.

8.2.4 To ensure so far as is reasonably practicable the health and safety and welfare of Fire Service personnel under their supervision.
8.2.5 To ensure all procedures are carried out as per Fire Service Standing Orders and safe systems of work.

8.2.6 To maintain all relevant documentation and records

8.2.7 To carry out investigations and reporting of any airside incident or hazard using the appropriate process taking the necessary steps to remedy the situation.

8.2.8 To ensure that that RFFS detailed to carryout Airfield Operations duties do so as per the safety responsibilities listed under Airfield Operations Officers.

9. AIRFIELD OPERATIONS OFFICERS

9.1 General Responsibilities for Safety

9.1.1 Each Officer is responsible for assisting the Airport Duty Manager in providing a safe and effective Aerodrome Service, meeting all statutory and regulatory requirements of the Airport Company and its customers and vehicular discipline on the ramp.

9.2 Safety Responsibilities

9.2.1 To ensure that safe working practices and operating procedures are followed at all times.

9.2.2 To ensure that airside users conform to all regulatory and safety requirements and provide the safe throughput of aircraft and passenger movements.

9.2.3 To monitor and maintain the required standard of services provided by airside users, ensuring the essential liaison with other DSA Departments and tenants, administering the DSA safety management policies, CAA and HSE requirements.

9.2.4 To carry out investigations and reporting of any airside incident or hazard using the appropriate process, taking the necessary steps to remedy the situation, collation and promulgation of incident/safety/accident reports in line with safety management systems

9.2.5 Inspection of aerodrome surfaces and airfield lighting to ensure serviceability.

9.2.6 Assessment and safeguarding of obstructions.

9.2.7 Pro-active co-ordination of snow/ice clearing and prevention

9.2.8 To ensure overall facilitation of an efficient and safe airside operation as far as reasonably practicable

9.2.9 Airport Silver – overall co-ordination of any airport incident

9.2.10 Communications of airfield status to all internal and external agencies

9.2.11 To promote Airside safety in line with safety management systems
10. HEAD OF AIRPORT SERVICES

10.1. General Responsibilities for Safety

10.1.1. The Head of Airport Services is responsible to the Managing Director for the Terminal Services and Security, Engineering and fuel management; to ensure that each Department meets all statutory and regulatory requirements. Figure 6

10.2. Safety Responsibilities

10.2.1. To ensure that all Health & Safety policies and practices are implemented so that statutory regulations are met or exceeded.

10.2.2. To review the Airport Company’s promulgated safety policies to ensure compliance with current legislative and regulatory requirements.

10.2.3. To monitor all safety objectives set by the Managing Director to ensure the highest possible safety standards are achieved.

10.2.4. To prepare, revise, publicise and monitor compliance with codes of practice and safe systems of work, in order to meet statutory requirements.

10.2.5. To provide advice to Company employees and tenants in relation to Health & Safety legislation and the Company’s Health & Safety Policy.

10.2.6. To act as the Person-in-Charge of the operation of the Airport in accordance with Section 2, Chapter 2, Paragraph 3.3.

10.2.7. To carry out investigations of industrial accidents, injuries/dangerous occurrences, in order to recommend the action necessary to prevent further such occurrences.

10.2.8. To ensure risk assessments are carried out on all items of equipment and working procedures.

10.2.9. To ensure equipment used by Departmental staff is maintained in a safe and serviceable condition.

10.2.10. To maintain an environmentally safe workplace and ensure safe working methods are adopted with specific instructions where necessary.

10.2.11. To supervise and co-ordinate all safety related aspects of the Engineering Department personnel and equipment, project management and the safe working of contractors and works services at the airport.

10.2.12. To ensure that all members of the Engineering Maintenance Department receive adequate airside safety training.

10.2.13. To exercise control management of all safety aspects of the vehicle workshops and of all mechanical plant operated by the Airport Company.

10.2.14. To develop servicing and replacement programmes for all vehicles and equipment to maintain an excellent safety record.

10.2.15. To ensure that the appropriate safety precautions are observed in respect of airport owned equipment.
10.2.16. To ensure that adequate training is provided to appropriate staff for the correct maintenance of vehicle, plant and equipment.

10.2.17. To ensure the establishment and maintenance of excellent Health and Safety practices for all engineering personnel, and taking remedial action where necessary.

10.2.18. To ensure personnel have adequate skills and experience, and have been suitably trained to perform their work safely.

10.2.19. To maintain full staff awareness and understanding of the Safety Policy of DSA and any specific procedures relating to the working environment

11. AIRPORT DUTY MANAGERS

11.1. General responsibilities for safety

11.1.1. Airport Duty Managers are responsible to the Head of Airfield Operations for providing a safe and effective airfield operational service, meeting all statutory and regulatory requirements of the airport company and its customers, vehicular discipline on the ramp.

11.1.2. Airport Duty Managers are responsible to the Head of Airport Services and security for all matters in the terminal and landside.

11.2. Safety Responsibilities

11.2.1. To ensure that safe working practices and operating procedures are followed at all times with risk assessments undertaken as required.

11.2.2. To plan, allocate, control and monitor all activities on the apron, including stand allocation.

11.2.3. To ensure that airside operations conform to all regulatory and safety requirements to provide the safe throughput of aircraft movements.

11.2.4. To monitor, review and audit the services provided by airside operations unit ensuring the essential liaison with other DSA departments and tenants.

11.2.5. To maintain all relevant documentation and records to meet regulatory requirements and issue all relevant operational instructions and procedures (including requesting the issuing of NOTAMS by ATC whenever required).

11.2.6. To motivate all airside operations staff to meet departmental safety objectives.

11.2.7. To carry out investigations and reporting of any airside incident or hazard using the appropriate process taking the necessary steps to remedy the situation.

11.2.8. To control airfield inspections and obstructions within the Obstacle limitation Surface of the movement area; To control works in progress, apron operations, stand planning with essential liaison with other ramp services agencies on safety related matters.

11.2.9. Ensure the safe operation of all equipment and vehicles on the landside and the Airside.

11.2.10. The Implement emergency operations procedures.
11.2.11. Monitor the performance of all parts of the Terminal landside operation and make recommendations for procedural, organisational and operational improvements.

11.2.12. Direct and indirect responsibility for staff members to ensure an environment which supports both the team and the individual.

11.2.13. Oversee and monitor the Airport Operational Database and Flight Information Display Software.

11.2.14. Ensuring staff training, both induction, initial and refresher training is complete and the appropriate reporting system is complete.

11.2.15. Communication of aircraft delays to the handling agents, security, and government control authorities etc

11.2.16. To arrange staff and resources to the standard specified in paragraph (a) of the Head of Airfield Operations, Safety Accountabilities.

12. ENGINEERING MANAGER

12.1. General accountabilities for safety:

12.1.1. The Engineering Manager is accountable to the Head of Airport Services for the effective operation of Terminal, Aeronautical Ground Lighting ‘AGL’, Motor Transport to ensure that each Department meets all statutory and regulatory requirements.

12.2. Safety responsibilities:

12.2.1. To ensure that all Health & Safety policies and practices are implemented in all Departments/Areas so that statutory regulations are met or exceeded.

12.2.2. To review the Airport Company’s promulgated safety policies for engineering operations to ensure compliance with current legislative and regulatory requirements.

12.2.3. To monitor all safety objectives set by the Managing Director to ensure the highest possible safety standards are achieved.

12.2.4. To prepare, revise, publicise and monitor compliance with codes of practice and safe systems of work, in order to meet statutory requirements.

12.2.5. To provide advice to Company employees and tenants in relation to Health & Safety legislation and the Company’s Health & Safety Policy.

12.2.6. To carry out investigations of industrial accidents, injuries/dangerous occurrences, in order to recommend the action necessary to prevent further such occurrences

12.2.7. To ensure risk assessments are carried out on all items of equipment and working procedures.

12.2.8. To ensure equipment used by Departmental staff is maintained in a safe and serviceable condition.

12.2.9. To maintain an environmentally safe workplace and ensure safe working methods are adopted with specific instructions where necessary.
12.2.10. To ensure personnel have adequate skills and experience, and have been suitably trained to perform their work safely.

12.2.11. To maintain full staff awareness and understanding of the Safety Policy and any specific procedures relating to the working environment.

12.2.12. To administer the Airport Safety Management System.

12.2.13. Asset management.

12.2.14. Interface and liaison with the Airport Authority and other Airport departments as required, and attendance at applicable Meetings.

12.2.15. Maintenance of Quality Control Procedures of the department, including all relevant documentation.

12.2.16. Any other duties or responsibilities as directed by the Managing Director.

12.2.17. Arranging operational training for new systems and/or procedures as appropriate.

12.2.18. External liaison/co-ordination as required to ensure that the interest of the airport company are fully represented.

12.2.19. Ensuring the assessment of training, validation, competency and licensing, and maintenance of appropriate records.

12.2.20. Ensure that Engineering standards are set and maintained.

12.2.21. Development of operational requirements.
13 AIR TRAFFIC SERVICES.

13.1 General Responsibilities for Safety

13.1.1 Reporting to the Head of Airfield Operations, ATSM has overall accountability for the safe management of all operational ATS and systems in order to satisfy all statutory and regulatory requirements.

13.1.2 The structure, roles, accountabilities and responsibilities for the provision of Group ATS is defined in the ATS Safety Manual which includes details of Service Level Agreements between VATSL and DSA Managing Director.

13.2 AIR TRAFFIC SERVICES ACCOUNTABILITIES AND RESPONSIBILITIES

13.2.1 Safety accountabilities and responsibilities for the following staff are defined in the ATS Safety Manual;

- Air Traffic Services Manager – ATSM
- Deputy Air Traffic Services Manager – DATSM
- Group Air Traffic Engineering Manager – GATEM
- Senior Air Traffic Engineer – SATE

13.3 AIR TRAFFIC SERVICES LIMITED SAFETY POLICY

13.3.1 ATCSL Risk and Safety Management Policy

On behalf of the Liverpool Airport Holdings Ltd. Executive Management Team, I will apply and oversee a strong, resilient, and robust approach to operational risk and safety management throughout all parts of the business based upon recognised best practice. I will ensure that safety and operational risk performance is maintained and, where desirable, enhanced in order to protect the business, its employees, assets, and customers.

Achieving excellence in safety and operational risk management is a cornerstone of our strategic intent to be recognised as an outstanding Air Navigation Service Provider.

The implementation of the Policy will deliver significant business benefits through reduced risk exposures to our people and customers, reduced liabilities and net costs, and also by achieving compliance with legal and industry standards.

This Policy, as part of the ATCSL Safety Management System, conveys the attitudes and responsibilities of the Liverpool Airport Holdings Ltd. Executive Management Team with regard to the Company’s safety management systems, and makes clear my expectations of managers and employees in achieving our corporate safety objectives.

The full support, co-operation, and trust of managers and employees at all levels are vital to the success of our approach. To that end the ATCSL will operate a JUST CULTURE in which:
• Open and honest reporting is proactively encouraged, and

• I guarantee that errors and unsafe acts will not be punished if the error was unintentional or due to inadvertent human error. However, those who act recklessly or take deliberate and unjustifiable risks will be subject to disciplinary action.

• All members of staff have direct access to me (DATS), independent of line management, if required.

The Company’s ethos towards the management of safety will be based upon the relevant (to ATS) elements of the CAA’s “Significant Seven’ guiding principles of Safety and Operational Risk Management.

We will go beyond legal compliance and minimalistic regimes by setting clear management targets for loss control, maximising availability, utilisation of our capital assets, and for the safety of our people and customers.

Chris Kelly Director of Air Traffic Services – Accountable Manager
Figure 7: DSA Air Traffic Services Organisation Chart
14 HEALTH AND SAFETY MANAGER

14.1 General accountabilities for safety

14.1.1 To ensure that DSA comply with current Health and Safety legislation and have suitable and effective safety management systems in place to maintain compliance with the Civil Aviation Authority (SRG) and the Health and Safety Executive (HSE).

14.1.2 To advise the Peel Airport board on all matters of risk and safety management, set and control the safety management budget and create and maintain an effective safety management culture across the airport site.

14.1.3 To ensure that SMS reporting is independent of line management and in order to fully appraise and inform DSA senior management of group safety management issues, the DSA Health and Safety Manager reports to the Managing Director.

14.2 Safety responsibilities

14.2.1 Establish and maintain systems to audit and monitor the effectiveness of the DSA safety management systems and to ensure adequate accident, incident and ill-health reporting, monitoring and investigation arrangements are in place.

14.2.2 The formulation, implementation and maintenance a safety operational plan setting long and short term objectives, deciding priorities for improvements and determining appropriate performance standards.

14.2.3 To update and provide advice on all safety related issues to the DSA Directors and Managing Director. This includes the results of safety audits and inspections.

14.2.4 To act as the Airport Health and Safety Manager and manage the overall provision of Health and Safety within the Organisation.

14.2.5 Advise on the promotion of a positive health and safety culture and to maintain and promote awareness of relevant legislation, codes of practice and good safety standards by the development and implementation of policies, procedures, guidance and training.

14.2.6 To co-ordinate all investigations for all accidents, injuries, dangerous occurrences, preparation of formal statistical reports / trend and record keeping.

14.2.7 Advise and assist staff on matters concerning health, safety and welfare of personnel or others who could be affected by the airport group’s activities including such matters as hazard identification, risk assessment and hazard control measures and procedures.

14.2.8 To administer the Airport Safety Management System, including chair of SSE closure meetings.
15 ENVIRONMENTAL AND COMMUNITY OFFICER

15.1 General accountabilities for safety

15.1.1 The Environmental and community officer is responsible to the Head of Airport Services for the management of development projects throughout all stages including demand assessments, concept design, detailed design, tender implementation and handover, and to ensure that all such projects comply with regulatory and statutory requirements within the respective areas.

15.2 Safety responsibilities

15.2.1 To ensure that all Health & Safety policies and practices are implemented in Development Projects so that statutory regulations are met or exceeded.

15.2.2 To monitor all safety objectives set by the Managing Director to ensure the highest possible safety standards are achieved.

15.2.3 To provide advice to contractors in relation to the Company’s Health and Safety Policy.

15.2.4 To carry out investigations of accidents, injuries / dangerous occurrences associated with construction activity on the airport site in order to recommend the action necessary to prevent further such occurrences.

15.2.5 To ensure that consultants / contractor prepare risk assessments in relation to their activities.

15.2.6 To administer the Airport Safety Management System.

15.2.7 To ensure contractors and consultants employed by the airport are competent as defined in CDM Regulations.

15.2.8 To ensure that contractors do not commence works until they have adequate welfare facilities as defined in CDM Regulations.

15.2.9 To ensure that contractors have prepared their Health and Safety Plan prior to commencing work as defined in CDM Regulations.

15.2.10 To provide as built information and record as the contractor defined in the CDM Regulations.
1. GENERAL

1.1. This part of the aerodrome manual contains details of all safety-related committees functioning at each Peel Aerodrome (DSA & DTVA at time of writing) as follows:-

1.2 Meetings are designed, either individually, or collectively to fulfil the purpose of stringent and diligent managerial safety oversight above and beyond what is already in place on a day to day basis. DSA operates a proactive approach to Safety Management and is largely risk based and operates the mantra of Predict and Prevent.

- Safety Action Group
- Airside Safety Committee
- Local Runway Safety Team LRST
- Flight Safety Committee
- Emergency Planning Committee
- Operations Meetings
- ATS Safety Management Team
- Safety Management Team (Peel)

1.3. In addition to those safety related committees listed above, any meeting concerning operational matters will include, as a matter of course, safety as an item for discussion. This is intended to address the overall operational safety management implications as well as any specific items that may exist.

1.4. For each committee listed the format below has been used on the following pages to provide relevant committee details:

1.5 Safety Meeting Structure

2.0 SAFETY ACTION GROUP (SAG)

2.1 Objectives and functions

2.2 The objective of the Safety Action Group (SAG) is to ensure that the safety policy is implemented at all levels within the local airport organisation, and identifies safety improvement opportunities and drives forward associated local initiatives. The SAG will also review how safety is managed both proactively and reactively and to facilitate improvement if deficiencies are identified. The SAG shall report at each Safety Review Board on matters of
concern regarding risk and safety management particularly in relation to matters arising at each SAG meeting or deficiencies in strategy and application and implementation of same.

Frequency: Six monthly

Chair Person: Managing Director

Attendance: MD, HoAO, HoAS, FD, ADM, FSM, EM, ATSM, H&SM, HRM

2.3 Terms of Reference

Ensuring that line management has considered all situations where hazard identifications and risk assessments should be carried out with such involvement of staff as may be necessary to build up safety awareness.

2.4 To ensure that any hazards identified have been suitably risk assessed and subjected to the hierarchy of controls thus eliminated wherever possible. If they cannot be eliminated the risk shall be reduced to as low as is reasonably practicable via the appropriate control measures thus either Eliminated, Reduced, Isolated or Controlled by other means

2.5 To monitor the risk management process and ensure assessments are reviewed when appropriate and appropriate in accordance with legal requirements as a minimum

2.6 To consider the top safety related risks

2.7 Ensuring that satisfactory arrangements exist for safety report capture and employee feedback

2.8 Ensuring that suitable safety performance indicators are developed and regularly reviewed for each functional area

2.9 Ensuring meetings or briefings are undertaken to ensure that effective opportunities are available for all employees to participate fully in safety management Ensuring that Adequate investigation of safety issues takes place and that safety reviews are then conducted and any actions arising tracked to completion in timely manner.

2.10 Ensuring that appropriate safety, emergency and technical training of personnel is carried out to meet or exceed minimum regulatory requirements

2.11 To consider suitability and effectiveness of local audit and oversight programme
3.0 AIRPORT SAFETY COMMITTEE

Objectives and Function;

Oversight of local application of the SMS

Frequency; Quarterly

Attendance; Internal Heads of Department along with senior site representatives of airport operators

Chair; Head of Airfield Operations

TOR;

3.1 To appraise the effectiveness, knowledge and application of the Airport Safety Management System.

3.2 To establish consistent complementary and operational aerodrome SMS’s

3.3 To provide a forum for Airport Operators both airside and landside to discuss safety related matters affecting safe performance on the Airport

4.0 EMERGENCY PLANNING COMMITTEE (EPC)

4.1 The aim of the Emergency Planning Committee (EPC) is to promote co-operation between the Airport, Local Authority Emergency Services and Local Authority Support Agencies that are likely to respond to an incident at the Airport by formulating and testing emergency procedures and plans for all likely emergency scenarios

4.2 Objectives and functions

To create and maintain an efficient and effective Emergency Plan for all Emergency Services and Support Agencies that attend, or are likely to attend, incidents at DSA.

4.3 Organisation

The membership and structure of the EPC is a matter for the Airport Management to agree in co-operation with the Local Authority Emergency Services and Support Agencies.

The committee membership should be compatible with the need to represent the interests of the Local Authority Emergency Services and Support Agencies that are likely to be involved in the Emergency Plan.

The committee will normally meet on a quarterly basis. However, when major exercises are being planned or if major incidents occur, meetings may be held on a more regular basis

4.4 Frequency Bi-annually
4.5 Attendees:

- Doncaster Sheffield Airport Department Managers
- Yorkshire Ambulance Service
- South Yorkshire Fire and Rescue
- South Yorkshire Police
- Doncaster CCG
- Emergency Planner Doncaster Metropolitan Borough Council

Chair: Head of Airfield Operations

4.6 Terms of Reference

The review of all aviation emergency scenarios that occur at DSA, with a remit to produce effective response procedures and safe working practices that will enhance the effectiveness of the airport Emergency Plan and promote inter-service co-operation. Committee Members should approach their task in a manner compatible with producing a flexible, communicative, effective and forward thinking organisation.

5.0 LOCAL RUNWAY SAFETY TEAM (LRST)

5.1 Objectives and function

The main purpose of this role is to advise the management on potential runway safety issues and recommend mitigating measures.

- Monitor the types, numbers and severity of runway incursion
- Identify any local problems areas and suggest improvement; hotspot maps, awareness campaigns, safety bulletins
- Continually review the airfield to ensure ICAO compliance
- Identify potential Runway Safety issues, what, where, why
- Findings from incidents and accidents are investigated, analysed and understood, ensuring all sign and markings are taking into account

5.1.1 The LRST meeting will be incorporated into the Flight safety meeting, although the LRST is a standalone section of this meeting, FSM details are listing in section 7

Frequency: 6 Monthly

Chair: Chaired by the Head of Airfield on behalf of the Accountable Manager

Attendance: Health and Safety Manager, Airport Duty Manager, ATS representative, Fire Services Manager, Airfield Operations Unit representative
5.2 Terms of Reference

To ensure proper control of all airfield risk the membership of the Group must have the broadest possible understanding of the activities, processes and standards within area of the committee’s Airside operation. For that reason the LRST shall be made up of Airfield operatives. Its members must have a good appreciation of all safety related risks which can impact upon airfield safety and activities undertaken. Such is not limited to incursions, excursions et al. The membership should therefore also reflect all management levels and all disciplines within area of activity in addition to including selected representatives from outside of the area and other forums. Such forums include the Flight Safety Committee E.g. contracted services, pilots, ATS etc.

5.3 Primarily the LRST should be made up of persons who are not part of the management team

6.0 FLIGHT SAFETY COMMITTEE

Objectives & Function

To achieve a safe environment for aircraft operations on the aerodrome and in the surrounding airspace whilst creating a safe and efficient environment for aircraft operations

Frequency; 6 monthly

Attendance; HoAO, FSM, ADM, ATE, ATEM, ATSM, H&SM, ENGMAN

Chair; ATS

6.1 TOR;

6.2 To appraise external members on Aerodrome changes in advance to give opportunity for effective consultation.

6.3 Provide an interface between the Airport, ATS, Airlines, Airside Operators and General Aviation to discuss aviation risk matters.

6.4 To report on matters relating to the safe arrival and departure of aircraft

6.5 To be a forum for exchange of opinion and to debate aviation safety matters including CAA significant risks, Audit findings, CAA developments etc

6.6 Review outcomes of investigations and implement remedial actions in respect of Aviation safety matters

7.0 ATS SAFETY MANAGEMENT TEAM MEETING (ATS SMT)

Objective and Functions;

Frequency; monthly

Attendance; ATS, ATE, ENG MAN, HOAO, ADM,

Chair; Air Traffic Services Manager
7.1 Terms of Reference;

7.2 Receive and consider briefings on planning and action matters prior to implementation.

7.3 Provide an interface for the examination and resolution of procedures and safety issues.

7.4 Provide operational safety advice on medium and long term changes expected in the industry such as the introduction of new equipment and new regulations.

7.5 Conduct and/or review internal safety incident investigations and implement remedial actions in respect of, internal incidents, i.e. Unit SSEs; and Details of SSEs and safety information received from other VATS Units (see 10.6.2), an SMT Agenda item.

7.6 Ensure that the results of investigations, lessons learnt and any relevant safety Information are effectively disseminated to staff and when appropriate, to other VATS Units (see 10.6.2) and external authorities thereby to promote the Company’s safety culture.

7.7 Ensure staff are adequately trained and competent for the job they are required to do.

7.8 Ensure monitoring of any deterioration in performance of safety significant equipment or systems.

7.9 Receive and consider reports on significant outages and breakdowns concerning equipment.

7.10 Identify and address potential risks arising from changes in operations, systems, procedures and staff associated with safety significant functions or activities.

8.0 SENIOR MANAGEMENT TEAM MEETING (PEEL)

8.1 SMT will meet periodically to notify and discuss outcomes from SAG meeting bought to Peel by the MD.
Part C

Particulars of Aerodrome Site
Part C  AERODROME PARTICULARS / PHYSICAL CHARACTERISTICS

1  Latitude and longitude of Aerodrome
   WGS84 (ETRF89) Runway Midpoint
   LAT: 522828N        LONG: 0010016W
   Location: 3NM South East of Doncaster

2  Location of Aerodrome Reference Point
   2.1  LAT: 532831.02N    LONG: 0010014.89W
        Midpoint of Runway 02/20

3  ELEVATIONS
   Aerodrome Evaluation / Aerodrome Reference Temperature
   Aerodrome: 55FT AMSL
   Apron: 36FT AMSL
   Runway 02 Threshold (displaced) 53FT
   Runway 20 Threshold (displaced) 27FT
   Aerodrome Reference Temperature 18°C

4  ICAO DESIGNATOR: EGCN

5  IATA DESIGNATOR: DSA

6  Magnetic Variations / Annual change
   1.65°w (2014) 0.15°

7  Runway Physical Characteristics

<table>
<thead>
<tr>
<th>Runway Designator</th>
<th>True bearing</th>
<th>Runway Dimensions</th>
<th>Runway surface &amp; (PCN)</th>
<th>THR Co-ordinates / THR geoid undulation</th>
<th>THR elevation / Highest elevation of TDZ of precision APP RWY</th>
</tr>
</thead>
<tbody>
<tr>
<td>02</td>
<td>017.62°</td>
<td>2895 x 60m</td>
<td>Asphalt 63/R/B/W/T</td>
<td>52751.11N 0010036.17W 156.56ft</td>
<td>THR 52.4ft</td>
</tr>
<tr>
<td>20</td>
<td>197.66°</td>
<td>2895 x 60m</td>
<td>Asphalt 63/R/B/W/T</td>
<td>523910.93N 0005953.58W 156.56ft</td>
<td>THR 25.93ft</td>
</tr>
</tbody>
</table>
8 Aerodrome Plan

8.1 A 1:2500 full plan of the Aerodrome is available on request and is contained in the Master Copy of the Aerodrome Manual, which is held in the Managing Director’s office. A copy is also held in the CAA SRG Regional Office.

9 Physical Characteristics

9.1 Taxiways

<table>
<thead>
<tr>
<th>Designator</th>
<th>ICAO Code</th>
<th>Width</th>
<th>PCN</th>
<th>Surface</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alpha</td>
<td>D</td>
<td>18m</td>
<td>33/F/B/W/T</td>
<td>Asphalt</td>
<td>Light spacing are at 23m intervals: only to be used in visual met condition up to and including &lt;350m RVR</td>
</tr>
<tr>
<td>Bravo</td>
<td>E</td>
<td>23m</td>
<td>49/F/B/W/T</td>
<td>Asphalt</td>
<td>Bi-directional stop bar fitted to restrict traffic exiting the runway in RVR &gt;350m</td>
</tr>
<tr>
<td>Charlie</td>
<td>E</td>
<td>23</td>
<td>71/R/C/N/T</td>
<td>Concrete</td>
<td>illuminated Green Centre line and Blue edge lights</td>
</tr>
<tr>
<td>Delta</td>
<td>D</td>
<td>18m</td>
<td>52/F/A/W/T</td>
<td>Asphalt</td>
<td>illuminated green Centre line</td>
</tr>
<tr>
<td>Echo</td>
<td>C</td>
<td>15m</td>
<td>14/F/A/W/T</td>
<td>Asphalt/Concrete</td>
<td>Illuminated blue edge lights</td>
</tr>
</tbody>
</table>

9.2 Surface Movement Guidance and Controls

| Use of aircraft stands ID signs, TWY guide lines and visual parking guidance systems of aircraft stands | Stands 1 to 8, 3E, 5E, 6E and 8E are nose-in/push-back. Freight Stands docking/parking guidance system of aircraft stands 11-14 and 16 are nose-in/push-back. Stand 17 is self-manoeuvring except when St 17 and 18 is occupied then becomes nose-in/push-back. Stands 3E, 5E, 6E and 8E are angle parked across the stand boxes for Code E aircraft |
| Runway and taxiway markings and lighting | Runway marking aid(s): Designation, permanently displaced thresholds, edge, centre-line, aiming point and touch down zone. Turning circles lit left hand side with green uni-directional lighting. Taxiway light(s): Green centre-line lighting to Taxiways A, C and D, blue edge lighting elsewhere. The spacing of centre-line lights to Taxiway A is 23 m. Runway guard lights on access to runway at holding points A1, A7, Band C1 |
| Stop bars | At holding points A2, A4, A6, C1 and C2. HI uni-directional switchable red. At holding point B. HI bi-directional switchable red. (A1 / A7 / C1 HI Uni-directional LED) |
| Remarks | 2 illuminated wind direction indicators. 02/20 Some obstacle lighting, Radar, ILS systems, Wind socks, DME aerial |
Part C  

9.3 Rescue and Fire Fighting Services

<table>
<thead>
<tr>
<th>AD category for fire fighting</th>
<th>RFF Category A7</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rescue equipment</td>
<td>2 x Carmichael Cobra 2 fire tenders (10,000lt water/1,200lt foam each) and 1 x Simon Protector fire tender.</td>
</tr>
<tr>
<td>Capability for removal of disabled aircraft</td>
<td>Not available.</td>
</tr>
</tbody>
</table>

**Remarks**

RFF Categories 8 and 9 available on request and by prior arrangement. During periods of reduced activity at the aerodrome RFF category may be downgraded (Scheduled traffic will not be affected). Please check NOTAM and ATIS for the most up to date information.

9.4 Main Aerodrome Obstacles Approach and Take-off area

<table>
<thead>
<tr>
<th>Obstacle / ID</th>
<th>Obstacle Type</th>
<th>Obstacle Position</th>
<th>Elevation</th>
<th>Obstacle Lit</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/ APPORACH - 20/ TAKEOFF</td>
<td>Fence</td>
<td>532741.73N 0010044.14W</td>
<td>72.51ft</td>
<td>No</td>
</tr>
<tr>
<td>02/ APPORACH - 20/ TAKEOFF</td>
<td>Building</td>
<td>532741.56N 0010058.51W</td>
<td>122.78ft</td>
<td>No</td>
</tr>
<tr>
<td>02/ APPORACH - 20/ TAKEOFF</td>
<td>Chimney</td>
<td>532740.36N 0010058.87W</td>
<td>128.49ft</td>
<td>No</td>
</tr>
<tr>
<td>02/ APPORACH - 20/ TAKEOFF</td>
<td>Tree</td>
<td>532739.15N 0010039.73W</td>
<td>78.8ft</td>
<td>No</td>
</tr>
<tr>
<td>02/ APPORACH - 20/ TAKEOFF</td>
<td>Tree</td>
<td>532739.15N 0010038.83W</td>
<td>79.77ft</td>
<td>No</td>
</tr>
<tr>
<td>02/ APPORACH - 20/ TAKEOFF</td>
<td>Tree</td>
<td>532738.61N 0010047.54W</td>
<td>87.21ft</td>
<td>No</td>
</tr>
<tr>
<td>02/ APPORACH - 20/ TAKEOFF</td>
<td>Tree</td>
<td>532738.61N 0010032.15W</td>
<td>90.25ft</td>
<td>No</td>
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<tr>
<td>02/ APPORACH - 20/ TAKEOFF</td>
<td>Tree</td>
<td>532735.18N 0010043.02W</td>
<td>92.6ft</td>
<td>No</td>
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<tr>
<td>02/ APPORACH - 20/ TAKEOFF</td>
<td>Tree</td>
<td>532726.32N 0010041.52W</td>
<td>108.85ft</td>
<td>No</td>
</tr>
<tr>
<td>02/ APPORACH - 20/ TAKEOFF</td>
<td>Tree</td>
<td>532719.88N 0010108.34W</td>
<td>152.5ft</td>
<td>No</td>
</tr>
</tbody>
</table>
Part C  Particulars of Aerodrome Site

9.5  Runway

9.5.1  Runway 02/20 is 2893m long with a width of 60m. It is constructed of Asphalt and has an overall PCN value of 63/R/B/W/T.

9.5.2  Runway 02 is a Cat I precision Instrument Approach

9.5.3  Runway 02 is a Cat III Precision Instrument Approach.

9.6  Runway Strip

9.6.1  Runway 02/20 has a strip width of 150m either side of the runway centre line, meeting the regulatory requirement for 150m strip width on a Code 4E runway.

9.7  Runway End Safety Areas (RESA)

9.7.1  Runway End Safety Area distances for runway 02 / 20 are 240m in length as described in Cap 168 Appendix 3 I

10  Taxiway Information

10.1  Various taxiways are provided for use as described below. The taxiways are constructed of asphalt, with the exception of taxiway Charlie which is constructed of concrete. Declared distances for all taxiway entrance points can be found in section 13

10.2  Taxiway Alpha

10.2.1  Taxiway Alpha provides the main access and egress for runway 02/20. Taxiway Alpha is a code D taxiway which has a bearing strength of 33/F/B/W/T, is constructed of asphalt and can accommodate aircraft with outer main gear width of 9m or less.

10.3  Taxiway Bravo

10.3.1  Taxiway Bravo provides access on to runway 02 for intersectional take-offs and egress from runway 20. Egress from runway 02/20 via Bravo leads on to parallel taxiway alpha; Taxiway Bravo is a code E taxiway and has a bearing strength of 49/F/B/W/T. It is constructed of asphalt and can accommodate aircraft with a main gear width of 9m or less.

10.3.2  Taxiway Bravo can be used by all aircraft types up to largest wheel base but is restricted to aircraft with a main gear width of 9m or less. The current use of Bravo is the same as Alpha taxiway.

10.4  Taxiway Charlie

10.4.1  Taxiway Charlie provides access and egress from a central portion of runway 02/20 and provides access and egress from the main apron with the Critical Part (CP) area. Access and egress of the runway intersects through taxiway alpha. Taxiway Charlie is a code E taxiway and has a bearing strength of 71/R/W/C/T and is constructed of concrete and can accommodate aircraft with an outer main gear wheel span of 9 m or more.
10.5 **Taxiway Delta**

10.5.1 Taxiway Delta provides access and egress to stands 11 through to 18 via taxiway Alpha in the Airside Area (AA). Taxiway delta is a code D taxiway and has a bearing strength of 52/F/A/W/T and is constructed of asphalt and can accommodate aircraft with a wheelbase of 18m or greater.

10.5.2 Code D aircraft can be towed around Delta/Alpha junction and along Delta. However wheel clearance to the edge pavement is reduced to approximately 2m.

10.6 **Taxiway Echo**

10.6.1 Taxiway Echo provides access and egress to the General Aviation Apron via taxiway Alpha. Taxiway Echo is a code C taxiway has a bearing strength of 27/f/a/w/t and is constructed of asphalt and can accommodate up to and including Code B aircraft with a wheel base of up to 18m.

10.6.2 Taxiway Echo is predominately 18m wide but has a section which is reduced to a width 16m. Echo is predominately used by aircraft up to large Biz jet size e.g. Gulfstream5 / Global Express / Legacy or equivalent. All other types should use taxiway Delta.

11 **Main Apron**

11.1 The main apron (public transport) provides a stand design combining licensing requirements with flexibility and efficient use of space through a multiple use concept covering all aircraft types A to F including uncategorised aircraft. All stands are conventionally for nose-in parking, although weather conditions or aircraft size may require different parking requirements. All stands are marshalled. The apron is 36ft AMSL.

12. **Assessment of treated obstacles**

12.1 All obstacles relevant to operating limitations are listed on the ICAO Aerodrome Obstacle Chart, type A, Operating Limitations and in the UK Air Pilot as shown in part D fig 2.

12.2 **Obstacle Limitation Surfaces**

12.2.1 In accordance with article 211, schedule 12 of the air navigation order 2009 and cap168, the airport will check the obstacle limitation surfaces (OLS) and provide description, height and location of obstacles which infringe standard obstacle limitation surfaces, and whether they are lit at 12 monthly intervals and notify CAA of any changes.

12.2.2 In accordance with cap168, cap232, the airport will check the tasks below are completed in the required intervals:
12.2.3 Survey Requirements

<table>
<thead>
<tr>
<th>Survey Name</th>
<th>Last Survey conducted</th>
<th>Survey Required</th>
<th>Check Survey Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Aerodrome Plane (Scale 1:2500)</td>
<td>May 2014</td>
<td>CAA Licensing</td>
<td>Annually</td>
</tr>
<tr>
<td>(if not 1:2500 please give scale)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(b) AGA Survey</td>
<td>May 2014</td>
<td>As required by CAA for licensing purposes</td>
<td></td>
</tr>
<tr>
<td>(c) Type A Chart Survey</td>
<td>May 2014</td>
<td>Every 5 years</td>
<td>Annually</td>
</tr>
<tr>
<td>(d) Precision Approach Procedure Survey</td>
<td>CAT 1.5nm SRA CAT II/III</td>
<td>May 2014</td>
<td>Every 5 years</td>
</tr>
<tr>
<td>(e) Precision Approach Terrain Chart Survey</td>
<td>May 2014</td>
<td>Every 5 years</td>
<td>Annually</td>
</tr>
<tr>
<td>(f) Dominant Obstacle Survey</td>
<td>May 2014</td>
<td>Every 5 years</td>
<td>Annually</td>
</tr>
<tr>
<td>(g) Departure Area</td>
<td>May 2014</td>
<td>Every 5 years</td>
<td>Annually</td>
</tr>
<tr>
<td>(h) PAPI</td>
<td>May 2014</td>
<td>CAA Licensing</td>
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13 Declared Distances

13.1 RUNWAY 02

<table>
<thead>
<tr>
<th></th>
<th>TORA</th>
<th>ASDA</th>
</tr>
</thead>
<tbody>
<tr>
<td>TORA</td>
<td>2893 Metres</td>
<td></td>
</tr>
<tr>
<td>ASDA</td>
<td>2893 Metres</td>
<td></td>
</tr>
<tr>
<td>TODA</td>
<td>2984 Metres</td>
<td></td>
</tr>
<tr>
<td>LDA</td>
<td>2743 Metres</td>
<td></td>
</tr>
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</table>

13.2 Intersection Departures Bravo

<table>
<thead>
<tr>
<th></th>
<th>TORA</th>
<th>ASDA</th>
</tr>
</thead>
<tbody>
<tr>
<td>TORA</td>
<td>1813 Metres</td>
<td></td>
</tr>
<tr>
<td>ASDA</td>
<td>1813 Metres</td>
<td></td>
</tr>
<tr>
<td>TODA</td>
<td>1904 Metres</td>
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</tbody>
</table>

13.3 Intersection Departures Charlie

<table>
<thead>
<tr>
<th></th>
<th>TORA</th>
<th>ASDA</th>
</tr>
</thead>
<tbody>
<tr>
<td>TORA</td>
<td>970  Metres</td>
<td></td>
</tr>
<tr>
<td>ASDA</td>
<td>970  Metres</td>
<td></td>
</tr>
<tr>
<td>TODA</td>
<td>1060 Metres</td>
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</table>
Part C  

13.4  **RUNWAY 20**

<table>
<thead>
<tr>
<th></th>
<th>TORA</th>
<th>ASDA</th>
<th>TODA</th>
<th>LDA</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>2756 Mts</td>
<td>2756 Mts</td>
<td>3056 Mts</td>
<td>2606 Mts</td>
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13.5  **Intersection Departure Alpha 7**

<table>
<thead>
<tr>
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<th>TODA</th>
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<td>2864 Mts</td>
</tr>
<tr>
<td></td>
<td>2564 Mts</td>
<td></td>
</tr>
</tbody>
</table>

13.6  **Intersection Departures Charlie**

<table>
<thead>
<tr>
<th></th>
<th>TORA</th>
<th>TODA</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1786 Mts</td>
<td>2086 Mts</td>
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<tr>
<td></td>
<td>1786 Mts</td>
<td></td>
</tr>
</tbody>
</table>

13.7  **CALCULATION OF PUBLISHED DECLARED DISTANCES**

13.7.1  Runway 02/20 was originally built in 1944, extended and overlaid in 1955 and again in 1989. It was further extended in 2004 to a length of 2893m. This is the actual length of pavement that is intended to form the runway and is a code 4 runway.

13.7.2  **RUNWAY 02 TAKE-OFF / LANDING**

Runway 02 Take Off

Take of Climb Surface 1:50
TORA = 2983m  Begins: At the start of the paved surface. Ends: At the runway end lights
- STOPWAY = 0m
- ASDA = 2893m  Ends: At the runway lights
TORA + Stop way (2893 + 0) 2893m
CLEARWAY 91m
- TODA = 2984m  Ends 90m beyond end of paved surface
TORA + Clearway (2893+91) 2984m
- LDA = 2743m Begins: At the threshold lights Ends: At the runway end lights

13.7.3  **Runway 02 landing**

- 02 Threshold is displaced 150m from the start of the Runway pavement.
- LDA = pavement – the displacement (2893 – 150= 2743m)
13.8  **RUNWAY 20 TAKE-OFF / LANDING**

Runway 20 Take off
Take of climb Surface 1:50
TORA = 2756m  Begins: At the start of the paved surface. Ends: 137m from the end of the paved surface (Length of paved surface 2893m -137m= 2756m)
- STOPWAY = 0m
- ASDA = 2756m  Ends: 137m from the end of the paved surface

TORA + Stop way (2756m + 0m = 2756m)
- CLEARWAY 300m
- TODA = 3056m  Ends: At the first upstanding obstacle, the localiser aerial located at end of the RESA
TORA + Clearway (2756m + 300m = 3056m)

LDA = 2606m  Begins: At the threshold light Ends: 137m from the end of the paved surface

13.8.1 Runway 20 landing
- 20 Threshold is displaced 150m from the start of the Runway pavement.
- LDA = pavement – the displacement (2756 – 150= 2606m)

13  **PROCEDURE FOR CALCULATING REDUCED DECLARED DISTANCES**

13.1 The procedure for calculating reduced declared distances is illustrated in Section 4, Chapter 1.

13.9  **DECLARED DISTANCES & AIRFIELD WORKS**

13.9.1 Restricted Runway Length and Declared Distances Associated to Airfield Work In Progress Including Grass Management.

13.9.2 In order to facilitate and safely manage work in progress on the airfield, ATC are to adopt the following procedures

13.9.3 For movements adopting Instrument Flight Rules (IFR) there should be no temporary obstacles within the cleared and graded area.

13.9.4 For movements adopting Visual Flight Rules (VFR) there should be no temporary obstacles VFR strips will be taken from the taxiway/ runway holding boards closed to the runway edge

13.9.5 When possible, ATC can declare a visual runway and restrict runway length and declared distances for any light aircraft at RHADS. In this case ATC shall give the appropriate declared distances to the pilot by RT.
Part C

13.9.6 In order to facilitate efficient airfield WIP, operational staff & ATC shall liaise closely with contractors, particularly for grass cutting, to identify the best possible work schedule. This can include reducing runway length, which will have the effect of closing portions of the airfield, thereby permitting WIP up to the runway edge.

13.9.7 Consideration must be given to identifying quiet traffic periods or curtailing aircraft training for a period so that work can continue in the central part of the airfield.

13.9.8 As a guideline, the priority should be given to Grass Management over light aircraft circuit training. Light aircraft instrument training can be facilitated subject to approaches being made with the intention to go around and descend not below 500ft depending on the level of operations at that time.

14.0 VISUAL AIDS

INTRODUCTION

This section describes the physical characteristics of the Visual Aids provided at Doncaster Airport.

14.1 GENERAL

All visual aids will comply with the requirements of ICAO Annex 14, EASA AMC/GM and CAP637. Lighting will be operated in accordance with the requirements of EASA AMC/GM using control systems that comply with CAP670.

14.1.1 All visual aids are subject to inspection for damage, deterioration and serviceability requirements as part of the airfield inspection regime. All visual aids are maintained, repaired and replaced in accordance with the requirements of EASA AMC/GM.

14.1.2 The failure of any visual aid will be promulgated by NOTAM, ATIS, RTF as appropriate. CAA approved temporary visual aids may be used if required; comments made by operators and operational staff concerning the location, operation and effectiveness of visual aids will be considered. The implication for visual aids will be considered whenever there are new airfield developments.

14.2 SIGNALS

There is no signals area.

14.2.1 There are 2 illuminated wind sleeves, visible from all active runway thresholds. Marshalling signals provided will comply with Rule 62 of the Rules of the Air Regulations with the following exception: the signal given to a pilot of a taxiing aircraft by a marshaller, indicating that there is sufficient wing tip clearance will be ‘both arms outstretched horizontally’.
14.3 **SURFACE MARKINGS**

14.3.1 Painted surface markings are provided on the movement area in accordance with CAP168. Touch-down and aiming point markers remain complaint with 168 until runway rehabilitation when these will be re-configured as highlighted in ICAO Annex 14. Pavement design.

14.3.2 Runway Incursion awareness markings are located at all aircraft / vehicle holding point excluding Z9, Z10 holds.

14.3.3 Surface markings for stand entry guidance markings include a yellow with black border (concrete) painted stand number with arrow indicating the extended stand centreline. The stand centreline itself is painted yellow and runs only within the stand area and not the taxiway strip. Temporary marking of closed aircraft movement areas is achieved by the use of 5m long mobile barriers painted red and white panels which are lit with red obstacle portable lights at night and in LVP conditions.

14.3.4 **Marking of Airfield Work In Progress**
Inside the Localiser Sensitive Areas WIP should be marked using non-metallic and frangible fencing. All other WIP utilises 2 metre fencing of a more substantial construction, with high visibility base and obstruction lighting.

14.3.5 **SIGNS**
Illuminated Runway Mandatory Holding Position signs are located at each runway entry point. Illuminated Taxiway information and Mandatory signs are provided at taxiway intersections and holding positions along taxiways.

14.3.6 **VISUAL DOCKING GUIDANCE SYSTEM**
All stands are nose in push back unless specified as self-position, all stands have marshal guidance.

15 **AERONAUTICAL GROUND LIGHTING (AGL)**

15.1 **General**
Aeronautical Ground Lighting (AGL) is a vital part of the airport’s operational infrastructure, enabling the continued safe operation of public transport flights at night and during adverse weather conditions. Doncaster Airport is licensed to operate in Category IIIB weather conditions on Runway 20 and Category I for runway 02.
### 15.2 APPROACH LIGHTING

**15.2.1** Runway 02/20 is equipped with high intensity approach lighting. Runway 20 extends to 900m with 5 crossbars. Runway 02 extends to 420m with 2 crossbars. Both landing thresholds have high intensity uni-directional green lights.

### 15.3 APPROACH SLOPE INDICATORS

**15.3.1** Precision Approach Path Indicators (PAPI) are located adjacent to 02 & 20 touchdown zones and consists of 4 units containing 3 Hi Intensity lamps. PAPI’s on Runway are set at a mean approach angle of 3°; runway 02 has PAPIs set to 3.1°.

**15.3.2** Periodic inspection and maintenance procedures are detailed in the Manual of Airfield Ground Lighting.

### 15.4 RUNWAY & STOPWAY LIGHTING

**15.4.1** Runway 02/20 has high intensity elevated bi-directional white edge lights with low intensity Omni-directional component. Runway end lights are red.
15.5  **TAXIWAY LIGHTING**

15.5.1 Visual ground aids providing taxiway guidance consist of green centreline lighting on Taxiway Alpha, Charlie & Delta, and blue edge lighting on taxiway Charlie, Echo and main apron taxi lane. Restrictions in place on taxiway Alpha due to Light spacing, except between holding points A4 and A5, AGL are at 23m spacing; aircraft using in AWS / LVP’s at visibility >350m require a follow me.

The lighting capabilities of each Taxiway are identified below:

15.5.2 **Taxiway Alpha**
- Stop bar Alpha 1 LED, with associated lead off and lead off Cat I ops (halogen)
- Alpha 2 Halogen (runway 02), with associated lead off and lead off Cat III ops
- Stop bar Alpha 7 LED, with associated lead off and lead off Cat I ops (halogen)
- Alpha 6 Halogen (runway 20) with associated lead off and lead off Cat III ops
- Alpha 4 Halogen

15.5.3 **Taxiway Echo**
- Taxi edge – inset Blue

15.5.4 **Taxiway Bravo**
- Stop bar – bi directional (to close Bravo in LVP due to Alpha Taxiway restrictions)

15.5.5 **Taxiway Charlie**
- Elevated blue edge
- Stop bar at Charlie 1 with associated lead off and lead off Cat I ops
- Stop bar Charlie 2 Cat III ops with associated lead off and lead off Cat III ops

15.5.6 **Taxiway Delta**
- Taxi centreline – inset

16.0 **Illuminated Signage**

16.1 Illuminated Runway holding signs at Alpha 1, Alpha 2, Alpha 6 & Alpha 7, mandatory white lettering on red background

16.2 Illuminated Information signs at each taxiway junction position and runway exit – black lettering on a yellow background

17.0 **Runway Guard Lights**

17.1 Runway guard lights are located all runway taxiway holding points for Cat I and Cat II/IIIB operations.

17.1.2 LED Wig Wags are in use at all RTHP except Bravo
18 APRON FLOODLIGHTING

18.1 The Public Transport (Passenger) Apron contains 5 sets of high mast floodlight units are located on the Apron providing the required levels of illumination as specified in Chapter 6 of CAP 168. The masts are 25m in height and provide sufficient lighting levels to the ramp area.

18.2 There are 10 sets of high mast floodlight towers located on the Cargo Apron providing the required levels of illumination as specified in Chapter 6 of CAP 168. One tower is at a height of 18m; the other 9 towers are 25m in height and provide the required illumination levels.

19 AIRFIELD GROUND LIGHTING INTENSITY SETTINGS

19.1 The intensity settings for the airfield lighting units are controlled from the VCR in the control tower. AGL is displayed in accordance with the provisions of MATS Part I, Section 2 and the local Instructions for intensity settings are set out in MATS Part II Section 3 chapter 7.

20 SECONDARY POWER SUPPLIES

20.1 Standby power is provided by diesel generators in the event of a mains power failure. Generators start automatically upon detection of a failed electrical supply by the associated control equipment. Substations supplying aeronautical ground lighting (B1A & B1B) are also protected by a main uninterrupted power supply (UPS) which facilitates a smooth transition to generator supply with no interruption to the AGL, this ensures that changeover times comply with those laid out in CAP 168 for Cat 3 operations, i.e. 1 second.

20.2 Diesel generators are positioned at the following locations:

20.2.1 Air Traffic Control Tower
20.2.2 RFFS Station
20.2.3 B1A (20)
20.2.4 B1B (02)
20.2.5 Radar Compound
20.2.6 Terminal Building X 2

21 FLIGHT INSPECTION OF AERODROME GROUND LIGHTING

21.1 Aerodrome Ground Lighting is subject to 2 flight inspections per annum.
21.2 This inspection may coincide with the flight inspection of radio navigation aids by an SRG approved contractor.

21.3 It is the responsibility of the Senior Air Traffic Engineer to arrange flight inspections and to analyse the inspection reports in consultation with the flight inspectors. AGL reports are passed to the Engineering Supervisor for analysis and rectification where required.

22 OBSTACLE LIGHTING

22.1 The Head of Airfield Operations is responsible for Obstacle Lighting.

22.2 Obstacle lighting is installed on any permitted structure that penetrates the runway and taxiway clearance planes.

22.3 Table 5-2: Obstacle Lighting

<table>
<thead>
<tr>
<th>Aerodrome Obstacles</th>
<th>Type</th>
<th>Temp / Permanent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Localiser Aerial</td>
<td>LED low intensity</td>
<td>Permanent</td>
</tr>
<tr>
<td>Glidepath Aerial</td>
<td>LED low intensity</td>
<td>Permanent</td>
</tr>
<tr>
<td>DME Aerial</td>
<td>LED low intensity</td>
<td>Permanent</td>
</tr>
<tr>
<td>Transmitter mast</td>
<td>LED low intensity</td>
<td>Permanent</td>
</tr>
<tr>
<td>02 Anemometer mast</td>
<td>LED low intensity</td>
<td>Permanent</td>
</tr>
<tr>
<td>20 Windsocks</td>
<td>LED low intensity</td>
<td>Permanent</td>
</tr>
<tr>
<td>02 Windsocks</td>
<td>LED low intensity</td>
<td>Permanent</td>
</tr>
<tr>
<td>Radar</td>
<td>LED low intensity</td>
<td>Permanent</td>
</tr>
</tbody>
</table>

22.4 Obstacle lighting is either switched from the control tower or automatically switched in reduced light/visibility levels.

22.5 Obstacle lighting maintenance is detailed in the Manual of Airfield Ground Lighting.

23 INSPECTION AND MAINTENANCE OF VISUAL AIDS

23.1 The Head of Airfield Operations is responsible for the periodic inspection and maintenance of Aerodrome Visual Aids in accordance with procedures detailed in the Manual of Airfield Ground Lighting. A Daily Inspection of Aerodrome Visual Aids is carried out 1 hour before dark each day.

23.2 The inspection procedures, records and corrective actions are detailed in the Manual of Airfield Ground Lighting, located in the AGL department and the Engineering office.
Fig 1 Aerodrome Plan 1
Fig 2 Aerodrome Plan 2
Fig 3. Aerodrome Location Map
Fig 5 Aerodrome parking chart
Part D

Particulars of the aerodrome required to be reported to the Aeronautical Information Service
Part D  Particulars of the aerodrome required to be reported to the Aeronautical Information Service

1. Name and Address

1.1 Name and Address of Aerodrome

Doncaster Airport
First Avenue
Doncaster
DN9 3RH

1.2 Name and Address of Licensee

Doncaster Sheffield Airport LTD
Liverpool John Lennon Airport
Liverpool
L24 1YD

2. Aerodrome Reference point (WGS-84 format)

LAT: 532831.02N  LONG: 0010014.89W

3 AERODROME ELEVATION AND GEOID UNDULATION

Elevation: 55ft
Geoid Undulation at AD elevation PSN: -156.56ft

3.1 Elevation of Each Threshold and Geoid Undulation

Elevation Threshold of Runway 02 – 52.4ft
Elevation Threshold of Runway 20 – 25.93ft

3.2 Elevation of the Runway ends

Runway 02 end Elevation (End of LDA) – 23.6ft
Runway 20 end Elevation (end of LDA) – 52.6ft

3.3 Significant High and Low Points along the Runway - N/A

3.4 Aerodrome Reference Temperature

The Aerodrome Reference Temperature is 18°C

3.5 Aerodrome Beacon

Aerodrome beacons are not used at Doncaster Airport
NAME OF THE AERODROME OPERATOR AND CONTACT DETAILS

Peel Airports Group
Heyford House
First Avenue
Doncaster
Dn9 3RH
Tel: 08712 202210
Fax: 01302 801011

AERODROME DIMENSIONS

Runways

5.1.1 True Bearing
Runway 02 – 0.17.65°
Runway 20 - 197.66°

5.1.2 Runway Designation
Runway designated numbers are 02/20

5.1.3 Length and Width
Runway 02 is 2895m long and 60m wide with no prevision for runway shoulders as highlighted in Cap 168 3.26,
Runway 20 is 2895m long and 60m wide with no prevision for runway shoulders as highlighted in Cap 168 3.26,

5.1.4 Displaced Threshold Location
Runway 02
532751.11N 0010036.17W Elevation 52.4FT THR displaced by 153m

Runway 20
532751.11N 0010036.17W Elevation 52.4ft THR displaced by 153m

5.1.5 Clearway Dimensions

Runway 02 = 91m
Runway 20 = 300m
### Part D  Particulars of the aerodrome required to be reported to the Aeronautical Information Service

#### 5.1.6 Declared Distances

**Aerodrome: DONCASTER SHEFFIELD**

<table>
<thead>
<tr>
<th>Runway: 02</th>
<th>Runway True Bearing: 017.65°</th>
<th>Dimensions: 2683 x 60</th>
<th>Surface Type: Asphalt</th>
<th>LCG/PCN: 63/R/BM/T</th>
<th>Runway Code: 4E</th>
<th>Approach Status: CAT I Precision Instrument</th>
</tr>
</thead>
</table>

**Calculation of Declared Distances**

<table>
<thead>
<tr>
<th>TORA: 2893</th>
<th>Begins: At the start of the paved surface.</th>
<th>Ends: At the runway end lights.</th>
</tr>
</thead>
<tbody>
<tr>
<td>TODA: 2984</td>
<td>Ends: 90m beyond end of paved surface.</td>
<td>Ends: At the runway end lights.</td>
</tr>
<tr>
<td>ASDA: 2893</td>
<td>Ends: At the runway end lights.</td>
<td>Ends: At the runway end lights.</td>
</tr>
<tr>
<td>LDA: 2743</td>
<td>Begins: At the threshold lights.</td>
<td>Ends: At the runway end lights.</td>
</tr>
</tbody>
</table>

**Intersection Departures Bravo**

<table>
<thead>
<tr>
<th>TORA: 1813</th>
<th>Begins: At a point perpendicular to the southern edge of taxiway Bravo.</th>
<th>Ends: At the runway end lights.</th>
</tr>
</thead>
<tbody>
<tr>
<td>TODA: 1904</td>
<td>Ends: 90m beyond end of paved surface.</td>
<td>Ends: At the runway end lights.</td>
</tr>
<tr>
<td>ASDA: 1813</td>
<td>Ends: At the runway end lights.</td>
<td>Ends: At the runway end lights.</td>
</tr>
</tbody>
</table>

**Intersection Departures Charlie**

<table>
<thead>
<tr>
<th>TORA: 970</th>
<th>Begins: At a point perpendicular to the southern edge of taxiway Charlie.</th>
<th>Ends: At the runway end lights.</th>
</tr>
</thead>
<tbody>
<tr>
<td>TODA: 1080</td>
<td>Ends: 90m beyond end of paved surface.</td>
<td>Ends: At the runway end lights.</td>
</tr>
<tr>
<td>ASDA: 970</td>
<td>Ends: At the runway end lights.</td>
<td>Ends: At the runway end lights.</td>
</tr>
</tbody>
</table>

**Safety Surfaces**

<table>
<thead>
<tr>
<th>Runway Strip Semi Width confirmed as: 150 metres</th>
<th>Cleared and Graded semi Width confirmed as: 105 metres</th>
<th>Runway Strip ends confirmed as: 60 metres</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Take Off Climb Surface confirmed as 1:50 originates 60m beyond TORA or at end of clearway (where one is provided)</strong></td>
<td><strong>Approach Surface confirmed as 1:50 originates 80m before LDA</strong></td>
<td>** Transitional surface confirmed as 1:7**</td>
</tr>
</tbody>
</table>

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Part D

Particulars of the aerodrome required to be reported to the Aeronautical Information Service

<table>
<thead>
<tr>
<th>Aerodrome: DONCASTER SHEFFIELD</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Runway:</strong> 20</td>
</tr>
<tr>
<td><strong>Dimensions:</strong> 2893 x 60</td>
</tr>
<tr>
<td><strong>LCG/PCN:</strong> 63/R/B/W/T</td>
</tr>
<tr>
<td><strong>Approach Status:</strong> CAT III Precision Instrument</td>
</tr>
</tbody>
</table>

### Calculation of Declared Distances

| TORA: 2756 | Begins: At the start of the paved surface. |
| TODA: 3056 | Ends: 137m from the end of the paved surface. |
| ASDA: 2756 | Ends: At the first upstanding obstacle, the localiser aerial located at end of the RESA. |
| LDA: 2606 | Ends: 137m from the end of the paved surface. |

### Intersection Departures Alpha 7

| TORA: 2564 | Begins: At the start of the paved surface. |
| TODA: 2364 | Ends: At the first upstanding obstacle, the localiser aerial located at end of the RESA. |
| ASDA: 2564 | Ends: 137m from the end of the paved surface. |

### Intersection Departures Charlie

| TORA: 1786 | Begins: At the start of the paved surface. |
| TODA: 2086 | Ends: At the first upstanding obstacle, the localiser aerial located at end of the RESA. |
| ASDA: 1786 | Ends: 137m from the end of the paved surface. |

### Safety Surfaces

<table>
<thead>
<tr>
<th>Runway Strip Semi Width confirmed as: 150 metres</th>
<th>Cleared and Graded semi Width confirmed as: 105 metres</th>
<th>Runway Strip ends confirmed as: 60 metres</th>
</tr>
</thead>
<tbody>
<tr>
<td>Take Off Climb Surface confirmed as 1:50 originates 80m beyond TORA or at end of clearway (where one is provided)</td>
<td>Approach Surface confirmed as 1:50 originates 80m before LDA</td>
<td>Transitional surface confirmed as 1:7</td>
</tr>
</tbody>
</table>

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5.1.7 Runway Slope

02 = 1:325
20 = 1:325

5.1.8 Surface Type

Runway 02/20: Stone Marshall Asphalt
Turning Circles PDQ Concrete

5.1.7 Type of Runway and Precision Approach Runway

Doncaster Airport is ICAO Code 4E runways with a compatible Obstacle Free Zone for a Precision Approach Runway.

5.1.8 Length, Width and Surface Types

5.1.8.1 Length, Width and Surface Type of Strip

A Runway Strip which encloses the runway is a code 4E instrument runway and is provided in accordance with EASA CS ADR-DSN.B.150 to CS ADR-DSN.B.175 inclusive.
A Cleared and Graded Area (CGA) is provided for both runways in accordance with CAP 168 Chapter 3.

5.1.8.2 Runway End Safety Areas

RESAs are provided for both ends of both Runways. In all cases the length of RESA provided is at least 240m, which is the ICAO Recommended Practice.

All RESAs are 90m wide.

5.1.9 Stop ways

No Stop ways are provided.
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Particulars of the aerodrome required to be reported to the Aeronautical Information Service

5.2  Taxiways

5.2.1  Length, Width and Surface Type of Taxiways

The taxiways are constructed of concrete or concrete/asphalt. The following table shows the dimensions of the taxiways:

<table>
<thead>
<tr>
<th>Designator</th>
<th>ICAO Code</th>
<th>Width</th>
<th>PCN</th>
<th>Surface</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alpha</td>
<td>D</td>
<td>18m</td>
<td>33/F/B/W/T</td>
<td>Asphalt</td>
<td>Light spacing are at 23m intervals: only to be used in visual met condition up to and including &lt;350m RVR</td>
</tr>
<tr>
<td>Bravo</td>
<td>E</td>
<td>23m</td>
<td>49/F/B/W/T</td>
<td>Asphalt</td>
<td>Bi-directional stop bar fitted to restrict traffic exiting the runway in RVR &gt;350m</td>
</tr>
<tr>
<td>Charlie</td>
<td>E</td>
<td>23</td>
<td>71/R/C/W/T</td>
<td>Concrete</td>
<td>Illuminated Green Centre line and Blue edge lights</td>
</tr>
<tr>
<td>Delta</td>
<td>D</td>
<td>18m</td>
<td>52/F/A/W/T</td>
<td>Asphalt</td>
<td>Illuminated green Centre line</td>
</tr>
<tr>
<td>Echo</td>
<td>C</td>
<td>15m</td>
<td>14/F/A/W/T</td>
<td>Asphalt</td>
<td>Illuminated blue edge lights</td>
</tr>
</tbody>
</table>

Note: - Apron taxi lane strip incorporates the back of stand apron road.

5.3  Aprons

5.3.1  Apron Surface Type and Aircraft Stands

Aprons and aircraft stands are constructed of concrete. The table, Fig 1, below shows the locations of each stand
Fig 1. Stand Locations

<table>
<thead>
<tr>
<th>Identification</th>
<th>Number</th>
<th>Long</th>
<th>Lat</th>
<th>Easting</th>
<th>Northing</th>
</tr>
</thead>
<tbody>
<tr>
<td>STAND</td>
<td>16</td>
<td>532908.19N</td>
<td>0010027.74W</td>
<td>465942.2</td>
<td>399221.6</td>
</tr>
<tr>
<td>STAND</td>
<td>17A</td>
<td>532906.72N</td>
<td>0010029.34W</td>
<td>465913.5</td>
<td>399175.6</td>
</tr>
<tr>
<td>STAND</td>
<td>17B</td>
<td>532906.59N</td>
<td>0010029.02W</td>
<td>465919.3</td>
<td>399171.8</td>
</tr>
<tr>
<td>STAND</td>
<td>18</td>
<td>532905.33N</td>
<td>0010030.91W</td>
<td>465885</td>
<td>399132.3</td>
</tr>
<tr>
<td>STAND</td>
<td>8A</td>
<td>532853.98N</td>
<td>0010033.12W</td>
<td>465849.2</td>
<td>398781.1</td>
</tr>
<tr>
<td>STAND</td>
<td>8B</td>
<td>532853.94N</td>
<td>0010032.91W</td>
<td>465853</td>
<td>398780</td>
</tr>
<tr>
<td>STAND</td>
<td>7B</td>
<td>532852.49N</td>
<td>0010033.94W</td>
<td>465834.7</td>
<td>398734.9</td>
</tr>
<tr>
<td>STAND</td>
<td>7A</td>
<td>532852.56N</td>
<td>0010034.30W</td>
<td>465828</td>
<td>398736.9</td>
</tr>
<tr>
<td>STAND</td>
<td>6A</td>
<td>532850.85N</td>
<td>0010035.41W</td>
<td>465808.3</td>
<td>398683.8</td>
</tr>
<tr>
<td>STAND</td>
<td>6B</td>
<td>532850.82N</td>
<td>0010035.23W</td>
<td>465811.7</td>
<td>398682.8</td>
</tr>
<tr>
<td>STAND</td>
<td>6_ECHO_B</td>
<td>532851.05N</td>
<td>0010035.30W</td>
<td>465810.3</td>
<td>398690.1</td>
</tr>
<tr>
<td>STAND</td>
<td>6_ECHO_A</td>
<td>532851.17N</td>
<td>0010035.45W</td>
<td>465807.4</td>
<td>398693.5</td>
</tr>
<tr>
<td>STAND</td>
<td>5A</td>
<td>532849.11N</td>
<td>0010036.33W</td>
<td>465792</td>
<td>398629.8</td>
</tr>
<tr>
<td>STAND</td>
<td>5B</td>
<td>532849.08N</td>
<td>0010036.15W</td>
<td>465795.4</td>
<td>398628.8</td>
</tr>
<tr>
<td>STAND</td>
<td>5_ECHO_B</td>
<td>532849.33N</td>
<td>0010036.22W</td>
<td>465794.1</td>
<td>398636.7</td>
</tr>
<tr>
<td>STAND</td>
<td>5_ECHO_A</td>
<td>532849.45N</td>
<td>0010036.37W</td>
<td>465791.2</td>
<td>398640.2</td>
</tr>
<tr>
<td>STAND</td>
<td>4A</td>
<td>532847.33N</td>
<td>0010037.08W</td>
<td>465779</td>
<td>398574.7</td>
</tr>
<tr>
<td>STAND</td>
<td>4B</td>
<td>532847.27N</td>
<td>0010036.72W</td>
<td>465785.8</td>
<td>398572.7</td>
</tr>
<tr>
<td>STAND</td>
<td>3A</td>
<td>532845.67N</td>
<td>0010037.54W</td>
<td>465771.3</td>
<td>398523.2</td>
</tr>
<tr>
<td>STAND</td>
<td>3B</td>
<td>532845.63N</td>
<td>0010037.33W</td>
<td>465775.1</td>
<td>398522.1</td>
</tr>
<tr>
<td>STAND</td>
<td>3_ECHO_B</td>
<td>532845.45N</td>
<td>0010038.28W</td>
<td>465757.6</td>
<td>398516</td>
</tr>
<tr>
<td>STAND</td>
<td>3_ECHO_A</td>
<td>532845.41N</td>
<td>0010038.52W</td>
<td>465753.3</td>
<td>398514.7</td>
</tr>
<tr>
<td>STAND</td>
<td>2A</td>
<td>532844.33N</td>
<td>0010038.25W</td>
<td>465758.8</td>
<td>398481.7</td>
</tr>
<tr>
<td>STAND</td>
<td>2B</td>
<td>532844.30N</td>
<td>0010038.04W</td>
<td>465762.6</td>
<td>398480.5</td>
</tr>
<tr>
<td>STAND</td>
<td>1A</td>
<td>532842.99N</td>
<td>0010038.96W</td>
<td>465746.2</td>
<td>398440</td>
</tr>
<tr>
<td>STAND</td>
<td>1B</td>
<td>532842.95N</td>
<td>0010038.75W</td>
<td>465750</td>
<td>398438.9</td>
</tr>
<tr>
<td>STAND</td>
<td>1 ALPHA</td>
<td>532843.78N</td>
<td>0010034.61W</td>
<td>465826.1</td>
<td>398465.3</td>
</tr>
<tr>
<td>STAND</td>
<td>8 ALPHA</td>
<td>532852.06N</td>
<td>0010030.20W</td>
<td>465903.8</td>
<td>398722.4</td>
</tr>
<tr>
<td>STAND</td>
<td>8_ECHO_B</td>
<td>532852.91N</td>
<td>0010034.31W</td>
<td>465827.7</td>
<td>398747.7</td>
</tr>
<tr>
<td>STAND</td>
<td>8_ECHO_A</td>
<td>532852.87N</td>
<td>0010034.55W</td>
<td>465823.3</td>
<td>398746.4</td>
</tr>
</tbody>
</table>
6 VISUAL AIDS FOR APPROACH

6.1 Approach Lighting Type

Lighting at Doncaster Airport is provided to allow CAT IIIb operations on Runways 20 and CAT I operations on Runway 02. Details can be found in Part C section 15.

6.2 Runway 20 Provision

White centreline barrettes and red side row barrettes. High Intensity Touch Down Zone lighting is provided in the first 900m after Threshold.

6.3 Runway 02 Provision

Green Threshold inset Barrett lighting, with white centre line; there is no Touch Down Zone lighting.

6.4 Approach Slope Indicator

All runway directions are equipped with a 3° and 3.1° PAPI system and is located to the left of the runway in use.

6.5 Marking and Lighting of Runways

Both runways are equipped with bi-directional elevated white edge lighting. The centreline is high intensity colour coded. Centreline light spacing is 15m on Runway 02/20. There are full width green inset and wing bar Threshold lights and full width red stop end lights at both ends. Runway 02/20 has blue edge lighting along the 150m turning circles with full lead on centre line.

6.5.1 RTHP stop-bars are in operation H24 as an added protection against Runway Incursions; Cat I holds are LED type fittings for 24hr use with Cat II/III holds tungsten halogen fittings.

6.5.2 Runway guard lights are in use H24 at all RTHPs in use.

6.6 Apron Lighting

Aprons are floodlit by high mast lighting towers and provide average ambient light in accordance with EASA CS ADR-DSN.M.750 Apron Flood Lighting which requires;

Aircraft stand:
- horizontal illuminance — 20 lux with a uniformity ratio (average to minimum) of not more than 4 to 1
- Vertical illuminance — 20 lux at a height of 2 m above the apron in relevant directions.
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- Other apron areas: horizontal illuminance — 50% of the average illuminance on the aircraft stands with a uniformity ratio (average to minimum) of not more than 4 to 1.

6.7 Light Intensity Control

Runway and taxiways lighting has several intensity levels which may be selected by ATC. Default settings apply for various ambient weather conditions and times of day and night. Control of lighting intensity is explained in MATS Part 2.

6.8 Power Supplies for Aerodrome Ground Lighting

Primary power for airfield lighting is provided direct from 2 x main income supplies at 11KvA in an open ring configuration. Auto-start diesel fuel generators are provided in case there is a fault or failure with the primary supply with UPS systems to provide a seamless transfer in the event of a loss of HV power. Backup Generators supply the aerodrome ground lighting and navigation aids.

6.9 The Airfield Ring supplies eleven HV substations in total which feed various buildings around the airfield and the aeronautical ground lighting (AGL) installation. These substations are as follows:

- DSS X1 & DSS X2 – Supplies the management suite Heyford House and Control Point 1
- DSS DD – Supplying several airfield high mast lighting installations
- DSS LA – Supplying the Waste Water Treatment Works (WWTW) and Fuel Farm
- DSS C – Supplying Aeronautical Ground Lighting (AGL) / B1A
- DSS AA – Supplying the Air Traffic Control (ATC) building
- DSS FS – Supplying the Rescue and Fire Fighting Service (RFFS) building and Radar
- DSS R – Supplying Aeronautical Ground Lighting (AGL) / B1B
- DSS S – Supplying the fire training rig
- DSS E – Supplying the engine test bay
- DSS TV – Supplying the airside village

7 AERODROME SIGNAL, SIGNS AND MARKINGS

7.1 Signals

A signal square is not provided. Coloured signalling lamps are available in the VCR for use in aircraft radio failure situations.

7.2 Taxi Guidance Signs

Information and Mandatory signs are provided in accordance with ICAO Annex 14.
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7.3  Markings

Painted ground markings are provided in accordance with EASA CS ADR-DSN Chapter L. Enhanced taxiway markings are used at the approaches to Runway Holding Points.

7.3.1  Road Signs and Markings

On aprons a double white line indicates the boundary of the manoeuvring area. Speed limits are reinforced by restriction signs painted on the roadway where necessary.

7.4  Wind Sleeves

Two illuminated wind sleeves are provided, one serving the runway 02 Threshold, one serving the Threshold of runway 20

7.5  Stands

Stand markings are surface painted, with a centreline and aircraft stopping position bars. Where a stand has a multiple-choice arrangement (‘MARS’) the subsidiary centrelines have a broken centreline marking. Boundaries between adjacent stands are indicated by Inter-Stand Clearway markings or stand clearance lines.

7.6  Aprons

Standard taxiways marking are provided on the apron stand taxi-lanes together with short numbered arrows indicating the location and number of particular stands.

7.7  Taxiways

All taxiways have a painted centreline.

7.8  Runways

Runway markings are provided in compliance with the EASA CS ADR-DSN Chapter L criteria for Precision Approach runways. These include runway edge markings, aiming points and touchdown zone markings. N.B. The Aiming Point and TDZ markings are a UK-specific standard and differ from those specified in ICAO Annex 14.

8  NAVAIDS

Instrument Landing Systems (ILS) are provided for Runway 02 (CAT I) and Runway 20 (CAT III). A VHF Omni-Directional Beacon with Distance Measuring Equipment (VOR/DME) is located on the east side of the aerodrome and is available for use as a non-Precision Approach aid, with published procedures.
9. Location and Radio frequency of VOR aerodrome check points

Gamston VOR (GAM)

Frequency: 112.8MHz

Location: N: 53°16.9 W: 0°00'56.8

10. Location and designation of standard taxi routes

10.1 Locations of taxiways and their designated taxiway routing servicing the runway and other routes are located in Part C sections 9.1 & 10 and are also highlighted in fig 5.

11. Geographical Co-ordinates for thresholds and taxiway centre line points

<table>
<thead>
<tr>
<th>Threshold</th>
<th>Co-ordinates</th>
<th>AOD M</th>
<th>AOD ft</th>
</tr>
</thead>
<tbody>
<tr>
<td>02</td>
<td>E: 465819 N: 396837</td>
<td>15.97</td>
<td>52.4</td>
</tr>
<tr>
<td>20</td>
<td>E: 466570 N: 399315</td>
<td>7.90</td>
<td>25.9</td>
</tr>
</tbody>
</table>

12. AERONAUTICAL INFORMATION PUBLICATION AMENDMENTS

12.1 The Aerodrome AIP is published with the authority of the State, and contains aeronautical information of lasting character essential to air navigation. It details data regarding the organisation, operation and location of Aerodromes, Airspace, Navigation Aids and facilities as well as any information relevant to the safety of flight within the airspace.

12.2 AIS do not originate the information, but collates it on behalf of the sponsor (i.e. the authority responsible for the facility or service) and publishes it in accordance with internationally agreed formats. Specific criteria exist in ICAO Annex 15 and Doc 8126.

12.3 Amendments to AIP entries are made on behalf of the Airport Director by the following Departments and its members.

12.4 Primary Sponsor

12.4.1 The Head of Airfield Operations is the primary sponsor for all amendments required to the AIP; where required will submit a change request form relating to all sections of the AIP and is the main point of contact NATS and CAA regarding AIP information

12.5 Secondary Sponsors

- Airfield – 1 x Airport Duty Manager Keith Moran
- Air Traffic Control – ATSM Andrew Hudson, SATCA Derek Barrow
- RFFS – FSM
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12.6 All the secondary sponsors are responsible for updating their relevant sections within the AIP and are permitted to a change request form relating to this section of the AIP direct with consultation and notification to the HoAO.

13. AERONAUTICAL AND OPERATIONAL INFORMATION

13.1 RELATIONSHIP WITH SAFETY MANAGEMENT SYSTEM

13.2 The DSA Safety Management System (SMS) in Section 2 details how all safety issues at DSA will be managed. How the aerodrome operates is intrinsically linked to this process, as such the DSA operating procedures shall reflect the aims and objectives of the Safety Management System.

13.3 The Chapters of this Section and the operating procedures within shall be risk assessed against the SMS for transparency. The risk assessment of each operating procedure shall ensure that the means, by which it has been determined, is the safest as dictated by the SMS.

13.4 Operational procedures relating to airfield operations and Airfield compliance will be assessed by way of Operational Impact assessments (OIA). These will focus more on the impacts on procedural change. Appendix A shows the current OIA template

13.5 For the purposes of aerodrome audits by the regulator, all risk assessments shall be recorded in order to provide the regulator with an ‘audit trail’ for which the SMS can be measured.

13.6 Risk assessments shall be reviewed on an annual or bi-annual basis to ensure that methods of best practice are maintained.

13.7 The RFFS will review their risk assessment on a 14 month basis to capture the different times of year, climates and environments associated with the risk.
Part D  Particulars of the aerodrome required to be reported to the Aeronautical Information Service

12. Circling Area charts

Note: Detailed maps for obstacles within the circling area are held with the Head of Airfield Operations.
Aeronautical information shown in Fig 1.
## Part D

### Particulars of the aerodrome required to be reported to the Aeronautical Information Service

#### Fig 1.

<table>
<thead>
<tr>
<th>Obstacle ID/Designation</th>
<th>Obstacle Type</th>
<th>Obstacle Position</th>
<th>Elevation/Height</th>
<th>Obstruction Lighting Type/Colour</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Aerial</td>
<td>532726.78N 0011309.51W</td>
<td>567.49 ft</td>
<td>142 ft</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>Aerial</td>
<td>532637.92N 0010126.66W</td>
<td>179.08 ft</td>
<td>82 ft</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>Mast</td>
<td>532624.43N 0011253.62W</td>
<td>586 ft</td>
<td>160 ft</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>Trees</td>
<td>532510.37N 0005841.80W</td>
<td>206 ft</td>
<td>75 ft</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>Building</td>
<td>532450.23N 0010338.61W</td>
<td>361.26 ft</td>
<td>262 ft</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>Slag Heap</td>
<td>532423.00N 0010424.10W</td>
<td>273 ft</td>
<td></td>
<td>No</td>
</tr>
</tbody>
</table>
Fig 2. Type A obstacle Chart
Part D  
Particulars of the aerodrome required to be reported to the Aeronautical Information Service

Fig 3. VMCA
14 Rescue and Fire Fighting Requirements

<table>
<thead>
<tr>
<th>AD category for fire fighting</th>
<th>RFF Category A7</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rescue equipment</td>
<td>2 x Carmichael Cobra 2 fire tenders (10,000lt water/1,200lt foam each) and 1 x Simon Protector fire tender.</td>
</tr>
<tr>
<td>Capability for removal of disabled aircraft</td>
<td>Not available.</td>
</tr>
<tr>
<td>Remarks</td>
<td>RFF Categories 8 and 9 available on request and by prior arrangement. During periods of reduced activity at the aerodrome RFF category may be downgraded (Scheduled traffic will not be affected). Please check NOTAM and ATIS for the most up to date information.</td>
</tr>
</tbody>
</table>

1 POLICY STATEMENT

1.1 DSA operates to RFFS category 7 (category 8 by request), which is derived from the types and frequency of aircraft utilising the airport. The RFFS services at DSA are organised to ensure rapid deployment of facilities to maximum effect in the event of an accident/incident within the response time requirements in accordance with CAP 168.

Doncaster Airport is equipped and resources its Rescue and Fire Fighting Service to meet the standard required for ICAO/ EASA ADR-AR subpart B, MAFRS availability will often exceed the minimum required standard for the category of Aircraft that use the Airport.

2 SAFETY ACCOUNTABILITIES

2.1 The FSM is accountable to the Head of Airfield Operations and has specific safety accountabilities within this Aerodrome Manual.

3 REFERENCES AND NOMINATED POSTS/PERSONS

3.1 Fire Service Watch Managers are each allocated references to assist the FSM and Head of Airfield Operation in achieving the Areas of Competence as defined in Part 19: Fire and Rescue Operations, CAP 700. Their references are as follows:

4 Reference Group A - Administration
4.1 Administration Filing System
4.2 Section Log
4.3 Work Routines Board
4.4 Fire Kit and Uniform - Ordering and Issuing
4.5 Register of Clothing Manufacturers / Suppliers / Repairers
4.6 Bird Control
4.7 Grass Cutting Equipment & Plan
4.8 1000m Overshoot/Undershoot Areas
Part D  Particulars of the aerodrome required to be reported to the Aeronautical Information Service

4.9  Snow Plan (doc admin)
5  Reference Group B - Equipment
5.1  Equipment Inventory
5.2  Equipment Inspection / Test Records
5.3  Equipment Checking Sheets / Defects Log
5.4  Register of Equipment Manufacturers / Suppliers / Repairers
5.5  Appliance Automotive Tests / Logs / Defect Records
5.6  Appliance Information Packs
5.7  Appliance Checking Sheets
6  Reference Group C - Training
6.1  Training Manual
6.2  Training Records
6.3  New Employee Induction - Policies, Syllabus Starter Packs, Presentations, Hand-outs etc.
6.4  Manual Handling Courses
6.5  Airside Safety Course
6.6  Airside Driving Course
6.7  Training Information Library – Contents and Borrowing Procedure
6.8  Fire Safety Training – Company Staff, Outside Organisations
6.9  RFFS Information Leaflet for Outside Organisations
6.10  Simulator / Fire Ground
6.11  Extinguishers (FAFAs)
7  Reference Group D - Premises
7.1  Premises Defect Procedure
7.2  Fire Station Maintenance Program
7.3  Furniture – Ordering and Repairs
7.4  Health & Safety
7.5  Risk Assessments
7.6  COSHH
7.7  Safe Systems of Work (Quality Service Manual)
7.8  Fire Safety – Alarms/Emergency Lighting/Signage/Inspections/
7.9  Fire Evacuation Drills
7.10  Fire Station Cleaning Stocks
7.11  Fire Station Equipment Store
7.12  Primary and Secondary Media / Reserve Stocks
7.13  Breathing Apparatus
7.14  BA Compressor Room & Service Materials
7.15  First Aid Kits / Equipment
7.16  POL Stocks

8  SCALE OF SERVICES PROVIDED

8.1  The FSM is responsible to the Head of Airfield Operations for the provision of RFFS and medical services and for ensuring a satisfactory standard of training and equipment in accordance with CAP 168 and CAP 699. Overall control of the RFFS is vested in the Head of Airfield Operations (Rank - Senior Divisional Officer) whose staff comprises of: -
Part D  Particulars of the aerodrome required to be reported to the Aeronautical Information Service

8.2 1 x Fire Services Manager
8.3 4 x Duty Station Managers
8.4 4 x Watch Managers
8.5 4 x Crew Commanders
8.6 24 x Airport Fire fighters

9  MONITORING OF AIRCRAFT MOVEMENTS/MOVEMENT AREA
9.1 The procedures for the monitoring of aircraft movements and the movement area can be found in RFFS Standing Orders.

10  DEPLETION OF PROMULGATED LEVEL OF SERVICES
10.1 There may be circumstances when part of the RFFS facility is temporarily unavailable due to an unforeseen circumstance e.g. an in-service mechanical failure of a piece of equipment or sudden illness of a member of staff. Immediate action should be taken to reinstate facilities whilst considering whether landings and take-off by aircraft required to use a licensed aerodrome should be restricted.
10.2 In the event of a reduction in the level of RFFS protection and until the published level has been restored, the category of operation will be adjusted, and ATC advised. Aircraft in communication with ATC will be notified of the new category and a NOTAM will be published to airlines/handling agents.
10.3 Exceptions should of course be made for emergency landings and for those occasions when, in the pilot’s opinion, a diversion or hold may introduce a more significant hazard.

11  CONTINGENCY PLANS
11.1 DSA RFFS has contingencies in place to ensure the need to adjust the category is kept to an absolute minimum. These include planned preventative maintenance programmes for vehicles and equipment, and resource allocation plans to manage annual leave and overtime which are reviewed on a weekly basis and as required.
11.2 In the event a reduction in the level of RFFS provision cannot be restored immediately, then DSA RFFS will make best endeavours to address the shortfall. Depletion procedures are contained within RFFS Standing Orders.

12  PROVIDING HIGHER CATEGORY BY PRIOR ARRANGEMENT
12.1 The procedure for determining the provision of higher category movements can be found in Fire Service Standing Orders.

CHAPTER 2
LICENSING OBJECTIVES

1  MEDIA AND DISCHARGE RATES
1.1 The quantities of extinguishing media available for use, and the amounts held in reserve, along with the discharge rates of appliances are as detailed in tables shown in CAP 168 Chapter 8 and also with the RFFS Standing Orders.
2 VEHICLES
2.1 Information regarding RFFS vehicle contained within the RFFS Standing Orders, meeting the requirements of the CAA as per CAP 168.

3 MANNING LEVELS AND WATCH STRUCTURE
3.1 The scale of manning of appliances has been agreed with the licensing authority and will be maintained at the levels defined in the RFFS Standing Orders.

4 LEVELS OF SUPERVISION
4.1 The Officer-in-Charge of the RFFS is to hold a Certificate of Competence as a Supervisor. The Officer-in-Charge will hold the minimum rank of Station Officer. In addition, Supervisory officers qualified to Supervisor/Crew Commander will be available to provide one qualified Watch Commander and one qualified Crew Commander on duty whenever the aerodrome is open for use. The Supervisory officers will hold the rank of Sub Officer Watch Manager and Leading Firefighter respectively. Details of Staffing of Appliances can be found in RFFS Standing Orders.

5 FIRE STATION
5.1 The RFFS are based in a four bay fire station situated to the East of the runway directly opposite Terminal One. The location of the fire station enables response times to be met to all parts of the aerodrome where aircraft movements take place in accordance with CAP 168.

6 RESCUE EQUIPMENT
6.1 The scale of rescue equipment provided for use by the fire service is detailed in RFFS Standing Orders.

7 PERSONAL PROTECTIVE EQUIPMENT FOR RFFS PERSONNEL
7.1 All fire personnel are issued with their own personal issue of protective equipment for use when carrying out fire fighting duties. Details are as per RFFS Standing Orders.

8 RESPIRATORY PROTECTIVE EQUIPMENT FOR RFFS PERSONNEL
8.1 Details are as per RFFS Standing Orders.

9 INSPECTION AND TESTING OF FIRE SERVICE EQUIPMENT
9.1 All equipment will be inspected and tested in accordance with specific methods as detailed in the Equipment Testing Procedures document of DSA RFFS which meets the requirements of Fire Service Manual Volume 1, Fire Service Technology, Equipment & Media and RFFS Standing Orders.

10 AUDITS AND INSPECTIONS
10.1 DSA is subject to an annual audit and ad-hoc inspections by the CAA Safety Regulatory Group Inspectors. Any shortcomings in the systems or procedures for ensuring the safety of aircraft and passengers are reported to the Managing Director and the Head of Airfield
Part D  Particulars of the aerodrome required to be reported to the Aeronautical Information Service

Operations. Appropriate timescales are apportioned to the items and the RFFS monitored to ensure that agreed remedial action is taken.

10.2 The RFFS is also audited internally in accordance with the procedure laid down in RFFS Standing Orders.

11 ALERTING PERSONNEL
11.1 Details of the methods for alerting personnel who are required to respond in an emergency can be found in RFFS Standing Orders.

12 RESPONSE TIME
12.1 The operational objective of the RFFS is to respond as quickly as possible to aircraft accidents and/or incidents in order to create maximum opportunity for saving life. Achievement of the response times is dependent on the size of aerodrome, location of fire station(s) and disposition of vehicles and personnel at any given time.

12.2 The operational objective of the rescue and fire fighting service shall be to achieve a response time not exceeding three minutes to any point of each operational runway, in optimum visibility and surface conditions. The operational objective of the rescue and fire fighting service should be to achieve a response time not exceeding three minutes to any other part of the movement area in optimum visibility and surface conditions.

12.3 The operational objective of the rescue and fire fighting service should be to achieve a response time not exceeding two minutes to any point of each operational runway, in optimum visibility and surface conditions.

12.4 Response time is considered to be the time between the initial call to the rescue and fire fighting service, and the time when the first responding vehicle(s) is (are) in position to apply foam at a rate of at least 50 per cent of the discharge rate specified in CAP 168.

12.5 All members of the fire service are tested as per the above response time in accordance with the driver training policy, response time training policy, CAP699, RFFS Standing Orders and the RFFS Training Manual to ensure they achieve the response times as detailed in CAP 168.

13 LOCAL AGREEMENTS

14 There is a Memorandum of Understanding in place between Doncaster Sheffield Airport and South Yorkshire Fire and Rescue detail of which are contained in the Emergency Orders.

15 TRAINING
15.1 All personnel involved in RFFS duties receive acquisition training and are certified by a CAA approved training provider and meet the requirements of CAP 168.

15.2 All new untrained recruits shall receive induction training in Basic Firemanship on station prior to their required attendance at a CAA approved training establishment. It is a
Part D  Particulars of the aerodrome required to be reported to the Aeronautical Information Service

requirement of CAP 168 that all Fire fighters hold a certificate of competence issued by an Approved Training Provider.

16  CERTIFICATION REQUIREMENTS

16.1 All RFFS personnel are required, under the provisions of CAP 168, to hold a Certificate of Competence which confirms their possession of the necessary standard of competence as applicable to their task and role.

16.2 RFFS Required Qualifications:

16.2.1 Head of Airfield Operations Management/Supervisor Course
16.2.2 Fire Services Manager Management/Supervisor Course
16.2.3 Station Duty Manager Supervisor Course
16.2.4 Watch Manager Supervisor Course
16.2.5 Crew Commanders Crew Commander Course
16.2.6 Fire fighters Fire-fighters Course (MOC scheme)

NB To allow flexibility in the recruitment of new personnel and those awaiting re-validation courses, 75% (minimum) of those personnel on duty, including Officers, shall hold current Certificates of Competency.

16.3 All certificates of competence are revalidated at periods not exceeding four years, with the exception of the Head of Airfield Operation and Fire Services Manager who are required to attend the Fire Service Manager Course Annually and the Supervisor Course not exceeding four years.

16.4 On-site training is carried out in accordance with the MOC Scheme which is detailed in the RFFS MOC Scheme Manual.

16.5 The Health & Safety Policy with regard to training of personnel in RPE can be found in RFFS Standing Orders. With regard to PPE, the procedure can be found in RFFS Standing Orders.

16.6 Personal Protective Equipment (PPE) shall be provided for all personnel for the full range of practical operations. All PPE provided shall comply with current British and European Standards and Health & Safety Regulations.

16.7 Respiratory protection in the form of positive pressure self-contained breathing apparatus shall be provided to enable RFFS personnel to work safely in irrespirable atmospheres and comply with the requirements of TB 1/97. Operational procedures with respect to breathing apparatus shall be followed in accordance with and as detailed in Technical Bulletin 1/97 and local procedures of the RFFS.

16.8 All RFFS personnel shall be required to be competent in the use of and where required hold the necessary qualification in the following:

16.8.1 Breathing Apparatus
16.8.2 First Aid & Associated Equipment
Part D  Particulars of the aerodrome required to be reported to the Aeronautical Information Service

16.8.3 Large Goods Vehicle (LGV)
16.8.4 Bird Control & Associated Equipment
16.8.5 Fire Extinguishers and other Equipment required performing duties within role

16.9 The Duty Station Managers, Watch Commanders and Crew Commanders through the Head of Airfield Operations and Fire Services Manager shall be responsible for maintaining the competences of all RFFS personnel. They shall ensure that each member undergoes comprehensive technical training, exercises and practical drills to maintain overall competency. The training shall also include specific requirements appropriate to DSA Personal records of all technical and practical instruction shall be maintained.

16.10 It is the DSA RFFS policy to undertake practical exercises in compliance with the requirements of the CAA with respect to Breathing Apparatus and Hot Fires. This ensures that personnel experience regular practical training in an environment which simulates conditions likely to be encountered at the scene of an aircraft accident/incident. All personnel shall undertake Breathing Apparatus training in both heat & smoke conditions no less than once in each six month period. In addition, Hot Fire training shall be undertaken on a monthly basis. Such training shall incorporate the use of the ‘on-site’ Fire Simulator Rig using LPG, Kerosene or a combination of both.

17 1000 METRES
17.1 Details relating to procedures for accessing 1000m areas can be found in RFFS Standing Orders.

18 DOMESTIC INCIDENTS
18.1 The procedure detailing the Airport Fire Service response to domestic incidents is detailed in RFFS Standing Orders, Section 4, Standing Order No 10.

19 OFF AIRFIELD INCIDENTS
19.1 The procedure detailing the RFFS response to off airfield incidents is detailed in the RFFS Standing Orders.

20 ADDITIONAL WATER SUPPLIES
20.1 Further details regarding additional water supplies are contained in the RFFS Standing Orders.

21 UNLICENSED FREIGHT AND AMBULANCE FLIGHTS
21.1 Doncaster Sheffield Airport promulgates Category 7 fire cover, (Category 8 by request) 24/7 for 365 days a year.

22 LOW VISIBILITY SEARCH PROCEDURES (LVSP)
22.1 Doncaster Sheffield Airport procedures for carrying out LVP’s can be found in the RFFS Standing Orders.

23 MEDICAL SERVICES
23.1 First Aid
Part D

Particulars of the aerodrome required to be reported to the Aeronautical Information Service

23.1.1 DSA RFFS provides this service to passenger, visitors, company employees and other outside agencies. Details of the procedure for First Aid are contained in the RFFS Standing Orders.

23.2 AMBULANCE
23.2.1 The Yorkshire Ambulance Service is alerted to assist with medical incidents where First Aid skills prove inadequate to deal with the incident.

23.3 SCALES OF MEDICAL SUPPLIES HELD AT THE AERODROME
23.3.1 Medical equipment to the scale appropriate to an aircraft falling within size Category 7 will be provided unless the RFFS have been requested to operate at a higher category in which case medical equipment will be provided in accordance with the analysis for the higher category.

23.3.2 The equipment provided is detailed in the RFFS Standing Orders.

24 INTEGRATED EMERGENCY PLANNING

24.1 Accountability
24.1.1 Accountability for emergency planning lies with the Managing Director.
24.2 Tasks are:
24.2.1 To ensure emergency systems, procedures and practices meet organisational safety management, and regulatory requirements including those covering an airborne emergency that involves the aerodrome.

24.3 Responsibility
24.3.1 Responsibility for emergency planning lies with the Head of Airfield Operations.

24.4 Tasks are:
24.4.1 Promulgate systems, procedures and practices to all personnel as necessary.
24.4.2 Plan and undertake emergency and contingency planning exercises periodically in accordance with regulatory and organisational safety management and regulatory requirements.
24.4.3 Ensure that personnel are trained and exercised in the execution of the emergency plan according to their intended role and level of responsibility. The training and exercising of personnel may be delegated in part or in whole to other departmental heads of section and or managers as appropriate (see Emergency Orders)
24.4.4 The Emergency Planning Committee is the relevant body for the review, amendment and planning of accident and incident emergency organisation.

24.5 Routine Test Procedures
Part D  Particulars of the aerodrome required to be reported to the Aeronautical Information Service

24.5.1 Routine test procedures are carried out to ensure the practicability of those procedures and that all parties involved are fully aware of their responsibilities and required actions.

24.5.2 Test procedures involve the use of actual exercises and table-top exercises to demonstrate the effectiveness of the procedures.

24.5.3 Exercises are held on the Airfield regularly by RFFS and ATC and as required by other DSA departments. Major Exercises involve outside agencies and other DSA departments.

24.5.4 The frequency of exercises is described fully in the CAP 168 chapter 8 and RFFS Standing Orders. This is carried out in compliance with the regulatory requirements of the Civil Aviation Authority.

24.6 Publication of Amendments

24.6.1 Recommendations for changes to the procedures will be made initially to the Head of Airfield Operations and approved through the Emergency Planning Committee. The Head of Airfield Operations has responsibility for amending the Airport Emergency Orders.

25 Post Disaster Management Procedures

25.1 Further information regarding Post Disaster Management Procedures can be found in the Emergency Orders.
Part D

Particulars of the aerodrome required to be reported to the Aeronautical Information Service
PART E

Operational Procedures of the Aerodrome, Equipment and Safety Measures
1 POLICY

1.1 Air Traffic services is supplied by Vantage Air Traffic Services and under the responsibility of the accountable manager will ensuring that all information concerning the aeronautical and operational state of the aerodrome is promulgated and published to inform all parties of any change to the aerodrome environment.

2 Aeronautical Information

2.1 Information regarding the aerodrome and its facilities is published in the United Kingdom aeronautical information publication (AIP).

3 Flight Briefing

3.1 Weather and aeronautical information is available on the approved Met Office website. DSA actual and forecast weather is also available on the ATIS system and AIS websites. Website addresses are as follows:

- Met Office: www.met-office.gov.uk
- AIS: www.ais.org.uk

3.2 There is no Flight Briefing facility available at DSA. Air crew based at DSA shall obtain weather and aeronautical information from their crew room.

3.3 Visiting air crew shall obtain weather and aeronautical information through their Ground Handling Agent.

4 Notification of Un-serviceability’s

4.1 Aeronautical information concerning occurrences of operational significance will be disseminated to ensure that all pilots are aware of the irregularity or un-serviceability affecting the Aerodrome.

4.2 The ATSM or ATCO in-charge is responsible for the origination of all messages concerning the operational state of the Aerodrome and its published facilities and for informing all those locally affected.

4.3 The ATSM or ATCO in-charge is responsible for the origination of all messages concerning the operational status of the Air Traffic Control Unit and its published facilities and for informing all those locally affected.

4.4 Any irregularity or un-serviceability concerning the aerodrome or its published facilities is notified by the AFTN to the International NOTAM office.
Part E  Operational Procedures of the Aerodrome, Equipment and Safety Measures

4.5 Weather and aeronautical information is available to ATC electronically on the ATC Information Management System METCOM for information and onward transmission to aircraft.

5  Re-Declared Distances

5.1 Every effort to remove an obstacle should be carried out where reasonably practicable. Only on a last resort and after consultation with the Managing Director should the implementation of re-declared runway distances be applied.

5.2 Method of calculating reduced declared distances

5.2.1 In the event of a temporary infringement of the Runway Strips, the Transitional Surfaces, the Approach Slopes and Take-off Climb Surfaces, calculations will be made in accordance with the following criteria for works on the aerodrome whenever possible. The CAA Aerodrome Standards Department should be notified of all re-declared distances.

5.2.2 Such obstacles may well affect the published Declared Distances and in this event under consultation with the Accountable Manager and the Head of Airfield Operations, the ATSM (or ATCO in-charge) will assist in calculating the revised Declared Distances. To ensure the calculations are accurate, the Accountable Manager will also calculate the revised declared distances to eradicate any anomalies. This will then be passed to pilots by R/T and notified by NOTAM. CAA Aerodrome Standards Department will be notified as soon as possible.

5.2.3 Normally, the intention to erect a temporary obstacle will be pre-planned and CAA Aerodrome Standards Department will be consulted before work commences if the obstacle affects VFR and IFR traffic.

5.2.4 Temporary obstacles caused by disabled aircraft or vehicles, which cannot be removed immediately, will necessitate quick action if incoming aircraft are not to be held or diverted, or outgoing aircraft held on the ground.

5.2.5 Details for the management of Re-declared Distances can be found in AOI 61

5.3 Responsibility for Calculating Reduced Declared Distances

5.3.1 The primary responsibility for calculating Reduced Declared Distances is delegated by the Airport Licensee / Accountable Manager to the following

- Managing Director
- Head of Airfield Operations
- Airport Duty Manager

Note: assistance from the duty ATCO and ATSM will also be available when required.
6 Siting & Protection of Aids to Navigation within Runway Strip

6.1 Aids to navigation will only be sited within the runway strip due to operational requirements and a matter of necessity. All such aids are frangible and present minimum hazard to aircraft in their function and are below the 1:10 obstacle surface originating from the centreline in accordance with CAP168, Chapter 4.

6.2 Navigation aids within the runway strip are as follows:

- PAPI units
- ILS Localiser
- NDB / DME
- Glide path
- Radio Aerials

6.3 Any new navigational facilities which may be required to be sited within the runway strip will be for discussion with the Accountable Manager and the CAA.

7 Temporary Obstacles within the Runway Strips

7.1 Temporary obstacles within the runway strip will be kept to an absolute minimum, commensurate with the safe and efficient operation of the Aerodrome.

7.2 No temporary obstacles, other than temporary ditches and depressions, will be permitted within the cleared and graded area of a runway strip without re-declared distances being affected.

7.3 Temporary obstacles within the strip will only be permitted for:

- Essential work in progress
- Grass cutting
- Bird control activities
- Temporary Objects i.e. aircraft accidents subject to AAIB investigation.

7.4 When there is a temporary obstacle within the runway strip but outside the cleared and graded area, the continued use of the runway may be permitted subject to the pilots being notified of the obstacle, operations may also be downgraded dependant on location and direction of traffic. Every effort should be made to remove the obstacle as soon as possible.

7.5 Temporary ditches or depressions are permitted on one side of the runway only within the graded area at any given time. They should not exceed a surface area of 10 m² or for exceptionally narrow trenches, a surface area of 30 m². There should be no earth banks, spoils or equipment above the original ground level of the area.
7.7 Temporary obstacles require prior approval of the Managing Director and ATSM.

7.8 Pilots are to be notified of obstacles and/or re-declared distances by ATC and by NOTAM.

8 Promulgation of Aerodrome State

8.1 The promulgating of information regarding the operational state of the Aerodrome will be transmitted to aircraft through the Airports’ NOTAM System by ATC.

8.2 Internal promulgation will be passed to local parties through the Airports’ AMOSS System, supplemented by visual strip references held in the Air Traffic Control Room.

9 Notam / Snowtam Action

9.1 ATSM or the ATCO in-charge are responsible for the compilation and transmission of all NOTAMs and SNOWTAMs via the AFTN based on information supplied from the Airport Duty Manager, Operational Staff, HoAO or the Accountable Manager. Standard message format, codes and abbreviations are to be used. The signal is processed and distributed in NOTAM form by the NOTAM office, including a copy to the originator.

9.2 Weather and aeronautical information is available to ATC electronically on the ATC Information Management System (METCOM) for information and onward transmission to aircraft.

9.3 NOTAM or SNOWTAM details will be circulated when required, or when operationally essential information on airfield restricted has to be notified.

9.3.1 Construction or maintenance work on the movement area

9.3.2 Unserviceable portions of any part of the manoeuvring area

9.3.3 Unserviceable portions of any part of the manoeuvring area

9.3.4 The presence and depth of snow, ice or slush on runways and taxiways and their effect on breaking actions

9.3.5 Runway surface condition when affected by water i.e. damp, water patches or flooded as appropriate

9.3.6 Snow drifted or piled on adjacent taxiways

9.3.7 Parked aircraft or other objects on or adjacent to taxiways
9.3.8  The presence of other temporary hazards

9.3.9  The failure or irregular operation of any part of the Aerodrome main and secondary power supplies

9.3.10  Failure or irregular operation and changes in the operational status of any electronic equipment or navigation aid or aeronautical communications facility.

9.3.11  Failures and changes in the IRVR observer system

9.3.12  Bird hazard warnings

9.3.13  RFFS Category

Note: Section 9.3 has listed requirements where NOTAM or SNOWTAM will be issued, this list is not exhaustive

9.4  Matters affecting ATC procedures will be advised in the form of a Supplementary or Temporary Instruction to the Manual of Air Traffic Services Part II document. The ASTM is responsible for changes made to MATS Part II.
Aerodrome Procedure Documentation

1. Airport Operational Procedures

1.1 Aerodrome operational procedures will be advised in the form of an Airport Operational Instruction (AOI’s), with temporary amendments to operational instructions distributed as Temporary Operational Instructions (TOI’s). AOI’s are reviews through an 18 month cycle and available for all staff and 3rd stake holders. Amendments to live documents, like the Aerodrome manual and Emergency plan will be distributed as Supplementary Instruction (SOI’s); live documents are reviewed over a 12 month cycle.

1.11 To promote safety, safety related information and awareness campaigns are distributed by way of Airside Safety Notices (ASN)

1.12 Departmental procedures will be referenced from AOI’s in the form of Standard Operational Procedures (SOP’s). Doncaster Airport is responsible for the provision of Aerodrome Inspections & Procedures.

Aerodrome Procedures
(Aerodrome Operational Instruction AOI)

1. AERODROME INSPECTIONS

1.1 Inspections of airfield facilities and infrastructure will form a key part of the Safety Management System. In many cases inspections are required for legal and regulatory reasons and as a ‘base line’ the minimum requirements will be met. However, in view of the large and complex operation, Doncaster Airport will in many cases exceed the minimum regulatory requirements and will seek to introduce improved techniques for carrying out and recording inspections. Reference AOI 02 Aerodrome Inspections

AOI Owner: Head of Airfield Operations

2. RUNWAYS, TAXIWAYS AND APRON SWEEPING

2.1 Foreign Object Debris (FOD) is any object, material or liquid which could cause damage to an aircraft. FOD represents one of the most serious avoidable hazards to aircraft on the ground. Airport activity generates a great deal of waste material and debris which if not controlled can exist freely on aircraft movement areas, and is therefore a very challenging risk to control.
2.2 Doncaster Airport will reduce the FOD risk by operating a surface sweeping regime, educating airside users about the hazards of FOD, providing certain facilities for the collection and disposal of FOD.

2.3 The Head of Airfield Operations shall be responsible for ensuring that all movement areas are regular swept to remove any interference and maintained to a high standard, which may affect the safe operation of aircraft movements. Reference AOI19 FOD, AOI58 Sweeping Program

AOI Owner: Head of Airfield Operations

3 METEORLOGICAL INFORMATION

3.1 Sources and Forecasts

3.1.1 Local area forecasts and terminal area forecasts (TAFS) for Doncaster Sheffield Airport are issued by the Exeter weather centre - the (AIRMET) local area forecasts are issued every six hours and the TAFS covering a 24 hour period are also issued every six hours.

3.2 Local Observations

3.2.1 Local half-hourly weather observations are made at Doncaster Sheffield Airport by staff who are fully qualified Met Observers. These are then transmitted via the OPMET for dissemination.

3.2.2 Special weather reports for incidents or accidents are made as required.

3.2.3 All regional QNH values are obtained from Exeter Meteorological Office on the Aeronautical Fixed Telecommunication Network (AFTN) broadcast.

3.3 WEATHER WARNINGS

3.3.1 Exeter Meteorological Office will send out severe weather warnings when necessary. The Aerodrome Air Traffic Control Assistant will disseminate the warnings to various agencies on the Airport using the Weather Warning Receipt Form. The details of the warning should be recorded in full on the left hand page of the ATC Watch Log.

3.3.2 When the Airport surface temperature drops to +2°C the Air Traffic Control Assistant (ATCA) will inform Apron Control and the ADM.

3.3.3 Reference Manual of Air Traffic Services Pt 2, Section 1, Chapter 7.
4 LOW VISIBILITY OPERATIONAL PROCEDURES

4.1 During certain weather conditions, to ensure the safety of landing, taxiing and departing aircraft, the Localizer Sensitive Areas (LSA’s), Obstacle Free Zones (OFZs) and Manoeuvring Area are to be safeguarded by Low Visibility Procedures (LVPs) as shown in Fig 1 & Fig 2. At DSA LVPs consist of Air Traffic Control (ATC) procedures which provide for the withdrawal of all non-essential vehicles and personnel from the Manoeuvring Area and restrictions being placed on the movement of all other vehicles. Essential vehicles are:

- Emergency vehicles
- Vehicles engaged on safeguarding duties
- Operations vehicles escorting aircraft
- Vehicles carrying out inspections/ essential repair work

4.2 ATC are responsible for initiating and terminating LVP’s. Irrespective of the Runway in use or serviceability of equipment, LVP’s become effective when:

4.2.1 AWS Implementation of AWS must be carried out whenever any Met Visibility is 2300m or less / IRVR is 1500m or less and expected to fall to 1000m or below and / or cloud ceiling is 300ft and expected to fall to 200ft or below.

4.2.2 LVP Cloud Cloud ceiling 200 feet or below. LVP RVR 1000m or less

Reference AOI 06 AWS / LVP & Mats part 2 section 1 chapter 15

AOI Owner: Head of Airfield Operations

5 ASSESSMENT OF RUNWAY VISUAL RANGE

5.1 The system uses 3 transmissometer units located at 02 Touchdown, 20 Touchdown and the Runway mid-point to determine Meteorological Optical Range (MOR) over a pre-determined Long and Short baseline distance. Additional inputs determining background luminance and the derived value of runway light level intensity are used in the calculation to derive the IRVR, based on Allard’s and Koschmeiders’s laws.

5.2 Each transmissometer unit is located to the east of the runway and comprises of a Light Transmitter Unit (LTU) generating a pulse of light, which is measured at the Light Receiver Unit (LRU) and the Light Receiver Unit – Short baseline (LRU-S)

5.3 AWS operations must be implemented whenever any of the following conditions exist:

- The Met visibility is reported to be less than 1500.
- Any IRVR value indicating 1500 metres or less.
- Shallow fog is reported and during the period for which it is forecast.
6. WATER AND SLUSH DEPTHS ON RUNWAYS

6.1 The reporting of wet runway surface conditions at aerodromes in the UK is based on recommended practices contained in ICAO annex 14 – aerodromes. Some aircraft operators calculate aircraft take-off and landing performance information using criteria and terminology different from that used in ICAO annex 14, for example, jar-ops. Additional guidance on the risks and factors associated with aircraft operations on runways contaminated with snow, slush and water is published in an aeronautical information circular (aic 86/2007).

6.1.1 Reference Manual of Air Traffic Services Part II, Section 3, Chapter 4 and CAP 168, Appendix 3D

6.2 Contaminated Runways & Continuous Friction Measuring Equipment

6.2.1 Runway surface friction assessments are essential to ensure the safe operation of aircraft. To ensure that the runway surface friction level does not fall below an acceptable level, Robin Hood Airport will carry out friction assessments in accordance with the minimum standards set down in CAP 683 (The Assessment of Runway Friction for Maintenance Purposes)

6.2.2 The frequency of friction assessments may be increased above the minimum levels set out in CAP683 for a number of reasons, including:

- When results from previous assessments indicate that friction levels have reached Maintenance Planning Level
- To support the on-going assessment of runway overrun risks
- To gauge the effectiveness of remedial works to the runway surface
- In order to build up a more comprehensive picture of friction trends
- Following pilot reports of perceived poor braking action, if there are visible signs of runway surface wear, or for any other relevant reason.

6.2.3 The friction assessments carried out are as follows:

- Operational Surveys
- These surveys are carried out when requested by Air Traffic Control.
- Runway Surface Friction Assessment
- Runs defined in CAP 683

6.3 The measuring equipment used is the Douglas Mark 6 and is operated by the Airfield Operations. Reference AOI 36 Runway Friction testing

AOI Owner: Head of Airfield Operations

7. AERODROME SNOW PLAN
The Aerodrome Snow Plan is detailed in a separate document. In addition, supplementary details for snow and ice clearance of runways and taxiways are contained in MATS Pt II Chapter 3.

The Aerodrome Snow Plan provides guidance for those staff involved in the operation of winter procedures at DSA. In addition, it informs other parties of the measures to be employed to minimise disruption to operations at DSA.

The objectives of the Snow Plan are:

7.3.1 To achieve a safe aviation environment complying with the regulations governing the operation of aircraft.

7.3.2 To maintain adequate road and footpath conditions on airport properties to assist the safe transit of passengers, visitors, employees, tenants, concessionaires and associated vehicles.

7.3.3 To ensure maximum utilisation of the aerodrome during the winter season be effective clearance of snow, slush, ice and water from the manoeuvring areas and associated access ways.

7.3.4 To inform all participating personnel of their responsibility and of the availability and disposition of equipment.

Reference AOI 39 Snow Plan.

AOI Owner: Head of Airfield Operations

8 INTEGRATION OF MISCALLANEOUS AIRCRAFT

8.1 The MATS shall have ultimate responsibility to ensure that all aircraft activities defined as miscellaneous which occur in designated DSA airspace are managed efficiently to ensure the safety of aircraft operations.

8.2 General

8.2.1 Any user of DSA airspace (the dimensions of which are promulgated in the UK AIP), is subject to the following regulations:

- Air Navigation Order
- UK AIP
- Mats Part I
- Mats Part II (local instructions)
- Special restrictions by NOTAM
- Special procedures by NOTAM
8.3 Procedures for the control of miscellaneous aviation activities are contained in the DSA MATS Part II Section 1, Chapter 10.

8.4 There are three airfields (Gamston, Netherthorpe and Sandtoft) in proximity to DSA where agreement has been made, considering local factors, which facilitate the safe integration of aircraft activities. See Section 8, Chapter 1 of the Aerodrome Manual.

8.5 The following activities are examples of categories of flight or events that require special procedures (See MATS Pt II Section 1 Chapter 10 for specific detail):

- Gliding
- Banner Towing Operations
- Parachute Dropping
- Balloons
- Request for Free Flights
- Laser Displays
- Air Display Activities
- Micro light Operations
- Calibration Flights
- UAV Operations

9 RECORDING AIRCRAFT MOVEMENTS

9.1 All aircraft movements are logged on the Airport AMOSS System by the Air Traffic Control Assistant. This information is then augmented with passenger data by the Accounts Department before being passed to the Administration Department for statistical record, and is then provided to the Civil Aviation Authority.

9.2 The record of each aircraft movement shall include the following:

- Aircraft registration
- Aircraft type
- Aircraft flight number (if applicable)
- Type of flight
- Destination/departure aerodrome
- Arrival/departure time (UTC)
- Operation
- ICAO Chapter Number of the Aircraft
- Maximum Take-off Weight (MTOW)
- Initial departure route
- Circuit Traffic
- Touch & Goes / Training Traffic
- Missed Approaches

9.3 Reference AOI 10 AMOSS
10. **Aircraft Diversion Policy**

10.1 **Military Practice Diversions**

10.1.1 Aircraft based at RAF Units in Lincolnshire and elsewhere, may use DSA for practice diversions (PD's).

10.1.2 Pilots will require radar vectors to the ILS Runway 20 or a non-precision approach to Runway 02 followed by a go-around and departure, after which they will comply with published departure profiles and noise abatement procedures.

10.1.3 Controllers should pass the 2000ft. wind and a '15 miles to touchdown' check.

10.2 All PDs should be asked at the earliest opportunity if they require parking and if so, Airfield Operations shall be advised.

10.3 **Reference manual of air traffic services part ii, section 1, Chapter 6.**

11. **CONTROL OF WORKS IN PROGRESS**

11.1 DSA will use the guidelines set out in CAP 791 (Guidance on Aerodrome Development Procedures) as a basis for managing airside development & maintenance projects. Head of Airfield Operations, having responsibility for the safety assurance of airside development, will determine the strategy and the extent of operational safety management which will apply to each project in accordance with its scope.

11.2 Any proposed new airfield infrastructure will be carefully assessed for its operational feasibility and safety integrity at the concept stage. Only when it is clear that the proposal meets regulatory requirements and an acceptable level of safety will it proceed to detailed planning and implementation. Significant design changes will be assessed against these requirements. **Reference AOI 11 Works in Progress**

AOI Owner: Head of Airfield Operations

12 **ACCESS TO AIRSIDE**

12.1 Access to the airside areas of the aerodrome is the responsibility of the Managing Director delegated to the Security Contractor through the Head of Terminal Services. The control of authorised access is integral to the safety of personnel and the safety of aircraft operations.

12.2 **Reference AOI 01 Control of Access & AOI 24 General Airside Rules**

AOI Owner: Head of Airport Services
13. APRON CONTROL AND MARSHALLING

13.1 DSA retains full authority and control over the allocation of parking stands and the stand entry guidance provided to aircraft. The majority of aircraft parking stands at DSA are intended for use in the taxi in push out mode. Reference AOI 02, AOI 07, AOI 08 & AOI 15.

AOI Owner: Head of Airfield Operations

14 AIRCRAFT MOVEMENTS

14.1 Robin Hood Airport is responsible for establishing and promulgating general rules and requirements for the safe conduct of pushback operations. Reference AOI 22 & AOI 23

AOI Owner: Head of Airfield Operations

15 AIRCRAFT ARRIVAL ON STAND & MARSHALLING OF AIRCRAFT

15.1 The Head of Airfield Operations is to ensure the Aircraft Ground Handling Agent puts in place procedures and practices designed to ensure the safe handling, marshalling and parking of aircraft. Reference AOI 13 Aircraft Marshalling

AOI Owner: Head of Airfield Operations

16 MARSHALLING IN STRONG WIND CONDITIONS

16.1 Reference AOI 13 Aircraft Marshalling & AOI 20 Strong Winds

AOI Owner: Head of Airfield Operations

17 PARKING AND TOWING PROCEDURES

17.1 Reference AOI 33 Aircraft parking and Towing

AOI Owner: Head of Airfield Operations

18 ROYAL/VIP FLIGHTS

18.1 The Airport authority will carry out planning prior to a royal / VIP flight arriving and discuss where the aircraft / helicopter shall park and all arrangements relating to the flight and its occupants. Where possible, the flight should be segregated from all other aircraft from the point of view of security and privacy. Reference AOI 03 Royal and VIP Flights

AOI Owner: Head of Airfield Operations
19 HELICOPTER OPERATIONS

19.1 Helicopters present a unique danger to the airfield environment due to the size of and the exposure of the rotor blades. It is the responsibility of the ground handling agent and the aircraft operators to deliver specific training for helicopter procedures. Reference AOI 04 Helicopter Operations

AOI Owner: Head of Airfield Operations

20 GROUND ENGINE RUNNING

20.1 Robin Hood Airport is responsible for ensuring the minimum noise impact possible. The Airport Authority will ensure engine ground runs will be conducted as per planning condition Ref: 99/46/433/4P/OT/3P Condition 91 & 92.


AOI Owner: Head of Airfield Operations

21 USE OF AUXILLARY POWER UNITS (APU’s)

21.1 Auxiliary Power Units (APU) are required in the use of Aircraft Operations to provide power to the aircraft’s internal systems.

21.2 DSA will monitor the usage of APU’s through aircraft turnaround audits to ensure compliance. Reference AOI 17 Use of APU’s and the Quiet Operations Policy

AOI Owner: Head of Airfield Operations

22 POWERBACKS

22.1 DSA does not operate an aircraft power back procedure, except under extreme circumstances which will be determined by the Head of Airfield Operations or nominated deputy in his/her absence. Reference AOI 27 Power Backs

AOI Owner: Head of Airfield Operations

23 TRAINING AND WORKING PRACTICES

23.1 All personnel working in any airside area must go through the appropriate airside training in order to equip them with the knowledge of the dangers working airside can present. All staff shall be trained in a manner appropriate to their duties. Additional training shall be provided
when it is considered beneficial on the grounds of safety, skills improvement and development. Reference AOI 35 Airside Training

AOI Owner: Head of Airfield Operations

24 VEHICLE OPERATION AND DRIVING AIRSIDE

24.1 AIRSIDE DRIVING PERMITS

24.1.1 DSA will require airside drivers to undergo specific training by a competent provider and to regularly refresh these skills. A permit system, code of conduct, and a disciplinary process will underpin the objective of ensuring safe airside driving. This will apply both to driving generally, and to the specifics of operating individual types of vehicles. As well as meeting statutory requirements, procedures for obtaining a permit and operating a vehicle airside will follow the guidelines of CAP 790 and the Airport Operators Association and HSG 209.

24.1.2 All vehicles must be in possession of a current Airside Vehicle Permit. Reference AOI 07 ADP.

AOI Owner: Head of Airfield Operations

24.2 AIRSIDE VEHICLE PERMITS

24.2.1 Administration of airside vehicle permits is the responsibility of the Head of Airfield Operations. The airport authority will issue and monitor permits in accordance with the guidelines in CAP 642. Reference AOI 08 Airside Vehicle Permits

AOI Owner: Head of Airfield Operations

24.3 AIRSIDE VEHICLES OPERATIONS

24.3.1 The Airport Authority will ensure that all vehicles requiring airside access conforms within the guidelines as detailed in CAP 642 and will put the necessary procedures in place to ensure effective monitoring. Reference AOI 08 Airside Vehicle Permits & AOI 12 Airside Vehicles 12

AOI Owner: Head of Airfield Operations

24.4 CONTROL OF ACCESS TO THE MANOEUVRING AREA

24.4.1 The Airport Authority is responsible for taking adequate measures to ensure the safety of aircraft, vehicles and persons using the airside area and will employ procedures based on the guidance in CAP 642. Reference AOI 12 & AOI 01

AOI Owner: Head of Airfield Operations

25 AIRSIDE VEHICLE OPERATIONS PROCEDURES
25.1 Reference AOI 12 Airside Vehicles Operating.
AOI Owner: Head of Airfield Operations

26 REPORTING OF ACCIDENTS

26.1 The Airport Authority has a reporting structure for all incidents (including near misses) and accidents. Any incident or accident involving a vehicle/person must be reported through the appropriate channels. Where necessary, other company reports or CAA reporting procedures must also be submitted. Reference AOI 15. Reporting of Accidents
AOI Owner: Head of Airfield Operations

27 AIRSIDE STAFF

27.1 In order to minimise hazards to personnel, any person holding an airport ID (full or temporary) must have undergone satisfactory training to ensure that compliance with all published procedures (both operational and safety) has been achieved and is being maintained. Such training is in accordance with CAP 642. Reference AOI18 Hazards to Personnel.
AOI Owner: Head of Airfield Operations

28 CONTROL OF PASSENGERS

28.1 Whilst the ultimate responsibility for passenger safety airside is the Airport Authorities, the control and supervision of passengers in the airside environment on a day-to-day basis shall be delegated to the appointed ground-handling agent. Reference AOI 23 Control of Passengers
AOI Owner: Head of Airfield Operations

29 FOREIGN OBJECT DEBRIS/DAMAGE (FOD)

29.1 The Airport Authority is responsible for taking adequate measures to ensure the safety of aircraft, vehicles and persons using the airside area and employs various methods and procedures based on the guidance in CAP 642. Reference AOI 19. FOD
AOI Owner: Head of Airfield Operations

30 REGULATIONS FOR DRIVING ON THE MOVEMENT AREA

30.1 Reference AOI 12 Airside Vehicles Operating.
AOI Owner: Head of Airfield Operations

31 MONITORING OF PERMITS & PASSES
31.1 All personnel working airside must be in possession of a valid Airport ID pass and must keep it on display on their person at all times. The Airport Authority is responsible for putting in place, procedures to monitor permits and passes. Reference AOI 26 Permits and Passes
AOI Owner: Head of Airfield Operations

32 AIRSIDE TRAINING

32.1 All personnel working in any airside area must go through the appropriate airside training in order to equip them with the knowledge of the dangers working airside can present. All staff shall be trained in a manner appropriate to their duties based on the guidance in CAP 642 and CAP 790. Reference AOI 35 Airside Training
AOI Owner: Head of Airfield Operations

33 PERFORMANCE MANAGEMENT & MONITORING

33.1 The Airport Authority recognises and accepts its responsibility to ensure, as far as is reasonably practicable, that the aerodrome and its controlled airspace are safe for use by aircraft. This Safety Policy also facilitates a safe working environment for all employees and others whilst undertaking their duties on Airport premises. Reference AOI30 SMS
AOI Owner: Head of Airfield Operations

34 REMOVAL OF DISABLED AIRCRAFT

34.1 In the event of a disabled aircraft obstructing the runway or interfering with an approach aid, the Head of Airfield Operations is to consult with the Managing Director, MATS, Head of Airport Services and the aircraft owner/operator/representative, to formulate a plan of action to remove the aircraft.
34.2 The removal of crashed/disabled aircraft is the responsibility of DSA and the aircraft owner or operator.
34.3 In the case of an aircraft accident, the permission of the Air Accident Investigation Branch is required before removal action can be commenced.
34.4 If it is apparent that continued obstruction of the runway or interface with approach or other navigational aids by a crashed aircraft might endanger life, the DATCO is to ensure that the emergency situation is briefed to the senior management. External assistance may be sought as necessary as detailed in Emergency Orders. Reference AOI 16 Removal of Disabled Aircraft
AOI Owner: Head of Airfield Operations

35 AVIATION FUEL MANAGEMENT

35.1 FUEL AVAILABILITY

35.1.1 Jet A1 (Avtur) is supplied Conoco and dispensed by Phillips 66.
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35.1.2 100LL (Avgas) is supplied Conoco and dispensed by Phillips 66.

35.2 **STORAGE, HANDLING AND QUALITY CONTROL OF AVIATION FUEL**

35.2.1 Phillips 66 in accordance with Civil Aviation Instructions published in CAP 434 carries out the safe storage, checks, handling and quality control of Aviation Fuel.

35.3 **PROCEDURES FOR AIRCRAFT FUELLING**

35.3.1 Aircraft fuelling is carried out by Phillips 66 in accordance with Civil Aviation Authority Instructions published in CAP 748.

35.3.2 Particular care must be exercised due to the hazardous nature of the refuelling operations. Prior consultation between the refuelling agent and aircraft operator must be effected to ensure adequate written instruction, safety measures and the emergency procedures are laid down.

35.3.3 The Aircraft Operator should appoint a Fuelling Oversee (CAP 748) who should identify himself to the Fuelling Agent Operator so that there is obvious contact if a problem occurs.

35.3.4 Reference AOI 14 Refuelling and ASIG operating procedures.

AOI Owner: Head of Airport Services

36 **ACCIDENT AND MANDATORY REPORTING**

36.1 It is a legal requirement that all aircraft accidents and incidents are reported to the Civil Aviation Authority (CAA), the Air Accident Investigation Branch (AAIB) and the Health and Safety Executive (HSE) if deemed appropriate. Furthermore prompt and thorough investigations of accidents and occurrences may result in important lessons being learned, helping to avoid a re-occurrence. **Reference AOI 15 Reporting of Accidents, AOI 56 Mandatory Occurrence Reporting**

36.2 The purpose of effective reporting is to ensure the SMS process embedded within the airports operational structure can proactively and reactively assess and where necessary change processes to ensure lesson are learnt from Safety events. Generating reports are made principally for three reasons as follows:

- Regulatory requirement
- DSA SMS requirement
- So that Management and staff can learn how to prevent re-occurrences.

36.3 **Responsibility for Reporting**

36.3.1 The following personnel are required to make reports in accordance with the ANO:

- Air Traffic Control Officers
Air Traffic Engineers
Operational Managers
Aircrew
Aircraft Engineers
Handling Agents

36.3.2 Reference AOI 15 Reporting of Accidents, AOI 56 Mandatory Occurrence Reporting
AOI Owner: Head of Airfield Operations

37 WILDLIFE MANAGEMENT

37.1 The responsibility for bird risk management, control, detection and dispersal of birds and for
the assessment of associated risk on and in the vicinity of Doncaster Sheffield Airport rests
with Doncaster Sheffield Airport.

37.2 Bird Control at DSA compliant with the requirements of CAP 168 and CAP 772. Full details
for Hazard Control Procedures and Bird Control Unit Operating Instructions are detailed in
the Bird Control Policy and RFFS Station Standing Orders.

37.3 ANNUAL SAFEGUARDING SURVEY

37.3.1 The Off Airfield Bird Hazard Assessment for the aerodrome 13km safeguarding area is
managed by a designated RFFS person who is the Bird Control Officer (BCO) for DSA. The
BCO will monitor all the identified risks detailed within the Off Airfield Bird Hazard
Assessment document and provide an action plan to remove, reduce or minimise those risks.

37.3.2 The safeguarding shall be reviewed annually and amended accordingly and shall include any
new risks which are identified. The annual review will include a detailed summary report of
the previous 12 months associated bird activity on and around the airport operational areas.

37.4 HABITAT MANAGEMENT

37.4.1 The responsibility for Habitat Management and Aerodrome Grass cutting rests with the RFFS
at DSA.

37.4.2 The Head of Airfield Operations is responsible for planning and co-ordinating the annual
Habitat Maintenance programme, which includes Grass Management

37.5 AERODROME GRASS CUTTING

37.5.1 The policy is based upon the “long grass policy” outlined in the Civil Aviation Authority
Guidelines and recommendations, and will include selective spraying of weeds. The scope
and extent of the works varies from year to year. Reference AOI 43 Grassland Management
38. Dangerous Goods

38.1 The airport has been approved by the Dangerous Goods Safety Regulations Groups, areas for loading and unloading cargo classified as Dangerous Goods within the Aerodrome at various specific locations up to 45,000kg of class 1.1 and 50,000kgs of class 1.2

38.1.1 Dangerous goods classifications are list within 9 groups, each with their own sub-divisions; materials with the respective UN numbers are assigned a classification as highlighted in appendix C and can be found in ICAO Doc 9284 Technical instructions for the safe transport of dangerous goods by air.

38.1.2 Dangerous goods are defined as; Any article or substance which, as presented for transport, is liable to explode, dangerously react, produce a flame or dangerous evolution of heat or dangerous emission of toxic, corrosive or flammable gases or vapours under the conditions normally encountered in transport must not be carried on aircraft under any circumstances. ICAO Doc 1.3. Reference AOI 31 Dangerous Goods

39. SAFEGUARDING

39.1 The potential impacts of developments on, close to, or under the airspace of DSA could have significant impacts on operational safety and capability. In common with other licensed aerodromes DSA is responsible for its own safeguarding process, and will retain this function within the Planning department of the company. The priority in responding to safeguarding consultations will be to protect the safety and operating interests of DSA. DSA will work with local planning authorities and developers to reach mutually satisfactory outcomes.

39.2 Aerodrome surveys are required to fulfil a number of statutory requirements. CAP 232 sets out the required specification for Aerodrome Licensing topographical and obstacle limitations surveys. DSA will procure these under a contract with a CAA approved provider. In addition to meeting the basic requirements of CAP 232, DSA will use obstacle survey data, in combination with other information, to actively manage and control the obstacle risks and limitations to aircraft operations.

39.3 Wind Farm Safeguarding

39.3.1 The purpose of Wind Farm Safeguarding is to take the measures necessary to ensure the safety of aircraft, and thereby the passengers and crews aboard them, while taking-off, landing, or while flying in the vicinity of an Aerodrome. Reference AOI 29 Safeguarding & AOI 29a Windfarm Safeguarding

AOI Owner: Head of Airfield Operations
40 VORTEX DAMAGE

40.1 This document sets out the Vortex Damage Rectification Scheme for DSA which is designed to enable quick essential repairs to properties damaged by aircraft vortices in order to protect the property from long term weather damage. The Scheme is not there to replace any of the airlines liabilities or replace or repair other items damaged (trees or garden furniture).

40.1.1 Doncaster Sheffield Airport is not liable for vortex damage. The liability for vortex related damage lies with the operator of the aircraft concerned; see Section 76 (2) of the 1982 Civil Aviation Act if further clarification is required. In recognition of the fact that identification is not always possible, Doncaster Sheffield Airport has introduced a vortex repair scheme as part of its commitment to the local community. This is why this scheme is restricted to repairing damage to properties caused by vortex to protect them from the weather; any other items are for the complainant and the Airline.

40.1.2 Reference AOI 28 Vortex Damage
AOI OWNER: Head of Airfield Operations

41 ENVIRONMENT MANAGEMENT

41.1 Waste Management

41.1.1 The purpose of this policy is to advise all airport companies of the waste facilities available at DSA, correct use of these facilities and the standards for waste management and environmental compliance employed by the airport. It is essential that this information is disseminated by managers to all staff and in particular to those employees engaged in the management or handling of the waste arising from the company.

41.2 Accountability and Responsibility

41.2.1 The Airport Authority shall review the waste control policy and operations annually, the review shall include an overall assessment for generated waste and will implement the necessary measures to manage any changes.

41.2.2 The waste contractors are appointed on partnership basis for recycling, however, they shall monitor all waste throughout their contractual term and ensure that all their driving staff are instructed to include the necessary details and information onto all waste transfer notes, they are to provide any relevant information regarding collection and disposal to assure that waste transfer loads are maximised and that Compactor pick-up and drop-off is minimised.

41.2.3 All DSA personnel and contractors responsible for Waste Control operations are to ensure that all staff performing waste operational duties receives adequate training to perform those duties safely and competently.
41.3 Pollution

41.3.1 There are a number of things that could happen at the airport that could cause pollution to get onto land and into local water resources or cause a serious accident to human health. If this happens then the Airport Company, your company and those involved could be prosecuted under Environmental laws. This would be bad for the airport’s image and expensive for those involved.

41.3.2 Following simple precautions will prevent pollution and help to keep the airport SAFE, CLEAN & GREEN. This notice sets out the standards and procedures that everyone working at DSA is expected to achieve. Reference AOI 37 Waste Management & AOI 40 Pollution Prevention

AOI OWNER: Environmental Manager

42 VULCAN OPERATIONS

42.1 The Avro Vulcan aircraft (Reg: G-VLCN) is operated and maintained by ‘Vulcan to the Sky Trust Ltd’. This aircraft is unique in that it is currently the only operational aircraft of its type to exist. As such, there are various operational procedures specific to operating this aircraft at DSA.

42.2 OPERATING COMPANY

42.2.1 The ‘Vulcan to the Sky Trust Ltd’ is the company that operates and maintains the Vulcan aircraft. They will be based at DSA along with the aircraft. Reference AOI 44 Vulcan Operations

AOI OWNER: Head of Airfield Operations

43. LOSS OF HV POWER

43.1 The purpose of this document is to give guidance on the operations requirements and constraints in the event of a loss of high voltage power which will affect critical aerodrome equipment.

43.2 The electrical distribution network at Robin Hood Airport consists of two 11,000 volt high voltage (HV) - 11 KVA open ring distribution circuits named “Terminal Ring” and Airfield ring”, both of which are fed from a supply authority fed intake substation located on site.

43.2.1 The airport authority holds operational control of each of these distribution circuits.

43.2.2 The Terminal Ring supplies two HV substations located in the terminal plant area named DSS T1 and DSS T2, each of which supply power to the terminal building.
43.2.3 The Airfield Ring supplies eleven HV substations in total which feed various buildings around the airfield and the aeronautical ground lighting (AGL) installation.

43.3 Each High Voltage distribution circuit is configured as an open ring circuit enabling each half of the circuit is fed from a different source of supply. This gives DSA a greater resilience in the event of a power outage attributed to a fault on the HV distribution system as only one half of the distribution circuit would be affected. It also give DSA the ability to reconfigured and isolate the faulty section of the system, thus allowing power to be restored to the rest of the installation. By operating the HV distribution system in this way the timescale of any operational disruption linked to power failure is minimised. Reference AOI62 Loss of HV Power

AOI OWNER: Head of Airfield Operations / Engineering Manager

44 RADIO COMMUNICATION FACILITIES

44.1 Aerodrome and Approach facilities are provided from DSA airport. A Radar facility is provided from Liverpool John Lennon Airport (LJLA) utilising communication facilities at RHADS

- Doncaster Approach 126.225MHZ
- Doncaster Tower 128.775MHZ
- Doncaster Radar 129.05MHZ

44.2 Radio frequencies and hours of operation are set out in UK AIP.

44.3 Two Emergency Battery power VHF transceivers provide a back-up facility to the main TX / RX frequencies.

44.4 Automatic Terminal Information Service (ATIS) is provided.

- Doncaster ATIS 134.95MHZ

44.5 Radio frequency and hours of operation are set out in UK AIP.

44.6 A discrete emergency channel (121.6 MHz) is provided for direct communication between aircraft and RFFS vehicles required to attend ground incidents.

44.7 Communication channels are provided for GMC, Fire & Emergency and Security.

44.8 These Frequency allocations are approved by SRG and operate in the range 450 – 470 MHz

- Channel 1 Ground TX 455.5625 RX 461.2125
- Channel 2 Fire TX 455.6375 RX 460.937
- Channel 3 Security TX 455.7375 RX 461.0375
44.9 Radio Frequencies are set out in the Exposition document in Manual of Air Traffic Engineering

44.10 All communication facilities within the ATS facility are recorded in accordance with the Air Navigation Order 105.

45. RADIO NAVIGATION AND LANDING AIDS

45.1 An ILS with associated DME provides Cat 3 approach facility on Runway 20 and a second ILS with the same DME provides Cat 1 approach facility on Runway 02. Approach procedures are also provided based on an NDB facility. Radio frequencies and hours of operation are set out in UK AIP

45.2 NDB with associated DME provide approach facilities for both runways primarily for training purposes but also as a backup should either ILS fail. Radio frequencies and hours of operation are set out in UK AIP

45.3 Instrument Landing System (ILS)

45.4 A Normarc 7000B provides the Cat 3 approach facility for runway 20
  - Localizer 110.95 MHZ
  - Ident I-FNL
  - Glidepath 330.65MHZ

45.5 A Normarc 7000B provides the Cat 1 approach facility for runway 02.
  - Localizer 110.95 MHZ
  - Ident I-FIN
  - Glidepath 330.65 MHZ
  - Distance Measuring Equipment (DME)

45.6 A Fernau 2020 DME is paired with an ILS to provide a CAT 3 approach to runway 20.
  - Frequency pairing channel 46Y
  - Frequency 1070MHZ
  - Ident I-FNL

45.7 The same Fernau 2020 DME is also paired with a second ILS to provide a CAT 1 approach to runway 02.
  - Frequency pairing channel 46Y
  - Frequency 1070MHZ
  - Ident I-FIN
  - Non-Directional Beacon (NDB)
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45.8 A Southern Avionics SA100 provides the NDB facility, co-located with the DME at a position equidistant to 02 and 20 thresholds.

- Frequency 338KHZ
- Ident FNY

45.9 Primary and secondary RADAR sourced from co-located Raytheon RADAR system based at RHADS, also on request a secondary surveillance RADAR feed from either Claxby or Clee Hill. All feeds are provided for RADAR control procedures based at LJLA. Hours of operation are set out in UK AIP.

46. MAINTENANCE & INSPECTION

46.1 The maintenance and inspection of aids to navigation shall be carried out in accordance with the DSA Master Safety Case DFA/D001/SC1.

46.2 The Air Traffic Engineering Manager (VATSL) has overall responsibility for the maintenance and inspection of aids to navigation, these responsibilities may be delegated to the Air Traffic Engineering Supervisor (VATSL) when the ATEM is offsite.

47. Aerodrome Amendments

47.1 Amendments for the aerodrome manual should be submitted to the Head of airfield Operations via the amend sheet attached in appendix A.

48 AIRPORT OPERATING INSTRUCTIONS LIST

<p>| AOI 01 | Control of Access |
| AOI 02 | Aerodrome Inspections |
| AOI 03 | Royal and VIP Flights |
| AOI 04 | Helicopter Operations |
| AOI 05 | Ground Engine Running |
| AOI 06 | AWS / LVP |
| AOI 07 | Airside Driving Permits (ADP) |
| AOI 08 | Airside Vehicle Permits (AVP) |
| AOI 09 | Apron Equipment |
| AOI 10 | AMOSS |
| AOI 11 | Works in Progress |
| AOI 12 | Airside Vehicles Operating |
| AOI 13 | Aircraft Marshalling |
| AOI 14 | Refuelling |
| AOI 15 | Reporting of Accidents |
| AOI 16 | Removal of Disabled Aircraft |
| AOI 17 | Use of Auxiliary Power Units (APU) |
| AOI 18 | Hazards to Personnel |
| AOI 19 | Foreign Object Debris (FOD) |
| AOI 20 | Strong Winds |</p>
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Operational Procedures of the Aerodrome, Equipment and Safety Measures
Fig 1. ILS Sensitive Area 20
Fig 2. ILS Sensitive Area 02
Appendix A
AERODROME MANUAL AMENDMENT SUGGESTION FORM

Completed forms are to be signed by the copy holder and submitted to:

The Head of Airfield Services & Emergency Operations,

Doncaster Sheffield Airport Ltd

Robin Hood Airport

Heyford House

First Avenue

Doncaster

DN9 3RH

Fax: 01302 625606

Email: tlonsdale@robinhoodairport.co.uk

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<table>
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<th>Contact Tel:</th>
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<tr>
<th>Current Section, page number and paragraph</th>
<th>Suggested effective date of change</th>
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FULL DETAILS (exact wording) of suggested amendment and Reason For Change (Attach separate sheet(s) if necessary)
### Specify number of additional sheets attached

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<th>Date Undertaken</th>
<th>By Whom</th>
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### Change Management Process Completed

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<td>What effect will the change have?</td>
<td>YES / NO</td>
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<tr>
<td>Is the change required by the Civil Aviation Authority?</td>
<td>YES / NO</td>
</tr>
<tr>
<td>Does the management consider an amendment to be necessary?</td>
<td>YES / NO</td>
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<tr>
<td>Is an impact assessment required</td>
<td>YES / NO</td>
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**If yes please comment below.**

### Appendix B  Aerodrome Licence

20150130 Doncaster Airport Aerodrome Manual Version 1 Uncontrolled
Part E
Operational Procedures of the Aerodrome, Equipment and Safety Measures

<table>
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<th>Licence No.</th>
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<td>1. Name of Aerodrome</td>
<td>DONCASTER SHEFFIELD</td>
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<tr>
<td>2. Position of Aerodrome</td>
<td>3NM SE OF DONCASTER</td>
</tr>
<tr>
<td>3. Name and Address of Licence Holder</td>
<td>DONCASTER SHEFFIELD AIRPORT LTD \ PEEL DOME \ THE TRAFORD CENTRE \ MANCHESTER \ MT 5PL</td>
</tr>
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The Civil Aviation Authority (in the license referred to as the CAA) in accordance with the provision of Article 2(1) of the Air Navigation Order 2009 and the Air Navigation Order 2009 (Issue 1) of the CAA, are hereby advised that the above-named aerodrome is to be used as a place of take-off and landing of aircraft engaged in fighting for the purposes of the public transport of passengers or for the purposes of instruction in flying subject to the following conditions:

1. The aerodrome is licensed for public use and shall at all times when it is available for the take-off and landing of aircraft be so available to all persons on equitable terms and conditions.

2. No aircraft shall take-off or land at the aerodrome unless such lighting and marking services and such landing aids as are required to support such an aircraft in the CAA’s aerodrome category CAP 182 (Issue 1) of Aerodromes are provided there. Such services and aids shall be provided only when the aerodrome is available for the take-off or landing of aircraft be licenced and ready for immediate use.

3. Changes in the physical characteristics of the aerodrome, including the erection of new buildings or the visual aids shall not be made without prior approval of the CAA.

4. The licence holder shall, by the said means as available notify the CAA of any material change in the surface of the landing area or in the obstruction characteristics of the aerodrome, take-off or circuit in relation to the aerodrome.

5. Any public light of way crossing or surrounding the landing area shall be adequately sign-posted with notices warning the public of danger from aircraft.

6. The aerodrome is licensed for the take-off and landing of aircraft at night. Such systems of lighting approved to the Category of runway or area of reference as defined in the CAA’s publication CAP 182 (Issue 1) of Aerodromes, shall be operational at all times when aircraft are taking off or landing at the aerodrome at night, provided that minor temporary unavailability, not of a character likely to affect the safety of aerodromes, shall not constitute the take-off or landing of a craft.

7. The licence holder shall inform the CAA of the times during which the aerodrome is to be generally available for the take-off or landing of aircraft, and of any change in these times, and whether the aerodrome is to be available by arrangement with the licence holder subject to these times. The licence holder shall keep available to the CAA all information concerning the aerodrome’s status and use.

8. Nothing prejudicial to condition 1. Nothing in this licence shall be taken to confer on any person the right to use the aerodrome without the written consent of the licence holder.

9. Expressions used in this license shall have the same respective meanings as in the Air Navigation Order.

10. The Air Navigation Order in this license means the Air Navigation Order 2009 and any reference to the Order by any Article or Section shall be deemed to include all amendments, additions and or replacement to the Order by any subsequent enactment.

11. The CAA is hereby advised that the aerodrome is to be used as a place of take-off and landing of aircraft engaged in fighting for the purposes of the public transport of passengers or for the purposes of instruction in flying subject to the following conditions:

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

Date: 10 February 2014
FOR THE CIVIL AVIATION AUTHORITY

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