Blackpool Airport

AERODROME MANUAL

(Doc No: CIMS/BA/GT 12.0)

Default Review Period	12 Months
Next Review Due	January 2025
Specialist Review	None
Document Number	CIMS/BA/GT/12.0
Document Version	Version 8.1
Retention Period	5 Years
Security Status	COMPANY CONFIDENTIAL

Document Approvals

Author	Operations, Safety and Compliance Manager	January 2025
Process Owner	Airport Managing Director	January 2025

Approved by S Peters	Airport Managing Director/Accountable Manager :	

DOCUMENT HISTORY

Version 1 – October 2012
Version 2 – November 2014
Version 3 – November 2015
Version 4 – November 2016
Version 5 – April 2017
Version 6 – June 2019
Version 7 – November 2021
Version 8 – November 2022
Version 8 – November 2023
Version 8.1 – January 2025

AMENDMENTS

Issue	Date	Description	Prepared by	Checked by	Approved by (Acc.Mgr)	Sign (Acc.Mgr)
8	November 2022	General update- see editorial changes	J Johnson	J Johnson	G Wright	
8.1	January 2025	General update- see editorial changes	J Johnson	J Johnson	S Peters	

SIs Incorporated & Editorial Changes
Incorporation of additional RFFS appliance details (Fire 4) within **section 6**
Incorporation of Pavement Structural Evaluation requirement within **section 4.2**
Declared distances updated from recent SLC Survey- **section 3.10** Surface Details
Section 3.11 Allocated Engine Run Zones- Adittion of Runway 10/28 for aircraft with PCN requirement higher than 14. C1/Southern portion of 13/31 for aircraft with PCN requirement of 14 or below
Removal of specific references to ATC ops to avoid duplication- replaced with ‘see MATS 2’
Addition of ‘Apron Management’ section regarding aircraft parking locations by type and handling agent responsibilities- **Section 4.2 (MCR 339)**
Addition of SATE and Maintenance Co-ordinator within Org Chart **(MCR 420)** Addition of third party operator requirements for bowser use on the airfield Latest SLC survey data included within declared distances Addition of sign off approval on front page by accountable manager Engine run entry updated (no change- wording only) Redeclared Distances- aligned with safeguarding policy

0.1 Table of contents

0.2 Scope and Objectives

The Safety Management System is the lead document encompassing all local safety and operational procedures, some of which will be published separately, for example Emergency Orders, Manual of Air Traffic Services Part 2, Operational Instructions.

The requirement for the Aerodrome Manual is defined by the ANO Article 103 and Schedule 14. It is a requirement of the Aerodrome Licensee to maintain this Manual in accordance with CAP 168, Chapter 2.

The Aerodrome Manual will be regarded by the CAA as the primary indication of the standards likely to be achieved by the Aerodrome Operator. It must be available for reference by all aerodrome operational staff employed by the Aerodrome Operator, airlines, concessions and other operators whose duties require them to have access to the aerodrome apron and manoeuvring area.

The purpose of this manual is to demonstrate how the airport company will discharge its safety responsibilities to secure the safe operation of the aerodrome. It sets out the policy and expected standard of performance and procedure by which these targets will be achieved. It describes the structure of the airport's management and accountabilities for safety. The manual contains instructions from the aerodrome licensee to the aerodrome operational staff, details of the aerodrome physical characteristics and any significant difference from the standard requirements of CAP 168 and of agreement reached between the licensee and the CAA concerning these differences.

0.3 Document Change and Control

BA undertakes all document changes and controls in line with the CIMS//BA/GT 001 - Document Governance manual which describes how all users prepare, review and issue procedural documentation that forms part of BA CIMS.

0.4 Document Distribution

HOLDER
Library copy held on BA Intranet
SARG (via e-mail)

0.5 Glossary of Terms

Accident	An unintended event or sequence of events that cause death, injury, environmental or material damage.
Accountability	The obligation to give account for the control and discharge of responsibilities.
Accountable	Held to give account for discharge of responsibilities.
Aerodrome	Any area of land or water designed, equipped, set apart or commonly used for affording facilities for the landing and departure of aircraft and includes any area or space, whether on the ground, on the roof of a building or elsewhere, which is designed, equipped or set apart for affording facilities for the landing and departure of aircraft capable of descending or climbing vertically, but shall not include any area the use of which for affording facilities for the landing and departure of aircraft has been abandoned and has not been resumed.
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'.
Aerodrome Reference Point	The aerodrome reference point is the geographical location of the aerodrome and the centre of its traffic zone where an ATZ is established.
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, and for parking.
Clearway	An area at the end of the take-off run available and under the control of the Aerodrome Licensee, selected or prepared as a suitable area over which an aircraft may make a portion of its initial climb to a specified height.
Competence	Knowledge, experience and an ability to apply both.
Hazard	A physical situation, often following from some initiating event, which can lead to an accident.
Incident	All undesired circumstances and 'near misses' which could cause accidents.
Inspection	An inspection is the process of examining, checking or looking at a product or activity.
Instrument Runway	A runway intended for the operation of aircraft using non-visual aids providing at least directional guidance in azimuth adequate for a straight-in approach.
Landing Area	That part of a manoeuvring area primarily intended for the landing or take-off of aircraft.
Main Runway	The runway most used for take-off and landing.

Manoeuvring Area	That part of an aerodrome provided for the take-off and landing of aircraft and for the movement of aircraft on the surface, excluding the apron and any part of the aerodrome provided for the maintenance of aircraft.
Mitigation	The methods by which hazards will be eliminated or their effect minimised in order to achieve the safety requirement.
Monitoring	Checking the effectiveness of systems, procedures, equipment and personnel.
Movement Area	That part of an aerodrome intended for the surface movement of aircraft including the manoeuvring area, aprons and any part of the aerodrome provided for the maintenance of aircraft.
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.
Obstacle Free Zone	A volume of airspace extending upwards and outwards from an inner portion of the strip to specified upper limits which is kept clear of all obstructions except for minor specified items.
Occurrence	Includes accidents, incidents and any other event which has safety implications.
Qualitative	Those analytical processes that assess system and aeroplane safety in a subjective, non-numerical manner.
Quantitative	Those analytical processes that apply mathematical methods to assess system and aeroplane safety.
Responsibility	Having an agreed duty to control and discharge assigned or implied tasks.
Responsible	Exercising the agreed duty to control and discharge assigned or implied tasks.
Risk	Is the combination of the probability, or frequency of occurrence of a defined hazard and the magnitude of the consequences of the occurrence.
Risk Assessment	Assessment of the system or component to establish that the achieved risk level is lower than or equal to the tolerable risk level.
Runway	A defined rectangular area, on a land aerodrome prepared for the landing and take-off run of aircraft along its length.
Runway End Safety Area (RESA)	An area symmetrical about the extended runway centreline and adjacent to the end of the strip primarily intended to reduce the risk of damage to an aeroplane undershooting or overrunning the runway.
Runway Strip	An area of specified dimensions enclosing a runway intended to reduce the risk of damage to an aircraft running off the runway and to protect aircraft flying over it when taking-off or landing.
Safety	Freedom from unacceptable risk or harm.

Safety Objectives	A planned and considered goal that has been set by a design or project authority.
Safety Policy	The fundamental approach to managing safety and that it is to be adopted within an organisation and its commitment to achieving safety.
Safety Management System	The systematic management of the risks to achieve high levels of safety performance.
Safety Requirements	The requirements for safety features to be met by a system.
Severity	The potential consequences of a hazard.
Strip	An area of specified dimensions enclosing a runway and taxiway to provide for the safety of aircraft operations.
System	A combination of physical procedures and personnel organised to achieve a function.
(T)CPSRA	(Temporary) critical Part of the Security Restricted Area
Taxiway	A defined path on a land aerodrome establishment for the taxiing of aircraft and intended to provide a link between one part of the aerodrome and another including; a) Aircraft stand taxi lane. A portion of an apron designated as a taxi route intended to provide access to aircraft stands only. b) Apron taxiway. A portion of a taxiway system located on an apron and intended to provide a through taxi route across the apron. c) 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.
Threshold	The beginning of that portion of the runway available for landing.

0.6 Abbreviations

AAIB	Air Accident Investigation Branch
ACG	Airport Coordination Group
CAN	Aircraft Classification Number
AIP	UK Aeronautical Information Publication
ANO	Air Navigation Order 2016
AO	Airfield Operations
ASDA	Accelerate Stop Distance Available
APDO	Approved Procedure Design Organisation
ATC	Air Traffic Control
ATEMM	Air Traffic Engineering and Maintenance Manager
ATSA	Air Traffic Services Assistant
ATSM	Air Traffic Services Manager
BA	Blackpool Airport
BST	British Summer Time
CAA	Civil Aviation Authority UK
CAP	Civil Aviation Publication
CIMS	Company Integrated Management System
CM	Crew Manager
DME	Distance Measuring Equipment
FBM	Finance and Business Manager
FOD	Foreign Object Debris
HR	Human Resources
HSE	Health and Safety Executive
ICAO	International Civil Aviation Organisation
ILS	Instrument Landing System
LDA	Landing Distance Available
LVP	Low Visibility Procedures
MATS	Manual of Air Traffic Services
MD	Managing Director
MOR	Mandatory Occurrence Reporting
NATS	National Air Traffic Services
NOTAM	Notice to Aviation
OLS	Obstacle Limitation Surface
OSCM	Operations, Safety and Compliance Manager
PAPI	Precision Approach Path Indicator
PPE	Personal Protective Equipment
PCN	Pavement Classification Number
PDA	Pre-Determined Attendance
RESA	Runway End Safety Area
RFFS	Rescue and Fire Fighting Service (includes AFRS/AFS)
RPE	Respiratory Protective Equipment
R/T	Radio Telephony
RVR	Runway Visual Range
SAFO	Senior Airport Fire Officer
SARG	Safety & Airspace Regulation Group
SHE	Safety, Health and Environment
SMS	Safety Management System
SR	Senior Refueller
TODA	Take Off Distance Available
TORA	Take Off Run Available
VCR	Visual Control Room
VSP	Vehicle Search Point
WM	Watch Manager

0.7 Reference Documents

CAP 032	UK AIP
CAP 168	Licensing of Aerodrome
CAP 232	Aerodrome Survey Information
CAP 382	The MOR Scheme
CAP 393	Air Navigation Order 2016
CAP 413	Radiotelephony Manual
CAP 493	Manual of Air Traffic Services Part 1
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 Characteristics
CAP 699	Standards for the Competence of RFFS Staff
CAP 700	Operational Safety Competencies
CAP 738	Safeguarding of Aerodromes
CAP 760	Guidance on the Conduct of Hazard, Identification, Risk Assessment and the Production of Safety Cases
CAP 764	CAA Policy and Guidelines on Wind Turbines
CAP 772	Aerodrome Bird Control
CAP 1150	Guidance on Provision of RFFS, Task and Resource Analysis
Annex 10	Aeronautical Communications
CIMS/BA/GT 14.0	Manual of Air Traffic Services Part 2
CIMS/BA/GT 11.0	Safety Management System
CIMS/BA/GT 20.0	Change Management System
CIMS/BA/AO 004	Airside Safety Procedures
CIMS BA/AO 006	Safeguarding Procedure
CIMS/BA/ATE 026	Operations Manual Air Traffic Engineering
CIMS/BA/ATE 027	ATE Operational Procedures
CIMS/BA/EM 002	Control of Contractors
CIMS/BA/EO 001	Emergency Orders
CIMS/BA/FI 02	Fire Station Manual
CIMS/BA/FI 05	Maintenance of Competence Manual
CIMS/BA/FI 20	RFFS Task and Resource Analysis

SECTION. 1 INTRODUCTION

1.1 Aerodrome Licence

1.1.1 This manual is compiled in compliance with the provisions of the Air Navigation Order 2016 to facilitate the safe and efficient operation of BA as a licensed aerodrome.

1.1.2 “Ordinary Aerodrome License” No UKNEGNH-001, Issued 28/10/21 is required to comply with the provisions of the ANO to permit the public transport of passengers and instruction in flying.

1.2 Forward by the Licensee

1.2.1 ‘Ordinary’ Aerodrome Licence No. UKNEGNH-001 has been issued to Blackpool Airport Operations Ltd and is retained by the Managing Director (MD).

1.2.2 Legislation governing safety at airports is contained within the Air Navigation Order 2016 and the Health and Safety at Work Act. Guidance information is contained in CAP 168 (Licensing of Aerodromes) and CAP 642 (Airside Safety Management).

1.2.3 This Aerodrome Manual is prepared in accordance with Schedule 12 of the Air Navigation Order 2016 and CAP 168. The Manual contains information on airport operational procedures and provides details of the personnel responsible for implementing these procedures. The physical characteristics of the airport, its facilities and equipment are recorded in this manual.

1.2.4 Safety at airports is of paramount importance and the manual is presented in such a way as to emphasise the necessity to identify all safety-related issues involved within procedures, duties and responsibilities relevant to the airport’s operations. More extensive detail on certain safety matters is contained within other documents which must be read in conjunction with the manual. These documents comprise:

- CIMS/BA/AO 002 – Wildlife Risk Assessment and Management Plan
- CIMS/BA/AO 004 – Airside Safety Procedures;
- CIMS/BA/AO 005 – Winter Operations;
- CIMS/BA/AO 009 – CAP 700 Audit Checklist;
- CIMS/BA/AO 011 – Airside Vehicle Driving Standards;
- CIMS/BA/EO 001 – Emergency Orders;
- CIMS/BA/EM 002 – Control of Contractors;
- CIMS/BA/FI 02 – Fire Station Manual;
- CIMS/BA/GT 003 - Compliance Management;
- CIMS/BA/GT 11.0 – SMS Manual;
- CIMS/BA/GT 14.0 – Manual of Air Traffic Services Part 2;
- CIMS/BA/GT 20.0 – Change Management;
- CIMS/BA/ATE 026 – Operations Manual Air Traffic Engineering;
- CIMS/BA/ATE 027 – ATE Operational Procedures

1.2.5 The MD holds the overall responsibility for Health and Safety at Work Act 1974 and must ensure that staff employed by BA are adequately trained and experienced to discharge their responsibilities regarding health and safety.

1.2.6 Amendments to the Aerodrome Manual will be made from time to time when considered necessary by either the Aerodrome Licensee or SARG (CAA). This will be undertaken, where required, via the Change Management Process in accordance with document: CIMS/BA/GT 20.0 - Change Management System. Departments will be responsible for incorporating amendments and completing the amendment sheet at the front of the manual.

SECTION. 2 TECHNICAL ADMINISTRATION

2.1 Aerodrome Information:

Address

Blackpool Airport, Squires Gate Lane, Blackpool, Lancashire, FY4 2QY

Telephone: 01253 343434
Web : blackpoolairport.com

2.2 Accountable Manager

2.2.1 Schedule 12 of the Air Navigation Order 2016 requires an aerodrome to nominate an Accountable Manager. The Accountable Manager for Blackpool Airport is the MD.

2.2.2 The Accountable Manager should:

- Ensure that all necessary resources are available to operate the aerodrome in accordance with the Aerodrome Manual. Where a reduction in the level of resources or abnormal circumstances which may affect aircraft safety occur, the Accountable Manager should ensure that a corresponding reduction in the level of operations at the aerodrome is implemented as required;
- Establish, implement and promote the safety policy; and
- Ensure with relevant regulations, licensing criteria and the organisation's SMS.

2.2.3 The Accountable Manager should have:

- Appropriate seniority within the organisation;
- An appropriate level of authority to ensure that activities are financed and carried out to the standard required;
- Knowledge and understanding of the documents that prescribe relevant aerodrome safety standards;
- Understanding of the requirements for competence of aerodrome management personnel so as to ensure that competent persons are in place;
- Knowledge and understanding of SMSs related principles and practices, and how these are applied within his/her own organisation;
- Knowledge of the role of the Accountable Manager; and
- Knowledge and understanding of the key issues of risk management within the aerodrome.

2.2.4 The level of technical knowledge and understanding expected of an Accountable Manager is essentially high level, with particular reference to his/her own role in ensuring that standards are maintained.

2.2.5 During periods of absence, the day-to-day responsibilities of the Accountable Manager may be delegated; however, the accountability ultimately remains with the Accountable Manager.

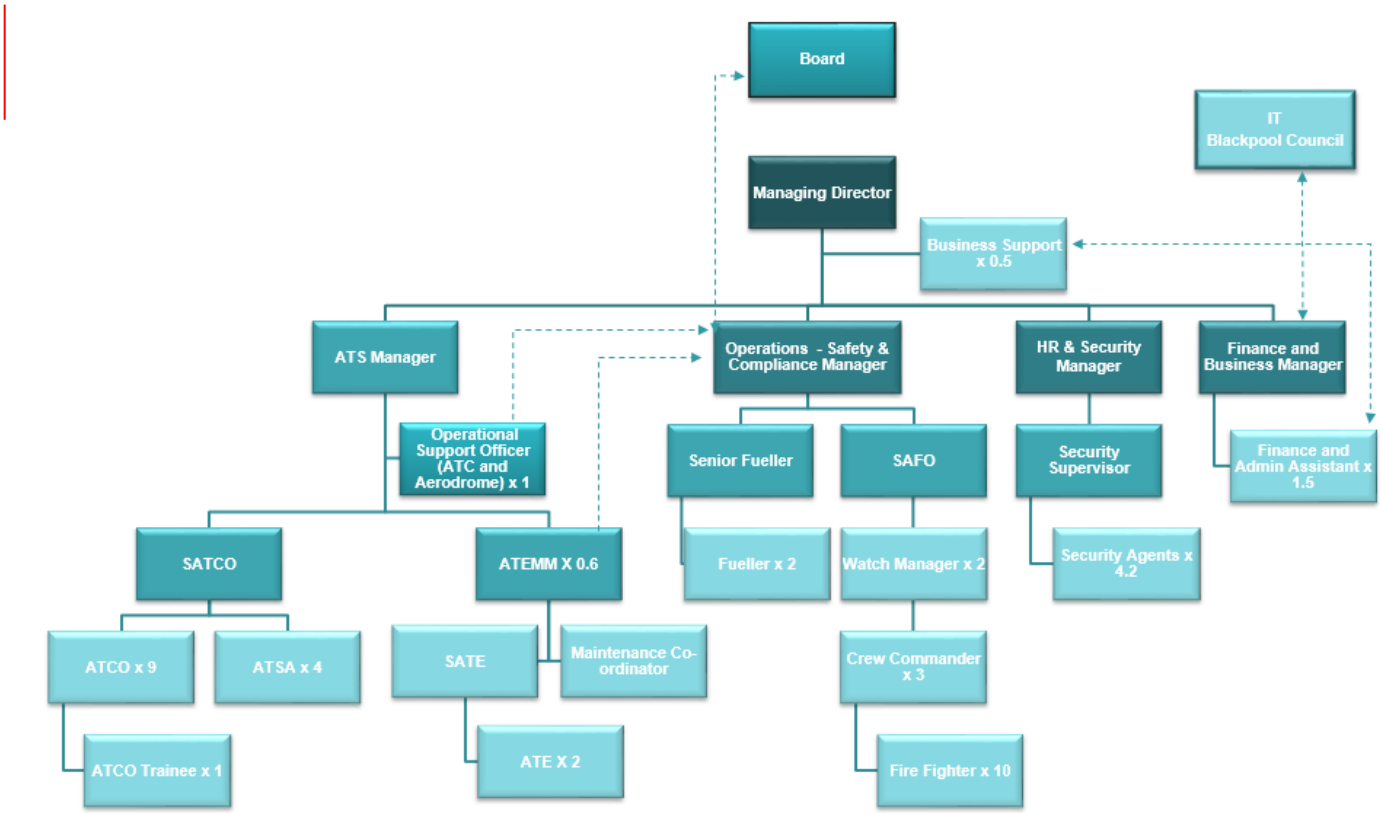
2.3 Responsibilities for day-to-day Operational Management of the Airport

2.3.1 Licence holder - Managing Director - assisted by:

- Operations, Safety and Compliance Manager; **OSCM**
- Air Traffic Services Manager; **ATSM**
- Air Traffic Engineering and Maintenance Manager; **ATEMM**
- Finance and Business Manager; **FBM**
- Senior Airport Fire Officer **SAFO**
- HR and Security Manager;
- Senior Fueller.

2.3.2 The aerodrome licence is in the name of Blackpool Airport Operations Limited.

2.4 Operational Organisation Chart



2.5 Key Personnel

- Managing Director; **MD**
- Operations, Safety and Compliance Manager; **OSCM**
- Air Traffic Services Manager; **ATSM**
- Air Traffic Engineering and Maintenance Manager; **ATEMM**
- Senior Airport Fire Officer; **SAFO**
- Senior Air Traffic Control Officer; **SATCO**
- Finance and Business Manager; **FBM**
- HR and Security Manager;
- Senior Air Traffic Engineer; **SATE**
- Maintenance Co-ordinator
- Duty ATCO;
- Duty RFFS Officer in Charge (Watch Managers);
- Senior Fueller.

2.5.1 Full descriptions on of all key personnel safety responsibilities and accountabilities can be found in GT 11.0 – SMS.

2.6 Safety Management Structures

2.6.1 Person with overall responsibility for Safety - The MD is responsible for safety and is accountable to the Board for the safe management of the operational services and systems planned, provided and operated by BA.

2.6.2 The MD recognises and accepts his responsibility as an employer on behalf of the Company to ensure, so far as is reasonably practicable, that a safe and healthy working place and environment is provided for Airport employees. The MD will take those steps within their power to meet this responsibility, paying particular attention to:

- Plant equipment and systems of work that are safe;
- Arrangements for the safe use, handling, storage and transport of articles and substances;
- Sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their own safety and health at work;
- A safe place of work, with safe access to and egress from it;
- A healthy working environment;
- Adequate welfare facilities.

2.6.3 The MD has the overall responsibility for ensuring that the various provisions of the Health and Safety at Work Act are implemented, and he will discharge this responsibility through the Section Heads and Supervisors.

2.7 Order and Management Seniority in the Absence of Key Personnel

- Finance and Business Manager; **FBM**
- Operations, Safety and Compliance Manager; **OSCM** / Air Traffic Services Manager; **ATSM**
- Air Traffic Engineering and Maintenance Manager; **ATEMM**
- Senior Airport Fire Officer; **SAFO /** Senior Air Traffic Control Officer; **SATCO**
- HR/Security Manager;
- Duty ATCO;
- Duty RFFS Officer in Charge (Watch Managers);
- Senior Fueller.

2.7.1 In the event of a serious incident, for example aircraft accident, security breach, hijacks etc, the above list can be used, seniority may be aligned to the manager with the skill set for the situation- i.e. ANS Event- ATSM, Security Incident HR/Security Manager.

2.8 Prohibition of Flight

2.8.1 The following persons are authorised by the Civil Aviation Authority to prohibit flight:

- Managing Director (or FBM in his absence);
- ATSM.

2.9 Safety Related Committees

2.9.1 There are various committees whose primary roles are the formulation of policies, documentation of procedures, dissemination, promulgation and monitoring of issues related to airport safety. These are:

The Emergency Planning Committees	6 Monthly
The Airside Safety Committee	6 Monthly
Local Runway Safety Team	6 monthly
BA Executive Safety Review Board	Quarterly

2.9.2 Additionally, safety related matters are regularly discussed at meetings of:

Operations / Leadership Meetings and workshops	Monthly
BA Board Meeting	Every 2 months

2.9.3 Terms of reference and attendees for all safety related committees can be found in GT 11.0 - SMS.

2.10 Compliance Monitoring

2.10.1 Management Compliance Monitoring

Managers, or other nominated key personnel, will ensure that within their scope of responsibilities, procedural documentation meets the applicable regulatory standard(s). All documentation will be reviewed against regulatory standard(s) when aware of a change in regulation or, as a minimum on an annual basis.

All documentation shall have an appropriate reference, in the form of compliance matrices which demonstrate how, and identify where within the document, the appropriate regulation(s) are met. Records of compliance matrices are to be stored within: S Drive / Senior Managers File / Compliance and audits / Compliance matrices all departments.
Compliance Monitoring also includes internal audit of key areas which include departmental audits and specific audits by regulatory areas (i.e. Wildlife Management, Safeguarding procedures). See CIMS/BA/GT 003 - Compliance Management for further information.

All changes to documentation and regulation must be assessed by managers in line with the Management of Change process- Doc: GT20.0 Change Management System.

2.10.2 Occupational Safety Legal Register

This is undertaken through the implementation and maintenance of an occupational safety legislation register which is reviewed continually for changes and subject to full review

annually.

Additionally, the OSCM also maintains a watching brief in relation to all HSE notifications and publications issued by the HSE E-Bulletin service via e mail alerting subscription.

During periodic review and annual checks the OSCM will use the legislation.gov.uk website: https://www.legislation.gov.uk/to check all applicable and up to date Health and Safety Legislation is referenced within the Occupational Health and Safety Legal Register (Doc: GT 017 Health and Safety Legal Risk Register).

2.10.3 Environmental Legal Register

During periodic review and annual checks the OSCM will use the legislation.gov.uk website: https://www.legislation.gov.uk/ to check all applicable and up to date Environmental Legislation is referenced within the Environmental Legal Register (Doc: GT 016 Environmental Legal Register).

2.10.4 CAA Publications (CAP)

The full suite of applicable CAP documents is available to access by operational managers on the CAA website: https://www.caa.co.uk/home/ - Publications / Publication search / Aerodromes (or other as required)

2.10.5 CAA Skywise Notification System

SkyWise is a CAA e mail notification system which allows responsible managers to stay up-to-date with news, safety alerts, consultations, rule changes, airspace amendments and more from the CAA.

The CAA uses a separate subscription service for safety critical information. Operational managers subscribe for safety critical updates (including Safety Directives, Safety Notices and Airworthiness Directives) this service also provides updates about new or changed Official Record Series documents such as the Scheme of Charges. Operational managers will all subscribe to CAA Skywise notifications as a means of monitoring compliance in this area.

Link: http://skywise.caa.co.uk/

2.10.6 Internal Audit

The Airport will establish and agree a three yearly audit plan, this process will be compliance and risk based and devised by the OSCM with support from the management team and AM.

Clear objectives should be established for an audit programme, to direct the planning and conduct of audits.

These objectives can (but not solely) be based on consideration of:

- The size and complexity of current operations and procedures
- Management priority
- Commercial intentions.
- Management system requirements.
- Statutory, regulatory and contractual requirements.
- Need for supplier evaluation.

- Customer requirements and service delivery.
- Needs of other interested parties
- Risks to the organisation including current risk profiles identified within the Safety Risk Register, Hazard log or identified from external audits.
- Supplier verification and performance.
- Results and findings from previous Audits including regulatory (CAA) audits
- Level of assurance required
- Stake holder requirements
- Recent or upcoming changes identified within the Management of Change Process.

The audit plan shall identify all activities and areas to be audited, and shall show (where applicable) the following audit types; full systems, departmental audits, audits of procedures, external (supplier) audits, H&S and Environmental compliance audits, regulatory and certification body audits.

The Airport shall review the audit plan periodically and formally update and reissue as necessary. A copy of the revised AP shall be distributed by the OSCM.

The Airport shall ensure that all areas listed are audited during a three yearly auditing cycle. The audit plan may be subject to change at any time where evidence of risk is identified which requires extra audits or audit of new areas to be undertaken.

All personnel involved with compliance management will have full access to the appropriate areas of regulation, documentation and records as required.

For more detailed information see document GT 003 Compliance Management

SECTION. 3 AERODROME CHARACTERISTICS

3.1 Aerodrome Location

3.1.1 Situated 2.5 miles south of Blackpool Town Centre, the airport has road, rail and bus links with Lancashire and Cumbria. A dual carriageway connects the airport to the M55 motorway and onwards on to the M6 and the National Highway and truck road network.

3.1.2 **Location of Aerodrome Reference point Midpoint of runway 10/28**

LATITUDE	53 46 17.62 North
LONGITUDE	003 01 42.82 West

3.1.3 **Ordnance Survey Grid Reference**

Sheet 286	Easting's 317, Northing 311
Variation:	West ° (2003) – ° decreasing

3.1.4

Aerodrome Elevation	**Apron Elevation**
34ft AOD	33ft AOD
10.363 meters AOD	10.058 meters AOD

3.1.5 **Aerodrome Reference Code**

4D

3.2 Aerodrome Availability

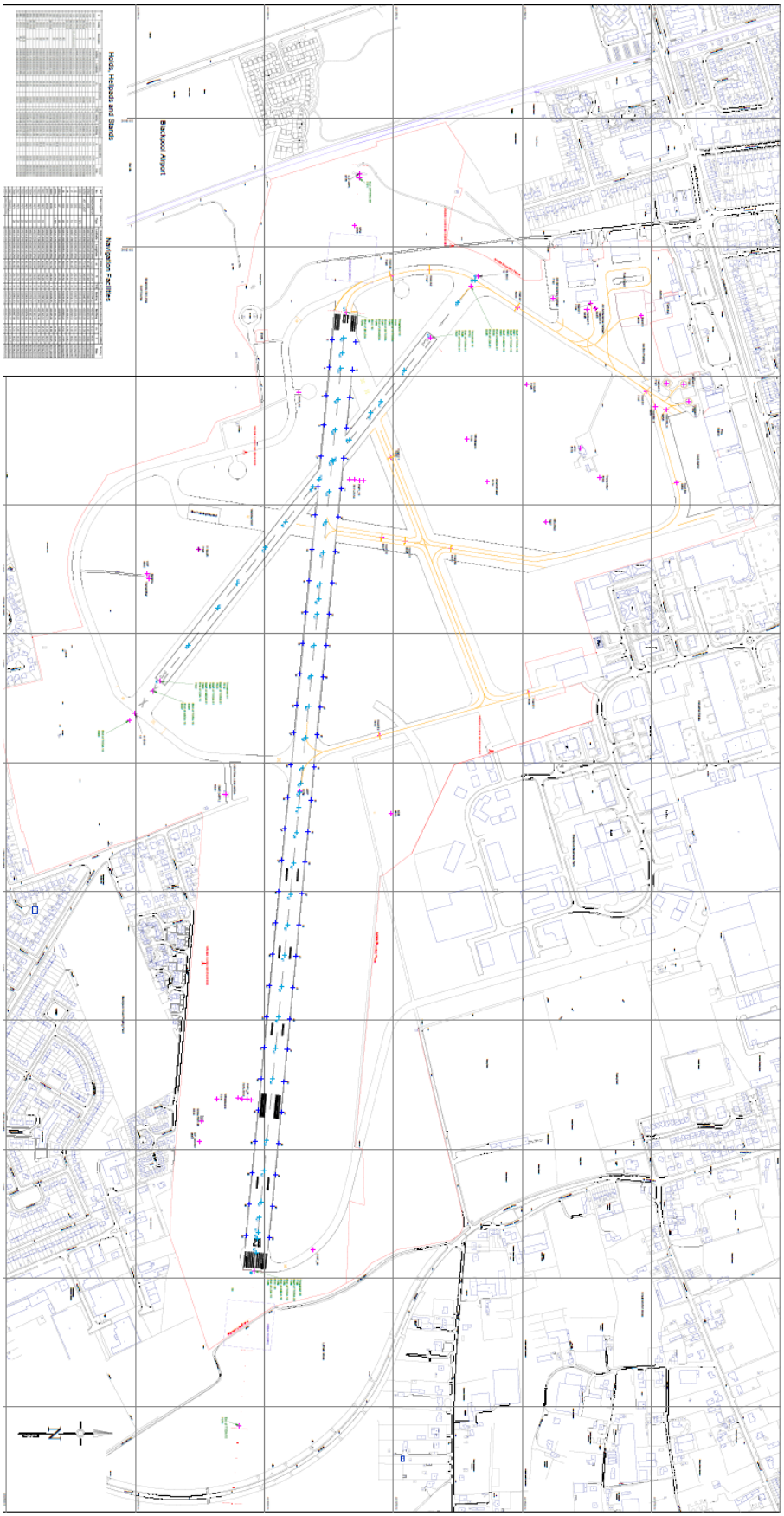
3.2.1 The published hours of the airport are:

Winter	0700 – 2100 local time
Summer	0700 – 2100 local time

3.2.2 Extensions to airport hours may be arranged by application to Blackpool handling/ATC.

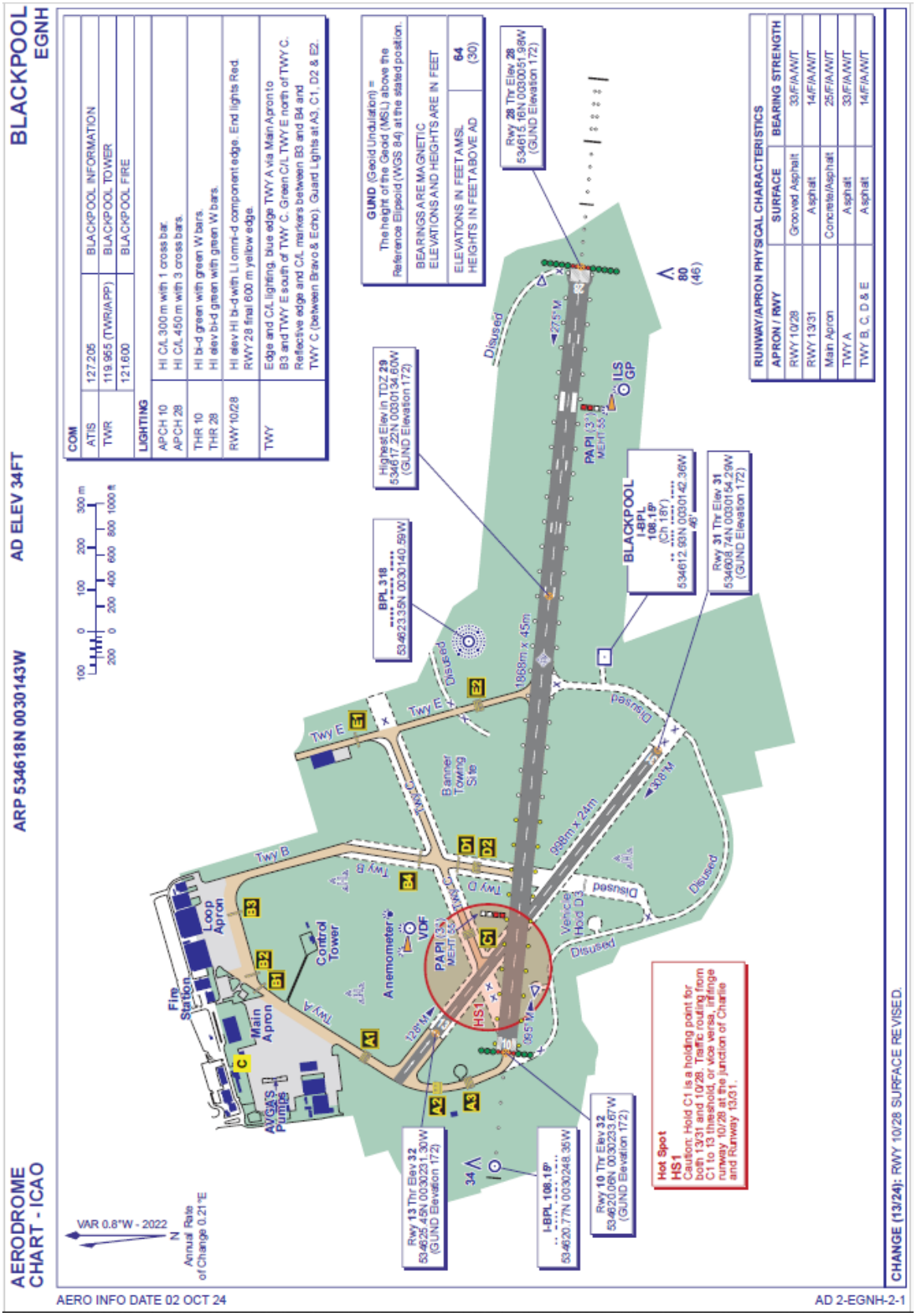
3.2.3 The RFFS shall be provided throughout the hours the aerodrome is available for use by aircraft engaged on flights required to use a licensed aerodrome and for 15 minutes after the departure of the last aircraft, or, until the aircraft has reached its destination, whichever is the shorter.

3.3 Aerodrome Plan



3.4 Aerodrome Chart

https://www.aurora.nats.co.uk/htmlAIP/Publications/2025-01-23-AIRAC/html/index-en-GB.html



3.5 Obstacles

3.5.1 The assessment and treatment of obstacles will be carried out in accordance with Chapter 4 of CAP 168.

3.6 Chart and Survey Information

3.6.1 The airport company is responsible for the survey, regular assessment and update of charts as defined in CAP232. This function is delegated to SLC Associates with sign off approval by the Airport Director or his representative, currently the ATSM.

3.6.2 The WGS84 Navigation Facilities Survey was originally conducted in 1997.

3.6.3 Detailed chart information is retained by the OSCM.

3.6.4 Charts produced are:

Type	Ref	Scale
Aerodrome Plan	CA-00-146-07	1:2500

3.6.5 Update renewal is in accordance with CAP 232.

3.6.6 Prior to survey sign-off the following procedures should be followed:

- Data is required to be reviewed against previous year and anomalies noted, particular attention should be paid to obstacle limitation surfaces;
- Obstacles penetrating OLS should be lowered, removed or mitigation submitted to CAA and/or published in the AIP;
- Re Survey if required;
- Following re-survey/satisfactory survey, a Survey Declaration Form is required to be signed and submitted to the CAA with survey data;
- Amend calendar to remind of annual survey the following year.

3.7 Declared Distances (M)

See AIP AD 2-EGNH-1-4 section 2.13

3.8 Taxiways

Designator	Code	Width	Bearing Strength (PCN)	Strip Width From C/L
Alpha	D	18m	33	40.5
Bravo	B	15m	14	21.5
Charlie	B	15m	14	21.5
Delta	B	15m	14	21.5
Echo	B	15m	14	21.5

Note. Alpha taxiway is only to be used for Aircraft with a maximum wingspan of 38 metres or less (B757). This is due to reduced taxiway strip width of 34m at the entrance to the apron.

3.9 Re-Declared Distances

3.9.1 Re-declared distances will be utilised in the event of an infringement of the runway and associated cleared and graded area or an obstacle limitation surface.

3.9.2 Re-declared distances shall comply with the requirements of CAP 168 at all times.

3.9.3 Calculation of re-declared distances will be undertaken by an approved provider (e.g. APDO) where identified as required

3.9.4 Re-declared distances will be instigated if, on examination, an obstacle cannot be immediately removed.

3.9.5 Initially, the precise position of the obstacle is to be fixed in three dimensions as follows:

- distance from runway end to nearest part of obstacle (meters);
- distance from runway centreline to nearest part of obstacle (meters);
- height of obstacle, including tail plane if appropriate (metres).

3.9.6 Once the position of the obstacle is fixed an assessment of available runway can be made. Generally, the intention will be to use the runway taking off away from the obstacle and landing towards the obstacle on the opposite runway if it is located towards one end of the runway. Landing over the obstacle is to be avoided if possible, because of the necessary marking and lighting of a displaced threshold.

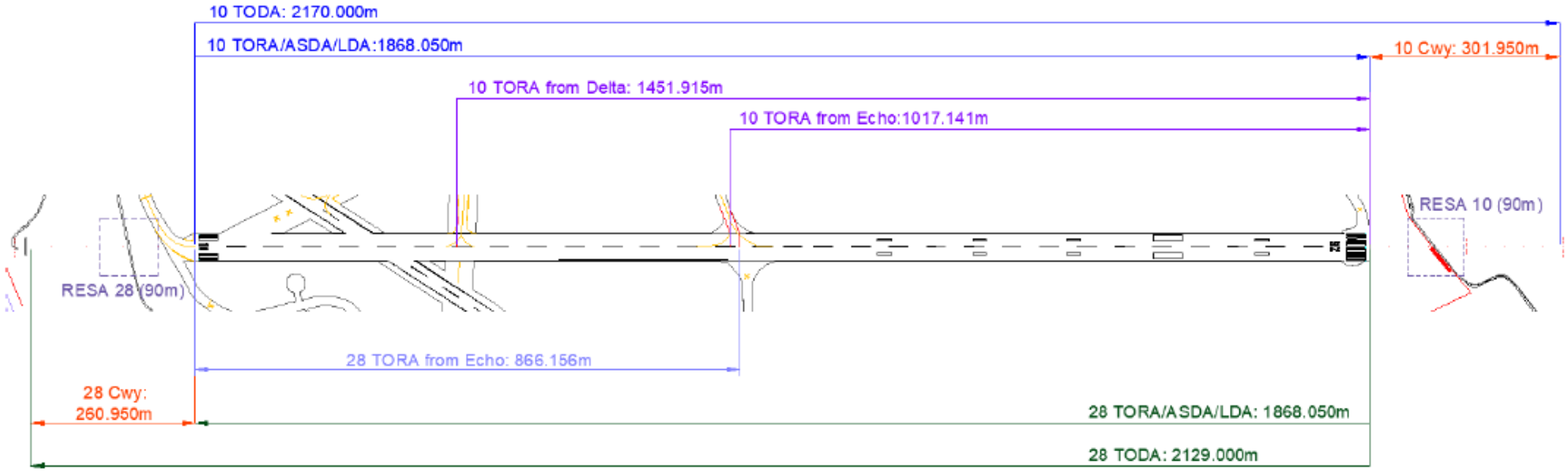
3.9.7 An amendment shall be issued to the required staff for the calculation of revised distances.

3.9.8 Further information on Re-declared distances is contained within CIMS/BA/AO 006 Aerodrome Safeguarding Procedures

3.10 Surface Details

Data is taken from SLC survey August 2024- EGNH-146-24-01

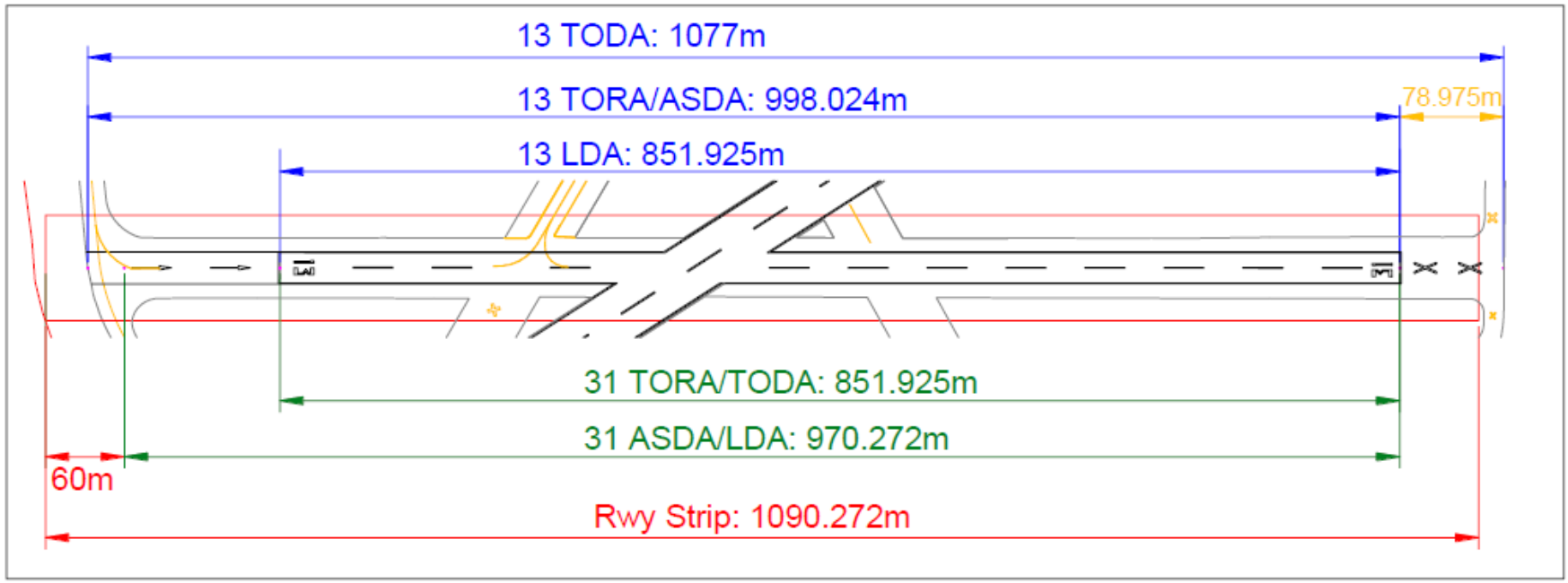
3.10.1 Runway 10/28



Aerodrome: BLACKPOOL						
Runway: 10	Runway True: 094.64°	Dimensions 1868M x 45M	Surface Type: Asphalt	PCN: 33/F/A/W/T	Runway Code: 4D	Approach Non-precision instrument
Calculation of Declared Distances						
TORA	1868M	Begins: At beginning of pavement			Ends : At end of pavement	
TODA	2170M				Ends : 301m beyond end of pavement	
ASDA	1868M				Ends : At end of pavement	
LDA	1868M	Begins: At beginning of pavement			Ends : At end of pavement	
Intersection Departures 10 Echo						
TORA	1017M	Begins: From the western edge of intersection with taxiway Echo			Ends : At end of pavement	
TODA	1319M				Ends : 301m beyond end of pavement	
ASDA	1017M				Ends : At end of pavement	
Intersection Departures 10 Delta						
TORA	1452M	Begins: From the western edge of intersection with taxiway Delta			Ends : At end of pavement	
TODA	1754M				Ends : 301m beyond end of pavement	
ASDA	1452M				Ends : At end of pavement	
Safety Surfaces						
Runway strip semi width confirmed as: 140 metres		Cleared and Graded semi Width confirmed as: 105 metres			Runway strip ends confirmed as: 60 meters	
Take Off Climb Surface confirmed as: 1:50 originates at end of clearway		Approach surface confirmed as 1:50 originates 60m before LDA			Transitional surface confirmed as: 1:7	

Aerodrome: BLACKPOOL						
Runway: 28	Runway True: 274.66°	Dimensions 1868M x 45M	Surface Type: Asphalt	PCN: 33/F/A/W/T	Runway Code: 4D	Approach CAT 1 Precision instrument
Calculation of Declared Distances						
TORA	1868M	Begins: At beginning of pavement			Ends : At end of pavement	
TODA	2129M				Ends : 260m beyond end of pavement	
ASDA	1868M				Ends : At end of pavement	
LDA	1868M	Begins: At beginning of pavement			Ends : At end of pavement	
Intersection Departures 28 Echo						
TORA	866M	Begins: From the eastern edge of intersection with taxiway Echo			Ends : At end of pavement	
TODA	1127M				Ends : 260m beyond end of pavement	
ASDA	866M				Ends : At end of pavement	
Safety Surfaces						
Runway strip semi width confirmed as: 140 metres		Cleared and Graded semi Width confirmed as: 105 metres			Runway strip ends confirmed as: 60 metres	
Take Off Climb Surface confirmed as: 1:50 originates at end of clearway		Approach surface confirmed as 1:50 originates 60m before LDA			Transitional surface conformed as: 1:7	

3.10.2 Runway 13/31



Aerodrome: BLACKPOOL						
Runway: 13	Runway True: 127.31°	Dimensions 998M x 24M	Surface Type: Asphalt	PCN: 14/F/A/W/T	Runway Code: 2B	Approach Visual
Calculation of Declared Distances						
TORA	998M	Begins: At the end of the pavement			Ends : 73m before end of pavement	
TODA	1077M				Ends : At end of pavement	
ASDA	998M				Ends : 73m before end of pavement	
LDA	851M	Begins:150m after start of pavement (at displaced threshold)			Ends : 73m before end of pavement	
Safety Surfaces						
Runway strip semi width confirmed as: 40 metres		Cleared and Graded semi Width confirmed as: 40 metres			Runway strip ends confirmed as: 60 metres	
Take Off Climb Surface confirmed as: 1:25 originates at end of clearway		approach surface confirmed as 1:25 originates 60m before LDA			Transitional surface confirmed as: 1:5	

Aerodrome: BLACKPOOL						
Runway: 31	Runway True: 307.32°	Dimensions 998 x 24M	Surface Type: Asphalt	PCN: 14/F/A/W/T	Runway Code: 2B	Approach Visual
Calculation of Declared Distances						
TORA	852M	Begins: 73m after beginning of the pavement			Ends : 150m before end of pavement at 13 threshold	
TODA	852M				Ends : 150m before end of pavement at 13 threshold	
ASDA	970M				Ends: 24 M before end of pavement.	
LDA	970M	Begins: 73m after beginning of the pavement			Ends: 24 M before end of pavement.	
Safety Surfaces						
Runway strip semi width confirmed as: 40 metres		Cleared and Graded semi Width confirmed as: 40 metres			Runway strip ends confirmed as: 60 metres	
Take Off Climb Surface confirmed as: 1:25 originates at end of clearway		approach surface confirmed as 1:25 originates 60m before LDA			Transitional surface conformed as: 1:5	

3.11 Allocated Engine Run Zones

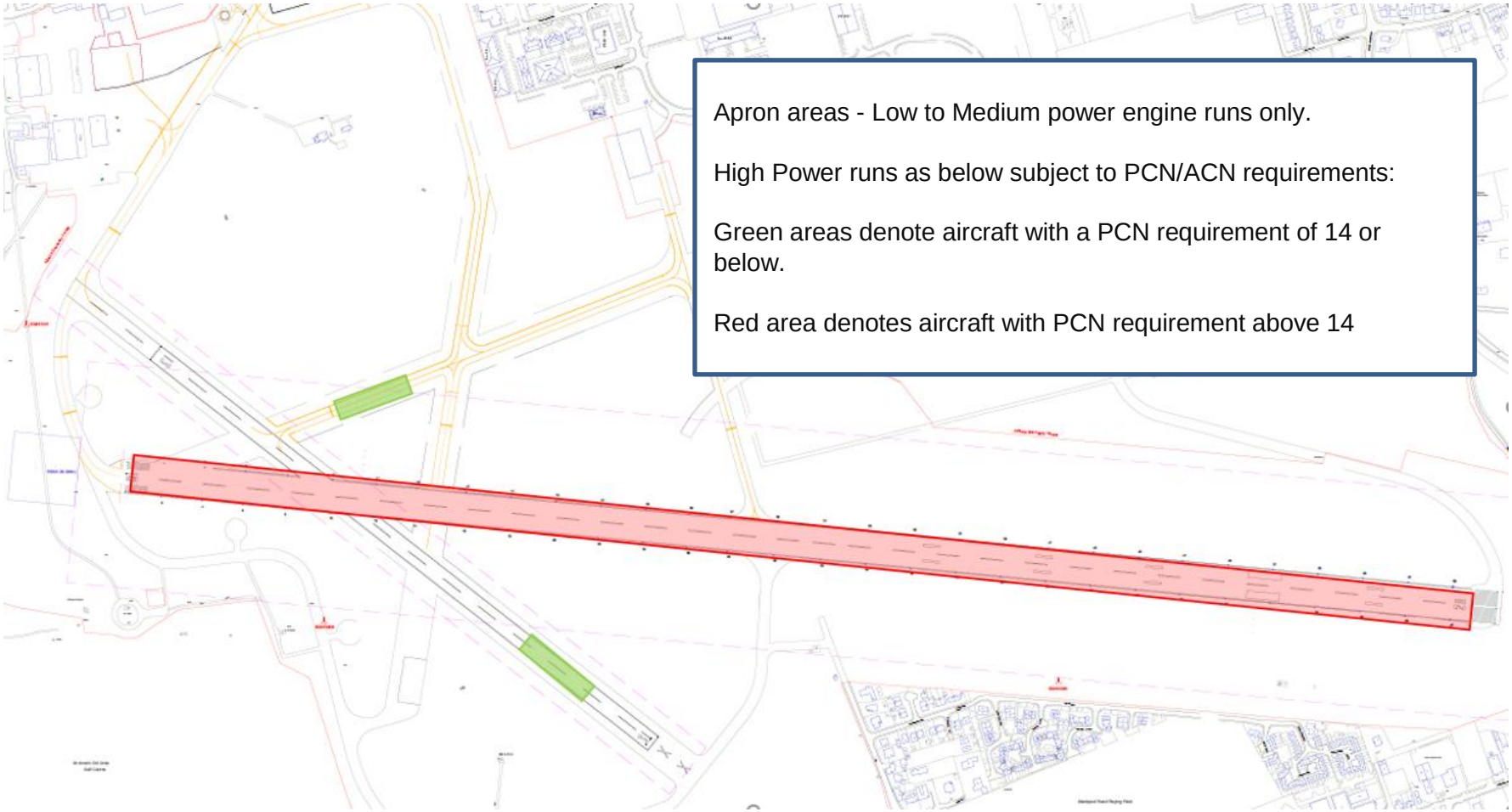
The allocated engine run zones and conditions are indicated in Appendix A

3.12 Engine Run Procedures

All engine runs are subject to ATC permission, the following criteria apply:

- Runs are to be carried out during normal operational hours only. Any variation from this must be approved by the DATCO
- ATC must be notified in advance, late notifications may result in delays for approval.
- Permission is at the discretion of ATC, the following details must be provided:
  1. Operator
  2. Location for engine run
  3. Planned start time
  4. Planned duration
  5. Level of power to be used
  6. Reason for engine run
- Runs must be carried out at an agreed location and in accordance with the criteria in Appendix A.
- Engine runs on the apron are permitted if low – medium power.
- The Aircraft operator is reponsiible for ensuring adequate separation from other aircraft to mitigate efflux in consultation if required with the DATCO.
- All authorised engine runs must have a person monitoring the ATC frequency.
- Engine runs shall not be permitted on runway 31 whilst HTA 31 is in use.
- Engine runs shall not be permitted on taxiway Charlie whilst HTA 25 is in use.
- It is the responsibility of the person in charge of the aircraft to ensure that the engine start area is clear of personnel and equipment before start up and a FOD check of the area is undertaken prior to engine run commencement.

Appendix A. Engine Ground Run Zones



SECTION. 4 OPERATIONAL PROCEDURES

4.1 Aeronautical Information Service

4.1.1 BA provides aerodrome users with all information facilities and any changes of a temporary or permanent nature.

4.1.2 A self briefing room is situated in the Control Point located in the VSP.

4.2 Aerodrome Inspections

4.2.1 **Overview** - Aerodrome Inspections will consist of the following types and frequencies:

- Daily Surface and Lighting inspections – Level 1;
- Routine Inspections- Throughout the operation when possible;
- Special Surface Inspection- During snow and ice conditions, after completed airside works etc;
- Post incident- i.e. runway excursion, aircraft accident- checks for FOD, damage, fuel spill etc;
- Weekly-Level 2- Detailed check of facilities and pavement areas;
- Monthly Level 3- Management review of all pavement areas and facilities;
- 11 Monthly Runway Friction Assessment;
- Annual Engineers pavement inspection.
- 5-10 Yearly (as required) Pavement Evaluation Survey

4.2.2 **Daily Surface and Lighting Inspections / Routine Inspections CIMS Form: AO/2.0.19** (S drive/Airfield Operations and handling/Airfield Inspection reports)

4.2.2.1 Responsibility for initiating the first daily Surface and Lighting Inspection (pre-opening) rests with the ATSA upon commencement of shift, the duty ATCO is responsible for ensuring that this has been completed prior to opening watch.

Responsibility for initiating the remaining daily, routine, special surface or post incident airfield inspections rests with the duty ATCO throughout the period of the airport operational hours.

Note: for wildlife inspections there is a bird control officer presence on the airfield throughout the operational hours undertaking patrolling and scaring actions, assistance will be provided by the ATCO for route clearance, approval for the use of rockets or laser and observation of bird hazard from the VCR and access to the runway areas for monitoring and scaring actions

4.2.2.2 Inspections are undertaken by suitably trained individuals who have successfully completed the Blackpool Airport aerodrome inspection course. The course will allow the individual to conduct Daily Inspections/Runway Inspections/Special Surface Inspections/Management Inspections and Lighting Inspections.

4.2.2.3 The movement area should be inspected by aerodrome operations staff: (ATC-ATSA, Airfield electrician/maintenance, supported by RFFS when required) **at least twice a day**, although this may be increased dependent upon the movement rate and duration of operations,

additional routine inspections should be spread over the main times of operational activity.

4.2.2.4 A minimum of two inspections to incorporate surface and lighting are to be undertaken for the current published operating hours. The first inspection shall take place before flying commences and the second prior to night flying, or, during summer months between 1700 and 1900L to ensure all areas are safe for the movement of aircraft.

4.2.2.5 Daily Surface and Lighting Inspections are to consist of a visual inspection of all areas of the movement area and will include checks for:

- FOD, including where sweeping is required;
- Surface state (Cracks, Holes, erosion, depressions, contamination, FOD, Vegetation, sweeping required, excess water);
- Signage- A visual inspection looking for any signs of damage, deterioration;
- Lights-Runway lighting, taxiway lighting, obstacle lighting, approach lighting (within boundary), apron lighting. Visual check for serviceability of lights and any signs of damage;
- Surface Markings-runways, taxiways, aprons- checks for visibility, wear and tear, condition;
- Wildlife- wildlife patrol and scaring actions are to be undertaken prior to airport opening. Scaring actions are to be applied if birds are present prior to any movement;
- Contamination- excess water, snow, slush or ice, spillages.

4.2.2.6 The inspection should be carried out in a vehicle and driven at a speed of no more than 30 mph where possible, less in certain locations and conditions. If in the event of the inspection being interrupted by an aircraft movement, the inspection should be re-commenced at a position behind where the interruption occurred.

4.2.3 **Special Surface Inspection –** Will be carried out should any one of the following occur:

- At the onset and regularly during snow and or freezing conditions and any applicable pre or post treatment measures; Following any aircraft that abandons take off or reports poor braking actions;
- When advised by aircrew of occurrences or observed difficulties that requires further detailed inspection;
- Following completion of works in progress;
- An incident occurs on the runway that may deposit debris.

4.2.3.1 This list is not exhaustive and a Special Surface Inspection may be requested at the discretion of ATC and/or Airport Management.

4.2.4 **Post incident –** to be carried out as required i.e. runway excursion, aircraft accident- checks for FOD, damage, fuel spill etc.

4.2.5 **Weekly Inspections CIMS Form: AO/2.0.19** (S drive/Airfield Operations and handling/Airfield Inspection reports)

4.2.5.1 All aerodrome pavements within the movement area are inspected in more detail at least once a week. This is conducted/initiated by the ATEMM. Support is also available from RFFS / Operations Department supervisory staff.

4.2.5.2 The inspection is to provide a more in depth analysis of the areas listed on the daily inspection

regime and to monitor issues, identified within daily and routine inspections, for further deterioration that may require re assessment by the Operations Meeting.

4.2.5.3 The inspection provides a more in-depth inspection on the integrity of:

- Aerodrome pavements- all areas of runways, taxiways and aprons. Particular attention to those areas subject to high loads and jet blast such as departure taxiways, thresholds;
- Signs-physical check of integrity and fixings;
- Surface markings;
- Lighting;
- FOD;
- Wildlife (including attractants) - standing water, nesting habitats, food sources.

4.2.5.4 In addition:

- Runway drainage - including inspection of drainage on runway edges and drainage ditches for sediment build up;
- Clear and graded areas-erosion, holes, obstacles;
- Grass height - in accordance with habitat management requirements for long grass policy and grass length around signage, lighting and with ILS/GP sensitive areas.

4.2.5.5 The inspection should be carried out in a vehicle and driven at a speed of no more than 20 mph where possible and physical inspections where listed. If in the event of the inspection being interrupted by an aircraft movement, the inspection should be re-commenced at a position behind where the interruption occurred.

4.2.6 **Monthly Inspection** CIMS Form: AO/2.0.18 –(S Drive/Airfield Operations and Handling/Airfield Inspection Reports)

4.2.6.1 A monthly Level 3 inspection of all airfield areas shall be conducted by the ATEMM/Maintenance with support from the SAFO / ATSM / OSCM where required.

4.2.7 **Inspection Reports**

4.2.7.1 All inspections undertaken by Inspection trained staff are to be recorded on the Blackpool Airport Surface Inspection Report Form' located in S Drive/Airfield Ops & Handling titled CIMS/BA/AO 2.0.19 with the name of the person who undertoo the inspection.

4.2.7.2 Items requiring immediate/urgent attention out of normal hours should be reported via the On Call Duty Manager for immediate response.

4.2.7.3 The folder on the S drive can be accessed by all staff. No changes may be made to any form within the folder. The folder will be sub divided into year and month subfolders.

4.2.8 **Processing of Inspection Reports**

4.2.8.1 Inspection forms received by the ATEMM/Maintenance will, normally, be for information only. Forms sent to the ATEMM/Maintenance will be collated and the issues/defects observed will be raised as agenda items at the Operations Meeting. The meeting will allocate rectification action and timescales as required. Any item that does not require immediate action will be

recorded for monitoring during the Weekly Management Inspection.

4.2.8.2 Any issues of concern are raised at the Operations Meeting.

4.2.8.3 The Operations Meeting will issue a list of previously reported issues that can be exempted from future Airfield Inspection Reports.

4.2.9 **11 Monthly Friction Assessment**:

4.2.9.1 In accordance with CAP 683, The Assessment of Runway Surface Friction Characteristics, Runway friction levels on Runway's 10/28 and 13/31 will be assessed on an 11 monthly basis whereby friction levels will be assessed and, where required, remedial works applied to improve low or reduced friction readings in accordance with The Maintenance Planning Level (MPL) and The Minimum Friction Level (MFL).

4.2.10 **Annual Surface Inspection**

4.2.10.1 All pavements within the movement area are subjected to inspection by a professional qualified engineer at least once a year. Inspections may be undertaken on foot and will cover the whole of the movement area or a statistically significant sample.

4.2.11 **Pavement Structural Evaluation Survey**

4.2.12 A detailed pavement structural evaluation is required every 5-10 years. However, the frequency will depend on the age, condition and usage of each area. Due to the low frequency of larger aircraft (737-800 for example) and therefore reduction of weight and wear and tear on the main runway and taxiways, a detailed review of pavement bearing strength and structural evaluation would be estimated at being required every 7 years unless current maintenance schedules or infrastructure developments require otherwise.

4.3 Sweeping and FOD Removal

4.3.1 Details on FOD Removal are in CIMS/BA/AO 004 - Airside Safety Procedures Manual, Section 10.

4.3.2 Any required sweeping will be highlighted during the daily inspection. Small scale sweeping is carried out by a member of Airport staff. Larger areas of sweeping will be carried out with a mechanical sweeper or using the towable 'FOD boss'. ATEMM/Maintenance is responsible for the hiring of the mechanical sweeper.

4.4 Meteorological Information

4.4.1 Airport Meteorological Services are defined in the UK AIP.

4.4.2 **MET Reports**

4.4.2.1 Only accredited observers may provide weather reports from the ATC Unit BA.

4.4.2.2 Weather observations are made at H+15 and H+45 mins for insertion on H+20 and H+50 reports on METAR.

4.4.2.3 Route forecasts, area forecasts, wind and met warnings are issued from Exeter or other approved Met Office distributers. The local Meteorological Office for BA is Exeter.

4.4.2.4 Wind information passed to aircraft must be in accordance with MATS Part 1 Sect 3 Ch1 Para1 9E.

4.4.3 **Surface State Reporting**

4.4.3.1 The runway surfaces are inspected and promulgated as listed in MATS Part 1, Section 2, Chapter 7

4.4.4 **Copperchase – ATIS**

4.4.4.1 ATIS is an automatic real time voice synthesized system. It acquires data continuously from Copperchase system and broadcasts the same data as displayed in ATC.

4.4.4.2 Each message includes the time of acquisition of the data (rounded back to the nearest 5 minutes). Certain elements of the broadcast change frequently – reflecting the changes detected and displayed on Copperchase. The ATIS is transmitted on 127.205 MHz

4.4.4.3 In addition to the weather elements Copperchase ATIS may include the runway state, NAVAID status and other warnings pertinent to Pilots..

4.5 Low Visibility Procedures

4.5.1 Low Visibility Procedures are implemented in accordance with MATS Pt2 Section 1 Chapter 15.

4.5.2 RVR`s are carried out in accordance with MATS Pt2 Section 1 Chapter 15.

4.6 Runway Surface Friction Conditions

4.6.1 CIMS/BA/AO 005, Winter Operations states the procedures and responsibilities to be adopted in the event of snow, slush and ice.

4.6.2 The OSCM is responsible for ensuring compliance with CAP 683 ‘Procedures for Runway Surface Friction Characteristics’.

4.6.3 The following Friction Surveys will be conducted:

Classification	Runway 10/28
Monitoring	11 monthly

4.6.4 Friction surveys are carried out by Pavement Testing Services Limited in accordance with CAP 683 and all reports generated will be returned to the OSCM.

4.7 Aerodrome Facilities Reporting

4.7.1 **NOTAM Action**

4.7.1.1 The Licensee is responsible for notifying the relevant authorities of any errors or omissions in the aerodrome information published in the UK AIP or NOTAMs and of any impending changes in the aerodrome or its facilities likely to affect this information. The ATSM/SATCO/OSCM/AM are responsible for notifying the CAA Aerodromes Standards Department of all changes.

4.7.1.2 Any changes to any operational status of these facilities will be notified by NOTAM.

4.8 Aviation Activities

4.8.1 Any user of Blackpool's Airspace (the dimensions of which are promulgated in the UK AIP), are subject to the following:

- The Rules of the Air;
- UK AIP;
- MATS Part II;
- Special restrictions by NOTAM.

4.9 Procedure for Recording Aircraft Movements

4.9.1 Air Traffic Control using standard CAA format records all aircraft movements.

4.9.2 The Computer movement record is maintained by the ATSA using information derived from the flight progress strips.

4.9.3 Flight progress strip(s) are retained for as detailed within MATS Part 2.

4.9.4 Monthly movement records are issued to NATS (LTD) for the benefit of en route charge verification.

4.10 The Control of Works

4.10.1 **Planning and Development**

4.10.1.1 Major Projects are identified within a Capital Development Programme all projects that change the physical characteristics of the Aerodrome require prior approval by the CAA as part of Condition 3 of the Aerodrome Licence and in accordance with CAP 791

4.10.2 **Major Projects**

4.10.2.1 When a project has been identified, discussions will initially take place between the AM and the CAA (Designated Operations Inspector).

4.10.2.2 Once a layout has been identified the guidance on Aerodrome Development Procedures (CAP 791) should be followed and submitted to the CAA for approval. On completion of the work the CAA will attend site for an operational review and final sign-off for use.

4.10.3 **Appointment of Responsible Nominated Person**

4.10.3.1 In the case of a major project, the detailed design/supervision of the works will be vested in a project architect/engineer.

4.10.3.2 All projects are subject to strict control on site. The line manager implementing the works will be responsible for site liaison.

4.10.3.3 Notwithstanding the above, all changes are additionally subject to the Change Management Procedure.

4.10.4 Control of Works

4.10.4.1 Construction, maintenance and repair work must regularly be conducted at BA to ensure continual development and safe operations. This work may take place at any time of the year and/or day and night.

4.10.4.2 As part of the effective safety management at BA it is essential that, before any work on the Movement Area (Manoeuvring, Apron and Maintenance areas) is authorised, and that arrangements are in place, which ensure there is no adverse impact on existing levels of safety. The procedures for the control of works are detailed in the Airside Safety Procedures Manual.

4.10.4.3 External suppliers must satisfy the relevant Safety Management Standards and safety requirements. The procedure for this is documented in BA's Contractor's Code of Practice Document, which is issued to contractors before work commences on site.

4.10.4.4 To ensure safe operations, an assessment is made of the following:

- All airside works will be formally assessed for their safety significance of airside operations;
- A works permit system will be used at all times;
- Contractors and working parties will be fully briefed before work commences, especially when on the manoeuvring area;
- Any cranes operating in the vicinity of the aerodrome will be controlled to ensure flight safety is maintained at all times;
- The ATEMM or nominated site supervisor, will monitor, manage, control, supervise all works airside, and also will return airside areas back to operational service where applicable;
- All interested parties will be informed of the works by the airport information notification system
- Future and planned aerodrome developments will be considered for their operational impact and notified to the CAA for their consultation;
- The OSCM, ATSM and safeguarding officer will ensure developments on and off the airport do not affect flight safety, including protecting the obstacle limitation surfaces, the instrument approach procedures, the risk of bird strikes and future airport development.

4.10.5 Minor Works

4.10.5.1 Minor works airside will be planned in advance. The general procedures for operating airside will be arranged and co-ordinated usually by the ATEMM (or any other manager responsible for the works) and, if necessary, the CAA Aerodrome Standards.

4.10.5.2 The ATEMM (or other responsible manager) is responsible for notifying ATC concerning all works airside.

4.10.5.3 Prior to the commencement of any such work, a responsible representative of the working party will receive a final briefing from the manager responsible for the works, who will sign the Airfield Work Permit in accordance with MATS Part 2 and Control of Contractors procedures.

4.10.5.4 Work in progress which restricts the use of the aerodrome or its facilities will be promulgated by NOTAM. A copy of such notification will be sent to all interested parties.

4.10.6 **Control of Access to Aerodrome**

4.10.6.1 Whenever contract works are being undertaken on the Aerodrome, strict control of access will apply. This is normally achieved by restricting access to one single entry/exit point.

4.10.6.2 If entrances other than the Vehicle Search Point are used (e.g. plant, equipment and material delivery), these will be subject to prior notification and escorted while on site.

4.10.7 **Works Services**

4.10.7.1 All contractors providing works services on the airfield must be able to satisfy the responsible manager that they:

- are competent to undertake the work;
- have the necessary technical constitution approvals;
- are on an approved list;
- have a robust Health and Safety Policy;
- fully understand the Airport's Safety Procedures;
- have the necessary level of insurance cover;
- can meet the timescale and comply with any restrictions imposed.

4.11 Control of Access to Aerodrome

4.11.1 **Access to Airside**

4.11.1.1 The main access to airside areas for personnel and vehicles is via the VSP. This access is controlled by Airport Security.

4.11.1.2 Vehicles and personnel entering airside via the VSP access point must not, under any circumstances, be given approval to enter the manoeuvring area without permission from ATC. Exception ATC staff routeing VSP – ATC with free roam endorsement

4.11.1.3 Vehicles and personnel must not be allowed to enter the manoeuvring area without an escort, unless equipped with a radio and hold the appropriate pass.

4.11.1.4 When unmanned, the gates are closed and locked. Security staff control access to the main critical part on the main apron.

4.11.2 **Secondary Access**

4.11.2.1 In the event of secondary access being required the Western Access Security Gate (crash gate 5) would be opened. The Access would be controlled by Security.

4.11.2.2 Where necessary specific operational instructions will be issued relating to security matters.

4.12 Aviation Fuel Safety

- See also UKAIP AD 2 EGNH –1-1 Para 2.3 & 2.4;
- CAP 642;
- DSEAR/ATEX/JIG 4 Regulations;
- The use of large fuel bowsers in confined and busy parking areas will not be permitted.
- Third party operators of fuel bowsers on the aerodrome must seek approval from the airport authority (OSCM) to operate and satisfy the appropriate safety requirements- third party operators will be subject to audit and inspection for ongoing safety assurance due to the hazardous nature of fuelling

4.12.1 Fueling Zone and Vent Points

4.12.1.1 Industry best practice requires the establishment of FUELLING ZONES before fuelling commences. These zones should be regarded as extending not less than 6 metres (20 feet) radially from the filling and venting points on the aircraft and fuelling equipment.

4.12.1.2 During fuelling, air and fuel vapour are displaced from the aircraft tanks. This potentially explosive vapour is expelled from the aircraft via vent points that are usually situated at the wing tips.

4.12.1.3 Within the fuelling zones, all personnel must avoid any activity involving the risk of fuel vapour ignition.

4.12.1.4 Smoking (including e-cigarettes) is prohibited everywhere airside at BAOL but danger could result from the use of naked lights, the operation of electrical systems or the sparks from exposed iron or steel studs on footwear or from tools.

4.12.1.5 In addition, engines must not be left running in the fuelling zones, particularly in the vicinity of fuel vents.

4.12.1.6 When de-fuelling takes place, the receiving tank of the de-duelling vehicle will be venting. Consequently, a fuelling zone, as detailed above, must be established around the vehicle vent points.

4.12.2 Precautions Prior to Fuelling

4.12.2.1 The aircraft is to be firmly restrained on the stand with brakes applied and / or chocks in position in line with established aircraft operator procedures. It is preferable that both methods of restraint are used when aircraft brake systems requirements do not make this impracticable.

4.12.2.2 All personnel working in the vicinity of any aircraft while it is being refuelled are to ensure that they do not obstruct escape routes by which fuelling vehicles may leave the aircraft rapidly without having to manoeuvre.

4.12.2.3 All personnel involved in the fuelling of aircraft are to be fully aware of the procedure for summoning the Airport Fire Service - use of radio where the radio is intrinsically safe via ATC on channel 1 or (Dial 8-999 (internal) or 01253 472 549 (external) and ask for Fire Service.

Note: use of phones and radios should be outside of the fuelling zone unless intrinsically safe.

4.12.3 General Precautions

4.12.3.1 Aircraft borne auxiliary power units (APU) that have an exhaust efflux discharging into the fuelling zone must, if required to be running during the fuelling operation, be started before filler caps are removed or fuelling connections made. If the APU is stopped for any reason during the fuelling operation, it should not be restarted until the flow of fuel has ceased and there is no risk of igniting fuel vapours.

4.12.3.2 The replenishment of oxygen systems is not to take place when fuelling is in progress.

4.12.3.3 Only those aircraft switches essential to the fuelling operation are to be switched when fuelling is in progress, except that switches essential to the servicing of the aircraft may be operated subject to the authorisation of the Fuelling Supervisor.

4.12.3.4 Aircraft external lighting and strobe systems are not to be operated during fuelling. In the event of an emergency such as a bomb alert or fire, either on the aircraft being fuelled or on an adjacent aircraft, fuelling is to cease. If the presence of fuel vapour is detected by Cabin Staff or flight crew in the aircraft interior, or any hazard or potential hazard is observed during the fuelling operation, the fuelling operator is to be informed immediately.

4.12.4 Fuelling of Aircraft with Passengers On-board and During Embarkation and Disembarkation

4.12.4.1 In general, passengers should be disembarked prior to the commencement of fuelling. However, the operator may deem this to be inappropriate. It is the responsibility of each airline to determine whether fuelling of its aircraft should take place with passengers on board and the method by which this is to be carried out.

4.12.4.2 The following safety measures are to be taken when fuelling with Aviation Kerosene (Jet A1), with passengers on board or when airline or other staff are on board for maintenance or other purposes:

- Passengers / staff are to be warned that fuelling is taking place and they must neither smoke, use mobile phones or produce sources of ignition;
- The aircraft cabin “No Smoking” signs are to be illuminated together with sufficient interior lighting to enable the aircraft emergency exits to be identified;
- Ground servicing activities outside and within the aircraft are to be conducted in such a manner that they do not create a hazard;
- Exits are not to be obstructed by vehicles or equipment;
- Should an incident occur, the crew should be able to disembark the passengers via the aircraft steps or escape chutes without obstruction;
- Inside the aircraft cabin, the aisles between seats and the areas where the aircraft escape chutes may be deployed are to be kept clear of obstructions;
- When passengers are embarking or disembarking, their route is to avoid areas where fuel vapours are likely to be present, e.g. beneath fuel vent points, and they are to be under the direct supervision of airline staff at all times. The “No Smoking” rule is to be strictly enforced.

4.12.5 Aircraft Equipped WITH Automatic Inflatable Chutes

4.12.5.1 The following measures should be adhered to when refuelling aircraft equipped WITH automatic inflatable chutes:

- During fuelling, one set of aircraft passenger steps is to be positioned at the main passenger door normally used for the embarkation / disembarkation of passengers;
- As a precautionary measure, the left or right rear door is to be manned constantly by a member of the Cabin Staff and is to be available immediately for use as an emergency escape route using the automatic inflatable chute;
- The Fuelling Supervisor is to ensure that the area of ground beneath the door selected as an emergency escape route is kept unobstructed.

4.12.6 Aircraft NOT Equipped with Automatic Inflatable Chutes

4.12.6.1 The following measures should be adhered to when refuelling aircraft NOT equipped with automatic inflatable chutes.

- During fuelling, aircraft passenger steps are to be positioned at two of the main passenger doors normally used for the embarkation / disembarkation of passengers;
- Where aircraft are fitted with integral stairways and these are deployed, each may count as one means of egress;
- The Fuelling Supervisor is to ensure that two means to egress are available throughout the fuelling operation.

4.12.7 Persons Responsible for Fuel and Distribution

4.12.7.1 The Senior Refueller is responsible in accordance with the ANO for the safe and efficient operation of the fuel farm and organizing the duties of all refuellers. Avgas is available from static pumps and mobile tankers deliver Jet A1. Jet A1 is also available from one static pump at the fuel farm (overwing only) with restrictions in place during use for closure of the AVGAS fuelling lane notified to ATC when required.

4.12.8 Refuelling of Aircraft inside Hangars

4.12.8.1 Aircraft refuelling activities are normally to be confined to the apron areas where adequate provision for a fuelling area is available. Refuelling of aircraft inside hangars is only permitted for Jet A1 provided appropriate fire cover is in attendance provided by the airports RFFS. Minimum uplift quantities for fuelling are to be undertaken and fuelling bowsers are to remain outside of the hangar.

Fuelling of aircraft using AVGAS within hangars is not permitted due to the volatile nature of the fuel and vaporisation at normal ambient temperatures leading to a potentially flammable atmosphere.

4.12.9 **Helicopter Refuelling – Running Rotors**

4.12.9.1 Rotor running refuelling is at the discretion of the refueller and will normally be permitted to cover urgent and unusual circumstances such as:

- ambulance or other emergency service mission where time is of the essence
- when severe weather conditions make it inadvisable to stop engines/rotors
- operational safety requirements at the helicopter commander's discretion
- circumstances which would require the flight crew to carry out pre-departure checks normally undertaken by an engineer.

4.12.10 **Fuel Reception, Storage, Quality Control and Delivery**

4.12.10.1 The Senior Refueller is responsible for the day-to-day administration of the fuel installation and for ensuring that the following requirements are met.

4.12.10.2 Ensuring that when informed by ATC, that a departing aircraft has suffered an accident OR made a precautionary landing, records are checked so as to ascertain whether or not the aircraft refuelled at BA prior to departure. In the event that it has refuelled at Blackpool, then a fuel sample MUST be obtained from the appropriate installation and stored with daily samples pending instructions from the AAIB.

4.12.11 **Fuel Spills**

4.12.11.1 Fuel spill procedures are as detailed in the AO 004 - Airside Safety Procedures, Section 14 and EO 001 - Emergency Orders.

Further Information on fuelling procedures is contained within FR 01 Refuel Procedures Manual

4.13 Accident and Incident Reporting

4.13.1 **Procedure for Reporting Incidents (MORs)**

4.13.1.1 All incidents are to be reported by relevant persons in accordance with UK Regulation.

4.13.1.2 The list of reportable occurrences can be found in UK Reg (EU) No. 2015/1018 Article 4.1. All reports should be filed within 72 hours of the occurrence. Further guidance on reporting procedures can be found within GT 11.0 - SMS.

4.14 Removal of Disabled Aircraft

4.14.1 In the event of a disabled aircraft obstructing the runway or interfering with an approach aid, the ATCO shall consult with the AAIB, ATSM, OSCM, SAFO/RFFS, and the aircraft owner/operator/representative to formulate a plan of action to remove the aircraft as quickly as possible only.

4.14.2 The removal of crashed/disabled aircraft shall be conducted as per FI/07 – Disabled Aircraft Recovery Procedures.

4.15 Aerodrome Snow Plan

4.15.1 See CIMS/BA/AO 005 - Winter Operations

4.16 Wildlife Hazard Management Plan

4.16.1 BA recognises that birds are one of the major hazards to aircraft and as such the Airport's policy is to minimise the risk of bird strikes to aircraft on and around the Aerodrome by the planned and co-ordinated use of effective control methods.

4.16.2 The Airport will strive to maintain its Airfield and immediate surroundings in a bird- free state. It will implement this by having in place an organised, structured and well-trained bird control team who shall:

- Organise an effective system for the management of bird control;
- Deploy an effective bird detection and dispersal system;
- Identify the bird types which visit the aerodrome and continuously assess the bird strike hazard;
- Identify habitats which attract birds and take action to eliminate or reduce the attraction, including the use of a long grass policy;
- Report bird strikes to the CAA and ensure efficient two-way communication between airport management and the bird control team.

4.16.3 Further details are stated in CIMS/BA/AO 002 – Wildlife Hazard Risk Assessment and Management Plan.

4.17 Aerodrome Safeguarding

4.17.1 See CIMS/BA/AO 006 - Aerodrome Safeguarding Procedures.

4.18 Wind Turbines

4.18.1 See CIMS/BA/AO 006 - Aerodrome Safeguarding Procedures.

4.19 Runway Incursion and Excursion Prevention

4.19.1 The definition of a runway incursion is "Any occurrence at an aerodrome involving the incorrect presence of an aircraft, vehicle or person on the protected area of a surface designated for the landing and take-off of aircraft". a runway excursion is the event in which an aircraft veers off or overruns the runway surface during either takeoff or landing.

4.19.2 To assist in the awareness of this issue, BA has adopted the guidance prepared by Eurocontrol, European Action Plans for the Prevention of Runway Incursions and excursions. The guidance specifies a review of the following:

The aerodrome will apply particular attention to those recommendations listed for the aerodrome operator and Air Navigation Service Provider as detailed within both documents.

4.19.3 BA has set up a LRST TOR for this group as set out in the GT 11.0 - SMS.

4.19.4 The team discusses the issues above and analyses any data from BA or any other airport which is relevant to runway incursion and excursion awareness and prevention.

4.20 Monitoring Third Parties

4.20.1 BA is aware of its responsibilities under the ANO regarding the responsibility for the control of those areas inside the aerodrome boundary available for aircraft movements requiring the use of a licensed aerodrome.

4.20.2 Access to the airfield is controlled as described in paragraph 4.11. Third parties operating airside on a regular basis will have to complete Airside Safety Training as a minimum and other training for vehicles and specialist operations.

4.20.3 Irregular visitors to the aerodrome will require an escort from a suitably trained and competent BA pass holder.

4.21 Banner Towing Operations

4.21.1 ‘Sky Banner’ Ltd is the only operator approved to conduct banner towing operations at the aerodrome. Procedures for banner towing are contained within ATC Document- MATS Part 2.

4.22 Apron Management

4.22.1 Aircraft Parking Positions-General:

The Aircraft parking and management plan is designed to:

Separate fixed and rotary wing aircraft as much as possible, and
Provide adequate separation between light aircraft and larger types.

To facilitate this arrangement the aircraft parking areas are split into three separate stands- Stand 1, 2 and 3.

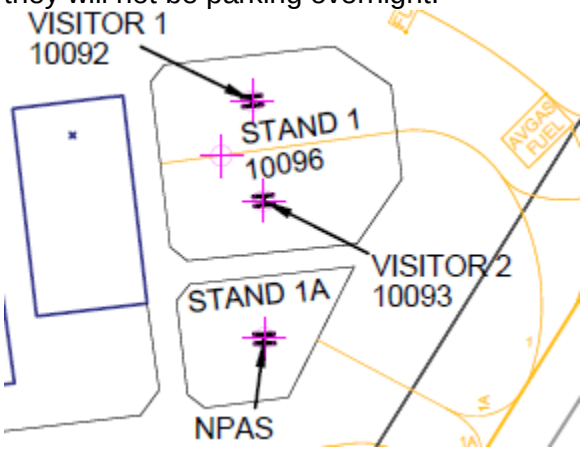
Aircraft to be handled by the handling agent, are notified via an Aircraft Movement Schedule (AMS), this is sent to ATC, Fuel, RFFS and Security. The AMS will detail parking, fire category, security and fuelling requirements.

Stand 1

Rotary-wing aircraft shall be directed to self-manoeuvre onto Stand 1 by ATC. There are two 'H' spots either side of the centreline, both with a max rotor span of 15m. Larger rotary-wing such as Chinook, A101 Merlin or Super Puma shall be marshalled and park on the centreline and limited to one aircraft on stand.
Note 1: in the event of stand 2 being full, Stand 1 can also be used for light aircraft overspill. Light aircraft will be instructed to park on the 'H' areas. Larger aircraft will require to be marshalled onto the centre line or orientated as required.
Note 2: Combination of aircraft types on the same stand shall be avoided, i.e. rotary-wing and fixed-wing aircraft should not be parked on the same stand.

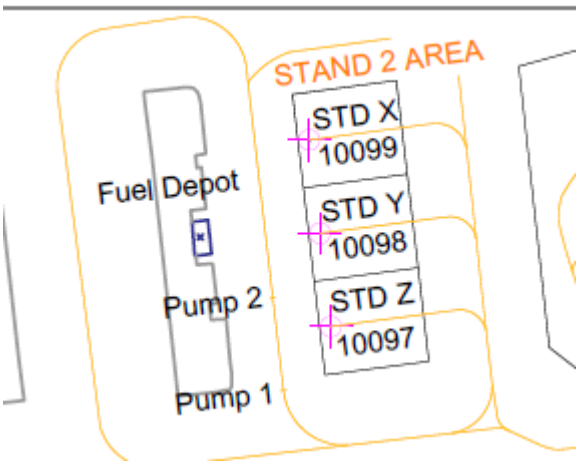
Stand 1A

National Police Air Service (NPAS) helicopter out of hours operations. Stand 1A shall be reserved for out of hours use by the NPAS helicopter. Staff must ensure that no other aircraft are parked on stand 1A overnight. Other aircraft may utilise stand 1A for parking provided that they will not be parking overnight.

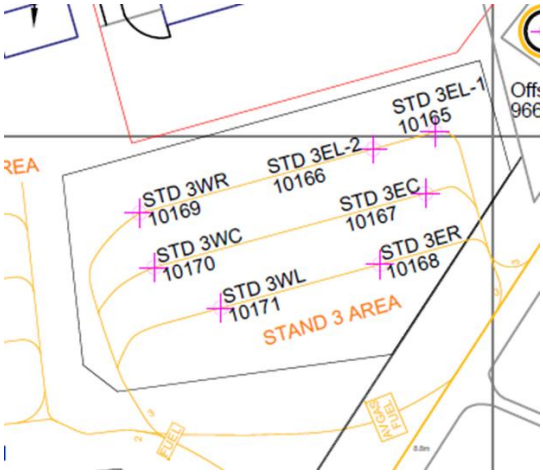


Stand 2 (Western end of the main apron, adjacent to fuel pumps)

Visiting light aircraft (Code A) shall be directed to self-manoeuvre onto Stand 2 by ATC.- Subject to availability, marshalling assistance may be requested and will be provided by the duty refueller. There are three parking boxes available named X-ray, Yankee and Zulu (North to South). Lead in lines are provided to aid visiting pilots in navigating to Stand 2 and AVGAS fuelling when entering the apron areas from taxiways Alpha and Bravo.



Stand 3



Larger aircraft Types (Code B and C) shall be marshalled onto stand 3 which is the main concrete apron area. Lead in lines are provided for Code B and Code C parking. Code C aircraft (maximum of one) shall use the centre lead in line and Code B shall use the outer two lead in lines.

Note 1: When a Code C aircraft is on stand, Code B are not able to parallel park on the outer lead in lines due to space restriction and wingtip clearance. However, Code B may be marshalled to the rearmost area of the lead in lines dependent upon the duration of stay and location to be marshalled.

Note 2: The southern part of Stand 3 may be used for light aircraft overspill parking in the event of Stand 2 being full.

Note 3: Non standard parking may be applied whereby aircraft will be marshalled facing to the south in the event of wind direction and strength requiring alternative orientation to prevent damage to control surfaces

4.22.2 Rotary Wing Aircraft Requiring AVGAS fuel

On occasion, visiting helicopters may require to refuel at the AVGAS pumps on the fuel farm. Should this be required, the following will be implemented:
Parking boxes Y and Z on stand 2 MUST be clear of parked aircraft to avoid rotor wash.
If a helicopter is hover taxiing, the fuelling lane must be closed down to all other aircraft and vehicles and ATC informed.
The fueller will marshall the aircraft along the white line which separates box Y and Z until the aircraft is at the eastern edge of the boxed area.The aircraft will then shut down and be pushed into its final position for refuelling.
ATC to be informed once complete.

4.22.3 Larger aircraft Types Requiring AVGAS Fuel

On occasion, larger aircraft such as those which are part of the Battle of Britain Memorial Flight will require AVGAS namely AVRO Lancaster and Douglas DC3 Dakota.
Should this be required, the following will be implemented:

- Parking boxes X and Y on stand 2 MUST be clear of parked aircraft.
- The fuelling lane must be closed down to all other aircraft and vehicles and ATC informed.
- If boxes X & Y are vacant the aircraft can taxi to the centre console under instruction of the marshaller, refuelled and then pushed back.
- ATC to be informed once complete.

4.22.4 **Parking for Aircraft Requiring a Security Restricted Area**

4.22.4.1 Aircraft requiring a temporary CP to be implemented will be prioritised parking in the North Western corner of the concrete part of the main apron in order to manage the screening requirements and transportation through a sterile area to the main apron. The handling agent or security staff should ensure ATC are aware of the parking requirements of any aircraft requiring to have a temporary CP implemented in orer to avoid parking other aircraft in the area unnecessarily.

4.22.5 **Airshow Parking**

Prior to any airshow event, ATC, Aerodrome Operations and the Handling agent will prepare a parking plan based on the known aircraft and this will be circulated to all operational departments in advance of the event.

4.22.6 **Fly-In Events**

Fly in events will be managed in a similar way to airshows in so much that ATC and Aerodrome Operations will provide all operational departments with a suitable parking plan in advance of the event. The handling agent will also be made aware of the parking plan.

4.22.7 **Apron Safety**

The company responsible for handling any flights on the main apron are responsible for:

- Ensuring a pre-arrival and post departure FOD check is undertaken.
- Control of Passengers to and from the aircraft
- Control of any vehicles to and from the aircraft
- Reporting any spillages or surface defects to the airport authority
- Liaising with the airport authority with regards to stand allocation and planning

4.22.8 Transfer of the aircraft between the Air Traffic Services Unit and the Apron Management Unit (or Ground Movement Controller)

Marshalling for aircraft requiring to be handled (over 3000Kg including all military flights) will be provided by the handling agent. For aircraft which do not require handling (below 3000Kg) aircraft can self position on instructions from ATC or, where required, the duty fueller can provide marshalling assistance.

SECTION. 5 VISUAL AIDS

5.1 Aerodrome Ground Lighting

5.1.1 Basic Licensing Requirements

5.1.1.1 Aerodrome ground lighting provides the pilot with location, orientation and alignment information in adverse visibility conditions and at night. BA is licensed to operate at night.

5.1.1.2 Where provided, the airfield lighting meets the requirements of CAP 168 Chapter 6 according to runway status and operating conditions.

5.1.1.3 Runway lighting is as described in UK AIP AD 2-EGNH 2.9 & 2.14.

5.1.1.4 ATC will display the lighting provided in accordance with the time of day and prevailing conditions that correspond to the requirements of CAP168 Table 6.1 and 6.4.

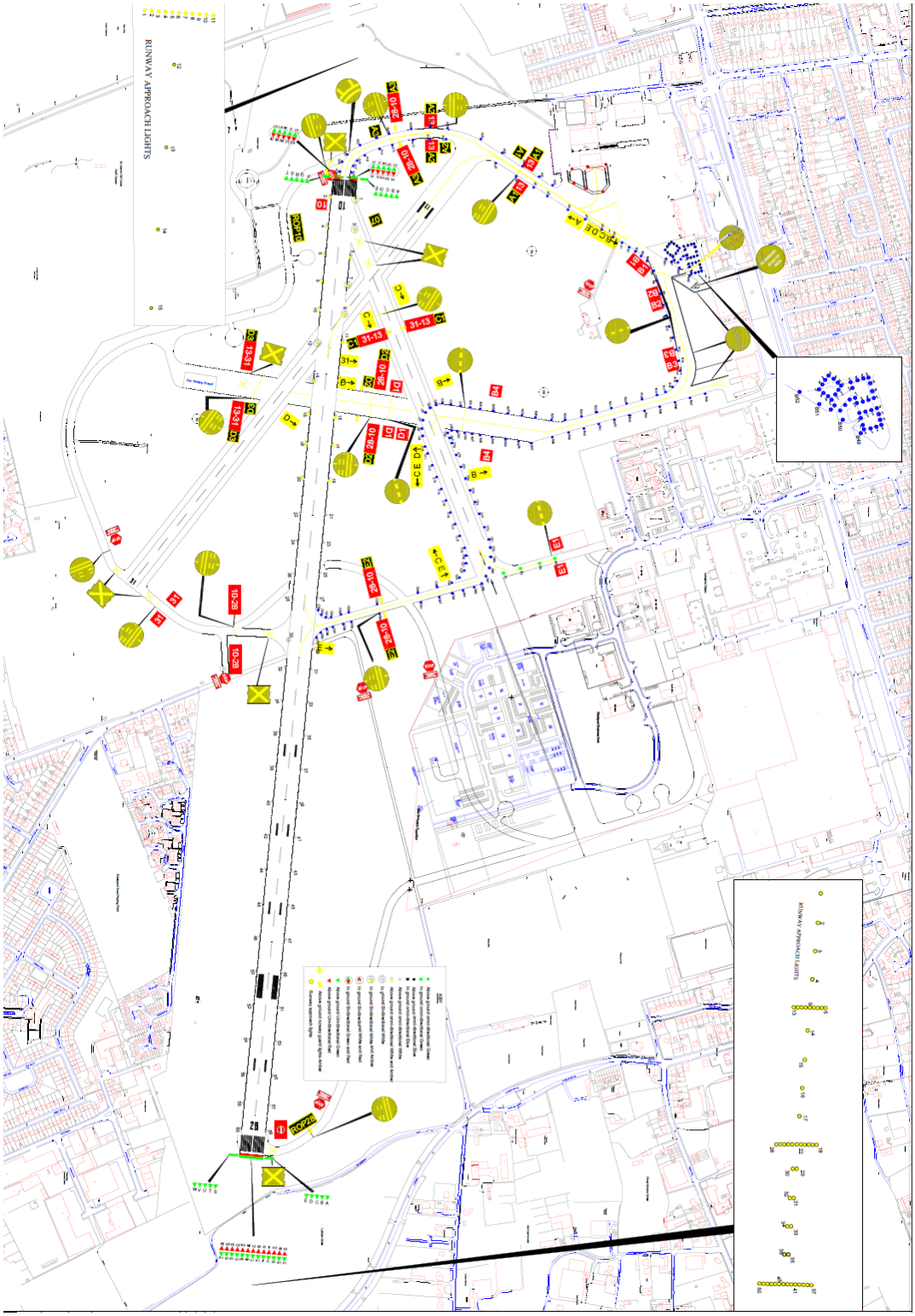
5.2 Description of Visual Aids

5.2.1 Approach and Runway Lighting

5.2.1.1 See UK AIP AD 2-EGNH-2.14.

5.2.2 Lighting, Signs and Surface Markings

Note: Off shore Helipads, Taxiway Bravo (B3-B4), Charlie (Western portion) and Delta currently fitted with reflective blue edge marking and reflective green centreline studs.



5.3 Brilliancy Settings

5.3.1 The intensity settings for all airfield lighting units are controlled from the VCR, linked to the tower sub-station, and thus the CCR's and primary control equipment. Airfield lighting is operated according to the specifications within CAP 168, Chapter 6 and the criteria contained in MATS Part 1. An abridged version of the CAP 168 brilliancy settings are contained in MATS Part 2.

5.4 Standby Power Arrangements

5.4.1 Diesel generators provide the standby power supplies. In the event of a mains power failure, the standby generators will come on line and continue to provide power until mains services are resumed. The Tower generator is run continuously when visibility 2 (reported met visibility or RVR drops to or is expected to drop to or below 800 metres) is in force, giving an almost instantaneous switch over in power supply to the equipment supplied by this generator in the event of a mains failure. Maximum switchover times will thus be in accordance with CAP168 Ch. 6 Table 6.5.

5.4.2 There are four diesel generators as follows:

- TOWER GENERATOR Situated in the building next to the tower block. This supplies power for all approach, including PAPI/APAPI, lighting, threshold, stop end, RWY, taxiway, most of the obstruction lights, VDF and all essential ATC services.
- WEST SUB-STATION Situated between RWY 10 & 13 thresholds. This supplies power to the ILS Localiser.
- EAST SUB-STATION Situated adjacent to the DME. This supplies power to the DME, NDB, and ILS Glide Path.
- MAINS Generator Situated landside in the car parks in front of the Admin building. This provides power to the telephone system.

5.5 Routine Flight Inspections

5.5.1 Routine ILS flight checks are carried out six monthly. The report is held by ATE.

5.6 Responsibility for Obstacle Lighting

5.6.1 All physical features within the airfield and its immediate environs, which are likely to infringe approach/take-off surfaces or are a hazard to navigation are marked with obstruction lights. The principal obstruction light locations are as follows:

- North and South side of Hangar 43;
- Anemometer Mast;
- Transmitter site;
- Windsock x 2;
- ATC VCR;
- Obstacle lights on Nav aids/Nav aid aerials;
- Blackpool Tower;
- Blackpool Pleasure Beach- Big One;
- Fylde Microsystems Radio Mast.

5.6.2 All except the last four are the responsibility of the Airport Authority.

5.7 Maintenance of Visual Aids

5.7.1 It is the responsibility of the Electricians/ATE to ensure the maintenance of the visual aids at BA. Regular maintenance schedules for each visual aid, and detailed instructions are included in the planned maintenance.

5.7.2 If a visual aid has to be taken out of service, the Electrician/ATE will contact ATC and a NOTAM will be generated if necessary. This NOTAM will be agreed by the ATSM or ATCO I/C.

SECTION. 6 RESCUE AND FIRE FIGHTING SERVICES

6.1 General

6.1.1 Document reference

- FI 02 – Fire Station Manual;
- FI 03 – Watchroom Procedures
- CAP 699;
- EO 001 – Emergency Orders;
- FI 05 – RFFS Training Manual
- FI 07 - Disabled Aircraft Recovery Procedures
- FI 08 – Breathing Apparatus policies & Procedures
- FI 10 – Equipment Test and Inspection Manual
- FI 12 – PPE Policy
- FI 20 – Task and Resource Analysis
- FI 29 - Off Airfield (100m) Response Assessment
- Fi 30 – RFFS Medical Equipment Analysis
- FI 31 – RFFS Medical and Fitness Policy

6.1.2 RFFS Category

6.1.2.1 The Aerodrome categories are based upon the requirements listed within CAP 168 Chapter 8 and provision of services, including staffing, fire-fighting media and equipment which is assessed by the Senior Airport Fire Officer using Incident Task and Resource Analysis methodology as detailed within CAP 1150- Guidance on delivering an effective Airport Rescue and Fire-Fighting Service (RFFS) Task and Resource Analysis.

6.1.2.2 Current provision of RFFS scale of services.

6.1.2.3 RFFS Category 4 0700-2100 provided Monday-Sunday. RFFS Category 5 is currently applied using remission factor (subject to operator acceptance) with RFFS Category 6 available, subject to a minimum of 24hrs notice. RFFS Category 6 flights operating with crew only will be accepted with RFFS Category 6 media levels, vehicle and discharge rates and the equivalent of RFFS Category 4 staffing (5 personnel) subject to acceptance by the operator.

6.1.2.4 The Airport Fire and Rescue Service is organised and equipped, manned, trained and operated to ensure the most rapid deployment of facilities to maximum effect in the event of an accident and at any event within the response time requirements set out in CAP 168 Ch 8.

6.1.2.5 The Air Navigation Order 2016 requires aircraft flying in the United Kingdom for specified purposes to use only a licensed, Government or Authority Aerodrome. At licensed aerodromes the scale of RFFS protection to be provided is determined by the overall length and maximum fuselage width of the largest aircraft expected to use the aerodrome. A movement is either a landing or take-off.

6.1.2.6 For all other movements of aircraft received on an occasional basis, the RFFS cover is to be provided to a minimum of the level appropriate for the specified aircraft as detailed in CAP 168

6.1.2.7 The scale of service provided is promulgated in the UK AIP EGNH 2.6.

6.1.2.8 Extension of airport operating hours can be arranged provided a minimum of 24 hours notice is given by the aircraft operator.

6.1.2.9 Any freight movements will be covered during normal operational hours. Outside of promulgated hours these movements will be reviewed on their individual merit and in accordance with CAP 168 Ch 8 Sec 8.19, table 81.A.

6.1.2.10 For aircraft movements above the promulgated category provided at the time, the RFFS OIC is to establish the upgraded Category no less than 30 minutes prior to the arrival time of the aircraft and for at least fifteen minutes after the time of departure of any aircraft or until the aircraft has reached its destination, whichever is the shorter. The duty ATCO is to be informed of the appropriate level of category upgrade by the RFFS via Ground Radio (Channel 1) at the time the category is increased and further informed when the category is decreased back to promulgated levels.

6.2 Depletion of RFFS

6.2.1 In the event of depletion of the provision of RFFS due to unforeseen circumstances, i.e. mechanical failure of a vehicle or a sudden illness/unavailability of a member of staff, the duty Officer in Charge must carry out the following actions:

- Inform the ATCO of the reduction on the promulgated RFFS category and expected duration of the depletion period, including the category currently available;
- Check the planned aircraft movements and categories;
- Inform the SAFO, OSCM, MD, FBM, SATCO, DATCO and ATSM of the depletion and expected duration;
- Arrange the return of the promulgated category at the earliest opportunity;
- When the level of RFFS protection are restored to the required category, the duty Officer in Charge is to immediately inform the SAFO, OSCM, MD, SATCO, DATCO and ATSM, and the relevant on call duty manager of the depletion and expected duration;
- Ensure that all actions are recorded in the Fire Station Logbook.

6.2.2 Exceptions to the above should be made for emergency landings and for occasions when, in the pilot's opinion, a diversion or hold may introduce a more significant hazard.

6.3 Appliances

6.3.1 3 x Major Foam Tenders (Fire 1, 3, and 4) deployed as follows:

	Optimum Deployment	**Minimum Deployment**
Category 1 - 2	1 x Major Foam Tender (MFT)	1 x Major Foam Tender (MFT)
Category 3-5	2 x Major Foam Tender (MFT)	1 x Major Foam Tender (MFT)
Category 6	3 x Major Foam Tender (MFT)	2 x Major Foam Tender (MFT)

6.3.2 The appliances meet the automotive standards as defined in the ICAO Airport Services Manual Part 1. Records of appliance automotive tests are kept at the Fire Station where all training tests, drills are recorded.

Table of Minimum Equipment Levels

RFFS Category 1 to 3	RFFS Category 4 to 6
Fire-fighting equipment (excluding fixed monitors and bulk powder units)	**Fire-fighting equipment (excluding fixed monitors and bulk powder units)**
Monnex 9kg x 2	Monnex 9kg x 4
CO2 x 1	CO2 x 2
45mm hose (23m) x 6	45mm hose (23m) x 12
70mm hose (23m) x 4	70mm hose (23m) x 8
Standpipe, turn-key and bar x 1	Standpipe, turn-key and bar x 1
Rescue and General Equipment	**Rescue and General Equipment**
Axe, aircraft non-wedging x 1 Saw, general purpose x 1 Crowbar x1 Side-cutting pliers x1 Set screwdrivers x1 Fire-resistant blanket x1 Ladder (5.5m) x 1 General purpose lines 15m/30m x 1 each Bolt cropper x1 Hacksaw (with spare blades) x1 Harness knife (with sheath) x2 Tin snips x1 Adjustable wrench x 1 Hook, grab or salving x1 Breathing masks (filter) x5 Battery operated reciprocating saw x 1 Battery operated disc cutter x 1 Blocks and chocks	Axe, aircraft non-wedging x 2 Saw, general purpose x 2 Crowbar x2 Side-cutting pliers x2 Set screwdrivers x 2 Fire-resistant blanket x2 Ladder (5.5m) x 2 General purpose lines 15m/30m x 1 each Bolt cropper x2 Hacksaw (with spare blades) x 2 Harness knife (with sheath) x 2 Tin snips x2 Adjustable wrench x 2 Hook, grab or salving x2 Breathing masks (filter) x8 Battery operated reciprocating saw x 2 Battery operated disc cutter x 2 Blocks and chocks
	Hydraulic combi-tool- facility for extrication and stabilization for larger aircraft
Stretchers- longboard/scoop x 2	Stretchers- longboard/scoop/KED x 3
First aid bag	First aid bag/Large medical bag
Defibrillator	Defibrillator
Lighting Equipment (excluding fixed appliance lighting for general scene illumination)	**Lighting Equipment (excluding fixed appliance lighting for general scene illumination)**
Portable lighting units x 4	Portable lighting units x 4
	P.E.M.S Lighting x 10
Hand held torches x 5	Hand held torches x 8
Breathing Apparatus (RPE) Equipment	**Breathing Apparatus (RPE) Equipment**
SCBA sets x 5 (5 spare cylinders=10 total)	SCBA sets x 8 (8 spare cylinders= 16 total)
Rapid deployment board x 1	Rapid deployment board x 1
BA Control board with ancillary equipment x 1	BA Control board with ancillary equipment x1
Particle filtration masks x 5	Particle filtration masks x 8

6.4 Staffing Levels

6.4.1 The person in charge of the Airport Fire Service is the SAFO.

6.4.2 Permanent station establishment:

1 x SAFO	=	Fire Service Manager;
2 x WM	=	Watch Manager;
3 x CM	=	Crew Manager;
10 x FF	=	Fire-fighter Staffing.

6.4.3 **Minimum Staffing for RFFS Category Provision**

RFFS Category 6	WM/CM/ 6 x FF	8 staff
RFFS Category 5	WM/CM / 5 x FF	7 staff
RFFS Category 4	WM/CM (or FF)/ 3 x FF	5 staff
RFFS Category 3	WM/ 4 x FF	5 staff
RFFS Category 2	WM or CM/ 3 x FF	4 staff

6.5 Appliance Media and Seating Availability

Appliance	**Water (litres)**	**Foam (litres)**	**Dis. Rate (litres pm)**	**C02 (kg)**	**Dry Powder (kg)**	**Seating**
Major Foam Tenders						
Fire 1-MFT	**6,000**	**720**	**4,500**	**10 (portable)**	**100 Monnex**	**4**
Fire 3-MFT	**4,500**	**600**	**4,500**	**10 (portable)**	**100 Monnex**	**4**
Fire 4-MFT	**6,000**	**720**	**4,500**	**10 (portable)**	**100 Monnex**	**3**
Totals	**16,500**	**2040**	**13500**	**30**	**300 (336) (Plus 36 portable in hand held)**	**11**
Note: the RFFS also currently operate 2 x 9L Lith-Ex AVD Extinguishers for use on Lithium Ion Battery fires- these are interchangeable across vehicles						
Utility Vehicles						
Fire 2-Pickup						**2**
Operations 19-Pickup						**2**

6.5.1 Minimum stock levels will not fall below those as detailed in CAP 168 Ch 8 for the promulgated category (4) but wil be monitored in accordance with RFFS Category 6 levels.

Foam- 948L performance level B at 6% required for RFFS Cat 6, which is the highest category expected to use the aerodrome: A 200% reserve of foam concentrate is required

Total on vehicles = 2040L-948= 1092 reserve on wheels, plus:

A minimum of 1000L foam concentrate is stored in stock which equates to the 200% reserve requirements.

Dry Powder (all MONNEX)– 225Kg for RFFS Cat 6- 336 in total with bulk units and hand held. PERREN engineering hold reserve stocks as they are required to attend site and replenish any discharged bulk units.For stock control purposes a detailed procedure is contained within FI 02 - Fire Station Manual.

6.6 Changes to RFFS Service Level Provision (RFFS Category Upgrades)

6.6.1 For aircraft movements above the promulgated category provided at the time, the RFFS OIC is to establish the upgraded Category no less than thirty minutes prior to the arrival time of the aircraft and for at least fifteen minutes after the time of departure of any aircraft or until the aircraft has reached its destination, whichever is the shorter. The duty ATCO is to be informed of the appropriate level of category upgrade by the RFFS via Ground Radio (Channel 2) at the time the category is increased and further informed when the category is decreased back to promulgated levels.

6.6.2 Ready Reckoning Guide for RFFS Category Provision- Media and Staffing:

Category	Staffing	Minimum Numbers of Vehicles
2	**4**	Fire 1 or 3 for media and seating ,if using Fire 4 add utility or MFT for seating x 1
3	**5**	Fire 1,3,or 4 for media, plus additional MFT or utility vehicle for seating
4	**5**	Fire 1,3,or 4 for media, plus additional MFT or utility vehicle for seating
5 (remission at Cat 4 if accepted by operator)	**7**	Two of either Fire 1,3 or 4 (media and seating)
6 (if crew only-Cat 6 media/Cat 4 staff)	**8**	Two of either Fire 1,3 or 4,if using Fire 4 add utility or MFT for seating x 1

6.7 Aircraft which may operate at a reduced category

6.7.1 The level of protection required for all-cargo, mail, ferry, training, test, positioning and end-of-life aeroplane operations, including those carrying dangerous goods, irrespective of the number of movements, may be reduced in accordance with the table below:

Actual Aircraft Category	RFFS Level of Protection Required
1	1
2	2
3	3
4	4
5	5
6	5
7	6

6.8 Fire Station Procedures

6.8.1 It is not within the scope of this manual to specify all RFFS procedures. Full details relating to training actions and procedures are contained within the following and held by the RFFS department:

- RFFS Station Manual;
- Risk Assessments;
- Fire Station Training Manual
- BA Emergency Orders.
- Equipment Test and Inspection Manual
- Breathing Apparatus Policy Manual

6.8.2 Any questions relating to RFFS issues should be addressed to the SAFO or duty Officer in Charge.

6.9 Call Out Procedures

6.9.1 ATC monitor all apron and manoeuvring areas. Any incident requiring RFFS attendance will be in accordance with the Airport Emergency Orders.

6.9.2 Some observations are made from the RFFS Watch Room via airfield CCTV and call out attendance is possible from this location, subject to co-ordinations with ATC and crash alarm activation.

6.9.3 In general the crash alarm and alerters will be the primary call out systems. This is supported by the radio, telephone or Fire Station crash alarm activation and tannoy system.

6.9.4 RFFS staff remain in constant communication with ATC via portable & fixed R/T at all times while off station on channel one. This includes training and any other areas within the airfield boundary the RFFS may expect to be during the course of their normal duties.

6.10 Response Times and Exercise Turnouts

6.10.1 To ensure minimum response times are achieved, quarterly response times are performed. Records of all response times and tests are documented and retained for reference and inspection. These include various locations from and to where the RFFS would be expected to respond and will include the testing of response times during extraneous duties.

6.10.2 Involvement of RFFS personnel in extraneous duties will be curtailed if for any reason the duty Officer in Charge considers response times will be compromised.

6.11 Training

6.11.1 The SAFO is responsible for the training programme and watch managers for the maintenance of training records for RFFS personnel in accordance with CAP 699. This training will include but not limited to the following:

- Realistic fuel fire training;
- Fire appliance driving and Operation;
- First Aid;
- Low Visibility Procedures;
- Health and Safety;
- Breathing Apparatus;
- Sufficient training will be provided on all items of RFFS equipment including rescue equipment.

6.11.2 A detailed and comprehensive station training program is contained within the Station Training Manual in accordance within CAP 699.

6.11.3 It is the policy of BA that all RFFS personnel must hold a valid HSE approved First Aid at Work qualification, renewable in accordance with current HSE policy.

6.12 RFFS Emergency Response Commitments

6.12.1 In the event of a fire, incident or emergency occurring within the airport requiring RFFS attendance this will be undertaken according to the following:

Location	Minimum Vehicles	Minimum Riding Strength
All Aircraft Emergencies (airfield)	All	Available depending on Fire Category
Aircraft Hangars	One	Available depending on Fire Category
Fuel Farm	One	Available depending on Fire Category
ATC Complex	One	Available depending on Fire Category
Off Airfield	All / One	Available depending on Fire Category

6.13 1000m Response Assessments

6.13.1 The areas within 1000m of the ends of runways are reviewed bi-annually. Any rectification work requiring attention will be the responsibility of the RFFS /Operations Department.

6.13.2 Visual assessments of the immediate area surrounding crash gates are carried out during inspections of the crash gates Weekly.

6.13.3 For incidents occurring outside the aerodrome boundary where a response from the RFFS is justified, egress from the airfield will be wherever possible through the airports 5 crash gates.

6.13.4 The crash gates are located as near as possible to provide access directly into the 1000m response areas thus reducing the need for driving on public roads.

6.13.5 The RFFS 1000m Response Assessment provides details on all areas within the 1000m response area gives guidance if a need exists for RFFS appliances to use public highways.

6.14 Landside Aircraft Incidents

6.14.1 The airport RFFS will normally only respond to aircraft accidents outside of the airport under special circumstances. In the event of an aircraft accident off the airport, procedures can be found in the Emergency Orders.

6.14.2 Special circumstances are:

- A request to attend from the Local Authority Fire Service;
- Humanitarian or moral grounds.

6.15 Domestic Incidents

6.15.1 Should any incident occur where life or property are at risk or the effects from such an incident have an effect on the safe operation of the airfield, the RFFS will attend as a first response.

6.15.2 The response will be minimalist to deal with the incident. Every effort will be made to maintain or recover the airfield category at the earliest opportunity. To this effect upon the arrival of the external emergencies services, control of the incident will be directed to them as soon as practicable.

6.15.3 Further detailed information with regard to domestic incidents are contained within the Emergency Orders.

6.16 Additional Water for use in Fire-fighting Operations

6.16.1 The RFFS Task and Resource Analysis - Sec 3 Water Needs and Supply Analysis (Doc FI 20) provides details on all water availability on the RFFS vehicles and the locations and types of external water sources available.

6.16.2 There are various fire hydrants on the airfield premises. Apart from the supply hydrant at the centre of the airfield (adjacent to the Taxiway Echo and the central link), the hydrants are located near the apron areas and adjacent to hangars. In addition, two water reservoirs have been constructed near the more remote areas of the airfield boundary. One reservoir is adjacent to 10 threshold and a similar facility is near to the threshold of runway 28. Each reservoir holds 140,000 litres of water and is fitted with a valve pipe to which suction hoses can be attached.

6.16.3 During any contractual (e.g. resurfacing, drainage) works on site, measures are taken to ensure that adequate additional water supplies are available. The adequacy of back up water sources is checked daily during contract works and contractors routes are chosen to ensure minimum disruption and guaranteed access.

6.16.4 In the event of disruption to water supplies, procedures are contained within the Station Manual to request an increase of the local authority PDA.

6.17 Flights Not Requiring a Licensed Facility

6.17.1 Private, ambulance flights not required to use a licensed facility will receive the appropriate level of RFFS category applicable to the aircraft operation in accordance with the operators AOC parameters. It is the responsibility of the handling agent and/or aircraft operator to ensure the appropriate RFFS category is requested in accordance with the type of aircraft movement.

6.17.2 The above flights requiring to operate outside of the normal operating hours of the aerodrome will receive the category that is requested by the aircraft operator or the handling agent. It is the responsibility of the handling agent and aircraft operator to ensure the appropriate RFFS category is requested in accordance with the type of aircraft movement.

6.18 Response in Abnormal Conditions

6.18.1 When weather conditions are such as to render a landing or take-off difficult to observe, the RFFS will be placed on weather standby.

6.18.2 Procedures for weather standby are set out in the Emergency Orders.

6.18.3 LVP are detailed within MATS Pt2.

6.18.4 RFFS search procedures for locating aircraft during low visibility in the event of an accident are contained within Section 16 of FI 02 – Fire Station Manual.

6.19 Use of 121.6MHz VHF

6.19.1 All Fire appliances are equipped with a fixed VHF 121.6 radio and the OIC has a portable VHF 121.6 radio to enable communications with aircraft commanders in emergency situations, providing that the aircraft is on the ground. This frequency is recorded for a minimum of 90 days using facilities located in the ATC building.

6.19.2 The equipment is tested as part of daily test.

6.20 Personal Equipment

6.20.1 All personnel are equipped with suitable protective clothing including helmets with visors, flash hoods, trousers, tunics, gloves and boots. This equipment is regularly examined for wear and tear or damage and replaced when necessary. All fire crew are provided with approved breathing apparatus equipment, which is checked and serviced in line with PUWER regulations.

6.20.2 The RFFS have a PPE/RPE policy to conform to PPE/RPE Regulations and Management of Health & Safety at Work.

6.21 Radio Communications

6.21.1 All Fire appliances are fitted with approved radio communication equipment enabling voice contact to be made between RFFS, ATC on channel one and two. Outside emergency services will be given a hand held radio at the RVP.

6.21.2 Portable R/T communications are also provided to enable RFFS personnel to maintain communications while away from the vehicles.

6.22 Inspection and Testing of Appliances and Equipment

6.22.1 A schedule of inspections are undertaken to ensure standards compliance. Maintenance is undertaken in accordance with manufacturer's instruction and recommendations. The Airport Company has a mechanical maintenance contract with a commercial vehicle specialist who is familiar with the specification and performance requirements of RFFS appliances. Maintenance, test and inspection records are kept for all equipment.

6.23 Inspections

6.23.1 The Airports senior management team carry out departmental audits which include the RFFS section on a regular basis, maintaining records of all aspects including personnel and equipment. Training records, drill and exercise documentation are also audited.

6.24 Medical Services and Equipment

6.24.1 Limited medical facilities exist at the Airport. Ambulance and hospital facilities are close to the Airport site and the main N.H.S. unit is Blackpool Victoria Hospital, three miles away. Regular liaison visits are made by outside ambulance staff.

6.24.2 A defibrillator is carried on Fire 1. Initial and recurrent training for RFFS staff on this equipment is carried out by approved training providers.

6.24.3 The North West Air Ambulance is based at the airport that can be requested through their operational control centre to provide assistance for medical emergencies.

6.24.4 Blackpool Aerodrome ARFFS carry first aid equipment on all operational vehicles for use in the initial stages of an incident, the equipment carried exceeds the amount likely to be used by the ARFFS at an incident with provision for the additional equipment to be made available to any other first aid trained crew; members of the public and other attending emergency services to carry out first aid.

6.25 Ambulances

6.25.1 The Airport relies on the North West Ambulance Service in cases of emergency or persons requiring transportation to hospital. This service is easily available and response is within a few minutes. The North West Ambulance Service is available through the cascade telephone system which responds to full emergencies and aircraft accidents (via ATC) or is contactable in normal circumstances via telephone no. 01772 862666.

6.26 First Aid

6.26.1 On site first aid assistance is available at the Airport. All RFFS staff are fully qualified in First Aid in accordance with HSE Health & Safety at Work Act and continued through the RFFS Training Programme.

6.26.2 RFFS Medical training will be in accordance with HSE Health & Safety at Work Act.

6.27 Scale of Medical Services

6.27.1 The majority medical equipment is held in the Fire Station and on Fire 1/2/3 and the emergency trailer. Medical supplies in airport buildings are restricted to first aid standard only with first aid boxes strategically placed.

6.27.2 In order to ascertain the scale of medical equipment carried on RFFS appliances a full assessment has been carried out in conjunction with North West Ambulance Service. A full list of equipment is listed in FI30 RFFS Medical Needs Analysis

6.27.3 An emergency response trailer which will be transported to the incident scene by the RFFS or

another airport department which contains the following: -

- Disaster pouches;
- Foil blankets ;
- Long boards;
- Emergency dressing pack.

The full range of Medical equipment requirements and inventories can be found in document FI30 RFFS Medical Needs Analysis

6.28 Selection of Personnel (Medical and Fitness)

6.28.1 Fire Service personnel are selected in accordance with the full criteria as detailed in the RFFS company medical standards. Medical examinations of all staff are undertaken by approved Company Occupational Health Consultants. In house physical fitness testing is regualrlry undertaken as detailed within FI 31 RFFS Physical Fitness and Medical Policy

6.29 Emergency Lighting

6.29.1 Fire 1, 3 and 4 are fitted with stem lights giving a level of illumination and floodlight cover for any foreseeable emergency situation, portable lamps are also carried on RFFS vehicles for additional lighting if required.

6.30 Casualty Shelters and Blankets

6.30.1 In the case of a medical emergency or incident requiring medical support, the North West Ambulance Service or through their partners can provide a casualty shelter and extra blankets.

6.31 Mortuary Facilities

6.31.1 No mortuary facilities exist on the airfield, but the Helicopter Hangar located at the southern end of the fuel farm, is identified as a temporary body holding area.

SECTION. 7 EMERGENCY PLANNING

7.1 Integrated Management Response to an Accident / Emergency

7.1.1 Responsibility

7.1.1.1 The Emergency Planning Committee is the relevant body for the review, amendment and planning of accident and incident emergency organisation.

7.1.1.2 Details of this group are provided in Safety Management System. The Committee, through the OSCM/SAFO, is responsible for the production and amendment of EO 001 - Emergency Orders.

7.1.2 Routine Testing

7.1.2.1 The frequency of major exercises is in accordance with CAP 168 Chapter 9.

7.1.2.2 Airport departments have training programs to ensure that all parties involved are fully aware of their responsibilities and required actions.

7.1.2.3 Testing involves the use of actual exercises, tabletop and communications exercises to demonstrate the effectiveness of the procedures.

7.1.2.4 The RFFS holds exercises on the airfield on a regular basis. Major exercises involve outside agencies.

7.1.2.5 Liaison visits and training is carried out in conjunction with the County Emergency Services.

7.1.3 Post-Accident Management

7.1.3.1 The Post Accident Procedures will be the same as those described in the Emergency Orders (Aircraft Accident), scaled down if necessary, to comply with the nature of the incident. If the accident is not serious enough to prolong the involvement of the emergency service beyond incident closure, it may be necessary for the airline and Airport Authority staff to work with the AAIB inspectors until the latter feel that all evidence and investigative procedures have been concluded.

7.1.3.2 An aircraft recovery plan has been compiled by the airport and is held within the ACG.

7.1.4 Emergency Orders - (CIMS/BA/FI 01)

7.1.4.1 The Emergency Orders are published and issued to those with a direct responsibility for actions in the event of an aircraft accident or incident.

7.1.4.2 It is a requirement that all airport staff are familiar with the content and application of the procedures contained in the orders. These may be in addition to specific company instructions or procedures.

7.1.4.3 The distribution, control and amendments of the Emergency Orders are responsibility of the SAFO.

7.1.5 **Accident \ Incident and Mandatory Reporting Policies**

7.1.5.1 A reportable accident is any accident occurring between the time a person boards an aircraft with the intention of flight and until such time as all persons have disembarked during which any person sustains harm or the aircraft suffers significant damage. All accidents shall be reported to the CAA.

7.1.5.2 The responsibility for the reporting of accidents is delegated to ATC. All ATC staff are required to be familiar with the responsibilities regarding MOR in accordance with the ANO Part 30 Mandatory Reporting (Article 106) and MATS Part1.

7.1.5.3 In the event of an aircraft incident or accident on or adjacent to the aerodrome, the co-ordination of the accident reporting procedure is the responsibility of the ATCO. The report is to be made by the quickest means available to the AAIB.

7.1.5.4 Details are contained in the Airport Emergency Orders, MATS Part 2 and the SMS.

SECTION. 8 AIR TRAFFIC SERVICES

8.1 Air Traffic Management

Refer to Manual of Air Traffic Services Part 1 and 2.

SECTION. 9 COMMUNICATIONS AND NAVIGATION AIDS

9.1 Ground Radio Communications

9.1.1 See UK AIP EGNH 2.18.

9.2 Radio Navigational and Landing Aids

9.2.1 See UK AIP EGNH 2.19.