CAYMAN ISLANDS AIRPORTS AUTHORITY
(CIAA)

APRON MANAGEMENT AND PROCEDURE
MANUAL (AMPM)

1st Edition
May 1, 2012

Annex D to the Owen Roberts and Gerrard-Smith
International Airports Aerodrome Manuals
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Revision History
1st Edition

May 01, 2012

The CIAA Apron Management and Procedures Manual has been written to provide the users of Owen Roberts and Gerrard-Smith International Airports safe guidelines from which to conduct business on the aerodrome aircraft operating areas. The manual was produced in compliance to the requirements of the OTAR part 139.G.43, CAP 642, The Airport Services Manual Part 8 and ICAO Annex 11, and 14 relating to apron management. Based on CAACI regulatory comments on the 1st draft of the manual more definition and clarity have been brought to the responsibility for Aircraft Stand allocation and daily aircraft stand management as well as including Standard Operating Procedures for aircraft processes. The processes outlined in this manual now become the minimum acceptable behaviour for all airport organizations and are based on local observations and industry best practices, the IATA Airport Ground Handlers Operations Manual and the regulatory references listed above.

Record of Amendments

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Preface

The Apron Management and Procedure manual was produced in response to a clear need for guidance about safe operating practices for all those engaged in activities taking place on the airside areas of the Owen Roberts and Gerrard-Smith International Airports. The procedures in this manual were produced in close cooperation with various airline operational personnel, the airport operations team, the airport safety office, and the airport safety committee and safety sub-committee on apron safety. Mandatory requirements in this manual are specified with the use of the term “shall” or “will” and optional requirements are indicated with the use of the term “should”. This manual is part of the Aerodrome Manual for each airport and as such, any changes in this manual must be approved by the Civil Aviation Authority of the Cayman Islands (CAACI) prior to implementation.

Nothing contained in this manual is meant to supersede any standard, order, instruction or recommendation issued by the Director General Civil Aviation. In the event any discrepancy is noticed in the material contained in this manual or that published by the CAACI regulators, the reader is advised to bring the same to the notice of the CIAA Senior Manager of Safety Management Systems so that a suitable amendment can be issued.

The CIAA management team has instituted a Safety Management System in order to identify hazards and keep the risk of injury to personnel or damage to equipment at a level that is as low as reasonably practicable. All personnel working on the aerodrome shall read and become familiar with the SMS manual. The SMS manual is available in electronic form and can be viewed by accessing our website-www.caymanairports.com and selecting the button at the top of the screen for “at the airports” and then selecting the link for “publications”. The Senior Manager of the Safety Management System Mr. Andrew McLaughlin can be contacted at 916-5317 or 244-5835 if you require a hardcopy of this manual or have any queries or suggestions relating to the content of the manual.
**Introduction- Aerodrome Physical Characteristics**
The following is a description of each airport under the control and supervision of the Cayman Islands Airports Authority.

**Owen Roberts International Airport (ORIA)**

Owen Roberts International Airport has one runway surface consisting of two active runways – designated as 08 (allowing landings and take-offs to the east) and 26 (allowing landings and take-offs to the west); four taxiways designated as A, B, C, &D from west to east; two aprons- one for General Aviation and one for Commercial Aviation; one service roadway connecting the General and Commercial Aviation aprons, one service road across the main apron and two service access roads at either end of the main apron.
Commercial and General Aviation Aprons-ORIA
Gerrard-Smith International Airport (GSIA)

Gerrard-Smith International Airport has one runway surface consisting of two active runways- designated as 09 (allowing landings and take-offs to the east), and 27 (allowing landings and take-offs to the west); one taxiway designated as A; and one Apron (also shown below).
Manual Distribution Policy & Amendment Procedure
The latest version of this manual is available in electronic format on the CIAA’s website - [http://www.caymanairports.com](http://www.caymanairports.com) and can be viewed by selecting the “at the airports” button at the top of the page, then click the tab for publications. Hard copies are not produced for distribution, but may be printed for internal office use. Any hard copies printed by recipients of the electronic distribution are not controlled; therefore, care must be taken to ensure paper copies are replaced with the latest amended version. It is distributed electronically to the list of recipients in the following tables:

**CIAA/CAACI Personnel**

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<thead>
<tr>
<th>Chief Executive Officer Cayman Islands Airports Authority</th>
<th>Senior Manager Safety Management Systems</th>
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<td>Senior Manager Airport Security</td>
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Other Partners

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The Apron Management and Procedures Manual (AMPM) is Annex D to the Owen Roberts and Gerrard-Smith International Airport Aerodrome Manuals and any proposed change to this manual should be reviewed to establish impact on these Aerodrome Manuals or any of their Annexes. The head of all companies listed should ensure maximum distribution of the manual and any subsequent changes to it are available and read by all levels of persons in their respective company who for any reason must operate on the airside areas. The Senior Manager Safety Management Systems (SMSMS) is responsible for the development and electronic distribution of amendments to the CIAA Apron Management and Procedures Manual. When the manual is to be amended, one electronic copy of the amended manual will be emailed to the Civil Aviation Authority of the Cayman Islands (CAACI) along with details of the amendment. Once the amended Manual is approved by the CAACI a copy of the approved manual will be returned to the SMSMS. The SMSMS will then distribute electronic copies to Manual recipients and load the approved amended version on internet site [http://www.caymanairports.com](http://www.caymanairports.com). All Managers of the CIAA sections listed above are responsible to ensure their staff are made aware of these changes and have the ability to view such changes.
## Glossary of Terms

**Aerodrome** - A defined area on land or water (including any buildings, installations and equipment) intended to be used either wholly or in part for the arrival, departure and surface movement of aircraft.

**Airport** - An aerodrome to which an aviation document/ certificate is in force.

**Airport Traffic** - All traffic on the manoeuvring area, apron and landside of an airport and all aircraft flying in the vicinity of an airport.

**Airside** - That area of an airport used for aircraft operations, inclusive of runway, taxiways, aprons and support areas.

**Airside Vehicle Operator Permit (AVOP)** - The document issued by the Senior Manager Airport Operations, certifying that the holder is authorized to operate vehicles on the airside.

**Apron** - A defined area on a land aerodrome intended to accommodate aircraft for purposes of loading and unloading of passengers, mail or cargo, fuelling, parking or maintenance.

**Apron Traffic** - All aircraft, vehicles, equipment and pedestrians using the apron of an airport.

**Cross-walk** - Any portion of a road, an apron or any other area designated by signs or surface marking to be used as pedestrian crossing.

**Designated Vehicle Corridor** - A road delineated by surface markings on an apron.

**Designated Vehicle Crossing Point** - A location on an apron, delineated by surface markings, where vehicles are to cross an aircraft taxi-line.
**Ground Handling Equipment**

Any motor vehicle or mobile device, either self-propelled or towed, or of a specialized nature, used on the airside.

**Hold-Short -**

Stop-line surface marking 75m from the runway centreline. Requires permission from the Control Tower to cross or proceed onto a runway.

**Intersection -**

The point at which a road, runway or taxiway meets or crosses another road, runway or taxiway.

**Landside -**

That area of an airport not intended to be used for activities directly related to aircraft operations, such as passenger and cargo terminal, car/coach parking area, access road, etc.

**Light Gun -**

A laser used by the tower to control airport traffic, on the airside, when there is no radio communication.

**Manoeuvring Area -**

That part of an aerodrome intended to be used for the landing, taking off, and taxiing of aircraft, excluding aprons.

**Material Safety Data Sheet -**

Provides workers and emergency personnel with procedures for handling or working with that substance in a safe manner such as physical data storage, disposal, protective equipment, and spill-handling procedures.

**Movement Area -**

That part of an aerodrome to be used for the surface movement of aircraft and includes the manoeuvring area and aprons.

**Off the Runway -**

Indicates a vehicle is at least 45m (150ft) to the side of the nearest edge of the runway in use, wherever practical.

**Operational Stand -**

An area on an airport apron designated for the parking of aircraft for the purpose of loading and unloading of passengers and cargo, and the provision of ground service.
Operator - The person responsible for the operation and safety of the vehicle and equipment usually referred to as a driver.

Restricted Area - That area of an airport designated by a sign or marking to which access by persons or vehicles requires the presentation of a valid CIAA access pass.

Shall - Used to indicate any instruction, directive or procedure which is mandated (compulsory).

Should - Used to indicate a process or procedure which is recommended (optional).

Taxiway - A defined path on a land aerodrome established for the taxiing of aircraft and intended to provide a link between one part of the aerodrome and another, including:

a) Aircraft stand taxilane. A portion of an apron designated as a taxiway and 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 aircraft to turn off at higher speeds than are achieved on other exit taxiways thereby minimizing runway occupancy times.

Threshold The beginning of that portion of the runway used for landing.

Vehicle - An automobile, bicycle, truck, bus or any self-propelled equipment, by which a person or thing may be transported, but does not include aircraft.

Vehicle - and equipment corridors A path marked on Aprons in a conspicuous color to confine vehicle movement and reduce potential conflict with aircraft.

Will - Used to indicate any instruction, directive or procedure which is mandated (compulsory).
SECTION 1

SAFETY POLICY AND COMMITMENT
SECTION 1 – SAFETY POLICY AND COMMITMENT

1.1 CIAA Management Safety Policy and Commitment

1.1.1 CIAA Safety Policy

Safety is one of our most important core values. We are committed to developing, implementing, and improving strategies, and processes to ensure that all our aviation activities uphold the highest level of safety performance and meet national and international standards. We will report incidents, train staff on safety management procedures, and strive to make continuous proactive improvement to the overall level of safety performance in our organization. All levels of management and all employees are accountable for the delivery of this highest level of safety performance, starting with the Chief Executive Officer.

Our commitment is to:

- Support the management of safety by creating an organizational culture that encourages safe practices, effective safety reporting and communication, and actively manages safety with the same attention to results that is used in managing all systems that can cause bodily harm or destruction to property.
- Enforce the management of safety as the primary responsibility of all managers and employees.
- Clearly define for all staff, managers and employees alike, their accountabilities and responsibilities under the safety management system.
- Establish and operate hazard identification and risk management programs, including a hazard reporting system, in order to decrease or eliminate hazards resulting from our operations or activities. At a minimum drive hazard levels to a point which is As Low as Reasonably Practicable (ALARP).
- Ensure that no action will be taken against any employee who discloses a safety concern through the hazard reporting system unless such disclosure indicates, beyond any reasonable doubt, an illegal act, gross negligence, or a deliberate or wilful disregard of regulations or procedures.
- Comply with, and wherever possible exceed, legislative and regulatory requirements and standards.
- Ensure sufficient number and training of personnel to a level of competency to be able to implement safety strategies and processes, and ensure personnel are allocated only tasks commensurate with their skills.
- Establish and measure our safety performance against realistic safety performance indicators and safety performance targets.
- Continually improve our safety performance through management processes that ensure relevant safety action is taken and is effective.
- Ensure externally supplied systems and services to support our operations are delivered meeting our safety performance standards.

Jeremy Jackson
Chief Executive Officer
Cayman Islands Airports Authority
SECTION 2

APRON SAFETY RISK MANAGEMENT
2.1 **Personnel Safety**

The CIAA has put in place a Safety Management System to better understand the hazards and risks associated with all operations at its airports. It is the responsibility of all persons working on the airside areas to become familiar with the safety policies and procedures in the following paragraphs.

2.2 **Personnel Safety Guidance**

2.2.1 **Personal Protective Equipment**

Appropriate protective gear shall be worn at all times by all personnel who will be working outside (i.e. on foot) on the movement area. **This includes but is not limited to airline operators and members of aircrews, airline employees, airport employees, ground handlers, service providers, and anyone else who is not embarking or disembarking from an aircraft with other passengers.**

The minimum required P.P.E. is:

- **Hearing protection**- The noise level of aircraft engines, ground power unit, auxiliary power unit, air start unit, and tugs can cause permanent damage to your hearing. Therefore, always ensure ear defenders, earplugs or earmuffs are worn while working on the commercial or general aviation aprons or in any area on the airport where these hazards exist.

- **Protective clothing**- A reflective safety vest is required at all times. In some cases high visibility shirts have been approved for daytime operations. However, during nighttime operations high visibility shirts must accompanied by a reflective safety vest or reflective safety harness. Other than this- wearing of the reflective safety harness without a high visibility shirt is not authorized at anytime. During heavy rain conditions high visibility yellow or lime green rain-suits will be worn and shall be marked with the appropriate company name of the employee.

- **Shoes**- Fully-enclosed sturdy footwear will be worn at all times by all personnel working on the aprons to protect feet from injury and reduce trip hazards. All ramp personnel engaging in loading/unloading/servicing or maintenance of any aircraft shall use some type of safety shoe/boot for optimum protection. **At no time are sneakers/tennis shoes/sandals to be worn on the commercial apron or the general apron by personnel listed above.**
The following gear is optional but highly recommended:

- Safety boots or steel toe shoes
- Protective gloves
- Safety hats or cranial
- Lifting/ back support belt
- Eye protection/ goggles
- Flashlight
2.2.2 **Personal Safety**

The following is a list of mandatory safety rules designed to limit injury to personnel in the daily performance of their duties:

- Never attempt to lift more than your personal physical capabilities, for one man this is 45 pounds;
- Lifting shall be done with legs and arms while the back is kept as straight as possible;
- Refrain from wearing jewellery such as chains and loose bracelets as these are prone to catching on handles, locks and straps of baggage/cargo or on conveyor belts, which can result in severe injury. If worn these items must remain inside clothing at all times;
- To avoid injuries to the feet and toes, cargo will be set down easily and not dropped;
- Ensure that baggage carts are loaded evenly so as to prevent tumbling that can result in accident/injury;
- When hitching baggage carts and tractor/tow tugs, attendants must ensure that hitches are securely latched and remain clear of hitch during operation of the vehicle;
- Always unload baggage/cargo from the top so as to avoid untimely spillage that can cause injuries;
- Walking on moving baggage conveyor belts is prohibited and guard rails will remain in the up position during operation;
- Ensure that the tow-bars of baggage carts, which also usually function as brakes, are properly set to prevent:
  - accidental rolling away
  - personal injury from the tow-bar falling

**NOTE**- Remember that oily or wet surfaces increase the risk of accidents. Oily or wet boots can slip off brake pedals, which can result in accidents.
2.3 **Airside Areas Safety Guidelines**

In the aviation industry safety is of utmost importance both in the air and on the ground. The following is a list of rules by category that shall be followed at all times while operating around aircraft:

2.3.1 **General Apron Safety**

- **Airport access badges** must be displayed at all times by personnel operating on the apron;
- No person shall smoke or carry a lighted cigarette, Cigar, match or naked flame on the apron, or any area where such is prohibited;
- No welding or other hot-work shall be undertaken without prior authorization and a approved **Hot Works Permit (Appendix 2F)**;
- No **construction** or **airport repairs** of any kind shall be undertaken without an approved **Airside Works Permit (Appendix 2G)**. The Safety Office will receive the permit application from project manager, review safety protocols and mitigation methods and if approved forward to department heads for dissemination;
- No person shall deposit or discharge in any manner garbage/ F.O.D. on the airside except in approved containers provided for this purpose.

2.3.2 **Apron Safety for personnel operating around aircraft**

- Movement inside the aircraft stand or under the aircraft engines and fuselage should be restricted to technical staff and flight crew only- **utilizing the proper personal protective equipment as previously outlined in paragraph 2.2.1**;
- Stabilizers protruding from vehicles must be clearly painted or labeled with reflector tape or reflectors depicting their potential hazard and must be in proper working order at all times;
- **Ensure passengers are kept away from the aircraft's wings, engines and fuselage at all times by providing appropriate supervision in addition to a safe lane to and from the airport terminal formed by safety cones**;
- Never stand behind or in front of aircraft engines while the anti-collision beacon is activated;
• Never approach a aircraft until the anti collision beacon has extinguished or all clear has been verified with aircrew;
• On power-back operations stand clear of the engines;
• All aircraft, including those taxiing, about to taxi, or being pushed or towed, have right of way over all vehicles and pedestrians.

2.3.3 Apron Safety for drivers
Drivers will complete all requirements for obtaining the CIAA Airside Vehicle Operating Permit before driving on the airside of either airport. All information relating to this permit may be found in the appropriate Airside Vehicle Operations Manual for the airport you wish to drive on. The following guidelines should be followed by all personnel operating on the airside;

a) Drivers and airside personnel must be aware of the dangerous effects of contact injuries that could be caused by rotating propellers and potential jet blast or ingestion when in close proximity to a jet aircraft with its engines running;

b) Drivers must make sure their vehicles are roadworthy before driving. Any abnormality discovered that would compromise safety to themselves and others, must be reported to their management immediately and corrected as soon as possible;

c) Drivers transporting cargo across long distances, such as transfer between the Commercial and General Aviation Aprons on ORIA must check that loads and trailers are properly secured either by using:

1) Covered carts which will also protect cargo from rain and weather; or
2) Open carts with a protective net tied down to secure load; or
3) A second operator to shadow the same cargo transfer in order to detect any fallen items.

d) All drivers and cargo handlers shall use proper stacking techniques to ensure an open luggage cart is not overloaded or unbalanced;
e) Drivers / operators shall not operate in the movement area at any time while under the influence or residual effect of alcohol or drugs. This applies to medicine or prescribed drugs which may impair the ability of the driver;

f) Drivers will not operate any vehicle while talking on a cell phone unless vehicle is equipped with appropriate “hands-free” device designed specifically for the vehicle. Drivers will come to a complete stop to talk on cell phones or radios;

g) **Do not walk or drive a vehicle towards an aircraft or behind an aircraft while the aircraft engine is running. An aircraft with its engine running will display a flashing red light signal known as an anti-collision light**;

h) Do not drive or park under aircraft or aircraft wings unless the vehicles are used for servicing the aircraft;

i) **Approach stationary aircraft at an angle and keep the aircraft on the driver’s side; try to stay in view of pilot**;

j) **Always use a Marshall or guide man when reversing towards aircraft**;

k) Do not leave any motorized vehicle unattended with the engine running on the movement area; engage the handbrake whenever the vehicle is stationary;

l) Keep the Passenger Boarding safety zone free of any obstruction. Do not drive, stop or park in the Passenger Boarding safety zone;

m) Deposit all Foreign Object Damage (FOD) in bins provided after handling of each flight;

n) Report all fuel, oil and other chemical spillages;

o) **Drivers of vehicles shall keep clear of the aircraft engines and shall not pass within 10 ft (3 m) radius around the aircraft fuel tank vents**;

p) Drivers of vehicles shall not drive over any hose or bonding cable laid during aircraft refueling;

q) Refueling tankers are not permitted to park unattended within 50 feet (15m) of a terminal building.
2.3.4 **Ground Handling Equipment (GHE) Apron Safety Rules**

Only adequately trained, qualified and authorized personnel who possess the required A.V.O.P. license and endorsement shall be permitted to operate ground handling equipment. The following safety guidelines shall apply - all equipment must;

- **Be in good mechanical condition at all times and capable of passing a vehicle inspection as outlined in appendix 2C;**
- Be tagged “OUT OF SERVICE” when broken- until repairs can be affected. In the event equipment cannot be repaired within 72 hours, written notice must be given to operations section detailing repair status and reason for expected delays;
- Have hoses or cables on equipment securely stowed before the unit is moved;
- Have a working safety beacon **mounted in a location above the driver** which allows 360° visibility;
- Not have any defects to control or braking systems;
- Not have any leaks of lubricants, coolants or contents;
- Have proper seating, working lights, safe tires and sound bodywork;
- Have all manufacturer installed safeguards and bumpers in serviceable condition in the event it must come in contact with aircraft for proper operation;
- Present a clean and professional appearance as to paint (void of surface rust), markings and state of the equipment;
- Never move across the path of taxiing aircraft or embarking and disembarking passengers without a proper safety guide.
- Not be driven faster than 5 MPH when approaching or leaving an aircraft;
- **Only be removed from the GHE staging area 15 minutes before flight is scheduled to arrive and may be positioned outside of the aircraft parking area.** G.S.E. will not move towards an aircraft until the aircraft has come to a complete stop, chocks are positioned, engines shut down, anti-collision beacons switched off, and if applicable, ground/flight deck contact established.
Once the aircraft has been serviced and either secured for the evening or pushed back to the taxi line for departure—**ALL GHE SHALL BE RETURNED TO THE APPROPRIATE PARKING SPOT IN THE GHE STAGING AREA! VIOLATION OF THIS POLICY WILL LEAD TO RESPONSIBLE ORGANIZATION BEING CHARGED FOR USE OF THE STAND OVERNIGHT.**

2.3.5 Hazards Associated With Aircraft Engines

**Jet Intake**
The air intake of a jet engine is powerful enough to ingest a human body. Even at a distance, the jet engine suction is strong enough to devour loose debris e.g. rags, bolts, paper, stones, catering foils, plastic cups and bags. All these will damage the jet engine.

**Thrust Reversers**
The thrust reversers are movable mechanical parts of the jet engine, which reverses the exhaust gas direction during landing to provide a braking effect. In some operations, they are used to reverse aircraft on departure (power back). When operated, they may extend or retract from the rear of the engine at a rate of approximately 2 meters per second. Anyone standing behind the engine and unaware of the thrust-reverse operation may be severely injured.

**Jet Exhaust**
Temperatures of the exhaust can severely burn the skin of a person standing too close. The jet blast can exceed 100 mph and is capable of moving or toppling heavy persons or equipment.

**Jet Blast**
The following diagrams point out why it is so important to use extreme caution when near a jet aircraft that has its engines running. The degree of hazard is dependent on the engine power setting and the distance behind the engine exhaust.
2.3.6 Propeller-Driven Aircraft and Helicopters
Staff members normally involved with the handling of jet aircraft is extremely susceptible to forgetting the inherent dangers of propeller-driven aircraft and helicopter rotors. Propellers and rotors will always be a potential hazard as they operate at head and chest level. Always approach from the front where you can see and be seen by the pilot.

NOTE- Never walk through or close to aircraft propellers or helicopter rotors, even when they are stationary, because there is no way of telling when they may begin to rotate.
2.3.7 Aerials and other Protrusions
To prevent personal injury from radio aerials, drain masts or ram-air turbines, elevator flaps and ailerons, avoid walking under the fuselage of an aircraft. In addition, the drain masts on certain aircraft heats up in flight and may be extremely hot on arrival.

2.3.8 Aircraft Doors
When dealing with aircraft doors the following rules shall apply:

- **NEVER attempt to operate any aircraft door unless you have been trained to do so;**

- When opening or closing passenger/catering doors carry out the correct procedure according to aircraft type. Ensure that the emergency chute is disengaged before opening doors; failure to do so could result in the door powering itself open (300+psi) causing injury or death of the person attempting to open the door;

- **NEVER remove passenger/access steps from the open door of an aircraft unless the door SAFETY STRAP is fastened and the cabin crew is aware that the steps are being removed;**

- Watch out for any passengers, in particular elderly passengers and children, who may inadvertently wander around or under an aircraft during boarding or disembarkation. Also ensure that during transit stops passengers who remain on board do not disembark and wander around the parking apron;

- **REMEMBER** -The safety of the aircraft is dependent, to a great extent, on the serviceability of the stall warning probes. To ensure safety of the aircraft REPORT to the Duty Engineer or the Aircraft Captain, any contact made with the Stall Warning probes by Passenger/Access Steps, Air Jetties, Catering Vehicles, etc. however minor.
2.3.9 Hold Loading

When handling damaged packages that have a restricted articles label attached, the following general precautions should be taken:

- Do not allow the contents of the package, to come in contact with any part of the body;
- Do not inhale any vapour or fumes;
- Guard against fire;
- Never load a damaged package or one suspected of being damaged, into an aircraft;
- Report all damage to your supervisor;
- Do not remove damaged radioactive packages without authorization due to possible contamination;
- On all aircraft strict precautions must be taken to ensure the serviceability of hold doors and locking mechanisms;
- Open hold doors with caution, carefully securing them in the open position: DO NOT throw them open; undue care could result in damage to the locking mechanisms and possible malfunctioning of the mechanism. Malfunctioning could also cause injury to persons and damage to equipment or load entering or leaving the hold;
- When closing hold doors, staff involved must ensure that all doors are correctly seated before the locking mechanism is activated;
- The integrity of aircraft structure and components may be adversely affected by spillage of powders or liquids in the aircraft holds. Report any spillage found in aircraft holds, as a matter of urgency, to either the Duty Engineer or the aircraft Captain;
- Extra care must be taken when handling cargo carrying a restricted articles label. Damaged packages could be hazardous to your safety. Damage to metal floors and sills of aircraft holds can produce jagged edges that are capable of damaging baggage/ cargo and can injure you. Report such jagged edges to the duty engineer or aircraft captain in order that repairs can be effected;
- **When reversing vehicle on the airside, always ensure adequate clearance and usage of a guide;**
- Always ensure that the sides of empty containers are locked into position;
2.3.10 Catering

The following guides should be followed for a safe operation:

- Check the security of the access equipment fitted to the elevating platform and the condition of the forward platform protective padding of your vehicle before use on the aircraft;
- **ALWAYS** ensure that the safety rails are in the correct position for the aircraft to be serviced;
- Before elevating platform is raised ensure back door of truck is properly secured to prevent personnel or items from falling during lift operations;
- When loading or unloading beverage containers, always ensure that the lids of these containers are securely locked in place before lifting and removing them from their stowage's, either on the aircraft or in the catering vehicle;
- Keep all parts of the vehicle and all catering equipment well clear of any instrumentation devices, e.g. stall warning probes, pitot heads etc., fitted in the vicinity of the catering service doors;
- Fit any protective device, e.g. protection pad, engine cover as soon as the door is opened. Also ensure that they are removed and stowed before closing the aircraft door.
2.4 **Apron/Ramp Standard Operating procedures**

The following Standard Operating Procedures in Section 2.4 are provided to increase safe practices and define the minimum acceptable standard on our airports. The CIAA has initiated a random audit program and will be monitoring compliance with recommended practices. Airline Operators and Ground Handling Companies will receive courtesy reports of such audits as well as the Airport Safety Office and CEO. The purpose of the audit program is to obviously monitor compliance but more importantly identify trends that can identify potential hazards and areas for further training as well as assist the Safety Office in building performance goals and targets which can be included in later versions of this manual.

2.4.1 **Aircraft Chocking**

Aircraft chocks are used to prevent the movement of an aircraft whilst on the ground.

The method used for chocking will vary depending upon the aircraft type and the requirements of individual airline operators. The following procedures are the CIAA minimum requirements.

In adverse weather conditions, particularly periods of high winds, the chocking procedures will change and high wind procedures should be followed.

**Aircraft Arrival**

1. Prior to aircraft arrival you must ensure that you have the correct number of chocks available and that you are positioned behind the aircraft stop line;
2. **All engines must be spooled down and the anti-collision lights turned off before approaching the aircraft and starting the chocking process**;
3. Multi-engine propeller driven aircraft are normally to be chocked at the nose wheel by placing one chock forward and one aft of the nose wheel. Single engine propeller driven aircraft should be chocked fore and aft of the main wheels;
4. All jet aircraft are to be chocked fore and aft of the outer main wheels. Always approach aircraft from the head of the stand and where possible avoid approaching from the side;
5. **When placing the chock in position leave a 1” gap between chock and tire for ease of removal. Never place your hand between the chocks and the tire;**

6. Once the chocks are in place, stand in clear view of the flight deck and use the appropriate recognized hand signal to confirm ‘chocks in’ by placing both hands above the head, fists clenched with thumbs extended inwards.

**Aircraft departure-Pushback**

1. Chocks should only be removed at the request of the aircraft commander;

2. Ensure that all chocks are removed before pushback commences. If a chock is found to be stuck it may be removed by tapping with a spare chock or by easing the aircraft off of the chock after the aircraft brakes have been released using the tug and tow bar. If a chock still cannot be removed request the advice of the Crew Chief;

3. After removal chocks must be returned to their designated storage area.

**Free Standing Aircraft**

1. Chocks should only be removed at the request of the Crew Chief;

2. One chock should normally remain forward of the nose wheel until the engine start sequence has been completed and the ‘chocks away’ signal is received from the flight deck. Single engine propeller driven aircraft should remain chocked forward of the main wheels until the ‘chocks away’ signal is received from the flight deck;

3. The Crew Chief will return the ‘chocks away’ signal by placing both hands above the head; fists clenched with thumbs extended outwards as part of his sign off procedure;

*Note*-After removal chocks must be returned to their designated storage area.
2.4.2 Aircraft Engine Ground Runs and use of Auxiliary Power Units
For the purpose of this instruction, an engine ground run is defined as any engine start-up not associated with a planned aircraft departure. The ORIA and GSIA ATC Units are responsible for granting permission for ground running of all aircraft engines on the aerodromes. This permission must be obtained in advance from the Air Traffic Control Tower. Each individual operator is responsible to all other users of the aerodrome for the control of blast, fumes and ground noise associated with this process. ATC can be reached at ORIA on 345-945-1822 or on radio frequency 120.20, or at GSIA on 345-948-1222 or on radio frequency 118.40. The following details must be provided to ATC when seeking permission to carry out an engine run:

- Airline/Operator name
- Aircraft type and registration
- Requested location for engine run
- Planned start time
- Expected duration
- Number of engines to be run simultaneously
- Level of engine power to be used
- Type of maintenance/check
- Why the engine run is required

NOTE-Any variation to the details given above must be the subject of a further permission.

Aircraft Parked on Stands
On stands in cul-de-sacs and other selected stands, engine ground runs will be limited to check-starts and idle power. For checks requiring the use of greater power settings it will be necessary to move the aircraft to a more suitable location. The aircraft must be positioned correctly on the stand in such a way that engine running will not harm persons or cause damage to aircraft, buildings, installations, vehicles or equipment in the vicinity. All apron equipment must be placed at a safe distance from the aircraft. Where applicable, the rear of stand road must be closed, to safeguard vehicular traffic, before any approved engine run is permitted. The aircraft anti-collision beacon(s) must be switched on before engines are started and must remain on for the duration of the ground run.
The engineer in charge of the ground run must ensure that the aircraft wheels are safely chocked and that the aircraft cannot move forward under any circumstances. Ground running must not take place when passengers are being embarked/ disembarked on any adjacent or opposite stands, except when such passengers are using an air bridge. A trained member of airline or handling staff is to be positioned on the stand in verbal contact with the flight deck. He/she will communicate by R/T or interphone with the flight deck to ensure that the engine(s) are shut down if persons or vehicles move into the danger area in front of, behind or in the vicinity of a live engine.

Aircraft in Other Areas
If engine ground running is approved to be carried out in any other location, it is the responsibility of the engineer in charge to ensure that the area behind the aircraft, which could be subjected to blast, is clear of persons, vehicles and equipment and that the ground is firm and free from loose tarmac, stones and other materials. The area immediately in front of the engine intake(s) must also be clear. A lookout must be provided. During all ground running of engines, other than in the maintenance area, taxiway or runway a fire watch with appropriate extinguisher and a listening watch with a radio in constant contact with ATC must be maintained during the run.

Auxiliary Power Units
Aircraft APUs generate high levels of noise and significant fumes which can cause disturbance to those on nearby aprons, in buildings and in residential areas. The noise of an APU may mask the noise of an approaching vehicle, thus endangering staff. Airlines and handlers are to ensure that APUs are used for the absolute minimum time necessary to meet operational needs. APUs are not to be used as a substitute for either FEGP or GPUs.
2.4.3 Aircraft Push-Back

This procedure describes the pushback operation in which an aircraft is pushed backwards from its parking gate by a tug or tractor, to a position on the taxiway line where it can safely move off under its own power.

In order to increase the efficiency of departures from the apron ORIA ATC has agreed to the policy that once aircrew has sealed the aircraft and attained final numbers they can request a “push and start”. At that time permission is granted to one aircrew at a time to push aircraft back and start engines in order to expeditiously move to designated taxiway and hold line. Before disconnecting tractor ensure aircraft nose wheel is properly centered on taxiway line to prevent wing from entering vehicular access lane while aircraft is turning.

Irrespective of any ATC clearance or information given to you by the crew of the aircraft, while you are pushing or towing an aircraft, you are responsible for avoiding collisions with other aircraft, vehicles, buildings and obstructions.

This entire evolution must be done safely and with minimum delay in order not to interfere with any other aircraft ready to depart. Here are a few safety guidelines to be followed:

- ALWAYS use the correct marshalling signals as outlined in Appendix 2A/2B;
- Ensure that ground to air communication is established;
- Disconnect all ground equipment before towing;
- DO NOT apply the tractor brakes violently;
- DO NOT attempt to push/tow the aircraft before making sure that the bypass pin is in place; and
- Ensure that proper wands are being used at all times for both day and night marshalling and wing walking.
Selection of Tug and Tow-bar and Bypass pin

- First select the correct bypass pin;
- Bypass pins are machined to fit exactly in the systems of specific aircraft and only the correct pin can be used;
- Failure to use the correct bypass pin or any pin at all may result in damage to the aircraft and/or tow-bar and could endanger the pushback crew;
- Also remember to only use a pin that is marked as serviceable;
- Select the correct tow-bar. All tow-bars are designed to fit a range of particular aircraft types and are labeled accordingly, and if you are unsure of the suitability of a particular tow-bar you should consult your supervisor;
- Failure to use the correct tow-bar may result in damage to the aircraft;
- Select the correct tug;
- Carry out a full pre-trip inspection of both tug and tow-bar before use;
- Tow-bars should always be pulled behind the tug when driving to and from the aircraft, never pushed.

Arrival at the aircraft

- On approaching the aircraft the tug driver should carry out a brake check (at least 10m away from the aircraft), before lining up with the aircraft nose gear and stopping at a suitable distance from the aircraft to allow for tow bar connection;
- The tow-bar should now be uncoupled from the rear of the tug and aligned with the connection point of the aircraft nose leg;
- The steering bypass pin (if required) should now be fitted and permission sought from the flight deck crew for tow bar connection;
- The tow-bar can then be safely connected to the aircraft;
- If the tow-bar has an adjustable wheel carriage, this should be used to minimize the need to physically lift the bar;
- To connect some tow-bars may require the assistance of one or more other members of staff;
- You should always use correct lifting techniques, and be prepared to seek assistance when connecting or disconnecting tow-bars to prevent personal injury;
When the tow-bar (and bypass pin if required) is correctly connected to the aircraft the tug can be driven very slowly forward to connect to the eye of the tow-bar;

A guide person (usually the headset operative) is required for this operation, using recognized hand signals;

This operation must be carried out under complete control, as any excess force used during the coupling of tug and bar could result in damage to the aircraft or tow-bar;

If the tug is to be left unattended after it has been connected to the aircraft, the engine should be switched off and a wheel chocked for safety.

The commencement of the pushback.

Prior to the commencement of the pushback you, the driver, will have carried out the pre-departure walk round as detailed earlier in these procedures and liaised with the headset operative to ascertain the type of pushback to be carried out;

Now remove the wheel chock securing the tug (if applicable), and when seated safely in the tug check that Neutral or Park have been selected and the parking brake is applied before starting the engine;

Wait for the ‘brakes released’ signal from the headset operative (as detailed in the section on hand signals- Appendix 2A/2B);

When the ‘brakes released’ signal is received, select the required direction of travel and the correct gear (for most pushback’s first gear will suffice), and while holding the tug on the foot brake, release the parking brake and then after a final visual check to confirm that it is safe to move off, slowly release the foot brake using the power of the engine tick over to gently take up any slack between tug/bar and aircraft;

Using the throttle, slowly increase the power to set the speed of the pushback to a pace where the headset operative can comfortably hold position with the tug and aircraft without having to either run or dawdle;

Where possible, the headset operative should always walk on the inside of a turn and he must remain in full view of both the flight deck and the tug driver throughout the pushback;
• You must remain fully aware of the position of other members of the pushback team at all times and be prepared to stop if you lose sight of any team member.

Continuation of the pushback
• The pushback should continue at a safe walking pace, and any changes of direction (turns) should be kept to the minimum necessary to achieve the final positioning of the aircraft at the release point. You should not attempt to change gear during the pushback maneuver;
• When turning the aircraft you must be careful not to exceed the limits marked on the nose leg or fuselage as to do so will result in severe damage to the aircraft’s steering mechanism;
• The red line on the wheel bay doors shows the limit of turn allowable during a normal pushback operation, to exceed these lines without ‘breaking’ the steering scissors will result in damage to the aircraft steering mechanism even with a bypass pin in place.

Completion of the pushback
• As you come to the final few meters of the push back, you should endeavor to align the tug and towbar with the aircraft fuselage, this will make the disconnection process easier and far safer;
• You should slowly reduce the throttle power to tick over, and then gently apply the foot brake to finally stop the aircraft. Only when you are sure that a complete stop has been reached and you have selected neutral gear should you give the headset operative the ‘brakes set’ signal;
• The headset operative will signal confirmation when the aircraft brakes are ‘set’ and move in to lower the tow-bar wheel carriage. When the wheels are supporting the tow-bar the headset operative will remove the tow pin (this may require a slight forward or rearward movement of the tug to facilitate) to allow the tug to move clear of the aircraft;
• The tug should pull away from the tow bar eye (to a distance of at least 5m) to allow the bar to be safely removed from the aircraft
- The headset operative can now disconnect the bar from the aircraft nose leg. If the disconnection process requires two men, the tug driver should place the tug at ninety degrees to the aircraft after pulling back from the tow-bar eye and select Neutral/Park gear, apply the park brake and then assist with the tow-bar;
- Re-couple the tow-bar to the tug and then drive to the apron edge adjacent to the aircraft and await its departure;
- When the headset operative has released the aircraft, after showing the flight deck that he has removed the steering bypass pin (if fitted) and returned to the apron you should connect the bar to the rear of the tug in readiness to return to the park when the aircraft taxies away;
- The disconnection of tug and bar from the aircraft is a ‘safety critical’ time requiring a high level of concentration by all concerned;
- Under no circumstances should any bypass pin be removed before the tow-bar is disconnected and clear of the aircraft.
2.4.4 Use of Ground Support/ Handling Equipment on the Aprons

Before operating a motorized vehicle on the airside, the vehicle operator must first be familiar with the regulations and procedures in the Aerodrome Vehicle Operators Manual. This manual is part of the Aerodrome Manual and contains all the necessary requirements for obtaining the aerodrome vehicle operating permit (AVOP) for safe operation of vehicles on the airside. Once you have taken the appropriate steps to possess this permit it is then possible to have the necessary endorsements added to this permit to safely operate any Ground Support/Handling Equipment. The following steps are to be taken while using this equipment on the Apron/Ramps:

**Pre-operational Inspection**

All equipment must have proof of a pre-operational inspection having been performed by operators prior to each use. Operator initials on a sign-off sheet will be attached to equipment in a weatherproof holder. Older reports can be maintained in the organizations office, either must be accessible to inspectors. A monthly sheet will suffice and should be maintained after completion in each organizations maintenance files along with proof of any other periodic maintenance or calibration that is required for proper operation of equipment. Minimum periodic maintenance requirements should at least meet manufacturer specified intervals and procedures.
2.4.5 Use of Ground Power Units
常运行的GPU可以导致停机坪上的噪音水平高，成为阻碍停放飞机周围自由移动的额外障碍，并且如果维护不当，可能在支架上沉积油污。如果没有任何替代使用GPU的方法，它们应被及时关闭，当不再需要时，并返回地面支援/处理设备停车区。如果购买新的GPU，航空公司和处理代理应被敦促在选择过程中将低工作噪音水平作为首要要求。以下程序应被遵循来连接和断开GPU到飞机：

**Connecting External Power**
1. Open the EXTERNAL ACCESS PANEL door.
2. Push the GROUND POWER CONNECTOR firmly into the aircraft (plug) receptacle.
3. Switch ground power supply to ON only after following the instructions appropriate to the aircraft it is being used on and the ground power cart.

**Disconnecting External Power**
1. Signal or communicate to the Flight Crew that external power is being disconnected.
2. Ensure the ground power unit is turned OFF before disconnecting the GROUND POWER CONNECTOR CORD from the aircraft.
3. Remove the GROUND POWER CONNECTOR from the aircraft (plug) receptacle.
4. Close the EXTERNAL ACCESS PANEL door.
2.4.6 Use of Lavatory Equipment

The Lavatory Service is hazardous impacting personal health and safety. Protective clothing is mandatory when undertaking this service. Follow aircraft manufacturer’s procedures written on the aircraft lavatory service panel for emptying the effluent and refilling the flushing liquid. Most aircraft require the use of a lavatory service plug removal tool. The plug must be removed and the hose connected before pulling the release mechanism. Do not overfill with flushing agent as this may cause damage to the aircraft lavatory floor area. After completing the service, clean down the lavatory servicing equipment, checking flushing liquid levels and all discharge and refill hoses have been correctly replaced to avoid damage. Dispose of all gloves and other protection equipment in the appropriate bins immediately.
2.4.7 Adverse weather conditions precautions

**Strong Winds**

Strong wind conditions can give rise to hazards from wind-blown items and in very strong winds there is a possibility of structural damage to aircraft. The principal threats are of **engine ingestion** or **airframe damage** to aircraft on stands, taxiways and runways; the severity of the threat of obstruction of a runway to an aircraft taking off or landing cannot be stated too strongly. There is also a danger of personal injury for apron staff and damage to vehicles and equipment. When a strong wind warning has been issued, or when strong wind conditions are experienced, the following actions must be taken by airlines, handling agents, operators and staff:

- Extra vigilance must be exercised to prevent accumulations of FOD and to ensure that all loose items are removed or safely stowed (plastic bags and sheeting are a particular threat to engine ingestion in all areas of the airfield.). Action must be taken to ensure that covers are securely fastened on all waste containers.
- All ground equipment and vehicles on the aprons, not in immediate use, must be parked in the areas provided with parking brakes applied. Equipment in use on stands must be secured with parking brakes set. Equipment without parking brakes must be chocked or removed.
- Large items of equipment that are vulnerable to winds, such as empty freight containers, must be secured to a fixed object or removed to a protected area.
- All loose items in contractor’s work areas must be secured or removed.
- Staff observing any obstruction or equipment moving in the wind, irrespective of ownership, must take action to secure it.
- Handling staff should take special precautions when towing aircraft and should refer to the company’s operations manual for specific guidance.
- Aircraft rubbish and equipment that is normally temporarily placed on the stand, such as bagged waste, blankets or...
headsets, must be removed or securely stored immediately as it is removed from the aircraft.

- As wind speeds rise, baggage containers, unsecured equipment, large debris (mostly from the aprons), can be blown across the Movement Area causing a damage hazard to aircraft in all areas. There is also a risk of personal injury and damage to vehicles and equipment by ‘flying’ debris.
- It is not always feasible or necessary to position a large aircraft into wind at aerodromes. Where there is a requirement for aircraft to be positioned into wind and/or picketed, this should be the responsibility of the airline, agent or owner concerned. Aerodrome operators may assist by the allocation of suitable stands and other airfield areas for this purpose.
- As wind speeds rise, there is a requirement for airline managers, agents or owners concerned to ensure that wind-milling propellers and rotors are feathered and/or secured.
- Airline operators are responsible for issuing instructions on the limiting wind speed for the towing of their aircraft.

**Lightning**
The National Weather is currently reviewing procedures for reporting approaching lightening and this section will be developed at a later date!
2.5 **Foreign Object Debris (FOD)**

Throwaway items are inherently dangerous. In the working environment of an apron operation, they contribute to the damage or potential damage to aircraft, ground equipment and perhaps even endanger life. Foreign material such as mud and gravel can seriously damage aircraft engines. Vehicle operators, therefore, should ensure that the surfaces of movement areas are kept clean by checking that wheels and tires are clean before they enter these areas. If foreign materials are deposited on these surfaces, operators shall have these materials removed immediately. The following rules apply at ORIA Aerodrome at all times.

2.5.1 **FOD BINS**

ALL FOD will be deposited in appropriate FOD bins located near to aircraft operating areas. No person shall:

- Throw, deposit or knowingly leave on a road, apron or maneuvering area of an airport, any material that may cause damage to any aircraft, vehicle or person;
- Throw, deposit or knowingly leave any form of trash or garbage at an airport except in a container provided for that purpose.

Segregating this debris will allow for later analysis of risk sources in the FOD program.

**Note**- At no time shall garbage such as meals, cleaning materials, or sanitary products be thrown in FOD bins! Garbage containers are provided throughout the facility for the disposal of these items.

2.5.2 **Vehicle Cab Clean-up**

It is essential that the cab of the vehicle is clean to give maximum visibility. Dirt in a vehicle can easily become that additional hazard which will result in an accident. Dirt in a vehicle cab can be blown by either normal winds or jet blasts, resulting in impaired visibility, irritation and blindness.
2.5.3 Apron Area Clean-Up

Items allowed to fall onto the apron are often the cause of damage to aircraft tires, thrust reversers, engine etc., consequently, risking the safety of the aircraft. Examples of such items are:

- stones
- oil cans or bottles
- nails, nuts, and bolts
- splintered wood from pallets or load spreaders
- metal tie bands, wires
- plastic bags or sheeting
- tie-down fittings
- suitcase wheels, handles, locks and straps
- catering items such as knives, forks, cups and foil containers
- Baggage tags

2.5.4 Food Refuse Clean-Up

A major problem to flight safety is what is commonly known as a "bird strike". In many cases the bird strike occurs on take-off or landing and may have been a direct result of an untidy apron operation. Nothing attracts birds more than a source of easy food. Aircraft cabin refuse and aircraft catering trucks provide an easy source of food if they are not left clean and secure.

2.5.5 Aerodrome FOD Walks

On a _quarterly basis_ the Aerodrome Safety Office will organize and carryout a FOD walk of all airside areas. Each organization working airside will be contacted and assigned to a specific area and at the appropriate time will gather as many volunteers as possible and assemble in a straight line to sweep the area. All personnel should try to move at a pace that will allow each individual to move forward at the same time while focusing on the ground immediately in front of them. The purpose of the FOD walk is to remove all materials that are not growing out of the ground. All material will be placed in trash bags and turned in to the Safety Office for further analysis at completion of the FOD walk.
2.6 **Dangerous Goods**

All dangerous goods carried by air must be packaged in accordance with ICAO and IATA Dangerous Goods Regulations. This means that containers of dangerous goods are not likely to rupture or leak during normal handling. Due to breakage or mishandling spillage can occur. Without endangering yourself, find out the nature of the substances, by looking at its label or the manifest if possible. In the case of fuel or any other combustible call the ARFFS @ 949-2276, then notify the Airport Safety Response Centre (ASRC) @ 244-5835 and provide the following information:

- Your location;
- The name of the substance;
- The quantity spilt;
- The label on the package.
2.7 Spill Containment and Clean-up Procedures
Report all spills to the ASRC @ 244-5835 as soon as possible in order to ensure proper clean-up. The chart below can be used in reporting the spill and will assist in ensuring the proper instructions are given for cleaning up the spill:

Spill Containment Chart

<table>
<thead>
<tr>
<th>Category</th>
<th>Size</th>
<th>Response</th>
<th>Treatment Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small</td>
<td>Up to 300 cc</td>
<td>Chemical Treatment or Absorption</td>
<td>Absorption or Spill Response Kit</td>
</tr>
<tr>
<td>Medium</td>
<td>300 cc-5 liters</td>
<td>Absorption</td>
<td>Spill Response Kit</td>
</tr>
<tr>
<td>Large</td>
<td>More than 5 liters</td>
<td>Call ARCC @ 244-5835</td>
<td>Outside Help</td>
</tr>
</tbody>
</table>

The following steps should be followed in the event of a spill:

1. Stop the Spill
   - Stop the source of the spill (if safe to do so), appropriate to the chemical type (refer to Material Safety Data Sheet). This will reduce the level of contamination and impact on the environment;
   - Immediately alert area occupants and supervisor, and evacuate the area if necessary;
   - If there is a fire immediately call ARFFS @ 949-2276;
   - Attend to any people who may be contaminated. Contaminated clothing must be removed immediately and the skin flushed with water for no less than fifteen minutes.
2. **Contain the Spill**
   - Control the flow and contain the spill appropriate to the chemical type (refer to MSDS). Prevent the spill from entering the storm-water system by isolating or blocking of all drain inlets.
   - If a volatile, flammable material is spilled, immediately warn everyone, control sources of ignition and ventilate the area.
   - Don personal protective equipment, as appropriate to the hazards (refer to MSDS on the safety board).
   - Determine the need for respiratory protection. The use of a respirator or self-contained breathing apparatus requires specialized training and medical surveillance and should only be used by trained personnel. If there is any question whether or not fumes are caustic, back off from the area to a safe distance that will still allow positive control of the area.

**Note**- Any spillage must be cleaned up immediately. Agencies will be held accountable for “spills”. All spills must be reported to the Airport Safety Response Centre at 244-5835, so the appropriate steps may be taken to commence the “Clean-Up Process”.

3. **Clean-up the Spill**
   - Clean up the spill properly by following the relevant MSDS.
   - Using the spill containment chart above, determine the extent and type of spill. If applicable use absorbing diaper material to mop up as much of the spill as possible, dispose of in plastic bag;
   - Complete a hazardous waste sticker, identifying the material as Spill Debris involving XYZ chemical, and affix onto the container. Spill control materials should be placed on the Hazardous Materials Staging Pallet located airside next to Trash Compactor.
Decontaminate the surface where the spill occurred using an environmentally safe, mild detergent and water, when appropriate.

Report all spills to the A.S.R.C. @ 244-5835 in order to ensure proper clean-up has been accomplished and coordination of disposal of any Hazardous Waste.
2.8 **Tool Control**

Tools used in and around aircraft and aircraft engines must be accounted for. There are numerous ways to accomplish this including shadow boxing, bar coding, special canvass layouts with tool pockets, and even consolidated tool kits. At airside facilities all tools will be etched with the organizations code so as to be easily identifiable. It is the responsibility of each organization to provide the airport Safety Office with a letter verifying compliance with this policy and listing the appropriate organization code used. At the end of any maintenance action all tools must be accounted for. In the case of a missing tool Senior Manager Safety Management Systems must be notified at once.
2.9 Fire Safety on the Apron

2.9.1 Fire Prevention
Fire prevention is easier than fire fighting. The following are guidelines designed to minimize fire hazards on the aprons:

- Permission to transport or store flammable materials on the airport property, in particularly the apron, requires prior permission from the Senior Manager Airport Operations, or his designate.
- No person shall operate an acetylene torch, electric arc or similar flame or spark-producing device on any active portion of the airport without a Hot Works Permit approved by the Safety Office as outlined in Appendix C;
- Fire extinguishers on the Apron must be serviceable, checked monthly and clearly tagged showing date of last inspection;
- Garbage can be a source of fuel and should not be allowed to accumulate, but should be regularly disposed of into designated bins with lids or other approved containers. These should be emptied on a regular basis;
- Know the location of the fire-fighting equipment, fire alarms and telephones that can be used in an emergency;
- Know the types of fire-fighting equipment available, their location and how to use them;
- Report faults and discrepancies in the fire-fighting equipment immediately to your supervisor;
- Know how to call the ARFFS, Telephone- 949-2276
- Smoking is prohibited anywhere on the airside.

2.9.2 Aircraft Fire
In the event of an aircraft fire, the turnaround coordinator should immediately alert the captain/crew or personnel on board so that an orderly emergency evacuation can be carried out as necessary. Then notify the ARFFS @ 949-2276 and the ASRC @ 244-5835. In the meantime a designated member of the ground handling crew should use the appropriate fire extinguisher to attempt to contain the fire.
2.9.3 Wheel Fire
When responding to a wheel fire, first call the ARFFS @ 949-2276 and the ASRC @ 244-5835. You can approach wheel with caution from the front or rear using the appropriate fire extinguisher, never approach from the side!

2.9.4 Smoke and Fire Warnings in Aircraft Holds
When an aircraft arrives with suspected fire or smoke warning in the hold, a full passenger evacuation should be carried out before any hold door is opened. Hold-doors must not be opened, except by a fire fighting crew with the necessary equipment. Failure to obey this instruction would result in an inrush of air into the hold, which could cause the fire to erupt with explosive forces causing disastrous results if passengers and crew are still onboard the aircraft.

2.9.5 Fire in Unattended Aircraft
When a fire is discovered in an unattended aircraft, immediate action should be taken to extinguish it, either with fire extinguishers available in the aircraft or those situated on the apron. Notify the ARFFS @ 949-2276 and ASRC @244-5835. Where it is not possible to extinguish the fire with the available equipment, reduce the rate of fire spread by closing the doors and hatches, etc.
2.10 Aircraft Fuelling Procedures

As aircraft ground handling activities take place at the same time as aircraft fuelling, these activities must be coordinated to ensure the safety and integrity of the operation. The position of all fuel trucks next to aircraft during fuelling is very critical and should follow all company safety regulations. Special attention must be made to ensure a clear means of egress is maintained at all times.

2.10.1 Fuel Safety Zones

Due to the fire hazard associated with fuel vapours all personnel must be cautioned to ensure that items and processes such as; cell phones, portable radios, pagers, matches, open flames, welding, and equipment performing aircraft servicing functions are kept out of the fuelling safety zone. **It is the responsibility of the fuelling personnel to establish and maintain a fuelling safety zone based on aircraft type and safe practices. Cones should be used to outline the fuel safety zone.** The fuelling zone is defined as a circular area around the point of contact between the fuel source and the fuel receptacle. This fuel safety zone also applies and extends circularly from any fuel vents on same equipment. **It is the responsibility of the person(s) conducting the fuelling operation to police these areas and ensure all personnel are aware of the location and hazards associated with these zones.** The fuellers will be responsible for the fuel vent on the side of aircraft they are operating on. Airline personnel or contracted service providers will be responsible for the fuel vent located on the other side of aircraft and keeping it clear. **If for any reason these zones are breached-fuel flow will be interrupted until safety zones are cleared.**
2.10.2 Fuel Spillage

In the event of a fuel spillage the following actions should take place:

- The Turnaround Coordinator should **STOP** the refuelling operation, advise the Captain, call **ARFFS @ 949-2276**, and notify the **Airport Safety Response Centre @ 244-5835**.
- Based on the severity of the spillage and advice of fire services evacuate all persons from the immediate area.
- Mobilise all available fire fighting equipment as standby protection until the arrival of the airport emergency services.
- Control the movement of unauthorized personnel and equipment into the area.
- As far as possible, restrict all activities inside and outside the spill area to reduce the risk of ignition.
- All electrical equipment in use during the fuelling operation must be switched off immediately.
- Unload the APU and shut it down. Do not start the APU until the spilled fuel is removed and there is no further risk of spilled fuel or vapours. Emergency services will make this call.
- Normal operations must not be resumed on the aircraft or any engines started before the person in charge of the emergency determines it is safe to continue.
- If fuel is spilled on any load, then such items are **NOT TO BE LOADED** into the aircraft.

Note: The ARFFS will remain present until the spill has been completely cleaned and all materials properly disposed of. Based on the severity of the spill and the time it takes to clean there may be a charge for ARFFS services.
2.10.3 Vehicle Safety precautions during fuelling process

During the fuelling process the following rules are to be followed relating to any GSE in the immediate area:

- The engines of all unattended vehicles should be switched off.
- Vehicles must not be parked under the aircraft wingtip fuel vents.
- Equipment must be positioned so that the fuelling vehicle has a clear exit route and can be moved away from the aircraft in a forward direction.
- A distance of 15 feet should be maintained, wherever possible, between ground support equipment and any fuelling equipment.
- **Ground Power Units must not be operated unless they are positioned 20 feet from the aircraft fuelling vents and venting points.**
- The use of metal wheeled equipment in close proximity to the aircraft is prohibited.
- If the bonding cable connecting the fuelling vehicle to the aircraft becomes disconnected during ground operations the fuel operator must be immediately advised.

2.10.4 Refueling of Aircraft with Souls On Board

**Fixed-Wing Aircraft**

In general, passengers should be disembarked prior to the commencement of fuelling, however circumstances might prevail where this is deemed to be impractical. In such cases, there shall be a written signed agreement on file with CIAA Airport Operations outlining proper procedures to ensure mitigation of the risks associated with such an operation. These procedures will:

a) Be designed to enable the most rapid evacuation of passengers from the aircraft should the need arise;

b) Ensure the ground area into which passengers would evacuate is kept clear of equipment and obstacles;

c) Ensure vehicles attending the aircraft do not impede access to the site by Airport Rescue and Fire Fighting Service (RFFS) vehicles and personnel, or the egress of passengers evacuating the aircraft;
d) Include appropriate attendance of ARFFS;
e) In the case of medical flights, take into account the ability, or inability, of the patient and attendant staff to effect a rapid evacuation from the aircraft;
f) Take into account the ability of those whose mobility is impaired to effect a rapid evacuation from the aircraft.

**Rotary-Wing Aircraft**

Passengers should not remain on the helicopter whilst fuelling is in progress with engines or rotors running if the only normal exit is on the same side as the fuelling points. Only under special circumstances, where there is a written agreement on file with Airport Operations between the fuel provider and aircraft operator. Each and every case must be reported to Airport Operations in enough time to allow for mobilization of ARFFS, in which case all main exits should be available for immediate use and the external area adjacent to the exits should be kept clear.
2.11 Aircraft Stand Management and Parking

Aircraft stands shall be assigned on a non-discriminatory basis, i.e., for similar types and volumes of operations, all carriers will have equal rights of access to aircraft stands. The principle of non-discrimination does not preclude the application of stand assignment practices that will promote efficiency in operations and optimize passenger levels of service. Any concerns towards the application of these principles should be brought to the attention of the Chief Executive Officer or the Senior Manager Airport Operations who can both be reached by calling (345) 943-7070. Standard Internal CIAA complaint process will be used to resolve the matter which includes notification of resolution to the person who initiated the complaint.

To permit Airport Operations, Airport Security and the Air Carriers to plan their operations, gate assignment plans shall be developed (and subsequently revised) as soon as sufficient scheduling information is available. The following steps should be used to develop an aircraft stand assignment plan:

- Prior to each schedule revision, but no later than 15 September or 01 March, each airline will submit its new schedule to the Cayman Airways Airports Director.
- The Cayman Airways Airports Director will prepare a Preliminary Plan applying the gate assignment criteria.
- The Cayman Airways Airports Director will submit the Preliminary Plan to the Airport Facilitation Committee for review and recommendations no later than 25 Sept. or 20 Mar. Within assignment rules and facility utilization requirements, the preliminary plan will be revised to accommodate committee recommendations.
- All stands will be made available based on first departure flights. If the last flight of the day on a stand is not the first flight out the following day, then the air carrier will be expected to tow off the stand that evening.

Air Carriers will inform the Cayman Airways Airports Director of all schedule changes as soon as they are known. Re-assignment due to schedule changes and assignment of additional flights will be made by the Cayman Airways Airports Director. Changes in the schedule of 15 minutes or less will not be considered new flights. Changes by more than 15 minutes will be considered as new flights for planning purposes.
The Maximum Aircraft Stand Occupancy Time Chart on page 31 is a table of maximum on-stand times, which represents the maximum times an aircraft may be assigned to a stand when the stand is required for other operations. These maximum on-stand times shall be considered as standards for planning purposes and as guidelines throughout the day of operations. To allow for minor variations from schedule and for push-back time, aircraft assignments to a stand will be separated by at least 15 minutes when stand availability permits. This time shall be used as a standard for facility and operational planning purposes and as a guideline throughout the day of operations.

**MAXIMUM AIRCRAFT STAND OCCUPANCY TIMES**

<table>
<thead>
<tr>
<th>Aircraft Seating Capacity</th>
<th>Originating</th>
<th>Terminating</th>
<th>Through</th>
<th>Turnaround</th>
</tr>
</thead>
<tbody>
<tr>
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<td>:45</td>
<td>:45</td>
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<tr>
<td>26 - 50</td>
<td>:30</td>
<td>:20</td>
<td>:30</td>
<td>1:30</td>
</tr>
</tbody>
</table>
2.11.1 Co-ordinated Management

At Gerrard-Smith International Airport - the Air Traffic Control Unit is responsible for the safe landing of aircraft and assignment of taxiway to exit runway onto the Apron. Once on the Apron ATC will give appropriate ground control instructions and designate appropriate parking. On departure the ATC Unit is responsible for issuing aircraft start-up and pushback clearance on the Apron. Once started ATC will give instructions for entering the runway and assign departing runway to aircrew.

At Owen Roberts International Airport Commercial Apron - a two-tier coordinated apron management service is utilized. The first tier is the Air Traffic Control Unit. They are responsible for the safe landing of aircraft and assignment of taxiway to exit runway onto the Apron. On departure the ATC Unit is responsible via radio link on VHF Frequency 120.2 for issuing aircraft start-up and pushback clearance on the Aprons. The second tier is left to the responsibility of the individual air carrier and starts when the aircraft is less than a mile from the airport. At this time the pilot contacts the Air Carrier Station Manager for their respective organization and reports arrival stats by either radio or by SITA message. Based on arrival time and turnaround requirements the airlines operations department then passes this information on to their respective ground handling company as identified in the table on the next page (49) to be Cayman Airways Ramp Control, Cayman Dispatch Services or Air Agencies. The ground handling company will liaise with Cayman Airways Ramp Control for the latest aircraft stand assignment and pass this information to the aircrew.
# Station Managers and Ground Handling Companies

<table>
<thead>
<tr>
<th>AIRLINES</th>
<th>GROUND HANDLERS</th>
<th>STATION MANAGER</th>
<th>FREQUENCY</th>
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<tr>
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<td>CAYMAN AIRWAYS</td>
<td>IVAN FORBES</td>
<td>131.20 / 129.95</td>
</tr>
<tr>
<td>GRAND CAYMAN</td>
<td></td>
<td></td>
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<tr>
<td>DELTA</td>
<td>AIR AGENCIES</td>
<td>KEVIN Bolen</td>
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<td>SOSA AIRLINES</td>
<td>CAYMAN AIRWAYS</td>
<td>IVAN FORBES</td>
<td>131.20</td>
</tr>
</tbody>
</table>
At Owen Roberts International Airport General Aviation Apron-

There are several different operations which use this area and the following procedures apply to ensure these operations are conducted professionally and without interfering with each other;

- **All Private and Military aircraft** will make communication with the Fixed Based Operator Island Air for parking instructions and be guided further by Island Air Ground Handling Manual.

- **Mosquito Research and Control Unit** aircraft will follow taxi lane into the MRCU parking and hangar area where they will be met by appropriate personnel to assist them in parking the aircraft and be guided further by MRCU Ground Handling Manual.

- **Commercial Cargo planes** will follow taxi lane into appropriate area on the G/A ramp and will be met by appropriate personnel who will assist with the parking, unloading and turnaround of these aircraft.

- **The Royal Cayman Islands Police Service** will be met by their own personnel who will assist in the safe parking and maintenance of the aircraft and be guided further by the RCIPS Ground Handling Manual.

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2.11.2 ORIA Apron/Ramp Control

A Letter of Agreement was signed on 15 July 2011 between The Cayman Islands Airports Authority and Cayman Airways Ltd. to allow Cayman Airways to have jurisdiction over the ORIA commercial apron aircraft parking and stand management. Under this agreement they will provide aircraft stand allocation and dissemination of aircraft movement information (arrival times, landings and take-offs) for all carriers on a daily basis with updates throughout the day. However, it is the responsibility of each air carrier to coordinate with Cayman Airways Ramp Control to provide proper information to effect this coordination.

This agreement is in effect for one calendar year and its provisions will be monitored by the Airport Facilitation Committee, Airport Operators Committee and the ORIA Safety Committee and CIAA Operations and Safety Offices.
On the following pages the Cayman Islands Airports Authority provides the following guidelines and examples of apron parking layouts to facilitate the efficient and safe parking of aircraft on the ORIA commercial apron. More detailed instructions and tools can be found in Appendix 2D:

a) **Stands 1A and 2A are exclusively for the purpose of code “D” wide-body aircraft (B757 or larger);**

b) When a code “D” wide-body aircraft is parked on 1A, the adjacent stands (1 & 2) are unusable for any aircraft. When a code “D” wide-body is on 2A, Stands 2 & 3 are unusable;

c) **Stands 1, 2 and 7, 8 have been designated for Cayman Airways Express use when available.** If the entire commercial apron is empty Cayman Airways Express aircraft can be placed on any available stand once this is coordinated between the Aircrew and Cayman Airways Ramp Control.

d) With aircraft on all stands, Stand 7 can accommodate a code “D” **B757-200** but **not B757-200 with winglets.**
2.12 Standard Operating Procedures for Aircraft Turnaround

2.12.1 Turnaround Coordinator (TRC)

The CIAA is responsible to monitor and approve the rules and procedures that safeguard the arrival and departure movements of aircraft on the airports under its control. In order to keep apron safety to a level as low as reasonably practicable the CIAA requires that each airline or ground handling service provider must provide to the CIAA for approval a Ground Handling Manual for their individual operation, and train and designate Turnaround Coordinators from their staff to monitor each aircraft evolution.

In the case where these functions are conducted by contracted service providers it is the responsibility of the Airline Country/Station Manager to provide oversight and surveillance of the service provider to ensure the contracted job functions are completed as required in this manual. The Turnaround Coordinator (TRC) will;

1) Wear an orange arm badge for immediate recognition on the apron;

2) Organize turnaround activities, discuss plans and ensure each member of ground crew understands their role and responsibility;

3) **On aircraft arrival** Supervise the unloading of passengers and their baggage, and make sure it is done according to company standards and the **minimum CIAA safety requirements** as set forth in this manual;

4) **On aircraft departure** supervise the boarding of passengers and their baggage, and make sure it is done according to the **minimum CIAA safety requirements** as set forth in this manual;

5) Coordinate and monitor operational activities within the turnaround;

6) Manage any disruptions to turnaround activities;

7) Act as a central point of contact during turnaround operations for all service providers;

8) Acts as safety coordinator for the duration of turnaround activities.
The following minimum requirements are necessary in order to become a TRC:

- Minimum six (6) months working on the ramp
- First Aid Qualified
- Dangerous Goods Certified
- Triple A Certified
- Trained on Loading and Unloading applicable aircraft
- Familiarization Training on Ground Handling Equipment
- Training on Spill containment and clean-up kits
- Wing walking / Marshalling / Pushback and Headset training
- Fuelling Process checkout
- AVOP licensed
- Attend CIAA SMS annual refresher training

**Note:** Paragraphs 2.12.2 through 2.12.6 represent turnaround procedures that might be used at any international airport. These procedures are intended to act as an example that can be modified to suit the actual arrangements and procedures used by any commercial aircraft operator or ground handling company in the Cayman Islands. They are intended to illustrate the type of procedures that the CIAA considers to be the minimally acceptable standard per international regulatory requirements for an aircraft evolution. The Turnaround Coordinator represents the most qualified person from each organization for aircraft turnarounds and is expected to ensure the minimum requirements are met in order to adequately manage the safety of aircraft and people in airside areas.

The CIAA has initiated a random audit program and will be monitoring compliance with these recommended practices. Airline Operators and Ground Handling Companies will receive courtesy reports of such audits as well as the Airport Safety Office and CEO. The purpose of the audit program is to obviously monitor compliance but more importantly identify trends that can identify potential hazards and areas for further training as well as assist the Safety Office in building performance goals and targets which can be included in later versions of this manual.
2.12.2 Pre-Arrival
- Complete FOD inspection of designated aircraft stand and ensure aircraft stand is FOD free. Report all instances of FOD to the ASRC @244-5835;
- Verify presence and appearance of aircraft handling crew;
- Conduct brief and provide each handling crew member with an assignment of duty, discuss emergency procedures and designate fire-watch;
- Verify the aircraft stand is free of all objects and that the proper ground equipment is present for aircraft type, passed all pre-operational checks and ensure the correct pre-arrival position of all ground equipment has been achieved.

2.12.3 Arrival
It is the policy of the CIAA that all aircraft utilizing the commercial aprons will be marshalled in to aircraft stand. For aircraft being diverted from the General Aviation Ramp it is the responsibility of the organization making that decision to ensure notification is given to Cayman Airways Ramp Control in order to ensure proper equipment and personnel are assigned to meet the aircraft. Marshalling crew will consist of 1 marshal and two wing men (one on each wing) at all times. The following guidelines shall be followed by TRC at all times:
- Ensure marshalling agent and 2 wing-walkers are wearing appropriate PPE and have in their possession the required marshalling wands (orange day-glow wands during daylight and lighted wands during night operations or inclement weather);
- Ensure marshalling agent and wing-walkers position themselves to execute appropriate hand signals to the captain. The marshaller will provide directional signals (see Appendix 2A) as the aircraft approaches the gate to ensure the aircraft nose wheel remains centred on the lead-in-line;
- Ensure wing walkers are positioned to stop all traffic on the vehicle service road and as the aircraft approaches they move with the aircraft and take up a final position outboard on the wingtip clearance line and slightly forward of the area where the aircraft wings will be positioned after the aircraft is parked. Wing Walkers are there to ensure proper clearance for the aircraft on the parking stand is available and in the event that aircraft wing is getting too close to another wing or object they will immediately signal for the marshal to stop aircraft movement.
• Wing walkers will execute only approved wing walker to marshaller hand signals (see Appendix 2B);
• Once parking brake is set by captain, and the lower and or upper red beacon light is turned off, place chocks in appropriate location for type of aircraft being parked. **When placing the chock in position leave a 1” gap between chock and tire for ease of removal. Never place your hand between the chocks and the tire;**
• Obstruction cones should be placed along the periphery of the wing overhang and horizontal stabilizer. When aircraft are to overnight, obstruction cones are to be laid out around the aircraft. **These cones shall be banded with reflective tape or lighted;**
• Give the mobile stair operator clearance to approach the aircraft;
• Verify the appropriate ground equipment (conditioned air, ground power, etc.) is correctly installed on the aircraft. **Appendix 2E** is an example of typical locations on the aircraft stand for ground equipment.
• Perform an aircraft walk-around to ensure the aircraft has not been damaged enroot or at the down line station. The TRC must physically walk completely around the aircraft and look at the fuselage, bin door areas, service doors and wing tips. If any excessive fluid leaks or damage is noted, contact the maintenance and engineering section immediately and advise the captain.
• Ensure obstruction cones are positioned to avoid damage to aircraft and injury to persons during disembarkation of passengers. **The handling crew is required to put down enough cones to form a safe path from the bottom of the aircraft stairs to the appropriate sidewalk to be used for access to or from the terminal.** Routes to the aircraft should not pass below aircraft wings or beneath fuel vents, or close to propellers or rotors of the aircraft they are boarding/disembarking or those of aircraft on adjacent stands. Routes should also be clear of vehicular traffic around the aircraft, electrical cables, fuel hoses and other ramp equipment.
• It is the responsibility of each **individual air carrier** to ensure that their assigned handlers maintain eye contact with their passengers as they move to and from the airport terminal.
• Once all passengers have departed aircraft, give clearance for fuelling, catering, and service vehicles;
• Verify offload of all terminating baggage.
2.12.4 Departure

- Ensure aircraft is properly configured with mobile stairs to facilitate passenger loading;
- Ensure ground support/handling equipment and any other obstructions are clear of the passenger loading area. **The handling crew is required to put down enough cones to form a safe path from the bottom of the aircraft stairs to the appropriate sidewalk to be used for access to or from the terminal.** Routes to the aircraft should not pass below aircraft wings or beneath fuel vents, or close to propellers or rotors of the aircraft they are boarding/disembarking or those of aircraft on adjacent stands. Routes should also be clear of vehicular traffic around the aircraft, electrical cables, fuel hoses and other ramp equipment;
- It is the responsibility of each individual **air carrier** to ensure that their assigned handlers maintain eye contact with their passengers as they move to and from the airport terminal.
- Prior to departure the TRC will meet at the nose gear of the aircraft to discuss with handling crew members the departure role assignments and pushback procedures, disconnect procedures and safety;
- Ensure proper operation of headsets;
- Ensure all handling crew members have on appropriate PPE and possess appropriate signalling devices;
- Verify proper connection of pushback tractor and tow bar;
- Await Captain's signal to remove chocks, which should then be stowed. The Captain is to be advised if chocks are being removed before his signal.
- After chocks removal, proceed at your discretion after the proper signals from the flight crew. Ensure all areas around the aircraft are clear before Signalling the crew to release brakes.
- Push aircraft back until nose wheel is lined up with taxiway line;
- Verify tow bar and tractor in line with aircraft at conclusion of pushback;
- Verify disconnection of communication device/ close communication panel access door;
- Verify removal of bypass pin and proper hand signals to aircrew for notification of disconnect.
2.12.5 Post departure

- Conduct FOD check of aircraft stand;
- Prepare gate for next arrival;
- Return all unnecessary ground handling equipment to appropriate parking area.
APPENDIX 2A
Marshaller Hand/Arm Signals
The following hand signals are standard as stated in the Air Navigation (Overseas Territories) order. High visibility wands must be used during daylight hours. The use of lighted wands after sunset is mandatory. These signals are designed for use by the marshallers facing the aircraft in a position to the pilots left. **For fixed wing aircraft** – within view of the pilot at all times. **For helicopters** – where the marshallers can best be seen by the pilot. The following are safety guidelines for the marshallers to follow:

a) All persons conducting marshalling/dispatching operations are required to wear high visibility safety vests and ensure their wands are serviceable before the marshalling operation commences. Marshallers should be in position at least fifteen (15) minutes prior to aircraft arrival to allow time to conduct aircraft stand/ramp (arrival path) inspections for FOD and proper equipment staging (parking).

b) All approved ground to cockpit signals will be clearly executed by a designated marshalling agent in view of the captain.

c) The first contact with the inbound taxiing aircraft is the “This Bay” signal. The arms placed above the head in a vertical position. This signal should be executed when the aircraft is considered in visual contact, and maintained until the aircraft has turned onto the bay centre of guideline. Hand signals must be positive in motion; a relaxed gesture should not be adopted.

**“This Bay” Marshalling**

![Diagram of Marshaller Hand/Arm Signals](image)
d) Where a situation develops where aircraft movements are simultaneous and an error is made, whereby the aircraft begins to turn into the wrong bay, the “Proceed under Guidance” of another marshaller should be used. The right or left arm is down, the other arm moved across body and extended to indicate position of other marshaller.

**Proceed Under Guidance of another Marshaller**

![Diagram of Proceed Under Guidance of another Marshaller](image)

\[In Daylight\]
\[By Night\]


e) Once the aircraft is proceeding directly towards the gate or bay stop point, the marshaller now controls the speed and direction. It should be remembered that the pilot’s vision is now limited as he or she is reliant on the marshaller to control his direction and speed to avoid contact with ground equipment or personnel. In congested areas, secondary marshaller or “wing men” are required to constantly signal the marshaller that enough clearance exists on the aircraft stand by holding one (1) wand up vertically.

**Move Ahead**

Both Arms repeatedly moving upward and backward, beckoning onward.
**Slow Down**

Arms placed down, with the palms towards the ground, then moved up and down several times.

**Slow Down Engines on Indicated Side**

Arms placed down, with the palms towards the ground, then either the right or left arm moved up and down indicating that the engine on the left or right side, as the case may be, should be slowed down.
Open Up Right Engine or Turn Left

Right arm down, left arm repeatedly moved upward and backward. The speed of the arm movement indicates the rate of turn.

Open Up Left Engine or Turn Right

Left arm down, right arm repeatedly moved upward and backward. The speed of the arm movement indicates the rate of turn.
Stop

Arms repeatedly crossed above the head. The speed of the arm movement indicates the urgency of the stop.

Chocks Inserted

Arms extended, the palms facing inwards, then swung from the extended position inwards.
**Release Brakes**

This signal is used once the “Chocks In” signal is executed. Raise arm with clenched fist, horizontally in front of body, then extend fingers.

![Release Brakes Image]

**Engage Brakes**

Raise arm and hand, with fingers extended horizontally in front of body, then clench fist.

![Engage Brakes Image]
The “Cut Engines” Signal

Either arm or hand placed level with the chest, and then moved laterally with the palm downwards.

All Clear - Marshalling Finished

Raise right arm at the elbow, with the arm facing forward.
**Chocks Away**

Arms down, the palm facing outwards, then swung outwards.

**Start Engines**

A circular motion of the right hand at head level, with left arm pointing to the appropriate engine.
**Alternative Start Engines**

Left hand overhead with the number of fingers extended, to indicate the number engine to be started and circular motion of right hand at head level.
APPENDIX 2B
ARRIVAL

WING WALKER:

> ALL CLEAR

> STOP

MARSHALL OUT
LEFT WING WALKER

> HOLD ON RAMP

PUSH BACK
WING WALKER:

> ALL CLEAR
CIAA Vehicle Inspection Form

Company Name: _______________________________ Fleet ID #: ________________

Vehicle Type: ______________________________________________________________

Manufacturer: __________________________________________________________________

Year: ___________ Model: ___________ Colour: _____________________________

Engine #: _____________________________ Chassis #: _____________________________

Date of Last Inspection: ________________ Last GSE Permit #: ______________________

### Inspection Checklist

<table>
<thead>
<tr>
<th>Stationary Checks</th>
<th>Satisfactory</th>
<th>Needs Attention</th>
<th>Unsatisfactory</th>
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</tr>
<tr>
<td>R/F</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>R/R</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lights:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Headlamps</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tail Lamps</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Indicators</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Safety Beacon</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Horn:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wipers:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fluid Leaks:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drivers Seating:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bumpers:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bodywork:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Undercarriage Checks**

| Chassis Integrity:       |              |                 |                |
| Exhaust System:          |              |                 |                |
| Suspension:              |              |                 |                |

**Mobile Checks**

<p>| Speedometer:            |              |                 |                |
| Brakes:                 |              |                 |                |
| Gears (smooth changes):  |              |                 |                |</p>
<table>
<thead>
<tr>
<th>Wheel Bearings:</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Items Checked:</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Equipment Status:</strong></td>
<td>Fail</td>
<td>Pass</td>
</tr>
<tr>
<td>Remarks:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Re-Inspection Comments:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inspectors Name &amp; Signature:</td>
<td></td>
<td>Inspection Date:</td>
</tr>
</tbody>
</table>
| Notes: | a). If **NEEDS ATTENTION** is recorded for ANY item on the checklist, corrective action must be taken 
       regarding the item within 5 days in order to bring it to **SATISFACTORY** condition. 
b). If **UNSATISFACTORY** condition is recorded for ANY item on the checklist, the equipment **shall not be used on the Airside** until the corrective action has been completed and repair confirmed by a designated CIAA inspector after re-inspection. |
APPENDIX 2D
The following charts and illustrations are provided to assist in determining the best possible use of available aircraft parking:

<table>
<thead>
<tr>
<th>Aircraft Type</th>
<th>FAA Airpor t ref code</th>
<th>ICA O Ref Code</th>
<th>Wingspan in feet/ inches or meters</th>
<th>Passenger capacity in seats</th>
<th>Tail height in feet /inches</th>
<th>Outer main gear wheelspan</th>
</tr>
</thead>
<tbody>
<tr>
<td>B727-200</td>
<td>C-III</td>
<td>C</td>
<td>108’</td>
<td>134</td>
<td>34’-11”/ 31’ - 7”</td>
<td>18’-9” or 5.72m</td>
</tr>
<tr>
<td>B737-200</td>
<td>C-III</td>
<td>C</td>
<td>93’</td>
<td>136</td>
<td>36’-10”/ 37’-3”</td>
<td>17’-2” or 5.23m</td>
</tr>
<tr>
<td>B737-300</td>
<td>C-III</td>
<td>C</td>
<td>94’-9”</td>
<td>128</td>
<td>36’-7”/ 36’-4”</td>
<td>17’-2” or 5.23m</td>
</tr>
<tr>
<td>B737-400</td>
<td>C-III</td>
<td>C</td>
<td>94’-9”</td>
<td>146</td>
<td>36’-7”</td>
<td>17’-2” or 5.23m</td>
</tr>
<tr>
<td>B737-500</td>
<td>C-III</td>
<td>C</td>
<td>94’-9”</td>
<td>108</td>
<td>36’-7”</td>
<td>17’-2” or 5.23m</td>
</tr>
<tr>
<td>B737-600</td>
<td>C-III</td>
<td>C</td>
<td>112’-7”</td>
<td>130/108</td>
<td>41’-3”</td>
<td>18’-9” or 5.72m</td>
</tr>
<tr>
<td>B737-700</td>
<td>C-III</td>
<td>C</td>
<td>112’-7” or 34m</td>
<td>148/128</td>
<td>41’-3”</td>
<td>18’-9” or 5.72m</td>
</tr>
<tr>
<td>B737-700W</td>
<td>C-III</td>
<td>D</td>
<td>117’-5” or 36m</td>
<td>148/128</td>
<td>41’-7”</td>
<td>18’-9” or 5.72m</td>
</tr>
<tr>
<td>B737-800</td>
<td>C-III</td>
<td>C</td>
<td>112’-7” or 34m</td>
<td>184/160</td>
<td>41’-2”</td>
<td>18’-9” or 5.72m</td>
</tr>
<tr>
<td>B737-800W</td>
<td>D-III</td>
<td>D</td>
<td>117’-5” or 36m</td>
<td>184/160</td>
<td>41’-5”</td>
<td>18’-9” or 5.72m</td>
</tr>
<tr>
<td>MD88</td>
<td>C-III</td>
<td>C</td>
<td>107’-10” or 33m</td>
<td>172</td>
<td>30’-2”/29’-7”</td>
<td>16’-8” or 5.08m</td>
</tr>
<tr>
<td>A319</td>
<td>C-III</td>
<td>C</td>
<td>111’ or 34m</td>
<td>134</td>
<td>39’-6”</td>
<td>24’-11” or 7.59m</td>
</tr>
<tr>
<td>A320</td>
<td>C-III</td>
<td>C</td>
<td>111’-10” or 34m</td>
<td>132-164</td>
<td>38’-10”/40’-10”</td>
<td>24’-11” or 7.59m</td>
</tr>
<tr>
<td>B757-200</td>
<td>C-IV</td>
<td>D</td>
<td>124’-10” or 38m</td>
<td>186</td>
<td>45’-1”</td>
<td>30’-6” or 9.3m</td>
</tr>
<tr>
<td>B767-300</td>
<td>C-IV</td>
<td>D</td>
<td>156’-1” or 47.57m</td>
<td>269</td>
<td>52’-7”/50’-6”</td>
<td>30’-6” or 9.3m</td>
</tr>
<tr>
<td>E190</td>
<td>C-III</td>
<td>C</td>
<td>94’-3” or 28.72m</td>
<td>98</td>
<td>33’-9”/34’-8”</td>
<td>19’-6” or 6m</td>
</tr>
<tr>
<td>CRJ200</td>
<td>C-II</td>
<td>B</td>
<td>69’-8” or 21.23m</td>
<td>50</td>
<td>20’-9”/20’-3”</td>
<td>10’-4” or 3.14m</td>
</tr>
<tr>
<td>DHC-6/300</td>
<td>B</td>
<td></td>
<td>65’ or 19.8m</td>
<td>22</td>
<td>19’-6”</td>
<td></td>
</tr>
</tbody>
</table>
**Clearance requirements**

An aircraft stand should provide the following minimum clearances between aircraft using the stand as well as between aircraft and adjacent buildings or other fixed objects.

<table>
<thead>
<tr>
<th>Code Letter</th>
<th>Clearance meters</th>
<th>Clearance feet</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>3.0</td>
<td>9.8</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>9.8</td>
</tr>
<tr>
<td>C</td>
<td>4.5</td>
<td>14.8</td>
</tr>
<tr>
<td>D</td>
<td>7.5</td>
<td>24.6</td>
</tr>
<tr>
<td>E</td>
<td>7.5</td>
<td>24.6</td>
</tr>
<tr>
<td>F</td>
<td>7.5</td>
<td>24.6</td>
</tr>
</tbody>
</table>

The clearances for code letters D, E and F can be reduced in the following locations (for aircraft using a taxi-in, push-out procedure only):

a) Between the terminal (including passenger loading bridges) and the nose of an aircraft; and

b) over a portion of the stand provided with azimuth guidance by a visual docking guidance system.

**Stand spacing**

General formulae have been developed in a number of cases to calculate the required distance between aircraft stands. The simplest case is for aircraft that taxi in perpendicular to the terminal building and push out straight back. As shown in the figure above, the minimum stand spacing \((D)\) equals the wing span \((S)\) plus the required clearance \((C)\).

![Diagram](image)

**Note:** To Verify correct spacing between 2 aircraft to be parked on stands use the following rule:

\[(D) \text{ is greater than the Sum of: (1/2 wingspan A) + (Value C) of largest aircraft} + (1/2 wingspan B)\]
The following chart provides the exact dimension of each aircraft stand.

Note: Stands 1A and 2A are exclusively for the purpose of code "D" wide-body aircraft. When a code "D" wide-body aircraft is parked on 1A, the adjacent stands (1 & 2) are unusable for any aircraft. When a code "D" wide-body is on 2A, Stands 2 & 3 are unusable;

6:00am to 11:00pm

104'-5"  77'-10"  69'-5"  133'-5"  133'-8"  133'-8"  133'-8"  146'-5"

11:00am to 9:00pm

104'-5"  77'-10"  69'-5"  133'-5"  133'-8"  133'-8"  133'-8"  146'-5"

2:00pm to 9:00pm

104'-5"  77'-10"  69'-5"  133'-5"  133'-8"  133'-8"  133'-8"  146'-5"
APPENDIX 2E
Typical Ground Equipment Layout
APPENDIX 2F
HOT WORK PERMIT

A Hot Work Permit is required for any operation that involves open flames or produces heat and/or sparks. This includes, but is not limited to, Brazing, Cutting, Grinding, Flame-Soldering, Pipe Thawing, Torch-Applied Roofing, and Welding.

<table>
<thead>
<tr>
<th>PROJECT NAME:</th>
<th>PROJECT No:</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIAA WORK ORDER No:</td>
<td>CONTRACTOR JOB No:</td>
</tr>
<tr>
<td>PERFORMING CONTRACTOR:</td>
<td>GC</td>
</tr>
<tr>
<td>WORK TO BE DONE BY:</td>
<td>EMPLOYEE:</td>
</tr>
<tr>
<td>FACILITY, BUILDING, and FLOOR</td>
<td>NATURE OF JOB:</td>
</tr>
</tbody>
</table>

REQUIRED PRECAUTIONS CHECKLIST

General Contractor or designee to verify that each precaution has been taken or to indicate that it is Not Applicable (NA).

- Available sprinklers, hose streams, and extinguishers are in service/operable.
- Hot Work equipment is in good repair.
- Entrances to work area have been posted with NO SMOKING signs.
- No welding or open flames within 100 feet of aircraft or a flammable spill.
- Work area enclosed to contain sparks and prevent vision flash burn.
- Ventilation is adequate to remove smoke/vapour from work area.

Requirements within fifty feet (fifteen meters) of work:

- Flammable liquids, dust, lint, and oily deposits have been removed.
- Explosive atmosphere in area has been eliminated.
- Floors have been cleaned of debris.
- Combustible floors have been wet down, covered with damp sand, or covered with fire-resistant sheets.
- Other combustibles have been removed, where possible, or protected with fire-resistant tarpaulins or metal shields.
- All wall and floor openings have been covered.
- Fire-resistant tarpaulins have been spread beneath work to collect sparks.

For work on walls or ceilings:

- Construction is non-combustible and without combustible covering or insulation.
- Combustible materials or items on other side of walls have been moved away.
- When welding, cutting, or heating is performed on walls, floors, or ceiling, since direct penetration of sparks or heat transfer may introduce a fire hazard to an adjacent area, the same precautions shall be taken on the opposite side as are taken on the side on which the work is being performed.

For work on enclosed equipment (tanks, ducts, etc.):

- Enclosed equipment has been cleaned of all combustibles.
- Containers have been purged of flammable liquids/vapours.

Fire Watch / Hot Work area monitoring:

- Fire Watch will be provided during and for thirty minutes after work, including any coffee or meal breaks.

I VERIFY that the above named location has been examined, that the precautions checked on the Required Precautions Checklist have been taken to prevent fire, and I request authorization to perform this work.

- Fire Watch is supplied with suitable extinguishers/charged small hose.
- Fire Watch is trained in use of this equipment and in sounding alarm.

SIGNED

Printed Name

Date

General Contractor Firm

Phone Number

AUTHORIZATION:

SIGNED

Printed Name

Date

Title

Phone Number

WORK PERFORMED:

START:        END:        

PERMIT EXPIRES (Good for one day only):

DATE:        TIME:        

FINAL CHECK:

The work area and all adjacent areas to which sparks and heat might be spread were inspected during the fire watch period and for at least thirty minutes after the work was completed and no fire conditions were found.

SIGNED

Printed Name:        Date
APPENDIX 2G
AIRSIDE WORKS PERMIT

An Airside Works Permit is required for any organization that needs to perform repairs to equipment or facilities on the airside.

| WORK TO BE PERFORMED: __________________________________________ | PROJECT No: __________________________ |
| CAA WORK ORDER No: ___________________ CONTRACTOR JOB No: _______ | DATE WORK TO BE DONE: _______ |
| PERFORMING CONTRACTOR: ________________________________________ | GC | SUB | PHONE No: ___________________ |
| WORK TO BE PERFORMED BY: Employee- ___________ | Supervisor- ___________ | Equipment- ___________ |
| FACILITY, BUILDING, and FLOOR: _________________________________ | NATURE OF JOB: ________________________________ |
| SPECIAL PRECAUTIONS: __________________________________________ |

REQUIRED ACTIONS CHECKLIST

Safety manager to verify the following sections have been notified:

- [ ] Airport Operations
- [ ] Air Navigation Services
- [ ] Airport Security
- [ ] Engineering and Projects.
- [ ] Telecommunications and I.T.
- [ ] Administration(if access badges required)

| AUTHORIZATION: |
| SIGNED __________________________ |
| Printed Name | Date |
| Title | Phone Number |

| WORK PERFORMED: |
| START: _______ | END: _______ |

PERMIT EXPIRES (Good for one day only):

| DATE: _______ | TIME: _______ |

FINAL CHECK:

The work area and all adjacent areas were inspected and no unsafe conditions were found.

| SIGNED __________________________ |
| Safety Manager | Date |

Printed Name: __________________________
SECTION 3

SAFETY ASSURANCE
SECTION 3- SAFETY ASSURANCE

3.1 Monitoring
The procedures outlined in this manual have been created to ensure a high level of safety while continuing to do the daily tasks each organization is faced with. It is the CIAA’s responsibility through the safety office that these procedures continue to be in place and they work as intended. The CIAA will continually monitor the operations and environment at the aerodrome to assure that it recognizes changes in the operational environment that could signal the emergence of new and unmitigated hazards, and for degradation in operational processes, facilities, equipment conditions, or human performance that could reduce the effectiveness of existing safety risk controls. Methods of examination, analysis, and assessment of these controls must continue throughout the daily operation of the system and will include:

a) Daily walk-around inspections of the aerodrome facilities to include parking lots, terminals, airside work spaces, aprons/ramps, vehicular access roads, baggage handling areas and walkways;
b) Daily operational inspections of the taxiways, runways, lighting systems and navigational aids;
c) Random Spot checks at unannounced times to observe operational practices;
d) Regular audits of aircraft turnarounds to determine extent of compliance.

3.2 Feedback
To facilitate consistent reporting and subsequent storage and analysis of data the following information is provided to delineate responsibility in reporting.

3.2.1 Accidents/ Incidents Reporting
All accidents/incidents must be immediately reported to the Airport Safety Response Centre @ 244-5835. This is the responsibility of anyone who witnesses the incident or accident. The following information must be given when the report is being made:

- Location of accident/incident
- Nature of Emergency
- Any injuries or deaths
- Equipment involved in the accident/incident
Airport Operations will be notified and shall immediately assess the situation and implement immediate corrective action to prevent and minimize disruption to airport operations. A written report must be submitted to the Safety Office by the relevant agency (See Appendix 3A), within 24 hours giving, in addition to the above, the following:

- Time and location of accident/incident;
- Names and personal statement of persons involved in accident/incident;
- Names and personal statement of any persons who witnessed the accident/incident;
- Owner of equipment involved in accident/incident;
- Type(s) of equipment involved in accident/incident.

Note-The operator of any vehicle/equipment involved in an accident, which results in injury or death to a person or damage to property, must immediately stop at the scene of the accident and render assistance as may be necessary!

3.2.2 Accidents to Passengers
Apron Attendants **must** observe the operating procedures for the equipment under their charge, to ensure that passengers are not exposed to accidents while embarking/disembarking an aircraft. It is the responsibility of each air carrier to ensure the safety of all passengers in their care to and from the airport terminal and the aircraft. This responsibility is not diminished when using contracted service providers! If proper eye contact is being kept on transiting passengers an airline representative should always be first to respond to a passenger who has been injured. Airport Security will render appropriate assistance when needed. It is the responsibility of the air carrier/operator to send a copy of the incident/accident report to the CIAA Safety Office.

3.2.3 Accidents to Staff Members
If you are injured it costs the Company time, money and inconvenience. It also causes pain and grief to you and your family and perhaps loss of earnings. Therefore you owe it to yourself, your colleagues and the Company, to maintain a high level of vigilance at all times. Always follow the proper safety precautions and use the appropriate personal protective equipment for the equipments being used! It is the responsibility of the immediate supervisor to submit a copy of the report to the Safety Office.
3.2.4 **Damage to Aircraft**  
Damage to aircraft, as minor as it may appear, could be serious since it could affect the safety of aircraft in-flight. Therefore, damage must immediately be reported to your immediate supervisor and further filed in the appropriate report. Most aircraft incidents will require filing of a Mandatory Occurrence report (MOR). It is the responsibility of the air carrier/ handling company to ensure proper report is filled out and a copy is forwarded to the Safety Office.

3.2.5 **Damage to Equipment and Vehicles**  
It is extremely important both for operational and safety reasons, that all damaged to equipment be reported for corrective action. This will preclude the equipment being used in a degraded state by someone who is unaware of the defect. It is the responsibility of the operator to file the report with the Safety Office. The safety Office will then ensure the equipment is taken out of service until properly repaired.

**NOTE-** Do not drive or operate equipment you are not trained on or authorized to operate (including the appropriate endorsement on the back of your AVOP license); if you fail to comply you and your company will be held responsible for your actions in the event of an accident.
Appendix 3A
Cayman Islands Airports Authority

NOTICE OF ACCIDENT

_____________________________________________________________________________________
Name of injured 
_____________________________________________________________________________________
Address 
_____________________________________________________________________________________
Occupation/Business 
_____________________________________________________________________________________
Telephone No: 
_____________________________________________________________________________________

1. State Carefully:
Date of Accident _____________________ Time______________________
Place where accident occurred ____________________________________________

2. Give full details of how accident occurred:
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________


3. Give Names and Addresses
   Of all Witnesses

   ___________________________________________________________
   ___________________________________________________________
   ___________________________________________________________
   ___________________________________________________________
   ___________________________________________________________
   ___________________________________________________________

4. At the time of the Accident
   what were you doing?

   ___________________________________________________________
   ___________________________________________________________
   ___________________________________________________________

5. Were any particulars taken by the Police? If ‘yes’, give names and number of officer and Address of Police Station:

   ___________________________________________________________
   ___________________________________________________________
   ___________________________________________________________

6. Does the injured have any insurance Policies?
   Or pre-existing conditions?

   ___________________________________________________________
   ___________________________________________________________
   ___________________________________________________________

I/We hereby declare the foregoing particulars to be true and correct:

Signature
Of Injured: _______________________________ Date____________________
Section 4
Safety Promotion
SECTION 4- SAFETY PROMOTION

4.1 Safety training and Education

An organization’s safety culture is linked to the success of its safety management training program. All personnel must understand the organization’s safety philosophy, policies, procedures and practices, and they should understand their roles and responsibilities within that safety management framework. Safety training should begin with the initial familiarization of employees and continue throughout their employment. Specific safety management training should be provided for staffs who occupy positions with particular safety responsibilities such as the people who work on the aprons and airside areas. The training program should ensure that the safety policy and objectives of the organization are understood and adhered to by all staff, and that all staff is aware of the safety responsibilities of their positions.

Competency training requirements for each area of work such as Turnaround Coordinator or Marshaller will be documented and training files maintained for each employee to assist in identifying and tracking employee training requirements.

It is the intent of the Cayman Islands Airports Authority to allow a six-month implementation period for the procedures in this manual. Each organization will have time to interpret procedures and verify if they can comply. It is understood that the CIAA will design and teach a training course for all current employees that have access to airside areas on the procedures outlined in this manual during the six month period. After this period has expired the training will be mandatory for any employee on the aerodrome who must qualify for a access pass to work on any airside areas.

4.2 Safety Communications

Reporting the results of safety investigations, safety reviews, safety audits and overall safety activities and performance to the appropriate audience has many benefits. It promotes transparency, commitment, and ownership of safety issues. The most important benefit of reporting safety issues is that it allows for potential hazards or issues to be eliminated before they happen. Prevention is always best. The CIAA is committed to ensuring that all personnel working airside are informed about the safety policies and objectives, how well the airport is meeting safety objectives, results of accident and incident investigations, new safety practices, and other matters dealing with safety. Some of our communication methods are discussed in section 4.2.1 on the following page:
4.2.1 Safety Meetings

Safety Committee Meetings
On the last Tuesday of each month at ORIA and on the first Wednesday of each quarter at GSIA the CIAA hosts a safety committee meeting comprised of members of all the organizations at the aerodromes. In this meeting the committee members present come together to discuss current safety issues and recent accidents or incidents that happen at each airport. The committee then deliberates and votes on a resolution or suggestion to address any such problems, which is then passed via the Senior Manager of the Safety Management System (SMSMS) to the airport management team/CEO for consideration. The information passed during these meetings is invaluable and will be passed on to the employees working at the airport by their representatives present.

Annual Airport Safety Meeting
At least once per year, the SMSMS will hold safety meetings with airport staff and all other personnel working at the airport. The purpose of these informal meetings is to:

1) Report on safety performance as detailed in this section;
2) Summarize the initiatives and action taken, or planned, to address safety concerns and potential hazards;
3) Report on lessons learned and action taken as a result of any incidents and accidents, and;
4) Discuss in an open forum the safety concerns that any of the participants might have.
5) Review the safety goals for the past year and the upcoming year.

4.2.2 Other Communication Methods

- A safety newsletter is sent out to all users of the airports to update you on any changes to our programs as well as any recent accidents or incidents that may affect you;
- The CIAA website @ caymanairports.com will carry all safety publications as well as recent happenings for ease of access;
- Bulletin Boards at both airports will carry vital information pertaining to recent accidents/incidents;
- In the event of a change to a manual or immediate mitigation of an unsafe condition we will issue a safety advisory by email to all organizations on the airport for full dissemination to all;
Section 5
Helicopter Procedures for ORIA
Section 5-HELICOPTER PROCEDURES FOR OWEN ROBERTS AIRPORT

5.1 Flight plan
Flight Plan must be on file in AIS office and shall be activated by notifying AIS/ATC of all flights by telephone, with exceptions of police operations.

5.2 Ground movement procedures
The Helicopter shall be towed on the trolley from hangar to designated location and from designated location to hangar.

5.3 Start up Procedures
Contact ATC on frequency 120.2 MHz and request start clearance and state intentions. ATC will issue start clearance and give aerodrome information as listed below.
   I. Surface wind;
   II. QHN;
   III. Temperature;
   IV. Traffic Information

   **Note:** READ BACK OF INFORMATION IS MANDATORY

5.4 Departure instructions
When ATC issues departure instructions aircraft to lift from trolley or Helicopter Apron Stand turn right hover taxi towards Runway then climb on RWY heading after passing 200 feet turn left/right as instructed by ATC.

5.5 Arrival instructions
Joining instruction will be issued by ATC to join the circuit pattern left/right and report base leg or final to runway. All approaches shall be made to the runway, then break off to the left/right and hover taxi towards the trolley or Helicopter Apron Stand and land.

5.6 Reporting points:
   1. Pedro St. James;
   2. Wreck of Ten Sails;
   3. Rum Point;
   4. Turtle Farm;
   5. Seven Mile Beach;

5.7 During hours of Operations.
When Owen Roberts’s tower is manned, Flight information service will be provided to all aircraft movements within the Cayman Islands TMA.

5.8 Outside hours of Operations.
When Owen Roberts’s tower is not manned, Operations that take place are the sole responsibility of the operator.
Aircraft shall transmit on the published frequency 120.20MKz prior to departure and on joining the circuit information listed below.

<table>
<thead>
<tr>
<th>Departing</th>
<th>Arrival</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Call sign</td>
<td>1. Call sign</td>
</tr>
<tr>
<td>2. Departing Runway</td>
<td>2. Landing Runway</td>
</tr>
</tbody>
</table>

*Note. All navigation lights shall be displayed for departing and arriving flights.*
*(See appendix 2)*

### 5.9 Police Operations

Operations involving the Police helicopter shall be conducted in accordance with the approved CAACI AOC.

a) Call sign to be used.
   - Normal operations POLICE ONE – Prefix **POL1**
   - Special Operations POLICE ONE ALPHA – Prefix **POL1A**

b) Flight plan.
   A repetitive flight plan shall be stored in the system and it will be activated by ATC on start up clearance request by the aircraft.

c) Start up Procedures
   The information listed below shall be given to ATC upon receiving start clearance.
   
   i. Location of operation GRID NUMBER *(see Appendix 1)*
   
   ii. Altitude
   
   iii. Persons on board and fuel endurance

d) Operations within Owen Roberts Control Zone.
   
   i. During Day light hours VFR operations will be subject to reduce separation in vicinity of aerodrome in accordance to Doc 4444. When the weather for VFR condition falls below the criteria- Police operations shall continue in accordance with their approved AOC.

   a) Day light hours height of 300 feet with in flight visibility of 1 km and
   
   b) Night time height of 600 feet with an in flight visibility of 5km ).

   ii. During night operations within the CTZ SVFR clearance applies and ATC shall issue a height restrictions to operate that must be complied with. ATC shall use separation with the vicinity of aerodrome. When operating outside of the CTZ below 1500 feet it will be the operator’s responsibility to keep a listening watch on the frequency and request clearance from ATC to enter the CTZ.
5.10 Phraseology

a) DURING HOURS OF OPERATION

*Departure*
AIR TAXI VIA TAXI A, CLEARED TAKE-OFF RUNWAY 08/26 LEFT/RIGHT TURN SURFACE WIND

*Arrival*
JOIN LEFT/RIGHT DOWNWIND/BASELEG/FINAL RWY 08/26, SURFACE WIND, REPORT FINAL

*Landing*
CLEARED LAND RWY 08/26, AIR TAXI TO TROLLEY OR HELICOPTER APRON STAND

b) OUTSIDE HOURS OPERATIONS

*Departure*
OWEN ROBERTS TOWER CALL SIGN DEPARTING RUNWAY 08/26 GRID NUMBER XX

*Arrival*
OWEN ROBERTS TOWER CALL SIGN JOINING LEFT/RIGHT DOWN WIND RWY (XX)

*Landing*
OWEN ROBERTS TOWER CALL SIGN FINAL LANDING RUNWAY 08/26
APPENDIX 5A
POLICE OPERATIONS GRID MAP
Appendix 5B
JOINING and DEPARTING MAP
Legend: Arrival route via hover taxi
Departure route via hover taxi