

# SOUTHSIDE OPERATORS MANUAL



## DOCUMENT SIGNATORIES

Document prepared by:  
P. Ives  
General Manager Samson Aviation

.....

A.Davies  
Head of Air Traffic Services

.....

## DISTRIBUTION LIST

Recipient	Copy Number
NIAL	E-Copy SharePoint
Samson Aviation	E-copy SharePoint
Nal Jets	E-Copy
Northumbria Helicopters	E-Copy
National Police Helicopter Support Unit	E-Copy
Swissport Fuelling	E-Copy
Air Ambulance	E-Copy
Base Pilots	E-Copy
North East Flight Academy	E-Copy

The copyright of this document vests in Newcastle International Airport Limited. All Rights Reserved.  
The information contained herein is the property of Newcastle International Airport Limited. No part may be reproduced or used without the permission in writing of Newcastle International Airport Limited. The copyright and use extend to all media in which the information may be embodied.

Newcastle International Airport Ltd.  
Air Traffic Services Dept.  
Woolsington  
Newcastle upon Tyne NE13 8BZ  
Tel: +44 (0)191 2143440 Fax: +44 (0)191 2143219  
[www.newcastleinternational.co.uk](http://www.newcastleinternational.co.uk)

## REFERENCES

Document Ref.	Document Title
PUWER REGS	Provision and Use of Work Equipment Regulations 1998
COSHH REGS	Control of Substances Hazardous to Health Regulations 2002
Noise REGS	The Control of Noise at Work Regulations 2005
Fire REGS	The Regulatory Reform Fire Safety Order 2005
PPE REGS	Personal Protective Equipment at Work Regulations 1992
Ionizing Radiation	Ionizing Radiation Regulations 1999
Workplace	REGS Workplace health
First Aid	REGS First Aid Regulations 1981

MHSWR	Management of Health and Safety at Work Regulations
HASAW	Health and safety at work Act 1974

## Glossary

AAIB	Air Accidents Investigation Branch
ADP	Airside Driving Permit
ATC	Air Traffic Control
ATSU	Air Traffic Service Unit
CAA	Civil Aviation Authority
CAP	Civil Aviation Publication
CAS	Controlled Airspace
CP	Critical Part
EU	European Union
Ext	Telephone extension
FOD	Foreign Object Debris
Ft	Feet
GA	General Aviation
GMC	Ground Movement Control
HSE	Health and Safety Executive
HSG	Health and Safety Guidance / Government publication
ID	Identification
IFR	Instrument Flight Rules
LVP	Low Visibility Procedure
MT	Motor Transportation division
NIAL	Newcastle International Airport Limited
NIAL AOI	Newcastle International Airside Operations Instruction
NM	Nautical Mile
PPE	Personal Protective Equipment
QNH	Question Nil Height
QFE	Question Field Elevation
R/T	Radio Telephony
RTF	Radio telephony procedures
UKAIP	UK Aeronautical Information Publication
VFR	Visual Flight Rules
VMC	Visual Meteorological conditions
VRP	Visual Reference Point

	<b><u>Contents</u></b>	<b><u>Page Number</u></b>
	Distribution list	2
	Glossary	4
	Contents	5
	Introduction	6
<b>1</b>	<b>HSE Guidance for employers</b>	<b>7</b>
<b>2</b>	<b>Workplace</b>	<b>10</b>
<b>3</b>	<b>Operations</b>	<b>17</b>
<b>4</b>	<b>Health and Safety Arrangements</b>	<b>20</b>
<b>5</b>	<b>Adverse weather</b>	<b>21</b>
<b>6</b>	<b>Aircraft Turnaround</b>	<b>22</b>
<b>7</b>	<b>Equipment</b>	<b>22</b>
<b>8</b>	<b>Service Provider</b>	<b>23</b>
<b>9</b>	<b>Southside Start-up / Shut-down Procedure</b>	<b>23</b>
<b>10</b>	<b>Radio Fail Procedures</b>	<b>24</b>
<b>11</b>	<b>Practice Engine Failure after Take-Off</b>	<b>24</b>
<b>12</b>	<b>UK AIP</b>	<b>24</b>

## **Introduction**

This manual is a supplementary document to its parent document the NIAL Aerodrome manual. The reference material contained within the Southside Operators Manual is for businesses that use the General Aviation apron/Echo/Bellman pad and Samson Aviation servicing aircraft parked on the Golf apron.

## 1. **Health and Safety Executive (HSE) Guidance for Employers**

This section gives employers guidance on what they have to provide employees by health and safety law.

The information below was taken from the HSE website where further information can be found.

### **i) Deviation from procedures**

Any deviation from the southside operations manual or the aerodrome manual, a change management request must be made and be approved before the deviation can be allowed to take place.

### **ii) Health and Safety Policy**

If you have five or more employees, you must have a written policy. Describing how you will manage health and safety in your business. It will let your staff and others know about your commitment to health and safety. It should clearly say who does what, when and how.

### **iii) Managing the Risks**

You must manage the health and safety risks in your workplace. To do this you need to think about what, in your business, might cause harm to people and decide whether you are doing enough to prevent that harm. This is known as a risk assessment. Once you have identified the risks, you need to decide how to control them and put the appropriate measures in place.

A risk assessment is not about creating huge amounts of paperwork, but rather about identifying sensible measures to control the risks in your workplace. The law does not expect you to remove all risks, but to protect people by putting in place measures to control those risks. You are probably already taking steps to protect your employees, but your risk assessment will tell you whether you should be doing more.

### **iv) Consultation with employees**

You have to consult all your employees on health and safety. This does not need to be complicated. Consultation is a two-way process, allowing staff to raise concerns and influence decisions on the management of health and safety. Your employees are often the best people to understand risks in the workplace and involving them in making decisions shows them that you take their health and safety seriously.

In a very small business, you might choose to consult your employees directly. Alternatively, you might consult through a health and safety representative, chosen by your employees or selected by a trade union. As an employer, you cannot decide who will be the representative.

## **v) Provision of Training and Information**

Everyone who works for you needs to know how to work safely and without risks to health. You must provide clear instructions, information and adequate training for your employees.

Don't forget contractors and self-employed people who may be working for you and make sure everyone has information on:

- Hazards and risks they may face;
- Measures in place to deal with those hazards and risks;
- How to follow any emergency procedures.

Ask your employees what they think about training to make sure it's relevant and effective. Keeping training records will help you to identify when refresher training might be needed.

The information and training you provide should be in a form that is easy to understand. Everyone working for you should know what they are expected to do.

Health and safety training should take place during working hours and it must not be paid for by employees. There are many external trainers who will be able to help you with your training needs but effective training can often be done 'in house'.

## **vi) Welfare Facilities**

You must protect the safety and health of everyone in your workplace, including people with disabilities, and provide welfare facilities for your employees.

Basic things you need to consider are outlined below.

- Toilets and hand basins, with soap and towels or a hand-dryer;
- Drinking water;
- A place to store clothing (and somewhere to change if special clothing is worn for work);
- Somewhere to rest and eat meals.



## **vii) Health issues**

To have a healthy working environment, make sure there is:

Good ventilation – a supply of fresh, clean air drawn from outside or a ventilation system;

A reasonable working temperature (usually at least 16°C, or 13°C for strenuous work);

Lighting suitable for the work being carried out;

Enough room space and suitable workstations and seating;

A clean workplace with appropriate waste containers.

## **viii) First Aid Arrangements**

You must have first-aid arrangements in your workplace.

You are responsible for making sure that your employees receive immediate attention if they are taken ill or are injured at work. Accidents and illness can happen at any time and first aid can save lives and prevent minor injuries from becoming major ones.

Your arrangements will depend on the particular circumstances in your workplace and you need to assess what your first-aid needs are.

As a minimum, you must have:

A suitably stocked first-aid box;

An appointed person to take charge of first-aid arrangements;

Information for all employees giving details of first-aid arrangements.

You might decide that you need a first-aider. This is someone who has been trained by an approved organization and holds a qualification in first aid at work or emergency first aid at work.

**Fire and First aid assistance can be called via the internal  
telephone system extension 222  
OR  
Use a radio to call Tower**

## 2. **Workplace**

### **i) Health and Safety Poster**

If you employ anyone, you must display the health and safety law poster, or provide each worker with a copy of the equivalent pocket card. You must display the poster where your workers can easily read it.

### **ii) Business Insurance**

1. To operate at Newcastle International you are required to have Public Liability insurance: Refer to the latest edition of the NIAL Control of contractors' guidance manual. For all activities the appropriate cover should be in place. Contact the NIAL Health and Safety department for a copy of the manual.

2. Workplace Safe, Secure Access and Egress

### **iii) Visitors Access to the South Apron**

Access to the South Apron must be through an access controlled door with a badge reader. All staff must be in possession of a security I.D pass. All passes must be read prior to entering the controlled zone. All visitors must be escorted by a pass holder.

EU regulation requires all persons that are 'airside' to be in possession of an authorization which must be available to present on request. All persons on the airfield need to have an authorization and are logged as being airside by being in possession of an I.D or a visitors pass. This needs to be presented and made available on request.

Airside visitors are to be escorted at all times by a full pass holder. The pass holder escorting the visitor is responsible for their health and safety while airside.

Each company needs a written protocol for escorting visitor's airside which includes checking photographic I.D. and recording in a visitor's log.

### **iv) Access Procedures**

General access will be gained by presenting a valid Airport ID to a staff member who is responsible for controlling access. The staff member will be responsible for validating the I.D pass.

### **v) Deliveries and Visitors**

Any visitors or deliveries that require access/egress to or from the airside will need to be met by the respective department that is expecting the visitor or delivery. Having received a visitor or delivery, the person responsible for allowing access or egress must ensure that the access gate is closed securely after the movement. There is no requirement to have a visitors or vehicle pass issued as the vehicle will be escorted at all times.

## **vi) Low Visibility Procedures (LVP)**

On notification by ATC that LVP is enforced, the security department will dispatch an officer to display the LVP boards at the entrance to South Apron and on the barrier arm at the entrance to Taxiway Echo. ATC will be notified on completion of this.

## **vii) Emergency Response**

Airport Fire Service and Airport Police will have the ability, through their airport ID's, To gain immediate access to the area should it be required. In the event of an aircraft emergency, and in line with NIA Emergency Orders, a member of the security team will be present and the sliding gate opened, in preparation to allow access to the arriving emergency services to the RVP. This only applies to the Tyne and Wear Fire Service Incident Vehicle. The remaining responding vehicles will access through Gate 5 as per the NIA Emergency Plan.

Should the sliding gate at any point fail, the area can be secured using the existing gates. The security team will dispatch an officer to carry out static guard duties and to allow access and egress to and from the area when required until such time the fault is rectified.

CCTV covers the operational area and will periodically be reviewed to ensure Compliance.

## **viii) Deliveries via Landside**

Any company accepting deliveries via landside must have a written protocol in place. This needs to be available for audit on request by NIAL.

## **ix) Based Pilots**

Based aircraft pilots must enter the airfield via Samson Aviation. Their I.D passes will be verified in the badge reader and a visual inspection conducted by the Samson employee.

## **x) Based Pilots located at the Skyshaw**

Pilots access the airfield by the badge reader at the Northumbria Helicopter gates. Any persons accompanying the pilot not as a passenger but needs to be airside with the pilot must collect a visitors pass from Samson.

## **xi) Staff**

All staff must possess a valid I.D and have this displayed at chest height at all times.

Staff must always wear a suitable Hi-Visibility jacket/vest that meets the British Standards BS EN 471:1994 class 2 and the appropriate Protective Personal Equipment to your risk assessment whilst operating on the Southside Aprons.

Pedestrians must walk around the perimeter and not across the apron/echo taxiway unless they performing a specific task and that they are in R/T contact.

## **xii) Smoking, Alcohol and Drugs**

Whilst working airside, smoking is not permitted in any of the Southside locations airside.

For the purposes of this manual staff are also not permitted to use E-cigarettes whilst airside.

You are governed by strict laws whilst at work and you must not allow employees to attend work under the influence of alcohol or drugs. For further information see NIAL Notices and instructions

If you have an employee who is taking prescription medication, they are required to notify their employer and to be risk assessed prior to operating airside.

## **xiii) Contractor Works**

See NIAL Control of Contractors policy and guidance manual

Employers should create a Control of contractors procedure document. That will help contractors who may not appreciate the hazards associated with working within premises or on land owned by NIAL, therefore the key requirement of ensuring a safe working environment lies through an effective communication and control systems.

The guidance documents apply to any company intending to undertake any works that will affect the structure, fabric, and services of any NIAL premises or to be carried out in public areas on premises or land owned by NIAL.

The tenant/concessionaire manager is required to gain authorization from the NIAL contact department (Property or Commercial) prior to the commencement of any work at NIAL. Any work airside must also have a NIAL permit to work issued from the Airside Operations department.

The competence of any contractor used to carry out any work at NIAL must be checked before the commencement of any work is undertaken. As a minimum the NIAL control of contractors guidance documents are to be followed.

Each company needs to have a written protocol for escorting contractors airside.

Contractors with no Airport I.D pass must present themselves to the nominated staff. The contractor must produce photographic I.D which will be photocopied and held by the nominated / project sponsoring company and a temporary NIAL Visitors pass applied for at the main security office.

The company who the Visitor is representing must send a prior email/letter/fax to the contracting sponsor to confirm the reason for the visit.

log must be kept and all details recorded.

A verbal and written safety brief will be given to the contractor prior to entering airside, also a pre-determined assembly point in the event of a fire along with the NIAL Works permit and any other relevant information.

#### **xiv) Exemptions For The Wearing of High Visibility Clothing**

Any person(s) who are responsible for the formal welcome of VIP's as the VIP disembarks the aircraft are exempt from the requirement to wear high visibility clothing, provided that the area where the formal welcome will take place is protected by persons wearing high visibility clothing or vehicles suitably positioned to ensure that the persons not wearing high visibility clothing are separated from vehicles moving in the vicinity.

Any person(s) who are subject to a photograph session adjacent to an aircraft or within an occupied stand, but provided that the area where the photography session will take place is protected by persons wearing high visibility clothing or vehicles suitably positioned to ensure that the persons not wearing high visibility clothing are protected from vehicles moving in the vicinity.

#### **xv) Accessing The Main Apron Via The Airfield**

NIAL/Samson Vehicles crossing from the Southside control zone to the main apron via the Runway with ATC permission must enter the Critical Part (CP) through stand 25 where they will meet NIAL Security to be screened/processed. Further guidance can be found in NIAL instructions and notices.

#### **xvi) Buildings and Pavements Inspections**

The buildings use will meet the appropriate Workplace (Health, Safety and Welfare) regulations taking into account first aid and firefighting regulations.

Access to and from airside must have safe access routes. Free from spillages, ice, trip hazards etc. Any unsafe routes must be reported to Samson Aviation.

Samson Aviation will inspect the GA apron twice daily recording and reporting defects/issues to the relevant NIAL departments.

#### **xvii) Defect and Fault Reporting / Recording**

An inspection regime should be established where the premises and associated pavements are inspected for faults. Any defects should be recorded and reported to NIAL/Samson at the earliest instance.

There are two ways to report engineering defects, these are detailed below:

Anything requiring attention should be reported via the maintenance helpdesk via sharedpoint or urgent requirements contact the on Duty Engineer on Ext 3502

#### **xviii) FOD Foreign Object Debris and Apron fuel /oil spills**

FOD can be a serious issue to aircraft.

It is the responsibility of all personnel working airside to ensure that FOD is removed as soon as it is found. Great care is to be taken by all those working on aprons, particularly those working on aircraft, to ensure that no FOD is left behind following turnaround or engineering work.

Pre arrival on stand FOD inspection - the responsible Agent for the aircraft handling shall carry out a visual check of the parking stand prior to the aircraft's arrival.

Pre/Post departure off stand FOD inspection - the responsible Agent for the aircraft's handling shall carry out a further visual check of the stand, prior to the aircraft starting.

All apron equipment which could be caught in jet blast /prop wash must be secured to a fixed object or stored in a safe place so as not to be exposed to wind or aircraft engine blast effects.

All FOD / rubbish must be disposed of responsibly.

#### **xix) Apron spillages**

All spillages of materials airside must be investigated/reported immediately to Samson Aviation 0191 214 (4111) Samson will contact AOU who will arrange for clean-up and contaminate disposal. (Charges will apply).

#### **xx) Safety Inspections and Registers**

A process should be established for the recording of

Safety :

risk assessments

inspections

Fire alarm testing

Buildings and pavements inspections

Aircraft fueling

Accident procedure for employers of 10 or more staff. (First aid at work regs 198

## **xxi) Aircraft accidents/Incidents**

In the event of an accident/incident, including Runway/taxiway incursions and excursions Air Traffic Control must be contacted by the quickest possible means. R/T radio, telephone 0191 214 Ext 3250/8130

The incident will be investigated with full support of the aircraft owner/operator. An investigation report will be supplied to Samson/NIAL within 10 days for review.

Should an aircraft leave the paved surfaces, the aircraft will be recovered following NIAL's Aircraft recovery procedures with approval from AAIB (if applicable). These will incur recovery charges.

A copy of aircraft recovery procedures can be obtained from Newcastle International Airport Fire Service. The above is additional to CAA mandatory occurrence reporting.

## **xxii) Airside Ground Accidents /Incidents**

When an accident/incident has occurred airside the following process must be adopted:

Any equipment/vehicles involved in an accident/incident should be left in situ wherever possible until Airside Operations arrive to assess any operational impact. If the equipment involved is required to be moved then a photographs/sketch showing locations with approx. distances must be compiled.

In the event of ground equipment or vehicles being identified as being the cause of an accident/incident. Airside Operations will remove the offending operators driving permit (ADP) and the vehicle will be sent to the NIAL Motor Transportation section for a safety inspection.

Within 24hours, a notification by email, written note or by telephone of the incident must be sent to Samson Aviation.

Samson Aviation will then supply the operator the documentation to assist in the investigation. The organization involved must ensure that a full investigation is under taken according to the operators own accident reporting procedures.

All appropriate paperwork should be reviewed by the organization involved which may include but not limited to:

Initial accident/incident reports/witness statements

Risk assessments.

Procedure/Safe Systems of work.

Training records

Maintenance records

The completed reports showing causes and mitigation to stop future reoccurrence are to be submitted to Samson Aviation with evidence backing up any conclusions/recommendations made ASAP (within 10 days )

In the event of disciplinary action being taken after investigation by the organization involved this is to be reflected in the report but no details are to be filed. I.E "disciplinary action has been taken against the persons involved".

Samson Aviation will then review the reports to ensure the appropriate safety measures have been taken into account, while considering the possible effects on other airside operations. Samson will respond back with an overview and any additional recommendations that are to be considered.

Note: Airside Driving Permits that have been removed will not be returned until the investigation has been completed and reviewed by Samson/NIAL.

The accident/incident will remain “live” until all of the reports can only be signed off and confirmation the recommendations have been taken into account. CAA mandatory occurrence reporting may still be applicable following an incident.

See the CAA website for more details.

### **xxiii) Near Miss Reporting**

Southside users are encouraged to report near miss incidents to Samson/NIA. The reports will be investigated and findings reported back to the operator and based pilot’s group/Airside safety committee.

### **xxiv) Service Roads**

The GA apron has 2 uncontrolled crossing points. Vehicles holding a valid Airside Vehicle Permit (AVP) can only cross at these points if the operator holds a CAT B or CAT C airside driving permit.

Vehicles not holding a AVP may be escorted if the escorting operator holds the above AVP/ADP.

An R/T listening watch and situational awareness must be maintained at all times.

Failure to adhere to this instruction may result in injury or exclusion from airside areas.

### **xxv) Perimeter roads**

The perimeter road crosses active taxiways at both Echo and Golf. Traffic lights operated by ATC must be obeyed at all times as vehicular access to cross these taxiways must be prevented when there are aircraft movements. These traffic lights are also permanently selected to prevent vehicles crossing at Echo and Golf during LVP’s. This is part of the safeguarding process as no vehicles must use the perimeter road when LVP’s are in force.



### 3. **Operations**

#### **i) Wildlife Control - Reporting of Wildlife Hazards**

Birds present a dangerous hazard to aircraft flight operations.

The dispersal of roosting / feeding birds in a controlled manner may require co-ordination with Air Traffic Control. Therefore as a minimum the Southside operators are to report bird hazards to Airside Operations on telephone 0191214 ext. 8130 or to ATC via R/T communications.

#### **ii) Inspecting buildings for nesting birds**

Inspections of the buildings must be carried out periodically and recorded. Evidence of nesting birds must be reported to NIAL.

The nesting / roosting of birds are to be discouraged with means used to reduce potential roosting sites.

Disposal of food must be controlled as improper disposal will attract birds and vermin.

Vermin are also a food source to birds and should be controlled using appropriate means.

#### **iii) Security Procedure for Hangar and Based parked Pilots**

Prior to entering the airfield the pilots I.D must be verified via the card reader machine. This allows security to monitor who has accessed the Airside Area.

If the pilots are taking a guest without an I.D badge airside (they are remaining on the apron and are not travelling as a passenger) they need to sign them in and Samson staff need to issue them with a visitors pass.

On entering the airfield the correct PPE must be worn.

#### **iv) Temporary Critical Part**

There are times where parts of the Southside have their security status raised from a control zone to a critical part.

- G/A aircraft over 10 tonnes

When critical parts are in effect aircraft are protected by a security presence and access is only permitted following a full security screening process.

#### **v) Security Procedure for all I.D holders on the Southside**

All staff operating on the Southside must have their pass validated at a NIAL I.D reader prior to accessing the airfield.

Any student pilots who initially need access to airside (which must be for a legitimate reason i.e training), need to have their personal photographic I.D checked by the pilot in charge and all details recorded on the access sheet, they then become the responsibility of the pilot and must be escorted at all times. The ID does not have to be worn, however must be able to be presented on request by anyone with any authority (i.e Security, Samson, CAA staff) and the I.D must match the carrier and access sheet details.

If a NIAL I.D holder is escorting a guest without an I.D badge airside (they are remaining on the apron and are not travelling as a passenger/student pilot) they need to sign them in and follow the above procedure and issue them with a visitors pass.

#### **vi) Access and egress from the airfield during a Temp CP**

In the event of a Temporary CP being set up for a qualifying flight, this must be communicated in advance to the pilot in charge by the Samson operative on shift.

The Samson Operative will advise the times when access and egress to the airfield will be controlled or restricted to ensure no breaches to the security process.

#### **vii) Aircraft Carrying Dangerous Goods**

Aircraft carrying dangerous goods are not permitted to use the Southside of the airfield for parking or the handling of munitions.

Armed Military aircraft (note: not including the ejector seat) arriving under emergency conditions an exclusion zone of 85 meters is to be maintained at all times. See aerodrome manual

Guidance documents: CAP 483 / The Air Navigation (Dangerous Goods) Regulations 2002

#### **viii) Fuel Installations and Aircraft Re-fuelling**

The Southside operators will adhere to CAP 748 Aircraft fuelling and fuel installation management and Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR).

All records relating to fuel must be held for 1year (CAP 748) and be made available to NIAL for audit purposes.

#### **ix) Aircraft Parking**

Aircraft will be allocated parking areas based on the aircraft type and wingspan.

Should there be a requirement for non-standard parking; a risk assessment will be supplied to NIAL Airside Operations for approval.

GA Apron: General Procedures for parking and ground runs are defined in the aerodrome manual.

### **x) Approaching parked aircraft**

You must ensure all staff are briefed in safe procedures for arriving aircraft. Aircraft should not be approached until the engines have shut down and the anti-collision lights turned off.

### **xi) Approaching Helicopters**

Staff must never approach the tail rotor. Helicopters must only be approached from the side, once the commander has given permission. Any passenger egress/ingress must be done with engines shut down and the rotor must be fully stopped.

### **xii) Helicopter Operations**

Helicopters based in hangars adjoining the south apron must be towed or pushed to/from the parking areas at PE/PW. Under no circumstances are helicopters to be permitted to hover-taxi to/from PE/PW onto other parts of the GA Apron.

If refuelling a helicopter on a 'P' stand do not position the bowser inside the marked circle of the stand. Do not refuel a helicopter while the rotors are turning or approach the helicopter on foot until the rotors are at a complete stop.

Refuels whilst the rotors are running are only permitted to emergency services: National Police Helicopter Service / Air Ambulance / Air sea rescue during essential operations. All other rotary wing craft must shut down prior to commencing fuelling operations.

#### 4. **Health and Safety Arrangements**

##### **i) Risk Assessments**

All operations at Newcastle International should be risk assessed and promulgated to staff that interface with the operator's procedure(s).

A database of current risk assessments should be maintained and be made available for audit purposes.

Special risk assessments should be conducted where practices involve manual handling / control of substances hazardous to health / display screen equipment Etc.

##### **ii) Building Fire Safety**

The premises on the Southside must meet the requirements of the Regulatory reform (fire safety) order. A fire risk assessment must be obtained for the building. For further assistance contact the NIAL Health and Safety department.

##### **iii) Fire Fighting Equipment and assembly points**

Each company with airside access will have a dedicated assembly point where a roll call is to be performed.

Staff are to be advised of the location during their induction training.

The location will be agreed with the NIAL Health and Safety department.

For further information please see the: REGULATORY REFORM (FIRE SAFETY) ORDER 2005

##### **iv) First Aid**

Adequate and appropriate first aid will depend on the circumstances in the workplace. This includes whether trained first-aiders are needed, what should be included in a first-aid box and if a first-aid room is required. Employers should carry out an assessment of first-aid needs to determine what to provide.

For further information see the First Aid Regulations

##### **v) Persons with disabilities**

Any passenger that require assistance or any disability that requires assistance on and off the aircraft, please contact passenger services at Newcastle airport ([PRM@newcastleinternational.co.uk](mailto:PRM@newcastleinternational.co.uk))

It is the General Managers commitment to ensure that persons with disabilities will be handled are treated with respect, dignity, and equity.

## 5. **Adverse Weather**

### **i) Strong Wind Operations**

The operator should have procedures in place to establish a safe working environment for their staff and clients during periods of disturbance. Air Traffic Control will distribute warnings, once issued by the MET office. Once in receipt of weather warnings the operators must ensure all potential hazards are secured or are removed from the apron to a safe location.

Parked aircraft may be required to be turned into wind and additional chocking /tethering considered. The responsible agent should contact the aircraft owner to advise of the possible disruption.

### **ii) Snow and Ice Procedures**

When snow is forecast Air Traffic Control will distribute warnings by the MET office. The Southside operators must check that all surplus chocks and equipment have been removed from the apron as they may become covered during snow fall.

All walkway routes should be inspected and contaminate removed as far as reasonably practicable to allow access.

All efforts are to be coordinated through Samson Aviation.

During prolonged periods of snow fall Samson aviation are to discuss processes for snow clearance and disposal with NIAL Airside operations and engineering departments.

Samson Aviation are to consider discussing the relocation of aircraft / equipment to assist with snow clearance operations.

Additional guidance can be found in the NIAL Snow and Ice procedures

To receive ATS weather warnings a request should be made to Air Traffic Services

Tower@newcastleinternational.co.uk

### **iii) Low visibility Procedures**

Air Traffic Services will initiate low visibility procedures. Once informed the Southside operators must have procedures in place to inform staff and clients.

Access and use of the apron should be kept to a minimum.

The Foxtrot stop bar is withdrawn and replaced with the LVP limit line.

Samson/Swissport fuelling vehicles wishing to access the GA apron from the maintenance area are required to stop at the LVP limit line (Motor transportation section) and contact the ATC Tower using Radio telephony R/T.

The driver would be expected to call vacated on exiting the LVP limit line on the GA apron. The process will require the driver to open and close the Foxtrot LVP barrier.

#### **iv) LVP barriers**

During low visibility procedures all the airfield barriers which allow access onto the airfield will be closed by airfield operations to protect the instrument landing systems. The barriers are located at Foxtrot, Echo (next to the police air support unit), 25 crash road and at the fire station. Southside operators are not allowed to open or cross the closed barrier without ATC permission.

For further guidance see NIAL Notices and Instructions

### **6. Aircraft Turnarounds/Safety Audits**

Southside handling agents for aircraft operators must have procedures in place for aircraft turnarounds.

NIAL will periodically audit the aircraft turnaround based on HSG 209 to ensure safety compliance, giving positive feedback and areas of improvement where appropriate.

Based aircraft operators must supply Samson aviation their operations manual describing how the day to day running operations will be met.

Samson/NIAL will audit operations to ensure safe operating procedures and quality systems are maintained.

### **7. Equipment**

All equipment that is to be used airside must be approved and follow the criteria below :Consultation must be made with Samson Aviation prior to purchasing any equipment.

Upon approval the purchased equipment is to be presented to NIAL Motor Transportation section for a safety check and issue of Airside Vehicle Permit (AVP). As per NIAL Instruction 09/2011 Airside Vehicle Permit Scheme.

The vehicle/equipment must be; fit for purpose, CE marked and follow the Provision and Use of Work Equipment Regs 1998 where applicable.

All equipment stored airside must be parked in the designated equipment parking area, which is west of the Samson hangar.

All powered vehicles are required to have GPS fitted to them. This is to assist in monitoring of vehicular movements on the apron for Accident investigation and audit purposes.

A documented inspection regime must be in place with a method of reporting and withdrawing un-serviceable equipment.

## **8. Service Provider Training and Recording**

Service handlers will provide means to record the competence of staff taking into account staff returning to work and absence forming performing tasks. These are to be maintained and made available for NIAL Audits.

## **9. Southside Start-up / Shut-down procedures**

### **Introduction**

The purpose of this instruction is to inform all persons of the correct procedures for aircraft arriving at or departing from any hangar located on the Southside of the airfield

### **Departure**

A departing aircraft must be towed either manually, or by the use of a tug, outside of the hangar and to a designated aircraft parking area. The designated aircraft parking areas are as follows:

- **Samson Aviation** – the designated “Samson Ops” box to the north of the Samson Hangar
- **Naljets** – the parking area west of the Naljets hangar outlined by white painted markings
- **Skyshaw** – the area between the Echo taxiway and the hangar

Prior to any deviation from the above, permission must be sort from the on duty Samson Operative (for Samson based aircraft) or Air Traffic Control (for Naljets / Skyshaw based aircraft). Before towing any aircraft from or to the Samson Aviation hangar, permission must be requested from the duty operations staff. Under no circumstances can aircraft engines be started or aircraft fuelled on the block paved area in front of the Samson hangar. Aircraft requiring fuel must also be towed either manually or by the use of a tug to the designated start/stop area delineated by markings. Extreme care must be taken at all times during the repositioning of all aircraft due to the movement of other based & visiting aircraft.

### **Arrival**

Aircraft must on arrival position back to the designated parking area & shut down engines. Under no circumstances are aircraft to enter a hangar with engines running as this poses a serious health and safety violation. Under no circumstances can an arriving aircraft taxi onto the Samson Aviation block paving area in front of the hangar. Any required refuelling can take place in the designated parking area before towing the aircraft back into the hangar. If the designated parking area is unavailable due to operational reasons the duty operations staff will arrange a safe temporary alternative.

These procedures are being implemented in the interests of safety for all NIAL clients & personnel. Any failure to adhere to them will be regarded as a safety violation and liable to a penalty ticket under the

Airside Violation Scheme, the cost of which is published in the NIAL Annual Fees and Charges.

If further information is required on the above please contact the on duty Samson operations staff.

## **10. Radio Fail Procedures**

Light Aircraft are expected to abide by the procedures as stipulated within the United Kingdom Aeronautical Information Publication (ENR 1.1 General Rules:3.4 Radiotelephony, Radio Failure and Loss of Communication Procedures).

Note: Pilots already in receipt of an ATC clearance may enter controlled airspace and follow the procedures referred to within the AIP. Those flights that have not received an ATC clearance, should not enter controlled airspace unless an overriding safety reason compels entry.

## **11. Practice Engine Failure after Take-Off**

- 11.1 When the pilot /instructor, wishes to perform a practice engine failure after take-off. The pilot must request with ATC prior to initiation.
- 11.2 A practice engine failure may be performed either on climb out or on the crosswind leg of the circuit.
- 11.3 At no time must the aircraft be positioned towards or overfly any part of the Airport Terminal Buildings, or parking areas both land side and airside. After completion, the pilot must report climbing away.
- 11.4 The above shall not apply during an actual engine failure.
- 11.5 However, it would be preferred during an actual engine failure, that the aircraft is positioned away from the terminal building.

## **12. UK AIP**

Please refer to UK AIP for any additional information.