Apron Management and Safety Manual

Annex “D” to ORIA Aerodrome Manual

Version 3.0 | 31 October 2023

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Purpose

The purpose of this Apron Management and Safety Manual is to provide effective apron management and safety guidance to ORIA airside operators and stakeholders. The CIAA is committed to meeting the aerodrome certification requirements of Overseas Territories Aviation Requirements Part 139 and International Civil Aviation Organization Annex 14. The manual sets out and clearly defines the permitted activities that can safely take place on ORIA aprons.

Apron safety is the joint responsibility of all parties present on the apron and includes the air traffic control service provided by Owen Roberts Tower to assist with safe operations through pushback and taxi clearances. In addition to the guidance in this manual, all stakeholders are required to prepare and follow their own apron safety management processes for the purpose of:

a) Preventing or reducing the risk of collisions between aircraft, vehicles, and/or obstacles.
b) Facilitating safe and efficient entry and egress of aircraft on the apron in cooperation with Owen Roberts Tower.
c) Ensuring safe appropriate staging and usage of vehicles and equipment on aprons, apron edge taxiways, and apron service roads.

(Signature) 31 October 2023 (Date)

Albert Anderson
Chief Executive Officer
Cayman Islands Airports Authority

Distribution Policy, Review and Amendment Procedure

The Chief Safety Management Officer manages the production, amendment and electronic distribution of the CIAA Apron Management and Safety Manual. Reviewed annually during the month of October or whenever changes to regulations or personnel occur, this manual is Annex D to ORIA Aerodrome Manuals.

When amended by the Chief Safety Management Officer and subsequently satisfactorily reviewed by the Quality and Compliance Manager, the Quality and Compliance Manager will email an electronic copy of the amended version to the Civil Aviation Authority of the Cayman Islands along with details of the amendment.

Once amendments are approved by the Civil Aviation Authority of the Cayman Islands and signed off by the CIAA CEO, the below list of recipients are notified of the latest approved version via email by the Chief Safety Management Officer and made available in electronic format at the below CIAA website address.

www.caymanairports.com

Aerodrome and Regulatory Personnel:

CIAA Chief Executive Officer	Chief Safety Management Officer
Director General of Civil Aviation	Chief Security Officer
Chief Commercial Services Officer	Air Traffic Control Manager
Chief Airport Operations Officer	Aeronautical Information Service Manager
Facilities & Projects Manager	ORIA Rescue and Fire Fighting Service
Communication and Navigation Services Manager	Airport Operations Command Centre
Chief Financial Officer	Airport Operations Manager
CKIA Rescue and Fire Fighting Service	Airport Manager (CKIA)
CKIA Air Traffic Control Tower	Quality and Compliance Manager
ORIA Air Traffic Control Tower	Chief Information Officer

Airlines:

Air Agencies Ltd.	Air Canada
American Airlines	British Airways
Cayman Airways Ltd. / Cayman Express	Cayman Islands Helicopters
FedEx	DHL
Jet Blue Airlines	Delta Airlines
RCIPS Air Unit	Island Air Ltd.
Southwest Airlines	UPS
Sprint Services	United Airlines
WestJet	

Ground Handling Service Providers

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Airport Professional Services	Goddard Catering Services
Cayman Dispatch Services	Flowers Air Dispatch Services
Flowers Security Services	Reliable Industries Ltd.
Rubis Fuels Ltd.	

Government Agencies:

Civil Aviation Authority of the Cayman Islands	Office of the Governor
Department of Agriculture	Cayman Border Control
Department of Tourism	Cayman Islands Fire Service
MRCU	Royal Cayman Islands Police
Postal Department	

Amendments to the original manual will:

a) Be listed in an amendment record.
b) Be recorded in the next version number.
c) Be dated in the page footer together with the current version number; and
d) Be marked with a vertical bar next to the amended text.

Printed copies are not controlled therefore users must ensure paper copies are replaced with the latest amended version.

Record of Amendments

Version number	Date	Revised or reviewed by (Position title)	Revisions approved by (Position title)	Reasons & details of changes	Next review date
V2.1	20/06/2022	QCM	*Draft*	Quality and compliance review. Renaming and complete redrafting to comply with ICAO Doc. 9981 – Aerodromes, Part II, Chapter 7, and ICAO Doc. 10121 – Ground Handling Manual, Chapter 5.	
V2.2	31/03/2023	QCM	*Draft*	Page 20, 10.1, local time added; page 21, 13.1, local time added; page 24, 3.1, a) orange arm band replaced with orange high visibility clothing; page 25, 3.2, reworded and includes evidence of qualifications; page 27, 4.3, submission of training records to CIAA added; page 30, 3.3, team leader and lead agent replaced with turnaround coordinator; page 32, 8, heading amended, 8.1 reworded; page 33, 8.4, telephone restriction added; page 37, 2.2.1, reworded to include submission of training records; page 42, 10.4.2, reworded with phraseology appendix 16; page 173, appendix 16 with phraseology added; page 51, reference to UK CAA CAP 748 removed; page 52, 949 2499 added; page 53, e) GHSP added, i) reworded; page 60, 3.3, and replaced with any; page 66, 4.6, Owen Roberts Tower and airside observer removed; page 71, 1.1, c) name of service provider added, 2.1 949-2499 added, 3.1 949-2499 added; page 72, 5.1, 949-2499 added; page 98, 4.2, Chef replaced with Chief; page 100, 6, d) aviation security patrols added.	
V3.0	31/10/2023	QCM	*CEO*	New version incorporating changes listed in V2.1 and V2.2 above.	01/10/2024

Definitions

Apron	A defined area on a land aerodrome provided for the stationing of aircraft for the embarkation and disembarkation of passengers, the loading and unloading of cargo, mail, fuelling, parking or maintenance. In order to reflect industry used terminology, use of the word 'Stand' or 'Ramp' may be used.
Ground Time	The time period or planned time period for which an aircraft will occupy a particular stand.
Manoeuvring Area	That part of an aerodrome provided for the take-off and landing of aircraft and for the movement of aircraft on the surface, excluding the apron and any part of the aerodrome provided for the maintenance of aircraft.
Movement Area	That part of an aerodrome intended for the surface movement of aircraft, including the manoeuvring area, aprons and any part of the aerodrome provided for the maintenance of aircraft. Note: Manoeuvring Area and Movement Area are generic terms intended to describe the 'airside' part of an aerodrome, rather than just those pavements or surfaces on which aircraft movements take place.
Runway	A defined rectangular area on a land aerodrome, prepared for the landing and take-off run of aircraft along its length.
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: • Aircraft stand taxilane: a portion of an apron designated as a taxi route intended to provide access to aircraft stands only. • Apron taxiway: a portion of a taxiway system located on an apron and intended to provide a through taxi route across the apron. • Rapid exit taxiway: a taxiway connected to a runway at an acute angle and designed to allow landing aeroplanes to turn off at higher speeds than are achieved on other exit taxiways thereby minimising runway occupancy times.
Turnaround	The time between an aircraft arriving on stand and departing.

Abbreviations

AOCC	Airport Operations Command Centre
APU	Auxiliary Power Unit
ASU	Air Start Unit
ATC	Air Traffic Control
CAACI	Civil Aviation Authority of the Cayman Islands
CAOO	Chief Airport Operations Officer
CEO	Chief Executive Officer
CFO	Chief Financial Officer
CHRO	Chief Human Resource Officer
CIAA	Cayman Islands Airports Authority
CKIA	Charles Kirkconnell International Airport
CNS	Communications Navigation Surveillance
CSMO	Chief Safety Management Officer
ICAO	International Civil Aviation Organization
FPM	Facilities and Projects Manager
GPU	Ground Power Unit
GSE	Ground Service Equipment
ORIA	Owen Roberts International Airport
PPE	Personal Protective Equipment
QCM	Quality and Compliance Manager
SMS	Safety Management System

Part 1 – Apron Management

Introduction

1. The purpose of this ORIA Apron Management and Procedures Manual is to provide direction to airside operators primarily for the management of airside safety and to minimize potential ground damage to aircraft, particularly during ground handling activities and occurrences associated with the health and safety of airside workers and passengers. Airside operators shall use the combination of these procedures to:

    a) Ensure safe movement with the objective of preventing collisions between aircraft, and between aircraft and obstacles.

    b) Ensure safe entry of aircraft into and exit of aircraft from the apron.

    c) Ensure safe and expeditious movement of vehicles and appropriate regulation of other activities.

2. It is the responsibility of employers to ensure their staff are trained, briefed, and understands the requirements of this manual. Employers should ensure that a system is established to ensure these procedures are complied with. Individuals remain responsible for their own actions and persons who are in doubt should consult with their supervisor or manager.

3. The CIAA does not through this manual seek to influence the detailed technical content for marshalling aircraft to an apron stand and push-back procedures which are the clear responsibility of each airline or aircraft ground handling service provider concerned, however the following general requirements must be met:

    a) Ground handling service providers or airlines must ensure that they have comprehensive, written procedures for each aircraft type operated, for use by their crews for pushbacks and towing.

    b) Ground handling service providers must ensure that they have carried out a suitable and sufficient safety risk assessment of their pushback operation, and to ensure that all measures have been taken to control any potential risks.

    c) All ground crew must be trained in the use of individual ground handling company procedures and be certified as competent by a suitably qualified instructor.

    d) Ground handling service providers should nominate a person in charge of their marshalling and pushback operations and notify the CIAA in writing providing the name and contact details of the individual.

Chapter 1

1. Aircraft Stand Allocation and Operating Procedures

1.1 The management of airport operations involves allocating aircraft stands. The growth in air traffic volume, diversity of customer needs and the increasing number of criteria that planners and managers must deal with, make this a complex and challenging task. A great deal of attention is devoted to overall punctuality. Passengers and airlines alike attach great importance to this aspect. The quality of service at CIAA airports is a defining characteristic of ORIA airport operations and is a shared interest of all stakeholders.

1.2 The Airport Operations Command Centre is responsible for the allocation of aircraft on the commercial aircraft apron and aircraft are assigned apron stand parking positions based on aircraft type and stand design. Island Air Limited is responsible for assigning aircraft parking positions on the general aviation apron (refer to letter of agreement in Appendix 1 for details). The actual responsibility for the allocation of aircraft parking stands on the commercial terminal apron belong to the Airport Operations Command Centre team. This team produces daily stand allocation plans that are emailed to airline operators the evening before the next day's planned operation and supported by dynamic changes because of factors beyond the team's control which could result in delayed distribution until the morning of operations.

1.3 The AOCC team will tactically plan movements and change stand allocation instantly if required. Aircraft stands are allocated to maximise efficient use of airside apron stand infrastructure. Apron stand allocation changes due to delays or emergencies are urgently communicated to the appropriate airline operator or ground handler point of contact. Airlines are to advise the AOCC of any aircraft that has undergone any modifications resulting in a change in size. For example, winglet extensions added to an aircraft may increase the wingspan and therefore may require a larger stand to be allocated for parking.

1.4 If the allocation of a stand is no longer possible for aircraft, due to delayed departing aircraft, the following action will be considered in liaison with Owen Roberts Tower and the appropriate airline operator or ground handler point of contact, after considering the further arrival of aircraft which may already be allocated a parking stand:

a) Arriving aircraft should be held on taxiway Golf, Foxtrot or Hotel until a stand becomes available.

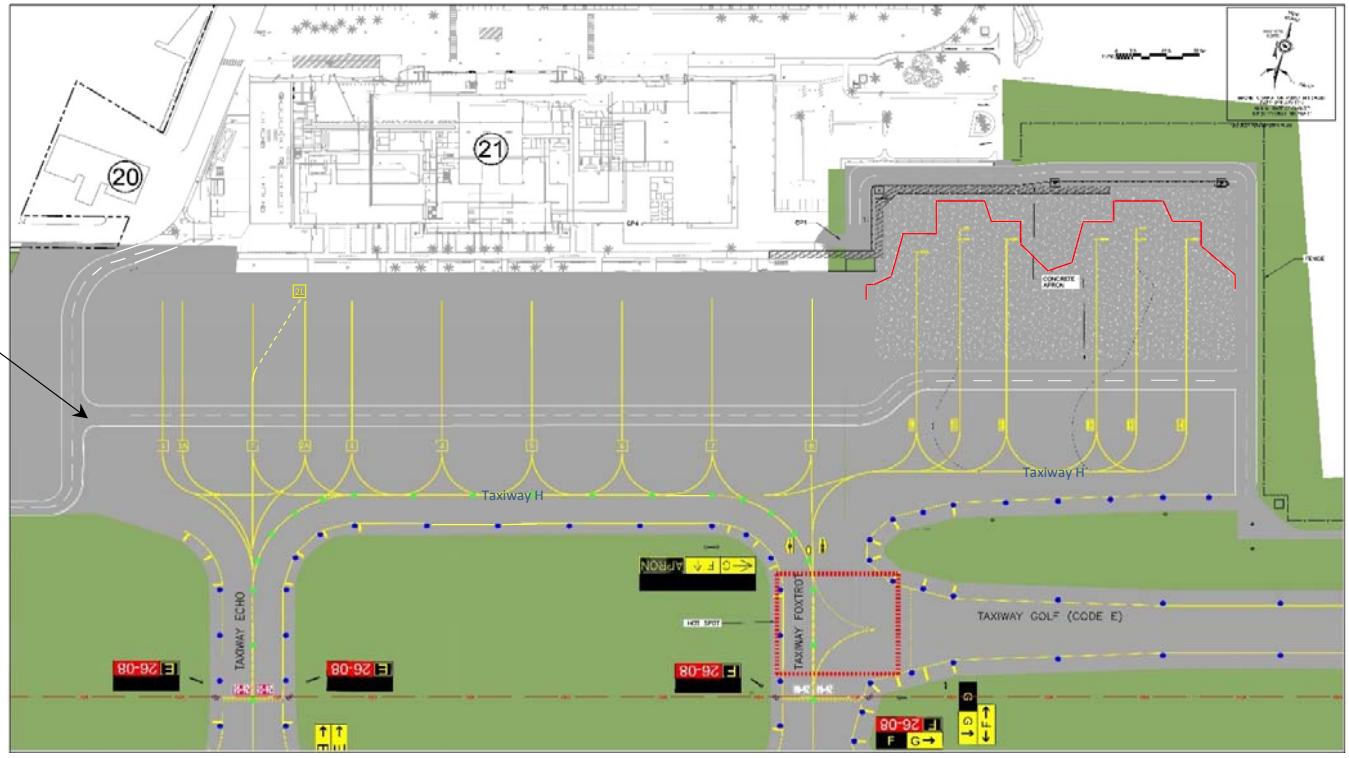
1.5 Stand use and maximum aircraft size capability is shown in the apron parking chart and stand capabilities table in section 1 and 2 below. Stand lead-in lines which are a continuation of taxiway Hotel centre line leading to each apron stand centerline and stop bar are clearly marked to allow aircraft to taxi under its own power or to be towed whilst maintaining the necessary clearances from obstacles.

1.6 During periods of high wind such as a storm or hurricane, consideration must be given to parking aircraft off-stand and facing into the wind as per the airline's ground handling manual. Refer to Part 2, Chapter 5, Adverse Weather for further guidance.

1. Apron Stand Parking Chart

2.1 Apron stands 1A, 2A, or 8 can accommodate Code “D” B757 aircraft (stand 8 can accommodate B757 without winglets when adjacent stands are occupied by Code “C” aircraft). Apron stands 1A and 2A can accommodate one Code D B757 and B767 at the same time. When stand 1A is in use by a Code D aircraft stands 1 and 2 is unusable. When stand 2A is in use by a Code D aircraft stands 2 and 3 is unusable. Apron stands 2L, 10 and 13 can accommodate Code “E” aircraft, (B777). Apron stands 1, 1A, 2, and 2A become unavailable when Code E aircraft is parked on stand 2L. Apron stands 1, 2, 3, 4, 5, 6, 7, 8, 9, 11, 12, and 14 are multi-use stands that can accommodate Code “A” to “C” aircraft. Apron stands 9 and 11 or 12 and 14 become unavailable when Code “E” aircraft are parked on stands 10 and 13. DHC6 and SF340 aircraft are permitted to use self-manoeuvring procedures to taxi to and from allocated apron stand under the guidance of marshaller instructions for stopping, engine starts, and taxiing out from allocated stand.

Apron Road



2. Stand Capabilities and Maximum Aircraft Types

3.1 Apron stands are allocated by the Airport Operations Command Centre. Information on the maximum aircraft type stand capabilities for each stand is provided in the tables below which include aircraft with winglets and required ICAO wingtip clearances. Any concerns or questions can be directed to the Airport Operations Command Centre and ongoing concerns should be directed to the Airport Operations Manager using the telephone numbers provided below.

AOCC: 244-5835
AOM: 925-2033

Apron Stand Numbers	**1**	**1A**	**2**	**2L**	**2A**	**3**	**4**	**5**	**6**
Visual Apron Stand Markings	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Hand Marshaller Required	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Max Aircraft Type	**B737-MAX 9 & A321 neo**	**B757-200 & B767-200**	**B737-MAX 9 & A321 neo**	**B777-200**	**B757-200 & B767-200**	**B737-MAX 9 & A321 neo**	**B737-MAX 9 & A321 neo**	**B737-MAX 9 & A321 neo**	**B737-MAX 9 & A321 neo**
Marshalling Service Provided	Nose-in & Push back	Nose-in & Push back	Nose-in & Push back	Nose-in & Push back	Nose-in & Push back	Nose-in & Push back	Nose-in & Push back	Nose-in & Push back	Nose-in & Push back
Stand Restriction	Nil	Stands 1 & 2 unusable	Nil	Stands 1, 1A, 2, & 2A unusable	Stands 1A, 2 & 3 unusable	Nil	Nil	Nil	Nil

Apron Stand Numbers	**7**	**8**	**9**	**10**	**11**	**12**	**13**	**14**
Visual Apron Stand Markings	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Hand Marshaller Required	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Max Aircraft Type	**B737-MAX 9 & A321 neo**	**B737-MAX 9 & A321 neo**	**B737-MAX 9 & A321 neo**	**B777-300**	**B737-MAX 9 & A321 neo**	**B737-MAX 9 & A321 neo**	**B777-300**	**B737-MAX 9 & A321 neo**
Marshalling Service Provided	Nose-in & Push back	Nose-in & Push back	Nose-in & Push back	Nose-in & Push back	Nose-in & Push back	Nose-in & Push back	Nose-in & Push back	Nose-in & Push back
Stand Restriction	Nil	Nil	Nil	Stands 9 & 11 unusable Start engines abeam stand 11	Nil	Start engines abeam stand 11	Stands 12 & 14 unusable Start engines abeam stand 11	Start engines abeam stand 11

3. Wingtip Clearances

4.1 The following minimum wing tip clearances between aircraft entering or exiting ORIA apron stands and any adjacent aircraft on another stand and other objects is provided:

Aircraft Code Letter	Wing Tip Clearance
C	4.5 m (15 feet)
D	7.5 m (25 feet)
E	7.5 m (25 feet)

4. Stand Occupancy Time

5.1 To avoid congestion and to effectively maximize the efficient use of airport infrastructure during periods of the day, stand occupancy times are based on mutually agreed coordinated arrival and departure slot times between airline operators and the airport.

5. Parking Priority

6.1 The AOCC may prioritise allocation of aircraft parking as follows:

a) Any parking requests will be granted on a space-available basis.

b) Aircraft will not be allowed to park on a stand for longer than the scheduled parking time assigned and if an operator requires additional time at a stand for any reason, this must first be approved by the AOCC.

c) Any aircraft parking longer than 12 hours, requires prior approval from the AOCC.

6.2 When instructed by the Airport Operations Manager or AOCC, the operator of any aircraft parked or stored at the airport shall move said aircraft from the place where it is parked or stored.

6. Priorities when Insufficient Stands are Available

7.1 If demand for apron stands exceeds available apron stand capacity the AOCC will contact Owen Roberts Tower and request affected arriving aircraft to hold on taxiway Golf or Hotel depending on the real time situation. When this occurs, the AOCC will prioritise allocation of available Stands as follows:

a) Priority services (i.e, a person on board has a medical emergency).

b) Flights with additional security screening requirements.

c) Aircraft that are operating to schedule (with “schedule” defined as +/- 15 min).

d) Flights with high numbers of persons with reduced mobility who are unable to walk up or down stairs.

e) Number of passengers (aircraft with less passengers will be allocated to hold on a taxiway in coordination with Owen Roberts Tower).

f) Duration of turnaround (flights with shorter turnaround times are more likely to be allocated a stand).

7.2 If an aircraft with an extended ground time is likely to be towed to a remote stand after arrival, it may be more efficient to allocate a remote stand on arrival.

7.3 Flights EXCEEDING the standard ground time below will generally be required to tow off the assigned apron stand depending on operational necessity, which is determined by the AOCC.

7.4 Aircraft allocated to a stand with a turnaround time of more than three hours may be required to tow off to a remote stand sixty minutes after arrival, depending on stand availability. Alternately, aircraft may arrive onto a remote stand and would be able to tow onto a preferred stand one hour before departure.

7.5 Stands 11 through 14 will be used as remote stands when stands 1 through 10 are occupied.

7. Separation Intervals (Planning Buffer)

8.1 For planning purposes, the AOCC will provide a minimum of 15 minutes planning buffer between a departure and arrival flight using the same stand. This gives some account for unexpected departure delay and primarily allows the ground handler to prepare the stand for the next arrival. In actual day-to-day operations, however, stands may be assigned for use as soon as they become available, particularly during peak periods.

8. Off-schedule Aircraft

9.1 Aircraft arriving early (more than 15 minutes ahead of schedule time of arrival) may be allocated a Remote Stand. Where it is likely its assigned apron stand will become vacant, the flight may wish to hold on a taxiway until it is available. Holding causes congestion and will be subject to Owen Roberts Tower approval.

9.2 Aircraft arriving late (more than 15 minutes after their scheduled time of arrival) may not be allocated to their original planned apron stand if that allocation is likely to cause consequent disruption to stand and gate allocation for other aircraft.

9.3 Any flight which consistently operates more than 15 minutes outside its scheduled time of arrival or departure, punctuality will be raised with the operator by the Airport Operations Manager and historic slots may not be granted in the future.

9. Peak Times

10.1 To reduce apron congestion and improve operational efficiencies at peak times, generally between the hours 1600 – 2100 UTC (11:00 AM – 4:00 PM local time), the AOCC will strive to allocate a fair distribution of apron stands between ground handlers where this can be reasonably achieved.

10. Airline Preference to use Particular Stands

11.1 Unfortunately, ORIA cannot guarantee airline preferences for stand allocation. The AOCC will make best efforts to accommodate requests. However, due to the complexity of the allocation rules and the dynamic nature of flights on the day of operation, it is not always possible to accommodate requests for a preferred stand.

11. Reserved Aircraft Stands

12.1 The AOCC may, at their discretion restrict certain stands as “reserved”. This may be dependent on maintenance requests, security requirements or special events.

12. End-of-day Sign Off

13.1 The apron stand allocation plan for the following day is made available via email to airlines and ground handling service provider agencies by 0030 UTC (7:30 PM) the evening before the next day’s scheduled operations. Requested apron stand allocation changes must be discussed directly with the AOCC on 244 5835. The AOCC will notify airlines and ground handling service provider agencies of approved changes to allocated apron stands.

13. Contingency Parking

14.1 At peak times or in unplanned situations there may be instances where stand demand increases at ORIA beyond capacity. Examples of situations which could result in contingency parking being activated include:

a) Significant number of diversions due to a threat or weather event.

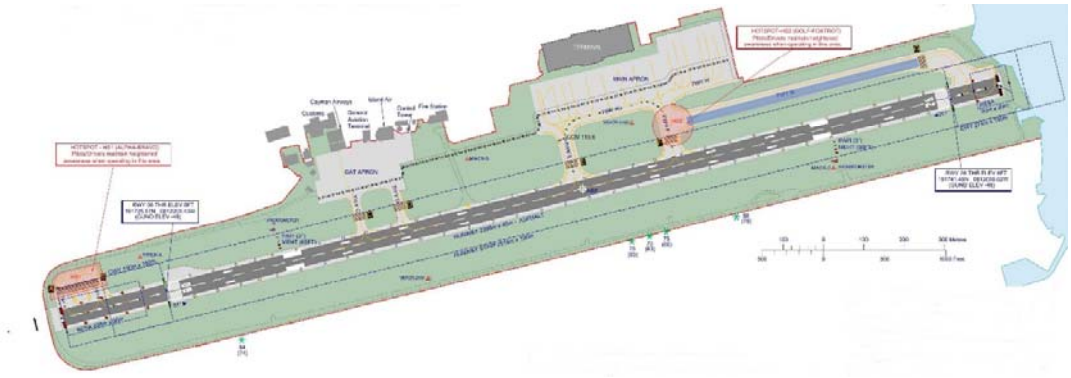
b) Air Traffic Control system failure.

c) Problem at other nearby airports.

14.2 Where stand demand exceeds capacity, taxiway Golf will be used by Owen Roberts Tower as a contingency plan to temporary hold aircraft prior to the intermediate holding position markings after the AOCC advises of apron stand capacity constraints and duration.

14.3 Owen Roberts Tower will give the first aircraft in line holding at taxiway Golf intermediate holding position priority taxi clearance to an apron stand after the AOCC advises Owen Roberts Tower of a vacant and available apron stand.

14.4 Taxiway Golf contingency parking area highlighted in blue in the below airport chart can hold up to 5 Code C aircraft or 4 Code C aircraft along with 1 Code E aircraft.



14. Isolated Aircraft Parking Position

15.1 Taxiway Golf is the designated isolated parking position for the parking of aircraft known or suspected to be the subject of unlawful interference, or for other reasons needs isolation from normal airport activities. Details of this isolated parking area are contained in the ORIA Airport Emergency Plan.

15. Non-Conformance Form

16.1 If on the day of operation, an aircraft fails to pushback at the agreed time and another flight is affected, then the AOCC will issue a "Non-conformance Form" to the ground handler.

16.2 The ground handler must complete the non-conformance form in Appendix 1 and return it to the AOCC within 7 days of issue. Following that, the outcome will be fed back to the operator that became disrupted. The recent month's non-conformance forms will be shared at regular meetings with airlines and ground handling agencies to identify issues and implement appropriate mitigations to improve apron optimisation.

Chapter 2

1. Aircraft Parking Guidance System

1.1 To meet the parking demand for the different aircraft types and variants which use ORIA, aircraft apron stand layouts are designed in accordance with the type(s) of aircraft for which the stand is intended to be used, and in some cases to offer some flexibility within that design. The type of apron stands in use at ORIA described in Chapter 1, 2.1 and 3.1 and a description of stand markings associated with each type of stand is provided in this Chapter.

2. Stand Type

2.1 ORIA operates standard stands designed for multiuse of a variety of aircraft types and configurations. The stand size will vary in accordance with the maximum size of aircraft intended to use the stand.

3. Stand Markings

3.1 Stand markings that are intended to provide guidance for the aircraft pilots/tow crews are yellow in colour. Stand markings intended to provide guidance for vehicle operations are primarily white in colour, although other colours may be used for a specific purpose.

3.2 Each stand has two lead in yellow lines leading from taxiway Hotel centerline to a single yellow centreline with the designated stand number and stop positions shown for the major types of aircraft that use each stand. These marks are for the use of marshallers and tow crews.

3.3 A single white line at the rear (south) of each stand depicted in Chapter 1, 2.1 separates each stand from the airside road in between each stand and taxiway Hotel. A double white line on the southside of the road defines the boundary between the apron stands and taxiway Hotel manoeuvring area.

3.4 Marked red apron stand safety lines bordering the head and sides of each stand must remain free of staff, vehicles, and equipment when an aircraft is taxiing or being towed into position or has started engines in preparation for departure.

Chapter 3

1. Aircraft Turnaround

1.1 The aircraft turnround phase is a potentially hazardous activity on the apron requiring high levels of awareness, diligence, adherence to safe practice and coordination between people from various organisations working near moving aircraft, vehicles, and equipment.

1.2 The hazards associated with aircraft turnround may be affected by time pressures, environmental factors such as noise and weather and apron design constraints.

1.3 This chapter provides guidance to assist management and personnel working airside when either developing their plans for aircraft turnround policies, practices, and procedures or during initial or ongoing, refresher training.

2. Turnaround Plan

2.1 Airlines and ground handling agents are required to provide a documented ground handling manual to the CIAA for its approval. The manual must contain an aircraft turnround plan for aircraft operations on the ORIA apron. This plan should describe the activities involved during the aircraft turnround process and what should be considered at each stage. It should also describe how the turnround will be carried out which enables all associated personnel to carry out their tasks safely and without endangering others. The airline operating company and ground handling service provider is responsible for ensuring that risk assessments for all turnaround activities are in place.

3. Turnaround Coordinator

3.1 In accordance with each airline and ground handling required experience and qualifications, a person designated responsibility for aircraft turnarounds should be appointed turnaround coordinator to oversee turnround activity to ensure that safe practices of work (as detailed in the company's ground handling manual and turnround plan) are adhered to. This person should be in control of the turnround and empowered to stop work activities where it is deemed safety is at risk and should be clearly identifiable to others involved in the turnround process on the apron. The turnaround coordinator must:

a) Must wear single coloured orange high visibility clothing for immediate recognition on the apron.
b) Ensure all safety and security procedures are in place.
c) Act as safety coordinator for the duration of turnaround activities.
d) Coordinate turnaround activities, discuss plans, and ensure each member of the ground handling team understands their role and responsibilities and any deviations from the original plan.
e) Supervise all phases of aircraft handling, including marshalling, fuelling, catering, cleaning, fuelling, crew, handling of baggage, cargo, dangerous goods, and passenger boarding/deboarding.
f) Consider adverse weather conditions when planning the turnround, ensuring the safety of passengers, personnel, and aircraft involved.

g) On aircraft arrival supervise the unloading of passengers and their baggage, and make sure it is performed according to company standards.
h) On aircraft departure supervise the boarding of passengers and their baggage, and make sure it is performed according to company standards.
i) Manage any disruptions to turnaround activities.
j) Act as a central point of contact during turnaround operations for all service providers.

3.2 The following a) – l) minimum CIAA turnaround coordinator qualifications must also be met. Airlines and ground handling service providers must submit their list of nominated turnaround coordinator personnel along with evidence of their qualifications for approval by the CIAA:

a) A minimum 1-year experience at supervisory level within an airport/airline operations turnaround coordinator ground handling role.
b) First aid qualified.
c) Handling of dangerous goods certified.
d) Certified training on loading and unloading applicable aircraft type being handled.
e) Familiarization training on use of company ground handling service equipment.
f) Proof of training on spill containment and use of clean-up kits.
g) Proof of marshaller, wing walker, push-back, qualifications.
h) Certified training in radio communications methodology used to communicate with flight crews using aviation headsets.
i) Fuelling process oversight.
j) Experience in provision of ground handling service turnaround audits.
k) Possess a valid nonexpired ORIA airside vehicle operator's permit.
l) Attend CIAA SMS annual refresher training.

3.3 It is essential that all other stakeholders (ground handling service team members) be empowered and confident to intervene, escalate where safety is at risk and report occurrences during the turnround procedure, in accordance with their stated company procedures, training and general safety awareness.

4. Turnaround Process

4.1 Additional to standard operational arrival and departure planning for each aircraft operation, the turnround may be divided into the separate phases below and explained in Chapters 5 and 6:

a) Aircraft arrival procedure on stand.
b) Aircraft departure procedure off stand.
c) Aircraft pushback procedures.

Chapter 4

1. Aircraft Marshalling Procedures

1.1 Marshalling refers to the signals given to aircraft pilots by a marshaller using wands during the day or lit wands at night.

1.2 Aircraft marshalling at ORIA is the responsibility of each airline ground-handling agent. Aircraft parking on all apron stands must be carried out by marshaller instructions to aircraft pilots who must hold their aircraft on taxiway Hotel centreline, or another taxiway as instructed by Owen Roberts Tower until signalled by a marshaller to enter their aircraft assigned apron stand.

1.3 Flight crews must not taxi aircraft onto a stand from taxiway Hotel (cross the double white lines bordering the vehicle road at the rear or south of each stand) unless a marshaller has signalled a marshalling clearance to proceed.

1.4 The marshalling crew responsible for marshalling an aircraft shall always consist of one marshaller and two wing walkers (one on each side of aircraft wings).

1.5 The presence of a marshaller indicates that a safety check of the stand has been made by the handling agent prior to an aircraft arrival.

2. Marshalling Signals

2.1 Only approved marshalling and wing walker signals shall be given to aircraft. The correct marshalling and wing walker signals must comply with The Air Navigation (Overseas Territories) Order 2013, Schedule 4 – Rules of the Air. These signals can also be found in UK Civil Aviation Authority (CAA) guidance document CAP 637 Visual Aids Handbook and are illustrated in Appendix 4 and 5 to this manual.

3. Marshaller and Wing Walker Equipment

3.1 Marshallers and wing walkers shall wear a fluorescent vest or jacket that is fastened, to allow the flight crew to identify that he or she is the person responsible for the marshalling operation.

3.2 Daylight-fluorescent wands shall be used for all signalling by marshallers and wing walkers during daylight hours. Illuminated wands shall be used at night or during periods of low visibility.

3.3 Marshalling wands shall be orange or red and the specific model must be approved by the CIAA Chief Safety Management Officer prior to purchase.

4. Training, Assessment and Authorization

4.1 Airline operators and ground handling service providers are responsible for the training, testing and authorization of aircraft marshallers. Only trained, experienced marshallers

approved by the aircraft operator or ground handling agent shall be permitted to marshal aircraft unsupervised.

4.2 Aircraft operators and ground handling agents training departments are responsible for the content of their marshalling training material and ensuring that the training is tailored to marshalling at ORIA.

4.3 Trainee marshallers shall conduct a minimum of 10 marshalling events under the observation of a trainer or authorised colleague, prior to a final competency assessment and sign-off. This must include marshalling on a variety of stands in daylight and night conditions. Completed training records shall be submitted to the CIAA Safety Office for its records.

4.4 To ensure compliance with ICAO marshalling signals, the CIAA will conduct regular audits as part of its ground handling partner audits. Findings will be communicated to the concerned airline and ground handling agent and followed up as required in accordance with associated findings and corrective action plans.

5. Safety Rules

5.1 The following safety rules are applicable to marshallers and wing walkers:

a) Ground handling agents are permitted to undertake and are responsible for providing a marshalling service for aircraft which they are handling.
b) Marshallers should be wary of vehicle traffic on the rear of stand road system and ensure they are giving way to inbound aircraft and, if necessary, signal aircraft to stop until certain of a vehicle driver's intentions.
c) The marshaller and wing walkers must position themselves to execute appropriate hand signals to the aircraft captain as aircraft approach the assigned apron parking stand to ensure the aircraft nose wheel remains centred on the apron stand centerline. The marshaller marshalling signals found in The Air Navigation (Overseas Territories) Order 2013, Schedule 4 – Rules of the Air or UK Civil Aviation Authority (CAA) guidance document CAP 637 Visual Aids Handbook. These signals are illustrated in Appendix 3 and 4 to this manual.
d) No person is permitted to walk or drive between a marshaller and aircraft during the marshalling process. This starts at the point the marshaller identifies themselves to an aircraft and finishes once the aircraft is chocked and the marshaller has lowered their wands.
e) Wing walkers must position themselves outboard of each 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. If an aircraft wing is too close to another aircraft wing or object, they will immediately signal for the marshaller to stop aircraft movement.
f) When 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 chocks in position leave a 1" gap between each chock and tire for ease of removal. Never place hands between the chocks and the tire.

g) It is permissible to position chocks and cones for the nose gear at the ends of the nose-wheel stop position, prior to the aircraft arrival, however these must not be in a position where they obstruct the nose-wheel in the event of an over-run on a self-manoeuvring stand or when parking in a non-standard alignment.
h) Obstruction cones should be placed along the periphery of the wing overhang and rear end of the aircraft empennage (tail). When aircraft are to overnight, obstruction cones are to be placed around the aircraft. These cones shall be banded with reflective tape or lit.
i) Give the mobile stair operator clearance to approach the aircraft.
j) Verify the appropriate ground equipment (conditioned air, ground power, etc.) is correctly installed on the aircraft. Refer to Appendix 2 for example of typical ground equipment service layout.
k) Perform an aircraft walk-around to ensure the aircraft has not been damaged. The Turn Around Coordinator 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.
l) 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.
m) It is the responsibility of each individual airline to ensure that their assigned handlers maintain eye contact with their passengers as they move to and from the airport terminal.
n) Once all passengers have disembarked from the aircraft give clearance for fuelling, catering, and service vehicles to proceed with their operations.
o) Verify offload of all terminating baggage.

6. Failure to Provide a Marshaller

6.1 Inbound aircraft not met by a marshaller will face inevitable delay associated with parking and may cause further disruption to other aircraft on taxiway Hotel or the apron. In such instances Owen Roberts Tower will contact AOCC to coordinate marshalling assistance for the concerned aircraft.

Chapter 5

1. Aircraft Arrival on Stand

1.1 The requirements for the arrival of aircraft onto stand is provided in this Chapter and includes the arrival phase which starts when the aircraft manoeuvres onto the stand from taxiway Hotel, until engines are shut down and the anti-collision lights are switched off.

2. Pre-Arrival Inspection

2.1 The airline/ground handler or marshaller must conduct an inspection of their assigned stand prior to an aircraft entering it. This check should be made on foot, covering the full length and width of the stand. The following checks must be made during this inspection:

a) Area clear of vehicles and equipment i.e., chocks, cones, steps, tugs, GPUs, baggage trolleys etc.
b) The area is clear of FOD (bins are located at the head of each apron stand).
c) The stand is free from spills, contaminants, and hazardous surface conditions such as standing water.
d) There are no unsafe conditions which may present a hazard to staff or passengers.

2.2 Any issues identified during the stand inspection which cannot be dealt with at the time (such as parked vehicles, other company's ground handling equipment), must be referred to the AOCC at 244-5835 for support. Under no circumstances must the stand be used until all unsafe conditions have been resolved.

2.3 When the safety check is completed satisfactorily, only then must a marshaller signal to the flight crew of an arriving aircraft that the stand is safe to receive the aircraft and commence marshalling signals to guide the aircraft onto the assigned stand.

2.4 Flight crews must not taxi onto stand across the vehicle service road unless a marshaller has signalled clearance to proceed onto the assigned stand. Marshallers will provide directional signals as the aircraft approaches the apron stand to ensure the aircraft nose wheel remains centred on the apron stand lead in line. Wing walkers will take up a final position outboard of each wing tip.

2.5 The following safety guidance can then be used by ground handling crews to safely receive arriving aircraft:

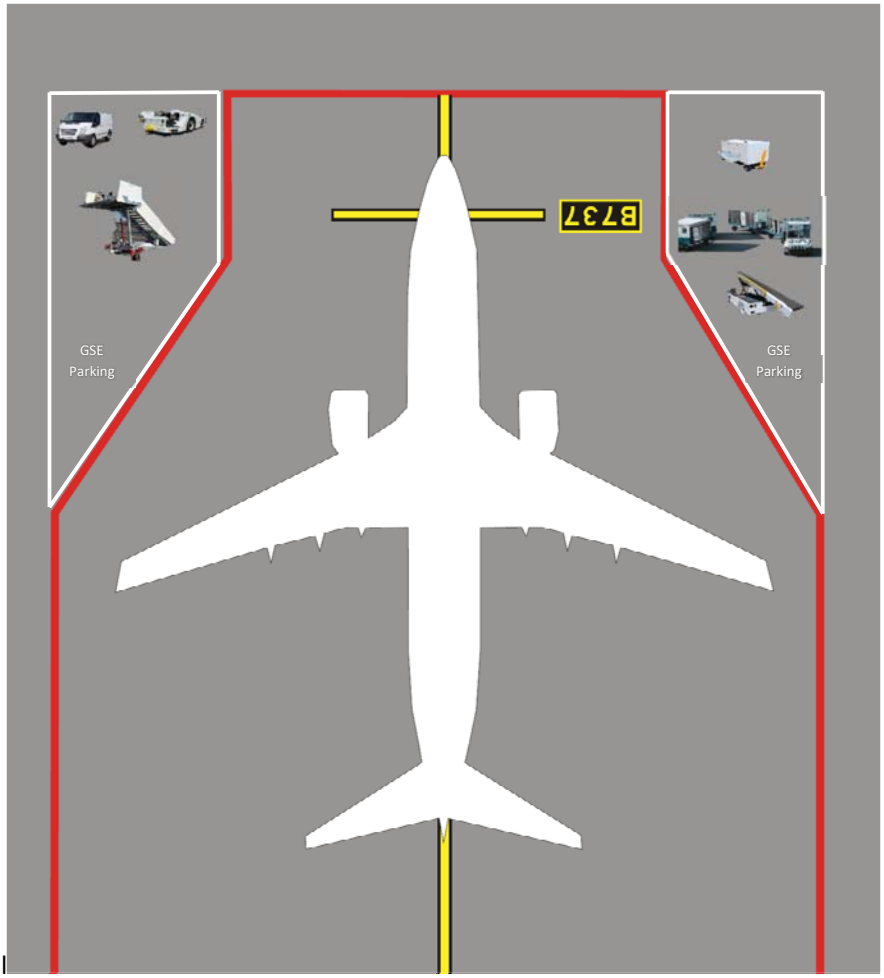
a) Verify presence and appearance of aircraft handling crew.
b) Conduct brief and provide each handling crew member with an assignment of duty, discuss emergency procedures, and designate a fire-watch.
c) Verify the aircraft stand is free of all objects and that the proper ground equipment is present for aircraft type, passed all pre-operational checks and ensure the correct pre-arrival position of all ground equipment has been achieved.

3. Equipment Positioning

3.1 Prior to an aircraft arrival on stand, all Ground Support Equipment (GSE) must be positioned clear of the aircraft's taxiing approach path, outside the red apron stand safety line markings and within the equipment area marked in white at the upper left and right sides of the example stand depicted below or on unoccupied adjacent stands.

3.2 Red safety lines must remain free of personnel, vehicles, and equipment until aircraft has come to a complete stop, chocks are positioned, engines have been shut down, anti-collision lights have been switched off, and if applicable, ground/flight deck crew communications contact is established via headset. Only then should vehicles cross the stand safety line to service an aircraft.

3.3 The turnaround coordinator must indicate to all other ground staff when it is safe to approach the aircraft.



4. Stand Preparation and Equipment Parking

4.1 To ensure an efficient turnaround time, handling agents must prepare each apron stand ready for inbound aircraft. This involves positioning equipment such as baggage equipment and passenger steps in the pre-positioning areas referenced in 3.1 above from the designated ground handling equipment staging areas illustrated in 4.2 below.

4.2 Equipment should not be placed in the pre-positioning areas from the ground handling equipment staging areas no more than 15 minutes prior to an aircraft arrival, unless otherwise agreed with the AOCC. At least one member of the turnaround team shall remain on or in the vicinity of the stand in case equipment needs to be moved at short notice due to conflict with adjacent stand operations.

5. Ground Power Prior to Engine Shutdown

5.1 In certain circumstances, such as APU failure, aircraft may require ground power prior to engine shutdown. Under these conditions appropriately trained ground staff may approach the aircraft to attach or disconnect the ground power. Handling agents are required to have safe procedures and risk assessments for this operation, which must contain the following principles:

5.2 A pre-arrival briefing must be held between the handling agent's apron staff and the Lead Agent or Team Leader will assign staff member responsibility for positioning and connecting the GPU.

5.3 All GPU support equipment and personnel must be positioned clear of the aircraft path, outside the red apron stand safety line.

5.4 After the aircraft has come to a complete stop, marshalling signal confirmation must be received from the flight crew that the parking brakes have been set before positioning chocks at the nose landing gear wheels.

5.5 Only when the nose landing gear has been chocked should the ground power be connected to the aircraft to enable the flight crew to shut down the engine(s).

5.6 Only when the engine(s) have spooled down and the anti-collision lights have been switched off, is it safe for ground service providers to approach the aircraft and commence other servicing activities.

5.7 GPUs should be promptly shut down when their use is no longer required and returned to the Ground Support/Handling equipment parking area.

6. Completion of Arrival Procedure

6.1 The arrival procedure is concluded when aircraft are safely parked on their assigned apron stand by a marshaller.

6.2 With exception of section 5 above, only when the aircraft has come to a complete stop, the aircraft engines shut down and anti-collision lights turned off may staff approach the aircraft to chock it and commence turnaround procedures.

7. Jet Blast and Fumes

7.1 Jet engine exhaust, fumes and temperature contours are recognized apron safety hazard danger zones. Therefore, engine operations on the apron must be limited to the minimum required to meet aircraft taxi arrival operational needs.

7.2 The intake suction of jet engines is a hazard, even at idle power, and the flow characteristics of air into an engine are such that items can be picked up from in front of, from below, and from the sides of the intake. Even small items ingested can damage the engine, but the larger engines are quite capable of ingesting large objects from several metres away with catastrophic effect.

7.3 The extent of the danger zone depends on the size, height, and the power setting of the engine. Managers of aircraft ground handling agent staff should provide their staff with safe distances for operating around the types of aircraft handled on the apron. Refer to Appendix 5 for illustrations on Boeing 737 MAX 8 and Airbus 320-200 jet engine exhaust danger areas.

7.4 Flight crews are requested to always use minimum power when manoeuvring on taxiway Hotel, taxiing across the apron vehicle road, and parking on apron stands. This is especially importance when manoeuvring near works areas, and where jet blast can affect adjacent stands.

8. Reporting Apron Emergencies

8.1 Medical incidents, hazardous material spills, security incidents, fire, and other spills must be reported to the AOCC telephone number 244-5834. When calling please state your emergency, its location, your name, and company. If you are not sure how serious the emergency is, call anyway for an investigation response.

8.2 ORIA requires that no mobile telephones are used in airside areas as follows:

a) Within 10 meters (30 feet) of a refuelling aircraft or truck that is refuelling an aircraft.
b) By passengers who are airside of the Terminal Building.

8.3 Ground handling agents and airlines are to ensure that passengers are instructed to turn off their mobile telephones when on the airside of the Terminal Building.

8.4 All staff operating on airside areas and who are required to use a mobile telephone for operational duties may use mobile telephones in compliance with the requirements above. However, when doing so they must exercise care and caution regarding their surroundings and immediate activities that may be taking place. Under no circumstances may a mobile phone be used within 10 meters (30 feet) of a fuelling operation, or whilst driving a vehicle unless it is equipped with hands free telephone capability.

Chapter 6

1. Aircraft Departure off Stand

1.1 The requirements for the departure of aircraft off stand is provided in this Chapter and informs airlines and ground handling agents about the departure process from pushback to the aircraft manoeuvring onto taxiway Hotel. The information provided is not exhaustive, and airlines and ground handling agencies may add and expand on the content in accordance with their company ground handling service procedures.

2. Push-Back Procedures

2.1 Detailed pushback procedures, safety precautions, standard and non-standard pushback routes for each stand are provided in Chapter 7 Aircraft Pushback Procedures.

3. Engine-Start on Stand

3.1 Air starts and cross-bleed starts are a relatively infrequent occurrence and, in the majority of cases at ORIA, mainly apply to non-propeller aircraft. The process requires one live engine to feed air across to the other engine(s). This usually occurs when an Auxiliary Power Unit (APU) is unserviceable on the aircraft and unable to generate an air feed from the normal source.

3.1.1 Air Start Units

3.1.1.1 There may be occasions for an aircraft to start its engine(s) on stand prior to pushback. Often an Air Start Unit (ASU) will be used to feed air directly in to the first engine to allow this engine to start, or a GPU used as an alternative to a defective APU. The starting of an engine on the stand will be permitted providing:

a) Permission has been gained by the flight crew from Owen Roberts Tower, in advance of the engine start and the application of an ASU.
b) Adequate controls are in place on the surrounding apron road system that may be affected to prevent jet blast and fumes impacting road users; consideration to opposing stands must also be made.
c) The aircraft has its anti-collision lights illuminated.

3.1.1.2 Ground handling agents should have competent staff operating ASUs and robust procedures for their use. It is the responsibility of the flight crew to inform the ground crew of their requirements in advance of start-up clearance from Owen Roberts Tower.

3.1.1.3 In turn, the flight crew must wait for the ground crew to approve the start-up sequence and access the suitable equipment and mitigate any risks. Owen Roberts Tower must be informed of the intention to start on stand – with or without an ASU.

3.1.1.4 Following the successful start of one engine, permission must then be gained from Owen Robert Tower to allow the aircraft to begin pushing back. The aircraft must be

pushed the shortest possible route (following the standard guidance markings) directly out on to taxiway Hotel prior to the full start-up sequence or cross-bleed start.

3.1.1.5 Although propeller aircraft are generally exempt from this procedure, care and consideration should be applied by the operatives involved in the pushback to ensure adequate controls are in place to safeguard personnel / infrastructure (e.g. ensuring props remain feathered whilst running) – especially on occasions where greater power is required to be applied to the engines. All Aircraft should be in their final stationary position before applying any substantial power to an engine start.

3.1.2 Cross-Bleed Starts

3.1.1.6 A cross-bleed start is the procedure that follows an air start. The air from the started engine is fed across to the second engine to allow the start sequence.

3.1.1.7 As the started engine needs to generate sufficient air to pass across (cross-bleed) to start the second engine, the power required to be generated is far higher than the recommended idle or low power that aircraft normally operate on the apron with. To limit the potential risk to apron users, taxiway Hotel is the standard location for cross bleed starts to take place.

3.1.1.8 Once the pushback team has received clearance from the flight crew, the pushback may be performed with the permission of Owen Roberts Tower. The ASU must be disconnected and stowed safely away from the aircraft, prior to the starting of the push.

3.1.1.9 The cross-bleed start must be performed in line with specific ground handling procedures which should ensure the pushback team are a safe distance away, prior to the engines' higher power settings being applied.

4. Self-Manoeuvring

4.1 Aircraft that can self-manoeuvre off stand (Cayman Airways Express) shall remain under marshaller instruction for stopping on arrival, engine starts prior to taxi, manoeuvring turn for departure taxi off stand. It is the ground handling agent’s responsibility to control road traffic using a wing walker at the rear of the stand. The marshaller is also responsible for ensuring that the stand is free from FOD/objects before the aircraft arrives or starts engines. The ground handling agent must ensure that:

a) Passengers will not be subjected to blast, excessive noise, or fumes.
b) Sufficient staff are present to control the activities of all passengers.
c) The allocated parking area is inspected for FOD prior to the aircraft arrival.
d) A wing walker is present to control road traffic during the aircraft departure.

5. Post-Departure Inspection

5.1 A post-departure inspection of the stand must be completed, to ensure that there is no Foreign Object Debris on the stand, that all vehicles and equipment is parked/positioned

correctly in a designated equipment parking storage/staging area and that there are no spillages left on the stand. The responsibility for this inspection lies with the turnaround coordinator.

5.2 The turnaround coordinator shall notify the AOCC and the designated maintenance engineer of any aircraft operational component found during a post departure inspection. The AOCC will immediately notify Owen Roberts Tower of information received on operational components found during the post departure inspection. Owen Roberts Tower will immediately notify the flight crew of the concerned aircraft to make them aware of the finding.

5.3 The airline's handling agent is responsible for repositioning and parking equipment properly and reporting equipment faults and spillages to the AOCC using telephone number 244-5835.

6. Aircraft Blast & Fumes

6.1 Pilots should use the minimum power necessary when manoeuvring on the taxiway system. This is of importance when manoeuvring near works areas and apron areas where jet blast can affect adjacent stands.

Chapter 7

1. Pushback and Towing

1.1 This Chapter sets out the procedures for aircraft pushbacks and towing that must be used at ORIA. The term “pushback” refers to the movement of an aircraft with mechanical assistance, moving rearward from its parking position and completed with a conventional pushback tug and towbar. The term “Towing” refers to the forward movement of an aircraft, usually with engines off, using the power of a tug with a towbar attached to the nose landing gear. It may occur for the movement of both in service and out of service aircraft.

2. Handling Agent Responsibilities

2.1. Company Procedures

2.1.1 Detailed procedures relating to pushback and towing operations shall be written by airline ground handling agents, based on the content of this Chapter.

2.2 Training

2.2.1 Airlines and ground handling service providers are required to provide their ground handling teams with training in the operation of pushback tugs, aircraft towing, use of headsets and hand signals. Training and competency records must be retained by each airline and ground handling service provider and submitted to the CIAA’s Safety Office via email safety@caymanairports.com for acceptance.

3. Standard Pushbacks

3.1 The stands at ORIA have a standard prescribed pushback, whereby an aircraft is cleared to push onto taxiway Hotel depending on the stand location. This is fully described for each stand in Appendix 7.

3.2 Wing walkers must take up a position on the vehicle service road to stop the movement of vehicle traffic prior to commencement of pushback then as the aircraft wing clears the vehicle service road take up assigned position for disconnection of the pushback tug.

4. Pushback and Communications

4.1 Tug crews must be equipped with a hand-held radio, or the pushback tug is fitted with a fixed radio capable of accessing and monitoring Owen Roberts Tower frequency 118.0 MHz. To avoid a pushback error and the potential for collision, pushback tug drivers must always listen to Owen Roberts Tower pushback clearances and instructions issued to flight crews before pushing back from an apron stand.

4.2 Flight crews must request permission from Owen Roberts Tower prior to pushing back from or self-manoeuvring from an apron stand.

4.3 When requesting permission from Owen Roberts Tower to pushback and start engines, flight crews must provide Owen Roberts Tower with the apron stand number where their aircraft is located. If the apron stand number is not provided by the flight crew, Owen Roberts Tower must request the apron stand number from the flight crew requesting the pushback clearance. The tug crew monitoring the flight crew's pushback request is made aware of the pushback request and must only commence pushback when satisfied that there is no discrepancy between the instruction issued by Owen Roberts Tower.

4.4 When approval for aircraft to pushback is issued by Owen Roberts Tower to the flight crew, the approval may include a condition to be complied with. For example, "after A320 taxies behind, pushback and start your discretion from apron stand number 3."

4.5 Pushback clearances received from Owen Roberts Tower must be relayed to the tug crew by the flight crew. If it appears that the message relayed to the tug crew is different to the clearance that the tug driver heard issued by Owen Roberts Tower, or if any doubt exists as to which aircraft is the 'subject aircraft' of a conditional clearance, the tug operator must ask the flight crew to confirm the ATC instructions with Owen Roberts Tower.

4.6 If pushback drivers have not clearly heard/understood the instruction, or where the pushback would put them into conflict with another aircraft or vehicle they should, via the headset operator, contact the flight deck and request a reissuing of instruction by Owen Roberts Tower. Pushback crews are encouraged to challenge any confusing or uncertain instructions and inform the flight crew if they are unable to execute an instruction or face difficulty in executing an instruction.

5. Tug Release Locations

5.1 Pushbacks directly onto taxiway Hotel should push to line up with the taxiway centreline and then continue to push or pull forward to achieve safe separation from other aircraft on the taxiway system, or aircraft simultaneously pushing in accordance with the pushback procedures in Appendix 7.

6. Pushback and Pull Forward

6.1 If an aircraft is to be pulled forward after pushback and the engines have started, care and special precautions shall be taken to reduce the risk of the aircraft's engine thrust causing damage to the nose gear and towbar when stopping the aircraft at completion of manoeuvre on the taxiway centerline.

6.2 Pull forward after engine start should be avoided where possible. If the requirement of pull forward is known in advance, the headset operator should delay the starting the engines until the pull forward manoeuvre is complete.

6.3 Special precautions include gentle application of brake, engine at idle thrust, towing operation at lowest gear available.

7. Simultaneous Pushbacks

7.1 Simultaneous pushbacks may be carried out, subject to Owen Roberts Tower clearance and available space on taxiway Hotel. Although ORIA approves the use of simultaneous pushbacks, adequate ground handling controls must be in place prior and ground crews are empowered to suspend any pushback movement that they consider to be unsafe due to jet blast, reduced separation, or other hazard at their discretion. Refer to Appendix 7 for detailed information on pushback procedures.

8. Nose Gear Protection and Steering Limits

8.1 Aircraft pushbacks must be completed in a way such that the nose gear steering limits for each individual aircraft type are not exceeded. There is a red line 'oversteer indicator' that must not be exceeded, otherwise there is an increased risk of shear pin failure or damage to the aircraft nose gear.

8.2 In the event of exceeding the steering limit, or if any stress damage may have occurred to the nose gear, the aircraft shall be inspected by an engineer. The aircraft will need to return to the stand if it is blocking a taxiway.

9. Push and Hold Operations

9.1 Once an aircraft turnaround has been completed and aircraft servicing is complete, and passengers have boarded, the aircraft will normally be pushed back by tug or in the case of Cayman Airways Express self-manoeuvre off stand for departure.

9.2 Occasionally aircraft may continue to occupy a stand that is needed by another aircraft or pushback and taxi is delayed due to restrictions imposed because of ATC airspace congestion. In these circumstances an aircraft would normally continue to hold on stand affecting the airline's on-time departure statistics.

9.3 To mitigate the issues in 9.2, ORIA authorises the use of a "push and hold" process, which is explained below.

9.4 Push and Hold Process

9.4.1 "Push and Hold" is a process adopted by some aircraft operators for use when Owen Roberts Tower advises of an expected significant delay for take-off and to allow their flights to record an on-time departure and/or to clear a stand for re-use.

9.4.2 This involves an aircraft ground-positioning under its own power to hold on or pushback/tow to a vacant stand at stands 9 to 14 or pushback/tow or to hold on taxiway Hotel at the rear of stands 10 to 14 keeping taxiway Foxtrot clear. This is contingent upon other aircraft movements on the manoeuvring area and taxi instructions issued by Owen Roberts Tower.

9.5 Push and Hold Stands

9.5.1 Stands 9 – 14 will be used for push and hold, subject to being unoccupied at the time requested and with no aircraft allocated. Stands 1 – 8 should, where possible, be allocated by the AOCC so that there are vacant stands between stands 9 – 14.

9.5.2 When an aircraft is moved to a push and hold stand, the stand allocation shall be updated by the AOCC.

9.6 Safety Procedures Push and Hold Stands

9.6.1 Aircraft that are taxiing to a push and hold stand should do so with single-engine taxi via a taxiway instructed by Owen Roberts Tower and is exempt from requiring a marshaller until ready to taxi from taxiway Hotel across the apron road to the assigned apron stand.

9.6.2 Once an aircraft has parked on the assigned push and hold stand, engines must be shut down.

9.6.3 The ground handling crew must be present to authorise the re-start of engines, ensuring that the area around the aircraft is clear of vehicles and pedestrians, utilizing the marshalling signals referred to in Chapter 4, 2.1 to communicate with the crew.

9.6.4 An aircraft walk-around check will only be required if any ground equipment was positioned around the aircraft whilst it was holding on the push and hold stand with engines shut down.

9.6.5 Push and hold will not be available in low visibility operations.

9.6.6 Owen Roberts Tower and the AOCC reserve the right to refuse a request for push and hold stand parking due to workload, safety reasons or resource issues.

9.7 Other Information

9.7.1 Note that if the delay is less than 10 minutes, or the traffic situation permits, aircraft may be held at a taxiway holding position rather than positioning to a push and hold stand.

9.7.2 The AOCC should inform the Airside Duty Officer as the aircraft may cause delays to vehicles on the adjacent apron road system.

10. Aircraft Towing

10.1 Responsibility

10.1.1 It is the responsibility of tug drivers to ensure that:

a) The tow vehicle, towbar and associated equipment are serviceable for use and that towing is in accordance with the relevant agreed ground handling service provider company procedures.
b) Whilst towing in confined areas or around aircraft or other obstacles, the tug driver is responsible for wing tip clearance.
c) When aircraft are to be moved during periods of bad visibility, or at night, the aircraft must be adequately illuminated at each extremity, i.e. navigation lights "on" and the tractor/tug must display headlights and an anti-collision beacon.
d) Permission must be obtained from Owen Roberts Tower before all aircraft tows.

10.2 Communication with Brake Operator

10.2.1 Prior to the commencement of towing, there must be a clear line of communication between the tug driver and the brake operator.

10.2.2 Two-way communication must be maintained between the brake rider and the tow team until the aircraft comes to a stop at its final parking position.

10.3 Towing via the Runway

10.3.1 In some circumstances (such as remote parking or towing aircraft to maintenance hangars) a tug driver may be required to tow an aircraft with no flight crew on board. In these circumstances the flight crew are not part of the chain of communication with Owen Roberts Tower.

10.3.2 Aircraft that are being towed via the runway to/from the commercial and general aviation aprons or remote parking are required to be followed by a CIAA Airside Operations vehicle so that the Airport Operations Duty Officer can conduct a safety inspection for FOD falling from the tug or aircraft. It is the responsibility of the ground handling service provider to request from the AOCC the Airport Operations Duty Officer's attendance by providing advance notice, prior to commencing the tow.

10.3.3 Tug crews must request push back directly from Owen Roberts Tower and must ensure they are monitoring Owen Roberts Tower frequency throughout the tow.

10.3.4 Tug drivers must ensure they comply with all instructions communicated by Owen Roberts Tower throughout the tow. If a tug driver requires clarification on any Owen Roberts Tower instruction, confirmation of the instruction must be requested from Owen Roberts Tower.

10.4 Radiotelephony Standards

10.4.1 Tug crews are required to operate under positive control from Owen Roberts Tower and must therefore be appropriately trained and competent in the use of radiotelephony and hold a Manoeuvring Area Driver's Permit.

10.4.2 Standard phraseology must be used for all verbal communication between the flight deck, tug crews and Owen Roberts Tower. Phraseology guidance can be found in Appendix 16 to this manual. Standard phraseology must be used for all verbal communication between the flight deck, tug crews and Owen Roberts Tower.

10.4.3 Drivers of vehicles/tugs required to tow aircraft should not assume that Owen Roberts Tower is aware that an aircraft is to be towed. The performance and manoeuvrability of ground vehicles is obviously considerably reduced when towing aircraft and this is considered when instructions to such vehicles are issued by Owen Roberts Tower. Therefore, to avoid any confusion, and as an aid to identification, drivers should state the aircraft type, and where applicable the operator, of the aircraft to be towed in the first call. For example:

Driver: "Owen Roberts Tower, Cayman Airways tug request pushback to tow Cayman Airways B737-MAX8 from apron stand 3 to Cayman Airways maintenance hangar."

Owen Roberts Tower: Cayman Airways tug, Owen Roberts Tower, pushback your discretion, tow approved from apron stand 3 to Cayman Airways maintenance hangar via taxiway Hotel, taxiway Echo, and runway, vacate runway via taxiway Charlie."

10.4.4 Tug crews must not push or pull any part of the aircraft until permission is received from Owen Roberts Tower.

10.4.5 Tug crews must give full readbacks to Owen Roberts Tower instructions. If there is any doubt regarding the clearance received from Owen Roberts Tower, tug crews must seek clarification from Owen Roberts Tower.

10.4.6 Tug crews should refrain from unnecessary actions or conversations during towing manoeuvres. Communication between the towing team regarding route and traffic information is encouraged to maximise situational awareness.

10.4.7 Tug crews must inform Owen Roberts Tower if they are unable to execute an instruction or face difficulty in executing an instruction.

10.5 Radiotelephony Assistance from Airside Operations

10.5.1 If communications between the tug driver and Owen Roberts Tower cannot be established for the tow, towing cannot commence, and the ground handling service provider shall inform the AOCC and request assistance for an Airside Operations "follow-me leader vehicle" to facilitate the tow. The Airside Duty Officer will request authorisation for the tow via radio from Owen Roberts Tower, on behalf of the tow team. The Airside Operations Airside Duty Officer will provide a follow-me leader

vehicle for the duration of the tow and maintain communication with Owen Roberts Tower.

10.5.2 The Airside Duty Officer shall conduct a safety inspection of the manoeuvring area used during the tow for FOD falling from the tug or aircraft immediately following completion of the tow.

10.6 Brake Riding

10.6.1 An engineer or member of the airline's ground handling agent is required to cover the brake riding position in the cockpit throughout the tow (except for where no engineer is required in the cockpit). This person must be trained and competent in the task. It is the engineering company or ground handling agent's responsibility to determine their requirements to achieve and maintain competency, and to establish criteria on the minimum number of tows that a brake rider must successfully complete under supervision, to be deemed competent.

10.7 Aircraft Lighting During a Tow

10.7.1 Aircraft under tow must have their anti-collision lights illuminated.

10.7.2 Aircraft under tow on the manoeuvring area at night and during low visibility operations are required to have their navigation and anti-collision lights illuminated. If the required lighting fails, tug crews must inform Owen Roberts Tower. When appropriate, the following appropriate action will be taken by Owen Roberts Tower.

a) During push-back (for a towing manoeuvre), if an aircraft suffers lighting failure it shall be instructed to pull back on to stand.
b) Owen Roberts Tower may consider instructing the tug driver to stop briefly to attempt to re-establish the aircraft lights, provided that doing so would not unduly increase the risk to other aircraft or vehicles.
c) Manoeuvring via the runway will entail Owen Roberts Tower contacting the Airside Operations Duty Officer to provide a follow-me leader vehicle to shadow and provide lighting for the unlit aircraft. The tug driver will be advised by Owen Roberts Tower.

10.8 Towing during Low Visibility Conditions

10.8.1 Essential aircraft tows are permitted during low visibility conditions. The following are essential circumstances:

a) Repositioning an aircraft to a remote stand to make a stand available, or for engineering purposes.
b) Parking an aircraft into wind for safety reasons.
c) Any other circumstance not listed above but coordinated and agreed by the ground handling service provider, the tow team, and the AOCC.

10.8.2 The airline's ground handling service provider shall forewarn the AOCC and coordinate with the AOCC tows that are not part of Appendix 7 apron stand pushback manoeuvres, including the start time, location, and destination of each tow manoeuvre.

Chapter 8

1. Aircraft Maintenance on Apron Stand

1.1 The maintenance of aircraft parked on any apron stand is subject to restrictions. These restrictions are in place to ensure that stands are available for scheduled aircraft movements and for the purposes of pavement protection and prevention of environmental pollution.

2. Type of Aircraft Maintenance Operations

2.1 The following type of aircraft maintenance operations are not permitted on an aircraft stand unless approval has been obtained from the AOCC:

a) Any procedure which would, or may, render the aircraft immobile for more than 60 minutes. This includes the removal or replacement of any major components e.g. engines, auxiliary power units, control surfaces or landing gear. Acceptable procedures would be minor maintenance such as oil and fluid checks undertaken during transit, replacement of minor parts, or turnaround checks.

b) Any procedure which would, or may, result in significant contamination of an apron stand by any substance, for instance where high volumes of fuels or chemicals hazardous to the environment area required/in use.

c) The venting or emptying (either partial or in full) of aircraft fuel tanks (in exceptional circumstances only).

2.2 Airside operations approval can be obtained by calling the AOCC at 244-5835 and providing the following information:

a) Aircraft type, registration and operator.
b) Current apron stand number and proposed location of maintenance work, if different location will be used.
c) Start time of maintenance work, nature of work to be completed and duration.
d) A point of contact who will be at the aircraft and is contactable by mobile phone.

2.3 Maintenance procedures that fall into category (b) or (c) in 2.1 above will only be permitted on the following stands which have a drainage retention system. The AOCC will notify the Airside Duty Officer and airport Rescue and Fire-Fighting Service of the planned maintenance operation.

a) Stand 12 - 14

2.4 Engineers must be aware that the AOCC may approve one of the above maintenance procedures but is contingent on the aircraft being moved to an alternative stand, either to protect key stands for scheduled aircraft movements, or for pollution prevention.

3. Use of Inflatable Tents

3.1 To support unscheduled or urgent engine or fuselage maintenance where an aircraft cannot be flown to a maintenance base, airlines or engineering support companies may utilise an inflatable tent or shelter that acts as a protective mobile hangar. It provides a ventilated environment for maintenance.

3.2 Engineers must request approval from the AOCC to set up and inflate a tent/shelter, stating the purpose, location, and estimated duration of use. The wind limit will normally be 25 knots, unless supporting information on safer wind limits can be provided to the AOCC from the tent/shelter manufacturer.

4. Maintenance Engineer Responsibilities

a) Engineers are responsible for ensuring that their work is carried out in a safe manner, compliant with their company procedures and relevant information published in this manual.
b) Engineers are responsible for ensuring that any jacking equipment used on stand must be done so in conjunction with spreader plates. This is required to reduce the risk of damage to the apron surface. Damage to surfaces is chargeable to the user.
c) Use drip trays or other suitable means such as temporary bunds, to minimise the risk of any chemical or hazardous spillage.
d) Clear and dispose of Foreign Object Debris (FOD) in the correct containers.
e) Engineers must be aware of ORIA's emergency procedure for spillages, fire, or other emergency situations.
f) Report accidents, incidents or near misses in accordance with the Airside Accident and Incident Reporting safety procedures shown in Part 2, Chapter 21.
g) Report any spillages to the AOCC in accordance with ORIA Aerodrome Manual Spill Response.
h) Submit Mandatory Occurrence Reports (MORs) to the competent authority, as per ORIA Aerodrome Manual and Part 2, Chapter 21 to this manual.

5. Taxiing of Aircraft by Engineering Staff

5.1 Aircraft operators requiring their personnel to taxi aircraft, but who do not hold a pilot license for the aircraft type, must hold an aircraft engineering qualification/licence, recognised as appropriate by the Civil Aviation Authority of the Cayman Islands. A local type-rated certificate must be held, indicating that the engineer has been trained and tested to an adequate standard to safely taxi the aircraft type. Finally, the aircraft operator shall seek prior approval from the AOCC (ext. 244-5835) prior to using their engineering staff to taxi aircraft.

Chapter 9

1. Airside Vehicle and Equipment Operations

1.1 The procedures to be followed by drivers who drive or operate any vehicle or ground equipment on airside apron areas are contained in this Chapter. This information is supplementary to vehicle operations procedures found in the ORIA Aerodrome vehicle Operators Manual.

2. Speed Limits

2.1 The speed limits within airside apron areas are as follows:

a) 5 mph per hour within 30 feet of an aircraft.
b) 10 mph per hour on apron roadway or access roadways.
c) 10 mph on the General Aviation Apron.

2.2 In all instances the speed should be appropriate to the conditions, ensuring vehicle directional and stopping control is maintained. Speed limits are painted on the apron road system pavement surface at regular intervals.

3. Driving Standards

a) Vehicles must not be driven onto or across any apron stand, even when no aircraft is present, except in connection with servicing, maintenance, or other activity on an apron stand.
b) Never Park in front of or behind a fuel tanker or emergency vehicle to block its path at any time.
c) Vehicles must keep left when passing an approaching vehicle and when necessary, overtake on the right.
d) Vehicles must not be driven into or through works areas, unless in conjunction with the work or directed by airside operations. Such areas should be clearly marked and sectioned off with barriers or cones.
e) A vehicle or item of equipment that is broken down or causing an obstruction should be reported immediately to the AOCC.
f) Motorcycles and bicycles are not permitted airside.
g) Hazard warning lights are NOT an acceptable substitute for vehicle amber beacons.
h) Access to the airside baggage drop and pick-up areas are restricted to essential vehicles only – baggage vehicles, airside operations, security patrols, emergency services and approved contractors.
i) Access to the baggage area on the western side of the main terminal building is height-restricted, with maximum height tolerances clearly indicated on the gantry.
j) Drivers shall not use or check mobile phones and other electronic devices whilst the vehicle is in motion.
k) Drivers are always expected to act with care and consideration for other airside users.

4. Vehicle Priorities

a) Vehicles must always give way to taxiing aircraft or aircraft under tow.

b) Emergency vehicles responding to an emergency have priority over all other vehicles and should be displaying blue lights and/sirens sounding.
c) Vehicles on the apron road system have priority over vehicles on an aircraft stand that are re-joining the road system.

5. Road System Behind Apron Stands

5.1 Drivers using the road system at the rear of apron stands must be aware of aircraft being pushed back from an apron stand onto taxiway Hotel or arriving aircraft taxiing from taxiway Hotel onto an apron stand, and how to anticipate these movements.

5.2 Departing Aircraft (Pushback)

5.2.1 Aircraft that are ready to pushback will have a tug connected and the anti-collision lights illuminated. A headset operator will be connected to the aircraft. A back of apron stand roadman will position in the back of stand road to one side of the aircraft and clearly signal to oncoming drivers (with crossed arms above head) to stop and give way to the push-back. The roadman shall use illuminated wands to give an enhanced stop signal at night or in low visibility. Drivers must never drive behind an aircraft with anti-collision lights illuminated or when the roadman gives clear indication to stop.

5.3 Arriving Aircraft (Taxiing)

5.3.1 Aircraft arriving onto an apron stand from taxiway Hotel will cross the rear of apron stand road and follow the apron stand centreline to the stop position. A ground crew will be waiting on the stand with appropriate ground service equipment.

6. Road Junctions

6.1 Vehicles must give way to other road users at road junctions and, where indicated by road markings or signage, come to a complete stop.

Part 2 – Apron Safety Management

Chapter 1

1. Ground Engine Running

1.1 The ground running of aircraft engines is an essential aircraft maintenance task to maintain the safe operation of aircraft. Aircraft ground running is normally used to functionally check the operation of either engines or aircraft systems. This usually takes place prior to the release to service of an aircraft from maintenance. Ground running may be carried out either prior to, during or after the rectification of a defect or scheduled work on an engine or an aircraft system, when this requires engines to be operating to assess its function.

1.2 Although the aircraft may need to be taxied or towed to an approved ground running position under a clearance from Owen Roberts Tower, most operators and maintenance organisations do not require pilots to be on board because aircraft technicians can be trained and approved for these duties.

2. Application Process

2.1 Approval for any engine run must be obtained in advance from ORIA AOCC using the below contact information. Any subsequent variation to the original details given is subject to obtaining approval from the AOCC.

Tel: 244-5835
Email: AOCC@caymanairports.com

2.2 The following information must be passed to the AOCC when requesting approval for a ground engine run:

a) Aircraft Registration
b) Aircraft Operator
c) Aircraft Type
d) Engineer/contact information
e) Start Time of Activity, Location and Duration
f) Power setting to be used during Run

2.3 The AOCC will provide Owen Roberts with information on approved ground engine runs. The aircraft ground crew or flight crew must obtain permission from Owen Roberts Tower to start engine(s) and must remain in 2-way contact with Owen Roberts Tower throughout the duration of the approved ground run.

2.4 Owen Roberts Tower must be advised by the aircraft engineer via radio once the engine run has ceased. If an extension or amendment is required, the applicant must contact the AOCC for further approval.

3. Safety Assurance

3.1 Idle or low power engine runs may be undertaken on an apron stand, providing:

a) The aircraft is positioned to cause no damage or inconvenience to persons, property, or infrastructure.
b) The stand footprint is clear of pedestrians, vehicles, and ground support equipment (engineer's vehicles in a safe position at the head of the stand are exempt).
c) Any persons on board are informed of the engine run details and given the option to vacate the aircraft prior to the engine run commencing.
d) All cabin doors are closed and armed.
e) An engineer attends the front of the aircraft, in communication with the flight deck operator via headset.
f) Continuous radio contact is maintained with Owen Roberts Tower.

3.2 Any affected road system must be controlled by a dedicated member of staff prior to the start of any engine run, to control and manage traffic flow. This is additional to a headset person, who is unable to effectively control traffic from their position. An engineering van may be used to block the rear of stand road when the traffic levels are low, subject to prior approval on each occasion from the AOCC.

3.3 Engineers must contact the AOCC for assistance from the Airside Duty Officer with vehicle traffic control if they have insufficient personnel available.

3.4 For engine runs requiring greater than idle power (high and maximum power engine runs), aircraft are required to reposition onto the manoeuvring area. The AOCC has responsibility for coordinating the scheduling of the engine ground run with Owen Roberts Tower subject to the traffic situation and prevailing weather conditions. High power engine runs are restricted to the following areas:

a) Beginning of Runway 08 or 26.
b) Taxiway Golf

3.5 Other considerations will be the prevailing weather (wind direction) and impact on the local community. High power engine runs will not be permitted in low visibility conditions, except if there is no active flights and the Airside Duty Officer is present to oversee the engine run.

4. Record Keeping

4.1 Records of all engine runs completed will be maintained by the AOCC and Owen Roberts Tower. The engine run database is stored on the Airport Operations Shared Drive databases folder. These statistics are used on an annual basis as part of the ORIA ground noise management strategy. The statistics provided shall not contain any personal data but shall detail the key information associated with the engine run, as listed in section 2.2.

Chapter 2

1. Aircraft Refuelling Operations

1.1 The operation and management of aviation fuel at ORIA is provided by Rubis Aviation from a fuel storage depot north of the airport. JET A-1 and AVGAS fuel is delivered from fuel storage facility tanks to ORIA apron stands and uplifted to aircraft directly by tanker bowsers.

2. Responsibilities

2.1 Rubis Aviation is responsible for:

a) Ensuring compliance with relevant statutory and regulatory requirements relating to the handling of aviation fuels and the fuelling of aircraft.

b) Ensuring that the grade and quality of fuel delivered to aircraft meets the required specification, including the grade and quality of fuel product.

c) Notifying ORIA airport operations department about any potential disruption to the normal supply of aviation fuel immediately in writing by the quickest means.

d) Ensuring that refuelling tanker bowsers and refuelling equipment access and exit from the aircraft stands as highlighted in the Stand Plans.

e) Training and competence of refuelling operators.

f) Ensuring that all vehicle drivers possess an airside vehicle operator driving license.

3. Competency

1.1 Only personnel that have been suitably trained and assessed as competent may carry out aircraft fuelling operations.

4. Safety Precaution

4.1 Refuelling vehicles are not to approach aircraft until the aircraft engines have stopped and anti-collision lights have been switched off.

4.2 A marshaller or ground guide shall be used when reversing towards aircraft.

4.3 Refuelling vehicles must be parked in a position to enable freedom to exit away from the aircraft in a forward direction in the event of an emergency.

4.4 Personnel engaged in refuelling procedures are to ensure that serviceable fire extinguishers are available and be mindful of calling the Airport Rescue and Firefighting Service in the event of an emergency using the below telephone numbers.

Tel: 949-2276 or 949-2499

4.5 Except for refuelling equipment, vehicles and equipment must not be parked under any part of the aircraft during refuelling. 15 feet should be maintained, wherever possible, between ground support equipment and any fuelling equipment.

4.6 Ground Power Units must not be operated unless they are positioned 20 feet from the aircraft fuelling vents and venting points.

4.7 The use of metal wheeled equipment near the aircraft is prohibited.

4.8 Replenishment of aircraft oxygen systems is not to take place when fuelling is in progress.

4.9 Refuelling should not take place when there is an electrical storm within 5 kilometres of ORIA.

5. Fuelling Zone Procedures

5.1 Fuelling areas are sited to avoid bringing fuelling equipment or aircraft fuel tank vents to within 15 metres (50 feet) of any building other than those parts constructed for the purpose of direct loading or unloading of aircraft.

5.2 During fuelling operations, air and fuel vapour are displaced from the aircraft tanks through vent points, which are usually situated at the aircraft wingtips. This presents a hazard of fuel vapour being ignited. For this reason, additional rules are required within an area known as the fuelling zone. A fuelling zone is established when aircraft fuelling operations are in progress, extending at least 3 metres radially from the aircraft filling and venting points and from any part of the fuelling vehicle and equipment including hoses. The following requirements must be adhered to in the fuelling zone:

a) All personnel must avoid any activity involving the risk of fuel vapour ignition. These include smoking, use of naked lights, operation of electrical systems and activity creating sparks from exposed iron or steel studs on footwear or from tools or other equipment or vehicles.

b) Vehicle engines must not be left running in the fuelling zone. This includes Ground Power Units (GPU's). Hot vehicle exhausts are a major hazard and are prohibited inside the fuelling zone.

c) Non-intrinsically safe equipment, including portable electronic devices (PEDs), such as mobile telephones, pagers, radios and any other electronic or electrically operated equipment are prohibited. The use of Flight Safe Mode on PED's does not make the unit intrinsically safe. Therefore, these items are not to be used in the fuelling zone.

d) Only authorised persons and vehicles are permitted within the fuelling zone and the number of these should be kept to a minimum.

e) Airlines or their ground handling service providers must ensure that passengers do not enter the fuelling zone whilst embarking or disembarking passengers. Baggage and passenger reconciliation checks must be carried out away from the fuelling zone.

f) Aircraft Auxiliary Power Units (APU's), which have an exhaust efflux discharging into the fuelling zone, should, if required to be in operation during fuelling, be started before filler caps are removed or fuelling connections made. APU's must not be switched on during any refuelling operation.

g) Photographic flash bulbs or electronic flash equipment must not be used within 6 metres of the fuelling equipment or any filling or venting points of the aircraft.

h) The airline or aircraft operator should ensure that all personnel working on the inside of the cabin, hold or equipment compartment of the aircraft are made aware that fuelling is taking place.

i) If the Fuelling Operator or Turnaround Coordinator considers that a hazard exists, refuelling should be stopped immediately until conditions permit resumption.

6. Bonding and Grounding – Aircraft and Fuelling Equipment

1.1 It is essential that aircraft, fuelling vehicles and over-wing nozzles, where applicable, should be electrically bonded together throughout fuelling operations to ensure that no difference in electrical potential exists between the units. Bonding is to be maintained until all hoses have been disconnected or tank filler caps replaced.

7. Fuelling with Passengers on Board

7.1 Normally, passengers should always be disembarked prior to the commencement of aircraft fuelling. Commencement of fuelling is defined as "connection of the bonding clip." Completion is defined as "when the bonding clip has been removed."

7.2 In circumstances where it is not possible to complete fuelling without passengers on board, airline operators of fixed wing aircraft may allow passengers to remain on board during fuelling operations. When this is deemed necessary the Airport Operations Command Centre (AOCC) shall be notified using the below telephone numbers five minutes before fuelling starts to allow ARFFS to be notified and go to an alert status. Airlines are required to develop their own safety procedures in such circumstances, to manage the associated risks.

Tel: 345-244-5835 or 1-800-534-AOCC (2622)

7.3 The following guidance is provided for fuelling with passengers onboard.

a) Cabin attendants, passengers, and other relevant staff to be warned that fuelling will take place and that they must not smoke, operate electrical equipment or other potential sources of ignition.

b) The aircraft NO SMOKING signs must be switched on together with sufficient interior lighting to enable emergency exits to be identified.

c) The Fasten Seat Belts sign must be switched off and passengers are to be briefed not to fasten their seatbelts.

d) Provision should be made via at least two of the main passenger doors (or main passenger door plus one emergency exit when only one door is available), preferably at opposite ends of the aircraft, for safe evacuation in the event of an emergency. Throughout the fuelling operation these doors are to be constantly manned by a cabin attendant.

e) Designated escape doors to be on the opposite side of the aircraft to the fuelling activity. Fuelling should not be permitted on both sides of aircraft.

f) Whenever an exit with an inflatable escape slide is designated to meet the requirements in the above paragraph, the ground area beneath that exit and the slide deployment area must be kept clear of external obstructions.

g) Ground servicing activities and work within the aircraft, such as catering, and cleaning must be conducted in such a manner that they do not create a hazard or obstruct aircraft exits.

h) Inside the aircraft cabin the aisles, all exit areas and exit access areas must be kept clear of obstructions.

i) The ability of any passenger to affect a rapid evacuation from the aircraft, most particularly those whose mobility is impaired, must be considered.

8. Audits

8.1 Organisations that store, dispense or handle aviation fuel at ORIA will be subject to audits of this activity to ensure that they comply with the relevant legislative requirements. An appropriately qualified person from or on behalf of the CIAA will carry out this audit. The audit report will be made available to those being audited together with any recommendations of changes that may be required to procedures or equipment.

8.2 A reasonable time will be given to remedy any shortcomings found by the audit, but the CIAA reserves the right to withdraw permission for the facility or fuelling activity to continue if it is found to be dangerous or if remedy to the shortcoming is not completed within the agreed reasonable time. Rubis Aviation and airline customers carry out their own safety audits of fuel facilities and equipment on a regular basis.

Chapter 3

1. Spillages

1.1 Spillages of fuel, oil, toilet effluent or any other chemical have the potential to cause pollution of local watercourses and can also cause health and safety impacts.

2. Management Responsibilities

2.1 Airside operators have a responsibility to prevent spills from occurring airside and is also responsible for the cleaning up of small spills using CIAA provided spill kit resources and equipment.

2.2 Aircraft, equipment, and vehicle used airside areas must be maintained in good working order through a dedicated maintenance program to minimise spills of fuel or hydraulic oil.

2.3 Airside operators should ensure their staff have been given appropriate training in the use of equipment to reduce the risk of spillages and ensure their staff know and understand what to do if they cause or discover any kind of spillage. A training program covering the following subjects, must be developed, and implemented by airside operators:

- Environmental awareness
- Spill Prevention
- Spill Response (including containment, clean up, correct disposal procedures and contact numbers)
- Spill reporting
- Safety hazards

2.4 The CIAA who provides the spill response kit(s) must:

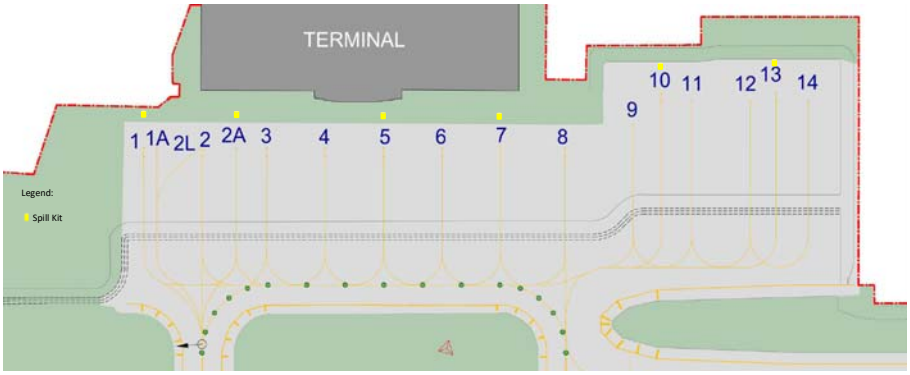
a) Audit the kit at least annually or post when the kit has been used.

b) Maintain the kit to ensure it contains the required contents.

c) Ensure the contents are in good condition

2.4.1 Any materials used from a CIAA spill kit will be replaced immediately or, if unavailable, then replaced with a complete spill kit. The spill kit should be clearly marked with the CIAA's name and when the last audit was completed.

2.4.2 The kit will be sealed in such a way as to be easily accessible in a spill situation but prevent inadvertent use at other times. ORIA spill kits are located next to apron stand number signs 1, 2, 3, 5, 7, 10, and 13 shown in the below image.



3. Response Procedures

3.1 All Airside Personnel, regardless of employer are responsible for:

a) Notifying the AOCC using the below telephone numbers of any fuel, oil or hazardous material spill they cause or discover without delay that occurs airside, regardless of size.

Tel: 345-244-5835 or 1-800-534-AOCC (2622)

b) Providing as much of the following information as possible to the AOCC:

- Location of the spill.
- Material spilt.
- An estimated amount of spill.
- Who or what caused the spill.
- Whether it has entered any drains.

c) Providing an incident report to the CIAA Safety Office and AOCC within 24 hours of the spill incident occurring.

3.2 The AOCC will notify the CIAA contracted spillage clean up company Professional Waste Management and provide information on fuel, oil, or hazardous material spill using either of the below telephone contact numbers.

Tel: 326 1123 or 326 1124 or 326 1126

3.3 The Airport Operations Duty Officer is responsible for responding to the spillage incident site and for coordinating cleaning up of spillage.

3.4 Besides notifying the AOCC, the response to a spill should involve three stages – Control, Containment, and Clean.

3.4.1 Control

a) Immediate action should be taken to secure the site and prevent further material from spilling, but only when it is safe to do so. These actions can include:

- ARFFS response based on the type of material and severity of the spillage and determination made by the CIAA's Safety Officer and Airport Operations Manager in consultation with ARFFS that airside operations can continue safely.
- If the ARFFS is required to be present, they will remain on site until the hazardous material has been removed and disposed.
- Moving people away and upwind from the spillage area.
- Cordoning the area off and control the movement of unauthorized personnel and equipment into the area.
- Turning off any ignition sources.
- Avoid movement of leaking Ground Servicing Equipment, such as pallet loaders, after a spill has occurred as this can increase the spill size and area covered.
- In the case of a punctured drum, the drum can be rolled over, so the puncture is on top. This should prevent further spilling of material.
- Not loading fuel contaminated baggage or cargo onto aircraft.

b) In all cases personnel must not:

- Attempt to lift heavy objects unassisted.
- Expose themselves to toxic material without appropriate protective clothing.
- Enter a confined space without appropriate breathing apparatus.
- Expose themselves to hazardous situations.

3.4.2 Containment

a) The following containment action should be taken immediately following a spillage:

- Contain the spill to stop the material entering stormwater drains or contaminating soil.
- Spills should be contained using absorbent material.
- Any stormwater drain should be protected first by forming a "dam" of absorbent material around the drain.
- Spilled material should then be contained by forming a "dam" of absorbent material around the spill.

3.4.3 Cleaning

a) Cleaning up of the spill should only be undertaken if safe to do so (ensuring appropriate PPE is worn) using the following as guidance:

- Absorbent materials such as diatomaceous earth or polypropylene are the preferred products for the cleaning of any spills. These products absorb the spilt material leaving no residue and have no detrimental impact on the environment.

- In cases of heavy oil spillages, it may be necessary to scrub the area of the spill with a light detergent to remove any residue of the product. This residue will also then need to be removed.
- Saturated absorbent material should be placed in plastic bags to prevent leaching of the material and then disposed of according to the material spilt as below.

    - Prescribed Waste: oil, fuel, detergents, chemicals etc.
    - Quarantine Waste: toilet spills, catering spills etc.

- Waste material must be transported and deposited into ORIA landside waste facilities.
- Garbage bins are located along the commercial terminal building airside covered sidewalk north of the apron and in Island Air Ltd hangar for the disposal of small amounts of absorbent cloth and spill related materials.

b) If the operator is either unable to clean the spill, or where clean-up has been attempted and the spill has not been cleaned to the satisfaction of ORIA, the Airport Operations Duty Officer will arrange to clean the spill and the CIAA will charge the costs to the operator.

c) The Airport Operations Duty Officer will advise the AOCC when the spill has been cleaned and in the case of an affected apron stand the stand will be returned to service.

4. Emergency Shower and Eye Wash Facilities

4.1 Airside emergency shower and eyewash facilities are provided in the baggage make up area on the western side of the commercial terminal building in the vicinity of the apron. Additional eyewash kits are provided on the east side of the commercial terminal next to the baggage belt system and at the entrance to Island Air Ltd hangar. These facilities should be used by any airside personnel that encounter hazardous liquids or other material.

Chapter 4

1. Airside Cleanliness and FOD Management

1.1 Foreign Object Debris, abbreviated to FOD, is a potential source of catastrophic damage to aircraft - particularly engines. FOD can also be a tripping or slipping hazard resulting in injury to airport employees and passengers.

1.2 The purpose of this Chapter is to ensure that all airport personnel understand the dangers to flight safety that FOD presents, and the measures that must be taken to reduce the hazard.

1.3 Items of FOD most frequently found on the airside areas are plastic bags, empty oil cans, padlocks, suitcase parts, drink cans or bottles, nuts and bolts, tools, baggage tags and abandoned equipment. Studies have shown that it is not only items arising from aircraft turnarounds that generate FOD. Tools and other items associated with engineering and servicing of aircraft have been left in wheel bays and other ledges, including engine cowlings, where they can subsequently fall out and create a hazard.

2. FOD Programme

2.1 The risk generated from the presence of FOD on ORIA airside is managed through a combination of methods that includes:

2.1.1 Prevention

a) Awareness campaigns of the hazard that FOD presents to aircraft safety.
b) Training and education for airside colleagues and visitors (airside safety awareness and company-specific training)
c) Maintenance of airside infrastructure through a preventive and reactive maintenance programme.

2.1.2 Detection

a) Regular scheduled inspections by airside operations of the complete airside environment including runway, taxiways, and aprons.
b) Airside patrols by airside operations vehicles.
c) Observations by other trained airside personnel.

2.1.3 Removal

a) Airside operations maintenance operating a FOD sweeping programme.
b) Provision of FOD bins FOD bins located next to apron stand number signs 1, 2, 3, 5, 7, 10, and 13 shown in the image in Chapter 3, 2.4.2 for easy disposal.
c) Periodic FOD walks organised by the CIAA safety office.

2.1.4 Evaluation

a) Data collection and analysis.

b) Continuous improvement from trending and investigation.
c) Identifying FOD Hot-Spots.

3. Responsibilities

3.1 It is the responsibility of all airside users to take adequate measures to ensure the safety of aircraft, vehicles and persons using the airside areas.

3.2 It is the direct responsibility of all airlines, handling agents, fuellers, cleaners, caterers, engineering operatives / contractors and all other users of ORIA to ensure that a FOD-free environment is maintained. All companies must have staff training and procedures that reflect these responsibilities.

3.3 Colleagues working on the apron as part of an aircraft turnaround team are responsible for removing any FOD identified on a stand and disposing of it in the nearest FOD bin, located near the head of apron stands 1 through 14.

3.4 Apron team leaders or lead agents are responsible for ensuring a FOD check is completed prior to marshalling an aircraft onto a stand, and again prior to pushback and vacating the stand.

3.5 Vehicles and equipment airside should be maintained in a clean and serviceable condition, with clear cabs that do not contain waste that is able to fall out or blow out in strong winds.

3.6 Any item of FOD seen in an area to which that person is not permitted to access, or is too big to handle, must be reported to the AOCC at the telephone number below for assistance with its removal.

Tel: 345-244-5835 or 1-800-534-AOCC (2622)

4. Vehicles on the Manoeuvring Area

4.1 Before proceeding from one part of the airport to another via a route that crosses the manoeuvring area, all vehicles must be inspected to ensure that anything carried in or on the vehicle is secured. All doors and tail or side boards must be securely shut, and no part of the vehicle or trailer should be loose and likely to become detached.

5. Aircraft Under Tow

5.1 On each occasion that an aircraft is towed along a route which includes the runway, the aircraft must be followed by an Airside Duty Officer airport operations vehicle to check for any falling FOD. For example, an aircraft being towed from Cayman Airways hangar general aviation apron to an apron stand on the commercial terminal apron via the runway, shall be followed by the Airside Duty Officer's operations vehicle. The aircraft operator requiring a tow via the runway must request a FOD check airport operations vehicle from the AOCC prior to commencing any tow.

6. Spillages

6.1 All spillages must be reported to the AOCC who will ensure that an appropriate clean-up operation is carried out in accordance with Part 2, Chapter 3 spillage procedures.

7. Routine Airside Sweeping

7.1 ORIA maintenance will complete a routine programme of FOD sweeping using either a mechanical sweeper or a towable friction mat. This will normally be completed at such times that it will not affect aircraft operations or apron stand planning. However, for reactive sweeping or deep cleaning that may affect aircraft movements or apron stand operations, airport maintenance will notify the Airport Control Centre and Air Traffic Control in advance.

8. FOD Bins and Locations

8.1 Several bright yellow FOD bins have been positioned at the head of apron stands 1 through 14, for easy FOD disposal.

8.2 FOD bins must not be used for the disposal of hazardous waste, including oils, lubricants or aircraft waste. Waste should not be left adjacent to any FOD bin. Any company who is found to have disposed of waste incorrectly using a FOD bin will be charged for the disposal by the CIAA.

9. FOD Walks

9.1 Regular FOD walks are organized by the CIAA's safety office, each generally lasting between 30-60 minutes and focussing on a particular area of the apron, taxiway or runway. Dates and times will be sent to airport colleagues and airside business partners in advance and any support is highly appreciated. Any FOD found will be placed in trash bags and turned in to the Safety Office for further analysis at completion of each FOD walk.

10. Use of Baggage Carts

10.1 Baggage Carts that that are used airside must always be covered / enclosed unless an exemption is approved by airside operations. This is to prevent loose items from blowing out of baggage carts in strong winds or attracting hazardous wildlife.

11. Strong Winds

11.1 All airside staff should also be particularly vigilant prior to and during periods of high winds. They should take all necessary and reasonable steps to ensure that any equipment or material that may cause a FOD hazard if blown onto the movement area is securely fixed or stored before the onset of the high winds. Further guidance on the steps that should be taken by all parties when high winds is forecasted is contained in Chapter 5, Strong Winds.

12. Infringement Scheme

12.1 Any airside organisation, their agents / sub-contractor and / or employees found not to be taking reasonable steps to prevent or assist with the prevention and removal of FOD may be subject to redress through the CIAA's Airside Safety Infraction Scheme found in Chapter 22.

Chapter 5

1. Adverse Weather

1.1 The guidance in this Chapter sets out the precautions to be taken by airside personnel before, and during, adverse weather conditions. It is primarily written for the protection of aircraft and the safety of staff working on the movement area. Companies operating on the airside must produce their own procedures in support of this information. Emphasis is placed on the following weather conditions.

a) Strong winds.
b) Thunderstorms and lightning.

1.2 A weather warning is issued by the Cayman Islands National Weather Service for Strong Winds, Thunderstorms, and Lightning.

1.3 The Airport Operations Duty Officer will increase patrols of the movement area during adverse weather. Additional inspections of runways and taxiways are carried out if necessary or at the request of Owen Roberts Tower. Special attention is given to the eastern end of runway and taxiway Golf due to the likelihood of flooding whenever prolonged periods of heavy rain occur.

1.4 The AOCC and Airport Operations Duty Officer will proactively monitor ORIA hourly and forecasted weather conditions to be aware of low visibility and thunderstorm activities that may adversely impact airside operations.

2. Communication of Weather Warnings

2.1 A weather warning will be issued by the Cayman Islands National Weather Service to the airport community including ground handling companies via email and from the AOCC via text messages when approaching weather conditions are expected to deteriorate and result in showers, rain, strong winds, thunderstorms, and lightning primarily because of an approaching:

a) Tropical Wave
b) Tropical Disturbance
c) Tropical Depression (34 knots or less)
d) Tropical Storm (34 to 63 knots)
e) Hurricane (64 knots or more)

3. Strong Winds

3.1 Strong winds (34 knots or more) can cause unsecured items to be moved in an uncontrolled and dangerous manner. This can lead to the possibility of significant damage being caused to aircraft on apron stands or taxiways. The normal expectations for control of FOD become even more important in strong wind conditions.

3.2 Loose items present a serious engine ingestion risk during strong winds. The potential impact on an aircraft, particularly during take-off and landing, is significant.

3.3 When a strong wind warning has been issued, the following actions must be taken by airside users:

a) Extra vigilance must be exercised to prevent accumulations of FOD. This means that all loose items should be removed and/or safely stowed. Plastic bags and sheeting are a particular threat to engines and should have particular attention paid to them.

b) All covers on waste containers should be secured, including any skips which are in use at the time. Any containers which are full and may lose materials should not be used and reported to the AOCC.

c) All ground equipment and vehicles airside which are not in immediate use, must be parked in the areas provided, with the parking brake applied. Vulnerable equipment such as mobile steps should be faced into wind or in a sheltered position, with stabilisers deployed.

d) High-lift vehicles and passenger steps must be lowered when not in use.

e) Equipment in use on a stand must be secured with parking brakes applied. Equipment without parking brakes should be chocked.

f) All loose items in construction work sites must be secured or removed. The Airport Operations Duty Officer will inspect the locations of any work in progress. And require light stored material to be relocated into sheltered storage.

g) Staff observing any obstruction, loose materials, or equipment moving in the wind, should report this without delay to the AOCC using 244-5835, irrespective of ownership. If safe, and possible to do so, staff should also take action to secure it.

h) Ground operators should take extra care when towing aircraft and refer to the airline's ground operations manual for specific guidance.

i) Aircraft waste and equipment, such as bagged cabin waste, headsets, and catering equipment, must be taken immediately from the aircraft to a bin or vehicle and not placed on the ground.

j) All aircraft must be chocked as appropriate to the wind conditions and in accordance with airline's ground operations manuals.

k) Each ground handling agent should consider the use of aircraft protection cones in accordance with their company procedures.

l) Baggage trolleys must have their side curtains stowed to prevent air pockets from building up and blowing them across the ramp. Brakes must be applied if the trolleys are disconnected from a tug.

m) Extra caution should be taken if using pre-conditioned air facilities when strong wind warnings are in effect. Ground handlers should assess the associated risk and not attach the unit if risks are too high.

n) Drivers of large or high sided vehicles are reminded to take particular care when driving on exposed airside roads.

4. Thunderstorms and Lightning

4.1 Thunderstorms can cause significant disruption to operating schedules, and represent a hazard to airport operations due to the potential for:

a) Lightning bolts striking aircraft, vehicles, buildings or persons.
b) Very heavy rain.
c) Poor visibility.
d) Strong, gusty winds.
e) Interference with radio transmissions.

4.2 The CIAA has implemented the industry accepted "Flash to Bang" method for lightning detection in order to minimize thunderstorm and lightning risk to airport operations. By counting the seconds between the flash of the lightning and the bang of the thunder you can estimate the distance between you and a lightning strike as shown in the Table below.

If thunder is heard:	The lightning is approximately;
5 seconds after a flash	1.5 km (1 mile) away
10 seconds after a flash	3 km (2 miles) away
15 seconds after a flash	5 km (3 miles) away- Red Alert
20 seconds after a flash	6.5 km (4 miles) away
25 seconds after a flash	8 km (5 miles) away- Yellow (Amber) Alert

4.3 When the AOCC is notified by the Cayman Islands National Weather Service or Owen Roberts Tower that thunderstorm and lightning appears to be 5 miles from ORIA (Yellow Alert), the AOCC will communicate a Yellow (Amber) Alert via text message and all CIAA radio frequencies to ORIA management, airport partners and stakeholders lightning group via the AOCC text messaging system.

4.4 The Cayman Islands National Weather Service or Owen Roberts Tower will notify the AOCC when thunderstorm/lightning approaching within 3 miles of ORIA, the AOCC will communicate a Red Alert via text message and all CIAA radio frequencies to ORIA management, airport partners and stakeholders lightning group via the AOCC text messaging system.. It is expected that all operators and employees are to review their own company policies on this hazard and curtail certain outdoor activities.

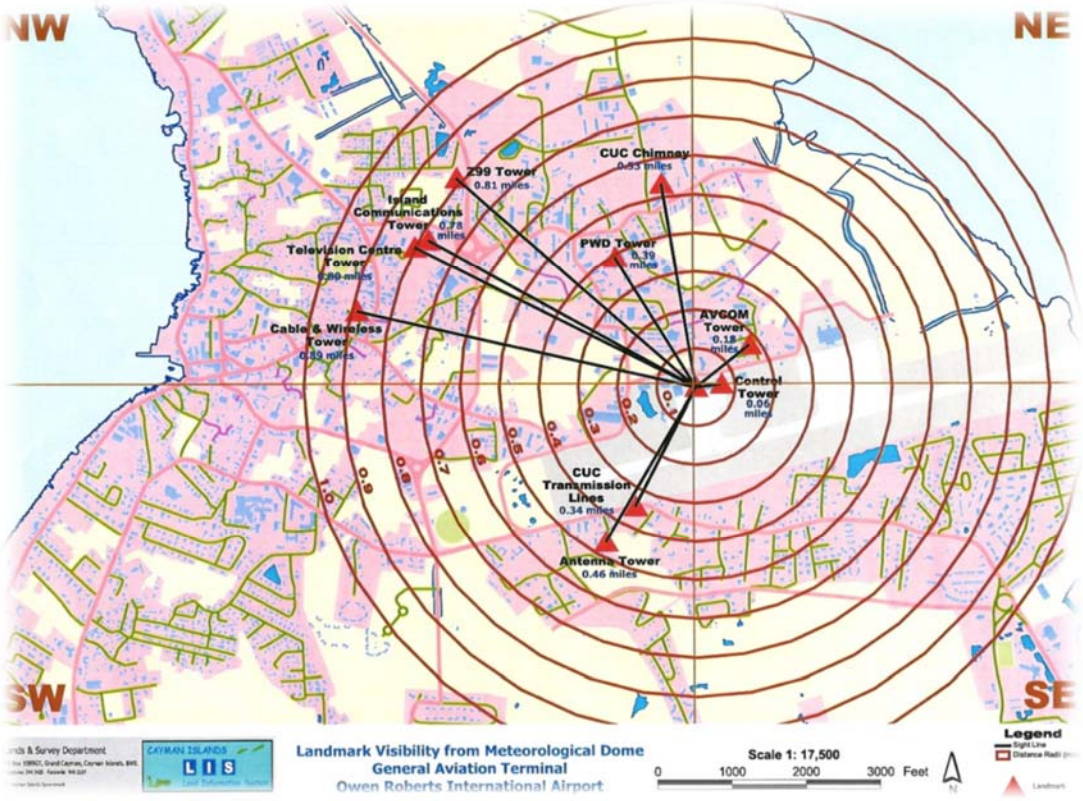
4.5 The Cayman Islands National Weather Service or Owen Roberts Tower or any airside observer will notify the AOCC when thunderstorm/lightning appears to be within 1 mile of ORIA. The AOCC will communicate a message advising that "All apron and outdoor airport operations should be discontinued until further notice," via text message and all

CIAA radio frequencies to ORIA management, airport partners and stakeholders lightning group via the AOCC text messaging system.

4.5.1 It is expected that where possible, all operators and employees should find shelter inside of a building until the “all clear” is given.

4.6 The Cayman Islands National Weather Service will notify the AOCC when thunderstorm/lightning has moved beyond 3 miles of the ORIA. The AOCC will the communicate the “All Clear” and return to normal operations, via text message and all CIAA radio frequencies to ORIA management, airport partners and stakeholders lightning group via the AOCC text messaging system.

4.7 Markers depicting visibility distances as close as practical to ORIA aerodrome reference point are shown on the following chart. The depicted distances are measured from the meteorological dome on top of the general aviation terminal.



4.8 The following actions should also be taken when managing thunderstorm warning activities.

a) Consideration should be given to the strong wind guidance in section 3 above.
b) Operators should expect interruptions to refuelling operations and some ground handling activities whenever lightning is in the vicinity of the airfield.
c) During or immediately after heavy rain, drivers should be aware that longer braking distances will be required and that paint markings may not be as visible.
d) Staff observing any hazards such as flooding or damage to infrastructure should report this to the AOCC using 244-5835 without delay.

e) All companies should ensure that their risk assessments for operating in adverse weather are fit-for-purpose. These must be made available to the CIAA safety office and AOCC upon request.
f) Companies shall continually assess the weather conditions and determine when it is acceptable for their staff to resume airside work.

Chapter 6

1. Aircraft Maintenance on Stands

1.1 The maintenance of aircraft whilst parked on any aircraft stand is subject to restrictions. These restrictions are in place to ensure that stands are available for 'live' aircraft and for the purposes of pavement protection and prevention of environmental pollution.

2. Aircraft Maintenance

2.1 The following types of aircraft maintenance operations are not permitted on an aircraft apron stand unless approval has been obtained from the AOCC:

a) Any procedure which would, or may, render the aircraft immobile for more than 60 minutes. This includes the removal or replacement of any major components e.g., engines, Auxiliary Power Units, control surfaces or landing gear. Acceptable procedures would be minor maintenance such as oil and fluid checks undertaken during transit, replacement of minor parts, or turnaround checks.

b) Any procedure which would, or may, result in significant contamination of the apron stand by any substance, for instance where high volumes (>250L) of fuels or chemicals hazardous to the environment area required/in use.

c) The venting or emptying (either partial or in full) of aircraft fuel tanks (in exceptional circumstances only).

2.2 Airside operations approval can be obtained by calling the AOCC using ext. 244-5835 and providing the following information:

a) Aircraft type, registration, and operator.
b) Current stand number and proposed location of maintenance work, if different.
c) Start time of maintenance work, nature of work to be completed and duration.
d) A point of contact who will be at the aircraft and is contactable by mobile phone.

2.3 Maintenance procedures category (b) or (c) above will only be permitted on apron stands 10 - 14 which have an apron drainage system aligned with and north of taxiway Hotel centerline shown in 2.6 below. The AOCC will notify the airport's Rescue and Fire-Fighting Service when category (b) and (c) activities will take place on apron stands 10 – 14.

2.4 Engineers must be aware that the AOCC may approve one of the above maintenance procedures but contingent on the aircraft being moved to an alternative apron stand, either to protect key contact stands for live aircraft, or for pollution prevention.

2.5 Refer to Chapter 1, Engine Ground Running for guidance on engine power during aircraft maintenance.

2.6 Apron stands 10 – 14 drainage system:

3. Engineer Responsibilities

3.1 Engineers are responsible for ensuring that their work is carried out in a safe manner, compliant with their company procedures and the relevant ORIA rules as published in this manual.

3.2 Engineers are responsible for ensuring that any jacking equipment used on stand must be done so in conjunction with spreader plates. This is required to reduce the risk of damage to the apron surface. Damage to surfaces is chargeable to the user.

3.3 Use drip trays or other suitable means such as temporary bunds, to minimise the risk of any chemical or hazardous spillage.

3.4 Clear and dispose of Foreign Object Debris (FOD) in the correct containers.

3.5 Engineers must be aware of the airport's emergency procedure for spillages, fire, or other emergency situations.

3.6 Report accidents, incidents or near misses in accordance with Part 2, Chapter 21, Airside Accident, and Incident a Reporting.

3.7 Report any spillages to the Airport Control Centre in accordance with Part 2, Chapter 3, Spillages.

3.8 Submit Mandatory Occurrence Reports (MORs) to the competent authority, as per the ORIA Aerodrome Manual and Part 2, Chapter 21 to this manual.

4. Tool Control

4.1 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 must be etched with the organizations code to be easily identifiable.

4.2 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 the Chief Safety Management Officer must be notified at once @ 345-916-5317.

5. Taxiing of Aircraft by Engineering Staff

5.1 Organisations who wish for their personnel to taxi aircraft, but who do not hold an aircrew licence (i.e., an Air Transport Licence (ATPL) must hold an Aircraft Engineering Qualification/Licence, recognised as appropriate by the Civil Aviation Authority of the Cayman Islands.

5.2 A local certificate issued by a type-rated pilot must be held, indicating that the engineer has been trained and tested to an adequate standard to safely taxi the aircraft type.

5.3 Finally, the organisation shall seek prior approval from the AOCC (ext. 244-5835) and permission from Owen Roberts Tower to taxi the aircraft.

Chapter 7

1. Apron Fire Safety and Prevention

1.1 Fire prevention is easier than firefighting. The following guidance is designed to minimize fire hazards on ORIA airside.

a) Permission to transport or store flammable materials on the airport property, in particularly the apron, requires prior permission from the Chief Airport Operations Officer, or his designate.
b) 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 Part 2, Chapter 25.
c) Fire extinguishers on the Apron must be serviceable, checked monthly and clearly tagged showing date of last inspection. This service is provided by Fire Extinguisher Pros and coordinated through the CIAA's Safety office.
d) 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.
e) Know the location of the fire-fighting equipment, fire alarms and telephones that can be used in an emergency.
f) Know the types of fire-fighting equipment available, their location and how to use them.
g) Report faults and discrepancies in the fire-fighting equipment immediately to your supervisor.
h) Call the ARFFS, Telephone 949-2276

1.2 Smoking is prohibited anywhere on the ORIA airside.

2. Aircraft Fire

2.1 In the event of an aircraft fire, the airline 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 following:

ARFFS @ 949-2276 or 949-2499
AOCC @ 244-5835 or 1-800-534-AOCC (2622)

2.2 A designated member of the ground handling crew should attempt to use a fire extinguisher to contain the fire until arrival of the ARFFS.

3. Wheel Fire

3.1 When responding to a wheel fire, first call the following:

ARFFS @ 949-2276 or 949-2499
AOCC @ 244-5835 or 1-800-534-AOCC (2622).

3.2 Approach the wheel fire with caution from the front or rear and use a fire extinguisher to contain the fire until arrival of the ARFFS. Never approach a wheel fire from the side.

4. Smoke and Fire Warnings in Aircraft Holds

4.1 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 firefighting crew with the necessary equipment.

4.2 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.

5. Unattended Aircraft Fire

5.1 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 located at the head of apron stands, notify the following:

ARFFS @ 949-2276 or 949-2499
AOCC @ 244-5835 or 1-800-534-AOCC (2622)

5.2 When 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.

Chapter 8

1. Aircraft Diversions

1.1 A diversion is the arrival of an aircraft at an airport for which it was not originally planned. Actions to be taken in the event of an aircraft diversion to ORIA is outlined in this Chapter. Though diversions to ORIA are insignificant, it is important that airport operations, Owen Roberts Tower and ground handling agencies work closely together to minimise any disruption to normal services.

1.2 An aircraft may divert from its intended destination for several reasons including but not limited to an on-board medical emergency, aircraft technical problem, weather at the intended destination, runway closure or congestion/curfew.

2. Airport Operations or Duty Manager Responsibilities

2.1 The Airport Operations or Duty Manager is responsible for monitoring and coordinating diversion situations at ORIA after being notified by the AOCC of a diversion. At the earliest opportunity the Airport Operations or Duty Manager will contact the nominated handling agent and Airport Operations Duty Officer to discuss ground handling and management of the diversion and operational constraints if any.

3. Airport Operations Command Centre

3.1 The AOCC is responsible for the allocation of parking stands for diverting aircraft. If the diversion will require a contingency parking stand, this shall be decided in liaison with the Airport Operations or Duty Manager and Airport Operations Duty Officer. The AOCC will notify Owen Roberts Tower of the assigned apron stand or contingency parking position.

4. Owen Roberts Tower

4.1 Owen Roberts Tower is responsible for informing the AOCC and the ARFFS of any aircraft that contacts them directly and is diverting to ORIA, providing the aircraft call sign, type, and estimated arrival time.

4.2 Owen Roberts Tower is responsible for initiating airport emergency procedures for any diverting aircraft that declares an emergency.

5. Airport Operations Duty Officer

5.1 The Airport Operations Duty Officer will be advised by the AOCC of any diversion that may require parking on a contingency stand, a stand not normally designated for that aircraft size or type, or for any other potential safety issues that may require a safety assessment and coordination.

6. Aircraft and Passenger Handling

6.1 Airline and other operators are advised that before selecting ORIA as an alternate, prior arrangements for ground handling should have been agreed with one of the CIAA ORIA authorized handling agents.

6.2 Airlines and Handling Agents must keep the AOCC advised of all likely inbound diversions, either by their own company aircraft or aircraft that they handle.

6.3 Airlines and Handling Agents must agree only to handle diversions that can be accommodated within their resources.

6.4 Diverted commercial aircraft are likely to be allocated to a remote apron stand (9 – 14), to minimise the impact on scheduled operations.

6.5 General Aviation aircraft should park on the general aviation apron and handled by a general aviation handling agent.

6.6 The nominated Handling Agent will liaise with ORIA Customs and Border Control Senior Officer on duty and CIAA ORIA Airport Security to advise them of the diversion and number of passengers.

6.7 Customs and Border Control Senior Officers have the discretion to allow passengers on diverted aircraft to deplane and be fully processed with their baggage or remain on the diverted aircraft or in a secure area until the flight is cleared to depart for the original or alternate destination.

Chapter 9

1. Detention of Aircraft

1.1 The CIAA has the legal powers to detain, or assist in the detention of, any aircraft at ORIA. This may be for a variety of reasons including but not limited to:

a) Financial purposes (non-payment of charges)
b) Aviation safety or security

1.2 The CIAA will carry out the detention under powers granted in the Airports Authority Law, or on behalf of the Civil Aviation Authority of the Cayman Islands (CAACI), or in support of a Court Order.

2. Means of Detention

2.1 The detention of an aircraft will usually be carried out by the Airport Operations Manager or Duty Manager acting on behalf of the Chief Executive Officer, the CAACI, or under direction from a Court Official. The Airport Operations Manager or Duty Manager will, if possible, leave the appropriate detention notice attached to the aircraft and provide copies to relevant parties.

3. Grounds for Detention

3.1 Enforcement of Court Order

3.1.1 The CIAA can be asked to assist with the enforcement of a Court Order. Such Court Orders are usually served on the interested party by a person of some legal standing (such as a solicitor or court official). The Airport Operations Manager or Duty Manager will support the process to enable the Order to be served.

3.2 Financial on behalf of ORIA

3.2.1 Section 36 of the Airports Authority Law grants the CIAA the right to detain aircraft for non-payment of airport charges.

3.3 Financial on behalf of the CAACI

The CAA can request the detention of an aircraft for non-payment of air navigation charges under Section 30 of the Civil Aviation Authority Law. The CIAA has the authority to carry out the detention on behalf of the CAACI.

3.4 Flight Safety Concerns

3.4.1 It may be brought to the attention of the CIAA that an aircraft has a fault, defect or damage that may affect flight safety. Following discussions with the aircraft operator, it may be necessary to report the concerns to the CAACI. The CAACI may then give written authority to the CIAA to detain the aircraft pending the arrival of a CAACI

Safety Inspector. The CIAA will also advise Owen Roberts Tower to refuse flight clearance under the same CAACI authority.

3.5 Threat Against Aircraft or Person or Property onboard Aircraft

3.5.1 The CIAA may delay the departure or detain an aircraft if a threat has been made against the aircraft or any persons on board. An authorized person (a person who has been given permission by the Governor/CAACI) may detain an aircraft through issuing a detention direction in accordance with the terms of the Air Navigation (Overseas Territories) Order.

Chapter 10

1. Personal Protective Equipment

1.1 The airside environment presents many hazards to employees who work in this area, in particular noise and being struck by moving aircraft or airside vehicles. It is a mandatory requirement that personnel operating airside wear appropriate personal protective equipment (PPE) to reduce the risk, such as high visibility clothing and hearing protection.

1.2 The minimum PPE required by ORIA is explained in this Chapter. Appropriate personal protective equipment shall be always worn by all personnel who work airside 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 as a passenger.

2. Employer Responsibilities

2.1 Employers are directly responsible for risk assessments to determine PPE needs and subsequent provision of PPE for their employees.

2.2 It is a requirement that employers implement a clear safety management policy that identifies risks and provides appropriate control of hazards during airside and movement area operations. Employers must ensure that all practicable methods to reduce the risk to employees must be taken when considering what PPE is appropriate. Where possible this will include:

a) Removal or reduction of the hazard
b) Substitution of a procedure with a less hazardous one.
c) Training of staff.

2.3 Employers are responsible for supervising, encouraging, and where required, enforcing the wearing of PPE provided to staff.

2.4 Employers should consult with their staff and examine the task to be undertaken to choose the most suitable PPE. Where different forms of PPE (e.g., head, hearing protection and eye protection) are to be worn, these should be compatible so that the wearing of one does not compromise the protection afforded by the other.

2.5 Employers must ensure that any PPE continues to provide the correct level of protection to the wearer throughout their employment.

2.6 Employees have a responsibility to wear PPE that is provided to them by their employer. It is the responsibility of the employee to ensure that their PPE is in good working order prior to its use.

3. Requirements

3.1 High Visibility Clothing

3.1.1 The wearing of high visibility clothing is mandatory for all persons that operate in external airside areas, including the baggage make up area.

3.1.2 CIAA safety officers will monitor compliance with the wearing of PPE and have the authority to issue safety infraction notice to staff and visitors who do not comply with this instruction.

3.1.3 A sustained refusal to adopt a safe practise when requested by a member of CIAA safety or operations staff could necessitate immediate escalation to the employer and in some cases removal of the individuals Security ID Pass.

3.1.4 Dirty and worn high visibility clothing may not meet the reflective requirements, therefore all high visibility clothing must be maintained in clean condition or replaced.

3.1.5 To be effective high visibility clothing should be a colour that will allow the wearer to stand out against the ambient background found in the working environment. In practice, the best colour for this purpose is fluorescent yellow.

3.1.6 The person in charge of apron operations for a flight (i.e., the turnaround co-ordinator, apron supervisor or crew chief) must be easily identified, that person must wear single coloured orange high visibility clothing.

3.1.7 Some specific roles may require the wearing of additional markings or colours, should any operator wish to deviate from the specifications of high-visibility clothing then they must contact the ORIA Safety Office Team for approval.

3.2 Foot Protection

3.2.1 Certain airside activities present a significant risk that could include foot injuries and trip hazards. Therefore, all personnel working in the below areas are required to always wear protective enclosed safety footwear.

a) Manoeuvring Area
b) Apron Areas
c) Baggage Halls

3.2.2 All apron 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 or general aviation aprons.

3.3 Hearing Protection

3.3.1 Noise in the airside environment is produced not only by aircraft engines and auxiliary power units, but also by vehicles, equipment, baggage systems and terminal infrastructure. Damage to hearing is cumulative and will lead in time to permanent deafness. It is the duty of each employer to carry out their own risk assessment to

determine the level of exposure to their employees and the appropriate control measures.

3.3.2 Employers are required to provide hearing protection for employees and must ensure that hearing protection is worn on the airside.

3.3.3 Employers should provide training to noise-exposed workers on the effects of noise and the proper use of hearing protection devices.

3.3.4 Employees must carry hearing protection when working on operational aircraft stands.

3.3.5 Hearing protection should be worn when appropriate, according to user's personal requirements.

3.3.6 Basic hearing protection ear plugs are available from dispensers at the commercial terminal airside baggage make up areas and the CIAA Safety Office.

3.4 Head, Hand, and Eye Protection

3.4.1 Employers are required to complete a risk assessment of the tasks they require their employees and contractors to perform within the airside and baggage hall environments and must provide head, hand and eye protection for the individuals concerned if the assessment requires it.

3.5 Personal Clothing

3.5.1 Employers have a responsibility to ensure that their staff are dressed in a manner appropriate to their task at work. Employees are reminded that whilst operating airside, they are visible to members of the public and are acting as ambassadors to the airport, and as such have a responsibility to dress in a respectful manner and adhere to company dress codes.

4. Exemption

4.1 Flight crews are also exempt from wearing safety shoes when carrying out walkaround inspections of aircraft.

4.2 Due to the nature of their work the Police, Ambulance and Fire Service are exempt from wearing high visibility clothing.

4.3 There may be occasions when visitors are being transported airside within a vehicle and may not be in possession of personal protective equipment. In this event visitors should remain inside the vehicle unless they are moving/transferring directly between the vehicle and a building. In this scenario, the following criteria should be met.

a) Walking distance from the vehicle to the premises should be less than 10 metres (30 feet).

b) Escorted by a member of ORIA CIAA staff who is wearing high visibility clothing.

5. Images of Sample PPE

High Visibility Clothing	Gloves & Safety Shoes	Earmuffs & Ear Plugs
		

Chapter 11

1. Personal and Apron Safety

1.1 Personal Safety

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

a) Never attempt to lift more than your personal physical capabilities, for one man this is 45 pounds.

b) Lifting shall be done with legs and arms while the back is kept as straight as possible.

c) 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 always remain inside clothing.

d) To avoid injuries to the feet and toes, cargo should be put down effortlessly and not dropped.

e) Ensure that baggage carts are loaded evenly to prevent tumbling that can result in accident/injury.

f) 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.

g) Always unload baggage/cargo from the top to avoid untimely spillage that can cause injuries.

h) Walking on moving baggage conveyor belts is prohibited and guard rails will remain in the up position during operation.

i) Ensure that the towbars of baggage carts, which also usually function as brakes, are properly set to prevent accidental rolling away or personal injury from the towbar falling.

j) Note that oily or wet surfaces increase the risk of accidents, and oily or wet boots can slip off brake pedals, which can result in accidents.

1.2 General Apron Safety

1.2.1 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 always followed while operating around aircraft:

a) Individual Airport Security identification Cards must be always displayed by personnel operating on the apron.
b) No person shall smoke or carry a lighted cigarette, Cigar, match or naked flame on the apron, or any area where such is prohibited.
c) No welding or other hot - work shall be undertaken without prior authorization for an approved Hot Works Permit as per Part 2, Chapter 25.
d) No construction or airport repairs of any kind shall be undertaken without an approved Work Safety Plan. The Safety Office will receive the Work Safety Plan application from contractor or project manager, perform a safety review of the planned work and mitigation methods. When approved by the safety office and all concerned, the approved Work Safety Plan will be emailed to CIAA department heads for dissemination.
e) No person shall deposit or discharge in any manner garbage or FOD on the airside except in approved containers provided for this purpose.

1.3 Personnel Working Around Aircraft

1.3.1 Movement inside aircraft stand or under aircraft engines and fuselage should be restricted to technical staff and flight crew only and the proper personal protective equipment outlined in Chapter 11 should be utilized.

1.3.2 Stabilizers protruding from vehicles must be clearly painted or labelled with reflector tape or reflectors depicting their potential hazard must be always in proper working order.

1.3.3 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.

1.3.4 Never stand behind or in front of aircraft engines while the anti-collision beacon is activated.

1.3.5 Never approach an aircraft until the anti-collision beacon is off or all clear has been verified with aircrew.

1.3.6 Stand clear of the engines during power-back operations.

1.3.7 All aircraft, including those taxiing, about to taxi, or being pushed or towed, have right of way over all vehicles and pedestrians.

Chapter 12

1. Waste Management

The CIAA requires all airside companies that generate waste to ensure that it is stored, transported, and recycled or disposed of in a controlled way that does not harm the environment or cause FOD safety issues.

2. Waste Removal

2.1 Waste Disposal Locations

2.1.1 Except for garbage bins located along the covered walkway there are no airside deposit locations for airside companies and contractors to dispose of waste. All waste must be disposed of appropriately – according to the type of waste – at either the landside garbage collection skip bin, or through arranging direct collection of any specific waste.

2.1.2 The landside garbage collection skip bin is in the long-term parking lot and provides facilities for the appropriate disposal of aircraft catering waste, airside company general waste, and recyclable materials such as paper and plastic. This facility is used by all companies operating at ORIA.

2.1.3 Any company wishing to dispose of waste for which facilities are not supplied by ORIA must make provision for the legal collection and disposal of that waste themselves.

2.2 Aircraft Waste

2.2.1 Cleaning companies and airlines have a responsibility not to leave catering waste on an apron stand once it has been offloaded from the aircraft, and it must be removed without delay, to prevent it becoming a FOD or environmental hazard and/or a bird attractant.

2.2.2 ORIA Safety Officers and Airport Operations Duty Officers shall monitor the apron for any catering waste that has been left unattended. If waste is identified, applicable companies shall be instructed to remove the waste without delay. An investigation may also be initiated by the CIAA Safety Office, as part of the Airside Incident Reporting process. Refer to Chapter 21. The CIAA will apply charges for any waste which must be removed or cleaned up by ORIA Airside Operations.

2.3 Hazardous Waste

2.3.1 Hazardous waste has the potential to cause harm to humans and/or the environment and requires specific procedures for it to be disposed of safely. Separate disposal arrangements must be made and paid for by the company managing the hazardous waste. The companies managing the hazardous waste must make specific arrangements for safe removal of this waste. These companies must keep records of all such waste transfers, for periodic audit by the CIAA.

2.3.2 Empty oil, lubricant and engineering fluid cans must be disposed of safely by the appropriate airline engineering company. Any company found not to be disposing of these and any other hazardous waste may be subject to notification to the appropriate authorities by the CIAA and investigation by the ORIA safety office department as part of the Airside Incident reporting process. Refer to Chapter 21.

2.4 Garbage Collection Skip Bin Hire and Use

2.4.1 Companies required to hire a garbage collection skip bin for use airside must agree the location in advance of the skip being delivered, with the Airside Operations Command Centre and CIAA Safety Manager.

2.4.2 Details such as the duration of the skip hire, reason for hire and the hire company must be made available to the Airside Operations Command Centre and CIAA Safety Manager. Companies are reminded that normal airside temporary pass and driving escort requirements also apply for a skip to be delivered airside.

2.4.3 The company responsible for hiring the skip shall ensure that the skip is removed as quickly as practicable when it has been filled.

2.4.4 All airside skips must be fitted with secure lids or covers, to ensure that waste does not escape from the skip and inadvertently become FOD, or wildlife attractant. Exceptions may apply for skips containing heavy items, subject to prior approval from the CIAA safety office. Similarly, it is recommended lockable skips are hired, to prevent any unauthorised users from depositing waste in the skip.

2.5 Wooden Pallets

2.5.1 Pallets are frequently used for large deliveries that are sent airside, such as in-flight supplies and engineering supplies. Once empty, pallets should be taken to the landside garbage collection skip bin area in the long-term parking lot and stacked in a neat pile with, which will then be collected for disposal or recycling.

3. Recharging of Costs

3.1 The CIAA reserves the right to recharge partial or entire costs related to the clean-up or disposal of waste that was inadequately managed by an airline or airside operating company. This could include manpower, materials, and subsequent aircraft movement delays. Recharges will be submitted via a recharge form and will be forwarded to the relevant manager for payment.

4. FOD Bins

4.1 Airside operators are reminded that FOD bins are not provided for the disposal of waste from aircraft or other airside sources. Bagged waste must not be left adjacent to FOD bins at any time. FOD bins must only be used for depositing FOD which has been removed from the airside movement area in the interests of operational safety. Refer to Chapter 4, Airside Cleanliness and FOD Management for more detail.

Chapter 13

1. Airside Vehicle and Equipment Standards

1.1 All vehicles and equipment operating airside at ORIA must be maintained and inspected in accordance with UK CAA CAP 642 Airside Safety Management.

1.2 A maintenance system whilst important will not on its own ensure quality maintenance is obtained. Effective management of the operator's vehicles/equipment by persons competent to do so will provide the best method of quality control.

1.3 A documented maintenance and safety management inspection system must be in place to ensure that vehicles/equipment do not endanger drivers, aircraft, persons, or property and are fit for their intended purpose.

2. Responsibility

2.1 Responsibility for the safe condition of vehicles/equipment, the safety management of inspection records and rectification of defects is the operator's responsibility.

2.2 Any changes to an operator's maintenance management system or facility must be reported to the ORIA safety office.

2.3 Operators must adopt and be able to demonstrate a recognized method of auditing and assessing their maintenance provider's performances with respect to quality and compliance. The maintenance provider facility must also have in place a recognizable quality control system.

2.4 The operator is responsible for ensuring that employees who operate airside vehicles/equipment are appropriately trained to pre-check the vehicle/equipment prior to use and to report defective vehicle/equipment. A sample Vehicle Daily Inspection Checklist is provided in Appendix 8.

2.5 Operators must inform employees of their responsibilities regarding vehicle/equipment and the legal responsibility to ensure vehicle/equipment are safe prior to use.

2.6 Operators should have a written contract or Service Level Agreement with their maintenance provider, this should cover items such as frequency of service and safety inspections, items checked during inspections, rectification of defects found during inspections and keeping of records.

2.7 The CIAA has a right of access to premises of the maintenance records for audit purposes.

3. Vehicle and Equipment Safety System

3.1 Only personnel who have received CIAA AVOP training are qualified and permitted to operate airside vehicle and ground handling equipment. Such personnel shall always be in possession of their CIAA AVOP permit with an endorsement on the back of the license

signifying they are qualified to drive specific equipment. The endorsement is an indication that the driver's organization has verified their qualification on this equipment and a copy of such will be available in their driver's safety file located in the CIAA Safety Office. The following safety guidelines shall apply, and all vehicles/equipment must:

a) Always have a current CIAA inspection sticker on display and be in good mechanical condition and capable of passing a vehicle inspection as outlined in Appendix 8.
b) Be tagged "OUT OF SERVICE" when broken and removed from the Apron immediately until repairs can be affected. Once repaired, vehicles/equipment must pass inspection from the CIAA appointed mechanic before being put back into use on the Apron.
c) Have hoses or cables on equipment securely stowed before the unit is moved.
d) Have a working safety beacon mounted in a location above the driver which allows 360° visibility.
e) Not have any defects to control or braking systems.
f) Not have any leaks of lubricants, coolants, or contents.
g) Have proper seating, working lights, safe tires, and sound bodywork.
h) Have all manufacturer installed safeguards and bumpers in serviceable condition in the event it must connect with any part of an aircraft.
i) Present a clean and professional appearance as to paint (void of surface rust), markings and state of the equipment.
j) Never move across the path of taxiing aircraft or embarking and disembarking passengers without a proper safety guide.
k) Not be driven faster than 5 MPH when approaching or moving away from aircraft.
l) Only be removed from the Ground Handling Equipment staging area 15 minutes before flight is scheduled to arrive and positioned outside of the aircraft apron stand parking area.

3.2 Ground service equipment shall 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 crew/flight deck contact is established.

3.3 Once aircraft has been serviced and either secured for the evening or pushed back to taxiway Hotel for departure, all ground handling equipment shall be returned to the appropriate parking spot in the ground service equipment staging area.

4. Defect Tags and Process

4.1 CIAA Safety Officers or Airport Operations Duty Officers will attach defect tags to defective vehicles or equipment when a vehicle or equipment condition falls below the required standards outlined in Chapter 14, Airside Vehicle Operator Permit. Tags must only be removed by CIAA Safety Officer or Airport Operations Duty Officer and must not be tampered with. Once issued, the vehicle or equipment must not be moved or used without prior consent of the CIAA Safety Office.

4.2 The following process will be completed by the issuing CIAA Safety Officer or Airport Operations Duty Officer:

a) A Safety Notice will be issued to the company involved.

b) Should the vehicle or equipment not have an Airside Vehicle Permit Decal, a defect tag (image in 4.3 below) will be fixed to the vehicle or equipment in a visible place, to prevent it being used.

c) The operating company will receive a phone call or email advising them of the defect tag.

4.2.1 The tag will be attached using a numbered cable tie. Once attached to a vehicle or piece of equipment, a log of that number will be recorded on the Safety Office Airside Defect Board. Prior to the tag being removed, a report will be requested to confirm that appropriate remedial action has been taken.

4.3 Sample CIAA Defect Tag

Chapter 14

1. Airside Vehicle Permits

1.1 An Airside Vehicle Permit (AVP) is an authority that specifically permits the operation of a motorised vehicle and selected items of non-motorised equipment on airside areas of ORIA. A vehicle may not be operated airside at ORIA without an AVP, however the issue of an AVP does not automatically infer that the owner/operator has a right to drive the vehicle airside, unless their Aerodrome Vehicle Operators Permit is valid and the requirements of ORIA Aerodrome Vehicle Operators Manual are met.

2. Type of Airside Vehicle Permits

2.1 The below sample airside vehicle permit decal is provided by the CIAA and installed on all unpowered vehicles (carts, stairs) and motorized vehicles.

3. Criteria for Issuing Airside Vehicle Permits

3.1 The major criteria that an applicant must demonstrate for a new or renewed AVP is an operational need to drive a vehicle on the airside on a frequent and unescorted basis. The applicant must further show that the operational task(s) cannot be otherwise undertaken landside.

3.2 In addition, in deciding whether to issue an AVP, The CIAA will consider whether the applicant meets one or more of the following:

a) Be directly involved with the operations or servicing of aircraft (including refuelling).
b) Be directly involved with the servicing of Ground Support Equipment.
c) Be directly involved with the servicing or maintenance of airside facilities, equipment, or building/s, including the terminal or other airside facilities, and that these areas cannot be reached via landside.
d) Be a member of a government organisation with a demonstrated need to drive a vehicle airside on a frequent and unescorted basis.
e) Be directly involved with the servicing of runway, taxiway, and apron lighting or air navigation equipment.
f) Have a need to make deliveries or collections in airside areas on a frequent basis.

g) Have a need to be on the airside of the airport on a frequent and unescorted basis, e.g. maintenance contract (supported by documentation from the sponsor including details of frequency of entry to ORIA, and access areas required).
h) Have a need or authority to carry out regulatory (safety) or law enforcement activities airside.
i) Have a need to access airside for any other purpose, approved in writing by the Airport Operations Manager and Safety Manager.

4. Application and Collection Process

4.1 The application process for obtaining AVPs is described in the ORIA Aerodrome Vehicle Operators Manual. Completed AVP application forms should be hand delivered to the CIAA Safety Office or submitted to the below email address for processing.

Safety@caymanairports.com

4.2 AVP applications should be submitted no less than five working days before any anticipated need for a new AVP or renewal.

4.3 The application form shall include a signed declaration from the applicant, that the vehicle will remain covered by a valid airside liability insurance policy and remain compliant with the conditions of issue.

4.4 Renewal applications must only be submitted for vehicles which continue to meet the criteria in section 3. Every application will be assessed on a case-by-case basis.

4.5 The CIAA Safety Office will email the applicant to advise when the AVP is ready for collection. AVPs may only be collected Monday to Friday, between 9 AM – 2 PM, from the Safety Office on the second floor of the ORIA commercial terminal building.

5. Insurance Requirements

5.1 The following insurance requirements must be fulfilled by the applicant before an application for a full AVP is made.

a) The CIAA requires the holder of an AVP to carry adequate insurance covering all actions claims, costs, and demands in respect of any loss, damage or injury to property or persons (including fatal injuries) which may be made against them or their servants, agents, or contractors, arising in connection with the use of the vehicles operating on the airside at ORIA. The amount of insurance coverage is specified in ground handling service provider agreements between the CIAA and ground handling service providers operating at ORIA.
b) The policy or policies of insurance must remain in full force and effect during the validity of the AVP, and the expected duration of the requirement to hold an AVP.

6. Airside Vehicle Permits Fees

6.1 The fees for an AVP (including safety inspections) or replacement permits are outlined in the AVP application form which are also obtainable from the CIAA's Safety Office.

7. Conditions of Issue

a) A permit is issued subject to a signed declaration by the applicant, indicating that the details provided are true and accurate.
b) The permit is issued to a specific vehicle approved for access to ORIA airside. The decal is not transferable between vehicles, companies, or persons, and serves only to identify the vehicle, not the driver or passengers.
c) The applicant is responsible for returning the Airside Vehicle Permit to the CIAA Safety Office when the purpose for which the pass was issued has ceased, vehicle ownership changes, or the vehicle is scrapped.
d) An Airside Vehicle Permit is issued with reference to the condition of the vehicle on its pre-airside use safety inspection.
e) Any modifications, alterations or adaptations to a vehicle may require a further inspection by the CIAA to confirm that the vehicle remains safe for airside use and the Airside Vehicle Permit will remain valid. Revised insurance cover may be necessary.

8. Vehicle Safety Inspections

8.1 The following inspection will be carried out prior to issuing a permit

a) All vehicles and in-scope equipment will require a formal safety inspection by a CIAA vehicle maintenance engineer from the CIAA maintenance department prior to issue of an AVP.

b) Applicants should book an inspection with the CIAA Safety Office. Bookings can be made by contacting the Safety Office at the below email address or telephone number.

Safety@cymanairports.com

Tel: 244-5870

c) On successful completion of a safety inspection, the CIAA Safety Office will issue an AVP following a satisfactory inspection being signed off by the CIAA's vehicle maintenance engineer.
d) Inspection times will vary from one hour for cars and vans or half an hour for equipment including towbars, trailers, and trolleys.

9. Daily Safety Inspections

9.1 It is a requirement that any motorised vehicle is inspected each day prior to its first use and recorded in a paper logbook or electronically. Records shall be made available to the CIAA Safety Office on request. Refer to Appendix 8 Vehicle Daily Inspection Checklist.

10. Random Safety Inspections

10.1 Any airside vehicle or equipment may be subject to a random vehicle safety spot check. CIAA Safety Officers or Airport Operations Duty Officers may carry out these spot checks and have the authority to issue defect notices and if necessary, remove the vehicle's AVP, pending rectification or repair. Refer to defect tag process in Chapter 13.

10.2 Any vehicle/equipment deemed to be in a dangerous condition will have the AVP removed, and the vehicle/equipment will be prohibited from accessing the airfield. The operator shall ensure the vehicle/equipment is rectified and inspected by a CIAA Safety Officer and Maintenance Engineer prior to being returned to airside for use. An inspection fee will be applicable if a vehicle fails an inspection and is required to be further inspected by a CIAA Maintenance Engineer.

11. Affixing Airside Vehicle Permit

11.1 Upon issue of the permit, it must immediately be affixed to the corresponding vehicle as identified on the permit.

11.2 The label must be affixed to the front windscreen of the vehicle, preferably on the left-hand side. Where a vehicle does not have a windscreen, the permit is to be affixed and be clearly visible, in an obvious position, preferably at the front of the vehicle or equipment.

11.3 Responsibility for ensuring a vehicle's AVP is clearly visible and readable rests with the vehicle operator. A CIAA Safety Officer or Airport Operations Duty Officer may request an operator apply to replace an AVP where it has been subject to weather damage.

12. Vehicle Requirements

12.1 Vehicle Maintenance

12.1.1 The applicant company applying for an AVP is responsible for the safe operation and fitness of the vehicle/equipment it uses airside and is required to verify:

a) That the vehicle/equipment for which the AVP decal is required has been properly inspected, maintained, and serviced by an appropriately qualified engineer within the twelve months prior to the date of application and will continue to be inspected, maintained, and serviced by an appropriately qualified engineer throughout the period of validity of the pass. This is to ensure that the minimum safety and performance standards specified by the CIAA are maintained.
b) The applicant will ensure that the frequency of inspections, maintenance and servicing is appropriate to the type and age of the vehicle used and in accordance with the manufacturer's recommendations.
c) That a record of the inspection, service and maintenance of the vehicle/equipment will be made available for inspection by the CIAA on request.
d) That only persons trained and competent to drive/operate that vehicle/equipment will drive or operate it.

e) That an inspection has confirmed that the electrical and mechanical condition of the vehicle meets the standard required for the issue of a vehicle license under the Cayman Islands Traffic Act and Traffic Regulations.
f) Where appropriate (used on landside roads), the vehicle must be maintained to the standards required to gain a valid Cayman Islands vehicle license must be always held by the vehicle that the vehicle is used landside.

12.1.2 The CIAA reserves the right to inspect vehicles and relevant documentation to ensure that they comply with these regulations.

13. Obstacle Lights

13.1 Permanent airside vehicles with a permanent AVP must be equipped with an omni-directional flashing yellow obstacle light (or blue for emergency vehicles), always switched on when the vehicle is operating airside. The light should be at the highest point of the vehicle to be visible through 360°. The use of hazard warning lights for this purpose is not an acceptable substitute.

13.2 In situations where emergency vehicles not normally based at the airport are operated in airside areas, flashing blue lights, where fitted, will be used.

14. Vehicle Identification and Livery

14.1 A vehicle for which an AVP is required must be in company livery. The company logo must be clearly displayed on both sides of the vehicle (minimum size 18 inches x 10 inches).

14.2 An exception may be made for non-liveried vehicles operated by enforcement agencies, at the discretion of the Chief Safety Management Officer.

15. Vehicle Specification

15.1 A vehicle or baggage cart should not normally exceed 10 feet in width. Exemption to this requirement may be granted in advance by the CIAA Safety Office in certain circumstances where a specific need exists.

16. Vehicle Requirements

a) The exhaust system must be in good order.
b) The vehicle must be free from oil or fuel leaks.
c) All motorised vehicles or equipment operating in airside areas must be fitted with a relevant in-date fire extinguisher.
d) The vehicle must have front and rear lights illuminated if operating during the hours of darkness or low visibility.
e) Any load, loose baggage or freight must be securely fastened to ensure it cannot spill or fall on aprons or airside roads.

f) Any vehicle or trailer over 8 feet in length must have red or amber reflectors at or near each end, clearly visible in conditions of poor visibility or in darkness. High intensity reflective sheet material or reflective paint is an acceptable alternative.
g) Vehicles and carts must have a proper parking brake system.
h) The vehicle must be of adequate power and weight and capable of braking efficiently on its own or with carts in tow.

17. Removal of Vehicles from Airside

17.1 Where a vehicle is deemed to be non-roadworthy or fails to meet the requirements of possessing an AVP under this manual, the Chief Safety Management Officer or another authorised ORIA employee may direct the vehicle to be removed from airside.

17.2 If the owner of the vehicle cannot be located, or refuses to comply with the direction, ORIA maintenance personnel may remove the vehicle to a suitable place within the airport grounds. The CIAA accepts no responsibility for any damage that may be sustained by the vehicle during it being moved or whilst in storage.

17.3 Requests for vehicle removal may be verbal or written, and confirmation that a vehicle has been moved by the CIAA will be given by written notice.

18. Suspension or Withdrawal of Airside Vehicle Permit

18.1 Airside Operations may at any time suspend an AVP where:

a) The vehicle does not meet the requirements of this Chapter, or the CIAA has reason to believe there has been a breach of the requirements of this Chapter that is sufficiently serious to consider suspension of the AVP.

b) If an AVP is suspended, then it will be done with written notice to the operator. The written notice will specify the reason(s) for suspension and the length of the suspension. The vehicle operator must then within 24 hours of receiving the notice surrender the AVP to a CIAA safety Officer or Airport Operations Duty Officer.

18.2 At any time during a period of suspension, the CIAA may by written notice to the vehicle operator:

a) Re-issue the AVP for the balance of its term (and any applicable AVP issue charges may apply).
b) Extend the period of suspension.
c) Invite the vehicle operator to show cause why it should not be suspended.
d) If, within a reasonable timeframe, the vehicle operator has not rectified any cause for which an AVP was suspended, the CIAA may permanently withdraw the AVP, and the operator will be expected to re-apply for a new AVP once they consider the requirements of this Chapter to be met.

19. Appeal of Decisions

19.1 A vehicle operator who has had an AVP suspended or withdrawn, may apply to the CIAA Quality and Compliance Manager for review of any decision made. The AVP will remain suspended or withdrawn pending the review decision. The decision of the CIAA Quality and Compliance Manager will be final.

20. Replacement of Airside Vehicle Permit

20.1 A replacement AVP will be required if the permit is defaced, altered, amended, bears markings not entered by the issuing authority, or where it is lost.

20.2 The CIAA reserve the right to charge for a replacement AVP according to the latest published fees and charges.

21. Legal Aspects

21.1 It is an offence to give false information either for the purposes of or in connection with an application for an AVP or in connection with continued holding of an AVP that has already been issued, or to go with or without a vehicle on any part of the restricted airside area of the airport without the permission of the CIAA.

21.2 Failure to comply with these requirements will result in the AVP being suspended or withdrawn and the vehicle removed from airside.

Chapter 15

1. Wildlife Hazard and Reporting of Wildlife Strikes

1.1 Wildlife strikes can cause very serious damage to aircraft and have a variety of secondary effects, such as flight delays, runway closure and reputational damage. The risk of a wildlife strike is especially critical during the departure and arrival phases of flight, it is therefore important that all possible efforts are made to minimise the risk of a strike occurring.

1.2 To enable the CIAA to monitor its wildlife hazard management performance and specific species of concern, it is important that the CIAA is informed of all wildlife strikes.

2. Wildlife Hazard Management

2.1 The CIAA's safety and airside operations departments use a variety of control measures to reduce the risks associated with wildlife/bird activity on and in the vicinity of ORIA. This includes active control on the aerodrome from an operations vehicle, maintenance of runway strip habitat (grass cutting), and monitoring of off-airport attractants such as waste facilities and wetland areas.

2.2 All airside users and flight crews have a responsibility to report wildlife/bird strikes to the AOCC and CIAA's safety office. Refer to section 4, Reporting of Wildlife Strikes.

2.3 All airside users have a responsibility to minimise the wildlife hazard where practicable, including disposing of waste products and/or food sources correctly. Refer to section 3, Control of Waste.

2.4 The responsibility of airside users and flight crews extends to reporting wildlife hazards to the AOCC and CIAA's safety office. Refer to section 5, Reporting of Wildlife Activity.

3. Control of Waste

3.1 Food items must be properly disposed of and not left out in the open. Such items will act as a wildlife attractant and could also become Foreign Object Debris (FOD).

3.2 Sources of food, such as waste bins and garbage collection skip bins, are required to be covered and/or have lids that do not attract birds and other wildlife.

3.3 Airport staff are reminded that birds and other wildlife must not be fed intentionally.

3.4 Patrols by airside operations will include the monitoring of works sites, waste disposal areas and known areas of potential food sources.

4. Reporting of Wildlife Strikes

4.1 Overseas Territories Aviation Requirement (OTAR) Part 13, Occurrence Reporting and CIAA Wildlife Hazard Management Program Manual states that wildlife strikes must be reported to the CIAA.

4.1.1 Reporting Procedure

4.1.1.1 To improve the data held on bird strikes, and to provide those who discover such incidents with a clear process, the following reporting procedure should be followed.

4.1.1.2 Upon discovering evidence of a strike, the AOCC should be contacted on extension 244-5835, providing the following information:

a) Name of company reporting wildlife strike
b) Location (apron stand number if applicable)
c) Airline/aircraft operator
d) Aircraft type and registration
e) Location of strike on aircraft e.g., fuselage, wing, engine
f) Contact name and number.
g) Flight crews identifying wildlife/bird remains on reaching an apron stand should notify their handling agent or Owen Roberts Tower who will relay a message to the AOCC who will notify the Airport Operations Duty Officer and safety office.
h) The wildlife/bird remains must not be removed or cleaned until Airport Operations Duty Officer have attended and given permission to do so.
i) An airside operations team member will visit the aircraft involved, record details of the incident and take a sample of wildlife/bird remains for identification, if necessary.

5. Reporting of Wildlife Activity

5.1 If wildlife activity is observed on or near the runway which is thought to be an immediate hazard to aircraft, it should be reported to the AOCC without delay on extension 244-5835 (flight crew reports will be relayed to the AOCC via Owen Roberts Tower). The reporter should provide information on the location of wildlife activity, the species if known and a description of the activity.

Chapter 16

1. Apron Lighting System Failure

1.1 Loss of the apron floodlight system could result in operations becoming delayed, due to inadequate lighting for both passengers and staff. Any loss of lighting is likely to be a short-term issue and should be managed tactically depending on variables including location, number of aircraft affected, and timing of power loss.

1.2 The likelihood of a total apron lighting failure is extremely improbable, as several substations separately supply power to the apron lighting system. If a total failure does occur, it would most likely be associated with a site-wide power failure leading to implementation of broader emergency action plans.

1.3 However, in the event of a full or partial apron lighting failure, this Chapter provides guidance to airside operators should any apron power lighting failure arise, to minimise the potential for injury and delays.

2. Immediate Actions

2.1 In the event of an apron lighting failure during darkness or low visibility conditions, the ORIA maintenance team will be notified by the AOCC and be made aware of the failure and will be responsible for assessing the potential for serviceability and estimated time of reinstatement. The AOCC will also notify the Airport Operations Manager, Chief Safety Management Officer, and Chief Airport Operations Officer communicating the projected impact to operations, if any.

2.2 In the event of a localised failure, aircraft that are undergoing turnarounds parked on stands without available lighting, should be relocated to another part of the apron with serviceable lighting. Apron stand relocation must be coordinated and agreed between the Ground Handling Agent and the AOCC prior to the repositioning of any aircraft.

3. Aircraft Turnaround without Apron Lighting

3.1 Unless the Ground Handling Agent considers the ambient lighting suitable and safe for passengers to transit the apron passengers that are yet to board/disembark shall be held on aircraft/within gate areas until adequate lighting around prescribed walking routes is provided.

3.2 The Airport Operations Duty Officer will liaise with the AOCC to identify which aircraft stands are priority for boarding/disembarkation and the AOCC will coordinate the use of temporary lighting with providers. Temporary lighting may be provided from several sources including airside vehicles, RFFS or airport maintenance mobile lighting towers and will be allocated to each stand according to operational priority.

3.3 Temporary lighting must be provided on both port and starboard sides of the aircraft, to ensure that airside operators are able to continue the aircraft turnround. Ground Handling Agents at the airport should assist the Airport Operations Duty Officer and

airport maintenance team with the placement of lighting and must be satisfied that lighting is acceptable prior to commencing any turnaround operation.

3.4 Once lighting levels have been agreed, the AOCC will notify the Airport Operations Manager, Chief Safety Management Officer, and Chief Airport Operations Officer of the agreed lighting levels. If possible, the Airport Operations Duty Officer shall maintain a presence when passengers are on the apron, to provide additional assistance if required. Upon completion of boarding/disembarkation, and/or the aircraft servicing has been completed, the task lighting shall be moved to the next applicable aircraft.

4. Additional Requirements and Guidance

4.1 Only vehicles that have serviceable headlights should operate on the apron and must remain on designated apron roads unless access to a specific aircraft in the manoeuvring area (taxiways and runways) is required. Authorization shall be obtained from Owen Roberts Tower to operate in the manoeuvring area.

4.2 All non-essential work in progress on the apron will be suspended unless Airport Operations Duty Officer in consultation with the Airport Operations Manager and Chief Safety Management Officer considers the ambient lighting or lighting provided by the contractor to be suitable and safe for work to continue.

Chapter 17

1. Low Visibility Operations

1.1 Aircraft operations at airport during reduced visibility conditions can present additional hazards to aircraft and other airport users. As visibility reduces, the ability of air traffic controllers, pilots, vehicle drivers and other airside personnel to identify hazards and to take remedial action in a timely manner, becomes limited.

1.2 Low visibility procedures are implemented at ORIA to enable continued safe aircraft, vehicle, and pedestrian operations, and in particular during conditions that require aircraft to use instrument approach procedures to approach and land on a runway.

1.3 All airside companies must ensure that staff who drive airside understand the meaning of the term Low Visibility Operations. Staff must understand the safety implications and any special procedures or precautions that must be adopted when low visibility procedures are in force.

2. Low Visibility Procedures

2.1 Low visibility procedures are actions initiated by Owen Roberts Tower in respect of aircraft operations resulting in restrictions on the number of aircraft movements in the manoeuvring area including a ground stop by ground handlers until conditions improve. When notified by the AOCC notification, the Airport Operations Duty Officer will monitor the apron and manoeuvring area for possible incursion activity and assist apron management and safety activities. When notified the RFFS will place personnel and equipment on standby.

2.2 Low Visibility Procedures will come into force when the horizontal visibility is less than 5 kilometres.

3. Activation of Low Visibility Procedures

3.1 Owen Roberts Tower is responsible for the activation and cancellation of low visibility operations and will inform the following departments when the horizontal visibility is less than 5 kilometres and safeguarding is required:

a) Airport Operations Command Centre
b) Rescue and Fire-fighting Service

3.2 The AOCC will then complete the actions listed in the ORIA Low Visibility Procedure Local Operating Procedure to safeguard ORIA airside activities. The RFFS will also carry out the RFFS actions listed in the ORIA Low Visibility Procedure.

4. Cancellation of Low Visibility Operations

4.1 Owen Roberts Tower will cancel Low Visibility Procedures when visibility conditions improve to 5 kilometres or more and advise the AOCC and RFFS to stand down. The AOCC

will notify the Airport Operations Duty Officer and complete the actions in the ORIA Low Visibility Procedure.

5. Restrictions in Low Visibility Conditions

a) Work in progress on the manoeuvring area may be suspended, subject to the terms stated on the airside Work Safety Plan.
b) Cranes infringing the obstacle limitation surfaces must be lowered to an acceptable height.

6. Low Visibility Procedures

a) All vehicle free ranging on the manoeuvring area is suspended.
b) All non-essential vehicles and personnel must vacate the manoeuvring area. Essential vehicles include:

- Airside operations vehicles carrying out safety-critical tasks such as manoeuvring area/runway inspections and wildlife control.
- Airport rescue and fire fighting vehicles responding to an emergency.
- Engineers responding to a critical fault.
- Aircraft push-back tugs pushing back aircraft for departure.

c) Routine maintenance on visual and non-visual aids is suspended.
d) Perimeter road movements are restricted to authorised vehicles only, which is limited to Airport Operations Duty Officer, RFFS, CIAA maintenance personnel, CNS engineers and security personnel patrols.

7. Apron Safety in Low Visibility

7.1 Vehicle drivers on aircraft apron stands and the apron road system shall ensure their vehicle has a serviceable rotating amber beacon and headlights, both of which must be switched on.

7.2 Drivers using the apron road system must drive with caution and be aware of the sudden presence of aircraft entering apron stands.

8. Airside Business Partners

8.1 All airside partners (including CIAA airport departments) are to ensure that airside staff are trained to understand the requirements of low visibility operations and that appropriate information is contained within company instructions/manuals.

Chapter 18

1. Use of Alcohol and Prohibited Substances

1.1 It is essential that persons operating airside are fit to carry out their duties safely. Alcohol and psycho-active substances (including certain types of prescribed medication) may temporarily affect a person's ability to work safely in the airside environment.

1.2 This Chapter clarifies the CIAA's requirements and expectations of all personnel that operate unescorted on the movement area (apron, taxiways, and runways) at ORIA, in relation to being under the influence, and the consumption of, alcohol, psycho-active substances and medicines.

1.3 This information is applicable to all airside personnel that operate on the movement area. This includes but is not limited to:

a) Airline staff
b) Airside business partners
c) Rescue and Fire-Fighting Service
d) ORIA staff including, Maintenance, Airside Operations, and all contractors and third-party companies working airside.

2. Personnel Responsibilities

2.1 This Chapter defines the minimum expectations from the CIAA for those operating on the movement area. Additional requirements from specific airside operating companies may be applicable within their company policies.

2.2 Personnel working airside on the movement area are not permitted to consume alcohol whilst on duty, or on break periods, under any circumstances. In addition, they must not perform any duties whilst under the influence of alcohol, any psychoactive substance or any medicine that may influence his/her abilities in a manner contrary to safety.

2.3 Persons working on the movement area have a responsibility to declare to their manager or supervisor any prescribed use of medication, or when under the influence of any legal substance known to produce side effects, which may influence their ability to carry out their duties safely.

2.4 If a prescription has been declared, duties should not be carried out until the course of medication has been completed or a medical certificate has been obtained and provided to the person's line manager, stating that they are safe to continue with their duties.

3. Alcohol Limits

3.1 Personnel with unescorted access to the airside movement area must not have a level of alcohol in his/her breath, blood or urine that exceeds the prescribed limit for driving in the Cayman Islands, as per the Cayman Islands Traffic Act 2021.

Level of Alcohol	Limit
Micrograms per 100 millilitres of breath	31 micrograms
Milligrams per 100 millilitres of blood	70 milligrams
Milligrams per 100 millilitres of urine	94 milligrams

4. Company Requirements

4.1 All companies operating on the movement area shall have their own specific alcohol and drugs policy in relation to their staff, to comply with the provisions of this Chapter. This shall be made available to the CIAA on request (with reasonable notice).

4.2 Company managers are expected to ensure that their staff members, whilst on their premises, are not under the influence of non-controlled drugs or alcohol, and do not consume alcohol or psycho-active substances on the airport property.

5. CIAA Actions and Responsibilities

5.1 If a CIAA Safety Officer or Airport Operations Duty Officer suspect that there is a person under the influence of alcohol or substances, they shall escort the person under suspicion to their company representative (a supervisor or line manager). It remains that company's responsibility to resolve the situation according to their specific alcohol and drugs policy.

5.2 The line manager will be asked to escort the individual from the airside environment, and their airside ID pass surrendered to the CIAA Safety Officer or Airport Operations Duty Officer. The non-compliance will be recorded by CIAA Safety Officer or Airport Operations Duty Officer.

Chapter 19

1. Access to Apron CCTV

1.1 The CIAA operates a network of CCTV cameras covering airside areas, which are intended to not only keep the site secure and detect any unlawful activity, but also to aid in safety investigations. This Chapter details the process to follow for any airside business partner seeking to view or obtain CCTV footage to assist with airside safety investigations and the determination of suitable recommendations or mitigation to prevent a reoccurrence.

1.2 It does not cover the use of CCTV for any other purposes such as passenger flow, queue times or flight delays – all other enquiries should be submitted via the Airport Operations Manager or AOCC.

2. Viewing of CCTV Footage

2.1 Personnel wishing to view CCTV for airside safety purposes should contact the AOCC 244-5835, to agree a suitable time to view the screens in the AOCC.

2.2 The only persons normally authorised to view CCTV will be safety investigators, who are normally a supervisor or Manager or more senior position within their company.

3. CCTV Recordings

3.1 Saved CCTV recordings can be obtained by submitting a CIAA CCTV Request Form. This form is available from the AOCC and shown in Appendix 9.

3.2 No requests should be made without the CIAA's Safety Office or Airport Operations Duty Officer or AOCC first being informed of an airside safety occurrence.

3.3 It is preferable for the requester to check with the AOCC that the date and time requested does show the desired footage, and on which camera location to make the process more efficient.

Chapter 20

1. Cranes and Tall Construction Equipment

1.1 The Owen Roberts International Airport obstacle limitation surfaces is safeguarded to ensure that all temporary obstacles on and around the airport, such as mobile or tower crane operations and other tall equipment, do not endanger aircraft in flight or interfere with any visual or radio aids to navigation.

1.2 The application procedure which must be followed to obtain approval to operate a crane or high lifting equipment on or in the vicinity of ORIA is contained in this Chapter.

1.3 The operation of tall construction equipment, such as piling rigs, man lifts, aerial platforms, or concrete pumps may also interfere with aircraft operations. This list is not exhaustive, and contractors/operators should contact the AOCC Team for guidance and advice when such equipment is to be used on, or in the vicinity of the aerodrome.

1.4 A crane or tall construction equipment found to be operating without authorisation or outside the authorised parameters will be stopped at once. The Air Navigation (Overseas Territories) Order allows for prosecution of individuals for endangering an aircraft.

2. Permit Application

2.1 The procedures detailed below must be followed to obtain safeguarding approval for the operation of temporary obstructions. Permanent obstructions will be assessed according to the Obstacle Safeguarding procedures in the ORIA Aerodrome Manual.

2.2 A crane and tall equipment and tall equipment permit application should be made where any one or a combination of the following criteria would apply:

a) Use of a crane in any area within the airport boundary.
b) Use of tall equipment including for example piling rigs, concrete pumps, cherry pickers, etc. which is planned to reach above any buildings immediately adjacent to the planned lifting location.
c) Use of any tall equipment off the airport boundary, but abeam the extended centreline.

2.3 If there is any uncertainty as to whether a crane and tall equipment permit is required, contractors or the project manager should contact the AOCC team or Airport Operations manager for further guidance.

2.4 For clarity, if any tall equipment (excluding a crane), such as a cherry picker is required to operate immediately adjacent to a tall building, and will not be operating above the building height, then a crane and tall equipment permit will not be required. Note that if this work is airside, an airside Work Safety Plan will still be required. All cranes shall require a crane and tall equipment permit, regardless of location.

2.5 Applicants must complete the Crane and Tall Equipment application form in Appendix 10. This form must be completed and submitted to AOCC@caymanairports.com for review

and assessment, with a minimum of three working days before the planned commencement of crane operations.

2.6 This will allow sufficient time for the obstruction to be assessed and properly notified to the relevant parties. It should be advised however, that informal discussions about a proposed crane are strongly encouraged, in advance of three working days, to enable any mitigations to be employed without delaying the planned start date.

2.7 The applicant is responsible for fully completing the form to ensure that the intended works can be accurately assessed against the potential for impact to operations. This includes providing the following key information:

a) The exact location of the crane location, with six figure WGS-84 geographic coordinates.
b) The maximum planned specific operating height of the crane, jib or other relevant device in feet above mean sea level, if possible, otherwise, above ground level.
c) The radius of the jib.
d) The operating times and schedule (days of the week).

2.8 Failure by the applicant to provide the minimum information stated above will result in the crane permit approval being delayed until the information is provided. It is not the responsibility of the CIAA to provide this information.

2.9 Once these details have been received, the application will be considered against all known safeguarding criteria (physical and technical) and it will be determined whether the operation can proceed with or without restrictions. In addition, the location shall be cross referenced in relation to the location of safeguarded zones surrounding critical airport navigation equipment.

2.10 The AOCC will approve the permit which will contain any required operational height restrictions. There may be associated instructions (for example, liaison with operational departments before commencing work), which shall be clearly stated on the crane permit, and which must be followed. Any deviation from these without prior agreement from the CIAA, may result in works being suspended or cancelled until adherence to agreed procedures can be demonstrated.

2.11 In addition to the standard requirements for the safe operation of a crane, any of the following restrictions may be placed by the CIAA on the operation of the crane/equipment:

a) Restrictions on the operating height.
b) The fitting of obstacle lights.
c) Restrictions on operating times.
d) Restrictions during Low Cloud and/or Low Visibility.
e) Restrictions subject to runway in use.
f) Compilation of an operating log by the contractor, demonstrating adherence to daily operating height restrictions.

2.12 Applicants are responsible for ensuring that the crane operator adheres to any of these operational restrictions, and/or any specific restrictions associated with a particular lift.

3. Urgent Works

3.1 If urgent work requiring tall equipment is required to be undertaken on aircraft on the apron or runway strip, maintenance, and engineering companies and/or airlines must inform the AOCC of the requirements.

3.2 The operational height of the lifting equipment and proposed location of the engineering operation will be assessed against the regulations, and suitable control measures will be put in place to enable the work to be completed safely without adversely affecting the operation. All stakeholders will be informed directly.

Chapter 21

1. Airside Accident and Incident Reporting

1.1 To ensure that risks to personnel, passengers, vehicles, equipment, facilities, and aircraft are reduced as far as is reasonably practicable in line with the CIAA's ORIA Safety Management System objectives the CIAA supports and promotes a just safety culture which creates an environment that allows employees to report all airside incidents and safety concerns without the threat of censure, disciplinary action, or subsequent loss of employment, except where there is gross negligence, or a deliberate or wilful disregard to our standard operating practices and procedures.

1.2 All airside incidents and accidents must be reported to the CIAA's Safety Office team who are responsible for investigating airside occurrences on the apron and airside road system. These are accidents and incidents involving vehicles, equipment, and persons etc. where no aircraft is involved. Included are collisions, trips, falls etc.

1.3 It is imperative that the CIAA's Safety Office and AOCC is contacted at the below telephone numbers or email addresses and made aware of any safety occurrences, safety hazards or unsafe working practices as soon as reasonably possible to allow necessary investigative action to be taken.

Department	Telephone Number	Email
Safety Office	916-5317	safety@caymanaiirports.com
	924-9404	safety@caymanaiirports.com
	926-6630	safety@caymanaiirports.com
AOCC	244-5835	AOCC@caymanairports.com

1.4 All Airside Operating personnel are to make every endeavour to learn from accidents, incidents, and occurrences to prevent recurrences.

2. Mandatory Occurrence Reports

2.1 Procedures to be used for reporting Mandatory Occurrence Reports involving aircraft accidents and incidents are set out in the CIAA Safety Management System Manual and Overseas Territories Aviation Requirements Part 13 Occurrence Reporting. What is expected to be reported, what should be shared with the Civil Aviation Authority of the Cayman Islands, and what mechanisms should be in place with regards to incident investigation and corrective action is defined in the CIAA Safety Management System Manual and Overseas Territories Aviation Requirements Part 13.

2.2 Mandatory occurrence reports of incidents or malfunctions which endanger or which if not corrected would endanger an aircraft or person are not dealt with in this Chapter. The information in this Chapter is intended to collect and monitor other day-to-day airside defects/incidents etc. at ORIA.

2.3 Incidents that are required to be reported as part of the Overseas Territories Aviation Requirements Part 13 Occurrence Reporting, Mandatory Occurrence Reporting system

must be reported through the Civil Aviation Authority of the Cayman Islands by email at MOR@CAACAYMAN.COM

2.4 Incidents of an appropriate type requiring reporting through the Civil Aviation Authority of the Cayman Islands can be found at:

https://www.airsafety.aero/requirements-and-policy/otacs/otar_part_13/otac_13-1

2.5 A copy of any Mandatory Occurrence Report should be emailed to the CIAA Safety Office at safety@caymanairports.com or communicated to the Chief Safety Management Officer at telephone number 916-5317.

3. Reporting Airside Incidents

3.1 Airside incidents must be reported without delay by the person involved, or by a witness reporting on their behalf. All accidents and incidents must be reported to the CIAA Safety Office and AOCC using the contact details in section 1.3.

3.2 If an incident involves an aircraft, then the Airport RFFS, CIAA safety Office representatives and Airport Operations Duty Officers will attend. All incidents involving damage to aircraft, no matter how minor, must always be reported without delay using the contact details in section 1.3 so that the situation can be assessed, and an appropriate investigation can take place. The purpose of an investigation is to discover causes so that remedial actions can be taken to prevent recurrence of the incident.

3.3 It is important that vehicles or equipment that are involved in airside incidents are not moved from their positions until authorised to do so by the CIAA Safety Office representative or Airport Operations Duty Officers. This is to preserve evidence and prevent further risk being caused to airside users.

3.4 Personnel involved in an incident must not leave the scene until statements have been taken by the CIAA Safety Office representative or Airport Operations Duty Officers.

3.5 Where an incident is categorised as a Mandatory Occurrence Report or is deemed serious then the CIAA Safety Office representative will remove and quarantine the vehicle or equipment to a designated CIAA facility area pending further investigation.

3.6 Personnel at the accident/incident scene may remove vehicles and equipment prior to the arrival of a CIAA Safety Office representative only if they determine that further damage or harm to personnel may occur should the vehicles remain in situ.

3.7 Prior to the removal of any vehicles and equipment photographs should be taken to record the event and made available to the CIAA Safety Office.

4. Accidents Involving Personal Injury

4.1 To assist the CIAA in preventing further reoccurrences, all accidents/incidents resulting in personal harm or injury should be reported to the CIAA Safety Office and AOCC.

5. Failure to Report an Incident

5.1 Failure to report an incident could result in a driver's Airside Vehicle Operator Permit being confiscated without prejudice by the CIAA Safety Office primarily to protect individuals from becoming involved in any further occurrences soon afterwards. Before confiscating an Airside Vehicle Operator Permit a CIAA Safety Officer will assess the severity of the incident, an individual's driving history and any other relevant circumstances. Confiscated Airside Vehicle Operator Permit are withheld by the CIAA Safety Office pending a satisfactory response by the service provider and/or completion of the related incident investigation.

5.2 Failure to report an incident could also result in individual(s) having their airside Security ID pass suspended or permanently withdrawn. If an incident goes unreported it could lead to further damage, injury, or an aircraft accident, particularly if damage was caused to an aircraft. It also means that an investigation can't be undertaken after the event which delays any corrective actions to prevent a similar incident occurring.

5.3 The CIAA promotes a just culture, where persons who do report incidents in which they were involved will be treated fairly during an investigation. They should not fear disciplinary action, except where the investigation finds that there was gross misconduct, deliberate intent, or a conscious decision to break or shortcut procedures.

6. Incident Investigation and Reporting Form

6.1 Companies or airside business partners operating at ORIA are required to:

a) Have SMS investigation procedures in place to report airside incidents to the CIAA immediately following an incident and to carry out an investigation for the primary purpose of preventing a reoccurrence. Self-reporting should be encouraged and investigation outcomes in keeping with a just culture environment.

b) Have a process to identify trends and to escalate airside incidents of significance within their organisation including airside operations.

c) Nominate a safety manager or responsible person who will be the main point of contact for managing the safety investigation of incidents. This person shall have completed a suitable investigator training course or qualification.

6.2 When notified of an airside incident, the CIAA Safety Office will send the Airside Incident Report Form shown in Appendix 11 to the company's Safety Manager or responsible person from the company involved. The completed form should be returned to the CIAA Safety Office by the target date written on the form, or the CIAA approved extended date.

Chapter 22

1. Airside Operations Safety Training

1.1 This Chapter details the minimum airside safety training requirements for all personnel working airside or who will have access to external airside areas. Successful completion of airside safety training is a pre-requisite for the issue of an ORIA airport security access pass.

2. Objectives

2.1 The objectives of the airside safety training course are to enable personnel to:

a) Identify airside hazards and know how to remain safe whilst working airside.
b) Understand our key safety procedures and emergency actions.
c) Have a greater understanding of the Airside Operations department, our safety culture and airside safety management

3. Safety Training Course and Requirements

3.1 The airside safety training course has been designed by the CIAA safety Department, to conform to the latest ICAO regulations and best practise. The training includes the following sections:

a) Overview and course objectives.
b) Airside areas.
c) Airside regulation and monitoring.
d) Airside hazards and control measures.
e) Airside safety management.
f) Safety communications.

3.2 Personnel applying for an initial airside airport security access pass, or a renewal must complete the full training course and assessment. The following is the minimum CIAA provided training requirements for airside personnel:

3.2.1 Airside Safety Brief Course (2 hours) - Valid for 2 years

a) Required for all temporary or long term contracted personnel who require access to the airside for any amount of time.

3.2.2 Annual Safety Management Systems Course (6 hours)

a) Required for all airport personnel.

3.2.3 Annual Apron Management and Procedures Course (4 hours)

a) Required for all CIAA personnel who require “All Areas” security access pass.

b) Required for all airline or ground handling service provider company personnel who will work on the airside.

c) Required for all aircraft support personnel, couriers, border control or any other type of business where employees require regular access to the airside.

3.2.4 Apron Vehicle Operator Permit Initial Course (4 hours) - Permit valid 2 years

a) Required for all personnel who will need to operate any type of motorized vehicle on the airside areas.

3.2.5 Apron Vehicle Operator Permit Renewal Course (2 hours)

a) Required for all airside drivers every 2 years after initial training course.

4. Competency Obligations

4.1 The airside areas of ORIA and aprons are workplaces which are shared by a variety of employers, and in these situations all employers have a legitimate duty placed on them to cooperate with each other and co-ordinate work measures taken to fulfil their duties.

4.2 All airside employers must provide adequate training for their staff to enable them to undertake their duties safely before working on the apron or in other aircraft movement areas unsupervised.

4.3 It is important that employers ensure that all staff can recognise and understand written, verbal, and signposted safety instructions and guidance. Employee training provided by airside employers should include imparting an understanding of the following knowledge:

a) Health and safety requirements.
b) Emergency procedures.
c) Apron management and safety.
d) Importance of reporting accidents and incidents.
e) FOD hazards.
f) Aircraft hazards (turnround activity, jet blast and ingestion, noise, and fuel spillage.
g) Non-aircraft hazards (vehicle, equipment, speed limits, fuelling safety and adverse weather conditions).
h) Requirement to wear appropriate PPE.
i) Fire safety requirements.
j) Enforcement by CIAA Safety Officers.
k) Co-operation with other airside users.

4.4 All employers should ensure that an appropriate system of re-assessment and refresher/ development training is provided, to maintain the competence of employees who work in the airside environment.

Chapter 23

1. Monitoring Apron Safety

1.1 Safety monitoring is used to ensure that airside operators are conducting their duties and operations in a safe manner, in line with the requirements of this Apron Management and Safety Manual. Monitoring safety is undertaken regularly by the CIAA safety and compliance team and Airport Operations Duty Officers.

1.2 Apron safety compliance is applicable to ORIA employees, airlines, handling agents, and all other airside companies, including contractors, delivery companies, and to any individual temporarily cleared to proceed onto the airside.

2. Aims and Objectives

2.1 The aim of apron safety monitoring is to ensure that safety procedures for operating in apron and airside areas are implemented and that airside staff are compliant with these safety procedures while fulfilling their duties. The primary reason for monitoring apron safety is:

a) To monitor the procedures undertaken during aircraft arrival, turn-around and departure including the off-load and on-load of passengers and freight.
b) To identify trends and make recommendations for future audits.
c) To provide data to produce reports for the CIAA and relevant safety committees.

3. Monitoring Process

3.1 Routine inspections of the movement area are performed on a regular basis by CIAA Safety Officers and Airport Operations Duty Officers. This includes daily audits of aircraft turnaround procedures with focus on key elements of the aircraft turnaround process, covering from the time before an aircraft arrives on an apron stand to the time an aircraft departs an Apron stand. During turnaround audits, the following activities are monitored using the ORIA Aircraft Turnaround Safety Audit Checklist shown in Appendix 12.

a) Marshalling
b) Control of passengers
c) Vehicle operations during an aircraft turnaround
d) Aircraft pushback

3.2 Safety concerns or unsafe practises resulting from inspections are immediately reported to the Ground Handling Coordinator, the Safety Office, and Airport Operations Manager. Safety concerns that are brought to the attention of airside operators during the monitoring process, should be dealt with immediately by the company concerned.

3.3 Any trends or significant events/issues will be raised at relevant safety committee meetings and may be used to form the content of safety promotional materials, such as the Safety Bulletins published by the CIAA Safety Office. Agreed corrective actions will be

recorded by the safety committee chairman and a record kept with progress being raised as an agenda item at the next safety committee meeting.

4. Safety Infractions

4.1 The CIAA has developed an airside safety infraction ticket system for acts deemed to be unsafe, or cause risk to aircraft and passengers. The primary focus of the ORIA airside safety infraction ticket system to correct unsafe activities and to improve airside safety policies and procedures.

4.2 The method of handling infractions is based upon experience at ORIA, the need for a deterrent to poor practice, and to have a system, which is fair, robust, and practical, but one that provides a positive outcome in the provision of airside services.

4.3 Should ORIA Safety Officers or Airport Operations Duty Officers encounter and identify any safety infraction listed in the CIAA's safety infraction ticket book, either Officer will issue a safety infraction ticket (white copy) to the individual committing the identified infraction. A sample infraction ticket is shown in Appendix 13.

4.4 Once a white copy of the infraction ticket is issued to the concerned individual, the blue copy is provided to the CIAA Safety Office prior to the end of the ORIA Safety Officer's or Airport Operations Duty Officer's shift. The yellow copy will remain in the infraction ticket book for future reference.

4.5 The individual receiving an issued ticket is responsible for reporting the Safety Office within 24 hours to either accept the infraction or to confirm a time to meet and review the incident. If this is not complied with the Safety Office will report the matter to the individual's company manager who will be summoned along with the concerned individual to meet the Chief Safety Management Officer and punitive action taken by the CIAA subject to the infraction investigation outcome.

4.6 Where a driving infraction is deemed to cause serious injury, caused, or threatened aircraft damage, then the driver will be immediately suspended from airfield driving. The driver's AVOP will be confiscated by an ORIA Safety Officer or Airport Operations Duty Officer and turned into the CIAA Safety Office pending an investigation. This action is taken not as a punitive measure but to preserve the welfare and well-being of those involved in the incident.

4.7 When alcohol or drugs are suspected or when the driver threatens violence, then he or she will be escorted landside and their Security Access Pass confiscated by the attending ORIA Safety Officer or Airport Operations Duty Officer. The CIAA Safety Office will agree with the Company concerned on what further action should be taken.

5. Infraction Ticket Demerit System

5.1 Individuals who receive infraction tickets are required to report to the CIAA Safety Office for follow-up action and investigation purposes. Individuals who do not report to the

Safety Office will be reported to their manager who will be held responsible for ensuring the individuals report to the Safety Office in a timely manner.

5.2 A driver who:

a) Accumulates 12 demerit points or more within a period of 12 months from the date of the first offence.
b) Is involved in an accident-causing injury to personnel or damage to CIAA property and /or aircraft.
c) Is involved in 2 minor accidents within a period of 12 months.

5.2.1 Will be suspended from driving on the airside and required to attend the CIAA mandated AVOP Initial Training Class and pass both theory and airside driving performance, under supervision, before the permit is reinstated.

5.3 The CIAA reserves the right to withdraw permission for any person to enter or drive on the airside, at any time, regardless of the driving permit suspension or infraction demerit system described in this Chapter.

6. Infraction Statistics

6.1 The CIAA Safety Office and AOCC will maintain statistics on airside apron incidents and make the relevant data available to airport partners through quarterly Safety Committee meetings.

Chapter 24

1. Ground Handling Partner Audits

1.1. The CIAA is required by Overseas Territories Aviation Requirements to ensure that all organisations operating airside are complying with OTAR Part 139, the relevant parts of the O R I A Aerodrome Manual and airport procedures, notices, or instructions. Organisations should also be compliant with the relevant sections of the IATA Ground Operations Manual. To assess compliance, the CIAA will use a combined Ground Handling Audit checklist to conduct regular audits of ground handling service providers.

2. Safety Audit Process

2.1 Audits will be conducted in accordance with the CIAA Safety and Quality Management System Audit Manual by trained members of the CIAA safety and compliance team or qualified external auditors and the following core subject areas will be audited.

a) Organisation and management
b) Procedures and training
c) Load control
d) Ground handling
e) Aircraft servicing
f) Aircraft ground movement
g) Ground service equipment maintenance

3. Notification

3.1 Each airside business partner will be audited at least once every 36 months. The frequency may increase depending on the outcome of previous audits or concerns over an organisation's safety performance. The business partner will be notified in advance of the audit date with a minimum of one-month notice given.

4. Audit Report

4.1 On completion of each audit, a report will be generated which details the evidence of compliance for each question including examples of good practise, and any findings or observations with agreed corrective action timescales. The report will be sent to the responsible manager of the organisation being audited for corrective action. The auditor will conduct follow-up audit action on agreed corrective action plans for findings until the agreed corrective action is closed based on responses received and auditor observation of evidence supporting closing each finding.

Chapter 25

1. Hot Work Permit and Fire Protection

1.1 Many aspects of maintenance, engineering and construction work require Hot Work. If not managed appropriately Hot Works create the potential of death, serious injury or ill-health and damage to property and the environment. It is necessary to have procedures in place to reduce the risks associated with Hot Work to an acceptable level. The minimum requirements for Hot Work at ORIA are summarized below.

1.2 Hot Work is any work or activity which may be a source of ignition including but is not limited to the use or operation of:

a) Welding or flame cutting equipment.
b) Grinder, electric drill or other non-flameproof or spark-generating electrical equipment.
c) Hot tapping equipment.
d) Concrete cutting & chipping.
e) Hand tools that may create a spark

1.3 Under no circumstances will Hot Works with a Naked Flame be permitted within 50 metres of an aircraft or a store or container of liquid fuel or explosives.

1.4 Under no circumstances will Hot Work be permitted within 50 metres (165 feet) of an aircraft while refuelling.

2. Hot Work Requirements and Procedures

2.1 Contractors shall obtain a Hot Work Permit from the CIAA's safety office prior to commencing any Hot Work at ORIA landside, terminal buildings, or airside. The Hot Work Permit application form shown in Appendix 14 shall be submitted to the CIAA Chief Safety Management Officer using the below email address.

safety@caymanairports.com

2.2 Contractors operating on airport property whose work entails open flame cutting, welding or similar hot work shall not proceed with such operations until the safety of the work area has been approved by the Cayman Islands Fire Service and a "Hot Work Permit" is approved by the CIAA safety office.

2.3 Approved Hot Work Permits will be emailed to the applicant. Relevant queries should be addressed to the email address in 2.1 or by calling the Chief Safety Management Officer at 916-5317.

2.4 Once the Permit is approved it must be distributed at least 2 business days (or no less than 24 hours for special emergency related circumstances) prior to work commencement to allow for adequate distribution and preparation by Airport Personnel. The CIAA Safety Office will email electronic copies to the following addresses:

Airport Operations Command Centre – AOCC@caymanairports.com
Airport Operations Maintenance – Maintenance_GROUP@caymanairports.com
Security Supervisors – securitysupervisorsORIA@caymanairports.com

2.5 The AOCC will notify airport partners prior to start of any hot work in public areas (i.e. restaurants, concessions locations, etc.) and areas critical to airline operations (i.e. ticketing and baggage areas, etc.).

2.6 If work has been cancelled or area conditions change prior to work commencement or when job is complete the contractor is required to notify the AOCC and the CIAA Safety Office via the above email addresses.

2.7 When work is completed, prior to leaving site, contractors must ensure that the area is clean and no debris and/or construction related supplies or materials are left behind.

3. Fire Protection Impairment

3.1 When impairment of the ORIA fire protection system is required the Fire Protection Impairment Notification Form in Appendix 15 shall be used to notify the CIAA of works being conducted on the fire protection system, and to log & monitor precautions put in place and to ensure all isolations have been reinstated.

3.2 The information should be reported to the CIAA Safety Office at least 48 hours in advance or as soon as practical prior to work starting and be signed off when protection is restored. The Appendix 15 form and other associated paperwork must be duly signed and returned to the CIAA Safety Office for filing and review. The CIAA Safety Office will notify the AOCC, Airport Operations Manager, Facilities and Projects Manager, Security Supervisors of approved fire protection impairments. Airport business partners will be notified by the AOCC.

3.3 Hot Works Permits involving impairment of the ORIA fire protection system will not be closed as complete by the CIAA Safety Office until the impairment to the Fire System has been reinstated and signed notice of restoration verifying reinstatement is completed on the related form which should be submitted to the CIAA Safety Office by the concerned contractor.

Appendix 1 – Letter of Agreement with Island Air

Cayman Islands Airports Authority

Letter of Agreement between Cayman Islands Airports Authority and Island Air Limited

Subject: Agreement delegating responsibility for the preparation, promulgation and maintenance of Aircraft Parking Plans in addition to the safe and efficient management of aircraft arrival, parking and departure operations at the General Aviation Apron at Owen Roberts International Airport.

1. OBJECTIVE

1.1 The objective of this letter of agreement is to establish a formal working relationship between Cayman Islands Airports Authority and Island Air Limited in order to outline procedures for the creation, dissemination, and daily modification of the aircraft parking plan and operational management at the General Aviation Apron at Owen Roberts International Airport.

2. EFFECTIVE DATE: 20 February 2019

3. SCOPE

3.1 The procedures contained in this letter of agreement set out to define the relationship between the two organizations listed. Although it is accepted that aircraft parking is a function of the Airport operator, notwithstanding, CIAA recognizes the experience and efficiency of Island Air Limited in managing the planning of aircraft parking and daily operations. Therefore, through the renewal of the agreement, this function is being delegated to Island Air Limited, the Fixed Based Operator at Owen Roberts International Airport. CIAA hereby confers the task of preparing and promulgating the parking plan and day to day management of operations at the General Aviation Terminal to Island Air Limited, while CIAA continues to monitor the daily activity.

4. ORGANIZATIONS

4.1 The organizations referred to in this letter of agreement are:

I. **Cayman Islands Airports Authority (CIAA)**
II. **Island Air Limited (IAL)**

5. ROLE OF EACH ORGANIZATION

5.1 **The Cayman Islands Airports Authority -** will prepare, publish and maintain the Apron Management and Procedures manual, provide training oversight in

monitoring the effectiveness of and compliance with all apron management procedures. For the duration of this agreement the CIAA will recognize that Island Air Limited will have jurisdiction over the ORIA General Aviation Apron for aircraft parking and stand management, subject to clause 5.1.1. This responsibility includes coordination with all general aviation operators, ground handlers, and CIAA Airport Operations (AOCC) to ensure optimum, safe and efficient and fair operations.

5.1.1 CIAA reserves the to assume full temporary control of the ORIA General Aviation Apron in cases of emergencies, closures, and other events that warrant said control. A standard 24 hours' notice period will be given prior to assuming control. Emergency circumstances may dictate immediate notice. Notification of temporary control will be issued in written form by the CIAA.

5.2 **Island Air Limited-** will continue to act as coordinator and creator for the aircraft parking and apron management specific to the general aviation apron at ORIA. The boundaries of the apron as described can be seen in Appendix 'A'. This responsibility includes coordination amongst aircraft operators, ground handlers, CIAA Operations and Safety Departments, and the Airport Facilitation Committee, to ensure plans are fair and accommodated based on available information and operations in effect at the time. In the case of changes to the plan Island Air Limited will accommodate same based on current events and efficiency of the general aviation apron and will promulgate such changes to all affected parties in a timely manner.

6. OPERATIONAL PROCEDURES

Island Air Limited will provide services for general aviation aircraft at the Owen Roberts International Airport General Aviation Terminal. These services will be provided in compliance with **Section 3.0 of the Island Air Limited Operational Manual** in addition to the **CIAA Apron Management and Procedures Manual**. Island Air Limited will take responsibility for coordinating with Immigration and Customs for operations outside of normal airport operating hours. Island Air Limited will not take any responsibility of any Air Ambulance wanting to operate in MCWR outside Island Air Limited's operational hours (0700 local to 1900 local) if notification is not provided.

6.1 **Commercial/Main Terminal Operations-** Island Air Limited's operations are strictly limited to the General Aviation Terminal. Notwithstanding, CIAA recognizes there may be unique situations which necessitate general aviation aircraft operating from the Commercial Apron. Island Air Limited is not allowed to operate from the Commercial Apron without the expressed approval from the Airport Operations Manager. Requests for approval are to be made directly to the AOM via email on AOCC@CaymanAirports.com who, once approval is granted, will coordinate notification through the Airport Operations Command

MD MTC

Centre to Island Air Limited, CAL Ramp Control Airport Security, AIS and the Air Traffic Control Tower.

6.2 **Aircraft Stand Management and Parking-** At this present time, depending on the type of aircraft, the maximum number of aircraft permitted to operate simultaneously on the GAT Ramp stands is limited to SIX (6) Gulfstream size aircraft. This will consist of Gulfstream models III to V.

6.3 **Dissemination-** Island Air Limited designate will prepare the Aircraft Parking Plan in collaboration with **CIAA Airport Operations** and publish same. In the event of changes throughout the day, Island Air Limited personnel will coordinate these changes as the need arises and inform the **Airport Operations Command Centre** at **345-244-5835** or **1-800-534-AOCC (2622) immediately of any changes**. General aviation aircraft, or their ground handler will inform Island Air Limited of changes as soon as they are known. Re-assignment due to schedule changes and assignment of additional flights will be made by the Island Air Limited designate.

Note- All changes MUST be communicated to the AOCC.

7. COMMUNICATIONS

7.1 Island Air Limited currently provides aircraft stand allocation and dissemination of aircraft movement information (arrival times, landings and take-offs) general aviation operators on a daily basis via email with updates throughout the day. However, it is the responsibility of each air carrier, and/or their respective ground handler to coordinate with Island Air LTD to provide proper information to effect this coordination.

8. AMMENDMENT, CANCELLATION

8.1 This letter of agreement represents the specific terms between the two organizations and shall continue in force from 18 January 2019 until 18 January 2021. After that date, this agreement may continue in effect if the parties agree in writing to extend its term at least sixty (60) days prior to date of expiration. Termination by either Party of all or any part of the agreement requires sixty (60) days written notice to the other Party.

MJC

Albert Anderson
Chief Executive Officer
CAYMAN ISLANDS AIRPORTS AUTHORITY
per pro...
Signature
Date 20 Feb 2019

Marcus Cumber
Managing Director
ISLAND AIR LTD
Signature
Date 20th - Feb - 19

Apron Boundaries and Strip Contours

Page | 4

MJC

Appendix 2 – Stand Allocation Non-conformance Form

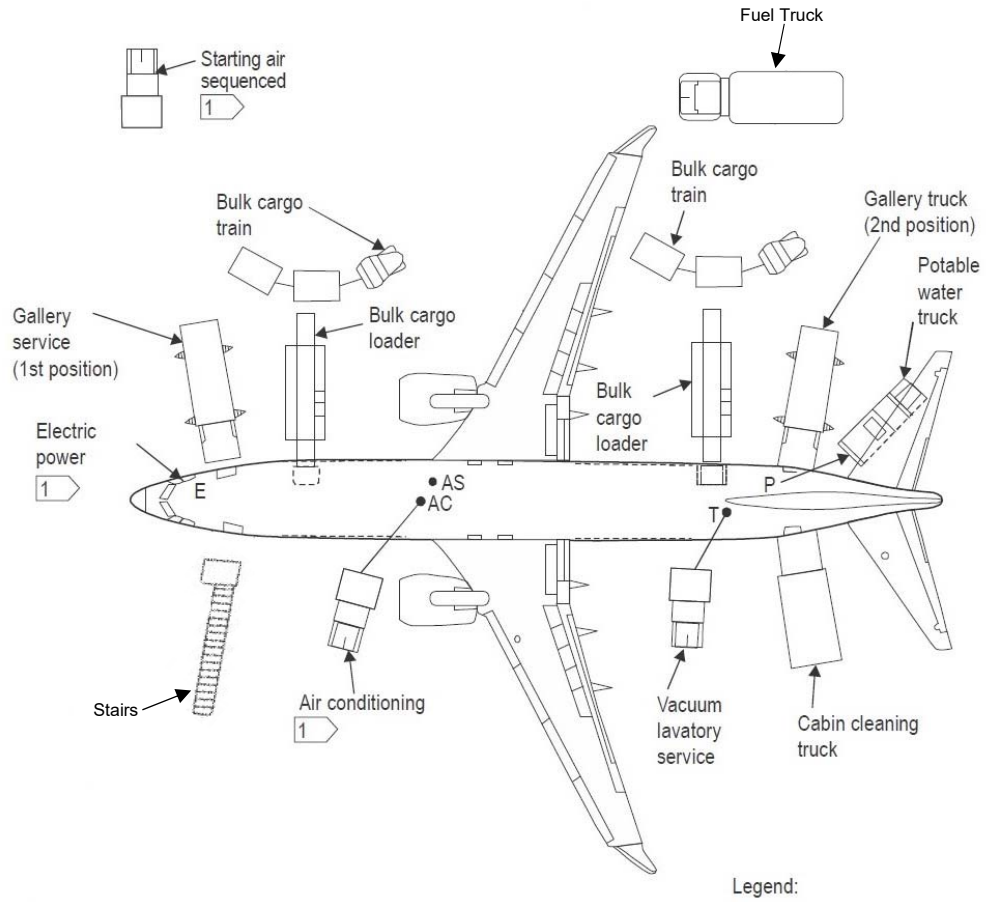
CIAA Cayman Islands Airports Authority	Stand Allocation Non-conformance Form

The general principle in Chapter 1, 13, End of Day Sign-off, describes the end of day sign-off process for the next day's stand plan for the commercial apron stands 1-14. If the agreement is breached on the day due to failure to pushback and subsequently a separate flight is affected, then this "Non-conformance form" will be issued to the ground handler as a way of formally following up with all parties. The AOCC fills in Part A, ending with a request for feedback. Page 2 is for the ground handler to record that feedback.

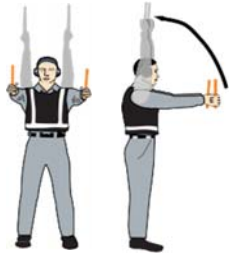
Part A to be completed by the AOCC.		
Date of Event:		UTC Time:
Details:		
Airline 1 and Flight Number:		
Airline 2 and Flight Number:		
Airline 3 and Flight Number:		
Airline 4 and Flight Number:		
Ground Handler Involved:		
Summary of Non-conformance:		
Details compiled by:		
Form sent to:		
Request for feedback:		
Part B overleaf to be completed by Airline Ground Handler.		

Ground Handler to respond to AOCC request for feedback listed in Part A:
Submitted by:
Date:

Appendix 3 - Typical Ground Equipment Service Layout



Appendix 4 – Meaning of Marshalling Signals

	Description of Signal	Meaning of Signal	Illustration of Signal
1.	Raise right hand above head level with wand pointing up; move left-hand wand pointing down toward body.	Wingwalker/guide -This signal provides an indication by a person positioned at the aircraft wing tip, to the pilot/ marshaller/ push-back operator, that the aircraft movement on/off a parking position would be unobstructed.	
2.	Raise fully extended arms straight above head with wands pointing up.	Identify gate.	
3.	Point both arms upward, move and extend arms outward to sides of body and point with wands to direction of next signalman or taxi area.	Proceed to next signalman or as directed by tower/ ground control.	

4.	Bend extended arms at elbows and move wands up and down from chest height to head.	Straight ahead.	
5.	a) With right arm and wand extended at a 90-degree angle to body, make "come ahead" signal with left hand. The rate of signal motion indicates to pilot the rate of aircraft turn.	Turn left (from pilot's point of view).	
	b) With left arm and wand extended at a 90-degree angle to body, make "come ahead" signal with right hand. The rate of signal motion indicates to pilot the rate of aircraft turn.	Turn right (from pilot's point of view).	

6.	a) Fully extend arms and wands at a 90-degree angle to sides and slowly move to above head until wands cross.	Normal stop.	
	b) Abruptly extend arms and wands to top of head, crossing wands.	Emergency stop.	
7.	a) Raise hand just above shoulder height with open palm. Ensuring eye contact with flight crew, close hand into a fist. Do Not move until receipt of "thumbs up" acknowledgement from flight crew.	Set brakes.	

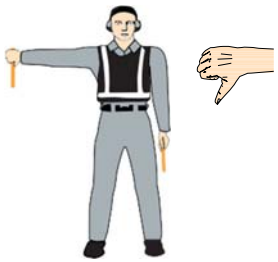
	b) Raise hand just above shoulder height with hand closed in a fist. Ensuring eye contact with flight crew, open palm. Do not move until receipt of "thumbs up" acknowledgement from crew.	Release brakes.	
8.	1. With arms and wands fully extending above head, move wands inwards in a "jabbing" motion until wands touch. Ensure acknowledgement is received from flight crew.	Chocks inserted.	
	2. With arms and wands fully extended above head, move wands outward in "jabbing" motion. Do not remove chocks until authorised by crew.	Chocks removed.	

9.	Raise right arm to head level with wand pointing up and start a circular motion with hand; at the same time, with left arm raised above head level, point to engine to be started.	Start engine(s).	
10.	Extend arm with wand forward of body at shoulder level; move hand and wand to top of left shoulder and draw wand to top of right shoulder in a slicing motion across throat.	Cut engine(s).	
11.	Move extended arms downwards in a "patting" gesture, moving wands up and down from waist to knees.	Slow down.	

12.	With arms down and wands toward ground, wave either right or left wand up and down indicating engine(s) on left or right side respectively should be slowed down.	Slow down engine(s) on indicated side.	
13.	Point left arm with wand down and bring right arm from overhead vertical position to horizontal forward position, repeating right-arm movement.	Turns while backing (for tail to starboard).	
14.	Point right arm with wand down and bring left arm from overhead vertical position to horizontal position, repeating left-arm movement.	Turns while backing (for tail to port).	

15.	Raise right arm to head level with wand pointing up or display hand with "thumbs up"; left arm remains at side by knee	Affirmative/all clear. This signal is also used as a technical/servicing communication signal.	
16.	Move right-hand wand in a "fanning" motion from shoulder to knee, while at the same time pointing with left-hand wand to area of fire.	Fire.	
17.	Fully extend arms and wands downwards at a 45- degree angle to sides. Hold position until aircraft is clear for next manoeuvre.	Hold position/stand by.	

18.	Perform a standard salute with right hand and/or wand to dispatch the aircraft. Maintain eye contact with flight crew until aircraft has begun to taxi.	Dispatch aircraft.	
19.	Extend right arm fully above head and close fist or hold wand in horizontal position; left arm remains at side by knee.	Do not touch controls (technical/servicing communication signal).	
20.	Hold arms fully extended above head, open left hand horizontally and move finger tips of right hand into a touch open palm of left hand (forming a "T"). At night, illuminated wands can also be used to form the "T" above head.	Connect ground power (technical/servicing communication signal).	

21.	Hold arms fully extended above head with finger tips of right hand touching open horizontal palm of left hand (forming a "T"); then move right hand away from the left. Do not disconnect power until authorised by flight crew. At night illuminated wands can also be used to form the "T" above head.	Disconnect power (technical/ servicing communication signal).	
22.	Hold right arm straight out at 90 degrees from shoulder and point wand down to ground or display hand with "thumbs down"; left hand remains at side by knee.	Negative (technical/servicing communication signal).	
23.	Extend both arms at 90 degrees from body and move hands to cup both ears.	Establish communication via interphone (technical/ servicing communication signal).	

24.	With right arm at side and left arm raised above head at 45 degree angle, move right arm in a sweeping motion towards top left shoulder.	Open/close stairs (technical/ servicing communication signal). This signal is intended mainly for aircraft with the set of integral stairs at the front.	

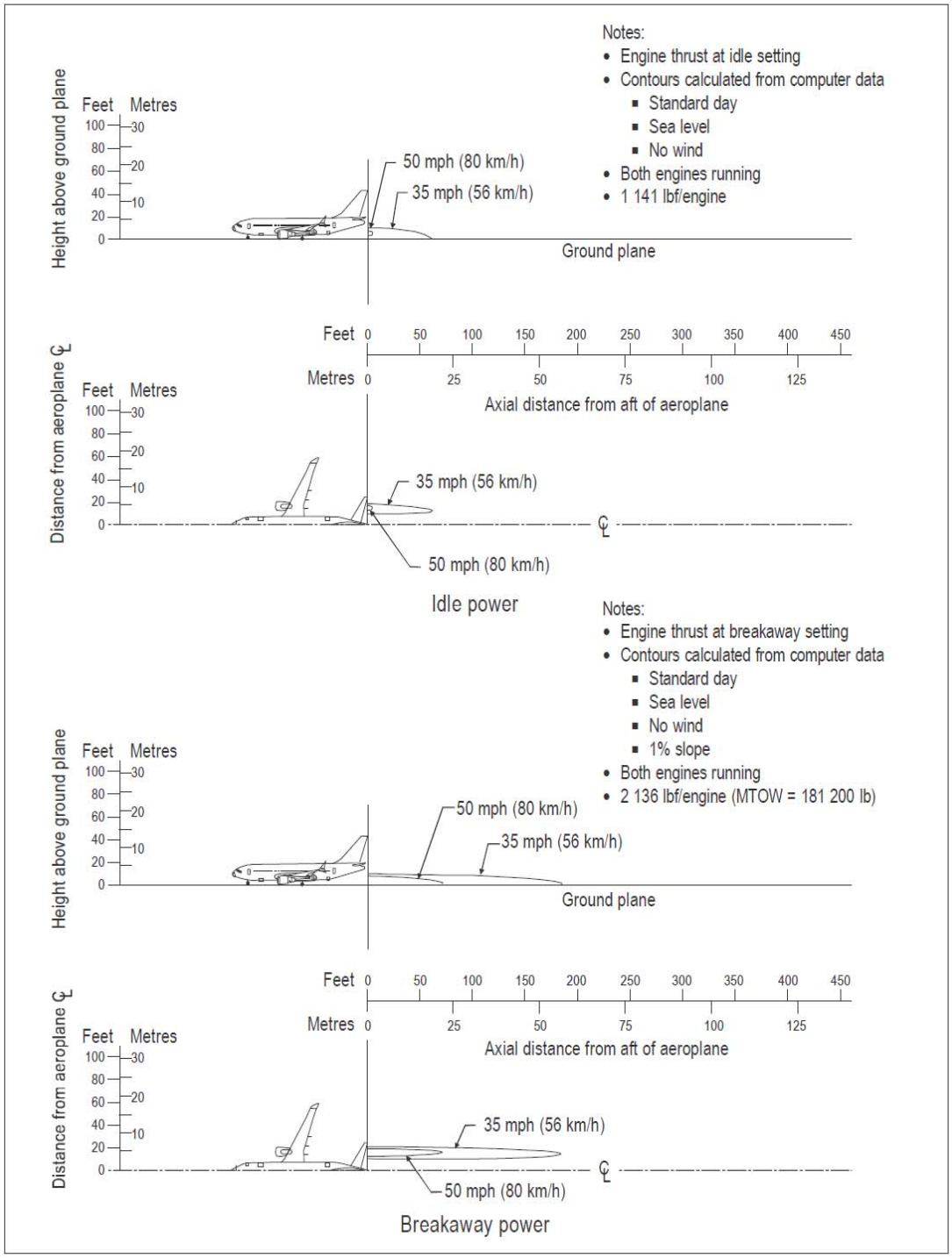
Appendix 5 – Meaning of Signals made by Pilot to Marshaller

	Description of Signal	Meaning of Signal	Illustration of Signal
1.	Raise arm and hand with fingers extended horizontally in front of face, then clench fist.	Brakes engaged.	
2.	Raise arm with fist clenched horizontally in front of face, then extend fingers.	Brakes released.	
3.	Arms extended palms facing outwards, move hands inwards to cross in front of face.	Insert chocks.	

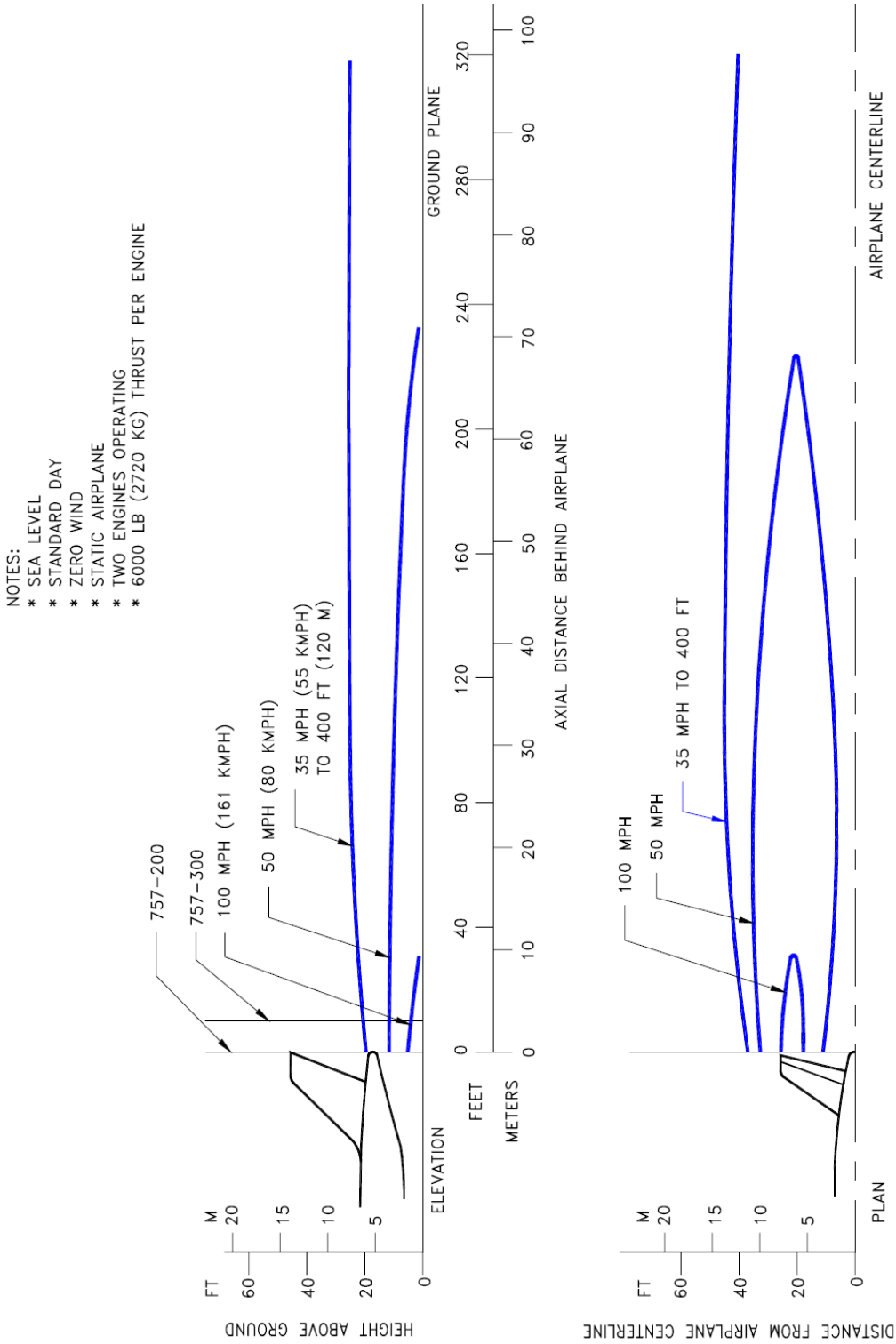
4.	Hands crossed in front of face, palms facing outwards, move arms outwards.	Remove chocks.	
5.	Raise the number of fingers on one hand indicating the number of the engine to be started. For this purpose the aircraft engines shall be numbered as follows, No. 1 engine shall be the port outer engine, No. 2, the port inner engine, No. 3, the starboard inner engine and No. 4, the starboard outer engine.	Ready to start engine indicated.	

Appendix 6 – Jet Engine Exhaust Velocity Contours

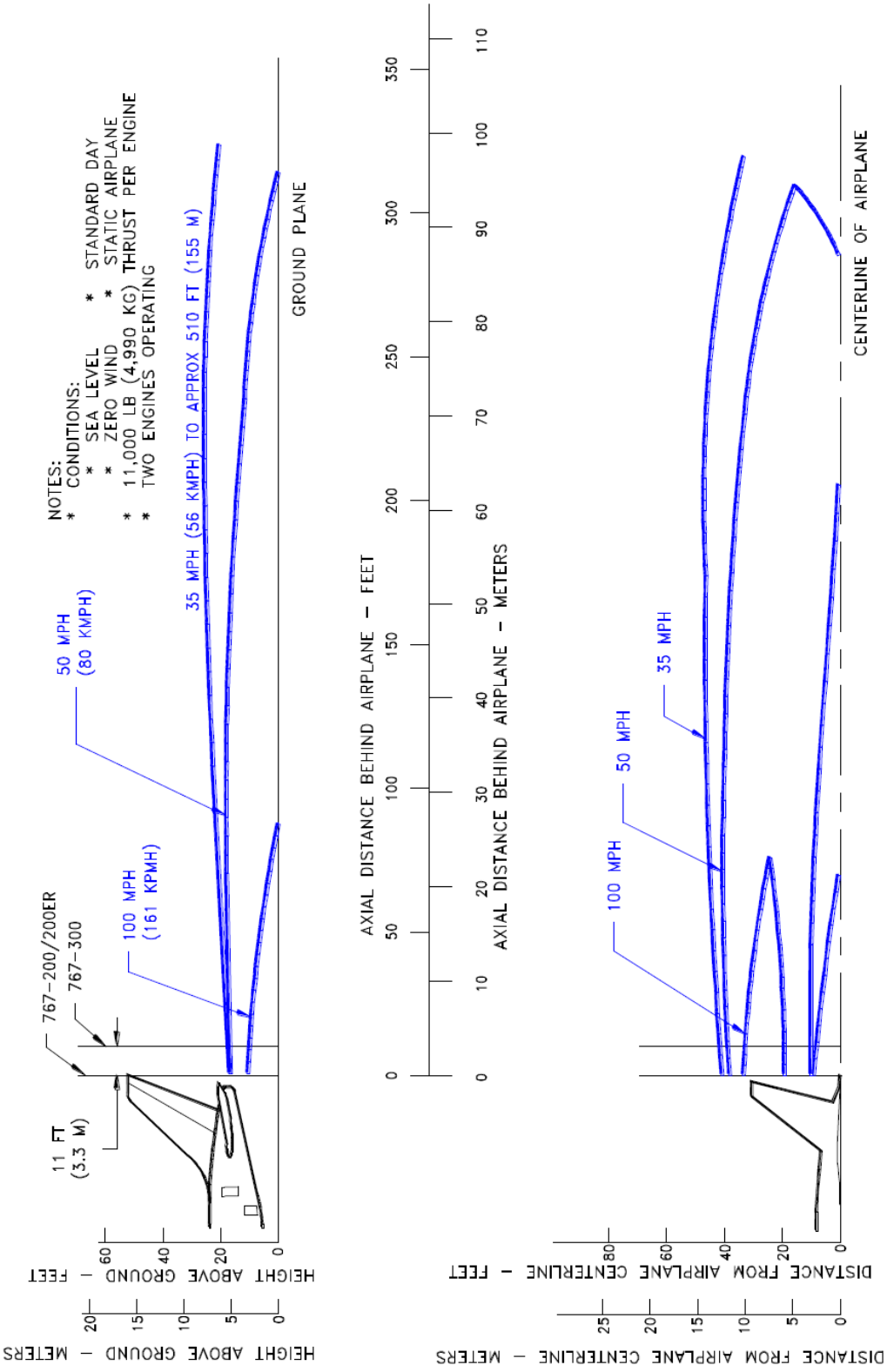
1. Boeing 737-800 Engine Breakaway Thrust



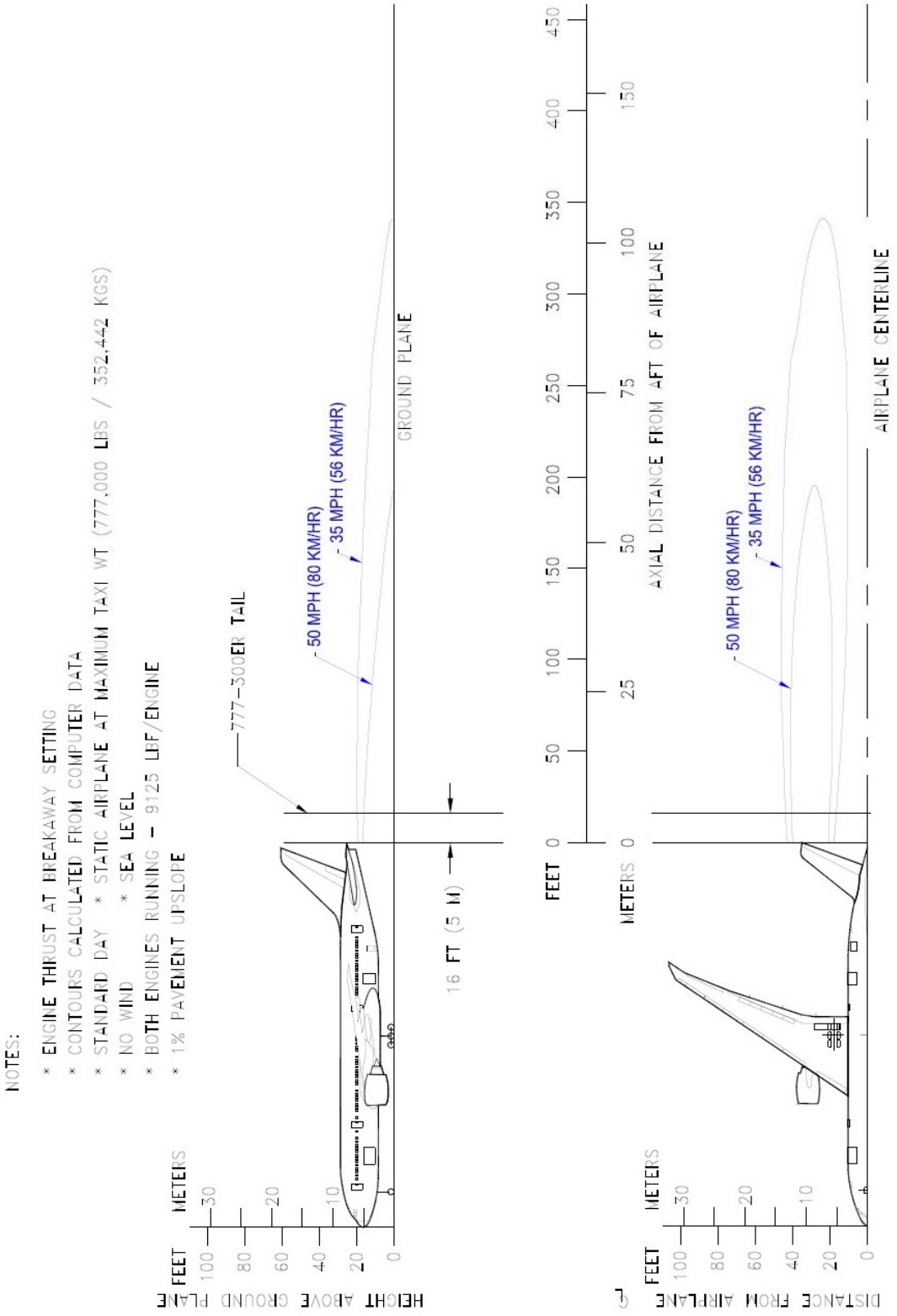
2. Boeing 757-200 Engine Breakaway Thrust



3. Boeing 767-200 Engine Breakaway Thrust



4. Boeing 777-200 Engine Breakaway Thrust



Appendix 7 – Apron Stand Pushbacks

<table>
<tr><th>Stand 1</th><th>Max aircraft size B737-MAX 9 & A321 neo</th></tr>
<tr><td>Standard Pushback</td><td>Runway 08 in use:

Pushback onto taxiway Hotel, face west with right engine abeam apron stand 2A and nose gear centered on taxiway Hotel centerline.

Runway 26 in use:

Pushback onto taxiway Hotel facing northeast, pull forward until left engine is abeam apron stand 2A, facing east and nose gear centered on taxiway centerline.</td></tr>
<tr><td>Simultaneous Pushback</td><td>Permitted but not during low visibility.

<table>
<tr><th colspan="4">Runway 08 in Use</th></tr>
<tr><th>Pushback from Apron Stand</th><th>Pushback to Abeam Apron Stand</th><th>Pull Forward to Abeam Apron Stand</th><th>Engine Breakaway Thrust Distance</th></tr>
<tr><td>1</td><td>2A</td><td>-</td><td>190 FT</td></tr>
<tr><td>5</td><td>6</td><td>-</td><td>190 FT</td></tr>
<tr><td>8</td><td>9</td><td>-</td><td>190 FT</td></tr>
<tr><td>12</td><td>13 (nose gear)</td><td>12</td><td>190 FT</td></tr>
</table>

<table>
<tr><th colspan="4">Runway 26 in Use</th></tr>
<tr><th>Pushback from Apron Stand</th><th>Pushback to Abeam Apron Stand</th><th>Pull Forward to Abeam Apron Stand</th><th>Engine Breakaway Thrust Distance</th></tr>
<tr><td>1</td><td>1 & 1A</td><td>2A</td><td>190 FT</td></tr>
<tr><td>6</td><td>5</td><td>-</td><td>190 FT</td></tr>
<tr><td>8</td><td>9</td><td>-</td><td>190 FT</td></tr>
<tr><td>12</td><td>13 (nose gear)</td><td>12</td><td>190 FT</td></tr>
</table>

Note: The separation distances between simultaneous pushback apron stands exceed the required engine breakaway thrust distances.</td></tr>
<tr><td>Remarks</td><td>• Aircraft pushback onto taxiway Hotel may delay other inbound or outbound taxiing aircraft.
• When aircraft is facing east with engines started abeam apron stand 2A and facing west with engines started abeam apron stand 12, be aware of the potential for jet blast on the western and eastern sections of the apron vehicle service road due to engine breakaway thrust. Do not start engines until the pull forward manoeuvre is completed abeam apron stands 2A or 12.
• To ensure safe jet blast separation from aircraft engines, when simultaneously pushing back or pulling forward, aircraft must not be pushed or pulled beyond abeam the centrelines of the standard pushback apron stands listed in the runway 08/26 tables above.</td></tr>
</table>

<table>
<tr><th>Stand 1A</th><th>Max aircraft size B757-200 & B767-200</th></tr>
<tr><td>Standard Pushback</td><td>Runway 08 in use:

Pushback onto taxiway Hotel, face west with right engine abeam apron stand 2A and nose gear centered on taxiway Hotel centerline.

Runway 26 in use:

Pushback onto taxiway Hotel facing north, pull forward until left engine is abeam apron stand 3, facing east and nose gear centered on taxiway Hotel centerline.</td></tr>
<tr><td>Simultaneous Pushback</td><td>Permitted but not during low visibility.

<table>
<tr><th colspan="4">Runway 08 in Use</th></tr>
<tr><th>Pushback from Apron Stand</th><th>Pushback to Abeam Apron Stand</th><th>Pull Forward to Abeam Apron Stand</th><th>Engine Breakaway Thrust Distance</th></tr>
<tr><td>1A</td><td>2A</td><td>-</td><td>325 FT</td></tr>
<tr><td>6</td><td>7</td><td>-</td><td>190 FT</td></tr>
<tr><td>9</td><td>11</td><td>-</td><td>190 FT</td></tr>
</table>

<table>
<tr><th colspan="4">Runway 26 in Use</th></tr>
<tr><th>Pushback from Apron Stand</th><th>Pushback to Abeam Apron Stand</th><th>Pull Forward to Abeam Apron Stand</th><th>Engine Breakaway Thrust Distance</th></tr>
<tr><td>1A</td><td>1 & 1A</td><td>3</td><td>325 FT</td></tr>
<tr><td>7</td><td>6</td><td>-</td><td>190 FT</td></tr>
<tr><td>8</td><td>9</td><td>-</td><td>190 FT</td></tr>
<tr><td>12</td><td>13 (nose gear)</td><td>12</td><td>190 FT</td></tr>
</table>

Note: The separation distances between simultaneous pushback apron stands exceed the required engine breakaway thrust distances.</td></tr>
<tr><td>Remarks</td><td>• Aircraft pushback onto taxiway Hotel may delay other inbound or outbound taxiing aircraft.
• When aircraft is facing east with engines started abeam apron stand 3 and facing west with engines started abeam apron stand 12, be aware of the potential for jet blast on the western and eastern sections of the apron vehicle service road due to engine breakaway thrust. Do not start engines until the pull forward manoeuvre is completed abeam apron stands 3 or 12.
• To ensure safe jet blast separation from aircraft engines, when simultaneously pushing back or pulling forward, aircraft must not be pushed or pulled beyond abeam the centrelines of the standard pushback apron stands listed in the runway 08/26 tables above.</td></tr>
</table>

<table>
<tr><th>Stand 2</th><th>Max aircraft size B737-MAX 9 & A321 neo</th></tr>
<tr><td>Standard Pushback</td><td>Runway 08 in use:

Push back onto taxiway Hotel, face west with right engine abeam apron stand 3 and nose gear centered on taxiway Hotel centerline.

Runway 26 in use:

Push back onto taxiway Hotel facing northeast, pull forward until left engine is abeam apron stand 2A, facing east and nose gear centered on taxiway Hotel centerline.</td></tr>
<tr><td>Simultaneous Pushback</td><td>Permitted but not during low visibility.

<table>
<tr><th colspan="4">Runway 08 in Use</th></tr>
<tr><th>Pushback from Apron Stand</th><th>Pushback to Abeam Apron Stand</th><th>Pull Forward to Abeam Apron Stand</th><th>Engine Breakaway Thrust Distance</th></tr>
<tr><td>2</td><td>3</td><td>-</td><td>190 FT</td></tr>
<tr><td>5</td><td>6</td><td>-</td><td>190 FT</td></tr>
<tr><td>8</td><td>9</td><td>-</td><td>190 FT</td></tr>
<tr><td>12</td><td>13 (nose gear)</td><td>12</td><td>190 FT</td></tr>
</table>

<table>
<tr><th colspan="4">Runway 26 in Use</th></tr>
<tr><th>Pushback from Apron Stand</th><th>Pushback to Abeam Apron Stand</th><th>Pull Forward to Abeam Apron Stand</th><th>Engine Breakaway Thrust Distance</th></tr>
<tr><td>2</td><td>1A & 2</td><td>2A</td><td>190 FT</td></tr>
<tr><td>6</td><td>5</td><td>-</td><td>190 FT</td></tr>
<tr><td>8</td><td>9</td><td>-</td><td>190 FT</td></tr>
<tr><td>12</td><td>13 (nose gear)</td><td>12</td><td>190 FT</td></tr>
</table>

Note: The separation distances between simultaneous pushback apron stands exceed the required engine breakaway thrust distances.</td></tr>
<tr><td>Remarks</td><td>• Aircraft pushback onto taxiway Hotel may delay other inbound or outbound taxiing aircraft.
• When aircraft is facing east with engines started abeam apron stand 2A and facing west with engines started abeam apron stand 12, be aware of the potential for jet blast on the western and eastern sections of the apron vehicle service road due to engine breakaway thrust. Do not start engines until the pull forward manoeuvre is completed abeam apron stands 2A or 12.
• To ensure safe jet blast separation from aircraft engines, when simultaneously pushing back or pulling forward, aircraft must not be pushed or pulled beyond abeam the centrelines of the standard pushback apron stands listed in the runway 08/26 tables above.</td></tr>
</table>

<table>
<tr><th>Stand 2L</th><th>Max aircraft size B777-200</th></tr>
<tr><td>Standard Pushback</td><td>Runway 08 and 26 in use:

Push back onto taxiway Hotel, face west with right engine abeam apron stand 3 and nose gear centered on taxiway Hotel centerline.</td></tr>
<tr><td>Simultaneous Pushback</td><td>Permitted but not during low visibility.

<table>
<tr><th colspan="4">Runway 08 in Use</th></tr>
<tr><th>Pushback from Apron Stand</th><th>Pushback to Abeam Apron Stand</th><th>Pull Forward to Abeam Apron Stand</th><th>Engine Breakaway Thrust Distance</th></tr>
<tr><td>2L</td><td>3</td><td>-</td><td>350 FT</td></tr>
<tr><td>7</td><td>9</td><td>-</td><td>190 FT</td></tr>
<tr><td>12</td><td>13 (nose gear)</td><td>12</td><td>190 FT</td></tr>
</table>

<table>
<tr><th colspan="4">Runway 26 in Use</th></tr>
<tr><th>Pushback from Apron Stand</th><th>Pushback to Abeam Apron Stand</th><th>Pull Forward to Abeam Apron Stand</th><th>Engine Breakaway Thrust Distance</th></tr>
<tr><td>2L</td><td>3</td><td>-</td><td>350 FT</td></tr>
<tr><td>7</td><td>9</td><td>-</td><td>190 FT</td></tr>
<tr><td>12</td><td>13 (nose gear)</td><td>12</td><td>190 FT</td></tr>
</table>

Note: The separation distances between simultaneous pushback apron stands exceed the required engine breakaway thrust distances.</td></tr>
<tr><td>Remarks</td><td>• Aircraft pushback onto taxiway Hotel may delay other inbound or outbound taxiing aircraft.
• When aircraft is facing west with engines started abeam apron stand 12, be aware of the potential for jet blast on the western and eastern sections of the apron vehicle service road due to engine breakaway thrust. Do not start engines until the pull forward manoeuvre is completed abeam apron stands 12.
• To ensure safe jet blast separation from aircraft engines, when simultaneously pushing back or pulling forward, aircraft must not be pushed or pulled beyond abeam the centrelines of the standard pushback apron stands listed in the runway 08/26 tables above.</td></tr>
</table>

<table>
<tr><th>Stand 2A</th><th>Max aircraft size B757-200 & B767-200</th></tr>
<tr><td>Standard Pushback</td><td>Runway 08 in use:

Pushback onto taxiway Hotel, face west with right engine abeam apron stand 4 and nose gear centered on taxiway Hotel centerline.

Runway 26 in use:

Pushback onto taxiway Hotel facing east, pull forward until left engine is abeam apron stand 3, facing east and nose gear centered on taxiway Hotel centerline.</td></tr>
<tr><td>Simultaneous Pushback</td><td>Permitted but not during low visibility.

<table>
<tr><th colspan="4">Runway 08 in Use</th></tr>
<tr><th>Pushback from Apron Stand</th><th>Pushback to Abeam Apron Stand</th><th>Pull Forward to Abeam Apron Stand</th><th>Engine Breakaway Thrust Distance</th></tr>
<tr><td>2A</td><td>4</td><td>-</td><td>325 FT</td></tr>
<tr><td>8</td><td>9</td><td>-</td><td>190 FT</td></tr>
<tr><td>12</td><td>13 (nose gear)</td><td>12</td><td>190 FT</td></tr>
</table>

<table>
<tr><th colspan="4">Runway 26 in Use</th></tr>
<tr><th>Pushback from Apron Stand</th><th>Pushback to Abeam Apron Stand</th><th>Pull Forward to Abeam Apron Stand</th><th>Engine Breakaway Thrust Distance</th></tr>
<tr><td>2A</td><td>2</td><td>3</td><td>325 FT</td></tr>
<tr><td>7</td><td>6</td><td>-</td><td>190 FT</td></tr>
<tr><td>8</td><td>9</td><td>-</td><td>190 FT</td></tr>
<tr><td>12</td><td>13 (nose gear)</td><td>12</td><td>190 FT</td></tr>
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Note: The separation distances between simultaneous pushback apron stands exceed the required engine breakaway thrust distances.</td></tr>
<tr><td>Remarks</td><td>• Aircraft pushback onto taxiway Hotel may delay other inbound or outbound taxiing aircraft.
• When aircraft is facing east with engines started abeam apron stand 3 and facing west with engines started abeam apron stand 12, be aware of the potential for jet blast on the western and eastern sections of the apron vehicle service road due to engine breakaway thrust. Do not start engines until the pull forward manoeuvre is completed abeam apron stands 3 or 12.
• To ensure safe jet blast separation from aircraft engines, when simultaneously pushing back or pulling forward, aircraft must not be pushed or pulled beyond abeam the centrelines of the standard pushback apron stands listed in the runway 08/26 tables above.</td></tr>
</table>

<table>
<tr><th>Stand 3</th><th>Max aircraft size B737-MAX 9 & A321 neo</th></tr>
<tr><td>Standard Pushback</td><td>Runway 08 in use:

Push back onto taxiway Hotel, face west with right engine abeam apron stand 4 and nose gear centered on taxiway Hotel centerline.

Runway 26 in use:

Push back onto taxiway Hotel, facing east with left engine abeam apron stand 2 and nose gear centered on taxiway Hotel centerline.</td></tr>
<tr><td>Simultaneous Pushback</td><td>Permitted but not during low visibility.

<table>
<tr><th colspan="4">Runway 08 in Use</th></tr>
<tr><th>Pushback from Apron Stand</th><th>Pushback to Abeam Apron Stand</th><th>Pull Forward to Abeam Apron Stand</th><th>Engine Breakaway Thrust Distance</th></tr>
<tr><td>3</td><td>4</td><td>-</td><td>190 FT</td></tr>
<tr><td>6</td><td>7</td><td>-</td><td>190 FT</td></tr>
<tr><td>9</td><td>11</td><td>-</td><td>190 FT</td></tr>
</table>

<table>
<tr><th colspan="4">Runway 26 in Use</th></tr>
<tr><th>Pushback from Apron Stand</th><th>Pushback to Abeam Apron Stand</th><th>Pull Forward to Abeam Apron Stand</th><th>Engine Breakaway Thrust Distance</th></tr>
<tr><td>3</td><td>2</td><td>-</td><td>190 FT</td></tr>
<tr><td>5</td><td>4</td><td>-</td><td>190 FT</td></tr>
<tr><td>7</td><td>6</td><td>-</td><td>190 FT</td></tr>
<tr><td>8</td><td>9</td><td>-</td><td>190 FT</td></tr>
<tr><td>12</td><td>13 (nose gear)</td><td>12</td><td>190 FT</td></tr>
</table>

Note: The separation distances between simultaneous pushback apron stands exceed the required engine breakaway thrust distances.</td></tr>
<tr><td>Remarks</td><td>• Aircraft pushback onto taxiway Hotel may delay other inbound or outbound taxiing aircraft.
• When aircraft is facing east with engines started abeam apron stand 2 and facing west with engines started abeam apron stand 12, be aware of the potential for jet blast on the western and eastern sections of the apron vehicle service road due to engine breakaway thrust. Do not start engines until the pull forward manoeuvre is completed abeam apron stand 12.
• To ensure safe jet blast separation from aircraft engines, when simultaneously pushing back or pulling forward, aircraft must not be pushed or pulled beyond abeam the centrelines of the standard pushback apron stands listed in the runway 08/26 tables above.</td></tr>
</table>

<table>
<tr><th>Stand 4</th><th>Max aircraft size B737-MAX 9 & A321 neo</th></tr>
<tr><td>Standard Pushback</td><td>Runway 08 in use:

Push back onto taxiway Hotel, face west with right engine abeam apron stand 5 and nose gear centered on taxiway Hotel centerline.

Runway 26 in use:

Push back onto taxiway Hotel, facing east with left engine abeam apron stand 3 and nose gear centered on taxiway Hotel centerline.</td></tr>
<tr><td>Simultaneous Pushback</td><td>Permitted but not during low visibility.

<table>
<tr><th colspan="4">Runway 08 in Use</th></tr>
<tr><th>Pushback from Apron Stand</th><th>Pushback to Abeam Apron Stand</th><th>Pull Forward to Abeam Apron Stand</th><th>Engine Breakaway Thrust Distance</th></tr>
<tr><td>4</td><td>5</td><td>-</td><td>190 FT</td></tr>
<tr><td>6</td><td>7</td><td>-</td><td>190 FT</td></tr>
<tr><td>9</td><td>11</td><td>-</td><td>190 FT</td></tr>
</table>

<table>
<tr><th colspan="4">Runway 26 in Use</th></tr>
<tr><th>Pushback from Apron Stand</th><th>Pushback to Abeam Apron Stand</th><th>Pull Forward to Abeam Apron Stand</th><th>Engine Breakaway Thrust Distance</th></tr>
<tr><td>4</td><td>3</td><td>-</td><td>190 FT</td></tr>
<tr><td>6</td><td>5</td><td>-</td><td>190 FT</td></tr>
<tr><td>8</td><td>7</td><td>-</td><td>190 FT</td></tr>
<tr><td>9</td><td>11</td><td>-</td><td>190 FT</td></tr>
</table>

Note: The separation distances between simultaneous pushback apron stands exceed the required engine breakaway thrust distances.</td></tr>
<tr><td>Remarks</td><td>• Aircraft pushback onto taxiway Hotel may delay other inbound or outbound taxiing aircraft.
• To ensure safe jet blast separation from aircraft engines, when simultaneously pushing back or pulling forward, aircraft must not be pushed or pulled beyond abeam the centrelines of the standard pushback apron stands listed in the runway 08/26 tables above.</td></tr>
</table>

<table>
<tr><th>Stand 5</th><th>Max aircraft size B737-MAX 9 & A321 neo</th></tr>
<tr><td>Standard Pushback</td><td>Runway 08 in use:

Push back onto taxiway Hotel, face west with right engine abeam apron stand 6 and nose gear centered on taxiway Hotel centerline.

Runway 26 in use:

Push back onto taxiway Hotel, facing east with left engine abeam apron stand 4 and nose gear centered on taxiway Hotel centerline.</td></tr>
<tr><td>Simultaneous Pushback</td><td>Permitted but not during low visibility.

<table>
<tr><th colspan="4">Runway 08 in Use</th></tr>
<tr><th>Pushback from Apron Stand</th><th>Pushback to Abeam Apron Stand</th><th>Pull Forward to Abeam Apron Stand</th><th>Engine Breakaway Thrust Distance</th></tr>
<tr><td>2</td><td>3</td><td>-</td><td>190 FT</td></tr>
<tr><td>5</td><td>6</td><td>-</td><td>190 FT</td></tr>
<tr><td>8</td><td>9</td><td>-</td><td>190 FT</td></tr>
<tr><td>12</td><td>13 (nose gear)</td><td>12</td><td>190 FT</td></tr>
</table>

<table>
<tr><th colspan="4">Runway 26 in Use</th></tr>
<tr><th>Pushback from Apron Stand</th><th>Pushback to Abeam Apron Stand</th><th>Pull Forward to Abeam Apron Stand</th><th>Engine Breakaway Thrust Distance</th></tr>
<tr><td>5</td><td>4</td><td>-</td><td>190 FT</td></tr>
<tr><td>8</td><td>7</td><td>-</td><td>190 FT</td></tr>
<tr><td>9</td><td>11</td><td>-</td><td>190 FT</td></tr>
</table>

Note: The separation distances between simultaneous pushback apron stands exceed the required engine breakaway thrust distances.</td></tr>
<tr><td>Remarks</td><td>

Aircraft pushback onto taxiway Hotel may delay other inbound or outbound taxiing aircraft.
When aircraft is facing west with engines started abeam apron stand 12, be aware of the potential for jet blast on the western sections of the apron vehicle service road due to engine breakaway thrust. Do not start engines until the pull forward manoeuvre is completed abeam apron stand 12.
To ensure safe jet blast separation from aircraft engines, when simultaneously pushing back or pulling forward, aircraft must not be pushed or pulled beyond abeam the centrelines of the standard pushback apron stands listed in the runway 08/26 tables above.

</td></tr>
</table>

<table>
<tr><th>Stand 6</th><th>Max aircraft size B737-MAX 9 & A321 neo</th></tr>
<tr><td>Standard Pushback</td><td>Runway 08 in use:

Push back onto taxiway Hotel, face west with right engine abeam apron stand 7 and nose gear centered on taxiway Hotel centerline.

Runway 26 in use:

Push back onto taxiway Hotel, facing east with left engine abeam apron stand 5 and nose gear centered on taxiway Hotel centerline.</td></tr>
<tr><td>Simultaneous Pushback</td><td>Permitted but not during low visibility.

<table>
<tr><th colspan="4">Runway 08 in Use</th></tr>
<tr><th>Pushback from Apron Stand</th><th>Pushback to Abeam Apron Stand</th><th>Pull Forward to Abeam Apron Stand</th><th>Engine Breakaway Thrust Distance</th></tr>
<tr><td>3</td><td>4</td><td>-</td><td>190 FT</td></tr>
<tr><td>6</td><td>7</td><td>-</td><td>190 FT</td></tr>
<tr><td>9</td><td>11</td><td>-</td><td>190 FT</td></tr>
</table>

<table>
<tr><th colspan="4">Runway 26 in Use</th></tr>
<tr><th>Pushback from Apron Stand</th><th>Pushback to Abeam Apron Stand</th><th>Pull Forward to Abeam Apron Stand</th><th>Engine Breakaway Thrust Distance</th></tr>
<tr><td>3</td><td>2</td><td>2</td><td></td></tr>
<tr><td>6</td><td>5</td><td>-</td><td>190 FT</td></tr>
<tr><td>8</td><td>9</td><td>-</td><td>190 FT</td></tr>
<tr><td>12</td><td>13 (nose gear)</td><td>12</td><td>190 FT</td></tr>
</table>

Note: The separation distances between simultaneous pushback apron stands exceed the required engine breakaway thrust distances.</td></tr>
<tr><td>Remarks</td><td>• Aircraft pushback onto taxiway Hotel may delay other inbound or outbound taxiing aircraft.
• When aircraft is facing west with engines started abeam apron stand 12, be aware of the potential for jet blast on the western sections of the apron vehicle service road due to engine breakaway thrust. Do not start engines until the pull forward manoeuvre is completed abeam apron stand 12.
• To ensure safe jet blast separation from aircraft engines, when simultaneously pushing back or pulling forward, aircraft must not be pushed or pulled beyond abeam the centrelines of the standard pushback apron stands listed in the runway 08/26 tables above.</td></tr>
</table>

<table>
<tr><th>Stand 7</th><th>Max aircraft size B737-MAX 9 & A321 neo</th></tr>
<tr><td>Standard Pushback</td><td>Runway 08 in use:

Push back onto taxiway Hotel, face west with right engine abeam apron stand 9 and nose gear centered on taxiway Hotel centerline.

Runway 26 in use:

Push back onto taxiway Hotel, facing west with right engine abeam apron stand 9 and nose gear centered on taxiway Hotel centerline.</td></tr>
<tr><td>Simultaneous Pushback</td><td>Permitted but not during low visibility.

<table>
<tr><th colspan="4">Runway 08 in Use</th></tr>
<tr><th>Pushback from Apron Stand</th><th>Pushback to Abeam Apron Stand</th><th>Pull Forward to Abeam Apron Stand</th><th>Engine Breakaway Thrust Distance</th></tr>
<tr><td>2</td><td>3</td><td>-</td><td>190 FT</td></tr>
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<tr><td>7</td><td>9</td><td>-</td><td>190 FT</td></tr>
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<tr><th colspan="4">Runway 26 in Use</th></tr>
<tr><th>Pushback from Apron Stand</th><th>Pushback to Abeam Apron Stand</th><th>Pull Forward to Abeam Apron Stand</th><th>Engine Breakaway Thrust Distance</th></tr>
<tr><td>3</td><td>2</td><td>-</td><td>190 FT</td></tr>
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</table>

Note: The separation distances between simultaneous pushback apron stands exceed the required engine breakaway thrust distances.</td></tr>
<tr><td>Remarks</td><td>• Aircraft pushback onto taxiway Hotel may delay other inbound or outbound taxiing aircraft.
• When aircraft is facing east with engines started abeam apron stand 2 and facing west with engines started abeam apron stand 12, be aware of the potential for jet blast on the western sections of the apron vehicle service road due to engine breakaway thrust. Do not start engines until the pull forward manoeuvre is completed abeam apron stand 2 or 12.
• To ensure safe jet blast separation from aircraft engines, when simultaneously pushing back or pulling forward, aircraft must not be pushed or pulled beyond abeam the centrelines of the standard pushback apron stands listed in the runway 08/26 tables above.</td></tr>
</table>

<table>
<tr><th>Stand 8</th><th>Max aircraft size B737-MAX 9 & A321 neo</th></tr>
<tr><td>Standard Pushback</td><td>Runway 08 in use:

Push back onto taxiway Hotel, face west with right engine abeam apron stand 9 and nose gear centered on taxiway Hotel centerline.

Runway 26 in use:

Push back onto taxiway Hotel, facing west with right engine abeam apron stand 9 and nose gear centered on taxiway Hotel centerline.</td></tr>
<tr><td>Simultaneous Pushback</td><td>Permitted but not during low visibility.

<table>
<tr><th colspan="4">Runway 08 in Use</th></tr>
<tr><th>Pushback from Apron Stand</th><th>Pushback to Abeam Apron Stand</th><th>Pull Forward to Abeam Apron Stand</th><th>Engine Breakaway Thrust Distance</th></tr>
<tr><td>2</td><td>3</td><td>-</td><td>190 FT</td></tr>
<tr><td>5</td><td>6</td><td>-</td><td>190 FT</td></tr>
<tr><td>8</td><td>9</td><td>-</td><td>190 FT</td></tr>
<tr><td>12</td><td>13 (nose gear)</td><td>12</td><td>190 FT</td></tr>
</table>

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<tr><th colspan="4">Runway 26 in Use</th></tr>
<tr><th>Pushback from Apron Stand</th><th>Pushback to Abeam Apron Stand</th><th>Pull Forward to Abeam Apron Stand</th><th>Engine Breakaway Thrust Distance</th></tr>
<tr><td>3</td><td>2</td><td>-</td><td>190 FT</td></tr>
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</table>

Note: The separation distances between simultaneous pushback apron stands exceed the required engine breakaway thrust distances.</td></tr>
<tr><td>Remarks</td><td>• Aircraft pushback onto taxiway Hotel may delay other inbound or outbound taxiing aircraft.
• When aircraft is facing east with engines started abeam apron stand 2 and facing west with engines started abeam apron stand 12, be aware of the potential for jet blast on the western and eastern sections of the apron vehicle service road due to engine breakaway thrust. Do not start engines until the pull forward manoeuvre is completed abeam apron stand 2 or 12.
• To ensure safe jet blast separation from aircraft engines, when simultaneously pushing back or pulling forward, aircraft must not be pushed or pulled beyond abeam the centrelines of the standard pushback apron stands listed in the runway 08/26 tables above.</td></tr>
</table>

<table>
<tr><th>Stand 9</th><th>Max aircraft size B737-MAX 9 & A321 neo</th></tr>
<tr><td>Standard Pushback</td><td>Runway 08 in use:

Push back onto taxiway Hotel, face west with right engine abeam apron stand 11 and nose gear centered on taxiway Hotel centerline.

Runway 26 in use:

Push back onto taxiway Hotel, face west with right engine abeam apron stand 11 and nose gear centered on taxiway Hotel centerline.</td></tr>
<tr><td>Simultaneous Pushback</td><td>Permitted but not during low visibility.

<table>
<tr><th colspan="4">Runway 08 in Use</th></tr>
<tr><th>Pushback from Apron Stand</th><th>Pushback to Abeam Apron Stand</th><th>Pull Forward to Abeam Apron Stand</th><th>Engine Breakaway Thrust Distance</th></tr>
<tr><td>2</td><td>3</td><td>-</td><td>190 FT</td></tr>
<tr><td>5</td><td>6</td><td>-</td><td>190 FT</td></tr>
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</table>

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<tr><th colspan="4">Runway 26 in Use</th></tr>
<tr><th>Pushback from Apron Stand</th><th>Pushback to Abeam Apron Stand</th><th>Pull Forward to Abeam Apron Stand</th><th>Engine Breakaway Thrust Distance</th></tr>
<tr><td>3</td><td>2</td><td>-</td><td>190 FT</td></tr>
<tr><td>5</td><td>4</td><td>-</td><td>190 FT</td></tr>
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<tr><td>9</td><td>11</td><td>-</td><td>190 FT</td></tr>
</table>

Note: The separation distances between simultaneous pushback apron stands exceed the required engine breakaway thrust distances.</td></tr>
<tr><td>Remarks</td><td>• Aircraft pushback onto taxiway Hotel may delay other inbound or outbound taxiing aircraft.
• When aircraft is facing east with engines started abeam apron stand 2, be aware of the potential for jet blast on the western sections of the apron vehicle service road due to engine breakaway thrust. Do not push beyond apron stand 2 or start engines until abeam apron stand 2.
• To ensure safe jet blast separation from aircraft engines, when simultaneously pushing back, aircraft engines must not be pushed beyond abeam the centrelines of the standard pushback apron stands listed in the runway 08/26 tables above.</td></tr>
</table>

<table>
<tr><th>Stand 10</th><th>Max aircraft size B777-300</th></tr>
<tr><td>Standard Pushback</td><td>Runway 08 in use:

Push back onto taxiway Hotel using tug pushback broken white line and stop nose gear intersects with the intersection of broken white line and apron stand 11 lead-in line, then pull forward to white tug release bar abeam apron stand 10, face west with nose gear centered on taxiway Hotel centerline.

Runway 26 in use:

Push back onto taxiway Hotel using tug pushback broken white line and stop nose gear intersects with the intersection of broken white line and apron stand 11 lead-in line, then pull forward to white tug release bar abeam apron stand 10, face west with nose gear centered on taxiway Hotel centerline.</td></tr>
<tr><td>Simultaneous Pushback</td><td>Permitted but not during low visibility.

<table>
<tr><th colspan="4">Runway 08 in Use</th></tr>
<tr><th>Pushback from Apron Stand</th><th>Pushback to Abeam Apron Stand</th><th>Pull Forward to Abeam Apron Stand</th><th>Engine Breakaway Thrust Distance</th></tr>
<tr><td>2</td><td>3</td><td>-</td><td>190 FT</td></tr>
<tr><td>5</td><td>6</td><td>-</td><td>190 FT</td></tr>
<tr><td>10</td><td>-</td><td>10</td><td>350 FT</td></tr>
</table>

<table>
<tr><th colspan="4">Runway 26 in Use</th></tr>
<tr><th>Pushback from Apron Stand</th><th>Pushback to Abeam Apron Stand</th><th>Pull Forward to Abeam Apron Stand</th><th>Engine Breakaway Thrust Distance</th></tr>
<tr><td>3</td><td>2</td><td>-</td><td>190 FT</td></tr>
<tr><td>6</td><td>5</td><td>-</td><td>190 FT</td></tr>
<tr><td>10</td><td>-</td><td>10</td><td>350 FT</td></tr>
</table>

Note: The separation distances between simultaneous pushback apron stands exceed the required engine breakaway thrust distances.</td></tr>
<tr><td>Remarks</td><td>

Aircraft pushback onto taxiway Hotel may delay other inbound or outbound taxiing aircraft.
When aircraft is facing east with engines started abeam apron stand 2 and facing west after pushing back from apron stand 10, be aware of the potential for jet blast on the western and eastern sections of the apron vehicle service road due to engine breakaway thrust. Do not push beyond apron stand 2 or start engines until abeam apron stand 2.
To ensure safe jet blast separation from aircraft engines, when simultaneously pushing back, aircraft engines must not be pushed beyond abeam the centrelines of the standard pushback apron stands listed in the runway 08/26 tables above.

</td></tr>
</table>

<table>
<tr><th>Stand 11</th><th>Max aircraft size B737-MAX 9 & A321 neo</th></tr>
<tr><td>Standard Pushback</td><td>Runway 08 in use:

Push back onto taxiway Hotel, face west with right engine abeam apron stand 12 and nose gear centered on taxiway Hotel centerline.

Runway 26 in use:

Push back onto taxiway Hotel, face west with right engine abeam apron stand 12 and nose gear centered on taxiway Hotel centerline.</td></tr>
<tr><td>Simultaneous Pushback</td><td>Permitted but not during low visibility.

<table>
<tr><th colspan="4">Runway 08 in Use</th></tr>
<tr><th>Pushback from Apron Stand</th><th>Pushback to Abeam Apron Stand</th><th>Pull Forward to Abeam Apron Stand</th><th>Engine Breakaway Thrust Distance</th></tr>
<tr><td>2</td><td>3</td><td>-</td><td>190 FT</td></tr>
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</table>

<table>
<tr><th colspan="4">Runway 26 in Use</th></tr>
<tr><th>Pushback from Apron Stand</th><th>Pushback to Abeam Apron Stand</th><th>Pull Forward to Abeam Apron Stand</th><th>Engine Breakaway Thrust Distance</th></tr>
<tr><td>3</td><td>2</td><td>-</td><td>190 FT</td></tr>
<tr><td>5</td><td>4</td><td>-</td><td>190 FT</td></tr>
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Note: The separation distances between simultaneous pushback apron stands exceed the required engine breakaway thrust distances.</td></tr>
<tr><td>Remarks</td><td>• Aircraft pushback onto taxiway Hotel may delay other inbound or outbound taxiing aircraft.
• When aircraft is facing east with engines started abeam apron stand 2 or facing west with engines started abeam apron stand 12, be aware of the potential for jet blast on the western and eastern sections of the apron vehicle service road due to engine breakaway thrust. Do not push beyond apron stand 2 or 12 or start engines until abeam apron stand 2 or 12.
• To ensure safe jet blast separation from aircraft engines, when simultaneously pushing back, aircraft engines must not be pushed beyond abeam the centrelines of the standard pushback apron stands listed in the runway 08/26 tables above.</td></tr>
</table>

<table>
<tr><th>Stand 12</th><th>Max aircraft size B737-MAX 9 & A321 neo</th></tr>
<tr><td>Standard Pushback</td><td>Runway 08 in use:

Push back onto taxiway Hotel, face west, pull forward until right engine is abeam apron stand 12 and nose gear centered on taxiway Hotel centerline.

Runway 26 in use:

Push back onto taxiway Hotel, face west, pull forward until right engine is abeam apron stand 12 and nose gear centered on taxiway Hotel centerline.</td></tr>
<tr><td>Simultaneous Pushback</td><td>Permitted but not during low visibility.

<table>
<tr><th colspan="4">Runway 08 in Use</th></tr>
<tr><th>Pushback from Apron Stand</th><th>Pushback to Abeam Apron Stand</th><th>Pull Forward to Abeam Apron Stand</th><th>Engine Breakaway Thrust Distance</th></tr>
<tr><td>2</td><td>3</td><td>-</td><td>190 FT</td></tr>
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<tr><th colspan="4">Runway 26 in Use</th></tr>
<tr><th>Pushback from Apron Stand</th><th>Pushback to Abeam Apron Stand</th><th>Pull Forward to Abeam Apron Stand</th><th>Engine Breakaway Thrust Distance</th></tr>
<tr><td>3</td><td>2</td><td>-</td><td>190 FT</td></tr>
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</table>

Note: The separation distances between simultaneous pushback apron stands exceed the required engine breakaway thrust distances.</td></tr>
<tr><td>Remarks</td><td>• Aircraft pushback onto taxiway Hotel may delay other inbound or outbound taxiing aircraft.
• When aircraft is facing east with engines started abeam apron stand 2 or facing west with engines started abeam apron stand 12, be aware of the potential for jet blast on the western and eastern sections of the apron vehicle service road due to engine breakaway thrust. Do not push beyond apron stand 2 or 13 or start engines until abeam apron stand 2 or 12.
• To ensure safe jet blast separation from aircraft engines, when simultaneously pushing back, aircraft engines must not be pushed beyond abeam the centrelines of the standard pushback apron stands listed in the runway 08/26 tables above.</td></tr>
</table>

<table>
<tr><th>Stand 13</th><th>Max aircraft size B777-300</th></tr>
<tr><td>Standard Pushback</td><td>Runway 08 in use:

Push back onto taxiway Hotel using tug pushback broken white line until nose gear is abeam apron stand 12, pull forward and stop nose gear on white tug release bar abeam apron stand 10, face west with nose gear centered on taxiway Hotel centerline.

Runway 26 in use:

Push back onto taxiway Hotel using tug pushback broken white line until nose gear is abeam apron stand 12, pull forward and stop nose gear on white tug release bar abeam apron stand 10, face west with nose gear centered on taxiway Hotel centerline.</td></tr>
<tr><td>Simultaneous Pushback</td><td>Permitted but not during low visibility.

<table>
<tr><th colspan="4">Runway 08 in Use</th></tr>
<tr><th>Pushback from Apron Stand</th><th>Pushback to Abeam Apron Stand</th><th>Pull Forward to Abeam Apron Stand</th><th>Engine Breakaway Thrust Distance</th></tr>
<tr><td>2</td><td>3</td><td>-</td><td>190 FT</td></tr>
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<tr><td>13</td><td>-</td><td>10</td><td>350 FT</td></tr>
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<table>
<tr><th colspan="4">Runway 26 in Use</th></tr>
<tr><th>Pushback from Apron Stand</th><th>Pushback to Abeam Apron Stand</th><th>Pull Forward to Abeam Apron Stand</th><th>Engine Breakaway Thrust Distance</th></tr>
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</table>

Note: The separation distances between simultaneous pushback apron stands exceed the required engine breakaway thrust distances.</td></tr>
<tr><td>Remarks</td><td>

Aircraft pushback onto taxiway Hotel may delay other inbound or outbound taxiing aircraft.
When aircraft is facing east with engines started abeam apron stand 2 or facing west with engines started and nose gear abeam apron stand 10, be aware of the potential for jet blast on the western and eastern sections of the apron vehicle service road due to engine breakaway thrust. Do not push beyond apron stand 2 or intersection of broken white line and apron stand 13 lead-in line or start engines until abeam apron stand 2 or tug release bar abeam apron stand 12.
To ensure safe jet blast separation from aircraft engines, when simultaneously pushing back, aircraft engines must not be pushed or pulled beyond abeam the centrelines of the standard pushback apron stands listed in the runway 08/26 tables above.

</td></tr>
</table>

<table>
<tr><th>Stand 14</th><th>Max aircraft size B737-MAX 9 & A321 neo</th></tr>
<tr><td>Standard Pushback</td><td>Runway 08 in use:

Push back onto taxiway Hotel facing northwest, pull forward until right engine is abeam apron stand 12 and nose gear centered on taxiway Hotel centerline.

Runway 26 in use:

Push back onto taxiway Hotel facing northwest, pull forward until right engine is abeam apron stand 12 and nose gear centered on taxiway Hotel centerline.</td></tr>
<tr><td>Simultaneous Pushback</td><td>Permitted but not during low visibility.

<table>
<tr><th colspan="4">Runway 08 in Use</th></tr>
<tr><th>Pushback from Apron Stand</th><th>Pushback to Abeam Apron Stand</th><th>Pull Forward to Abeam Apron Stand</th><th>Engine Breakaway Thrust Distance</th></tr>
<tr><td>2</td><td>3</td><td>-</td><td>190 FT</td></tr>
<tr><td>5</td><td>6</td><td>-</td><td>190 FT</td></tr>
<tr><td>14</td><td>-</td><td>12</td><td>190 FT</td></tr>
</table>

<table>
<tr><th colspan="4">Runway 26 in Use</th></tr>
<tr><th>Pushback from Apron Stand</th><th>Pushback to Abeam Apron Stand</th><th>Pull Forward to Abeam Apron Stand</th><th>Engine Breakaway Thrust Distance</th></tr>
<tr><td>3</td><td>2</td><td>-</td><td>190 FT</td></tr>
<tr><td>6</td><td>5</td><td>-</td><td>190 FT</td></tr>
<tr><td>14</td><td>-</td><td>12</td><td>190 FT</td></tr>
</table>

Note: The separation distances between simultaneous pushback apron stands exceed the required engine breakaway thrust distances.</td></tr>
<tr><td>Remarks</td><td>

Aircraft pushback onto taxiway Hotel may delay other inbound or outbound taxiing aircraft.
When aircraft is facing east with engines started abeam apron stand 2 or facing west with engines started abeam apron stand 12, be aware of the potential for jet blast on the western and eastern sections of the apron vehicle service road due to engine breakaway thrust. Do not push beyond apron stand 2 or start engines until abeam apron stand 2 or 12.
To ensure safe jet blast separation from aircraft engines, when simultaneously pushing back, aircraft engines must not be pushed or pulled beyond abeam the centrelines of the standard pushback apron stands listed in the runway 08/26 tables above.

</td></tr>
</table>

Appendix 8 – Vehicle Daily Inspection Checklist

CIAA Cayman Islands Airports Authority	**ORIA - Vehicle Daily Inspection Check List**

Date:	**Driver's Name:**
Vehicle No / Registration:	**Vehicle Type:**

The following checks should be made before each use or within a 24-hour period when used by multiple drivers.

AVOP		Body work		Wipers/washers	
Seating capacity label		Brakes		Seatbelts	
FOD free		Horn		Fuel / Oil leaks	
Lights / Indicators		Steering		Fit for purpose	
Rotating Beacon		Exhaust smoke		Sufficient fuel	
Windscreen & windows		Water level		Company Livery	
Oil level		Pushback Procedures			
Tyres / Wheels		Safeguards			

List of Defects:	Corrective Action:

Inspector's Name:	Print Name:
Supervisor's Signature:	Print Name:

Appendix 8 - Vehicle Inspection Form

CIAA Cayman Islands Airports Authority	**VEHICLE INSPECTION FORM**		
Company Name:		Fleet ID No:	
Vehicle Type:		Manufacturer:	
Year:	Model:	Colour:	
VIN No:			

Inspection Checklist:

Stationary Checks		**Satisfactory**	**Needs Attention**	**Unsatisfactory**
Steering free of play:				
Hand Brake:				
Service Brake:				
Tires:				
	L/F			
	L/R			
	R/F			
	R/R			
Lights:				
	Headlamps			
	Tail Lamps			
	Indicators			
	Safety Beacon			
Horn:				
Wipers:				
Fluid Leaks:				
Drivers Seating:				
Bumpers:				
Bodywork:				
Undercarriage Checks				
Chassis Integrity:				
Exhaust System:				
Suspension:				

Mobile Checks			
Speedometer:			
Brakes:			
Gears (smooth changes):			
Wheel Bearings:			
Other Items Checked:			
Equipment Status:	**Fail**	**Pass**	**New GSE Permit #**
Remarks:			
Re-Inspection Comments:			

Inspectors Name and Signature:	**Inspection Date:**

Notes:

a) If **NEEDS ATTENTION** is recorded for **ANY** item on the checklist, corrective action must be taken regarding the item within 5 days 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 9 – ORIA CCTV Request Form

CIAA Cayman Islands Airports Authority	**ORIA – CCTV Request Form**

Reference Number:	
Section 1 - Details of person requesting the personal data	
Name:	
Position/Title:	
Contact Address:	
Telephone:	
E-mail:	

Section 2 - Details of CCTV requested to view			
Camera Location	Date	Start time of requested footage	End time of requested footage

Section 3 - Purpose of viewing CCTV
Please use this section to fully explain why the requested CCTV footage is required to be viewed. Please note that if this explanation is not descriptive enough or not deemed essential the request may be rejected.

Section 4 - Details of the CCTV requested to view
If you believe that the CIAA is under a legal obligation to disclose the data requested please state this below e.g. citing a statutory obligation, rule of law, order of a court.
Preferred time and dates to view footage (must be within 30 days of requested footage):

Section 5 - Declaration
I certify that the information given in this application form to the CIAA is true. I can confirm that the data disclosed will not be used in any way that is incompatible with the purpose for which it is being disclosed. I understand that if any information on this form is omitted or wrong, I may be committing an offence under the Cayman Islands Data Protection Act 2021.
Signed…… Date…….

Section 6 - Contact Details	
Please email completed form to:	AOCC@caymanairports.com

Office use only - Approval				
Disclosure of CCTV data - Please tick	Approved		Declined	
Name:				
Signature:				
Position:		Date:		
If declined state reason:				

Appendix 10 – Crane and Tall Construction Equipment

Cayman Islands Airports Authority

ORIA Crane and Tall Equipment Operating Permit _Permit No:_____

This permit must be submitted for approval via email and allow up to 3 business days for processing. Send email to the following email address: AOCC **@caymanairports.com** If necessary telephone 244-5835 for follow-up action.

Project Information

Driver/Operator's Name:		Phone No.	
Contractor Name:		Phone No:	
Requestor Name:		Phone No:	
Project Manager Name:		Phone No:	

Work Information

Type of Equipment:	☐ Tower	☐ Mobile	☐ Other	Length of time to lower crane if requied:	
	Maximum Boom Height: ____Ft/M Radius : ____Ft/M			Required Max operating AMSL Height:	
Area of Work (include map) & Location / Cordinates:					
Description of Work:					
Operator Certificate:					
Start Date & Time:		**Finish Date & Time:**			

Hazard Review

1. Is the crane properly marked as an obstacle in accordance with ICAO Annex 14?	☐ Yes	☐ No	☐ N/A
2. Is the crane operator aware of height restrictions for the Obstacle Limitation Surface?	☐ Yes	☐ No	☐ N/A
3. Are inspection and testing records and logbook on site and available for inspection?	☐ Yes	☐ No	☐ N/A
4. Is the operator trained and qualified to operate this equipment?	☐ Yes	☐ No	☐ N/A
5. Have all safety devices been tested and confirmed as functioning properly?	☐ Yes	☐ No	☐ N/A
6. Will a load test be performed prior to first lift each day?	☐ Yes	☐ No	☐ N/A
7. Will a documented pre-work safety meeting be held prior to first lift each day?	☐ Yes	☐ No	☐ N/A
8. Is there a designated signalman who will coordinate all lifts?	☐ Yes	☐ No	☐ N/A
9. Are there any obstructions and/or utilities that could be impacted by the crane?	☐ Yes	☐ No	☐ N/A
10. Have the site ground conditions been inspected and confirmed safe for crane use?	☐ Yes	☐ No	☐ N/A

Printed Name -		**Signature -**	

Airport Authority Approval

The CIAA Operations Department hereby give authorisation for the erection of the equipment to the following height only : _____ **Ft/M AMSL**

Special Conditions: Project Manager notify AOCC at 345-244-5835 prior to crane use, and once crane is finished daily!

Authorized by:		**Title/Dept:**		**Phone No:**
Issue Date:			**Expiry Date:**	
Notam	☐ Yes	☐ No	**Notam No**	

Copy of Permit Must Be Kept With Crane & Number referenced in all communications

Appendix 11 - Airside Incident Report Form

CIAA Cayman Islands Airports Authority	**ORIA Airside Incident Report Form**

Incident Classification				
Incident Type	☐ Health & Safety	☐ Environmental		
	☐ Aviation Safety	☐ Aviation Security		
☐ Fatality	☐ Motor Vehicle	☐ Security	☐ Complaint	☐ Electricity
☐ Property Damage	☐ Chemical Spill	☐ Operational	☐ Other	

Incident Details			
Incident Location:			
Date of Incident:	/ /	**Time of Incident:**	☐ AM ☐ PM

Persons Involved					
Name:			☐ Staff	☐ Contractor	☐ Tennant
Address:			☐ Public	☐ Volunteer	
Company:					
Phone:		**Email:**			
Date of Birth:	/ /	**Approx Age**		**Gender:**	☐ Male ☐ Female

Incident Details	Attach separate sheet if more space required
Description / Sequence of Events:	
Immediate Action Taken:	

Witness Details	Attach separate sheet if more space required
Name:	**Phone:**
Name:	**Phone:**

Person Reporting Incident			
Name:		☐ Employee ☐ Contractor	☐ Photos Attached
Address:			
Phone:	**Email:**		
Signature:			

Notifications			Please tick all relevant boxes
Were Regulatory Authorities Involved/Advised?	☐ CIAA Safety Office		☐ CIAA AOCC
	☐ ARFFS	☐ Ambulance	☐ CAACI
	☐ Other		

Injury Treatment			Please tick all relevant boxes
Treated By:		**Company:**	
Description of First Aid Given:			

Severity:	☐ Minor	☐ Moderate	☐ Major	☐ Significant	☐ Catastrophic
	First aid injury	Medical treatment not requiring hospitalization	Medical treatment requiring hospitalization	Moderate irreversible disability	Single fatality and/or severe irreversible disability

Aircraft/Vehicle/Equipment/Facilities Incident			
Damage To:	☐ Public	☐ Contractor	☐ Tenant
Aircraft/Vehicle/Equipment/Facilities Owner:			
Aircraft/Vehicle/Equipment/Facilities Damaged:			
Type:		**Registration:**	
Equipment Involved:			

Aerodrome Incident Details		Please tick all relevant boxes
☐ Airside Driving	☐ Aircraft Incident	☐ Airside Vehicle Control
☐ Foreign Object Debris	☐ Ground Service Equipment	☐ Jet Blast / Prop Wash
☐ OLS or PANS-OPS Infringement	☐ Runway Incursion	☐ Airport Operations
☐ Other - Specify	☐ Airport Security	
Equipment Involved:		
Operator:	**SMS Investigation Required**	☐ Yes ☐ No
Aircraft Type:	**Registration:**	**Flight Number:**

Spill Details	Please tick all relevant boxes					
Product Spilt:	☐ Hydrocarbons	☐ Sewage	☐ Chemical	☐ Other		
Discharged To:		**Water Contaminated:**		☐ Yes	☐ No	
Ground Surface:	☐ Asphalt	☐ Concrete	☐ Grass	☐ Gravel	☐ Sand	☐ Other
Quantity:	Gal **Area:**	Sqft **Duration:**	Minutes	Hours	Days	
Aircraft/Equipment Operator:			**Registration:**			
Aircraft/Equipment Type:						
Clean Up Materials Used:	☐ Absorbent Pads ☐ Other	**Quantities Used:**				

Appendix 12 – ORIA Aircraft Turnaround Safety Audit Checklist

CIAA Cayman Islands Airports Authority	**ORIA Aircraft Turnaround Safety Audit Checklist**

Date:	**Time:**	**Print Names:**	**Airline / Handling Agent:**

Aircraft Type / Registration:	**Apron Stand:**

S – satisfactory	**N/S – not satisfactory**	**N/A – not applicable**

PART ONE – AIRCRAFT ARRIVAL PRE-ARRIVAL AND ARRIVAL			
1	Is the turnaround coordinator clearly identifiable?		
2	Has stand been checked for obstructions / FOD?		
3	Have adjacent aircraft parked on the correct centerline?		
4	Parking of vehicles / equipment		
5	Position of boarding ramp		
6	Correct aircraft apron stand selection		
7	Position of marshal / wing walker		
8	Is high – visibility clothing worn?		
9	Adequate PPE – ears / feet / hands?		
10	Is correct marshalling wands used?		
11	Is correct marshal directional signals used?		
12	Wing walker presence and monitoring proximity of aircraft wings to other aircraft and use of approved hand signals.		
13	Are safety cones (reflective tape or lit at night) properly positioned for disembarkation of passengers?		
Comments / Actions taken:			

SHUTDOWN OF AIRCRAFT			
14	Is turn around coordinator in attendance?		
15	Has the aircraft parked on the correct centre line and stop line?		
16	Were the anti-collision lights off, engines / propellers stopped before being chocked?		
17	Is there a 1” gap between chock and tire?		
18	Were crew / dispatcher / 3rd parties advised that the aircraft was chocked?		
19	Did staff / vehicles / boarding ramp approach aircraft before it was chocked?		
20	Were appropriate vehicles hand guided to aircraft?		
Comments / Actions taken:			

PART TWO – AIRCRAFT TURNAROUND PASSENGERS DISEMBARK/EMBARK			
21	Is boarding ramp in use?		
22	Are pax being escorted?		
23	Are adequate staff positioned to ensure pax safety (either airline or handling agent)?		
24	Vehicles / equipment parked outside containment area		
25	Positioning / use of boarding ramp		
26	Positioning of vehicles – e.g. obstructing, parked under aircraft wing at any time or parked in containment area		
27	Vehicles left running and/or unattended at aircraft		
28	Employees avoided driving under aircraft wings?		
29	Did all vehicles drive safely around the aircraft?		
30	Are assembly routes clear of equipment?		
31	Is the appropriate ground equipment correctly installed on aircraft?		
Comments / Actions taken:			

PART THREE – FUELLING AIRCRAFT WITHOUT PASSENGERS ONBOARD			
32	When aircraft is being fuelled, is opposite wing tank being monitored?		
33	Is fuel truck properly positioned, not blocked, chocked and bonded while parked at aircraft?		
34	Has a safety fuelling zone been established?		
35	Are any electronic devices being used around fuel truck?		
36	Is vehicle or equipment parked with engine running within 15 feet of fuel truck or point of refuelling?		
37	Is GPU 20 feet away from aircraft fuelling vents?		
Comments / Actions taken:			

PART FOUR – FUELLING WITH PASSENGERS ONBOARD, EMBARKING OR DISEMBARKING			
38	Was the AOCC notified?		
39	Was flight crew onboard to mitigate potential hazards?		
40	Was illuminated no smoking signs and exit lighting switched on?		
41	Were passenger movements supervised by airline agent?		
42	Was vehicles impeding access to ARFFS vehicles and personnel, or the egress of passengers?		
43	How many passengers were onboard during fuelling?		
44	Was two doors open; both with stairs attached?		
45	Was the area surrounding the aircraft congested?		
Comments / Actions taken:			

PART FIVE – AIRCRAFT DEPARTURE			
46	Has flight crew completed pre-flight walk around aircraft?		
47	Are safety cones (reflective tape or lit at night) properly positioned for embarkation of passengers?		
48	Is stand checked for FOD prior to departure?		
49	Is main gear chocks removed and stored away?		
50	Is ground equipment, boarding ramp etc. clear of aircraft containment area?		
51	Have safety cones been removed and properly stored?		
52	Was nose wheel chocks in place until aircraft boarding ramp removed?		
53	Was appropriate PPE worn by all personnel?		
54	Did marshal and wing walker use appropriate signalling wands		
55	Was disconnection of communication device and closed communication panel access door verified by marshal and captain?		
56	Was removal of bypass pin and the proper hand signals made to pilots to verify disconnect?		
Comments / Actions take: Departure only!			

PART SIX – APRON STAND CHECK AFTER DEPARTURE			
57	Was FOD check conducted?		
58	Has a fuel or oil spill check been completed?		
59	Was ground handling equipment including aircraft boarding ramp returned to appropriate parking area?		
Comments / Actions taken:			

GENERAL			
1	Check various operators understanding of risk from those working around them?		
2	Are they aware of the turn-around coordinator?		
3	Can they identify the turnaround coordinator?		
4	Are all staff aware of actions to be taken in an emergency?		
5.	Did turnaround coordinator/flight deck crew perform aircraft walk-around?		
Comments / Actions taken:			

Appendix 13 – Safety Infraction Ticket

C.I.A.A AIRPORT TICKET BOOK

INFRACTION	Nº 0258	DEMERITS DEDUCTED
1)	Failure to wear proper PPE (Safety vest, closed toed shoes and hearing protection)	4
2)	Failure to load baggage cart properly	4
3)	Failure to properly chock ground equipment	6
4)	Riding or walking on moving conveyor belt loader	6
5)	Failure to use proper wands for directing aircrafts	5
6)	Failure to place or improper placement of safety cone	6
7)	Failure to have or turn on a vehicle safety beacon light	3
8)	Driving in an unsafe manner around an aircraft	8
9)	Parking or driving under a stationary aircraft wing	8
10)	Failure to turn off all ground service equipment when not in use	5
11)	Driving over a fueling or GSE hose and/or cable	8
12)	Use of cell phones around aircraft while being fueled	8
13)	Failure to hand guide vehicles to aircraft (where appropriate)	6
14)	Failure to remove all GSE equipment from ramp 15 mins after departure	4
15)	Failure to drive in proper appointed vehicle lanes	6
16)	Driving beyond the speed limit of 10 mph on the access roads	5
17)	Driving beyond the speed limit of 5 mph within 30ft of parked aircraft	8
18)	Driving a vehicle without due care and attention for other persons in the aerodrome	8
19)	Failing to conform to traffic signs regulating the movement of traffic or indicating the route to be followed by traffic in the aerodrome	3
20)	Failing to comply with the directions or verbal instructions given by an authorized officer regulating traffic in the movement area	5
21)	Failing to give way or failing to give maximum clearance to aircraft in the movement area	8
22)	Failing to comply with requirements, procedures and instructions relating to airport security	8
23)	Throwing garbage into the allocated F.O.D containers	6
24)	Smoking anywhere on the airside	8

DATE: _____

NAME: _____

POSITION: _____

EMPLOYER: _____

TOTAL NUMBER OF DEMERITS DEDUCTED: _____

ISSUING OFFICER: _____

Please report to the Safety Office on the next business day or your immediate supervisor will be notified.

Appendix 14 – Hot Work Permit

CIAA	**ORIA Hot Work Permit**

Cayman Islands Airport Authority **CONTROL No.**_____

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.

PROJECT NAME: _____ PROJECT No: _____

CIAA WORK ORDER No: _____ CONTRACTOR JOB No: _____ DATE WORK TO BE DONE: _____

PERFORMING CONTRACTOR: _____ ☐ GC ☐ SUB PHONE No: _____

WORK TO BE DONE BY: EMPLOYEE: _____ SUPERVISOR: _____ FIRE WATCH: _____

HOT WORK is to be performed at one location per permit.

FACILITY, BUILDING, and FLOOR _____

NATURE OF JOB: _____

SPECIAL PRECAUTIONS: _____

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 165 feet of aircraft or a flammable spill.
- ☐ Work area enclosed to contain sparks and prevent vision flash burn.
- ☐ Ventilation is adequate to remove smoke/vapor 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-resistive sheets.
- ☐ Other combustibles have been removed, where possible, or protected with fire-resistive tarpaulins or metal shields.
- ☐ All wall and floor openings have been covered.
- ☐ Fire-resistive tarpaulins have been spread beneath work to collect sparks.

For work on walls or ceilings:

- ☐ Construction is noncombustible 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/vapors.

Fire Watch / Hot Work area monitoring:

- ☐ Fire Watch will be provided during and for thirty minutes after work, including any coffee or meal breaks.
- ☐ Fire Watch is supplied with suitable extinguishers/a charged small hose.
- ☐ Fire Watch is trained in use of this equipment and in sounding alarm.

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.

SIGNED _____

Printed Name Date

General Contractor Firm Phone Number

AUTHORIZATION:

SIGNED _____

Printed Name Date

A/E Consultant/CIS Firm Name 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 fie conditions were found.

SIGNED _____

Fire Watch Date

Printed Name: _____

IN CASE OF FIRE - - - CALL 345-949-2276

HOT WORK PERMIT

Appendix 15 – Fire Protection Impairment Notification

CIAA Cayman Islands Airports Authority	**ORIA Fire Protection System**

Fire Protection System

Notification of Impairment/Restoration (circle one)

Details

Site name and Address

Cayman Islands Airports Authority
Fax – 1-345-943-7071
Tel – 1-345-943-7070
Email:

Sender

Tel Fax

Notice

1. **Time Limits** At least 72 hours prior to planned impairment; and as soon as possible in the event on an emergency impairment**.**
2. **Impairment** Please, fill in Part A and fax information using the above fax number. "Out of service" tags should be attached to impaired equipment.
3. **Restoration** Fill in Part B and fax it once again using the above number. The impairment tags should be removed.

PART A – Notification of Impairment

Date of Notification / / Filled in by

Type(s) of equipment impaired

- ☐ Sprinklers
- ☐ Water Tank
- ☐ CO2 Systems
- ☐ Fire Pumps
- ☐ Public Water Supply
- ☐ Other Gaseous Systems
- ☐ Underground Main
- ☐ Alarm System
- ☐ Other

Affected area(s) – Specific location and occupancy involved

Contractor

Reason(s) for and description of impairment

Date and anticipated duration of the impairment / /

Date and anticipated time of restoration / /

Safety precautions taken

- ☐ Management notified
- ☐ Emergency water supply
- ☐ 24 hours occupancy
- ☐ Other
- ☐ Fire Service notified
- ☐ Hazardous operations prohibited
- ☐ Smoking prohibited
- ☐ Patrol rounds
- ☐ Hot work suspended
- ☐ Additional equipment

Part B – Notice of Restoration

Date and time of restoration / /

Appendix 16 – Phraseology

1. Pushback Procedures

RTF	Phraseology
Ground crew to pilot:	a) ARE YOU READY FOR PUSHBACK?
Pilot to ground crew:	b) READY FOR PUSHBACK;
Ground crew to pilot:	c) CONFIRM BRAKES RELEASED;
Pilot to ground crew:	d) BRAKES RELEASED;
Ground crew to pilot:	e) COMMENCING PUSHBACK;
Ground crew to pilot:	f) PUSHBACK COMPLETED;
Pilot to ground crew:	g) STOP PUSHBACK;
Ground crew to pilot:	h) CONFIRM BRAKES SET;
Pilot to ground crew:	i) BRAKES SET;
Pilot to ground crew:	j) DISCONNECT;
Ground crew to pilot:	k) DISCONNECTING STAND BY FOR VISUAL AT YOUR LEFT (or RIGHT).

2. Starting Procedures

RTF	Phraseology
Ground crew to pilot:	[ARE YOU] READY TO START UP?;
Pilot to ground crew:	STARTING NUMBER *(engine number(s))*.

3. Towing Procedures

RTF	Phraseology
Pilot or engineer to controller:	a) OWEN ROBERTS TOWER, REQUEST TOW (company name and aircraft type) FROM (location) TO (location);
Controller to pilot or engineer:	c) *(callsign)* OWEN ROBERTS TOWER, TOW APPROVED VIA (specific routing to be followed);
	d) *(callsign)* OWEN ROBERTS TOWER, STAND BY.