



GHANA
CIVIL AVIATION AUTHORITY

ADVISORY CIRCULAR **AC 14-029**

APRON MANAGEMENT SERVICES

GENERAL

The Ghana Civil Aviation Authority (GCAA) Advisory Circulars from Aerodrome Safety and Standards (ASAS) contain information about standards, practices and procedures that the Authority has found to be an Acceptable Means of Compliance (AMC) with the associated Directives.

An AMC is not intended to be the only means of compliance with a Directive, and consideration will be given to other methods of compliance that may be presented to the Authority.

PURPOSE

This Advisory Circular provides methods, acceptable to the Authority, for showing compliance with Part 24 of the Ghana Civil Aviation (Aerodromes) Directives, 2011, LI 2004, as well as explanatory and interpretative material to assist in showing compliance.

REFERENCE

The Ghana Civil Aviation (Aerodrome) Directives 2011.
ICAO Annex 14 Volume 1 Aerodrome
Manual of Aerodrome Standards.

STATUS OF THIS AC

This is the first AC to be issued on this subject.

FORWARD

This document provides guidance to Aerodrome Operators in the implementation of an effective apron management services.

APPROVAL


Issue No : 01	<p>Approved by:</p>  _____ Director-General	<p>2015</p> <hr/>
---------------	---	-------------------



TABLE OF CONTENTS

1. GENERAL	1
2. INTRODUCTION.....	1
3. CO-ORDINATION WITH AIR TRAFFIC SERVICES	2
4. ALLOCATION OF AIRCRAFT STANDS	2
5. RULES AND PROCEDURES FOR AIRCRAFT MARSHALLING.....	3
6. PROCEDURES FOR ENGINE START – UP	3
7. LEADER (VAN) SERVICE	3

1. GENERAL

The purpose of this Advisory Circular (AC) is to provide guidance to the Aerodrome Operators in adopting operational procedures and principles for apron management. The Aerodrome Operators shall use the combination of these procedures, in order 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 coordinate exit of aircraft from, the apron with the aerodrome control tower; and
- c) Ensure safe and expeditious movement of vehicles and appropriate Directive of other activities.

2. INTRODUCTION

The apron is the area of highest intensity and variety of movements. It is the one place where aircraft, vehicles, passengers, airport employees and sometimes, casual visitors cross and inter-cross. To ensure that highest level of safety management is maintained and that actual incidences or accidents are minimized, the Aerodrome Operator shall have measures which:

- i. Ensure each service provider on the apron has the safety procedures for the operation service rendered on the apron.
- ii. Ensure that all employees working on the apron are indoctrinated with the principles and practices of safety and tested on that knowledge before working on the apron.
- iii. Have in place a programme of periodically reviewing and checking.
- iv. Accuracy of safety record and data on the apron.
- v. The validity of the safety procedures.
- vi. Safety awareness and practices of each employee working on the apron.
- vii. For safety management purposes, an Operator of an aerodrome shall make available the surface marking and signage to communicate safety information that abide passengers, drivers of vehicles and equipment and airport staff on the apron.
- viii. Ensure that access to the aprons by personnel and vehicles are limited to only those that have been specifically and individually cleared to work on the apron.
- ix. Ensure that each person working on the apron reports incidence or accidents of unsafe practices that have been observed.
- x. Ensures any personnel, who has been approved to work at certain portions of the manoeuvring area, does not stray outside the demarcated approved area of works and that prior permission is obtained from Air Traffic Control if personnel are required to go beyond the approved boundaries;
- xi. Ensures any airside organization which requires outside personnel or contractors to be on their premises abides to the terms and conditions associated with the issue of airport pass and the general rules applicable to

- pedestrians and workers in the airside and that they adhere strictly to the rules and procedures governing the airside;
- xii. Ensure that any organization contracted to work on the airside area submits a Plan of Construction and/or a Safety Management Plan that shall be in force for the whole duration of the contract. As a minimum, the Safety Management Plan shall include the following:
1. Training on safety in relation to:
 - a) Hazards to himself/herself and others emanating from his/her occupation.
 - b) Hazards to equipment, other employees and third parties, structures and installations.
 2. The Issue and enforcement of the wearing of approved safety protective equipment.
 3. Make provision or procedures for handling of accidents and injury to its personnel.
 4. Provide the name and other details of the person designated as the Safety Officer(s) for the firm.
 5. Plan for giving its staff refresher courses on safety at least once every 6 months.

3. CO-ORDINATION WITH AIR TRAFFIC SERVICES

- a) The transfer points of responsibility between control tower and apron Management are at the holding points of the taxiways.
- b) For arriving aircraft the tower controller shall release the aircraft to apron control after it crosses the points indicated in (a) above. However, he may release the aircraft earlier once the pilot reports that he has the marshaller in sight.
- c) For departing aircraft, the marshaller shall release the aircraft to the tower before it crosses the transfer points in (a) above. However, he may release the aircraft earlier once it is definitely heading to the taxiway and is clear of all obstacles.
- d) Control tower or the Briefing Unit shall inform Apron Management of the estimated time of arrival (ETA) of each arriving aircraft and, if not otherwise indicated, the apron of its destination. Tower shall advise the Apron Control of the landing of each aircraft as soon as it touches down.
- e) Apron Management shall advise the tower of the aircraft stand or place that it has allocated to an arriving aircraft as early as possible and before it reaches the point of transfer of control

4. ALLOCATION OF AIRCRAFT STANDS

- a) The allocation of Aircraft Stands or parking bays is the responsibility of the aerodrome operator.
- b) In assessing the demand for aircraft stands on particular day or for a particular period of that day, the aerodrome operator shall consider:

- i) The scheduled aircraft movement.
 - ii) The number of stands already occupied by aircraft especially those whose departure have been delayed, and.
- c) In allocating stands or bays, the aerodrome operator shall consider the following: -
- i) The type of aircraft i.e. weight, wingspan, fuselage length, fuelling requirements etc.
 - ii) The airports movement schedule for the day.
 - iii) The principle of first come first served.
 - iv) Duration of the intended parking.

5. RULES AND PROCEDURES FOR AIRCRAFT MARSHALLING

Marshalling is a service provided to an arriving aircraft so that it can move safely from the edge of the apron to its allocated parking stand/bay and from that position to the edge of the apron when it departs.

The marshalling of aircraft shall be carried out in accordance to the provisions adopted from GCADs-Aerodromes and Manual of Standards (MOS). The marshalling and parking of aircraft shall ensure that aircraft are guided and parked clear of other aircraft, vehicles, and fixed or stationery objects by at least the following margins: -

- | | | |
|----------------------|---|------------|
| 1) Light aircraft | - | 3 meters |
| 2) Mid-size aircraft | - | 4.5 meters |
| 3) Large aircraft | - | 7.5 meters |

6. PROCEDURES FOR ENGINE START – UP

The Pilot normally seeks from the control tower a clearance to start up engines. Before allowing an aircraft to start engines, the aerodrome operator through the designated officer or an aircraft operator's engineer shall ensure that the aircraft is in a state in which it can safely do so in relation to people and equipment around and behind the aircraft.

7. LEADER (VAN) SERVICE

The Aerodrome operator shall develop procedures for Leader (Van) Service to provide guidance on movement areas of aerodrome for:

- a) Vehicle operation not familiar with apron layout;
 - b) An experienced pilot when taxiing in imperfect visibility condition; and
- Any other situations deemed leader van services necessary.