



NAMIBIA CIVIL AVIATION AUTHORITY

Advisory Pamphlet (AP)

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APRON SAFETY MANAGEMENT SERVICE

Explanation of Advisory Pamphlets (AP) system.

The Namibia Civil Aviation Authority (NCAA) issues advisory pamphlets to inform the aviation public in a systematic way of non-regulatory material. Unless incorporated into a regulation by reference, the contents of an advisory pamphlet are not binding on the public. Advisory pamphlets are issued in a numbered-subject system corresponding to the subject areas of the Namibia Civil Aviation Regulations (NAMCARs).

Advisory Pamphlets are intended to provide information and guidance to illustrate a means but not necessarily the only means of complying with the Regulations, or to explain certain Regulatory requirements by providing interpretative and explanatory material. Where an AP is referred to in a 'Note' below the regulation, the AP remains as guidance material.

APs should always be read in conjunction with the referenced regulations.

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- 2. Effective date:** 11/11/2022


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1. INTRODUCTION AND BACKGROUND

1.1. Introduction

NAMCARs, Part 139.16.6 requires an aerodrome operator of a certified or licensed aerodrome to establish an Apron Safety Management service for ensuring safety on the apron. Part 139 also requires a close cooperation between the aerodrome operator, aircraft operator, ATS and other third parties operation on the apron, to ensure safe and efficient apron operations. This Advisory Pamphlet (AP) outlines vital apron safety procedures to improve apron safety.

The establishment of an Apron Safety Management service should enable an aerodrome operator to monitor compliance with relevant regulations and standards specified under NAMCARs, Part 139.

A successfully implemented Apron Safety Management service will ensure that processes are in place for personnel to possess the necessary competencies required to perform specific assigned functions.

1.2. Purpose

This Advisory Pamphlet (AP) provides guidance on procedures to be followed to ensure apron safety to meet the requirements of the NAMCARs, Part 139 and the associated technical standards.

1.3. Applicability

This advisory pamphlet is applicable to all aerodromes in Category A, Category B and Category C.

1.4. Description of Amendments

There are no amendments.

2. REQUIREMENTS AND REFERENCES

2.1. Regulatory reference

- NAMCARs, PART 139.16.6

2.2. Reference documents

- Namibia Civil Aviation Regulations (NAMCARs) 2018

3. OPERATIONAL PRACTICES

3.1. Aircraft stand allocation

- a) A key element of aircraft stand allocation is ensuring that there is sufficient clearance between the aircraft, equipment and/or buildings.
- b) Rules should clearly state which stands may be used by which aircraft types or groups of aircraft. The safety aspects of this involve ensuring that aircraft can only be allocated to stands that are large enough to accommodate them with the required margins.

3.2. Marshalling service

- a) A marshalling service should be available to aircraft on request and provided where guidance systems do not exist or are unserviceable. Marshalling guidance may also be required to avoid a temporary safety hazard.
- b) Marshallers shall:
 - ensure that the stand-to-be used is clear of fixed and mobile obstructions;
and
 - act in the event of an aircraft incident occurring during marshalling.
- c) A distinctive high-visibility jacket or vest should be worn by the marshaller to easily distinguish them from other apron personnel.
- d) Aerodrome operators should provide a follow-me (leader vehicle) service to lead aircraft when requested. This is especially relevant when operations occur at night or in low visibility conditions.
- e) Follow-me vehicles should be easily identified either by a distinct marking and/or colour and be adequately equipped.

3.3. Blast precautions

- a) The aerodrome operator shall ensure that all apron users are made aware of the hazards arising from jet blast and propeller slipstream.
- b) All vehicles and wheeled equipment shall be left properly braked. Where appropriate, equipment should be left on jacks or chocked to minimize the risk of movement when subjected to jet blast or propeller slipstream. Where practicable, equipment should be parked in areas where the risk of jet blast is minimized. Particular care should be exercised with apron equipment having a large flat side surface area.
- c) Foreign object debris (FOD) may be moved by jet blast, creating additional hazards and it is thus necessary to ensure that aprons are kept clean.
- d) The responsibility for the safety of passengers walking across aprons, rests with the aircraft operator or its handling agent. The relevant procedures shall be in line with the safety requirements established by the aerodrome operator. All staff operating on the apron shall be aware of the risk to passengers on aprons from jet blast, propeller slipstream and rotor wash and should be prepared to take appropriate action when necessary.
- e) When designing or making changes to apron layouts, consideration should be given to jet blast and, if necessary, the installation of blast protection fences.

3.4. Apron cleaning

- a) The aerodrome operator should ensure that at regular intervals, aircraft stands, and adjacent areas should be cleaned to remove oil, grease and rubber marks.
- b) Spillages may occur involving fuel, oil, hydraulic fluids, water, toilet waste and other contaminants. Aerodrome operators shall ensure that procedures are established to contain, remove, and correctly dispose of such spillage.

3.5. Aircraft pushbacks

a) Aerodrome operators shall establish procedures or ensure that procedures are in place to ensure aircraft pushbacks are conducted safely. The following shall be included in the procedures:

- ensure that conflicts with other pushbacks in progress or with an aircraft that is ready to taxi, as well as with other traffic on the apron, are avoided;
- prior to pushback, ensure that the area behind the aircraft is clear of obstacles; and
- after pushback, ensure that the aircraft is positioned in such a way as to avoid concentrating break-away blast at buildings, parked or taxiing aircraft, vehicles and/or persons on the apron.

b) In some cases, aircraft operators may request to “power-back” from an aircraft stand. Given the potential hazards created by power-back operations, a safety assessment shall be carried out prior to approval of the procedure. The safety assessment shall include the following factors, at the minimum:

- jet blast or propwash;
- surface conditions;
- noise levels;
- communication with other apron users that a power-back is about to take place (especially if there is a rear of stand road);
- maneuvering space;
- conflict with other traffic (pushback, power-back or taxiing); and
- effect on pedestrians, buildings, vehicles, mobile equipment, and other aircraft.

3.6. Operation of air bridges

- a) The area used for the movement of the air bridge should be kept free of vehicles and/or equipment to ensure its safe operation. Operators should do a visual check (camera, mirrors or looking out the window) before moving the air bridge to ensure that there are no obstructions.
- b) When not in use, the air bridge should be parked with the wheelbase in the designated position.

3.7. Vehicle movements

- a) The aerodrome operator shall ensure that the movement of vehicles on the apron is safely managed through:
 - the establishment and implementation of driving rules, and the monitoring and enforcement of their application; and
 - the establishment of vehicle driving routes, as appropriate, and the installation and maintenance of proper signs and markings.

3.8. Apron discipline

- a) The aerodrome operator, either through its own means or through arrangements with other parties, should monitor activities and take action when deviations from the established rules are observed.
- b) If the designated party for monitoring apron discipline is different from the aerodrome operator, the aerodrome operator should be informed of any deviations observed.
- c) The aerodrome operator should establish enforcement measures, or ensure that such measures are established and implemented, in order to manage any violation of the apron safety rules.

3.9. Dissemination of information

The aerodrome operator shall establish a process to disseminate relevant information in a timely manner on limitations to operations on the apron.

The information to be provided to apron users may include the following:

- the type of operating restriction;
- the duration of the operating restriction, if known;
- mitigation measures to be applied;
- the operational impact of the operating restriction;
- availability of aircraft parking stands;
- restrictions on aircraft parking stands;
- availability of fixed installations at aircraft parking stands;
- special parking procedures;
- temporary change of driving routes;
- work in progress; and
- any other information that has operational significance to the apron users.

The dissemination of operational information does not necessarily require a technical system to be developed. The methods and the means to be used will depend on the complexity of the aerodrome, in particular, the number of organizations or apron users needing to be informed.