
APRON MANAGEMENT PROCEDURES

1.0 PURPOSE

- 1.1 This Circular is issued to provide guidance to aerodrome operators on procedures and principles for apron management. Aerodrome operators shall use a combination of these procedures, in order to:
 - 1.1.1 Ensure safe movement of aircraft; within the apron; with the objective of preventing collisions between aircraft, between aircraft and vehicles and between aircraft and obstacles;
 - 1.1.2 Ensure safe entry of aircraft into and exit from the apron;
 - 1.1.3 Ensure coordinated exit of aircraft from the apron with the aerodrome control tower; and
 - 1.1.4 Ensure safe and expeditious movement of aircraft and safe movement of vehicles on the apron; and
 - 1.1.5 Ensure appropriate management of other activities on the apron.
- 1.2 This AC supersedes **CAA-AC-AGA016B** issued in **March 2021**.
- 1.3 This AC is effective on 1st June 2024.

2.0 REFERENCES

- 2.1 Civil Aviation (Aerodromes Design and Operations) Regulations.
- 2.2 Civil Aviation (Certification, Licensing and Registration of Aerodromes) Regulations.

3.0 INTRODUCTION

- 3.1 The apron is the area of highest intensity and variety of movement by aircraft, vehicles, equipment and persons. It is the one place where aircraft, vehicles, passengers, airport employees and sometimes, visitors cross, and intercross frequently and therefore require effective management to preserve safety.
- 3.2 To ensure that highest level of safety is maintained, and that incidences or accident are minimized, the aerodrome operator shall put in place measures which:
 - 3.2.1 Ensure each service provider on the apron has the safety procedures for the operation service rendered on the apron.
 - 3.2.2 Ensure that all employees working on the apron are indoctrinated in the principles and practices of safety and tested on that knowledge before working on the apron.
 - 3.2.3 Ensure there is in place a programme of periodically reviewing and checking:
 - a) The accuracy of safety records and data on the apron.
 - b) The validity of the safety procedures.
 - c) The Safety awareness and practices of each employee working on the apron.

- 3.2.4 Ensure, for safety management purposes, availability of surface markings and signages to communicate safety information guiding passengers, drivers of vehicles and equipment and airport staff on the apron.
- 3.2.5 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.
- 3.2.6 Ensure that each person working on the apron reports any incidence or accidents of unsafe practice that has been observed.
- 3.2.7 Ensures any personnel, who had been approved to work at certain portions of the maneuvering area, do not stray outside the demarcated approved area of works and that Permission are obtained from Air Traffic Controller if personnel are required to go beyond the approved boundaries.
- 3.2.8 Ensure any airside organization which requires outside personnel or contractors to 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.
- 3.2.9 Ensure any organization contracted to work on the airside submits a Safety Management Plan that shall be in force for the duration of the work.
As a minimum the safety plan shall include the following:
 - 3.2.9.1 Training of personnel on safety in relation to:
 - a) Hazards to himself/herself and others emanating from his/her occupation and/or duties; and
 - b) Hazards to equipment, other employees, third parties, structures and installations.
 - 3.2.9.2 Use of approved safety equipment and protective gear;
 - 3.2.9.3 Procedures for handling of incidents, accidents and injury to personnel;
 - 3.2.9.4 Provide the name and contact details of the person designated as the Safety Officer for the firm.
 - 3.2.9.5 Plan for provision of refresher training on safety at reasonable intervals and in unique circumstances.

4.0 CO-ORDINATION WITH AIR TRAFFIC SERVICES

- 4.1 The aerodrome operator shall establish a traffic coordination procedure with ATS unit serving the aerodrome for use during Air carrier operations.
- 4.2 The coordination procedure shall include as a minimum the following.
 - 4.2.1 The transfer points of responsibility between TWR and Apron Management; normally at the holding points of the taxiways.
 - i. For arriving aircraft, the TWR controller shall release the aircraft to apron control after it crosses the points indicated in (a) above. However, the tower controller may release the aircraft earlier once the pilot reports that he has the marshaller in sight.

- ii. For departing aircraft, the marshaller shall release the aircraft to TWR before it crosses the transfer points in (a) above. However, the marshaller may release the aircraft earlier once it is approaching the taxiway holding point and is clear of all obstacles.
- 4.2.2 TWR or the Briefing Unit shall inform Apron Management of the ETA of each arriving aircraft and, if not otherwise indicated, the apron of its destination. TWR shall advise Apron Control of the landing time of each aircraft as soon as it touches down.
- 4.2.3 Apron Management shall advise the TWR 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.

5.0 ALLOCATION OF AIRCRAFT STANDS

- 5.1 Allocation of Aircraft Stands or parking bays is the responsibility of the aerodrome operator.
- 5.2 In assessing the demand for aircraft stands on particular day or for a particular period of that day, the aerodrome operator shall consider:
 - 5.2.1 The scheduled aircraft movement.
 - 5.2.2 The number of stands already occupied by aircraft especially those whose departure have been delayed, and.
- 5.3 In allocating parking stands or bays, the aerodrome operator shall consider the following: -
 - 5.3.1 The type of aircraft i.e. weight, wingspan, fuselage length, fueling requirements etc.;
 - 5.3.2 The airports movement schedule for the day;
 - 5.3.3 The principle of availability of aerodrome facilities on equal terms and conditions to civil aircraft; and
 - 5.3.4 Duration of the intended parking.
- 5.4 **Rules and Procedures for Aircraft marshalling**
 - 5.4.1 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.
 - 5.4.2 The marshalling of aircraft shall be carried out in accordance with the provisions specified in the Civil Aviation (Rules of the Air) Regulations.
 - 5.4.3 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: -
 - 5.4.3.1 Light aircraft - 3 meters
 - 5.4.3.2 Mid-size aircraft - 4.5 meters
 - 5.4.3.3 Large aircraft - 7.5 meters

6.0 PROCEDURES FOR ENGINE START – UP

- 6.1 Pilot normally seeks clearance from the control tower 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.

7.0 LEADER (VAN) SERVICE (FOLLOW-ME VEHICLE)

- 7.1 The Aerodrome operator shall develop procedures for leader (van) Service (follow-me vehicle) to provide guidance on movement areas of the aerodrome for:
- 7.1.1 Vehicles operation not familiar with apron layout;
 - 7.1.2 An experienced pilot when taxiing in imperfect visibility condition; and
 - 7.1.3 Any other situations deemed leader van services necessary.

Civil Aviation Authority