



ADVISORY CIRCULAR

**CAA-AC-AGA604
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PROCEDURES FOR APRON MANAGEMENT

1.0 PURPOSE

This Circular provides guidance to aerodrome operators on procedures and principles for apron management. The aerodrome operator shall use the combination of these procedures, in order to:

- a) Ensure safe movement of aircraft 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 regulation of other activities.

2.0 REFERENCES.

2.1 The Civil Aviation (Aerodrome) Regulations

2.2 ICAO Annex 14 Vol. 1, Aerodrome Design and Operations

3.0 GENERAL

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 intercross. To ensure that highest level of safety management is maintained and that actual incidences or accident are minimized, the aerodrome operator shall put in place measures which:

- a) Ensure each service provider on the apron has the safety procedures for the operation service rendered on the apron.
- b) 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.
- c) Ensure a programme of periodically reviewing and checking:
 - i. Accuracy of safety record and data on the apron.
 - ii. The validity of the safety procedures.
 - iii. Safety awareness and practices of each employee working on the apron.
- d) For safety management purpose operator of 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.
- e) 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.
- f) Ensure that each person working on the apron reports incidence or accidents of unsafe practice that has been observed.
- g) 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;
- h) Ensures 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;
- i) An aerodrome operator shall ensure that, where an apron management service is established, radio telephony communication facilities are provided.

- j) Where low visibility procedures are in effect, persons and vehicles operating in the apron shall be restricted to the essential minimum.
- k) An emergency vehicle responding to an emergency shall have priority over all other surface movement traffic. A person who operates a vehicle on an apron shall-
 - i. give way to an emergency vehicle; an aircraft taxiing, about to taxi, or being pushed or towed; and
 - ii. give way to other vehicles in accordance with local emergency regulations.
- l) An aircraft stand shall be visually monitored to ensure that the recommended clearance distances are provided to an aircraft using the stand.
- m) Ensure any organization contracted to work on the airside area submit Safety Management Plan that shall be in force for the whole period of contract. As a minimum the safety plan shall include the following:
 - i. Training on safety in relation to:
 - Hazards to himself/herself and others emanating from his/her occupation.
 - Hazards to equipments, other employees and third parties, structures and installations.
 - ii. Issue and enforce the wearing of approved safety protective equipment.
 - iii. Make provision or procedures for handling of accidents and injury to its personnel.
 - iv. Provide the name and other details of the person designated as the Safety Officer for the firm.
 - v. Plan for giving its staff refresher course on safety at least once every 6 months.

4.0 Co-ordination with Air Traffic Services

- n) The transfer points of responsibility between Air Traffic Control(ATC) and Apron Management are at the holding points of the taxiways or designated handover points on the taxiways.

- o) For arriving aircraft the Air Traffic 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.
- p) For departing aircraft the marshaller shall release the aircraft to ATC before it crosses the transfer points in (a) above. However the marshaller may release the aircraft earlier once it is definitely heading to the taxiway and is clear of all obstacles.
- q) ATC or the Briefing Unit shall inform Apron Management the Expected Time of Arrival of each arriving aircraft and, if not otherwise indicated, the apron of its destination. ATC shall advise the Apron Management of the landing time of each aircraft as soon as it touches down.
- r) Apron Management shall advise the ATC 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.
- s) Where the aerodrome control tower does not participate in the apron management service, procedures shall be established to facilitate the orderly transition of aircraft between the apron management unit and the ATC

5.0 Allocation of Aircraft stands

- a) 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, fueling requirements etc.
- ii. The airports movement schedule for the day.
- iii. The principle of first come first served.
- iv. Duration of the intended parking.

6.0 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 with the provisions specified in the Civil Aviation (Rules of the Air) Regulations as amended.

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: -

- a. Light aircraft - 3 meters
- b. Mid size aircraft - 4.5 meters
- c. Large aircraft - 7.5 meters

7.0 Procedures for Engine Start – up

Pilot normally seeks from the ATC 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.

8.0 Leader (Van) Service (follow-me vehicle)

The Aerodrome operator shall develop procedures for leader (van) Service (follow-me vehicle) to provide guidance on movement areas of the aerodrome for:

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



Director Safety, Security and Economic Regulation