

# Manjimup Aerodrome Manual



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## 1.0 RESPONSIBILITIES

Numerous sections of this manual refer to the Airport Reporting Officer & ground staff:

### Airport Reporting Officer

Name: Max Lefroy

Tel: 0428 711 269

After hours: 0428 711 269

### Deputy Airport Reporting Officer

Name: Bruce Ward

Tel: 9771 7987

After hours: 0429 131 375

### Aerodrome (responsible person) – Manager Technical Services

Name: Catherine Mills

Tel: 0448 902 104

After hours: 0448 902 104

### Aerodrome Manual Amendments

The Manager Technical Services, in conjunction with the Airfield Management Committee.

## 2.0 RECORD OF AMENDMENT

All amendments of this aerodrome manual are subject to a copy being available to the Works and Services directorate of the Shire of Manjimup.

Amendments are to be certified in the table below.

NUMBER	DATE OF AMENDMENT	DATE ENTERED	ENTERED BY
1	December 2009	December 2009	MTS
2	May 2014		MTS
3	July 2017		MTS
4	June 2018		DJL

## **3.0 INTRODUCTION**

### **3.1 BACKGROUND**

This manual has been produced in accordance with the Civil Aviation Safety Authority (CASA) publication Rules and Practices for Aerodromes (RPA) and Civil Aviation Regulations (CAR) 89, which incorporates the relevant legislation and describes how safety of aerodromes is to be achieved.

Manjimup is a registered aerodrome and therefore requires this manual.

The manual has been issued to assist aerodrome maintenance staff understand the CASA requirements.

The aerodrome operator shall be responsible for the safety of the aerodrome in accordance with the Civil Aviation Regulations and Orders made pursuant to those Regulations.

This manual was reviewed by a panel consisting of the Shire of Manjimup officers, Manager Technical Services, Senior Technical Officer and Technical Officer, and Aerodrome Reporting Officer Mr. Max Lefroy over multiple meetings. The panel has decided to annually review this document.

### **3.2 DISTRIBUTION**

Airport Reporting Officer

Deputy Airport Reporting Officer

Manager Technical Services



## 4.0 AERODROME INFORMATION

### 4.1. DESCRIPTION OF SITE

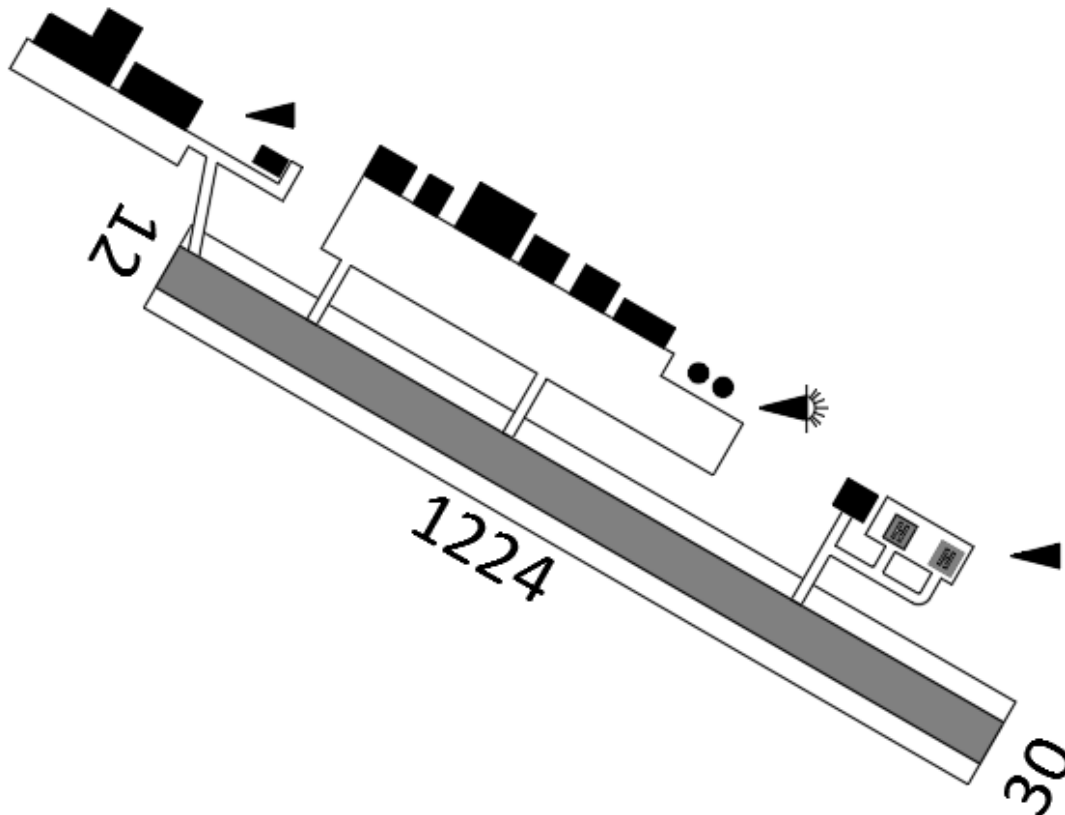
MANJIMUP Aerodrome is located 1.5 nautical miles and a magnetic bearing of 180 degrees from the town of MANJIMUP.

The airport is contained on reserve number 33588 held by the Shire of Manjimup for the purposes of an "aerial landing ground (South Manjimup Airfield)" under section 33 of the Lands Act, 1933. Dawn Road is used as an access road to the Aerodrome.

AERODROME OPERATOR:	Shire of MANJIMUP
ADDRESS:	PO Box 1 MANJIMUP WA 6258
TELEPHONE: (08) 9771 7777	Fax: (08) 9771 7771

# AERODROME INFORMATION

MANJIMUP (AVFAXCODE 6306)



Aerodrome operator: Shire of Manjimup  
PO Box 1  
Manjimup WA 6258  
Phone (08) 9771 7777 Fax (08) 9771 7771  
(Manager Technical Services)

## 4.2 MOVEMENT AREA

12/30 sealed runway elevation 940ft  
Runway width 18m Runway Strip Width graded 62m Runway Strip Width including fly  
over 80m  
Take off 1 approach gradients at each end up to 3.33%

### **4.3. LIGHTING**

L4 Permanent PAL available contact shire for frequency (122.30)  
Lateral spacing at 32 metres.

# Manjimup

## Air Transport Emergencies Plan



## 1.0 INFORMATION

### 1.1 AUTHORITY

The Manjimup Air Transport Emergencies Plan (ATEP) has been prepared by the Manjimup Airfield Management Committee in association with the Manjimup Local Emergency Management Committee and is issued in compliance with the W.A. Emergency Management Arrangements.

**Prepared:** \_\_\_\_\_  
(Chairperson, Airfield Management Committee)

**Recommended:** \_\_\_\_\_  
(Chairperson, Local Emergency Management Committee)

**Endorsed:** \_\_\_\_\_  
(Shire President/CEO, Shire of Manjimup)

### 1.2 AMENDMENTS

Amendments are to be certified in the table below.

NUMBER	DATE OF AMENDMENT	DATE ENTERED	ENTERED BY
1	2005	2005	LEMAC
2	2009	2009	LEMAC
3	2014		LEMAC
4	2018		DJL

### 1.3 DISTRIBUTION LIST

Contact Person	Organization	Number of copy
Cr Paul Omodei	Shire President (Chairperson)	1
Cr Cliff Winfield	Airfield Committee Chairperson	1
Andrew Campbell	Shire of Manjimup CEO	1
Max Lefroy	Airport Reporting Officer	1
Todd Ridley	Ranger and Emergency Coordinator	1
Remo Possotto	Chief Bush Fire Control Officer	1
Vikram Cheema	DEMC/SEMC	1
Ian Gutheridge	DPIRG (Agriculture & Food)	1
Sheree Starling-Lee	DCPFS	1
Phil Brandrett	DFES	1
Brad Barton	DBCA	1
Harry Arnott	Police Service - Manjimup	1
Michael MacKay-Blair	SES	1
Sally Towie	Warren District Hospital	1
Lily Simpson	St Johns Ambulance	1
Bruce Ward	Manjimup Aero Club	1
Mark Stephens	Air BP	1
Shane Hawily	Restoair	1

## 1.4 GLOSSARY & ABBREVIATIONS

Terms and definitions mentioned below apply specifically to this section of the Local Emergency Management Plan.

**Accident:** an occurrence associated with the operation of an aircraft which takes place between the times any person boards the aircraft with the intention of flight until such time as all such persons have embarked, in which:

- a. a person is fatally or seriously injured as a result of being in or upon the aircraft or by direct contact with the aircraft or anything attached thereto, except when the injuries are from natural causes, are self-inflicted or inflicted by other persons, or when the injuries are to stowaways hiding outside the areas normally available to the passengers and crew; or
- b. the aircraft incurs a structural failure which adversely affects the structure strength, performance or flight characteristics of the aircraft and which would normally require major repair or replacement of the affected component.

**Aerodrome:** a defined area on land or water (including any buildings, installations and equipment) intended to be used either wholly or in part for the arrival, departure and surface movement of aircraft.

**Aeroplane/Aircraft:** a power-driven heavier-than-air craft, deriving its lift in flight chiefly from aerodynamic reactions on its surfaces.

**Airport Emergency Procedures (Standard Operating Procedures):** individual agency procedures for meeting the Airport Emergency Plan.

**Airport Operator:** any owner, licensee, authority or corporation, or any other body, which has legal responsibility for a particular aerodrome.

**Airside:** the movement area of an airport, adjacent terrain and buildings or portions thereof, access to which is controlled.

**Air Traffic Control:** a generic term meaning, variously, air traffic advisory service, area control service, approach control service or aerodrome control service.

**ARO:** Airport Reporting Officer.

**Assembly Area:** a prearranged, strategically placed area on or off the airport, where general stall and their vehicles can be assembled in order to be escorted to the aerodrome during an emergency.

**ATEP:** Air Transport Emergencies Plan. A plan developed to coordinate all agencies and their individual Airport Emergency Procedures, State or Supporting Plans for resolving an Airport Emergency.

**ATS:** Air Traffic Services (Air Traffic Controllers provided by Airservices Australia).

**ATSB:** The Australian Transport Safety Bureau.

**CASA.:** Civil Aviation Safety Authority.

**E.T.A.:** Estimated Time of Arrival.

**Full Emergency:** a condition declared when it is known that an aircraft approaching the airport is, or is suspected to be, in such trouble that there is danger of an accident and requiring the response from off airport agencies.

**HMA:** Hazard Management Authority.

**Landside:** those parts of an aerodrome not considered Airside, that is, areas normally accessible to the general public.

**LEMC:** Local Emergency Management Committee.

**Local Standby:** a condition declared when an aircraft approaching the airport is known or is suspected to have developed some defect but the trouble is not such as would normally involve any serious difficulty in effecting a safe landing and thus NOT requiring a response by off airport agencies.

**Manoeuvring Area:** those parts of an Airport used for the take-off, landing and taxiing of aircraft, excluding Aprons.

**POB:** Persons on Board.

**Survivor Registration:** function of WA Police Service, which compiles a register of survivors.

**Suspect Item:** an object considered out of place, unattended or unusual for which an explanation cannot be readily determined and which may constitute a threat.

## 1.5 TELEPHONE INDEX

In all emergencies ring 000

SERVICE	TELEPHONE	A/HOURS
Australian Search and Rescue (Aviation)	1800 815 257	1800 815 257
Australian Transport & Safety Bureau (ATSB)	1800 011 034	1800 011 034
Local LEMC Emergency Co-ordinator	(08) 9771 1000	(08) 9771 1000
WA Police, Manjimup <b>HMA</b>	(08) 9771 1000	(08) 9771 1000
Manjimup Fire and Rescue Service	(08) 9771 2365	
Warren District Hospital	(08) 9777 0300	(08) 9777 0300
Pemberton District Hospital	(08) 9776 4000	(08) 9776 4000
St John Ambulance Service, Manjimup	(08) 9771 1374	(08) 9771 1374
Manjimup Shire	(08) 9771 7777	6454 4600
Airport Reporting Officer/Refuelling – Max Lefroy	(08) 9771 1269	0428 711 269
Deputy Airport Reporting Officer – Bruce Ward	(08) 9771 7987	0429 131 375
State Emergency Service, Manjimup	(08) 9771 2773	132 500
Department of Communities, Manjimup	(08) 9771 1711	(08) 9771 1711
Department of Conservation, Biodiversity and Attractions	(08) 9771 7988	
Restorair	(08) 9771 1166	



## **2.0 INTRODUCTION**

### **2.1 AIM**

The aim of the Manjimup Air Transport Emergencies Plan (MATEP) is to provide a coordinated response for rescue and recovery to an emergency at the Manjimup Airport.

### **2.2 SCOPE**

This plan details the arrangements for control and coordination of the response to an initial recovery from an emergency within the boundary or in the vicinity, as defined, of the Manjimup Airport.

This plan is based on the assumption that each agency with a statutory role has in place appropriate supporting Standard Operating Procedures (SOP's) which deal with that agency's response in accordance with this Plan.

### **2.3 LEGISLATION**

The legislative basis for the preparations of the Plan is provided by the State Emergency Management Committee (SEMC).

## **3.0 SECTION - MANAGEMENT ARRANGEMENT**

### **AIRFIELD MANAGEMENT COMMITTEE (AMC)**

#### **3.1 MEMBERSHIP**

The Airfield Management Committee is made up of representatives from the Shire of Manjimup, the Airport Reporting Officer and his deputy, the local Aero Club and pilots, DEC, St Johns Ambulance and the local community.

#### **3.2 TERMS OF REFERENCE**

The Committee will develop, prepare, publish and review the Air Transport Emergencies Plan.

The Committee is to meet as often as it is necessary to carry out its function.

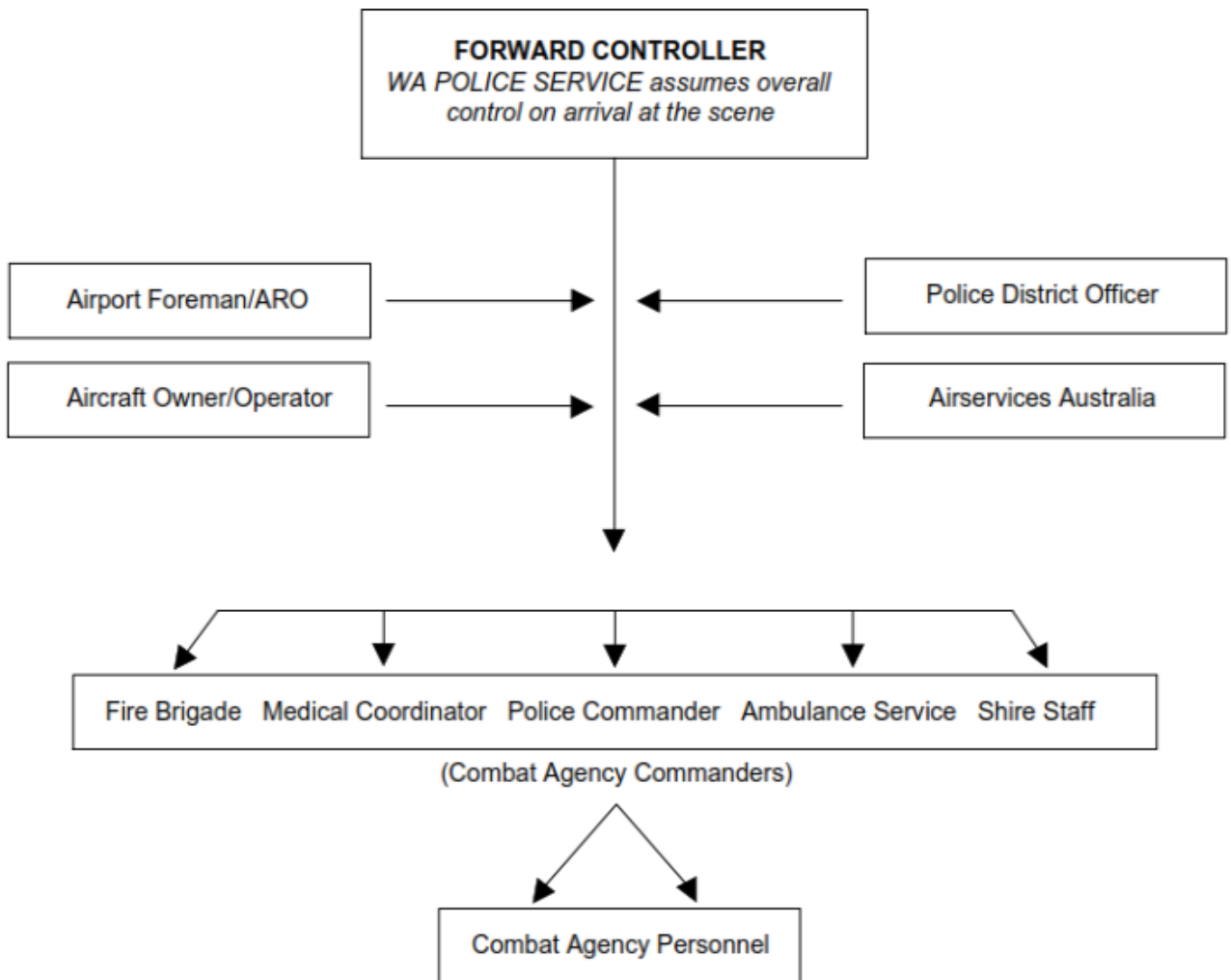
#### **3.3 PLAN REVIEW**

- A. review of the plan is to be conducted:
- B. following activation of the plan;
- C. following an exercise to test all or part of the plan;
- D. following a change in the role and responsibility of any participating agency; Or
- E. as often as deemed necessary by the committee provided a review is conducted at least each twelve (12) months.
- F. The plan will be reviewed by the Airfield Management Committee and forwarded to LEMC before being endorsed by the Shire of Manjimup Council.

#### **3.4 EXERCISES**

The Plan is to be implemented as often as determined by the Committee provided that a desktop exercise is conducted at least once every two years.

### 3.5 PLAN OVERVIEW



## **4.0 EMERGENCY RESPONSE DEFINITIONS**

### **4.1 EMERGENCY CO-ORDINATION CENTRE (ECC)**

The Emergency Co-ordination Centre refers to the location where the Emergency Coordinator is situated and from which co-ordination of all support to the Forward Controller is managed. The ECC is located at the Manjimup Police Station, or if unavailable, Manjimup Emergency Services facility. Liaison Officers from Support Agencies may be requested to report to the ECC during an emergency.

### **4.2 FORWARD CONTROL CENTRE (FCC)**

The Forward Control Centre refers to the location of the Police Controller and blue light (or rotating red and blue lights), located at or near the scene.

### **4.3 FORWARD COMMAND POST (FCP)**

The Forward Command Post refers to the vehicles from which heads of responding agencies command and direct their personnel in performing their tasks.

### **4.4 EMERGENCY SERVICES CHECK Point (ESCP)**

Refers to the location where the Emergency Services will assemble and be briefed prior to assuming control of the individual aspects of the operation.

### **4.5 CASUALTY CLEARING AREA**

Refers to an area to facilitate the classification of passengers according to injuries, the provision of initial first aid and medical attention and the transportation of the injured and uninjured.

## **5.0 OPERATIONAL RESPONSE**

### **5.1 APPLICABLE EMERGENCIES**

The Airfield Management Committee has considered all emergencies, which could affect the airport and has decided that only the following are applicable:

- a. Full Emergency
- b. Crash on/off Airport
- c. Fire
- d. Fuel spill

### **5.2 DEFINITION**

- a. A “full emergency” is a condition declared when it is known that an aircraft approaching the airport is, or is suspected to be, in such trouble that there is a danger of an accident and requiring the response from off airport agencies.
- b. A “crash on or off airport” is a self-evident situation where an aircraft is seen to crash or about to crash.
- c. A “Fire” is a situation where a grass or scrub fire starts on, or comes onto the airport, or a building or facility catches fire.

### **5.3 ACTIVATION**

The Air Transport Emergencies Plan will be activated:

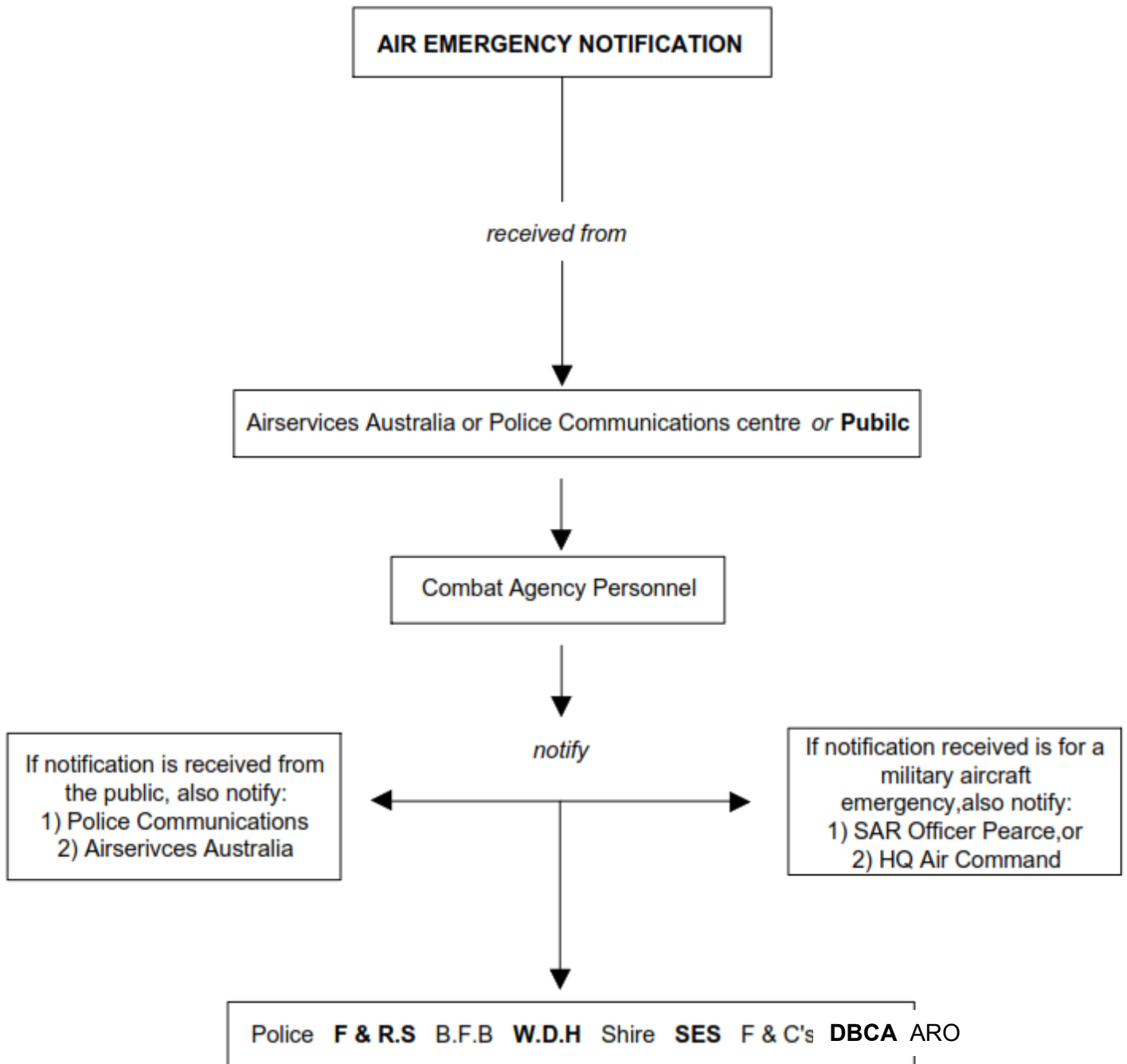
1. when notified by Air Traffic Services that a "Full Emergency" has been declared
2. on observing or being notified that a crash has occurred; or
3. on being advised that a fire threatens the Airport or its buildings

### **5.4 AIRPORT ACCESS**

The Airport is located two and a half (2.5) kilometres by road south of the town centre along the South West highway.

Access is via the primary gate, located on Dawn Road off South West Highway. Secondary access is off Starkies Road.

## 5.5 NOTIFICATION



## 6.0 EMERGENCY PROCEDURES

This part consists of the agreed Standard Operating Procedures (SOP's) for all responding agencies and forms the working instructions for the ATEP.

It is essential that Emergency Service Personnel and familiar with the department of Transport, Australian Transport Safety Bureau publication "Civil and Military Aircraft Accident Procedures for Police Officers and Emergency Services Personnel", issued June 2010.

Emergency Services need to be familiar with the location of the Airport Emergency Services Check Point (ESCP) and Emergency Gates.

### **"FULL EMERGENCY OR CRASH" WA POLICE**

On receiving advice from police communications, Search and Rescue Mission Coordinator (SARMC) or the Public, that a Full Emergency has been declared for your airport or that a crash has occurred:

#### **6.1 OBTAIN THE FOLLOWING DETAILS**

Aircraft Type: \_\_\_\_\_

Total Number of Persons on Board (POB): \_\_\_\_\_

Aircraft Registration: \_\_\_\_\_

Aircraft Operator: \_\_\_\_\_

Nature of Emergency: \_\_\_\_\_

Estimated Time of Arrival (ETA): \_\_\_\_\_

Location of Crash: \_\_\_\_\_

Dangerous Cargo on Board: \_\_\_\_\_

#### **6.2 NOTIFY:**

- A. WA Police (Call 000)
- B. St John Ambulance Service, Manjimup
- C. Warren District Hospital
- D. Manjimup Fire and Rescue Services

*Giving POB and ETA or location*

*If notification for “**CRASH OFF AIRPORT**”, advise location of ESCP (Emergency Services Check Point).*

NOTE: All agencies are to proceed to the ESCP with sufficient personnel and equipment according to the size and nature of the emergency.

### **6.3 DISPATCH:**

**Incident Controller and sufficient personnel to manage the emergency.**

NOTE: If there are sufficient Police personnel, dispatch a Controller to coordinate and control all responding agencies and a Commande4 to command Police personnel and resources.

### **6.4 AT THE ESCP:**

Establish Forward Command Centre. Brief responding agency Commanders. Secure Emergency Gate. Control Assembly Area. Await arrival of aircraft.

### **6.5 SAFE LANDING:**

If aircraft lands safely:

Stand down responding Services and advise:

- A. Police Communications
- B. SARMC
- C. Personnel and Agencies previously placed on stand-by

**IF A CRASH OCCURS OR HAS OCCURRED: (Also refer to Appendix A)**

### **6.6 SECURE:**

**100 metre cordon around crash site to assist fire suppression and rescue operations.**

### **6.7 COORDINATE: Rescue Operations**

**ON COMPLETION OF RESCUE OPERATIONS:**

**STAND DOWN:** All responding Services.

### **6.8 NOTIFY:**

- A. Police Communications
- B. Search and Rescue Mission Coordinator (SARMC)
- C. Australian Transport Safety Bureau (ATSB)
- D. Personnel and Agencies previously placed on stand-by

**NOTE: Maintain security cordon around site until advised by BASI that wreckage can be released to the owner**



**“FULL EMERGENCY OR CRASH”  
FIRE AND RESCUE SERVICE**

On receiving advice from W.A. Police Service, SARMC or the Public, that a Full Emergency has been declared for your airport or that a crash has occurred:

**A. OBTAIN THE FOLLOWING DETAILS**

Aircraft Type: \_\_\_\_\_

Total Number of Persons on Board (POB): \_\_\_\_\_

Aircraft Registration: \_\_\_\_\_

Aircraft Operator: \_\_\_\_\_

Nature of Emergency: \_\_\_\_\_

Estimated Time of Arrival (ETA): \_\_\_\_\_

Location of Crash: \_\_\_\_\_

Dangerous Cargo on Board: \_\_\_\_\_

*If notification for “**CRASH OFF AIRPORT**”, advise location of ESCP (Emergency Services Check Point).*

**B. PROCEED TO ESCP:**

- a) Report to Police Controller
- b) Obtain Briefing from Controller
- c) Await arrival of aircraft

**C. IF CRASH OCCURS OR A CRASH HAS OCCURRED: (Also refer to Appendix A)**

- a) Commence Fire Suppression and Rescue activities
- b) Report to Controller when fire zone is safe for Medical Services to enter.

## 7.0 WORKING INSTRUCTIONS

*On receiving advice that a Full Emergency has been declared for the airport, that a crash has occurred, or that a fire started.*

### 7.1 NOTIFY

The Manjimup Airport Reporting Officer needs to be notified as soon as possible for specialist local advice.

### 7.2 DISPATCH

All relevant Emergency Services are to proceed to the ESCP with sufficient personnel and equipment according to the size and nature of the emergency.

### 7.3 AT THE ESCP

HMA will brief responding agency Commanders. Secure Emergency Gate. Control Assembly Area. Await Arrival of Aircraft.

### 7.4 IF CRASH OCCURS OR HAS OCCURRED FIRE AND RESCUE SERVICE SHOULD:

- a. Commence Fire Suppression and Rescue activities.
- b. Report to Controller when fire zone is safe' for Medical Services to enter.

### 7.5 IF NOTIFICATION IS FOR "CRASH OFF AIRPORT"

For a crash off Airport, or after initial response is completed, the Police Controller may decide to establish an ESCP at a different location. Response agencies will be advised.

### 7.6 IF NOTIFICATION IS FOR "CRASH ON AIRPORT"

Emergency Services personnel who attend must be aware that every effort will be made to keep the airport open and therefore need to be aware that the airstrip most likely will continue to be active.

### 7.7 SAFETY PROTOCOLS

Emergency Services personnel must adhere to the Manjimup Airfield Safety protocols.

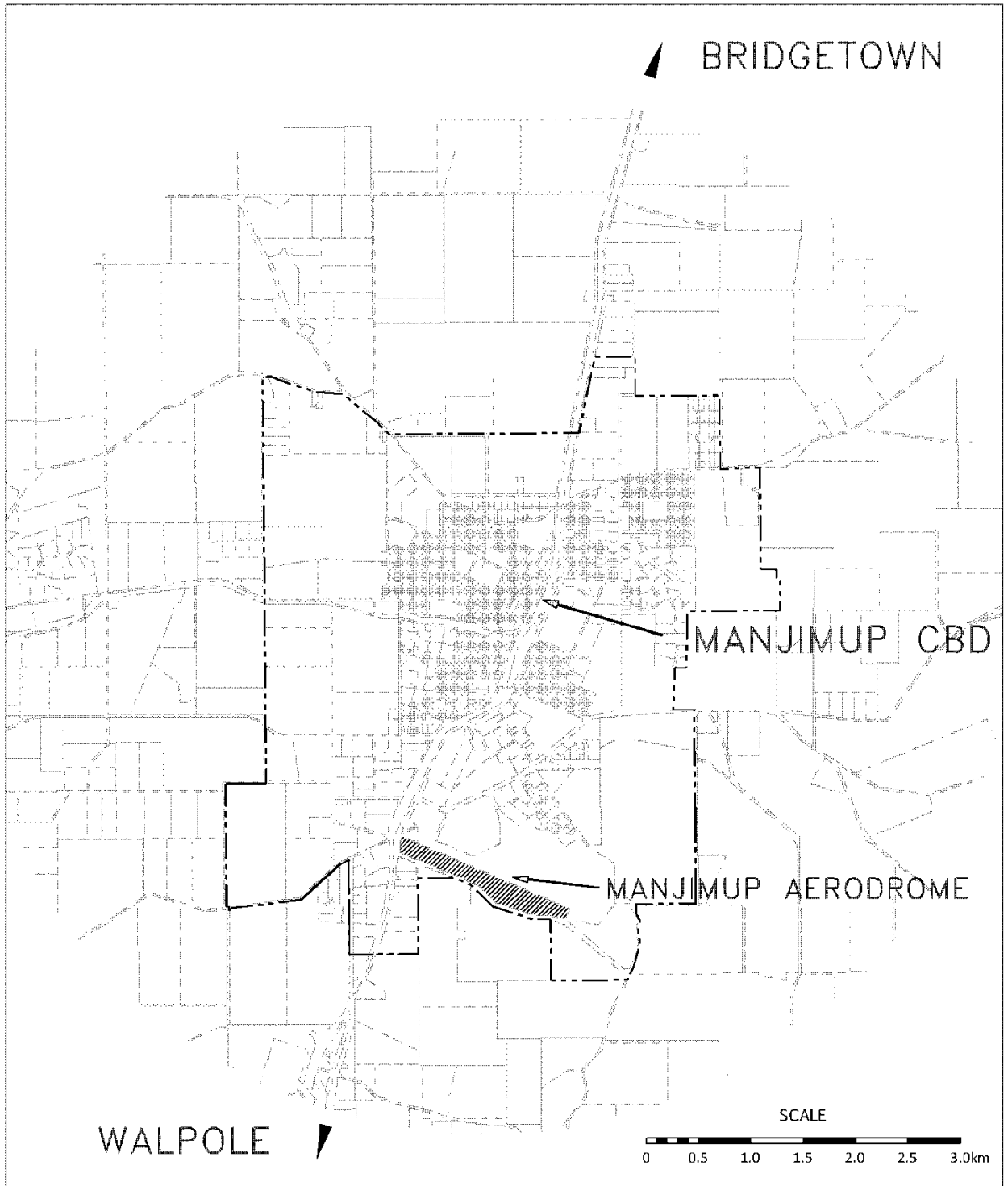
## APENDICES

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# **AIR TRANSPORT EMERGENCIES PLAN**



## **APPENDIX A**

### **AREA MAP OF MANJIMUP**



Notes: PLAN SHOWING LOCATION OF THE MANJIMUP AERODROME

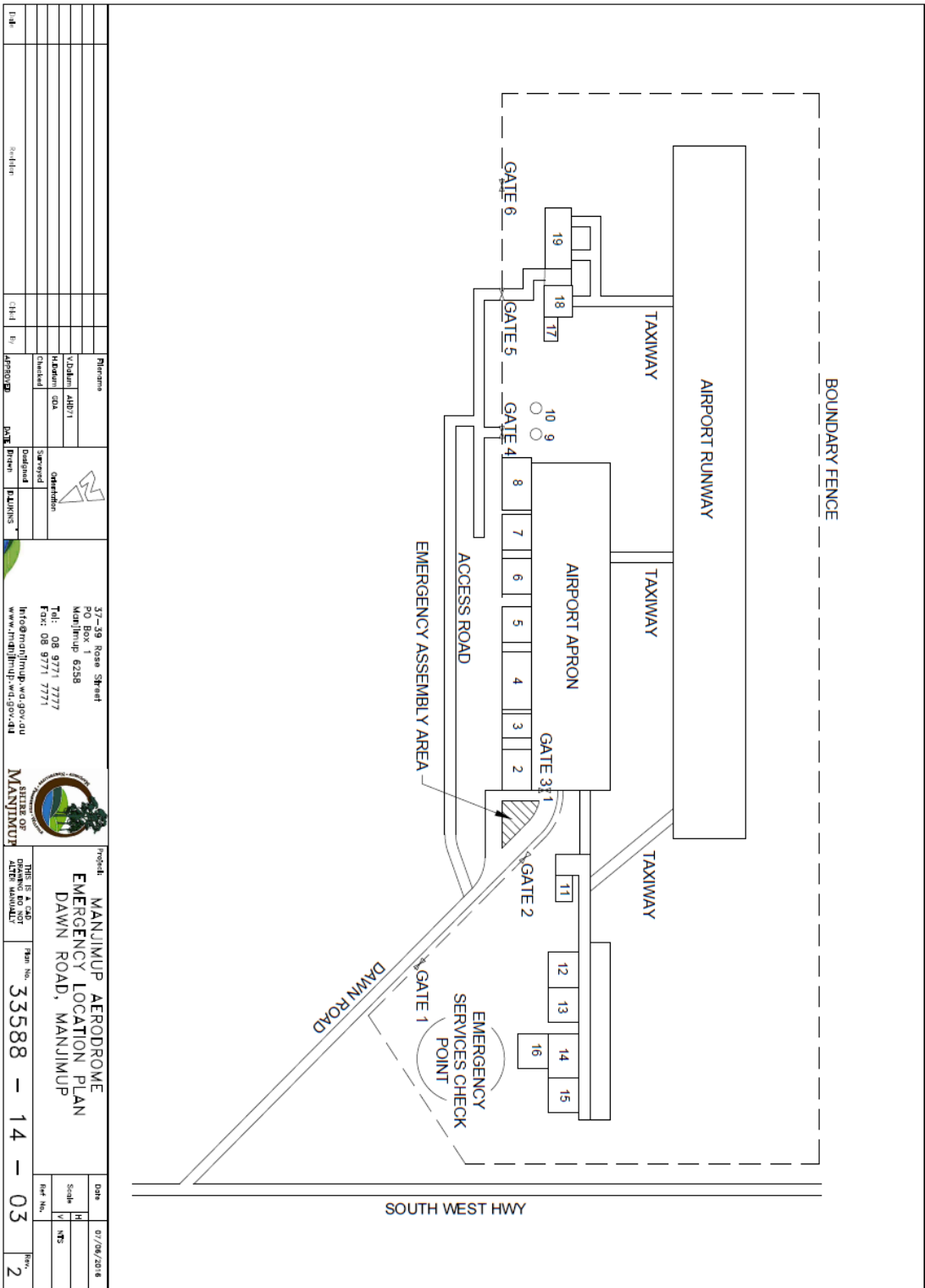
Project: MANJIMUP AERODROME

 Orientation	 Post Office Box 1, Manjimup 8258 Western Australia Phone: 08 9771 7777 Fax: 08 9771 7771		Date	27-JAN-10	
			Scale	1:20,000(A4)	
Surveyed	Compiled	Drawn		M.COPPINS	
Checked		Ref No.		PRO 1/6	
Approved		THIS IS A CAD DRAWING DO NOT ALTER MANUALLY	Plan No.	1/6-96-04	
				Rev.	A

# **AIR TRANSPORT EMERGENCIES PLAN**

## **APPENDIX B**

### **EMERGENCY LOCATION PLAN**

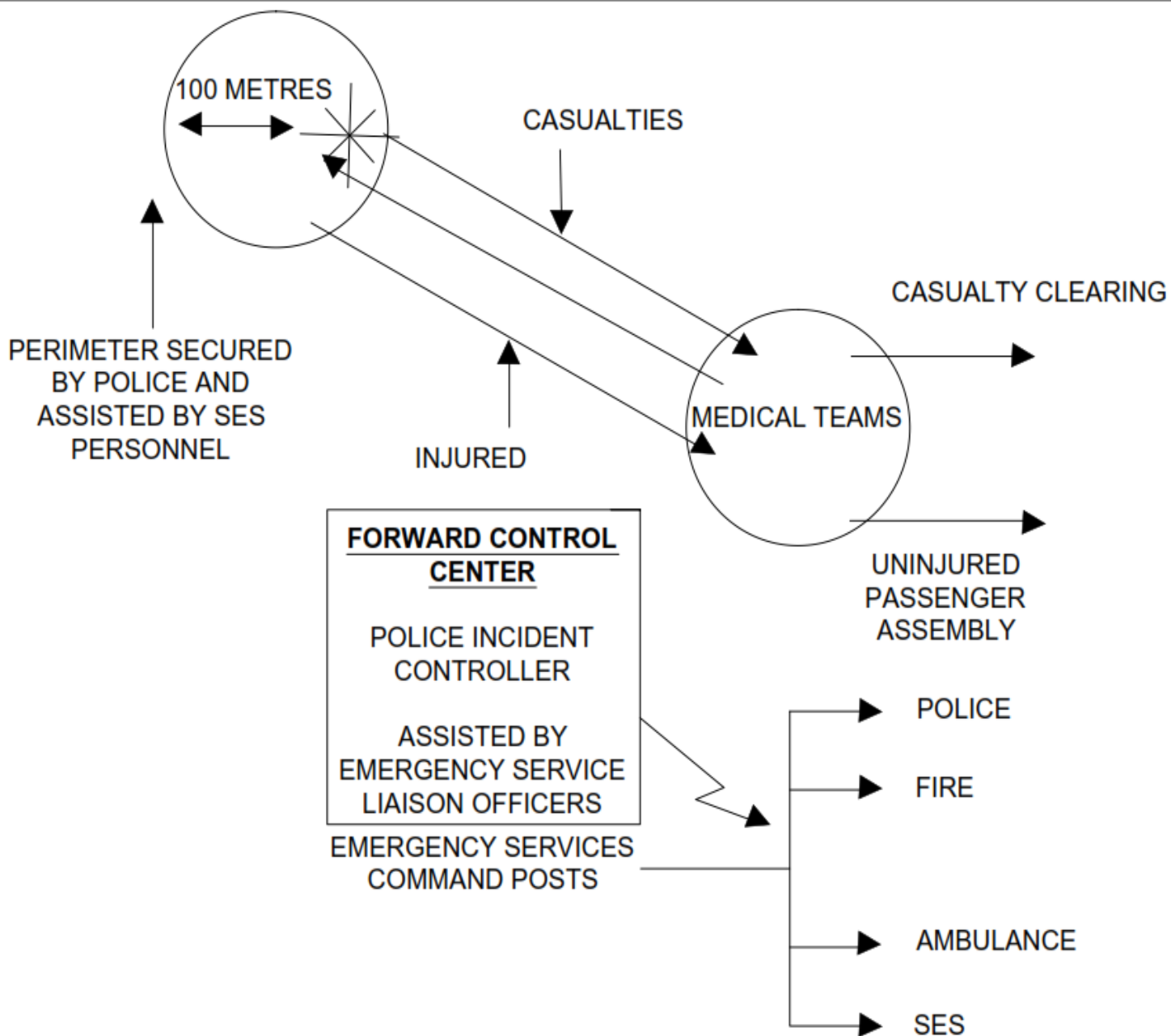


Date	07/04/2018
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Sheet No.	1 of 2
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	EMERGENCY LOCATION PLAN
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# **AIR TRANSPORT EMERGENCIES PLAN**

## **APPENDIX C**

### **Forward Control Diagram**





# **AIR TRANSPORT EMERGENCIES PLAN**

## **APPENDIX D**

### **Layout Legend**

## AIR TRANSPORT EMERGENCIES PLAN

### LAYOUT LEGEND

Building	Owner/Leasee	Contact Details
1. Main Entry Gate	Shire of Manjimup	9771 7777
2. Terminal Building	Shire of Manjimup	9771 7777
3. Aero Club Buildings	Bruce Ward	0429 131 375
4. Hanger 1	Max Lefroy (ARO) Gary Robertson	9117 1269 / 0428 711 269 0418 933 897
5. Hanger 2	Manjimup Aero Club	
6. Fuel Tanks/Bowser	Air BP	08 9478 9898
7. Hanger 3	DBCA	9771 7988
8. Hanger 4	DBCA	9771 7988
9. Water Tanks	DBCA	9771 7988
10. Primary Wind Sock	Shire of Manjimup	9771 7777
11. Hanger 5	Restorair (Hawley)	9771 1166
12. Hanger 6	Simon Hunter Claude Russel	9772 1426 / 0407 389 622 9771 1045 / 0429 015 886
13. Hanger 7	Jim Craven	9773 1012
14. Hanger 8	Darrell Church	9772 4443 / 0429 389 259
15. Hanger 9	Sam Karamfiles	9777 1711 / 0418 919 168
16. Hanger 10	Derek Waugh	9761 2281
17. Fuel Tanks – Jet Fuel	DBCA	9771 7988
18. Hangar 11	DBCA	9771 7988
19. Helicopter Parking Area	Shire of Manjimup	9771 7777

## **1.0 AERODROME LIGHTING**

### **TECHNICAL STANDARDS**

Procedures pertaining to and the technical standards applying to the aerodrome lighting at MANJIMUP aerodrome are in accordance With the requirements of Chapter 9 in Rules and practices for aerodromes & Manual of Standards 139, Chapter 9 (MOS 139).

#### **1.1 DAILY SERVICEABILITY INSPECTIONS**

The Airport Reporting Officer or Deputy Airport Reporting Officer will check the serviceability of the runway lighting during the routine weekly runway inspection. This checklist forms part of the serviceability inspection checklist.

Faults are to be reported to the Shire's electrical contractor for rectification.

#### **1.2 TECHNICAL INSPECTIONS**

The Shire's electrical contractors are responsible for performing these inspections and carrying out corrective maintenance.

The contractors are nominated on Page One of this manual.

Maintenance and inspection schedules and subsequent reports are kept at the Manager Technical Service's office.

#### **1.3 EMERGENCY MAINTENANCE**

For emergency maintenance, the following shall be contacted.

A. Airport Reporting Officer

B. Aerodrome electricians

Phone numbers for the above are on Page One of this manual.

#### **1.4 PRECAUTIONS AGAINST FAILURE**

Runway edge lighting on 12/30 runway is fed from the town SEC power supply. Stand by power is available.

Taxiway edge lighting is energised automatically when the runway light is selected, as they share common primary feeder cables.

## **AERODROME LIGHTING**

### **1.5 MAINTENANCE AND INSPECTION SCHEDULES**

The Shire of MANJIMUP electrical contractors will operate as follows:

### **1.6 SCOPE OF WORKS**

The schedule is for the regular maintenance of all the electrical plant and equipment at MANJIMUP aerodrome.

This includes runway and Taxiway lighting, terminal floodlighting and power supply.

Specifically, the electrical staff shall carry out the following activities:

1. All electrical maintenance is in accordance with the maintenance manuals and schedule provided by the MANJIMUP Shire and included in this manual.
2. Regular reports to the Airport Reporting Officer.
3. Updating of electrical plans.

### **1.7 PERFORMANCE INSPECTIONS**

Routine serviceability inspections of the runway lights are recorded in the Routine serviceability inspection check sheet.

The following performance inspection schedules are a direct copy from the Airport lighting Maintenance Manual – February 1978.

### **1.8 MAINTENANCE AND INSPECTION SCHEDULES**

<b>INSPECTION</b>	<b>FREQUENCY</b>
a. <u>Runway, threshold, taxiway and stopway lights</u> : Check by switching on and observing that the lights operate and that control equipment indications are normal. Replace unserviceable lamps. (This is to be conducted as part of the Routine serviceability inspections by the ARO and Deputy ARO.)	Daily or as required by operational use.



## AERODROME LIGHTING

### MAINTENANCE AND INSPECTION SCHEDULES (continued)

<b>INSPECTION</b>	<b>FREQUENCY</b>
b. <u>Illuminated wind indicator</u> : Check operation. (This is to be conducted by Serviceability Inspecting Officers.)	Routinely or twice a week
c. <u>Apron and security floodlighting and aerodrome street lighting</u> : Check operation.	Monthly
d. <u>Light cells</u> : Check operation.	Monthly

### **1.9 TECHNICAL INSPECTIONS**

The following technical inspection schedules are a direct copy from the Airport Lighting Maintenance Manual - February 1978. Non-applicable sections have been deleted.

<b>1. INSPECTION</b>	<b>FREQUENCY</b>
a. <u>Lamps</u> : Inspect and replace lamp if burnt out or unduly blackened.	Monthly & Annually
b. <u>Reflector</u> : Clean (preferably at lamp replacement).	Monthly & Annually
c. <u>Filter</u> : Inspect and clean.	Monthly & Annually
d. <u>Glassware</u> : Check and clean. Replace if unduly sand blasted.	Monthly & Annually
e. <u>Adjustment of fittings</u> : Check focus, levelling and alignment.	Monthly & Annually
f. <u>insulation</u>	Monthly & Annually
g. <u>Gaskets</u> : Check for deterioration.	Monthly & Annually
h. <u>Terminations and Wiring</u> : Observe condition.	Monthly & Annually
<p><b>NOTE:</b> Base castings should not be opened unless the gasket has obviously deteriorated and/or the presence of water is suspected. If opened, check also the silica-gel dessicator.</p>	
i. <u>Breakable coupling</u> : Check for corrosion.	Annual Inspection
j. <u>General</u> : Clean and repaint where necessary.	Annual Inspection

## AERODROME LIGHTING

### MAINTENANCE AND INSPECTION SCHEDULES (continued)

INSPECTION	FREQUENCY
------------	-----------

#### 2. CONSTANT CURRENT REGULATORS (STATIC TYPE)

- |  |           |
|--|-----------|
| a. <u>Contacts</u> : Check contacts for pitting burning.<br>Lubricate bearings sparingly.        | 12 months |
| b. <u>Interlocks</u> : Check electrical and mechanical interlocks. Lubricate bearings sparingly. | 12 months |
| c. <u>General</u> : Clean.   | 12 months |

#### 3. OPEN CIRCUIT PROTECTORS

- |   |           |
|---|-----------|
| a. <u>Operation</u> : Test for correct operation. | 12 months |
| b. <u>Dashpot</u> : Clean and adjust.             | 12 months |

#### 4. CONTROL SWITCHBOARDS AND SELECTOR PANELS

- |   |           |
|---|-----------|
| a. <u>Contactors</u> : Observe operation. Check for pitting or burning, lubricate bearings sparingly. | 12 months |
| b. <u>Relays</u> : Observe operation.   | 12 months |
| c. <u>Indicators</u> : Check operation.   | 12 months |
| d. <u>Brightness control</u> : Check operation of local control.                                      | 12 months |
| e. <u>Remote control</u> : Observe each operation.  | 12 months |
| f. <u>Terminations &amp; wiring</u> : Observe condition.  | 12 months |
| g. <u>Earthing</u> : Test main and equipment earthing.  | 12 months |
| h. <u>Instruments</u> : Check zone settings.  | 12 months |
| i. <u>General</u> : Clean.  | 12 months |

#### 5. UNDERGROUND CABLES

- |   |           |
|---|-----------|
| a. <u>Insulation</u> : Measure insulation resistance of circuit including transformers and/or light fittings.<br><b>NOTE:</b> If insulation is below one mega-ohm, check monthly. | 12 months |
| b. <u>Terminations</u> : Check connections.   | 12 months |

## AERODROME LIGHTING

### MAINTENANCE AND INSPECTION SCHEDULES (continued)

INSPECTION	FREQUENCY
<b>6. APRON AND SECURITY FLOODLIGHTING</b>	
a. <u>Glassware and reflectors</u> : Examine and clean (preferably during lamp replacement).	12 months
b. <u>Terminations &amp; wiring</u> : Observe condition.	12 months
c. <u>Control equipment</u> : Inspect and test.	12 months
d. <u>General</u> : Check condition of fittings paintwork, etc.	12 months
<b>7. ILLUMINATED WIND INDICATORS</b>	
a. <u>Lamps</u> : Replace if in continuous nightly operation or if in blackened condition.	As Required
b. <u>Fittings</u> : Inspect lamp holder and clean shade.	As Required
c. <u>Insulation</u> : Measure insulation resistance of fittings and cable.	As Required
d. <u>Terminations and Wiring</u> : Observe condition	As Required
e. <u>General</u> : Check condition of wind sock, bearings, paintwork, etc.	As Required
<b>8. MAINTENANCE OVERHAULS</b>	
a. <u>All light units</u> : Repaint metalwork.	As required
b. <u>Constant current regulator</u> :	As required
*Contactors - dress contacts, replace	As required
*Capacitors - check (static type)	As required
*Insulating oil - renew or filter and replace	As required
c. <u>Control switchboards and selector equipment</u> : Contractors: Dress contacts, check and adjust contact spring tension.	As required
d. <u>Underground cables</u> : Check routine condition; check position of markers as indicated on cable drawings.	As required



## 2.0 AERODROME REPORTING

### 2.1 Purpose

The aim of these procedures is to advise the regular users and any RPT operators of any changes in the physical condition of the airport and of new obstacles that may affect the safety of aircraft operations. If the identified fault can't be remedied before the next aircraft operations, then the matter must be reported to the NOTAM office.

### 2.2 Responsibilities

The Airport Reporting Officer has overall responsibility for ensuring that procedures are established and resources provided to report changes to aerodrome physical characteristics, the OLS, or any other change that may affect the safety of aircraft operations.

The Airside Reporting Officer is responsible for documenting reporting procedures and for advising AIS of permanent changes to airport information and for implementing the reporting procedures documented in this manual.

### 2.3 Legislation, Standards and Technical References

Regulation 5.5 requires operators to provide up to date information on airports and on hazards to air navigation. It does this through the Aeronautical Information Publications (AIP) and Notices to Airmen (NOTAM).

### 2.4 Reporting Procedures

Where a change in the aerodrome conditions requires a NOTAM to be issued (**For NOTAM Form Refer to Appendix H**), The Airport Reporting Officer must send the notification to the NOTAM office (NOF) by Fax or by telephone. Telephone advice must be confirmed on writing as soon as possible

The NOTAM must supply the following information

- The aerodrome name
- The purpose of the report i.e. New information; canceling previous advice; reviewing or extending) the period of the previous advice
- The period of validity (How long does the NOTAM apply)
- The NOTAM's daily duration (What times of the day does the NOATM apply)
- The text of the NOTAM (What information is the NOTAM to advise)
- The aerodrome contact details (Who is the originator of the NOTAM and how they can be contacted, Phone or Fax)

All NOTAM action is recorded in the *NOTAM Logbook* (**Refer to Appendix I**) that is maintained by the Airport Reporting Officer. This logbook will be made available on request by authorized CAA officers for audit (**For NOTAM Abbreviations Refer to Appendix J**).

## 2.5 NOTAM

NOTAM are used to advise pilots and other persons concerned with flying operations about matters of an urgent nature that may affect the safety of aircraft operations. In relation to an airport this includes temporary changes in published information, unserviceability's, or newly detected obstacles.

NOTAM will be originated in the standard NOTAM format for any of the following circumstances;

- Changes (temporary or permanent) in the published aerodrome information including additional changes to current permanent NOTAMs
- Aerodrome works affecting runways or the obstacle limitation surfaces, including time limited works that require more than 10 minutes to re-instate to serviceable order
- Unserviceable portions of the runway or failure in aerodrome lighting or obstacle lighting
- Temporary obstacle to aerodrome operations
- A significant increase in, or concentration of birds or animals on or in the vicinity of the aerodrome
- Changes in excess of 0.05% of the published gradient data
- Emergence of new obstacles
- When radio navigation aid or landing aid owned by aerodrome is unserviceable or returned to order
- Any other significant event which affects the safety of aircraft using the aerodrome.

Reporting Officers raising a NOTAM must subsequently check the issued NOTAM for accuracy. Normally this is done when the NOF fax or email back a copy of the issued NOTAM as per the request on the standard NOTAM form. If the NOF fail to do this, current NOTAM information may be obtained through the ATC system.

## **3.0 ACCESS TO AERODROME**

### **3.1 INTRODUCTION**

MANJIMUP is not designated as a security aerodrome.

Security measures are adopted in accordance With CASA MOS 139, chapter 10 Section 10.9.

Access to the aerodrome is controlled and monitored by the Airport Reporting Officer.

### **3.2 RESTRICTIONS**

The airside areas at MANJIMUP aerodrome are enclosed by fencing, natural barriers and gates which prevent unauthorised access to those areas.

Authorised vehicles are those operated by:

- Airport Reporting Officer (ARO)
- Aircraft Operators
- Refuellers

Drivers of itinerant vehicles are required to obtain permission to enter airside from the Airport Reporting Officer.

Such vehicles are restricted to apron and light aircraft parking areas.

For others, access will be under the direction of the Airport Reporting Officer.

### **3.3 AIRSIDE ACCESS POLICY**

In order to provide for aerodrome safety the Shire of Manjimup has adopted a Manjimup Airfield – Airside Access Policy which details and conditions authorised access to the airside area of the Manjimup Aerodrome. The existing Manjimup Airfield – Airside Access Policy 10.4.1 being reassigned to the Technical Services area from Works as the Manjimup Airfield – Airside Access Policy 9.1.18 which is included in the Aerodrome Manual on the next pages. The, revised, Airside Access Policy was endorsed by both the Council and Aerodrome Management Committee in July 2018 and reviewed every 4 years.

## **TECH SERVICES**

### **Manjimup Airfield- Airside Access Policy**

#### **1. Objectives**

The objective is to ensure that priority is given to Aircraft runways, aprons and taxiways by providing aerodrome facilities and maintaining aerodrome environments that are safe for aircraft operations. This is achieved by pro-active safety management and complying with civil aviation prescribed standards and procedures.

#### **2. Definitions**

**“Airside”** means ‘The movement of area of an aerodrome, adjacent terrain and buildings or portions thereof, access of which is controlled

#### **3. Legislative Context**

This Policy is made pursuant to Manual of Standard Part 139 of Civil Aviation Safety Authority (CASA) Rules and Practices for Aerodromes (RPA) and Civil Aviation Rules (CAR) 89, which empowers Council to make, amend and revoke Policies.

#### **4. Area of Application**

The Civil Aviation Safety Authority’s Manual of Standards Part 139 – Aerodromes defines ‘Airside’ as ‘the movement area of an aerodrome, adjacent terrain and buildings or portions thereof, access of which is controlled’.

‘Airside’ is therefore the area designated by fences, barriers or signs to where the general public may have controlled access only. In the case of the Manjimup aerodrome the perimeter fence marks this boundary.

#### **5. Superseded Policy**

N/A

#### **6. Links to Strategic Documents**

- A. Manjimup Aerodrome Manual
- B. Air Transport Emergencies Plan

#### **7. Policy Principles**

7.1 To ensure that priority is given to Aircraft on Runways, Aprons and Taxiways

7.2 To avoid damage to Aircraft and injury to passengers on aprons

#### **8. Policy Measures**

**Terminal usage, airfield access and conditions of use are as follows:**

##### 8.1 A Terminal Usage

A.1 The Manjimup Airfield terminal and associated patient transfer building is for the use of visiting pilots and passengers, Royal Flying Doctor Services (RFDS) and St John Ambulance crews as well as housing the navigation beacon and runway lighting monitors and serving as an office for Council appointed airport reporting officers; and

A.2 The terminal building is not to be used as a pilot training or aero club facility

##### 8.2 B Authorised Access

B.1 All emergency services vehicles, ambulances, fire and rescue, state fire emergency etc

B.2 Aircraft repair and service personnel involved in maintenance of parked aircraft

B.3 Fuel delivery and refuelling personnel

B.4 Vehicles and staff servicing and maintaining the Airport

B.5 Aircrew vehicles are only permitted airside when departing on extended flight; full day and overnight departures. Vehicles are to be parked alongside or in hanger

B.6 Vehicles and personnel loading aircraft

B.7 Other vehicles specifically authorised by the shire of Manjimup or its reporting officers

##### 8.3 C Access Conditions

C.1 There must be no vehicle movement’s airside when aircraft are taxiing or showing a red light

- C.2 Operating vehicles on the airside must not drive faster than 10km/h within 15m of aircraft
- C.3 Vehicles must not be driven closer than 15m to refuelling aircraft
- C.4 Vehicles left unattended **MUST** have the keys in the ignition, the handbrake on and unlocked
- C.5 Gates must be kept shut at all times
- C.6 Aircrew departing on local area flights must leave their vehicles in the car park
- C.7 Children airside must be under the direct supervision of a responsible adult and passengers are the responsibility of the aircrew involved. Relatives and friends of medical evacuees should not be permitted airside of the airfield
- C.8 Acceptance of the above is a condition of use of Manjimup Airport
- C.9 Strictly no smoking airside
- C.10 All aircraft operating out of Manjimup airport are required to be radio equipped

### **9. Application Requirements**

Individuals/ Organisation seeking access to Airside must aware of the Airside access policy and submit their particular details through the *Form TS A03* to ARO (Airport Reporting Officer) and get approval before gain access

(Please see the Appendix A for the *Aerodrome Access Permission FORM TS A03*)

Note: *Regular visitors of the Manjimup Aerodrome shall fill the form TS A03 on annual basis to update visitor's details with the Shire of Manjimup records*

### **10. Implementation**

Responsibility for the implementation of this Policy is delegated to the Manager Technical Services.

### **11. Right of Review**

Manager, Technical Services

<p><i>The Administration of this Policy is by the Works and Services Directorate.</i></p>
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## **4.0 AERODROME SERVICEABILITY INSPECTIONS**

### **4.1 RESPONSIBILITY**

Staff approved to conduct aerodrome serviceability and other inspections are:

- Airport Reporting Officer (ARO)
- Deputy Reporting Officer

The Airport Reporting Officer is responsible overall for the organisation of the serviceability inspections.

The Airport Reporting Officer is responsible for the day-to-day performance of the serviceability inspections. Aerodrome lighting inspections are detailed earlier in this manual.

Inspections which are required outside the normal working hours (0630-1530) will be conducted by the Airport Reporting Officer, whose contact telephone number is listed on page five.

### **4.2 LOGBOOKS**

A logbook is kept and all serviceability inspections are recorded as an entry including date/time. Comments and action taken arising from matters noted during the inspection are included. Entries in the logbook will be made for each serviceability inspection performed.

Inspections will be carried out with accordance MOS 139, Chapter 12 Section 12.1.4 at least twice a week.

The type of information required is:

As per Aerodrome Serviceability Checklist available at the Aerodrome.

The logbook is to be signed by the Airport Reporting Officer on completion of the entry and will be maintained by the Airport Reporting Officer and kept in his office. Logbooks will be retained for at least 12 months.

### **4.3 CONTENT OF INSPECTION**

- a. Surface condition of movement area
- b. Visual ground aids, day and night
- c. Cleanliness of movement area pavement and detection of foreign objects
- d. Obstacles infringing the obstacle limitation surfaces
- e. Birds or animals on movement area or in the vicinity of the aerodrome
- f. Security of the airside fences and gates
- g. Integrity of the aerodrome boundary fence.

All the above are to meet the standards set out in CASA MOS 139, Chapter 12

#### 4.4 REPORTING AND REMEDIAL ACTION

- a. Partial runway closure will require the placement of 10 red and white unserviceability cones across the runway and the runway strip just beyond the unserviceable area, i.e. 4 cones on the runway, 3 each side of the runway on RWS equally spaced and in line.
- b. Place white U/S crosses in the unserviceability areas as follows:
  - \*40 metres Within each end of the unserviceable runway portion .
  - \*Additional crosses are to be placed between the end crosses if the serviceable area is in excess of 380 metres. Maximum spacing between the additional crosses is not to exceed 300 meters.
- c. Display a standard Vee-Bar marker displaced threshold not less than 60 metres from the red and white cones.

Taxiway and apron unserviceability area will be marked by the placement of red and white U/S cones with a minimum of 4 cones placed across a taxiway.

For partial apron closures, mark as require.

## **5.0 AERODROME WORKS SAFETY**

### **5.1 INTRODUCTION**

MOS 139 Chapter 10 specifies the procedures and precautions related to any work being carried out at MANJIMUP aerodrome which effects the movement areas, the obstacle limitation surfaces or navigational aids.

Further details relating to obstacle limitation surfaces can be obtained from MOS 139 Chapter 7.3.

### **5.2 RESPONSIBILITIES**

The Works Safety Officer is the person directly responsible for the day-to-day safe conduct of the aerodrome works. He/she may give direction to any person associated with the work in respect to maintaining safety for aircraft operations.

The Works Safety Officer is to be present during aerodrome works, either scheduled or unscheduled, whether they are Time Limited Works or works subject to the provisions of a Method of Working Plan (MOWP).

The duties of a Works Safety Officer are specified in MOS 139 Chapter 10 Section 1.3.

MANJIMUP is a registered aerodrome and therefore NOTAMs must be issued.

The Safety Officers for works on the aerodrome will be the Airport Reporting Officer and Deputy ARO.

### **5.3 WORKS PLANNING**

Aerodrome works as specified above may be carried out either as Time Limited or under the provisions of a MOWP, as detailed in MOS Chapter 10.10.1 & 10.10.3

Examples of Time Limited Works include slashing vegetation on manoeuvring area, bitumen seal crack patching, painting visual ground aids on manoeuvring area.

Time Limited Works exceeding 10 minutes will be advised to regular users, RFDS services, stating the nature of the unserviceability and the length of time required to terminate work and allow safe aircraft operations. This advice is to be issued at least 24 hours prior to the proposed commencement of work, in order to minimise disruption to aircraft flight planning. The appropriate unserviceability markings/markers are to be displayed.

All scheduled aerodrome works, other than Time Limited Works, are to be subject to the provisions of a MOWP. Works are to be conducted exactly in accordance with the arrangements set out in the MOWP.





## **6.0 AIRCRAFT ACCIDENTS AND INCIDENTS**

### **6.1 INTRODUCTION**

Aerodrome emergency procedures detailed earlier in this manual set out the procedures to be followed in the event of an accident or certain incidents.

### **6.2 A.T.S.B. REQUIREMENTS**

Airport staff will co-operate with the Australian Transport Safety Bureau (A.T.S.B.) during its investigation of accidents or incidents. A.T.S.B. conducts investigations to help reduce accidents and identify causes, with a view to improving air safety.

A.T.S.B. must be notified immediately of accidents or incidents which occur within the aerodrome operator's area of jurisdiction.

Notification must be followed up in writing by completing an Air Safety Incident Report form. The Airport Reporting Officer is responsible for ensuring that the form is forwarded to A.T.S.B. These forms are available from the Civil Aviation Safety Authority.

The A.T.S.B. field office postal address is:

Australian Transport Safety Bureau  
Perth Regional Office  
Level 2, Hkew Alpha Building  
2 George Wiencke Drive  
Perth Domestic Airport WA 6105

The A.T.S.B. contact telephone number for the duty officer is (08) 6253 2959 or 1800 011 034. This number will be answered 24 hours a day, 365 days of the year.

Administrative calls are restricted to normal office hours.

A.T.S.B.'s fax number is (08) 9479 1550.

## **7.0 AIRCRAFT PARKING CONTROL**

### **7.1 INTRODUCTION**

The aerodrome operator does not marshal aircraft parking at the MANJIMUP aerodrome; however he retains the right to intervene in apron management under certain circumstances. These include conflict of interest between operators, allocation of aircraft parking for safety reasons, etc.

Parking for itinerant aircraft is provided in the form of a designated light aircraft parking area.

Additional sealed apron space is provided for local operators.

### **7.2 AIRCRAFT PARKING ALLOCATION**

The Airport Reporting Officer will allocate parking in accordance with the above and the apron markings plan.

## **8.0 AERODROME VEHICLE CONTROL**

### **8.1 RESPONSIBILITIES OF AERODROME STAFF**

Aerodrome maintenance staffs are to generally monitor vehicle activity airside and landside during the course of their normal duties and, if necessary, report any abnormal occurrences to the State Police.

Perimeter gates and public area security gates are always to be kept closed.

### **8.2 AIRSIDE CONTROL ARRANGEMENTS (As per Airside Access Policy)**

- A. No vehicles are permitted airside unless authorised by the Airport Reporting Officer. Such vehicles are restricted to the apron and light aircraft parking areas for the purposes of loading, unloading or servicing aircraft. MANJIMUP aerodrome staff involved in aerodrome operations and aerodrome maintenance may gain access to the entire movement area.
- B. Immediate action is to be taken to remove any unauthorised vehicles operating airside. if a driver is found to be uncooperative, the State Police should be contacted.
- C. If an unauthorised vehicle is required to be operated airside on the manoeuvring area (runways and taxiways), an escort will be provided by authorised aerodrome staff.
- D. To avoid damage to aircraft or injury to passengers, vehicles must give priority to aircraft.
- E. The Shire reserves the right to withdraw the authority for any vehicle to operate on the airside if it has been seen to be disruptive or hazardous.
- F. Vehicles and ground equipment operated on the airside areas are to be in a roadworthy condition and also be maintained in a sound mechanical condition so as to prevent avoidable breakdowns, spillage of fuels, lubricants and hydraulic oils. The Shire reserves the right to inspect vehicles operating within airside areas to ensure their compliance with the above requirements, and to prohibit operations airside in cases of non- compliance.
- G. Any persons operating a vehicle airside is to:
  - ❖ Hold a current State or Territory licence to drive the class of vehicle or vehicles to be operated, where one exists, or the nearest equivalent where a specific class does not exist.
  - ❖ Understand the terminology used to describe the areas on the airside or the aerodrome and be familiar with their location.
  - ❖ Understand the significance of apron signs and markings if operating on the manoeuvring area, and also understand aviation radio transmissions that may be received.

- H. No vehicle is to operate within 15m of an aircraft in the process of fuelling or refuelling unless it specifically meets the requirements of CAO 20.9 in terms of precautionary measures taken to limit potential fire hazards.
- I. Vehicles are not to be driven under an aircraft or within 3m of any part of an aircraft, except when required for the servicing of aircraft.
- J. Vehicles are to be kept at least 110m clear of any aircraft operating either red rotating beacons or strobe lights, as this indicates that the aircraft's engines are running or about to be started, that the aircraft is currently or about to be under tow, or that the aircraft is or about to be taxiing.
- K. Vehicles operating on the manoeuvring area at night or in conditions of poor visibility must display dipped headlights and tail lights as per normal night driving, and must also display an approved amber rotating beacon (fitting to the highest part of the vehicle), or flashing hazard lights so as to provide 360 degree visibility, unless accompanied by a vehicle so equipped.
- L. The Shire posts the following speed limits of vehicles on the movement area:  
10 km/hr within 15m of an aircraft 20 km/hr elsewhere
- M. Certain CASA officers have access to airside under CAR 305 (a). The Airport Reporting Officer reserves the right to ask the officer for identification.

### **8.3 AUTHORISATION (INSTRUCTING AND TESTING)**

The Airport Reporting Officer will ensure the applicant has read and understood the above and meets the requirements of Clause 7.

### **8.4 LANDSIDE CONTROL ARRANGEMENTS**

- A. Control of vehicles landside is the responsibility of the State Police.

## **9.0 BIRD AND ANIMAL HAZARD MANAGEMENT**

### **9.1 INTRODUCTION**

Bird management is conducted by the Airport Reporting Officer in accordance with the provisions of MOS 139 Chapter 10 Section 2.7.

The Airport Reporting Officer is responsible for liaison and co-ordination with the CASA.

### **9.2 INSPECTIONS AND MONITORING**

Bird hazard inspection and monitoring is carried out by monitoring birds as part of the daily aerodrome serviceability inspections. The inspecting officer will base the assessment on previous experience and common sense.

### **9.3 DISPERSAL AND HARASSMENT**

Bird dispersal and harassment activities are conducted in accordance with the procedures laid down in this section. Dispersal and harassment will be carried out both during and after business hours by the Airport Reporting Officer.

Bird dispersal and harassment is recorded in the Bird and Animal Hazard Management Inspection Sheet, together With information regarding ammunition used.

### **9.4 LOG BOOK**

Records of bird and animal hazards are noted in the daily serviceability log book, which is held by the Airport Reporting Officer in his office. The log book is available during normal office hours.

### **9.5 HAZARD CONTROL AND REDUCTION PROGRAM**

The key to effective control is systematic monitoring and reporting of the situation, together with harassment and environmental control.

### **9.6 ENVIRONMENTAL MANAGEMENT**

Aerodrome environmental management on land adjacent to the MANJIMUP aerodrome is monitored by the Airport Reporting Officer.

## 9.7 BIRD AND ANIMAL HAZARD MANAGEMENT

MANJIMUP aerodrome is located wholly Within MANJIMUP Shire.

Environmental management on the aerodrome is conducted as an ongoing process and includes:

- ❖ Regular mowing of movement area, including approaches, to reduce attractiveness to birds.
- ❖ Foodstuffs and other industrial waste which is attractive to birds to be transferred to garbage dumps off the aerodrome.
- ❖ Reduction of ponded water, Where possible.
- ❖ Restrictions will be implemented on new development work around the aerodrome to provide an environment not conducive to birds and animals.

Birds and animals which are considered to be a safety hazard to aircraft will be removed by culling, trapping or other means.

## **10.0 OBSTACLE CONTROL**

### **10.1 INTRODUCTION**

Procedures to regulate building and other structure heights in the vicinity of the aerodrome are performed in accordance with MOS 139 Chapter 7.

### **10.2 PROCEDURE**

The Shire of MANJIMUP incorporates in its building approval procedures, consideration of the aerodrome's obstacle limitation surface.

Requests for erection of new structures which may affect the OLSs associated with existing or proposed aerodrome facilities are to be directed to the Airport Reporting Officer, who will approve a maximum top R.L. for the structure. This is determined by reference to the OLS and by applying principles detailed in the MOS 139 Chapter 7.

The CASA may specify lighting/marketing requirements as necessary, and will advise the Airport Reporting Officer on consequences associated with the approval of structures which will penetrate the OLSs associated with the aerodrome.

Under CAR 89X the responsible officers will notify the authority immediately if he/she discovers an obstacle, and will give the authority details of that obstacle.

The responsible officer will take all reasonable measures to detect the obstacles as quickly as possible. The obstacle limitation surfaces will be visually scanned on a daily basis as part of the normal serviceability inspections.

Under CAR 89Y, the Shire will ensure that all possible measures are taken to ensure that persons who propose to erect a building or structure, the top of which will be 110m or more above ground level, must inform the authority of that intention and the proposed height and location of the building or structure.



## **11.0 DISABLED AIRCRAFT REMOVAL**

### **11.1 RESPONSIBILITY**

The owner of the disabled aircraft is responsible for its removal.

A.T.S.B. or CASA will provide owner details.

Arrangements for the removal of the disabled aircraft are to be approved by the Airport Reporting Officer.

If the owner cannot be contacted, the Airport Reporting Officer will authorise the removal of the aircraft if it is in some way infringing operations. A.T.S.B. will be advised of this action in advance.

A responsible officer will seek the assistance of the CASA regarding the removal of a disabled aircraft. Under Civil Aviation Regulations (CAR) 293, in the opinion of the CASA if it is necessary, in the interests of safety or to expedite or maintain the orderly flow of air traffic, to remove an aircraft from any part of the aerodrome, or to move an aircraft from one part of the movement area of the aerodrome to another, the CASA may authorise a person with such assistance as is required to remove or move the aircraft, and the officer shall remove or move the aircraft accordingly.

Under the same regulation the CASA, or the person who assists in the removal of the aircraft under CAR 293, shall not be liable for any damage which occurs to the aircraft by reasons of this removal in pursuance of the authorisation given under the regulation.

The Airport Reporting Officer can obtain earthmoving type equipment and cranes from the Shire.

### **11.2 A.T.S.B. ARRANGEMENTS**

Aerodrome staff will co-operate With A.T.S.B. if an investigation is deemed necessary.

Aircraft removal action will not be commenced until approved by A.T.S.B.

Refer to Aircraft Accidents and Incidents in this manual for A.T.S.B. liaison arrangements.

## **12.0 HANDLING OF HAZARDOUS MATERIALS**

### **12.1 INTRODUCTION**

No hazardous or flammable materials are stored or handled at the MANJIMUP aerodrome, other than aviation fuel. The aircraft operators have their own responsibilities under the CAR for the handling and transport of hazardous materials.

The fuel storage areas are maintained by the fuel companies to the relevant Australian Standards. See the aerodrome plan (*Air Transport Emergencies Plan, Appendix B Page 28* in this manual) for their location.

The most relevant Australian Standard is AS 1940; 2004 Storage and Handling of Flammable and Combustible Liquids.

If the fuel is found to be stored in non-licensed areas (under AS 1940), then AS 1940 should be consulted for compliance

### **12.2 RECEIVAL AND DISPENSING**

Fuels are received into storage by agents of the refuelling companies.

Fuels are then dispensed to aircraft in accordance with fuel company procedures and CAO 29.9.

## **13.0 PROTECTION OF RADAR AND NAVAID INSTALLATIONS**

### **13.1 INTRODUCTION**

The Non-Directional Beacon previously in use at the Manjimup Aerodrome has been decommissioned. The Manjimup Aerodrome now has an RNAV approach.

## 14.0 RUNWAY VISUAL RANGE CURRENTLY NOT APPLICABLE

### REASON

Climatic and air traffic densities do not require RVR procedures.

MANJIMUP is uncontrolled and unmanned; therefore RVR procedures cannot be implemented.

### APPENDICES

<b>Appendix Sign</b>	<b>Appendix Name</b>	<b>Page Number</b>
<b>E</b>	<b>Aerodrome Serviceability Inspection Checklist</b>	<b>58</b>
<b>F</b>	<b>Aerodrome Lighting Inspections</b>	<b>60</b>
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# **MANJIMUP AERODROME MANUAL**

## **APPENDIX E**

### **AERODROME SERVICEABILITY INSPECTION CHECKLIST**



**AERODROME SERVICEABILITY INSPECTION CHECKLIST *Form TS A01***  
**TWICE WEEKLY** *Technical Services Unit*

The Aerodrome Manager **MUST** be notified of any item requiring remedial action or NOTAM action.

	DATE/TIME					COMMENTS
<b>RUNWAY</b>						
Pavement condition						
Markings						
Markers						
Debris						
Lighting						
"Bird baths"						
<b>RUNWAY STRIP</b>						
Markers						
Grass height/growth/cover						
Erosion/ditches/cover						
Drainage						
<b>APRON</b>						
Pavement condition						
Markings						
Debris						
Fuel/oil spills						
Drainage						
<b>TAXIWAYS</b>						
Pavement condition						
Markings						
Debris						
Lighting						
Drainage						
<b>WIND INDICATORS</b>						
Lighting						
Sleeve						
Ground circle						
Signal circle						
<b>AERODROME</b>						
Boundary fence						
Bird & animal hazard						
Access gates						
Pilot activated lighting (pal)						
Signage						
Clearances (including OLS)						
<b>BUILDING AREA</b>						
Grass height/debris						
Erosion						
Drainage						
Information on NOTAM						
<b>Signature</b>						

Denotes Item has been checked

**Version 2**

# **MANJIMUP AERODROME MANUAL**

## **APPENDIX F**

### **AERODROME LIGHTING INSPECTIONS**



**AERDROME LIGHTING INSPECTIONS**      *Form TS A02*  
**ANNUALLY OR AS REQUIRED**      *Technical Services Unit*

Signature; .....

Date;

.....  
 (Only to be used by an certified electrician)

	ITEM	REMARKS / ACTION		SIGNATURE
<b>Runway and apron lighting</b>				
1	<b>Runway lights</b> Check insulation for deterioration.			
2	<b>Runway lights</b> Check terminations and wiring.			
3	<b>Apron:</b> Observe conditions of terminations and wiring.			
4	<b>Apron:</b> Inspect and test control equipment.			
5	<b>Underground cables:</b> Measure insulation resistance of circuit including transformer and/or light fittings.	<i>Check monthly if insulation resistance is less than 1megaohn</i>	Previous Years Inspection	Current Years Inspection
<b>Control switchboards and selector panels</b>				
6	<b>Contractors</b> Observe operation. Check for pitted or burning. Lubricate bearings sparingly.			
7	<b>Relays</b> Observe operation.			
8	<b>Indicators</b> Check connections.			
9	<b>Switch control</b> Observe each operation.			
10	<b>Terminations and wiring</b> Observe connections.			
11	<b>Open circuit protectors</b> Test for correct operation.			
12	<b>Dress contacts</b> Check and adjust contact spring tension.			





# **MANJIMUP AERODROME MANUAL**

## **APPENDIX G**

### **AERODROME ACCESS PERMISSION FORM**



**AERODROME ACCESS PERMISSION**

*Form TS A03  
Technical Services Unit*

Name of Company.....

Name of Person and Contact details

	<u>Name</u>	<u>Contact Number</u>	<u>Date</u>
1.			
2.			
3.			
4.			
5.			

Purpose for Entry

.....  
.....

Details of Plant/ Vehicles

Vehicle Type	Registration No	Model	Colour

Expected time/date of Entry/.....

Exit/.....

Any special requirements

.....

Aware of the Shire's Airfield Airside Access Policy

Yes / No

9.1.18 Manjimup Airfield Airside Access Policy

--	--

(Please tick the appropriate box)

Signature \_\_\_\_\_

Date \_\_\_/\_\_\_/\_\_\_

I \_\_\_\_\_ Approve/ Decline, this request to gain access to the Manjimup, Aerodrome

ARO's Comments/Reasons on decision

.....

Signature \_\_\_\_\_

Date \_\_\_/\_\_\_/\_\_\_

# **MANJIMUP AERODROME MANUAL**

## **APPENDIX H**

### **AIRSERVICES AUSTRALIA NOTAM REQUEST FORM**

# Airservices Australia NOTAM Request Form



To: Australian NOTAM Office Ph: 02 6268 5063

Fax: 02 6268 5044

Email: [nof@airservicesaustralia.com](mailto:nof@airservicesaustralia.com)

(Office use only)  Group  Originator  NOTAM directory  Qcode  T/P/S  ERSA  INTL abbrev  Summary line

**FIELD A)** Location

**NOTAM N** \* New  
 **NOTAM R** \* Replace (Extend/Amend) NOTAM No.   
 **NOTAM C** \* CNL (Cancel) NOTAM No.   
 NOTAM Office Template Number (if applicable):

**Date/Time Convention:**  Eastern Standard  Central Standard  Western Standard  UTC/Zulu (preferred)  Eastern Daylight  Central Daylight

**B)** Start Time (date)  (time)  or  Immediately (WIE)

**C)** Finish Time (date)  (time)   \* Confirmed (Self cancel)  
 (Leave all blank for CNL NOTAM) or  Permanent (PERM)  \* Estimated (Needs REV/CNL)

**D) Optional** Periods of Activity

<input style="width: 90%;" type="text"/>	TO	<input style="width: 95%;" type="text"/>
Examples: HJ, HN, H24, JF*, JO* (* cannot use internationally) or	TO	<input style="width: 95%;" type="text"/>
time TO time (for daily ops) or	TO	<input style="width: 95%;" type="text"/>
date/time TO date/time (for multiple periods)	TO	<input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text"/>	TO	<input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text"/>	TO	<input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text"/>	TO	<input style="width: 95%;" type="text"/>

**E)** Full Text of NOTAM N or NOTAM R or ONLY the First Line of NOTAM to be cancelled

**F) Optional** Lower Limit:  \* SFC or   \* Flight Level  \* Feet AGL  \* Feet AMSL  
 (Leave all blank for CNL)

**G) Optional** Upper Limit:  \* UNL or   \* Flight Level  \* Feet AGL  \* Feet AMSL  
 (Leave all blank for CNL)

Contact Name:  Organisation:   
 Phone:  Fax:   
 NOTAM Group Name:  NAIPS User Name:   
 Email:

Originator will check issued NOTAM by  \*Return Fax  \*Return Email  \*NAIPS   
 \*\*\* ORIGINATOR MUST CHECK NOTAM FOR ACCURACY AFTER ISSUE \*\*\*

# **MANJIMUP AERODROME MANUAL**

## **APPENDIX I**

### **NOTAM LOGBOOK**



# **MANJIMUP AERODROME MANUAL**

## **APPENDIX J**

### **NOTAM ABBREVIATIONS**



<b>Words and Phrases</b>	<b>Abbreviation</b>	<b>Words and Phrases</b>	<b>Abbreviation</b>
April	APR	All-up-weight	AUW
Abbreviated T Visual Approach Slope Indicator System	AT-VASIS	Alternate (Aerodrome)	ALTN
Abbreviated Visual Approach Slope Indicator System	A-VASIS	Alternate or alternating (light alternates in colour)	ALTN
Abeam	ABM	Altimetre sub-scale setting to obtain elevation or altitude	QNH
About	ABT	Altitude	ALT
Above Aerodrome Level	AAL	Amend (ed)	AMD
Above Ground Level	AGL	Amendment (AIP Amendment)	AMDT
Above Mean Sea Level	AMSL	Approach	APCH
Accelerate-stop Distance Available	ASDA	Approach lighting system	ALS
Accept or Accepted	ACPT	Approximate (ly)	APRX
Active, Activated, Activity	ACT	Arrange	ARNG
Actual time of arrival	ATA	Arrive, or arrival	APR
Actual time of departure	ATD	As soon as possible	ASAP
Addition or additional	ADDN	Asphalt	ASPH
Adjacent	ADJ	Associated with	ASSW
Advise	ADZ	Attention	ATTN
Aerodrome	AD	Aircraft landing gear (previously known as Authorised landing area)	ALA
Aerodrome Diagrams	ADDGM	Authorised or authorisation	AUTH
Aerodrome Beacon	ABN	Automatic terminal information service	ATIS
Aerodrome control or aerodrome control tower	TWR	Auxiliary	AUS
Aerodrome Frequency Response Unit	AFRU	Available	AVBL
Aerodrome obstruction chart	AOC	Average	AVG
Aerodrome reference point	ARP	Aviation gasoline	AVGAS
Aeronautical Information Circular	AIC	Azimuth	AZM
Aeronautical Information Publication	AIP	Beacon (aeronautical ground light)	BCN
Aeronautical Information Service	AIS	Bearing	BRG
After.....(time or place)	AFT	Becoming	BECMG
Again	AGN	Before	BFR
Air Traffic Control (in general)	ATC	Below	BLW
Air traffic services	ATS	Between Blue	BTN
Aircraft	ACFT	Boundary	B
Aircraft classification number	CAN	Braking	BDRY
Airport	AP	Broken	BRKG
Airway	AWY	Building	BKN
<b>Words and Phrases</b>	<b>Abbreviation</b>	<b>Words and Phrases</b>	<b>Abbreviation</b>

By way of..	VIA	Crossbar (of approaching lighting system)	XBAR
Calibration	CLBG	Crossing	XNG
Callsign (used to request a callsign)	CSGN	Customs	CUST
Category	CAT	Danger or dangerous	DNG
Caution	CTN	Decommissioned	DCMSD
Celsius (Centigrade)	C	Degrees	DEG
Centreline	C/L	Delay or delayed	DLA
Centimetre	CM	Depart or departure	DEP
Centre (runway)	C	Departure and Approach procedures	DAP
Change frequency to...	CF	Depth	DPT
Channel	CH	Destination	DEST
Check	CK	Deteriorate or deteriorating	DTRT
Civil	CIV	Deviation or deviated	DEV
Clear, cleared or closing	CLR	Direct	DCT
Clearway	CWY	Displaced	DISP
Close or closed or closing	CLSD	Distance	DIST
Code number (runway)	CN	Distance measuring equipment	DME
Commissioned	CMSD	Divert or diverting or diversion	DIV
Common Traffic Advisory Frequency	CTAF	Docking	DOCK
Communications	COM	Document	DOC
Completion or completed or complete	CMPL	Domestic	DOM
Concrete	CONC	Doppler VOR	DVOR
Condition	COND	Duration	DUR
Confirm(ing) or I confirm	CFM	During	DRG
Conical surface	COS	Dust	DU
Construction or constructed	CONST	Dust storm	DS
Contact	CTC	East north-east	ENE
Continue(s) or continued	CONT	East or east longitude	E
Continuous day and night service	H24	East south-east	ESE
Continuous(ly)	CONS	Eastbound	EB
Co-ordinated Universal Time	UTC	Effective operational	EOL
Correction or correct or corrected	COR	Elevation	ELEV
Cover or covered or covering	COV	Emergency	EMERG
Cross	X	Enroute Supplement Australia (AIP)	ERSA

<b>Words and Phrases</b>	<b>Abbreviation</b>	<b>Words and Phrases</b>	<b>Abbreviation</b>
En route	ENRT	General	GEN
Engine	ENG	General Aviation	AWK or PVT
Equipment	EQPT	General Aviation Aerodrome Procedures	GAAP
Estimate or estimated	EST	Glide path	GP
Estimate/ estimating time of arrival	ETA	Glider	GLD
Estimate/ estimating time of departure	ETD	Glider flying	GLY
Every	EV	Gradual(ly)	GRADU
Execpt	EXC	Gravel	GRVL
Exercises or exercising or to exercise	EXER	Green	G
Expect(ed)(ing)	EXP	Ground	GND
Expected approach time	EAT	Hazard Beacon	HBN
Extend(ed)(ing)	EXTD	Haze	HZ
February	FEB	Heading	HDG
Facility, facilities	FAC	Heavy	HVY
Facsimile transmission	FAX	Hieght or height above	HGT
Feet (dimensional unit)	FT	Helicopter	HEL
Field	FLD	Helicopter landing site	HLS
First	FST	Hertz (cycles per second)	HZ
Flares	FLR	High intensity approach lighting	HAL
Flight	FLG	High intensity obstacle lights	HIOL
Flight information service	FIS	High intensity runway lighting	HIRL
Flight service (in general)	FS	Higher	HYR
Flight service centre	FSC	Hold(ing)	HLDG
Flight service unit	FSU	Homestead	HS
Flight plan (domestic)	PLN	Horizontal surface	HZS
Fluctuating, fluctuation, fluctuated	FLUC	Hour	HR
Fly or flying	FLY	ICAO standard atmosphere	ISA
Fog	FG	Immediate(ly)	IMT
Follow(s), following	FLW	Immigration	IMM
Forecast	FCST	Improve(ment), improving	IMPR
Frequency	FREQ	Inbound	INBD
Frequent	FRQ	Information	INFO
Friday	FRI	Inner marker	IM
From	FM	Inoperative	INOP

<b>Words and Phrases</b>	<b>Abbreviation</b>	<b>Words and Phrases</b>	<b>Abbreviation</b>
Install or installed or installation	INSTL	Light or lighting	LGT
Instrument	INSTR	Lighted	LGTD
Instrument approach and landing charts	IAL	Limited	LTD
Instrument approach chart	IAC	Local mean time	LMT
Instrument flight rule	IFR	Local, locally, location, located	MOC
Instrument landing system	ILS	Localiser	LLZ
Instrument meteorological conditions	IMC	Low intensity obstacle lights	LIOL
Intensify(ing)	INTSF	Low intensity runway lights	LIRL
Intensity	INTST	Longitude	LONG
Intermittent(ly)	INTER	Magnetic	MAG
International	INTL	Magnetic bearing	QDR
International Civil Aviation Organisation	ICAO	Magnetic orientation of runway	QFU
Interrupt(ion)(ed)	INTRP	Magnetic variation	VAR
Intersection	INT	Maintain(ed)(ing)	MNTN
Isolated	ISOL	Maintenance	MAINT
January	JANUARY	Mandatory Broadcast Zone	MBZ
July	JULY	Manual	MAN
June	JUNE	Marker radio beacon	MKR
Jet barrier	JBAR	Maximum	MAX
Jet stream	JTST	Maximum brakes release weight	MBRW
Kilogram	KG	Maximum landing weight	MLW
Kilometres	KM	Maximum take off weight	MTOW
Kilometres per hour	KMH	Maximum tyre pressure	MTP
Kilopascals	KPA	Mean sea level	MSL
Kilowatts	KW	Medical	MED
Knots	KT	Medium intensity obstacle lights	MIOL
Landing	LDG	Medium intensity runway lights	MIRL
Landing direction indicator	LDI	Megahertz	MHZ
Landing distance available	LDA	Men and equipment	MAE
Latitude	LAT	Message	MSG
Leave or leaving	LVE	Method of working plan	MOWP
Left (runway) identification	L	Metres (preceded by figures)	M
Length	LEN	Metres per second	MPS
Level	LVL	Microwave landing system	MLS

<b>Words and Phrases</b>	<b>Abbreviation</b>	<b>Words and Phrases</b>	<b>Abbreviation</b>
Mid-point (related to RVR)	MID	NOTAM office	NOF
Middle marker	MM	Not before	NBFR
Military	MIL	Notice to airmen	NOTAM
Minimum	MNM	Number	NR
Minimum eye height over threshold (VASI system)	MEHT	Open(ed)(ing)	OPN
Minimum obstacle clearance (required)	MOC	Obscure	OBSC
Minus	MS	Observe(d), observation	OBS
Minutes	MIN	Obstacle	OBST
Miscellaneous	MISC	Obstacle clearance altitude/height	OCA/H
Missed approach point	MAPT	Obstacle clearance limit	OCL
Mist	BR	Obstruction	OBSTR
Moderate(ly)	MOD	Occasional(ly)	OCNL
Modification	CHG	Occulating (light)	OCC
Monitor(ed and ing)	MNT	On Request	O/R
Mountain	MT	On top	OTP
Move(d)(ment), moving	MOV	Operate, operator, Operative, Operating, Operational	OPR
Nautical mile	NM	Operation	OPRT
Navigation	NAV	Operations	OPS
Near or over large town	CIT	Outbound	OUBD
Next	NXT	Outer marker	OM
Night	NGT	Over head	OHD
Night visual flight rule	NV	Parallel	PARL
Non scheduled commercial transport	CHTR	Parking	PRKG
No SAR action required	NOSAR	Passengers	PAX
No change	NC	Passing	PSG
No or negative or permission not granted or that is not correct	NEG	Pavment classification number	PCN
No specific working hours	HX	Performance	PER
Non-directional radio beacon	NDB	Persons on board	POB
None or nothing	NIL	Pilot activated lighting	PAL
North north-east	NNE	Plus	PS
North north-west	NNW	Position	PSN
North or north latitude	N	Power	PWR
North-west	NW	Precision approach path indicator	PAPI
Northbound	NB	Prior notice required	PN

<b>Words and Phrases</b>	<b>Abbreviation</b>	<b>Words and Phrases</b>	<b>Abbreviation</b>
Probable, probability	PROB	Runway edge light	REDL
Procedure	PROC	Runway end light	RENL
Procedures for air navigation services	PANS	Runway lead in lighting system	RLLS
Provisional	PROV	Runway strip	RWS
Public Holidays	PH	Runway surface condition	RSCD
Quadrant(al)	QUAD	Runway threshold light	RTHL
Radial	RDL	Runway touchdown zone light	RTZL
Radius	RAD	Runway visual range	RVR
Ragged	RAG	Rules of the air and air traffic services(associated with AIP)	RAC
Rain	RA	Sand	SA
Rapid or rapidly	RAPID	Sandstorm	SS
Reach or reaching	RCH	Scattered	SCT
Read back	RB	Scheduled	SKED
Recent (to qualify other abbreviations)	RE	Scheduled commercial air transport	S
Reference	REF	Search and Rescue	SAR
Reference datum height (for ILS)	RDH	Second(ary)	STRY
Registration	REG	Secondary surveillance radar	SSR
Remarks	RMK	Seconds	SEC
Report(ed)(ing)(ing point)	REP	Sector	SECT
Requested	REQ	Service available during scheduled hours of operation	HS
Require	RQ	Service available to meet operational requirements	HO
Requirements	RQMNTS	Service(ing), served	SER
Reroute	RERTE	Serviceable	SVCBL
Rescue and Fire Fighting Services	RFFS	Severe	SEV
Rescue Coordination Centre	RCC	Short take-off and landing	STOL
Rescue Cub Centre	RSC	Showers	SH
Restriction	RESTR	Simple approach lighting system	SALS
Return to service	RTS	Simultaneous(ly)	SIMUL
Return(ed)(ing)	RTN	Simultaneous Runway Operations	SIMOPS
Review	REV	Slow(ly)	SLW
Route	RTE	Smoke	FU
Runway	RWY	Snow	SN
Runway centreline	RCL	South or south latitude	S
Runway centreline light	RCLL	South south-east	SSE

<b>Words and Phrases</b>	<b>Abbreviation</b>	<b>Words and Phrases</b>	<b>Abbreviation</b>
South south-west	SSW	Taxiing guidance system	TGS
South-east	SE	Taxiing or taxi	TAX
South-west	SW	Taxiway	TWY
Southbound	SB	Taxiway link	TWYL
Special series NOTAM (message type designator)	SNOWTAM	Technical reason	TECR
Sport aviation	SPA	Telephone	TEL
Standard	STD	Temperature	T
Standard instrument arrival	STAR	Temporary	TEMPO
Standard instrument departure	SID	Terminal area surveillance radar	TAR
Standard departure clearance	SDC	Terminal control area	TMA
Standby	SDBY	Threshold	THR
Start of TORA (take-off run available)	SOT	Threshold crossing height	TCH
Start of climb	SOC	Through	THRU
Station	STN	Thunderstorm	TS
Stationary	STNR	Thursday	THU
Status	STS	Time-limited WIP (work in progress)	TLW
Stop-end (related to RVR)	END	Time search action required	SARTIME
Stopway	SWY	To be advised	TBA
Stopway light	STWL	Tornado	TDO
Straight in approach	STA	Touchdown zone	TDZ
Subject to	SUBJ	Track	TR
Sunrise	SR	Traffic	TFC
Sunrise to sunset	HJ	Transitional surface	TNS
Sunset	SS	Trend or trending to	TEND
Sunset to sunrise	HN	Tropical cyclone	TC
Supplement (AIP Supplement)	SUP	True bearing	QTE
Supplementary take-off distance	STODA	Turbulence	TURB
Surface	SFC	Type of aircraft	TYP
Surface movement control	SMC	Typhoon	TYPH
Surface movement radar	SMR	UHF tactical air navigation aid	TACAN
'T' visual approach slope indicator system	T-VASIS	Ultra high frequency (300-3000MHz)	UHF
Take-off	TKOF	Unable	UNA
Take-off distance available	TODA	Unable to approve	UNAP
Take-off run available	TORA	Unlimited	UNL

<b>Words and Phrases</b>	<b>Abbreviation</b>	<b>Words and Phrases</b>	<b>Abbreviation</b>
Unserviceable	U/S	We agree or it is correct	OK
Until	TIL	Weaken(ing)	WKN
Until advised by	UAB	Weather	WX
Until further notice	UFN	Weight	WT
Upper limits	UL	West north-west	WNW
VHF omni-direction radio range	VOR	West or west longitude	W
Variable	VRB	West south-west	WSW
Vertical	VER	White	W
Vertical take-off landing	VTOL	Widespread	WID
Very high frequency (30-300 MHz)	VHF	Wind direction indicator	WDI
Very important person	VIP	Wind shear	WS
Very low frequency (3-30 KHz)	VLF	With effort from, or effective from	WEF
Vicinity	VCY	Within	WI
Visibility	VIS	With immediate effect, or effective immediatley	WIE
Visual approach slope indicator system	VASIS	Without	WO
Visual en route chart	VEC	Work in progress	WIP
Visual flight rules	VFR	World Aeronautical Chart (1:1,000,000)	WAC
Visual meteorological conditions	VMC	Yards	YD
Visual terminal chart	VTC	Yellow caution zone (runway lighting)	YCZ
Warning	WRNG	Yes, pr affirm, or affirmative, or that is correct	AFM



**END OF  
DOCUMENT**