

OPERATIONAL DOCUMENTATION OF AN AIRPORT WITH SCHEDULED AIR SERVICES

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This thesis deals with the airport operational documentation with scheduled air services. It analyses the current state of documentation in the Slovak Republic. The purpose of this study was to make an inventory, analysis, and briefly describe the control, auxiliary and operating documentation of airport. Based on the analysis of the documentation of Kosice airport there are suggestions given on how to optimize the management of airport's operational documentation of scheduled air services.

K e y w o r d s: Documentation of the airport, the airport operator, legislation, airport operations, airport operation manual, airport security program

1 INTRODUCTION

The development of aviation is progressing continuously. It is widespread throughout the world and therefore it is important to have established uniform rules. Convention on International Civil Aviation is one of the key documents of the development of a comprehensive air transport system. It focuses mainly on safety, technical, operational, commercial and legal issues of civil aviation at the international level.

Operational documentation helps provide operationally safe airport, which is in line with the latest international and national aviation regulations and legislative requirements. To regulate all activities in aviation is to ensure safe, economical and sustainable development of continuously operating activities and services for civil aviation, while maintaining the principles of competition and the competitive environment in the international arena.

Each airport with scheduled air service must have airport operational documentation elaborated. It concerns Airport Manual and Security program of the airport operator documents which are necessary even for airport certification. Without them, the airport could not work and there would not be any airport operation approved. These two documents are to be processed by the airport itself, on the basis of laws, decrees, regulations, guidelines, requirements and recommendations of the competent authorities.

2 CURRENT STATUS OF AIRPORT DOCUMENTATION IN SLOVAKIA

Nowadays the term airport operations involves not only the activity of airport operator but also activities of other organizations involved in its operation and also organizations that operate in a controlled area, especially in the airside. In this case, the term "airport operations" means activities directly related to the running of the airport, as well as to the flight operations and air traffic control services.[1]

These entities generally include police, customs officers, operators, aircraft maintenance organizations, handling agents, cargo and catering companies, operators of duty free shops and food services, tower and Slovak Hydrometeorological institute.

The amount of such entities can be different and depends on the nature of airports and also on their size. These components together form the "airport". Airport capacity, security level of protection and quality of services depends on how the individual operators concerned can communicate with each other and work together, and of course it depends on the system established at the airport. The system means the set rules and procedures relating to the implementation of activities.[2]

Documentation airport can be broadly classified into 3 levels.

2.1 Documentation of 1st level

Documentation of 1st level includes: quality policy presents long-term goals and directions in quality control, guide of integrated management system, which has form determined as ON, goals of Integrated Management System is the document following up the quality policy. Integrated Management System targets are set so that the level of their performance is measurable.[3]

2.2 Documentation of 2nd level

Documentation of 2nd level includes: orders - organizational rules, work rules, wage order, a signature policy and other; organizational standards are instructions and a description of how to proceed, the commands have unified format of the title page and have not determined a fixed structure of content, decisions, directives, instructions, regulations, statutes, law regulations and technical standards.[3]

2.3 Documentation of 3rd level includes

Documentation of 3rd level includes: manual; worksheets, which are chronological sequence of operations and detailed instructions for process management, price lists, contracts, forms, schedules, minutes of meetings, minutes of the accident, minutes of the damage and other; internal communication, economic documentation and personal documentation.[3]

All orders of company, organizational standards, guidelines, procedures, statutes are documents confidential and subject to high security requirements and risks, therefore they are not provided to the public.

Documentation can also be divided into internal and external. Internal documentation is typically concerning documentation relating to airport employees and its running. External documentation is seen as documentation relating to airport customers, whether traveling or just visitors.

3 AIRPORT SERVICES MANUAL

Airport services manual is a reference document that lists all the standards that must be followed and also the level of service provided at the airport. They allow the Civil Aviation Authority of the Slovak Republic to decide on the suitability of the airport for flight operations and assess the eligibility of the applicant for the permit to operate the airport in the desired range.[1]

The information contained in airport services manual are based on the regulatory requirements L2, L6, L9, L11, L13, L15, L17, L18 and also ANNEX 9 and L14 show that there are no significant weaknesses which could negatively affect the safety of airport services.[2]

Also, it is the guiding document for the audit (inspection check) before issuing a license to operate an airport and is also a reference document agreed between the airport operator and the Civil Aviation Authority, the provisions of which are in accordance with the standards and conditions laid down to ensure the required level of service at the airport.[2]

In the airport manual the operator of a certified airport must include the following information in the extent that they are applicable to the airport, and divided into the following sections.

3.1 General information about the airport

Part 1 - General information about the airport, the legal requirements for certification of airport and airport manual as prescribed in the national regulations, the conditions for use of the airport, available aeronautical information services and the procedures for their statement, the system for recording aircraft movements and responsibilities of the aerodrome operator.[2]

3.2 Details of the position of the airport

Part 2 - Details of the position of the airport, the airport plan, which represents the major airport infrastructure and equipment to operate the airport, the airport plans showing the boundaries of the airport, a plan showing the distance to the nearest city or other inhabited places, and

the location of all facilities and infrastructure beyond the airport, and details of airport ownership documents. If the airport boundaries are not defined in the documents of the airport, then it is necessary to give details of land ownership documents, where there are boundaries marked.[2]

3.3 Detailed information about the airport

Part 3 - Detailed information about the airport which should be reported to the aeronautical information service. General information such as the name of the airport, its placement, location, name of the airport operator. Dimensions of the airport and airport-related data, such as length, width and type of runway, taxiways, side strips. Visual security devices, geographic coordinates of thresholds, stands, axial lines, airport pavement surface type and its carrying capacity. Plan for removal of disabled aircraft and the level of protection provided by fire and rescue system.[2]

3.4 Operational procedures and airport security measures

Part 4 - Operational procedures and airport security measures. Details of the procedures for notification of any changes regarding the information of airport reported in the Aeronautical Information Publication and procedures for requesting an issuing of NOTAM. It may contain a reference to the procedures of air traffic services such as those that apply to the operation in reduced visibility. Air traffic control procedures are usually published in the manual of air traffic services, referring to the manual airport.[2]

3.5 Details on airport management and airport safety management system

Part 5 - Details on airport management and airport safety management system. If the Civil Aviation Authority in accordance with applicable regulations exempts the airport operator from meeting any of the requirements, airport manual must specify the identification number of the Civil Aviation Authority of

exemption and the date on which this exemption shall take effect and any conditions or procedures that are included in this exemption.[2]

3.6 Organization of traffic flow and handling services

Part 6 - Traffic flow organization and handling services. Passengers and baggage handling, procedures for dealing with them in domestic and international areas. Handling of mail and goods, handling procedures. All handling services provided by the airport, and those which should be provided only by permission and observing the safety rules established by provider of airport.[2]

4 AIRPORT SECURITY PROGRAM

Each public airport must establish and update airport security program in written form, which must be in accordance with the provisions of the national security program and in accordance with the requirements for its development to be determined by the Civil Aviation Authority. Airport security program is approved by the Civil Aviation Authority.

Security program for airport operator. The content of the security program of the airport operator is based on the requirements of the regulations and decisions of the European Union, international standards and recommendations of International Civil Aviation Organization and European Civil Aviation Conference and national regulations in the field of civil aviation security.[4]

Security program is divided into four parts, while Part II. "Preventive measures" of security program is identical in structure to Appendix I. Regulation of the European Parliament and Council Regulation no. 300/2008 on common rules in the field of civil aviation security and repealing Regulation no. 2320/2002 as amended by later regulations. The content of other parts comes of Annex 1 of Doc 8973/7 International Civil Aviation Organization Annex 17 to the Chicago Convention - Security Manual for Safeguarding Civil Aviation against Acts of Unlawful Interference - Volume III - Airport

Security Organization, and Program Requirements design.[4]

All the parts and points of security program must also describe the operating conditions of the airport and to correspond with the content of provisions. Security program of the airport operator illustrative content can be found in the Annex part.

5 DOCUMENTATION OF KOSICE AIRPORT

Documentation of Kosice airport SpA can be divided into two main groups. The first group contains internal documents. Internal airport documents include Airport Manual, Security program of the airport operator, organizational norms, guidelines and orders, issued under the company's airport. The second group is an external file that includes a generally binding legal regulations, documents of international organizations of civil aviation (International Civil Aviation Organization, European Civil Aviation Conference, Joint Aviation Authorities, European Organization for the Safety of Air Navigation, etc.), Then documents of national authorities and organizations of civil and military aviation (Ministry of Transport, Air Traffic Services SR, Aerial Office SR, etc.), then documents of other sectors that have a direct connection with the civil aviation (Ministry of Interior, Ministry of Finance, etc.), Slovak technical standards, customer documentation, etc.[5]

Documentation is issued outside the company and is bound for the airport. The updates are followed and executed by its individual sections (departments) that have been assigned to take care of the documentation. The total list of current management documentation is centrally maintained and regularly updated list of documents.

6 PROPOSALS FOR OPTIMIZING THE HANDLING OF AIRPORT OPERATIONAL DOCUMENTATION

Currently the airport has used an electronic library. However, in this form of media there is Airport Manual developed. Therefore, in order to improve the handling of operational documentation I would suggest including the missing documents into the electronic list on the company's network. It concerns especially the working procedures, orders, decisions and regulations.

Entering data would be performed as well to the database by computing technology in the sections that are using this technology and that are covered by necessary software. When entering data, authorized employees follow the user manuals provided together with the purchased program. The company is allowed to use only officially purchased software with license rights.

On the servers (network drive) there is disk space created, which is divided into organizational units, which are further divided into departments and offices. Every manager of the organizational unit is responsible for the data on his unit's network drive part. Inserting data that must be protected against overwriting and reproduction are secured by password. Documents that do not need to be protected regarding the security of the data can be used by company employees according to their needs. Data, such as forms, documents etc. have to be copied by the end user to the local computer and then adjust to the desired form.

An access to respective documents would be allowed to employee only after logging in with his/her own ID and password. Username and password is unique, based on which it is easy to identify the worker who views the documents. It is also possible to define the rights of individual employees and define their scope of access to individual documents.

If computer programs enable archiving the database to another storage media, e.g. disk, the person responsible for data processing performs the archiving of data. Any change of records can only be performed by personnel responsible for that documentation. Other

employees are not allowed to make any adjustments to respective documents.

7 CONCLUSION

Operational documentation helps provide operationally safe airport, which is in line with the latest international and national aviation regulations and legislative requirements.

The advantage of using electronic library is reducing paper forms of documentation. Its main objective is to bring easy access to information for employees, quick access using a search engine, easy updates, multimedia training and also providing trainings for external organizations.

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