

Ports of Jersey employees who work on the aerodrome are required to be fully conversant with the Aerodrome Operating Procedures (AOPs) relevant to their individual roles and responsibilities. In addition, it is the responsibility of all Business Partners to have a system in place to ensure that their employees are also fully conversant with the relevant AOPs. If any employee has any query or misunderstanding regarding the procedures contained herein please contact your manager or supervisor.

JA-AOP-061 Remote Holding (Push and Hold Procedure)

1. Policy

- 1.1 Jersey Airport has a responsibility to ensure the safe operation of aircraft requiring Remote Holding.
- 1.2 This procedure has been adopted at Jersey Airport to ensure the safe and efficient movement of aircraft requiring to Remote Hold.

2. Introduction

- 2.1 Remote Holding is a procedure which can be requested by the flightcrew of an aircraft, in order to allow the aircraft to be repositioned under tow, from a pier-serviced stand to a remote stand prior to departure. This procedure will most commonly be requested when the aircraft is subject to a significant departure delay caused by Air Traffic Flow Management measures. The benefit of this procedure from an airline perspective is that use of this procedure allows the airline operator to record the flight as an on-time departure. The benefit to the Aerodrome Authority is that it also allows the parking stand to be released for use by another aircraft. In addition, the Remote Holding procedure may allow ATC to tactically manage stand utilisation during peak periods when stand availability is constrained.

3. Procedure

- 3.1 The only available remote stand which can be utilised for this procedure is Stand 23 (Figure 1). **NOTE: THIS PROCEDURE CANNOT BE UTILISED WHEN THE ADJACENT STAND (STAND 22) IS OCCUPIED.**

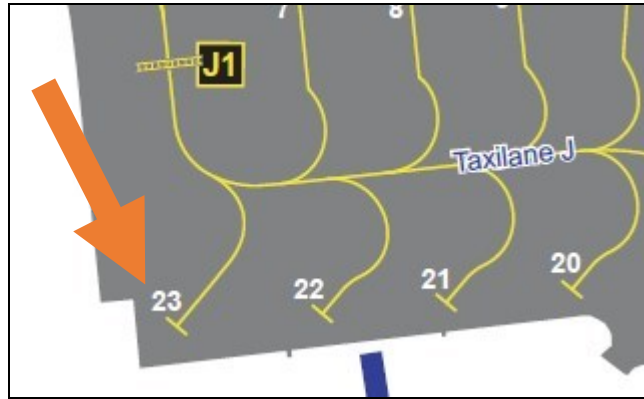


Figure 1 – Location of Stand 23

- 3.2 It is the responsibility of the flight-crew to ascertain whether the actual and forecast surface wind direction and speed is suitable for the aircraft to Remote Hold and then start engines as per this procedure.
- 3.3 In the event of Low Visibility Procedures (LVPs) being in force, this procedure shall not be permitted in LVP states 2, 3 and 4.
- 3.4 Flight-crew requests for Remote Holding must be made via the nominated Handling Agent.
- 3.5 On receipt of a Remote Holding request, the nominated Handling Agent is responsible for contacting ATC by telephone on (4)46086 and advising them of the Callsign/Registration and type of aircraft requesting Remote Holding. They shall also advise ATC of the stand on which the aircraft is parked.
- 3.6 ARFFS are responsible for overseeing the Push and Hold procedure and for escorting the aircraft requiring Remote Holding from the pierserviced stand to Stand 23. On receiving a request for Remote Holding, ATC shall contact ARFFS and request their attendance for the “Push and Hold Procedure”. ATC shall advise ARFFS of the type of aircraft requesting Remote Holding and the stand on which the aircraft is parked. The ARFFS vehicle which will normally be utilised for the Push and Hold procedure is ‘Checker 1’.
- 3.7 The Handling Agent is responsible for providing a tug, tug-driver, headset operator and a minimum of one wing-man.

- 3.8 ATC shall not clear an aircraft which requires Remote Holding to pushback and tow until such time as ARFFS are in position at the relevant parking stand and have reported ready to oversee the Push and Hold procedure.
- 3.9 When the necessary ground equipment, Handling Agent personnel and ARFFS are in position, and are ready to conduct the Push and Hold procedure, the flight-crew shall call Jersey Ground or Jersey Tower as appropriate to request push-back and towing clearance for Remote Holding. ATC shall give priority to other commercial movements that are either not subject to ATFM measures or are subject to CTOTs earlier than the aircraft requiring remote holding when considering whether to approve the push-back and tow.
- 3.10 When push-back and towing clearance has been received, the aircraft shall be pushed onto the taxiway/taxi-lane centreline and then towed to Stand 23. On reaching Stand 23, the aircraft will be parked facing NorthWest as per Figure 2 which indicates for illustrative purposes, the route to be followed in red and the approximate stop line position in yellow.

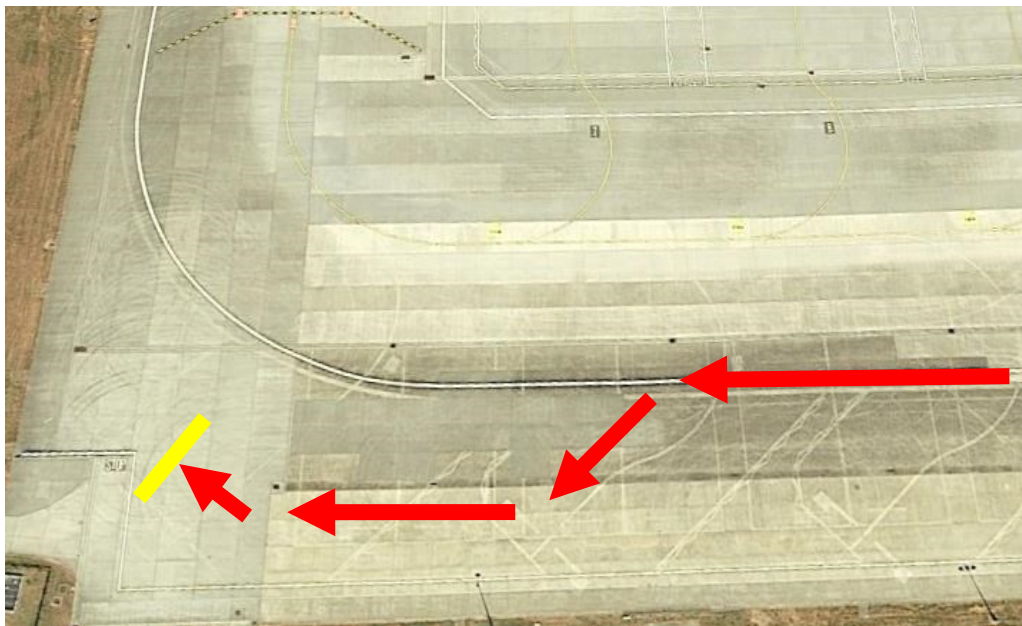


Figure 2 – Route to be followed and remote holding position

- 3.11 ARFFS shall escort the aircraft requiring remote holding to Stand 23 in accordance with the procedures contained within JA-AOP-17 – Jersey Turnaround Plan – Appendix E – Aircraft Towing.

- 3.12 The headset operator and wingman shall ensure that the aircraft requiring Remote Holding is positioned correctly on Stand 23 facing North West and that the wingtips of the aircraft are within the marked confines of the stand. The headset operator shall confirm from the flightcrew that the aircraft's parking brake has been applied. **The aircraft must not be chocked.** Once the ground-crew are satisfied that the aircraft is in the correct position for Remote Holding they will then disconnect from the aircraft before proceeding to Checkpoint 8 (CP8) for security screening prior to returning to the Critical Part of the security restricted area.
- 3.13 Stand 23 is outside the area deemed to be the Critical Part of the security restricted area. Once the ground-crew have disconnected from the aircraft and returned to CP8, the flight-crew of the aircraft should expect no further ground-crew intervention prior to departure. No ground electrical services will be provided while the aircraft is Remote Holding and the flight-crew will not be provided with any ground-crew assistance with engine starting.
- 3.14 Aircraft that are being held remotely shall not be permitted to hold on stand with their engine(s) running. ATC shall only approve engine starting in order to comply with the relevant CTOT.
- 3.15 Notwithstanding any incident/accident requiring an emergency evacuation of the aircraft whilst it is Remote Holding, no person shall be permitted to disembark from the aircraft. If any person requires to disembark, the flight-crew shall liaise with their Handling Agent to arrange for the aircraft to either, taxi, or be towed to, a Pier Serviced stand.
- 3.16 Whilst Remote Holding, the flight-crew shall ensure that they are continuously monitoring either the Jersey Ground or Jersey Tower frequencies as appropriate for any amendment to their allocated Calculated Take-Off Time (CTOT) and any other relevant operational information. ATC shall issue start-up and taxi clearance in accordance with the relevant CTOT.