AERODROME MANUAL

BONAIRE INTERNATIONAL AIRPORT

TABLE OF CONTENTS

JUST CULTURE

Just Culture is the next step in safety thinking. A culture in which front-line operators or other persons are not punished for actions, omissions or decisions taken by them that are commensurate with their experience and training, but in which gross negligence, willful violations and destructive acts are not tolerated.

By assuming that making mistakes is inherent in "normal" operational processes, you enable an organization to learn. Many lessons can be learned from this for other employees. Consider discussing mistakes made without this having immediate consequences for those involved. The mistakes made could also be made by others. Sharing information about mistakes and safety incidents, setting up a safety management system is a means to continuously improve safety.

0. DISTRIBUTION LIST

Following is a list of copy holders of the Aerodrome Manual

No.	Company	Copy Holder
	BIA	Director, Managers, Staff, Ops, Safety
	BAS/Swissport	Management
	AHS	Management
	ProAir	Management
	DIVI DIVI AIR	Management
	Falki Aviation	Management
	RFFS	Commander
	CUROIL	Management
	DC-ANSP	Supervisor/Curaçao
	KLM	Station Manager
	Delta Airlines	Station Manager
	United Airlines	Station Manager
	TUI	Station Manager
	EZ Air	Management
	KMAR	Head of Operations
	American Airlines	Station Manager
	Aruba Airlines	Management
	Bonaire Jet Center	Management
	WinAir	Management
	Sarpa	Management
	Bon Aero Club	Management
	Fly Always	Management

The Aerodrome Manual (AM) has been sent once by e-mail and will then be made available via the website http://www.bonaireinternationalairport.com. All copy holders(organizations) will be notified by e-mail about the release of a revised version.

0.1 VERSION MANAGEMENT

Display of adjustments

No manual adjustments are made in the AM. If necessary and changes have to be made immediately, a new AM is issued at the request of the accountable manager.

Pages and sections are not annotated separately. When making changes, a new version of the full AM is released, whereby the version number of the AM is increased. The version number and the version date are stated in the footer on every page of the AM.

Adjustments in each document (AM) are indicated as follows:

- Adjustments to texts:

— Added text is marked in gray (example: addition).

— For a new chapter, only the title of the chapter is grayed out.

— Deleted text has been crossed out (example: ~~deleted text~~)

- Completely deleted or replaced chapters, paragraphs, and adjustments to diagrams, drawings, images, and graphs are not highlighted, but described in the version history.
- words and/or abbreviations that have no real meaning and/or are no part of a procedure and/or will not change anything, will be removed without editing/adjustments.

Version history

The overview below shows the most important changes from the previous version of the AM.

Version	CHAPTER	CHANGE	DATE
1.0	All	A completely new version of the AM.	15 January 2020
2.0	All	Amended the function Airport Operations Manager in Chief Operating Officer(COO).	05 January 2021
2.0	All	Amended Aerodrome Emergency Plan in" Calamiteitenplan BIA".	05 January 2021
2.0	Appendix A	Added new Aerodrome Certificate.	05 January 2021
2.0	Appendix C	Amended the Daily Inspection Checklist Airside into Daily Airside Safety Inspection Checklist.	05 January 2021
2.0	Appendix L	Annulled Appendix L, stated "Luchthavenreglement" as new reference.	05 January 2021
2.0	4.9.3	Inserted "Fueling safety measures".	05 January 2021
2.0	5.6.2	Inserted "Qualifications and Educational levels".	05 January 2021
2.0	3.4	Inserted "Generators are inspected and tested monthly. Every month there will be a test tun and inspection for mechanical damage. Items checked and tested are; Starting, running, temperature, and fuel level. Outcome will be logged".	05 January 2021
2.0	3.4	Amended switch-over time form 7 seconds to 15 seconds	05 January 2021
2.0	All / 5.3.4	Amended the "airport maintenance manager" in to "airside maintenance manager" and described safety accountabilities and responsibilities accordingly	05 January 2021

2.0	5.3.3	Amended responsibilities and accountabilities of the Chief Operating Officer.	05 January 2021
2.0	5.5.3	Inserted new “Hazard Report Form anonymous optional”	05 January 2021
2.0	1.10	Organization chart changed	05 January 2021
2.0	1.6.1	Recording of aircraft movements	05 January 2021
2.0	5.4.4	Monitoring of change	05 January 2021
2.0	5.2.5	Safety performance monitoring	05 January 2021
2.0	4.1.4	Inserted Reporting of incidents and occurrences to the ILT and “Analysebureau Luchtvaartongevallen” (ABL)	05 January 2021
2.0	Appendix J	Amended Procurement of Airside Driving Permit	05 January 2021
2.0	5.3.8	Amended “Luchthavenmeester” responsibilities and accountabilities.	05 January 2021
2.0	3.1.8	Inserted operating hours of the airport.	05 January 2021
		Version 2.1	
2.1	1.1.2	Inserted Aerodrome Operation Data Base in the abbreviation list.	21 July 2021
2.1	1.1.2	Amended abbreviation of LCC.	21 July 2021
2.1	1.4	Amended first paragraph of Legal Requirement reference.	21 July 2021
2.1	1.6.1	Amended Recording of Aircraft Movements.	21 July 2021
2.1	2.2	Amended notification of Charts publication.	21 July 2021
2.1	2.3	Sequence of bullets listing are being updated and not marked as a change.	21 July 2021
2.1	4.3.1	Amended Aerodrome Emergency Planning (ILT reference letter).	21 July 2021
2.1	4.4.2	Amended RFFS Category CARNA Part reference.	21 July 2021
2.1	4.7.3 / All	Amended the “airport technical department” to “airside maintenance manager”	21 July 2021
2.1	4.7.3	Amended CARNA Part reference.	21 July 2021
2.1	5.3.3	Sequence of numbering listing d), and i) are being updated and not marked as a change.	21 July 2021
2.1	5.3.5	Airport Security Manager is accountable to the Chief Operating Officer has been amended.	21 July 2021
2.1	5.3.7	1Maintain and update the “Calamiteitenplan” BIA amended.	21 July 2021
2.1	5.3.12	Amended Internal Safety and Operational Oversight meetings, Attendees, frequency and fixed agenda items.	21 July 2021
2.1	5.5.2	Amended email reference of Hazard Identification.	21 July 2021
2.1	5.5.3	Amended Hazard Report Form version (email notification)	21 July 2021

2.1	5.7.3	Amended involvement off the Chief Executive Officer to the Chief Operating Officer.	21 July 2021
2.1	5.8.3	Sequence of numbering listing e), l), p) and o) are being updated and not marked as a change.	21 July 2021
2.1	Appendix B	Inserted b) Any downgrade of RFFS Airport Category to be provided.	21 July 2021
2.1	Appendix M till P	Sequence of appendices listing "L" Pushback Instructions, "N" Personal Protection Equipment, "M" Disabled Aircraft Removal and "O" BIA& RFFS joint statement are being updated and not marked as a change.	21 July 2021
		Version 2.2	
2.2	All	Title "Airport Safety Performance Officer" replaced by "Airport Safety Officer"	1 April 2023
2.2	1.1.1	Deleted non-used definitions	1 April 2023
2.2	1.1.1	Adjusted abbreviations	1 April 2023
2.2	2.3	Added Penetrating of the transitional surface	1 April 2023
2.2	4.0	Added Airport Operations responsibilities	1 April 2023
2.2	4.3.2	COMMUNICATION AND COORDINATION deleted	1 April 2023
2.2	4.8.1	Added the creation of a construction manual	1 April 2023
2.2	4.8.5	Added that risk assessments can also be conducted by external parties.	1 April 2023
2.2	4.8.6.	Added that safety briefings can be done in different ways other then in a briefing	1 April 2023
2.2	4.11.8	Reports. Definition and the manner on reporting birdhits added	1 April 2023
2.2	5.1.4	Compliance manager task added	1 April 2023
2.2	5.2.6	Renewal Safety policy	1 April 2023
2.2	5.3.10	Added 5.3.10 AIRPORT DUTY MANAGER RESPONSABILITIES AND ACCOUNTABILITIES and renumbering 5.3.10 – 5.3.13	1 April 2023
2.2	5.3.11	Deleted Safety Committee (Also Double numbering) 5.3.12 became 5.3.13	1 April 2023
2.2	5.3.12	Added External safety meetings and Runway safety Team	1 April 2023
2.2	Appendix C	DAILY AIRSIDE SAFETY INSPECTION CHECKLIST deleted	1 April 2023
2.2	Appendix D	Airside Safety Committee deleted	1 April 2023
2.2	Appendix J	2.1 ADP: included on ASSAT for service roads and aprons 3.7 AVP: change from technical inspection towards technical (functional) check 5.1 AVP application form on the website available 6.2 and 6.5 Insurance conditions change	1 April 2023
2.2	Appendix L	1.1 added: The technical part of the push back operation shall always be conducted in line with the Airline operating instructions! Part 5 PROCEDURES – CONVENTIONAL TUG AND TOW BAR deleted.	1 April 2023

0.2 SIGNATURE SHEET

COMPLIANCE REQUIREMENT

The instructions, procedures and information contained in this manual have been devised to ensure safety and standardization in the conduct of all aerodrome operations. They are to be observed by all operations personnel. Personnel are also reminded of their obligation to comply with the Civil Aviation Act, Regulations and Orders and such other directives, aeronautical information, and notices that the Civil Aviation Authority and BIA may publish from time to time.

Where, considering operating experience, errors are found in the manual or deficiencies in the way operations are conducted, recommendations for amendment action shall be submitted to the Chief Operating Officer.

Instructions:

The representative of ~~the~~ an organization responsible for any personnel associated with a specific position identified in this manual ~~must~~ could use sign this sheet as evidence of reading, understanding and agree to apply the procedures and instructions contained in this manual. BIA is using their own system of read and sign via the AODB.

Printed Name	Signature	Date

FOREWORD CEO

The Aerodrome Manual has been prepared as a condition for certification of the aerodrome in accordance with the Standards and Recommended Practices developed by ICAO (and laid down in CARNA part 14) and the requirements prescribed by the Civil Aviation Authority of the Netherlands as stated in the Aviation Decree "Besluit Toezicht Luchtvaart BES" as amended.

Bonaire International Airport NV considers safety, regulatory aspects and efficiency of aircraft operation of paramount importance. Therefore, this manual includes the standards to be met and the services that are provided at Flamingo International Airport as a requirement of the aerodrome certification process.

With the predicted increase in traffic BIA recognizes that the changing aviation safety environment may require revisions of regulations from time to time. In case of major revisions to the regulations to the Safety management system, the essence for Bonaire International Airport N.V. is the management of change monitoring and development, with no degradation in the safety environment for the operation of existing and new facilities.

The scope of this manual is confined to the safety, regulatory and efficiency aspects of aerodrome facilities, services, equipment, and operational procedures. This manual therefore excludes the aspects of aerodrome operations relating to the administration of aerodrome finances and the servicing of passengers and cargo.

~~Jos Hillen~~ Maarten van der scheer

Chief Executive Officer

Bonaire International Airport NV

1. PART I

GENERAL

1.1 DEFINITIONS AND ABBREVIATIONS

1.1.1 DEFINITIONS

When the following terms are used in this manual, they have the following meaning:

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

- A person is fatally or seriously injured as a result of being in the aircraft, of direct contact with any part of the aircraft including parts which have become detached from the aircraft or of direct exposure to jet blast, except when the injuries are from natural causes, self-inflicted or inflicted by other persons or when the injuries are to stowaways hiding outside the areas normally available to passengers and crew.
- The aircraft sustains damage or structural failure which adversely affects the structural strength, performance or flight characteristics of the aircraft and which would normally require major repair or replacement of the affected component, except for engine failure or damage, when the damage is limited to the engine, its cowlings or accessories or for damage limited to propellers, wing tips, antennas, tires, brakes, fairings, small dents or puncture holes in the aircraft skin.
- The aircraft is missing or is completely inaccessible.

Note: An aircraft is considered to be missing when the official search has been terminated and the wreckage has not been located

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.

Aerodrome Certificate
A certificate issued by the appropriate authority under applicable regulations for the operation of an aerodrome.

Aerodrome Elevation
The elevation of the highest point of the landing area.

Aerodrome facilities and equipment
Facilities and equipment, inside or outside the boundaries of an aerodrome, that are constructed or installed and maintained for the arrival, departure, and surface movement of aircraft.

Aerodrome manual
The manual that forms part of the application for an aerodrome certificate pursuant to these regulations, including any amendments thereto accepted/approved by the CAA.

Aerodrome Operator
In relation to a certificated aerodrome, means the aerodrome certificate holder.

Aerodrome reference point
The designated geographical location of an aerodrome.
Aeronautical ground Light
Any light specially provided as an aid to air navigation, other than a light displayed on an aircraft.

Aircraft stand
A designated area on an apron intended to be used for parking an aircraft.

Airlink
The Airport Operation Data Base which is used for the registration of all flight movements. It also used for the registration of activities, particularities, incidents, reports, malfunctions and defects. It is thereby an important tool to support the SMS.

Airport Safety Officer
The person within the BIA organization who is responsible for managing safety.

Airside
The movement area, adjacent terrain and buildings or portions thereof to which access is controlled.

Apron
A defined area, on a land aerodrome, intended to accommodate aircraft for purposes of loading or unloading passengers, mail or cargo, fueling, parking or maintenance.

Assessment
An activity to determine whether or not a reported hazard is in fact a risk to aerodrome safety in any way. The outcome of an assessment is to classify all reported hazards, incidents, and accidents as a risk of a certain magnitude. Assessment involves transitioning reported hazards and events into risks so that they can be dealt with in a meaningful way.

CARNA
The current legislation that applies to the aerodrome on Bonaire and is part of the "Besluit toezicht luchtvaart BES" (applicable law) It is based on the ICAO annex 14.

Certification
To confirm or attest to the fact that a particular design and implementation meets a set of specified safety requirements.

Clearway
A defined rectangular area on the ground or water under the control of the appropriate authority
Selected or prepared as a suitable area over which an airplane may make a portion of its initial climb to a specified height.

Competent Authority
The authority responsible under the law of the country for promoting the safety of civil aviation operations.

Critical safety information
Is the sort of information that staff and management need to be aware of, in order to do their job. Typically, this would include information like a change to a company procedure required as part of a safety risk treatment option.

Declared distances
a) **Take-off run available (TORA)**
The length of runway declared available and suitable for the ground run of an airplane taking off.
b) **Take-off distance available (TODA)**
The length of the take-off run available plus the length of the clearway, if provided.
c) **Accelerate-stop distance available (ASDA)**
The length of the take-off run available plus the length of the stop way, if provided.
d) **Landing distance available (LDA)**
The length of runway which is declared available and suitable for the ground run of an airplane landing.

Deficiency
The result of lacking something essential; imperfect; defective. Such as hazards allowed to exist within a system result in a System Deficiency.

Displaced Threshold
A threshold not located at the extremity of a runway.

Event
An incident or situation which occurs in a particular place during a particular interval of time. For the purpose of this manual, an incident or accident occurring at an aerodrome is regarded as an event.

Failure
A loss of function, or malfunction, of a system or part thereof.

Harm
The loss of human life or to a human population

Hazard
A condition with the potential of causing harm to people, damage to equipment or structures, loss of material, or a reduction in the capacity of performing a specific function.

Human Factors
Human Factors involves the study of the human's capabilities, limitations, and behaviors and the integration of that knowledge into the design of systems to enhance the safety, performance and the general wellbeing of the operators of the systems.

Incident
An incident involving circumstances indicating that an accident nearly occurred.
Note: The difference between an accident and a serious incident lies only in the result.

Inspection
An inspection is the process of examining, checking, or looking at a product or activity.

Instrument runway
One of the following types of runways intended for the operation of aircraft using instrument approach procedures:

a) Non-Precision Approach Runway. An instrument runway served by visual aids and a non-visual aid providing at least directional guidance adequate for a straight-in approach.

b) Precision Approach Runway, Category I. An instrument runway served by ILS and/or MLS and visual aids intended for operations with a decision height not lower than 60m (200ft) and either a visibility not less than 800 m or a runway visual range not less than 550 m.

c) Precision Approach Runway, Category II. An instrument runway served by ILS and/or MLS and visual aids intended for operations with a decision height lower than 60m (200ft) but not lower than 30m (100ft) and a runway visual range not less than 350 m.

d) Precision Approach Runway, Category III. An instrument runway served by ILS and/or MLS to and along the surface of the runway.

Investigation
An activity to determine whether or not a reported event meets the criteria for reporting to the Civil Aviation Authority of the Netherlands under the Aviation Law. The outcome of an investigation may or may not lead to the completion of an Incident/Accident Reporting Form, however it should always lead to the assessment of any risks associated with the event using the hazard assessment process in case of serious incidents.

Landing area
That part of a movement area intended for the landing or take-off of aircraft.

Level of safety
A level of how far safety is being pursued in a given context, assessed with the reference to an acceptable risk, based on the current values of society.

Maneuvering area
That part of an aerodrome to be used for the take-off, landing, and taxiing of aircraft, excluding aprons.

Marking
A symbol or group of symbols displayed on the surface of the movement area in order to convey aeronautical information.

Mitigation
The actions taken to either control, reduce or remove a hazard or to reduce the probability or the severity of a risk. The result of an action to make milder or less severe.

Movement area
That part of an aerodrome to be used for the take-off, landing, and taxiing of aircraft, consisting of the maneuvering area and the apron(s).

Non-critical safety information
The sort of safety information that staff and management only need a general awareness of as part of their job. Typically, the outcomes of safety assessments conducted would constitute non-critical safety information, whereas changes to a company procedure would be critical safety information.

Non-instrument runway
A runway intended for the operation of aircraft using visual approach procedures.

Obstacle
All fixed (whether temporary or permanent) and mobile objects, or parts thereof, that are located on an area intended for the surface movement of aircraft or that extend above a defined surface intended to protect aircraft in flight.

Occurrence
An occurrence, other than an accident, associated with the operation of an aircraft which affects or could affect the safety of operation.

Occurrence Reporting
Formal procedures for reporting safety occurrences and other unsafe conditions

Pavement Classification Number (PCN)
A number expressing the bearing strength of a pavement for unrestricted operations.

Risk
The assessed potential for adverse consequences resulting from a hazard. It is the likelihood that the hazard's potential to cause harm will be realized.

Risk Analysis
A systematic use of available information to determine how often specified events may occur and the magnitude of their consequences.

Risk Assessment
An assessment of the system or component to establish that the achieved risk level is lower than or equal to the tolerable risk level. It involves consideration of both the probability and the severity of any adverse consequences.

Risk evaluation
The process used to determine risk management priorities by comparing the level of risk against predetermined standards, target risk levels or other criteria.

Risk identification
The process of determining what can happen, the reason why and how it can happen.

Risk level
The level of risk calculated as a function of likelihood and consequence.

Risk management
The identification, analysis, and elimination (and/or mitigation to an acceptable or tolerable level) of hazards, as well as the subsequent risks that threaten the viability of an organization.

Runway End Safety Area (RESA)
An area symmetrical about the extended runway center line and adjacent to the end of the strip primarily intended to reduce the risk of damage to an airplane undershooting or overrunning the runway.

Runway-holding position
A designated position intended to protect a runway, an obstacle limitation surface, or an ILS/MLS critical/sensitive area at which taxiing aircraft and vehicles shall stop and hold, unless otherwise authorized by the aerodrome control tower.

Runway Strip
A defined area including the runway and stop way, if provided, intended:
a) to reduce the risk of damage to aircraft running off a runway; and
b) to protect aircraft flying over it during take-off or landing operations.

Runway Visual Range (RVR)
The range over which the pilot of an aircraft on the center line of a runway can see the runway surface markings or the lights delineating the runway or identifying its center line.

Safety
The state in which risks of harm to persons or property damage associated with aviation activities, is reduced to, and maintained at or below, an acceptable level through a continuing process of hazard identification and risk management.

Safety Management System
A system for the management of safety at aerodromes, including the organizational structure, responsibilities, procedures, processes, and provisions for the implementation of aerodrome safety policies by an aerodrome operator, which provides for control of safety at, and the safe use of, the aerodrome.

Safety Audit
A systematic and independent examination to determine whether safety related activities and related results comply with planned arrangements and whether these arrangements are suitable to achieve safety objectives and are implemented effectively.

Safety Assessment
A systematic, comprehensive evaluation of an implemented system to show that the safety requirements are met.

Safety Assurance
A documented account of the evidence, arguments, and assumptions to show that system hazards have been identified and controlled in operational areas, and that qualitative and quantitative safety requirements have been met.

Safety Culture
The way in which the organization conducts its business and particularly the way it manages safety. It emanates from the communicated principles of top management and results in all staff exhibiting a safety ethos that transcends departmental boundaries.

Safety Objective
A planned and considered goal that has been set by a design or project authority.

Safety Oversight
a mechanism to ensure that operators and service providers maintain an acceptable level of safety in their operations/system in place to monitor and assess safety performance.

Safety Policy
Defines the fundamental approach to managing safety and that is to be adopted within an organization and its commitments to achieving safety.

Safety Requirements
The requirement for the safety features to be met by a system.

Security
Safeguarding civil aviation against acts of unlawful interference. This objective is achieved by a combination of measures and human and material resources.

Severity
Indicates the intensity of the damage resulting from an event.

Short Term Corrective Actions
Actions which the Airport Safety Officer considers that can be completed within 2 months of the receipt of a report, under normal circumstances.

Shoulder
An area adjacent to the edge of a pavement so prepared as to provide a transition between the pavement and the adjacent surface.

Sign
a) Fixed message sign. A sign presenting only one message.
b) Variable message sign. A sign capable of presenting several pre-determined messages or no message, as applicable.

Stop way
A defined rectangular area on the ground at the end of take-off run available prepared as a suitable area in which an aircraft can be stopped in the case of an abandoned take-off.

Taxiway
A defined path on a land aerodrome established for the taxiing of aircraft and intended to provide a link between one part of the aerodrome and another.

Taxiway intersection
A junction of two or more taxiways.

Taxiway strip
An area including a taxiway intended to protect an aircraft operating on the taxiway and to reduce the risk of damage to an aircraft accidentally running off the taxiway.

Threshold
The beginning of that portion of the runway usable for landing.

Touchdown zone
The portion of a runway, beyond the threshold, where it is intended landing airplanes first contact the runway.

Verification
The process of determining whether or not the product of each phase of the development process is consistent with the requirements specified in the previous phase.

1.1.2 ABBREVIATIONS

ABBREVIATION	DEFINITION
AA	Airport Authority
AD	Aerodrome
AM	Aerodrome Manual
ADP	Airside Driving Permit
AIP	Aeronautical Information Publication
AIS	Aeronautical Information Service
AODB	Aerodrome Operation Data Base
APU	Auxiliary Power Unit
ARC	Aerodrome Reference Code
ASDA	Accelerate Stop Distance Available
ATC	Air Traffic Control
ATIS	Air Traffic Information Service
ATS	Air Traffic Services
AVP	Airside Vehicle Permit
BES	Bonaire, St. Eustatius, Saba
BIA	Bonaire International Airport N.V.
CAA	Civil Aviation Authority
COO	Chief Operating Officer
DCANSP	Dutch Caribbean Air Navigation Service Provider
DME	Distance Measuring Equipment
FOD	Foreign Object Damage/Debris
GPU	Ground Power Unit
ICAO	International Civil Aviation Organization
IFR	Instrument Flight Rules
ILS	Instrument Landing System
ILT	Inspectie Leefomgeving en Transport
IQAP	Internal Quality Assurance Program
LCC	Luchthaven Crisis Centrum
LDA	Landing Distance Available
MLS	Microwave Landing System
NCASP	National Civil Aviation Security Program
NOTAM	Notice to Airmen
OLS	Obstacle Limitation Surface
OPS	Operations BIA
PANS OPS	Procedures for Air Navigation Operations
PCN	Pavement Classification Number
PPE	Personal Protection Equipment
RESA	Runway End Safety Area
RFFS	Rescue and Fire Fighting Service
SMS	Safety Management System
SRB	Safety Review Board
TODA	Take-Off Distance Available
TORA	Take-Off Run Available
TWR	Air Traffic Control Tower
UTC	Universal Coordinated Time

1.2 PURPOSE OF THE AERODROME MANUAL

The manual defines the procedures and functions necessary to ensure the highest possible degree of operating efficiency and safety at the Flamingo International Airport.

This manual is to be used as a daily working guide and should be updated, changed or expanded as necessary to continuously provide complete documentation of all airport operations.

The provisions in this manual also ensures that the facilities available at the airport and the operational and safety management procedures laid down are in compliance with the Standards and Recommended Practices specified in ~~Annex~~ CARNA part 14 and the requirements prescribed by the Civil Aviation Authority of the Netherlands as laid down in the Aviation Decree "Besluit Toezicht Luchtvaart BES" as amended.

This manual forms the basis for the Civil Aviation Authority of the Netherlands to judge the potential suitability of the Bonaire International Airport N.V. to obtain an aerodrome certificate, taking into account the operational and safety management in relation to the scale and scope of aviation activities, which take place at the Flamingo International Airport.

The manual is set out in 5 parts containing all information, procedures and instructions that are necessary to enable the aerodrome operator to perform their duties and responsibilities in such a manner that the aerodrome complies with the required safety standards for its personnel and aircraft operating at that aerodrome.

Where reference is made to recording, logging or archiving, this means the network of BIA and/or the Airport Operational Database

1.3 SCOPE OF THE AERODROME MANUAL

The scope of this manual is confined to the safety, regulatory and efficiency aspects of aerodrome facilities, services, equipment, and operational procedures.

To achieve this, the manual contains all pertinent information on the aerodrome site, facilities, services, equipment, operating procedures, organization, and management including a safety management system.

This includes:

a) Dimensions, declared distances and surface strength of each runway.
b) Aerodrome lay-out
c) Aeronautical ground lights
d) Precision Approach Path Indicator.
e) Disabled aircraft removal.
f) Vehicle control
g) Wildlife management
h) Calamiteitenplan BIA (*"Aerodrome emergency plan")*
i) Instructions from the holder of the aerodrome license to the operational staff.
j) The identification of key personnel responsible for the different areas of the safety management program.
k) The safety management structure.
l) The operating policies and procedures.
m) Requirements for all operators on the aerodrome
n) RFFS requirements
o) Security Requirements.
p) Coordination with ATS.

This manual excludes the aspects of aerodrome operations relating to the administration of aerodrome finances and the servicing of passengers and cargo.

1.4 LEGAL REQUIREMENT

The local aviation legislation for Aerodrome relies on the BES Aviaction act "Luchtvaartwet BES" Chapter 4. The provisions in "Besluit Toezicht Luchtvaart BES", article 130 and CARNA Part 14 apply (are applicable) to aerodrome of the public entity of Bonaire.

The aviation decree referred to as "Besluit Toezicht Luchtvaart BES" article 171, 172 and 173, requires that all aerodromes open for public use must be in possession of an aerodrome certificate and must establish an aerodrome safety management system.

According to the national regulations stated in article 175 of the "Besluit Toezicht Luchtvaart BES", the aerodrome operator must submit an aerodrome manual together with the application for an aerodrome certificate.

1.5 AIRPORT USE

Flamingo International Airport is a civil aerodrome intended for aircraft operations engaged in commercial flights for the purpose of public transport of passengers and cargo, including instruction flights, general aviation and service of military operations.

Flamingo International Airport is open under all conditions to aircraft applicable for all ICAO contracting states. These conditions are applicable to the use of all facilities, including air navigation facilities serving the aerodrome and meteorological services, which are provided.

1.6 REGISTRATION OF AIRCRAFT MOVEMENTS

1.6.1 BIA registers all aircraft movement as of 2021 in an Aerodrome Operation Data Base (AODB) software system called Airlink. This system is also used to report incidents, activities, particularities, malfunctions and defects. Airlink thus also supports BIA's SMS.

1.6.2 Statistical details of all aircraft movements shall include at a minimum:

a) aircraft company
b) aircraft type
c) aircraft registration
d) type of flight
e) departure aerodrome
f) destination aerodrome
g) actual time of departure (ATD) expressed in UTC
h) actual time of arrival (ATA) expressed in UTC

1.7 OBLIGATIONS OF THE AERODROME OPERATOR

1.7.1 BIA shall operate Flamingo International Airport in compliance with the standards set out in the aviation decree known as "Besluit Toezicht Luchtvaart BES" , the Airport Regulations ("Luchthavenreglement"), and standards set by the Civil Aviation Authority of the Netherlands.

1.7.2 BIA shall ensure that the safety rules are defined in the aerodrome manual and that the operational staff is responsible for ensuring their daily application.

1.7.3 BIA shall employ sufficient qualified personnel to ensure a safe operation of the aerodrome and shall establish an adequate training program for all personnel.

1.7.4 BIA shall employ only those persons possessing such certificates, as may be required by the Civil Aviation Authority of the Netherlands, to perform critical activities for aerodrome operation and maintenance.

1.7.5 BIA is responsible for auditing its own SMS, including an inspection of the aerodrome facilities and equipment. The aerodrome operator shall also arrange for a ~~general~~ external audit and/or inspection program for evaluating the RFFS ~~other users~~ (see also 1.7.10), ~~including~~:

~~a) RFFS;~~
b) ~~Security services~~;

~~c) Fixed-base operators;~~
~~d) Ground handling agencies;~~
~~e) Fuel Delivery Companies;~~
~~f) Other organizations working at the aerodrome;~~

1.7.6 BIA shall ensure that the condition of the movement area and the operational status of related facilities will be monitored and reports on matters of operational significance or affecting aircraft performance given, particularly in respect of the following:

a) construction or maintenance work;
b) rough, or broken surfaces on the runway, a taxiway or an apron;
c) water on the runway, a taxiway or an apron;
d) other temporary hazard, including parked aircraft;
e) failure or irregular operation of part or all of the aerodrome visual aids;
f) failure of the normal or secondary power supply.

1.7.7 BIA shall ensure that the surface of the runway is maintained in a condition so as to provide good friction characteristics and low rolling resistance. Standing water, mud, dust, sand, rubber deposit and other contaminants will be removed as rapidly and completely as possible to minimize accumulation.

1.7.8 BIA shall ensure the establishment of a maintenance program, including preventive maintenance where appropriate to maintain facilities, including items such as pavements, visual aids, fencing, drainage systems and buildings, in a condition which does not impair the safety, regularity or efficiency of air navigation.

1.7.9 BIA shall establish a Safety Management System for the aerodrome describing the structure of the organization and the duties, powers accountabilities and responsibilities of the official in the organizational structure, with a view to ensure that operations are carried out in a demonstrably controlled way and are improved where necessary.

1.7.10 BIA shall require all users of the aerodrome, including fixed base operators, ground handling agencies and other organizations that perform activities independently at the aerodrome, to comply with the requirements stated by BIA with regard to safety at the aerodrome. BIA NV shall monitor such compliance through, for example, the daily supervision by ops, regulations, and meetings. Conducting audits is also an option.

1.8 AMENDMENT

1.8.1 The aerodrome operator must alter or amend the aerodrome manual, whenever necessary, in order to maintain the accuracy and integrity of the information in the manual.

1.8.2 The aerodrome operator shall alter or amend the manual in accordance with the directives received from the Civil Aviation Authority of the Netherlands.

1.8.3 All changes to the Aerodrome Manual, or new information on a reprinted page, will result in a complete new updated aerodrome manual.

1.8.4 Aerodrome Manual will be reissued at such regular intervals as may be necessary to keep them up to date.

1.8.5 Each Aerodrome Manual will be provided with consecutive serial numbers.

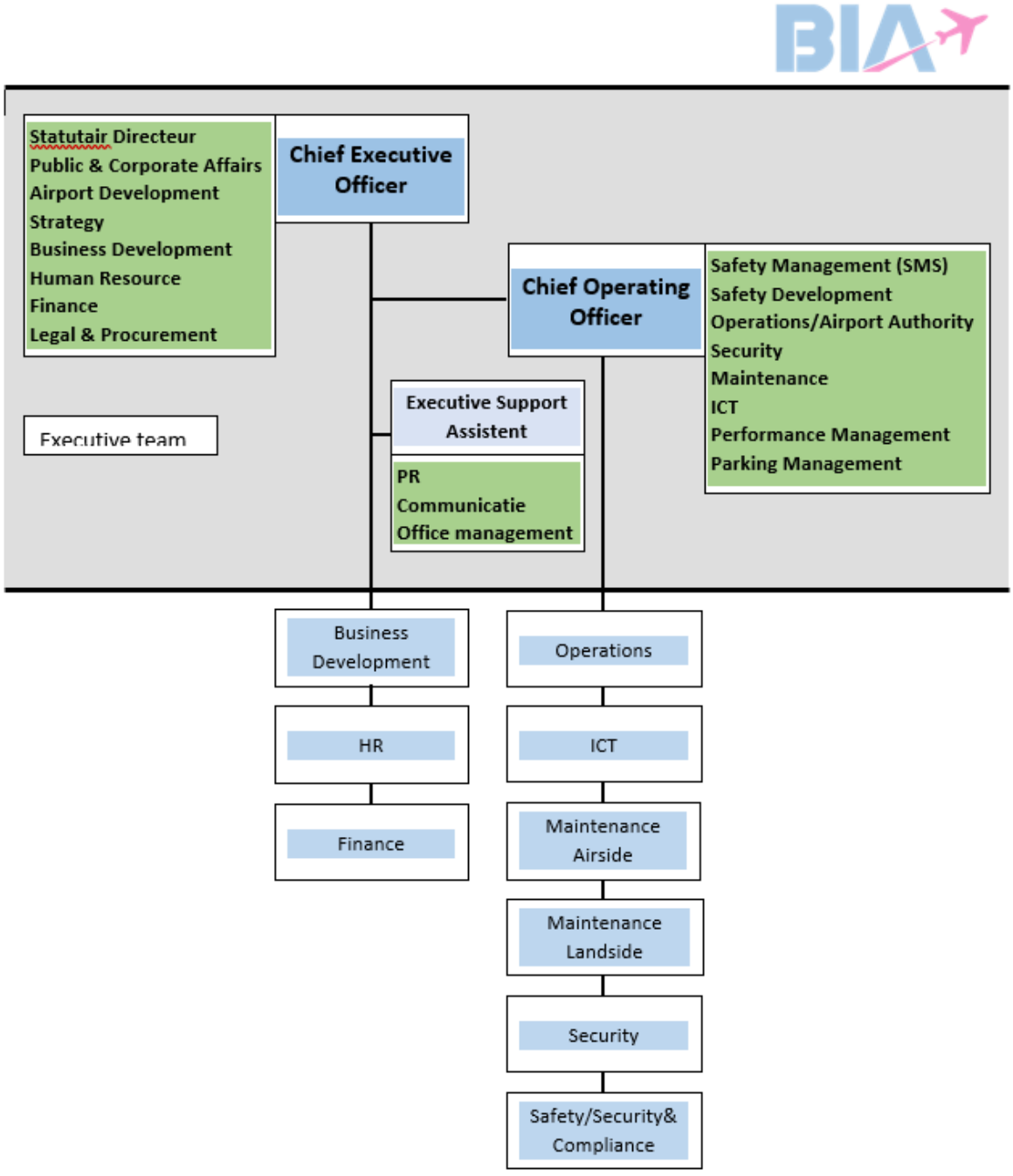
1.8.6 Each Aerodrome Manual page will mention a publication date.

1.8.7 A brief indication of the subjects affected by the Amendment will be given on the Aerodrome Manual version history

1.9 OBLIGATIONS OF THE OPERATORS ON THE AERODROME

Operators on the aerodrome, including fixed base operators, ground handling agencies, airlines and other organizations that perform activities independently at the aerodrome in relation to flight or aircraft handling, shall receive a complete copy (via the website) or relevant sections of the aerodrome manual and comply with its requirements. The aerodrome manual will be published on the BIA website as well.

1.10 ORGANIZATIONAL STRUCTURE



The Airport Safety Officer (Safety/Security & Compliance) reports to the Chief Operating Officer. The Safety Airport Officer can escalate to the Chief Executive Officer.

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2. PART II

PARTICULARS OF THE AERODROME SITE

2. PARTICULARS OF THE AERODROME SITE

2.1 PARTICULARS OF THE AERODROME FACILITIES AT THE FLAMINGO AIRPORT

The main terminal building is a two story-building. The ground floor consists of several areas:

a) The check-in area is located at the eastern side. In this area the check-in counters and airlines'/ground handler's administration and/or operations offices are located.
b) The departure/transit hall with a dynamic capacity of 338 is also located on the eastern side. This hall also houses one food & beverage concessionaire, one souvenir shop, one duty free liquor shop and one perfume shop.
c) The public area provides the following facilities and services: one food & beverage concessionaire, one souvenir shop, one automated teller machine and the airlines ticket offices.
d) The arrival hall is situated on the west side of the terminal and provides two (2) dual processing counters for Immigration and one separate luggage carrousel. It also houses offices for Customs, Immigration, and Security Services.

The first floor houses the administrative offices for the Airlines, Royal Dutch Police Force and Airport Management.

The building situated to the west of the main terminal houses the Flamingo Airport Maintenance Department storeroom and offices. The following facilities are located adjacent to this building on the western side: two maintenance hangars, the fuel storage tanks and office of the fuel supplier.

South of the main terminal, the main apron providing parking for four (4) medium sized aircraft is located. The wide body apron to the east of the main terminal provides parking for two (2) wide body aircraft. On the eastern side of this wide body apron, there is a catering building and the RFFS Station.

Ramp space is available for light aircraft/general aviation parking to the west of the main apron.

West of the main terminal, a small cargo facility which houses the offices of Swissport and Divi Divi Air is located. Also, offices for the Royal Dutch Police and storage space for the Duty Free Shop, Storage space for Airlines are also located here.

AERODROME REFERENCE CODE

The Flamingo International Airport carries an Aerodrome Reference Code of 4E, an airplane reference field length of code number 4 (field length >1800m) and a code letter of E (wingspan 52-65m, outer main gear wheel span of 9-14m).

2.2 FLAMINGO AIRPORT AERODROME CHARTS

The following aerodrome charts are provided together with the aerodrome manual:

1) AERODROME OBSTACLE CHART – ~~ICAO~~ TYPE – A, TNCB AGA 2-6.2

2) AERODROME CHART – ~~ICAO~~ TNCB AGA 2-6.1

This plan of the aerodrome shows the main aerodrome facilities for the operation of the aerodrome including, particularly, the location of each wind direction indicator and also the aerodrome boundaries.

See Part III, chapter 3.1.2 for the distance of the aerodrome from the nearest city and populated area.

2.3 COMPLIANCE CARNA part 14 ASSESSMENT

OBSTACLE LIMITATION SURFACE COMPLIANCE

This is a temporary observation as upgrading projects are in progress.

OLS 14.3% Transitional with 150m strip

The following items do not comply with the Obstacle Limitation Surface requirements as per CARNA Part 14, Chapter 4.1 (reference CARNA Part 14).

- Private owned Hangar located west of the airport main vehicle gate;
  On the 24th of March 2020 an exemption was given by the ILT for the penetration of the OLS by this private owned hangar.
- Parked aircraft at Main Apron, Category C (aircraft) and larger;
  Requires completion of Phase 2 of our master plan, the new apron area. Timeframe: 2020/2025.
- Parked wide body aircraft category D and larger at the wide body apron east.
  Requires completion of Phase 2 of our master plan, the new apron area. Timeframe: 2020/2025.
- Private aircraft parked on the GA, General Aviation apron.
- Requires completion of Phase 2 of our master plan, the new apron area. Timeframe: 2020/2025.
- CUROIL Fueler's Office Building and surrounding structures
  Currently CUROIL has been assigned new office. The old building will then be demolished. Timeframe: ~~2021~~.2023

Penetrating of the transitional surface

At Bonaire airport, aircraft that are parked in the stands penetrate the transitional surface. This situation is a result of the constitutional change in 2010 and the resulting change in the licensing framework and the conversion of the non-instrument runway to an instrument runway. This increased the strip from 75 m to 150 m. As a result, the transitional surface started further away from the runway and putting it partly over the aprons.

The penetration cannot be removed since the aircraft cannot be parked elsewhere. An aeronautical study (2022) was chosen to assess the impact to the safety of operations. The safety risk being, that an aircraft approaching the runway or performing a missed approach theoretically could collides with an aircraft parked. The penetrations are different based on the aircraft type or the apron that is being studied.

On a safety assessment performed following the BIA Safety Management Manual, it is found that the severity of the risk is classified as a tolerable risk. For such a risk to be accepted, it would require taking mitigating measures.

The mitigating measures for moving the risk to an acceptable level include the following:

1. Adaptation of apron and parking position geometry (infrastructural changes)

2. Adaptation of parking procedures (operational changes)

3. Increased awareness of all stakeholders, including ATC, Flight Crews and airport operations.

4. Contact loops with airlines about their operation in Bonaire

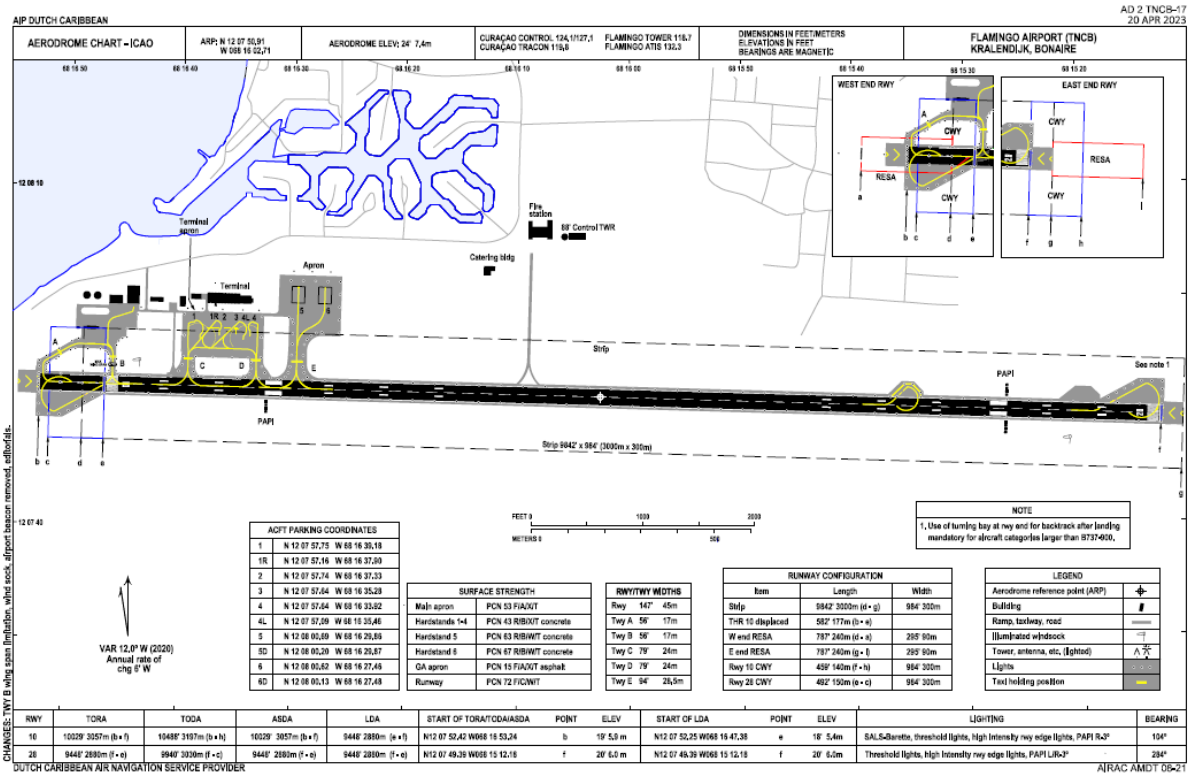
5. Monitoring plan to record and study go-arounds and their causes

At the same time, Bonaire airport is also working on the development of their master plan for the midterm future (2030), in which several developments in the airside of the airport are foreseen. The changes that are planned in the aprons and parking positions, are all in line with the first mitigating measure proposed in the study. This means that the wide-body apron will be extended towards the North, making more space for larger aircraft to be parked further away from the runway. At the same time, the parking positions will be changed to allow the aircraft to park facing the runway (and thus keeping the tail further away from the runway), reducing or completely eliminating the penetrations of the OLS.

The performed study concludes that the operational risks, arising from penetrations of the ICAO-defined transitional obstacle limitation surfaces, can be reduced to an acceptable level, when the changes according to the airport master plan and above-mentioned recommendations have been carried out.

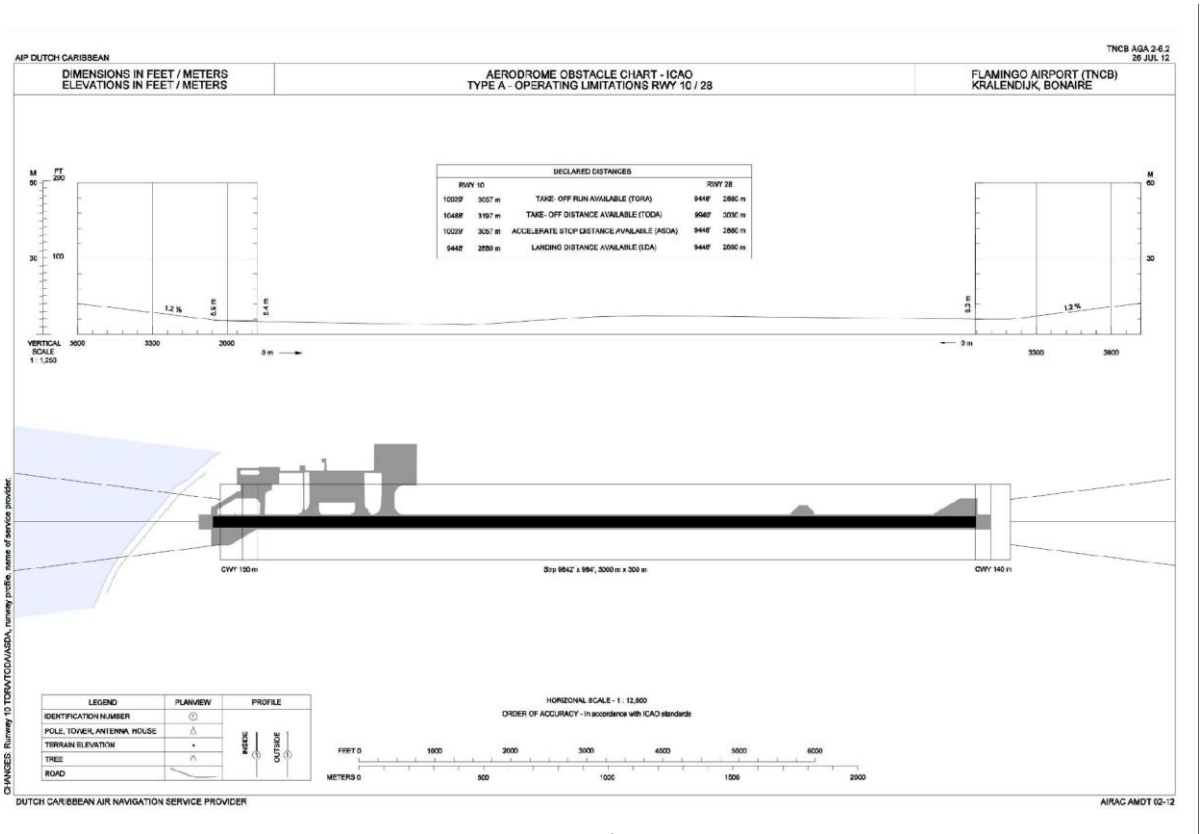
The mitigation action 2, 3, 4 and 5 have all started and are each on their own timeline. The master plan started in 2023 with the plan elaboration phase.

AERODROME CHART – ~~ICAO~~ TNCB AGA 2-6.1



Note: This is an uncontrolled copy. Refer to latest update published by AIP!!

AERODROME OBSTACLE CHART – ~~ICAO~~ TYPE – A TNCB AGA 2-6.2



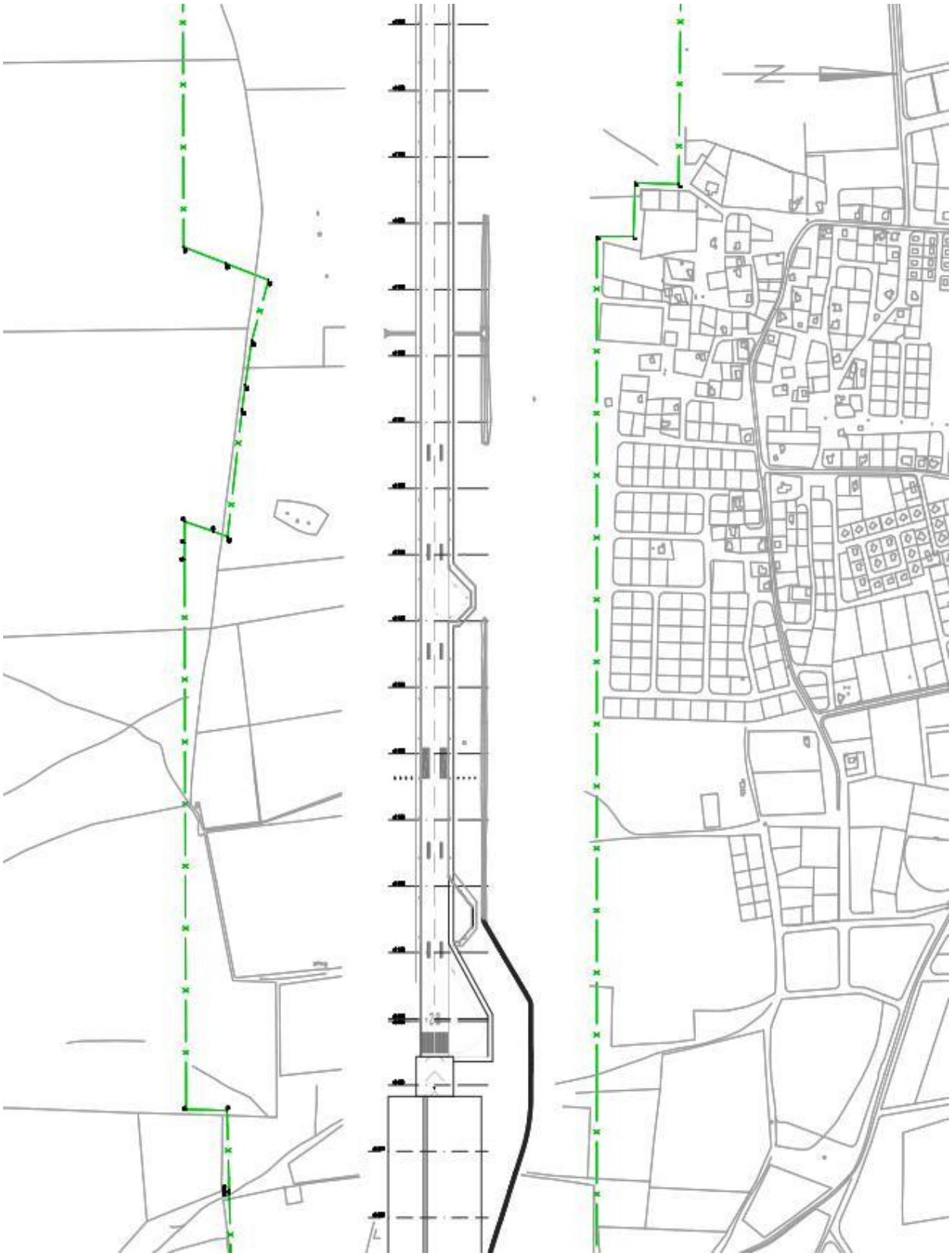
Note: This is an uncontrolled copy. Refer to latest update published by AIP!!

AERODROME BOUNDARY CHART – Part 1/3

The green line shows the aerodrome boundary and indicating the security restricted area.

Note: This is an uncontrolled copy. Refer to latest update published by AIP!!

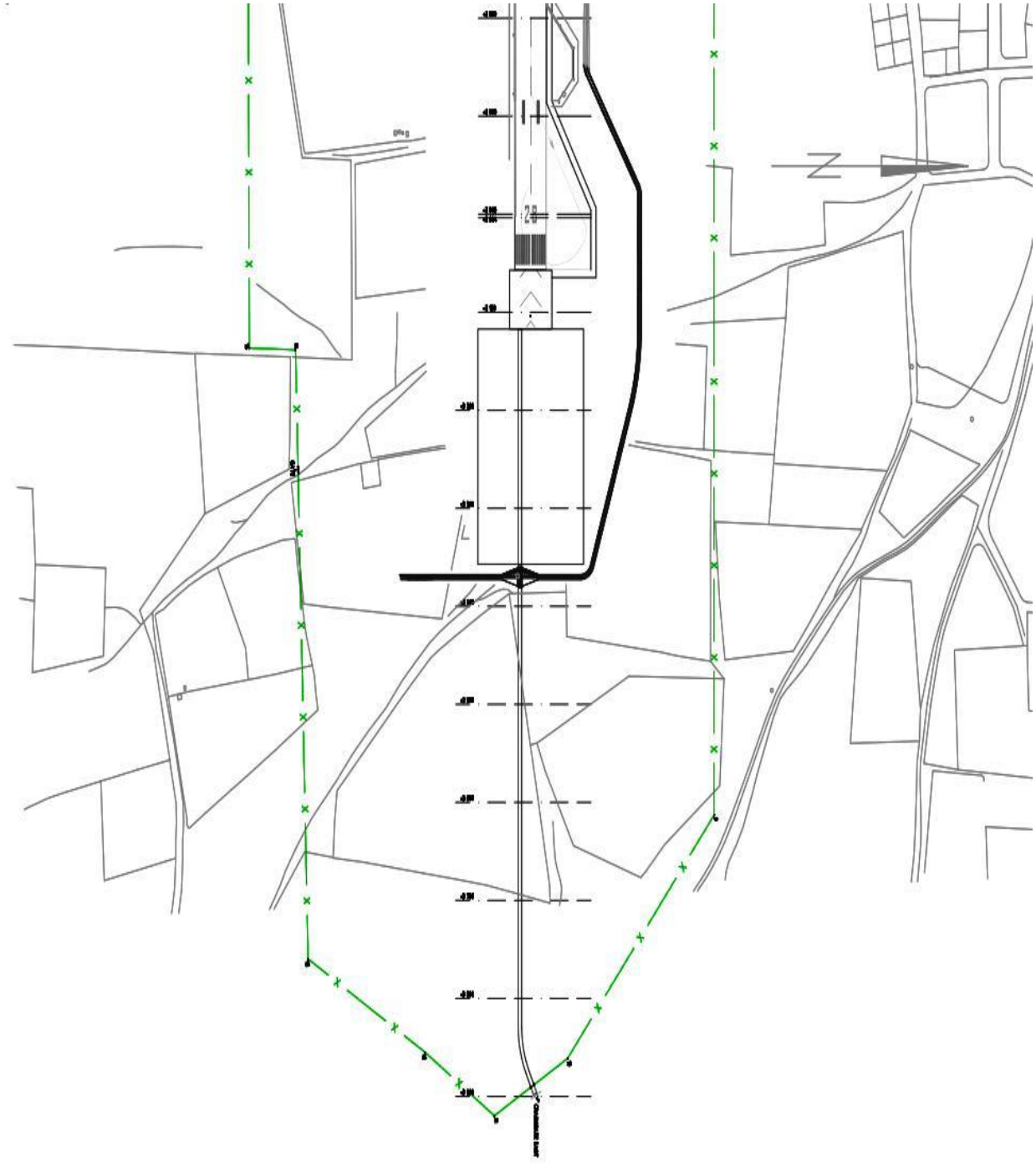
AERODROME BOUNDARY CHART – Part 2/3



The green line shows the aerodrome boundary and indicating the security restricted area.

Note: This is an uncontrolled copy. Refer to latest update published by AIP!!

AERODROME BOUNDARY CHART – Part 3/3



The green line shows the aerodrome boundary and indicating the security restricted area.

Note: This is an uncontrolled copy. Refer to latest update published by AIP!!

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3. Part III

PARTICULARS OF THE AERODROME TO BE REPORTED TO AIS

3. 0 PARTICULARS OF THE AERODROME TO BE REPORTED TO AIS

The information regarding the aerodrome and facilities is published in the Aeronautical Information Publication. This facility is provided for use by aircrew where information applicable to flights is available. Additional information can be obtained on request from ATC. Any changes to the actual conditions of the airport, required facilities and services must be reported and amended as necessary.

3.1 GENERAL INFORMATION

3.1.1 Aerodrome name: "Flamingo International Airport"

3.1.2 Location: 1.25 miles south of the town of Kralendijk.

3.1.3 Aerodrome Reference Point (ARP)

Latitude: 12 07 50.91N
Longitude: 68 16 02.71W
Position: Mid Runway.

3.1.4 Aerodrome Elevation: 24 feet

3.1.5 Threshold Data

RWY	ELEVATION	DISPLACED	COORDINATES
10	18ft (MSL)	177m	12°07'52.25" N 68°16'47.38" W
28	20ft (MSL)	-	12°07'49.39" N 68°15'12.18" W

The coordinates of the beginning of RWY 10 are: Latitude: 12°07'52.42" N
Longitude: 68°16'53.24" W
The coordinates of the beginning of RWY 28 are: Latitude: 12°07'49.39" N
Longitude: 68°15'12.18" W

Source of reference for coordinates: WGS84

3.1.6 Aerodrome Ref. Temperature: 31.9° C Sep

3.1.7 "Bonaire International Airport NV" is the operator of the Flamingo International Airport.

Address: Plaza Medardo S.V. Thielman #1
Kralendijk, Bonaire, BQ
Telephone: (599) 717-5600
Fax: (599) 717-5607
Email: info@bonaire-airport.com
AFTN: TNCBZPZX

3.1.8 Opening hours.
Bonaire international Airport is permitted to operate 24 hours per day. Actual opening hours are stated in the AIP.

3.2 AERODROME DIMENSIONS AND RELATED INFORMATION

3.2.1 Runway physical characteristics

The runway at the Flamingo International Airport consists of one ~~flexible~~ asphalt layer. The runway is 3057m (10029ft) long and 45m (147ft) wide. Runway 10 has a displaced threshold of 177m (580ft).

Physical Characteristics

Runway Dimentions								Strength	Surface	
Designation	True Bearing	Type	Runway L x W	Stop Way	Clear Way	Strip	RESA	Runway	Runway	Stopway
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)
10	092°	NPA	3057x45m	NA	150/150m	3317/150m	240m	PCN 39F/B/XT	Asphalt (AC)	NA
28	272°	NPA	3057x45m	NA	150/150m	3317/150m	240m			NA

3.2.2 STRIP, RUNWAY END SAFETY AREAS AND SHOULDERS

Runway Strip: Length: 3000m (9840ft)
Width: 150m (492ft)

Runway End Safety Area RWY 10: Width: 150 m(492 FT)
Length: 240 m (787ft)
Surface type: Graded

Runway End Safety Area RWY 28: Width 150 m(492 ft)
Length: 240 m (787ft)
Surface type: Graded

Shoulders: 7.5m (24.6ft) on both sides of the runway;
Surface: Asphalt/Concrete (AC).

Blast pad: 60m (196.8ft) long and 45m (147ft) wide on both ends of the runway;
Surface: Asphalt/Concrete (AC).

3.2.3 TAXIWAYS & INTERSECTIONS

Taxiways: N/A

Intersection A: Closed ~~width: 17m: strength: PCN 15 F/A/X/T~~
Intersection B: width: 17m: strength: PCN 15 F/A/X/T
Intersection C: width: 24m: strength: PCN 53 F/A/X/T
Intersection D: width: 24m: strength: PCN 53 F/A/X/T
Intersection E: width: 28.5m: strength: PCN 70 F/A/W/T
Surface type all intersections: Asphalt (AC).

3.2.4 APRON DATA

a) Main Apron: 23.100 m^2

Surface:	Asphalt/Portland Cement Concrete (PCC)
Lighting:	Floodlights
Markings:	Apron nose wheel guidance & stands identification number 1-4
Bearing Strength:	F53AXT
Aircraft Parking Stands:	4 Positions (Nr. 1, 2, 3, 4) of 25m x 15m each Surface: Portland Cement Concrete (PCC)

b)	Wide Body Apron:	23.900 m^2
	Surface:	Asphalt/Portland Cement Concrete (PCC)
	Lighting:	Floodlights
	Markings:	Apron nose wheel guidance & stand identification number 5, 6
	Bearing Strength:	PCN 70 F/A/W/T
	Aircraft Parking Stands:	2 Positions (Nr. 5, 6) of 45m x 35m each Surface: Portland Cement Concrete (PCC).
	Bearing Strength Hardstand:	PCN 75 R/B/W/T
c)	General Aviation Ramp: 4.650 m^2	
	Surface:	Asphalt/Concrete (AC)
	Lighting:	Floodlights
	Bearing Strength:	F15AXT

3.2.5 CLEARWAY

Runway 10		**Runway 28**	
Width:	150m (492 ft)	Width:	150m (492 ft)
Length:	140m (462 ft)	Length:	150m (492 ft)
Ground profile:	Graded	Ground profile:	Graded

3.3 VISUAL AIDS

3.3.1 LIGHTS

a) Approach Lights
Runway 10: Simple Approach Lights Barrette System, SALS;
Runway 28: None

b) Runway Lights
White, High Intensity variable (HIRL); Omni-Directional
1) Runway 10: Runway Edge Lights – Red between RWY End and Threshold.
White beyond threshold, last 600 m Yellow;
Threshold Lights: Green.
Runway End Lights: Red
2) Runway 28: Runway Edge Lights – White, last 600 m yellow;
Threshold Lights: Green;
Runway End Lights: Red.

c) Intersection Lights
Edge Lights – Blue
Omni-Directional
Variable Intensity

d) Apron lights
Apron Edge Lights: Blue,
Floodlights for parking position 1, 2, 3, 4, 5, 6 and General Aviation Apron: White.

3.3.2 PRECISION APPROACH PATH INDICATOR SYSTEM

a) Runway 10: PAPI 3° Right side Only
b) Runway 28: PAPI 3° Both sides

3.3.3 MARKINGS

a) Runway markings:
Runway side stripe
Displaced Threshold RWY 10
Runway Designation

Center Line
Transverse Stripe
Touchdown Zone RWY 10 and RWY 28
Aiming Point RWY 10 and RWY 28
Runway Exit
Runway Turn Pad RWY 10 and RWY 28

b) Intersection Markings:
Holding Position intersections, A, B, C, D, E;
Centerline,
Edge

c) Apron Markings:
Taxi Line to parking position 1, 2, 3, 4, 5, 6
Aircraft Stand Positions 1, 2, 3, 4, 5, 6
Apron Edge, Service Roads
Apron Safety Areas all Aircraft Parking Stands

3.3.4 OTHER LANDING AND TAXI GUIDANCE AND CONTROL

a) Other Landing Guidance and Control:
Wind Direction Indicator: Orange wind cones; Lighted
Height: 12ft
Location RWY 10: 60m north of the runway centerline east of the threshold;
Location RWY 28: 60m south of the runway centerline 200m west of the threshold.

b) Other Taxi Visual Guidance and Control:
Mandatory signs including location and RWY designation signs are provided at the RWY intersections A, B, C, D, and E.
Structure: Frangible and Lighted
Color: Location indication: black background with yellow letters
RWY designation: red background with white numbers

c) Information Signs:
Information signs showing direction and RWY exit provided opposite intersections A, B, C, D and E
Structure: Frangible and Lighted
Color: Yellow background with black letters and symbol

3.4 SECONDARY POWER SUPPLY

For safety reasons the runway and taxi lights are interconnected on one diesel generator of 300 KVA to guarantee continuity. Details of the electrical feed system, distribution and testing are shown in BIA's maintenance manuals. Secondary power supply switch-over time: within 15 seconds, Generators are inspected and tested monthly.

3.5 NAVAIDS

VOR aerodrome checkpoints: NA.
VOR/DME 115.00 MHz CH97X;
Location: position of transmitting antenna VOR coordinates 120754.00 N; 0681458.00 W

3.6 TAXI ROUTES

Standard Taxi routes through intersections ~~A~~, B, C, D and E:

Locations: ~~Western intersection of general aviation apron and RWY: Intersection A~~
Eastern intersection of general aviation apron and RWY: intersection B
Western intersection of main apron and RWY: intersection C

Eastern intersection of main apron and RWY: intersection D

Intersection leading to wide body aircraft apron: intersection E

3.7 AIRCRAFT STANDS GEOGRAPHICAL COORDINATES

A/C Stand	1 / 1L	2	3 / 3R	4	5	6
Coordinates	12°07'57.67"N	12°07'58.01"N	12°07'57.92"N	12°07'57.72"N	12°08'00.74"N	12°08'00.66"N
	68°16'39.80"W	68°16'38.23"W	68°16'35.14"W	68°16'33.58"W	68°16'29.86"W	68°16'27.46"W

Source of reference for coordinates: WGS84

3.8 OBSTACLE DESCRIPTIONS

Obstruction in approach and take-off area: None as illustrated in aerodrome charts

3.9 PAVEMENT SURFACE TYPE AND BEARING STRENGHT

MOVEMENT AREA	
Aprons Surface: Asphalt & Cement Concrete (AC/PCC) Strength: Main Apron PCN 53F/A/X/T Wide Body Apron: PCN 70 F/A/W/T General Aviation Apron: PCN 15 F/A/X/T **Hardstands:** surface: Concrete (PCC) Strength on Main Apron: PCN 47 RBXT Strength on Wide Body Apron: PCN 75 RBWT **Turn Pad RWY 10:** PCN F57AXT **Turn Pad RWY 28:** PCN F50AXT	**Taxiways/Intersections** Surface: Asphalt/Concrete **A & B** PCN 15FAXT **C & D** PCN 53FAXT **E** PCN 70FAWT **Runway 10/28** Strength varies between a PCN of F53BXT and F44BXT According to CARNA/ICAO criteria the lowest PCN will govern as the reported PCN i.e. F53BXT

3.10 PRE-FLIGHT ALTIMETER CHECK

Pre-flight altimeter check location and elevation: Main Terminal Apron / Elevation 20ft.

3.11 DECLARED DISTANCES

RWY	TORA	TODA	ASDA	LDA
10	3057m	3197m	3057m	2880m
28	2880m	3030m	2880m	2880m

3.12 DISABLED AIRCRAFT REMOVAL PLAN

It is only authorized to remove or salvage an aircraft or parts thereof after obtaining authorization from the Investigative Authority in Charge and/or the CAA. Aircraft removal procedures and equipment available are further described in Part 4 of this manual “REMOVAL OF DISABLED AIRCRAFT”.

The Chief Operating Officer is the overall coordinator for the removal of disabled aircraft.

3.13 RESCUE & FIRE FIGHTING SERVICE

The organization providing Rescue & Fire Fighting Service on the aerodrome is a government department. The Chief of Rescue & Fire Fighting Services (Commander) is responsible to the Dutch Minister of Justice and Safety. The fire station housing this organization is located adjacent the aerodrome.

Adequate rescue and fire fighting vehicles, equipment and personnel are provided at the airport. The RFFS are organized to ensure rapid deployment of facilities to maximum effect in the event of an accident or incident.

The scale of protection available has been determined in accordance with CARNA/ICAO guidelines and complies with the minimum required. The level of protection available is Category 9.

The functioning of this organization is further detailed in Part IV of this manual.

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4 PART IV

PARTICULARS OF THE AERODROME OPERATING PROCEDURES AND SAFETY MEASURES

4.0 AIRPORT OPERATIONS/AIRPORT AUTHORITY

The Airport Duty Officer is responsible for:

- coordinating operational management at the aerodrome, as well as ensuring safety and good order, in such a way that efficient, high quality and customer-friendly use of the airport is guaranteed in close cooperation with third parties and compliance with CARNA/ICAO, international and national laws and regulations.
- On behalf of the Luchthavenmeester, supervises safety and good order at the entire aerodrome. The Airport Duty Officer also acts as the Airport Authority
- Records and supervises all (aircraft) movements at the aerodrome, entering flight movements in the AODB, appointing Aircraft Stands and acting as a central reporting center for all aerodrome matters (including malfunctions)
- Supervises all activities related to aircraft handling from a safety perspective and ensures that this is carried out in a safe, correct, efficient and timely manner in accordance with the applicable international and national laws and regulations and guidelines.
- Ensures good quality of service to customers, accessibility of the airport, availability of transport facilities and information provision and takes corrective action where necessary.
- Ensures the safety of equipment and personnel and of relevant instructions and orders and carries out inspections of this equipment.
- Performs daily supervision of the safety and good order and the functioning of the infrastructure.
- Assesses the need for and activates calamity and crisis management and gives orders and instructions and ensures the necessary communication with internal departments and external authorities.
- Signals relevant information for NOTAMs.

4.1 AERODROME REPORTING

4.1.1 NOTAM

A NOTAM (Notice to Airmen) is a means to disseminate information about changes to facilities, services, procedures, hazards, etc., of which the timely knowledge is essential to personnel concerned with flight operations.

4.1.2 RESPONSIBILITY:

The Chief Operating Officer is responsible for:

a) Reporting of any change as mentioned in 4.1.1 to the AIS;
b) Maintaining direct and continuous liaison with AIS to ensure promptness and accuracy in the dissemination of this information;
c) Ensuring that the active NOTAMS correspond with the actual conditions of the required facilities and services and the prevailing situation;
d) Keeping a written record of all information passed stating the date, time, means of communication and the person information is directed to.

To enhance Airside safety every employee having knowledge of a situation or a condition, which can affect the safe operation of aircraft, shall notify this without delay to Airport Operations.

4.1.3 REPORTING PROCEDURES AND ISSUANCE

The particulars of the procedures for reporting any change to the aerodrome information and for requesting the issuance of NOTAMs are set out in the AIP and Appendix B, “Requirements for the Issuance of a NOTAM”.

The reporting by the Chief Operating Officer occurs as follows:
During operational hours:
To the Chief AIS DC-ANSP headquarters (+5999) 8393550 ext 510/523/514
To the Assistant Chief AIS DC-ANSP

Outside operational hours:

a) ARO DC-ANSP (+5999) 839 3552 /3352/ 3553

In case of intended changes this notification shall, when possible, occur in writing at least 3 days before any change to the aerodrome facility or equipment or level of service at the aerodrome takes place.
AIS will issue a NOTAM whenever practicable at least 12 hours in advance of the change requiring NOTAM issue. This shall occur according to the procedures established in the AIS manual and ICAO Annex 15.

When the notification to the AIS is less than 12 hours, the Chief Operating Officer (+599 717 5600 ext 230/ 220/ 221 During and outside operational hours) shall coordinate with the Flamingo TWR to provide relevant aircraft with the necessary information during at least the first 12 hours after the effective date and time of the change in facility or procedure.
The Chief Operating Officer shall in this case also notify without delay making use of both a verbal and written briefing, according to relevance:

a) BIA Maintenance Department;
b) Flight Operations section of aircraft operators or their designated representatives at the Flamingo Airport;
c) Other staff members;
d) Contractors of the aerodrome operator operating on the airside making use of both a written and verbal briefing.
e) RFFS

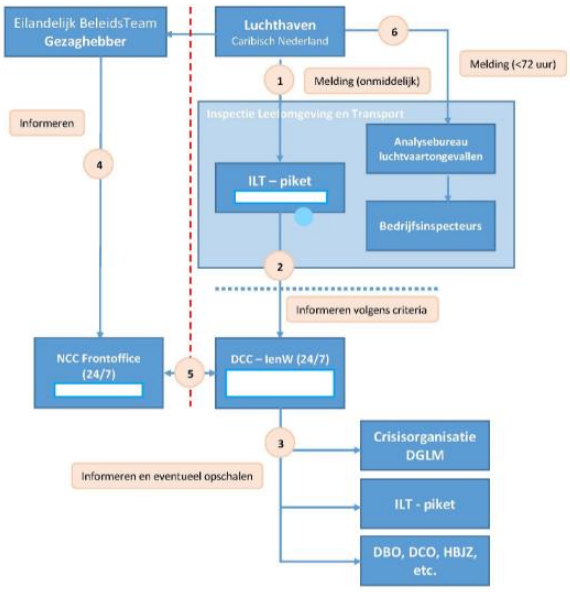
On receipt of the NOTAM from AIS, Airport Operations will distribute the NOTAM by the most expeditious means available, according to relevance, to:

a) Flamingo ATC TWR;
b) Flight operations section of aircraft operators or their designated representatives at the Flamingo Airport;
c) Other staff members;
d) Contractors of the aerodrome operator operating on the airside.

4.1.4 REPORTING OF ACCIDENTS, INCIDENTS AND OCCURENCES TO ILT and "ANALYSEBUREAU LUCHTVAARTONGEVALLEN" (ABL)

It is mandatory to report Accidents, (serious) Incidents and Occurrences to the ILT and/or the ABL.

	Definition
Accident	An occurrence associated with the operation of an aircraft which takes place between the time any person boards the aircraft with the intention of flight until such time as all such persons have disembarked, in which: • A person is fatally or seriously injured as a result of being in the aircraft, of direct contact with any part of the aircraft including parts which have become detached from the aircraft or of direct exposure to jet blast, except when the injuries are from natural causes, self-inflicted or inflicted by other persons or when the injuries are to stowaways hiding outside the areas normally available to passengers and crew. • The aircraft sustains damage or structural failure which adversely affects the structural strength, performance or flight characteristics of the aircraft and which would normally require major repair or replacement of the affected component, except for engine failure or damage, when the damage is limited to the engine, its cowlings or accessories or for damage limited to propellers, wing tips, antennas, tires, brakes, fairings, small dents or puncture holes in the aircraft skin. • The aircraft is missing or is completely inaccessible. *Note: An aircraft is considered to be missing when the official search has been terminated and the wreckage has not been located.*
Serious incident	An incident involving circumstances indicating that an accident nearly occurred. *Note: The difference between an accident and a serious incident lies only in the result.*
Occurrence	An occurrence, other than an accident, associated with the operation of an aircraft which affects or could affect the safety of operation.



The flow chart indicates that immediately after an Accident, (serious) Incident or Occurrence (1) BIA requires to inform ILT-Piket on +31650744706.

Within 72 hours an additional report is required to be filed to Aviation Incidents Analysis Bureau (ABL). This form is located in Airlink. The completed form can be sent via the ILT website.

https://www.ilent.nl/onderwerpen/voorvallen-luchtvaart

Forms for reports and archiving of supporting documents

- Reports to the Aviation Incidents Analysis Bureau (ABL) are made via the digital Airport Safety Report form on the ILT site.
- Reports to ILT Piket via telephone.
- Airside users and third parties can report unsafe situations using the Hazard Report form available on the BIA website.

The manner of reporting is laid down in the Reporting accidents, (serious) incidents and incidents SOP.

4.2 ACCESS TO THE AERODROME MOVEMENT AREA

4.2.1 PROCEDURES

BIA NV has established procedures and identification systems to prevent unauthorized access by persons or vehicles to:

a) The airside of the airport serving international and domestic civil aviation;
b) Other areas important to the security of the airport.

These procedures are contained in:

a) The Airport Security Program and the Airport Security Handbook;
b) The Airport Regulations (Luchthavenreglement);
c) Section 4.10 of this manual.

4.2.2 RESPONSIBILITIES

The Aircraft Operator:
The aircraft operator is accountable to ensure that their passengers are escorted to/from terminal building and is responsible to BIA for compliance by its personnel of all security and safety procedures.

BIA Security Department:
BIA Security is responsible for controlling the access requirements to the movement area and other restricted areas.
The Chief Operating Officer is the responsible person to grant permission for access to Airside.

4.2.3 ACCESS CONTROL

Access to movement areas is granted only to:

a) Bona fide passengers in possession of legitimate travel documents that have been accepted for travel on an air carrier (boarding pass);
b) staff in possession of an approved restricted area permit issued by or on behalf of the Chief Executive Officer of BIA;
c) Other persons who have regular need to enter restricted areas holding a restricted area permit issued by or on behalf of the Chief Executive Officer of BIA;
d) Vehicles with an airside permit.
e) Visitors in possession of a visitors pass

Abovementioned permits shall be issued subject to and in accordance with rules and regulations laid out in the "Handboek Security Bonaire International Airport N.V." ~~section 4.4.2, 4.4.3 and 4.4.4 of this manual~~.
The doors and gates giving access to the restricted areas are closed and locked, under close observation or guarded by Airport Security when in open position. A security chain link fence surmounted by three strands of barbed wire encloses the Airport premises.

4.2.4 LEGISLATION

The "Nationaal Beveiligingsprogramma voor de Burgerluchtvaart BES – NCASP-BES" governs the security of the Flamingo International Airport.

4.3 AERODROME EMERGENCY PLAN (CALAMITEITENPLAN BIA)

4.3.1 PLANNING

Aerodrome emergency planning is the process of preparing an aerodrome to cope with an emergency occurring at the aerodrome or in its vicinity. The objective of aerodrome emergency planning is to minimize the effects of an emergency, particularly in respect of saving lives and maintaining aircraft operations.

The BIA Emergency Plan clearly indicates procedures for dealing with as many emergency situations as possible occurring at the aerodrome or in its vicinity.

This plan outlines the procedures for coordinating the response of different aerodrome agencies (or services) and of those agencies in the surrounding community that could be of assistance in responding to the emergency.

The plan contains procedures for periodic testing of its adequacy and for reviewing the results in order to improve its effectiveness. In this regard the following exercises are being conducted:

a) A full-scale aerodrome emergency exercise at intervals not exceeding three years [1](ILT-2016/96943);
b) Partial emergency exercises in the intervening year to ensure that any deficiencies found during the full-scale exercise or actual emergencies have been corrected; and
c) A series of modular test commencing in the first year and concluding in a full-scale aerodrome emergency exercise at intervals not exceeding three years.

4.3.2 ACCOUNTABILITY

The person accountable for the emergency planning arrangements is the Chief Operating Officer. The Planning and execution are delegated to the Airport Safety Officer.

[1] ILT-2016/96943; Exemption reference article 135 BTL BES valid for an indefinite period starting from December 28th, 2016.

4.4 RESCUE AND FIRE FIGHTING SERVICES

4.4.1 RESPONSIBILITY

BIA is responsible to ensure that rescue and firefighting equipment and services are provided at the Flamingo International Airport and that the level of protection provided is appropriate to the aerodrome category required.

The Fire Department Caribbean Netherlands (BKCN) is designated to provide the rescue and firefighting service at the Flamingo International Airport. The fire station housing this department is located adjacent to the aerodrome.

Aerodrome Rescue & Fire Fighting will respond to any accident/incident on the premises involving aircraft, vehicles or buildings and in the vicinity of the aerodrome in case of an aircraft accident (see covenant APP O).

When any firefighting equipment or rescue vehicle becomes inoperable, causing a reduction in the level of protection, the Chief Operating Officer will be informed, who will take action as specified in 4.1 of this manual.

4.4.2 RFFS CATEGORY

The aerodrome category for Rescue and Fire Fighting available is Category 9 based on the rescue and firefighting equipment and extinguishing agents available at the RFFS Station. The level of protection provided for rescue and firefighting is equal to the required category as established in Appendix 2 of Doc 9137-AN/989 and CARNA part 14 Chapter 9.2.

This level of protection/airport category may be reduced during anticipated periods of reduced activity to that of the highest category of aircraft planned to use the airport during that time irrespective of the number of movements.

The RFFS is organized to ensure rapid deployment of facilities to maximum effect in the event of an accident or any event.

4.4.3 RFFS EQUIPMENT

The Rescue and Fire Fighting personnel perform daily equipment checks on all emergency vehicles to assess their operational status. Tests are performed to provide evidence of alertness of firefighting personnel, their proficiency in driving and the ability of operating the apparatus, the effectiveness of training programs, the mechanical condition of the apparatus, and the ability to meet response times required by ~~ICAO~~ CARNA. A written record of these checks is kept at the office of the Local RFFS Chief (Commander).

VEHICLE IDENTIFICATION

All firefighting and rescue equipment dedicated primarily for RFFS are painted in aviation yellow. Each emergency vehicle is equipped with the following lighting and warning equipment:

2 combination rear stoplights, twin signal lights, and taillights
2 reflectors on each side
2 spotlights on cab post
2 spotlights in the rear
2 top mounted flashing ~~red~~ blue beacon
1 siren

OPERATIONS AND MAINTENANCE

All aerodrome emergency equipment, including aircraft fire and rescue trucks, communication and alarm equipment is maintained at maximum operating efficiency to ensure reliability and a constant state of readiness. Each rescue and fire fighting vehicle have its own service manual, which is readily available and in usable condition at the fire station. A comprehensive service record for each vehicle is maintained at the office of the RFFS Chief (Commander).

At the start of each day the RFFS personnel shall inspect all vehicles and all inspection will be recorded, any defects will be reported to RFFS maintenance or to the senior fire officer and acted upon immediately.

Inspections and testing of all fire service equipment are carried out as per manufacturer's instructions and guidance material.

The siren or radio communication between the Flamingo Tower and RFFS are tested daily at noon by the Flamingo Tower. The results of this test are logged in the Tower Watch Log.

EQUIPMENT SPECIFICATION

Fire Fighting Equipment at Flamingo International Airport is consistent with the minimum requirements as laid down in ~~ICAO Annex~~ CARNA part 14, Chapter IX paragraph 9.2.

1 Oshkosh Striker 3000 manufactured date 2010: capacity 3222 gallons (12200 l)
1 Pumper with roof turret capacity: 1000 gallons water/ 45 gallons foam;

1 Tanker capacity: 1500 gallons water/ 45 gallons foam;
1 Rescue truck with firefighting equipment including hydraulic extraction tools.
1 Rosenbauer Panther, manufactured date 2017, capacity: 3302 gallons (12500 l)
1 Rosenbauer Panther, manufactured date 2018, capacity: 3302 gallons (12500 l)

OSHKOSH STRIKER T-3000

Capacity:

Water: 3222 gallons (12200 liters)
AFFF: 450 gallons (l708 liters)
Dry Chemical: 250kg (550lbs)

Discharge Rate:

Roof Turret: Foam/Water 1250 gpm (4731 liters)
Bumper Turret: 300 gpm (1136 l/m)
Hand Line 60 gpm (227 lpm)
Dry chemical Roof Turret: 16pps
Hand Line 5.4pps.
Total discharge rate: 1500gpm (5677 lpm)

ROSENBAUER PANTHER

Capacity:

Water: 3302 gallons (12500 liters)
AFFF: 496 gallons (l500 liters)

Discharge Rate:

Roof Turret: Foam/Water 1320 gpm (5000 liters)
Bumper Turret: 300 gpm (1136 l/m)
Total discharge rate: 1620gpm (5677 lpm)

4.4.4 COMMUNICATIONS

Suitable methods of communicating with the RFFS are in place to alert them of any existing or impending emergency that requires or might require their assistance. These methods are fully described in the ”Calamiteitenplan BIA”.

4.4.5 MANPOWER

The standard number of firemen during each of the 24hour duty shifts consists of at least one Shift Leader/ Station Officer and, 7 fire fighters including 3 certified drivers, The Fire department has 1 officer in charge on-call and 1 Chief-officer in charge on-call. The RFFS Chief (Commander) works day shifts and is available “24/7” via pager, cellular-phone or two-way radio.

4.4.6 TRAINING

All fire fighters and rescue personnel are familiar with the operation of the firefighting and rescue equipment and understand the basic principles of firefighting rescue techniques. Firefighting training is divided into the following three phases:

- ~~Ab~~ Initial ~~Initio~~ training;

- Field Drills; and
- Advanced training.

This threefold training consists of 18-month training schedule program that will results in the development of the degree of knowledge and expertise needed by fire fighters to effectively perform their duties. A detailed training record of each member of the RFFS personnel is kept at the office of the RFFS Chief (Commander).

4.4.7 DOCUMENTATION

All personnel records will be kept up to date at all times. This evidence must include personnel details and their training records, inspections and tests. These documents will be available upon request by the CAA.

4.4.8 OPERATIONAL HOURS

The RFFS department is operational 24 hours a day.

4.5 INSPECTION OF THE AERODROME MOVEMENT AREA AND OBSTACLE LIMITATION SURFACE

4.5.1 PURPOSE

Regular inspections are conducted to ensure an appropriate level of vigilance and compliance with CARNA/ICAO's safety standards.

4.5.2 RESPONSIBILITIES

~~The Chief Executive Officer of BIA has overall responsibility for ensuring that procedures are established, and resources provided for aerodrome inspections.~~

The Airside Maintenance Manager is responsible for carrying out regular inspections of the aerodrome movement area and OLS for the purposes of quality control. The Chief Operating Officer has the responsibility for the daily serviceability inspections and appropriate actions in connection herewith. These inspections are being performed by the Airport Duty Officer.

4.5.3 FREQUENCY OF INSPECTIONS

Inspections of the movement area shall be as frequent as necessary. In any event the minimum frequency shall be:

A. RUNWAYS

Four inspections shall be performed daily, as follows:

Dawn Inspection: ± 06:00am

Before the first departure of the day:

A detailed surface inspection covering the full width of the runway.

Morning Inspection: ± 11:00am

A detailed surface inspection covering the full width of the runway,

concentrating on the area between the runway edge lights.

Afternoon Inspection: ± 17:00 pm

Same as dawn inspection.

Evening Inspection: ± 2~~3~~2:00 pm

A detailed surface inspection covering the full width of the runway,

concentrating on lighting requirements, Edge lights, PAPI, REIL, ALS, Obstruction lights, NAVAIDS, etc

B. TAXIWAYS/INTERSECTIONS:
Daily for those in normal regular use.

C. APRONS:
Daily.

D. UNPAVED/GRASS AREAS

These areas shall be inspected as frequently as the adjacent paved areas; at a minimum at intervals suitable to observe any deterioration of the surface.

E. MANDATORY AND INFORMATION SIGNS:
Every time the adjacent or relevant paved areas are inspected.

Additional inspections will be carried out depending on local circumstances and the aerodrome's hazard analysis and risk assessment process, namely in the following situations:

a) After heavy rainfall, strong winds or other significant phenomenon which could reasonably be expected to effect the serviceability of the airport;
b) When requested by the Flamingo ATC Tower;
c) If advised by a reliable source such as ground staff, aircraft pilot, or airline representative, that there is a possible problem in the movement area;
d) After RFFS run on the active runway.

4.5.4 POINTS TO OBSERVE DURING INSPECTIONS

Paved Areas

a) The general surface condition, with particular attention to signs of damage, condition of joint sealing, cracking and looseness of aggregate in asphalt surface, pit/drain covers;
b) The cleanliness with particular attention to material which could cause engine ingestion damage, fuel/oil spillages, rubber build up, debris, FOD;
c) After rain, flooded areas should be identified and marked to facilitate later resurfacing;
d) All areas of work in progress.

Mandatory Signs, Information Signs and Markings

a) Inspect for damage, wear, pealing, blistering, chipping, fading, obscurity, visibility;
b) Verify if the markings and signs are standardized to prevent confusion;
c) Frangible mountings.

Visual and Navigation Aids

a) PAPI units and runway lights are working properly;
b) Condition of all visual and landing aids;
c) Edge lights and apron-taxiway intersection lights;
d) Rotating beacon is visible and working properly;
e) Wind-sock is in good condition, swings freely and is lighted at night.

Obstructions

a) A visual check of work in progress on or near the airport that could affect aircraft operations;
b) Construction equipment should not infringe into the obstacle surface;
c) Obstructions are properly marked and lighted;
d) Areas adjacent to and surrounding the aerodrome boundary to ensure that there are no obstructions affecting protected surfaces particularly in the approach and departure areas of the runway. Items such as cranes are dealt with immediately.
e) Any agricultural activity that may attract concentrations of birds shall be reported; bird and wildlife presence is monitored and controlled.

4.5.5 MAINTENANCE INSPECTIONS

Inspections of the aerodrome pavements are performed periodically by a technically qualified person ~~to assess the effectiveness of the daily inspections undertaken by the Duty Operations Officers and~~ to check the integrity of the aerodrome pavements movement area. ~~Inspections shall be undertaken preferably on foot but may be made from a very slow-moving vehicle.~~

When particulars are encountered, the Airport Duty Officer creates a "ticket" in Airlink. The relevant managers/departments can then take action on the notification in the ticket. All tickets can be consulted by the departments involved and SMS related staff.

~~Copies of each report will be forwarded to the Airside Maintenance Manager and Chief Operating Officer for appropriate action where required~~. ~~The official inspection program is published in the maintenance manual~~.

4.5.6 ANNUAL INSPECTIONS

A more detailed inspection of the condition on the movement area and its associated facilities is carried out at least once a year. This inspection is carried out by a professional qualified engineer experienced in such matters. The engineer shall submit a detailed report regarding this inspection to the management of BIA within 30 days of completing the inspection.

4.5.7 INSPECTION PROCEDURES

a) Before commencing any runway inspection, permission must be obtained from the Flamingo Tower and when leaving the runway, the tower must be advised;
b) When requested by the tower to clear the runway, the inspection vehicle must move outside the runway strip before advising the tower that they are clear;
c) All runway inspections are carried out in the direction opposite to that being used for landing or take-off.
d) On final completion of a runway inspection the tower shall be advised of the fact and report the state of the runway;
e) The times of commencement and completion of the inspection must be noted and included in inspection log;
f) When driving a vehicle or on foot on the movement area a two-way radio contact with the Flamingo Tower and a strict lookout for aircraft shall be maintained at all times.

4.5.8 RECORD KEEPING AND REPORTING

Serviceability inspections by the Airport Duty Officer are recorded in Airlink ~~the Logbook and Inspection Checklist~~. The report ~~logbook entries~~ should include the time that each inspection was performed ~~and a cross-reference to the Inspection Checklist~~. Any significant occurrences or defects identified should be recorded along with action taken to rectify the problem.

Anything that affects the serviceability and safety of the airside will be reported to the Airport Duty Manager and Chief Operating Officer who is responsible to take the appropriate corrective actions. ~~Appendix C "Daily Airside Safety Inspection Checklist" is used for this purpose~~. Should aircraft parts or tire pieces be found during a runway inspection, then airport operations and air traffic control must be informed immediately so that tracing and notification action can be taken.

If a dangerous non serviceability is discovered, the fact shall be immediately reported to the Flamingo Tower, Airport Duty Manager and the Chief Operating Officer in order to take appropriate action. All aerodrome daily inspections, and matters arising from such shall be ~~formally~~ documented in Airlink. ~~by the Chief Operating Officer and~~ Records are maintained for future reference for at least 3 years.

4.5.9 ACTION TAKING

An Airport Duty ~~Operations~~ Officer who detects an unserviceable facility on the movement area will take the following actions in sequence:

a) **Inspect** the facility;

b) **Report** the defect to Flamingo Tower, Chief Operating Officer and Airside Maintenance Manager for the action to be taken;
c) **Mark** (if required) the unserviceable portion of the movement area;
d) **Repair** – arrange with relevant maintenance personnel for repairs to the affected area to be carried out in accordance with the provisions of section 4.7 "Maintenance of the Movement Area" of this manual;
e) **Review** the situation prior to the indicate review date/time; and
f) **Report** to Flamingo Tower if the affected area has been reinstated or indicate a new expected duration date/time for the unserviceable facility;
g) **Publish** a NOTAM if so required.

4.6 VISUAL AIDS AND AERODROME ELECTRICAL SYSTEMS

4.6.1 VISUAL AIDS DATA

The visual aids available at Flamingo International Airport are described in section 3.3 "Visual Aids" of this Manual and the AIP of the Dutch Caribbean. All lights are adjusted to maximize their intended use. They are shielded, directed or aimed to avoid any hindrance to nighttime operations.

A touchscreen control panel is installed in the Flamingo Tower to allow for adjustment of the intensity of the Runway, Approach and PAPI lights to meet the prevailing weather conditions and nighttime operations. The apron edge and intersection lighting system have solar powered light fixtures.

4.6.2 INSPECTIONS

Airport Maintenance is responsible for the inspection and maintenance of the airport assets ~~all visual aids and aeronautical facilities~~ at Flamingo International Airport ~~and responsible for arranging flight inspections of the PAPI's~~. Inspections and preventive maintenance are carried out according to the Maintenance Program as referred to in section 4.5 of this manual.

4.6.3 DOCUMENTATION

Airport Maintenance will ~~immediately~~ repair any deficiency noted or reported. When required, Airport Maintenance notifies Airport Operations for the issuance of a NOTAM according to part 4.1 of this manual. All inspections and maintenance activities are formally documented by BIA Airport Maintenance and maintained for future reference. Records are kept at Airport Maintenance office for a maximum of five years.

4.6.4 RESPONSIBILITY

BIA Airport Maintenance (+599 7175600 ext 232 During and outside operational hours) is responsible for the installation, availability and maintenance of all visual aids ~~and aeronautical facilities~~ including the electrical systems.

4.6.5 SUPPLIES

A supply of spare parts for complete assemblies for aeronautical lights and visual aids is available at Airport Maintenance electrical supply room.

4.6.6 MAIN AND EMERGENCY POWER SOURCE

Main Electrical power is supplied to BIA from the utility company. The emergency power supply available at partial or total main power system failure is interconnected by an automatic transfer switch (ATS) on two 300KVA diesel generators.

4.7 MAINTENANCE OF THE MOVEMENT AREA

4.7.1 AIRSIDE PAVEMENT INSPECTIONS & MAINTENANCE

The Airport Technical Department performs maintenance and self-inspections on the airside according to the maintenance program. A checklist ~~is~~ can be used for this process on which irregularities/deficiencies, obstructions etc., are recorded.

This allows for maintenance activities to be proactive and will address the following related items:

a) Markings;
b) Surface water drainage;
c) Aerodrome lighting fittings;
d) Signage;
e) Cleared and graded areas;
f) Cracks wide enough to cause directional control problems;
g) Holes that may cause directional problems for aircraft (5"w x 3"d);
h) Scaling, spalding, bumps and low spots;
i) Vegetation growth along the runway area; contaminants are noted and if required corrected by BIA Maintenance.
j) Rubber deposits.

The Airport Technical Department will initiate corrective action as soon as practicable when unsatisfactory conditions are found in the pavement area and joints. Special attention is given to the cleaning and repair of cracks and pavement joints.

4.7.2 FOD

"Clean as You Go" is incorporated as a required work ethic to prevent debris from migrating into flight hardware. The Aerodrome Inspector must:

a) Ensure that the runway, intersections and hardstands are free of foreign objects that may cause damage;
b) Ensure that grounds and surfaces on which aerodrome vehicles and ground support equipment are operated and maintained are free of objects that could cause damage due to ingestion of foreign objects or jet blast effects;
c) Ensure that ground handlers and other users comply with the "Clean as You Go" work ethic and that they comply with FOD walks as per airline's requirements;
d) Ensure that all contractors remove all construction debris at the end of each shift.

4.7.3 RUBBER REMOVAL

Airside Maintenance Manager is responsible for the rubber removal on the runway. The rubber removal shall be undertaken on an "as required basis" as prescribed by Carna Part 14.

4.7.4 GRASS CUTTING

Grass cutting is outsourced to contractors. BIA Airport Operations is responsible for controlling the grass cutting in the runway strip. Grass must be kept preferably between heights of 7.5 to 10cm (3 to 4 inches) maximum.

4.7.5 DRAINAGE

The Airside Maintenance Manager is responsible for the cleaning of the drainage system. Periodic inspection ~~(every 3 months)~~ and corrective measures are taken. The cleaning of the drainage is outsourced to cleaning contractors

4.7.6 FENCING

BIA Airport Security and Airport Operations are responsible for the inspection of the airport perimeter fence. Damage or deficiencies are reported to the Airport Maintenance Department. No section of the fence (due to damage or otherwise) is left open or otherwise unattended to unauthorized persons and/or animals. If

replacement material is not available, temporary fencing shall be installed. During the period that the fence is open, security personnel will be on sight.

4.7.7 MARKINGS

Airside Maintenance Manager is responsible for the repainting of all markings as required. This is done in close coordination with BIA Airport Operations.

4.8 AERODROME WORKS – SAFETY

4.8.1 CONSTRUCTION, MAINTENANCE & REPAIR WORK

Construction, maintenance, and repair work must regularly be carried out on the movement area by day and/or night. The arrangements in place, the responsibilities of those involved and the procedures to be followed for the safe coordination and conduct of airside works, are established in ~~Appendix E "Safety Instructions for Aerodrome Works".~~ the construction manual. This manual is also available on the website if BIA

4.8.2 SAFE WORKING HABITS

All employers have the responsibility to ensure that relevant safety instructions are brought to the attention of their staff. However, individuals remain responsible for their own actions. Those who are in any doubt should consult their supervisor or manager.

Job incident/accident prevention by way of safe working habits, proper equipment usage, care and proper use of safety protective devices is the responsibility of every person involved.

4.8.3 PLANNING TEAM APPROACH

BIA is responsible for the planning, coordination, and oversight of all work at the aerodrome. For every workactivity of significance, a workpermit is applicable and/or the information will be shared within the "operational overleg" ~~BIA applies a team approach with the full involvement of the contractor, BIA Airport Operations, BIA Airport Security and BIA Airport Maintenance.~~ Activities on airside are always coordinated with OPS and Security

BIA management considers communication between ~~these~~ departments on matters of planning very essential. This implies timely communication with and notification to all concerned with the work and promotes satisfaction and confidence in the joint decisions that are achieved and compliance with the planning arrangements that follows and to ensure proper action is taken for any eventual consequences.

For larger projects, an appropriate dedicated working method will be used to involve and inform the required parties.

4.8.4 FORMAL APPROVAL FROM THE CIVIL AVIATION AUTHORITY

BIA has the statutory duty to advise the Civil Aviation Authority of proposed changes to the aerodrome. As a good practice BIA consults the Civil Aviation Authority at an early stage in any aerodrome project when proposals and plans are at the concept stage the broad requirements of the certification process can be protected (see Appendix F, "Aerodrome Safeguarding Criteria").

4.8.5 RISK ASSESSMENT

BIA applies a risk assessment as a safety management feature of every project or development. In order to be successful the risk assessment should be fully shared by aerodrome managers, staff and the operators concerned. Risk assessment can be a very quick and simple evaluation as long as all safety aspects are considered, and it leads to a safe provision and the establishment of safe working practices.

The risk assessment can also be outsourced to third parties (contractor). BIA will then monitor this process and make adjustments if necessary. The risk inventory will also be shared internally, and any mitigating measures will be monitored by BIA if they are with the contractor or will be carried out by itself if this has been assigned to BIA.

4.8.6 WORKS PERMIT AND AIRSIDE SAFETY BRIEFING

Before a contractor starts work at any airside location, the Airport Safety Officer shall provide a works permit and a comprehensive safety briefing or the safety regulations and such are made available, taught or brought to the attention in a similar manner to the site supervisors and staff for the protection, guidance and compliance of standards.

4.8.7 CONTROL AND MANAGEMENT OF WORKS

BIA Management applies a formal system for the strict control, safety management, safety coordination and safeguarding of all airside works. Prior to and during any construction the safety requirements and measures as established in the "Construction Manual" ~~Appendix E, "Safety Instruction for Work on the Movement Area"~~ and "~~Procedure for the issue of~~ Appendix E Work Permits" must be followed and adhered to at all time.

4.8.8 COORDINATING RESPONSIBILITY

The Chief Operating Officer (+599) 717 5600 ext 230/ 220/ 221 is responsible for the overall coordination and the Airside Maintenance Manager (+599) 717 5600 ext 239 for the construction oversight of all works on the movement area.

4.8.9 NOTIFICATION

Despite the requirement to issue a NOTAM with respect to Aerodrome Works, all Aircraft Operators shall be notified additionally if necessary and depending on the nature and or impact of the works.

4.9 APRON MANAGEMENT

4.9.1 INTRODUCTION

BIA management has implemented apron safety procedures to regulate the activities and movements of aircraft, vehicles and personnel on the apron and to control the potential safety hazards.

4.9.2 GENERAL POLICIES AND PROCEDURES

The general policies and procedures to promote apron safety are established in the following documents:

a) Procedures for the safe airside operation of vehicles are detailed in section 4.10, "Airside Vehicle Control" and Appendix J, "Operation of vehicles on the airside";
b) Appendix G, "FOD Safety Instructions", regulates procedures for apron sweeping and cleaning and the control of FOD;
c) Fueling Safety procedures are established in BIA's "Luchthavenreglement hoofdstuk IV" (Airport Regulations chapter IV*)*;
d) Engine hazards are controlled by the procedures laid down in Appendix I, "Aircraft Engine Ground Runs and use of Auxiliary Power Units" and Appendix H, "Aircraft Blast and Fumes, Arrival, Engine Start and Push Back".

4.9.3 RESPONSIBILITIES

Chief Executive Officer

He has the overall responsibility for ensuring that procedures are established, and resources provided to enhance safety on the apron.

BIA Airport Operations (+599) 717 5600 ext 220 The Airport Duty Officer

Is responsible:

a) To establish standard ground rules and regulations related to the operation of aircraft and ground vehicles on the apron;

b) To ensure that Ground Handlers and aircraft operators comply with apron safety rules and regulations as established in this manual;
c) To monitor compliance through daily inspections;
d) To allocate aircraft stand. A parking position plan based on aircraft type, aircraft arrival estimate and ground time is provided to Flamingo Tower and all relevant users;
e) To regulate, coordinate and monitor all aircraft and vehicle movement on the apron;
f) To inspect and clean the aprons and involve technical department when apron maintenance is needed.

The Ground Handler / Aircraft Operator

Is responsible:

a) Marshaling of aircraft: Proper signaling, the required bats, gloves or lighted wand at night should be used;
b) All safety cones used on the air side shall be orange color
c) Train marshallers and only those who have demonstrated satisfactory competence shall be permitted to perform such duties;
d) Ensure that the equipment used for the handling of each aircraft is the required equipment for that specific aircraft;
e) To park both motorized and non-motorized equipment in the designated area when not in use;
f) To apply the greatest care when servicing an aircraft;
g) To comply with all the vehicle requirements as established in Appendix J.
h) To escort their passengers from the aircraft to the terminal building and vice versa.

Fueling safety measures

General
BIA's supervision of compliance with aircraft refueling procedures is based on the relevant articles in BIA's "Luchthavenreglement".
BIA will periodically request quality certificates to ensure that companies involved in the storage and fueling comply with the requirements set for these processes. As a standard for this, the standards of the Shell handbook for airport activities (SAOM) are followed. Audits on these standards are, among others performed by the ILT and Shell.

The daily supervision on compliance with the refueling safety rules at Flamingo International Airport is conducted, by the Airport Duty ~~Operation~~ Officer. The provisions in BIA's "Luchthavenreglement" are the standard for routine supervision.

Refuel with passengers on board
Refueling with passengers on board is allowed if the conditions are met, as stated in article 24 of BIA's "Luchthavenreglement". Refueling with passengers on board is not allowed on helicopters.

~~**Airport Safety Officer**~~

~~Promote a safe working environment through an ongoing campaign of employee awareness and training, safety programs or themes focused on certain areas of concern.~~

4.9.4 COMMUNICATION AND COORDINATION

~~An Airport Safety Committee provides advice and report to airport management on airside and apron safety matters. See Appendix D, "Airport Safety Committee".~~

BIA Airport Operations is responsible for the coordination with Flamingo Tower of all aircraft movements on the apron. The Flamingo Tower gives clearance for aircraft start-up, pushback, taxi and aircraft towing. A close liaison between the airport authority, aircraft operator and the Flamingo Tower is maintained at all times. Reporting of events on the airport premises by Flamingo Tower to DCANSP shall include a copy to the airport authority.

Proper coordination and prior approval is required for and not limited to the following:

- Work in Progress (WIP) airside;
- Runway Inspections;
- RFFS activities;
- Aircraft X-Bleed start (cross bleed);
- Engine Ground Runs;
- Jett Blast and Fumes;
- Other activities mention in the relevant Appendices in this manual.

4.9.5 ACCIDENTS AND INCIDENTS REPORT

Arrangements for reporting incidents and/or accidents on the apron are laid down in chapter 5.7.8 of the Safety Management System.

4.9.6 AUDITING OF SAFETY COMPLIANCE

Auditing of the safety compliance of all operations on the apron is carried out according to the audit procedures as laid down in chapter 5.7 of the Safety Management System and the IQAP (Internal Quality Assurance Program).

4.10 AIRSIDE VEHICLE CONTROL

4.10.1 INTRODUCTION

The dynamics of the airside environment have the potential for producing conflict between vehicles and equipment operations and aircraft and/or facilities. In order to mitigate the hazards resulting from these conflicts, BIA has established procedures for the safe operations of all vehicles airside.

4.10.2 RESPONSIBILITIES

The Chief Executive Officer has overall responsibility for the development and implementation of procedures and the authority to control persons and vehicles entering and operating on airside.

The Chief Operating Officer is responsible for assuring:

a) Issuance of an Airside Driving Permit (ADP) and an Airside Vehicle Permit (AVP);
~~b) Ensuring that the provisions of this chapter are implemented;~~
c) Monitoring airside driving and enforcing regulations in accordance with the provisions of Appendix J, “Airside Operation of Vehicles” and Appendix K, “Vehicle Safety Inspection” including a range of penalties for their infringement.

4.10.3 AIRSIDE VEHICLE CONTROL

Comprehensive rules and regulations to regulate the driving and operation of vehicles and mobile equipment airside have been established in appendix J, “Operation of Vehicles on the Airside” and appendix K, “Vehicle Safety Inspection”.

~~All drivers must meet BIA driver’s permit requirements and be conversant with the provisions as stated in appendix J and K.~~ BIA has established procedures and identification systems to prevent unauthorized access by persons or vehicles to:

a) The airside of the airport;
b) Other areas important to the security of the airport.

Vehicular activity on the airport movement area is kept to a minimum. Where vehicular traffic cannot be avoided, it will be carefully controlled.

4.10.4 ENFORCEMENT

The Airport Duty ~~Operations~~ Officers logs any breaches of the regulations regulating the driving and operation of vehicles on the airside and report them to the Chief Operating Officer so that appropriate action can be taken against offending drivers.

This may lead to penalties such as fines, the temporary or permanent withdrawal of the airport ID pass, the Airside Vehicle Permit or the Airside Driving Permit, depending on the nature and severity of the offense.

4.11 WILDLIFE HAZARD MANAGEMENT

4.11.1 FOREWORD

Wildlife, like birds, dogs, cats, donkeys and other mammals form a hazard to aviation when they penetrate the aerodrome premises in search for food, shelter, rest, nesting or transiting.

Although the wildlife-hazard at the Flamingo International Airport is very minimal, BIA NV is taking the necessary steps to minimize the potential hazard to the lowest possible level and to prevent the wildlife from using the aerodrome.

4.11.2 OBJECTIVE

The main objective of the BIA wildlife management is to make the airport premises unattractive to all kinds of animals and to achieve and maintain a wildlife-free aerodrome.

4.11.3 SOLUTIONS

To realize this objective, BIA NV takes the necessary measures to:

a) Maintain good housekeeping.
b) Enclose all refuse in containers
c) Keep the vegetation at the proper level.

4.11.4 PLAN OF ACTION

FOOD REFUSE CLEAN UP

Nothing attracts bird more than an easy source of food. Aircraft cabin refuse, aircraft catering trucks and such provide an easy source if they are not left clean and secure. Birds migrate from their normal habitat to ramp areas. This migration could involve passage through aircraft flight paths near an airport. Food refuse also attract vermin and other animals. Appendix G - “Foreign Objects on the Apron and the removal of Hazards” regulates this safety issue at the Flamingo International Airport.

INSPECTION

Daily aerodrome fencing and maneuvering area inspection by Airport Operations and Airport Security is reporting any irregularities to Flamingo Tower.

Any irregularities in fencing will be reported and passed on for corrective action. Should any animal gain access onto the movement area it will be logged in the Wildlife Watch log, Airport Operations is notified and any action necessary will be taken to eliminate the problem.

4.11.5 ATS PROCEDURES

The duty Air Traffic Controller maintains a constant surveillance of the airfield and relays all information as to the position, the concentration and movement of birds and/or other animals to Airport Operations. This is to be treated as essential aerodrome information and must also be passed on to pilots using the aerodrome.

4.11.6 BIRD ACTIVITY

Bird hazard is minimal at the Flamingo International Airport, however strict bird control procedures are followed. The three main general areas of concern requiring vigilance are Food, Water and Shelter in an attempt to eliminate any bird activity. Any source of Food, Water or Shelter should be eliminated.

4.11.7 RESPONSIBILITY

Airport Operations is responsible for dealing with wildlife hazards.

4.11.8 REPORTS

Details of any bird strike or other wildlife penetration on the aerodrome premises are recorded in the Tower watch log and passed on to Airport Operations. A Bird strike will be reported and documented as so, if the following details are reported:

1. The captain reports a birdhit
2. A bird or parts of it are being found.
3. The injuries to the bird can be somehow traced back to the type of aircraft (propeller or jet engines)

If this is not the case, it will be reported and documented as a “Fauna” incident. Except for simple measures that can be taken to scare away birds, BIA considers a bird hit ratio of a maximum of 4 to 10,000 movements per year to be unavoidable.

4.11.9 ACTIONS

Airport Operations will conduct an inspection of the maneuvering area after a bird strike report or other wildlife penetration of the aerodrome. All information is collected to submit a report form afterwards. A risk assessment could also be performed to include corrective action to be taken if necessary.

4.12 OBSTACLE CONTROL

4.12.1 PURPOSE

The aim of these procedures is to ensure that suitable provision is made to monitor and control the erection of temporary and permanent structures and to maintain the obstacle limitation surfaces free from obstacles so as to permit the intended aircraft operations to be conducted safely.

4.12.2 RESPONSIBILITIES

The Chief Operating Officer has the overall responsibility for establishing procedures to monitor and notify the presence of obstacles to the Civil Aviation Authority and to control the erection of temporary and permanent structures in the vicinity of the airport.

The Chief Operating Officer has the responsibility for:

a) Monitoring of published information relating to obstacles;
b) Handling applications for approval to erect permanent structures and other temporary structures;
c) Ensuring that each object within the authority of the airport that has been determined to be an obstruction is removed, marked or lighted.

4.12.3 OBSTACLE LIMITATION SURFACES

The following obstacle limitation surfaces are established as the runway at the Flamingo International Airport is a non-precision instrument approach runway:

a) Conical Surface;
b) Inner Horizontal Surface;
c) Approach Surface;
d) Transitional Surfaces.

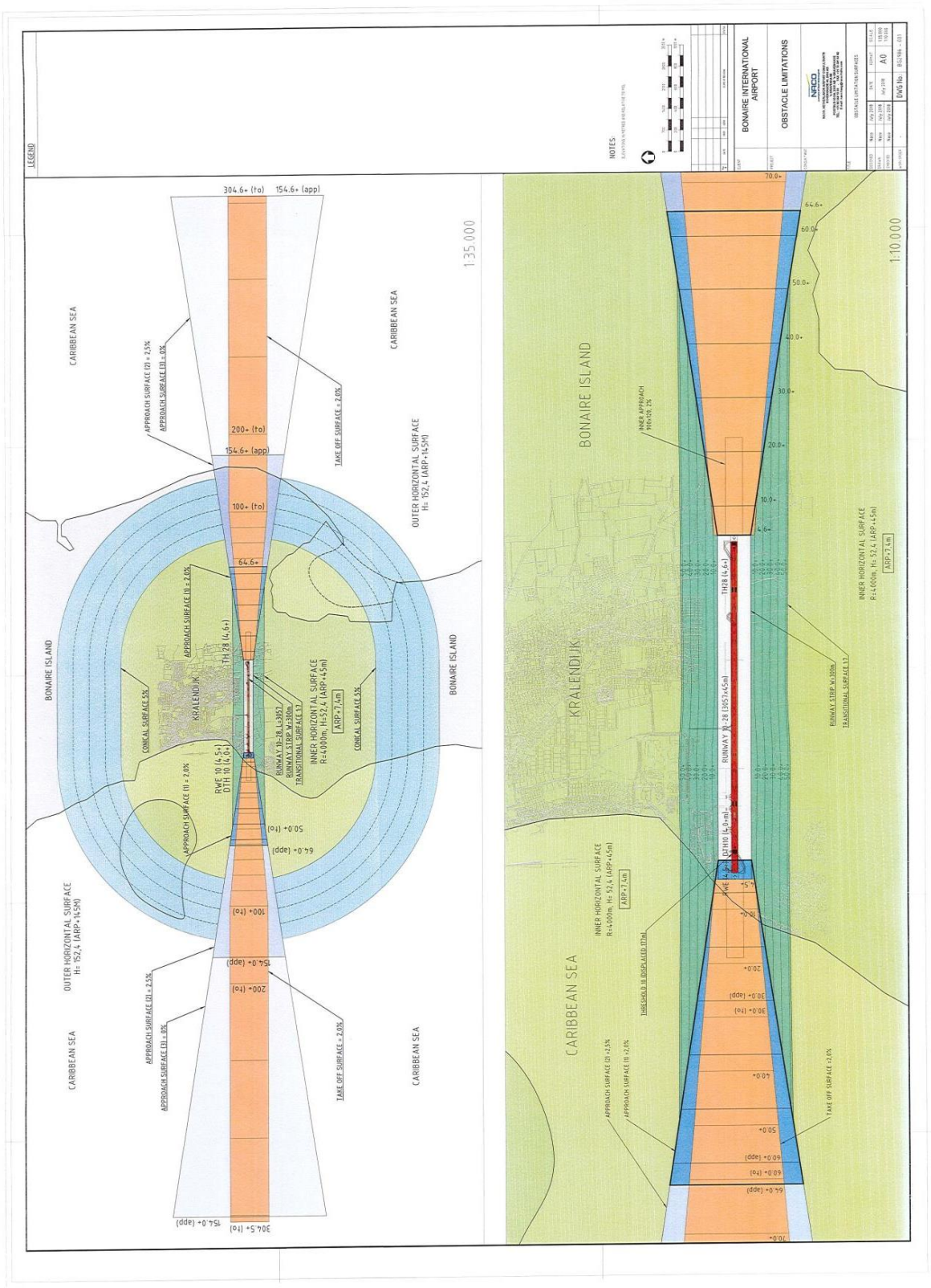
For the dimensions and slopes refer to ~~ICAO annex~~ CARNA part 14 table 4-1.

4.12.4 OBSTACLE MONITORING

The Airport Duty ~~Operations~~ Officers shall monitor the obstacle limitation surfaces during the daily aerodrome serviceability inspections. If a temporary or permanent obstacle is detected for which no approval has been given, the Airport Duty ~~Operation~~ Officer will immediately advise the Chief Operating Officer. The Airport Duty Officer ~~who~~ will take the following actions:

a) Advise the Flamingo Tower of the obstacle;
b) If the obstacle is on airport premises, have it removed, marked or lighted immediately, if off-airport, attempt to negotiate its removal to below the obstacle limitation surfaces or to a reduced height so that published runway information is not affected;
c) If the obstacle is infringing on a take-off or approach area, determine the operational requirements for runway use and calculate and mark off the reduced runway length available (displaced threshold) and publish a NOTAM;
d) If the obstacle is infringing on any other part of the obstacle limitation surfaces, publish a NOTAM with a description of the obstacle, height, magnetic bearing and distance from the ARP, and surface infringed;
e) Once the obstacle is removed, advise Flamingo Tower, remove temporary markings and cancel the NOTAM;
f) Notify the Civil Aviation Authority immediately of any situation that may cause hazard to aircraft or would endanger the safety of aircraft operations.

All actions taken will be in full compliance and accordance with ~~ICAO's Annex~~ CARNA part 14, Volume I, Chapter 4, "Obstacle Restriction and Removal" and ICAO's Airport Services Manual, Doc 9137, Part 6, "Control of Obstacles".



Aerodrome Obstacle chart

4.13 REMOVAL OF DISABLED AIRCRAFT

4.13.1 PURPOSE

The main purpose of the disabled aircraft removal plan is to provide for an efficient, coordinated response to quickly and safely remove an aircraft that has caused temporary closure of a runway, taxiway or affected the obstacle limitation surfaces.

4.13.2 AIRCRAFT REMOVAL PLAN

The particulars of the procedures for removing a disabled aircraft on or adjacent to the movement area are detailed in Appendix N, “Removal of Disabled Aircraft”.

This manual details the requirements for the following:

a) The roles of the aerodrome operator, the Civil Aviation Authority and the holder of the aircraft certificate of registration;
b) Arrangements for notifying the holder of the certificate of registration;
c) Arrangements for liaising with the air traffic control unit;
d) Arrangements for obtaining equipment and personnel to remove the disabled aircraft;
e) The names, role and telephone numbers of persons responsible for arranging for the removal of disabled aircraft.

4.14 HANDLING OF HAZARDOUS MATERIALS

4.14.1 PROCEDURES

Transport of Dangerous Goods by Air to and from the Flamingo International Airport is allowed only if the operator conforms to the requirements of Annex 18 and the Technical Instructions Document Nr. 9284 AN/905 for the safe transport of Dangerous Goods by air.

4.14.2 INCIDENT/ACCIDENTS

In the event of an incident or accident the relevant BIA units must be informed and action taken as prescribed in the “Calamiteitenplan BIA”.

4.15 LOW VISIBILITY OPERATIONS

The runway at the Flamingo International Airport is a non-precision instrument approach runway and year-round meteorological conditions prevail. As such, Runway Visual Range reporting is not applied and not required.

4.16 PROTECTION OF SITES FOR NAVIGATION AIDS

All NAVAIDS installed on BIA premises are protected against theft and vandalism by fencing and routine patrols executed by BIA Airport Security. Access onto the airside is restricted, monitored, and controlled. All construction projects at the airport are evaluated by the Airside Maintenance Manager to see if there might be interference with NAVAIDS signals or operations. ATS will be notified of any construction that may interfere with the proper NAVAID operation. NOTAMS will be issued when required.

Flamingo International Airport has a perimeter fence and gates around the property, signs are posted advising the public that entry unto the airport premises is prohibited.

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5 PART V

SAFETY MANAGEMENT SYSTEM

5.1 INTRODUCTION

5.1.1 GENERAL

The definition of "Safety Management System" as adopted by BIA is identical to the definition adopted by the International Civil Aviation Organization (ICAO) in Annex 14, Aerodromes.

It is therefore a system for the management of safety on the airside of the Flamingo International Airport, including the organizational structure, responsibilities, procedures, processes, risk assessment and provisions for the implementation of aerodrome safety policies by the Bonaire International Airport N.V.

5.1.2 LEGAL REQUIREMENT

The BIA SMS has been implemented to comply with the requirements of the Government as documented in the Aviation Decree "Besluit Toezicht Luchtvaart BES" paragraph 3, article 173 sub 2d.

5.1.3 PARTICULARS OF BIA'S SMS AND AERODROME ADMINISTRATION

Note: For organizational structure see chapter 1.10

The BIA SMS applies to all aerodrome personnel in any capacity (full time, part time or casual). All personnel shall abide by the procedures contained in the SMS and shall contribute to the safety health and culture of BIA.

The BIA SMS is made available to and read by all BIA staff, whose position is referred to in the document by their specific role.

The Safety Management System is built upon three key elements:

A. A comprehensive corporate approach to safety

The corporate approach builds upon the safety culture of the organization and embraces the organization's safety policies, objectives and goals, and most importantly, senior management's commitment to safety.

B. Effective organization to deliver safety

The principal focus is on the tools to enhance safety. It includes how the organization arranges its affairs to fulfill its safety policies, objectives and goals, how it establishes standards and allocates resources, etc.

C. A system for safety oversight

It refers specifically to the activities to monitor and confirm the organization's continuing fulfillment and enhancement of its safety performance.

5.1.4 Compliance

The Compliance Manager is responsible for ensuring that the airport operates in accordance with all laws and regulations and associated regulations and instructions and advises on compliance. He is continuously monitoring and optimizing processes, processing reports from third parties and informing and advising the COO on all these matters.

He supports the Airport Safety Officer with investigations, audits, the SMS or conduct audits by himself.

5.2 SAFETY POLICY

5.2.1 GENERAL

This chapter provides a set of policies and strategies, applied by Management of BIA as a basis to manage airside safety effectively. The BIA Safety Policy will always be based upon the following fundamental safety beliefs:

a) Safety is a core business;
b) All accidents and incidents are preventable;
c) All levels of line management are accountable for the safety performance, starting with the Chief Executive Officer

5.2.2 SENIOR MANAGEMENT COMMITMENT

Management of BIA considers airside safety as an integral function of its core business and is committed to implement, develop and improve strategies, management systems and processes to ensure that all its aviation activities uphold the highest level of safety performance and meet national and international standards.

Management of BIA commits itself further to:

a) Apply this Safety Management System as a proactive tool to identify, eliminate and/or mitigate any deficiency in conditions, policies, and procedures;
b) Ensure that the SMS meets the CARNA/ICAO Safety Standards and complies, as far as reasonably practicable, with the ICAO safety recommended practices;
c) Devote the necessary time, resources and attention to promote safety as a core management issue;
d) Take immediate remedial actions to minimize all risks to safety to a reasonably practicable level;
e) Ensure that the safety assurance processes used by its external suppliers satisfy its own safety management standards and safety requirements.

5.2.3 SAFETY OBJECTIVE

The principal safety objective of BIA is to minimize, as far as reasonably practicable, the BIA contribution to the risk of an aircraft accident.

Thus, safety shall be afforded the highest priority throughout the activities of BIA and take priority over commercial, environmental, political and social considerations.

5.2.4 SAFETY RESPONSIBILITY

Management of BIA has delegated the responsibility for safety within the BIA Organization.

Everyone involved in the operation aspects of BIA has an individual safety responsibility for their own actions and will be made aware of the consequences of mistakes and should strive to avoid them and demonstrate their continual commitment to safety. Senior management will hold line management and all employees accountable for the safety performance of their areas of responsibility.

5.2.5 SAFETY MANAGEMENT STRATEGY

Management of BIA applies three basic safety strategies:

a) **Safety Achievement:** specifying the means by which the safety performance of BIA meets its safety objectives;
b) **Safety Assurance:** specifying the means for providing assurance that risks are being managed properly and effectively;
c) **Safety Promotion:** specifying the means by which safety issues are communicated within the airport organization to eliminate unnecessary risks and avoid repeat errors or risks.

Safety Achievement

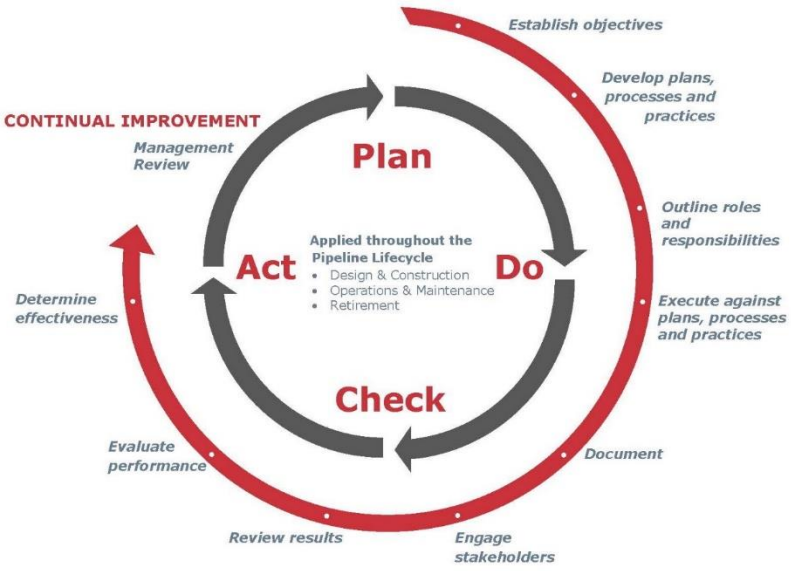
Level of Safety

BIA is committed to achieve the highest level of safety by continuously monitoring safety so as to identify, eliminate or control hazards. BIA will develop a safety culture that recognizes the importance and value of effective aviation safety management.

Risk Assessment

BIA will assess all existing operations, and proposed changes, additions or replacements, for their safety significance. Where a hazard is identified, safety assurance is required. A risk assessment will be conducted and the results documented so as to ensure that full consideration has been given to all aspects, which may affect the safety of aircraft.

The process is based on the Deming Circle, the method used to achieve continuous and demonstrable process improvement. The method forms a cycle consisting of four successive phases that form an integrated improvement circle: Plan - Do - Check – Act



Competency

BIA shall employ only trained and qualified personnel responsible for safety issues. To this effect, BIA will educate and train its present employees to recognize unsafe activities, identify hazards and to communicate any issue that has a safety impact.

Safety Assurance Strategy

Safety Audits

BIA will routinely carry out safety audits to provide management with assurance that the operation meets the objectives of their safety management system.

Safety Performance Monitoring

The progress of the operational safety objectives and the general safety level is monitored in the SRB. This is done based on reports from Operations, and reports regarding safety and the picture from daily supervision. Based on this assessment, the decision is made to take targeted action (s) and / or to adjust control measures or to implement new control measures so that risk levels of residual risks are (possibly) reduced to a lower risk level, in order to increase the safety. To this end, the Airport Safety Officer draws up an overview of the available data and submits it to the SRB.

Safety Significant Occurrences

Beside the statutory reporting requirements BIA has in place a process for investigating potential safety significant occurrences, identifying any failures of BIA's management of safety and to take corrective action if required.

Safety Promotion Strategy

Lesson Dissemination

BIA ensures that lessons learnt from hazardous occurrence investigations, and the case histories or experience gained both internally and from other organizations, are distributed widely and action taken so as to minimize the risk of recurrence.

Safety Improvement

- BIA has in place arrangements that actively encourage staff to identify potential hazards and propose solutions. BIA will make appropriate changes, in respect of identified hazards, where safety can be improved.
- BIA recognizes and rewards safety performance;
- BIA will make everyone aware of safety rules and processes as well as their responsibilities to observe them;
- BIA provides the necessary resources to anticipate and address safety issues before they lead to an accident or incident.

5.2.6 WRITTEN POLICY STATEMENT

The Safety Policy applied by BIA is formally expressed in the following written statement. This statement reflects BIA's commitment to safety management and is the foundation on which the BIA's SMS is built.

SAFETY POLICY

The vision of Bonaire International Airport N.V. (BIA) is to value safety as a top priority within its core business and is committed to develop, implement, improve and maintain its aviation activities upholding the highest levels of safety performance to meet the international and national standards.

We will continuously enhance an integrated Safety Management System as a proactive tool to identify, mitigate and/or eliminate any deficiency.

All levels of management are responsible for assuring that employees understand and comply with BIA's safety standards. The functional responsibility of safety and accident prevention rests with each department. Management is also responsible for assuring that all employees are trained and equipped to recognize and control hazards to perform their individual work safely.

In sharing this responsibility, each employee is expected to act safely. The employee's responsibility to understand and follow rules and regulations, policies, practices and procedures is paramount.

BIA sustains the just culture principle. When an honest mistake is made, remedial action is taken, and lessons can be learned. All employees shall report any information that he or she believes may affect safety. To promote a timely, uninhibited flow of information, this communication is encouraged and non-punitive within reasonable limits.

BIA continues to focus on creating a solid safety culture based on teamwork collaboration, trust amongst employees and a safe and secured airport operation.

5.3 RESPONSIBILITIES AND ACCOUNTABILITIES

5.3.1 GENERAL

Responsibility and Accountability are interlinked. While individual staff members are responsible for their actions, they are also accountable to their supervisor or manager for the safe performance of their functions and may be called on to justify their actions. Although individuals must be accountable for their own actions, managers and supervisors are accountable for the overall performance of the group that reports to them. Accountability is a two-way street. Managers are also accountable for ensuring that their subordinates have the resources, training, experience etc. needed for the safe completion of their assigned duties.

Within the BES-Islands part of the responsibility for aviation safety has been delegated to the aerodrome operators in a government decree, namely “Besluit Toezicht Luchtvaart BES”. Notwithstanding this the Government of the Netherlands remains responsible for the ultimate safety oversight at aerodromes within the BES-Islands.

The operation of Flamingo Airport has been delegated to BIA. BIA is a company with limited liability. However, the government retains its oversight responsibility as per Government Decree on Civil Aviation Oversight, published in the “Besluit Toezicht Luchtvaart BES”, which represents a mechanism to ensure an effective safety management on airside operations.

BIA has appointed a full-time Airport Safety Officer to support the safety management system. The responsibility for safety at BIA is delegated to all employees within the framework of their tasks. BIA will stress to all employees their individual and collective responsibilities and accountabilities for safety performance. The managers of BIA are accountable to the Chief Executive Officer for safety performance of their departments.

The commitment by BIA Management to this accountability is formally indicated in a written statement established in chapter 5.2.6

5.3.2 CHIEF EXECUTIVE OFFICER’S RESPONSIBILITIES AND ACCOUNTABILITIES

Safety Accountabilities

The Chief Executive Officer of BIA is accountable to the Board of Directors of BIA for the development, implementation, operation and maintenance of a safety management system and will devote all necessary time, resources, facilities and sufficient qualified staff to guarantee an effective safety management system.

Safety Responsibilities

In fulfilling this accountability, the Chief Executive Officer is responsible for:

a) Ensuring a Safety Management System is developed, implemented and maintained at Flamingo International Airport, including a safety policy that indicates the BIA safety objectives and commitment to safety;
b) Defining responsibilities and accountabilities for safety;
c) Assuming the leadership role to ensure commitment throughout the organization, particularly at senior management level, to the safety management intent and safety management system requirements;
d) Ensuring that BIA managers and staff are aware and held accountable for their safety performance;
e) Ensuring that BIA SMS and operational performance is evaluated for effectiveness on a yearly base. (Management Review)
f) Establishing an effective organization for continuous support of the Safety Management System;
g) Ensuring compliance to the AM and BIA rules and regulations by fixed base operators, ground handling agencies and other organizations that perform activities independently on the aerodrome in relation to flight;
h) Ensuring that the aerodrome facilities, equipment and operational procedures are always in compliance with the applicable rules and regulations
i) The compliance with the aerodrome-certification requirements at all times or to take appropriate measures to mitigate the risk;
j) The establishment of an adequate training program for all personnel;
k) The employment of sufficient qualified personnel to ensure a safe operation of the aerodrome

5.3.3 CHIEF OPERATING OFFICER RESPONSIBILITIES AND ACCOUNTABILITIES

Safety Accountabilities

The Chief Operating Officer is accountable to the Chief Executive Officer for the safe and efficient operations of the airport.

Safety Responsibilities

Framework

a) Jaarplan BIA
b) Departmental plans and budgets approved by the Managing Board.
c) Aerodrome Manual.
d) "Calamiteitenplan BIA". (*Aerodrome Emergency Plan*)
e) "Besluit Toezicht Luchtvaart BES".
f) Relevant laws and Regulations.
g) Internal codes and core values.

Policy advice and planning

a) Respond to the needs of aviation and airport users' in order to enhance and guarantee a safe operation;
b) Provide advice on safety in accordance with the Aerodrome Manual and the CARNA/ICAO guidelines and supervise compliance;
c) Advise and assist the Managing Board in case of Aerodrome emergencies;
d) Implement national and international airport (safety) rules and regulations;
e) Develop, implement and evaluate all the measures, procedures and rules necessary for achieving a safe operation (the audit and safety plan/SMS.)

Management

a) Give guidance to the supervisors of the departments to ensure the work within the departments is optimally and safe executed;
b) Ensuring that all daily operational staff are trained qualified and competent to discharge their safety related obligations;
c) Translate the strategic policy and objectives of the organization to the departmental objectives to ensure a contribution is made to the realization of the organizational goals;
d) Develop and execute the "Calamiteitenplan BIA";
e) Ensure partial and full-scale aerodrome emergency exercises are being conducted according to the CARNA/ICAO rules and regulations;
f) Ensuring acceptance and overview of any residual risks or hazard, and their associated, controls that are identified within the BIA system, in accordance with the procedures contained in Safety Management Manual.
g) Ensure NOTAMS are published and the correct execution thereof;
h) Ensure adherence to the corporate culture (example function)
i) Ensure:
   - An effective implementation of the audit and safety plan/SMS and the Aerodrome manual
   - Ensure execution and compliance of all safety regulations
   - Overseeing the safety and operational performance of the daily operations
j) Is responsible for the timely execution of contractual obligations and timely renewal contracts;
k) Ensuring provision of adequately trained and competent manpower to permit safe and operational management of the airport;
l) Keep an updated knowledge of the international, national and island laws safety regulations.

Coordination and Projects

Ensuring adequately liaison is conducted between various partners and stakeholders in order to achieve optimum coordination and cooperation;

a) Chair the ~~Airport Safety Committee~~ airside users meeting;
b) Chair the operational meeting of the airport.
c) Is a member of the Safety Review Board.
d) Maintain contact with the Maintenance Department in order to achieve optimum coordination and coordination with regard to the execution of work;
e) Receive and escort dignitaries and representatives from organizations, such as FAA, ICAO, IenW during a formal visit;
f) Represent the department internally and externally and conduct negotiations and discussions to guaranty the continuity and efficiency;
g) Initiate projects of the department and execute them according to planning after approval by the Managing Board;
h) Is in charge at the "Luchthaven Crisis Centrum" (LCC) during aerodrome emergencies situations
i) Coordinate the activities on the aerodrome to ensure safety, effectiveness, efficiency, smooth and user-friendly processes; ensure the accessibility to airport facilities, good service provision and a safe and efficient passenger and baggage flow; checks compliance with (inter) national safety and evaluates the safety procedures;
j) Co-ordinates the inspection of the airport buildings, (construction) projects, permits, compliance with regulations, etc. and initiates measures to ensure the safety and smooth handling of activities;
k) Issue preventive and corrective measures, in accordance with operational and safety procedures, supervises compliance and enforces compliance where necessary;
l) Participates in multidisciplinary (research) teams or projects that address airport safety and security issues.
m) Maintain and adjust the Aerodrome Manual, Airport Regulations and other relevant manuals and ensure correct implementation and compliance with the safety procedures established;

5.3.4 AIRSIDE MAINTENANCE MANAGER RESPONSIBILITIES AND ACCOUNTABILITIES

Safety Accountabilities

The Airside Maintenance Manager is accountable to the Chief ~~Executive~~ Operating Officer to support the activities for the safe operation of the airport, including:

a) Maintenance of the Airside;
b) Provision of Electrical, Engineering and Maintenance of all technical facilities on the Airside part of the airport;
c) Provision of power supply to all airside installations including communications and navigational Aids.

Safety Responsibilities

In fulfilling these accountabilities, the Airside Maintenance Manager has the following responsibilities:

a) Ensuring that safety considerations are given the foremost priority within the area of responsibility;
b) Ensuring the application of the explicit safety management policy and procedures within the area of responsibility;
c) Ensuring that safety issues are reported in a timely manner to the operations department;
d) Ensuring that all employees of the Maintenance Department are aware of and held accountable for their safety performance;
e) Ensuring that all employees of the Maintenance Department are trained, qualified and competent to discharge their safety related obligations;
f) Ensuring that management of human resources within the Maintenance Department is appropriate to facilitate safe operations;
g) Ensure that design, layout, measurements of the aerodrome are adequate for the safety of intended operations;

h) Ensure that adequate systems, procedures and resources are in place for the planning, coordination, control, inspection monitoring and oversight of work in progress;
i) Ensuring that safety briefings are provided to third party contractors for the controlling of work areas so as to maintain a safe operation at the airside part of the aerodrome;
j) Establishing and maintaining contact on safeguarding issues with the government authorities;
k) Carrying out Risk Assessments to monitor and review safeguarding policy and practice;
l) Ensuring that runway surface friction is adequate for a safe operation;
m) Dealing with the technical aspects of fuel spillage incidents;
n) Ensuring the establishment of a maintenance program, including preventive maintenance where appropriate, to maintain facilities, including items such as pavements, visual aids, fencing, drainage systems and buildings, in a condition which do not impair the safety, regularity or efficiency of air navigation.
o) Participate, as a member, in the operational meeting of the airport;
p) Participate, as a member, in the meeting of the Safety Review Board;

5.3.5 AIRPORT SECURITY MANAGER RESPONSIBILITIES AND ACCOUNTABILITIES

Accountabilities

The Airport Security Manager is accountable to the Chief Operating Officer for:

a) Providing advice and assurance relating to security issues and performance;
b) Maintenance of a Security Policy and Airport Security Program;
c) Establishing security standards;
d) Establishing a system for security management education and security awareness;
e) Establishing a security audit and surveillance system;
f) Ensuring an effective interface with the Civil Aviation Authority regarding security matters;
g) Establishing an industry liaison on security matters; and
h) Establishing security relations with international bodies including ICAO.

Safety Responsibilities

The Airport Security Manager is regarding safety responsible for:

a) Establishing and maintaining a security access control with the purpose to prevent unauthorized access to airside by persons unknown with airside safety procedures. (protecting of the movement area)
b) Reporting of safety issues on airside during security duties.
c) Participating in the operational meeting as a member of the operational team.

5.3.6 CHIEF RESCUE AND FIRE FIGHTING SERVICE'S RESPONSIBILITIES AND ACCOUNTABILITIES

Safety Accountabilities

The Chief of Rescue and Fire Fighting Services (RFFS Commander) is accountable to the Minister of Safety and Justice for the rescue and firefighting activities on the whole island of Bonaire including Flamingo International Airport. This in accordance with the ''Veiligheidswet BES''.

Safety Responsibilities
In ~~discharging~~ performing this accountability, the Chief RFFS (Commander) is responsible for:

a) Ensuring that the Rescue and Fire Fighting equipment and facilities are compatible with sizes, type and frequency of the aircraft in accordance with the company and legislative requirements;
b) Ensuring that the Recue and Fire Fighting policies, procedures and training fulfill the aims of the aerodrome and meet legislative requirements;

5.3.7 AIRPORT SAFETY OFFICER RESPONSIBILITIES AND ACCOUNTABILITIES

Safety Accountabilities

The Airport Safety Officer reports to the Chief Operating Officer. The Airport Safety Officer can escalate to the Chief Executive Officer.

Note: In the absence of the Chief Operating Officer, the Airport Safety Officer reports to the Chief Executive Officer and escalates to the Supervisory Board.

Essence of the function regarding Safety

The Airport Safety Officer ensures that safety is systematically and continuously brought to the attention of the Chief Operating Officer, employees, and airport stakeholders, and the Airport Safety Officer furthermore ensures that the policy, procedures and regulations are adhered to.

Safety Responsibilities

In fulfilling these accountabilities, the Airport Safety Officer has the following responsibilities:

a) Report to and advise to the Chief Operating Officer or his replacement in initiating, forming and maintaining a safety policy aimed at all safety aspects of the airport (including aviation legislation BES, the Aerodrome Manual, SMS, the airport regulations);
~~b) 5.3. procedures and performance for all airport users;~~
c) Ensure compliance with the safety procedures of the airport;
d) Conduct audits and surveys according to the "Internal Quality Assurance Program" (IQAP);
e) Advises on his own initiative to Chief Operating Officer and in case of no response he may escalate to the Chief Executive Officer on safety and Quality Issues;
f) Monitor the progress of safety reports and ensure that hazards are identified, assessed and timely mitigated;
g) Maintain and update the Safety Management System;
h) [1]Maintain and update the “Calamiteitenplan BIA”;
i) Prepare and conduct tabletop exercises and the Airport Emergency Response Exercises;
j) Makes regular reports of the risk analyses with a trend analysis to ensure that risks are mitigated;
k) Perform investigations of incidents and / or accidents led by the COO;
~~l) Represents BIA as a member in the “COPI” in accordance with the “Calamiteitenplan BIA”;~~
~~m) Prepares an annual training plan for Safety Awareness;~~
n) Supervises the quality of the Safety aspects at the aerodrome and identifies and reports shortcomings to the Chief Operating Officer.
~~o)~~ Reports on a structural basis as laid down in the Safety Management System (SMS) ~~and the Internal Quality Assurance Program (IQAP);~~
p) Performs all other activities that are in line with the function.
q) Participates as a member in the operational meeting of the airport
r) Participates as a member in the meeting of the Safety Review Board

[1]*This responsibility might be temporary delegated to another person in the BIA organization*

5.3.8 LUCHTHAVENMEESTER'S RESPONSIBILITIES AND ACCOUNTABILITIES

In order to comply with the Aerodrome operations obligation as set in the aviation decree "Besluit Toezicht Luchtvaart BES", the CEO has appointed the Chief Operating Officer as the "Luchthavenmeester" (Airport authority) at Flamingo International Airport (article 161 sub 1). The responsibilities and accountabilities of the "Luchthavenmeester" are established in paragraph 2 (art 162-170) of above-mentioned decree.

Even though most of the responsibilities of the Chief Operating Officer are already mentioned in 5.3.3 and based on the "Besluit Toezicht Luchtvaart BES", there is one additional important provision in mentioned decree that have assigned to the "Luchthavenmeester" being:

On Airside, OPS is in charge of the day-to day safety supervision on behalf of the "luchthavenmeester".

The daily supervision consists or can consist of:

- Random checks of compliance with the rules.
- Respond to reports from third parties such as ATC, pilots or Airport Security
- (specific) checks and / or areas of attention as instructed by or on behalf of the COO.
- CCTV monitoring

5.3.9 HUMAN RESOURCE MANAGER RESPONSABILITIES AND ACCOUNTABILITIES

Safety Accountability

The Human Resource Manager is accountable to the Chief Executive Officer for supporting Safety Management through:

a) Developing personnel policies, personnel management, training and placement of personnel most suited for the task and having the correct attitude towards operational safety;
~~b) Career planning and management of performance appraisal records taking into consideration each employee safety track record;~~
~~c) Creation and review of manpower requirements (recruitment, training and counseling) in keeping with BIA's overall Safety Performance Goals;~~
d) Implementation of aviation safety related government policies with respect to general administrations matters like restrictions on duty hours, etc.

Safety Responsibilities

In fulfilling these accountabilities, the Human Resource Manager is responsible for:

a) Ensuring that safety considerations are given the foremost priority in decisions involving personnel management;
b) Ensuring the application of the explicit safety management policy and procedures in accordance with the BIA SMS within the HR department;

5.3.10 AIRPORT DUTY MANAGER RESPONSABILITIES AND ACCOUNTABILITIES

Safety Accountability

The Airport Duty Manager reports to the Chief Operating Officer (COO)

a) The Airport Duty Manager is, on behalf of the Luchthavenmeester, responsible for the operational management of the department and coordinates the entire operational airport process, for an efficient and high-quality airport operation in such a way that the operational reliability and continuity of the operational status of the airport is and remains guaranteed in accordance with international and national laws and regulations.
b) Arranges and checks the distribution of the daily activities of the department, coordinates the instructions and work schedules, ensures the purchase of goods for the department and the safe and effective deployment of employees and equipment, so that the work is carried out efficiently .

c) Participates in risk assessments and/or consultations regarding safety and (partly) implements the Plan-Do-Check-Act circle of the Safety Management System in the broadest sense of the word.

Safety Responsibilities

a) Maintains contacts with air traffic control in order to achieve optimal coordination and safety.
b) Gives direction and instructions to the department in such a way that the activities within the departments are performed optimally.
c) Monitors NOTAMs and issues or arranges for the issue of NOTAMs for safe air traffic for publications to airmen.
d) Supervises or has supervised safety and good order at the entire aerodrome in accordance with applicable instructions, procedures, regulations and certification requirements.
e) Ensures the safety of equipment and personnel and issues relevant instructions and orders.
f) Performs daily supervision of safety and good order and the functioning of the infrastructure, conducting opening and closing rounds.
g) Assess the need for and activates calamity and crisis management and gives orders and instructions and ensures the necessary communication with internal departments and external authorities.
h) Coordinates and supervises all (maintenance) work by third parties in the landing area and passes on details.
i) Identifies and anticipates dangerous situations and incidents.
j) Supervises the implementation of changes and monitors compliance with safety and integrity procedures, among other things.
k) Ensures proper compliance with the Aerodrome Manual, the Airport Regulations and other relevant manuals.

5.3.11 ALL OTHER EMPLOYEES' RESPONSIBILITIES AND ACOUNTABILITIES

Safety Accountabilities

Everyone involved in the operation aspects of the airport, including employees of other operators, has an individual accountability to their supervisor or manager for their own actions and the safe performance of their functions.

Safety Responsibilities

All BIA and other airport personnel have the following safety responsibilities:

a) To comply with the relevant safety requirements and procedures outlined in:
   - BIA SMS and any supplementary manuals;
   - Aerodrome Manual;
   - BIA's Chief Executive Officer Instructions, Notices and Directives.
b) Adhere to safety management procedures and instructions;
c) Report to Airport Safety Officer of any safety occurrence or system failure and to identify and report any situation of potential risk or concern affecting safety via one of the following means:
   - Directly to the aerodrome Airport Duty ~~Operations~~ Officer or his supervisor.
   - In safety meetings;
   - Submit either an incident report, a Hazard report, or a confidential report.
d) Support safety audits;
e) Support safety investigations;.
f) Employees shall never perform tasks for which they have not yet received appropriate training or do not possess the necessary experience to carry out the task in a safe manner.
g) Employees will demonstrate their continual commitment to safety and shall strive to avoid mistakes with consequences for safety.

5.3.12 EXTERNAL SAFETY MEETINGS

USERS MEETINGS

BIA will organize airside users meetings about three times a year. Participants in this meeting are stakeholders who have a task in the operational process at the airport and focused on airside. The following parties, among others, are invited to this meeting:

- Groundhandlers,
- KMar,
- Customs,
- Airlines representatives,
- DC-ANSP,
- BKCN,
- Curoil
- Airport Safety Officer BIA
- Airport Duty Manager

The purpose of this meeting is to talk and discuss the operation from a safety perspective. Stakeholders can introduce and discuss topics and safety in general is discussed. The topics that are dealt with via an agenda are: the operation, BIA developments, safety issues/incidents, runway incursions and other safety-related topics. In addition, the parties can bring in their own topics for discussion. Minutes are taken of each meeting.

Runway safety team

BIA does not have a separate Runway Safety Team but discusses any runway incursions in the users meeting. The runway incursions are very limited in number due to the limited air traffic, ground traffic and the simple layout.

Discussion and explanation of incursions, just like safety incidents, can take place in this meeting. If it appears that further consultation is necessary between the parties, this will be arranged separately.

5.3.13 INTERNAL SAFETY AND OPERATIONAL OVERSIGHT MEETINGS

In order to guarantee and monitor safety and to ensure consistent operations at BIA, SMS oversight meetings are held.

1. Operational meeting

Objective: The objective of the operational meeting is to consult and discuss on practical operational matters that, among other things, contribute to a safe (safety) airport operation. In this meeting mainly practical matters concerning the airport operation are discussed. This can be maintenance, planning of flight schedules, safety issues, regulations, supervision, etc.

Risk assessments are also carried out by the operational meeting. The results are presented and discussed in the Safety Review Board.

Participants in these meetings are:

The Chief Operating Officer (chairman);
The management assistant (secretary)
The Airport Safety Officer ~~(secretary);~~
The airside maintenance manager;
The landside maintenance manager;
The airport security manager;
The airport ~~operations coordinator~~ Duty Manager;
The airport compliance and special projects manager
In the absence of the managers, they are replaced by their supervisors.

The scheduled frequency for this meeting is once a week, subject to holidays or other special circumstances. There is a fixed agenda in this consultation with minimal the following items:

- Approval of previous minutes;
- Announcements;
- Action items for previous consultation
- Operational activities, e.g. safety, incidents etc.
- Security issues e.g. special events, capacity, regulations, processes, audits etc.;
- Maintenance matters e.g. works that will or must be carried out, defects and malfunctions, ongoing maintenance issues, planning (major) maintenance;
- Safety e.g. safety issues, risks, incidents, supervision, task-oriented supervision, monitoring, etc.;
- Any other business.
- Conclusion.

Minutes are taken of each meeting and an action list is kept.

2. Safety Review Board (SRB)

Objective:

The safety Review Board is a high-level formal decision-making committee meeting in which strategic, policy-related and cross-departmental (safety) topics are discussed. The SRB monitors, among other things, the SMS for efficiency and effectiveness. The SRB ensures that appropriate resources are allocated to achieve the established safety performance and also monitors the progress and outcomes of risk assessments, the resolution of findings and the safety objectives.

The implementation of safety actions and measures lies with the respective line managers. The SRB has a monitoring and guiding function with regards to actions and measures in related to safety. The SRB also monitors the effectiveness of the measures. The progress of actions and measures are monitored on the basis of the action and decision list of the SRB.

In order to achieve this, the following sub goals are appointed:

- Monitor safety level with regard to objectives and policy;
- Monitoring of the implementation of safety actions for the desired effect;
- Monitoring of effectiveness of the management process;
- Monitoring of required activities for compliance, safety directives (internal and external);
- Decision making for the transcending safety issues;
- Evaluate reports;
- Determine safety objective

Participants in these meetings are:

The CEO (Chairman);
The management assistant (secretary)
The Chief Operating Officer;
The Airport Safety Officer (~~secretary~~);
The airside maintenance manager;
The airport ~~operations coordinator~~ Duty Manager;
The airport compliance and special projects manager
The airport security manager

The meetings are held quarterly. There is a ~~fixed~~ agenda in the SRB with minimal the following items:

1. Opening
2. Safety Management System
    - Management Review
    - Safety objectives

- Safety promotion
- Safety notifications
- New registration reports
- Safety Policy

3. Maintenance
4. Risk Inventory
    - Control measures
    - Action list status
5. Incidents, accidents and details (possible measures to be taken)
6. Safety issues from Ops meeting.
7. Management decisions with regard to Safety
8. Conclusion

Minutes are taken of each meeting and an action list is kept.

3. Maintenance meeting

The main objective of the maintenance meeting is to provide information about ongoing and future maintenance activities. When required maintenance topics are discussed in the operational and/or safety meetings. Airside and Landside malfunction- and defect lists are monitored separately and reviewable to other operational meeting participants.
Participants to this meeting are the COO and both maintenance managers ~~and the maintenance supervisor~~.
This meeting is held once a week.

4. Safety meeting

The objective of the safety meeting is to discuss issues related to the safety performance and the health of the SMS. In this meeting recommendations and decisions are made concerning safety policy and procedures and reviews safety performance results. Meeting minutes and action items must be recorded and be made available to all the participants to this meeting.

The following responsibilities/topics are discussed in this meeting:

a) review and comment on safety-management strategies;
b) review and comment on safety risk-mitigation strategies;
c) review and accept safety risk-assessment analysis performed by aerodrome staff;
d) promote the SMS program at the aerodrome by leading by example;
e) promote safety awareness to the aerodrome and its stakeholders.

The frequency of this meeting is determined by the Chief Operating Officer and depends for instances on the actions, audit findings, incidents etc. but usually every 4 to 5 weeks.

The participants to this meeting are:

The COO (Chairman);
The management assistant (secretary)
The Airport Safety Officer;
The airside maintenance manager;
The airport security manager;
The airport ~~operations coordinator~~ Duty Manager;
The airport compliance and special projects manager

The structure of the above-mentioned consultation sessions members participations is illustrated in the next table:

PARTICIPANTS	**OO** "Operationeel Overleg"	**SRB** Safety Review Board	**SO** "Safety Overleg"	**MO** "Maintenance Overleg"
Chief Executive Officer (CEO)		X		
Chief Operating Officer (COO)	X	X	X	X
Airport Safety Officer	X	X	X	
Airside Maintenance Manager	X	X	X	X
Airport Security Manager	X	X	X	
Compliance & Special Projects	X	X	X	
Airport Duty Manager	X	X	X	
Management assistant (secretary)	X	X	X	
Landside Maintenance Manager	X			X

Note: In case of absence, the Airside Maintenance Manager will be substituted by the Maintenance ~~Supervisor~~ Manager Landside and the Airport Security Manager by the Airport Security Coordinator.

The mentioned frequencies of all meetings can be interrupted by official holidays, vacations or other external causes that cause a consultation to lapse. The frequency is then picked up again at the next opportunity.

5.4 HAZARD AND RISK MANAGEMENT

5.4.1 GENERAL

The aviation industry faces a diversity of risks every day, many capable of compromising the viability of an aerodrome operator. There is no such thing as absolute safety and not all risks can be eliminated, nor are all conceivable risk mitigation measures economically feasible. Therefore, the risks and inherent costs a rational process for decision-making weighing the probability and severity of any adverse consequences implied by the risk against the expected gain of taking the risk. This process is known as **Risk management**.

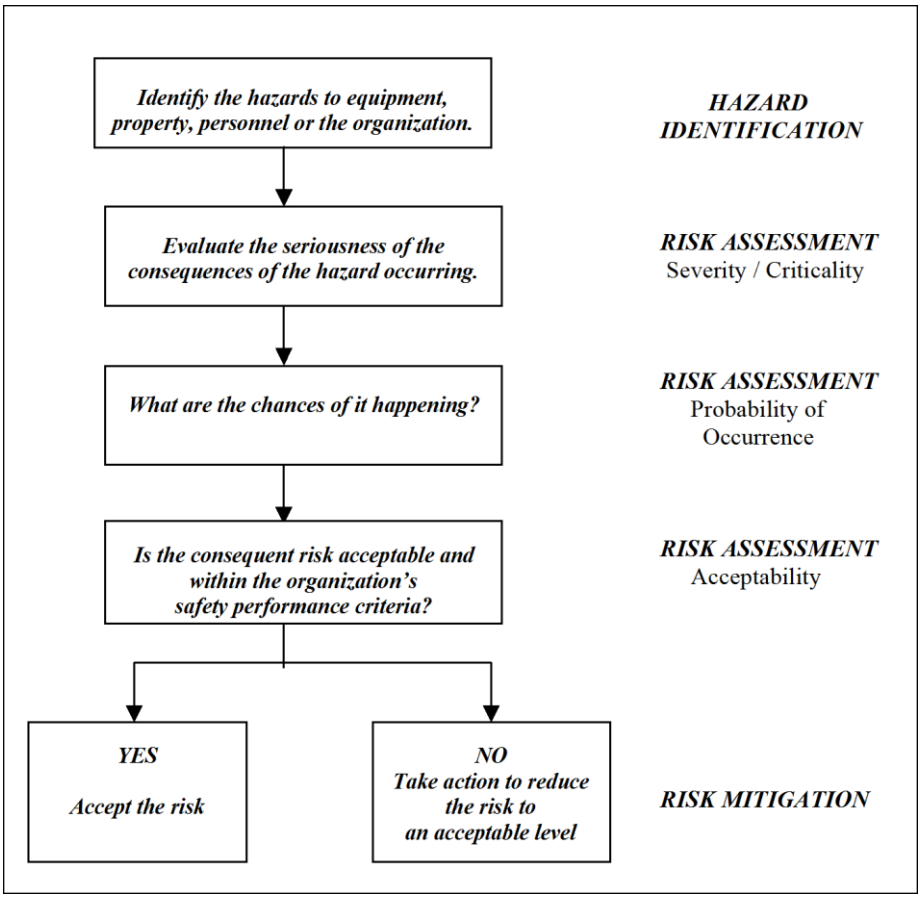
Risk Management.

In carrying out risk management, it is important to distinguish hazards from risks. A **hazard** is a condition with the potential to cause harm to people and/or damage to property, **Risk** is the likelihood (chance, probability) that a hazard's potential to cause harm will be realized.

5.4.2 RISK MANAGEMENT PROCESS

Risk management is the identification, analysis and elimination (and/or mitigation to an acceptable or tolerable level) of those hazards, as well as the subsequent risks that threaten the viability of an organization. Hence, risk management comprises three essential elements: hazard identification, risk assessment and risk mitigation.

The Risk Management Process applied by BIA is illustrated in the flow chart below:



5.4.3 HAZARD IDENTIFICATION

Hazard identification is a process to identify the potentially risky situations with a view to weighing, minimizing and avoiding the occurrence of failures which might cause incidents or accidents at the aerodrome. In this process BIA will use the following elements:

- Describe the operation or task;
- Identify the hazards associated with the operation or task;

Both proactive as reactive methods are used by BIA to identify hazards at the aerodrome.

Proactive Methods:

- Formal review of the safety standards, procedures and systems using checklists;
- Observing and analyzing routine day-to-day operations;
- Internally or externally conducted safety assessments and technical inspections;
- Confidential non punitive reporting systems using the Hazard Report Form;
- Brainstorming on safety issues in the Airside ~~Safety Committee~~ users meeting;
- Just Culture. Application of a non-punitive environment (staff involved in any recorded or reported incident are aware they will not be penalized for normal errors).

Reactive methods:

- Recognize hazards and address them through actual safety events (accidents and incidents);
- Trend monitoring, occurrence reporting and investigations;
- Incident reporting system.

5.4.4 RISK ASSESSMENT AND SAFETY MONITORING IN CASE OF CHANGES

The process of risk assessment aims to answer three fundamental questions:

a) What could go wrong?
b) What would be the consequences?
c) How often is it likely to occur?

A risk assessment can be performed on all incoming Event Reports, Hazard Reports or any other reported or identified hazard. Usually, it will be done if there is an increase in incidents (Trend) Additionally a risk assessment can be undertaken in the following situations:

- When there is an unexplained increase in safety-related events or safety infractions;
- In the case of any major operational changes are planned, including changes to key personnel, or other introduction of new equipment, facilities, procedures, or systems;
- When a major organizational change is being planned (Mergers, acquisition or downsizing, rapid growth);
- When there are changes to the legislation that BIA NV operates under;

Change Monitoring Objective

The goal of monitoring change is:

- in the event of intended changes in business operations and organization, prior to implementation, to ensure that changes do not conflict with (other) existing procedures and working methods.
- Describe the arrangements to ensure safety performance before changes are implemented, and
- delete or change controls for safety risks that are no longer needed or are no longer effective due to changes in the operating environment.

MONITORING OF CHANGE

With Monitoring of Changes, a safety engineering or safety assessment can be carried out, depending on the magnitude or the impact of the change. Execution can be initiated from a risk, plan or need.
If the change is relatively simple or not very drastic, a note will suffice.

Safety Engineering is the systematic inventory of risks that can occur in the case of new construction in order to eliminate or minimize these in the design and / or in the operational concept by taking measures.

Safety Assessment is a safety assessment of existing infrastructure / assets incl.
operational management concept (s), adjustments to the consultation structure.

The scope of the safety assessment should include the following elements and their interaction:

- the airport, operation, management and human elements being changed;
- interfaces and interactions between the elements being changed and the rest of the system;
- interfaces and interactions between the elements being changed and the environment in which it is intended to operate; and

Safety Note is a short safety assessment by or on behalf of the Airport Safety Officer regarding changes to infrastructure and / or operational management with a limited scope and / or for a specific subject.

The COO determines when a note or an assessment will be carried out and who draws up the note or carries out the assessment. The Airport Safety Officer is always involved in the realization.
A note is established in the operational consultation by the COO. An assessment is drawn up with the approval of the COO, discussed in the operational consultation and submitted to the SRB for adoption.

BIA will apply the following risk assessment procedure:

- Risk assessments will take place in the operational meeting or in another composition if needed, but they are always informed and involved.
- Assess identified hazards
- Estimate the likelihood (probability) of the occurrence of an identified hazard and the severity of the potential consequences of the hazard occurring.
- Determine whether the level of risk is acceptable or whether more needs to be done to control or reduce the risk.
- Establish priorities and put strategies in place to remove or manage the hazard.
- New identified risks or changes in scores of existing risks are discussed in the next Safety Review Board

Classification of Probability and Severity

BIA considers 5 levels of severity: Negligible, Minor, Major, Hazardous & Catastrophic and 5 levels of probability or likelihood: Extremely Improbable, Improbable, Remote, Occasionally & Frequent

Probability

The probability or frequency of occurrence addresses the likelihood that this could happen. There are five categories together with their general timeframes:

Extremely Improbable	Improbable	Remote	Occasionally	Frequent
≥ 1 every 20 years	≥ 1 every 5 years	≥ 1 per year	≥ 1 per month	≥ 1 per day

Severity

Addresses the possible, credible outcome should the hazard or act remain unchecked.

	Severity				
	Catastrophic A	**Hazardous B**	**Major C**	**Minor D**	**Negligible E**
People	Multiple Fatalities	Single Fatality	Serious Injury	Minor Injury	No Injury
Compliance	Non Compl. Proc & Reg	Non Compl. Regulation	Partial Compl. Regulation	Non Compl. Procedure	Partial Compl. Procedure
Assets	Extensive Damage > US$ 1M	Major Damage < US$ 1M	Significant Damage < US$ 50K	Minor Damage < US$ 10K	No Damage
Reputation	Int'l Impact	National Impact	Industry Impact	Minor Impact	No Impact

Once the two categories have been chosen the intersecting risk value is identified and circled. Next, a risk rating from the rating descriptors in the table below. This will be compared that with the value from the matrix. The most severe rating shall be the basis for action.

Risk probability	Risk severity				
	Catastrophic A	Hazardous B	Major C	Minor D	Negligible E
Frequent 5	5A	5B	5C	5D	5E
Occasional 4	4A	4B	4C	4D	4E
Remote 3	3A	3B	3C	3D	3E
Improbable 2	2A	2B	2C	2D	2E
Extremely improbable 1	1A	1B	1C	1D	1E

INTOLERABLE 5A, 5B, 5C, 4A, 4B, 3A	Take immediate action to mitigate the risk or stop the activity. Perform priority safety risk mitigation to ensure additional or enhanced preventive controls are in place to bring down the safety risk index to tolerable
TOLERABLE 5D, 5E, 4C, 4D, 4E, 3B, 3C, 3D, 2A, 2B, 2C, 1A	Can be tolerated based on the safety risk mitigation. It may require management decision to accept the risk.
ACCEPTABLE 3E, 2D, 2E, 1B, 1C, 1D, 1E	Acceptable as is. No further safety risk mitigation required

Whenever the tolerability is not clearly defined due to uncertainty in judgment, before implementation, the endorsement of the individual ultimately accountable for safety within the organization is required.

Procedures

a) Receive report of hazard or event (of any kind);
b) Complete if necessary, the risk assessment;
c) If reporter wishes to remain anonymous, then de-identify report, then;
d) Forward, as necessary, to the responsible line organization, Ops assembly or SRB;
e) Track for timely response;
f) Enter any required data into the database;
g) Verify action taken is adequate and complete;
h) File both hazard report and risk assessment.

Controls

a) Quarterly review of hazard activity
b) Review by means of the IQAP
c) Evaluation and approval in the SRB

Interfaces

Work with department managers or third parties to identify and correct hazards

Trend Analysis

Bonaire International Airport N.V. shall be implementing a computer-based trend analysis program capable of tracking and sorting a variety of event types (2021). Analyses are performed on a regular basis. Summary data is made available to staff members.

5.4.5 RISK MITIGATION

When the result of an assessment shows that the ***acceptability of the risk*** is ***Intolerable*** or ***Unacceptable,*** risk mitigation will be applied. This means that measures will be introduced to reduce the level of the risk to a level that is as low as reasonably practicable (ALARP).

BIA Risk Mitigation Strategies

BIA strategy is to treat risks in the following order of preference:

- Eliminate the hazard/risk completely. This is the most effective defense but is sometimes not practical and often the most expensive.
- Reduce the level of risk to as low as reasonably practicable, by reducing the consequences of the risk or the likelihood of that risk occurring,

- If it is not possible to eliminate or reduce the risk of an operation or procedure, the operation or procedure shall not be implemented or continued.
- Improve the aerodrome activity, process or procedure classified as unacceptable; replace the activity, process or procedure with another one that has an acceptable Target Level of Safety.
- Avoid some risks by actions such as closing the aerodrome for a period, reducing the aerodrome reference code, reducing the declared distances, etc.
- Accept low level risks without taking any action; and
- Communicate to people about risks associated with the hazard. This relies on an effective communication and reporting system within BIA organization.

Each proposed risk mitigation option shall be examined from such perspectives as:

- Effectiveness. Will it reduce or eliminate the identified risks?
- Cost / benefit. Do the perceived benefits of the option outweigh the costs? Balance the risk against time, cost and technical feasibility of taking measures to reduce or eliminate risk. This could include a cost/benefit study
- Practicality. Is it doable and appropriate in terms of, available technology, financial feasibility, administrative feasibility, governing legislation and regulations, political will, etc.?
- Challenge. Can the risk mitigation measure withstand critical scrutiny from all stakeholders?
- Acceptability to each stakeholder. How much buy-in (or resistance) from stakeholders can be expected?
- Enforceability. If new rules (SOPs, regulations, etc.) are implemented, are they enforceable?
- Durability. Will it be of temporary benefit, or will it have long-term utility?
- Residual Risks. After the risk mitigation measure is implemented, what will be the residual risks relative to the original hazard? What is the ability to mitigate any residual risks?
- New Problems. What new problems, or new (perhaps worse) risks, will be introduced by the proposed change?

When measures are identified which could result in further reduction of a risk classified as acceptable (tolerable), and those measures require little effort or resources, BIA shall implement those measures. Risk control can involve any one or a combination of solutions. As far as is practicable, engineering controls should be implemented in preference to administrative controls. A range of solutions to a hazard may be available. For example:

- Re-designing solutions;
- Changing standard operating procedures;
- Ongoing reviews of the activity or task;
- Recurrent training;
- Improved supervision;
- Targeted safety information or advice;
- Contingency planning; or
- Limit exposure to the risk.

5.4.6 RISK ASSESSMENT RESPONSIBILITIES

The participants of the operational meeting shall:

- assign a priority to the risk and identify the best risk treatment option and prioritize the actions required, to ensure remedial action is undertaken in a timely manner;
- contact the appropriate manager for resolution;
- take all necessary steps to resolve the situation when immediate response is required;
- maintain a log reflecting the status of all hazard reports;
- document the risk assessment process and the documentation shall be retained/maintained on file for future reference.
- Inform and present to the Safety Review Board periodically the outcome and results of the risk assessments.

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5.5 REPORTING SYSTEM

5.5.1 GENERAL

In order to have a successful hazard identification process, management must learn of potential weaknesses in the safety system that could lead to an accident or otherwise compromise the efficiency of the operation.

To guarantee this, a safety reporting system will be put in place as part of the BIA SMS program (2021). This system is impartial, confidential, voluntary, and non-punitive. Airport employees are encouraged to use this system for reporting information concerning safety hazards which affects the operational safety of the airport. In this reporting system, a non-punitive safety culture reporting of non-compliance is promoted and disciplinary action against any employee who reports an incident affecting operational safety will not be initiated. The purpose of this is to generate trust in the individual's providing information.

5.5.2 REPORTING HAZARDS

Both formal and informal reporting methods are used to gather information from staff about hazards in the organization, including:

1. Confidential Hazard Report Form;
2. Confidential surveys or questionnaires of staff;
3. Informal communication with staff;
4. Observations of work practices and workflow;
5. E-mail;

To facilitate the reporting, Hazard reporting boxes have been placed in various work areas located throughout the airport where employees can drop off their (anonymous) Hazard reporting Forms. These boxes are checked frequently. Employees can also report via telephone 717-5600 ext. 269 or send in their reports via email to: safety@bonaire-airport.com

(Anonymous) Hazard reporting via the BIA website is also a possibility via https://bonaireinternationalairport.com/hazard-reporting-form/

5.5.3 HAZARD REPORT FORM

The Hazard Report Form allows everybody to report hazards without fear of repercussion. BIA will guarantee to staff that any safety issue can be discussed without fear of repercussion. The name of the employee who provides the information is optional, however, names are necessary in cases where additional information may be required, or personal feedback is required. See below for a sample form.

HAZARD REPORT FORM *version 1.1*

(Anonymous optional)

Existing Condition of Hazard/Threat Identified

(What, Where, When, How and Why):

.....

.....

.....

.....

.....

.....

.....

**FOD Presence identified:* ☐ *YES* ☐ *NO*

**FOD Presence removed:* ☐ *YES* ☐ *NO*

**If FOD presence was not removed, explain:*

.....

**FOD Description:*

.....

.....

.....

Recommended Corrective Action for preventing similar hazard/threat:

.....

.....

.....

This form is to be used to report any Unsafe or Unsecure condition or activity that may cause injury to employees or customers, or damage to property or Illegal Interference. Please detail the existing condition and any recommended corrective action. Use additional sheets as necessary. Deliver or deposit the form at the Safety department or in the Hazard Reporting Box. You may also email to: safety@bonaire-airport.com. If you would like a follow up on any action, please provide your name, phone number and email address. Thank you for your interest in our Safety Management System program.

BIA encourages and promotes employees to report and does not initiate disciplinary action against any personnel who, in good faith, discloses an occurrence due to unintentional conduct, unless such disclosure indicates an illegal act, gross negligence, deliberate or willful disregard of regulations and/or procedures.

Name (optional):_____ ID# / Department (optional): _____

Phone number (optional):_____ Email (optional):_____

Date:_____ Time:_____ Location:_____ Follow-up requested: Yes No

SAFETY DEPARTMENT ONLY

Received: _____ Hazard #:_____ Assigned to: _____

5.5.4 RESPONSES AND ACKNOWLEDGEMENT

BIA has the policy to respond to the reporting party as to the action taken. The reporting of incidents requires time and effort by the reporter and should be appropriately acknowledged. To encourage further reports, feedback will be given to any aerodrome staff, tenants and contractors who report hazards about actions taken.

This ensures the following:

a) Employees are assured that their reports are taken into consideration and discussed;
b) Employees are updated on the progress of the mitigation;
c) Employees are encouraged to continue reporting safety issues before they result in incidents a/o accidents;
d) Enhances the safety culture;
e) It also proves that the SMS is working.

5.5.5 REQUIRED DISCIPLINARY ACTIONS

As part of the education process, BIA will ensure that aerodrome staff, tenants and contractors are made aware that NO disciplinary actions will be initiated against them for submitting a report and that their confidentiality and identity will be protected if requested. (Just culture)

This policy will not be applied to criminal, international regulatory infractions or willful intent.

If a particular BIA employee is found to be involved in similar recurrent events or criminal, international regulatory infractions or willful intent, the following steps may be taken depending on the seriousness of the offence:

a) First offence – Verbal warning
b) Second offence – Formal written warning
c) Third offence – Final written warning and suspension
d) Fourth offence – Termination of contract

Written warnings will remain valid for one year, after which a letter of recognition for positive change may be written and attached to the formal written warning in the personnel file by the Chief Operating Officer.

If a particular third-party employee is found to be involved in similar recurrent events or criminal, international regulatory infractions or willful intent, the following steps may be taken:

a) First offence – Verbal warning
b) Second offence – Formal written warning to the employer
c) Third offence – Temporary access restriction or refusal to the airport premises
d) Fourth offence – Permanent revocation of airport ID badge.

Written warnings will remain valid for one year, after which a letter of recognition for positive change may be written and attached to the formal written warning and submitted to the respective employer.

5.5.6 RESPONSIBILITIES OF THE AIRPORT SAFETY OFFICER

The Airport Safety Officer shall:

a) Assure that everyone in the organization is familiar with the reporting system in place;
b) Review the reporting process;
c) Ensure that aerodrome staff, tenants and contractors are made aware that no disciplinary actions will be initiated against them for submitting a report and that their confidentiality and identity will be protected if requested;
d) Encourage airport employees, passengers and other airport users to use this reporting system for providing information concerning safety hazards.

5.6 TRAINING AND QUALIFICATION OF PERSONNEL

5.6.1 GENERAL

The human factor is very important in the effective implementation of safety measures. BIA therefore acknowledges that people are their most important asset and has this program in place to ensure that positions within the organization are filled on the basis of competence to accept responsibilities and undertake required duties and appropriate level of aerodrome and or aviation knowledge, education, experience, qualification and demonstrated skills.

BIA training and recurrent training are essential elements of the BIA SMS, as it reinforces the positive aspects of a safe working environment and safe work practices implemented at the Flamingo International Airport.

5.6.2 QUALIFICATIONS AND EDUCATIONAL LEVELS

During the recruitment process, candidates for positions as mentioned in the BIA Safety Management System will be screened according to the requirements as stated in the function profiles and/or job descriptions. All function profiles and job descriptions are on file with the Human Resource Manager.

For candidates who do not fully qualify with the stated requirements, an additional personal development plan can be developed if necessary. BIA management determines the necessity of the before mentioned plan.

5.6.3 TRAINING POLICY

No person is permitted to undertake any task on the airside without having undertaken “BIA Airside Safety Training” (Safety awareness training) and further to this not permitted to undertake any tasks for which they have not been trained.

a) BIA considers training a priority and a strategic focus of the SMS;
b) BIA is committed to the challenge to educate all the airport internal and external employees about safety by stressing what safety means to them, their jobs and how it benefits the mutual customers and organizations;
c) BIA provides for the continued training and skill development of personnel working directly or indirectly at the aerodrome;
d) BIA ensures training on all new processes, procedures or activities that are incorporated into the everyday operation at the airport.

5.6.4 TRAINING GOAL AND OBJECTIVES

GOAL

To provide employees with increased knowledge and skills to perform their tasks more effective and to assure safety awareness to any person whose duties require airside access.

OBJECTIVES

a) Introduce newly hired employees to aviation safety in general and airport operations;
b) Promote, establish and maintain a safe airside and working environment;
c) Reduce costly accidents through the use of safe and uniform procedures;
d) Develop a "safety first" attitude as well as a professional and positive attitude;
e) Reinforce the BIA Safety Policy;
f) Develop the skills necessary to successfully perform the duties.

5.6.5 TRAINING AND RECURRENT TRAINING PROGRAMS

BIA induction training is a mandatory requirement for all new employees. This induction training must take place immediately prior to, or when starting, the undertaking of employment. BIA Safety Awareness Training is designed with consideration to the shortfall between the individuals existing competence and that necessary to follow safe operating practices on the airside.

~~Annual recurrent training is mandatory with the purpose to introduce employees to changes in operating procedures, duties and responsibilities, and in developments within the operating environment and aviation industry.~~

5.6.6 TRAINING PROGRAM CONTENT

a) Safety Philosophy
b) Safety Regulations
c) Hazards
d) Human Factors
e) Airside Markings and Signage
f) Emergency Situations
g) FOD Prevention Program
h) Personal Protection
i) Accidents, Incidents and near misses
j) Airside Safety Supervision

The training is followed by a test which will provide the airport authority with an overview of the comprehension level. Those persons found not to have the minimum required safety comprehension level are required to repeat the orientation program. ~~Personnel training and skill development is reassessed periodically to determine whether the objectives are being attained. This is mostly accomplished during the safety meetings, the Facilitation meeting and BIA Safety reporting system.~~

5.6.7 DOCUMENTATION

a) The ~~Safety Performance Officer~~ Security Manager is in charge of the monitoring attendance, enforcing, documenting and record update on all persons requiring Safety awareness training.
~~b) BIA security is responsible for providing the Safety Performance Officer with all information on persons requiring access to the airside~~

5.6.8 AERODROME MANUAL AND TRAINING

Section 1.7 of the Aerodrome Manual “Obligations of the Aerodrome Operator” indicates the following:

1.7.4 BIA shall employ sufficient qualified personnel to ensure a safe operation of the aerodrome and shall establish an adequate training program for personnel.

1.7.5 BIA shall employ only those persons possessing such certificates, as may be required by the CAA, to perform critical activities for aerodrome operations and maintenance.

5.6.9 TRAINING RESPONSIBILITY

The Airport Safety Officer and/or COO will ensure that aerodrome staff, tenants and contractors receive induction (ASSAT training) and ongoing training if required in order to ensure that:

1. They understand how the SMS operates;
2. They are aware of the role they play in the SMS;
3. They understand that the aim of the SMS is to improve safety – not to attribute blame.

The ~~Safety Performance Officer~~ HR manager will maintain general safety training records of BIA staff.

5.7 AUDIT AND ASSESSMENTS

5.7.1 GENERAL

BIA maintains a safety audit program as part of its Safety Management System to verify compliance with safety standards and to determine the effectiveness of the overall safety program. The complete audit process is further detailed in BIA's IQAP.

There are two types of audits applicable to the safety management system:

a) Internal audits of BIA departments by the Airport Safety Officer to confirm compliance with the safety management system;
b) External audits and/or inspections, to confirm conformance with the regulatory requirements by third parties such as: airlines, cargo handlers, ground handlers, contractors and others required to perform duties at the Flamingo International Airport.

Audit are conducted at least once a year and further:

a) When a previous audit indicates that a follow-up audit is needed;
~~b) Prior to important operational changes at the Flamingo International Airport.~~

Audits can be performed by employees who have the following characteristics and / or skills:

a) sufficient (operational) knowledge of the processes
b) have worked at an airport for at least 2 years
c) sufficient knowledge of the audit process
d) sufficient knowledge of the AM
e) preferably have followed training as an auditor or have experience as an auditor

5.7.2 PURPOSE OF SAFETY AUDITS

The purpose of the safety audit is:

a) To compare stated objectives and operating procedures with actual work practices and to verify that correct procedures are being followed as stated in the operational manuals.
b) To determine to what extent the safety management system:
    1. Achieves its objectives;
    2. Adheres to corporate requirements;
    3. Complies with regulatory requirements;
    4. Conforms to a CARNA/ICAO standard;
    5. Improves performance.

5.7.3 RESPONSIBILITIES

The Airport Safety Officer is responsible for developing an annual audit program. In this regard the Safety Officer must take care of the following actions:

a) Produce an audit and safety plan and present this plan to the Chief Operating Officer for approval;
b) Organize the assigned audits, inspections and awareness tasks;
c) Produce a report of each task within 1 month of the task taking place;
d) Include in the task report recommendations to prevent reoccurrence of an event, to remove or minimize the impact, or better manage the unsafe condition if applicable;
e) Recommended actions may be phased according to the degree of risk that they pose and the relative cost of eliminating or controlling the hazards;
f) Present the reports to the Chief Operating Officer for review;
g) ~~After review by the Chief Operating Officer send the report to the SRB for action~~; Overall results can be reflected in the SRB depending on the outcomes of audits
h) Carry out investigations (if needed) of airside hazard reports, accidents and incidents;
i) Ensure that the findings of safety audits are recorded.

5.7.4 PLANNING AUDIT PROCEDURES

The audit shall be conducted in accordance with the audit planning policy and procedures detailed in the BIA IQAP. The audit plan produced by the Airport Safety Officer shall include at least the following issues:

a) Period and frequency of the audit;
b) Purpose and Scope of the audit;
c) Identity of staff to be involved in audit;
d) Responsibilities of those being audited;
e) Key staff to be interviewed;
f) How records of the findings are to be taken during the course of the audit;
g) Method of advising key managers and staff of the findings;
h) How to define and communicate the steps the department, airline or handler to be audited should take;
i) Selects the elements, activities, and locations that should be audited;
j) Ensures that sufficient evidence is collected to draw conclusions.

5.7.6 CORRECTIVE ACTION PLAN

Audit findings identify areas of safety concern. The management of the unit or section has the responsibility for developing a corrective action plan detailing short or long-term corrective action to resolve identified deficiencies or safety shortcomings within the agreed time period.

This corrective action plan shall be forwarded to the Airport Safety Officer. The final audit report will include this corrective action plan and detail any follow-up audit action proposed. The manager of the area being audited is responsible for ensuring timely implementation of the appropriate corrective actions.

The Airport Safety Officer shall monitor implementation of the corrective action plan through the audit follow-up process described in the BIA Internal Evaluation Program and report to the SRB.

5.7.7 RECORD KEEPING

The Airport Safety Officer shall document and maintain a complete file of all audit procedures and reports so that any deficiency can be easily identified. The audit records and results shall be accurate, complete, reliable and readily accessible for comparison or trend analysis.

5.7.8 INVESTIGATING INCIDENTS AND ACCIDENTS

Accidents and Incidents Investigations are initiated by the Airport Safety Officer in consultation with the Chief Operating Officer. The Safety Officer ensures that the documents and procedures for dealing with accidents, incidents (including the Accident and Incident Analysis and Assessment Form on the following page) and non-compliances and non-conformances are prepared, maintained and available to the corresponding managers and the Chief Executive Officer. All information is collected, analyzed as well as stored electronically.
In the event of accidents and/or serious incidents, the appropriate procedures are laid down in the BIA Emergency Response Manual.

5.7.9 ACCIDENT AND INCIDENT ANALYSIS AND ASSESSMENT FORM

SECTION 1 GENERAL

Name: _____

Reference: _____

Aircraft Operator: _____

Incident: _____

Date: _____

Time: _____

Place: _____

SECTION 2 OPERATIONAL ACTIVITIES AND RESULTS

Activity

( ) Aircraft Arrival
( ) Aircraft Servicing
( ) Aircraft Turnaround
( ) Aircraft Departure
( ) Vehicle
( ) Equipment
( ) Other

Result

( ) Aircraft Damage
( ) Vehicle Damage
( ) Personnel Injury
( ) Equipment Damage
( ) Aircraft Delay
( ) Other

Please provide a short narrative description of the accident, incident, degradation or failure:

_____

_____

_____

_____

_____

SECTION 3 ROOTCAUSE CONTRIBUTING FACTORS

Instructions for completion of this section: Circle each contributing factor and provide brief narrative for each contributing factor.

Information (manuals, procedures, task cards, work instructions, etc)

1. Not understandable
2. Unavailable/inaccessible
3. Incorrect
4. Too much/conflicting information
5. Update process long/complicated
6. Different than other information
7. Not used
8. Not followed

Brief Specific details: _____

Equipment/Tools/Parts

1. Unsafe
2. Inaccessible
3. Unreliable
4. Poor layout of controls or displays
5. Mis/un-calibrated
6. Unavailable
7. Inappropriate for the task
8. Can't use in intended environment
9. No instructions
10. Too complicated
11. Incorrectly labeled
12. Not used

Specify exactly what equipment, tool, or part failed, was inadequate or led to the incident/accident:

_____

_____

Job/Task

1. Repetitive/monotonous
2. Complex/confusing
3. New task or task change
4. Boredom/complacency
5. Different from other, similar tasks
6. Poor planning/prioritization

Other: _____

Knowledge/Skills

1. Inadequate technical skills
2. Inadequate language skills
3. Inadequate task knowledge
4. Inadequate systems knowledge
5. Inadequate airline process knowledge

Factors Affecting Individual Performance

1. Physically incapable
2. Time constraints
3. Company pressure
4. Workplace distractions
5. Intentional deviation
6. Peer pressure

Environment/Facilities

1. Noise
2. Hot
3. Cold
4. Humidity
5. Rain
6. Lighting
7. Wind
8. Vibration
9. Cleanliness
10. HazMat
11. Power sources
12. No ventilation
13. Critters
14. No work space
15. Other

Organizational Issues

1. Staffing
2. Company policy
3. Unions
4. Morale
5. Financial support
6. Support from tech groups
7. No Training
8. Training Inadequate
9. No Recurrent

Leadership/Supervision

1. Inadequate supervision
2. Excessive supervision
3. Unrealistic attitudes/expectations
4. Inadequate delegation/assignment of tasks
5. Inadequate prioritization of tasks
6. Poor planning/organization of tasks

Communication Issues

1. Between departments
2. Between people
3. Between shifts
4. Between crew and lead
5. Between lead and management
6. Other

Any Other Factor:

SECTION 4 CORRECTIVE ACTIONS

A. Are there any current procedures and/or policies in your organization intended to prevent this incident/accident but didn't?

( ) Operational Instructions/Manuals, Specify: _____

( ) Company regulations, Specify: _____

( ) Inspection schedules, Specify: _____

( ) Engineering/maintenance/training manuals, Specify: _____

( ) Inter-company bulletins/letters, Specify: _____

( ) Any other instruction/regulation or policy document, Specify: _____

B List of immediate corrective actions suggested or taken:

_____

_____

C Preventive corrective actions suggested for long term;

_____

_____

Follow-up plan:

Signed: _____

Name: _____

Date: _____

5.8 DOCUMENT AND DATA CONTROL

5.8.1 GENERAL

The BIA's management commitment to safety and quality includes the adherence to recognized standards for the provision and maintenance of documentation and records. A disciplined and systematic structure is followed to ensure that:

a) Documents are adequate and approved by BIA management prior to issue;
b) Documents are reviewed and updated regularly and are readily available to those who need them;
c) Changes and revision status can be identified;
d) Documents are always legible and identifiable;
e) Outdated documents are clearly identified and withdrawn;
f) Credible measures have been taken for the protection of sensitive safety information;
g) Safety databases are used to support safety analysis and performance monitoring;
h) Appropriate staff have access to safety databases;

5.8.2 RESPONSIBILITY

The maintenance of records (including storage and identification) is the responsibility of the Airport Safety Officer who is accountable for the responsibility concerned. However all legal requirements for record retention are the responsibility of BIA.

This document and also the BIA Internal Quality Assurance Program shall be used as a guide in the record keeping.

5.8.3 SAFETY MANAGEMENT SYSTEM DOCUMENTATION

The Safety Management System (SMS) is well documented in the Aerodrome Manual. The following documents form part of or are closely related to the SMS.

a) BIA Safety Policy Statement
b) BIA Organizational Structure
c) Hazard Report Form
d) Risk Management Process
e) Incidents and Accidents reporting Procedures
f) Foreign Objects on the Apron and Removal of Hazards
g) Aircraft Blast and Fumes
h) Aircraft Engine Ground Runs and use of Auxiliary Power Units
i) Operations of Vehicles on the airside
j) Safety Inspection of Vehicles
k) Aircraft Push Back Safety Instruction
~~l) Periodic Safety Checklist~~
~~m) Airside Safety Committee~~
n) Safety Instruction for Works on the movement area and procedure for the issue of a Works Permit
o) Aerodrome Manual
p) "Calamiteitenplan BIA"
q) Instructions on the conduct of hazard identification, risk assessment and safety cases.
r) Safety Audit Reports.
s) BIA Training Plan
t) Aerodrome charts
u) The Aeronautical Information Publication (AIP)
v) Requirements for the issuance of a NOTAM
w) Airport Safety and Security Regulations

The list is not exhaustive and will be added to or amended according to the changing circumstances.

5.8.4 SAFETY MANAGEMENT SYSTEM RECORDS

Records of measures taken to fulfill the objectives of the Safety Management System (SMS) are maintained. A documented process is followed for recording:

a) Activities related to identification of hazards, risk assessment and action taken;
b) Results of investigation of accidents, including analysis and action taken to prevent reoccurrence;
c) Findings of internal audits;
d) Management action;
e) Accidents, Incidents, Safety Non-Compliances, Non-Conformances and resulting investigations

These records are used to provide guidance in order to correct future problems.

5.9 EVALUATION OF SAFETY MANAGEMENT SYSTEM

5.9.1 MANAGEMENT REVIEW

In accordance with “Besluit Toezicht Luchtvaart BES artikel 174 lid 2 en 3”, the Safety Management System must be evaluated once a year for efficiency and effectiveness by the CEO of BIA.

The Management Review must show to what extent the Safety Management System:

a) Has achieved its objectives,
b) Complies with legal requirements,
c) Has undergone demonstrable improvements,
d) Demonstrates that "Hazards" have been mitigated quickly and effectively.

It must also:

a) Demonstrate the effectiveness of change management activities
b) Demonstrate the effectiveness of safety training, and
c) Demonstrate that facilities, equipment, documentation and procedures have been evaluated through safety audits and inspections.

The management review contains at least the following subjects:

a) Introduction
b) Safety Policy & objectives BIA
c) SMS
d) Risk Assessment
e) Audit Records
~~f) Airport Safety Committee~~
g) Exercises conducted
h) SMS evaluation
i) Training Program
j) Maintenance Program
k) Key Performance Indicators (KPI)
l) Occurrences Report Trend
m) Summary risk assessment
n) SMS Internal / External Safety Audit Schedule

5.9.2 RESPONSIBILITY

The Airport Safety Officer is responsible to produce the annual Management Review shortly after each year. The Management Review will be discussed in the Safety Review Board and will finally be approved by the CEO.

If the management review shows that efficiency and effectiveness require improvement, the action points that follow from this, are allocated with a solution period and monitored and discussed in the Safety Review Board.

APPENDICES

APPENDIX	**A**	**Aerodrome Certificate**
APPENDIX	**B**	**Requirements for the issuance of a NOTAM.**
APPENDIX	**C**	**Not in use**
APPENDIX	**D**	**Not in use**
APPENDIX	**E**	**Safety Instruction for Aerodrome Works**
APPENDIX	**F**	**Aerodrome Safeguarding Criteria**
APPENDIX	**G**	**FOD and the Removal of Hazards**
APPENDIX	**H**	**Aircraft Blast and Fumes**
APPENDIX	**I**	**Aircraft Engine Ground Runs and the use of the Auxiliary Power Units**
APPENDIX	**J**	**Airside Operation of Vehicles**
APPENDIX	**K**	**Vehicle Safety Inspection Form**
APPENDIX	**L**	**Push-Back Safety Instructions**
APPENDIX	**M**	**Personal Protection Equipment (PPE)**
APPENDIX	**N**	**Removal of Disabled Aircraft**
APPENDIX	**O**	**BIA & RFFS joint statement.**

APPENDIX A AERODROME CERTIFICATE

Inspectie Leefomgeving en Transport
Ministerie van Infrastructuur en Waterstaat

Certificaat Luchtvaartterrein

Uitgereikt aan Bonaire International Airport N.V.
statutair gevestigd te:

PLASA MEDARDO S.V. THIELMAN #1,
KRALENDIJK,
BONAIRE
CARIBISCH NEDERLAND

Betreffende het luchtvaartterrein te Bonaire met bijbehorende infrastructuur.

Bij besluit van 6 april 2020 met kenmerk ILT-2020/165, is vastgesteld dat de exploitant, onder de daarin genoemde voorwaarden, voor bovengenoemd luchtvaartterrein een certificaat luchtvaartterrein, verder genoemd *-veiligheidscertificaat-* wordt toegekend gebaseerd op artikel 173 van het Besluit Toezicht Luchtvaart BES.

De aan het veiligheidscertificaat gerelateerde eisen hebben betrekking op:

- De faciliteiten en uitrusting binnen en buiten de grenzen van het luchtvaartterrein;
- Veilige operaties en instandhouding overeenkomstig het handboek luchtvaartterrein;
- Het in voldoende mate voorzien in de veiligheid van luchtvaartuigen, en;
- Afdoende borging van operaties in een veiligheidssysteem.

De betreffende eisen zijn opgenomen in het Besluit Toezicht Luchtvaart BES, § 3 Certificatie van luchtvaartterreinen.

Het veiligheidscertificaat is verleend voor het operationele gebruik door:

- Vliegtuigen;
- Helikopters.

De luchthaven kent een (1) verharde baan:

- Baan 10-28 met een lengte van 3057 meter en een breedte van 45 meter, gelegen in de geografische richting 092°-272°. Deze baan is voor het luchtverkeer ingedeeld onder codenummer 4 en codeletter E, als bedoeld in bijlage 14, deel I, van het Verdrag inzake de internationale burgerluchtvaart.

DE MINISTER VAN INFRASTRUCTUUR EN WATERSTAAT,

namens deze,

DE INSPECTEUR ILT/LUCHTVAART,
H.J. Stikfort

Dit veiligheidscertificaat is geldig vanaf 1 juli 2020 en blijft geldig tot 1 juli 2023, mits exploitant aan de gestelde eisen blijft voldoen.

APPENDIX B REQUIREMENTS FOR THE ISSUANCE OF A NOTAM

REQUIREMENTS FOR THE ISSUANCE OF A NOTAM

A NOTAM is required for any change in the published information about the airport and/or its operating capabilities, such as:

a) The establishment or withdrawal of electronic and other aids to air navigation and aerodromes;

b) Any downgrade of RFFS Airport Category to be provided;

c) Changes in frequency, identification, orientation and location of electronic aids to air navigation;

d) Interruptions in service or unreliability, and the return to normal operation of en route and terminal aids to air navigation;

e) The establishment, withdrawal or significant changes to designated airspace or traffic procedures and service;

f) Significant changes in the serviceability of runways and associated approach or runway lighting systems that could restrict aircraft operation;

g) The presence or removal of obstructions, which are considered to be hazardous to aircraft navigation;

h) Military exercises or maneuvers and airspace reservation;

i) The establishment, discontinuance or change in status of Alert, Danger, Restricted or Military Flying Areas;

j) Communications failures where no satisfactory alternate frequency is available;

k) Inaccuracies or omissions in publications that might endanger aircraft operation;

l) Failure of measuring and/or indicating systems needed to supply current information on altimeter settings, surface wind, runway visual range and cloud height for the pilot about to land/take-off; and

m) Information on private NAV-Aids will also be issued as a NOTAM upon advice from the owner/operator of un-serviceability.

APPENDIX E WORK PERMIT

WORK PERMIT

1. INTRODUCTION

Construction, maintenance and repair work must regularly be carried out on the Movement Area and apron at Flamingo International Airport by day and or night. This Instruction details the arrangements in place, the responsibilities of those involved and the procedures to be followed for the safe coordination and conduct of airside works.

BIA uses a "construction manual" for contractors working at the airport. This manual is mainly intended for long-term projects or major work.

2. AERODROME AREAS CONCERNED

For the purposes of this section the aerodrome areas in which the following special rules for airside works must be applied are:

a) The Maneuvering Area comprising runways, taxiways and associated strips;
b) Aircraft parking areas and apron taxi lanes;
c) Other apron areas including equipment areas, airside roads, stillage areas and cargo handling areas;
d) Any other area, location or site designated by BIA Airport Operations.

3. WORK PERMIT SYSTEM

a) The supervisor or contractor of any airside work must be in receipt of a Works Permit before any work can be initiated.
b) Applications should be addressed to the Operations Department 5 working days before work is scheduled to be carried out.
c) The Chief Operating Officer and all relevant BIA managers authorizes the permit and are responsible to enter on the permit the conditions applicable to the work which must be adhered to at all times. A copy of each permit is submitted to Flamingo Tower by the Chief Operating Officer for their information.
d) The Chief Operating Officer must ensure receipt and full comprehension by the person in charge of supervision in the Flamingo Tower with regard to the conditions stipulated in the permit, specifically regarding persons a vehicle movement during work in progress.
e) BIA Airport Safety Officer shall fully brief the contractor before work commences.
f) When work is completed, the contractor must inform the Operations Department who will then take the necessary action to restore the area to normal operations or ensure that it is safeguarded.

4. EXEMPTIONS

Certain units and or personnel are trained and authorized to conduct urgent work and certain specified works on the Maneuvering Area such as routine inspections, replacement of light fittings, repairs to pit covers and PAPI adjustments, are not subject to Works Permit. The Operations or Maintenance Department must obtain clearance from the Flamingo Tower prior to the commencement of such works. Working parties are to ensure that Flamingo Tower is fully briefed as follows:

a) Area(s) of work;
b) Nature of work;
c) Operational implications;
d) Timing and notification of clearance of site and restoration of facilities;
e) Name of person in charge.

5. RESPONSIBILITIES

5.1 BIA AIRPORT OPERATIONS IS RESPONSIBLE FOR THE FOLLOWING

a. Issuance of a Works Permit;
b. Prior to the issuance of a Works Permit the Airport Safety Officer could complete a full risk analysis;
c. Before a contractor starts work at any airside location, BIA Airport Safety Officer will give a comprehensive safety briefing for the protection, guidance and compliance of works/site

supervisors and staff or the safety regulations and such are made available, taught or brought to the attention in a similar manner;

d. Coordinating any closures and diversions required including obtaining ATC clearance, if appropriate, before work starts;
e. Coordination of all airside procedures with regard to projects, which may affect the daily operation, with the Maintenance Department and Flamingo Tower and to ensure that all required safety measures are taken;
f. Making arrangements for any radiotelephony or visual communications to be used;
g. Briefing the supervisor on the permitted working hours, the layout, protection, marking and lighting of the works area by day and night;
h. Specifying vehicle and pedestrian access routes to be used;
i. Specifying and briefing 'look-out' arrangements;
j. Briefing the conditions and arrangements for withdrawal of the works if applicable;
k. Inspecting the area when work has been completed and taking the action required to restore normal operations;
l. To guarantee minimum disruption of standard operating procedures for aeronautical activity;
m. Clear routes from firefighting and rescue stations to active airport operations areas and safety areas;
n. Initiation, validity and cancellation of Notice to Airmen;
o. Suspension or restriction of aircraft activity on airport operations area;
p. Threshold displacement and appropriate temporary lighting and marking;
q. The coordination of storage of construction equipment and materials when not in use in coordination with maintenance;
r. Location of construction personnel parking and escort to and from the work site.

5.2 THE CONTRACTOR IS RESPONSIBLE FOR THE FOLLOWING

a) The attendance of the works supervisor at the Operations Department to receive the Works Permit and be briefed on the operational safety aspects of the works;
b) Ensuring that all airside safety and personnel safety rules are complied with;
c) Ensuring that all their employees use the proper Personal Protection Equipment (PPE) at all times when working on the airside;
d) Ensuring strict compliance with all instructions given in respect of the Works Permit;
e) Providing all the materials, signs and lighting for the works area. Also barriers and lights used for closures on the Maneuvering Area will be provided by the Contractor;
f) Preventing debris and rubbish being deposited or left on the Movement Area;
g) Advising the Operations Department when work is completed, who will then inspect the area and take action required to restore normal operations;
h) Debris cleanup and schedule compliance;
i) Storage of construction equipment and materials when not in use.

5.3 RESPONSIBILITY OF BIA MAINTENANCE

a) Installation and maintenance of temporary lighting and marking for closed or diverted aircraft routes on airport operations areas, where applicable in close consultation with the contractor;
b) Marking/lighting of construction areas;
c) Location of construction areas and contractors plants and utilities;
d) Provision for temporary utilities and/or immediate repairs in the event of disruption;
e) Location of power and control lines for electrical/visual navigational aids;
f) Technical inspections;
g) Approval after completion.

5.4 RESPONSIBILITY OF BIA SECURITY

a) Vehicle control and additional equipment inspection;
b) Access control of all admitted to the area of works;
c) Identification and screening of construction personnel and equipment;
d) Location of access roads;

e) Security controls on temporary gates and relocated fencing.

6. SPECIAL SAFETY REQUIREMENTS DURING CONSTRUCTION

a) Construction vehicle and equipment shall be properly marked and lighted according to CARNA/ ICAO standards;

b) Construction activity are permitted up to the taxiway and apron in use provided that the following activities have been accomplished:
   1) Coordination with the Airport Authority;
   2) Coordination with the CAA;
   3) Coordination with the users;
   4) Issuance of NOTAM;
   5) Marking and lighting provisions are implemented

c) All employees working airside must use the proper Personal Protection Equipment (PPE) at all times. See Appendix M "Personal Protection Equipment" for details.

d) Limitation on Construction.

Open flame welding or torch-cutting operations are prohibited unless adequate fire and safety precautions are provided and have been approved by the airport authority in consultation with RFFS. All vehicles are parked and serviced in areas designated by the airport authority.

7. TERM CONTRACTORS

Some term contractors such as grass cutters are trained and authorized to operate independently on the Maneuvering Area with Radiotelephony communications. Periodical Work Permits are required to ensure proper coordination and safeguarding of their activities. Clearance must also be obtained from the Flamingo Tower before their operations can start.

WORK PERMIT

Requested by: _____ **Company:** _____

Contact Person: _____ **Phone:** _____

Signature: _____

Detailed description of the work to be performed: (attach drawings and schedules)

_____

_____

_____

Work Start Date: _____ **Work Completion Date:** _____

Exact Location of the work to be performed:

☐ Area I – Terminal Public
☐ Area II – Terminal Restricted
☐ Area III – Airside
☐ Area IV - Airside Movement area (this area requires an insurance of (USD 1,000,000.00)

Insurance coverage needed exceeds $5,000,000.00. ☐ No ☐ Yes Surcharge to be paid $ _____

Requester hereby acknowledges that he/she has read the procedure for General Requirements Regarding Fire-Health & Safety to obtain Work Authorization Permit and will adhere to such procedures.

Include following attachments:

1. List of materials to be used (if applicable)
2. How materials will be brought to the project site and where materials will be stored. (if applicable)
3. How will extra materials and rubbish be removed from site? (if applicable)
4. Explain the clean-up process to be used to restore the site to pre-project conditions. (if applicable)
5. List of project personnel and identification number

BIA Authority only

REVIEWS AND APPROVALS

- Safety Performance DATE_____ BY_____
- Maintenance DATE_____ BY_____
- Security DATE_____ BY_____
- Operations DATE_____ BY_____

Comments:

_____

_____

_____

Date airside safety instruction: _____ Safety Performance: _____
Instruction completed:

Date: _____ Time: _____ Given by: _____
WORK AUTHORIZATION PERMIT ☐ APPROVED ☐ DISAPPROVED

BY CHIEF OPERATING OFFICER _____ DATE: _____

cc. BIA Airport Safety Officer, BIA Operations, BIA Security, BIA Maintenance, RFFS

APPENDIX F AERODROME SAFEGUARDING

AERODROME SAFEGUARDING CRITERIA – PROJECT DEVELOPMENT

1 At an early stage in any project, it is prudent to check the effects of the development against the relevant safeguarding criteria listed under the following headings:

a) Is there any penetration of ~~ICAO~~ CARNA part 14 obstacle limitation surfaces?
b) Will the development affect any navigation and communication aids on the aerodrome?
c) Are any lighting schemes associated with the development likely to distract aircraft crews or be confused with visual guidance systems, for example, floodlighting, illuminated signs, car park or street lighting?
d) Are any landscaping schemes (trees, etc.) likely to attract wildlife?
e) Is the development likely to obstruct approach lighting arrays or the planes of the Precision Approach Path Indicators?
f) Is the development likely to affect Obstacle Clearance Heights?
g) If a Public Safety Zone (PSZ) is established at the aerodrome, is the development likely to increase the numbers of people living, working or congregating within the zone?
h) Is the publication of a NOTAM required?

2 The list is not exhaustive but covers the main areas of planning concerned.

Regeling van de Minister van Infrastructuur en Waterstaat, van 27 januari 2022, nr. IENW/BSK-2021/330670, houdende de aanwijzing van Bonaire International Airport

Pursuant to Section 32 of the BES Aviation Act, the Island Legislative Council is obliged, within one year from the day on which the aerodrome was designated, to designate it as an aerodrome and to include a designated area with a corresponding destination in the development plan, as referred to in Article 7, paragraph 1, of the BES Spatial Development Plans Act.

APPENDIX G FOD AND REMOVAL OF HAZARDS

FOREIGN OBJECTS DEBRIS

TABLE OF CONTENTS

Chapter 1 INTRODUCTION

1.1 FOD

The terms “Foreign Object Damage” and “Foreign Object Debris” are both abbreviated to FOD.

Foreign Object Debris (FOD) is a general term which applies to all loose objects that are a danger to the safety and integrity of an aircraft and which, therefore, must not be left in any area so as to constitute a hazard. The list of FOD items most frequently found on the airside is extensive and principally includes:

Plastic and paper bags/sheets, rags, empty oil and hydraulic fluid cans, empty soft drink cans, nuts and bolts, tools and equipment, luggage wheels and tags, metal cutlery, burst ballast bags, broken items, loose asphalt/concrete bits and miscellaneous rubbish.
Foreign objects are regularly deposited on the movement area and it is essential that all airport personnel understand the danger to flight safety that such objects represent. FOD may be ingested into aircraft engine and is a potential source of catastrophic damage to aircraft. At best such Foreign Object Damage leads directly to premature engine removal and replacement. In addition, damage caused by foreign objects can occur to tires and undercarriages, control systems and other parts of the airframe. All such damage could lead to in-flight failures and inevitably requires expensive repairs to be made.
The presence of FOD is due mainly to the carelessness of staff and their lack of understanding of the consequences.

1.2 OBJECTIVE

The objective of the FOD program is to educate all persons working in the movement area of the potential hazards caused by FOD and to make them understand the essence to ensure that the risk of damage to aircraft from FOD is minimized and FOD prevented.

1.3 RESPONSIBILITIES

The Airport Authority is responsible for taking adequate measures to ensure the safety of aircraft, vehicles and persons using the movement area. A fundamental element of the safety effort is to maintain the movement area in a clean condition and free from obstructions.
As part of the safety management system, the Airport Authority shall establish instructions, services, facilities to combat the risks arising from FOD and to educate all users on the associated hazards and requirements.
It is the direct responsibility of aircraft owner/operator, ground handling companies, fuel companies, cleaning companies, catering companies, contractors and all other users of the aerodrome to ensure that it is maintained in as safe and clean a condition as possible and that all FOD is removed as soon as it is found.
Everybody has the responsibility to ensure that the risk of damage to aircraft from FOD is minimized. FOD is everybody’s concern.

Chapter 2 GENERAL RULES

2.1 AIRPORT REGULATIONS

Under the provisions of the “Luchthavenreglement”, it is an offence to deposit or leave any item of FOD on any part of the movement area. The aircraft owner/operator, ground handling companies, fuel companies and all other companies and contractors operating on the movement area must exercise great care to ensure that no FOD is left behind from their operation.

2.2 PROCEDURES

Procedures to eliminate FOD address two fundamental requirements:

a) The avoidance of debris;
b) The removal of debris from airport movement area.

2.3 FOD PREVENTION

"Clean as You Go" is incorporated as a required work ethic to prevent debris. BIA Airport Operations must ensure that:

a) Taxiways, runways and apron areas are free of foreign objects;
b) Areas and surfaces on which vehicles and ground support equipment are operated and maintained are free of foreign objects that could cause damage due to ingestion or jet blast effects;
c) All contractors remove all construction debris at the end of each project;
d) BIA personnel perform a FOD walk quarterly;
e) Airport Operations personnel participate actively in FOD walks organized by aircraft owner/operator or ground handlers.

2.4 CONDITION OF USE OF THE AERODROME

Compliance with this Operational Instruction is a Condition of Use of the Flamingo International Airport. Employers are responsible for ensuring that their personnel are familiar with the relevant Instructions.

Chapter 3 AIRPORT PREMISES

3.1 APRON AREAS

After completing the ground handling, refueling and servicing of an aircraft the apron areas must be left clean and tidy. FOD must be removed or placed in the containers provided. Before arrival of the aircraft and after the aircraft has departed, the respective aircraft owner/operator or the ground handler shall perform a FOD walk of the assigned parking spot. All handling equipment shall be repositioned to the assigned parking area.

3.2 AIRCRAFT MAINTENANCE FACILITY, HANGARS

Account for and dispose of nuts, bolts, washers, safety wires, etc. Account for hand tools used in repair jobs. Make use of checklist, shadow boards, and cut out tool tray liners.

3.3 AIRCRAFT PARTS

When an object is found which may be part of an aircraft inform the airport authority/Flamingo Tower and assist in identifying the object and the aircraft concerned.

Procedures

a) Attempt to identify the object
b) Attempt to identify the aircraft;
c) Inform the aircraft owner/operator;
d) Return the part to the owner;
e) Report and log incident;

If unable to identify the aircraft or part, document the information and keep the part in quarantine for a period of 3 months.

3.4 AIR CARGO HANDLERS

Procedures to contain debris such as plastic wrappers:

a) All plastic wrappings, paper/packing material must be contained and disposed of properly and immediately after unpacking/opening;
b) Unpacked perishables are not permitted on the airside area;
c) Air cargo handlers are responsible for the disposal of material left behind by clients;
d) Unpacking of packages on or around the movement area is prohibited.

3.5 EQUIPMENT

Specialized cleaning equipment will be rented on an "as required" basis. Several yellow "FOD" containers are located on the apron area, passenger walkway and gates for the disposal of

refuse. Several 1000-liter containers for the collection of primarily garbage collected by cleaning personnel are located airside.

3.6 SWEEPING OF THE MOVEMENT AREA

The movement area is swept Daily and on an "as required" basis according to the SOP. Any disruption of service must be reported to the Airport Operations to take alternative measures.

Chapter 4 VEHICLES ON THE MOVEMENT AREA

4.1 INSPECTION

Routine inspection of vehicles used on the apron will guarantee a serviceable condition, not only for reason of safe vehicle operation but also to minimize the leaking of fluids and FOD items from these vehicles.

Before proceeding from one area of the airport to another via a route that involves crossing the movement area, all vehicles must be carefully inspected to ensure that anything that is carried in or on the vehicle is secured, that all doors and tail or side boards are closed and securely locked and that no parts of the vehicle or trailer are loose and likely to become detached.

4.2 SPILLAGES

All spillages of materials must be reported immediately to the Airport Authority and to the Rescue & Fire Fighting department for their action. This is especially important and required when the spillage is fuel or any other hazardous i.e. flammable, corrosive material.

BIA will ensure that the cleaning of spillages will take place immediately by the company or persons responsible for the spillage. If those responsible are unable to undertake the cleanup or to dispose of all materials and substances involved to the satisfaction of the airport authority, the airport authority will initiate appropriate cleanup action and all cost involved, including repairs, will be recovered from those responsible.

4.3 REMOVAL OF AIRSIDE HAZARDS

a) The parking or abandonment of unserviceable ground equipment or vehicles, contractor's materials and miscellaneous objects airside constitutes a safety hazard and contributes to congestion;
b) If unserviceable equipment, vehicles, contractors' materials or other miscellaneous objects are found to be creating an obstruction or a hazard, the airport authority will ensure that these are removed expeditiously by the responsible party;
c) If an offending object is not removed within the notified period it will be removed by the airport authority. If the owner does not come forward or cannot be traced it will be disposed of, without prejudice, after the expiry of the holding period, in each case, determined by the Chief Operating Officer;
d) If an offending object is considered to be an immediate hazard it will be removed immediately and without prior notice;
e) BIA accepts no responsibility for any damage to the object before, during or after removal;
f) In all cases where those responsible are unable to undertake cleanup, removal or disposal of equipment, materials, vehicles etc, creating an obstruction or hazard to airside safety, BIA will initiate appropriate action to do so and all cost resulting from this act of noncompliance will be recovered from those responsible.

4.4. REPORTING/INVESTIGATION

All incidents of actual or potential FOD must be reported to the Airport Authority. BIA Airport Operations will immediately look into this and initiate an investigation. See SMS chapter 5.7.8

APPENDIX H AIRCRAFT BLAST AND FUMES

AIRCRAFT BLAST AND FUMES

1. INTRODUCTION

1.1 This instruction covers the engine handling requirements and procedures to be used at Flamingo International Airport and is also issued to remind all flight and ground crews of the hazards that may result from engine blast and fumes. These procedures are intended to promote safe aircraft movement without the risk of damage to buildings, aircraft or equipment and injury to staff or passengers.

1.2 Compliance with this Operational Instruction is a condition of use of Flamingo International Airport. Employers are responsible for ensuring that their staff is familiar with relevant instructions.

2. ARRIVAL PROCEDURES

2.1 There is a particular risk of blast damage or injury when an arriving aircraft is turning on to the stand centerline. The risk is further increased if for any reason the aircraft stops then applies the additional thrust required to break away and continue the maneuver.

2.2 Aircraft pilots are to keep all engines running (notwithstanding any fuel economy measures) in order to limit the need for high thrust levels. When turning on to a stand, it is desirable that the minimum power needed to carry out a normal arrival maneuver is used. Ideally the aircraft should be kept moving to ensure that break away power is not required.

Exceptions, specifying aircraft type and stand concerned are notified to aircraft operators where necessary.

2.3 Engines must not be run for test reasons when the aircraft is on stand and engines should be shut down as soon as operationally practicable once the aircraft is parked. See Appendix I “Aircraft Engine Ground Runs and the use of APU”.

2.4 Engines must not be run for any purposes when the arriving aircraft is on stand, unless specifically cleared by the airport authority.

2.5 Aircraft anti-collision beacon light(s) must remain ON until the engines have run down or propellers/rotors have stopped.

3. DEPARTURE PROCEDURE – ENGINE START

3.1 Flight and ground crew shall be in communication or standard hand signals must be used.

3.2 Before engines are started the aircraft anti-collision beacon light(s) must be switched ON.

3.3 Ground crews must ensure that the area immediately behind an aircraft, plus the zone immediately in front of the engine intakes, is clear of staff, passengers, FOD, vehicles and equipment before giving clearance for engine start. Additionally, before giving start clearance to the pilots of any wide body aircraft, ground crews must ensure that:

a) No other aircraft is on or approaching the taxi lane centerline or in the area behind the aircraft awaiting engine start.
b) Passengers are not boarding or disembarking via steps from an aircraft on an opposite stand.

3.4 Ground crews must notify pilots of any potential hazard that could be created by the starting of engines.

3.5 The number of engines started before push-back commences should be the minimum to meet technical and passenger service needs.

3.6 During start up and push-back, engine power setting should not normally exceed ground idle.

3.7 ATC shall be contacted before starting engines.

4. PUSH-BACK PROCEDURE – BLAST PRECAUTIONS

4.1 Ground crews must ensure that the area into which an aircraft is to be pushed is clear of staff, passengers, FOD, vehicles and equipment, before the push-back operation is started.

4.2 During all push-back maneuvers aircraft engine settings should not exceed idle power.

4.3 All push-back maneuvers are to end with the aircraft aligned with the taxi lane centerline.

5. TAXIING

5.1 Pilots must use the minimum power necessary to get/keep the aircraft moving, particularly when on the apron.

5.2 Ground crews must ensure that the area immediately behind an aircraft, plus the zone immediately in front of the engine intakes, is clear of staff, passengers, FOD, vehicles and equipment before giving taxi clearance.

6. SAFETY IN THE VICINITY OF WORK IN PROGRESS

6.1 Development and maintenance work in the movement area occasionally involves sections of the area totally withdrawn from use. At other times aircraft access must be restricted due to work in progress; the airport authority shall give notification when such in the case.

These sections are always coned or fenced off and are marked at night with red obstruction lights along their perimeters. Pilots are to use caution and minimum power when in the vicinity of these work areas and should never direct jet-blast towards the areas.

7. FUMES AND NOISE

7.1 In approving engine runs or self-maneuvering of an aircraft on the apron the following shall be taken into account:

1. The concentration of fumes present in an airport area is in direct relation to the time engines are run, the type of engine and power settings used and the strength and direction of the surface wind;
2. To prevent an unacceptable noise nuisance and build-up of fumes, the running of engines in the direct vicinity of buildings, workplaces and congregations of staff or passengers shall be avoided as much as possible.

7.2 Where workplaces, such as cargo, catering and maintenance facilities, have to open directly on to stand areas, a specific risk assessment is required to determine how best to operate all the facilities safely, in respect of noise and fumes.

8. SUCTION – INGESTION

8.1 The intake of jet engines is a hazard, even at idle power, and the flow characteristics of air into an engine are such that items can be sucked in from the sides of the engine intake. Even small items ingested can damage the engine, but the larger engines are quite capable of ingesting large objects from several meters away with catastrophic effect.

8.2 The extent of the danger zone depends on the size of the engine, the mounting height and the power setting. Managers of aircraft handling staff shall determine and promulgate to their staff the safe distances for operating around the types of aircraft they operate.

8.3 Entry into the safety zone in front of a jet engine entails the risk of being sucked in with almost invariably fatal results.

APPENDIX I ENGINE GROUND RUNS & AUP

AIRCRAFT ENGINE GROUND RUNS AND USE OF AUXILIARY POWER UNITS

1. INTRODUCTION

The Airport Authority shall ensure a continuous oversight of the safe operation of aircraft engines on the ground and the control of all hazards caused by blast, vibration, fumes, turning propellers, rotors and ground noise. This instruction sets out the rules and procedures for aircraft engine ground runs and the use of aircraft Auxiliary Power Units (APU) and ground power units (GPU).

Compliance with this Operational Instruction is a condition of use of Flamingo International Airport. Employers are responsible for ensuring that their staff is familiar with relevant Instructions.

2. DEFINITION

For the purpose of this Instruction, an engine ground run is defined as any engine start-up not associated with the planned aircraft departure.

3. APPROVAL

Engine ground runs should be controlled and only carried out with prior approval of Airport Operations. Before starting the engine ground run permission must be obtained from the Flamingo Tower.

The following details must be provided when seeking permission to carry out an engine ground run:

a) Aircraft Owner/Operator;
b) Aircraft type and registration;
c) Requested location for engine run;
d) Planned start time;
e) Expected duration;
f) Number of engines to be run simultaneously;
g) Level of engine power/thrust;
h) Type of maintenance/check;
i) Purpose.

4. SAFETY

All personnel concerned with engine ground runs must be fully conversant with the following rules and requirements, which must be complied with at all times.

AIRCRAFT PARKED ON STANDS

On stands in regular use on the apron, engine ground runs will be limited to idle power. For checks requiring the use of higher power settings a more suitable location may be required by Airport Operations.

4.1.2 The aircraft must be positioned correctly on the stand in such a way that engine runs will not harm persons or cause damage to aircraft, buildings, installations, vehicles or equipment in the vicinity.

4.1.3 All apron equipment must be placed at a safe distance from the aircraft.

4.1.4 The aircraft anti-collision beacon light must be switched ON before engines are started and must remain ON for the duration of the ground run.

4.1.5 Ensure that the aircraft wheels are safely chocked and that the aircraft cannot move forward under any circumstances.

4.1.6 Engine ground runs must not take place when passengers are being boarded or disembarked on any adjacent or opposite stands.

4.1.7 A qualified member of an aircraft operator or ground handler is to be positioned on the stand and must be in communication with the flight deck. He/she will communicate by interphone with the flight deck to ensure that the engine(s) are shut down if persons or vehicles move into the danger area in front of,

behind of or in the vicinity of a live engine. For this purpose and if the interphone link is unserviceable, hand signals by day and light signals by night may be used.

4.1.8 ATC shall be contacted before starting engines.

4.2 AIRCRAFT IN OTHER AREAS

4.2.1 If engine ground run is approved to be carried out in any other location, it is the responsibility of the aircraft owner/operator (ground and/or flight crew) to ensure that the area behind the aircraft, which could be subjected to blast, is clear of persons, vehicles and equipment and that the ground is firm and free from loose tarmac, stones and other materials. The area immediately in front of the engine intake(s) must also be clear. A look out must be provided as per paragraph 4.1.7 above.

4.2.2 During all ground engine runs a listening watch must be maintained on the Flamingo Tower frequency.

5. ROTORS

Whenever possible, helicopter operations are segregated from fixed-wing apron operations. In addition to the provision of standard clearance for rotors in the apron layout, due regard is being given to the other characteristics of rotary wing operations, including:

a) The heavy downdraught produced by helicopter movement;
b) The vulnerability of helicopters to jet blast, strong winds and rotor downwash from other helicopters;
c) The risk of reduced ground clearance caused by the drooping of the rotor blade (blade sailing) as it runs down following engine shut down or drive disconnection;
d) The ease of approach to the chosen helicopter stands in hover-taxi mode and the least interference to taxiing fixed wing aircraft;
e) The risks associated with tail rotors;
f) The effect of wake vortex from ground taxi.

Dependent on aircraft type characteristics, the following procedures apply:

a) Helicopter arrivals and departures are marshaled by the ground handler as there is no helicopter apron available at the Flamingo International Airport. If no ground handler is available, instructions from the Air Traffic Control Tower shall be followed closely;
b) Passengers are not allowed to walk on the apron within proximity of 50 meters (150 feet) when rotors are turning. Where it is operationally essential to keep rotors running passengers are effectively controlled;
c) Staff, vehicles and ground equipment must remain well clear (50 meters or 150 feet) of the rotor disc until it has come to rest. If running the rotor is essential, as indicated above, ground handling staff must be qualified accordingly.

6. AUXILIARY POWER UNITS

6.1 An aircraft APU generates high levels of noise and significant fumes which can cause disturbance to those in nearby aprons, buildings and residential areas. The noise of an APU may mask the noise of an approaching vehicle, thus endangering staff.

6.2 Airlines and ground handlers are to ensure that APUs are used for the absolute minimum time necessary to meet operational needs.

6.3 Using an APU as a substitute for GPU shall be kept to a minimum.

6.4 The use of an APU in hangars or closed structures is prohibited.

7. GROUND POWER UNITS

7.1 Constantly running a GPU can cause high noise levels on the apron and can form an additional obstruction to free movement around a parked aircraft.

7.2 Poorly maintained or leaking ground equipment shall not be permitted airside or shall be immediately removed.

7.3 When purchasing a new GPU, aircraft owners/operators and ground handlers are urged to make low operating noise levels a prime requirement in the selection process.

7.4 Operation of a GPU shall be kept to a minimum.

APPENDIX J AIRSIDE VEHICLES OPERATIONS

AIRSIDE VEHICLES OPERATIONS

1. INTRODUCTION

1.1 The purpose of this Instruction is to specify the rules for the airside operation of vehicles, including mobile equipment. Strict control is exercised by Airport Operations and Airport Security with the aim of creating a safe environment and avoiding conflict between aircraft and vehicles.

1.2 Compliance with this instruction is a condition of use of Flamingo International Airport. Employers are responsible for ensuring that their staff are familiar with relevant Instructions.

2. AIRSIDE DRIVING PERMIT

2.1 An Airside Driving Permit (ADP) is ~~required~~ included ~~and shall be issued~~ as a part of the successful completion of the Airport Safety & Security Awareness Test. ~~run by the Airport Authority or an authorized agent~~. An ADP gives the privilege to drive on the service roads and Aprons. The service road following the perimeter fence is also included but only if authorized. An additional training could be applicable by third parties.
For driving on the taxiways and the runway an additional Movement area course is mandatory. After successful completion of this course an entry will be made on the ID-badge.

2.2 The ADP allows the holder to drive vehicles or operate mobile equipment airside.

2.3 All drivers must hold a valid driver's license, entitling them to drive a motor vehicle on public roads in accordance with local traffic laws and decrees.

2.4 In the case of heavy or specialist vehicles, drivers must also hold either:

(a) The relevant category of driver's license, or
(b) A certificate from the employer stating that the holder has been trained and found competent in the operation of certain vehicles and equipment by a qualified trainer.

2.5 Drivers must produce a valid government issued identity card, driver's license, ADP and specialist qualification certificates to Airport Operations and Airport Security on demand.

2.6 Acceptance of a permit is an acceptance by the applicant of the conditions of use laid down by the Airport Authority.

2.7 ADP's do not confer any general right of entry on a driver.

2.8 ADP's are issued subject to a declaration by the applicant that all details provided are accurate and in order.

2.9 Permits are not transferable between company operators or drivers.

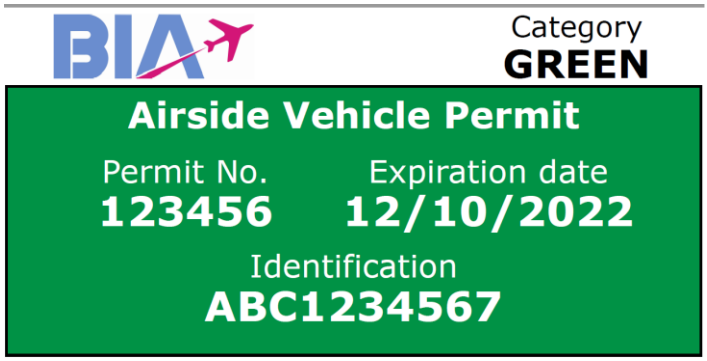
3. AIRSIDE VEHICLE PERMITS

3.1 Airside Vehicle Permits (AVP) are only issued to vehicles for which there are a proven need to operate airside, ~~at a minimum access frequency of once per week, after meeting the vehicle requirements as specified in paragraph 4~~.

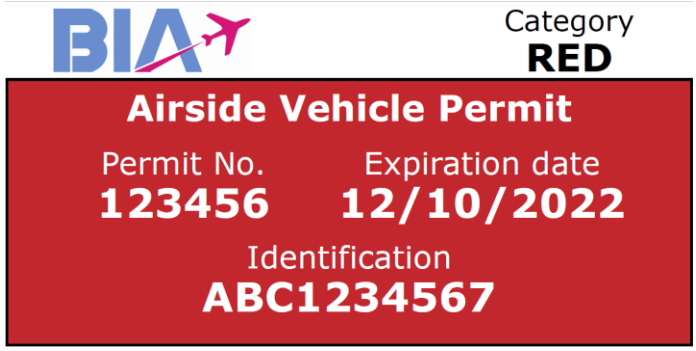
3.2 The AVP serves only to identify the vehicle to which right of entry has been granted, it does not confer right of entry to its occupants.

3.3 The AVP must be displayed where it is easily visible on the front left of the vehicle, normally on the windshield. It will be checked at the main gate before entering airside and subsequently on demand.

3.4 Authorized access areas are color coded as follows:



Aprons



All Areas

3.5 Only vehicles with a valid AVP and a driver with a valid ADP are allowed unescorted access airside. All other scenarios require escort by BIA or a representative. ~~Airport Operations or Airport Security~~.

3.6 The Airport Authority reserves the right to audit operators' vehicle records at any time, and the records for vehicles involved in incidents or accidents must be provided to the Airport Authority.

3.7 Prior to obtaining an AVP, all vehicles operating airside will be submitted to a ~~technical~~ safety check ~~inspection~~ by the ~~RFFS on request of the~~ Airport Authority. The check is based on the presence and working functionalities. The check makes no statement about how well the functionality works. The owner of the vehicle is responsible for ensuring that a vehicle meets always all requirements.

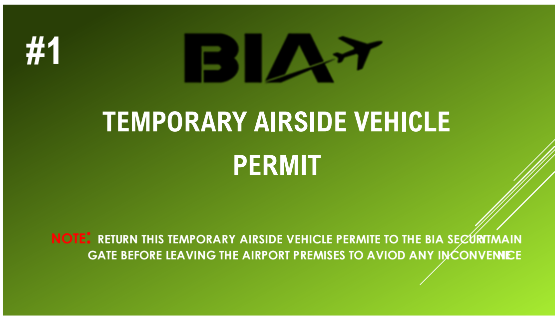
This safety check is only intended for standard vehicles and/or GSE. A more extensive check must be carried out for special vehicles or itemized GSE such as PRM, Refuelers, etc in agreement with the COO. The AVP can only be provided upon approval of the Airport Duty Manager

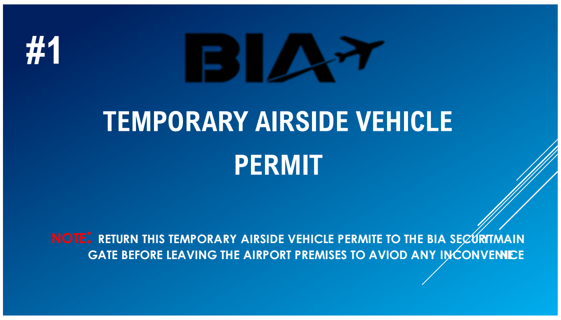
3.8 No vehicle shall be permitted airside entrance unless it displays a current AVP. AVP's shall not be issued to bicycles or motorcycles.

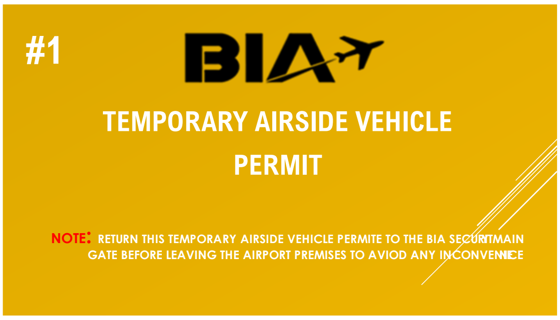
3.9 Vehicles making an ad hoc delivery to or collection of goods and supplies from the airside premises if escorted by Airport Operations or Airport Security and will receive a Temporary AVP, which received upon entrance and must be retuned when exiting the main gate:

3.10 The Temporary AVP are used as follows:

a. Red vehicles escorted to all areas
b. Green vehicles escorted to the apron
c. Blue vehicles escorted till the departure area
d. Orange vehicles escorted till the arrival area. Vehicles with an orange Temporary AVP can also be escorted by an airport user.







4. VEHICLE REQUIREMENTS

4.1 All vehicles operating airside must display a valid AVP issued for those vehicles.

4.2 All vehicles must display the required signage approved by Airport Operations. A company livery is also required. For vehicles without livery, removable stickers attached to the doors on both sides may be used. The signs must be a minimum of 46 cm x 20 cm in size with a company logo, name or number.

4.3 ~~Vehicles, and trailers, must not be higher than 3.6 m (12ft) and not wider than 2.5 m~~. Vehicles with bodies that can be raised above this height shall have a warning device fitted in the cab that operates when ‘drive’ is engaged with the body raised. An exemption by the Airport Authority to this requirement is possible.

4.4 Vehicles and axle loading shall not be greater than 5 tons per wheel.

4.5 ~~All vehicles and combinations of vehicles and trailers shall be able to negotiate a 10-meter radius turn~~.

4.6 All vehicles and equipment with engines must be fitted with secure fuel tank caps.

4.7 The total length of trailer trains, including the prime mover and couplings, must not exceed 18 m (60ft).

4.8 All trailers must be securely attached to the prime mover and to each other and be fitted with serviceable overrun and parking brakes.

4.9 Vehicle obstruction lights shall be fitted at the highest point of the vehicle, and be visible horizontally in all directions. Obstruction lights shall comply with the following specification:

a) Color – yellow.
b) Intensity – not more than 400 and not less than 40 candelas.
c) Beam spread – 360 degrees Azimuth, 10 degrees above and below the horizontal.
d) Flash rate –between 60 and 90 a minute.

All service vehicles requiring an AVP shall be equipped with a fire extinguisher of 1 to 2 kilos, depending on size and type of the vehicle. For mobile fuel requirements, refer to 4.12 below. All vehicles shall meet all technical requirements of Appendix K to this manual.

Fuel truck regulations.

a) A fuel truck will be marked with letters at least 3 inches on all sides to show flammability and display standard hazardous material placards. A "NO SMOKING" sign will be posted in the cab. Smoking equipment such as cigarette lighters and ashtrays shall not be provided.
b) A fuel truck will be equipped with a minimum of two fire extinguishers, at least 20-lbs-BC rated, each accessible from a different side.
c) A fuel truck will be equipped with a system capable of overriding all other controls and stopping all fuel flow with one physical movement. Emergency fuel cut-off should be boldly marked. A fuel truck will also be equipped with a tank bottom outflow cut-off valve that can block fuel flow in the event of piping rupture or valve failure.
d) When fueling aircraft the fuel truck shall be parked in such a position to ensure rapid exit in one movement from the aircraft being fueled.
e) Fuel tanks on a fuel truck will be equipped with gasket dome covers, which contain an emergency vapour pressure relief valve and are adequate to prevent fuel spillage during vehicle movement.
f) Electrical equipment, switches, and wiring in a fuel truck, will be explosion proof and be reasonably protected from heat, abrasion or impact that could be an ignition source.
g) A fuel truck will be equipped with bonding wires/clamps to facilitate prompt, definite electrical connection to the aircraft being fueled. If not bonded, a fuel truck shall be grounded before commencing fueling operations and remain grounded until completion.
h) Fuel systems on a fuel truck shall have electrical continuity between all metallic or conductive components.
i) Fuel systems on a fuel truck and cabinets shall be reasonably protected from impacts/stress that could cause fuel spillage.
j) All nozzles on a fuel truck shall be controlled by a dead man's switch cut-off feature.

5. APPLICATIONS

5.1 Applications for permits must be made on the approved form. ~~a copy of which is shown on page 10.~~

The Airside Vehicle Permit Application form and the Vehicle Safety Inspection form can be found on the BIA website (www.bonaireinternationalairport.com) under the Safety and Security tab.

5.2 Applications for an AVP must be accompanied by documentary evidence covering the following requirements:

a) ~~Certification by a competent engineer or authorized vehicle garage, not older than 3 months, that the vehicle is properly maintained and in good condition. Forms for this purpose, appropriate to the type of vehicle, are issued with the application forms.~~

b) Certification, on the application form, that the vehicle operator carries insurance as stated in 6.2~~.~~

5.3 The submission of an application for a permit shall be regarded as acceptance by the applicant of the conditions attached to its use.

5.4. An application must be made for each vehicle and the sponsor must certify on the application form that there is a valid need for the vehicle to operate airside.

6. INSURANCE

6.1 All vehicles entering the airport premises must have adequate liability insurance to cover all actions, claims, costs and demands in respect of any loss, damage or injury of property or persons (including fatal injuries) which may be made against them or their servants, agents or contractors, arising in connection with the airside use of the vehicle.

6.2 Applicants must ensure, and sign on the application form to that effect, that the vehicle which will be operated on the movement area has a basic insurance coverage, as mentioned in the national traffic law, of a minimum of USD ~~5.000.000~~ 84.000 which will be in force for the duration of the validity of the permit. For vehicles used in any context of aircraft handling or servicing, coverage is in accordance with the handling concession and/or airline requirements and/or other applicable insurance standards. BIA is never liable when it turns out that an adequate or valid insurance was not present or taken out.

6.3 A copy of the insurance policy shall be ~~submitted~~ presented to the airport authority.

6.4 In the case of contractors working on behalf of the airport authority special arrangements for insurance coverage must be in place.

6.5 Users requiring access, and are granted access to the movement area without the required insurance coverage shall be escorted by Airport Operations or Airport Security at all times. BIA will never be liable for any damage whatsoever resulting from this guidance. The driver/owner/company always remains responsible for liability.

7. CANCELLATION

7.1 The AVP remains the property of the Airport Authority who has the right to cancel the permit when deemed necessary in the interest of safety, security or non-compliance.

7.2 The Airport Authority will cancel a permit under the following conditions after which the permit must be surrendered:

a) Cessation of the purpose for which the permit was issued.
b) Change of the holder's employment.
c) Loss of driver's license for offences under the Road Traffic Acts.
d) When the vehicle is scrapped or is withdrawn permanently from airside use.
e) Any defacing, damage, alteration, or misuse of a permit.
f) Proof of disregard of Airport Traffic Rules or non-compliance.
~~g) On demand by the Airport Authority as a penalty for a driving offence.~~

8. AIRSIDE AREAS

8.1 The airside is a defined area on the aerodrome, adjacent terrain and buildings or portions thereof, access to which is controlled.

8.2 The movement area is that part of an aerodrome to be used for the take-off, landing and taxiing of aircraft, consisting of the maneuvering area and the apron(s).

8.3 In broad terms, the airside comprises three principal areas:

a) The "Maneuvering Area" where aircraft land and take off, and taxi between the runways and aprons.
b) The "Apron" where aircraft park for embarkation and disembarkation of passengers and cargo, and where turn-round operations such as refueling, cleaning, catering and some minor servicing are carried out.
c) Service roads and adjacent terrain and buildings, access to which is controlled.

8.4 ~~The ADP has two grades as specified in article 2. The first ADP which comes standard after completing the ASSAT is to drive on aprons and service roads only. Extra training and qualification, including Radiotelephony, is required to qualify for an ADP with a "Movement" entry.~~

8.5 Yellow paint markings on the ground are for guidance of aircraft. White markings on aircraft stand areas are for the control of vehicles and equipment.

8.6 Drivers of vehicles that operate on the maneuvering area must have an ADP with a "Movement" entry.

8.7 When on the maneuvering area, vehicles must have two-way radio contact, or escorted by the Airport Authority.

8.8 The following vehicles are permitted to cross active runways when operationally necessary:
a) Airport Authority vehicles;
b) Ambulance and Police Authority vehicles responding to emergencies;

c) RFFS vehicles;
d) Aircraft tugs;
e) Other vehicles authorized by the Airport Authority.

9. TRAFFIC RULES

9.1 Vehicles must give way to aircraft and passengers at all times, and to RFFS and ambulances attending an emergency.

9.2 The speed limit on aprons and service roads is 20 km/hr and between aircraft boundary is 10 km/hr unless otherwise indicated by standard road traffic speed limit signs. In case of an emergency a higher speed may be appropriate, provided siren and obstacle lights are activated.

9.3 Vehicles must keep to the right when approaching another vehicle.

9.4 Vehicles must be parked in authorized parking areas only.

9.5 No vehicle is to be left unattended with its engine running.

9.6 Vehicles must not be driven with doors open.

9.7 Loads must be properly secured to prevent FOD.

9.8 Vehicles must not be driven into or through work areas, unless in conjunction with the work performed.

9.9 Vehicles must not be driven on to or across stands unless in connection with work on the stands such as aircraft handling or maintenance on the stand itself.

9.10 Vehicles must not move on or off a stand when an aircraft is moving, its engines are running, or the anti-collision lights are on.

9.11 Vehicles must stay well clear of the area directly in front of and behind aircraft engines when they are running or when the anti-collision lights are on.

9.12 All vehicles and other ground service equipment must maintain a minimum safe clearance of 1 meter around aircraft on stands.

9.13 Vehicles may only be driven in reverse gear when it is essential for the task in hand. When this is on an occupied stand, it must be done under external guidance.

9.14 During the hours of darkness, vehicles on aprons and service roads must have and use serviceable lighting, i.e. two white lights at the front and two red lights at the rear of the vehicle. If ambient lighting is low or in poor visibility, dipped headlights shall be used. Vehicles over 2.4 m (8ft) long must have side reflectors (red or amber) at each end.

9.15 Vehicles operating on the maneuvering area must have obstruction lights on at all times and use dipped headlights after dark.

9.16 When an aircraft is moving on the apron, the driver of any vehicle in the vicinity must comply with the Marshaller's instruction.

9.17 Vehicles shall never be placed in such a way to impede other services.

9.18 Before leaving a vehicle the driver must assure that:

a) The handbrake is ON;
b) The gear level is in Neutral;
c) The front wheels are straight;
d) The engine is shut-off.

9.19 Under no circumstances shall a driver make repairs or adjustments to any vehicle whether propelled or not unless supervised by authorized maintenance personnel.

9.20 <u>Baggage trolleys</u>

a) When not in use the brakes of the trolley must be fully applied;
b) Utmost care must be taken when maneuvering baggage trolleys near an aircraft;
c) Riding on baggage trolleys or on the towing arm of baggage trucks is prohibited;
d) The heaviest and largest articles should be loaded into the bottom of the trolley;

e) The maximum height of baggage permitted on a trolley is up to the height of the rails;
f) During periods of bad weather and rain trolleys shall be fitted with covers that cannot be removed by wind to protect the luggage;
g) Any damage to freight or luggage when loading onto an aircraft shall immediately be reported to the company;
h) Up to 4 baggage trolleys may be attached to a tug at any given time up to a maximum length of 18 m (60ft).

9.21 Only serviceable vehicles are allowed airside. Leaking equipment is considered unserviceable.

9.22 The maximum number of persons allowed on any vehicle is equal to the number of seats available unless specifically authorized.

9.23 All vehicles including contents shall be submitted to inspection at entry to airport premises.

10. MONITORING OF STANDARDS

10.1 All operators are responsible for the standards of training, qualification and performance of their staff and are expected to exercise adequate supervision of their activities. Airport Operations and Airport Security patrol the airside and monitor compliance with all airside safety regulations.

10.2 The Airport Authority reserves the right to conduct audits of operators' records of staff training and testing and vehicle maintenance and testing, and such records must be produced on demand. In addition, the re-testing of drivers and inspection of vehicles may be required at any time.

10.3 ~~The Airport Authority has instituted an Airside Safety Committee to advise and assist with the implementation of the instructions and procedures of this section.~~

10.4 The Airport Authority monitors the standards of airside operations by collecting and distributing all information concerning:

a) Increase/decrease in the number of valid Airside Permits.
b) Accidents and incidents.
c) Training
d) Vehicles
e) Any other matter contributing to the promotion of safety of airside vehicle operation.

11. VALIDITY

11.1 The Airside Driving Permit has the same validity as the BIA airport Badge. The Airside Vehicle Permit is ~~are~~ valid for ~~2~~ 1 year from the date of issue or earlier at expiration of any other additional requirements e.g. insurance policy. The starting and expiry dates are specified on the permit. ~~Before renewal the holder must undergo a short refresher training course and pass a test.~~

12. PENALTIES FOR NON COMPLIANCE

Failure to comply with the provisions of the Airport Regulations, the Aerodrome Manual and Airport Directives, can lead to penalties such as fines, the temporary or permanent withdrawal of the airside ID pass, the AVP or the ADP, depending on the nature and severity of the offense. See document "Sanctioneringsbeleid".

13. TRAINING AND TESTING

13.1 The ADP as part of the ASSAT consists of self-study via the reference book and a test administered by BIA. ~~Additional training Airport Operations provides the following awareness training classes and tests for the issuance of Permit: Safety & Security awareness training classes and refresher training for the ADP Permit.~~

~~13.2 Applications for training classes shall be made to the Airport Operations Department.~~

AIRSIDE VEHICLE PERMIT FORM

Application for Vehicle Airside Permit
To be completed by the Applicant in Block Capitals or Typewritten

To: Operations (operations@Bonaire-Airport.com)
Bonaire International Airport NV
Plaza Medardo S.V. Thielman #1

1 Name and private address of registered registered owner of vehicle.

_____

_____

_____

Tel No.: _____

Name and address of applicant if different from owner of vehicle.

_____

_____

_____

Tel No.: _____

2 Name and address of employer of applicant:

_____

_____

Tel No.: _____

3 Details of vehicle:

Type: _____

Make: _____

Model: _____

License No.: _____

Vehicle Insurance: _____

Company: _____

Policy No.: _____

Expiration Date: _____

Insured Amount: _____

4 Detailed reasons for application:

_____

_____

5 Name of company for whom service is being provided and area of service:

_____

DECLARATION OF THE APPLICANT

~~To be completed by an authorized official~~

I, the undersigned certify that:

a) The vehicle operated by the applicant is required to enter airside as requested by this Company and for the detailed reasons in point 4 of the application form only.
b) The driver and any other persons carried (except airline passengers) will be in possession of an official government issued identity document.
c) I will ~~bring~~ comply with the traffic and vehicle requirements as set out in the Airport Regulations ("Luchthavenreglement"), Aerodrome Manual and Airport Directives as modified from time to time and bring this to the attention of all drivers who may use the vehicles for which this Permit is required.
d) I will return the Permit if the applicant's vehicle ceases to serve this Company during the period of issue.
e) The applicant or owner has taken out a policy or policies of insurance as set out in chapter 6 of this appendix.
f) I accept that all vehicles are admitted to and remain on the approved areas as per the permit and only for the purpose as indicated on the permit on the express condition that neither the Airport Authority nor its servants or agents shall be liable for any loss of, or damage to, the vehicle or its contents, personal injury or death, howsoever such loss or damage may be occasioned. The permit is the property of the Airport Authority and is issued subject to Airport Regulations ("Luchthavenreglement"), the requirements in the Aerodrome Manual and Airport Directives.
g) Any fee charged for the permit is not refundable upon cancellation of the permit howsoever arising.

Name of applicant: _____

Position: _____

Company: _____

Tel no: _____

Date: _____

Signature: _____

For Airport Authority Use Only

ID No. _____

Date of Issue: _____

Authorized Area: _____

Authorized by: _____

Signature: _____

APPENDIX K VEHICLE SAFETY ~~INSPECTION~~ CHECK FORM

BONAIRE INTERNATIONAL AIRPORT N.V.

VEHICLE SAFETY CHECK		
OWNERS NAME:	TIME IN:	TIME OUT:
ODOMETER READING:	REGISTRATION / LICENSE NO:	
DATE INSPECTION:	O = MOTORIZED	O = NON- MOTORIZED

MARKING CODE:	V = SERVICABLE	X = DEFECT	N/A = Not Applicable

	ITEM	CODE		ITEM	CODE
1	Head Lamps		18	Tire condition	
2	Rear Lamps		19	Wheels condition	
3	Direction indicators		20	Tire wear	
4	Hazard lamp		21	Horn	
5	Obstacle / flashing lamp		22	Speedometer	
6	Brake lights		23	Mirrors	
7	Steering Control		24	No Leakages	
8	Steering mechanism/system		25	Exhaust System	
9	Power steering		26	Exhaust emission	
10	Condition of service brake syste		27	Loose parts	
11	Condition of parking brake syste		28	Windshield condition	
12	Service brake performance		29	Wiper	
13	Parking brake performance		30	Fire Extinguisher	
14	Additional braking devices		31	Checkered flaps condition	
15	Brake fluid		32	Reflectors	
16	Battery fixed		33	General vehicle condition	
17	safety features		34	Fall protection	

REMARKS:

CHECKED BY ADO	FOLLOW-UP ACTION REQUIRED	
	O = NO	O = YES
The undersigned confirms the above check performed to be true and correct as found on this date	Airport Duty Manager	
	Signature:	
Print Name:	Print Name:	
Signature:		
	O = OK FOR USE ON RAMP	
Date:	O = NOT PERMITTED ON APRON	
	O= OK FOR LIMITED USE ON RAMP TILL:	

The check is based on the presence and working functionalities. The check makes no statement about how well the functionality works. The owner of the vehicle is responsible for ensuring that a vehicle always meets all requirements.

This safety check is only intended for standard vehicles and/or GSE. A more extensive check must be carried out for special vehicles or itemized GSE such as PRM, Refuelers, etc. Contact the COO.

Versie 1.0

APPENDIX L PUSHBACK INSTRUCTIONS

PUSHBACK INSTRUCTIONS

1 INTRODUCTION

1.1 This instruction describes the pushback operation and requirements in which an aircraft is pushed back or pulled out from its parking position by a tug, to a position where it can safely taxi out under its own power at the Flamingo International Airport. This instruction is applicable to pushback, pullout and towing operation of aircraft wherever applicable. Wherever "pushback" is mentioned, please read "pushback", "pullout" or "towing" as applicable.

The technical part of the push back operation shall always be conducted in line with the Airline operating instructions!

2 SAFETY PROCEDURES

2.1 GENERAL

Safety is an essential part of all ramp procedures and consideration must be given to the safety of every activity. During any pushback procedure a live aircraft is involved, meaning that the aircraft will be in motion with the aid of the tug, also the engines will be started at some time prior to, during, or after the pushback.

It is the responsibility of the pushback team to ensure its own safety and that of those around, whether directly involved in the pushback or on surrounding stands.

Communications during the pushback will come primarily in the form of headset communications and if not available in the form of hand signals. In whichever form the instructions are given or received, it must be ensured that they are clearly understood and if there is any doubt, then the instructions must be clarified before any part of the pushback procedure is undertaken.

Remember!

During the pushback the captain passes control of his aircraft to the pushback crew. The pushback crew now has a live aircraft full of fuel and passengers and the safety of everyone concerned is paramount.

2.2. SAFETY INSTRUCTIONS

a) Only qualified and authorized personnel or personnel in training under supervision may perform the pushback operation. In general, each airline's policies & procedures apply if specific airline training and qualification has been provided (see Chapter 3 below).
b) Always select the correct tug, tow bar and bypass pin for the aircraft type and series to be pushed back.
c) Follow all procedures and safe working practices as stated in this instruction at all times.
d) Remain aware of other persons at all times and be prepared to stop the pushback if safety is compromised.
e) Take into account the prevailing weather conditions when assessing the safety of the operation.
f) The pushback provisions of the current BIA Safety Instructions on Aircraft Blast and Fumes must be complied with (see Appendix H).
g) The aircraft anti-collision beacon light must be switched on before any engine is started and before pushback commences.
h) The pushback tug driver shall be positioned so as to maintain full view of the aircraft and in communication with the flight deck crew and visual contact with the remainder of the ground handling team. All ground crew members shall understand the visual signals to be used.
i) Qualified "tail-men" and/or wing walkers from the Ground Handler/Aircraft Operator shall be positioned to safeguard the rearward movement of the aircraft and also prevent collisions with other aircraft, vehicles or personnel.
j) All members of the pushback crew must wear suitable hearing protection and high visibility safety garments that comply with current standards.
k) The pushback must end with the aircraft aligned with the taxi lane centerline.

3 APPROVAL OF AIRCRAFT OPERATOR'S PROCEDURES

BIA does not seek to influence the detailed technical content of pushback procedures, which are the clear responsibility of the aircraft operator concerned. However, the following general requirements are to be met:

a) Aircraft Operators must produce comprehensive, written procedures, for each aircraft type operated, for use by their crews for pushback.
b) Pushback ground crew must be trained in the use of the procedures and certified as competent by a training officer nominated and named by the aircraft operator if necessary.
c) Pushback tug drivers shall be trained and certified as competent in their duties.

4 ATS PROCEDURES

4.1 The standard ATS procedures are set out in the AIP and must be followed. All aircraft must have the permission of Flamingo Tower before commencing pushback on the relevant TWR frequency.

4.2 Once pilots have been given approval to enter the maneuvering area, all aircraft are under the control of Flamingo Tower and must, therefore, be able to comply with Tower instructions. Communications shall be maintained between the aircraft flight deck and the pushback crew in order to ensure a prompt response to a Tower instruction.

4.3 Occasionally temporary conditions may have to be applied to pushback procedures because of works on the movement area or similar reason. Such temporary conditions are published by NOTAM and it is the responsibility of the aircraft operator to ensure that their flight and pushback crew are briefed on such changes in order to maintain safety on the movement area.

APPENDIX M PPE

PERSONAL PROTECTION EQUIPMENT (PPE)

INTRODUCTION

BIA is responsible for taking adequate measures to ensure the safe operation of aircraft, vehicles and persons. A fundamental element of the safety effort is to ensure the health and safety of all employees working at the airport. In this respect it is required for all employers to ensure that their employees use proper Personal Protection Equipment (PPE) at all times when working airside.

In this regard the following measures shall be in force at all times:

1. **Protective clothing**

   Employees must wear proper protective clothing as required. Loose clothing, such as ties, shall be avoided as this may get caught up in the moving parts of machinery. All personnel are required to wear a uniform of their company at all times. Bermuda shorts are allowed as part of the employer's uniform. Hanging trouser below the waist is prohibited.

2. **Hearing Protection**

   Prolonged exposure to high noise levels by e.g. turbines (APU), ground power units, and air starters can cause permanent damage to the employee's hearing. Hearing protection must be used when appropriate especially when working in noisy areas. It is prohibited to wear earpieces connected to music players, telephone or any other electronic devices while on the movement area.

3. **High Visibility Safety Vests**

   Visibility is very important to promote safety, especially in darkness or low light situations. To accomplish this, employees are required to wear a High Visibility Safety Vest at all times when operating airside. Color codes as per ICAO DOC 9137 "Airport Services Manual-Part 7, Airport Emergency Planning": RFFS-Red, Police-Blue, Medical-Lime Green and Airport-Orange. All safety vests shall be clipped or zipped closed. The different types of safety vests are subject to approval of the Airport Authority.

   The pedestrian sidewalk and the area between the terminal building arrival hall and BIA Maintenance offices is exempted from this requirement.

4. **Safety Shoes**

   All employees or workers are required to wear safety shoes to protect their feet from possible injury. These requirements are primarily for employees or workers performing duties airside, including aircraft handling. Aircraft handling can be further split into two categories:

   Under Wing

   Baggage handlers, fuelers, marshallers, dispatch, etc.

   The footwear shall not have exposed metal parts, for instance spikes. It's strictly prohibited to wear slippers, sandals, sneakers (unless it's of a save composite material), high heels or any type of open shoes.

   Above Wing

   Passenger Handling Agents, Security personnel, etc.

   The footwear shall not have exposed metal parts, for instance spikes. It is strictly prohibited to wear slippers, sandals, sneakers (unless it's of a save composite material), high heels or any type of open shoes. Handling Agents who proceed to work under wing shall comply with the "Under Wing" requirements.

5. **Miscellaneous Protective Equipment**

   There are other items, which are required to be worn only when appropriate and applicable. These include knee and elbow pads, back support belts, safety belts, safety goggles, hard hats, safety gloves, face shields, fall Harness and lanyard combos.

APPENDIX N DISABLED AIRCRAFT REMOVAL

DISABLED AIRCRAFT REMOVAL

1 INTRODUCTION

1.1 GENERAL

The lifting and removal of a disabled aircraft has become a complex and potentially dangerous task. It is therefore necessary to establish a plan for the removal of an aircraft disabled on the movement area and to designate a coordinator to implement the plan.

The main characteristics of this plan are:

a) It is based on the most critical aircraft that may normally be expected to operate at the aerodrome;
b) It includes a list of equipment and personnel on or in the vicinity of the aerodrome which would be available for assistance;
c) It includes arrangements for the rapid receipt of aircraft recovery equipment kits available from other sources.

1.2 POLICY

The general policy is the safety of all personnel involved in the removal of a disabled aircraft, while ensuring that secondary damage does not occur to the aircraft, the movement area, its surroundings and facilities and that runway closure time is kept to an absolute minimum.

1.3 SCOPE

The procedures in this plan apply to all actions to be taken during emergencies involving the removal of any disabled aircraft for all Aircraft Owners/Operators using the Flamingo International Airport.

1.4 PURPOSE

The purpose of this plan is to:

a) Have suitable arrangements in place to ensure an efficient, coordinated response to quickly and safely remove a disabled aircraft that has caused temporary closure of a runway, taxiway or affected the obstacle limitation surfaces, as is consistent with the safety of the personnel concerned and with avoidance of further damage to the aircraft.

b) Outline responsibilities of the Airport Authority, the Aircraft Owner/Operator and other participant agencies to manage the removal of a disabled aircraft on the movement area of the aerodrome.

1.5 RESPONSIBILITIES

The Chief Operating Officer (+599) 717 5600 ext 230/ 220/ 221 is responsible for the overall coordination of the removal operation, with the vested interest in returning the aerodrome to its normal operating condition as soon as possible. This requires a close liaison with the Aircraft Owner/Operator, the RFFS, the Accident Investigation Authority and/or the local Civil Aviation Authority to obtain clearance to remove the aircraft.

The Aircraft Owner/Operator is responsible for:

a) The removal of a disabled aircraft and parts thereof and the disposal of fuel and other hazardous materials. This after permission has been received from the local CAA and in close coordination with the Chief Operating Officer;

b) Preserving to the extent possible, the aircraft and parts thereof, cargo, mail, and all records in close coordination with the Chief Operating Officer;

c) Notifying the incident/accident to the accident investigation authority/local Civil Aviation Authority. Where this is not possible due to injury or fatality, the Chief Operating Officer will do so.

d) The choice of technical ways and means to remove the aircraft and all costs associated with the recovery. For contact information, refer to the Contact List.

1.6 REMOVAL OF DISABLED AIRCRAFT OR PARTS THEREOF

1.6.1 GENERAL

he disabled aircraft will be moved to a location designated by the Chief Operating Officer and kept at the aircraft owner/operator's expense and risk. Proper recovery procedures will be used for the removal of the disabled aircraft to ensure that further damage does not occur to the aircraft, the aerodrome movement area, surroundings and facilities.

This removal operation shall not be carried out until:

a) The approval is obtained of the Accident Investigation Authority/Local Civil Aviation Authority;

b) Photographs have been taken;
c) The location and position of all major components are marked on the ground;
d) A diagram of the accident site including ground scars, have been drawn.

1.6.2 RECOVERY PHASE REQUIREMENTS

The recovery phase of an aircraft begins when the local Civil Aviation Authority has determined that all occupants have been removed, and the necessary investigation has taken place. An efficient and expeditious recovery operation requires adequate planning as well as the availability of suitable equipment

Where an accident or incident is likely to result in any interference with aircraft operations, immediate NOTAM action shall be taken. If the runway strip or runway end safety area is obstructed, operations on the runway will be notified as suspended pending examination of the situation.

The location and effective height of any crashed or disabled aircraft will be determined as quickly as possible. Where this establishes that none of the obstacle limitation surfaces are infringed, the runway will be notified as available for operation with any cautionary advice or restrictions considered necessary.

Where the obstacle limitation surfaces are infringed by a disabled aircraft, considerations shall be given to the possibility of operating the runway with reduced distances. The distances to be offered will be determined by the need to achieve satisfactory marked and lighted thresholds and runway ends. It may be necessary to restrict the runway to take-offs or landings only.

1.6.3 EMERGENCY REMOVAL/DEVIATIONS

Prior to the completion of the investigation a disabled aircraft or parts thereof may be removed or disturbed only in exceptional circumstances where the safety of other aircraft and/or occupants is imperiled, for the purpose of:

a) Extracting occupants;
b) Removing any mail, valuables or dangerous goods carried by the aircraft;
c) Preventing destruction by fire or other cause;

d) Preventing any danger or obstruction to the public, air navigation facility or other emergency response;

e) Removing any other property from the aircraft under the supervision of an inspector of the local Civil Aviation Authority.
The Airport Authority is also authorized to move the disabled aircraft if it is interfering with the safe operation of the airport and the removal activities are delayed or is progressing at an unacceptable rate. In this case the Airport Authority will act on behalf of the Aircraft Owner/Operator to undertake the removal of the disabled aircraft, always in consultation and coordination with the accident investigation authority/local Civil Aviation Authority.

Prior to doing so, the Chief Operating Officer will request the aircraft owner/operator to complete an indemnity release (see attachment).

1.6.4 NOTIFICATION OF THE AIRCRAFT ACCIDENT TO THE INVESTIGATION AUTHORITY

INVESTIGATION AUTHORITY

The Aircraft Owner/Operator is responsible to notify the accident investigation authority/the local Civil Aviation Authority of any aircraft incident/accident as expeditious as possible. Where this is not possible due to injury or fatality, the Chief Operating Officer will do so.

NOTIFICATION CONTENTS

The following information should be available, whenever possible, when providing notification of an incident/accident. Do not delay immediate notification if some of the items are missing:

a) Type, Nationality, Manufacturer and Registration marks of the aircraft;
b) Name of aircraft owner/operator;
c) Name of pilot in command and nationality of crew and passengers;
d) Date and time of accident;
e) Point of departure and destination/point of intended landing of the aircraft;
f) Position of aircraft with reference to some easily defined geographical point and latitude and longitude;
g) Number of Persons on board, injured and fatalities;
h) Nature of accident, including weather and extent of damage;
i) Presence and description of Dangerous goods if any;
j) Fuel on board;
k) Contact point of aircraft owner/operator.

2 PROCEDURES AND ACTION TO BE TAKEN

2.1 ACCIDENT INVESTIGATION AUTHORITY

The Accident Investigation Authority shall, among other actions:

a) Take custody of the aircraft and its contents from the first moment of the accident until the end of the investigation or the release of the aircraft;
b) Provide for protection of the accident site, the aircraft, components and contents;
c) Give permission to disturb the accident site;
d) Notify the State of Manufacture, the State of Design, the State of Registry, the State of the Operator, ICAO and other states when necessary;
e) Give the aircraft owner/operator or the Airport Authority a written release from custody to remove the disabled aircraft. This release shall permit the removal of the aircraft wreckage from the accident site to another area as necessary for further investigation. The aircraft shall be kept under the accident investigation authority's custody for further investigation;
f) Release the aircraft when the investigation is terminated.

2.2 AIRPORT AUTHORITY/-CHIEF OPERATING OFFICER

a) Convene a meeting with the aircraft owner/operator representative, Aircraft Investigation Authority, fuel companies, heavy equipment contractors, RFFS, Airport Security, Ground Handling Companies and other parties as may be necessary, to discuss the most appropriate removal operation and agree upon a broad plan of action. This should cover the following points:
    1) Escort routes between the aircraft operator's area and the accident site;
    2) Defueling to lighten the mass of the aircraft;
    3) Requirements and availability of equipment for the removal of the aircraft;
    4) Use of airport and aircraft owner's/operator's equipment;
    5) Dispatch of aircraft owner/operator ancillary support devices to the scene;
    6) Weather conditions, particularly when crane lifting or pneumatic lifting bag operation is necessary;
    7) Lighting of the site;
    8) Contingency plan, should difficulties develop in the initial plan.
b) Issue a NOTAM as may be appropriate;

c) Coordinate all airport operations with Flamingo Tower for the continuation of aircraft operations, when possible.
d) Determine any obstacles in accordance with the CARNA/ICAO clearance criteria and, as a result, consider whether any section of the movement area should be closed;
e) Coordinate with the aircraft accident investigation authority on measures to be taken before the aircraft removal operation is initiated;
f) Provide vehicles and personnel escort to the site;
g) Establish a removal command post at the site, if considered necessary;
h) Make decisions as may be necessary to expedite the removal of the disabled aircraft;
i) Maintain a chronological summary of the removal operation;
j) Have photographs of the removal operation taken where possible;
k) Where excavations are necessary, check with the appropriate airport maintenance services for underground utilities;
l) Inspect all areas prior to resumption of normal aircraft operations;
m) Convene a removal operation debriefing of all interested parties. The debriefing may include a review of aircraft accident investigation authority requirements, the airport coordinator's chronological report, and a discussion of the procedures and equipment used during the recovery operation. It may be desirable that all aircraft operators, especially those operating the same type of equipment, be invited to attend;
n) Amend the disabled aircraft removal plan to overcome problems identified in abovementioned debriefing.

2.3 RESCUE AND FIRE FIGHTING SERVICES

The RFFS shall:

a) Send a representative to attend all coordination meetings for a disabled aircraft recovery within the aerodrome premises;
b) Provide for the presence of an RFFS vehicle, when necessary, to ensure safety in all phases of an aircraft removal or recovery operations;
c) Give its consent for the operation and dispatch of a vehicle to attend when a disabled aircraft is defueled to attend;
d) Liaise with the Airport Authority and Flamingo Tower on the consequences to the level of protection provided to the aerodrome when dispatching a vehicle to the recovery or the removal operations;
e) Secure the aircraft from fire hazards and further damage.

The aircraft owner/operator shall amongst other things:

a) Implement the aircraft operator's recovery plan for such an emergency;
b) Protect all aircraft, flight and crew documents until released by the accident investigation authority;
c) Designate one representative with authority to make all technical and financial decisions necessary to remove the aircraft. The representative should have the use of company facilities, personne1 and equipment required for the removal operation;
d) Inform the Chief Operating Officer and RFFS of any dangerous goods on board the aircraft;
e) Notify the accident investigation authority;
f) Notify: Customs, Immigration, Public Health, Postal Inspector if necessary;
g) Arrange removal of cargo and baggage (with approval);
h) Make arrangements for the defueling of the aircraft;
i) Meet with the Airport Authority, accident investigation authority and other parties, as necessary, to develop a comprehensive plan for the removal of the aircraft;
j) Give an indemnity release to the Airport Authority to act on his behalf to remove the aircraft;
k) Consider and inform the Airport Authority of the availability of any contracted removal services or any designated aircraft recovery equipment provider (International Airlines Technical Pool lifting kits);
l) Decide on the need for consultation with aircraft airframe and engine manufacturers, or other aircraft operator representatives experienced in such accidents;
m) Make available manufacturer's data pertaining to the aircraft recovery;
n) Participate in the removal operation debriefing.

2.5 AIRPORT SECURITY

The Airport Security shall only on the instructions of the COO:

a) Provide for security of the accident site;
b) Protect the evidence and maintain safe custody of the aircraft and its contents for such a period as may be necessary, in coordination with the Chief Operating Officer. Safe custody shall include protection against further damage, access by unauthorized persons, pilfering and deterioration. Preserve any evidence of transitory nature through photography or other appropriate means, including any ground marks made by the aircraft;
c) Post guides at the main airport gate and the rendezvous points to direct vehicle traffic mentioned above to the aircraft wreckage or the staging area of the accident site;
d) Cordon off the aircraft wreckage and the staging area and ban unauthorized persons from getting near it;
e) Determine the entries and airport exit-gates suitable for the aircraft removal equipment from outside the airport;
f) Procure all other relevant assistance as needed;
g) Participate in the removal coordination meetings with other involved parties;
h) Admit to the accident site only persons authorized by the investigating authority;

2.6 FUEL COMPANY

The fuel company shall take the following actions in coordination with RFFS:

a) Participate in the meeting convened by the Airport Authority for the aircraft removal operations;
b) Decide and agree on the defueling procedures with the aircraft owner/operator; refer to the various methods for defueling a disabled aircraft as established in the ICAO Airport Services Manual on Removal of Disabled Aircraft;
c) Plan the aircraft defueling operations which shall be accomplished to the maximum extent possible before attempting to recover the aircraft; check aircraft damage, attitude at rest, structural and electrical systems, weather conditions;
d) Select and call for the proper equipment, the needed personnel who are thoroughly familiar with the aircraft fuel system;
e) Make calculations of the removed mass, movement of the center of gravity, resultant loads on jack points, etc.;
f) Accomplish the defueling operations as necessary observing all applicable safety precautions normally used for fueling and defueling operations;
g) Store the aircraft fuel, including contaminated fuel, in secured containers waiting authority to dispose of as necessary;
h) Log all actions taken and inform when requested.

2.7 GROUND HANDLING COMPANY

The Ground Handling Agent shall:

a) Arrange for portable stairs and assist in the removal of mail, baggage and cargo, it being understood that a written authority to remove mail, baggage and cargo from the aircraft wreckage must be obtained from the accident investigation authority;
b) Designate one representative with the authority to make available all technical assistance and logistics necessary to remove the disabled aircraft;
c) Participate in the removal operation debriefing.

3 INFORMATION ON EQUIPMENT, PERSONNEL AND FACILITIES

3.1 GENERAL

The equipment and personnel for the removal of a disabled aircraft falls into the following groups:

a) Equipment and personnel available on the aerodrome;
b) Equipment and personnel available outside the aerodrome;
c) Aircraft recovery equipment kits available from other aerodromes – Pooling arrangements

The equipment available is dimensioned to cope with the largest type of aircraft frequently operating on the Flamingo Airport.

3.2 EQUIPMENT AND PERSONNEL AVAILABLE ON THE AERODROME

In this first group there is equipment which is specific to each aircraft type, such as wheel changing equipment, jacking pads, tow bars, portable electric power units, general lifting and hoisting equipment, etc. This equipment which is not immediately available on the aerodrome shall be provided by the aircraft owner/operator, the ground handling company or other companies operating on the aerodrome. It is understood that all cost shall be borne by the aircraft owner/operator.

The equipment list at the end of this document specifies the equipment and personnel available on the aerodrome including name of supplier and contact information. This list is subject to revision whenever necessary.

3.3 EQUIPMENT AND PERSONNEL AVAILABLE OUTSIDE THE AERODROME

This group consists of standard heavy recovery and access equipment, such as heavy cranes and trolleys and road-making equipment. This equipment is to be hired from a local contractor outside the airport whenever it is needed.

BIA has made arrangements for the immediate usage of this equipment in cases of an accident or incident through a mutual agreement. The required aircraft removal equipment will be brought on site under supervision of the Airport Authority.

The equipment list at the end of this document specifies the equipment and personnel available outside the aerodrome including name of supplier and contact information. This list is subject to revision whenever necessary.

3.4 AVAILABLE AIRCRAFT RECOVERY EQUIPMENT KITS FROM OTHER AERODROMES – POOLING ARRANGEMENTS – TIME TO GET THE EQUIPMENT

This group includes specialized kits for aircraft removal work. It includes pneumatic lifting bags, compressors, hydraulic jacks with a minimum lifting capacity of 73 tons with a lifting range of 3m or better and a set of tethering equipment. This equipment can be obtained by the aircraft owner/operator from outside sources as the International Airlines Technical Pool (IATP), if available.

INDEMNITY RELEASE

To: Bonaire International Airport N.V., hereinafter referred to as the aerodrome operator

1) *I, the undersigned, being the owner, the duly authorized representative of the owner of the aircraft described below, or the aircraft operator, hereby agrees to provide this indemnity and release on the conditions set out below.*
2) *I agree and consent to the aerodrome operator, its servants, agents, contractors and employees to move at any time required the aircraft at my sole cost and expense.*
3) *In consideration of the aerodrome operator moving the aircraft I agree to indemnify and keep indemnified the aerodrome operator against all and any loss damage cost charge expense or other liability whatsoever, suffered, paid or incurred by or threatened against the aerodrome operator in relation to or arising out of or in consequence of any action, proceeding, claim, or demand which is or may be brought, made, prosecuted or threatened against the aerodrome operator in respect of any loss of or damage to property, loss of life or personal injury or other loss that may arise in any way from the moving of the aircraft by the aerodrome operator.*
4) *I further agree to release the aerodrome operator from all claims actions, causes of actions, proceedings and demands which I and or the owner now has or, but for this indemnity and release, would or might at any time in the future have against the aerodrome operator and from all present and future liability of the aerodrome operator to me and or the owner however caused in relation to or arising out of or in consequence of the moving of the aircraft.*
5) *I confirm that it is the intention of this indemnity and release that each servant, agent, contractor and employee of the aerodrome operator obtain the benefits expressed in their favor under this indemnity and release and be entitled to enforce such benefits.*
6) *I confirm that I and the owner have abided and will abide by all applicable laws including without limitation acts, regulations, bylaws, directions and determinations relating to or made by the local Civil Aviation Authority, the aerodrome operator and any other relevant authority or body which has authority in relation to interference with or movement of an aircraft.*

DESCRIPTION OF AIRCRAFT

Registration No.: _____ *Type of Aircraft: _____*

Full Name: _____ *Representing: ( ) Aircraft Owner*

( ) Aircraft Operator

Signature: _____

In the presence of: _____

Date: _____

APPENDIX O BIA& RFFS JOINT STATEMENT

BIA & RFFS JOINT STATEMENT

BONAIRE INTERNATIONAL AIRPORT N.V.

BRANDWEER
Caribisch Nederland

Gezamenlijke verklaring BIA-BKCN

Het belangrijkste doel van de brandweer is om levens te redden. De tweede doelstelling is om eigendommen te beschermen tegen schade of totale vernietiging veroorzaakt door brand. Daarom is de primaire taak van het Brandweerkorps Caribisch Nederland (BKCN) het creëren van een veilige omgeving voor het toepassen van reddingsoperaties.

Volgens de wet (Veiligheidswet BES, hoofdstuk 3, artikel 28) moet het BKCN, ter uitvoering van de in artikel 27 lid 2 (a) tot (d) van dezelfde wet, bedoelde taken ook op de internationale luchthaven van Bonaire uitoefenen.

Conform de bepalingen genoemd in de "Civil Aviation Regulation Netherlands Antilles" (CARNA) Deel 14, onder 9.2, zijn reddings- en brandbestrijdingsmiddelen aanwezig op, en worden brandbestrijdingsdiensten geleverd aan Flamingo International Airport.

- Op basis van artikel 28, eerste lid van de Veiligheidswet BES is het BKCN gehouden de brandweertaken op de luchthavens in CN, waaronder op de luchthaven op Bonaire, uit te voeren.
- Het BKCN draagt er zorg voor dat haar dienstverlening voldoet aan de eisen voor een luchthavenbrandweer voortvloeiend uit de CARNA. BIA draagt zorg voor de nodige voorzieningen o.a. de toegang tot het luchtvaartterrein. Partijen overleggen regelmatig over de dienstverlening en eventueel daaruit voortvloeiende maatregelen voor partijen.
- Om te kunnen voldoen aan de eisen draagt het BKCN in elk geval zorg voor een voldoende bezetting, zowel voldoende en goed opgeleid personeel als betrouwbaar materieel, voor de geldende categorie en opkomsttijd van maximaal 3 (drie) minuten.
- Door partijen worden (regelmatig) oefeningen georganiseerd en inspecties gehouden door BIA. Zie bijlage "Aerodrome Rescue and Firefighting (RFFS) - Compliance / Inspection checklist";
- Aan de uitvoering van de taken van de brandweer door het BKCN wordt sinds 10 oktober 2010 invulling gegeven. Vooralsnog met gesloten beurzen. Er is gekozen voor een aanloopperiode zodat beide partijen ervaringen kunnen opdoen in de nieuwe setting. Het is de intentie in 2017 te werken aan een kostentoerekening conform het gestelde in artikel 28, tweede lid. Dit zal worden vastgelegd in een convenant inhoudende de wederzijdse rechten en verplichtingen, vastgesteld op basis van een evaluatie van de dienstverlening in de afgelopen jaren, de ervaringscijfers en de resultaten van gehouden oefeningen en inspecties.
- BIA stelt kosteloos een oefenterrein ter beschikking van het BKCN.

Kralendijk, 29 maart 2017

BRANDWEER CARIBISCH NEDERLAND

Jair Tromp
Algemeen commandant
Brandweerkorps Caribisch Nederland

Michael Nicolaas
Chief Executive Officer
Bonaire International Airport N.V.

BONAIRE INTERNATIONAL AIRPORT N.V. Flamingo Airport Bonaire, CN Plaza Medardo S.V. Thielman #1 +599 717-5607

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