

STANDARD OPERATING PROCEDURE (SOP) Doc No: ASO/SOP/019

Subject: AIRCRAFT MOVEMENT 'TO' AND 'FROM' MRO APRON

1. PURPOSE

1.1 Purpose of this SOP is to provide guidelines for safe and smooth transition of aircraft to and from MRO apron.

2. SCOPE

The scope of this SOP includes Airside Operations, AOCC, MAS GMR, CISF and Technical Services. The MRO gate will be opened only during the aircraft movement to and from MRO apron and same will be coordinated from CISF through AOCC. The activation request can be received either by MRO or by AOCC. After opening the MRO gate Taxiway B-2 and will be inspected and declared fit for operation by Airside Operations. All aircraft movement to and from MRO apron shall be commenced under the Follow- Me services only.

Taxiway B-2 (Code-E) is connecting secondary runway with the MRO apron. The declared length of this taxiway is 165m (earlier 328m) from the point of intersection till the 75 m beyond the runway holding position on Taxiway B2 and the remaining portion is considered as an extension of MRO apron. The 165 m point is indicated by "Boundary of responsibility" line painted in Red colour across the taxiway B2.

This taxiway is served by standard Runway Holding Position marking and Mandatory Instruction Signage and Marking at a distance of 90m from the secondary runway centerline.

165 m from sec Rwy centerline, beyond which ATC will hand over the aircraft to the marshaller. Similarly all the aircraft coming out of MRO apron will be towed up to the "Boundary of responsibility" line from where the aircraft will be moving under the positive control of ATC.

In case of reciprocal movement to and from MRO apron prior coordination will be done by the AOCC with ATC for sequence priority and brief MRO team accordingly. Also prior coordination through telephone with AOCC and through Radio Telephone (RT) with ATC while on Taxiway B2.

			Issue No : 1
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3. DEFINITIONS/ABBREVIATIONS

- 3.1 MRO - Maintenance Repair and Overhaul
- 3.2 AOCC - Airport Operations Control Centre
- 3.3 ATC - Air Traffic Control
- 3.4 ETA - Estimated Time of Arrival
- 3.5 FOD - Foreign Object Debris

4. PROCEDURE AND FLOW CHART

4.1 For Arriving Aircraft:

- 4.1.1 On receipt of information from AOCC regarding arriving aircraft intended to proceed MRO apron, check complete details of the flight so that timely coordination from ATC, CISF and Tech Ser is liaised for timely opening the gate.
- 4.1.2 One of the airside Leader vehicles shall be positioned Taxiway B-2 at Boundary of Responsibility on secondary runway after carrying out the movement area inspection and before arriving the aircraft.
- 4.1.3 The airside vehicle positioned at taxiway B-2 shall ensure that the MRO staff/handling equipment are positioned at designated location for towing the aircraft to MRO apron.
- 4.1.4 The airside representative positioned at B-2 shall also ensure that service road across the Twy B-2 is manned with two watch man and they should be properly briefed about the aircraft movements and briefing for holding / releasing the vehicular traffic.
- 4.1.5 The Leader vehicle shall ensure that the towing aircraft and all MRO vehicles/equipment are clear of taxiway B-2 before the airside gate is closed.
- 4.1.6 ATC & AOCC shall be informed, once the aircraft, MRO vehicles/equipment are clear of taxiway B-2.

4.2 For departing aircraft

- 4.2.1 On receipt of information from AOCC regarding the aircraft intended to depart from MRO, the Airside Duty Manager shall detail a competent staff in a Leader vehicle to inspect taxiway B-2 and ensure it is free of FOD and take position at airside gate of MRO.
- 4.2.2 The airside representative positioned at airside gate of MRO shall coordinate with MRO staff to position wingmen near gates and ensure that two watch mans are positioned near the crossing service road of taxiway B-2.
- 4.2.3 After towing the aircraft at designated location on taxiway B-2, aircraft will ask for startup clearance from ATC airside and simultaneously the follow me services will be terminated.
- 4.2.4 The airside representative positioned at taxiway B-2 shall ensure that the MRO vehicles/equipment are clear of taxiway B-2 after the aircraft departure.

4.3 Towing of Aircraft from MRO to Main Apron

- 4.3.1 After receiving the information from MAS GMR, AOCC will inform the complete details of towing the aircraft to Tech Ser, CISF and Airside Operations. All agencies shall be reporting at MRO gate at given time to avoid any delay.
- 4.3.2 On receipt of information from AOCC regarding aircraft towing from MRO, the Airside Duty Manager shall detail a competent staff to provide Follow Me service from MRO airside gate till designated location on taxiway B-2.
- 4.3.2 The gate shall be opened in presence of CISF officer.
- 4.3.2 Follow Me vehicle shall ascertain the towing endpoint from concerned airline team leader and coordinate for positioning of wingmen to control the traffic on service road crossing of taxiway B-2.
- 4.3.3 Once the aircraft is ready for towing, Follow Me vehicle shall take permission from ATC on ground frequency 121.850 MHZ for towing and inform towing completion to ATC.
- 4.3.4 Follow Me vehicle shall follow ATC instruction strictly while providing the follow me.
- 4.3.5 Completion of Follow Me services vehicle shall inform to ATC and AOCC positively.

4.4 Towing of Aircraft from Main Apron to MRO

- 4.4.1 On receipt of information for towing aircraft from main apron to MRO apron, the Airside Duty Manager shall detail a competent staff to provide Follow Me service from the designated parking stand to MRO gate.
- 4.4.2 Follow Me vehicle shall report in-charge of towing team and brief them on adherence to the instructions of Follow Me vehicle.
- 4.4.3 Follow Me vehicle shall obtain towing permission from ATC, follow and ensure that towing aircraft is adhered to the instructions till completion of towing.
- 4.4.4 Follow Me service shall be terminated at designated location identified on taxiway B-2. CISF officer shall be present while opening the MRO gate. Beyond the gate the aircraft shall be taken in supervision of MAS GMR team.
- 4.4.5 Follow Me completion shall be reported to ATC/AOCC.

4.5 ROLES AND RESPONSIBILITIES

4.5.1 AIRPORT OPERATIONS CONTROL CENTRE

- 4.5.1.1 Providing information for aircrafts intending to proceed to/ from MRO apron.
- 4.5.1.2 Coordination CISF, Reliance fuel farm, MAS GMR and ATC for opening of gates, refueling requirement, towing operation.
- 4.5.1.3 Necessary and real time coordination with ATC in concern with facilitating/ updates on towing operations.

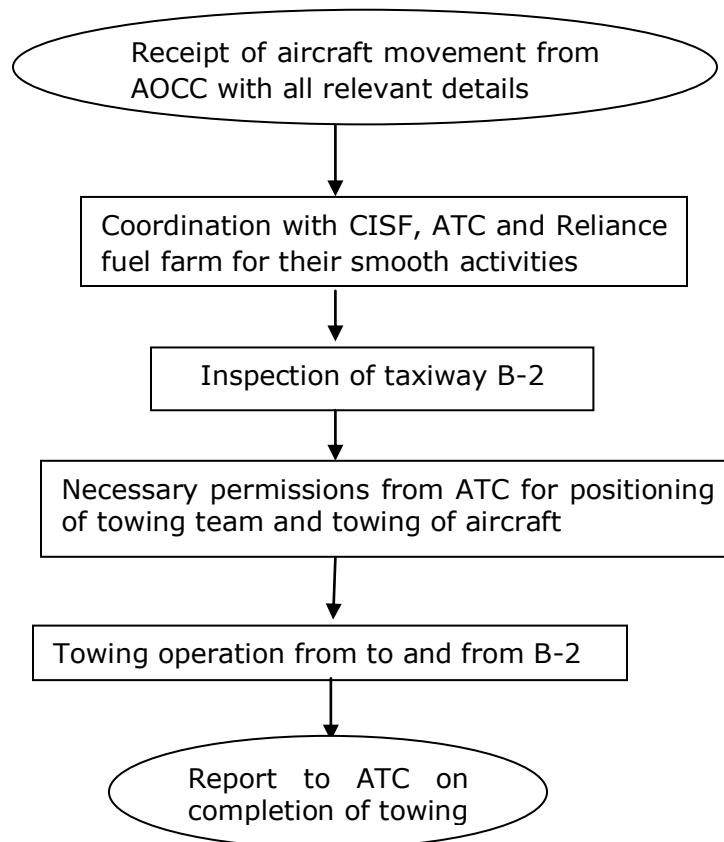
4.5.2 MRO

- 4.5.2.1 Providing updates to AOCC regarding aircraft arrival to MRO /departure from MRO.
- 4.5.2.2 Positioning of marshaller/ towing equipment's at appropriate location on B-2
- 4.5.2.3 Coordination with CISF for opening the airside gate of MRO.
- 4.5.2.4 Positioning of wing walkers at the airside gate of MRO to provide guidance to the aircraft while crossing the airside gate and control the traffic on service road crossing of taxiway B-2.
- 4.5.2.5 Arrange/facilitate procedural towing operation.
- 4.5.2.6 Pilot shall be advised to start/ switch off engine (as per the case) at designated location.
- 4.5.2.7 Adherence to the instructions of Follow Me vehicle.

4.5.3 CISF

- 4.5.3.1. SOCC shall detail an CISF officer for timely opening and closing of MRO gate.

4.6 FLOW CHART



5. REFERENCE

Not Applicable

5.2 IMPORTANT CONTACT NO. AS FOLLOWS:

Department	Landline No.	Mobile No.
AOCC	040 - 66602100/66602102	9177945566
Airside Operations	040 - 66606105/66606104	9652222915
SOCC	040 - 66601400/66601401	
Reliance Fuel	040 - 66602931/66602930	9704990082
Apollo Medical Centre	040 - 66601066	

6. SAFETY PRECAUTIONS

- 6.1 Service road should be blocked during towing and watch man shall be briefed for the requirement.
- 6.2 Aircraft should be positioned at appropriate location for towing in/ out
- 6.3 Proper coordination should be made from ATC before towing operations
- 6.4 Thorough inspection of Twy should be carried out

7. ENVIRONMENTAL PRECAUTIONS:

Not Applicable

8. INTERACTION WITH OTHER DEPARTMENTS:

Sl. No	Department	Activity	Reference check sheet / formats /Documents
1	AOCC	Dissemination of information to all concerned and coordination for safe and procedural execution of the towing ops.	
2	MRO	Positioning qualified Wing walkers, Tow vehicle, GPU and other associated equipment.	

9. INTERACTION WITH REGULATORY AUTHORITIES:

Sl. No	Department	Activity	Reference check sheet / formats /Documents
1	ATC	Facilitating the follow me to the aircraft	

10. ATTACHMENTS:

Nil

11. Distribution List

Standard Operating Procedures (SOP) **Subject- Aircraft Movement To and From MRO Apron**

Sl. No.	Internal Agencies
1.	AOCC, GHIAL
2.	MAS,GMR
3.	Safety Environment & Compliance
External Agencies	
1.	ATC, AAI
2.	CISF, RGIA

NOTE: Any questions concerning this SOP may be addressed to Airside Operations Department at GHIAL-AIRSIDEMANAGERS@gmrgroup.in or to Duty Manager- Airside Operations, Telephone Number 040-66606104/6105, and Fax -040- 66601801