



# **ORLY AIRPARK – HKIK AERODROME MANUAL**

**ORLY AIRPARK LIMITED**

**P.O BOX 40813 – 00100**

**NAIROBI**

**AERODROME MANUAL**

**HKIK**



# **ORLY AIRPARK – HKIK AERODROME MANUAL**

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# ORLY AIRPARK – HKIK AERODROME MANUAL

## PART 0: ADMINISTRATION

### 0.1 FOREWORD

The Orly airpark ltd **Aerodrome** Manual has been prepared pursuant to the requirements of the Civil Aviation (Certification, Licensing & Registration of Aerodromes) Regulations, 2018. The format closely follows and complies with Part VI of these Regulations, the particulars contained in Regulation 22 and the Third Schedule, other related Regulations, directives and conditions or limitation imposed by the Kenya Civil Aviation Authority with regard to the licensing and operation of Orly Airpark Aerodrome.

The Aerodrome manual takes a general approach, and basic structure, highlighting the regulatory specific requirements applicable to a category C aerodrome. It is designed to serve as the basic reference to the operations of the Aerodrome by the Staff of Orly airpark and the Authority's Aerodrome Safety Oversight Inspector for conducting inspections for purposes of granting an aerodrome License and for subsequent safety inspections and audits.

The Orly airpark Aerodrome is a Private Aerodrome, with designated residential areas within the perimeters, and is currently licensed as a Category 'C' aerodrome. The Management of the aerodrome is committed to a safe, secure and efficient operation of the aerodrome and shall comply with all the obligations of the aerodrome operator pursuant to Part V and VI of the Civil Aviation (Aerodromes) Regulations, 2013 and the requirement in the manual including any conditions endorsed on the license, and any other directives of the Authority. The Aerodrome shall allow the Aerodrome Safety Inspector of the Authority to make any inspections including unannounced inspections, or tests to determine compliance with the Civil Aviation (Aerodromes) Regulations as amended.

Prepared By:

Signature: .....

Date: 12/02/2025

**CHRISTIAN STREBEL**

CHAIRMAN  
ORLY AIRPARK LIMITED

## 0.2 AERODROME MANUAL APPROVAL/ ACCEPTANCE PAGE

This approval is rendered to-

### **ORLY AIRPARK LIMITED**

In Pursuant to the Civil Aviation (Certification, Licensing and Registration of Aerodromes) Regulations 2018 Part V Regulations 48, 49 & 50, the Director General – Kenya Civil Aviation Authority hereby approves the:

### **AERODROME MANUAL OF ORLY AIRPARK**

Signature/Stamp .....

Date.....

NAME:

**FOR; DIRECTOR GENERAL – KENYA CIVIL AVIATION AUTHORITY**

### **Notes**

1. The Director General must approve any amendments to this manual
2. This approval, unless cancelled, suspended, or revoked shall continue in effect as long as the Aerodrome License remains valid



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Orly Airpark limited shall, in consultation with the authority responsible for wildlife, take necessary action to control wildlife hazards at the aerodrome. It shall ensure that procedures to deal with the danger posed to aircraft operations by the presence of wildlife in the aerodrome flight pattern or movement area are in place. ....	
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## 0.4 DISTRIBUTION LIST

The approved copy of Orly Airpark Aerodrome Manual is maintained in the office of the Aerodrome Manager in compliance with Kenya Civil Aviation (Aerodromes) Regulations.

Copies or portions of the Aerodrome Manual, including all revisions and amendments, shall be distributed to the following as appropriate:

Copy No	Name & Address	Contact Telephone Number
1.	Orly Airpark Chairman P. O. Box 40813-00100 <u>NAIROBI</u>	Tel: +254 733 610 476 Email: Christian.strebel@yellow wings.com
2.	Director General Kenya Civil Aviation Authority P.O. Box 30163-00100 <u>NAIROBI</u>	Tel. +254 (20) 6824557 DL: +254 (20) 6824722 Fax: +254 (20) 6824716 Email: <a href="mailto:dg@kcaa.or.ke">dg@kcaa.or.ke</a> <a href="mailto:info@kcaa.or.ke">info@kcaa.or.ke</a>
3.	Orly Airpark Aerodrome Manager P.O. Box 40813-00100 <u>NAIROBI.</u>	Tel: +254 711 717 003 or 0733 675 815 Email: manager@orly-airpark.com





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## 0.5 RECORDS OF AMENDMENTS

All amendments to the Aerodrome Manual are submitted to Kenya Civil Authority for approval and copies of the approved revision distributed to the holders of the manual on the Distribution List. The manual holders have an obligation to keep the manual up to date and suggestions on any improvements are welcome and should be submitted to the Airstrip Manager, who is responsible for the accuracy of the manual.

REVISION NUMBER	EFFECTIVE DATE	AMENDED PAGES	INSERTED BY



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## 0.6 LIST OF EFFECTIVE PAGES

Page	Date	Rev.	Page	Date	Rev.	KCAA Approval
1	1 <sup>st</sup> March 2025	000	28	1 <sup>st</sup> March 2025	000	
2	1 <sup>st</sup> March 2025	000	29	1 <sup>st</sup> March 2025	000	
3	1 <sup>st</sup> March 2025	000	30	1 <sup>st</sup> March 2025	000	
4	1 <sup>st</sup> March 2025	000	31	1 <sup>st</sup> March 2025	000	
5	1 <sup>st</sup> March 2025	000	32	1 <sup>st</sup> March 2025	000	
6	1 <sup>st</sup> March 2025	000	33	1 <sup>st</sup> March 2025	000	
7	1 <sup>st</sup> March 2025	000	34	1 <sup>st</sup> March 2025	000	
8	1 <sup>st</sup> March 2025	000	35	1 <sup>st</sup> March 2025	000	
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12	1 <sup>st</sup> March 2025	000	39	1 <sup>st</sup> March 2025	000	
13	1 <sup>st</sup> March 2025	000	40	1 <sup>st</sup> March 2025	000	
14	1 <sup>st</sup> March 2025	000	41	1 <sup>st</sup> March 2025	000	
15	1 <sup>st</sup> March 2025	000	42	1 <sup>st</sup> March 2025	000	
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21	1 <sup>st</sup> March 2025	000	48	1 <sup>st</sup> March 2025	000	
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23	1 <sup>st</sup> March 2025	000	50	1 <sup>st</sup> March 2025	000	
24	1 <sup>st</sup> March 2025	000	51	1 <sup>st</sup> March 2025	000	
25	1 <sup>st</sup> March 2025	000	52	1 <sup>st</sup> March 2025	000	
26	1 <sup>st</sup> March 2025	000	53	1 <sup>st</sup> March 2025	000	
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## PART 1: GENERAL

### 1.1 ABBREVIATIONS AND SYMBOLS

<b>AIP</b>	Aeronautical Information Publication
<b>AIS</b>	Aeronautical Information Services
<b>KCAA</b>	Kenya Civil Aviation Authority
<b>NOTAM</b>	Notice to Airmen
<b>RFFS</b>	Rescue and Fire Fighting Services
<b>VOR</b>	Very High Frequency Omni directional Radio Range.

### 1.2 DEFINITIONS

In this document when the following terms are used, they have the following meanings.

**Aerodrome:** means a defined area on land (including any buildings, installations, and Equipment) used for the arrival, departure, and surface movement of aircraft. (*The term aerodrome where referred to shall be construed to mean a land aerodrome*);

**Aerodrome beacon:** means an aeronautical beacon used to indicate the location of an aerodrome from the air;

**Aerodrome elevation:** means the elevation of the highest point of the landing area;

**Aerodrome facilities and equipment:** means 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:** means the manual that forms part of the application for a license or a certificate under these Regulations, including any amendments to the manual, approved by the Authority;

**Aerodrome reference code:** means a code used for planning purposes to classify an aerodrome with respect to the critical aircraft characteristics for which the aerodrome is intended;

**Aerodrome reference point:** means the designated geographical location of an aerodrome;

**Aerodrome traffic zone:** means the airspace extending from aerodrome level to a height of two thousand feet over the area comprising the aerodrome and the surrounding land or water within a distance of two thousand yards of its boundaries;

**Aeronautical beacon:** means an aeronautical ground light visible at all azimuths, either continuously or intermittently, to designate a particular point on the surface of the earth



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**Aeronautical ground light:** means any light provided as an aid to air navigation, other than a light displayed on an aircraft;

**Aeronautical Information Circular:** means a notice containing information that does not qualify for the origination of a NOTAM or for inclusion in the Aeronautical Information Publication, but which relates to flight safety, air navigation, technical, administrative, or legislative matters;

**Aeronautical Information Publication:** means an aeronautical information publication of a lasting character essential to air navigation, issued by the Authority;

**Aircraft Accident:** An Aircraft Accident, which has occurred on or in the vicinity of the aerodrome.

**Air traffic service:** A flight information service, alerting service, air traffic advisory service, or air traffic control service;

**Air traffic service unit:** is a generic term meaning variously, air traffic control unit, and flight information center or air traffic;

**Aircraft Classification Number:** means a number expressing the relative effect of an aircraft on a pavement for a specified standard sub grade category;

**Aircraft stand:** means a designated area on an apron intended to be used for parking an aircraft;

**Amendment:** means a significant change in the method of compliance to the Civil Aviation Regulations by an aerodrome operator.

**Apron:** means a defined area, on an aerodrome, intended to accommodate aircraft for purposes of loading or unloading of passengers, mail or cargo, fueling, parking or maintenance;

**Apron management service:** means a service provided to regulate the activities and the movement of aircraft and vehicles on an apron;

**Authority:** means the Civil Aviation Authority established by section 3 of the Act;

**Authorized person:** means any person authorized by the Authority either generally or in relation to a particular case or class of cases and reference to an authorized person includes references to the holder for the time being of an office designated by the Authority;

**Certificate** means the certificate to operate an aerodrome issued by the Authority under Part II of the Civil Aviation (Certification, Licensing and Registration of Aerodrome) Regulations 2018;

**Clearway** means a defined rectangular area under the control of the appropriate authority selected or prepared as a suitable area over which an aircraft may make a portion of its initial climb to a specified height;

**Critical aircraft:** means the most demanding aircraft with regard to the aircraft performance and dimensions for a range of aircraft, for which the aerodrome facilities is intended.

**Declared distance:** means –

- (a) accelerate-stop distance available -which is the length of the take-off run available plus the length of the stop-way, if provided;
- (b) Landing distance available- which is the length of the runway, which is declared available and suitable for the ground run of an aircraft landing;
- (c) Take-off distance available -which is the length of the take-off run available plus the length of the clearway, if provided; or



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(d) take-off-run available: which is the length of runway declared available and suitable for the ground run of an aircraft taking off;

**Geoid** means the equipotential surface in the gravity field of the earth which coincides with the undisturbed Mean Sea Level extended continuously through the continents;

**Hazard beacon:** means an aeronautical beacon used to designate a danger to air navigation;

**Holding bay** means a defined area where aircraft can be held, or bypassed, to facilitate efficient surface movement of aircraft;

**Human factor principles:** means principles which apply to aeronautical design, certification, training, operations and maintenance and which seek safe interface between the human and other system components by proper consideration to human performance;

**Human performance:** means human capabilities and limitations, which have an impact on the safety and efficiency of aeronautical operations;

**Identification beacon:** means an aeronautical beacon emitting a coded signal by means of which a particular point of reference can be identified;

**Incident:** means an occurrence other than an accident associated with the operation of an aircraft, which affect or may affect the safety of operation of aircraft;

**Instrument runway:** means any of the following types of runways intended for the operation of aircraft using instrument approach procedures -

(a) “non- precision approach runway” which means 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”, which means an instrument runway served by instrument landing system and microwave landing system and visual aids intended for operation with a decision height not lower than 60m (200 ft) and either a visibility not less than 800 m or a runway visual range not less than 550m;

(c) “precision approach runway, category II”, which means an instrument runway served by Instrument Landing System and Microwave Landing System and visual aids intended for operation with a decision height lower than 60m (200 ft) but not lower than 30 m (100 ft) and a runway visual range not less than 350 m;

**Intermediate holding position:** means a designated position intended for traffic control at which taxiing aircraft and vehicles stop and hold until they are cleared to proceed, when so instructed by the aerodrome control tower;

**Landing area:** means that part of a movement area intended for the landing or take-off of aircraft;

**License:** means a license to operate an aerodrome issued by the Authority under Part III of the Civil Aviation (Certification, licensing, and Registration of Aerodromes) Regulations 2018;

**Lighting system reliability:** means the probability that the complete installation operates within the specified tolerances and that the system is operationally usable;

**Maneuvering area:** means that part of an aerodrome to be used for the take-off, landing and taxiing of aircraft, excluding aprons;

**Manual of Aerodrome Standards:** means a manual developed by the Authority on aerodrome standards. ;



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**Marker:** means an object displayed above ground level in order to indicate an obstacle or delineate a boundary;

**Marking:** means a symbol or group of symbols displayed on the surface of the movement area in order to convey aeronautical information;

**Minister:** means the Minister for the time being responsible for civil aviation;

**Movement area:** means that part of the aerodrome to be used for take-off, landing and taxiing of aircraft, consisting of the maneuvering area and apron;

**Notify:** means shown in Aeronautical Information Publications, Aeronautical Information Circulars, NOTAM, civil aviation publications or any other official publication issued for the purpose of enabling any of the provisions of these Regulations to be complied with;

**Non-instrument runway:** means a runway intended for the operation of aircraft using visual approach procedures;

**Obstacle:** means a fixed (whether temporary or permanent) or mobile object, or part of an object, located on an area intended for the surface movement of aircraft or that extend above a defined surface intended to protect aircraft in flight;

**Obstacle free zone:** means the airspace above the inner approach surface, inner transitional surfaces, the balked landing surface and that portion of the strip bounded by these surfaces, which is not penetrated by any fixed obstacle other than a low-mass and frangible mounted one required for air navigation purposes;

**Obstacle limitation surfaces:** means a series of surfaces that define the volume of airspace at and around an aerodrome to be kept free of obstacles in order to permit the intended aircraft operations to be conducted safely and to prevent the aerodrome from becoming unusable by the growth of obstacles around the aerodrome;

**Operator:** means a person operating an aerodrome licensed or certificated under these Regulations;

**Pavement Classification Number:** means a number expressing the bearing strength of a pavement for unrestricted operations;

**Prescribed:** means prescribed by the Authority in the Civil Aviation (Aerodrome) Regulations and Manual of Aerodrome Standards;

**Primary runway:** means a runway used in preference to others whenever conditions permit;

**Recommended practice:** means any specification for the physical characteristics configuration, material, performance or procedure, the uniform application of which is recognized as desirable in the interest of safety, regularity, or efficiency of international air navigation;

**Relevant authority:** means any authority other than the Civil Aviation Authority whose action may be necessary or complimentary for the implementation of these Regulations;

**Revision:** means any updating of information in the aerodrome Manual to maintain currency which is not a change in method of compliance and does not require approval by Authority.

**Road:** means an established surface route on the movement area meant for the exclusive use of vehicles;

**Road holding position:** means a designated position at which vehicles may be required to hold;

**Runway:** means a defined rectangular area on a land aerodrome prepared for the landing and take-off of aircraft;





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**Runway end safety area:** means an area symmetrical about the extended runway centerline and adjacent to the end of the strip primarily intended to reduce the risk of damage to an aircraft undershooting or overrunning the runway;

**Runway-holding position:** means a designated position intended to protect a runway, an obstacle limitation surface, or an Instrument Landing System/Microwave Landing System critical or sensitive area at which taxiing aircraft and vehicles shall stop and hold, unless otherwise authorized by the aerodrome control tower;

**Runway strip:** means 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:** means the range over which a pilot of an aircraft on the Centre line of a runway can see the runway surface markings or the lights delineating the runway or identifying its Centre line;

**Safety:** means a state in which the risk of harm to persons or of property damage is reduced to, and maintained at or below unacceptable level through a continuing process or hazard identification and risk management;

**Safety management system:** means a system for the management of safety at an aerodrome, including the organizational structure, responsibilities, procedures, processes and provisions for the implementation of aerodrome safety policies by an operator, which provides for the control of safety at an aerodrome and its safe use;

**Shoulder:** means an area adjacent to the edge of a pavement, prepared to provide a transition between the pavement and the adjacent surface;

**Standard:** means any specification for physical characteristics, configuration, material, performance, personnel or procedure, the uniform application of which is recognized as necessary for the safety of air navigation;

**Stop-way:** means a defined rectangular area on the ground at the end of the 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:** means 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, including –

- (a) an aircraft stand taxi lane which is a portion of an apron designated as a taxiway and intended to provide access to aircraft stands only;
- (b) an apron taxiway which is a portion of a taxiway system located on an apron and intended to provide a through taxi route across the apron;
- (c) rapid exit taxiway which is a taxiway connected to a runway at an acute angle and designed to allow landing aircrafts to turn off at higher speeds than are achieved on other exit taxiways thereby minimizing runway occupancy times;

**Taxiway strip:** means an area including a taxiway intended to protect aircraft operating on a taxiway and to reduce the risk of damage to an aircraft accidentally running off the taxiway;

**Threshold:** means the beginning of that portion of the runway usable for landing;



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**Touchdown zone:** means the portion of a runway beyond the threshold, intended for landing aircraft on first contact with the runway;

**Unserviceable area:** means a part of the movement area that is unfit and unavailable for use by aircraft;

**Vicinity:** means a defined airspace around an aerodrome for control of obstacles that may infringe the obstacle limitation surfaces around the aerodrome, contained within a radius of twelve and half kilometers from the aerodrome reference point and at a height of one thousand five hundred feet above ground level;

**Visual traffic pattern:** means the aerodrome traffic zone of the aerodrome;

**Wildlife:** means feral birds and animals, including domestic animals out of the control of their owners;

**Wildlife hazard** means a potential for a damaging aircraft collision with wildlife on or near an aerodrome.

### 1.3 PURPOSE AND SCOPE OF AERODROME MANUAL

This manual provides direction and lines of responsibility in the day-to-day operation of the Orly Airpark Aerodrome. It details operating procedures to be followed for both routine matters and unusual circumstances such as construction or emergencies that may arise.

The contents of this manual comply with the Civil Aviation (Certification, Licensing and Registration of Aerodromes) Regulations, as amended.

This manual serves as the basic reference between Orly Airpark Aerodrome and the Authority on the aerodrome licensing standards to be maintained and any current exemptions granted in accordance with the Civil Aviation (Certification, Licensing and Registration of Aerodromes) Regulations, as amended.

### 1.4 THE LEGAL REQUIREMENT FOR AN AERODROME LICENSE

The Orly Airpark Aerodrome Manual has been prepared to facilitate the acquisition of an aerodrome license in accordance with the requirements of the Civil Aviation (Certification, Licensing and Registration of Aerodromes) Regulations, as amended.

### 1.5 CONDITIONS FOR USE OF THE AERODROME

The Orly Airpark aerodrome shall at all times during the day, when it is available for the take-off and landing of aircraft, be so available to all persons on equal terms and conditions. However, prior arrangements must be made with the aerodrome operator by those who intend to use the aerodrome except in the event of an emergency where saving of life takes precedence over these procedures in the interest of State Safety and Security.



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### 1.6 PROCEDURES FOR NOTIFICATION OF AERONAUTICAL INFORMATION

The Aerodrome Manager or his delegate shall notify any changes in the Aerodrome information of Orly Airpark aerodrome immediately upon occurrence, in writing to the Director General.

The Aerodrome manager or his representative shall be responsible for requesting NOTAMs.

Outside normal working hours, Email and telephone will be used for notification and request of NOTAM in the event of any condition which is of Operational Significance as required.

Persons responsible for notifying any changes are:

**Aerodrome Manager:**

Mobile: +254 711 717 003 or 0733 675 875 Email: [manager@orly-airpark.com](mailto:manager@orly-airpark.com)

Any changes, incidents or accidents are to be reported by the above

to:

Director Aviation Safety, Security and Regulations  
Kenya Civil Aviation Authority  
Aviation House, JKIA  
P.O. Box 30163-00100 Nairobi  
Tel +254 20 6827470-5 +254728606510  
Email: [info@kcaa.or.ke](mailto:info@kcaa.or.ke)

Manager ANS Aerodromes and Meteorology Legislation and Enforcement

Kenya Civil Aviation Authority  
P.O. Box 30163-00100 Nairobi  
Tel +254 020 6827470-5,  
Mobile: 0728 606586 Ext 2221  
Email: [gops@kcaa.or.ke](mailto:gops@kcaa.or.ke)

Manager AIS  
Kenya Civil Aviation Authority  
Email: [ais@kcaa.or.ke](mailto:ais@kcaa.or.ke)

The Aerodrome Manager is responsible for completing and correcting promulgation of data to AIS Section of the Kenya Civil Aviation Authority in accordance with procedures described in this Manual.



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## 1.7 THE SYSTEM FOR RECORDING AIRCRAFT MOVEMENTS

All aircraft movements at Orly Airpark Limited are recorded in an aircraft movement book by Operation Manager. It is mandatory for all users to sign the movement record book after arrival and prior to departure. A program is being implemented where all movements are transferred to a computer EXCEL spreadsheet, for easy recording of movements, using the following format:

### 1.7.1 Aircraft Inbound Movements

Date	Aircraft Reg.	Landing time	Operator name	Aircraft Type	Remarks	Departure aerodrome	Destination	Name of PIC	Name of passengers / Nature of Cargo	PIC Signature

### 1.7.2 Outbound Aircraft Movements

Date	Aircraft Reg.	Take Off time	Operator name	Aircraft Type	Remarks	Destination	Name of PIC	Name of passengers / Nature of Cargo	PIC Signature

## 1.8 OBLIGATIONS OF THE AERODROME OPERATOR

The Orly airpark aerodrome shall discharge its obligations in accordance with Part V of the Civil Aviation (Aerodromes) Regulations, as amended. Orly Airpark Limited is responsible for keeping the facility in good operating condition and the company shall endeavor to maintain the aerodrome to the highest standards and provide facilities for crew and passengers, such as toilets, showers, fuel, parking of aircraft and vehicles, a windsock, and aeronautical/weather information. Rules and Regulations for the disciplined behavior of users and staff of Orly Airpark Limited are contained in this Manual.

Orly Airpark shall operate the aerodrome to the highest standards of security and safety and the company has implemented comprehensive programs in that respect.

Orly Airpark Limited shall inform pilots of any proposed maintenance and repair programs of runways,



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via the KCAA NOTAM system. Runways can be closed temporarily from use via the ICAO symbol “X” placed conspicuously at the thresholds of the runways in question. Runways marked with an “X” are not to be used under any circumstances.

Orly Airpark Limited carries Third Party Liability Insurance and Workmen’s Injury Benefit Insurance. However, Orly Airpark does not accept legal liability for incidents and accidents involving aircraft landings, taxiing and departures. By virtue of using Orly Airpark Limited facilities, all pilots and passengers agree to absolve the Company from liability for aviation-related incidents.

The authority to issue and amend this Manual lies with the Aerodrome Manager when instructed by the Company Chairman. The amendments shall be sent to KCAA for approval. KCAA is the sole authority regulating Kenyan aviation, and Orly Airpark Aerodrome is operated in accordance with the Civil Aviation regulations of Kenya.

## **1.9 USE OF COMMON REFERENCE SYSTEMS**

- (1) The World Geodetic System – 1984 (WGS-84) is used as the horizontal reference system to express aeronautical geographical coordinates for aerodromes.
- (2) The Mean Sea Level datum is used as the vertical reference system (elevation) at aerodromes.
- (3) The Gregorian calendar and Coordinated Universal Time is used as the temporal reference system.

## **1.10 AERODROME MANUAL AMENDMENTS**

The Orly Airpark aerodrome shall maintain the accuracy of the information in this Aerodrome Manual as follows:

- (1) The Aerodrome Manager is responsible for ensuring the currency and accuracy of this Manual;
- (2) At least one complete and current copy of the approved Aerodrome Manual shall be maintained on the Aerodrome and will be available for inspection by the Inspectors of the Authority.
- (3) This Aerodrome manual shall, following acceptance by the Authority, be distributed to all relevant persons as specified in the Distribution list.
- (4) The Orly Airpark shall provide the Authority with a complete copy of the current Aerodrome Manual including any approved amendments.
- (5) This document shall be reviewed after every two years.



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## **1.11 PROCEDURE FOR AMENDMENT OF THE AERODROME MANUAL**

The following procedure shall be followed in amending the aerodrome manual in order to maintain its currency and accuracy of the aerodrome manual.

- (1) The Aerodrome Manager Orly Airpark Aerodrome is responsible for the development, processing, issuance and control of amendments to this aerodrome manual. All copies of the aerodrome manual are numbered and issued in accordance with the distribution list. Individual holders of a copy of aerodrome manual indicated on the distribution list are responsible for insertion of all amendments.
- (2) Two copies of the amendments will be submitted to the Authority on the following address:  
**Kenya Civil Aviation Authority,  
Aviation House, JKIA,  
P.O. Box 30163 -00100, Nairobi  
Email: [info@kcaa.or.ke](mailto:info@kcaa.or.ke)**
- (3) Proposed amendments to the Aerodrome Manual will be submitted to the Authority at least 30 days prior to the effective date.
- (4) Upon approval by the Authority, copies of the approved amendment will be made and distributed to the holders of the Aerodrome Manual on the Distribution List.
- (5) The Aerodrome Manual Records of Amendment Page will be updated and a copy of which shall be submitted with the amendment to the Authority;
- (6) Each amended page of the Manual shall have the date of the amendment endorsed on it and the original approval date of the Aerodrome Manual. The following table formats may be adopted.

## **1.12 CURRENT EXEMPTIONS IN FORCE**

There are currently **NO** exemptions granted to Orly Airpark aerodrome by the Authority.

## **1.13 DEVIATIONS FROM THE AERODROME MANUAL**

Where an emergency condition requires immediate action for the protection of life or property, such that Orly Airpark Aerodrome deviate from an operational requirement of this manual to the extent required to meet that emergency; a written report of the deviation shall be made to the Authority not later than 14 days from the date of the deviation. The Aerodrome Manager shall be notified and authorize all the intended deviation where appropriate, attainable, and realistic dependent on the type of emergency condition and timelines required to handle the emergency. It must however be noted that not all deviations to cater for emergencies may realistically be authorized but such must be notified to the aerodrome manager in the shortest time possible after cessation of the emergency.

## **1.14 LIST OF STAKEHOLDERS**

The approved copy of the Aerodrome Manual is maintained in the Aerodrome Manager's office at the Airstrip in compliance with the Civil Aviation (Certification, Licensing &



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Registration of Aerodromes) Regulations, as amended.

Copies of the Aerodrome Manual, including all revisions and amendments, and other related documents shall be distributed to the following:

1. The Kenya Civil Aviation Authority as per the distribution list
2. All Shareholders of Orly Airpark Limited on Website [www.orly-airpark.com](http://www.orly-airpark.com)
3. All operators of Orly Airpark Limited on Website [www.orly-airpark.com](http://www.orly-airpark.com)
4. Orly Airpark Limited – Aerodrome Lounge and Briefing Room as per the distribution list



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# ORLY AIRPARK – HKIK AERODROME MANUAL

## PART 2: PARTICULARS OF THE AERODROME SITE

### 2.1 GENERAL INFORMATION

The aerodrome is operated by Orly Airpark Ltd, a limited company. Orly Airpark Limited operates the aerodrome as a Category (C) Aerodrome with the LET 410 UVP-E20 designated as the critical aircraft. ~~(5700 kg Certified MTOW).~~

- 2.1.1 The aerodrome location chart showing the location of the aerodrome is attached as Appendix A to this Manual.
- 2.1.2 A plan/ chart of the aerodrome showing the main aerodrome facilities for operation of the aerodrome including the location of each wind direction indicator is attached as Appendix B to this Manual.
- 2.1.3 A plan/ chart of the aerodrome showing the aerodrome boundaries is attached as Appendix C to this Manual.
- 2.1.4 A plan/ chart/ showing the distance of the aerodrome from the nearest town is attached as Appendix A.



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# ORLY AIRPARK - HKIK AERODROME MANUAL

## PART 3: PARTICULARS OF THE AERODROME REQUIRED TO BE REPORTED TO THE AERONAUTICAL INFORMATION SERVICE (AIS)

### 3.1 GENERAL INFORMATION.

- a) *Aerodrome Name: ORLY AIRPARK*
- b) *ICAO designator: HKIK*
- c) *IATA designator: TBA*
- d) *Location: 1.5 NM south-east of the Village of Olloolotikoshi, Kajiado County, east of the Kiserian-Isinya "Pipeline Road".*
- e) *Geographical coordinates of the aerodrome reference point (ARP) of Runway 10: 01.580160, 036.808294.*
- f) *Aerodrome elevation at standard pressure (1013.2hPa):*
  - *Threshold Runway 10: 5576 feet MSL*
  - *Threshold Runway 28: 5559 feet MSL*
  - *Threshold Runway 07: 5583 feet MSL*
  - *Threshold Runway 25: 5581 feet MSL*
  - *Turning Point on Runway 10: 5562 Feet MSL*
- g) *Runway orientation: 10/28 and 07/25*
- h) *Aerodrome reference temperature (ART): 23°C*
- i) *Aerodrome Beacon: Nil*
- j) *Aerodrome Operator: Orly Airpark Limited, P.O. Box 40813, 00100 - Nairobi, Kenya. Orly Airpark Limited is located approximately 15 NM south of Wilson Airport (Bearing 180°), in Kajiado County. Telephone: 0711 717 003 or 0733 675815 – e-mail: [manager@orly-airpark.com](mailto:manager@orly-airpark.com) and Website: [www.orly-airpark.com](http://www.orly-airpark.com)*
- k) *The Orly Airpark (herein referred to as "the Aerodrome") is located approximately 15 NM south of Wilson Airport in the Kitengela Plains, near the village of Olloolotikosh, Kajiado County, Kenya. It is 1.5 NM outside the Nairobi Control Zone.*

### 3.2 AERODROME DIMENSIONS AND RELATED INFORMATION.

#### 3.2.1 Runway 10:

- **True Bearing:** 102.64°
- **Designation Number:** 10
- **Length:** 1100 meters
- **Width:** 18 meters
- **Displaced threshold:** none
- **Slope:** -1.3% to half-way point, then + 1.2% to end.
- **Surface Type:** Interlocking Cabro Bricks: 607 meters, Murram: 493 meters.



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- **Visual Approach Runway only**
- **Obstacle Free Zone Width;** South side: 40 Meters, North Side: 40 Meters, End of Runway: 113 Meters.
- **Obstacle Free Zone Strip Length:** 1220 Meters
- **Obstacle Free Zone Strip Materials:** Compacted and graded soil.
- **Obstacle Free Zone – Runway End Safety Area:** 250 meters (Frangible Fence)
- **Stop Way at End of Runway:** 122 Meters

### 3.2.2 Runway 28:

- **True Bearing:** 282.64
- **Designation Number:** 28,
- **Length:** 1100 meters
- **Width:** 18 meters
- **Displaced threshold:** 122 meters
- **Slope:** -1.2% to half-way point then + 1.3% to end
- **Surface Type:** Murram: 493 meters, Interlocking Cabro Bricks: 607 meters
- **Visual Approach Runway only**
- **Obstacle Free Zone Width;** South side: 40 Meters, North Side: 40 Meters, End of Runway: 300 Meters.
- **Obstacle Free Zone Strip Length:** 1220 Meters
- **Obstacle Free Zone Strip Materials:** Compacted and graded soil.
- **Obstacle Free Zone – Runway End Safety Area:** 200 meters
- **Stop Way at End of Runway:** 200 Meters

### 3.2.3 Runway 07:

- **True Bearing:** 68.75
- **Designation Number:** 07
- **Length:** 700 meters
- **Width:** 18 meters
- **Displaced threshold:** none
- **Slope:** - 0.1%
- **Surface Type:** Grass - 700 meters
- **Visual Approach Runway only**
- **Obstacle Free Zone Width;** West side: 40 Meters, East Side: 40 Meters, End of Runway: 113 Meters.
- **Obstacle Free Zone Strip Length:** 820 Meters
- **Obstacle Free Zone Strip Materials:** Compacted and graded soil.
- **Obstacle Free Zone – Runway End Safety Area:** Unlimited (Frangible Fence)



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- **Stop Way at End of Runway:** 100 Meters

## 3.2.4 Runway 25:

- **True Bearing:** 248.75
- **Designation Number:** 25
- **Length:** 700 meters
- **Width:** 18 meters
- **Displaced threshold:** 100 Meters
- **Slope:** +0.1 %
- **Surface Type:** Grass
- **Visual Approach Runway only**
- **Obstacle Free Zone Width;** East Side: 40 Meters, West Side: 40 Meters, End of Runway: 80 Meters.
- **Obstacle Free Zone Strip Length:** 820 Meters
- **Obstacle Free Zone Strip Materials:** Compacted and graded soil.
- **Obstacle Free Zone – Runway End Safety Area:** 80 meters
- **Stop Way at End of Runway:** 30 Meters

## 3.2.5 Taxiways

- **Taxiway A (Alpha): Length:** 101.34 Meters, Width: 25 Meters, Surface Type: Interlocking Bricks.
- **Taxiway B (Bravo): Length:** 175 Meters, Width: 6 Meters, Surface Type: Interlocking Bricks.
- **Taxiway C (Charlie): Length:** 20 Meters, Width: 10 Meters, Surface Type: Interlocking Bricks.
- **Taxiway D (Delta): Length:** 250 Meters, Width: 23 Meters, Surface Type: Interlocking Bricks.

## 3.2.6 Aprons

- **Apron 1: South of Threshold of Runway 10:** Surface – Bamburi blox, Area: 3150 square meters.
- **Apron 2:** Surface – Grass, Area: 5440 square meters (32 x 179 meters) on south side of Runway 10/28.
- **Apron 3:** Apron/Turning Loop located 564 meters from Threshold of Runway 10 and 556 meters from Threshold Runway 28 on south side. Dimensions: 38 x 21 Meters.
- **Apron 4:** At end of Runway 10 on south side – Surface – Murram, Area: 1122 square meters (51x22 meters)



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## 3.2.7 Runway Geographical Co-ordinates (WGS 84):

- **Runway 10:** -1.580160      36.808294.
- **Runway 28:** -1.582188      36.817452
- **Runway 07:** -1.580708      36.807205
- **Runway 25:** -1.578614      36.812982

## 3.2.8 Obstacles

- **Fence near End of Runway 10:** Position -1.582445 36.818532, Height: 2.5 meters above ground.
- **Fence near end of Runway 07:** Position -1.577955 36.813503, Height: 2.5 meters above ground.
- **KSF Hangar: 24.2m** from Runway 07 edge 56m in from Threshold on Right hand side. Though it is 33m from Runway 07 Centre Line.
- **No other obstacles identified in circuit area or aerodrome vicinity.**

## 3.2.9 Runway Physical Characteristics

RWY NO.	STRENGTH	SURFACE TYPE	SLOPE	STRIP LENGTH	STRIP WIDTH
10	LET410-UDP E20 6600 KGS	Cabro/Murram	-1.3%	1220m	80m
28	LET410-UDP E20 6600 KGS	Murram/Cabro	-1.2%	1220m	80m
07	LET410-UDP E20 6600 KGS	Grass	-0.1%	820m	60m
25	LET410-UDP E20 6600 KGS	Grass	+0.1%	820m	60m

## 3.2.10 Declared Distances

RWY	TORA (m)	TODA (m)	ASDA (m)	LDA (m)
10	1100	1100	1100	1100
28	1100	1100	1100	1100
07	700	700	700	700
25	700	700	700	700



### 3.3 DISABLED AIRCRAFT REMOVAL PLAN

This plan is geared to provide an efficient coordinated response to a quick and safe removal of an aircraft that is disabled on the runway or the runway strip and which may consequently affect aircraft operation at the aerodrome.

The Aerodrome manager has the overall responsibility for the disabled aircraft removal plan at the airstrip as commercial operations are not envisaged at the aerodrome. Following an accident or serious incident, which leads to a disabled aircraft, the Aerodrome Manager shall assess the situation and do the following

- i) Contact the Director of Accident and Incident Investigation at the Ministry of Transport for consultations and way forward describing the nature of the accident or serious incidence. This is to facilitate clearance for removal after assessment by the above or his/her representative.
- ii) Following clearance by the Director of Accidents and Incident Investigation, the Airstrip Manager shall remove the disabled aircraft from the runway. The owner of the aircraft is expected to make arrangements to remove the aircraft from the runway. However, the aerodrome operator has tractors that can assist in towing the aircraft where necessary.
- iii) The aerodrome Attendant will ensure that area is cleaned, and the aerodrome brought to operation soonest possible
- iv) The following personnel shall be contacted within and outside working hours for coordination of emergencies and disabled aircraft removal.

**Aerodrome Manager:**

Mobile: +254 711 717 003 or +254 733 675 815

Email: [manager@orly-airpark.com](mailto:manager@orly-airpark.com)

### 3.4 RESCUE AND FIRE FIGHTING

The aerodrome operator has provided fire extinguishers and water for any firefighting requirements. Orly Airpark Manager has provided fire extinguishers at the Office in the vicinity of the aerodrome which will be deployed during landings and take offs for safety precautions.

Additionally, there is readily available borehole water which may be used to deal with non-aviation fuel fires.



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## PART 4: PARTICULARS OF THE AERODROME OPERATING PROCEDURES

### 4.1 AERODROME REPORTING

- (a) A copy of the Aerodrome Condition Inspection Report form is attached as Appendix 6 of this Manual.
- (b) The Aerodrome Condition Inspection Report will be made to the AIS through:
  - Kenya Civil Aviation Authority
  - Aeronautical Information Services
  - P.O. Box 30163-00100
  - Nairobi, Kenya
  - Email: [ais@kcaa.or.ke](mailto:ais@kcaa.or.ke)
- (c) The Aerodrome Condition Inspection Report will be made by;
  - 1. Aerodrome Manager:
    - Mobile: +254 711 717 003 or +254 733 675 815
    - Email: [manager@orly-airpark.com](mailto:manager@orly-airpark.com)
  - 2. Operations manager:
    - Mobile: +254722 615 324
- (d) Procedure to be used for requesting NOTAM action

The aerodrome manager or his representative shall initiate a message to issue a NOTAM. The Aerodrome manager is responsible for determining need for issuance of NOTAM regarding any restriction in operations or closure of the aerodrome.

### 4.2 CONDITIONS REQUIRING A SURFACE CONDITION REPORT

The following Aerodrome conditions that may affect the safe operation of aircraft shall be reported:

- (i) Construction or maintenance activity on movement areas, safety areas, or apron, ramps and parking areas;
  - (ii) Surface irregularities on movement areas, safety areas, aprons or ramps and parking areas;
  - (iii) water on movement areas aprons or ramps and parking areas;
  - (iv) Object on the movement area or safety areas contrary to Regulation;
- Unresolved wildlife hazards in accordance with the Civil Aviation (Aerodromes) Regulations, as amended;
- (v) Non-availability of any required rescue and firefighting capability required in the

Civil Aviation (Aerodromes) Regulations, as amended;

- (vi) Any other conditions that may otherwise adversely affect the safe operation of aircraft.

### **Retention of Records**

Orly Airpark Aerodrome shall retain the records of Aerodrome condition information for atleast 12 consecutive calendar months.

### **Handling of Reports of Long Term or Permanent Changes to AIP Data**

Reports, information, or decisions to make permanent or long-term changes to the data in the AIP will be as a result of:

- (i) Continuation of a status that had been expected to be temporary but had instead lived on for a longer time e.g., displacement of runway threshold.
- (ii) Introduction of a new facility, service procedure or limitation e.g., an instrument landing procedure, obstructions, revision of landing charges etc.
- (iii) Planned withdrawal or major change of existing service or facility e.g., upgrading of the unpaved movement surfaces to tarmac

**The Aerodrome Manager** shall determine and assess in advance the changes before they are being submitted.

Requests to AIS to make amendments to the AIP or issuance of AIP supplements will be sent to the AIS by the aerodrome operator through Aerodrome Managers office by E- mail.

## **4.3 ACCESS TO AERODROME MOVEMENT AREA**

Orly Airpark is aware of its responsibility to control unauthorized access to aircraft movement areas and to maintain the highest standards of aviation security. Unauthorized use of aircraft for illegal purposes shall be prevented at all costs. In this context, Orly Airpark has developed many measures to minimize any security risks.

- a) Access control and a strong security guard presence, plus an Aerodrome Pass system are in place. Also, Orly Aerodrome is protected by a 5.4 kilometre surrounding electric fence. A system of patrolling, and good communication between guards and other staff is in place.
- b) Orly Airpark Limited shall maintain an active security system and control all access to Aerodrome Movement Areas, to prevent unauthorized access to aircraft and other facilities..
  - 1) Only Orly Airpark Members, pilots and staff shall be permitted to access active aerodrome movement areas such as aprons, taxiways and runways. They must be in possession of identification or a valid Pilot's Licence. All Staff and Visitors must display a Pass, issued by Orly Airpark, conspicuously
  - 2) All staff shall wear a high visibility vest whilst in an aerodrome movement area, especially when working at or near a runway.



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- 3) No staff, members and visitors shall enter, or drive on, a runway except the vehicle conducting the daily runway inspections.
- 4) If maintenance work is to be carried out on a runway, staff must be attentive and give way to any landing or departing aircraft. Traffic shall be advised if personnel are working on a runway.
- 5) The personnel responsible for monitoring security and safety at Orly Airpark shall advise the Aerodrome Manager immediately by radio or telephone of any suspicious activity or movement on the aprons and runways.
- 6) No person shall interfere or tamper with any aircraft or put in motion the engine of such aircraft, or use any aircraft, aircraft parts, instruments or tools without permission of the owner or by specific direction of the Chairman.
- 7) Access to Orly Airpark is restricted to Employees, Shareholders, Members, Guests and traders conducting legitimate business. The gates of Orly Airpark shall remain closed and locked at all times.
- 8) The 5.4 km long electric fence around the Aerodrome shall be 'alive' and energized at all times, except during maintenance. Any damage to the perimeter fence shall be reported to the Manager immediately and repaired as soon as possible.
- 9) Watchmen and maintenance staff shall patrol the Aerodrome and report any unusual occurrences and observations immediately to the Aerodrome Manager who will inform the Chairman or Vice-Chairman, as well as the Kenya Police immediately by telephone, as may be warranted.
- 10) In the event of a theft, burglary or other crime, all gates shall immediately be locked and no persons (except Orly Board Members and the Kenya Police or official Government authorities), shall be permitted to exit or enter the Aerodrome until further notice.
- 11) Any suspicious persons or intruders and anyone observed tampering with aircraft or other property, or loitering around on any private property (cottages, hangars, aircraft) in a suspicious manner, shall be confronted and reported to the Aerodrome Manager and the Chairman or any Board member immediately. If warranted, they will inform the Kenya Police and the National Aviation Security Committee of the Government of Kenya.
- 12) All Shareholders, Pilots and users of Orly Airpark are to assist in an "Aerodrome Watch" programme in which any unusual occurrences and suspicious persons are immediately confronted and questioned as to their reasons for being present on Orly Airpark property. If no satisfactory explanation and identification can be shown, they are to be reported to the authorities.
- 13) All unusual events, entry and exit of persons and vehicles through the Orly gate, and any landings and departures by any aircraft are to be recorded in the "Occurrence Book" by the guards on duty.
- 14) No Shareholder or Member or any person shall undertake any illegal flights or acts with an aircraft at Orly Airpark, including picking up or discharging illegal passengers or goods.
- 15) No shareholder or member or lessee shall pick up or drop off any passengers at Orly Airpark who are not personally known to him. He/she shall be responsible for the actions of his passengers whilst on Orly Airpark property.

Security Guard Duties: Ten Security Guards are permanently employed at Orly. At least two security



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guards are on duty during day-time hours and four are on duty during night-time hours. Security guards are on duty at the western access gate to Orly. Security guards record all incoming and departing persons and vehicles. Those without good reason to enter Orly are not permitted to enter and will be requested to seek an appointment. The gate is manned 24 hours a day. A Security Pass system is in place. All visitors, who have been vetted, shall surrender an identity card or drivers licence with a photograph to the Security guard and shall be issued with a “Visitor Pass” that shall be conspicuously displayed. Their names and details are recorded in a Visitor Book

### **4.4 RESCUE AND FIRE FIGHTING SERVICES (RFFS)**

Aerodrome employees will be trained on the use of fire extinguishers to deal with any possible fires on the Aerodrome. In addition, a qualified personnel shall train aerodrome employees on first aid and basic fire-fighting awareness training to enhance effectiveness. The Orly Airpark Aerodrome Manager or his representative shall from time to time appoint a person to deal and update their names, roles, and contacts in the manual in the event of changes.

The aerodrome operator has deployed a number of different types of fire extinguishers at the nearby campsite and the wildlife training school to assist in firefighting.

Aerodrome Operator shall liaise with Kajiado County Fire Brigade in the event of fires that cannot be handled by the aerodrome employees.



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### 4.5 MAINTENANCE OF THE MOVEMENT AREA

#### 4.5.1 Procedure for maintenance of movement area

Orly Airpark shall adopt the following procedure for the maintenance of the aerodrome facilities as follows:-

- (a) arrangements for maintaining runway, taxiway and apron as applicable;  
The aerodrome attendant shall regularly check the condition of the paved runway and the associated strip to ensure
  - i) They are free of any irregular surface of depressions, which would pose risk to aircraft operations.
  - ii) Shall check any failures developing on the runway, taxiways and apron and record the same on the inspection checklist for follow-up. Any failures shall be addressed promptly to prevent further deterioration.
  - iii) Runway markers shall be maintained at all times to ensure conspicuity.
  - iv) Any non-compliance shall be reported to the aerodrome manager for follow-up and corrective measures taken.
- (b) arrangements for maintaining the runway and taxiway strips;
  - i) Unpaved areas shall be kept free of obstacles at all times with regular inspections to ensure compliance.
  - ii) The vegetation on the movement areas shall be controlled to prevent bird and wildlife activities.
- (c) Arrangements for the maintenance of aerodrome drainage.
  - i) The Aerodrome Operator shall ensure the correct slopes to improve drainage on the aerodrome.
  - ii) Drainage systems, like culverts and concrete drainage ditches are in place to deal with storm sewage. Excess water is diverted into the river valley below Orly Airpark
  - iii) Any erosion on the runway shall be repaired promptly to enhance safety.
- (d) arrangements for carrying out inspections of the aerodrome and the checklist for such inspections;
  - i) The aerodrome attendant or his representative shall carry out aerodrome inspection on daily basis. In addition, an inspection shall be carried out before any landing if the condition of the runway is not assured and any other time following an unusual occurrence.
  - ii) The observations shall be recorded on a checklist detailing the condition of the runway, taxiways, apron, and associated strips. In addition, the condition of the wind direction indicators and obstacles shall be recorded.



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- (e) arrangements for recording the result of inspections and for taking follow-up action to correct deficiencies;
  - i) The observed deficiencies shall be summarized, and a report shall be made to the aerodrome manager for follow-up and correcting of deficiencies.
- (f) arrangements for carrying out routine maintenance and emergency maintenance;
  - i) Aerodrome employees will carry out maintenance of movement areas and drainage where extensive works are not required. These includes grass cutting and clearing of drainage.
  - ii) For regular maintenance requiring skilled work force and emergency maintenance, the aerodrome operator shall engage services of a contractor who may be pre-qualified to facilitate urgent response.

### **4.5.2 Wind Direction Indicator:**

- (1) The Aerodrome shall provide and maintain at least one wind direction indicator (windsock) which is visible to an aircraft in-flight or on the movement area and in a manner that is free from the effects of air disturbances that may be caused by nearby objects. The Wind Direction Indicator (Wind Sock) of Orly Aerodrome is located near the intersection of the two runways, on the north-western side. This is shown in Appendices B and C.
- (2) The characteristics of the wind direction indicator (windsock), the method and procedures for installation and maintenance are in accordance with the specification prescribed in the Kenya Civil Aviation (Aerodromes) Regulations, as amended, or as prescribed by the Authority in the Manual of Aerodromes Standards.

### **4.5.3 Markers**

The Aerodrome will provide and maintain markers for runways, taxiways, and apron in accordance with the specifications prescribed in the Civil Aviation (Aerodromes) Regulations, as amended, or as prescribed by the Authority.

## **4.6 AERODROME WORKS – SAFETY**

The procedures for planning and carrying out construction and maintenance work safely (including work that may have to be carried out at short notice) on or in the vicinity of the movement area which may extend above an obstacle limitation surface will be in accordance with Kenya Civil Aviation Authority Advisory circular CAA-AC-AGA-015 as revised by the Authority.

The Aerodrome work safety plan shall be prepared prior to any work to be carried out at the aerodrome and shall include;

- (e) the names, telephone numbers and roles of the persons and organizations responsible for planning and carrying out the work, and arrangements for contacting those persons and



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organizations at all times; and

- (f) a distribution list for the work plans

The aerodrome Manager has the overall responsibility for operational safety aspects of the aerodrome work and shall ensure approval of Method of Work and safety plan by CAA prior to commencement of major works on the aerodrome.

He shall request for promulgation of NOTAM for time limited works and AIP Supplement for major works which may require extensive time including changes in the physical characteristics.

### 4.7 WILDLIFE HAZARD MANAGEMENT

A person shall not bring, permit or graze an animal in the restricted area of an aerodrome or cause any animal to graze or feed in the restricted area of an aerodrome. A person who brings, permits or grazes an animal in the restricted area of an aerodrome or who causes an animal to graze or feed in a restricted area of an aerodrome or who receives an animal in the restricted area of the aerodrome, shall ensure that the animal is at all times under proper control while in the restricted area.

In this regulation, “animal” means a domesticated animal and a bird. (Kenya Subsidiary Legislation, 2013) Wildlife hazard management.

Orly Airpark limited shall, in consultation with the authority responsible for wildlife, take necessary action to control wildlife hazards at the aerodrome. It shall ensure that procedures to deal with the danger posed to aircraft operations by the presence of wildlife in the aerodrome flight pattern or movement area are in place.

### 4.8 OBSTACLE CONTROL

To ensure the aerodrome is maintained in accordance with the requirements of Kenya Civil Aviation (Aerodromes) Regulations, the aerodrome operator shall conduct inspections within and in the vicinity of the aerodrome to ensure control of unauthorized obstacles.

- (1) The aerodrome Operator through his appointed representative shall; -
  - (a) Monitoring the obstacle limitation surfaces of the aerodrome.
  - (b) Controlling obstacles within the authority of the operator and liaise with the Kenya Civil Aviation Authority and local administration with regard to obstacles affecting operation but outside his jurisdiction.
  - (c) Monitoring the height of buildings or structures within the boundaries of the obstacle limitation surfaces;
  - (d) Controlling new developments in the vicinity of the aerodromes in liaison with Kajiado County Government and KCAA.
  - (e) Notifying the Authority of the nature and location of obstacles and subsequent addition





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or removal of obstacles for action as necessary, including amendment of the Aeronautical Information Services publications.

(2) The Aerodrome shall ensure that each object within the authority of the Aerodrome that has been determined by the Aerodrome Safety Inspector of the Authority to be an obstruction is removed, marked or lighted in accordance with the guidance of KCAA.

### **4.9 STORAGE OF INFLAMMABLE AND OTHER DANGEROUS GOODS**

The aim of these procedure is to ensure the safe handling of hazardous materials or dangerous goods at the aerodrome, including:

- Flammable liquids and solids
- Corrosive liquids
- Compressed gases
- Magnetized or radioactive materials
- Explosives
- Biological substances

However, the aerodrome does not store inflammable and other dangerous goods other than aviation fuel and other aircraft substances and refueling at the aerodrome where necessary. Aviation fuel will be stored in an appropriately bundled and marked area and responsibility allocated to a competent fuel handler where necessary.

The aerodrome will follow the guidelines provided in Advisory Circular CAA-ACAGA024 – Procedures for safe handling and storage of dangerous goods.

### **4.10 PROTECTION OF SITES FOR RADAR AND NAVIGATIONAL AIDS**

Orly Airpark is a private Category C Aerodrome that is used only by VFR flights and aircraft. It currently has no radar or navigational aids.





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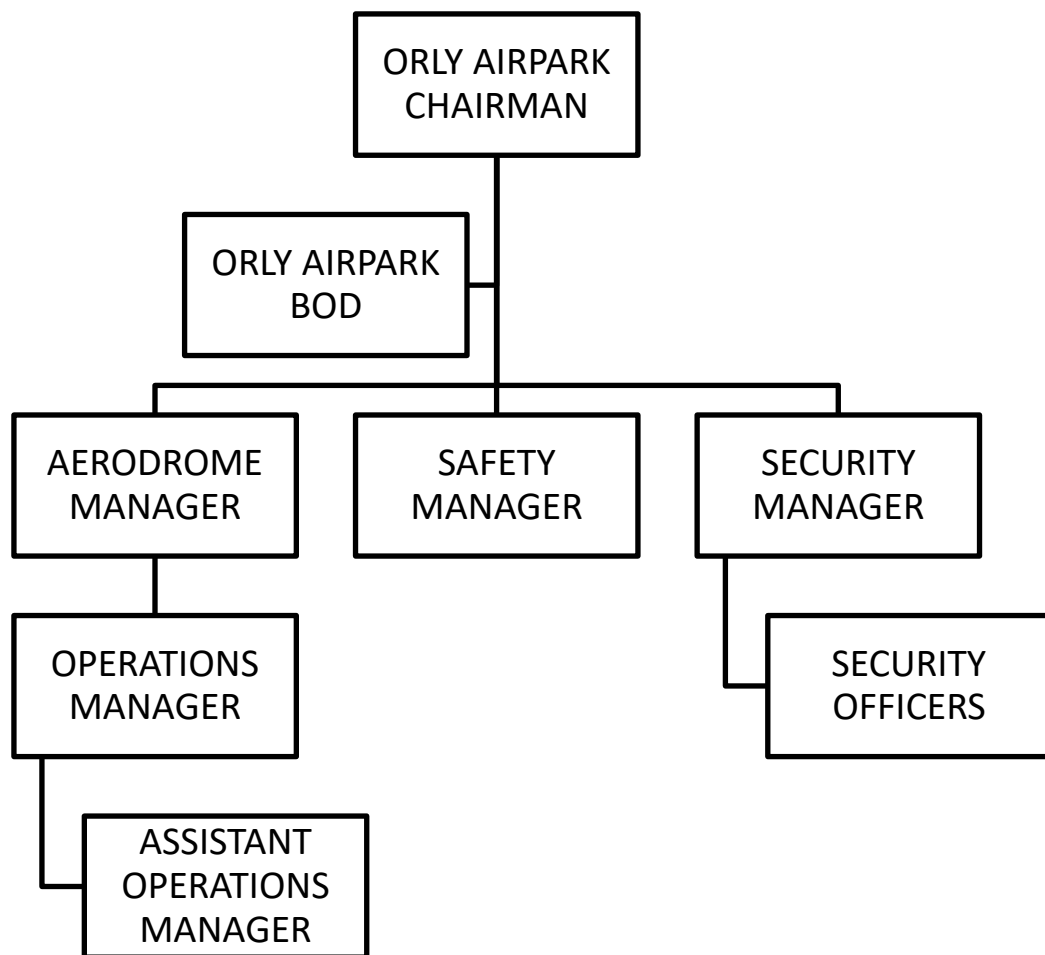
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## PART 5: AERODROME ADMINISTRATION

### 5.1 THE ORGANIZATION STRUCTURE OF ORLY AIRPARK

The organization structure of **Orly Airpark** sets out the relationships and roles to accomplish the aerodrome functions and includes the person with overall responsibility and the persons responsible for the effective and efficient management of the aerodrome.

The Aerodrome Organization Structure is as outlined below; -





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## 5.2 ROLES AND RESPONSIBILITIES

### 5.2.1 Roles and responsibilities of the chairman

The primary role of a Chairman is to ensure that the board of directors is effective in its principle goal, which is to set and implement the company's direction and strategy. Usually, the Chairperson is appointed by the board itself.

The Chairperson responsibilities are as follows:

- Providing leadership to the board
- Taking responsibility for the board's composition and development
- Changing and implementing the By-laws governing the private and the commercial use of the aerodrome.
- Ensuring proper information for the board
- Planning and conducting board meetings effectively
- Engaging all directors in the board's work
- Ensuring the board remains focused on its key tasks and responsibilities
- Getting all directors on board in the process of assessing and improving the board's performance
- Overseeing the induction and development of new directors

### 5.2.2 Roles and Responsibilities of the Board of Directors

The **Board of Directors (BOD)** is a group of people who jointly supervise and advise a company.

Their roles are as follows:

- The board sets broad policies and makes important decision on behalf of the company and its shareholders.

### 5.2.3 Roles and Responsibilities of the Aerodrome Manager

The Aerodrome Manager is responsible for all the day to day running, safety and security of the aerodrome and operations, and of the below managers and their responsibilities. As directed by the Chairman.

The aerodrome manager is also strictly responsible for ensuring that this manual is adhered to and reporting any particular that is not adhered to, to the Chairman.

The Aerodrome Manager shall also facilitate and assist the Safety Manager in conducting incident investigations.

### 5.2.4 Roles and Responsibilities of the Safety Manager

The responsibilities of a safety manager includes:

- Implement Safety Management System;
- Arrange the collation and dissemination of relevant safety information, bulletins, publications, etc., to the all personnel concerned;
- Ensure that the scale, type and condition of safety equipment at the aerodrome complies with the regulations;



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- Monitor Company operating procedures and emergency training of staff so as to ensure that the highest standards of safety are maintained;
- Keep under constant review improvements in safety equipment, procedures and training and make recommendations as necessary;
- Investigate any operational accident/incident or unserviceability's affecting the safety of persons/ aircraft.
- Have access to Company Accident/incident Reports, technical log entries and Voyage Reports having a flight safety connotation;
- Attend as an observer, any Company inquiry into accidents, incidents or operational matters concerning safety;
- Maintain, in the Company's interest, contact with Authority, other Company's Safety personnel and other safety organizations;
- Attend Safety meetings and review boards to discuss matters arising from safety audits;
- Improving, maintaining and promoting an efficient Emergency Response Plan, including the amendment of the ERP Manual.

### 5.2.5 Roles and Responsibilities of the Security Manager

- **Assess potential risks and threats;**
- **Develop policies to counter the potential risks and threats**
- **Develop and implement the Security Program;**
- **Monitor the effectiveness of the Security Program;**
- **Investigate attempted or actual breaches of security;**
- **Prepare written local security instructions;**
- **Ensure that all standard operating procedures are adhered to;**
- **Ensure the necessary training is either given or arranged for relevant employees;**
- **Report to the Chairman through the Board of Directors -weekly issues of non-compliance and internal audit reports to be compiled and communicated- remedial actions deemed necessary are to be carried out and follow up feedback communicated;**
- Shall collect the charged radios from the Aerodrome Manager, and allocate the same to all the guards.
- Ensure that the Guard hand-over is completed quickly and professionally.
- Ensure that all guards are immaculately dressed, fully equipped and sober.
- Shall collect gate keys from the day guard and handover to the night guards.
- Shall assign one guard at the West Gate to control movement of people and vehicles.
- Ensure that guard post rotation is carried out at regular intervals to ensure that the guards remain alert at all times.
-



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### **5.2.6 Roles and Responsibilities of the Operations Manager**

The Operations Manager is responsible for the day to day management of the Orly Airpark Ltd workforce. This includes all aerodrome maintenance and repair work as directed by the Aerodrome Manager. They are also responsible for Aircraft fueling and ensuring all safety issues are reported to the Aerodrome Manager. They are to maintain the Aircraft Register and Staff Register accordingly.

### **5.2.7 Roles and Responsibilities of the Assistant Operations Manager**

Assistant Operations Managers are responsible for the day to day management of the Aerodrome staff when the Operations Manager is not on duty. They also maintain the same responsibility as the Operations Manager when on-duty.

### **5.2.8 Roles and Responsibilities of the Security officer**

The responsibilities of a security officer include:

- Report on duty at the change of guard time as directed by the Security Manager. Shall Control the movement of the vehicles to / from the airpark.
- Shall keep record of all the vehicles accessing the park.
- Shall ensure that no un-authorized persons access the Airpark unless there is prior communication from the Chairman or the Aerodrome Manager.
- No Boda Boda or Taxi operators shall be allowed entry.
- No Government Official or Council Officials shall be allowed entry, unless they have an appointment. The guard shall alert the Chairman or the Aerodrome Manager by radio or telephone for approval of impromptu visits.
- All unknown Aircraft landing in the park must be booked in the landing register and the details of the pilot and passengers shall be obtained by the Aerodrome Manager or his delegate.

Any unusual occurrence or incident involving landing or departing aircraft must be reported to the Chairman or the Aerodrome Manager for action.

- Report on duty at time of decided Change of Guard Duty.
- Take over duties from the out-going day guard and obtain a briefing on any outstanding issues that may require urgent attention.
- In case of Government Officials or Council Officials, the In-charge shall contact the Aerodrome Manager or the Chairman for advice.
- Carry out regular assignment patrols around the residence area, ensuring that the guards all remain alert and the assignment is secure and intact.
- The status of patrols shall be booked in the Occurrence Book.
- Updating guards of any changes in the level or state of security.
- Ensure that the OB (Occurrence Book) is maintained to the highest standards and that all entries are in chronological order, full, accurate and correct.
- Carry out or cause to be carried out regular inspections of the perimeter electric fence on any obstruction or damage (fence cut). Such occurrence shall be reported to the Security Manager and



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booked in the OB. Immediate action shall be initiated, including in the case of a perimeter breach; report to the Kenya Police and the Chairman.

All alarm activations are to be reported to the Security Manager for action and immediate investigation. The same is to be booked in the OB.



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## PART 6: EMERGENCY RESPONSE PLAN

### 6.1 EMERGENCIES

#### 6.1.1 Aircraft Accident/Incident

The first and foremost consideration in the event of an accident is the safety and well-being of the occupants of the airplane. If there is any possibility of personal injury or the threat of personal injury, an emergency call to the Police must be made to report an aircraft accident along with as much specific information (location, type of aircraft, number on board, etc.) as appropriate.

Any aircraft fires at the accident site shall be immediately extinguished so as to be able to assist and evacuate persons on board the aircraft and bring them to safety. The one emergency vehicle operated by Orly Airpark Limited shall be used to rush to the scene of an accident.

Any injured persons shall be immobilized and given First Aid whilst the appropriate medical assistance is contacted by telephone. This includes the nearest Health Centre at Ooloolitikosh Village, Kiserian Hospital, Isinya Health Clinic as well as air ambulance services based at Wilson Airport. Orly Ground Staff shall describe the access routes to the Aerodrome, as well as the precise location of the crash site, to various medical and health staff. The Emergency Contacts List (Appendix A) shall be used as a guide. It shall be readily available to ground personnel and be posted at the Aerodrome Lounge and be in permanent possession of senior staff and the Board of Directors.

Evacuation by air in aircraft of Orly Shareholders and Members shall be considered on a case-by-case basis, as it may (in serious emergencies) be preferable to lengthy road transport of injured persons.

Two mobile Fire Extinguishers shall be affixed and on permanent stand-by in the Land Cruiser vehicle of the Company, located on the Aerodrome. The vehicle also contains emergency tools, such as pangas, axes, blankets, bolt cutters and medical kits.

Other fire extinguishers are strategically dispersed throughout Orly Airpark, including at the Aero Club Building, the Aerodrome Lounge, various private houses, as well as all hangars.

Fire points have been identified and are conspicuously marked.

The accident site shall be secured as soon as possible by Orly Airpark security staff and Kenya Police, to prevent looting and to secure evidence. Night guards shall also be arranged immediately by Orly Airpark security staff.



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If it is necessary to close the runway or the Aerodrome because of an accident, the Chairman and/or Company will make the appropriate arrangements with the responsible authorities, (Nairobi Radar, Wilson Tower) and maintain a listening watch on 118.000 MHz to alert any inbound traffic.

In the unfortunate event of the death of the pilot or occupant, the Chairman of Orly Airpark Limited shall arrange for the necessary notification of family members. This same notification will be made by the Chairman in cases of injury or those situations where the pilot cannot make the notification.

The most senior member of Orly Airpark staff present, at the Aerodrome during an incident or accident shall take control: Inform Kenya Police and Orly Airpark Management by telephone. The VHF Ground-to-Air base station shall also be used to inform Nairobi Radar (122.300) and other air traffic (118.000) of the situation.

The Minister of Transport requires the operator involved in the accident or incident to make the necessary reports to the Accident Investigations Branch and the KCAA. Orly Airpark Limited and/or the Operator shall make such report.

Generally, the Aircraft Accident Investigation Department will release the wreckage for movement after the initial report by the operator has been made. In the event that the operator is not capable of making his/her report, the Chairman, his delegate and/or the Company will notify the MoT that the wreckage must be moved to assure continued safe Aerodrome operations. If the wreckage must be moved to remove persons injured or trapped or to protect the public from injury, certain sketches, descriptive notes, or photographs shall be made of the original condition of the wreckage and any significant impact marks.

As soon as practical after an aircraft accident/incident the Chairman, his delegate and/or the Company shall make a written record of the meteorological conditions at the time of the accident, and a general statement of the Aerodrome condition, e.g., runway surface condition, obstructions, NOTAMS, lighting, etc. This record shall be placed on file with the Orly Airpark Limited office at the Airpark

### **6.2 REPORTING ACCIDENTS AND INCIDENTS**

All accidents/incidents must be reported immediately to the Chief Inspector of Accidents as provided for in the Kenya Civil Aviation Regulations. This may be done directly to the Chief Inspector of Accidents on the following numbers:

Office tel. +254-(0)20-2729200 Ext 40057  
Office Mobile +254-(0)722-527530

Chief Investigator: Eng. Martin Lunani (24/7) +254 722 778 773 or +254 770 111 333

A report may also be made to the nearest Air Traffic Control unit either by phone or radio. Telephone contact for the KCAA Area Control Centre is: +254 721 125 003



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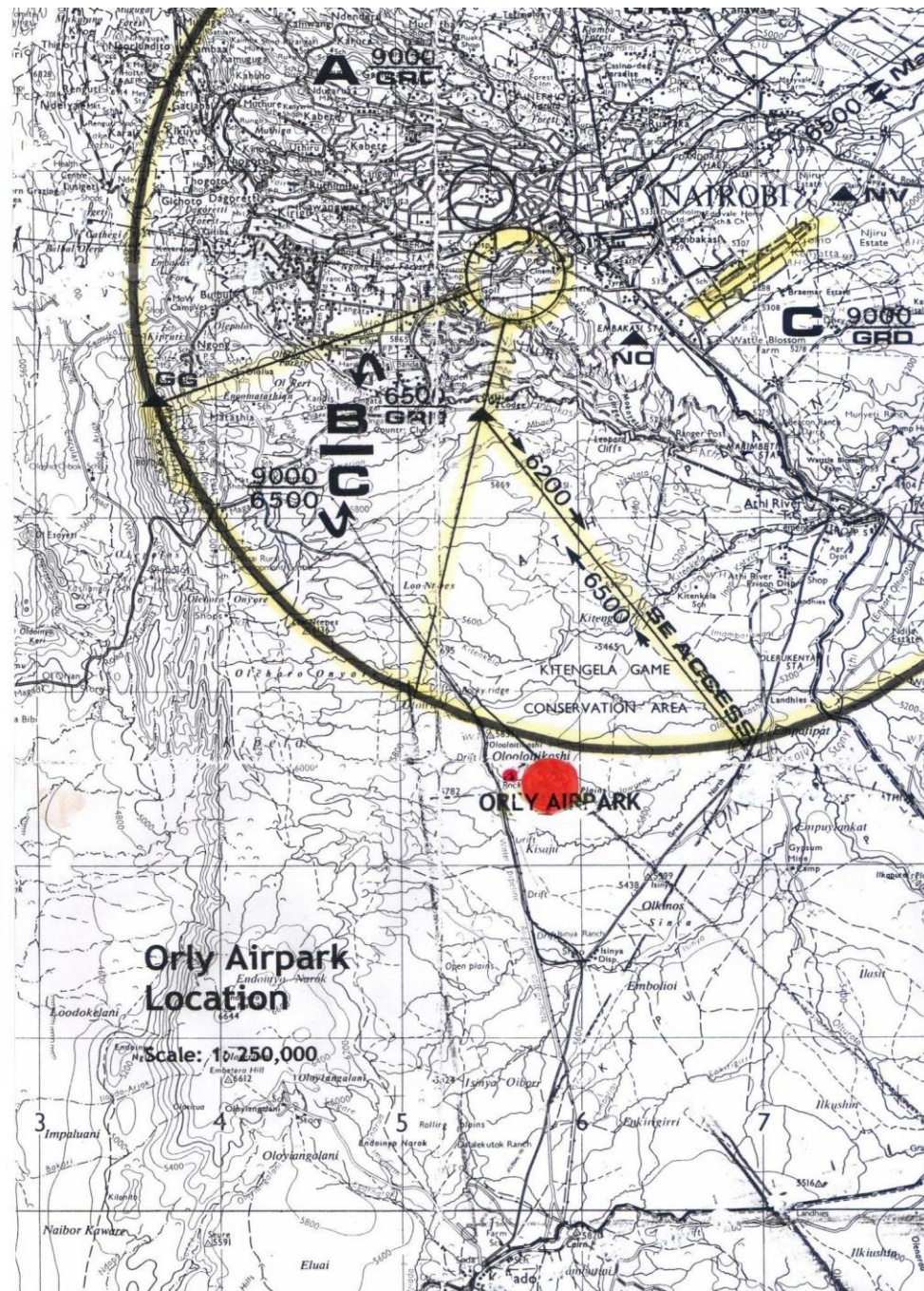
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## APPENDIX A: Location Plan







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## APPENDIX B: Orly Airpark Main Facilities







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## APPENDIX D: Aerodrome Condition Report Form

### ORLY AIRPARK LIMITED DAILY AERODROME CONDITION REPORT

**Date and Time of Inspection:** \_\_\_\_\_

**Inspector:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

AREA	Wet/Dry	Weeds	Holes	Other
Runway 10/28				
Runway 07/25				
Apron A				
Apron B				
Taxiway				
Taxi lanes				

Location of Problems	Remedial Action Required
Runway 10/28	
Runway 07/25	
Apron A	
Apron B	
Taxiway	
Roads	
Taxi lanes	
Gates	
Fences	
Other:	

Condition of:	Serviceable	Unserviceable
Windsock		
Fire Extinguishers		
F&R Vehicle		
Rescue Equipment		
Radios		





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## APPENDIX E: Aerodrome Inspection Programme

### A. Responsible Staff:

Inspection Item	Person Responsible	Time and Frequency
West Gate Security	Security Manager	24 hours, 7 Days a Week
Runway and Aprons	Operations Manager	Every Morning (0800 hours)
Perimeter Fence	Security Manager	Every Morning (0630 hours)
Solar Fence Energizer	Operations Manager	Every Morning and Evening
Fuel Containers	Operations Manager	Every Morning
Main Apron Security	Security Manager	All Night
Grass Apron Security	Security Manager	All Night
Western & Eastern House areas	Security Manager	All Night
All other areas within the property	Security Manager	All Night
Occurrence Book	Security Manager	Daily
Aviation Movement Register	Aerodrome Manager	Daily

### B. Persons Authorized to Carry Out Aerodrome Inspections

Name and Position	E-Mail	Telephone
Aerodrome Manager	manager@orly-airpark.com	<b>0711 717 003</b> or <b>0733 675 815</b>
Operations Manager	=	<b>0722 165 324</b>
Assistant Operations Manager	=	<b>0726 059 296</b>