



OPERATION INSTRUCTION 01/15

OPERATION OF THE BACKUP RUNWAY (RWY 30L/12R) ACTIVATION

Reference:	BCAA/ASD/OI/01/2015
Dates:	26th July 2015
Location:	Bahrain International Airport
Criteria:	CAR001, BAC AD Manual, Annex 14, Air Navigation Directorate – ATM -SOP



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Status of Document	Controlled	
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الصفحة Page	تاريخ التعديل Amendment Date	ادخل من قبل Incorporated by	التاريخ Date

Attachments

1. Attachment A– Aircraft Parking Restrictions
2. Attachment B– ATC Tower Checklist
3. Attachment C– Backup RWY strip



AERODROME OPERATOR

PROCEDURE FOR THE OPERATION OF THE BACK- UP RUNWAY (R12-R/30L)

1. Purpose

- 1.1 To define formal procedures that will be required when the backup runway (12R/30L) is brought into use.
- 1.2 These procedures shall be used, and complied with, by all concerned directorates and parties. Each directorate shall be responsible and accountable for fulfilling their assigned responsibilities.
- 1.3 It is envisaged that the need to activate RWY 12R/30L will be identified in response to an emergency situation where the main runway (RWY 12L/30R) is unable to be used or in the situation where activities such as planned maintenance works require the main runway to be withdrawn from service. In both situations, the procedures to be followed and activities to be performed are the same except that the time frame available is much shorter in the airport emergency response situation.



2. Responsibilities

- 2.1 The activation of the Backup Runway shall be based on a request / recommendation from the Operator BAC with the date and time required addressed to the BCAA USCA (or his representative) for a planned closure of Main Runway. Following an approval, activation of the Back Up runway shall be implemented accordingly.
See Chart A.
- 2.2. In case of an emergency, BAC Chief Airport Operations Officer, in co-ordination with, and at the request of, the Air Navigation Service Provider (TWR Supervisor or delegate), shall issue approval including details such as time, date and duration of activation and approval to activate the Backup Runway.
- 2.3. The BAC Chief Officer Operations or Manager Airside Operations shall advise the BAC Senior Duty Officer Airside Services (SDOAS) that the backup runway is to be activated with details of the dates, times and any special conditions included in the notification.
- 2.4. The principal activities required to activate the backup runway are undertaken by the Airside Services Group (ASG) and coordinated by the SDOAS. The SDOAS shall be responsible for activating the required procedures within the Airside Services Group (ASG), and to ensure the implementation of procedures by other BAC Departments is completed as laid out below.
- 2.5. Aircraft Stand Allocation (ASA) shall advise BACFM (Airport System Control - ASC) and the Rescue & Fire Fighting Services (RFFS) of the date and time that this runway will be in use; and request that they take care of their relevant responsibilities.
- 2.6. BACFM Responsibilities including below (but not limited to):
- Backup RWY Strip protection
 - Removal of lighted "X" mark and relocation to RWY 12L/30R.
 - Removal of ground "X" marking.
 - All the steel barriers shall be closed for all intersection and roads as per Layout 1 & 2 and advised by SDOAS.
 - Electrical section to ensure all lighting systems for the backup runway are serviceable- including Strobes, PAPI and Approach Lights etc.
 - Stand-By electrical & BACFM team shall be available during backup runway operation.
 - Necessary closure arrangements shall be done at Middle Apron, TWY "M" & "N" and other areas as required.
 - Sweepers shall be stand-by during backup runway operation.
 - Ensure the light towers at stand 45 and 46 are lowered.
 - All above activities shall be discontinued up on De-Activation of backup runway.
- 2.7 A team from ASG, dedicated to the back-up runway operation, will be assigned by the Manager Airside Operations to monitor and ensure that the above procedures are adhered to. This team will provide maximum assistance to Tower controllers during the duration of the back- up runway activation.
Airside Services Group Procedures – Activation of Backup Runway.



2.8 ATC shall implement their procedures for the use of Runway 12R/30L upon received a confirmation that the Backup RWY is activated and handled for ATC for operation purposes from ASG or Airside Operation Representative.

2.9 The loading or unloading of cargo and passengers can continue as normal on the aprons during operation of the back-up runway provided that the aircraft parking stand restrictions as detailed in **Table 1: Aircraft Parking Restrictions during Activation of RWY 12R/30L** have been applied.

2.10 The SDOAS shall also be responsible for the coordination of activities for the deactivation of the backup runway and associated activation of the main runway.

3. Air Side Group Procedures - Activation

3.1. Upon receiving advice from Chief Airport Operations Officer (CAOO) or Manager Airside Operations (MAO) or his delegate, regarding the approval and timing for the activation of the back-up runway, the SDOAS shall initiate the ASG activities in accordance with the internal **ASG Chart B & Tables 1, 2 & 3** to achieve the nominated dates and times.

3.2 The ASA shall activate the Back-up Runway Notification SMS to inform affected airport users that the changeover is imminent using disseminating SMS to the contact numbers listed in **Table 2**.

3.3 The SAS shall coordinate with the ASG - Stand Allocation Officer to review the existing and proposed Aircraft Stand Allocations to ensure compliance with the relevant aircraft parking restrictions for the Eastern, Middle, Executive and Western-B aprons during the back-up runway activation period. The SDOAS, in consultation with TWR Supervisor, will initiate actions to relocate aircraft if necessary. Details of the aircraft parking restrictions are presented in **Table 1**.

3.4 The ASA, with support from the SDOAS, will ensure that no aircraft are parked on the Middle Apron and that aircraft parked on the eastern, Western and Executive Aprons occupy stands in accordance with the Table of Aircraft Parking Restrictions (**Table 1**), by the time of and during the activation period of the runway.

3.5 The SDOAS through BACFM OGB shall coordinate with the Airport Contractor, who shall be responsible for erecting barriers and other traffic control measures as required on the Middle Apron, and on the airside road at the crossing of taxiways "M" and "N" (and as requires in other areas) **as per item 2: Responsibilities, clause 2.5. See Layout 1.**

3.6 The SDOAS through BACFM OGB shall coordinate with the airport contractor each morning to ensure that the required traffic control measures are in place (where required) and shall ensure that the traffic control measures shall be kept active continuously H24 every day that the backup runway is in use.



- 3.7 The SDOAS through BACFM OGB will ensure that a sweeper is on standby during the activation period for the backup runway.
- 3.8 The SDOAS during an airside inspections, will ensure that:
- Any fences, cones and signs required during the backup runway activation period are in place on the Middle Apron.
 - All agreed measures are in place to reduce the risk of vehicles crossing the northern boundary of the outer (main apron) service road:
 - By close monitoring of the traffic movement by ASG.
 - A message will be broadcasted from ASA advising the road users to adhere to the road boundary.
 - Reduce the traffic movement to the minimum by diverting it to the inner service road.
 - All access roads to runway 12R/30L are secured by barriers and shall be carried out by BACFM/contractor.
 - The airside road (perimeter road) is closed by a barrier just east of the fire station; and by barriers north and south of the extended centerline of RWY 12R/30L (that is, at the eastern end).
 - Two Airport Fire Service vehicles are parked across the fire access road.
- The location of barriers and associated provisions required for airside vehicle traffic control are indicated on the plan included as in **Layout 2**.
- Note : for the above See Layout 2.
- 3.9 The SDOAS shall liaise with BAS to ensure that all their handling equipment deployment is done in an organized and safe manner. No equipment is to be left on the Middle Apron unless secured against the effects of jet blast from aircraft departing to the west on Runway 30L.
- 3.10 The SDOAS shall liaise with BAS to ensure that a back-up aircraft engineering team, with equipment, is available to assist in the relocation of aircraft if necessary and to intervene immediately in the event of aircraft accident / malfunction.
- 3.11 Aircraft Stand Allocations will be made on a first come first-served basis after meeting the aircraft parking restrictions indicated in **Table 1**.
- 3.12 The ASA shall advise the Tower Controller of the allocated Stand number for all aircraft arrivals, no less than 15 minutes prior to the ETA. ASA shall advise the Tower Controller if no Stand is immediately available, and of the Backup Stand Allocation Plan accommodating all the additional arrival flights to the Western Apron "B" (in consultation with Gulf Air & Royal Flights).
- 3.14 SDOAS shall closely liaise with the Special Service Unit (SSU-VIP) regarding any requests for VVIP aircraft on Stand 11 and 12 during the activation of the back-up runway. The SAS will keep the Tower Controller informed of planned VVIP movements.



- 3.15 SDOAS shall immediately report to the Tower Controller any vehicle, person or obstacle observed that may present a hazard to the safe operation of the back-up runway.
- 3.16 SDOAS shall advise Tower Supervisor (or his representative) and BAC management when AFS, BACFM, contractor and ASG have completed all required actions and are ready for the use of the backup runway.
- 3.17 The SDOAS to carry out regular and as frequent as possible Runway Inspection as per ASG SOP - Runway Inspection Procedure.

4. AIRSIDE SERVICES GROUP PROCEDURES – DEACTIVATION OF BACKUP RUNWAY:

- 4.1 The Tower Supervisor or his representative shall advise ASA when the Back-up Runway is no longer in use and can be deactivated.
- 4.2 The SDOAS will arrange for inspections of the main runway with MAO or his delegate before activation of the main runway RWY 12L/30R.
- 4.3 Upon receiving ATC advice that the Back-up runway is de-activated and not in use, the SAS shall activate the Back-up Runway Notification SMS to inform affected airport users that the changeover to the main runway is in use. The notifications will be made by the ASG using disseminating SMS to the contact numbers listed in **Table 2**.
- 4.4 Following deactivation of the backup runway, the SDOAS will ensure that all barriers are removed (no FOD presence) and Tower Supervisor or his representative are informed. Note that parking of aircraft will go back to normal with no restrictions after the deactivation.

5. AIRSIDE SERVICES GROUP PROCEDURES – DEACTIVATION OF MAIN RUNWAY (12L/30R) DURING BACKUP RUNWAY ACTIVATION:

- 5.1 Upon receiving ATC advice that the Main Runway (12L/30R) is deactivated and not in use.
- 5.2 SDOAS to ensure that all intersection of taxiway links and roads leading to the Main Runway (12L/30R) shall be closed with appropriate barriers.
- 5.3 For unplanned (emergency) Main Runway (12L/30R) deactivation SDOAS to establish vehicles access control for enter/exit Main Runway (12L/30R) in liaison with ATC.
- 5.4 for planned Main Runway (12L/30R) deactivation SDOAS to refer to ASG SOP Chapter 32 – Access Control for Maneuvering Area Possessions.
- 5.5 BACFM to place temporary marker boards or barriers fitted with red warning lights.
- 5.6 BACFM to provide two illuminated X mark one at 12L and other at 30R and two X ground temporary markings for both ends. Locations of the ground temporary markings to be agreed with SDOAS.

Note: for deactivation and activation of Main Runway (12L/30R) please see Table 3: Checklist for ASG



Chart A: Notification and Activities Flowchart – Initial Activation Phase

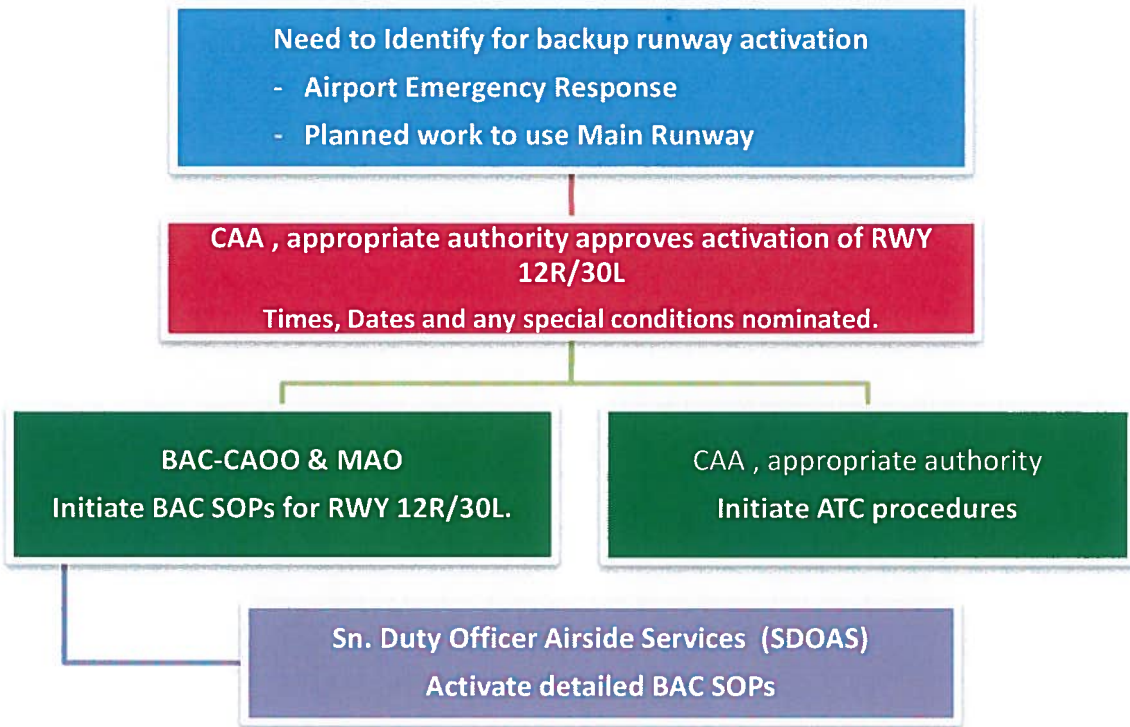


Chart B: Notification and Activities Flowchart – Detailed BAC SOPs Phase

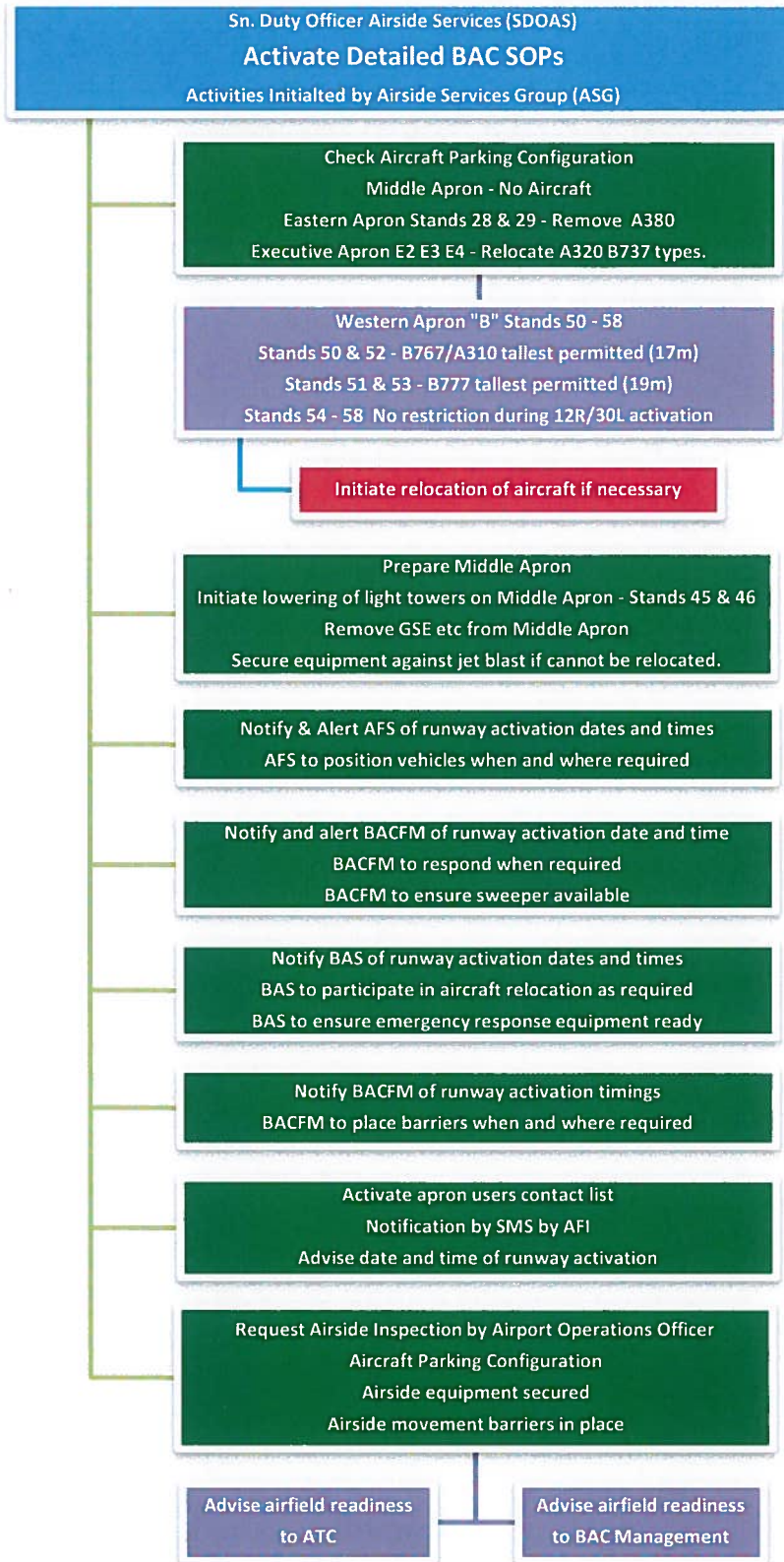




Table 1: Aircraft Parking Restrictions during Activation of RWY 12R/30L

Operationally Ready Configuration

The following parking restrictions are required and necessary to ensure the obstacle environment meets the target level of safety for Runway 12R/30L operations.

Note: Parking on Main Apron (Stands 11 to 21) is not restricted during RWY 12R/30L operations

Western Apron Stands 50 to 53

Stand	Maximum Permitted Tail height	Aircraft Types Not Permitted	Comments
50	17 m	MD11 B777 and taller	
51	19 m	B747 C5A A380	
52	17 m	MD11 B777 and taller	
53	19 m	B747 C5A A380	
Hold-K	17m	MD11 B777 and taller	See note below

Note: Stands 54-58 are not restricted for parking. Aircraft movements on the apron taxiway and to Hold point K for aircraft with tail heights above 17 metres require coordination by ATC with arrival and departing traffic (subject to duty runway in use)

Executive Apron Stands E1 to E4

Stand	Maximum Permitted Tail height	Aircraft Types Not Permitted	Comments
E1	Above 25m	unrestricted	
E2	19 m	B737 or taller	
E3	17 m	B737 or taller	
E4	19 m	B737 or taller	

Note: A318 and other types of B737 can be parked provided they face out. Pushback from executive Apron positions requires coordination by ATC with arrival and departing traffic (subject to duty runway in use)

Eastern Apron Stands 28 to 36 – Wide Body Aircraft

Stand	Maximum Permitted Tail height	Aircraft Types Not Permitted	Comments
28B	21 m	A380	
29B	21 m	A380	
30B	21 m	A380	
31B	25 m	No exclusions	
32B	25 m	No exclusions	
33B	25 m	No exclusions	
34B	25 m	No exclusions	
35B	25 m	No exclusions	

Note: Narrow body aircraft parking on the eastern Apron (Stands 28A to 35 C and Stand 36) are **not** restricted in the Operationally Ready Configuration.



Stands 81-88 at Eastern Apron

Stands 81-88 are restricted for aircrafts parking.

Table 2: Back-Up Runway Notification SMS and Call-Out List

Organisations with direct involvement in activation of runway:

Text Message by ASG:

ALERT: Please be advised that the backup runway (RWY 30L/12R) will be Activated at (^{local time}) L.T. on (^{date}).
Prepare to activate your procedures. Coordinate with ASA on 17321164 – 36050775.

Note: the stakeholders without mobile numbers to be contacted on landlines.

COMPANY	PHONE NUMBER
Tower Supervisor	1732 1089
Fire Station	1732 1141
System Control (to call EMD)	3602 2066-1732 1010
BAC Information & Follow-up Unit	3932 0003
BAS Line Maintenance	3946 9748-1732 1588
Gulf Air Engineering	3972 6100-1732 9806

Organisations to be advised of activation of runway

Text Message by ASG:

ADVICE: Please be advised that the backup runway (RWY 30L/12R) will be activated at (local time) L.T. on (date). Please anticipate changes to airside traffic.

Note: the stakeholders without mobile numbers to be contacted on landlines.

COMPANY	PHONE NUMBER
BAC Terminal Services Group	3668 1157
BAC Aviation Security	3363 4449 - 1732 9620
BAC Safety & Occupational Health	3941 6419
BAS Cargo	3969 6407 - 17 321 808
BAS Traffic	3943 7667 - 17 321 445
BAS Catering	3997 7601 - 17 321 519
BAS Safety	39 936 559
DHL Operations	3606 1579 - 17 328 479
DHL engineering	3606 1045
Royal Air Force (RAF)	3995 6517
Royal Hangar	3942 1120 - 17 321 350
Gulf Air Coordinator	3993 7776 - 17 321 236
Public Security	17 321 606 - 17 321 604
BAFCO	3838 8167-17 335 019 - 17 329 440
SSU/VIP	3947 1116
BEXAIR	3933 9824 - 17 3398 10
ATOC – US Navy	3918 1597 - 1733 1868
Mena Aerospace	3628 6224 - 3628 6225
ROYAL BAHRAIN AIR FORCE (BDF)	3318 1815 - 1734 9777



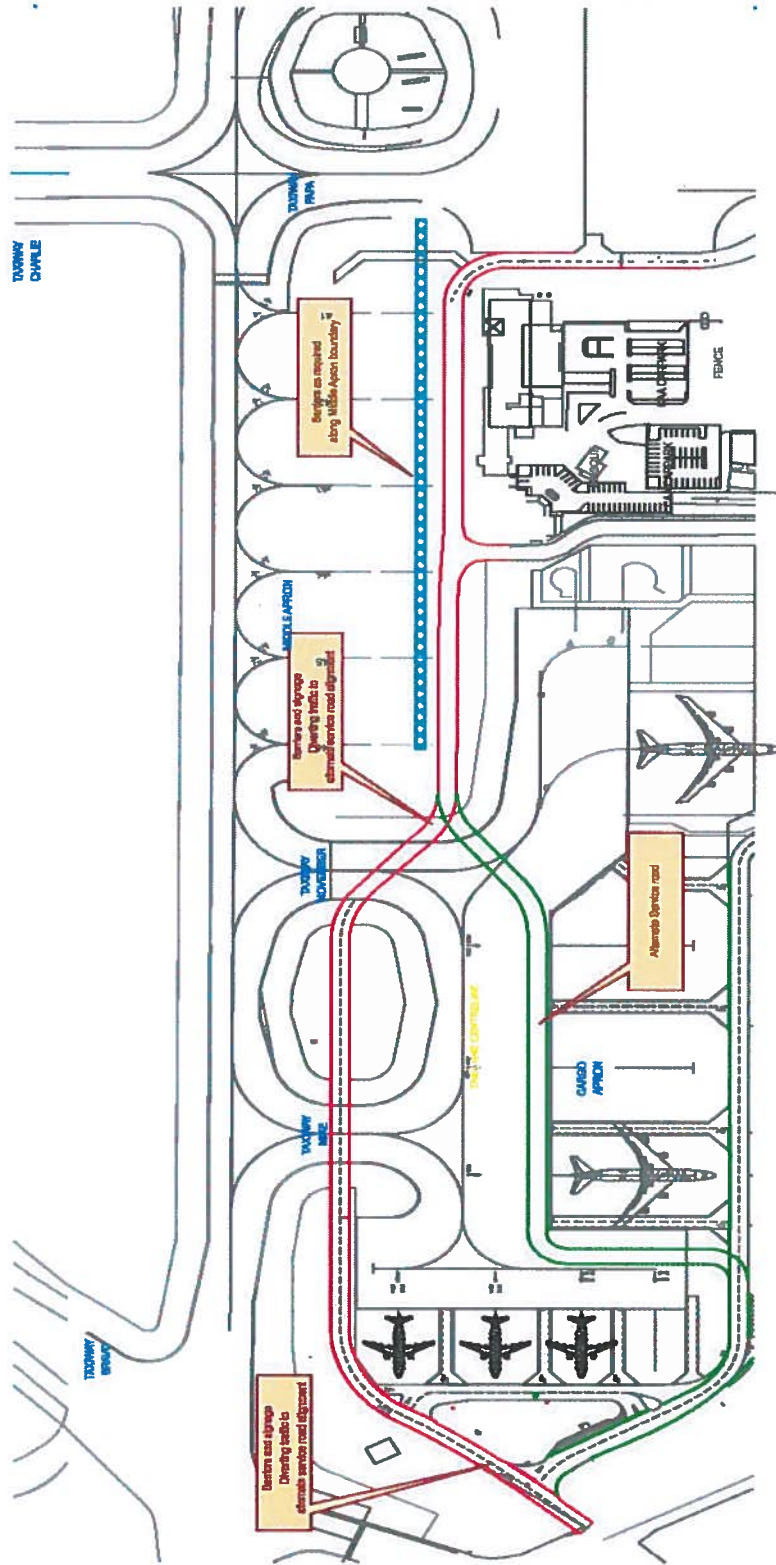
Table 3: Checklist for ASG

ACTIVATION OF BACKUP RUNWAY (12R/30L)			
No.	TASK	CHECKED	SIGNED
1	Permitted aircraft types planned on Western Apron B.		
2	Road and links leading to back-up runway and the blockage of the middle apron stands from the roadway are closed with physical barriers.		
3	Back-up runway notification SMS list is Activated.		
4	Coordinate with VIP regarding requested aircraft on stand 11 and 12.		
5	Coordinate and liaise with BAS regarding availability of back-up handling equipment.		
6	Handling equipment is correctly and safely deployed and no equipment is left behind on the Middle Apron.		
7	ASG to ensure that all barriers are removed when the main runway is in use.		
8	Check tail fin heights according to «Table of Maximum Tail fin Height» (Table 1) before the activation of the back-up runway.		
9	Removal of lighted X Mark from RWY 30L.		
10	Demarking of Ground X Mark from RWY 30L.		

DEACTIVATION OF MAIN RUNWAY (12L/30R)			
No.	TASK	CHECKED	SIGNED
1	Roads and links to the Main Runway (12L/30R) are closed with physical barriers.		
2	Two lighted X marks are provided at both ends of Main Runway (12L/30R).		
3	Two Ground X temporary markings are provided at both ends of Main Runway (12L/30R).		

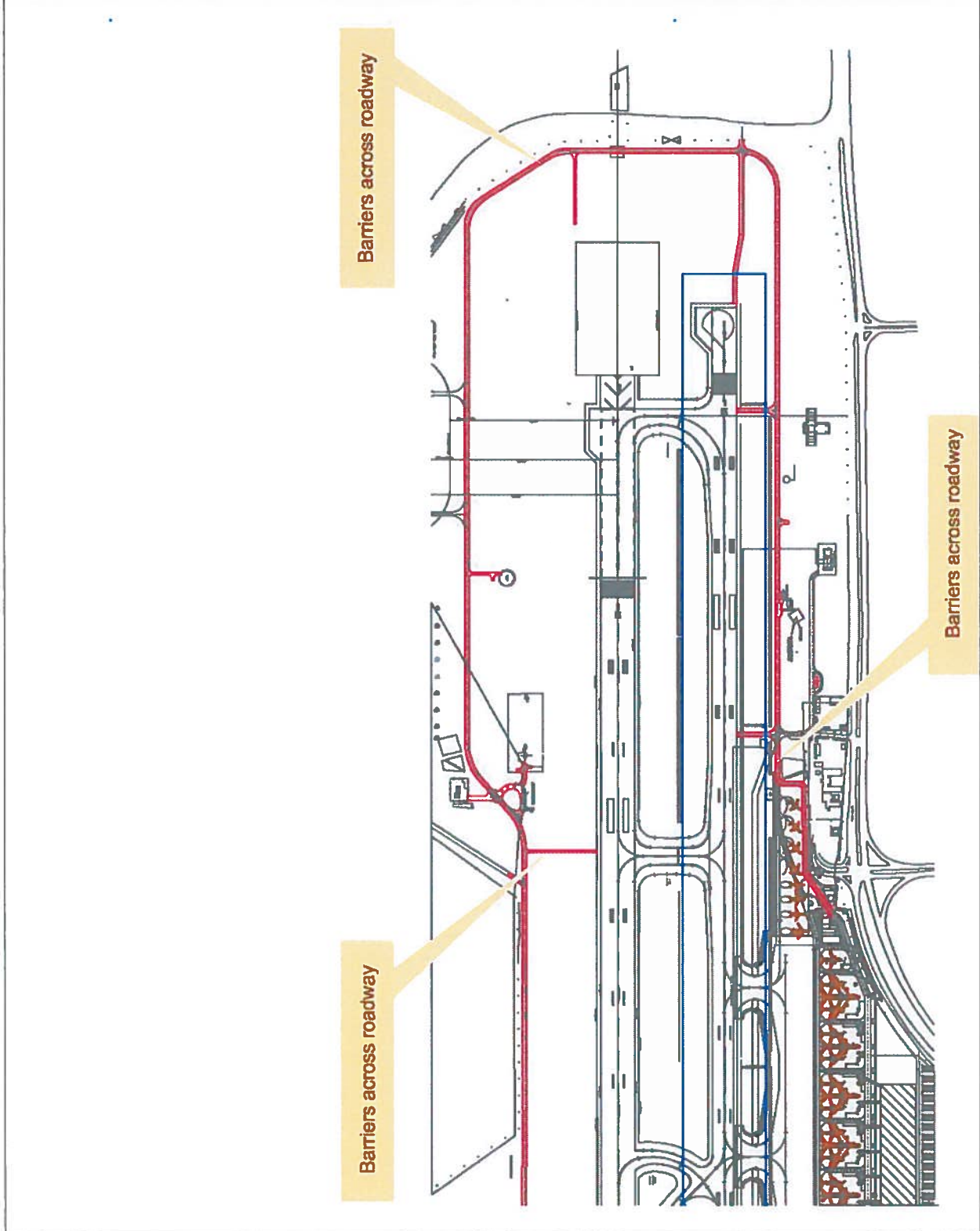
ACTIVATION OF MAIN RUNWAY (12L/30R)			
No.	TASK	CHECKED	SIGNED
1	Roads and links to the Main Runway (12L/30R) are opened and physical barriers are removed.		
2	Two lighted X marks are removed from both ends of Main Runway (12L/30R).		
3	Two Ground X temporary markings are removed from both ends of Main Runway (12L/30R).		

Layout 1 : Service Road Diversion & Middle Apron Closure during Backup Runway (30L/12R) Activation.





Layout 2 : Road Closure during Backup Runway (30L/12R) Activation.





Air Navigation Directorate



6. Air Navigation Directorate - Air Traffic Control Procedures

6.1. Activation

6.1.1 RWY12R/30L may be opened in response to an emergency situation where main runway (RWY12L/30R) is unable to be used or in a situation where activities such as planned maintenance or works require the main runway to be withdrawn from service.

6.1.2 TWR Supervisor shall advise SODAS when Main Runway (12L/30R) has been deactivated. *Note: SDOAS may then proceed to prepare the airfield for Backup Runway operations. This preparation will include moving aircraft, removing and replacing barriers, and significant vehicular movements, all activity on airport movement areas will be closely coordinated between SDOAS and ATC.*

6.1.3 Airfield readiness is the responsibility of BAC. BAC Senior Duty Officer Airside Services (SDOAS) will advise ATC (TWR Supervisor) of airfield readiness.

6.1.4 The Tower Supervisor or his representative shall receive confirmation from BAC ASG SODAS that all actions are completed and the following are established:

- Back up RWY strip is secured and ready for operation without any obstacles. (Attachment C)
- All access roads to runway 12R/30L are secured by barriers.
- Airside road (perimeter road) is closed by the barrier.
- All actions in this documents / required procedures have been accomplished.
- All Aircraft are parked according to the BAC procedures to clear Backup RWY strip causing obstruction to the operation.



Note1: Tower Controller expects a call from AC engineering that require a reallocation to all aircraft causing obstruction on the Backup RWY operation.

6.1.5 The Tower Supervisor or his representative shall follow the activation and de-activation checklist (as appropriate) (Attachment B). The Tower supervisor shall ensure that all checklist conditions are met and all checklist actions are complete prior to using R12R/30L.

6.1.6 Activation Procedures.

- ATIS change shall be initiated with COM section to reflect runway 12L/30R closure
- ILS 12L/30R and Approach Lighting shall be switched to off position
- Advise SDOAS of 12L/30R deactivation (BAC may begin Backup RWY preparation)
- Tower supervisor shall ensure that the following positions are open at all times during the backup runway operations:
 - ADC
 - ATCA
 - Tower Supervisor

Note: Due to limited surface movement the GMC position shall be combined to ADC.

- Tower Supervisor shall contact FIC and advise deactivation of Main Runway (12L/30R) and of pending RWY 12R/30L operations and advise Doha and Dammam to cancel block starts.
- Tower Supervisor shall receive a briefing from MET regarding forecast weather.
- Tower Supervisor receives call from SDOAS that airfield is prepared for RWY12R/30L operations.
- ADC initiate RWY change procedures with APP (LATSI 4 Chapter 2)
- Airfield Lighting set for new RWY 12R or 30L.



- ATIS change shall be initiated with COM to reflect active RWY 12R/30L and airfield closures

6.1.7 Declare R12R/30L open and main Runway (R12L/30R) closed

6.1.7.1 The Tower Supervisor or his representative shall make a general broadcast on the ADC and GMC frequencies advising all stations that RWY 12R/30L (back-up runway) is operational and that all vehicles shall remain clear of the maneuvering area. **Phraseology; “Attention all stations, the back-up runway (12R or 30L as appropriate) is in use. All vehicles remain clear of the taxiways and runway”. This shall be repeated.**

6.2. De-Activation

6.2.1 De-Activation Procedures.

- Advise SODAS of RWY 12R/30L deactivated. (Airfield preparations may begin)
- ATIS change shall be initiated with COM to reflect RWY12R/30L closure
- Advise SODAS of RWY 12R/30L deactivated. (Airfield preparations may begin)
- Tower Supervisor receives call from SDOAS that airfield is prepared for RWY12L/30R operations
- Supervisor may open GMC position if required.
- Tower Supervisor shall contact FIC and advise of pending RWY 12R/30L operations and advise to authorize return to normal block start from Doha and Dammam on completion.
- ATIS change shall be initiated with COM to reflect active runway
- ADC initiate RWY change procedures with APP (LATS I 4 Chapter 2)
- Airfield Lighting Set for new Runway
- ILS 12L/30R shall be switched to on position



6.2.2 Procedures and Movement area restrictions during RWY (12R/30L) operations. (See Map Appendix C)

6.2.2.1 RWY12R Arrival

- Movement permitted north of RWY 12L/30R centreline east of TWY (B) and,
- No movement south of RWY12L/30R centreline except;
- Movement permitted in Western Apron south of Bay 57 (See Att. C Map)
- Movement permitted in Main Apron south of TWYs (P)(Q)(R)(S)
- Before issuing a landing clearance, pilots shall be advised that the R12L will be visible first. Pilots must report visual acquisition of both runways (by day only). Tower Controller shall issue a landing clearance only on receiving confirmation of the above. Phraseology: **“ GFA 123 be advised that R12L will be visible first. Report both runways in sight “**
- After landing only light category aircraft are allowed to do 180 degree turns on the runway if available. All other aircraft must continue to the turn pad before commencing the turn.

6.2.2.2 RWY12R Departure

- Aircraft shall enter the runway via taxiway A, R, Q or P. Taxiway S shall not be used for departures unless specifically requested by the pilot (this is due to the fact that he would have a reduced TORA). TORA starts abeam taxiway R.
- Movement permitted north of RWY 12L/30R centreline and,
- Movement permitted south of RWY 12L/30R centreline south and west of Bay 43 (Middle Apron)
- After Aircraft begins take-off roll movement permitted at all points west of aircraft departure position subject to blast



6.2.2.3 RWY 30L Arrival

- Before issuing landing clearances, pilots must report visual acquisition of both runways (by day only). ADC shall issue landing clearance only after receiving confirmation of the above. Phraseology: ***“GFA 123 report both runways in sight”***
- Movement permitted north of RWY 12L/30R centreline east of TWY (B) and,
- No movement south of RWY12L/30R centreline except;
- Movement permitted in Western Apron south of Bay 57 (See Att. C Map)
- Movement permitted in Main Apron south of TWYs (P)(Q)(R)(S)

6.2.2.4 RWY 30L Departure

- Movement permitted north of RWY 12L/30R centreline east of TWY (B) and,
- No movement south of RWY12L/30R centreline except;
- Movement permitted in Western Apron south of Bay 57 (See Att. C Map)
- Movement permitted in Main Apron south of TWYs (P)(Q)(R)(S)
- After Aircraft begins take-off roll movement permitted at all points east of aircraft departure position subject to blast.

7.1 General Procedures

7.1.1. Tower Controller shall only issue ATC clearances and start clearances if departing aircrafts able to accept a departure from RWY 12R/30L.

7.1.2 Tower Controller shall be responsible for the entire maneuvering area and shall issue all pushback and taxi clearances from all aprons.

7.1.3 APP ATCO shall not establish an aircraft on final approach or clear an aircraft for the approach unless **approved by the Tower Controller**

7.1.4 During the use of R12R/30L, only essential vehicle movement shall be permitted on the taxiways. All vehicles on the maneuvering area shall be on ADC frequency. These vehicles shall be controlled and tracked at all times.



7.1.5. In the event of a ground incident or accident, when the crash alarm is activated, all aircraft movement shall be suspended.

7.1.6. Helicopter operations, in cases of emergency, (including take-off and landing) which are to be conducted on taxiway A to H at Bahrain International Airport:

Conditions to be included in operational rules shall include the following:

- a) The ADC shall not issue a clearance to land unless the helicopter is in sight, regardless of meteorological conditions.
- b) Aircraft parked on the Remote Apron shall not be cleared to push back until an arrival on 30L has cleared TANGO, or an arrival on 12R has stopped short of, and will not continue beyond, TANGO
- c) Stationary hovering shall be limited to the minimum operationally necessary.

8. Low Visibility Procedures (LVP)

8.1. If the visibility is below **4000m**, runway 12R/30L shall not be used for **arrivals**.

8.2. If the visibility is below **3000m**, runway 12R/30L shall not be used for **departures**.

8.3. Low visibility procedures (One aircraft movement at a time) shall be used at the discretion of the Tower Supervisor

8.4. If the visibility is below **1000m**, no aircraft movement shall be permitted.

9. Cross Wind Procedures (CWP)

9.1 Crosswind limitation shall be as per aircraft operating manual or company operating procedures.



10. VVIP

10.1. VVIP aircraft operations may require the main runway (if available).

10.2. TWR HATO/SATCO shall advise ATC and works contractor of the requirements.

RWY 12R/30L Activation Checklist

TASK	WHO	SIGNED
ATIS change shall be initiated with COM section to reflect runway 12L/30R closure	SUP	
ILS 12L/30R and Approach Lighting shall be switched to off position	ADC	
Advise SDOAS of 12L/30R deactivation (BAC may begin Backup RWY preparation)	SUP	
The Following positions are open at all times during the backup runway operations: ○ ADC -ATCA-Tower Supervisor	SUP	
Contact FIC and advise deactivation of Main Runway (12L/30R) and of pending RWY 12R/30L operations and advise to cancel block start from Doha and Dammam.	SUP	
Receive a briefing from MET regarding forecast weather.	SUP	
Receive call from SDOAS that airfield is prepared for RWY12R/30L operations.	SUP	
Initiate RWY change procedures with APP (LATS1 4 Chapter 2)	ADC	
Airfield Lighting set for new RWY 12R or 30L.	ADC	
ATIS change shall be initiated with COM to reflect active RWY 12R/30L and airfield closures	SUP	
Declare R12R/30L open	SUP	
General broadcast on the ADC and GMC frequencies advising all stations that RWY 12R/30L (back-up runway) is operational and that all vehicles shall remain clear of the maneuvering area. (Repeat)	ADC	



RWY12R/30L De-Activation Checklist

TASK	WHO	SIGNED
Advise SODAS of RWY 12R/30L deactivated. (Airfield preparations may begin)	SUP	
ATIS change shall be initiated with COM to reflect RWY12R/30L closure	SUP	
Advise SODAS of RWY 12R/30L deactivated. (Airfield preparations may begin)	SUP	
Receive call from SDOAS that airfield is prepared for RWY12L/30R operations	SUP	
Open GMC position if required	SUP	
Contact FIC and advise of pending RWY 12R/30L operations and advise to authorize return to normal block start from Doha and Dammam on completion.	SUP	
ATIS change shall be initiated with COM to reflect active runway	SUP	
ADC initiate RWY change procedures with APP (LATS1 4 Chapter 2)	ADC	
Airfield Lighting Set for new Runway	ADC	
ILS 12L/30R shall be switched to on position	ADC	



ATTACHMENT A

PARKING RESTRICTIONS DURING THE USE OF THE BACK-UP RUNWAY

Table of Maximum Permissible tail fin heights

Stand Number	Maximum Permissible height of tail fin	Aircraft types not Permitted	Comments
50	19m	B777-300 and taller	Pushback restricted
51	22m	AN 124 and taller	Pushback restricted
52	19m	B777-300 and taller	Pushback restricted
53	22m	No restriction	
54	20m	A340-500 and taller	
55	22m	No restriction	
56	20m	A340-500 and taller	
57	22m	C5 and taller	
58	20m	A340-500 and taller	
E1	14m	B737-600 and taller	
E2	14m	B737-600 and taller	
E3	14m	B737-600 and taller	
E4	14m	B737-600 and taller	



ATTACHMENT –B

Checklist for ATC Tower Supervisor

Activation Check List

ITEM	TASK	CHECKED	SIGNED
1.	Check weather forecast		
2.	Advise ASG and FIC of Back-up runway activation time		
3	Ensure FIC cancel Block Starts from OEDF and OTBD		
4	Change over and check AGL on Back-up runway		
5	ATIS		
6	Confirmation from ASG that Backup RWY is ready		
7	Confirmation from ASG /BAC that they are ready and that the main Runway between G and H is available		
8	Surface inspection of Back –up runway		
9	Activate R12R/30L and close R12L/30R		



De-Activation Checklist

ITEM	TASK	CHECKED	SIGNED
1	Advice ASG, FIC and All concern		
2	Receive Confirmation from ASG that RWY is ready for changeover		
3	Airport closure for Runway changeover		
4	ATIS		
5	Changeover and check AGL on Main runway		
6	Receive confirmation from BAC ASG that RWY R12L/30R is cleared		
7	R12L/30R surface inspection		
8	Receive Confirmation that ASG is ready		
9	Open R12L/30R(Main Runway)and close R12R/30L. Advise SAG BAC and FIC		
10	TBN		



ATTACHMENT C - Backup RWY Strip

