

Gatwick Airport Directive

Title: Aircraft Diversion Procedures		Ref No: GAD/F:32/16																								
Issue Date: 20/12/2016	Effective Date: 08/11/2016	Expiry Date: 08/11/2018																								
It is the responsibility of all employers to ensure the relevant Airport Notice is brought to the attention of their staff. However individuals remain responsible for their own actions and those who are in any doubt should consult their supervisor or manager.																										
Introduction:																										
The purpose of this Directive is to explain the procedures to be adopted in the event of aircraft diversions into Gatwick. The objective of the Directive is to minimise airfield disruption																										
Programme:																										
None																										
Operational Impacts:																										
None																										
Further Information:																										
<p>Procedures When Air Traffic Control (ATC) advises Airside Operations that diversions are imminent, the Airside Operations Manager (AOM) will assess the scale of the disruption. The Airside Flow Lead will declare the available Stand Capability to ATC and update the ATC as follows:-</p> <table border="1"> <thead> <tr> <th>Status</th> <th>Diversions</th> <th>Diversion Capability</th> <th>Capability No. of each code</th> </tr> </thead> <tbody> <tr> <td>Open</td> <td>Yes</td> <td>Code B</td> <td></td> </tr> <tr> <td>Limited</td> <td>No</td> <td>Code C</td> <td></td> </tr> <tr> <td>Closed</td> <td>Unknown</td> <td>Code D</td> <td></td> </tr> <tr> <td>Unknown</td> <td></td> <td>Code E</td> <td></td> </tr> <tr> <td></td> <td></td> <td>Code F</td> <td></td> </tr> </tbody> </table>			Status	Diversions	Diversion Capability	Capability No. of each code	Open	Yes	Code B		Limited	No	Code C		Closed	Unknown	Code D		Unknown		Code E				Code F	
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<p>The diversions status will be updated 4 times a day by the AFL. This is performed through the NATS customer portal so that the information is current. Updates will be available at 1400, 1800, 2200 and 0600. Where appropriate the Airside Flow Lead will inform Gatwick Control Centre (GCC).</p>																										
<p>Policy During periods of disruption, the handling of diverted aircraft (other than those diverted for flight safety reasons) can have significant operational impacts for airports. This Diversion Policy defines the procedure for determining when diverted aircraft (other than those diverted for flight safety reasons) will be permitted to land at Gatwick Airport during such periods of disruption. It must be noted that only diverted aircraft (hereby defined as "an en-route airborne aircraft which has a pre-filed flight plan which identifies an airport other than Gatwick as the destination airport") are covered by this Diversion Policy. Airline operators who wish to amend their flight plans prior to departure from their point of departure and name Gatwick as their destination airport are not classed as diverted aircraft under this Policy and standard slot allocation rules will apply - operators of such flights must contact Airport Co-ordination Limited (ACL). During disruption Gatwick's Flow Planning Team (in conjunction with the Airside Operations Manager) will continually assess actual and forecast stand utilisation levels based on a number of factors, including but not limited to; Inbound flow rates (including aircraft types); Stand occupancy levels; Stand clearance rate; Reported Handling Agent and coaching resourcing levels; Passenger welfare issues (i.e. extended periods of inbound holding for stand) If the Airside Operations Manager subsequently determines that the continued acceptance of diverted aircraft is unlikely to affect airport operations, Gatwick will remain available for diverted aircraft landings. However, should the Airside Operations Manager determine that continued acceptance of diverted aircraft will likely lead to a declaration of "Full House" (i.e. a situation where all stands and holding areas are occupied) or that such continued acceptance will jeopardise the continued operation of Gatwick based Airlines, they will, after consultation with the Airside Operations Lead, issue a NOTAM indicating that the aerodrome cannot accept any diverted aircraft (other than those diverted for flight safety reasons) until further notice.</p>																										
<p>Ground Handling As described in the UK Aeronautical Publication (AIP) it is the responsibility of each airline nominating Gatwick as the diversionary airport to declare a diversionary Handling Agent. <i>"Airline and other operators are advised that before selecting Gatwick as an alternate, prior arrangement for ground handling should have been agreed with one of the nominated handling agents."</i> In the event that an airline fails to declare a diversionary Handling Agent, Gatwick Airport Ltd shall be entitled to be paid by the airline a standard fee (as set out in the Gatwick Airport Ltd - Conditions of Use) which shall be payable prior to departure. This fee is to ensure that all costs associated with handling the diverted flight can be recovered by the Handling Agent. For clarification, the payment of the fee to Gatwick Airport Ltd shall not create any additional liability for Gatwick Airport Ltd; it is purely a mechanism of ensuring the Handling Agent can recover their costs.</p>																										

Questions

Any questions regarding this Directive should be addressed to the Airside Flow Lead - AFL@gatwickairport.com

Signatory

Gary Cobb

for and on behalf of the Chief Executive Officer of Gatwick Airport Limited

Consultation:

Has consultation on this Directive taken place? Yes - Consultation record held by author

Distribution:

FULL