



## Operational Advice Notice

### Amended Follow-Me procedures for runway crossings

4<sup>th</sup> January 2021

ASGrOps\_OAN\_059

V1.0

It is the responsibility of all employers to ensure that relevant OSIs are 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.

#### 1. Introduction

- 1.1** The purpose of the Operational Advice Notice (OAN) is to inform companies responsible for the towing of aircraft on the airfield of changes in procedures when a runway crossing is required.
- 1.2** When a runway crossing is required, if the tug crew does not hold a 'R' Airside Driving Permit (ADP) or equivalent, Airside Operations (ASD) will provide a 'Follow-Me' services to escort the aircraft across the runway. Current procedures require that the escort takes place from stand to stand.
- 1.3** Under new procedures, the escort will continue to start at the origin stand however it will normally end after the runway crossing, where the tug crew will take over radio telecommunications (R/T) with Air Traffic Control (ATC) to continue their transit to the destination stand.
- 1.4** The content of this OAN will be incorporated in **ASGrOps\_OSI\_026 Aircraft Tugs – Push Back and Towing** in due course.
- 1.5** **This change comes with immediate effect.**

#### 2. Definitions

Abbreviation	Description
ADP	Airside Driving Permit
ASD	Airside Operations
ATC	Air Traffic Control
OAN	Operational Advice Notice
R/T	Radio Telecommunications



### 3. Safety Procedure

- 3.1** The ASD Leader will attend the origin stand where they will meet and brief the tug crew. The tug crew must advise the ASD Leader about any technical issue/limitations affecting the tug or aircraft, including but not limited to:
- Unserviceable aircraft anti-collision lights
  - Unserviceable tug ATC radio
  - Inability to maintain normal speed
- 3.2** During this briefing the ASD Leader will confirm where the escort shall end. The standard end point will be after the runway crossing (Option A), however if necessary the escort can be conducted all the way to the destination stand (Option B).
- 3.3** Under Option A:
- 3.3.1** The tug crew must monitor the correct ATC frequency or channel for the duration of the escort.
- 3.3.2** Shortly after runway vacated, ATC will provide an instruction to the tug crew (“Cathay Quebec Kilo, right turn Echo, hold short Golf”). The tug crew must read this instruction back and proceed as instructed under positive control. Upon hearing the read back, the ASD Leader will end the ‘Follow-Me’ escort.
- 3.4** Under Option B, the tug crew must monitor the correct ATC frequency for the duration of the escort (if equipped with serviceable ATC radio).

### 4. References

ASGrOps\_OSI\_026 Aircraft Tugs – Push Back and Towing

