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 Aerodrome Manual forms an important part of the certification process required by the European Aviation Safety Agency (EASA) with respect to the operation of the aerodrome. This document complies with all applicable requirements as detailed in ADR.OR.E.005, and is in accordance with the terms of the aerodrome certificate.

1.2 The Manual and its associated documents contain information relevant to the safe operation of Heathrow’s airfield. It describes the aerodrome services and facilities, the airfield management structure and responsibilities, the aerodrome safety management system, and provides references to pertinent operational procedures and standards.

1.3 A new version is in circulation, and will be effective from 1st March 2018. Version 3.0. This replaces Version 2.5. May 2018.

2. Parties Involved

All Airside

3. Definitions

Provide definitions for any abbreviations, technical terms or “common slang” used.

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
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<tr>
<td>EASA</td>
<td>European Aviation Safety Agency</td>
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4. Notice of Change

4.1 Changes to the Airfield Map from the Previous Edition
   4.1.1 The key amendments are indicated below,
   4.1.1.1 Change in Heathrow Organisational Structure
   4.1.1.2 Updated key Safety Accountabilities

5. References

Heathrow Aerodrome Manual

6. Enquiries

Any questions regarding this Instruction should be addressed to the Heathrow Aerodrome Safety and Assurance Manager, AOF, email airside_safety@heathrow.com