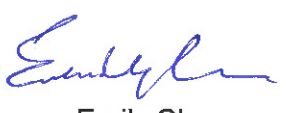


Business Continuity Manual

Business Continuity Plan: A2

Aircraft Docking Guidance System

| | | Signature | Revision | Effective Date |
|-------------|------------------------------|---|----------|----------------|
| Updated By | Assistant General Manager AD |  Albert Ho | 29 | Dec 2021 |
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A. System Description

1.0 Introduction

- 1.1 The Aircraft Docking Guidance System (ADGS) consist of displays, lasers scanning units and operator control panels. It serves to track an aircraft's position relative to the parking stand.
- 1.2 A signal will be displayed to guide the pilot for left and right steering as well as stop position when approaching parking stand.
- 1.3 The ADGS units are installed for the main centerline of all parking stands in the Passenger Apron and West Cargo Apron.

B. Contingency Procedures for Aircraft Docking Guidance System

1.0 Criteria for activating contingency plan

- 1.1 Upon detecting any irregularity on the calibration of the Aircraft Docking Guidance System (ADGS) units during aircraft pre-arrival inspection.
- 1.2 Malfunction or irregularities of (ADGS) operation occurring during aircraft docking.

2.0 Services and manpower involved

- 2.1 Marshalling shall be provided to the incoming aircraft by a qualified AA Aircraft Marshaller.
- 2.2 Marshalling wands and pads are carried by the Operation Officers as a routine standby.

3.0 Contingency Procedures

3.1 When irregularities are detected during the aircraft pre-arrival inspection

- i. The Operation Officer should immediately report the ADGS fault to IAC-ACC and Airfield Duty Manager. IAC-ACC should liaise with Ground Movement Control (GMC) to inform the pilot that aircraft docking by ADGS is unavailable and the pilot is to follow marshaller signals.
- ii. IAC-ACC should report the fault to FRT
- iii. The Operation Officer as a qualified Aircraft Marshaller, should provide marshalling signal to the incoming aircraft.

3.2 When the irregularities are detected during the aircraft docking

- i. The Operation Officer should immediately activate the Emergency Stop button located at the ADGS control panel and inform IAC-ACC and Airfield Duty Manager.
- ii. IAC-ACC should report the fault to FRT
- iii. The Operation Officer as a qualified Airport Marshaller, should then provide marshalling signal to the incoming aircraft.
- iv. The Airfield Duty Manager is responsible to ensure that the ADGS unit is withdrawn from use if malfunction has occurred.

3.3 Airfield Duty Manager is responsible to coordinate with FRT to identify the cause of the fault and to arrange for urgent repair. If the repair

requires working on the software of the ADGS unit and breaking of the seal on the ADGS control panel, the unit must be closely monitored during the next aircraft docking.

- 3.4 When assigning aircraft parking duties for a parking stand where the ADGS unit has been withdrawn from operation, IAC-ACC should make sure that a qualified Airfield Marshaller is assigned who should be reminded to provide marshalling service to the arriving aircraft and to inform ATC-GMC to alert Pilot of arriving aircraft to follow marshalling signals.

4.0 Interface with other operational organizations during contingency

4.1 ATC – GMC

4.2 TSI

5.0 Data preservation procedures

Electronic data on the performance of the ADGS unit for each aircraft parking is registered in the system server. However, the data is only stored until the next parking. Therefore, in order to retain the data of a failed parking to facilitate fault investigation, the ADGS shall not be used until the necessary data is secured by TSI

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