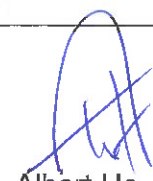




Business Continuity Manual

Business Continuity Plan: A4

Airfield Pavement

		Signature	Revision	Effective Date
Updated By	Assistant General Manager AD	 Albert Ho	32	Jun 2023
Reviewed By	Assistant General Manager BCP, SSBC	 Emily Chu		
Approved By	General Manager SSBC	 David Jea		

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A. Introduction

1. Physical Characteristics of Runways
 - i. Designation - 07R/25L and 07L/25R
 - ii. Width - 60m
 - iii. Shoulders - 7.5m either side
 - iv. Length - 3800m
 - v. Bearing - 70°54'/250°54'
 - vi. Surfacing - Asphalt. Central 54m is grooved (6mm X 6mm) at 32 mm spacing for a length of 3400m
 - vii. RESA - 240m x 150m surfaced with asphalt
 - viii. Runway PCN - PCN72/F/B/W/T

B. Emergency Handling Guidelines for Repair of Airfield Pavement

1. Purpose

These guidelines give the recommended steps to be followed in the emergency repair of the airfield pavement.
2. Scope

These guidelines apply to emergency repairs carried out on the airfield as identified through a fault call.
3. Procedures for Emergency Repair of Airfield Pavement
 - i. On receiving a fault report regarding airfield pavement, the FRT staff shall coordinate with the Assistant Manager, Airfield and his/her representative to carry out joint inspection within 15 minutes to identify the severity and urgency of the fault.
 - ii. FRT staff shall identify the severity and urgency of the fault and prioritizes with Assistant Manager, Airfield any necessary temporary or permanent repair works.
 - iii. Should the conditions have any potential risk in affecting the safety of aircraft operations, FRT team shall declare it as an emergency situation and temporary/permanent repairs to restore the pavement to a safe and serviceable condition shall be initiated immediately.
 - iv. In an emergency situation, the FRT staff shall take the following actions:
 - a. Inform the Manager, Airfield Maintenance immediately, assess the condition of the fault and decide the method/material for the temporary repair and estimate the time required.

- b. Inform the Assistant Manager, Airfield, ACC & Airport Duty Manager and coordinate with them and ATC for a temporary closure of the affected portion of airfield pavement.
- c. Mobilize the Maintenance Contractor to get ready on site all necessary plants and materials in a suitable holding area nearby.
- d. Contact the Airfield E&M team if removal/blanking off of AGL is necessary during the works.
- e. Upon receipt of approval from Assistant Manager, Airfield and ATC, instruct the repair crews to enter the runway and start the repair work.
- f. If necessary, barricade the closed portion of airfield pavement with marker boards and red warning lights.
- g. Airfield E&M team remove/blank off the AGL if necessary during the works.
- h. Supervise the works by the Maintenance Contractor to make sure the quality of works within acceptable standards and completed within the agreed time.
- i. After completion of the temporary repair work, conduct an inspection to make sure all material laid had set and the area is clean and suitable for aircraft operation.
- j. Arrange the Maintenance Contractor to remove all the marker boards and vacate the site.
- k. Inform the Assistant Manager, Airfield that the works are completed and hand back the site to ATC.
- l. Inform the Airfield Maintenance team of TSI to issue a retrospective Works Order to cover the verbal instruction when necessary.

C. Contingency Manpower for Emergency Repair of Airfield Pavement

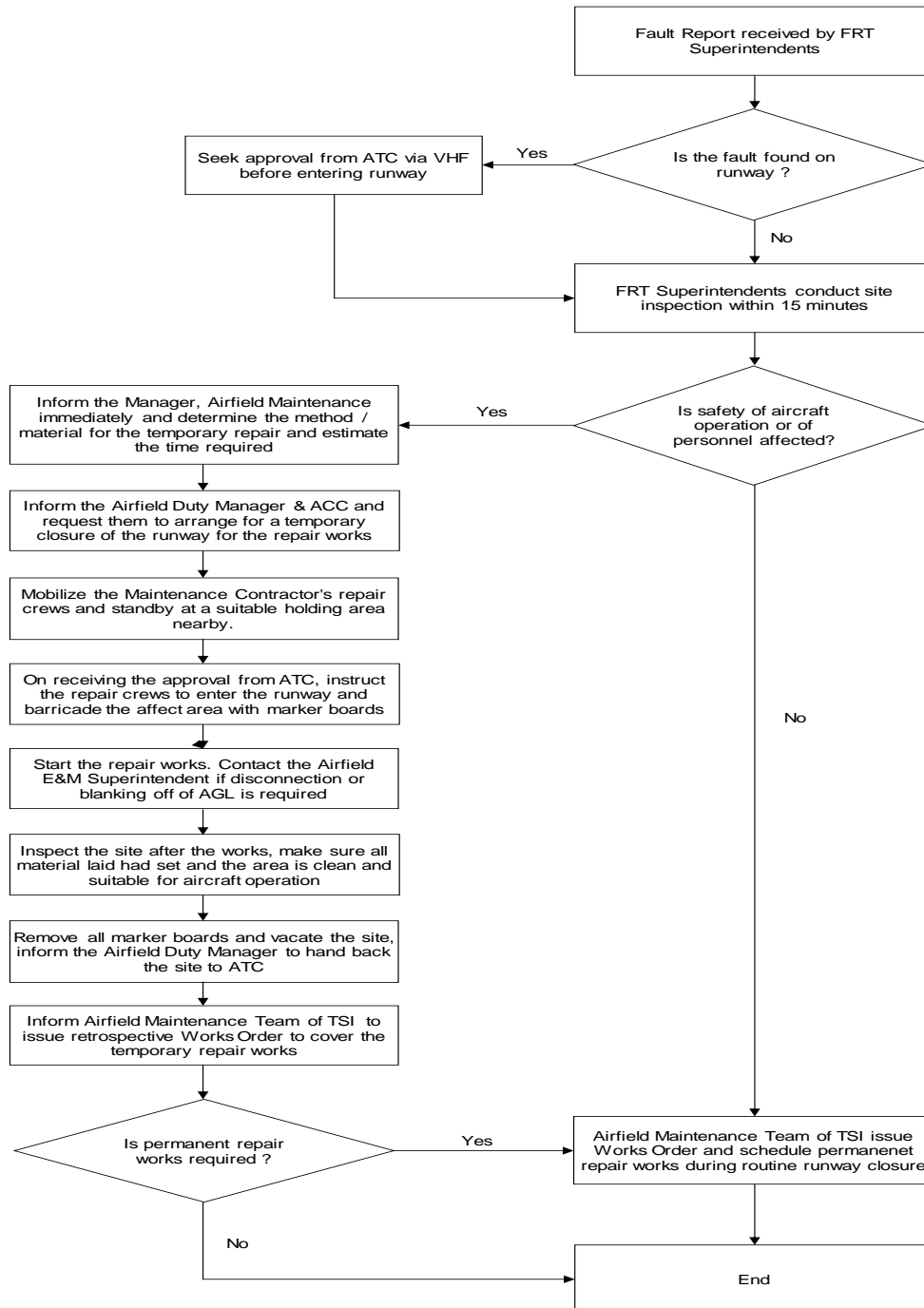
- 1. At least one FRT member will response to any emergency call within 15 minutes at all times. The staff is trained and able to make judgment of the severity of the defects and initiate necessary emergency repairs.
- 2. The Manager, Airfield Maintenance or his delegate, will also response to emergency call within 15 minutes during office hours and can be contacted by mobile phone during the non-office hours.
- 3. The Airfield Maintenance team of TSI has an On Site Service Team at all times, comprising 1 supervisor and 2 skilled workers for day team (07:00-1900) and 1 supervisor and 3 skilled workers for night team (19:00-07:00) respectively equipped with appropriate tools and equipment.
- 4. They will respond to emergency call within 15 minutes and carry out temporary repair works.
- 5. Notwithstanding the provision of emergency core team, there are normally 15 contractor staffs to carry out planned maintenance and scheduled repair works during the day/night shift.
- 6. Additional workers, plants and equipment will be mobilized from outside as required.

D. Type and Capacity for Emergency Repair Works

Type of Defects	Repair Method	Time Required for Temporary Repair	Capacity
Joint open up or minor cracks	Temporary seal up with cold-pour sealant, e.g. Roadware Flecible Cement II. Schedule permanent patch repair during NOTAM/night time	20 minutes include setting time	Scheduled NOTAM: Permanent Repair Capacity: 350 m ² & repair location not exceeding 2 nos
Pot holes (area not exceeding 300mm X 300mm)	Temporary repair by instant filling material (Fine Cold Asphalt or Roadware Flexible Cement II) Schedule permanent patch repair during NOTAM/night time	75 minutes including setting time	Scheduled NOTAM: Permanent Repair Capacity: 350 m ² & repair location not exceeding 2 nos
Breaking up of pavement surface as a result of major heaving / slippage	Close Runway and carry out emergency Temporary patch repair using hot mix Polybilt (if Polybilt asphalt is not available in short time, Highway mix may be used). Schedule permanent patch repair during NOTAM/night time	Normal Working Days: 4 hrs. (Assume worst scenario when alerted at night.) Chinese New year: 10 hrs, (Note: batching plant under scheduled annual over haul work)	Temporary Closure: 70m ² per hour plus 3 hour for setting up & curing time after completion. Scheduled NOTAM: Permanent Repair Capacity: 350 m ² & repair location not exceeding 2 nos.

- In case of rain or inclement weather, the FRT Superintendents, the Manager, Airfield Maintenance or his delegate will consider the situation and determine if setting up of an air tent is necessary for the temporary repair works.

E. Flow Chart for Fault Handling for Airfield Pavement (TSG/M/103-001)



End of BCP – A4