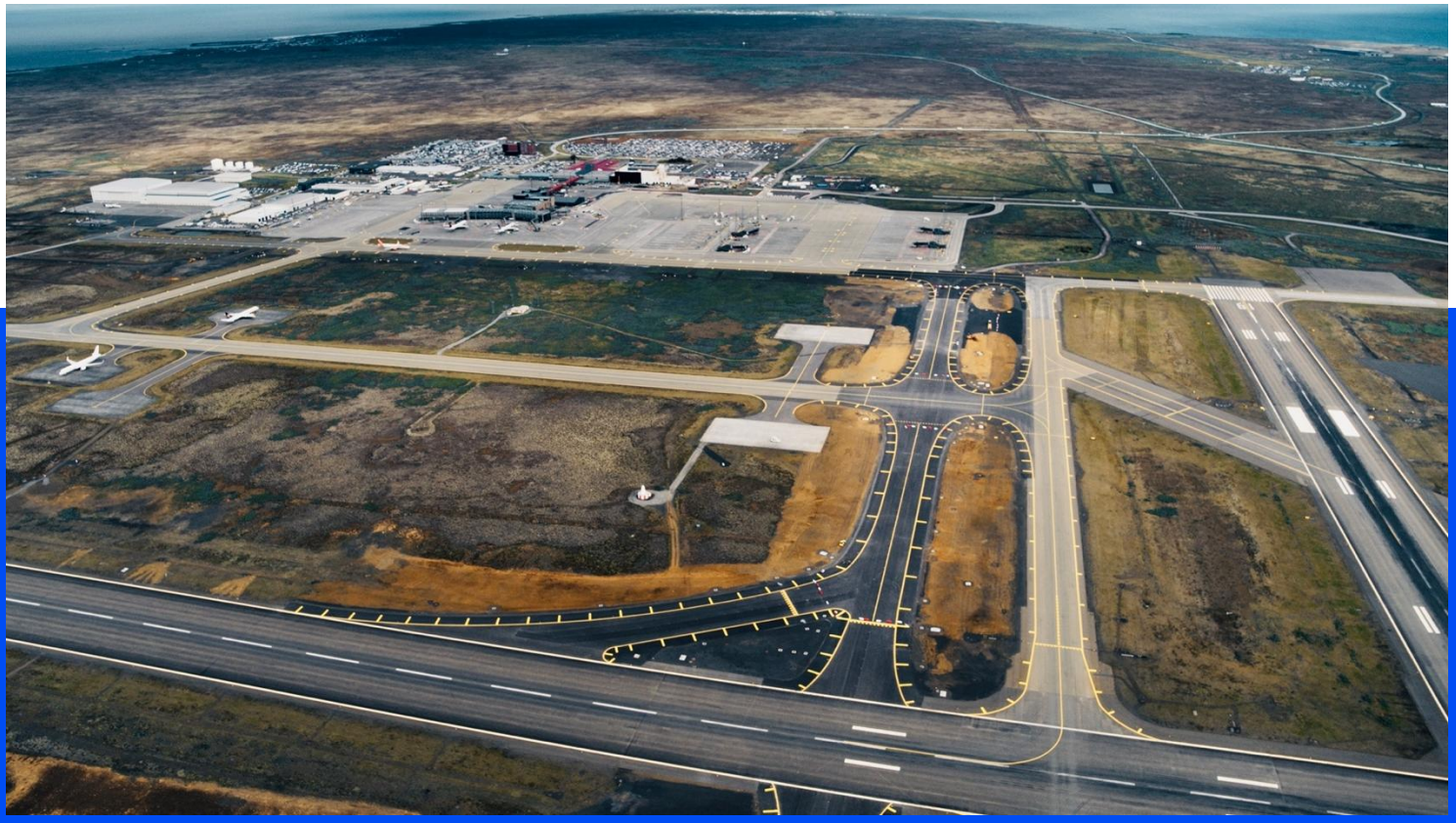
Aerodrome Manual

Keflavik Airport



Aerodrome Manual

Keflavik Airport

Samþykkjandi	Málsnúmer eða ISSN:
Chief Service & Operations Officer	**FH700 01**

www.isavia.is / isavia@isavia.is

Contents

AERODROME MANUAL

(a) The Aerodrome Manual should have the following structure, and include, at least, the following information; if an item is not applicable, the indication 'Not applicable' or 'Intentionally blank", should be inserted, along with the relevant reason:

PART A — GENERAL

0 Administration and control

ADMINISTRATION AND CONTROL OF THE AERODROME MANUAL INCLUDING THE FOLLOWING

0.1 Introduction:

0.1.1 Statement regarding applicable requirements

A STATEMENT SIGNED BY THE ACCOUNTABLE MANAGERS THAT THE AERODROME MANUAL COMPLIES WITH ALL APPLICABLE REQUIREMENTS, AND WITH THE TERMS OF THE CERTIFICATE

Yfirlýsing um uppfyllingu krafna / Declaration of Compliance

Með tilvísun í flugvallarskírteini IS.ADR.01 og í samræmi við gr. ADR.OR.B.025 a) 3) í reglugerð nr. 75/2016 (sbr. rg. (ESB) nr. 139/2014).

Yfirlýsing / Declaration

Isavia ohf., Keflavíkurflugvöllur (BIKF) lýsir því hér með yfir að kröfur gr. ADR.OR.B.025 í 1. lið a-liðar eru uppfylltar í starfsemi flugvallarins. / The Aerodrome Manual contains operational instructions that are to be comlied with by the relevant personnel.

Yfirlýsing um uppfyllingu krafna / Declaration of Compliance

Með tilvísun í flugvallarskírteini IS.ADR.01 og í samræmi við gr. ADR.OR.B.025 a) 3) í reglugerð nr. 75/2016 (sbr. rg. (ESB) nr. 139/2014), og í samræmi við AMC3 ADR.OR.E.005, lið (a) og undirliði 0.1.1 – 0.1.2.

Yfirlýsing / Declaration

Isavia ohf., Keflavíkurflugvöllur (BIKF) lýsir því hér með yfir að kröfur gr. ADR.OR.B.025 í 1. lið a-liðar eru uppfylltar í starfsemi flugvallarins og að Flugvallarhandbókin innihaldi verklag sem viðeigandi starfsfólki ber að fylgja og hún uppfyllir viðeigandi kröfur reglugerðarinnar og skilyrði skírteinisins. / Isavia ohf., Keflavik Airport (BIKF) declares that it complies with point (a)(1) in art. ADR.OR.B.025 of rg. no. 139/2014, and that the Aerodrome Manual contains operational instructions that are to be complied with by the relevant personnel and that it complies with all applicable requirements from Commission Regulation 139/2014 and the terms of the certificate.

Keflavíkurflugvelli, 7. maí. 2026

Bjarni Páll Tryggvason

Bjarni Páll Tryggvason (May 7, 2026 14:23:58 GMT)

Bjarni Páll Tryggvason, Framkvæmdastjóri

0.1.2 Statement regarding operational instructions

A STATEMENT SIGNED BY THE ACCOUNTABLE MANAGER THAT THE AERODROME MANUAL CONTAINS OPERATIONAL INSTRUCTIONS THAT ARE TO BE COMPLIED WITH BY THE RELEVANT PERSONNEL

See signed declaration in 0.1.1

0.1.3 List and brief description

A LIST AND BRIEF DESCRIPTION OF THE VARIOUS PARTS, THEIR CONTENTS, APPLICABILITY, AND USE;

The Aerodrome Manual for Keflavik Airport is structured as stipulated in accordance with Regulation (EU) No. 139/2014 ADR.OR.E.005 and linked through processes and procedures. The manuals are published on a web-based document control system on Isavia intranet. For all printed versions used, it is the responsibility of the user to ensure its validity. In some cases where origin of the information needed is from a public website, the manual contains a summary in respective chapter, but in case of discrepancies, the valid version is always the official one on the website.

All new changes in the manuals require revision and/or approval from ICETRA before new version is published.

0.1.4 Explanations, abbreviations, and definitions

EXPLANATIONS, ABBREVIATIONS, AND DEFINITIONS OF TERMS NEEDED FOR THE USE OF THE MANUAL

A

AAIB	Aircraft Accident Investigation Board
ACN/PCN	Aircraft Classification Number/Pavement Classification Number
AFFF	Aqua Film Forming Foam
AIP	Aeronautical Information Publication
AIS	Aeronautical Information Services
ANS	Air Navigation Services
APOC	Airport Operations Center
APU	Auxiliary Power Unit
ASDA	Accelerate - Stop Distance Available
ATC	Air Traffic Control
ATIS	Automatic Terminal Information Service
ATS	Air Traffic Services
AXIS	BIKF´s Flight Information Display System (FIDS)

B

BIKF	Keflavik International Airport (ICAO Location Indicator/airport code)

C

CAP	Corrective Action Plan

CAT (I or II)	ILS Operational Performance Category
CL	Centerline
CNS	Communication, Navigation and Surveillance
CTR	Controlled Traffic Region
D	
DAAD	Deviation Acceptance and Action Document
DAO	Director Airport Operations
DME	Distance Measuring Equipment
E	
EASA	European Union Aviation Safety Agency
F	
FAA	Federal Aviation Administration
FEGB	Fixed Electrical Ground Power
F/B/C/W/T	Flexible/Med. Strength/Low Strength/No Pressure Limit/Technical Evaluation. (PCN/ACN, ref. Annex 14, 2.6.1– 2.6.8)
FIDS	Flight Information Display System
FOD	Foreign Object Debris
G	
GHSP	Ground Handling Service Provider
GP	Glide Path
GFR	Global Reporting Format
GS	Glide Slope
H	
HI (IH)	High Intensity
HIALS	High Intensity Approach Light System
I	
ICAO	International Civil Aviation Organization
Icetra	Icelandic Transport Authority
IGS	Icelandair Ground Services
ILS	Instrument Landing System
Isavia ohf.	Aerodrome operator
ITS	Icelandair Technical Services
J	
K	
KM	Kilometre

L

L	Locator
LDA	Landing Distance Available
LGT(S)	Light(s)
LIH	Light Intensity High
LVP	Low Visibility Procedures

M

M	Meter (SI units)
MD	Managing Director
MI (IM)	Medium Intensity
MM	Middle Marker
MSL	Mean Sea Level

N

NDB	Non-Directional Beacon
NM	Nautical Mile
NOTAM	Notice To Airmen

P

PAPI	Precision Approach Path Indicator
PRM	Passengers with restricted mobility

Q

QSM	Quality and Safety Manager
QSD	Quality and Safety Department
QSMB	Quality and Safety Management Board
QSMS	Quality and Safety Management System

R

R	Red
RADAR	Radio Detection and Ranging
RESA	Runway End Safety Area
RWY	Runway

S

SNOWTAM	A Special Series of NOTAM, (regarding snow, ice, slush etc.)
SOP	Standard Operating procedures

T

TACAN	Tactical Air Navigation
TDZ	Touchdown Zone

THR	Threshold
TODA	Take Off Distance Available
TORA	Take Off Run Available
TWR	Aerodrome Control Tower

U

V

VOR	VHF Omnidirectional Radio Range
VORTAC	VOR And TACAN Co-located

W

W	White
WGS	World Geodetic System

Definitions of terms:

Opscom - Web-based safety information system.

Áttavitinn, Isavia´ s Operational Manual – Web based document control system.

S-5 úttektir (Audits) Web based audit system - reports, non-conformities, and corrective actions

SMS - Safety management system at Isavia based on ICAO Doc 9859 and ISO 9001.

0.2 Amendment and revision

SYSTEM OF AMENDMENT AND REVISION

The Aerodrome Manual is a part of Isavia documentation and controlling system which will be referred to as Áttavitinn.

The Safety Manager for Isavia ohf. is responsible for ensuring the Aerodrome Manual General Part A and B are up-to-date and that an active monitoring of amendments and revisions is applied.

The operational and maintenance managers are responsible for ensuring that part C, D and E are up-to-date and that an active monitoring of amendments and revisions is applied.

The Chief Service & Operations Officer (CSOO) is accountable manager and approves the Aerodrome Manual in Áttavitinn.

0.2.1 Details of the responsible person(s)

DETAILS OF THE PERSON(S) RESPONSIBLE FOR THE ISSUANCE AND INSERTION OF AMENDMENTS AND REVISIONS

The Safety Manager for Isavia ohf. is responsible for ensuring the Aerodrome Manual Part A and B are up-to-date and that an active monitoring of amendments and revisions is applied.

The operational and maintenance managers are responsible for ensuring that part C, D and E are up-to-date and that an active monitoring of amendments and revisions is applied.

The manual is published on the intranet. The responsibility of the documentation control and the assurance that all documents are up to date are:

Manual	Position of responsibility	Name
Part A and B	Safety Manager	Andri Stefánsson
Part C, D and E	Operational Manager Maintenance Manager	Bjarni Páll Tryggvason Maren Lind Másdóttir

0.2.2 Record of amendments and revisions

A RECORD OF AMENDMENTS AND REVISIONS WITH INSERTION DATES, AND EFFECTIVE DATES

All information regarding amendments, revisions, effective dates are available in Áttavitinn.

0.2.3 A statement regarding handwritten amendments and revisions

A STATEMENT THAT HANDWRITTEN AMENDMENTS AND REVISIONS ARE NOT PERMITTED, EXCEPT IN SITUATIONS REQUIRING IMMEDIATE AMENDMENT, OR REVISION IN THE INTEREST OF SAFETY

Handwritten amendments and revisions are not permitted to this Aerodrome Manual except in situations requiring immediate amendment or revision to a process in the interest of safety, and then only after a risk assessment has been performed and approved by the operational manager or his representative. If a change of a process is permanent, then the amendment and revision is written on the respective document and published on Áttavitinn.

0.2.4 A description of the system for the annotation of pages

A DESCRIPTION OF THE SYSTEM FOR THE ANNOTATION OF PAGES, OR PARAGRAPHS AND THEIR EFFECTIVE DATES

Annotations are allowed in this manual if the origin of the text/data is well visible and clearly defined.

0.2.5 Effective pages or paragraphs

A LIST OF EFFECTIVE PAGES OR PARAGRAPHS

The manual is set up as stipulated in regulation (EU) 139/2014, paragraph ADR.OR.E.005. The Aerodrome Manual is version controlled and the issue number and effective date are listed in the footnote of each page. The traceability of former versions is listed in Áttavitinn.

0.2.6 Annotation of changes

ANNOTATION OF CHANGES (IN THE TEXT AND, AS FAR AS PRACTICABLE, ON CHARTS AND DIAGRAMS

Changes in text are as described in operational manual document ("KV100 01 Skjalastýring") regarding document control where all changes in text are marked with dark red color and text deleted with also in dark red color.

For chart and diagram the old one is removed and the new one is installed. These changes are marked by overwriting the applicable picture / chart caption with dark red color.

0.2.7 Temporary revisions

TEMPORARY REVISIONS; AND

No temporary revisions are allowed but if immediate changes need to be made, referred to chapter 0.2.3 for handwritten amendments.

0.2.8 Distribution System

DESCRIPTION OF THE DISTRIBUTION SYSTEM AND A DISTRIBUTION LIST FOR THE AERODROME MANUAL, ITS AMENDMENTS, AND REVISIONS. ADR RULES, AMC/GM AND CS – MARCH 2014 ANNEX III 242 | ADR ADR.OR SUBPART E

The Aerodrome Manual is published in Áttavitinn. For all amendments and revisions, a notification is sent by e-mail to the predefined subscription groups which cover both managers, personnel working at the aerodrome and the authority. A distribution list for all documents and manuals are available in Áttavitinn.

For external users, FH700 01 Aerodrome Manual is publicly available on the Keflavík Airport website. Other relevant documents are distributed, as appropriate, through Microsoft Teams shared channels established with external stakeholders.

1 General information

General information including the following:

1.1 Purpose and scope

PURPOSE AND SCOPE OF THE AERODROME MANUAL

The purpose and scope of this Aerodrome Manual is for the operation and management of all International Airports in Iceland in accordance with the Commission Regulation (EU) 139/2014.
In accordance with Act. no. 76 from June 11, 2008, Isavia and its subsidiaries are responsible for the operation, maintenance, and development of the International Airports and for compliance of relevant international obligations of the State.

1.2 Legal requirements for certificate and Aerodrome Manual

LEGAL REQUIREMENTS FOR AN AERODROME CERTIFICATE AND THE AERODROME MANUAL AS PRESCRIBED IN PART-ADR.OR

Legal requirements for the certification of Icelandic International Airports is stipulated in the Aviation Act No. 60/1998, in Regulation No. 75/2016 implementing Commission Regulation (EU) 139/2014 laying down requirements and administrative procedures related to the aerodrome pursuant to Regulation (EC) No. 2018/1139 of the European Parliament and in Council, and Regulation No. 812/2012 implementing Regulation (EU) 2016/2008 on common rules in the field of civil aviation and establishing a European Aviation Safety Agency.

1.3 Conditions for use of the aerodrome

CONDITIONS FOR USE OF THE AERODROME BY ITS USERS

If the conditions of use are published, they are to be found on Isavia web page.

1.4 How to facilitate audits/inspections by Competent Authority

THE OBLIGATIONS OF THE AERODROME OPERATOR; RIGHTS OF THE COMPETENT AUTHORITY AND GUIDANCE TO STAFF ON HOW TO FACILITATE AUDITS/INSPECTIONS BY COMPETENT AUTHORITY PERSONNEL

Isavia has the obligation to obtain the applicable certificates for the aerodrome and the aerodrome operator by applying for the certificates to the Icelandic Transport Authority (Icetra) in accordance with Commission Regulation (EU) 139/2014.

After having been granted the certificates, Isavia has the obligation to comply with the scope and privileges defined in the terms of the certificates attached to them and Isavia shall ensure continued validity of the certificate and continued compliance with the Certification Basis.

Isavia is responsible for the safe operation and maintenance of the aerodrome in accordance with ADR.OR.C.005 of Commission Regulation (EU) 139/2014.

For the purpose of determining compliance with the relevant requirements of Regulation (EC) No. 216/2008 and its Implementing Rules, Isavia will in accordance with ADR.OR.C.015 of regulation No. 139/2014 grant access to any person authorized by Icetra, to: (a) any facility, document, records, data, procedures or any other material relevant to its activity subject to certification or declaration, whether it is contracted or not; and (b) perform or witness any action, inspection, test, assessment or exercise the Icetra finds is necessary.

AERODROME MANAGEMENT SYSTEM, QUALIFICATION AND TRAINING REQUIREMENTS

2 Description of the management system

A DESCRIPTION OF THE MANAGEMENT SYSTEM, INCLUDING THE FOLLOWING

2.1 Aerodrome organization and responsibilities

AERODROME ORGANIZATION AND RESPONSIBILITIES INCLUDING THE FOLLOWING: A DESCRIPTION OF THE ORGANIZATIONAL STRUCTURE, INCLUDING THE GENERAL ORGANOGRAM AND OTHER DEPARTMENTS' ORGANOGRAMS. THE ORGANOGRAM SHOULD DEPICT THE RELATIONSHIP BETWEEN THE DEPARTMENTS. SUBORDINATION AND REPORTING LINES OF ALL LEVELS OF ORGANIZATIONAL STRUCTURE (DEPARTMENTS, SECTIONS, ETC.) RELATED TO SAFETY SHOULD BE SHOWN. NAMES, AUTHORITIES, RESPONSIBILITIES, AND DUTIES OF MANAGEMENT AND NOMINATED PERSONS; RESPONSIBILITIES AND DUTIES OF OTHER OPERATIONAL, MAINTENANCE PERSONNEL, AS WELL OF THE AERODROME SAFETY COMMITTEES AND THE LOCAL RUNWAY SAFETY TEAM AND THEIR FUNCTIONING, SHOULD ALSO BE INCLUDED

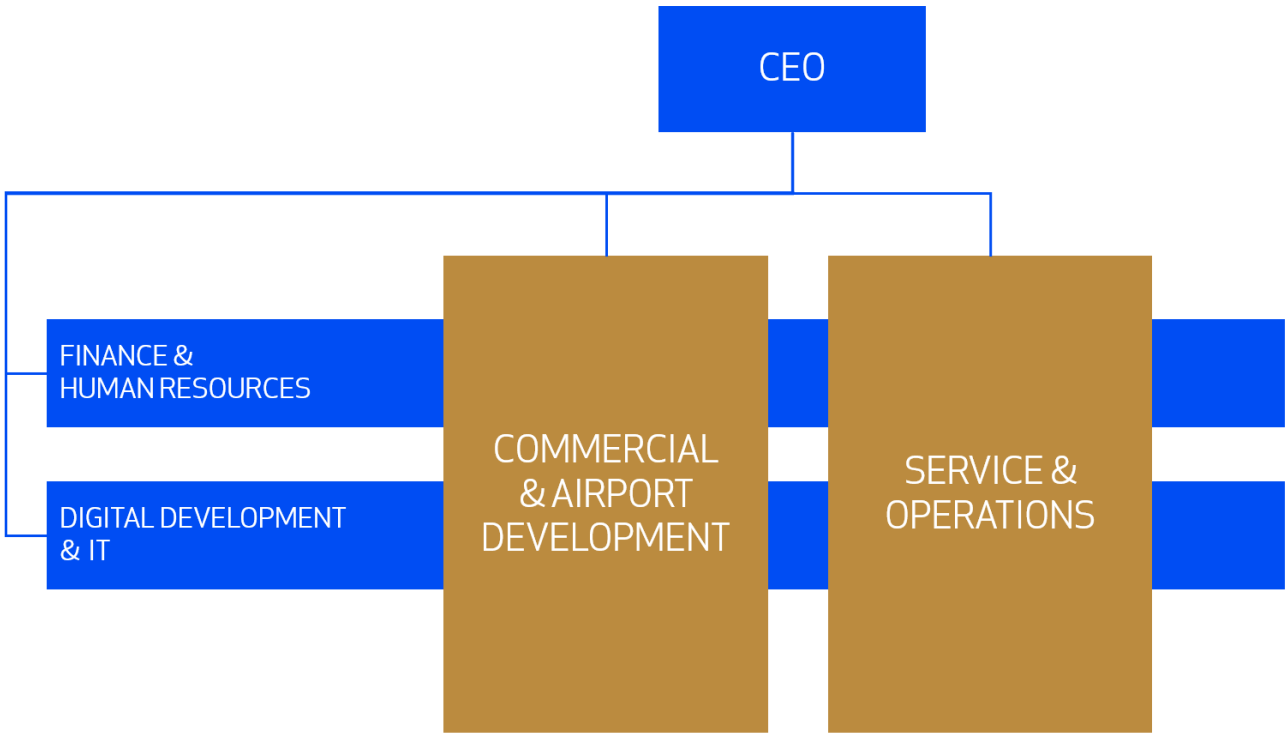
Isavia management system is an integrated management system, based on ISO9001 Quality Management Standard, for safety, quality and security which focuses on minimizing the risk of the operation for the customer and employees. The company has a clear management structure where all management processes are defined for respective operation/divisions/departments so that the responsibility and the communication/reporting channels are clearly described. All managers and staff are responsible for the safety of the operation and for reporting all incidents and irregularities.

The system is reviewed regularly, always aiming at continuous improvements to increase efficiency and usability of the system.

In the following subchapter is a description of the respective organizational charts and the different responsibilities and accountabilities for Isavia ohf.

Isavia ohf. – Accountabilities and responsibilities

Figure 1 Organizational chart Isavia ohf.



CHIEF EXECUTIVE OFFICER (CEO)

The CEO is responsible for the management of all day-to-day activities of the company in accordance with the Board's policy and instructions. Day-to-day activities do not include extraordinary measures or measures of major importance. He has day-to-day decision-making powers over all operational and financial affairs of the company and oversees its assets. He reports to the Board on the company's activities and performance at Board meetings and is answerable to the Board for all day-to-day operations and for full compliance with the company's Articles of Association and appropriate law and regulations.

The CEO is Sveinbjörn Indriðason.

EXECUTIVE BOARD

The company's operations are divided into two divisions at Keflavik Airport responsible for its core activities: Commercial & Airport Development and Service & Operations reporting to the CEO. There are three support divisions also reporting to the CEO: Finance, Human Resources & Corporate Strategy and Digital Development & IT. The heads of the operations and support divisions comprise the Executive Board together with the CEO.

COMMERCIAL & AIRPORT DEVELOPMENT

The division handles airlines & route development, commercial & marketing, operation of infrastructure & real estate and airport development & construction.

The Chief Commercial & Airport Development Officer is Maren Lind Másdóttir.

SERVICE & OPERATIONS

The division handles safety management, airport security, passenger service, airside operations and tower control. The CSOO is accountable manager.

The Chief Service & Operations Officer is Bjarni Páll Tryggvason.

FINANCE & HUMAN RESOURCE

The Finance and Human Resource Division is responsible for HR functions, planning & analysis, cash & risk management, accounting & settlement, law and procurement.

The Chief Finance and Human Resource Officer is Ingibjörg Arnarsdóttir.

DIGITAL DEVELOPMENT & IT

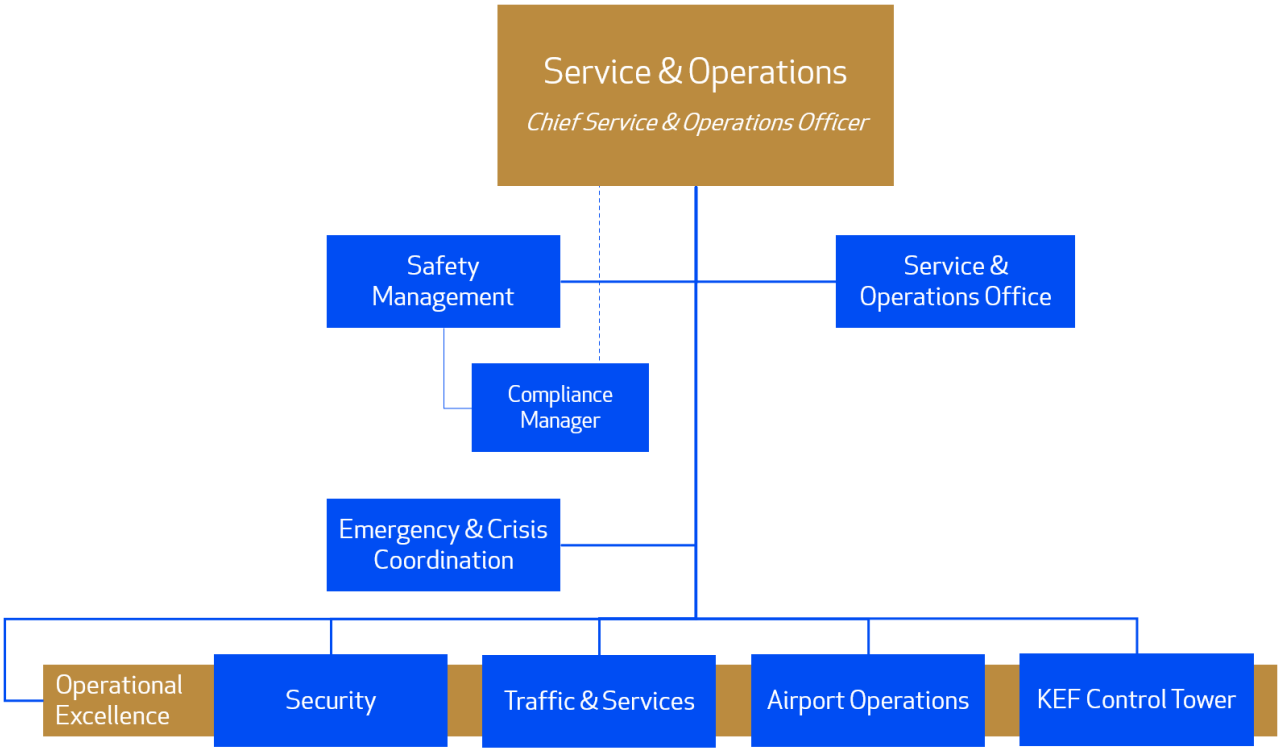
Digital Development & IT is responsible for the operation of information technology and digital development.

The Chief Digital Development & IT Officer is Bjarni Örn Kærnested.

The Information Security Officer is Bæring Logason.

Service and Operations – accountabilities and responsibilities

Chief Service & Operations Officer, CSOO, is accountable manager responsible for the implementation and maintenance of the safety and quality management system and the certification of the Keflavik Airport. She is a member of the BIKF Safety and Quality Management board. She is responsible for the operations management of BIKF. She ensures that daily operations are conducted in accordance with this Aerodrome Manual and the Security Plan for BIKF and other appropriate standards and guidelines. She reports to CEO on the performance and activities of the divisions as well as the compliance to mandatory requirements.



Capture 2 Organizational chart Service & Operations

Safety and Quality Management: The Director of Safety and Quality management is the safety and quality manager for Isavia ohf. She is responsible for the coordination of the safety and quality management system for all divisions and to ensure the system is in accordance with national and international requirements. The functions and responsibility are described in SH700 07 Forstöðumaður Öryggisstjórnunar.

The Director of Safety Management / Safety Manager is Andri Stefánsson.

Compliance monitoring: The compliance manager is responsible for compliance monitoring and report regularly to the accountable manager about the status and upcoming changes. The functions and responsibility are described in SH705 01 Hlítnistjóri.

The Compliance manager is Berglind Ýr Kjartansdóttir.

Security: The Director of Security is responsible for the daily execution of security operations at BIKF, ensuring the operations are in accordance with BIKF security plan and external requirements.

The Director of Security is Berglind Ýr Kjartansdóttir.
The Security Manager is Berglind Ýr Kjartansdóttir.
Traffic & Services is responsible for traffic and service delivery at Keflavik Airport. Traffic & services is divided into four departments: Bussing department, Passenger services including PRM services, Airport Operation Centre (APOC) and soft services.

The Director of Traffic and Services is Sævar Garðarsson.

Airport Operations: The Director of the Airport Operations is responsible for the execution of daily airport operations at BIKF in accordance with this BIKF Aerodrome Manual. This includes at minimum, inspection, maintenance and operations of the movement area, lighting equipment, emergency generators, markings, and aeronautical beacon as well as other airport operations department equipment and devices. Furthermore, the department handles rescue and emergency services of aircraft, hazardous spill clean-up, wildlife control and the oil-water separators on BIKF.

The Director of Airport Operations is Bjarni Páll Tryggvason and Operational Manager of Keflavik Airport is Bjarni Páll Tryggvason.

The Keflavik Control Tower is responsible for providing air traffic services at Keflavik airport. This includes services to users operating within BIKF CTR and to users of BIKF movement area. The Director of the Control Tower is responsible for the safety and quality of the services according to the ANSP certificate. The functions and responsibilities are described in SH700 08 Director Tower services.

The Director of Keflavik Control Tower is Sif Aradóttir.

Commercial and Development – accountabilities and responsibilities

The Chief Commercial and Development Officer is the Maintenance Manager for Keflavik Airport. He is responsible for Engineering & Asset Management at Keflavik airport and for the development of strategies and policies for the management of assets, including the maintenance of all passenger assets including roads, tunnels, water systems, HVAC, HV/LV electrical systems and Passenger Safety Equipment. He is a member of the BIKF Safety and Quality Management Board. He ensures that daily operation is conducted in accordance with the Aerodrome Manual and security plan for BIKF and other appropriate standards and guidelines. He reports to the accountable manager on the performance and activities of the divisions as well as the compliance with necessary requirements.

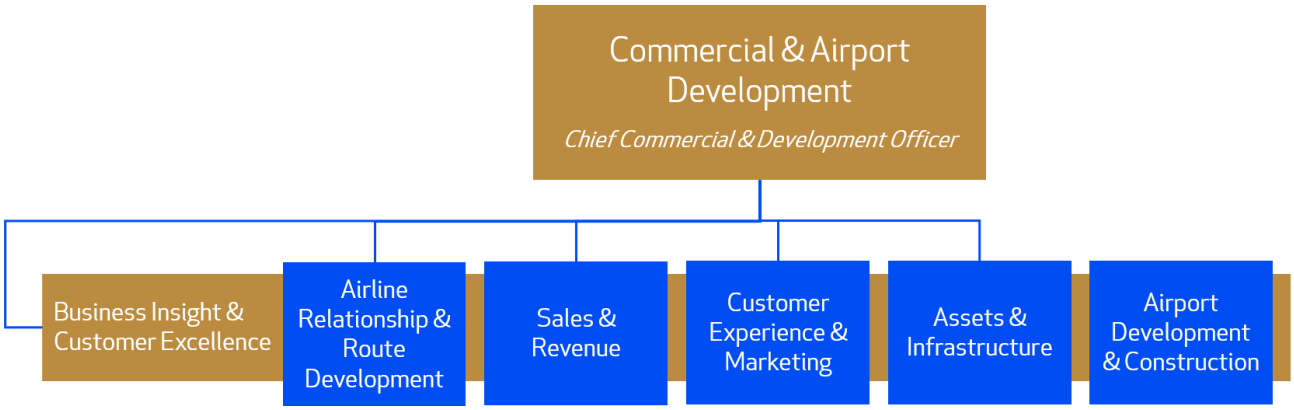


Figure 3 Organizational chart Commercial & Development

The Director of Business Insight & Customer Excellence is Guðmundur Karl Gautason.

The Director of Airlines Relationships & route development is Grétar Már Garðarsson.

The Director of Customer Experience & Marketing is Guðmundur Karl Gautason.

The Director of Sales & Revenue is Þórunn Marinósdóttir.

Asset and infrastructure: The Director of Asset and infrastructure is responsible for maintenance of the visual aids and other lighting systems required for the safety of the aerodrome operations, power supply and other electrical systems, Fixed Electrical Ground Power (FEGP), aircraft boarding bridges, stand entry guidance systems, apron lighting, fencing and other access control devices, as well as the maintenance of surfaces including runways, taxiways, grass areas, aprons, and roads. She is also responsible for the delivery of maintenance across the airport through managing teams of technicians and contracted support staff as well as for the planning and completion of planning and maintenance activity to ensure airside assets are maintained to specified standards and in compliance with regulations.

The Director of Asset and infrastructure is Kristín Erla Einarsdóttir.

Airport Development and Construction. The Director of Airport Development and construction is responsible that the design and construction work of the airport is in accordance with the standard stipulated in the CS-technical requirements of the EASA implementing rules for EU regulation 139/2014 for airports. Further to ensure that all changes to the CS-technical requirement are according to change management process as described in the safety and quality management system. The department also works closely with the safety management department to fulfill the requirement of aeronautical information services and publication of AIP.

The Director of Airport Development and Construction is Páll Svavar Pálsson.

Cooperation/coordination between Service & Operations and Commercial & Development

The accountability and responsibility for Keflavik airport are in various departments under two divisions: Service & Operations and Commercial & Development. To ensure operability, flow of information and compliance with the regulation the leaders of those divisions meet on a regular basis. The objective of the meeting is to share information, coordinate, discuss scheduled changes such as constructions and maintenance, or purchase of new operational equipment. The meeting shall also address items that require prior approval from Icetra, the need for safety assessments and to ensure that the management of change is followed as well as other changes or deviations that could influence the operations of the two divisions.

Committees and Board

Safety and Quality Board
The Safety and Quality Boards review the effectiveness of the corrective actions from incident investigations and evaluate if further actions are needed. It is a joined platform for the different areas of the airport and evaluates if more coordination between different divisions and department is needed. The board is chaired by the accountable manager. Further description of the board is in document SK700 10 Öryggis- og gæðaráð.

Safety and Quality Committee
A Safety and Quality Committee is operational for the airport. The committee ensures investigation and reviewing of incidents. The committee suggests improvements and special intervention based on the investigation to prevent incidents and is therefore a vital part of continuous improvement of the safety management system. Detailed description of the duties and responsibilities is described in document VR705 02 Öryggis- og gæðanefnd flugvalla ÖGN (Safety and quality committee).

Local Runway Safety Team (LRST)
A LRST is operational for the aerodrome and the purpose of it is to review incidents at an aerodrome including runway incursions or operational incidents and suggest improvements for the benefit of safety. The team meets at least 3 times a year and it consists of people from the airport, Isavia ANS ehf. and stakeholders (Airport ground operators). See further document SK705 15 Starfshópur um brautarátroðning.

Apron Safety Committee
The primary role is to develop an action plan for apron safety, advise the management on the potential hazards and issues and to recommend strategies for hazard removal and mitigation of the residual risk. See web-based document control

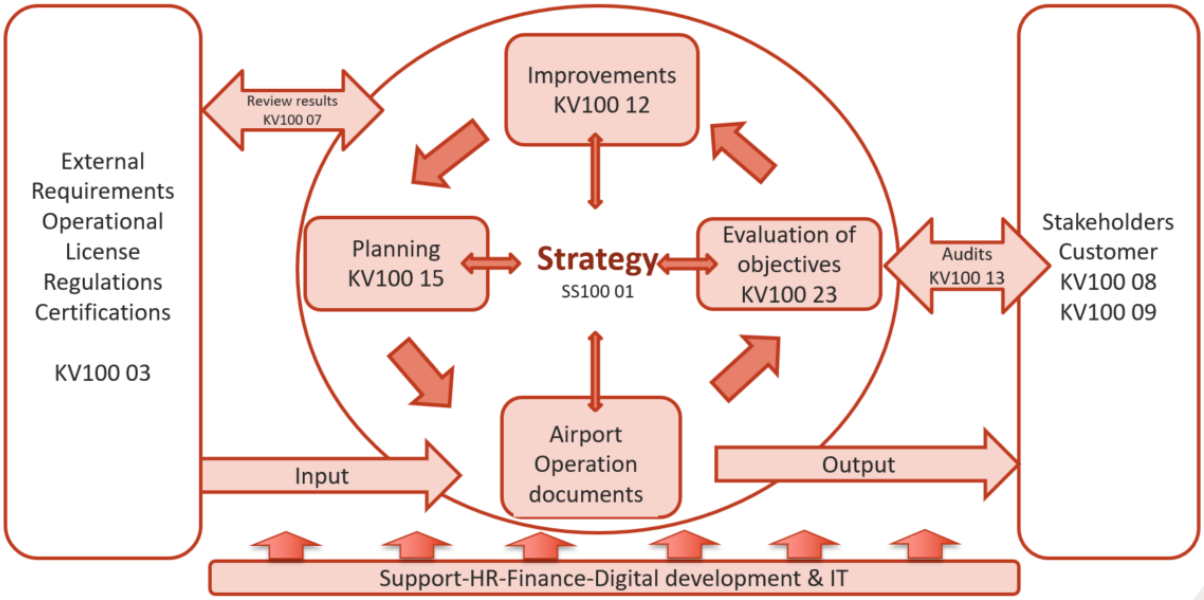
system on Isavia intranet regarding the committee VR700 02 Starfshópur um öryggi á hlaði BIKF (BIKF Apron safety committee).

2.2 Description of the Safety Management System

A DESCRIPTION OF THE SAFETY MANAGEMENT SYSTEM

The management system is based on the structure of ISO9001 standard for Quality management system, ICAO Doc 9859 SMM Manual, ICAO Annex 19 as well as requirements stipulated in the EASA implementing rules for regulation 139/2014.

The Safety and Quality processes are integrated into operational procedures for airports as shown on schematic picture:



The level of responsibility is divided into three levels. Where the executive board decides the strategy and policy for the safety and quality management system. The Chiefs of different divisions regularly review the outcome of the system and if it is in accordance with the objectives. On a daily basis the management incorporates the necessary procedures such as incident investigations and safety assessment into their operations. A schematic picture and more detailed description of each level is shown below.

Executive board: The board has the leadership in enabling the safety and quality management system and has a responsibility to ensure enough resources for the development and operation of the system. The CEO signs the safety and quality policy, and the board approves the

objectives and evaluates the results once a year. The review is documented in meeting notes. The board decides on the necessary improvements based on the following points:

- Changes that can have an impact on the safety and quality management system
- Improvements to increase the efficiency of the QSMS system
- Evaluate responses from stakeholders' comments and reports
- Evaluate, if necessary, resources and knowledge are to maintain an efficient system

Review meetings: Regular meetings to inform of the status of safety and quality matters to ensure continuity of the system and follow up of the safety and quality matters, like non-conformities, incidents, and reports. The status is reviewed by the accountable manager who takes actions if needed.

Management meeting: The operational and/or maintenance managers are responsible for the operability of the safety and quality processes and that all requirements for the operational licenses are fulfilled. They communicate all necessary information to their staff through staff meetings, shift meetings or similar events. Information about safety and quality committee.

2.2.1 Scope of the safety management system

SCOPE OF THE SAFETY MANAGEMENT SYSTEM

To achieve its production objectives, the management of the company organization requires managing many business processes. Safety Management is a core business function. The Safety Management System is a systematic approach to managing safety, including the necessary organizational structures, accountabilities, policies, and procedures. Its activities are in accordance with a pre-determined plan and applied in a consistent manner throughout the organization. The system is structured as a proactive approach that emphasizes safety risk management with hazard identification and risk control and mitigation before events that affect safety occur. Safety management activities are documented and visible.

For the implementation of the integrated management system, the following items are considered key issues:

- To determine necessary key processes.
- To determine the interaction and coordination of the key processes.
- To determine the criteria and the methods necessary to ensure the efficiency of processes.
- To determine the necessary resources and information to support monitoring of the processes.
- To determine how the processes should be monitored, measured, and analyzed.
- To determine necessary actions to ensure intended result and continuous improvements.
- To determine how to monitor the outsourced activities and processes.

2.2.2 Safety policy and objectives

SAFETY POLICY AND OBJECTIVES

Isavia has set a safety policy and objectives. The policy is published on the intranet and introduced to the employees through various means, meetings, e-mail, intranet etc. The following text is an excerpt from the safety policy as it is published in SB100 02 (EN) Safety policy:

Policy: Isavia aims to reduce risk in all operations to an acceptable level and places aviation safety above other company business.

Objectives: Isavia's main objective is to reduce the risk of accidents, incidents and other occurrences which could affect aviation safety. In addition, Isavia wants to ensure that other entities, companies, or institutions with connection to the operation and services of the organization correspond in their operation to this objective.

From top senior management and along the whole organizational structure, Isavia has the collective intention that the operation fulfills all applicable requirements, ensure knowledge of personnel, enhance safety culture and continuous improvement, and maintains a reporting system. Aviation related divisions of the organization maintain safety performance indicators.
The safety policy is signed by the CEO and approved by the accountable manager.
The aerodrome maintains Safety Key Performance Indicators (KPI).

2.2.3 Safety responsibilities

SAFETY RESPONSIBILITIES OF KEY SAFETY PERSONNEL

The organizational chart for Isavia ohf. is listed in chapter 2.1.

The organizational structure is built up in layers where the safety accountabilities and responsibilities of key safety personnel are defined in each layer. The following is the description of the safety responsibilities and key safety personnel identified for the aerodrome.

Accountable manager shall ensure:

- Accountability, ultimately, remains with the accountable manager.
- Responsible for establishing and maintaining an effective management system.
- Ensure that all necessary resources are available to operate the aerodrome in accordance with the applicable requirements and Aerodrome Manual.
- Ensure that if there is a reduction in the level of resources or abnormal circumstances which may affect safety, the required reduction in the level of operations at the aerodrome is implemented.
- Establish, implement, and promote the safety policy.
- Ensure compliance with relevant applicable requirements, certification basis and the organization's safety management system, as well as its quality management system with regards to aeronautical data and aeronautical information provision activities.
- Have an appropriate level of authority within the aerodrome operator´s organization to ensure that activities are financed and carried out to the standard required.
- Understanding of the requirements for competence of aerodrome management personnel, to ensure that competent persons are in place.

Operational & Maintenance Manager shall ensure:

- Safe and efficient operational management.
- Ensuring that all necessary safety assessments has been conducted, accepted, and corrected by the responsible parties, in relation to the development of all plans, policies, procedures, processes and systems.
- Establishment of safety standards, guidelines and publishing them to airport users.
- Managers and staff are aware of safety guidelines and are held accountable for their safety performance.
- Establishment of a system for safety management education and safety awareness.
- Establishment of safety audit and surveillance system.
- Availability of adequate resource allocation for design, implementation, and administration of a safety management system.
- Enforcement of the safety policy and that it is presented to the employees.
- Adequate level of Fire and Rescue services.
- That all staff are trained, qualified and competent to discharge their duties and safety-related obligations.
- Promote that liaison is conducted between various partners and other stakeholders including Ministry of Transport and Local Government, Icetra and the Defense Authorities (Coast Guard).

Shift Manager (Vaktstjóri):

- Promote to all shift and staff personnel that safety considerations are given the foremost priority, and held accountable for their safety performance.
- Supervising the safety and operational performance of daily operations.
- Overseeing wildlife hazard mitigation.
- Ensuring that safety issues are timely reported into the OPSCOM system.
- Distribution of human resources is appropriate to facilitate safe operations.

Employee is responsible for

- Being familiar with and working according to relevant procedures of the Operational Manual.
- Reporting every deviation from standards and recommending changes for improvements as a basis for corrective and preventive actions.

2.2.4 Documentation control procedures

DOCUMENTATION CONTROL PROCEDURES

The Safety and Quality Management System includes all necessary processes and procedures as required in ISO9001 certification. One of them is documentation control.

The company has set up operational manual Áttavitinn on Isavia intranet which contain those documents and working procedures required for the aerodrome operational license and the Aerodrome Manual.

The Aerodrome Manual is structured according to regulation (EU) 139 ADR.OR. E.005.

All Isavia documents published and distributed to comply with the certification of regulation (EU) 139 are a part Isavia documentation system and as such follow the documentation control procedures KV100 01 Skjalastýring (Documentation control).

Isavia has set up Áttavitinn, available from the internet by access code. There are different types of documents for the airport depending on their purposes:

- (*Organization and policy documents* (SS), documents containing policy, organizational chart.
- General *processes* KV), Processes necessary for the safety and quality management system. Such as document and records control, internal audits, improvements as well as other documents necessary for the company to ensure successful organization, operation, and control of processes.
- *Standard operational procedures* (VR), Document needed to further explain the implementation of the general processes. Can also be independent based on the operation of the airport.
- *Definition documents:* (SK), A list of information needed to be updated regularly without including a process, such as list of equipment.
- *Job description/ responsibility role* (SH), Document describing the responsibilities of a role, but not necessarily a full job description.
- Working instructions (VL) – More detailed description of how to perform a work (often extension of VR).
- Forms (EB).

2.2.5 Safety risk management process

SAFETY RISK MANAGEMENT PROCESS, INCLUDING HAZARD IDENTIFICATION AND RISK ASSESSMENT SCHEMES

Isavia has set up a safety risk management system for the operational license of the aerodrome. The documents KV100 21 Risk management system and the SH100 05 Facilitator responsibility build a frame for all risk assessment executed by Isavia personnel. They describe:

- The purpose.
- Reference to respective SOP to executive a risk assessment according to the operational requirements.
- The responsibility of the facilitator.
- The role of the participants.
- Handling of the results.
- Documentation.
- Notifications and approval.

The aerodrome has set up a special procedure, document VR700 01 Áhættustjórnun Keflavíkurflugvallar (Risk management for Keflavik Airport), in accordance with ICAO doc 9859 describing the following:

- The purpose.
- Execution and different steps of safety assessment.
- Safety consequences /severity and probability.
- Risk assessment matrix used.
- Approval / follow up / documentation.

2.2.6 Monitoring of safety actions, and risk mitigation measures

MONITORING OF IMPLEMENTATION AND EFFECTIVENESS OF SAFETY ACTIONS, AND RISK MITIGATION MEASURES

Isavia maintains a web- based system “Áhættumat” which includes:

- Request for safety assessments.
- Hazard log.
- Mitigation, date, and responsibility.
- Safety actions regarding occurrence report originated from mitigations.

The respective department has the responsibility to perform all mitigation measures and to ensure their effectiveness. Opscom is the main program for monitoring safety action and mitigation measures. The system is set up so that aerodrome personnel report into the system safety concerns, safety actions and risk assessments. Operational manager, Maintenance Manager and Chief of service and operation can approve completed risk assessments. Relevant management personnel are assigned responsibility in Opscom for corrective action and signing of the item when completed. Other affective manager receive notification through e-mail when safety concerns are registered in Opscom.

Safety Management at Service and Operation has the responsibility to monitor the implementation of risk mitigation measures. This is done by predefined checklist in coordination with the operational manager of respective aerodrome.

2.2.7 Safety performance monitoring

SAFETY PERFORMANCE MONITORING

It is the responsibility of the airport to set the safety performance indicators and targets based on their operation and safety policy. The requirements for how they are defined and monitored is stated in document KV100 23 Öryggis og gæðamælikvarðar (Safety and Quality key performance indicators). These indicators and targets are specified and monitored through Opscom. They are reviewed periodically by the process of KV100 07 Rýni stjórnenda (Management review).

The performance monitoring and measurement include but are not limited to safety reporting, safety studies (for example mapping of bird species according to bird strikes (wildlife management), safety reviews (statistical analysis of systems output), safety audits (internal audits and inspections), safety surveys (questionnaire targeting specific groups or concern), and safety investigations (safety and quality committee).

2.2.8 Safety reporting

SAFETY REPORTING (INCLUDING HAZARD REPORTING) AND INVESTIGATION

Isavia operates on just culture principles as stated in the Isavia safety police and all investigations and conclusions refrain from the attribution of blame. Preventing reoccurrence of an incident and improving the level of safety performance, is the main purpose of incident reporting, not to attribute blame. Disseminating information of occurrences to other persons and organizations to learn from them is a key factor in the reporting procedure. Safety reports are processed and investigated as appropriate, and organizations concerned with a safety report are involved as appropriate into the processing and investigation of the safety reports.

All personnel and all organizations operating or providing services at the airport are urged to report all safety concerns in the safety reporting system on the respective aerodrome's website.

For BIKF: http://b2b.kefairport.is/Flugfelog/Oryggismal/Oryggistilkynningar/

The safety reporting system is set up so that reports can be made anonymously and in any case the identity of the reporter is protected by Isavia. All safety reports are recorded and handled by Opscom.

To ensure that all personnel and organizations operating or providing services at the international aerodrome has access to safety reporting system which protects the identity of the reporter, the company has set up following system. The framework of the safety mandatory reporting is stated in KV100 22 Tilkynningar flugslysa og atvika (Accident and incident reporting) where all the necessary processes involving, reporting, investigation, follow up and promotion are described and the framework for safety voluntary reporting is stated in document SK705 16 Öryggistilkynningar (Voluntary safety reporting) where all the necessary processes involving reporting, investigation, follow up are described.

2.2.9 Emergency response

EMERGENCY RESPONSE PLANNING

The emergency plan consists of following documents:

- Aircraft emergency plan (Flugslysaáætlun fyrir Keflavíkurflugvöll).

- Security incident plan (Neyðaráætlun flugverndar).
- Communicable disease plan (Sóttvarnaráætlun)
- Evacuation plan (Rýmingaráætlun Flugstöð Leifs Eiríkssonar)

The Airport Emergency Plan is part of the Aerodrome Manual and published on http://almannavarnir.is. The process is to ensure that it is commensurate with the aircraft operations and other activity conducted at the specific aerodrome.

Procedures for Airport Emergency Plans and other relevant emergency plans is set out in document SK140 02 Neyðarviðbúnaður (Emergency response) and further in each emergency plan which describe among other things the following:

The process to coordinate with the emergency plans of the appropriate organizations.
The process for emergency exercises.
Content and structure of Airport Emergency Plans are according to regulation 323/2010 where the following is stated:

1. Introduction, where legal grounds of the AEP are stated amongst other things.
2. Topographical Information.
3. Definitions.
4. Callout, where it is stated how to activate the AEP, different emergency phases of the plan, Uncertainty phase, Alert phase, and Distress phase. Who is called out and how.
5. Command Structure.
6. Operational Areas, where they are and who operates them.
7. Accident at Sea(marine), changes to the plan if the accident is at sea.
8. Resources Assignments.
9. Communication and information management.
10. Maps of the airport and operational areas.
11. Distribution List, the AEP is open to all at Civil protection website.
12. History.
13. Annexes.

The emergency plans are tested with a full-scale exercise every two years and partial aerodrome emergency exercises and reviewed as described in Document emergency and crisis coordination chapter 10.0 SK140 02 “Neyðarviðbúnaður” (Emergency response).

Any deficiencies identified are recorded in S-5 úttektir and follow up according to KV100 07 Rýni stjórnenda (Management evaluation).

2.2.10 Management of change

MANAGEMENT OF CHANGE (INCLUDING ORGANIZATIONAL CHANGES WITH REGARD TO SAFETY RESPONSIBILITIES); ADR RULES, AMC/GM AND CS – MARCH 2014 ANNEX III 243 | ADR ADR.OR SUBPART E

The company has set out framework for the management of change, which is described in the document KV100 12 Umbætur og breytingar (Management of change). VR700 01 Áhættustjórnun Keflavíkurflugvallar, EB700 01 Verkefnisblað fyrir breytingastjórnun Keflavíkurflugvallar. Part of the process is to use Icetra’s form for change management. These documents include processes for following:

- The cause (improvements and/or prevent measures; changes of internal or external requirements; any other changes that can affect the safety and quality of the services).
- The establishment of the projects and distribution of responsibility.
- Information gathering.
- Risk assessment.
- Mandatory reporting to Icetra.
- Approval.
- Implementation.
- Closure.

Any change significantly affecting elements of the management system, including organisational changes and changes to nominated persons, will be sent by the Safety Management for approval to Icetra.

Any change affecting the terms of the certificate, its certification basis and safety critical aerodrome equipment will be sent by the aerodrome for prior approval to Icetra.

Any change leading to the use of Alternative means of compliance (Altmoc) will be sent by the Safety Management for an approval to Icetra.

The aerodrome will provide Icetra with a full description of the alternative means of compliance such as any revision of documents, manuals and procedures that may be relevant, as well as an assessment demonstrating that the implementing rules are met.

Changes not requiring prior approval are managed by the operational- and/or maintenance manager and the safety and quality manager and notified to Icetra through EB700 01 Verkefnisblað fyrir breytingastjórnun Keflavíkurflugvallar and/or email.

Those changes are handled in the same ways as mentioned in the document KV100 12 Umbætur og breytingar (Management of change) without the prior approval process.

An example of those changes can be:

- Personnel changes, which follows the KV100 05 Mannauður (Human Resource) and VR310 01 Ráðningarferli (Hiring process), HB333 04 Þjálfunaráætlun Isavia vegna flugvallaþjónustu (Training plan for airport operations services).
- Aerodrome equipment (not safety critical). Service vehicles.
- Procedures and working instructions not affecting the operational license.

2.2.11 Safety promotion

SAFETY PROMOTION

The company has implemented a safety and quality management system in a systematic way which defines the responsibility, processes, surveillance and measurements, management and personnel commitment and the importance of continuous improvement.

All international and national requirements which are the basis of operational license regarding equipment, procedures, communication, and safety requirements are mapped and implemented by predefined processes of the management system.

A major part of the implementation process is to increase the safety awareness of the personnel and create a safety culture. As a part of that the company has set up a channel for all safety reporting, see chapter 2.2.8.

The aerodrome operator distributes safety information which includes the reason for the necessary actions whenever it is necessary. That means the distribution can be at regular meetings, information board accessible to all staff, email, Opscom etc. This is described in the respective chapter.

Operational and maintenance managers have information meetings where safety related issues and the result of investigations are discussed. They are responsible for informing their staff of any changes to the safety management system, including, changes of documents as described in the document KV100 01 Skjalastýring (Document control).

Further they recognize the need and strength of participative in the management and promotion of safety. For this purpose, several aerodrome advisory committees are established for the aerodrome in chapter 2.3.
Following are examples for channels to communicate safety information:

- Initial and Recurrent training.
- Meetings that deal with safety information and the reports from safety committees.
- Regular meetings with the staff.
- Isavia's intranet, Workplace, is used for communication of safety information.
- Publication of safety policies, procedures, Isavia safety week and bulletins.

2.2.11.1 Safety management system outputs

SAFETY MANAGEMENT SYSTEM OUTPUTS

The company has a general process KV100 02 Stýring skráa (Records control) describing that each aerodrome shall keep records over the safety management system outputs such as: meeting notes, risk assessments audits and training records.

Specific records for safety management system outputs such as: meeting notes, risk assessments audits and training records, are described in document SK700 02 Skrár Keflavíkurflugvallar (Registry of Keflavik Airport output documents).

2.3 Compliance monitoring

A DESCRIPTION OF THE COMPLIANCE MONITORING AND RELATED PROCEDURES

The compliance manager is responsible for compliance monitoring and reports regularly to the accountable manager about the status and upcoming changes. The functions and responsibility are described in SH705 01 Sérfræðingur starfsleyfa og ytri krafna.

Lawyers monitor and send notifications about new or changed requirements to the compliance manager.

The company ensures compliance with the regulation by making a matrix between the requirements and the organizations documents within the quality management system.

The aerodrome shall keep records according to KV100 02 Stýring skráa (record control) necessary for demonstrating compliance.

In document SK700 02 Skrár Keflavíkurflugvallar (Registry of Keflavik Airport output documents) is listed all records necessary to demonstrate BIKF's compliance according to ADR.OR.B.025.

The company has set a general processes and documents such as KV100 13 Úttektir that describes how, when and who conducts an internal audit. The audit plan is set for 2 years and covers all documents and procedures associated with the operation license. The audit plan is reviewed regularly and the follow up is according to KV100 07 Rýni stjórnenda (Management evaluation).

2.4 Quality management system for aeronautical data

A DESCRIPTION OF THE QUALITY MANAGEMENT SYSTEM FOR AERONAUTICAL DATA AND AERONAUTICAL INFORMATION PROVISION ACTIVITIES AND RELATED PROCEDURES, INCLUDING THOSE FOR MEETING THE RELEVANT SAFETY, AND SECURITY MANAGEMENT OBJECTIVES

The process for publishing AIP (aeronautical data and aeronautical information provision activities) is listed in the documents in Áttavitinn (under documents number 435) which are based on ISO9001 standard. The publication is the responsibility of Icetra, but it has been delegated to Isavia ANS through written agreement. A part of the agreement is an approved list of authorized persons allowed to review and publish the updated AIP. They regularly attend training from AIS division about their role and responsibility.

A group of specialists from VOÞ and ÞOR has been assigned at Keflavik airport that meet regularly and review the data and information that needs to be published in AIP, both pre-flight information and in-flight information. The procedure for this coordination is described in VR700 04 "Meðhöndlun flugmálaupplýsinga á Keflavíkurflugvelli".

The AIP web-based document control system is a part of the security arrangement within the air navigations services according to KV400 30 Vernd flugleiðsöguþjónustu (Air Navigations Services Security).

There is a written agreement between Isavia ohf. and the AIS department of Isavia ANS ehf. stating the responsibility and detailed description of how data should be handled and when. The structure of the document is according to Eurocontrol format and in accordance with regulation EB373/2017. It is signed by the management of Isavia ohf. and Isavia ANS. AIS division holds regular training for people responsible that data is according to the regulation.

The service AIS division provides is listed in a service agreement between Isavia ohf. and Isavia ANS and it is a part of the safety management system. The Director of safety management is the contact person. Surveillance of the progress and performance is reviewed regularly in coordination meetings.

2.5 Procedures for reporting to the Competent Authority

PROCEDURES FOR REPORTING TO THE COMPETENT AUTHORITY INCLUDING HANDLING, NOTIFYING AND REPORTING ACCIDENTS, SERIOUS INCIDENTS, AND OCCURRENCES. THIS SECTION SHOULD INCLUDE, AT LEAST, THE FOLLOWING

a) Definition of accident, serious incident, and occurrence and of the relevant responsibilities of all persons involved.
   - The company has set a general procedure KV100 22 Tilkynningar flugslysa og atvika (accident and incident reporting) describing all necessary steps for reporting to company authority.

b) Illustrations of forms to be used (or copies of the forms themselves), instructions on how they are to be completed, the addresses to which they should be sent, and the time allowed for this to be done.
   - The company has set a general procedure KV100 22 Tilkynningar flugslysa og atvika (accident and incident reporting) describing all necessary steps for reporting to company authority.

c) procedures and arrangements for the preservation of evidence, including recordings, following a reportable event.
   - The company has set a general procedure KV100 22 Tilkynningar flugslysa og atvika (accident and incident reporting) describing all necessary steps for reporting to company authority. The air navigations services division has issued instructions and procedures regarding recordings and playbacks and the document KV400 02 Upptökur og afspilanir vegna flugleiðsöguþjónustu (Recording and playback regarding ANS) illustrates all steps and access control.

The Opscom system is used to record items that are to be reported to the Competent Authority.

2.6 Use of alcohol, psychoactive substances, and medicines

PROCEDURES RELATED TO THE USE OF ALCOHOL, PSYCHOACTIVE SUBSTANCES AND MEDICINES

The company has set a Human Resource Policy stating that the use of alcohol and illegal substances is forbidden. Personnel in safety related tasks shall not perform their duties if they have used any psychoactive substances and medicines that affect their capabilities to perform their duties.

The safety policy also includes a clause stating that all personnel are cognizant of unacceptable behavior with punitive consequences (work under the influence of alcohol or other psychoactive substances, intentionally breaking rules, or sabotage).

A general procedure VR300 02 Líkamleg og andleg vanheilsa, stating the response of the company if there is a suspicion that someone is unfit (mentally or physically) to perform his work.

2.7 Procedures for:

2.7.1 Complying with safety directives

COMPLYING WITH SAFETY DIRECTIVES

Isavia is obliged to follow and implement all safety directives issued by Icetra. Safety directives should be sent to Isavia's CEO and to appropriate managers. Procedural representatives are responsible for compliance with Icetra's safety directives.

2.7.2 Reaction to safety problems

REACTION TO SAFETY PROBLEMS; AND

The company considers safety problems as an occurrence to be reported according to the general procedure KV100 22 Tilkynningar flugslysa og atvika (accident and incident reporting) describing all necessary steps for reporting to company authority. Further the company has issued a general process KV100 03 Ytri kröfur (External requirements) describing how the company monitors all applicable external requirements and how they are implemented and effective.

2.7.3 Safety recommendations issued by Safety Investigation Authorities.

HANDLING OF SAFETY RECOMMENDATIONS ISSUED BY SAFETY INVESTIGATION AUTHORITIES

The company has set a general procedure KV100 25 Umsýsla RNSA skýrslna (handling of safety investigations authorities reports) stating how Isavia handles safety recommendation issued by Safety Investigation Authorities.

2.8 Method and procedures for recording aircraft movements

A DESCRIPTION OF THE METHOD AND PROCEDURES FOR RECORDING AIRCRAFT MOVEMENTS, INCLUDING MOVEMENT AND AIRCRAFT TYPE, DATES, AND NUMBER OF PASSENGERS

The aerodrome employs a system for recording aircraft movements. Its name is Tandata Axis Workstation and was developed by Tandata Systems. Axis registers each arrival/departure movement according to date, A/C type and flight type (schedule, cargo, technical stop etc.). Pax numbers are also registered in the system when LDM has been sent by corresponding airline/handling agent. All information is transferred into our billing system, “Axis Airbill“ and can be retrieved from said system.

3 Required aerodrome personnel qualifications

REQUIRED AERODROME PERSONNEL QUALIFICATIONS (SEE GM1 ADR. OR.D.015 (D)). MOREOVER, PROCEDURES RELATED TO

3.1 The training programme, including the following:

3.1.1 Responsibilities, frequencies, syllabi, and identified standards

RESPONSIBILITIES, FREQUENCIES, SYLLABI, AND THE IDENTIFIED TRAINING STANDARDS FOR ALL PERSONNEL INVOLVED IN THE OPERATION, RESCUE AND FIREFIGHTING MAINTENANCE AND MANAGEMENT OF THE AERODROME, AND THOSE PERSONS OPERATING UNESCORTED ON THE MOVEMENT AREA AND OTHER OPERATIONAL AREAS OF THE AERODROME

Isavia has set down the framework to ensure the competency and skill of the people connected to the safety issues of the aerodrome. This is described in Mannauður (Human Resource) which includes competency requirements, resource mapping, records, and training schedule.

A description of the training plan and the administration is in the document HB333 04 Þjálfunaráætlun Isavia vegna flugvallaþjónustu (Isavia training plan for airport operations services).

3.1.2 Procedures

PROCEDURES

Procedures for training of personnel involved in the operation, rescue and firefighting, maintenance and management of the aerodrome and persons operating unescorted on the movement area and other operational areas of the aerodrome is to be found in these documents: HB333 04 Þjálfunaráætlun Isavia vegna flugvallaþjónustu, HB333 07 Námskrá flugvallarþjónustu, SK333 01 Hæfnimat í flugvallarþjónustu, SK333 02 Reglubundin þjálfun í flugvallarþjónustu, HB333 [9]05 Þjálfunaráætlun farþega[aksturs] flutninga, HB333 06 Þjálfunaráætlun [forstöðufólks] forsvarsmanna vegna starfsleyfis til flugreksturs á Keflavíkurflugvelli, HB333 08 Þjálfunaráætlun verkstæðis FVÞ, KÁ333 01 Kennsluáætlun björgunarstjóra, KÁ333 03 Kennsluáætlun starfsþjálfari og hæfnimatsaðili vegna flugvallarþjónustu, KÁ333 04 Kennsluáætlun akstursleyfis A, KÁ333 02 Kennsluáætlun akstursleyfi C.

3.1.2.1 Training and checking of the trainees

FOR TRAINING AND CHECKING OF THE TRAINEES

Overview of all personal training is to be found in Kjarni (Human Resource) system. Further training records are kept for all workers in Isavia learning management system (LMS) Talent [Moodle and Essens]. Instructions for checking of the trainees is found in the Airport operation syllabus, HB333 04 Þjálfunaráætlun Isavia vegna flugvallaþjónustu and HB333 07 Námskrá flugvallarþjónustu.

3.1.2.2 Personnel that do not achieve the required standards

TO BE APPLIED IN THE EVENT THAT PERSONNEL DO NOT ACHIEVE THE REQUIRED STANDARDS

It is the responsibility of each aerodrome manager to ensure the competency of all personnel. A general procedure listed in HB333 04 Þjálfunaráætlun Isavia vegna flugvallarþjónustu and SK333 01 Hæfnimat flugvallarþjónustu.

3.1.3 Documentation storage and storage periods

DESCRIPTION OF DOCUMENTATION TO BE STORED AND STORAGE PERIODS

Training documents for personnel is to be found in Kjarni (Human Resource system). Further training records are kept for all workers in Isavia learning management systems (LMS) Talent [Moodle and Essens]. Further information on documentation and storage periods is found in VR330 01 Vinnsla persónuupplýsinga hjá Fræðsludeild.

3.2 Proficiency check

THE PROFICIENCY CHECK PROGRAM, INCLUDING RESPONSIBILITIES AND FREQUENCIES

The information regarding the proficiency check program is to be found at HB333 04 Þjálfunaráætlun Isavia vegna flugvallarþjónustu and SK333 01 Hæfnimat flugvallaþjónustu.

3.2.1 Personnel that do not achieve the required standards

PROCEDURES TO BE APPLIED IN THE EVENT THAT PERSONNEL DO NOT ACHIEVE THE REQUIRED STANDARDS

It is the responsibility of each aerodrome manager to ensure the competency of all personnel. A general procedure is listed in SK333 01 Hæfnimat flugvallarþjónustu.

3.2.2 Documentation stored and storage periods

DESCRIPTION OF DOCUMENTATION TO BE STORED AND STORAGE PERIODS

Proficiency check documents for personnel are to be found on special Isavia Sharepoint site for proficiency checks. Further records are kept for all workers in Isavia learning management systems (LMS). Further information on documentation and storage periods is found in VR330 01 Vinnsla persónuupplýsinga hjá Fræðsludeild.

PARTICULARS OF THE AERODROME SITE

4 Description of the Aerodrome Site

A DESCRIPTION OF THE AERODROME SITE.

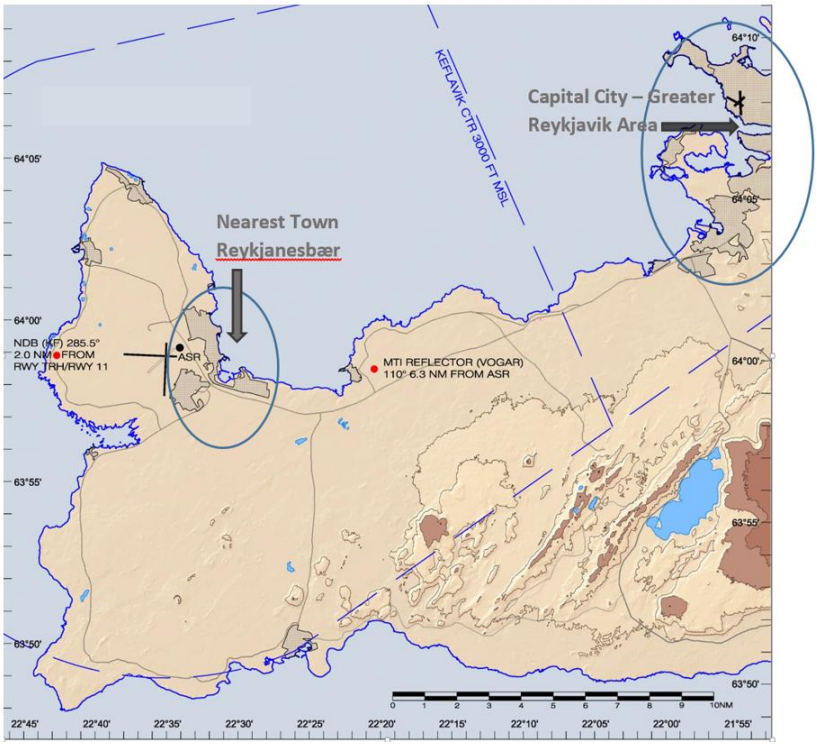
Keflavik Airport was constructed by the United States military during the Second World War for military purposes. It was formally put into use 23 March 1943 and was until 2006 a US naval military base, a military aerodrome with civilian operations. The aerodrome is on the Reykjanes peninsula in SW-Iceland, approximately 50 km west of the capital city Reykjavik and approximately 3 km from Reykjanesbær town(s). The aerodrome is the main international aerodrome in Iceland. The aerodrome was first certified for civilian use in accordance with national aerodrome regulations (number 347/2003 and 464/2007) by the Icelandic Civil Aviation Authority in 2004.

The aerodrome is the only aerodrome in its size category in the middle of the N-Atlantic Ocean and has an important emergency and safety role for the N-Atlantic crossing air traffic. The aerodrome is a public aerodrome, operating 24 hours every day of the year, serving IFR/VFR commercial and private international civil aviation. Military aircraft use the aerodrome in accordance with special permits and agreements. On high season over 1000 personnel may be working aviation related on the aerodrome.

All charts and maps under this section and shown below, are from AIP handbook for BIKF.

4.1 Distance of the Aerodrome from the Nearest Populous Area

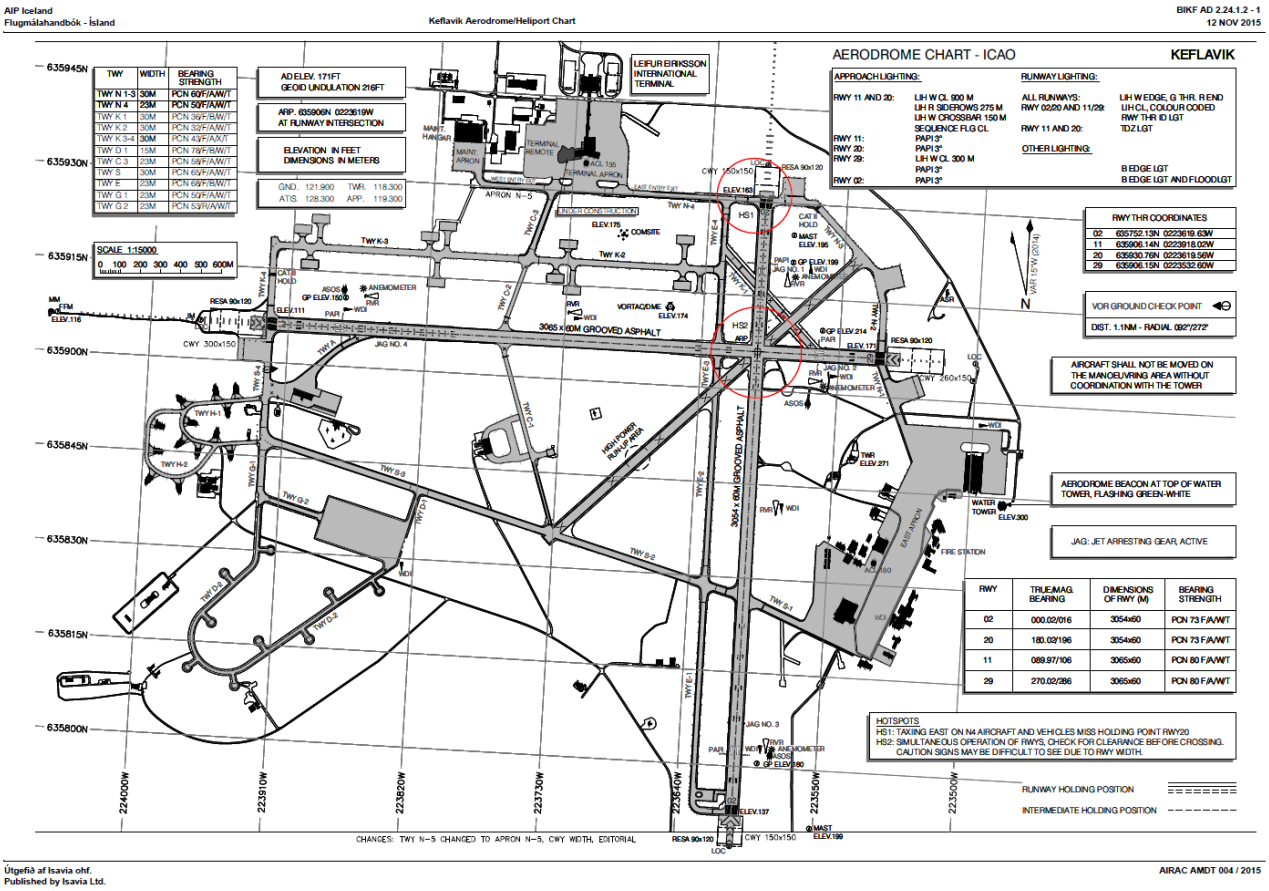
A PLAN SHOWING THE DISTANCE OF THE AERODROME FROM THE NEAREST CITY, TOWN, OR OTHER POPULOUS AREA.



The distance to Keflavik (Reykjanesbær Town) is 3.5km (1.62 NM) 250° GEO. The distance to Reykjavik City (Capital area) is 50km (27 NM) 258° GEO.

4.2 Maps and Charts

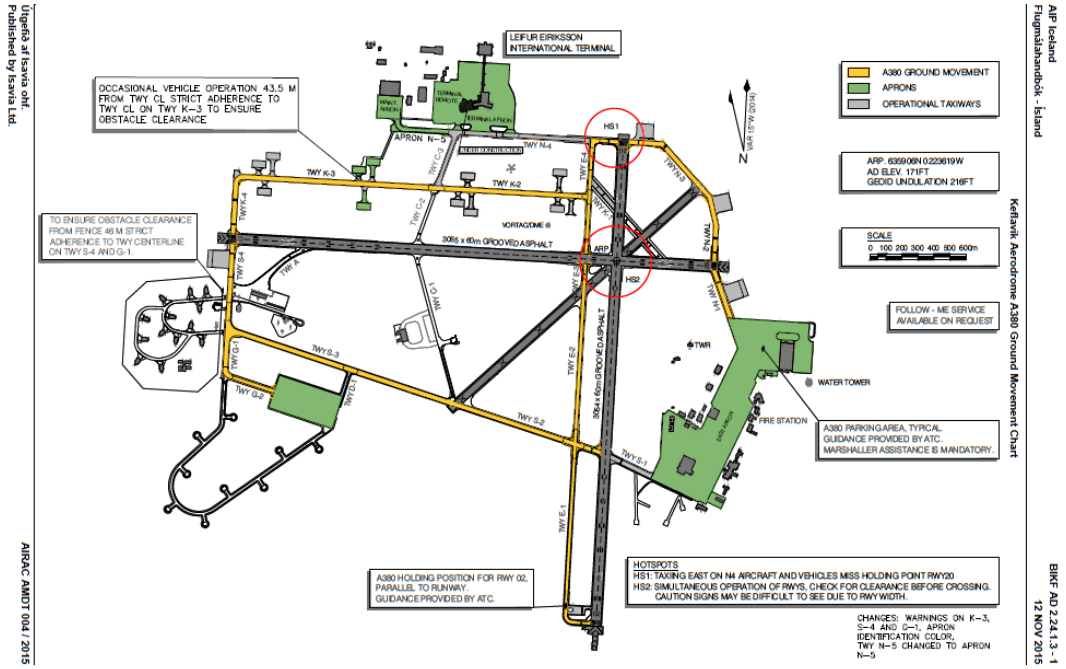
DETAILED MAPS AND CHARTS OF THE AERODROME SHOWING THE AERODROME'S LOCATION (LONGITUDE AND LATITUDE) AND BOUNDARIES, MAJOR FACILITIES, AERODROME REFERENCE POINT, LAYOUT OF RUNWAYS, TAXIWAYS AND APRONS, AERODROME VISUAL AND NON-VISUAL AIDS, AND WIND DIRECTION INDICATORS.



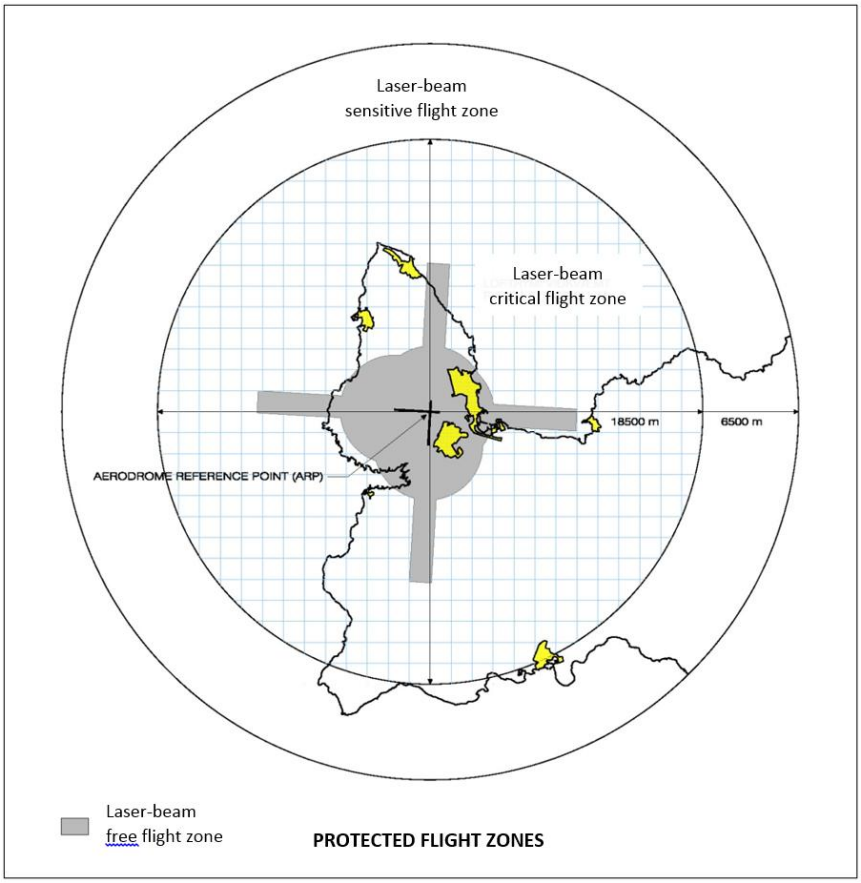
Aerodrome chart. This chart is also published in AIP BIKF AD 2.24

Chart showing the “National Security Zone” (blue colored area).

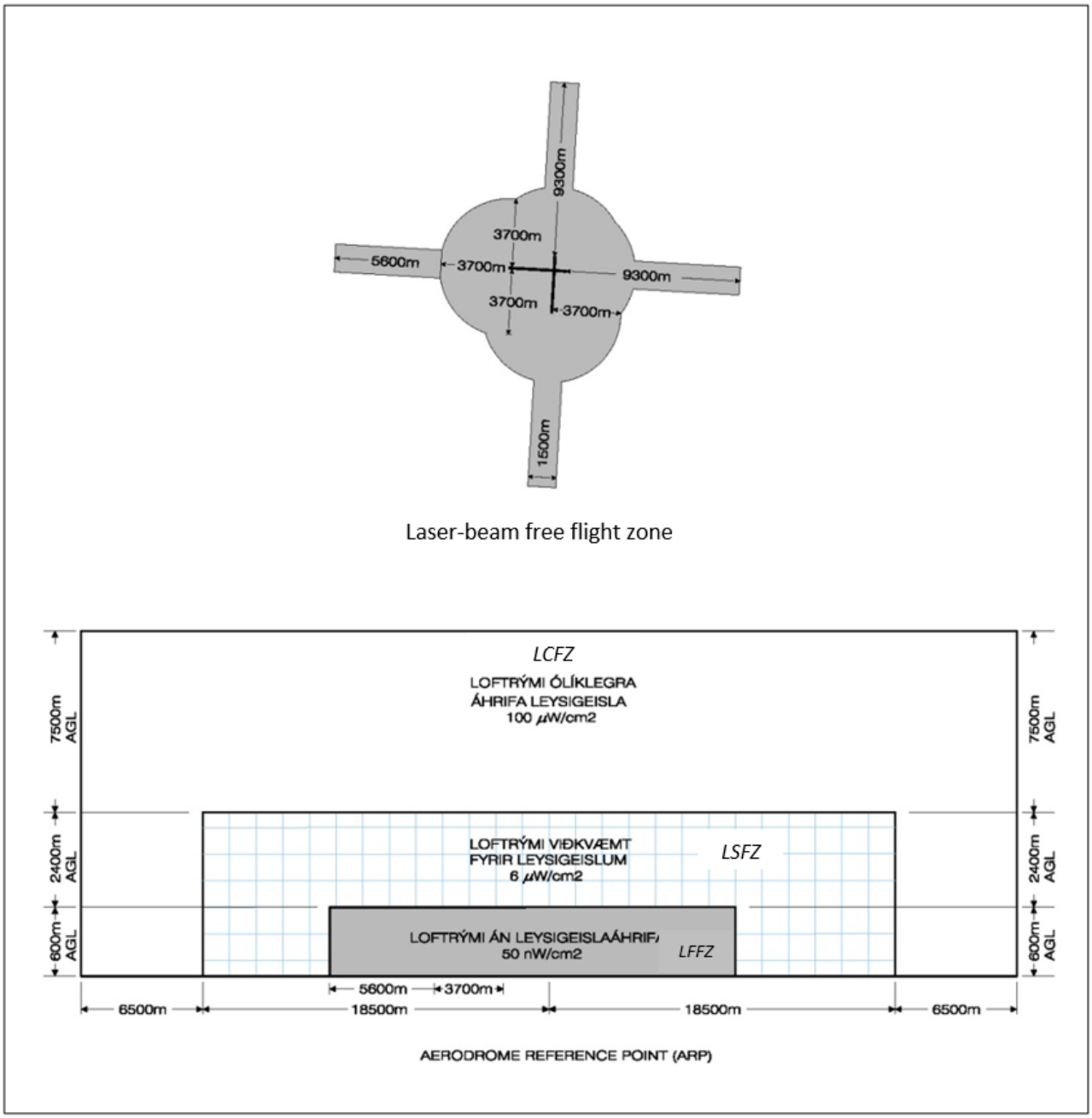
For an updated description of National Security Zones please see the official gazette www.stjornartidindi.is/ where the document *“Auglýsing um landfræðileg mörk öryggis- og varnarsvæða”* can be found.



Aerodrome Chart for A380 Aircraft (F) Ground Movement.



Protected flight zones (laser).



Aerodrome reference point (APP).

4.3 Location of Facilities and Equipment

A PLAN SHOWING THE LOCATION OF ANY AERODROME FACILITIES AND EQUIPMENT OUTSIDE THE BOUNDARIES OF THE AERODROME.

Facilities and equipment outside the boundaries of the aerodrome.

4.4 Physical Characteristics

DESCRIPTION OF THE PHYSICAL CHARACTERISTICS OF THE AERODROME, ELEVATIONS, VISUAL AND NON-VISUAL AIDS, AS WELL AS THE INFORMATION REGARDING THE AERODROME REFERENCE TEMPERATURE, STRENGTH OF PAVEMENTS, RESCUE AND FIREFIGHTING LEVEL OF PROTECTION, GROUND AIDS AND MAIN OBSTACLES.

These topics are covered in chapter 6 *Aerodrome Dimensions.*

4.5 Exemptions and Limitations

DESCRIPTION OF ANY CASES OF EXEMPTIONS OR DEROGATIONS, EQUIVALENT LEVEL OF SAFETY, SPECIAL CONDITIONS, AND OPERATING LIMITATIONS.

DATE OF ACCEPTANCE	REGULATION	DESCRIPTION OF DEVIATION	DEVIATION	VALIDITY
22.12.2017	CS ADRDSN.B.165 OBJECTS ON RUNWAY STRIPS.	JET ARRESTING GEARS AT RWYS 01, 10, 19 AND 28.	DAAD	RENEWAL OR REMOVAL OF EQUIPMENT.
22.12.2017	CS ADRDSN.B.165 OBJECTS ON RUNWAY STRIPS.	VARIOUS OBSTACLES ON RUNWAY STRIPS.	CAP	01.12.2019
22.12.2017	CS ADRDSN.B.205 RADIO ALTIMETER OPERATING AREA.	SLOPE CHANGES ARE NOT FULFILLING THE REQUIREMENT.	DAAD	31.12.2030

4.6 Types of Operations

DESCRIPTION OF THE TYPES OF OPERATIONS THAT THE AERODROME IS APPROVED TO CONDUCT.

D. Operative Data

Runway 1			
1.Runway designation: 01	2.Ref.code: 4E	3.Operating conditions: Day Night	4.Type of runway: VFR/IFR
5. Declared distances:			
3054 ASDA	3054 LDA	3204 TODA	3054 TORA
6.Type of approaches: Standard Cat.I			
7.Runway designation: 19	8.Ref.code: 4E	9.Operating conditions: Day Night	10.Type of runway: VFR/IFR
11. Declared distances:			
3054 ASDA	3054 LDA	3204 TODA	3054 TORA
12.Type of approaches: Precision Approach Cat.II			

Runway 2 (if applicable)			
1.Runway designation: 10	2.Ref.code: 4E	3.Operating conditions: Day Night	4.Type of runway: VFR/IFR
5. Declared distances:			
3065 ASDA	3065 LDA	3325 TODA	3065 ASDA
6. Type of approaches: Precision Approach Cat.II			
7.Runway designation: 28	8.Ref.code: 4E	9.Operating conditions: Day Night	10.Type of runway: VFR/IFR
11. Declared distances:			
3065 ASDA	3065 LDA	3325 TODA	3065 ASDA
12.Type of approaches: Standard Cat.1			

PARTICULARS OF THE AERODROME REQUIRED TO BE REPORTED TO THE AERONAUTICAL INFORMATION SERVICE.

5 Aeronautical Information Services

THE AERONAUTICAL INFORMATION SERVICES AVAILABLE AND THE PROCEDURES FOR THE PROMULGATION OF GENERAL INFORMATION.

Information under this section is published in the AIP handbook for BIKF.

5.1 Name

THE NAME OF THE AERODROME.

BIKF — KEFLAVÍK / KEFLAVIK

5.2 Location

THE LOCATION OF THE AERODROME.

Keflavik International Airport
235 Keflavik, Iceland

5.3 Geographical Coordinates

THE GEOGRAPHICAL COORDINATES OF THE AERODROME REFERENCE POINT DETERMINED IN TERMS OF THE WORLD GEODETIC SYSTEM — 1984 (WGS-84) REFERENCE DATUM.

Latitude: 635906N.
Longitude: 0223620W.

5.4 Elevation and Geoid Undulation

THE AERODROME ELEVATION AND GEOID UNDULATION.

BIKF elevation is: 170 FT/217 FT.

5.5 Threshold and Significant Points

THE ELEVATION OF EACH THRESHOLD AND GEOID UNDULATION, THE ELEVATION OF THE RUNWAY END, AND ANY SIGNIFICANT HIGH AND LOW POINTS ALONG THE RUNWAY, AND THE HIGHEST ELEVATION OF THE TOUCHDOWN ZONE OF A PRECISION APPROACH RUNWAY.

RWY Designator	TRUE BRG	Dimension of RWY (M)	Strength (PCN) and surface of RWY and SWY	THR coordinates RWY end coordinates THR geoid undulation	THR elevation and highest elevation of TDZ of precision APP RWY
1	2	3	4	5	6
01	000.02	3054 x 60	RWY PCN: 73/F/A/W/T RWY: ASPH SWY PCN: — SWY: —	635752.12N 0223619.63W 635930.76N 0223619.56W GUND: 217.0 FT	THR 135.5 FT TDZ 159.0 FT
19	180.02	3054 x 60	RWY PCN: 73/F/A/W/T RWY: ASPH SWY PCN: — SWY: —	635930.76N 0223619.56W 635752.12N 0223619.63W GUND: 217.0 FT	THR 161.4 FT TDZ 162.7 FT
10	089.97	3065 x 60	RWY PCN: 80/F/A/W/T RWY: ASPH SWY PCN: — SWY: —	635906.14N 0223918.02W 635906.15N 0223532.61W GUND: 217.0 FT	THR 109.1 FT TDZ 125.4 FT
28	270.02	3065 x 60	RWY PCN: 80/F/A/W/T RWY: ASPH SWY PCN: — SWY: —	635906.15N 0223532.61W 635906.14N 0223918.02W GUND: 217.0 FT	THR 169.2 FT TDZ 169.5 FT

These figures are also published in AD 2.12 Runway Physical Characteristics in AIP BIKF.

5.6 Reference Temperature

THE AERODROME REFERENCE TEMPERATURE.

Reference temperature for BIKF is 13,7°C.

5.7 Beacon

DETAILS OF THE AERODROME BEACON.

ABN FLG G and W - on water tank. The beacon will be secured if winds exceed 75 knots.

5.8 Operator and Contact Details

THE NAME OF THE AERODROME OPERATOR AND CONTACT DETAILS (INCLUDING TELEPHONE NUMBERS) OF THE AERODROME OPERATOR AT WHICH MAY BE CONTACTED AT ALL TIMES.

ISAVIA OHF.

Keflavíkurflugvelli

235 Keflavík, Iceland

kefairport@kefairport.is

For further contact details see tables AD 2.3 *Operational Hours* and AD 2.4 *Handling Services and Facilities* in AIP BIKF.

6 Aerodrome Dimensions

AERODROME DIMENSIONS AND RELATED INFORMATION.

NOTE: *Information in this section must not be used for flight planning purposes. All references to AIP (Aeronautical Information Publication for Iceland) are based on data that originates from an AIP database.*

6.1 Runway

RUNWAY - TRUE BEARING, DESIGNATION NUMBER, LENGTH, WIDTH, DISPLACED THRESHOLD LOCATION, SLOPE, SURFACE TYPE, TYPE OF RUNWAY AND, FOR A PRECISION APPROACH RUNWAY, THE EXISTENCE OF AN OBSTACLE FREE ZONE.

RWY Designator	TRUE BRG	Dimension of RWY (M)	Strength (PCN) and surface of RWY and SWY	THR coordinates RWY end coordinates THR geoid undulation	THR elevation and highest elevation of TDZ of precision APP RWY
1	2	3	4	5	6
01	000.02	3054 x 60	RWY PCN: 73/F/A/W/T RWY: ASPH SWY PCN: — SWY: —	635752.12N 0223619.63W 635930.76N 0223619.56W GUND: 217.0 FT	THR 135.0 FT TDZ 159.0 FT
19	180.02	3054 x 60	RWY PCN: 73/F/A/W/T RWY: ASPH SWY PCN: — SWY: —	635930.76N 0223619.56W 635752.12N 0223619.63W GUND: 217.0 FT	THR 161.0 FT TDZ 163.0 FT
10	089.97	3065 x 60	RWY PCN: 80/F/A/W/T RWY: ASPH SWY PCN: — SWY: —	635906.14N 0223918.02W 635906.15N 0223532.61W GUND: 217.0 FT	THR 109.0 FT TDZ 125.0 FT
28	270.02	3065 x 60	RWY PCN: 80/F/A/W/T RWY: ASPH SWY PCN: — SWY: —	635906.15N 0223532.61W 635906.14N 0223918.02W GUND: 217.0 FT	THR 168.0 FT TDZ 169.0 FT

RWY Designator	Slope of RWY and SWY	SWY dimensions (M)	CWY dimensions (M)	Strip dimensions (M)	RESA dimensions (M)	Location/ description of arresting system	OFZ
1	7	8	9	10	11	12	13
01	0.26%	—	150 x 150	3174 x 300	90 x 120	Arresting gear NR 3 460M from RWY THR. Located approx. 30M from RWY CL.	—
19	-0.26%	—	150 x 150	3174 x 300	90 x 120	Arresting gear NR 1 340M from RWY THR. Located approx. 30M from RWY CL.	—
10	0.59%	—	260 x 150	3185 x 300	90 x 120	Arresting gear NR 4 605M from RWY THR. Located approx. 30M from RWY CL.	—
28	-0.59%	—	300 x 150	3185 x 300	90 x 120	Arresting gear NR 2 305M from RWY THR. Located approx. 30M from RWY CL.	—

These figures are also published in AD 2.12 Runway Physical Characteristics in AIP BIKF.

6.2 Runway Dimensions

LENGTH, WIDTH AND SURFACE TYPE OF STRIP, RUNWAY END SAFETY AREAS, STOPWAYS; LENGTH, WIDTH AND SURFACE TYPE OF TAXIWAYS; APRON SURFACE TYPE AND AIRCRAFT STANDS; CLEARWAY LENGTH AND GROUND PROFILE.

RWY Designator	TRUE BRG	Dimension of RWY (M)	Strength (PCN) and surface of RWY and SWY	THR coordinates RWY end coordinates THR geoid undulation	THR elevation and highest elevation of TDZ of precision APP RWY
1	2	3	4	5	6
01	000.02	3054 x 60	RWY PCN: 73/F/A/W/T RWY: ASPH SWY PCN: — SWY: —	635752.12N 0223619.63W 635930.76N 0223619.56W GUND: 217.0 FT	THR 135.0 FT TDZ 159.0 FT
19	180.02	3054 x 60	RWY PCN: 73/F/A/W/T RWY: ASPH SWY PCN: — SWY: —	635930.76N 0223619.56W 635752.12N 0223619.63W GUND: 217.0 FT	THR 161.0 FT TDZ 163.0 FT
10	089.97	3065 x 60	RWY PCN: 80/F/A/W/T RWY: ASPH SWY PCN: — SWY: —	635906.14N 0223918.02W 635906.15N 0223532.61W GUND: 217.0 FT	THR 109.0 FT TDZ 125.0 FT
28	270.02	3065 x 60	RWY PCN: 80/F/A/W/T RWY: ASPH SWY PCN: — SWY: —	635906.15N 0223532.61W 635906.14N 0223918.02W GUND: 217.0 FT	THR 168.0 FT TDZ 169.0 FT

RWY Designator	Slope of RWY and SWY	SWY dimensions (M)	CWY dimensions (M)	Strip dimensions (M)	RESA dimensions (M)	Location/ description of arresting system	OFZ
1	7	8	9	10	11	12	13
01	0.26%	—	150 x 150	3174 x 300	90 x 120	Arresting gear NR 3 460M from RWY THR. Located approx. 30M from RWY CL.	—
19	-0.26%	—	150 x 150	3174 x 300	90 x 120	Arresting gear NR 1 340M from RWY THR. Located approx. 30M from RWY CL.	—
10	0.59%	—	260 x 150	3185 x 300	90 x 120	Arresting gear NR 4 605M from RWY THR. Located approx. 30M from RWY CL.	—
28	-0.59%	—	300 x 150	3185 x 300	90 x 120	Arresting gear NR 2 305M from RWY THR. Located approx. 30M from RWY CL.	—

These figures are also published in AD 2.12 Runway Physical Characteristics in AIP BIKF.

6.3 Visual Aids

FOR APPROACH PROCEDURES, APPROACH LIGHTING TYPE AND VISUAL APPROACH SLOPE INDICATOR SYSTEM; MARKING AND LIGHTING OF RUNWAYS, TAXIWAYS, AND APRONS; OTHER VISUAL GUIDANCE AND CONTROL AIDS ON TAXIWAYS AND APRONS, LOCATION AND TYPE OF VISUAL DOCKING GUIDANCE SYSTEM; AVAILABILITY OF STANDBY POWER FOR LIGHTING.

RWY Designator	APCH LGT type LEN INTST	THR LGT colour WBAR	VASIS (MEHT) PAPI	TDZ, LGT LEN	RWY Centre Line LGT Length, spacing, colour, INTST
1	2	3	4	5	6
01	CAT I CALVERT LIH W CL 900m LIH W Crossbars 300m	GRN	PAPI 3.00° (59 FT)	NIL	color coded 15 m LIH
19	CAT II, III CALVERT LIH W CL 900m LIH R Sidebars 275m LIH W Crossbars 150m 300m Seq. fl.CL	GRN	PAPI 3.00° (55 FT)	900 M	color coded 15 m LIH
10	CAT II, III CALVERT LIH W CL 900m LIH R Sidebars 275m LIH W Crossbars 150m 300m Seq. fl.CL	GRN	PAPI 3.00° (55 FT)	900 M	color coded 15 m LIH
28	CAT I CALVERT LIH W CL 900m LIH W Crossbar 300m	GRN	PAPI 3.00° (55 FT)	NIL	color coded 15 m LIH

RWY Designator	RWY edge LGT LEN, spacing, colour INTST	RWY End LGT colour WBAR	SWY LGT LEN (M) colour	Remarks
1	7	8	9	10
01	2454 M, 60 M WHI 600 m, 60 m, Y LIH	RED	NIL	NIL
19	2454 M, 60 M WHI 600 m, 60 m, Y LIH	RED	NIL	NIL
10	2465 M, 60 M WHI 600 m, 60 m, Y LIH	RED	NIL	NIL
28	2465 M, 60 M WHI 600 m, 60 m, Y LIH	RED	NIL	NIL

These figures are also published in AD 2.14 Approach and runway lighting in AIP BIKF.

STOP-BAR

Runway Stop Bars are installed at Keflavik airport at all Runway Hold points along Runway 01/19 and Runway 10/28. Stop Bars have been installed to provide protection at runway/taxiway intersections and reduce the risk of runway incursions through:

- Enhanced visibility of Runway Hold Points.
- Reinforcing the control of aircraft and vehicles in the vicinity of hold points.
- Minimize the risk of aircraft or vehicle identification error.
- Enhance safety during low visibility operations.

Crossing of a lit stop bar is prohibited. If a stop bar is out of service, the following contingency measures are in force:

If the stop bar cannot be switched OFF:

a. An alternative taxi route where the stop bars are functioning will be used primarily.

b. If an alternative taxi route is not available,

1. The respective lights to be covered (takes up to 15 minutes), until the lights can be switched off.

2. Information will be announced on the automatic terminal.

If the stop bar cannot be switched ON:

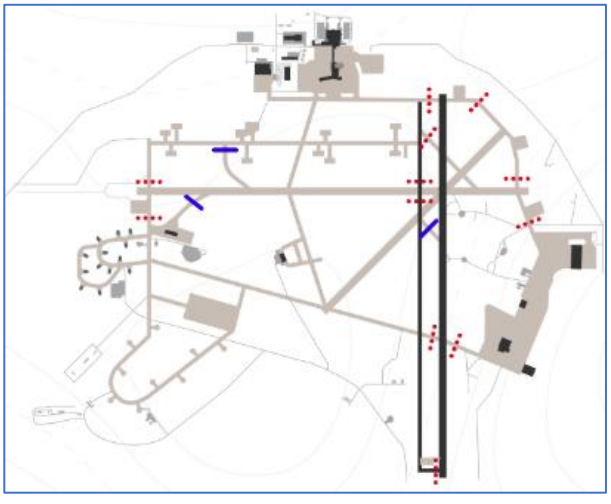
a. An alternative taxi route where the stop bars are functioning will be used primarily.

b. If an alternative taxi route is not available, ATC will use specific standard terminology with the explanation that the stop bar is out of service.

The following phraseology will be used:

[CALLSIGN] TAXI HOLDING POINT RWY [RUNWAY (number)] BE ADVISED STOP BAR AT [TAXIWAY (name) HOLDING POINT] UNSERVICEABLE, HOLD SHORT [RUNWAY (number)], I SAY AGAIN STOP BAR [TAXIWAY (name) HOLDING POINT] UNSERVISABLE.

M A P



Stop bars: A series of unidirectional red lights, embedded in the pavement. Location on the map here to the left, marked with a red dotted line.
No entry bars: where no entry bars are located it will not be possible to enter the runway unless in emergency situations. Locations on the map here to the left, marked with blue lines.
Lead on/lead off lights: Series of green lights that lead the aircraft to or off the runway. ONLY USED BY AIRCRAFT. Located on the centerline on the taxiway towards the centerline of the runway.

6.4 VOR Checkpoints

THE LOCATION AND RADIO FREQUENCY OF VOR AERODROME CHECKPOINTS.

VOR checkpoints are not provided at BIKF.

6.5 Taxi Routes

THE LOCATION AND DESIGNATION OF STANDARD TAXI ROUTES.

See chart 2.24.2.1-1 *Keflavik Terminal Aprons – Aircraft Parking/Docking Chart - ICAO* in AIP BIKF, and chart 2.24.2.2-1 *Keflavik East Apron – Aircraft Parking/Docking Chart – ICAO* in AIP BIKF.

6.6 Thresholds and Significant Points

THE GEOGRAPHICAL COORDINATES OF EACH THRESHOLD, APPROPRIATE TAXIWAY CENTER LINE POINTS, AND AIRCRAFT STANDS.

RWY Designator	TRUE BRG	Dimension of RWY (M)	Strength (PCN) and surface of RWY and SWY	THR coordinates RWY end coordinates THR geoid undulation	THR elevation and highest elevation of TDZ of precision APP RWY
1	2	3	4	5	6
01	000.02	3054 x 60	RWY PCN: 73/F/A/W/T RWY: ASPH SWY PCN: — SWY: —	635752.12N 0223619.63W 635930.76N 0223619.56W GUND: 217.0 FT	THR 135.0 FT TDZ 159.0 FT
19	180.02	3054 x 60	RWY PCN: 73/F/A/W/T RWY: ASPH SWY PCN: — SWY: —	635930.76N 0223619.56W 635752.12N 0223619.63W GUND: 217.0 FT	THR 161.0 FT TDZ 163.0 FT
10	089.97	3065 x 60	RWY PCN: 80/F/A/W/T RWY: ASPH SWY PCN: — SWY: —	635906.14N 0223918.02W 635906.15N 0223532.61W GUND: 217.0 FT	THR 109.0 FT TDZ 125.0 FT
28	270.02	3065 x 60	RWY PCN: 80/F/A/W/T RWY: ASPH SWY PCN: — SWY: —	635906.15N 0223532.61W 635906.14N 0223918.02W GUND: 217.0 FT	THR 168.0 FT TDZ 169.0 FT

These figures are also published in AD 2.12 *Runway Physical Characteristics* in AIP BIKF.

6.7 Obstacles

THE GEOGRAPHICAL CO-ORDINATES AND THE TOP ELEVATION OF SIGNIFICANT OBSTACLES IN THE APPROACH AND TAKE-OFF AREAS, IN THE CIRCLING AREA AND IN THE SURROUNDINGS OF THE AERODROME (IN THE FORM OF CHARTS).

In Area 2					
OBST ID / Designation	OBST type	OBST position	ELEV / HGT	Markings / Type, colour	Remarks
a	b	c	d	e	f
Athugasemdir/Notes: See Electronic aerodrome terrain and obstacle chart http://www.map.is/area2/bikf					

n Area 3					
OBST ID / Designation	OBST type	OBST position	ELEV / HGT	Markings / Type, colour	Remarks
a	b	c	d	e	f
Athugasemdir/Notes: See information in GEN 3.1.6.3					

These figures are also published in AD 2.10 *Aerodrome obstacles* in AIP BIKF.

6.8 Pavement Surface

PAVEMENT SURFACE TYPE AND BEARING STRENGTH USING THE AIRCRAFT CLASSIFICATION NUMBER - PAVEMENT CLASSIFICATION NUMBER (ACN-PCN) METHOD.

RWY Designator	TRUE BRG	Dimension of RWY (M)	Strength (PCN) and surface of RWY and SWY	THR coordinates RWY end coordinates THR geoid undulation	THR elevation and highest elevation of TDZ of precision APP RWY
1	2	3	4	5	6
01	000.02	3054 x 60	RWY PCN: 73/F/A/W/T RWY: ASPH SWY PCN: — SWY: —	635752.12N 0223619.63W 635930.76N 0223619.56W GUND: 217.0 FT	THR 135.0 FT TDZ 159.0 FT
19	180.02	3054 x 60	RWY PCN: 73/F/A/W/T RWY: ASPH SWY PCN: — SWY: —	635930.76N 0223619.56W 635752.12N 0223619.63W GUND: 217.0 FT	THR 161.0 FT TDZ 163.0 FT
10	089.97	3065 x 60	RWY PCN: 80/F/A/W/T RWY: ASPH SWY PCN: — SWY: —	635906.14N 0223918.02W 635906.15N 0223532.61W GUND: 217.0 FT	THR 109.0 FT TDZ 125.0 FT
28	270.02	3065 x 60	RWY PCN: 80/F/A/W/T RWY: ASPH SWY PCN: — SWY: —	635906.15N 0223532.61W 635906.14N 0223918.02W GUND: 217.0 FT	THR 168.0 FT TDZ 169.0 FT

These figures are also published in AD 2.12 Runway Physical Characteristics in AIP BIKF.

6.9 Altimeter Check Locations

PRE-FLIGHT ALTIMETER CHECK LOCATIONS ESTABLISHED AND THEIR ELEVATION.

1	Yfirborð hlaðs og styrkur	A/C stands 51-61: PCN 66/R/A/W/T
		APRON N-5: PCN 57/F/B/W/T
		Apron J: PCN 72/F/A/W/T
		EAST APRON: Different between areas: A/C stands 101-111: PCN 60/F/C/W/T A/C stands 122-123: PCN 50/R/A/W/T A/C stands 128-141: PCN 52/R/A/W/T
		MAINTENANCE APRON: PCN 59/R/A/W/U
		TERMINAL APRON: PCN 62/R/A/W/U
		TERMINAL REMOTE EAST: PCN 72/R/A/W/T
	Designation, surface and strength of apron	TERMINAL REMOTE WEST: NIL
2	Breidd akbrautar, yfirborð og styrkur	TWY A 1: Malbik/ASPH 23 M breitt/wide / PCN 80/F/A/X/T
		TWY B 1: Malbik/ASPH 23 M breitt/wide / PCN 80/F/A/X/T
		TWY C 3: Malbik/ASPH 23 M breitt/wide / PCN 60/F/A/X/U
		TWY D 1: Malbik/ASPH 23 M breitt/wide / PCN 78/F/B/W/T
		TWY E 1-4: Malbik/ASPH 23 M breitt/wide / PCN 68/F/B/W/T
		TWY G 1: Malbik/ASPH 23 M breitt/wide / PCN 50/F/A/W/T
		TWY G 2: Malbik/ASPH 23 M breitt/wide / PCN 58/R/A/W/U
		TWY K 1: Malbik/ASPH 30 M breitt/wide / PCN 36/F/B/W/T
		TWY K 2: Malbik/ASPH 30 M breitt/wide / PCN 60/F/A/X/U
		TWY K 3-4: Malbik/ASPH 30 M breitt/wide / PCN 72/F/B/X/T
		TWY N 1: Malbik/ASPH 30 M breitt/wide / PCN 68/F/A/X/U
		TWY N 2-3: Malbik/ASPH 30 M breitt/wide / PCN 60/F/A/W/T
		TWY N 4: Malbik/ASPH 23 M breitt/wide / PCN 60/F/A/X/U
	Designation, width, surface and strength of taxiways	TWY S 1-4: Malbik/ASPH 30 M breitt/wide / PCN 65/F/A/W/T
3	Staðsetning og landhæð gátunarstaðar fyrir hæðarmælisathugun	Á flughlaði flugstöðvar Leifs Eiríkssonar, landhæð 131 FT
	Altimeter checkpoint location and elevation	Terminal apron, elevation 131 FT
4	VOR-gátunarstaðir	NIL
	VOR checkpoints	
5	INS-gátunarstaðir	NIL
	INS checkpoints	
6	Athugasemdir	**Hnit loftfarastæða / Coordinates for aircraft stands:** See Aircraft Parking/docking Chart "AD 2 BIKF 2-5" and "AD 2 BIKF 2-7" **Notkun sleppipunkta / Use of Release points:**

	Notkun á sleppipunktum skal vera í samræmi við leiðbeiningar, sjá **AD 2.23.8** . Allar breytingar á því skulu gerðar í samráði við turn. / Use of release points shall be in accordance with instructions, see **AD 2.23.8** . Any deviations shall be coordinated with ATC. **Flýtiafreinar / Rapid Exit Taxyway** Leyfilegt er að nota Akbrautir A-1, B-1 og M-1 sem flýtiafreinar / TWY A-1, TWY B-1 and TWY M-1 are authorized as Rapid Exit Taxy way **Akbraut D-2 / Taxiway D-2** Akbraut D-2 er ekki í notkun og akbrautahliðarljós ekki virk / TWY D-2 not in use and edge lights not working **FLE austurhlað / Terminal Remote East Apron** Akstur flugvéla á akbraut á hlaði milli stæða 74, 76 og 78 er takmarkaður . Hámarks vænghaf fyrir þessa akbraut á hlaði er 36 metrar. /
Remarks	Taxi lane on terminal apron between stands 74, 76 and 78 is limited, Max wing span for the taxilane is 36 meters.

These figures are also published in AD 2.8 Aprons, Taxiways and Check Locations Data in AIP BIKF.

6.10 Declared Distances

DECLARED DISTANCES.

RWY Designator	TORA (M)	TODA (M)	ASDA (M)	LDA (M)	REMARKS
1	2	3	4	5	6
01	3054	3204	3054	3054	See chart AD 2 BIKF 2-1 for alternative take-off distance
19	3054	3204	3054	3054	NIL
10	3065	3325	3065	3065	NIL
28	3065	3365	3065	3065	NIL

These figures are also published in AD 2.13 Declared distances in AIP BIKF.

6.11 Removal of Disabled Aircraft

CONTACT DETAILS (TELEPHONE/TELEX/FAX NUMBERS AND E-MAIL ADDRESS) OF THE AERODROME COORDINATOR FOR THE REMOVAL OF DISABLED AIRCRAFT, AND INFORMATION ON THE CAPABILITY TO REMOVE DISABLED AIRCRAFT, EXPRESSED IN TERMS OF THE LARGEST AIRCRAFT TYPE.

Airport Operation is responsible for coordinating removal of disabled aircraft. Point of contact is Isavia Airport Operation Centre (APOC): 425-6200; E-mail: apoc@kefairport.is).

For further information see chapter 21 *Removal of Disabled Aircraft*.

6.12 Rescue and Firefighting

RESCUE AND FIREFIGHTING LEVEL OF PROTECTION; TYPES AND AMOUNTS OF EXTINGUISHING AGENTS NORMALLY AVAILABLE AT THE AERODROME.

The airport's firefighting level of protection is CAT VIII (CAT-8) between 05:00-19:00. Between 19:00-05:00 the airport's firefighting level of protection is CAT VII (CAT-7).

The minimum amount of water available for CAT- 8 is 18.200 liters. For CAT-7 the minimum amount of water is 12.100 liters. The amount of foam type B (AFFF) is normally 1200 liters.

For further information see chapter 20 *Rescue and Firefighting*.

6.13 Exemptions and Limitations

EXEMPTIONS OR DEROGATIONS FROM THE APPLICABLE REQUIREMENTS, CASES OF EQUIVALENT LEVEL OF SAFETY, SPECIAL CONDITIONS, AND LIMITATIONS.

See chapter 4.5 *Exemptions and Limitations*.

PARTICULARS OF OPERATING PROCEDURES OF THE AERODROME, ITS EQUIPMENT, AND SAFETY MEASURES.

7 Aerodrome Reporting

7.1 Changes in AIP

ARRANGEMENTS AND PROCEDURES FOR REPORTING CHANGES TO THE AERODROME INFORMATION SET OUT IN THE AIP AND REQUESTING THE ISSUE OF NOTAM, INCLUDING REPORTING CHANGES TO THE COMPETENT AUTHORITY AND RECORDING OF THE REPORTING OF CHANGES.

All requests for changes to the AIP or NOTAM shall be made by traceable means such as email.

When there are deviations from standard operations at BIKF that is not possible to correct immediately, the Aerodrome Manager assesses whether it is necessary to report it. If the operation at BIKF is not consistent with the information in AIP, the Director of Airport Operation has an obligation to issue a NOTAM message. NOTAM message is issued for changes in the AIP, Aerodrome/Air Navigation System.

The Director of Airport Operation is responsible for information in AIP and reviewing the information, including reporting of changes to the AIS Provider.

The Director of Airport Operation is responsible for issuing NOTAM concerning the establishment, condition or change in facilities and/or services published in the AIP and is significant for safe operation. Isavia ohf. has contracted the responsibility for NOTAMs regarding radio navigation aids and visual approach systems to Isavia ANS as per the service agreement between Isavia ANS and Isavia ohf.

Isavia ANS is responsible for the maintenance of visual aids (lights) and is responsible for informing the Director of Airport Operation if a NOTAM needs to be issued as per the service agreement.

During normal office hours the request for issuance or cancellation of NOTAM messages shall be submitted to Isavia's NOTAM Office. Outside normal office hours the request shall be submitted to a Shift Supervisor in the Air Traffic Control Center in Reykjavik.

SNOWTAM report is sent immediately to BIKF Control Tower, Iceland Radio, and IMO to forward the information to commercial operators upon request.

Further information is available in the document VR435 03 *Útgáfa samþættra flugmálaupplýsinga*.

7.2 Aeronautical Data Surveying

PROCEDURES AND FREQUENCIES FOR AERONAUTICAL DATA SURVEYING, INCLUDING AREAS TO BE SURVEYED.

All surveying and handling of data is in accordance with appropriate rules and regulations, as well as the documents VR435 25 *Mælingar flugmálagagna* and SK435 03 *Ferli mælinga*. Requests for surveying are registered according to the document EB435 04 *Beiðni um vettvangsmælingar*.

Flight Procedure Designer from the AIS Department reviews and confirms that all data is consistent with VL435 25 *Staðfesting og vistun mæligagna.* All data is stored as described in the document.

8 Access to Movement Area

PROCEDURES FOR ACCESSING THE AERODROME MOVEMENT AREA.

8.1 Coordination with Security Agencies

COORDINATION WITH THE SECURITY AGENCIES.

BIKF Security Division is responsible for security on the aerodrome, in accordance with requirements of relevant security regulation. Following are some of the major procedures that apply:
VR761 07 Aðgangsstjórnun á Keflavíkurflugvelli.
VR764 05 Útgáfa bráðabirgðaheimilda.
VR760 04 Innra eftirlit með framkvæmd flugverndar.
The following forms for requesting access to the aerodrome are available on Isavia's website:

- **Application for background checks.**
- **Application for access to security restricted areas (Keflavik Airport).**
- **Temporary airport ID card (individuals).**
- **Temporary airport permit (Vehicle).**

8.2 Prevention of Unauthorized Entry

PREVENTION OF UNAUTHORIZED ENTRY INTO THE MOVEMENT AREA.

Daily inspections are conducted at the aerodrome by security personnel. Main purpose of these inspections is to ensure that personnel have not entered areas they are not authorized to enter. One of the main inspection items is the aerodrome's perimeter fence surveilance. These inspections are described in document VR762 01 *Eftirlit og tíðni eftirlitsferða.*

9 Inspection of Movement Area

PROCEDURES FOR THE INSPECTION, ASSESSMENT AND REPORTING OF THE CONDITION OF THE AERODROME MOVEMENT AREA AND OTHER OPERATIONAL AREAS AND FACILITIES, (INCLUDING RUNWAY SURFACE FRICTION CHARACTERISTICS ASSESSMENTS AND WATER-DEPTH MEASUREMENTS).

9.1 Communication with Air Traffic Services

ARRANGEMENTS AND MEANS OF COMMUNICATING WITH THE AIR TRAFFIC SERVICES UNIT DURING INSPECTIONS.

Prior to inspecting runways, the Airport Operations personnel request authorization from ATC Tower. Communication is maintained during the inspections. All monitoring vehicles are equipped with radios to enable necessary communications between the inspectors and the Tower.

For further information see the document VR710 06 Fjarskipti flugvallarþjónustunnar. The inspection of the movement area is described in detail in document VR710 13 Eftirlit og mælingar á athafnasvæðum loftfara.

9.2 Documentation

INSPECTION CHECKLISTS, LOGBOOK, AND RECORD-KEEPING.

Checklists, logbooks, and record-keeping are registered in Opscom, as well as in electronic form described in the document SK700 02 *Skrár Keflavíkurflugvallar*.

9.3 Inspection Intervals

INSPECTION INTERVALS AND TIMES; REPORTING RESULTS AND FOLLOW-UP ACTIONS.

Regular inspections take place at least three times a day between the hours, 05:00-07:00, 14:00-16:00 and 18:00-20:00. Additional inspections are done with respect to traffic. Each inspection is registered in Opscom as well as in the electronic format described in the document SK700 02 *Skrár Keflavíkurflugvallar.*

Results of runway inspection are reported to BIKF Tower. Individual results are stored in electronic form. Information on inspection and cleaning of FOD is recorded in the BIKF Airport Operation diary in Opscom.

Airport Operations Keflavik Airport shall improve the hazardous situation reported by inspectors immediately. These actions are among others, clearing snow, de-icing, cleaning of foreign objects and control of birds. Document VR710 13 Eftirlit og mælingar á athafnasvæðum loftfara, VL710 51 Fuglaeftirlit, VR710 19 Snjóruðningur og hálkuvarnir.

10 Inspection and maintenance of Visual and non-Visual Aids

PROCEDURES FOR THE INSPECTION, AND ROUTINE AND EMERGENCY MAINTENANCE OF VISUAL AND NON-VISUAL AIDS, AS APPROPRIATE, AND THE AERODROME ELECTRICAL SYSTEMS.

10.1 Documentation

INSPECTION CHECKLISTS, LOGBOOK AND RECORD KEEPING.

Inspection checklists, logbooks and records are stored in Opscom. Major deviations found are reported in Opscom as well as reported to the control tower via radio or mobile phone. Completions of repairs are also reported.

Failures because of airdrome safety equipment due to design, malfunction, or technical defect, exceeding of technical limitations, occurrence or other irregular circumstance that may or have endangered safety but have not resulted in an accident or serious incident shall be reported to the Competent Authority and the organization responsible.

Outside office hours, all notifications of faults in the lighting systems or electrical systems are addressed the following day, except for serious failures.

10.2 Inspection Intervals

INSPECTION INTERVALS AND TIMES; REPORTING RESULTS AND FOLLOW-UP ACTIONS.

Airport Operation is responsible for daily monitoring and maintenance of airport lighting equipment that pertains to visual navigation aids, as described in the document VR473 01 Fyrirbyggjandi viðhald og viðgerðir. BIKF Manager Electrical Systems Department is responsible for compliance. Inspection intervals and times are stored in Opscom.

11 Aerodrome Equipment

OPERATING, MAINTENANCE AND REPAIR INSTRUCTIONS, SERVICING INFORMATION, TROUBLESHOOTING AND INSPECTION PROCEDURES OF AERODROME EQUIPMENT.

Information on aerodrome equipment is maintained in BIKF Operation Maintenance Forman, including operating-, maintenance- and repair instructions. The information is in the maintenance office. Furthermore, information is obtained directly from manufacturers and local service providers for each equipment.

Servicing information and maintenance records are managed and recorded by BIKF Airport Operation Maintenance Forman in two different programs. One is the Fleet Maintenance Pro (FMP) that records work that is performed on equipment. The other is an Excel program called equipment PM Status which is used to schedule equipment for maintenance and service.

Inspection requirements and records are maintained in Opscom.

12 Surface of Movement Area

MOVEMENT AREA.

The Aerodrome has issued a SMGCS document SK700 05 Surface Movement Guidance Control System to ensure that a surface movement guidance and control system is provided at the aerodrome.

12.1 Maintenance

The Director of Assets and Infrastructures is responsible for maintenance plan and surface inspections. Minor repairs and adjustments are performed as rapidly as needed and can be managed by the Director of Airport Operations. For major maintenance projects Business and Development engineers may be assigned as project managers.

The Airport Operations Shift Supervisor (for the service crew) is responsible for taking care of daily inspection of runways, taxiways, and strip areas as well as the aerodrome drainage. If the service crew encounter physical damage the Shift Supervisor shall report it to the Director of Airport Operations.

A maintenance plan for surface areas, including pavements, adjacent areas and drainage systems includes both corrective and preventive maintenance and is a part of the assets management program.

As part of maintenance plan, inspections of surfaces of all movement areas including pavements (runways, taxiways, and aprons), adjacent areas and drainage systems are carried out at least once every year according to document VR630 02 Eftirlit og viðhald á slitlögum, and VR630 03 Ástandsskoðun og viðhald á ofanvatnskerfi.

As part of surface inspections, runways friction level is measured at least once a year as described in document VR630 02 Eftirlit og viðhald á slitlögum.

Weather conditions restrict all major maintenance to be performed during the months of May through October.

12.2 Overload operations

PROCEDURE FOR OVERLOAD OPERATIONS.

All overload operations must be permitted by the Director of Airport Operations. Overloading should be avoided during any periods of thaw.

ACN up to 10% higher than PCN is generally acceptable provided the following conditions are satisfied:

The pavement is more than twelve months old.
The pavement is not already showing signs of loading distress.
Overload operations do not exceed 5% of the annual departures and are spread throughout the year.

ACN from 11% to 39% higher than PCN may only be undertaken under special circumstances. In addition to satisfying the above criteria an engineer from Assets and Infrastructure (or Airport Operations) must inspect the pavement prior to and after the operation. If distress becomes evident in the pavement the overloading operations should not be re-imposed until appropriate pavement strengthening work has been completed.

13 Aerodrome Works

PROCEDURES FOR AERODROME WORKS.

13.1 Construction and Maintenance

CO-ORDINATING, PLANNING, AND CARRYING OUT CONSTRUCTION AND MAINTENANCE WORK.

All work at the airport is registered and goes through a process in which the parties involved are informed of the work. For projects on BIKF the main flight safety laws, regulations and other requirements for the work are reviewed. The risk management process covers all the work planned. Risk assessment is part of the risk assessment process.

This communication process primarily consists of the project coordination meetings held at the start of the project and at least fortnightly. A work permit is then issued to appropriate parties. BIKF inspectors are appointed to the project. Aviation safety, security and occupational safety are dominant factors in the progress of the work. Meetings are held, and the work can be stopped whenever the inspector or the Air Traffic Service consider it warrant. The following are some of the many safety issues the inspectors follow up on during a project:

Construction employees must follow instructions from air traffic services, safety, and security staff.
Construction employees are not permitted to travel alone on the aerodrome until they have undergone the appropriate air safety and security courses.
Construction employees must comply with the aerodrome's safety rules regarding driving on aprons, runways, and taxiways.
Construction employees are not allowed to travel outside of approved areas.
Construction employees should wear reflective clothing while staying at the operation area of the aerodrome or other areas where such clothing is required.
Construction employees should be careful to leave nothing behind that could threaten the safety of aircrafts.
Vehicles used for construction shall meet the provisions of the aerodrome's safety rules.
Smoking at the aerodrome is prohibited.

13.2 Communication with Air Traffic Services

ARRANGEMENTS AND MEANS OF COMMUNICATING WITH AIR TRAFFIC SERVICES UNIT DURING THE PROGRESS OF SUCH WORK.

All traffic on BIKF maneuvering area is under the control of Air Traffic Control Tower. ATS has the power to intervene with traffic on the apron. ATS is responsible for releasing NOTAMs in accordance with the projects proposed and to review the operability of the airport. ATS may have to stop work and remove personnel and equipment from the runway, taxiway, or apron. Communication takes place through radio or telephone.

See operational procedure VL705 10 *Öryggisreglur fyrir framkvæmdir innan flugvallarsvæðis*.

14 Apron Management

PROCEDURES FOR APRON MANAGEMENT.

Airport coordinator at Isavia Airport Operation Centre (APOC) is responsible for overall management of the slots /stands allocation.

14.1 Transfer of Aircraft between Tower (ATC) and Apron

TRANSFER OF THE AIRCRAFT BETWEEN AIR TRAFFIC SERVICES UNIT, AND THE APRON MANAGEMENT UNIT.

BIKF information regarding slots arrangement, arrival time, departure time and various other facts about the handling of aircrafts are displayed in Airport 2020.

Information is available to all relevant personnel through a computer network. The flight crew notifies ATC when they are ready for push back from stands. Apron is not controlled by ATC. Flight and ground crew follow push-back procedures. The Tower facilitates push-back in accordance with traffic density and provides permits driving ATC instructions to aircraft taxiing on the maneuvering area. The reverse of these procedures is used for aircraft parking.

BIKF slots. The tower permits driving to runway and instructions on what taxiway to use. The flight crew, in cooperation with its ground handling crew, follow their push-back procedure. The push-back itself is not the responsibility of ATC. ATC receives the aircraft after it has reached the taxiway. The same process, but in reverse order, is used when aircrafts are parked at BIKF.

ATC procedure for push-back is in Opscom under the ATC unit directives.

14.2 Aircraft Parking Positions

ALLOCATION OF AIRCRAFT PARKING POSITIONS.

Slot arrangement for aircraft is handled by Keflavik Airport. See also VR700 06 "*Stæðisúthlutun*" and VL700 02 "*Stæðaúthlutun (SFA 16)*" in ISAVIA operating manual.

14.3 Engine Start and Push-Back

ENGINE START AND AIRCRAFT PUSH-BACK.

When the pilot requests pushback clearance from the ATC, the aircraft shall be ready for immediate departure from the gate. Permission to push-back or taxi-out from a stand or position must not be requested unless the tractor/ACFT is ready to perform the maneuver immediately. At the same time the anti-collision beacon shall be turned on.

Startup of engines is allowed as soon as pushback has commenced, providing that it has been ensured that it creates no danger. Aircraft off blocks sequence shall be in accordance with requirements from the aircraft operator or handling agents.

It is recommended that the Auxiliary Power Unit (APU) is turned off no later than 15 minutes after the aircraft is on block and not started up earlier than 15 minutes before departure. If the outside air temperature is at or below 0°C, the use of APU is permitted to heat up the cabin. Furthermore, it is permitted to start up one engine at the gate if the APU is inoperative.

Release points, marked as lettered triangles on map, have been established for aircraft stands terminal FLE Terminal as indicated on AIP- map BIKF 2.24.2.2 – 1.

14.4 Marshalling and Follow-Me

MARSHALLING AND 'FOLLOW-ME' SERVICE.

Standard marshalling procedures are provided at BIKF. The marshaller signals taxi instructions to the pilot, including to taxi, turn, keep turning, slow down, stop, and shut down engines. Marshalling service is provided in accordance with internal procedures by BIKF service providers.

If a "Follow-Me" escort is required to and from taxiways a request is sent to BIKF air traffic controller that is forwarded to the airport operation. A yellow pick-up truck is used for this purpose.

15 Apron Safety Management

PROCEDURES FOR APRON SAFETY MANAGEMENT.

15.1 Jet Blasts

PROTECTION FROM JET BLASTS.

All personnel and vehicles shall be within a safe distance behind a running engine as described in the document HB700 01 *Öryggisreglur Keflavíkurflugvallar*.

Before push-back, aircraft shall display a lighted anti-collision beacon, this indicates that all pedestrian and vehicular traffic in a 50-meter radius is prohibited, except for those directly involved with ground handling for the aircraft.

15.2 Enforcement of Safety Precautions during Refueling

ENFORCEMENT OF SAFETY PRECAUTIONS DURING AIRCRAFT REFUELING OPERATIONS.

Regulation no.282 from 23 May 1980 (amendment 466/1991) regarding refueling of aircraft, contains requirements for refueling of aircraft. In addition, international industry standards as appropriate shall be complied with. Such industry standards include the current Joint Inspection (JIG) standards. Annual inspections shall be carried out accordingly, from recognized auditors and/or relevant oil companies. These companies include Exxon, Shell, BP, and Chevron Texaco.

A written arrangement has been established between Fuel Handling Service providers and Isavia that stipulates the interfacing safety processes regarding fuel services on the aerodrome. The fuel services are performed in accordance with this arrangement and the procedures established by the service provider.

A written arrangement has been established between Fuel Handling Service provider and Isavia that stipulates the interfacing safety processes regarding fuel services on the aerodrome. The fuel services are performed in accordance with this arrangement and the procedures established by the service provider.

For further information see safety rules for BIKF, HB700 01 *Öryggisreglur Keflavíkurflugvallar*.

15.3 FOD

FOD PREVENTION, INCLUDING APRON CLEANING/SWEEPING.

Foreign Objects Debris (FOD) on the movement area:
All personnel at BIKF are responsible for removal of foreign objects from runways, taxiways, aprons, and adjacent areas to prevent damage to aircrafts.
Definition: FOD can be of different nature and origin, but they all have one common denominator, to endanger aircraft using the aerodrome. The main hazards are:
Gravel, sand, grass, and other loose material entering areas due to jet-blast of aircraft with vehicles or wind.
Concrete and asphalt fraction, for example, from the surface.
Trash from the ground handling of aircraft.
Objects that fall from vehicles, general equipment, or services equipment on the airport.
Objects and trash left on work sites.
Objects that have become detached from the aircraft, for example, during take-off, landing or moving of aircraft.
Roles and Responsibilities:
Airport Operation performs regular inspection and cleaning of FOD. The movement area is inspected at least three times a day and more often if necessary. FOD cleaning equipment is constantly running and more such equipment and services are available around the clock if needed. Airport Operation receives and responds to reports of foreign objects and is particularly wary of aerodrome work on the movement area, military exercises, etc. Objects found that may have fallen from an aircraft are investigated to identify the aircraft and take appropriate steps, including among others, reporting of the incident to the

Icelandic Transportation Safety Board (Rannsóknarnefnd Samgönguslysa RNSA). Airport Operations maintain a log of all activity in this field. Furthermore, all occurrences are listed in Opscom.

Air traffic controllers are responsible for publishing information regarding oversized aircraft traffic and the location of reported FOD. They will in addition inform relevant parties if parts of the airport are closed due to FOD.

Security personnel monitor traffic of vehicles at the airport and perform FOD control during aircraft handling. They can inform drivers and ground handling staff of desired improvements regarding work and FOD on the apron. They announce to Isavia Airport Operation Centre (APOC) if FOD cleaning equipment is required.

Service providers shall have procedures for driving on the apron; for operation of all equipment and devices; for access to the apron; for aircraft parking spaces; and for cleaning of areas around aircraft. All means shall be used to prevent items and packaging material from detaching from luggage and cargo. FOD shall be removed as soon as it emerges.

All personnel operating on the movement area or in transit shall be wary of FOD. If FOD is visible the personnel detecting it shall remove it immediately. If for some reason an individual is unable to remove FOD he/she shall ensure its removal and alert the Isavia Isavia Airport Operation Centre (APOC) If any suspicion arises that an object is from an aircraft, it shall be reported immediately to Airport Operations at Háaleitishlaði no.25, with details of the location and time the object was found. Such finding is recorded in Opscom.

15.4 Monitoring Compliance with Safety Procedures

MONITORING COMPLIANCE OF PERSONNEL ON THE APRON WITH SAFETY PROCEDURES.

All personnel have the responsibility to report a violation against the aerodrome's safety rules. Safety Inspectors keeps a record of violations.

Daily safety inspections are conducted at BIKF by security personnel. Main purpose of these inspections is to ensure that unauthorized personnel have not entered the restricted area. One of the main inspection items being the aerodrome perimeter fence.

15.5 Passenger Protection

ESCORTING, CONTROLLING AND PROTECTING PASSENGERS ON THE APRON, FROM VEHICULAR TRAFFIC AND OPERATING AIRCRAFT, USE OF PREDETERMINED ROUTES, AND AVOIDING INTERFERENCE WITH STATIONARY AIRCRAFT GROUND SERVICING ACTIVITIES.

Passengers are transported from terminal gate to remote stands by Isavia passengers' buses. Accordingly, to VR731 01 Skipulag farþegaaskturs, VL730 02 Boarding at bus gates and VL731 03 Bus operation on Remote stands. Passengers with reduced mobility (PRM) are transported by Isavia ambulance lifts. VR732 02 Aðstoð við PRM-farþega, VL732 01e Handling of privately-owned wheelchairs.

16 Control of Vehicles

PROCEDURES FOR THE CONTROL OF VEHICLES OPERATING ON OR IN THE VICINITY, OR THE MOVEMENT AREA, INCLUDING TRAFFIC RULES, RIGHT OF WAY, SPEED LIMITS, AND METHOD FOR ISSUING DRIVING PERMITS, AND ENFORCEMENT MEANS.

Only people with legitimate reasons for work duties and with a valid access pass to the relevant area of the airport are allowed to drive in the affected areas. Maximum speed of vehicles on the movement area is as follows:

The service road between FLE apron and East apron: ……70 km/h
The runways and roads: …….. 50 km/h.
At aprons: ……30 km/h.
Near aircrafts: ……10 km/h.

It is forbidden to drive under the wings or other parts of aircraft unless required and appropriately managed for ground handling. In such instances, it should be in accordance with documented procedures of the relevant service provider. Following an engine start it is forbidden to drive within a 50-meter radius of the aircraft except in cases of direct handling of the aircraft, only in accordance with documented procedures of the service provider. All vehicles licensed for use on the movement area must be registered with BIKF and display a lighted yellow obstacle beacon (type C). Vehicles on runways and taxiways shall be equipped with radios and follow the direction of Tower. BIKF Inspectors and air traffic controllers shall monitor whether traffic rules are adhered to. Drivers at the aerodrome (i.e., runways, taxiways, and aprons) shall be trained accordingly by BIKF or attend training approved by BIKF.

For further information see safety rules for BIKF, HB700 01 *Öryggisreglur Keflavíkurflugvallar*.

17 Wildlife Hazard Management

PROCEDURES FOR WILDLIFE HAZARD MANAGEMENT, INCLUDING ASSESSING WILDLIFE HAZARDS AND ARRANGEMENTS FOR IMPLEMENTATION OF THE WILDLIFE CONTROL PROGRAMME, AND PROMULGATION OF THE RELEVANT INFORMATION TO THE AIS; WILDLIFE STRIKE FORM.

Areas around the airport are methodically inspected and birds removed if deemed necessary. During the breeding season the frequency of these inspections increases. Virtually all birds creating a risk at BIKF are migratory.

Among the methods is managing the vegetation at the aerodrome. Planting lupine, distribution of organic fertilizers and sowing of selected areas has proven effective for keeping birds away from the aerodrome. For further information see VR710 16 *Skyldur fuglaeftirlitsmanna*.

Operational procedure for wildlife hazards is described in document SK160 02 *Heildaráætlun Isavia vegna dýralífsstjórnunar*.

18 Controlling Obstacles and Land Use

18.1 Obstacle Control

PROCEDURES FOR OBSTACLE CONTROL AND MONITORING WITHIN AND OUTSIDE OF THE AERODROME BOUNDARIES, AND NOTIFICATION TO THE COMPETENT AUTHORITY, OF THE NATURE AND LOCATION OF OBSTACLES, AND ANY SUBSEQUENT ADDITION, OR REMOVAL OF OBSTACLES FOR ACTION AS NECESSARY, INCLUDING AMENDMENT OF THE AIS PUBLICATIONS.

All electronic obstacle charts for areas 2,3 and 4 are the responsibility of the Director of Airport Operation and published in AIP.

The Airport Division monitors on a daily basis the obstacle limitation surfaces.

When structures or buildings are planned or rise suddenly within the limits of the obstacle limitation surfaces, the head of air traffic control and competent authority are notified. Temporary obstacles due to construction or repairs shall be issued in a NOTAM.

If there is a need for temporary obstacle like a crane, a written request shall be sent to the office of safety management. The request will be assessed by an aeronautical designer if necessary. Isavia ohf. has an agreement with Isavia ANS for the assessment of obstacles.

Isavia shall lead the planning committee (Skipulagsnefnd Keflavíkurflugvallar) for the aerodrome and in its vicinity. Members on the committee shall be from Isavia, Ministry of Transport and Local Government, local municipalities, and representatives from Kadeco.

Notifications of changes to published information regarding nature, elevation and location of obstacles are sent formally to Aeronautical Information Publication and the competent authority, by the project manager at BIKF and/or published in a NOTAM as applicable.

18.2 Land Use Control

PROCEDURE FOR MONITORING AND MITIGATING HAZARDS RELATED TO HUMAN ACTIVITIES AND LAND USE, ON THE AERODROME AND ITS SURROUNDINGS. RELEVANT INSPECTION CHECKLISTS, LOGBOOK, AND RECORD KEEPING; INSPECTION INTERVALS AND TIMES; REPORTING RESULTS AND FOLLOW-UP ACTIONS.

Access to restricted zones is authorized only under the conditions prescribed by the special rules governing the aerodrome. The customs, police, and health inspection offices and the premises assigned to transit traffic are normally accessible only to passengers, to staff of the public authorities, airlines, and to authorized persons in pursuit of their duty. The access authorization to restricted zones is subject to conditions prescribed by regulations and by special rules laid down by the aerodrome administration.

Structures that are to be built on or near the airport require the approval of local planning committees that have am obstructions limitation area map of the aerodrome for reference.

For further information see the aerodrome's safety rules HB700 01 *Öryggisreglur Keflavíkurflugvallar*.

19 Emergency Plan

AERODROME EMERGENCY PLAN.

Items referred to in section 19 through 20 are covered in sections 2.2.9; 4.4, 6.12 and 29 in this document.

19.1 Emergencies

DEALING WITH EMERGENCIES AT THE AERODROME OR IN ITS SURROUNDINGS.

BIKF Airport Emergency Plan documents:

Aircraft Emergency Plan (AEP). Activated in case of an airport incidents at or near the airport or in case of mass casualty event. The responsible bodies are Civil Protection department (CP) of the National Police Commissioner, The Sudurnes Police Commissioner and Isavia. The plan can be found at CP website, https://www.almannavarnir.is/utgefid-efnis/flugslysaaaetlanir/ and in the Isavia Quality Manual.

Security Emergency Plan. Activated in case of hijack, bomb threat or other security threats at the airport. The responsible bodies are the National Police Commissioner, the Sudurnes Police Commissioner and Isavia. The document is located in Isavia Quality Manual, restricted access.

Disease Prevention and Control Plan. Activated in the event of a Communicable disease or other health incidents in aircraft or the terminal. The responsible bodies are Civil Protection department of the National Police Commissioner, the Communicable Disease Control Department of the Directorate of Health, the Sudurnes Police Commissioner and Isavia. The plan can be found at CP website, https://www.almannavarnir.is/utgefid-efnis/heilbrigdisaetlanir/

19.2 Tests for Emergengy Facilities and Equipment

TESTS FOR AERODROME FACILITIES AND EQUIPMENT TO BE USED IN EMERGENCIES, INCLUDING THEIR FREQUENCY.

Inspection and testing of Emergency communication systems are performed regularly in accordance with the Tower and Airport Operations Quality Manuals. Irregularities are logged in the airport's incident reporting system. Other AEP facilities and equipment are also inspected on a regular basis in accordance with the Airport Operations and Security Department Quality Manuals, and irregularities are logged in the airport's incident reporting system.

19.3 Exercises to Test Emergency Plans

EXERCISES TO TEST EMERGENCY PLANS, INCLUDING THEIR FREQUENCY.

Full scale aerodrome emergency exercise and tabletop exercises are conducted every two years at the aerodrome. Partial exercises are conducted on a regular basis and or to correct irregularities after incident review.

20 Rescue and Firefighting

RESCUE AND FIREFIGHTING, INCLUDING DESCRIPTION OF FACILITIES, EQUIPMENT, PERSONNEL AND PROCEDURES FOR MEETING THE FIREFIGHTING REQUIREMENTS.

Nine (9) ARFF persons are on duty 24/7. A fire truck and 2 ARFF persons are on standby 24/7 at satellite fire station Hólsvelli 14 (for further information see VR710 24 *Varðstaða í brautarskjóli að Hólsvelli 14*). Other equipment and manpower from Airport Operation at Keflavik Airport are readily available according to emergency plans. Maximum response time is 180 seconds to furthest end of runway.

Description of facilities and equipment:

Three (3) fire trucks Scania-Wiss 6x6, 10.000 liters of water, 600 liters of 3% AFFF.
One (1) fire truck Scania-Wiss 4x4, 6000 liters of water, 400 liters of 3% AFFF.
One (1) fire truck Oshkosh TA-3000, 11500 liters of water, 2000 liters of 3% AFFF.
One (1) off road ambulance Unimog M. Benz.
One (1) mobile emergency tent for mass casualty.
One (1) emergency truck equipped with rescue equipment.
One (1) ladder truck with 30m (100 FT) ladder.
One (1) six-wheel ATV.
One (1) container loaded with stretchers and blankets.
One (1) mobile emergency shelter (bus).
See also chapter 6.12 *Rescue and Firefighting*.

21 Removal of Disabled Aircraft

REMOVAL PLAN OF DISABLED AIRCRAFT, INCLUDING RELEVANT ARRANGEMENTS, EQUIPMENT, AND PROCEDURES FOR ITS IMPLEMENTATION.

Shift supervisor at Airport Operations coordinates operations with Air Traffic Control regarding removal of disabled aircraft.

The following equipment is available for removal of disabled aircraft:

- 1 telescopic forklift 4 tons.
- 4 large wheel loaders.
- 4 small loaders.
- 1 lorry equipped with a crane 10 tons capacity.
- Tools and specialized rescue equipment for CAT 7 aircraft (B757).

Additionally, the airport operation can provide other equipment from various suppliers on short notice, including a crane with capacity up to 40 tons.

22 Fuel and Dangerous Goods

PROCEDURES FOR ENSURING THE SAFE HANDLING AND STORAGE OF FUEL AND DANGEROUS GOODS IN THE AERODROME.

22.1 Safety Measures

EQUIPMENT, STORAGE AREAS, DELIVERY, DISPENSING, HANDLING, AND SAFETY MEASURES.

Precautions and safety regulations for the storage and handling of hazardous materials shall be in accordance with regulations on personnel protection against health risks caused by chemicals. Isavia shall, in accordance with the regulation, ensure that personnel receive adequate training for prevention and labels identification of hazardous materials, precautions and the initial response to chemical accidents.

If hazardous material is spilled, it shall be reported immediately to the emergency response (112) and to the Isavia Airport Operation Centre 425-6200.

For further information see the aerodrome's safety rules HB700 01 *Öryggisreglur Keflavíkurflugvallar.*

22.2 Specification of Aviation Fuel

QUALITY AND CORRECT SPECIFICATION OF AVIATION FUEL; AUDIT AND INSPECTION INTERVALS, CHECKLISTS, SAMPLING AND RECORD KEEPING.

A written arrangement has been established between service providers and Isavia that stipulates the interface of safety processes regarding ground handling services. Ground services are performed in accordance with this arrangement and procedures established by the service provider. For further information see the aerodrome's safety rules HB700 01 *Öryggisreglur Keflavíkurflugvallar.*

23 Low Visibility Operations

LOW VISIBILITY OPERATIONS: DESCRIPTION OF OPERATIONAL PROCEDURES, INCLUDING COORDINATION WITH AIR TRAFFIC SERVICES UNIT AND APRON MANAGEMENT UNIT, STANDARD TAXIING ROUTES, CONTROL OF ACTIVITIES, AND MEASUREMENT AND REPORTING OF RUNWAY VISUAL RANGE.

Scope

The director BIKF Air Traffic Services (ATS) has issued an operational procedure in BIKF TWR Unit Directives, that describes how ATS at BIKF activates the low visibility procedure (LVP) in low visibility conditions. The LVP is put in place to maintain aircraft operations and control the aerodrome traffic during low visibility conditions on the aerodrome. The scope of the LVP procedure text in this aerodrome manual (AM) is to describe the LVP, how the procedures are established and maintained at the aerodrome. Low Visibility Procedures refers to specific procedures applied at an aerodrome to support low visibility operations/precision approach CAT II operations. At Keflavik Airport the initiation of the procedures also supports Low Visibility Take-OFF (LVTO).

The following equipment is required to provide ILS CAT II approach services:

- Approach lighting system of 900 m with centre lights and crossbars.
- Runway edge lights
- Runway threshold lights
- Runway end lights
- Runway center line lights
- Touchdown zone (TDZ) lights
- Stopbar lights and associated lead on lights

- RVR readings from Touchdown zone and Mid-point
- Secondary power supply

Serviceability levels

At Keflavik airport runways 10 and 19 are equipped for CAT II operations.

Airport Ground Lights (AGL) monitoring system gives a visual alarm in the aerodrome control tower when unserviceable] All lighting systems are set up in accordance with applicable regulations regarding inspections and serviceability requirements.

To maintain serviceability levels for CAT II operations set forth in Commission Regulation (EU) No. 139/2014, paragraphs ADR.OPS.C.015 and CS ADR-DSN.S.890, Isavia has automatic monitoring in place where applicable. To supplement these requirements for automatic monitoring, Isavia has established procedures to further ensure full operability of all lighting systems, see: VR710 13 Eftirlit og mælingar á athafnasvæðum loftfara and VR473 01 Fyrirbyggjandi viðhald og viðgerðir.

Part of these procedures is that the Airport Ground Lights (AGL) and equipment are inspected by Airport Operations personnel three (3) times each day. All malfunctions are recorded in Opscom inspection system and are automatically transmitted via e-mail and SMS to Airport electricians that are on 24/7 duty. When serviceability levels are affected, the Tower shift supervisor coordinates with electricians via phone call.

Prior to LVP implementation a special light inspection is performed by Airport operation personnel. The conclusion of the inspection is reported to the Tower via radio in addition to Opscom reporting.

Description of LVP

Low Visibility Procedures (LVP) will come into effect when the touchdown RVR for runway in use, runways 10 or 19 reach a specified ceiling and/or RVR values. LVP is divided into 4 phases:

1. **Preparation Phase:** This phase is commenced when deteriorating meteorological conditions reach, a touchdown (TDZ) visibility of 800 meters or less and/or ceiling of 300 feet or less.

2. **Operations Phase (LVP activation):** This phase is activated when RVR TDZ for RWY 10 or RWY19 measures less than 550 meters and/or the ceiling is 200 feet or less. This phase must be in force prior to the commencement of any of the specific operations for which LVP are required. The Operations Phase is brought into force only once all preparatory activities are complete. Flight operations requiring LVP must only commence once the LVP is in force.

3. **Deactivation Phase:** This phase is established when the relevant MET conditions improve but not enough to lift all restrictions. If the weather deteriorates again go back to Operations Phase. Deactivation Phase can be activated when RVR TDZ measures 550 meters or more but less than 800 meters and ceiling higher than 200 feet.

4. **Termination Phase:** This phase is established to facilitate a smooth transition back to normal operations. Termination phase shall only be initiated when RVR TDZ measures above 800 meters, and the ceiling is 300 feet or more for 10 consecutive minutes and continued improvements are expected.

Note: In runway visual range (RVR) conditions at less than a value of 550 m, the number of aircraft on the manoeuvring area shall be limited to one at a time unless BIKF ATCO is using procedure of clearing the manoeuvring area, persons and vehicles on the [movement] manoeuvring area shall be kept at the essential minimum. Expect capacity to be severely affected, around 10 aircraft movements per hour can be expected.

Essential minimum: Snow removal operations, movements related to emergency services, technical service vehicles and vehicles servicing equipment needed to support continued CAT II operations. Follow me services.

The runway visual range system compromises of six sensors, three along each runway. ATC Tower reads these meters and communicates appropriate information to pilots and other relevant parties who so request. Also, these meters are displayed on screens at Airport Operation Centre (APOC) and in The Airport Operations Office.

When TDZ and/or MIDPOINT RVR sensors for the runway being used for CAT II operations are unserviceable CAT II operations on that runway are suspended. The RVR sensors are monitored in the AWOS system, the system sends a warning to ATC if a failure occurs. Failures are handled in accordance with VR720 13 Bilanir.

Roles and responsibilities

Role of ATC:
The main responsibility for implementing the LVP during deteriorating meteorological conditions at Keflavik airport, lies with Air Traffic Control (ATC) tower as indicated in ATS Unit Directive for Low visibility procedures. This includes detecting when to implement the procedure, informing of the condition and termination of the LVP.
ATS Unit Directive for Low visibility procedures specify the role of ATC tower in detail. One of the main actions is to notify APOC of LVP (tel: 425-6200) so APOC can inform relevant stakeholders, including the Airport operations shift supervisors. Also, to remove all non-essential vehicles from the manoeuvring area. All vehicle traffic is prohibited without special permission from ATC. Other main activities that have a major role during LVP are as follows:

Role of APOC:
- APOC Shift supervisor notifies Airport Operations shift supervisor (tel: 425-6110).
- APOC Shift supervisor notifies Airport security (tel: 425 6210), airlines, and ground handling companies of activation, all contractors and other affected activities working on the airport that all traffic is prohibited on the maneuvering area. Traffic on the Apron is limited to essential vehicles only.
- APOC shall maintain a distribution E-mail list of activities that operate on the aerodrome and can be affected by LVP.

Role of Airport operations:
- Airport operations shift supervisor shall remove non-essential personnel from the maneuvering area
- Activate follow-me services when such requests are initiated by the ATC.
- Perform a special light inspection during the preparation phase prior to LVP are activated.
- If the light inspection reveals that the service level for CAT II operations has dropped, the information shall be immediately reported to ATC.

Role of Airport Security:
- The supervisor or Assistant supervisor at the APOC announces on radio station that low visibility procedure (LVP) is in effect when such an announcement is received from tower.
- Security guards at checkpoints and apron inspectors need to confirm receipt of the message from the APOC.
- A LVP sign must be set up for all employees at every checkpoint that lead to manoeuvring area, e.g. Silfur-Gate.

Role of Ground handlers:
- Ensure LVP information regarding activation and termination of LVP is provided to staff.
- Limited driving on Apron to essential minimum.

Termination procedures:
- When the LVP is no longer active the Tower shift supervisor informs APOC and Airport Operations of termination of LVP.
- APOC sends out termination information according to the distribution list.

24 Winter Operations

PROCEDURES FOR WINTER OPERATIONS, INCLUDING SNOW REMOVAL PLAN AND PROCEDURES FOR ITS IMPLEMENTATION AS WELL AS DESCRIPTION OF THE AVAILABLE MEANS AND RELEVANT ARRANGEMENTS.

During winter (01. October – 30. April) the aerodrome operational services are responsible for the following duties:
- **Surveillance and reporting of the maneuvering area and apron with emphasis on presence of ice, snow, slush, and water.**
- **Implementation of measures to maintain the usability of the runways, taxiways, and aprons.**
- **Reporting of the conditions:**
  - **Airport Operations Inspector informs ATC tower when a new runway condition report is issued.**
  - **The runway condition report is distributed by SNOWTAM and is available to pilots through ATC and ATIS.**

Runway condition assessment and reporting by Global Reporting Format (GRF) is applicable all year around. Snow removal plan is described in document VR710 19 *Snjóruðningur og hálkuvarnir*.

25 Operations in Adverse Weather Conditions

PROCEDURES FOR OPERATIONS IN ADVERSE WEATHER CONDITIONS.

Control group for adverse weather coordinates action due to adverse weather conditions.
If the wind speed is predicted to be more than 40 knots or more on average the main operator notifies Airport Operation Centre (APOC) via e-mail. The operation is described in document HB700 03 *Aðgerðareglur vegna óveðurs á Keflavíkurflugvelli*.

26 Night Operations

PROCEDURES FOR NIGHT OPERATIONS.

The aerodrome is equipped for night operations. Inspections (VR710 13 Eftirlit og mælingar á athafnasvæðum loftfara) are carried out at night by Airport Operation. Any faults found are rectified if possible and recorded in Opscom. See SK700 05 Surface Movement Guidance and Control System.

27 Radar and other Navigational Aids

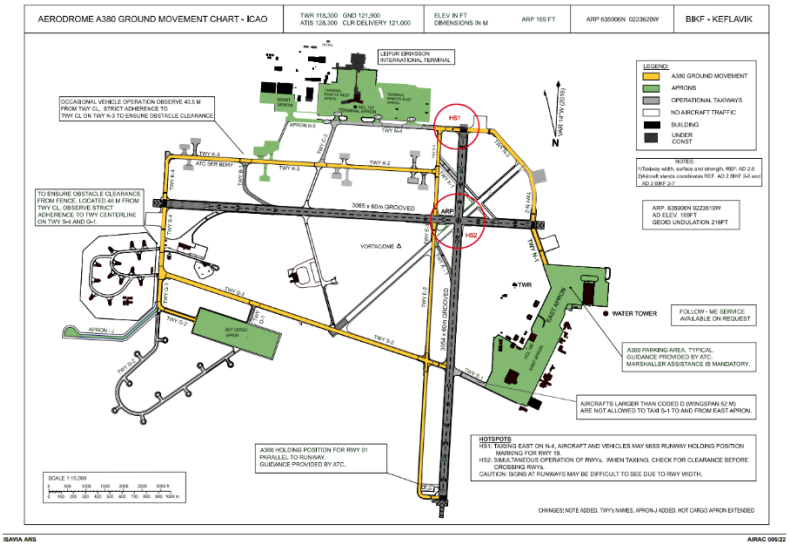
PROCEDURES FOR THE PROTECTION OF RADAR AND OTHER NAVIGATIONAL AIDS, CONTROL OF ACTIVITIES, AND GROUND MAINTENANCE IN THE VICINITY OF THESE INSTALLATIONS.

BIKF handles both routine maintenance and emergency maintenance of all electrical equipment on the aerodrome during normal daytime hours. In case of emergency outside normal daytime hours CNS technicians are called either to solve the problem or to call airport service employees if the failure is of such nature.

28 Operation of Aircrafts with Higher Code Letter

PROCEDURES FOR THE OPERATION OF AIRCRAFT WITH HIGHER CODE LETTER AT THE AERODROME, INCLUDING TAXIING ROUTES.

Scope of aircraft operations with a higher aerodrome reference code letter is A380 / B747-8. Aircrafts of higher code letter than E shall be coordinated with ATC and conform with and limit travel to routes shown in chart below, BIKF Aerodrome Chart - A380 Ground Movement.



This chart is also published in AD 2.24 BIKF Ground Movement Chart -ICAO in AIP BIKF.

29 Fire Prevention

PROCEDURES AND MEASURES FOR THE PREVENTION OF FIRE AT THE AERODROME.

Fire prevention patrols are conducted by airport operation in the aerodrome's buildings. Handling of flammable material shall be in accordance with appropriate regulations. Smoking is prohibited on the apron and general use of equipment that emits spark or fire is prohibited on the apron. The Airport Operation shift supervisor releases hot work permits for constructions in terminal and on apron.

Caution is necessary in the proximity of aircraft refueling operations. Vehicles should drive on marked routes and be no closer than 15 meters away from the refueling operation.

Service providers of aircrafts must always ensure that an approved fire extinguisher is near to the parked aircraft. One fire extinguisher is considered sufficient for two aircrafts if it is positioned between the two aircrafts on adjacent slots.

Fire extinguishers are in red boxes at aircraft stands (slots). Fire extinguishers are inspected every month by security guards and shift supervisor records the results. Any nonconformities are reported to the fire prevention officer who is responsible for corrective actions. Extinguishing systems (sprinkler) are inspected yearly according to rules of Icelandic building authorities. Selective approved body is responsible for performing and recording these inspections.

The fire department of Reykjanesbær (BS) plays a role in fire prevention at the aerodrome's terminal building. They conduct inspections in the terminal twice a year. The frequency may increase with new construction. Fire prevention officer for FLE receives feedback on what could be improved. Project managers receive feedback on applicable deficiencies. Corrective actions are set in place. Fire prevention officer sends information to the BS when the corrective actions are completed.

30 Communication Procedures

COMMUNICATION PROCEDURES, INCLUDING: FREQUENCIES; LANGUAGE AND PHRASEOLOGY TO BE USED WHEN COMMUNICATING WITH THE AIR TRAFFIC SERVICES; VEHICLE CALL SIGNS; COMMUNICATION SIGNALS TO BE USED IN CASE OF RADIO COMMUNICATION FAILURE; COMMUNICATION VIA THE AIR TRAFFIC SERVICES PROVIDER; AND DISSEMINATION OF SIGNIFICANT INFORMATION.

The control and regulation of the movement of aircraft at the airport is carried out by ATC (Air traffic control) in the movement area. Control of vehicles in the maneuvering area is controlled by ATC.

Movement is normally controlled by an air to ground or ground to ground radio system operated and monitored by the units. These radio systems may be operated for traffic control purposes only by suitably trained personnel who are familiar with the rules of radio communication. The rules on radio broadcasting cover, but are not limited to:

- Knowledge of the characteristics of the radio system used
- The location and boundaries and the areas concerned (movement and maneuvering areas)
- Call sign, forms of communication
- Procedures to be followed in the event of loss of radio communication

Related documents:

VR700 08 Akstursleyfi á Keflavíkurflugvelli
HB700 01 Öryggisreglur Keflavíkurflugvallar / HB700 02 Safety Rules KEF (English version)
VR710 06 Fjarskipti flugvallarþjónustunnar
VL700 08 Hugtakanotkun ökumanna.

Call signs for ground vehicles are assigned by Isavia Airport Operations. Frequency (Ramp) for ground operation vehicles is 173.050 MHZ, language Icelandic/English call sign for ATC is turn/tower. Other frequencies are English only (see table below).

These figures are published in AIP BIKF AD 2.18 ATS Communications facilities.

Service designation	Call sign	Frequency and Channel(s)	SATVOICE	Logon address	Hours of operation	Remarks
1	2	3	4	5	6	7
TWR	Keflavik Tower	118.300 MHZ	NIL	NIL	H24	Tower Control
TWR	Keflavik Tower	126.200 MHZ	NIL	NIL	As Directed by ATC	NIL
APP	Keflavik Approach	119.300 MHZ (1) 121.300 MHZ (3) 121.500 MHZ (2)	NIL	NIL	H24	(1) Approach Control (3) When instructed by ATC. Final Controller. (2) Emergency
ATIS	Keflavik Information	128.300 MHZ (1) 311.600 MHZ (1)	NIL	NIL	H24	(1) ATIS info tel. 424 4059 D-ATIS service available for aircraft equipped with ACARS
Clearance Delivery	Keflavik Delivery	121.000 MHZ	NIL	NIL	H24	NIL
GND	Keflavik Ground	121.900 MHZ	NIL	NIL	H24	Ground Control
GND	Keflavik Ground	126.200 MHZ	NIL	NIL	As Directed by ATC	NIL
GND	Keflavik Ground	121.500 MHZ (1) 243.000 MHZ (1)	NIL	NIL	H24	(1) Emergency

31 Aircraft Towing Procedures

AIRCRAFT TOWING PROCEDURES, INCLUDING: DESIGNATED ROUTES TO BE USED; LIGHTS TO BE DISPLAYED BY AIRCRAFT; COMMUNICATION PROCEDURES; GUIDANCE TO BE PROVIDED; MEASURES FOR ENSURING SAFETY OF TOWING OPERATION IN ADVERSE WEATHER CONDITIONS, INCLUDING VISIBILITY AND WEATHER PHENOMENA IN WHICH TOWING IS LIMITED OR NOT PERMITTED.

Towing is allowed from apron to manoeuvring area. When an aircraft is tugged to the manoeuvring area, the anti-collision beacon shall be switched on, or a flashing red light on the towing vehicle, according to the operating procedures of the aircraft operator.

The only exception to the switching on of the anti-collision beacon is when an empty aircraft is towed with a towbarless tug. In such cases, there are special green and red lights on the tow tug that replace the beacon light of an airplane. There is no light on aircraft during such towing. This towing without a beacon light is limited to parking spaces at the FLE and Icelandair hanger (stand 51 to 69), where lighting is enough, and towing is only authorized on taxiways Kilo 2, Kilo 3, November 4, November 5 and Charlie 3.

APOC is responsible for planning and issuing towing instructions. Airport Operation and APOC are responsible for making a mutual decision on tow restrictions during adverse weather conditions. VR735 50 Aircraft Tow Procedures, HB700 02 Safety Rules Kef.

32 Handover of Activities

PROCEDURES FOR THE HANDOVER OF ACTIVITIES BETWEEN AERODROME PERSONNEL, INCLUDING DESCRIPTION OF THE SYSTEM FOR THE PROVISION OF OPERATIONAL INFORMATION TO OTHER ORGANIZATIONS OPERATING AT THE AERODROME.

The safe operability and maintenance of the aircraft movement area is closely related to the proper training of the people working and moving in the area and their knowledge of the status of the traffic environment.

At the end of working ours or in the event of other handovers that become necessary during duty hours, it is important to regulate the information handover processes, to ensure the correct transmission of the information, prevent loss of important information, to inform the service taking over duty or the person responsible for the service.

The operator for each service shall draw up detailed, personal, and if necessary, written handover arrangements, considering the following principles:

- Active runway
- Closed areas
- Weather conditions (snow), adverse weather
- LVP conditions, restrictions
- Ongoing work in progress
- Status of equipment, vehicles
- If stop bars are usericeable

APOC/Daily coordination meetings, for airside services, terminal, and ground handling organizations.