



ATH THMAMAH AIRPORT CUSTOMIZED PROCEDURES MANUAL

Preface

The procedures manual is a fundamental requirement of the authorization process for granting the aerodrome authorization by GACA for the continued safe operation of the aerodrome.

This Aerodrome procedure manual and any of its associated documents contain all the pertinent information of Ath thmamah Airport concerning the Aerodrome site, facilities, operation, safety, emergency, and security procedures.

All the personnel responsible for the operation of the Aerodrome shall follow this procedures manual all the time in order to meet the minimum safety standards required for aircraft operations and also to ensure the health and safety of employees, customers, business partners, and members of the public.




Ath thmamah Airport management welcomes and encourages participation from all the concerned for the improvement and development of all security and safety standards within the context of this Procedures Manual.

Accountable Executive
Managing Director of Saudi Aviation Club



Farres Mohammed Moneer

Aerodrome procedures manual – Authorization

(ATH THMAMAH AIRPORT)	
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Customized manual - Record of Amendments

[illegible]

Customized Procedures manual– Acronyms

Acronym	Description
ABN	<i>Aerodrome Beacon</i>
ADPM	<i>customized Procedures manual</i>
ADP	<i>Airfield Driving Permit</i>
AEP	<i>Aerodrome Emergency Plan</i>
AFTN	<i>Aeronautical Fixed Telecommunication Network</i>
AIB	<i>Aviation Investigation Bureau</i>
AIC	<i>Aeronautical Information Circular</i>
AIP	<i>Aeronautical Information Publication</i>
AIP AMDT	<i>Aeronautical Information Publication – Amendment</i>
AIP SUP	<i>Aeronautical Information Publication – Supplement</i>
AIRAC	<i>Aeronautical Information Regulation and Control</i>
AIM	<i>Aeronautical Information Management</i>
SANS	<i>Saudi Air Navigation Services</i>
APU	<i>Auxiliary Power Unit</i>
GPU	<i>Ground Power Unit</i>
ATC	<i>Air Traffic Control</i>
ATS	<i>Air Traffic Services</i>
CAT	<i>Category</i>
CFO	<i>Central Forecast Office</i>
DCP	<i>Dry Chemical Powder</i>
DME	<i>Distance Measuring Equipment</i>
ETA	<i>Estimated Time of Arrival</i>
ETD	<i>Estimated Time of Departure</i>
FIDS	<i>Flight Information Display System</i>
FPL	<i>Flight Plan</i>
RFFS	<i>Rescue and firefighting services</i>
GACA	<i>General Authority of Civil Aviation</i>
GACAR	<i>General Authority of Civil Aviation Regulation</i>

Customized Procedures manual– Acronyms

Acronym	Description
GP	<i>Glide Path</i>
IATP	<i>International Airlines Technical Pool</i>
ICAO	<i>International Civil Aviation Organization</i>
IFR	<i>Instrument Flight Rules</i>
ILS	<i>Instrument Landing System</i>
JIG	<i>Joint Inspection Group</i>
LDI	<i>Landing Direction Indicator</i>
LGT	<i>Lighting</i>
LVO	<i>Low Visibility Operations</i>
LVP	<i>Low Visibility Procedure</i>
MAG	<i>Magnetic</i>
MET	<i>Meteorology</i>
SDS	<i>Safety Data Sheets</i>
NOTAM	<i>Notice to Airmen</i>
OETH	<i>Ath Thmamah Airport</i>
OLS	<i>Obstacle Limitation Surface</i>
OPS	<i>Operations</i>
PANS	<i>Procedures for Air Navigation Services</i>
PAPI	<i>Precision Approach Path Indicator</i>
RESA	<i>Runway End Safety Area</i>
RSAF	<i>Royal Saudi Air Force</i>
RVR	<i>Runway Visual Range</i>
RWY	<i>Runway</i>
SARP	<i>Standards and Recommended Practices</i>
SMS	<i>Safety Management System</i>
TDZ	<i>Touchdown Zone</i>
THR	<i>Threshold</i>
TWY	<i>Taxiway</i>
UTC	<i>Coordinated Universal Time</i>
VFR	<i>Visual Flight Rules</i>
WDI	<i>Wind Direction Indicator</i>
WHMP	<i>Wildlife hazards management program</i>

Glossary - Terms and Definitions

Terms and Definitions	
Aerodrome	<i>A defined area on land or water (including any buildings, installations, and equipment) intended to be used either wholly or in part for the arrival, departure, and surface movement of aircraft.</i>
Aerodrome control tower	<i>A unit established to provide air traffic control service to Aerodrome traffic.</i>
Customized manual	<i>Is a manual which contains all the pertinent information concerning the Aerodrome site, facilities, services, equipment, operating procedures, Organization, and management (including A customized procedures manual for aerodrome which includes, operation procedures, emergency procedures, safety management and security procedures.</i>
Airside	<i>The movement area of an Aerodrome, adjacent terrain and buildings or portions thereof, access to which is controlled.</i>
Air traffic control clearance	<p><i>Authorization for an aircraft (or vehicle) to proceed under conditions specified by an air traffic control unit.</i></p> <p><i>Note 1: For convenience, the term “air traffic control clearance” is frequently abbreviated to “clearance” when used in appropriate context.</i></p> <p><i>Note 2: The abbreviated term “clearance” may be prefixed by the words “taxi”, “take-off”, “departure”, “e- route”, “approach” or “landing” to indicate the particular portion of flight to which the air traffic control clearance relates.</i></p>
Air traffic control unit	<i>A generic term meaning variously, area control center, approach control unit or Aerodrome control tower</i>
Apron	<i>A defined area, on a land Aerodrome, intended to accommodate aircraft for purposes of loading or unloading passengers, mail or cargo, fueling, parking or maintenance.</i>
Clearway	<i>A defined rectangular area on the ground or water under the control of the appropriate authority, selected or prepared as a suitable area over which an airplane may make a portion of its initial climb to a specified height.</i>
Movement area	<i>That part of an Aerodrome to be used for the take-off, landing, and taxiing of aircraft, consisting of maneuvering area and apron(s)</i>
Maneuvering Area	<i>That part of an Aerodrome to be used for the take-off, landing, and taxing, excluding aprons and areas designed for maintenance of aircraft.</i>

Glossary - Terms and Definitions

Terms and Definitions	
NOTAM	<i>A notice distributed by means of telecommunication containing information concerning the establishment, condition or change in any aeronautical facility, service, procedure or hazard, the timely knowledge of which is essential to personnel concerned with flight operations.</i>
Obstacle	<p><i>All fixed (whether temporary or permanent) and mobile objects, or parts thereof, that are located on an area intended for the surface movement of aircraft or that extend above a defined surface intended to protect aircraft in flight.</i></p> <p><i>Note: The term obstacle is used in Annex 4 Edition 10 solely for the purpose of specifying the charting of objects that are considered a potential hazard to the safe passage of aircraft in the type of operation for which the individual chart series is designed.</i></p>
Obstacle free zone OFZ	<i>The airspace above the inner approach surface, inner transitional surfaces, and balked landing surface and that portion of the strip bounded by these surfaces, which is not penetrated by any fixed obstacle other than a low- mass and frangible-mounted one required for air navigation purposes.</i>
Runway	<i>A defined rectangular area on a land Aerodrome prepared for the landing and take-off of aircraft.</i>
Runway end safety area RESA	<i>An area symmetrical about the extended runway centerline and adjacent to the end of the strip primarily intended to reduce the risk of damage to an airplane undershooting or overrunning the runway.</i>
Runway strip	<i>A defined area including the runway and stopway, if provided, intended: a) to reduce the risk of damage to aircraft running off a runway; and b) to protect aircraft flying over it during take-off or landing operations.</i>
Runway-holding position	<p><i>A designated position intended to protect a runway, an obstacle limitation surface, or an ILS/MLS critical/sensitive area at which taxiing aircraft and vehicles shall stop and hold, unless otherwise authorized by the Aerodrome control tower.</i></p> <p><i>Note: In radiotelephony phraseologies, the expression “holding point” is used to designate the runway-holding position.</i></p>
Safety management system	<i>A system for the management of safety at Aerodromes, including the organizational structure, responsibilities, procedures, processes, and provisions for the implementation of Aerodrome safety policies by an Aerodrome operator, which provides for control of safety at, and the safe use of, the Aerodrome.</i>
Stopway	<i>A defined rectangular area on the ground at the end of take-off run available prepared as a suitable area in which an aircraft can be stopped in the case of an abandoned take-off.</i>

Glossary - Terms and Definitions

Terms and Definitions	
Take-off surface	<i>That part of the surface of an Aerodrome which the Aerodrome authority has declared available for the normal ground or water run of aircraft taking off in a particular direction.</i>
Taxiway	<i>A defined path on a land Aerodrome established for the taxiing of aircraft and intended to provide a link between one part of the Aerodrome and another, including: a) Aircraft stand taxi-lane. A portion of an apron designated as a taxiway and intended to provide access to aircraft stands only. b) Apron taxiway. A portion of a taxiway system located on an apron and intended to provide a through taxi route across the apron. c) Rapid exit taxiway. A taxiway connected to a runway at an acute angle and designed to allow landing airplanes to turn off at higher speeds than are achieved on other exit taxiways thereby minimizing runway occupancy times.</i>
Taxiway intersection	<i>A junction of two or more taxiways</i>
Taxiway strip	<i>An area including a taxiway intended to protect an aircraft operating on the taxiway and to reduce the risk of damage to an aircraft accidentally running off the taxiway.</i>
Threshold	<i>The beginning of that portion of the runway usable for landing.</i>
Touchdown zone	<i>The portion of a runway, beyond the threshold, where it is intended that landing airplanes first contact the runway.</i>

Contents

Preface	2
Customized manual - Record of Amendments	3
<i>Customized Procedures manual– Acronyms</i>	5
<i>Customized Procedures manual– Acronyms</i>	6
<i>Glossary - Terms and Definitions</i>	7
<i>Glossary - Terms and Definitions</i>	8
<i>Glossary - Terms and Definitions</i>	9
PART 1 – INTRODUCTION	13
<i>Purpose of the Customized manual</i>	14
<i>Legal position regarding Aerodrome Authorization as contained in the applicable regulation.</i>	14
<i>Distribution of the Customized manual</i>	14
<i>Procedure for distributing and amending the Customized manual</i>	14
Manual Controller	14
<i>Amendment Mechanism – The following amendment mechanism applies:</i>	15
State oversight	15
Authority and approval	15
Conditions for use of the Aerodrome	15
Available aeronautical information system and procedures for its promulgation	15
Emergency NOTAM requests - These can be sent by:	16
Obligations of the Authorization holder	16
Amendment Frequency - The Customized manual shall be reviewed and amended as Below:	17
Operational overview	17
<i>Organizational structure</i>	17
<i>Training and assessment</i>	17
<i>Contact details of persons responsible</i>	17
<i>Safety Management</i>	17
<i>Aerodrome Emergency Planning</i>	18
<i>Aerodrome Security procedures</i>	18
<i>Meteorological Services Technical Manuals</i>	18
General Information:	18
<i>Aerodrome reference point</i>	18
<i>Procedures for ensuring the plans are up to date and accurate .</i>	18

<i>General Aerodrome Layout Plan</i>	19
<i>Name and address of the Aerodrome</i>	19
Ath thmamah Airport, Riyadh City, kingdom of Saudi Arabia	19
P.O. box 14166 zip code 11424	19
T: +966 (11) 8103777 F: +966 (11) 2191004. Email: ops@sac.com.sa	19
<i>Name and address of the Aerodrome operator</i>	19
<i>The name of the accountable executive</i>	19
PART 2 – OPERATIONAL PROCEDURES FOR ATH THMAMAH AIRPORT	21
<i>Operational Procedures for Ath thmamah Airport (ATH THMAMAH AIRPORT) :</i>	22
<i>Promulgation of aeronautical information</i>	22
<i>Persons responsible</i>	22
<i>Reporting of changes to the Aerodrome information set out in the AIP.</i>	22
<i>Requesting the issuance of NOTAMs</i>	23
<i>Control of access</i>	23
Purpose and scope	24
Persons responsible	24
Control of the perimeter	24
Aerodrome access during emergency responses	24
<i>Rescue and firefighting service</i>	25
Aerodrome Level of Protection to be provided – RFFS –Category Classification:	25
Aerodrome Level of Protection – – RFFS Category Upgrading Classification	25
Response Times	26
<i>Low visibility procedures (LVP)</i>	27
<i>Inspection of the movement area</i>	28
<i>Apron incident and accident reporting</i>	28
<i>Apron management</i>	29
<i>Training Program</i>	29
<i>Vehicles on the movement area</i>	30
Driving permit issuance and management	30
<i>Focal point information</i>	31
PART 3 – SAFETY MANAGEMENT	33
<i>Safety policy Statement</i>	34
<i>Setting safety objectives</i>	34
<i>Incident (Occurrence) Reporting</i>	35
The AIB Regulation defines an ‘accident’ as follows:	35
<i>Safety record keeping</i>	36
<i>Safety planning</i>	36

<i>Documentation And Record Keeping</i>	37
<i>Safety risk assessment and control</i>	37
<i>Risk matrix (Used by ATH THMAMAH AIRPORT AERODROME)</i>	38
PART 4 – SECURITY PROCEDURES FOR ATH THMAMAH AIRPORT AERODROME	41
PART 5 – EMERGENCY PROCEDURES FOR ATH THMAMAH AIRPORT AERODROME	44
<i>Preface</i>	45
<i>Emergency Committee at Ath thmamah Airport</i>	45
<i>The level of firefighting protection</i>	45
<i>Aerodrome emergency planning</i>	45
<i>Type of emergencies</i>	46
<i>Emergency plan test:</i>	46
<i>Alert:</i>	46
Alert One	46
Alert Two	47
Alert three	48
Alert fourth	48
Appendix	51
<i>Appendix A. Organizational chart</i>	52
<i>Appendix B. Names, roles, and telephone numbers</i>	52
<i>Appendix C. Aeronautical information publication (ATH THMAMAH Airport - OETH)</i>	52

PROCEDURES MANUAL

PART 1 – INTRODUCTION

Purpose of the Customized manual

- The Aerodrome operator, Authorization holder, is required to comply with all General Authority of Civil Aviation (GACA) regulations applicable to its operations. As part of the Aerodrome Authorization process, the Aerodrome operator is required to implement and maintain an Aerodrome Operating Manual.
- The customized procedures mentioned in this manual include operation procedures, emergency procedures, safety management and security procedures.
- The Manual is intended to ensure that the appropriate delegation of responsibilities and accountabilities from the management of the Aerodrome operator are clearly indicated. This is required to maintain the security, safety, regularity, and efficiency of aircraft operations on the Aerodrome.
- GACAR - Part 139 and Advisory Circulars (AC) are to be followed for authorization, maintenance, and operation of aerodrome.

Legal position regarding Aerodrome Authorization as contained in the applicable regulation.

- The Regulations governing Aerodromes are based on Articles 2, 3, 4, 5, and 33 through 48 of the Civil Aviation Law 2010 that has been approved by the Council of Ministers Resolution No. 185 dated 17/07/1426H and issued by the Royal Decree No. M/44 dated 18/07/1426H (23/08/2005G).
- This Procedures manual has been prepared in compliance with the requirement as embodied in the GACAR 139 which is issued on the authority granted in Article 179 of the Civil Aviation Law 2010, by the President, General Authority of Civil Aviation, as a duly delegated representative of the GACA Board of Managers, in accordance with Order No. T-41, dated 30/12/1429H (28/12/2008G).
- Ath Thmamah Airport is operated under authority granted by the Kingdom of Saudi Arabia to the Aerodrome Authorization holder.

Distribution of the Customized manual

- It is distributed electronically to a list of recipients representing organizations involved with the operation of aircraft and supporting services. Individual electronic controlled copies of the Customized Manual are held with recipients in Distribution List.

Procedure for distributing and amending the Customized manual.

Manual Controller– Ath thmamah Airport person in-charge is the Customized Manual Controller, and his contact details are listed in Appendix B. Ath thmamah Airport Person in-charge should ensure that:

- This Manual is maintained so that it contains and/ or refers to the current procedures developed and implemented to ensure the safe operation of the Aerodrome.
- A record is kept of the people who hold copies of the whole or a part of this Customized Manual.
- Updates of information for the Manual are distributed to those persons; and
- A copy of the Manual shall be kept in the office of the Aerodrome person in-charge or a higher

authority of the Aerodrome who is responsible for Aerodrome operation.

Amendment Mechanism – The following amendment mechanism applies:

- GACA Aviation Standards Sector may direct an amendment to the Manual as required.
- Any recipient or user of the Manual, or staff member requiring to amend a procedure in this Manual, shall notify the Person in-charge of aerodrome for any changes to procedures, errors, or omissions, so any amendment to the Manual can be considered by the Person in-charge responsible for the content.
- Where an amendment is considered necessary, the Person in-charge should facilitate the amendment process and ensure each section of the Manual (where appropriate) is approved by the relevant Manager(s) prior to it being issued.
- The Person in-charge of the aerodrome shall ensure amendments are circulated to stake holders, immediately of an amendment.

State oversight

- GACA is responsible for establishing and enforcing regulations applicable to Ath thmamah Airport in relation to the safe operations of the Aerodrome.
- GACA Aviation Standards Sector have the rights to oversight of Ath thmamah Airport operations through inspection and audits.
- To ensure safety and the continued validity of ATH THMAMAH AIRPORT Authorization, it is the responsibility of Ath thmamah Airport to keep this Customized Manual revised and up to date.

Authority and approval

- Aerodrome customized procedures Manual shall be prepared and signed by the Aerodrome accountable executive (Person in charge of the aerodrome) or by any higher authority of the Aerodrome who is responsible for Aerodrome operation.
- The signed copy of the Customized manual shall be submitted to GACA President.

Conditions for use of the Aerodrome

- It is the responsibility of Ath thmamah Airport person in-charge to identify changes to the Aerodrome and promulgate accurate updates to GACA.
- Hours of operations: from 0300 to 1400 UTC.
- Type of traffic permitted: Visual Flight Rules (VFR).
- The **Aerodrome reference code**: 3B
- The critical aircraft that operates at this Aerodrome is code: **B**.

Available aeronautical information system and procedures for its promulgation

- The Kingdom of Saudi Arabia AIP is published by SANS AIM Section
- The GACA AIP forms part of the integrated information package of the Aeronautical Information Management (AIM), details of which are given in Part 5 of this Manual.
- Aeronautical Information Managements Briefing Office – the Daily Bulletin is available at the Flight

Plan (FPL) Office.

- Meteorology (MET) Briefing Office – Not Available.
- The promulgation of the Aeronautical Information Management such as Notice to Airmen (NOTAM) shall be originated by Ath thmamah Airport person-in-charge and review and approved by Ath thmamah Airport accountable executive.
- Data or information related to problems identified during Aerodrome inspections must be provided by the Airside Operations team to Ath thmamah Airport FREQUENCY (122.800 MHZ). NOTAMs and other forms used to disseminate information shall be issued immediately to avert unsafe hazardous operations. When corrective action has been taken, users shall be notified by NOTAMs and other expeditious means.

Emergency NOTAM requests - These can be sent by:

- Tele: (+966) 12 684 8668 (+966) 12 629 0561
- Fax No.: (+966) 12 640 5622
- Email: nof@sans.com.sa
- Details of each request must contain the following:
 - Identification/ Location; Ath thmamah Airport
 - Date, time of start (UTC) (e.g., date-month-time: 22-03-0500Z = 22 March 0500Z).
 - Date, time of finish (UTC).
 - Time schedule (if appropriate); and
 - Text of NOTAM (i.e., what is happening in plain language).
- Ath thmamah Airport Email Address: ops@sac.com.sa

Obligations of the Authorization holder

- The authorization holder is responsible for ensuring that all Aerodrome Authorization processes are followed, together with the continued validity of the Aerodrome Authorization, and that the safety, regularity, and efficiency of aircraft operations at the Aerodrome are maintained at all times.
- In compliance with GACAR Part 139 - Authorization and Operation of Aerodromes and conditions stated on the Aerodrome Authorization, the Authorization holder has the obligation to ensure implementation of the following:
 - It shall maintain an adequate number of qualified and skilled personnel to perform all critical activities for Aerodrome operations and maintenance.
 - It shall continue to implement a program to upgrade the competency of its personnel to enable them to perform tasks as mentioned above.
 - It shall ensure the Customized manual is continuously updated in accordance with any changes to the Aerodrome physical characteristic, procedures, or operational needs.
 - It shall ensure all Aerodrome users including fixed base operators, ground handling agencies and other organizations will cooperate to promote safety at, and the safe use of, the Aerodrome by immediately informing the responsible personal of accidents, incidents, hazards, defects, and faults which have a bearing on safety.
 - It shall ensure compliance with and the implementation of all the Aerodrome operations procedures Aerodrome Emergency Plan as referenced in the Manual; and

- It shall ensure adherence to notifying and reporting immediately to the AIM, FREQUENCY (122.800 MHZ) unit and pilots (within the specified time limits) any limitations that will affect the safe operation of the Aerodrome such as:
- Notification of changes to the Aerodrome facilities, equipment and level of service planned in advance; and
- Issues requiring immediate notification such as obstacle hazards, level of service, movement area closures and other conditions or circumstances essential for pilot information.
- The Authorization holder is responsible for ensuring adherence, by aerodrome users, to the specific requirements of the Customized manual.
- Ath thmamah Airport Person in-charge Is the custodian of the Customized manual, and any changes, updates and annual reviews will be the responsibility of the Person in-charge.

Amendment Frequency - The Customized manual shall be reviewed and amended as Below:

- When there is a Change of person in charge.
- As and when change, take place to the physical characteristics of the Aerodrome; and
- As and when the change in the aerodrome operation manual, operating procedures, facilities, systems, any work that may affect the safety of the aerodrome operations.

Operational overview

Organizational structure

- The organizational chart for Ath thmamah Airport identifies the Departments with specific roles and responsibilities for operational and safety functions. (See Appendix A)

Training and assessment

- Training of Person in-charge and his assessment shall be done by appropriately qualified, competent, and experienced persons (which may need to be sourced externally) and supplemented by in-house staff.
- Person in-charge will receive Minimum entry-level training prior to deploying him on job.
- The person in-charge will receive training once every two years from the Saudi Aviation club, and the training include a discussion on Ath thmamah Airport operations, safety, security, and emergency procedures.

Contact details of persons responsible

- The contact details for all persons involved in operational and safety functions are listed in Appendix B.
- Ath thmamah Airport Person in-charge is responsible for maintaining the contact list.

Safety Management

- A safety management is in place providing guidance in effectively managing and controlling the safety functions of Ath thmamah Airport including the organizational structure, management responsibilities and key focus areas.
- Ath thmamah Airport Person in-charge is the Manual Controller of Ath thmamah Airport safety management.

Aerodrome Emergency Planning

- The Person in-charge is the Controller of the Aerodrome Emergency procedures at Ath thmamah Airport (ATH THMAMAH AIRPORT).

Aerodrome Security procedures

- Person in-charge is the Manual Controller for the Aerodrome Security procedures.
- The Manual Controller is responsible for the amendment process and for notification of amendments to all holders of controlled copies.
- The person in-charge has to maintain the distribution list for the Aerodrome Security Plan.

Meteorological Services Technical Manuals

- General Authority of Meteorology and Environmental Protection (PME) is responsible for the weather data equipment. The equipment indicates (wind direction, wind speed, Pressure QNH, and temperature.
- The equipment is for the usage of VFR operations only.
 - Ath thmamah Airport is responsible to notify the President of any proposal to conduct any of the following changes, before such changes take place:
 - The physical characteristics of the Aerodrome.
 - The location of the principal base of operations of the authorization holder.
 - The facilities, procedures, systems, work scope and staff that could affect the Aerodrome and its operations.

General Information:

Aerodrome reference point

Latitude: 251251N

Longitude: 0463827E

Field Elevation above MSL:

Aerodrome: 1870FT

Apron 1: 1870FT

Apron 2: 1874 FT

Procedures for ensuring the plans are up to date and accurate.

Customized Manual Update and Control guidance on how to update the Customized Manual including plans:

- The person in-charge is to review sections of the manual as operation or physical changes occur.
- Person in-charge is to review sections of the manual as per the pre –defined schedule.

- IF an amendment occurs THEN that section of the manual is updated and signed- off and provided to the Manual Controller.
- IF an amendment is not required THEN feedback (with sign-off) is provided to the Manual Controller.
- Re-distribution of the amended section occurs.

General Aerodrome Layout Plan

Appendix C

Name and address of the Aerodrome

Ath thmamah Airport, Riyadh City, kingdom of Saudi Arabia

P.O. box 14166 zip code 11424

T: +966 (11) 8103777 F: +966 (11) 2191004. Email: ops@sac.com.sa

Name and address of the Aerodrome operator

Saudi Aviation Club,

Riyadh City, Kingdom of Saudi Arabia,

P.O Box: 14166, Riyadh 11424

The name of the accountable executive

Name

Position

Farres Moneer

Accountable executive

END OF PART 1

PROCEDURES MANUAL

PART 2 – OPERATIONAL PROCEDURES FOR ATH THMAMAH AIRPORT

Operational Procedures for Ath thmamah Airport (ATH THMAMAH AIRPORT):

This part of the Aerodrome Customized Manual embodies the operating procedures and safety measures required in order to maintain safety, quality, and regularity in its day-to-day operations.

Promulgation of aeronautical information

Contact details of responsible persons

The contact details for all persons involved in operational and safety functions are listed in Appendix B of this Manual.

Persons responsible

This procedure applies to all staff who have a responsibility to report on the serviceability of the aerodrome, or who have a responsibility to ensure that the information published in the AIP is current and accurate. This will affect the Saudi Aviation Club Person in-charge and other team members.

Reporting of changes to the Aerodrome information set out in the AIP.

1. Specific guidance for reporting of changes is provided in two steps:
 - Aeronautical information identified (Saudi Aviation Club Operations). The steps are indicated as below:
 - Aeronautical information is to be identified for promulgation to others. It includes a) physical aspects (RWY, TWY); b) aircraft parking; c) aircraft movement; d) visual aids and lighting; e) LVP; and f) NOTAM.
 - Feedback provided to Saudi Aviation Club Operations from SANS.
 - Review, sign-off and release of information (GACA Engineering and Saudi Aviation Club Operations). The steps are indicated as below:
 1. Specific information required is prepared/ collated and itemized for accuracy and currency.
 2. Data (Aeronautical Information) is reviewed.
 3. As operational or physical changes occur then aeronautical information is updated.
 4. Technical information is to be signed-off and checked by those responsible and then released by Saudi Aviation Club Operations to SANS.
 - The above guidance applies to Aerodrome Operations staff and the accountable executive for operations. The controller of this guidance is the Person in-charge. Certain technical information needs to be published by GACA as provided by Aerodrome. This includes:
 - a. Runway physical characteristics.
 - b. Taxiway characteristics.
 - c. Aircraft Parking/ Docking Chart.
 - d. Local traffic protocols for aircraft movement.
 - e. Visual aids and lighting.
 - f. Low visibility procedures; and
 - g. NOTAM.

- All of this information is provided to SANS for the publication in the AIP. As and when infrastructure or operational procedures changes occur, then the Aerodrome information shall be amended, accordingly.
- Saudi Aviation Club Person in-charge is responsible for ensuring that the published information is maintained in an accurate form. This includes checking AIP information, changing AIP information, issuing NOTAM, and briefing aircraft operators.
- Any situation or occurrence that may be expected to have an effect on the safety of aircraft operations is reported via AIM. Urgent matters will also be reported in Ath thmamah Airport FREQUENCY (122.800 MHZ).
- The Airport Duty Manager can be contacted from 0300 to 1400 UTC on +96611 8103777.
- Change shall be reported by the Aerodrome person in-charge during and outside the normal hours of Aerodrome operations to:
AIM Section, SANS Bani-Malek, Jeddah
email: nof@sans.com.sa
Tele: (+966) 12 684 8668 (+966) 12 629 0561
Fax No.: (+966) 12 640 5622

Requesting the issuance of NOTAMs

- Any changes to the Movement area condition, or any new obstacles, which affect the serviceability of the Movement area shall be reported immediately in TIBA FREQUENCY (122.800 MHZ) and to the NOTAM office. NOTAMs for temporary changes to Ath thmamah Airport may be requested only by a trained Person in-charge at Ath thmamah Airport (ATH THMAMAH AIRPORT).
- NOTAMs are used to advise pilots and other people concerned with flying operations about matters that may affect the safety of aircraft operations. In relation to Ath thmamah Airport this includes temporary changes in published information, any unserviceability, works, newly detected obstacles and new facilities.
- Examples of situations requiring NOTAM action are:
 - A. A change in the serviceability of the maneuvering area.
 - B. A change in the operational information published in the AIP.
 - C. Works affecting the maneuvering area or the Obstacle Limitation Surface (OLS).
 - D. Obstacles in the OLS.
 - E. A significant increase in bird activity.
 - F. A change in the availability of Aerodrome visual aids, especially Aerodrome lighting facilities; and

Control of access

Contact details of responsible persons

- The contact details for all persons involved in operational and safety functions are listed in Appendix B of this Manual.

Purpose and scope

- The purpose of this subpart shall ensure the safety of aircraft operations by controlling access to airside by permitting authorized persons, vehicles, and equipment only into the movement area.

Persons responsible

- The responsible authorities for controlling access to airside of the Aerodrome are as follows:
 - A. Saudi Aviation Club Aerodrome Managing Director - Is the accountable executive, being chief controlling authority, exercises the overall control of airside access through Saudi Aviation Club Aerodrome.
 - B. Ath thmamah Airport– with the support of the person in-charge is responsible to ensure that effective measures are provided for the control of airside access to the Aerodrome. This includes entry into the terminal buildings and implementing the aviation security guidelines. The Aerodrome Managing Director is accountable to secure operational environment at Saudi Aviation Club Aerodrome including facilities and personnel behavior.

Control of the perimeter

- The Aerodrome is provided with a well-lit perimeter and an all-weather vehicle using inner perimeter road with watchtowers at appropriate locations. The perimeter is well guarded by static posts, augmented with mobile patrolling. The perimeter fence is 2.0 meters in height surrounding the aerodrome from all sides.
- The perimeter security includes the following equipment/ facilities:
 - A. Radio telephony communication sets both walkie-talkie and base sets.
- The airport ops and security undertake regular inspections of perimeter facilities to ensure they are maintaining the integrity of their access control systems to deter and detect unauthorized access into the airside area or any entry to the aerodrome.
- Access Control is responsible for the operations as security personnel in order to ensure that no unauthorized entries of persons, vehicles, equipment, animals, or other things occur within the aircraft movement area of Ath thmamah Airport.
- **Refer to Aerodrome Emergency procedure's part 5.**

Aerodrome access during emergency responses

- In case of aircraft incident or accident, the responding emergency services will respond through the main entry. Ath thmamah Airport person in-charge shall ensure that the gate used for emergency vehicle access and the suitably staffed to prevent unauthorized access.
- Ath thmamah Airport person in-charge responsible for Aerodrome Emergency Response, shall coordinate with agencies and arrange a thorough inspection of the movement area for any unauthorized access.
- **Refer to Aerodrome Emergency procedure's part 5.**

Rescue and firefighting service

Policy Statement

- The principal objective of ATH THMAMAH AIRPORT -safety is to save lives in the event of an aircraft accident or incident occurring at, or in the immediate vicinity of, an airport.
- Fire rescue service at the airport is under the administrative control of the local civil defense.
- The facilities, equipment, personnel, and procedures in place at ATH THMAMAH AIRPORT meet the GACA requirement as specified in the Ath thmamah Airport customized manual.

Aerodrome Level of Protection to be provided – RFFS –Category Classification:

ATH THMAMAH AIRPORT is CAT 2. Fire and rescue civil defense maintain this category to the standards required by the regulator and as defined in GACAR PART 139.903.

<i>CAT</i>	<i>NO. Of ARFF</i>	<i>Water (L)</i>	<i>Discharge Rate foam solution / minute (L)</i>	<i>Dry Powder (Kg)</i>
2	1	670	550	90

Aerodrome Level of Protection – – RFFS Category Upgrading Classification

- OETH has the capabilities and resources necessary to properly and effectively upgrade fire protection coverage to next CAT 3, CAT 4, CAT 5 of Category classification as defined in GACAR PART 139 – CERTIFICATION AND OPERATIONS: AERODROMES.

<i>CAT</i>	<i>NO. Of ARFF</i>	<i>Water (L)</i>	<i>Discharge Rate foam solution / minute (L)</i>	<i>Dry Powder (Kg)</i>
3	1	1200	900	225
4	1	2400	1800	225
5	1	5400	3000	225

Staffing

- maintains has a staff establishment of 4 trained airport firefighters. It is (1) operational companies which are designated.
- The administration unit at the Fire Rescue Services (RFFS) consists of the following personnel:
 1. Fire Rescue chief
 2. Airport Firefighters
- A total of 4 staff are on duty.
- All rescue and firefighting personnel meet the required medical standards.
- A total of (4) staff are on duty During flight operations.

Response Times

- The level of aircraft fire protection coverage shall be equivalent to GACAR 139 and the International Civil Aviation Organization (ICAO) requirements. The desired response time of two (2) minutes and not to exceed three (3) minutes has been established for the first responding firefighting truck with a rated discharge of at least fifty percent (50%) of the agent discharge required for GACAR 139, to reach the end of runway, as well as to any other part of the movement area in optimum visibility and surface conditions. Any other vehicles required to deliver the amounts of extinguishing agents specified in Table L-2 GACAR part 139 – certification, authorization and operation of aerodromes, any vehicles, other than the first responding vehicle(s), required to deliver the amounts of extinguishing agents specified in Table L-2 must ensure continuous agent application and must arrive no more than four minutes from the initial call.

Specialist equipment

- Light rescue truck
- Mobile command center

Details about Fire Extinguishing Agent, such as (type- quantity of reserve -place).

TYPE	QUANTITY OF RESERVE	PLACE
AFFF	800 L	Aerodrome Store
Dry Powder	800 Kg	Aerodrome Store

Personnel Training

- Details of the training program, including the.
 - Realistic fuel fire training
 - Breathing apparatus training
 - First aid
 - Health and safety policy
 - Personal protection equipment
 - low visibility procedures (LVP)
 - any legal requirements

Structural Fire

- Civil defense provides structural rescue and firefighting other than aircraft rescue and firefighting.
- **AIRCRAFT ACCIDENT OFF AIRPORT**
 - In the event of an aircraft crash in the immediate vicinity of the airport, Alert (3) is activated, and the OETH fire rescue services will respond to the aircraft through the emergency gates (Crash Gate) or the northern and southern gates to extinguish the aircraft fire immediately and start rescue efforts.
 - In the event of the arrival of the civil defense crews, the civil defense officer will assume the role of the on-scene commander at the Mobile Command Post.
- **Additional water supplies**
 - The airport has water supplies capacity (10.000L).

Low visibility procedures (LVP)

- During periods of Low Visibility, the aerodrome will be closed due to type of operations.
- The aerodrome operates based on the class G aerospace Requirements (GACAR 91-165) (91.165 Basic VFR Weather Minimums)

Inspection of the movement area

Routine inspections

- A. **Runway Inspections** - The inspections will be conducted with at least one inspection daily as follows (local times):
 1. Pavement
 2. Runway Strips and Runway End Safety Areas
 3. Pilot Visual Aids
 4. Runway Holding Positions
 5. Wind Direction Indicators
 6. NAVAIDS, Obstructions, and Construction Areas
 7. Personnel Training and Qualifications
 8. Airport Condition Reporting
 9. Accuracy of Aeronautical Information
- B. **Apron Inspections** - The aprons will be inspected at least once daily. The apron areas will be monitored continuously throughout the runway inspection.
 1. Inspections procedures are based on:
 - a. Arrangements for conducting inspections.
 - b. Arrangements and means of communicating with pilots in Ath thmamah Airport unicum FREQUENCY (122.800 MHZ) during an inspection.
 - c. Arrangements for keeping an inspection logbook.
 - d. Details of inspections and interval times.
 - e. The use of inspection checklists; and
 - f. Arrangements for reporting the results of inspections and for taking prompt follow-up actions to ensure the correction of unsafe conditions.

Apron incident and accident reporting

- When accidents, incidents and occurrences take place on the apron, then the aerodrome person in-charge shall be notified in the first instance. Processes are to be in place as:
 - A. Reporting of the occurrence.
 - B. Recording all the pertinent details to enable any subsequent investigation.
 - C. Ensuring the presence of emergency services, if required.
 - D. Establishing safe temporary closures of the area affected.
 - E. Cleaning up and returning the area to service; and
 - F. Communicating with other Aerodrome users.
- All people working on the apron are to report accidents, incidents, and occurrences in a timely manner. Non-punitive reporting is encouraged. All reportable accidents/ incidents/ occurrences are to be

immediately notified to Ath thmamah Airport accountable executive together with the President of GACA and Aviation Investigation Bureau (AIB) as appropriate if involving aircraft.

- In accordance with GACA Regulation Part 4 Mandatory Reporting of Accidents, Incidents and Statistics, there are specific requirements for ATH THMAMAH AIRPORT to report aircraft accidents and serious incidents as defined in Appendix A to GACAR Part 4.
- The reporting method will be based on GACAR 4 / GACAR 5 instructions.

Apron management

- The purpose of this subpart shall provide safe and expeditious movement of aircraft and the orderly allocation of aircraft parking positions at ATH THMAMAH AIRPORT. Parking positions have been designed and marked to ensure that appropriate separation distances and clearances are in accordance with GACAR part 139 and that aircraft refueling, and routine servicing activities can be undertaken without interference to adjacent parked aircraft. The scope of the procedures applies to all people responsible for the procedures and allocation of aircraft parking at the Aerodrome. These procedures are based on:
 - Arrangements for allocating aircraft parking positions.
 - Marshaling service.

Training Program

- The Wildlife Management and Planning Regulation requires that a training program be established for the WHMP in accordance with the Aerodrome standards. Professionally trained staff to implement the plan, to reassess risks and to provide updates to this plan every two years, is an essential and required part of the regulation.
- Effective wildlife management is critically dependent on staff with the tools, knowledge, and motivation to complete the task at hand. The program will address the following:
 - A. Nature and Extent of the Wildlife Management Problem.
 - B. Regulations, Standards and Guidance.
 - C. Wildlife Control Procedures Manual
 - D. Liability.
 - E. Habitat Management.
 - F. Issues Outside of the Aerodrome Boundary.
 - G. Active Management.
 - H. Removal Techniques.
 - I. Wildlife Management Planning.
 - J. Development and Implementation of Awareness Programs.
 - K. Monitoring; and,
 - L. Training Record and Schedule.
- In addition to training directly associated with wildlife behavior and the application of management techniques as part of the AWMP, it is essential that safety requirements are fully reviewed and addressed. This should include at a minimum:
 - A. Safe use and storage of pyrotechnics.
 - B. Safe use, storage, and maintenance of pyrotechnic launches
 - C. Identification and mandatory use of safety equipment.

Vehicles on the movement area

- ATH THMAMAH AIRPORT Airfield Operations staff have day-to-day responsibility for ensuring that the movement of persons and vehicles operating in the movement area are in accordance with stated requirements. This includes randomly checking driving licenses, vehicle permits and ensuring that the airside driving rules are applied.
- The following rules apply to all vehicles operating on the movement area of ATH THMAMAH AIRPORT as described below. Any driver breaching the following rules shall be subjected to administrative action and/ or a penalty imposed:
- Aircraft, including aircraft under tow have right of way at all times.
 - A. Vehicle hazard lights are not to be used in normal operations.
 - B. Vehicles that enter the movement area must be entering for one of the following reasons:
 - C. Operations related to the turnaround of aircraft.
 - D. Operations associated with Aerodrome works.
 - E. Emergency service vehicles attending an emergency.
- No vehicle shall enter an area marked as unserviceable, with the exception of works vehicles that require access.
- In low visibility conditions, only authorized parties are allowed to enter the movement area.
- All drivers must be aware of the potential presence of FOD. If a driver sees any FOD, the driver must stop and remove the FOD. If the driver is not capable of the removal of FOD, the driver must immediately report this to the Airfield staff to organize removal.
- All drivers must be cautious of fuel or oil spills. Vehicles shall never be driven through or near a fuel/ oil spill. Any spill must be reported to Airfield staff immediately.
- The following speed limits apply: 5 KMPH (within 20 meters of an aircraft or within the aircraft position area); 10 KMPH (when approaching or moving through security gates); 25 KMPH (all other areas).
- Each driver of a radio-equipped vehicle must establish satisfactory two-way radio communication with Ath thmamah Airport Unicom before entering the movement area. The driver must maintain a continuous listening watch on the assigned frequency when on the movement area.
- Each driver of a vehicle operating in the movement area must: Give way to an emergency vehicle; an aircraft taxiing, about to taxi, or being pushed or towed.

Driving permit issuance and management

- No individual shall drive any vehicle/ equipment within the movement area unless the individual has been authorized to do so by ATH THMAMAH AIRPORT.
- Each airport driving permit has a maximum validity of 1 year from the issue date. If a person's license has lapsed longer than 6 months, then that person shall be treated as a new driver and undergo re-testing.
- Employees who are required to drive vehicles/ equipment in the airside area are to be given adequate training in airside procedures by Saudi Aviation Club management. The training shall include a comprehensive explanation of all relevant safety requirements, regulations, and notices.
- Any driver of a vehicle that has a requirement to move where the driver does not have airport driving permit, or the vehicle is not equipped to operate, must request a follow-me vehicle from ATH THMAMAH AIRPORT Airfield staff. A follow-me vehicle should be requested by contacting operation staff. Advance notice must be given to guarantee the availability of the service.

- No vehicle/ equipment shall be used within the airside area unless the vehicle has been authorized to do so by ATH THMAMAH AIRPORT Person in charge.
- All vehicles with permits must meet certain criteria as detailed bellow:
 - A. Clearly display the company logos on both sides of the vehicle.
 - B. Clearly display the vehicle permit.
 - C. Be compliant with the vehicle beacon light requirement.
 - D. Be equipped with an airside map, a fire extinguisher, a first aid kit and a safety triangle.
- In the event of an accident or incident, the driver shall immediately contact Airfield staff and person in charge of the aerodrome manager.
- In the event of an accident or incident, vehicles are to be parked and not moved until the Operations staff arrives. Vehicles may only be moved if there is an immediate danger to life or property. If vehicles are moved, they are to be moved to a safe distance and parked in a safe location. Under no circumstances are drivers to leave the scene until ATH THMAMAH AIRPORT Operations arrive.

Focal point information

<i>Name</i>	<i>Role</i>	<i>Phone</i>	<i>Mobile</i>	<i>Email</i>
<i>Farres Moneer</i>	<i>Accountable executive</i>	<i>+966 118103777</i>	<i>+966555590321</i>	<u><i>farres.moneer@sac.com.sa</i></u>

END OF PART 2

PROCEDURES MANUAL

PART 3 – SAFETY MANAGEMENT

Safety policy Statement

At Ath thmamah Airport, safety is priority and one of the core business functions. We are committed to develop, implement, maintain, and constantly improve the safety management to achieve the highest level of safety performance and to exceed or at least meet the General Authority of Civil Aviation regulatory requirements and international standards. In order to achieve this, we are committed to:

- Set up an organizational structure that supports the development, implementation, and continuous improvement of the safety management.
- Clearly define the accountabilities, responsibilities, and authorities of all personnel in their contribution to achieving the goals & objectives of the safety management.
- Ensuring the management of safety as a primary responsibility of all employees and contractors of Ath thmamah Airport.
- Establish and operate hazard identification and safety risk management processes to eliminate or mitigate the safety risks of the consequences of hazards to a point which is as low as reasonably practicable.
- Establish and operate a process of internal oversight to ensure that Ath thmamah Airport complies with or exceeds national and international standards.
- Build a “living” safety performance framework to enable the proper measurement of safety improvements through measurement and adjustment of realistic safety objectives and targets.
- Establish a regular review process to ensure the continuous effectiveness of Ath thmamah Airport safety management and implement corrective measures, as required.
- Obtain reasonable assurance that third parties and external service providers can be relied on to conduct their functions, as far as these functions entail a potential impact on safety.
- Ensure that an emergency response plan guarantees an efficient transition from normal to emergency operations and the return to normal operations.
- Ensure that Ath thmamah Airport staff are effectively selected and provided with the necessary tools, training, and information to perform their duties competently in accordance with the safety management and their job descriptions.
- Create effective communication strategies to ensure all personnel are up to date with all safety developments and safety culture is promoted and communicated throughout the organization.
- Establish a reporting framework based on non-punitive and equity principles that, in addition to mandatory reporting, encourages staff voluntary reporting of safety hazards without fear of reprisal.
- Set up a documentary and data-recording system that ensures a systematic management of safety information, easing its identification, traceability, transparency, and confidentiality, as appropriate.

Setting safety objectives

- Annual safety objectives are to be insured by Ath thmamah Airport.
- The key steps of safety performance monitoring and measurement include:
 1. Identification of safety performance indicators.
 2. Setting safety performance targets and alert levels.
 3. Data collection; and
 4. Monitoring and evaluating performance.

Incident (Occurrence) Reporting

The objective of incident (occurrence) reporting is to prevent unwanted events and not to attribute blame or liability if they happen. The following steps outline the sequence used by Ath thmamah Airport to consolidate reports of safety occurrences:

- Establish the reporting requirement (mandatory reporting and voluntary reporting).
- Collect reports.
- Conduct root cause analysis and investigation (as required).
- Ensure recommendation and actions are initiated and feedback provided; and
- Conduct trend analysis and continuous monitoring.

The AIB Regulation defines an ‘accident’ as follows:

An aircraft accident is an aviation occurrence associated with the operation of an aircraft which, in the case of a manned aircraft, takes place between the time any person boards the aircraft with the intention of flight until such time as all such persons have disembarked, or in the case of an unmanned aircraft, takes place between the time the aircraft is ready to move with the purpose of flight until such time it comes to rest at the end of the flight and the primary propulsion system is shut down, in which:

1. A person is fatally or seriously injured as a result of:
 - A. being in the aircraft; or
 - B. being in direct contact with any part of the aircraft, including parts which have become detached from the aircraft, or direct exposure to jet blast, except when the injuries are from natural causes, self-inflicted or inflicted by other persons, or when the injuries are to stowaways hiding outside the areas normally available to the passengers and crew; or
 2. The aircraft sustains substantial damage or structural failure; or
 3. The aircraft is missing or is completely inaccessible; or
 4. A forced landing off an Aerodrome, irrespective of injuries or damage
- The AIB Regulation defines an ‘incident’ as follows:

An occurrence, other than an accident, associated with the operation of an aircraft, which affects or could affect the safety of operations.

- Accurate and timely reporting of relevant information related to safety occurrences is a fundamental activity of safety management. The data used to support safety analyses are reported by multiple sources. One of the best sources of data is direct reporting by front-line personnel since they observe safety occurrences as part of their daily activities. A workplace in which personnel have been trained and are constantly encouraged to report safety occurrences is a prerequisite for effective safety reporting.
- Ath thmamah Airport person in-charge is the focal point for the collection, study, review, dissemination, storage, and management of all mandatory occurrence reports. The report is to be submitted to the safety management person in-charge as soon as possible after the occurrence occurs but, in any case, not later than 24 hours after the occurrence. The person reporting, at his/her own discretion, may or may not disclose his/her identity.

Safety record keeping

- A records management system is to be used at Ath thmamah Airport to maintain the hazard register and assign safety management file numbers, perform trend analyses, and track safety management files at all stages. The records management system (including the hazard register) acts as a central repository of all hazards and incidents/ occurrences, which have been reported. The system:
 - A. Assigns safety management file numbers for file storage, archiving, and retrieval of reported hazards and incidents/ occurrences.
 - B. Tracks progress on active files and closing of files.
 - C. Organizes hazards and incidents/ occurrences according to classification groupings for trending purposes; and
 - D. Retains records of actions, decisions, and safety-related information.
- In addition to the documentation that is included in the hazard register, the following supporting documentation is also to be retained to support administration of the safety management, as well as for internal and external auditing and inspection purposes:
 - A. Risk assessments.
 - B. Safety plans (case for change).
 - C. Investigation reports.
 - D. Training records.
 - E. Safety-related Committee meeting minutes.
 - F. Safety performance reports (monthly/ quarterly/ annually).
 - G. Safety review and survey results; and
 - H. System and operational audit results and documentation.
- Safety-related records and documents are to be:
 - A. Protected from unauthorized changes.
 - B. Restricted to designated personnel.
 - C. Backed up on a regular basis; and
 - D. Retained in accordance with ATH THMAMAH AIRPORT aerodrome specified minimum file-retention periods.

Safety planning

- The process of continuous improvement covers all workflows, procedures and decisions that might touch upon operational safety. Continuous improvement is only achieved if the operation and the procedures, workflows and responsibilities defined for its execution at Ath thmamah Airport are continuously monitored and documented.
- The **Plan-Do-Check-Act** steps adopted as part of the Ath thmamah Airport safety management are described as follows:
 - A. **Plan:** establish the objectives and processes necessary to deliver results in accordance with customer requirements and Ath thmamah Airport 's policies.
 - B. **Do:** implement the processes.
 - C. **Check:** monitor and measure processes and the product deliverable against policies, objectives and other requirements and report the results.
 - D. **Act:** take actions to continually improve process performance.
- Ath thmamah Airport safety objectives are a series of measurable targets that provide direction and guidance for safety management activities. individuals are responsible for setting Aerodrome safety targets. The Accountable Executive, through the safety management person in-charge, is responsible for establishing a series of measurable safety objectives for Ath thmamah Airport, in accordance with

the Safety Policy.

- Target setting should consider legal obligations and the early assessment of safety hazards/ risks. Safety objectives are communicated to all Aerodrome workers by ensuring that copies are distributed to them at the end of the first quarter of each year. On an annual basis, the objectives are assessed, reviewed, and updated, as necessary.

Documentation And Record Keeping

The safety management must be maintained in accordance with the record-keeping requirements as prescribed within Subpart F of GACAR Part 5. ATH THMAMAH AIRPORT person in-charge is to maintain records of outputs of:

- Safety risk management processes. Such records must be retained for as long as the control remains relevant to the operation.
- Safety assurance processes. Such records must be retained for a minimum of 5 years.
- Safety training for each individual. Such records must be retained for a minimum of 5 years after completion of the training; and
- Communications (including awareness of safety management procedures). Such records must be retained for a minimum of 5 years.

Safety risk assessment and control

The following approach is taken by Ath thmamah Airport Safety management, in sequence, for each hazard identified:

- Consequences:** What possible adverse consequence(s) could the hazard induce? There is a need to be aware a hazard can lead to more than one consequence.
- Severity:** How severe could the adverse consequence be, taking as reference the worst foreseeable (but credible) scenario and considering the existing mitigation measures in place? The scale below is used to assess severity.
- Probability:** How likely is it that the adverse consequence could occur, considering the existing mitigation measures in place? There is a need to be aware that the probability of an adverse consequence occurring becomes greater through increased exposure to a hazard. The scale below is used to assess probability.
- Magnitude of Risk** (A hazard's severity multiplied by its probability): Where is the risk plotted on a risk assessment matrix? The risk assessment matrix below is used.
- Acceptability:** Is the magnitude of the risk (its severity times its probability) acceptable? In one situation, it is impossible and unnecessary to eliminate all risks and create a risk-free safe environment. However, it is always necessary to define the order in which all identified risks should be treated, particularly when ATH THMAMAH AIRPORT aerodrome does not have all the resources needed to treat all risks in the short term. Therefore, ATH THMAMAH AIRPORT aerodrome needs to determine whether a risk is acceptable or not and compare and prioritize among risks. The risk tolerability matrices above assist with this process.

Risk matrix (Used by ATH THMAMAH AIRPORT AERDROME)

	SEVERITY				
PROBABILITY	Catastrophic A	Hazardous B	Major C	Minor D	Negligible E
5 Frequent	5A	5B	5C	5D	5E
4 Occasional	4A	4B	4C	4D	4E
3 Remote	3A	3B	3C	3D	3E
2 Improbable	2A	2B	2C	2D	2E
1 Extremely Improbable	1A	1B	1C	1D	1E

Risk Index Range	Description	Management Criteria for Action
5A, 5B, 5C, 4A, 4B, 3A	High risk	Unacceptable under the existing circumstances
5D, 5E, 4C, 3B, 3C, 2A, 2B, 4D, 4E, 3D, 2C, 1A	Moderate risk	Acceptable based on risk mitigation. It may require management decision.
3E, 2D, 2E, 1C, 1D, 1E, 1B	Low risk	Acceptable

Safety Risk Assessment Matrix and Risk Tolerability Matrix used by Saudi Aviation Club (ATH THMAMAH AIRPORT)

Source: [ICAO Doc 9859 3rd Edition]

Probability of Occurrence		
Qualitative Definition	Description	Value
Frequent	Likely to occur many times (Has occurred frequently)	5
Occasional	Likely to occur sometimes(Has occurred infrequently)	4
Remote	Unlikely, but possible to occur (Has occurred rarely)	3
Improbable	Very unlikely to occur (Not known has occurred)	2
Extremely Improbable	Almost inconceivable that the event will occur	1

Severity of Occurrence		
Outcome Definition	Description	Value
Catastrophic	Equipment destroyed Multiple deaths	A
Hazardous	A large reduction in safety margins, physical distress or a workload such that operators cannot be relied upon to perform their tasks accurately or completely Serious injury or death to a number of people. Major equipment damage	B
Major	A significant reduction in safety margins, a reduction in the ability of the operators to cope with adverse operating conditions as a result of conditions impairing their efficiency. Serious incident Injury to persons	C
Minor	Nuisance. Operating limitations. Using of emergency procedures. Minor incident.	D
Negligible	Almost inconceivable that the event will occur	E

END OF PART 3

PROCEDURES MANUAL

PART 4 – SECURITY PROCEDURES FOR ATH THMAMAH AIRPORT AERODROME

See Security procedures manual (Separate document)

END OF PART 4

PROCEDURES MANUAL

PART 5 – EMERGENCY PROCEDURES FOR ATH THMAMAH AIRPORT AERODROME

Preface

- The Management of Ath thmamah Airport acknowledges that the aerodrome updated and assessed in accordance with the directives and instructions of the aerodrome Emergency procedure and approved to comply with the requirements set out in GACAR 139 and the emergency procedures adopted and applied by aerodrome agencies.
- The Aerodrome Emergency procedure is committed to continuing to develop the emergency plan under the powers granted to it and to ensure that it keeps up to date with the modernization and testing of the aerodrome emergency procedure.

Emergency Committee at Ath thmamah Airport

- The Emergency Committee at Saudi Aviation Club Aerodrome is the following departments:

Saudi Aviation Club	
Nearest civil defense department	Nearest Police Station
Saudi Red Crescent	

- The task of the Committee is to prepare, review and update the directory of the Emergency Plan of ATH THMAMAH AIRPORT aerodrome.
- The Committee meets yearly to review and update the guide.
- The Committee may request appropriate personnel from any different departments to serve in the implementation of emergency procedures at the aerodrome.

The level of firefighting protection

- Aerodrome category 2
- Service level agreement with the local civil defense station on responding to emergencies. The response time based on the agreement is set to 3 minutes.

Aerodrome emergency planning

- The goal of contingency planning
 - A. Forming teams.
 - B. Explain responsibilities, possibilities, and resource analysis.
 - C. Risk studies and their potential.
 - D. Risk prevention.
 - E. Prepare a deal and response plan.
 - F. Implementation and response.
 - G. Restore activity or redeployment.
 - H. Monitoring and monitoring.
 - I. Evaluation and review.
 - J. Training and education.

Type of emergencies

- Aircraft emergencies such as:
 - A. Aircraft accidents inside or outside the aerodrome.
 - B. plane accident in mid-air.
 - C. Bomb threats.
 - D. Illegal seizure (kidnapping).
 - E. Aircraft accidents occurring on the ground of the Aerodrome include, without limitation, the following:
 1. One or more aircraft tires explode upon landing.
 2. Damage to the fuselage caused only by violent landing or overtaking of the runway.
 3. The aircraft collides in the maneuvering area with another aircraft, car, or facility.
 4. Collision between a ground equipment or a parked aircraft
- Non-aircraft emergencies such as:
 - A. Building fires
 - B. vandalism and includes bomb threats.
 - C. nature disasters
 - D. road accidents
 - E. bad weather.
 - F. Medical Emergency

Emergency plan test:

Based on the requirements of the GACAR part 139 – certification, authorization and operation of aerodromes, International Civil Aviation Organization (ICAO) Aerodrome Operating Manual Part VII - Contingency Plan - Chapter 13 – (Emergency Plan Exercises) The Management of ATH THMAMAH AIRPORT aerodrome implements contingency plans experiments at the aerodrome through a committee to evaluate these experiences comprising various departments and relevant authorities and types of experiments:

- Theoretical emergency experiences (every six months).
- Partial experiments (for a particular purpose) (every year).
- Comprehensive experiences (every two years).

Alert:

Request for assistance and human supplies to deal with an emergency that could cause loss of life and property.

Alert One

Alert One will be announced when a minor operational problem for a plane approaching the Aerodrome is not as dangerous as preventing the aircraft from landing safely.

The tasks and responsibilities of the authorities

- Ops staff When receiving the mayday call.
- A. Implementing the emergency procedures to deal with the incident and activating the command of the Mobile command center.
- B. Make sure the stationary command center is ready and put it on standby.
- C. Inform officials of the concerned authorities as needed.
- D. Notify those who have been informed at the end or escalation of the alert.
 - The local police station:
 - A. Send a car (patrol) equipped with a transmitter to the Aerodrome gate immediately after the receipt of the communication.
 - B. Permanent monitoring of the emergency phone during the alert period and waiting for new information.
 - The local civil defense:
 - A. directed fire trucks and equipment and ambulances to the aerodrome 's assembly point to assist in fire and rescue operations, as requested by the operation commander.
 - B. monitoring of the emergency phone during the alert period and waiting for new information.

Alert Two

Declaring when there is a serious problem with the aircraft, or it is believed that there is a serious problem with the aircraft approaching the Aerodrome and affecting its safety of landing.

The tasks and responsibilities of the authorities

- ops staff When receiving the mayday call.
- A. implementing the emergency plan to deal with the incident and activating the command of the Mobile command center.
- B. Make sure the stationary command center is ready and put it on standby.
- C. Inform officials of the concerned authorities as needed.
- D. Notify those who have been informed at the end or escalation of the alert.
 - The local police station:
 - A. Send a car (patrol) equipped with a transmitter to the Aerodrome gate immediately after the receipt of the communication.
 - B. Notice, readiness, and activation of security points.
 - C. Close all exits and entrances leading to the Aerodrome and be under security guard.
 - D. Facilitate access to persons or vehicles serving the situation and direct them to the scene or assembly point if the need arises.
 - E. Permanent monitoring of the emergency phone during the alert period and waiting for new information.
 - The local civil defense:
 - A. directed fire trucks and equipment and ambulances to the aerodrome's standby point to assist in fire and rescue operations, as requested by the operation commander.
 - B. monitoring of the emergency phone during the alert period and waiting for new information.

Alert three

declaring when an actual accident, impact or crash occurs during landing at the Aerodrome and results in loss of life or damage to property and equipment or both, in which case all fire and rescue procedures and direct intervention must be applied.

The tasks and responsibilities of the authorities

- ops staff
 - A. Operate the Mobile command center and guide the guide list.
 - B. Inform officials of the relevant authorities as follows.
 - C. Coordination with the relevant authorities with regard to the closure or part of the Aerodrome and the issuance of the "NOTAM" (NOTAM)
 - D. Follow up on the quality of the alert and ensure the implementation and implementation of the aerodrome's emergency procedures.
 - E. Make arrangements for field surveying and immediate filming of the affected site/sites to determine the damage caused by the accident.
 - F. Coordination with the Authority to enter the authorities and persons with a legal personality at the scene of the accident.
 - G. Follow-up the count of the number of injured persons transferred from the aerodrome.
 - H. Notify the Aviation Investigation Office (AIB).
 - The local police station:
 - A. Send a car (patrol) equipped with a transmitter to the Aerodrome gate immediately after the receipt of the communication.
 - B. Notice, readiness, and activation of security points.
 - C. Close all exits and entrances leading to the Aerodrome and be under security guard.
 - D. Facilitate access to persons or vehicles serving the situation and direct them to the scene or assembly point if the need arises.
 - E. Permanent monitoring of the emergency phone during the alert period and waiting for new information.
 - The local civil defense:
 - A. directed fire trucks and equipment and ambulances to crash site to assist in fire and rescue operations, as requested by the operation commander.
 - B. monitoring of the emergency phone during the alert period and waiting for new information

Alert fourth

Declaring nature of the emergency when any of the bellow situation is happening:

- A. Ground aircraft accidents
- B. Bomb Threat
- C. Facility Fires
- D. Medical Emergency
- E. Weather and bad weather
- F. Nature Disasters
- G. Road Accidents
- H. Fuel spill

The tasks and responsibilities of the authorities

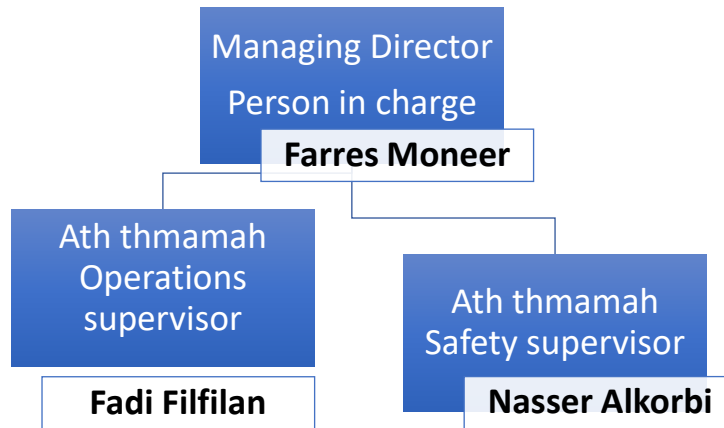
- Ops staff
 - A. Operate Mobile command center as needed.
 - B. Inform officials of the relevant authorities as needed.
 - C. Provide all available services and supplies to work under the command of the Commander of the Mobile command center.
 - D. Coordination with the relevant authorities with regard to the closure or part of the Aerodrome and the issuance of a "NOTAM" if the need arises.
 - E. Follow up on the quality of the alert and ensure the implementation and application of what is contained in the emergency procedure manual.
 - F. Make arrangements for field surveying and immediate filming of the affected site/sites to determine the damage caused by the accident.
 - G. Coordination with the authority for people or equipment to enter the scene of the accident in coordination as needed.
 - H. Follow-up the count of the number of injured persons transferred from the aerodrome, if any.
 - I. Support the Aviation Investigation Office (AIB) if the need arises.
 - J. Representatives of the sectors participating in the Mobile command center are required to prepare immediate reports as well as a final report on the efforts and work of his administration and the obstacles that occurred during implementation.
- The local police station:
 - A. Send a car (patrol) equipped with a transmitter to the Aerodrome gate immediately after the receipt of the communication.
 - B. Notice, readiness, and activation of security points.
 - C. Close all exits and entrances leading to the Aerodrome and be under security guard.
 - D. Facilitate access to persons or vehicles serving the situation and direct them to the scene or assembly point if the need arises.
 - E. Permanent monitoring of the emergency phone during the alert period and waiting for new information.
- The local civil defense:
 - A. directed fire trucks and equipment and ambulances to the aerodrome's assembly point to assist in fire and rescue operations, as requested by the operation commander.
 - B. monitoring of the emergency phone during the alert period and waiting for new information.

END OF PART 5

PROCEDURES MANUAL

Appendix

Appendix A. Organizational chart



Appendix B. Names, roles, and telephone numbers

<i>Name</i>	<i>Position</i>	<i>Phone Number</i>	<i>Email</i>	<i>Update date</i>
Farres Moneer	Accountable executive	0555590321	farres.moneer@sac.com.sa	DEC, 2022
Nasser Alkorbi	Safety Supervisor	0543586668	Nasser.alkorbi@sac.com.sa	APRIL, 2023
Fadi Filfilan	Operation Supervisor	0502126669	Fadi.filfilan@sac.com.sa	APRIL, 2023

Appendix C. Aeronautical information publication (ATH THMAMAH Airport - OETH)

OETH Riyadh / Ath thmamah Airport		
OETH AD 2.1 AERODROME LOCATION INDICATOR AND NAME		
OETH Riyadh / Ath thmamah Airport		
OETH AD 2.2 AERODROME GEOGRAPHICAL AND ADMINISTRATIVE DATA		
1	ARP coordinates and site at AD	251251N 0463827E
2	Direction and distance from (city)	50 KM NE of City
3	Elevation/Reference temperature	1 870 FT / 42° C
4	Geoid undulation at AD ELEV PSN	NIL
5	MAG VAR/Annual change	3° E (2015)0.05° Increasing

6	AD Administration, address, telephone, telefax, telex, AFS	<p>Saudi Aviation Club (SAC) Ath thmamah Airport P.O. Box 14166 Riyadh 11424 Saudi Arabia Ops Office Tel: +966 11 810 3777 Head Office Tel: +966 11 450 5806 Fax: +966 11 450 5790 AFS: OERKYDYX Email: Ops@sac.com.sa</p>
7	Types of traffic permitted (IFR/VFR)	VFR
8	Remarks	PPR Except aircraft based at OETH

OETH AD 2.3 OPERATIONAL HOURS		
1	AD Administration	05:00-12:00 UTC
2	Customs and immigration	NIL
3	Health and sanitation	NIL
4	AIS Briefing Office	NIL
5	ATS Reporting Office (ARO)	NIL
6	MET Briefing Office	NIL
7	ATS	NIL
8	Fueling	03:00-14:00 UTC
9	Handling	NIL
10	Security	NIL
11	De-icing	NIL
12	Remarks	Operation Hours: from 0300 to 1400 UTC

OETH AD 2.4 HANDLING SERVICES AND FACILITIES

1	Cargo - handling facilities	NIL
2	Fuel/ oil types	AV-GAS / JET A1 – MOGAS 95
3	Fueling facilities/capacity	40.000 LTR JET A1 – 14000 LTR AVGAS- 3000 LTR MOGAS 95
4	De-icing facilities	NIL
5	Hangar space for visiting aircraft	By arrangement with SAC
6	Repair facilities for visiting aircraft	By arrangement with SAC
7	Remarks	Outside parking available by request

OETH AD 2.5 PASSENGER FACILITIES

1	Hotels	25 KM from airport
2	Restaurants	In the city of Riyadh
3	Transportation	NIL
4	Medical facilities	NIL
5	Bank and Post Office	In the city of Riyadh
6	Tourist Office	NIL
7	Remarks	NIL

OETH AD 2.6 RESCUE AND FIRE FIGHTING SERVICES

1	AD category for fire fighting	CAT 2
2	Rescue equipment	Limited
3	Capability for removal of disabled aircraft	NIL
4	Remarks	NIL

OETH AD 2.7 SEASONAL AVAILABILITY - CLEARING

1	Types of clearing equipment	NIL
2	Clearance priorities	NIL
3	Remarks	NIL

OETH AD 2.8 APRONS, TAXIWAYS AND CHECK LOCATIONS/POSITIONS DATA

1	Apron surface and strength	<p>Surface: Asphalt Strength:</p> <p>Apron 1: 86 F/C/W/T Apron 2: 28 F/D/W/T</p>
2	Taxiway width, surface, and strength	<p>TWY A, B, C, D, E Width: 45 M TWY F Width: 44 M Surface: Asphalt Strength: TWY A: 92 F/C/W/T TWY B: 92 F/A/W/T TWY C: 77 F/C/W/T TWY D: 107 F/C/W/T Turnout at Runway 35 End: 119 F/C/W/T TWY F: 45 F/D/W/T TWY E: 80 F/C/W/T</p>
3	Altimeter checkpoint location and elevation	NIL
4	VOR checkpoints	NIL
5	INS checkpoints	NIL
6	Remarks	NIL

OETH AD 2.9 SURFACE MOVEMENT GUIDANCE AND CONTROL SYSTEM AND MARKINGS

1	Use of aircraft stand ID signs, TWY guidelines and visual docking/parking guidance system of aircraft stands	Self - parking
2	RWY and TWY markings and LGT	RWY Marking: CL, Edge, ID, TDZ, THR, pre THR RWY Lighting: EDGE, THR, Runway end. TWY Marking: CL, Edge, Holding Position TWY Lighting: Edge, Guidance signs
3	Stop bars	NIL
4	Remarks	NIL

OETH AD 2.10 AERODROME OBSTACLES

In approach/TKOF areas			In circling area and at AD		Remark
1			2		3
RWY NR/Area affected	Obstacle type Elevation Markings/LGT	Coordinates	Obstacle type Elevation Markings/LGT	Coordinates	
A	b	c	a	b	
RWY 17	TERRAIN 2655 ft	25 17 42.00 N 046 37 42.00 E	TERRAIN 2651ft	25 15 09.00 N 046 39 27.00 E	
	COMM TOWER 2020 ft	25 13 18.84 N 046 38 02.75 E	TERRAIN 2655 ft	25 17 42.00 N 046 37 42.00 E	
RWY 35	PYLON 2373 ft	25 07 20.28 N 046 39 27.86 E			
	PYLON 2373 ft	25 07 20.28 N 046 39 27.86 E			
	PYLON 2362 ft	25 07 15.24 N 046 39 14.23 E			
	PYLON 2350 ft	25 07 25.68 N 046 39 41.50 E			
	TERRAIN 2644 ft	25 15 09.00 N 046 39 18.00 E			
	TERRAIN 2644 ft	25 15 09.00 N 046 39 27.00 E			
	PYLON 2373 ft	25 07 20.28 N 046 39 27.86 E			

OETH AD 2.11 METEOROLOGICAL INFORMATION PROVIDED		
1	Associated MET Office	NIL
2	Hours of service MET Office outside hours	NIL
3	Office responsible for TAF preparation Periods of validity	NIL
4	Type of landing forecast Interval of issuance	NIL
5	Briefing/consultation provided	NIL
6	Flight documentation Language(s) used	NIL
7	Charts and other information available for briefing or consultation	NIL
8	Supplementary equipment available for providing information	NIL
9	ATS units provided with information	NIL
10	Additional information (limitation of service, etc.)	Riyadh / King Khaled International Met Office

OETH AD 2.12 RUNWAY PHYSICAL CHARACTERISTICS					
Designations RWY NR	TRUE & MAG BRG	Dimensions of RWY(M)	Strength (PCN) & surface of RWY & SWY	THR coordinates RWY end coordinates THR geoid undulation	THR elevation & highest elevation of TDZ of precision APP RWY
1	2	3	4	5	6
17	171° GEO 168° MAG	4000 x 50	107/F/C/W/T	251351.79N 0463815.66E	1870 FT
35	351° GEO 348° MAG	4000 x 50	107/F/C/W/T	251143.3N 0463838.45E	1868 FT
Slope of RWY-SWY	SWY dimensions (M)	CWY dimensions (M)	Strip dimensions (M)	OFZ	RESA
7	8	9	10	11	12
0.513M up	60 x 50	NIL	4480 x 150	NIL	90 x 100
0.513M down	300 x 50	NIL	4480 x 150	NIL	90 x 100
OETH AD 2.13 DECLARED DISTANCES					
RWY Designator	TORA(M)	TODA(M)	ASDA(M)	LDA(M)	Remarks
1	2	3	4	5	6
17	4000	4000	4060	4000	
35	4000	4000	4300	4000	

OETH AD 2.14 APPROACH AND RUNWAY LIGHTING									
RWY Designator	APCH LGT Type LEN INTST	THR LGT color WBAR	VASIS (MEHT) PAPI	TDZ, LGT LEN	RWY Centre Line LGT Length, spacing, color, INTST	RWY edge LGT LEN, spacing, color INTST	RWY End LGT color WBAR	SWY LGT LEN (M) color	Remarks
1	2	3	4	5	6	7	8	9	10
17	NIL	Green	NIL	NIL	NIL	Spacing 60 M White	Red	Red	NIL
35	SALS	Green	PAPI Both side 3° (67 FT)	NIL	NIL	Spacing 60 M White	Red	Red	NIL

OETH AD 2.15 OTHER LIGHTING, SECONDARY POWER SUPPLY

1	ABN / IBN location, characteristics, and operational hours	NIL
2	LDI location and LGT Anemometer location and LGT	NIL
3	TWY edge and centerline lighting	Edge: Blue
4	Secondary power supply/switch-over time	NIL
5	Remarks	NIL

OETH AD 2.16 HELICOPTER LANDING AREA

1	Coordinates TLOF or THR of FATO Geoid undulation	NIL
2	TLOF and/or FATO elevation M/FT	NIL
3	TLOF and FATO area dimensions, surface, strength, marking	NIL
4	True BRG of FATO	NIL
5	Declared distance available	NIL
6	APP and FATO lighting	NIL
7	Remarks	NIL

OETH AD 2.17 ATS AIRSPACE

1	Designation and lateral limits	ATZ: Circle of 5 NM centered on 251251N 0463827E
2	Vertical limits	SFC to 3000 FT MSL
3	Airspace classification	G
4	ATS unit call sign Language(s)	Ath thmamah Unicom English
5	Transition altitude	13000 FT
6	Remarks	NIL

OETH AD 2.18 ATS COMMUNICATION FACILITIES				
Service designation	Call sign	Frequency	Operational hours	Remarks
1	2	3	4	5
Ath thmamah Unicom	Ath thmamah Unicom	124.400	03:00 – 1400 UTC	<p>Traffic inbound OETH in Class (G Airspace) shall apply TIBA 122.8 and also required to listen watch and broadcast traffic info on FREQ 124.4 before entering OETH ATZ.</p> <p>FREQ 124.4 only applies for traffic flying within OETH ATZ.</p> <p>All Traffic leaving OETH ATZ via Class (G airspace) shall broadcast on FREQ 122.8 before departure.</p> <p>OETH Traffic flying Riyadh TMA (Class C airspace) shall listen watch Riyadh APP all the time and comply with instruction.</p>

OETH AD 2.19 RADIO NAVIGATION AND LANDING AIDS						
Type of aid, MAG VAR, CAT of ILS/MLS (For VOR/ILS/MLS, give declination)	ID	Frequency	Hours of operation	Position of transmitting antenna coordinates	Elevation of DME transmitting antenna	Remarks
1	2	3	4	5	6	7
NIL	NIL	NIL	NIL	NIL	NIL	NIL

OETH AD 2.20 LOCAL TRAFFIC REGULATIONS

Runway turnaround at runway 17 not suitable to turn code C, D, and E aircraft. Due to existence of hangars/ buildings in the taxiway strip area as well as the taxiway strip width for taxiway (A) and (B), FOLLOW-ME available upon request. Code C, D, E aircraft required to use taxiway intersection C instead of A&B Due to existence of hangars/ buildings.

OETH AD 2.21 NOISE ABATEMENT PROCEDURES

Avoid overfly Wildlife reserve 0.7 NM West of RWY 17/35

OETH AD 2.22 FLIGHT PROCEDURES

2.22.1 General

RWY 35: Left hand traffic pattern 2900 MSL Airplane/ 2400 MSL Gyroplane RWY 17: Right hand traffic pattern 2900 MSL Airplane/ 2400 MSL Gyroplane

2.22.2 DEPARTURE AND ARRIVAL PROCEDURE

	NAME	Bearing & Distance (Publication)	Coordinates
Ath thmamah North VRP	Ath thmamah north VRP where the valley ends	RDL 247 from KIA 25 NM	(N25°17.71' E46°40.22')
Ath thmamah East VRP	Ath thmamah East VRP is where the road intersection & the two telecom towers	RDL 005 from KIA 19 NM	(N25°12.50' E46°48.20')

DEPARTURE PROCEDURE:

RWY 35 Departure:

1. After departure, maintain runway heading until at least 800' AGL (2600 MSL)
2. After 2600' MSL, make a right turn to Ath thmamah North VRP and continue climb to 3000' MSL or as directed by ATC.
 - a. If utilizing a training area, transition to and enter the training areas via the WEST border by following Hwy 550
 - b. If not utilizing a training area, proceed to the North VRP and then as directed by ATC.

RWY 17 Departure:

1. After departure, maintain runway heading until at least 400' AGL (2300' MSL)
2. After 2300, continue right traffic until established on the downwind at appropriate TPA
3. After crossing abeam, the numbers "17", right turn direct Ath thmamah North VRP, climb and maintain 3000' MSL.
 - a. If utilizing a training area, transition to and enter the training areas via the WEST border by following Hwy 550
 - b. If not utilizing a training area, proceed to the North VRP and then as directed by ATC.

CAUTION

- Pilots shall NOT accept ATC clearance that includes eastbound turn after departing RWY 17
- Gyrocopter departing to the North VRP shall give the way to other landing traffic
- Pilot shall maintain appropriate speed and altitude to ensure proper separation

ARRIVAL PROCEDURE:

Arrival from the East:

1. Traffic shall proceed to East VRP
2. Monitor Ath thmamah frequency (124.400) prior approaching any of the visual reporting point (VRP).
3. Arriving at East VRP, descend and maintain 3500' until passing the mountain ridge, descend to appropriate TPA
4. Upon approaching mid-field, look for other traffic in the pattern, plan your sequence, announce your intention, turn to join downwind for runway in use.

Arrival from the West:

1. Monitor OETH frequency (124.400)
2. Report field in-sight to Riyadh approach not less than 5 nm
3. Once released from Riyadh radar, descend to appropriate traffic pattern altitude
4. While clear of OETH traffic pattern (west of Ath thmamah highway) maneuver to join a 45-degree entry for downwind leg for the runway in use.

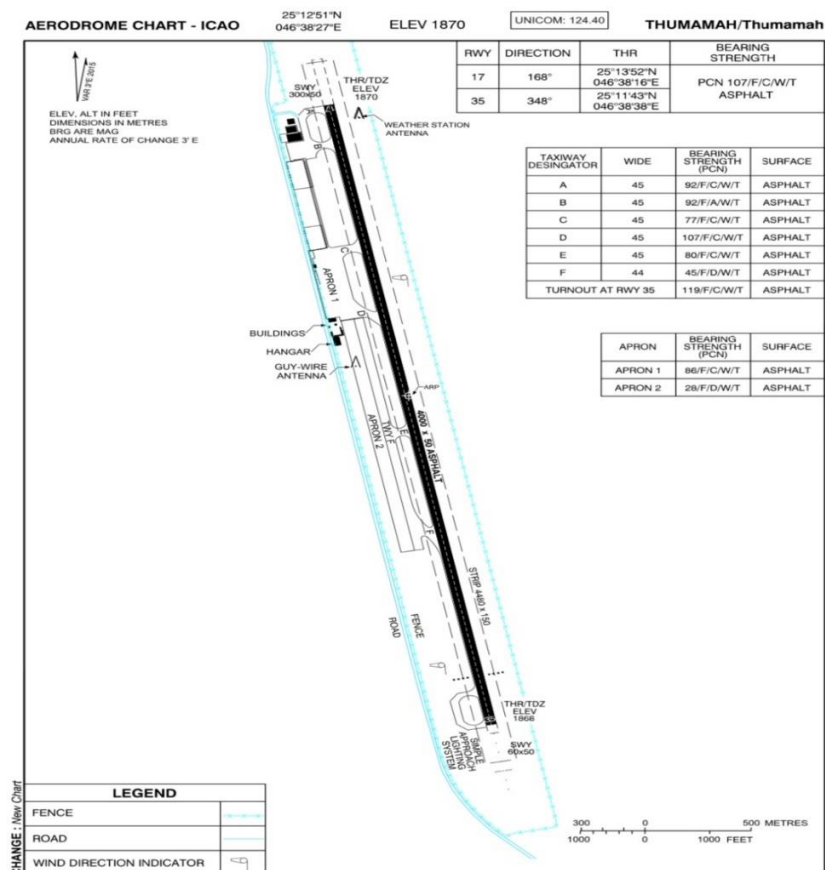
Note:

- Arriving traffic shall monitor other aircraft in the traffic pattern and plan for a proper sequence to join downwind.
- Traffic already established in the pattern has the right of way over arriving traffic
- It is important to be at the right TPA before crossing the runway to allow for better visibility of other traffic
- Large and turbine-powered aircraft should follow the same procedure at an altitude of not less than 500 feet above the established pattern altitude after coordination with Riyadh ATC

OETH AD 2.23 ADDITIONAL INFORMATION

NIL

OETH 2.24 CHARTS RELATED TO AN AERODROME



*** END OF DOCUMENT ***