

APPROVED ON _____ 2024

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PROCEDURE

FOR TOWING AIRCRAFT IN THE AIRFIELD OF SOFIA AIRPORT

AM.E. 31-1

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AGREED PAGE

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CHANGES PAGE

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DISTRIBUTION LIST

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The current "Procedure for towing aircraft in the airfield of Sofia Airport" (further in the text: Procedure) is intended for use by all airport users performing aircraft towing tasks. It is a document marked on each page – edition: number, modification: number, date of compilation / date of change..

The original copy of the Procedure shall be signed by an Accountable Manager of the Company and maintained by the Chief Operating officer.

One copy of the Procedure shall be provided to the recipients in accordance with the distribution sheet.



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1. GENERAL

Regulatory requirements related to safety management oblige the airport operator to develop and maintain a system for ensuring and controlling safety in all processes in the airfield.

Aircraft towing operations must be performed with caution. This is necessary both to avoid injury to people involved in the operations or nearby, and damage to the moved or other aircraft, buildings or equipment.

To avoid misunderstanding when using this Procedure, the following should be taken into account:

- PUSHBACK is the movement of an aircraft from a parking position to a taxiing position, with the aim of subsequent take-off, using specialized ground service equipment (GSE) for this purpose.
- TOWING is the movement of an aircraft, other than PUSHBACK, with or without cargo on board, using GSE .

This Procedure specifically regulates the second case of moving an aircraft using GSE - "Towing".

It is the responsibility of all employers whose personnel work in the Sofia airport airfield to ensure that prior performing aircraft towing tasks are familiar with this Procedure. Individuals are responsible for their own actions and those who are unsure should consult their manager or supervisor.

All external references to regulations, standards and other documents should be considered when using this document. As references may change, the latest editions/amendments should be checked before using this Procedure.

When it becomes necessary to make any changes, or where compliance with this Procedure becomes impractical or impossible, all users of the airport will be accordingly informed.

1.1. PURPOSE OF THE PROCEDURE

- To be regulate procedures and conditions for towing aircraft in the working area of Sofia airport - on the apron, on the taxiways (TWY), on the specialized areas, when crossing the runway (RWY) and all adjacent areas designated for the movement or staying of the aircraft.
- To ensure compliance with safety rules by all participants involved in this procedure, namely: avoiding events related to injury to people, as well as causing damage to aircraft, equipment and/or facilities, regardless of their affiliation.

1.2. APPLICABLE LEGISLATION

- Commission Regulation (EU) No. 139/2014 and the related document "AMC/GM for Aerodromes " of the EASA, AMC1 ADR.OPS.B.028 Aircraft towing ;
- Regulation (EU) No. 923/2012 of the European Parliament and of the Council;
- CAA Ordinance No. 14/15.10.2012 on airports and airport provisions;
- CAAA Ordinance No. 20/ 24.11.2006 on certifying the operational suitability of civil airports, airfields, systems and equipment for ground handling, for licensing of airport operators and ground handling operators and for access to the ground handling market at airports;
- Current Handbook of Radiotelephone Phraseology
- Other applicable.

1.3. ABBREVIATIONS USED

TWR	Sofia Airport Air Traffic Control Tower
AF	Airfield
GH	Ground handling
AOCC	Airport Operation and Control Center
RWY	Runway
TWY	Taxiway
GSE	Ground service equipment
SMS	Safety Management System
FOD	Foreign Objects Debris

2. ROLES AND RESPONSIBILITIES

2.1. PERSON IN CHARGE FOR THE MANEUVER

- 2.1.1.** Communicates with the TWR according to the established rules and conveys all permissions, instructions and information from the TWR to the driver of the tug.
- 2.1.2.** Directs movement of the maneuver.
- 2.1.3.** Informs TWR and/or AOCC about possible incidents.
- 2.1.4.** Performs the necessary actions in the cockpit to conduct the maneuver.
- 2.1.5.** Responsible for performing all actions related to safety of the maneuver.
- 2.1.6.** When the towing of the aircraft is connected with crossing of the RWY, the person in charge for the maneuver is charged with additional duties described in Appendix 2 of this Procedure

2.2. TUG DRIVER

- 2.2.1.** Checks the condition of the GSE before starting work.
- 2.2.2.** He is responsible for the correct operating and control of the tug throughout the duration of the maneuver.
- 2.2.3.** Maintains constant communication with the person in charge for the maneuver during the tow and carries out his commands.

2.3. COORDINATING PERSON

The presence of this person is mandatory in case the communication between the tow truck driver and the person in charge of the maneuver is not reliable .

2.4. DRIVER OF LEADING CAR

- 2.4.1.** Responsible for the exact following of the predetermined movement route.
- 2.4.2.** Maintains constant radio communication with TWR.
- 2.4.3.** When the towing of the aircraft is connected with crossing of the RWY, the Driver of the leading car is charged with additional duties described in Appendix 2 of this Procedure.

2.5. WING / TAIL WALKER

- 2.5.1.** Inform the person in charge for the maneuver of the safe passage of the towed aircraft from the obstacles at close range from the maneuvering path by using standard aircraft movement hand signals or by other means determined during the briefing by the person in charge for the maneuver.
- 2.5.2.** Focuses attention on specific part of the aircraft.
- 2.5.3.** Maintains continuous and reliable contact with the person in charge for the maneuver during the maneuver.
- 2.5.4.** The location and role of the wing/tail walker is specified during the briefing before the start of the maneuver.

3. USED EQUIPMENT

- Aircraft tug with nose landing gear grip (Towbarless tug) ;
- Aircraft tug;
- Towbar

Requirements for used GSE:

- It must be certified and meet all the requirements laid down in the applicable regulations;
- Must be technically fit for use;
- It must be maintained and operated according to the manufacturer's instructions;
- It should only be used for the relevant type of aircraft;
- The vehicle must be equipped with all the necessary means to perform tasks related to traffic in the AF (up-to-date map of Sofia airport, light beacon etc.).

4. EXECUTORS OF RELOCATION ACTIONS

4.1.1. Person in charge for the maneuver

The person in charge is responsible for the maneuver is an authorized and qualified person from the aviation operator or maintenance organization who is in the cockpit of the aircraft during its towing. The person responsible for the maneuver communicates with the TWR according to the regulatory rules and procedures.

4.1.2. Tug driver

The tug driver is an authorized and qualified person from the ground handling operator or other aviation organization holding a valid ground handling license.

When moving the aircraft is performed with towbar , the tug driver is responsible for providing additional personnel - a qualified person to operate the towbar.

4.1.3. Coordinating person

The coordinating person is from an aviation operator or maintenance organization that is authorized and qualified. the presence of this contractor is mandatory in case there is not reliable connection between the tug driver and the person in charge for the maneuver.

4.1.4. Driver of leading car

The driver of the leading car is an authorized and qualified person from airport operator, who participates in aircraft towing operations when the circumstances described here below, in item 8.2 of this Procedure, are present .

4.1.5. Wing Walker and Tail Walker

A wing/tail escort is an authorized and qualified person of the aviation organization who is located on the ground near the wing tip or tail of the aircraft in a position that allows him to reliably observe obstacles near the aircraft path .

A. Wing walker shall be located near the wing tip of the aircraft participating in towing operations, at the discretion of Person in charge for the maneuver, when the following are present:

- Presence of obstacles close to the towing route (buildings, facilities, safety equipment, vehicles, personnel or other aircraft);
- Towing takes place on a TWY with an ICAO code lower than that of the towed aircraft or on routes that involve movement near grass/ground areas.

B. Tail walker is located close behind the aircraft fuselage and participates in towing operations, at the discretion of the Person in charge for the maneuver, when the aircraft is brought into or out of a hangar.

5. GENERAL SAFETY RULES

- 5.1. Aircraft towing operations may only be performed by trained and authorized personnel.
- 5.2. When towing the aircraft, the speed of the towing vehicle must be reasonable and all persons involved in the operation must exercise caution. The maximum permissible speeds during aircraft towing (with optimal surface conditions) are:
 - 10 km /h on RWY and TWY;
 - 5 km /h on the apron; and
 - 3 km /h in the vicinity of facilities, buildings, GSE, vehicles and other aircraft.
- 5.3. During aircraft towing operations, the safety and health requirements relating to the workplaces and the equipment used must be observed.
- 5.4. They are not allowed to work with a GSE before checking its serviceability.
- 5.5. Every person, regardless of his administrative and company subordination, who is engaged in aircraft towing activities is responsible for his personal safety, as well as for the safety of people around him.
- 5.6. For each individual aircraft towing operation, a person is designated responsible for the correct and safe execution of the maneuver. This person is called the "Person in charge for the maneuver" and is located in the cockpit of the aircraft during the towing and maintains continuous radio communication with the TWR.
- 5.7. When the aircraft is moving, not under its own motion (towing or pushback, see item 1), the nose (steerable) landing gear must follow the center line of the TWY.

Any person engaged in aircraft towing operations who observes a deviation from the above rule must immediately inform the person in charge for the maneuver or the tug driver who, if possible, will make the necessary corrections or terminate the maneuver. In the absence of a horizontal marking, the use of wing/tail walker is mandatory (item 2.5.).

- 5.8. Before starting the maneuver, the person in charge for the maneuver must conduct a briefing to inform the other participants in the maneuver of their responsibilities.
- 5.9. The personnel participating in the operations of relocation the aircraft must be thoroughly informed about the existing dangers during the execution of the maneuver. Attention must be increased to reduce the risk of accidents.

- It is prohibited to step over the towbar during and after connecting it to the aircraft.
- Under no circumstances is anyone allowed to walk or move between the nose wheel of the aircraft and the tug.
- No boarding or disembarking of the moving aircraft or tug is permitted.
- Aircraft towing with running engines is not permitted.

5.10. The person in charge for the maneuver must take the following necessary actions before starting an aircraft towing operation:

- To coordinate the maneuver in advance with the AOCC on one of the following means of contact:
 - by the phone on number : 02 937 2155, 2156 , 2157 or 216 0 ; or
 - on electronic address : [aocc @sof-connect.com](mailto:aocc@sof-connect.com)
- To receive information from AOCC about the condition of the pavement on which the maneuver will be performed (presence of ice, snow, etc.) and which would compromise its safe execution;
- Carry out a visual inspection of the aircraft, paying particular attention to whether all doors and service panels are closed and locked;
- To check whether only persons involved in the execution of the maneuvering tasks are present in the area;
- Verify that all GSE is on safe distance from the aircraft and that there is sufficient clearance between the moved aircraft and surrounding buildings, other GSE or other aircraft;
- To carry out a visual inspection of the condition of the surface;
- To ensure that cables, hoses, passenger boarding bridges, etc. are disconnected from the aircraft;
- Carry out a visual check that all safety chocks have been removed from the wheels of the aircraft and safety cones are on safe distance;
- Carry out a visual inspection of the aircraft tug, including whether it is correctly attached and the parking brake of the tug is engaged (Parking brake set).

5.11. The start of aircraft towing operations begin only after receiving permission from the TWR.

5.12. During the movement of the aircraft, measures must be taken so that the maximum limits of rotation of the nose landing gear specified by the manufacturer for the relevant type of aircraft are not exceeded.

If a turn with an angle above the permissible one is detected or a twisting moment above the maximum is allowed, the Person in charge for the maneuver must issue an order to immediately stop the operation.

5.13. The participants in the maneuver must be in constant communication with each other using:

- wireless radio communication system;

- intercom connection and/or communication through standard aircraft movement hand signals according to Implementing Regulation No. 923/2012, and are specified in **Appendix 1** of this Procedure.

If, during the maneuver, the communication between the participants is interrupted, the operation must be suspended immediately until the connection is restored, notifying the TWR of the situation.

5.14. The method of communication and the execution of the maneuver is specified before starting the movement of the aircraft.

5.15. Operations in bad weather conditions (strong wind, heavy snowfall, snowdrift, icy surface) or compromised surface condition may be carried out exceptionally . In such conditions, the maneuver should be performed with caution, at a lower speed and with a smaller angle of rotation of the nose landing gear.

In the case of implemented procedures for working in low visibility conditions, it is not allowed to carry out aircraft towing operations related to crossing the RWY .

In the event of damage to an aircraft tug or a situation endangering general safety, actions must be taken immediately to terminate the maneuver, simultaneously notifying the TWR, AOCC and the duty supervisor to remove the tug from the aircraft.

If the tow truck cannot be removed on its own, the responsible mechanic must be notified, who decides on the procedure according to the specific situation. In such cases, the AOCC informs the TWR about the situation and the actions taken .

The specific requirements of the airlines related to aircraft towing operations can be fulfilled if they do not contradict the current procedure and the general safety measures of Sofia airport.

During the maneuver, the tug must be oriented (with its front end) in the direction of movement when using an aircraft tug.

When carrying out towing operations, the aircraft must have their lights on (illuminated). In the absence of a working electric power supply of the aircraft, towing is carried out only during the daylight hours.

6. EXECUTION OF THE TOWING PROCEDURE

6.1. PREPARING TO START THE MANEUVER

6.1.1. Personal responsibilities

- Using the correct personal protective equipment;
- Choosing a suitable aircraft tug;
- Safe operation of the aircraft tug;
- Safe handling of the towbar (if applicable);
- Proper communication with other participants in the maneuver;
- Taking an active part in the briefing before the start of the maneuver;
- Acquaintance with current and forecast weather conditions and resulting restrictions;
- Knowing and understanding the correct route of movement;
- Strictly following the leading car;
- Readiness to give a signal to terminate the maneuver – presence of an obstacle on the route, failure of the equipment used, etc.

6.1.2. Necessary competence

- Knowledge of the different types of aircraft;
- Knowledge of different types of GSE;
- Knowledge of the permissible limits and possibilities of the used equipment;
- Knowledge of the impact of weather conditions on the towing process;
- Knowledge of the specifics of the at Sofia Airport;
- Knowing the specifics of the maneuvering area at Sofia Airport;
- Knowledge of internal company rules, including this Procedure, as well as knowledge of aviation operator rules;
- Knowledge of emergency and fire procedures.

6.2. CARRYING OUT THE MANEUVER

6.2.1. Personal responsibilities

- Assurance that the equipment used is suitable for towing (tug and/or towbar);
- Knowing the signs and markings at Sofia Airport;
- Strictly following the route of the leading car;
- Execution of the maneuver smoothly, without sudden starts, stops or turns;
- Compliance with established safety procedures;
- Recognition of the signals given by other participants in the maneuver;

- Correct establishment of the equipment after completion of the procedure;
- Adherence to procedures for working in reduced visibility and unfavorable weather condition.

6.2.2. Necessary competence

- Knowledge of the limitations and permissible turning angles of the relevant aircraft;
- Knowledge of the technical characteristics and capabilities of used GSE;
- Knowledge of the permissible limits and possibilities of the used equipment;
- Knowledge of the specifics of the apron at Sofia Airport;
- Knowing the specifics of the maneuvering area at Sofia Airport;
- Knowledge of internal company rules, including this Procedure, as well as knowledge of aviation operator rules;
- Knowledge of emergency and fire procedures.

7. ACTIONS AND “GROUND TO COCKPIT” COMMUNICATION DURING TOWING

7.1. ACTIONS

- 7.1.1. Actions and communication during aircraft towing operations should only be performed by trained and licensed personnel holding valid certificates for the tasks performed.
- 7.1.2. Some of the *Pre-towing Servicing Checks* can start before the end and the closing of the doors of the aircraft. Checks must be performed by trained and authorized personnel prior to towing the aircraft.
- 7.1.3. Walk around of the aircraft must be done from the ground, with sufficient light - daylight, apron lighting or torch. Checks before towing operations must be carried out carefully, because the safety of the entire procedure directly depends on them.
- 7.1.4. The completion of the checks is notified to the persons in the cockpit by the phrase: "*Pre-departure service checks completed*", the reporting of which means that the checks have been carried out and no irregularities have been found.

7.2. COMMUNICATION

- 7.2.1. The start of aircraft towing operations can only begin after obtaining permission from the TWR and the possibility of maintaining constant radio communication.
- 7.2.2. For verbal communication between the cockpit and the ground during aircraft towing operations, only generally accepted aviation phraseology should be used. The communication between the tug driver and the person in the cockpit of the aircraft is carried out directly or through a third party, subject to compliance with one of the following conditions :
 - The person making contact between the tug driver and the cockpit must use a long flexible cable between their headset and the connection point to the aircraft; or
 - The person making contact between the tug driver and the cockpit must use a wireless connection to communicate with the person in the cockpit of the aircraft.
- 7.2.3. Doing the above ensures that the movement of the tug during the maneuver will be safe. During the briefing, the means of a backup communication link should be specified in case of failure of the main one. Standard visual signals can be used for communication in such a case.

CAUTION: THE USE OF CABLE HEADSETS TO COMMUNICATE BETWEEN THE GROUND PERSONNEL AND THE COCKPIT IS PROHIBITED DURING THUNDERSTORM ACTIVITY. CAN ONLY BE USED COMMUNICATION THROUGH STANDARD AIRCRAFT MOVEMENT HAND SIGNALS ACCORDING TO IMPLEMENTATION REGULATION No. 923 /2012 (Shown in Appendix 1 of this Procedure)

- 7.2.4.** The person in charge for the maneuver must ensure that the headset cable is at least 5 m long.
- 7.2.5.** During the maneuver, the person communicating with the cockpit must maintain a minimum distance of 3 m from the tug/towbar and the aircraft, if not inside of the tugs cab.

8. SPECIAL REQUIREMENTS, LIMITATIONS AND EXCLUSIONS

8.1. STANDARD AIRCRAFT TOWING ROUTES

8.1.1. Standard aircraft towing routes are applied only when the movement is related to crossing the RWY.

Crossing the RWY is carried out only with a leading car, in accordance with the horizontal marking in the maneuvering area and following the rule of minimum occupation and release time.

Routes:

- TWY /S/; crossing RWY, TWY /D/ and vice versa; or
- TWY /S/; movement along the RWY, TWY /C/ crossing or movement along the TWY /H/, and vice versa.

8.1.2. When towing an aircraft in the working area, when it is not related to crossing the RWY, no standard towing routes are applied.

- The rule of using the shortest possible travel path should always be followed.
- When moving, the horizontal markings are observed, unless other instructions are issued by TWR or AOCC, in the presence of a leading car.

8.1.3. Deviation from the standard towing routes is allowed at the discretion of the TWR in cases of obstructions or obstacles, such as closed TWY, self-propelled aircraft and others.

As **Appendix 2** , here below the procedure "Crossing the RWY" is given, in which additional responsibilities of the personnel involved in the towing operations of the aircraft are listed.

8.2. CASES REQUIRING MANDATORY USE OF A LEADING CAR

- The towing of the aircraft is related to the crossing of the RWY;
- When procedures for working in conditions of low/reduced visibility at values greater than 250 m are introduced and when TWYs and apron TWYs are not equipped with center line lighting.

Aircraft towing related to RWY crossing is not allowed when operating procedures in low/reduced visibility conditions (below 550m RVR) have been enforced;

- When assistance is requested by an aviation operator, a GH operator or maintenance organization
- By request of the TWR/AOCC.

8.3. SPECIAL REQUIREMENTS

- AOCC and TWR must be informed for any movement of the aircraft in the airfield of Sofia airport. Aircraft towing in ground areas should be done with caution and minimal speed approximately that of a pedestrian;
- Aircraft to be towed from one stand to another or to/from maintenance areas must have an active transponder ;
- Aircraft that must be towed in the work area and do not have an active transponder must use a leading car;
- When crossing RWY, towed aircraft does not have an active transponder, one of the vehicles performing the operation must necessarily have an activated squitter (device for A-SMGCS);
- After crossing the RWY, the lead car must check for FOD;
- The crew in the aircraft cockpit and in the tug cabin must maintain "sterile cabin" conditions, minimizing distractions and unnecessary conversations. Communication of route and traffic information is encouraged to maximize situational awareness;
- The tug driver must immediately inform the person in charge for the maneuver if he cannot carry out an instruction, has difficulty in carrying out an instruction or believes that the execution of the given instruction is not safe (example: starting engines while driving on a slippery surface);
- The tug driver must give full feedback to the received instructions (readback) from the person in charge for the maneuver.

8.4. LIMITS

- Strict compliance with the current edition of the "Procedure for servicing aircraft with a higher code than that of Sofia Airport";
- Strict compliance with traffic restrictions on TWY according to the ICAO aircraft code;
- The tug driver must respect zones according to the owned permission for driving of vehicles on the territory of Sofia airport;
- The red line (Red Stop Bar) at the RWY holding point means " **STOP** " . Drivers must not cross it until it is turned off and permission is obtained from the TWR;

- | |
|---|
| <ul style="list-style-type: none"> • It is prohibited to open/close the cradle, as well as to take/leave the aircraft with a towbarless tug on the centerline lights of the TWY; |
|---|

8.5. EXCEPTIONS

- When towing in the area of the deicing PADs, movement other than the center line of the TWY is allowed;
- Maneuver in reverse is approved, when positioning the aircraft in the engines run up bay with provided escorts (Wing Walkers) by the Person in charge for the maneuver;
- Others, imposed by the specifics of the executed maneuver, specified in advance and agreed with the TWR and/or AOCC.

9. INQUIRIES

In case of need for additional information, clarifications or clarifications regarding this Procedure, assistance from the following services may be used:

Service / position	Contact	Work time
Airport Control Center Duty Manager, AOCC, Directorate General "Operations"	phone: 02 937 21 60	Around the clock 24/7

APPENDIX 1: STANDART AIRCRAFT MOVEMENT HAND SIGNALS

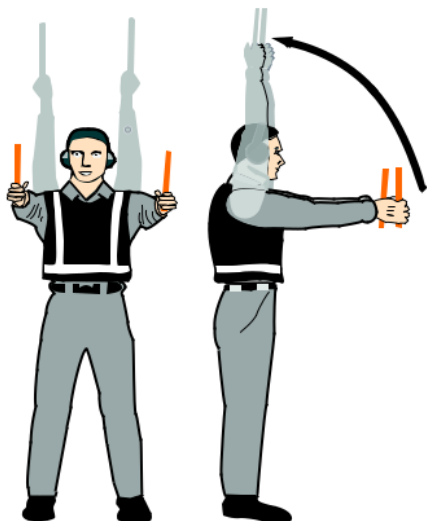


1. Wing Escort

Raise right hand above head level with baton up;

Move the left stick pointing down towards the body.

Note : *This signal provides an indication from a person located at the wing end of the aircraft to the pilot/signaler/ tug driver that the movement of the aircraft from/to the parking position will be unimpeded.*



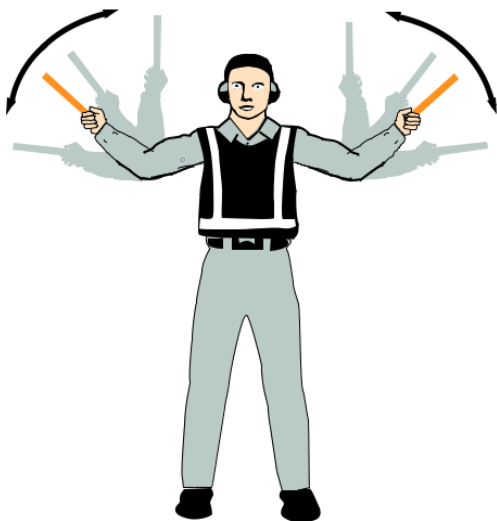
2. Determining an aircraft parking space

Raise fully extended arms straight overhead with clubs pointing up .



3. Proceed to next signalman or as instructed to taxi from TWR

Point both arms up; move and extend the arms out to the sides of the body and point the sticks in the direction of the next signalman or taxi route.



4. Straight ahead

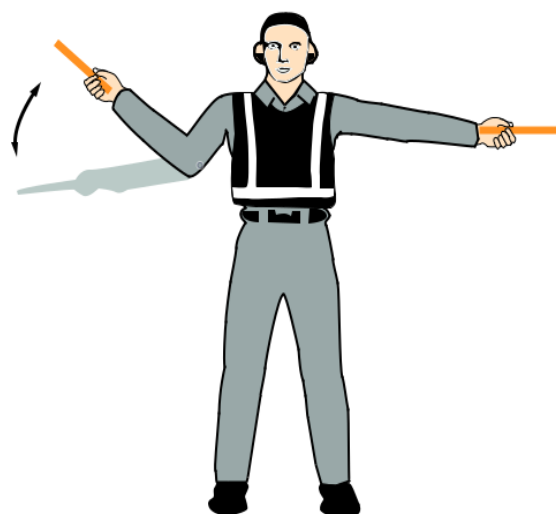
Bend your extended arms at the elbows and move the clubs up and down from chest height to head



5A. Turn left (from the pilot's perspective)

Extend the right arm holding the baton at a 90 degree angle to the body. With the left hand, bent at the elbow, make a "go ahead" signal.

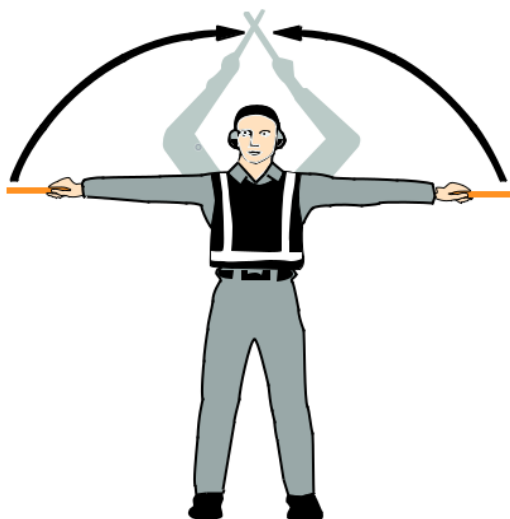
Note : The speed of movement of the left hand signal indicates to the pilot the radius of the turn to make.



5B. Turn right (from the pilot's perspective)

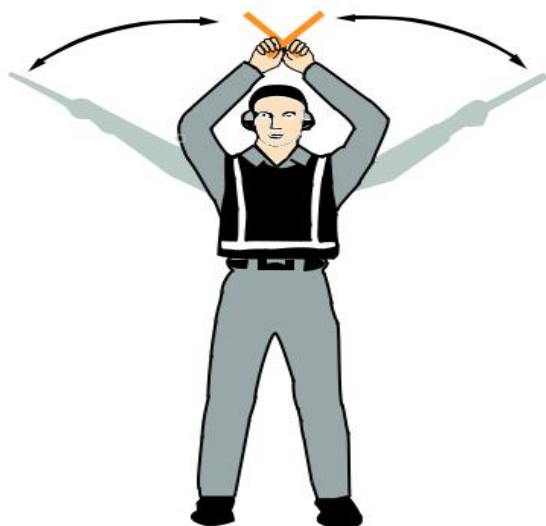
Extend the left arm holding the club at a 90-degree angle to the body. With the right hand, bent at the elbow, make a "go ahead" signal.

Note : The speed of movement of the right hand signal indicates to the pilot the radius of the turn to make.



6A . Normal stopping of the aircraft

Fully extend your arms and clubs at a 90-degree angle to the side and slowly move them over your head until the clubs cross.



6B. Emergency stop of the aircraft

Suddenly extend the arms and clubs to the top of the head, crossing them.



7A. Hit the brakes

Raise the arm slightly above shoulder height with the palm open. Make eye contact with the crew, make a fist.

Note : Do not move until you receive confirmation from the crew via a thumbs up.



7B. Release brakes

Raise the hand slightly above shoulder height, closed in a fist. Make eye contact with crew, open hand into palm.

Note : Do not move until you receive confirmation from the crew via a thumbs up.



8A. Installation of safety seats

With arms and clubs fully extended overhead, perform an inward movement until clubs touch.

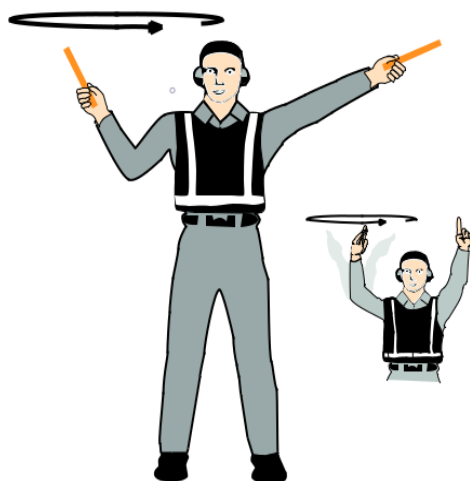
Note : Do not move until you receive confirmation from the crew via a thumbs up .



8B. Removal of safety seats

With arms and clubs fully extended overhead, perform the outward motion.

Note : Do not move until you receive confirmation from the crew via a thumbs up .



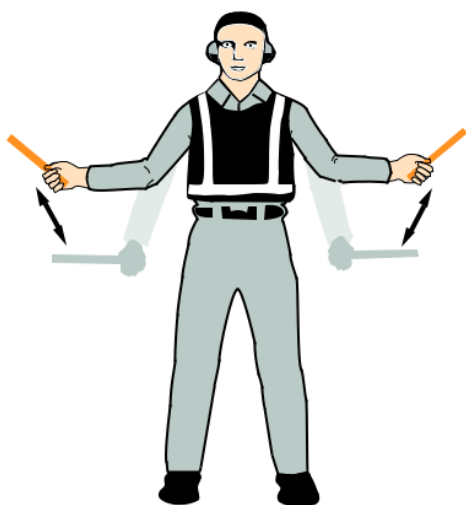
9. Start the engine(s)

Raise the right hand to the level of the head with the club up and start circular movements with the hand;
at the same time, with the left hand raised above the level of the head, indicate the engine to be started.



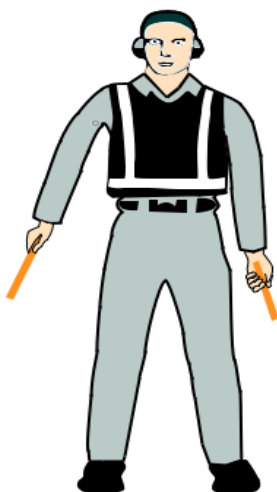
10. Stopping the engines

Extend the club arm in front of the body at shoulder level; move the hand and stick to the top of the left shoulder and pull the stick to the top of the right shoulder in a slicing motion across the throat. The left hand is raised up



11. Reduce your speed

Extend arms down with clubs pointing outwards. Move your arms up and down, bending them at the elbows.



12. Decelerate the engine(s) on the indicated side

With hands down and sticks pointing to the ground, move right or left stick up and down, depending on which side the engine(s) should be reduced .



13. Movement of the aircraft backwards.

With your hands in front of your body at waist height, swing your arms forward.

Note : To stop the reverse movement, use signal 6a . or 6b.



14A. Reverse turn tail - port side

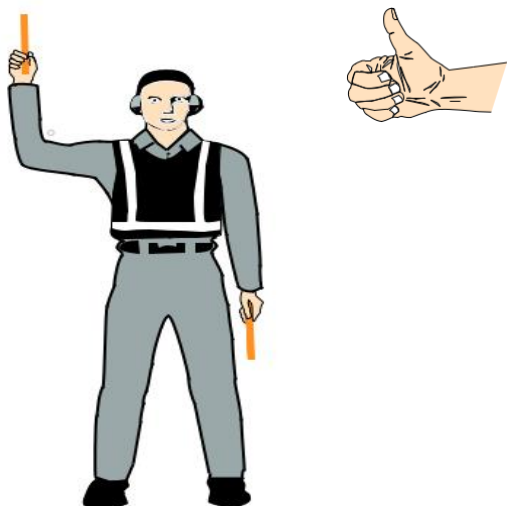
Extend the right arm with the club pointing down and move the left arm from a vertical to a horizontal position pointing forward, repeating the movement of the left arm.

14B. Reverse turn tail - starboard



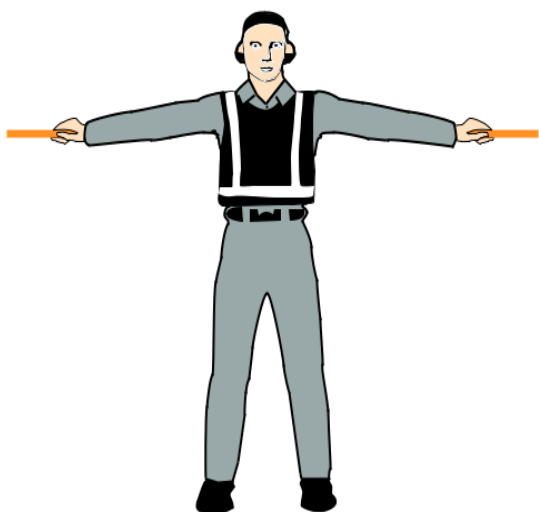
Extend the left arm with the club pointing down and move the right arm from a vertical to a horizontal position pointing forward, repeating the movement of the right arm.

15. The road is clear/everything is fine

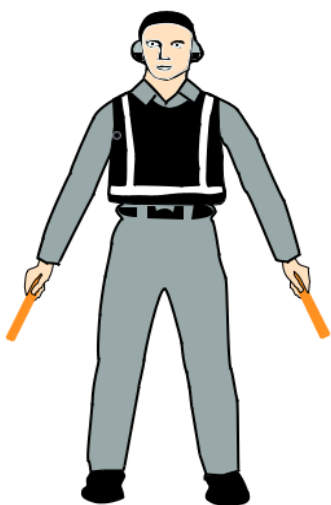


Raise right hand at head level with club pointing up or show hand with thumb up. The left arm remains down by the body.

16. Stay on course



Fully extend arms and clubs at a 90 degree angle to the side .



17. Hold Position/Wait

Fully extend the arms and sticks down at a 45-degree angle from the sides to the body. Hold your position until the aircraft is ready for the next maneuver.



18. Dispatch of Aircraft

Perform a standard salute with the right hand and/or the baton to send the aircraft away. Maintain eye contact with the crew until the aircraft begins taxiing .



19. Do not touch the controls (technical / service / communication signal)

Extend the right arm fully above the head and make a fist or hold the club in a horizontal position; the left hand remains at the side next to the knee.



20. Termination of ground power supply

Keep your arms fully extended overhead; open the left hand horizontally and move the fingertips of the right hand touching the open palm of the left hand (forming a "T").

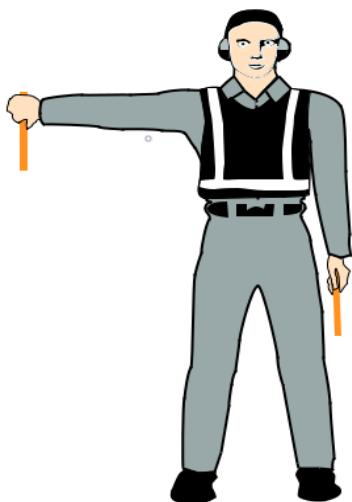
Note: At night, lighted sticks can also be used to form a 'T' overhead.



21. Interruption of ground power supply

Hold your arms fully extended above your head with the fingers touching the left hand horizontally (forming a "T"). Then move the right hand down from the left.

Note: Do not disconnect the ground power supply until authorized by the crew.



22. Negative/Suspension

Hold the right arm straight at 90 degrees from the shoulder and point the club down toward the ground or show a "thumbs down" hand; the left hand remains at the side next to the knee

APPENDIX 2: *Companion Procedure: "RWY Crossing"*

I. GENERAL

The airport operator ensures the establishment and implementation of means and procedures for safe crossing of the RWY, such as:

- Together with the TWR controls the implementation of the procedure, with the aim of preventing a collision between two aircraft, between an aircraft and ground equipment, and between an aircraft and obstacles;
- Coordinates with the TWR crossing of the RWY and supervises the execution of the aircraft towing procedure, during the crossing of the RWY;
- Ensures safe and expeditious movement of vehicles.

The activities that are related to ensuring safety when crossing the RWY can be performed only after receiving permission from the and under the control of the driver of leading car.

II. ROLE OF SERVICES DURING DRAW

1) DRIVER OF THE LEADING CAR

- A. Controls aircraft towing operations in the maneuvering area, maintaining constant communication with the TWR and the Person in charge for the maneuver.
- B. Authorizes the appearance of the tug driver to begin the towing procedure.
- C. Coordinates actions with the Person in charge for the maneuver.
- D. He personally supervises the towing of the aircraft when crossing the RWY, not allowing the crossing of the RWY in his absence.

If the aircraft does not have a connection with the TWR, he leads the maneuver to the end point of the route - a stand, a place to staying, a hangar, etc.

- E. Notifies the TWR of the number of the stand or the position of the aircraft after completion of towing.
- F. Coordinates with the TWR the crossing of the RWY and the direction of towing.
- G. If necessary, cleans and removes FOD from the RWY during or immediately after its crossing.
- H. Reporting RWY vacated to the TWR, and its condition.

2) PERSONE IN CHARGE FOR THE MANEUVER

- A. He coordinates his actions with the AOCC, TWR and the Driver of the leading car.
- B. He is responsible for the correct execution of the instructions given to him by the TWR, AOCC and/or the Driver of the leading car.

- C. Does not take action and does not order the aircraft towing team to cross the RWY in the absence of a leading car.

III. ALGORITHM OF TOWING OPERATIONS

- A. The person in charge for the maneuver notifies the AOCC of his intention and readiness to start an aircraft towing operation.

Information is provided via radio or phone.

- B. AOCC specifies details with the Person in charge for the maneuver, the tug driver and the leading car driver, including at a minimum the following:

- aircraft type;
- place and time of performance;
- estimated duration;
- start and end point of maneuver;
- ways and means of communication;
- waiting areas (if necessary);
- other relevant to the procedure.

- C. After coordination with the AOCC, the Person in charge for the maneuver agrees his intentions with the TWR to tow the aircraft and requests permission to begin the maneuver.

- D. The TWR makes a decision and, if possible, gives permission to the driver of the leading car to lead the tower aircraft, indicating the route and the intermediate holding points and holding points where to stop.

Aircraft towing operations are not allowed without permission from the TWR.

- E. The TWR gives permission for the start of the maneuver.
- F. The driver of the leading car controls the strictly observance of the towing route, the intermediate holding points and holding points where to stop.
- G. At the runway holding point on the corresponding frequency, the driver of the leading car requests permission from the TWR to cross the runway.
- H. The TWR makes a decision and, if possible, gives permission to cross the RWY.

It is strictly forbidden to enter the RWY without receiving express permission from the TWR.

- I. After crossing the RWY, the Driver of the leading car gives instructions to the Person in charge of the maneuver to stop the towing of the aircraft:
- on TWY/H/, when the crossing of the RWY is in the direction from north to south; or

- on TWY/S/, after holding point S1 and the sign for runway vacated , when crossing is in the direction from south to north.
- J. During this time, the Driver of the leading car inspects and if necessary cleans and removes foreign objects (FOD) from the surface of the RWY.

K. The place to stop the tug and the towed aircraft is specified in advance at the briefing before the start of the maneuver.

- L. After inspecting the RWY, the Driver of the leading car orders the continuation of the maneuver and reports the status of the RWY to the TWR.
- M. After the entire team involved in the towing operations of the aircraft has passed after the runway vacated sign of the relevant TWY, the driver of the leading car reports to the TWR runway vacated.
- N. Upon reaching the end point of the maneuver, the Driver of the leading car reports to the TWR the end of the aircraft towing operation.