Airport Operational Guidance

for removal of disabled aircraft

Excerpt(provisional)

Table of Contents

[1.1.1 Aircraft operator’s removal operation plan to be submitted by the Aircraft operator, etc. 3](#_Toc203725721)

[1.1.2 Removal operation plan prepared for Aircraft Operators prepared by airport administrator 40](#_Toc203725722)

[1.2 Consent Form 46](#_Toc203725723)

### Aircraft operator’s removal operation plan to be submitted by the Aircraft operator, etc.

Airport administrator will require Aircraft operator to submit an operator removal operation plan before entering the airport or when receiving notification to use airport.

In addition, airport administrator should provide information (such as equipment and materials owing, contact information for related organizations, and transportation routes for heavy equipment to the airport) to Aircraft operator to be considered as common or necessary, and, if necessary, include this information in the Aircraft operator removal work plan prepared by airport administrator as a common template.

【Note】

* The removal operation plan basically should be divided into "debogging," "recovery," and "salvage" sections according to the extent of the removal work, and each section should be prepared separately for each type of aircraft (those with the same removal work content may be grouped together).
* When preparing the plan, if it is assumed that materials and equipment owned by the airt administrator will be used, adjustments including usage fees shall be made in advance, and these details shall be reflected in the removal operation plan and consent.

In this guidance, a model removal operation plan is provided for each operator (air carrier, aerial work user, and private owner) and each case size (debogging, recovery, and salvage).

As noted above, it is assumed that the airport administrator will prepare the individual operator removal operation plan by referring to the model [for individual owners].

The actual removal operation plan should be adjusted and used according to the situation of each operator, etc. and the circumstances of each airport.

　\*Blue letters and blue boxes in 　the operator removal operation plan are examples of entries.

In addition, assuming that an aircraft operator or private owner does not have a place of business at the airport, the airport administrator should fill in the information as shown in the sample entry in advance.

#### (1) Aircraft Operator’s Removal Operation Plan (for air carriers)

\*This plan must be submitted with the operator removal operation plan for the aircraft type before the operator enters the airport or when submitting the airport use notification.

**Aircraft Operator’s Removal Operation plan**

**(For Air Carriers)**

date

belong to

Name of person responsible for removal work

address (e.g. of house)

Phone number

E-mail

In order to be prepared in the event of an aircraft being disabled, an operator removal work plan will be submitted for the [debogging section], [recovery section], and [salvage section], depending on the type of the navigational disruption, for the applicable model respectively.

In addition, in order to ensure a prompt response in the event that the airport administrator determines that a system for removal is not in place or that there will be a significant impact on airport operations, a "Consent for disabled aircraft" form will be submitted and the airport administrator and those involved in the removal work will be entrusted with part or all of the removal work. The airport administrator and the parties involved in the removal work will be entrusted with part or all of the removal work.

In addition, if a situation arises in which your airport is unable to procure any of the materials and equipment required for the removal listed below, we will separately clarify the relevant list and consult and coordinate with you on how to deal with the situation.

**Aircraft Operator’s Removal Operation Plan**

**[Debog](For Air Carriers)**

|  |  |
| --- | --- |
| owner |  |
| Aircraft Type and Registration Code |  |

When moving an aircraft on a runway or taxiway when the aircraft is stuck or deviating from the runway, etc., with relatively minor damage or no damage at all to the aircraft

Summary of Removal Methods

Provide a summary of how and when the equipment and workers will remove the equipment, how long it will take, when it will be removed, where the equipment will be removed to, etc.

1. operator removal work system

(\*An organization chart, etc., should be attached if necessary. Include emergency contact information for nighttime, etc.)

(1) Aircraft Owner

|  |  |
| --- | --- |
| Company Name |  |
| identity |  |
| address |  |
| Phone number |  |
| E-mail |  |
| owner |  |
| Phone number |  |

\*For individual owners, only the equivalent items should be listed.

In the case of joint ownership, the representative should be listed on behalf of all owners.

(2) Operation consignment company

|  |  |
| --- | --- |
| Company Name |  |
| belong to |  |
| post |  |
| identity |  |
| address |  |
| Phone number |  |
| E-mail |  |

\*This information is required when the vessel is operated by someone other than the owner. The name should be that of the representative operator.

(3) Persons in charge of removal operations

|  |  |  |
| --- | --- | --- |
| Company Name |  |  |
| Affiliation / Position |  |  |
| identity |  |  |
| address |  |  |
| Phone number |  |  |
| E-mail |  |  |

(4) Field operations manager (person in charge of on-site work)

|  |  |  |
| --- | --- | --- |
| Affiliation / Position |  |  |
| identity |  |  |
| Phone number |  |  |

(5) Operator removal work system

Person in charge of removal operations

Field operations manager

|  |  |  |
| --- | --- | --- |
| Maintenance Department | Ground Handling Division | Operation Division |
| Maintenance Department  Affiliation Contact  In-house maintenance, contractor maintenance, boarding maintenance | Affiliation Contact | Affiliation Contact |

Head office - support department, etc. (\*Insurance company, etc., if necessary)

Affiliation Contact

**List of equipment and personnel** (\* Include contractors if necessary)

(1) List of equipment required to move the aircraft

|  |  |  |
| --- | --- | --- |
| Equipment | tractor | Move the aircraft from the runway, which is no longer navigable, to the 00 Aeronautical Operations Office. |
| storage location | 00 Aeronautical Office in Airport |  |
| Equipment Provider | 00 Aeronautical Office | 00 Aeronautical Office operates and maintains small aircraft of the same type as disable aircraft. |
| Borrowing method, etc. | spot contract | An agreement has been concluded in advance with 00 Airlines to pay for support work in the event of a disable aircraft incident. |
| Method of delivery, etc. | self-propulsion | The airport administrator will lead the way, and the company will drive itself from the 00 Aeronautical Office. |
| Other |  |  |

\*When large equipment is to be brought in from outside the airport, a diagram showing the routes around and within the airport should be attached.

(2) List of personnel required to move the aircraft

|  |  |  |  |
| --- | --- | --- | --- |
| Department in charge | Company Name/Affiliation | the number of people | remarks |
| maintenance | 00 Airlines □□□ Airport Office | 2 | Towing of the aircraft in question |
| handling on the ground | ditto mark | 1 | ditto mark |
| operating (e.g. ships, aircraft) | ditto mark | 1 |  |
| Other | one's company | 2 | aircrew member of the aircraft concerned |

(3) List of related organizations and contact information

|  |  |  |
| --- | --- | --- |
| Name of Organization | Contact | Adjustment Items |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

3. Arrangement of aircraft parts, etc. - Procurement method

(1) Spare parts at 00 airport (likely to be related to non-navigability)

As of Month/Year

|  |  |  |  |
| --- | --- | --- | --- |
| Aircraft Type | Part Name | volume | remarks |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

(2) Arrangements for aircraft parts, etc. (related to removal) to be transported from other than your own airport - procurement method

|  |  |  |
| --- | --- | --- |
| Arrangements - Procurement Methods, etc. | Time (approximate) | remarks |
|  |  | Located at the airport branch |
|  |  | Arranged from outside the airport |
|  |  | Procurement from outside the airport |

(3) Other items of reference

Emergency contact information for the airline to which you are fusing - check availability regularly.

The aircraft recovery manual for the aircraft manufacturer's applicable model is to be attached or provided immediately when required in the event of a disabled aircraft incident.

4. Methods related to removal work

-Work flow and role assignment

|  |  |  |  |
| --- | --- | --- | --- |
| (data) item | (in) charge (of an area of responsibility, but not necessarily supervision of staff) | Work Summary | Time (approximate) |
| Maintenance Manager  on-the-spot dispatch | Maintenance and ground handling: 3 persons in total | Transportation of tow vehicle, tow bar, spare tire, etc. to the aircraft concerned (lead by airport management company) | 20 |
| tow  decision of adoption or rejection | Maintenance and ground handling: 3 persons in total | Check for possible brake release, etc. on the aircraft, and confirm that the tow bar can be installed. | 10 |
| Passenger disembarkation | nashi (Pyrus pyribole, esp. var. culta) |  |  |
| Aircraft Movement Decisions | Maintenance Manager | Inspection of the entire aircraft was conducted, and it was determined that the aircraft could be moved in its current condition. | 10 |
| Preparing to move the aircraft | In charge of maintenance and ground handling |  | 5 |
| Inventory Check |  |  |  |
| (issuing) directing (someone) to call (e.g. the Police) |  |  |  |
| receipt (document) formalities  (internal change, etc.) |  |  |  |
| airframe transfer operation | Maintenance Manager | Towed by towing vehicle, maintenance personnel in other vehicles monitor the aircraft for any problems during towing. | 15 |
| Equipment & Personnel Arrangements |  |  |  |
| tire carrier |  |  |  |
| exchange (something) working  (per bottle) |  |  |  |
| Tow work |  |  |  |
| Road surface cleaning, etc. | In charge of maintenance and ground handling  Airport management company in charge of airfields | FOD collection by airport management company airfield personnel, other debris cleaned by airport management company sweeper | 20 |
| Total time required | | | 80 |

5. **Other items of reference**

If removal equipment is to be temporarily stored at the airport, the location and method of storage, etc.

Example of entry: The product will be stored and repaired in the hanger of the 00 Aircraft Works located in the airport concerned.

**Aircraft Operator’s Removal Operation Plan**

**[Recovery](For Air Carriers)**

|  |  |
| --- | --- |
| owner |  |
| Aircraft Type and Registration Code |  |

When the aircraft cannot be moved without the use of an aircraft recovery kit or heavy equipment such as a crane due to deviation from the runway or damage involving the cabinet, forelegs or main landing gear, etc. (excluding total loss)

Summary of Removal Methods

Provide a summary of how and when the equipment and workers will remove the equipment, how long it will take, and where the aircraft will be removed to.

1. operator removal work system

(\*An organization chart, etc., should be attached if necessary. Include emergency contact information for nighttime, etc.)

(1) Aircraft Owner

|  |  |
| --- | --- |
| Company Name |  |
| identity |  |
| address (e.g. of house) |  |
| Phone number |  |
| E-mail |  |
| owner |  |
| Phone number |  |

\*For individual owners, only the equivalent items should be listed.

In the case of joint ownership, the representative should be listed on behalf of all owners.

(2) Operation consignment company

|  |  |
| --- | --- |
| Company Name |  |
| belong to |  |
| post |  |
| identity |  |
| address |  |
| Phone number |  |
| E-mail |  |

\*This information is required when the vessel is operated by someone other than the owner. The name should be that of the representative operator.

(3) Person in charge of removal operations

|  |  |  |
| --- | --- | --- |
| Company Name |  |  |
| Affiliation / Position |  |  |
| identity |  |  |
| address |  |  |
| Phone number |  |  |
| E-mail |  |  |

(4) Field operations manager (person in charge of on-site work)

|  |  |  |
| --- | --- | --- |
| Affiliation / Position |  |  |
| identity |  |  |
| Phone number |  |  |

(5) Operator removal work system

Person in charge of removal operations

Field operations manager

|  |  |  |
| --- | --- | --- |
| Maintenance Department | Ground Handling Division | Operation Division |
| Maintenance Department  Affiliation Contact  In-house maintenance, contractor maintenance, boarding maintenance | Affiliation Contact | Affiliation Contact |

Head office - support department, etc. (\*Insurance company, etc., if necessary)

Affiliation Contact

2. list of heavy equipment and personnel (\*in case of removal without recovery kit)

The route of delivery of heavy equipment, etc. shall be coordinated with the airport administrator.

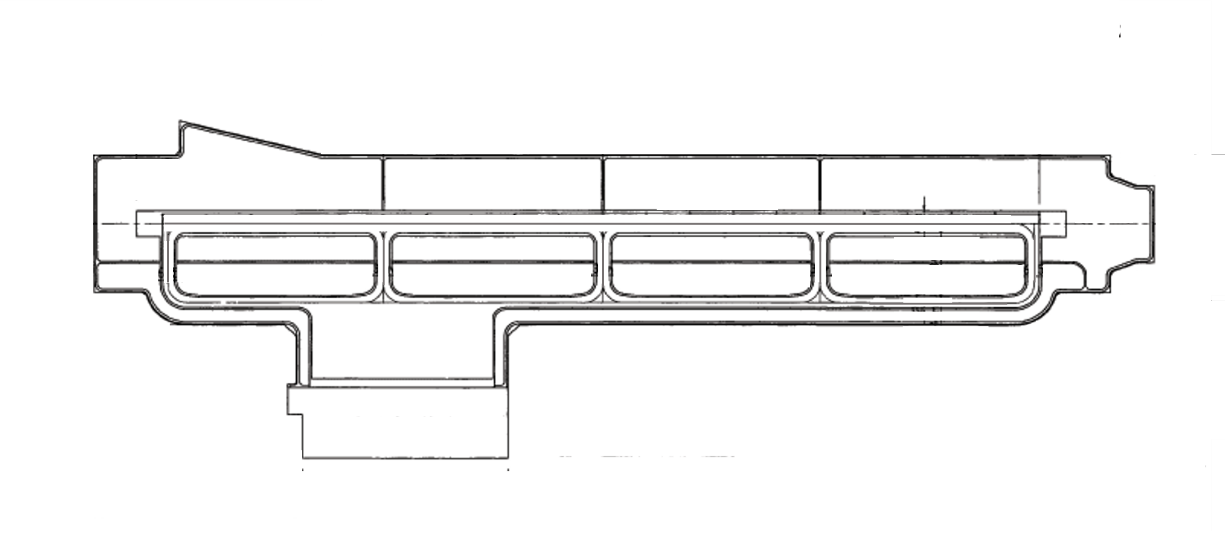
(1) List of heavy equipment, etc. (Enter a list of cranes (tow trucks), dollies, anvils, etc.)

|  |  |
| --- | --- |
| Equipment | Crane truck 0t |
| Location | 00 city, 00 ward, 00... Usually within 10 minutes by regular car from the airport. |
| Equipment Suppliers | Travel from the construction equipment rental office to the airport via Prefectural Road No. 0. |
| Delivery method - route, etc. | Expected to take 15 minutes (after the start of the move) to move 3 large vehicles (at the fastest speed) |
| Time (approximate) | One lead vehicle available in front of crane trucks, etc.  No road permits are required for cranes. |
| Other | Usually, cranes are rented and are not always available.　The company can handle vehicle delivery and crane operation. |

\*When large equipment is to be brought in from outside the airport, a diagram showing the routes around and within the airport should be attached.



Transportation Routes to the airport (example) Using Google map



Entrance for cranes, etc. Gate 0



-- Entrance route for cranes, etc.

-- disabled aircraft transport routes

-- Removal equipment transportation route



Airframe transport destination

Small aircraft spot number 0

Disable aircraft at incident ntntircraftdisdisaircraft

Airport delivery route (example)

(2) List of personnel required to move the aircraft

|  |  |  |
| --- | --- | --- |
| Company Name/Affiliation | the number of people | remarks |
| 00 Airlines 00 Airport Office | Five. | 2 pilots, 4 mechanics |
| □□ Airlines 00 Airport Office | four people | 2 pilots, 2 mechanics. |

(3) Maximum takeoff weight (MTOW) for aircraft type

| Aircraft Type | Weight (tons) | remarks |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1 pound (lb) = 453.59 grams (g), 1 ton (t) = 2204.62 pounds (lb)

(4) Arrangement of Aircraft Recovery Kit - Procurement Method

The Aircraft Recovery Kit includes the necessary personnel - heavy equipment and other arrangements as part of the package.

IATP Web site ⇒ https://www.iatp.com/

Membership in IATP (International Airlines Technical Pool)

|  |  |
| --- | --- |
| Membership in IATP | Yes/No |
| If not a member of IATP, spot contracting, if necessary, etc. |  |
| How to obtain specific recovery kits |  |

(\*If the contract is to be made at the time the incident occurs rather than in advance, please indicate the method.)

(2) Status of joint use agreements (pooling agreements), etc. concluded between airlines

|  |  |  |
| --- | --- | --- |
| (data) item | presence or absence | Airline Name |
| Removal equipment | Yes ・ No |  |

3. Methods related to removal work

Work items and role assignment

(\*Add items and work summary as necessary.)

|  |  |  |  |
| --- | --- | --- | --- |
| (data) item | (in) charge (of an area of responsibility, but not necessarily supervision of staff) | Work Summary | Time (approximate) |
| Maintenance Manager  on-the-spot dispatch | Maintenance Manager  (If the operator's maintenance staff is not available, the airport administrator will request cooperation from the operator on the airport) | Leading an airport management company vehicle from a business office in the airport to the job site. | 15 min. |
| Survey of the status of disable aircraft | Removal Manager  Airport administrator in charge (document the situation with photos, etc.) | -Check the condition of disabled aircraft (electrical system, liquid dependence spillage)  -Check the condition of fuel and other spills (spill prevention measures, road surface cleaning)  -Gathering information from airframe and engine manufacturers  -Confirmation of loading status of hazardous materials, etc.  -Check weight and center of gravity  Determining the need for passenger demurrage | 30 min. |
| Inspection of basic airport facilities | Airport administrator in charge | Runway Inspection  Inspect runway lights, centerlines, and other lights. | 30 minutes (in parallel with the removal work) |
| Determination of availability of recovery kits, etc. | person in charge of removal operations | Determine if normal crane slinging can be used for removal. | 10 min. |
| Arrangement of heavy equipment, personnel, or recovery kits | person in charge of removal operations | Based on the survey conducted thus far, a concrete demolition plan is considered, and heavy equipment, personnel, etc. are arranged based on the plan. | 15 min. |
| Weight reduction adjustment | person in charge of removal operations | -Fuel extraction  -Unloading of mail, baggage, cargo, etc.  Determination of | 5 min. |
| Coordination with related organizations | Removal Operations Manager | -Administrative procedures, etc. necessary for removal  Conducted in the office of the business office | (20 minutes)  Not included in total time because work can be performed in duplicate. |
| Delivery of heavy equipment, etc. or recovery kit | person in charge of removal operations | -Transportation | 30 min. |
| Aviation fuel, etc.  drawing (wire, pipes, metal plate) | person in charge of removal operations | Determine if it is necessary  Residual Fuel Calculation | 5 min. |
| Unloading mail, baggage, cargo, etc. | person in charge of removal operations | Determine if it is necessary |  |
| Airframe Protection | person in charge of removal operations | -Prevention of airframe parts from falling off and engine protection | 5 min. |
| removal | person in charge of removal operations | -Stabilization (leveling) of the aircraft  -Lifting of aircraft (lifting)  Protective material required for transportation | 60 minutes |
| Gear repair or replacement (gear inspection) | person in charge of removal operations | Determine if it is necessary |  |
| Aircraft towing | person in charge of removal operations | -Towing or winch - Movement by mobile trailer | 20 min. |
| Road surface cleaning, etc. | Manager in charge of removal operations and in charge of airport management company airfields | FOD collection by airport management company airfield personnel, other debris cleaned by airport management company sweeper | 20 min. |
| Total time required | | | 205 min. |

4. Methods related to the removal of fuel from aircraft

(1) Maximum fuel capacity for each aircraft type

|  |  |  |
| --- | --- | --- |
| Aircraft Type | Fuel quantity (lb) | Remarks (fuel type, etc.) |
|  |  |  |

(2) Fuel Extraction Method

|  |  |
| --- | --- |
| Equipment, etc. |  |
| organizations concerned (involved) |  |
| Methods, etc. |  |

(\*Include, if necessary, liaison and coordination with relevant agencies, including fire departments, and disposal methods for extracted fuel, etc.)

5. aircraft recovery manual

The aircraft recovery manual for the aircraft manufacturer's applicable model is to be attached or provided immediately when required in the event of a disabled aircraft incident.

6. other items of reference

If removal equipment is to be temporarily stored at the airport, the location and method of storage, etc.

Example: The aircraft will be transferred to spot No. 0 for night parking at the airport concerned and repaired. The duration of the project has not yet been determined, but is expected to last approximately one month.

**Aircraft Operator’s Removal Operation Plan**

**[Salvage] (For Air Carriers)**

|  |  |
| --- | --- |
| owner |  |
| Aircraft Type |  |
| registration sign |  |

Total loss of aircraft, accidents at sea, etc.

(\*Details of the removal process are described in the [Recovery section].

Summary of Removal Methods

Provide a summary of how and when the equipment and workers will remove the equipment, how long it will take, and where the aircraft will be removed to.

1. operator removal work system

(\*An organization chart, etc., should be attached if necessary. Include emergency contact information for nighttime, etc.)

(1) Aircraft Owner

|  |  |
| --- | --- |
| Company Name |  |
| identity |  |
| Company Address |  |
| Phone number |  |
| E-mail |  |
| owner |  |
| Phone number |  |

\*For individual owners, only the equivalent items should be listed.

In the case of joint ownership, the representative should be listed on behalf of all owners.

(2) Operation consignment company

|  |  |
| --- | --- |
| Company Name |  |
| belong to |  |
| post |  |
| identity |  |
| Company Address |  |
| Phone number |  |
| E-mail |  |

This information is required when the vessel is operated by someone other than the owner. The name should be that of the representative operator.

(3) Person in charge of removal work

|  |  |
| --- | --- |
| Company Name |  |
| belong to |  |
| post |  |
| address (e.g. of house) |  |
| Contact |  |

(4) Person in charge of on-site work

|  |  |
| --- | --- |
| Company Name |  |
| belong to |  |
| post |  |
| Contact |  |

Head Office-Branch Contacts

(Head office)

|  |  |
| --- | --- |
| Affiliation / Position |  |
| Location |  |
| Contact |  |

(Branch)

|  |  |
| --- | --- |
| Branch name |  |
| Affiliation / Position |  |
| Location |  |
| Contact |  |

Other emergency contacts (aircraft manufacturer, maintenance company)

(Aircraft manufacturer)

|  |  |
| --- | --- |
| Company Name |  |
| Affiliation - Position |  |
| Location |  |
| Contact |  |

（Maintenance company)

|  |  |
| --- | --- |
| Company Name |  |
| Affiliation - Position |  |
| Location |  |
| Contact |  |

(Security system, etc.)

|  |  |
| --- | --- |
| Company Name |  |
| Affiliation - Position |  |
| Location |  |
| Contact |  |

2. Other items of reference

If removal equipment is to be temporarily stored at the airport, the location and method of storage, etc.

#### The aircraft will be moved from the runway to a vacant lot 00 at the airport, disassembled, and removed from the airport. The period of time is scheduled to be about two weeks after the completion of the investigation by the aircraft manufacturer, etc. (estimated to take about one month).

#### (2) Operator removal work plan (for aerial work service operators)

\*This plan must be submitted prior to the operator boarding the airport or when submitting the airport use notification, the operator removal work plan according to the aircraft type must be submitted.

**Aircraft Operator’s Removal Operation Plan**

**(For aerial work service operators)**

date

belong to

Name of person responsible for removal work

address (e.g. of house)

Phone number

E-mail

In order to be prepared in the event of an aircraft being disabled, an operator removal work plan will be submitted for each type of disablement (debogging and recovery section and salvage section), depending on the type of disablement.

In addition, in order to ensure a prompt response in the event that the airport administrator determines that a system for removal is not in place or that there will be a significant impact on airport operations, a "Consent for disabled aircraft" form will be submitted and the airport administrator and those involved in the removal work will be entrusted with part or all of the removal work. The airport administrator and the parties involved in the removal work will be entrusted with part or all of the removal work.

In addition, if any of the materials and equipment required for removal listed below cannot be procured at your airport, we will separately clarify the list and consult and coordinate with you on how to respond to the situation.

**Aircraft Operator’s Removal Operation Plan**

**[Debog and Recovery Section]**

**(For aerial work service operators)**

|  |  |
| --- | --- |
| owner |  |
| Aircraft type and registration symbol/number |  |

[Debog].

When moving an aircraft on a runway or taxiway when the aircraft is stuck or deviating from the runway, etc., with relatively minor damage or no damage at all to the aircraft

[Recovery]

When the aircraft cannot be moved without the use of an aircraft recovery kit or heavy equipment such as a crane due to deviation from the runway or stranding, damage including to the forelegs or main landing gear, etc. (excluding total loss).

1. Operator removal work system

(\*An organization chart, etc., should be attached if necessary. Include emergency contact information for nighttime, etc.)

(1) Person in charge of removal operations

|  |  |  |
| --- | --- | --- |
| Company Name |  |  |
| Affiliation / Position |  |  |
| identity |  |  |
| address (e.g.) of house) |  |  |
| Phone number |  |  |
| E-mail |  |  |

(2) Field operations manager (person in charge of on-site work)

|  |  |  |
| --- | --- | --- |
| Affiliation / Position |  |  |
| identity |  |  |
| Phone number |  |  |

(3) Operator removal work system

Person in charge of removal operations

Field operations manager

|  |  |  |
| --- | --- | --- |
| Maintenance Department | Ground Handling Division | Operation Division |
| Maintenance Department  Affiliation Contact  In-house maintenance, contractor maintenance, boarding maintenance | Affiliation Contact | Affiliation Contact |

Head office - support department, etc. (\*Insurance company, etc., if necessary)

Affiliation Contact

List of heavy equipment, etc. and personnel (\*In case of removal without arranging aircraft recovery kit)

The route of delivery of heavy equipment, etc. shall be coordinated with the airport administrator.

(1) List of heavy equipment, etc. (List cranes (tow trucks), dollies, anvils, etc.)

|  |  |
| --- | --- |
| Equipment |  |
| Location |  |
| Equipment Suppliers |  |
| Delivery method - route, etc. |  |
| Time (approximate) |  |
| Other |  |

(2) List of personnel required to move the aircraft

|  |  |  |
| --- | --- | --- |
| Company Name/Affiliation | the number of people | remarks |
|  |  |  |
|  |  |  |
|  |  |  |

(3) Maximum takeoff weight (MTOW) for aircraft type

|  |  |  |
| --- | --- | --- |
| Aircraft Type | Weight (tons) | remarks |
|  |  |  |
|  |  |  |
|  |  |  |

1 pound (lb) = 453.59 grams (g), 1 ton (t) = 2204.62 pounds (lb)

3. methods related to removal work

-Work items and role assignment

(\*Add items and a summary of work as necessary.)

|  |  |  |  |
| --- | --- | --- | --- |
| (data) item | (in) charge (of an area of responsibility, but not necessarily supervision of staff) | Work Summary | Time (approximate) |
| Maintenance Manager  on-the-spot dispatch |  |  |  |
| Investigation of the status of disable aircraft |  | -Check condition of disabled aircraft (electrical system, liquid spills)  -Check the condition of fuel and other spills (spill prevention measures, road surface cleaning)  -Gathering information from airframe and engine manufacturers  -Confirmation of loading status of hazardous materials, etc.  -Check weight and center of gravity |  |
| Arrangement of heavy equipment and personnel |  |  |  |
| Weight reduction adjustment |  | -Fuel extraction  -Unloading mail, baggage, cargo, etc. |  |
| Coordination with related organizations |  | -Administrative procedures, etc. necessary for removal |  |
| Bringing in heavy equipment, etc. |  | -Transportation |  |
| Aviation fuel, etc. Extraction |  |  |  |
| removal |  | -Lifting (lifting) |  |
| Gear repair or replacement (gear inspection) |  |  |  |
| Aircraft towing |  | -Towing or winch -Movement by moving charm trailer |  |
| Road surface cleaning, etc. |  |  |  |
| Total time required | | |  |

4. Methods related to the removal of fuel from aircraft

(1) Maximum fuel capacity for each aircraft type

|  |  |  |
| --- | --- | --- |
| Aircraft Type | Fuel quantity (lb) | remarks |
|  |  |  |

(2) Fuel Extraction Method

|  |  |
| --- | --- |
| Equipment, etc. |  |
| organizations concerned (involved) |  |
| Methods, etc. |  |

(\*Include, if necessary, liaison and coordination with relevant agencies, including fire departments, and methods for coordinating storage locations for the extracted fuel.)

5. Aircraft Recovery Manual

Be prepared to safely and efficiently perform removal operations in accordance with the Aircraft Recovery Manual prepared by the aircraft manufacturer.

6. Other items of reference

Where and how to remove and store equipment to be removed, etc.

**Aircraft Operator’s Removal Operation Plan**

**[Salvage] (For aerial work service operators)**

|  |  |
| --- | --- |
| owner |  |
| Aircraft type and registration symbol/number |  |

Total loss of aircraft, accidents at sea, etc.

\*Details of the removal work shall be in accordance with the [Debog and Recovery Section.

1. **Operator removal work system**

(\*An organization chart, etc., should be attached if necessary. Include emergency contact information for nighttime, etc.)

1. Aircraft Owner

|  |  |
| --- | --- |
| Company Name |  |
| identity |  |
| Company Address |  |
| Company Phone Number |  |
| E-mail |  |
| owner |  |
| Phone number |  |

If jointly owned, all members must be listed. If company owned, the name of the company must be listed.

(2) Operation consignment company

|  |  |
| --- | --- |
| Company Name |  |
| belong to |  |
| post |  |
| identity |  |
| Company Address |  |
| Phone number |  |
| E-mail |  |

This information is required when the vessel is operated by someone other than the owner. The name should be that of the representative operator.

(3) Person in charge of removal operation

|  |  |
| --- | --- |
| Company Name |  |
| belong to |  |
| post |  |
| address (e.g. of house) |  |
| Contact |  |

(4) Field operations manager (person in charge of on-site work)

|  |  |
| --- | --- |
| Company Name |  |
| belong to |  |
| post |  |
| Contact |  |

(5) Head office - branch office contact information

(Head office)

|  |  |
| --- | --- |
| Affiliation / Position |  |
| Location |  |
| Contact |  |

(Branch)

|  |  |
| --- | --- |
| Branch name |  |
| Affiliation / Position |  |
| Location |  |
| Contact |  |

Other emergency contacts

(Aircraft manufacturer)

|  |  |
| --- | --- |
| Company Name |  |
| Affiliation / Position |  |
| Location |  |
| Contact |  |

(Maintenance company)

|  |  |
| --- | --- |
| Company Name |  |
| Affiliation / Position |  |
| Location |  |
| Contact |  |

2. Other items of reference

If removal equipment is to be temporarily stored at the airport, the location and method of storage, etc.

#### (3) Aircraft Operator’s removal operation plan (for individuals and other companies)

\*This plan must be submitted with the operator removal work plan for the aircraft type before the operator enters the airport or when submitting the airport use notification.

**Aircraft Operator’s Removal Operation Plan**

**(For individuals and other companies)**

date

belong to

Name of person responsible for removal work

address (e.g. of house)

Phone number

E-mail

In order to be prepared in the event of an aircraft being disabled, an operator removal work plan will be submitted for each type of disablement (debogging and recovery section and salvage section), depending on the type of disablement.

In addition, in order to ensure a prompt response in the event that the airport administrator determines that a system for removal is not in place or that there will be a significant impact on airport operations, a "Consent for disabled aircraft" form will be submitted and the airport administrator and those involved in the removal work will be entrusted with part or all of the removal work. The airport administrator and the parties involved in the removal work will be entrusted with part or all of the removal work.

In addition, if a situation arises in which your airport is unable to procure any of the materials and equipment required for the removal listed below, we will separately clarify the relevant list and consult and coordinate with you on how to deal with the situation.

**Aircraft Operator’s Removal Operation Plan**

**[Debog and Recovery]**

**(For individuals and other companies)**

|  |  |
| --- | --- |
| owner |  |
| Aircraft type and registration symbol/number |  |

[Debog].

When moving an aircraft on a runway or taxiway when the aircraft is stuck or deviating from the runway, etc., with relatively minor damage or no damage at all to the aircraft

[Recovery]

When the aircraft cannot be moved without the use of an aircraft recovery kit or heavy equipment such as a crane due to deviation from the runway or stranding, damage including to the forelegs or main landing gear, etc. (excluding total loss).

1. Operator removal work system

(\*An organization chart, etc., should be attached if necessary. Include emergency contact information for nighttime, etc.)

(1)Aircraft Owner

|  |  |  |
| --- | --- | --- |
| Company Name |  |  |
| Company Address |  |  |
| identity |  |  |
| Company Phone Number |  |  |
| Company E-mail |  |  |
| Owner's phone number |  |  |

In the case of joint ownership, a list of all members (of whom the representative should be noted), and in the case of corporate ownership, the name of the company should be included.

(2) Operation consignment company

|  |  |
| --- | --- |
| Company Name |  |
| belong to |  |
| post |  |
| identity |  |
| Company Address |  |
| Phone number |  |
| E-mail |  |

\*This information is required when the vessel is operated by someone other than the owner. The name should be that of the representative operator.

(3) Person in charge of removal operation

|  |  |  |
| --- | --- | --- |
| Company Name |  |  |
| Company Address |  |  |
| Affiliation / Position |  |  |
| identity |  |  |
| Company Phone |  |  |
| Company E-mail |  |  |

(4) Field operations manager (person in charge of on-site work)

|  |  |  |
| --- | --- | --- |
| Affiliation / Position |  |  |
| identity |  |  |
| Phone number |  |  |
| E-mail |  |  |

(5) Operator removal work system

(This description is for cases where the company owns the aircraft as a corporation.)

\*If jointly owned, such as a flight club, please list the organization.

\*If you own the property as an individual, this is not necessary as that person will be responsible for each and should be stated as such.

person in charge of removal operation

Field operations manager

|  |  |  |
| --- | --- | --- |
| Maintenance Department | Ground Handling Division | Operation Division |
| Maintenance Department  Affiliation Contact  In-house maintenance, contractor maintenance, boarding maintenance | Affiliation Contact | Affiliation Contact |

Head office - support department, etc. (\*Insurance company, etc., if necessary)

Affiliation Contact

List of heavy equipment, etc. and personnel (\*In case of removal without arranging aircraft recovery kit)

The route of delivery of heavy equipment, etc. shall be coordinated with the airport administrator.

(1) List of heavy equipment, etc. (Enter a list of cranes (tow trucks), dollies, anvils, etc.)

|  |  |
| --- | --- |
| Equipment |  |
| Location |  |
| Equipment Provider |  |
| Delivery method - route, etc. |  |
| Time (approximate) |  |
| Other |  |

(2) Maximum takeoff weight (MTOW) for aircraft type

|  |  |  |
| --- | --- | --- |
| Aircraft Type | Weight (tons) | remarks |
|  |  |  |
|  |  |  |

1 pound (lb) = 453.59 grams (g), 1 ton (t) = 2204.62 pounds (lb)

(3) List of personnel required to move the aircraft

|  |  |  |
| --- | --- | --- |
| Company Name/Affiliation | the number of people | remarks |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

3. methods related to removal work

Work items and role assignment

(\*Add items and work summary as necessary.)

|  |  |  |  |
| --- | --- | --- | --- |
| (data) item | (in) charge (of an area of responsibility, but not necessarily supervision of staff) | Work Summary | Time (approximate) |
| Maintenance Manager  on-the-spot dispatch |  |  |  |
| Survey of the status of disable aircraft |  | -Check condition of disabled aircraft (electrical system, liquid spills)  -Check the condition of fuel spillage (spillage prevention measures, road surface cleaning)  -Gathering information from airframe and engine manufacturers  -Confirmation of loading status of hazardous materials, etc.  -Check weight and center of gravity |  |
| Arrangement of heavy equipment and personnel |  |  |  |
| Weight reduction adjustment |  | -Fuel extraction  -Unloading baggage, cargo, etc. |  |
| Coordination with related organizations |  |  |  |
| Bringing in heavy equipment, etc. |  | -Transportation |  |
| Aviation fuel, etc.  drawing (wire, pipes, metal plate) |  |  |  |
| removal |  | -Lifting (lifting) |  |
| Gear repair or replacement (gear inspection) |  |  |  |
| Aircraft towing |  | -Tow or winch  -Transportation by mobile trailer |  |
| Road surface cleaning, etc. |  |  |  |
| Total time required | | |  |

4. Methods related to fuel removal from aircraft (1) Maximum fuel loading capacity for each aircraft type

|  |  |  |
| --- | --- | --- |
| Aircraft Type | Fuel quantity (lb) | Remarks (fuel type, etc.) |
|  |  |  |

(2) How to remove fuel

|  |  |
| --- | --- |
| Equipment, etc. |  |
| organizations concerned (involved) |  |
| Methods, etc. |  |

(\*Include, if necessary, liaison and coordination with relevant agencies, including fire departments, and methods for coordinating storage locations for the extracted fuel.)

5. Aircraft Recovery Manual

Be prepared to safely and efficiently perform removal operations in accordance with the Aircraft Recovery Manual prepared by the aircraft manufacturer.

6. other items of reference

Where and how to remove and store equipment to be removed, etc.

**Aircraft Operator’s Removal Operation Plan**

**[Salvage]**

**(For individuals and other companies)**

|  |  |
| --- | --- |
| owner |  |
| Aircraft type and registration symbol/number |  |

When the aircraft cannot be moved without the use of an aircraft recovery kit or heavy equipment such as a crane due to deviation from the runway or stranding, damage including to the forelegs or main landing gear, etc. (excluding total loss).

1. Operator removal work system

(\*An organization chart, etc., should be attached if necessary. Include emergency contact information for nighttime, etc.)

(1) Aircraft Owner

|  |  |
| --- | --- |
| Company Name |  |
| Company Address |  |
| identity |  |
| Company Phone |  |
| Company E-mail |  |
| Owner Phone |  |

In the case of joint ownership, a list of all members (of whom the representative should be noted), and in the case of corporate ownership, the name of the company should be included.

(2) Operation consignment company

|  |  |
| --- | --- |
| Company Name |  |
| Company Address |  |
| Affiliation / Position |  |
| identity |  |
| Company Phone |  |
| Company E-mail |  |

\*This information is required when the vessel is operated by someone other than the owner. The name should be that of the representative operator.

(3) Person in charge of removal operation

|  |  |  |
| --- | --- | --- |
| Company Name |  |  |
| Company Address |  |  |
| Affiliation / Position |  |  |
| identity |  |  |
| Company Phone |  |  |
| Company E-mail |  |  |

(4) Field operations manager (person in charge of on-site work)

|  |  |  |
| --- | --- | --- |
| Affiliation / Position |  |  |
| identity |  |  |
| Phone number |  |  |
| E-mail |  |  |

(5) Other emergency contacts

(Aircraft manufacturer)

|  |  |
| --- | --- |
| Company Name |  |
| Affiliation - Position |  |
| Location |  |
| Contact |  |

(Maintenance company)

|  |  |
| --- | --- |
| Company Name |  |
| Affiliation - Position |  |
| Location |  |
| Contact |  |

(6) Operator removal work system

(This description is for cases where the company owns the aircraft as a corporation.)

\*If jointly owned, such as a flight club, please list the organization.

\*If you own the property as an individual, this is not necessary as that person will be responsible for each and should be stated as such.

Person in charge of removal operation

Field operations manager

|  |  |  |
| --- | --- | --- |
| Maintenance Department | Ground Handling Division | Operation Division |
| Maintenance Department  Affiliation Contact  In-house maintenance, contractor maintenance, boarding maintenance | Affiliation Contact | Affiliation Contact |

Head office - support department, etc. (\*Insurance company, etc., if necessary)

Affiliation Contact

2. list of heavy equipment, etc. and personnel (\*in case of removal without arranging aircraft recovery kit)

The route of delivery of heavy equipment, etc. shall be coordinated with the airport administrator.

(1) List of heavy equipment, etc. (List cranes (tow trucks), dollies, anvils, etc.)

|  |  |
| --- | --- |
| Equipment |  |
| Location |  |
| Equipment Suppliers |  |
| Delivery Method - Route, etc. |  |
| Time (approximate) |  |
| Other |  |

(2) List of personnel required to move the aircraft

|  |  |  |
| --- | --- | --- |
| Company Name/Affiliation | the number of people | remarks |
|  |  |  |
|  |  |  |
|  |  |  |

(3) Maximum takeoff weight (MTOW) for aircraft type

|  |  |  |
| --- | --- | --- |
| Aircraft Type | Weight (tons) | remarks |
|  |  |  |
|  |  |  |
|  |  |  |

1 pound (lb) = 453.59 grams (g), 1 ton (t) = 2204.62 pounds (lb)

Methods related to removal work [Recovery, etc.

Work items and role assignment

(\*Add items and work summary as necessary.)

|  |  |  |  |
| --- | --- | --- | --- |
| (data) item | (in) charge (of an area of responsibility, but not necessarily supervision of staff) | Work Summary | Time (approximate) |
| Maintenance Manager  on-the-spot dispatch |  |  |  |
| Survey of the status of disable aircraft |  | -Check condition of disabled aircraft (electrical system, liquid spills)  -Check the condition of fuel and other spills (spill prevention measures, road surface cleaning)  -Gathering information from airframe and engine manufacturers  -Confirmation of loading status of hazardous materials, etc.  -Check weight and center of gravity |  |
| Arrangement of heavy equipment and personnel |  |  |  |
| Weight reduction adjustment |  | -Fuel extraction  -Unloading of mail, baggage, cargo, etc. |  |
| Coordination with related organizations |  | Administrative procedures, etc. required for removal |  |
| Bringing in heavy equipment, etc. |  | -Transportation |  |
| Aviation fuel, etc.  drawing (wire, pipes, metal plate) |  |  |  |
| removal |  | -Lifting (lifting) |  |
| Gear repair or replacement (gear inspection) |  |  |  |
| Aircraft towing |  | -Tow or winch  -Transportation by trailer |  |
| Road surface cleaning, etc. |  |  |  |
| Total time required | | |  |

4. method for removing fuel from aircraft

(1) Maximum fuel capacity for each aircraft type

|  |  |  |
| --- | --- | --- |
| Aircraft Type | Fuel quantity (lb) | Remarks (fuel type, etc.) |
|  |  |  |

(2) Fuel Extraction Method

|  |  |
| --- | --- |
| Equipment, etc. |  |
| organizations concerned (involved) |  |
| Methods, etc. |  |

(\*Include, if necessary, the method of liaison and coordination with relevant agencies, including firefighting agencies, and the storage location of the extracted fuel).

5. other items of reference

If removal equipment is to be temporarily stored at the airport, the location and method of storage, etc.

### Removal operation plan prepared for Aircraft Operators prepared by airport administrator

　The operator's removal work plan should be submitted by the operator, etc. However, when an aircraft is boarded, mainly operated by an individual or other company, the operator, etc. is not expected to be capable of removing the aircraft. In this case, the airport administrator shall also request the operator's consent to use the operator's removal work plan that was prepared in advance by the airport administrator.

　To address the above, prepare a removal work plan in advance by replacing the person responsible for the removal work with the airport administrator based on the "Operator Removal Work Plan (for individuals and other companies)" inspection 2.1.2(3) above, or by using the sample on the next page.

\*Blue letters and blue boxes in the operator removal work plan are examples of entries.

In addition, assuming that an aircraft operator or individual owner does not have a place of business at the airport, the airport administrator should fill in the information as shown in the example below in advance.

**Aircraft Operator’s Removal Operation Plan**

**(prepared by the airport administrator)**

1. airport administrator removal work system

(\*An organization chart, etc., should be attached if necessary. Include emergency contact information for nighttime, etc.)

(1) Person responsible for removal operation

|  |  |
| --- | --- |
| organization name |  |
| Affiliation / Position |  |
| identity |  |
| Phone number |  |
| E-mail |  |

(2) Field operations manager (person in charge of on-site work)

|  |  |
| --- | --- |
| organization name |  |
| Affiliation / Position |  |
| identity |  |
| Phone number |  |

(3) Removal operations coordinator

|  |  |
| --- | --- |
| organization name |  |
| Affiliation / Position |  |
| identity |  |
| Phone number |  |

Aircraft Operator removal work system

Person in charge of removal operation

Field operations manager

|  |  |  |
| --- | --- | --- |
| Flight Surface Management Division | Facilities Division | Electric Lights Division |
| Affiliation Contact | Affiliation Contact | Affiliation Contact |

(4) Aircraft type to be removed

　　　　　reference example

|  |  |  |
| --- | --- | --- |
| Aircraft Classification | Model Example | Remarks |
| small aircraft | SR22, B350, HDJT, DHC8 | Aircraft that have been flown in and out in the past 3 years |
| Medium, large and ultra-large aircraft | A320, B787, A350 | Aircraft in service for scheduled flights |
| rotary-wing aircraft | R22, B212, S61 | Aircraft that have been flown in and out in the past 3 years |
| glider |  | Not assumed at this airport. |

List of heavy equipment and personnel

1. List of heavy machinery, etc.

Provide a list of cranes (tow trucks), sling ropes, dollies, slabs, etc. that can be used for the removal of disable aircraft on or off the airport.

|  |  |
| --- | --- |
| Equipment |  |
| Location |  |
| Equipment Provider |  |
| Delivery method - route, etc. |  |
| Time (approximate) |  |
| Other |  |

When large equipment is to be delivered from outside the airport, a diagram showing the delivery route from the location of the supplier to the airport and a diagram showing the delivery route within the airport (the airport should be divided into areas such as both ends of the runway and the center area, and the delivery route to these areas and the locations where paving boards are required should be identified) should be prepared.

Basically, since crane and other heavy equipment operating companies have obtained traffic permits, etc. in the past, we believe it is a good idea to utilize their expertise.　We believe it is important to first investigate companies that have never transported cranes to the airport and coordinate with such companies.

A list should be made of removal equipment shared with surrounding airports and removal equipment owned by other airport administrators that can be rented.

1. List of businesses on and off the airport that may be able to assist in moving the aircraft

|  |  |  |
| --- | --- | --- |
| name of company | Business and possible cooperative work | Remarks |
|  |  |  |
|  |  |  |
|  |  |  |

1. Number of workers who may be able to assist in moving the aircraft

The maximum number and conditions for cooperation should be ascertained, as this may or may not be possible depending on the situation.

The number of pilots, mechanics, and other qualified holders should also be ascertained as a reference.

|  |  |  |
| --- | --- | --- |
| Company Name/Affiliation | the number of people | remarks |
|  |  |  |
|  |  |  |
|  |  |  |

Methods related to removal work

Work items and role assignment

(\*Add items and work summary as necessary.)

|  |  |  |  |
| --- | --- | --- | --- |
| (data) item | (in) charge (of an area of responsibility, but not necessarily supervision of staff) | Work Summary | Time (approximate) |
| Maintenance Manager  on-the-spot dispatch |  |  |  |
| Survey of the status of disable aircraft |  | -Check the condition of disabled aircraft (electrical system, liquid dependence spillage)  -Check the condition of fuel and other spills (spill prevention measures, road surface cleaning)  -Gathering information from airframe and engine manufacturers  -Confirmation of loading status of hazardous materials, etc.  -Check weight and center of gravity |  |
| Determination of availability of recovery kits, etc. |  |  |  |
| Arrangement of heavy equipment, personnel, or recovery kits |  |  |  |
| Weight reduction adjustment |  | -Fuel extraction  -Unloading of mail, baggage, cargo, etc. |  |
| Coordination with related organizations |  | -Administrative procedures, etc. necessary for removal |  |
| Delivery of heavy equipment, etc. or recovery kits |  | -Transportation |  |
| Aviation fuel, etc.  drawing (wire, pipes, metal plate) |  |  |  |
| Unloading mail, baggage, cargo, etc. |  |  |  |
| Airframe Protection |  | -Prevention of airframe parts from falling off and protection of engine |  |
| removal |  | -Stabilization (leveling) of the aircraft  -Lifting of aircraft (lifting) |  |
| Gear repair or replacement (gear inspection) |  |  |  |
| Aircraft towing |  | -Towing or winch - Movement by mobile trailer |  |
| Road surface cleaning, etc. |  |  |  |
| Total time required | | |  |

4. methods related to the removal of fuel from aircraft

(1) Operators capable of handling fuel removal from aircraft and their methods (domestic and international)

|  |  |  |
| --- | --- | --- |
| Company | sampling (i.e. as a survey method) | Contact |
|  |  |  |
|  |  |  |

* Include liaison and coordination with relevant agencies, including fire departments (e.g., places handling hazardous materials) and disposal methods for extracted fuel.
* Include the results of coordination with Customs regarding the treatment of extracted fuel in the case of ocean-going aircraft.

5. Other items of reference

Where and how to remove and store equipment to be removed, etc.

|  |  |  |
| --- | --- | --- |
| Equipment Size | Candidate for temporary storage | Storage conditions, etc. |
| large machine | Vacant lot in airport 0 | For short periods of time in debogging and recovery, the spot shall be a nighttime parking spot 00, and for longer periods, it shall be a vacant airport lot 00. |
| medium size plane | same as above | same as above |
| small aircraft | Employer Hanger  Spot 0 for small aircraft | Basically, it is a hanger for the using business, but if it is not possible, it is a spot for a small aircraft. |

## Consent Form

For air carriers, etc. that regularly use specific airports (including divert destination airports. However, the following (a) Draft Agreement for Operators is assumed to be used for air carriers that normally use certain airports (excluding divert destination airports that are not normally assumed), subject to prior coordination and submission of an operator removal work plan. The contents of the consent form should be coordinated with each airport administrator and operator, etc., as appropriate, based on coordination with each airport administrator and operator, etc.

In addition, the airport administrator of a divert airport that is not normally expected to be used by the air carrier, etc., is required to have the application submitted promptly after landing if the air carrier, etc., is to use the airport in a hurry.

On the other hand, for operators who do not have the ability to remove aircraft at the airports used by individuals and other companies mentioned in the previous section, we assume that the following (b) Draft Agreement for Individuals and Other Companies will be requested on the assumption that the operator removal work plan prepared in advance by the airport administrator will be used.

In cases where the aircraft is owned jointly by flight clubs, etc., it is possible to receive a comprehensive amount from a representative for each aircraft. The following (c) assumes that the operator etc. will carry out the removal work, but will ask for removal assistance from the airport administrator and other parties involved in the removal work.

\*If the airport administrator already requires the submission of a consent form (including online), please add a note covering the information in (a) or (b), depending on the operator, etc., and covering the information in (c), if necessary.

1. **Draft Consent Form for the Removal of Disabled Aircraft**

**(For Airliners and aerial work service operator)**

This Consent Form is made in order to clarify where the responsibility lies for the airport administrator or owner of the aircraft (hereinafter referred to as the “Aircraft Operator"), the person who is entrusted by the airport administrator to perform the removal work on behalf of the Aircraft Operator, in the event that an aircraft using the airport becomes disabled on the runway.

When using an airport, I agree to the following regarding the procedure in case my aircraft be disabled and is forced to stay on the runway or around.

1. In principle, removal or relocation of disabled aircraft shall be the responsibility of the Aircraft Operator. Aircraft Operator shall carry out the removal work promptly taking into consideration the impact on airport operations.
2. Removal shall be carried out in accordance with the submitted “Aircraft Operator’s Removal Operation Plan" which adjusted with airport administrator mutually in advance.
3. Promptly notify airport administrator and other relevant parties of information regarding the outlook for removal woｒｋ of the disabled aircraft.
4. Follow the instructions of the airport administrator or the Removal Operations Coordinator designated by airport administrator regarding matters necessary for aircraft removal.
5. Aircraft Operator shall be responsible for all costs incurred in relation to the removal work (including the fees for the use of land and facilities for storing the removed aircraft) and the costs for restoring the airport to its original state in case of damage to the airport's functions, and the payment must be made by the specified method and by the due date specified by the airport administrator.
6. The Aircraft Operator may, if necessary, request the airport administrator to carry out all or part of the removal work, but in that case the Aircraft Operator must agree to the following items from a) to e).

a) When the airport administrator is responsible for removal, the airport administrator may request a third party to carry out the removal work, provide equipment and personnel.

b) The Aircraft Operator shall bear the costs incurred from the removal work performed by the airport administrator and the use of the equipment and materials used in the removal (including equipment rental, equipment damage, service costs, transportation costs, etc.) and pay in a manner instructed by the airport administrator. In principle, the airport administrator will not make any advance payments.

c) The Aircraft Operator will not make any claims for secondary damages caused unavoidably during the removal work carried out by the airport administrator.

d) If an injury occurred during removal work by the airport administrator, the injured person shall not be prevented from claiming damages against the Aircraft Operator.

e) Aircraft operators shall provide their utmost cooperation even if they request airport administrator to carry out removal work.

1. Through the implementation of the above, if it takes a large amount of time for the Aircraft Operator to make an estimate or plan for removal, or if the airport administrator determines that it will have a significant impact on airport operations after taking into consideration factors such as stranded passengers at the airport or weather conditions, the airport administrator may remove the disabled aircraft after notifying the Aircraft Operator, without being requested by the Aircraft Operator. In this case, the costs and expenses incurred in the removal work shall be borne in accordance with paragraph (6) above.
2. In order to ensure that there are no impediments to the performance of the above items, aircraft operators must make arrangements in advance with insurance companies, as necessary.
3. If the airport administrator determines that there is a problem about the Aircraft Operator's compliance with this Consent Form, airport administrator may suspend the Aircraft Operator's use of the airport or take other necessary measures against the Aircraft Operator.
4. If any matter not specified in this Consent Form or any doubt arises regarding the interpretation of this Consent Form, airport administrator and the Aircraft Operator will mutually negotiate in good faith and seek a prompt resolution.

I agree to all the above.

Company name

Month/Day/Year Signatures:

1. **Draft Consent Form for the Removal of Disabled Aircraft**

**(For individuals and other companies)**

This Consent Form is made in order to clarify where the responsibility lies for the airport administrator or owner of the aircraft (hereinafter referred to as the “Aircraft Operator"), the person who is entrusted by the airport administrator to perform the removal work on behalf of the Aircraft Operator, in the event that an aircraft using the airport becomes disabled on the runway.

In the event that an aircraft in operation becomes disabled within the airport for any reason, the aircraft operator is responsible for promptly removing the aircraft to a location that does not affect airport operations, and in preparation for the event that the aircraft operator is unable to fulfill all or part of this responsibility, I agree in advance to the following items:

(1) Removal of disabled aircraft by airport authorities

In the event that an aircraft becomes disabled on the runway or around, causing a hindrance to airport operations, and the airport administrator determines that the Aircraft Operator does not have the ability to remove the aircraft by own self, the airport administrator may have the aircraft removed or moved to a location where it will not interfere with airport operations. in such cases, I agree the following items a) and b).

a) When the airport administrator do the removal work, the airport administrator may request a third party to carry out the removal work, provide equipment and personnel.

b) The Aircraft Operator shall bear the costs incurred from the removal work performed by the airport administrator, the use of the equipment and materials used in the removal (including equipment rental, equipment damage, service costs, transportation costs, etc.), and all costs incurred in relation to the removal work (including the fees for the use of land and facilities for storing the removed aircraft) and the costs for restoring the airport to its original state in case of damage to the airport's functions, and the payment must be made by the specified method and by the due date specified by the airport administrator.

(2) Method of removal work to be carried out by the airport administrator

The removal work will be carried out according to a removal plan prepared in advance by the airport administrator.

(3) Disclaimer

a) The Aircraft Operator will not make any claims for secondary damages caused unavoidably during the removal work carried out by the airport administrator.

b) If an injury occurred during removal work by the airport administrator, the injured person shall not be prevented from claiming damages against the Aircraft Operator.

(4) Coordination with insurance companies

In order to ensure that there are no impediments to the performance of the above items, aircraft operators must make arrangements in advance with insurance companies, as necessary.

(5) Measures to be taken if problem arise in implementation of this Consent Form

If the airport administrator determines that there is a problem about the Aircraft Operator's compliance with this Consent Form, airport administrator may suspend the Aircraft Operator's use of the airport or take other necessary measures against the Aircraft Operator.

(6) Discussions

If any matter not specified in this Consent Form or any doubt arises regarding the interpretation of this Consent Form, airport administrator and the Aircraft Operator will mutually negotiate in good faith and seek a prompt resolution.

request airport administrator to carry out removal work.

Month/Day/Year

Aircraft Operator

Affiliation - Representative Name

address

Phone number

E-mail

Signatures:.

Consent Form regarding the equipment and materials provided by the airport administrator and those involved in the removal work, or used to support the removal work

**(c)Draft Consent Form for the Removal of Disabled Aircraft**

This Consent Form clarifies who is responsible for the equipment and materials used in the removal of the disabled aircraft and represents a tripartite Consent Form between the Airport administrator, Aircraft Operator of the disabled aircraft and those involved in the removal work at the airport.

1. Materials and equipment provided by the airport administrator and removal-related cooperatives

(1) Materials and equipment owned by the airport administrator are as follows

Materials and equipment provided by airport administrator

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Equipment name | | List of materials and equipment No. | usage rules | Estimated cost | type size |
| ① |  |  |  |  |  |
| ② |  |  |  |  |  |
| ③ |  |  |  |  |  |
| ④ |  |  |  |  |  |
| ⑤ |  |  |  |  |  |

(2) Materials and equipment possessed by removal-related cooperatives are as follows

Materials and equipment provided by removal-related cooperatives

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Equipment name | | Holding company | List of materials and equipment No. | usage rules | Estimated cost | type size |
| ① |  |  |  |  |  |  |
| ② |  |  |  |  |  |  |
| ③ |  |  |  |  |  |  |
| ④ |  |  |  |  |  |  |
| ⑤ |  |  |  |  |  |  |

2. Personnel support depending on the content of the removal work

Based on the request, the airport administrator shall arrange for the following personnel, depending on the type of work

Personnel support the removal work

|  |  |  |  |
| --- | --- | --- | --- |
| Work Contents | | belong to | the number of people |
| ① | Materials and Equipment - Workers (Transportation - Guidance - Monitoring) |  |  |
| ② | Curing (ground reinforcement, fuel extraction) |  |  |
| ③ | Preparation for moving (slinging, jacking up, setting up carts, etc.) |  |  |
| ④ | Moving operation (from a seat to a parking place) |  |  |
| ⑤ | Cleanup (road surface cleaning, equipment cleanup) |  |  |

3. Disclaimer regarding use of equipment and material

①If any equipment or materials used is damaged, the Aircraft Operator is responsible for making compensation in a manner specified by the airport administrator.

②If new damage (excluding intentional damage) is caused to the disabled aircraft as a result of the use of the equipment, the repair costs will be borne by the Aircraft Operator.

③If the use of the equipment results in injury to the airport administrator or persons involved in the removal work, this will not prevent the injured person from claiming damages against the aircraft operator.

4. Use of equipment

①The Aircraft Operator or the person involved in the removal work will use the equipment and materials listed in item 1 above to perform the work of removing the disabled aircraft.

②The airport administrator will monitor the use of equipment and materials by Aircraft Operator or those involved in the removal work and provide advice as necessary.

I agree to all the above.

Month Day Year

Aircraft Operator

Affiliation - Representative Name

address

Phone number

E-mail

Signatures:.

Removal-related cooperative

Affiliation - Representative Name

address

Phone number

E-mail

Signatures:.

airport administrator

Affiliation - Representative Name

address

Phone number

E-mail

Signatures:.