

A.2

User Guide

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1 Outline and structure

This Aerodrome Manual consists of five different parts:

Part A – General Information

Part B – Management and Administration

Part C – Airport Premises

Part D – Aeronautical Information Publication Requirements

Part E – Operating Procedures

The parts of the Aerodrome Manual are composed of different chapters. The chapters within a part are numbered continually in an alphanumeric order.

The chapters of the Aerodrome Manual may contain annexes.

If a certain chapter contains no annexes, there will be listed only a placeholder in the outline of the chapters' table of contents. The corresponding page in the chapter will be marked as followed:

„This section has been intentionally left blank. Chapter A.2 contains no annexes.“

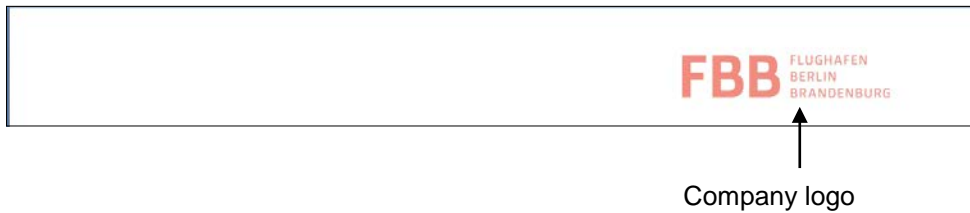
If a blank page is necessary due to editorial reasons, it will be marked as followed:

„This page has been intentionally left blank.“

Extensive chapters (with more than ten pages text) additionally contain a modification history.

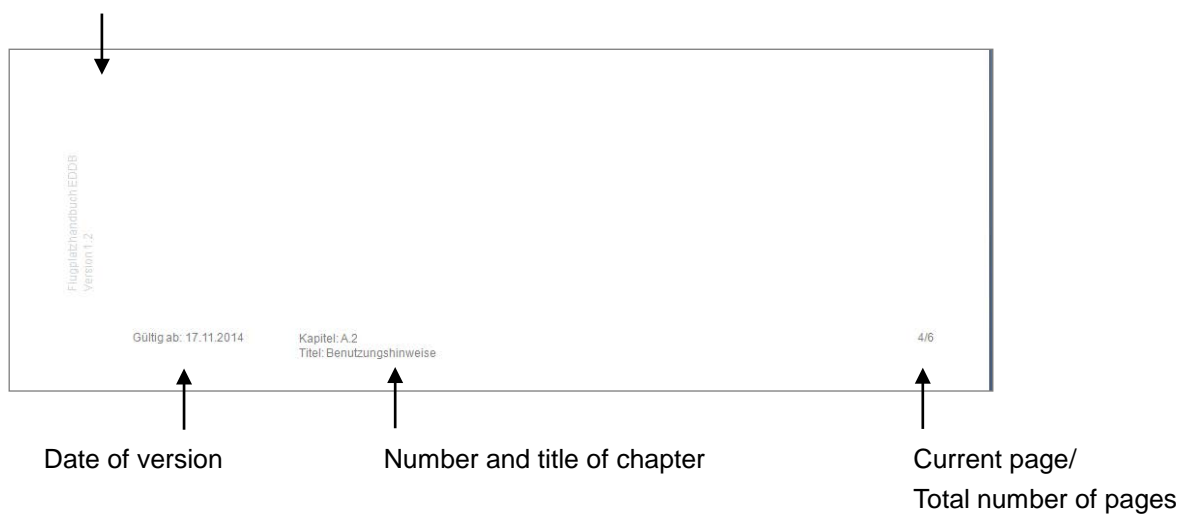
2 Layout and pagination

Header



Footer and left margin

Version number and designation of whole document



Pagination

For the pages' designation in the Aerodrome Manual an sequential numbering is used within a chapter. Additionally, the total number of pages is successively added to each document.

Marking of changes






Punctual changes in the text are marked with **gray**. Deletions are marked with **strikethrough**. In case of comprehensive modifications the marking in gray is omitted for reasons of legibility.

3 Cross-references

Cross-references within the Aerodrome Manual contain the number of the relevant chapter, for example 'A.4' or 'E.9'. Cross-references to information outside the Aerodrome Manual shall contain the designation of the relevant document, e.g. 'Charges' or 'Purchasing and Employment Guidelines'.

4 Symbols and terms

Some information is highlighted with symbols because of its importance for better recognition.

Meaning	Signal word
 Marking a dangerous situation.	<ul style="list-style-type: none"> • Attention! • Caution!
 An action may not be performed.	<ul style="list-style-type: none"> • Prohibited. • Forbidden.
 An action must be performed.	
 Detailed information for safe working.	
 Several points must be observed at the same time.	

Red bullet points on the left are used to highlight enumerations.

If in the Aerodrome Manual

- the words 'example' or 'for example' are used, or
- a picture is used as a schema
- the last bullet of an enumeration is 'etc.' (and so on),

then one or more regular situations or objects are described or listed, but not any further possible/conceivable. Other situations or objects are permitted, but are not fully listed or described for reasons of space and legibility. If none of the formulations above are used in the Aerodrome Manual, then other situations or objects are not permitted, not possible or not applicable.

In the interest of better readability, the wording is not gender-neutral. The male formulations used in the Aerodrome Manual therefore apply without restriction to the other genders.

Annex 1

This section has been intentionally left blank. Chapter A.2 contains no annexes.