

				Manchester Airport Airside Driving		Risk Rating	High – Reviewed Annually
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1 Airside Driver Permit (ADP) Procedures

1.1 Permit Requirement

No person is permitted to drive in any airside area of Manchester Airport without a valid ADP, which is appropriate to the area in which they are driving. All ADPs have an identification number corresponding to their Security Pass.

To ensure that drivers of vehicles requiring airside access are in possession of a valid ADP Airfield Security will conduct visual checks of driving permits before security access is granted airside.

Airfield Security will deny access to drivers of vehicles who are not in possession of a valid driving permit and contact Airfield Operations.

In the case of HGVs, PCVs or unconventional vehicles, a Certificate of Competence, issued by the Vehicle Operator, is required.

1.2 Exceptions

Vehicles being escorted by a vehicle driven by an appropriate airside driving permit holder.

N.B - Drivers are not permitted to escort vehicles on the Manoeuvring area unless authorised or accompanied by Manchester Airport (MA) Airfield Operations.

1.3 Permit Types

A	Permits drivers to use the airside roads, stand/equipment areas and Western Maintenance Area without an ATC clearance. Does not permit operation on perimeter roads or beyond the double white lines, which define the limit of the Apron.
M	Permits drivers to operate on perimeter roads and taxiways north of Runway 05L-23R up to the Runway holding points.
R	Permits drivers to operate on any part of the manoeuvring area including runways.

1.4 Permit Validity

A	<p>The 'A' Permit entitles the holder to drive on Airside service roads and aprons at Manchester Airport and must be carried at all times whilst driving Airside. For the avoidance of doubt; the Western Maintenance Area is classed as 'apron'.</p> <p>The permit will be valid for 3 years from the date of CAP 790 Medical completion.</p> <p>An 'A' Permit does not entitle the permit holder to drive on the Manoeuvring Area of Manchester Airport or any other UK airport. However, it is a mandatory requirement before obtaining an M or R Manoeuvring Area permit.</p>
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M & R	<p>M or R Manoeuvring Area will only be issued to staff that have an operational requirement to drive within the Manoeuvring Area at Manchester Airport.</p> <p>The 'R' permit will be valid for 1 year from the date of issue, with exception of MA Airfield Operations team.</p> <p>The candidate or company will need to show a clear requirement to operate in these areas and seek approval from the Head of Airfield Operations.</p>
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1.5 Training and Administration

Manchester Airport will provide the training and administer the ADP scheme that includes the following:

- 'A' Permit Airside Driver Training (theoretical)
- Delegation of 'A Permit' theoretical training to approved third parties via self-delivery agreement process, this will be monitored/managed and audited by Manchester Airport Driver Training
- M & R Manoeuvring Area Driver Training (theoretical)
- Local Airfield Familiarisation
- Administration of the mandatory test for all MA & Service Partner Staff
- Issue of Airside Driver permits and supporting documentation
- Collating and updating database of all drivers at Manchester Airport

A list of charges is available from the Airfield Operations Manager

Companies wishing to undertake their own Driver Training via the self-delivery process should contact the Head of Airfield Operations for approval.

Companies that are currently approved by MA to carry out their own driver training will be subject to regular audits by Manchester Airport. This is to maintain and preserve the high standards of driver training required by MA.

When an employee successfully completes the required driver-training course and has been issued with an ADP by the MA Driver Training Department, employers are then responsible for providing a training programme of practical driving and monitoring to ensure that the driver is competent to drive on the areas detailed on the ADP.

1.6 Transfer between companies operating at Manchester Airport

When a driver who holds a valid MA ADP, transfers to another company at MA the new employer is required to follow the appropriate process flow within AirDat and request the transfer of all documentation to the new company. The driver will also be required to fill out a new application form.

1.7 Application for an ADP

Applications are available from Manchester Airport.

AirDAT should be used to book all training and mandatory tests:
<https://passport-man.airdat.org/account/login?ReturnUrl=%2F>

1.7.1 Applicant Requirements

All applicants for the issue or renewal of an ADP must meet the following requirements:

- Have a current full UK DVLA licence photocard or a valid paper driving licence, EC/EEA, or foreign equivalent driving licence which permits the holder to drive a motor vehicle on public roads within the UK.
- An operational need to drive a vehicle airside on a frequent and unescorted manner*
- Be able to demonstrate that they can recognise and understand written safety instructions of the type issued periodically by MA Airfield Operations.
- Have completed and proved competent at the appropriate level training provided by MA or an MA approved training organisation
- Meet the basic minimum medical standards.
- Be in possession of a full airside ID with requirement to operate in external airside zone.

Employers are responsible for ensuring the validity of the applicant's driving licence. The application form for an ADP will reflect this responsibility.

*New companies will need to show a clear requirement to operate airside and seek approval from the Head of Airfield Operations.

NB - Details of minimum medical standards required are available from the Airfield Operations Manager.

The ADP remains the property of MA and will cease to be valid and must be surrendered in the following circumstances:

- On demand by the Airfield Operations
- Immediately if the holder loses his/her UK Driving License for offences under the Road Traffic Acts
- Any defacing, alteration, or misuse of a permit
- On demand as a penalty for a driving offence/series of offences
- When the holder ceases to be employed at MA
- When a change of employer occurs at MA

1.8 Medical Standards (Fitness to Drive)

It is the responsibility of the aerodrome operator to decide what additional medical fitness requirements are required for driving on the airfield which may not be applicable to driving on the public roads. This will be based on a local risk assessment by the aerodrome operator, which may include organisations that operate airside, and should relate to local procedures, environment, infrastructure, topography, complexity and how busy the airfield is.

Establishing required medical standards is but one control to mitigate risks associated with airside driving and all employers must also ensure that appropriate, task-based risk assessments for airside driving are in place, understood and that employees are fully compliant with the control measures contained within.

A driver must disclose to the DVLA and their employer any medical condition, or prescribed medication, which may affect their ability to drive safely. Where the DVLA places a condition or restriction on a driver, this must be considered by the employer and Occupational Health advice obtained. The employer must inform the MAG Airside Driving Permit (ADP) issuing

authority of any such condition or restriction. Appropriate action may involve suspending or removing the ADP as soon as a potential medical issue is notified.

Where a driving accident or incident has occurred an Occupational Health review must be arranged by the employer if there is any doubt as to whether medical circumstances could have been the cause of, or have contributed to, the accident or incident.

The Manchester Airport Group (MAG) medical standard (fitness to drive airside) has been established taking account of guidance provided by:

- The Civil Aviation Authority (CAA)
- (Requirement for an Airside Driving Permit (ADP) Scheme – CAP 790, Appendix A <http://publicapps.caa.co.uk/docs/33/CAP790.pdf>),
- The Health & Safety Executive (HSE)
- (Medical standards for drivers <http://www.hse.gov.uk/workplacetransport/personnel/medicalfitness.htm>) and,
- The Department for Transport (DfT)
- (DVLA Assessing fitness to drive – a guide for medical professionals <https://www.gov.uk/government/publications/assessing-fitness-to-drive-a-guide-for-medical-professionals>)

It is a requirement that this medical standard must be met prior to the issue of an ADP and every three years thereafter.

Renewal of the ADP will require the production of the following:

- A valid Airside Security ID
- A full and current UK DVLA licence, or equivalent, and
- A Medical Certificate where the approved Occupational Health Practitioner confirms that the standard below has been met by the applicant.

<i>Fitness Standard – Airside Drivers - Prior to commencement of driving and every three years thereafter.</i>	
Assessment	Standard
Questionnaire	Via the MAG website http://www.manchesterairport.co.uk/aviation-professionals/doing-business-with-us/airfield-operations/manchester/airside-driver-training/ No positive responses
Mobility and co-ordination	No obvious impairment of movement, co-ordination or mobility that would prevent safe access to, egress from or control of vehicle. Must be independently mobile with appliances if necessary. Able to move neck, shoulders and arms with ease. Must be able to demonstrate grip adequate to indicate that controlled use of a steering wheel is achievable. Must be able to demonstrate foot movement to indicate that controlled use of foot pedals is achievable.
Vision – acuity	Distance - 6/12 binocular, with correction if worn (with minimum of 6/7.5 in the better eye and at least 6/60 in the other)
Vision – fields	Normal binocular fields of vision
Vision – diplopia	No diplopia
Vision – colour	Full Ishihara plates (24) – ability to read 13 or more of the first 15 plates. If this standard is not met a permit may be provided for driving on the APRON ONLY . This MUST be noted on the medical certificate.
Hearing	Conversation at 2.5 metres, without view of tester's face, with correction if required. This to be tested during vision screening to ensure lip-reading does not take place. If concerns are noted, a practical test in the workplace (via Airfield Ops) will be recommended. The standard for hearing is based upon the requirement to hear and understand radio communications. Hidden hearing loss, which affects this aspect of hearing more significantly, is not easily detected via Pure Tone Audiometry.
Interruption of consciousness	No epilepsy, eating disorders, history of seizures or fits declared except where managed effectively and where there is evidence that the DVLA have both been informed and that the DVLA licence has not been suspended.
Blood pressure	Diastolic < 100, systolic < 160
Pulse	Regular, 50-90 bpm at rest
Urinalysis	No glycosuria, proteinuria or haematuria
Mental Health	No history declared, no concerns arisen during assessment.
Height /Weight (PCV/HGV ONLY)	For DVLA forms

The medical assessment must be undertaken by, or under the supervision of, an approved Occupational Health Professional (Occupational Health Physician (OHP)/Aviation Medical Examiner (AME) or Occupational Health Nurse/Advisor (OHN/A)). The signature of the approved Occupational Health Professional must be provided on the medical certificate. The MA Driver Training Department holds a list of current approved Occupational Health Professionals.

All drivers who cannot meet the fitness standard will need to be referred to the approved Occupational Health Practitioner who will refer to the current DVLA guidance to determine fitness to drive airside.

Where any doubt about fitness to drive exists, the advice of an approved Occupational Health Practitioner familiar with airside operating procedures should be sought. For Occupational Health Practitioners who are not familiar with the airside environment, reference should be made to the MA Driver Training Department for the provision of an appropriate contact.

Meeting the MAG medical standard does not preclude employers from adopting higher standards should they choose to do so. A higher review frequency may be appropriate for some individuals with existing medical conditions at the recommendation of the approved Occupational Health Practitioner.

This should be read in conjunction with relevant and current H&S/Airfield Safety policy on this subject.

1.9 Renewal of ADP

ADPs are to be renewed in the following circumstances

A	Every three years or at the expiry date whichever is earlier. Please note: expiry is generated from date of CAP 790 medical date.
M	Every three years or at the expiry date whichever is earlier. Please note: expiry is generated from date of CAP 790 medical date.
R	Every 12 months or at the expiry date whichever is earlier.
All Permits	When an employee transfers between MA based organisations
	Following any period of disqualification

2 Airfield Driving Procedures

2.1 Definition of Terms

The terms 'Movement Area', 'Manoeuvring Area' and 'Apron' are defined in the glossary at the beginning of the Aerodrome Manual Part 1. All personnel operating 'Airside' must understand the distinction between the Apron and the Manoeuvring Area.

It must be noted that the 'double white' lines divide the Apron (on which vehicles may move without the permission of ATC) from the Manoeuvring area (on which all movements are subject to ATC permission).

2.2 General Rules

- All current DfT highways and driving standards apply to all airside roads unless otherwise specified/notified.
- Inspect your vehicle before driving it.
- Drive only where your ADP allows.
- Give way to aircraft always (including aircraft under tow).
- Never approach an aircraft with anti-collision lights on
- Display the vehicle flashing obstruction light(s).
- Use dipped headlights at all times and in reduced visibility.
- Always observe the relevant Movement Area speed limits.

- Comply with the standard rules of the road when overtaking and passing other vehicles.
- Observe and comply with 'low headroom' signs.
- Carry only the 'permitted' number of passengers in the vehicle.
- All passengers must be seated.
- Ensure that all loads are safe and secure. Doors and shutters must be closed when operating airside.
- Observe reversing procedures Note. Either use a banksman or provide Head of Airfield Operations with an adequate risk assessment which details why a banksman is not required
- Observe all parking restrictions.
- Apply the handbrake when the vehicle is parked.
- Personnel in vehicles must remain entirely inside the vehicle.
- Do not drive across aircraft stands unless involved in the turnround on that stand.
- Do not park underneath an aircraft wing unless you have an operational requirement to do so.
- Drivers are advised to avoid using Inter Stand Clearways unless absolutely necessary.
- Do not park or leave equipment in the Inter-stand Clearways.
- Report all vehicle unserviceability without delay.
- Do not park or leave equipment in the cross-hatched 'No Parking' areas
- Do not drive under the influence of drink, drugs and intoxicating substances.

2.3 Airside Driving Familiarisation

Following an extended period of absence (30 days or more from work), employers should ensure that their staff receive airside driving re-familiarisation, which may include classroom and or practical familiarisation. Re-familiarisation records should be within company training records.

2.4 Airfield Maps

All vehicles that are required to operate on the manoeuvring area must be equipped with a current Manchester Airport Manoeuvring Area Map.

The Manoeuvring Area Map clearly shows all taxiways, runways, holding points and vehicle routes marked with their appropriate designation. It also details important telephone numbers and the actions for a driver to undertake in the event that the vehicle should break down or that the driver should become unsure of their position on the airfield during Low Visibility Operations (LVO's).

Drivers of vehicles that operate solely on the aprons and apron road system should be given access to the Manchester Airport Apron Road System Map to maintain familiarisation of the apron road system layout. All Airfield Maps are available on Manchester Airport's website: <http://www.manchesterairport.co.uk/ops>

Availability of The Manoeuvring Area Map must be included in the Vehicle Walk round Inspection Check List as detailed within Annex 3 of Manchester Airport's 'Vehicle and Equipment Standards for Operating Airside'.

2.5 Wearing of Seat Belts

It is a requirement that all vehicles operating airside at Manchester Airport are fitted with seat belts compliant with the Department for Transport Construction and Use Regulations.

Drivers and passengers of vehicles fitted with airbags MUST always wear seat belts. Airbags are designed to lessen the likelihood of serious injury to persons wearing seat belts. If seat belts are not worn, unrestrained drivers and/or passengers could sustain injuries from airbags in the event of a vehicle accident

Side facing seats such as those fitted to crew buses are not required to have seat belts fitted. Seat belts can significantly reduce the severity of injuries sustained in the case of an accident, even at low speeds. Operators of vehicles operating airside are reminded of their obligation to ensure that seat belts are fitted and in good working order.

2.6 Self-propelled or electric propelled transport

Self-propelled or electric propelled transport are prohibited for use airside. (For example, bicycles, skateboards and scooters, including electric scooters. They may only be walked from an access point to a storage point and vice versa). Failure to comply will result in removal of an individual's airside pass and a safety infringement issued

2.7 Airside Vehicle Operations – Engine Idling and the Use of Obstacle Lights (Ob Lights)

No vehicle should be left unattended anywhere on the airside area with its engine running. This is to prevent risks such as overheating and consequent fire and to prevent un-necessary vehicle pollution.

When a driver leaves their vehicle, for any period of time, it must be switched off and securely parked. Likewise, where the driver expects to be stationary for a period of time, for example while waiting for an aircraft to arrive on stand, the engine should also be switched off.

This instruction applies to vehicles in all areas of the airfield. The only exception is where there is a justifiable need for the engine to be running (for example on ambi-lift or catering vehicles which are being used but on which the driver's seat may be un-occupied).

An obstacle light should always be active with the following exemptions.

- The vehicle is parked up in a designated GSE bay,
- The vehicle is stationary or parked during an aircraft turnaround within the aircraft footprint or stand boundary.

All vehicles positioned within inter-stand clearways or are positioned whilst waiting on stand for arriving aircraft must have an active ob. light.

All vehicles on the manoeuvring area must maintain an active ob. light unless parked within a recognised refuge area or works compound.

All vehicles operating without a serviceable ob. light must activate the vehicle hazard lights and remove the vehicle from service pending repair as soon as possible. The continuous use of a vehicle without a serviceable ob. light is not permitted.

2.8 Vehicle Manoeuvring and/or Parking under Aircraft Wings

Manoeuvring and/parking vehicles under an aircraft wing presents a safety hazard; for example, should an aircraft vent any fuel. It also impinges on the safe separation distance between vehicles and aircraft and raises the potential for an Incident/accident.

Only vehicles that have an operational requirement to park under an aircraft wing may do so. Examples of such vehicles might include those of aircraft refuellers or aircraft maintenance companies.

All other vehicles must manoeuvre at a safe distance from aircraft wings.

2.9 Towing of Aircraft Steps

It is a requirement that all trailed equipment is towed in a safe manner.

It is the responsibility of the operator to ensure aircraft steps are maintained in good working order and that operatives carry out a walk around check prior to the steps being used.

Prior to a tow commencing, the stabilisers must be fully raised to prevent grounding and all loose or detachable items must be removed.

To avoid the potential collision between taxiing aircraft and vehicle traffic on the Apron road system, passenger steps should be lowered to their minimum height prior to transportation. It is recommended that all towable steps be marked clearly to enable operatives to determine the correct towing height.

Whilst towing, consideration must be given to the speed of travel, most particularly when manoeuvring aircraft steps in confined spaces and/or around corners.

In cases of adverse weather conditions, e.g. strong winds, vehicle and equipment operatives must ensure aircraft steps are in the fully lowered position before commencing a tow as the likelihood of them toppling significantly increases with height. Furthermore, slower towing speeds will be necessary as the likelihood of aircraft steps becoming unstable increases with stronger wind conditions.

Steps must be parked in designated bays with the parking brake applied and stabilisers lowered such that they cannot inadvertently move.

3 Bus and/or Coach Operation on Terminal 2

The availability of space on the Terminal 2 head of stand road system means that it is not possible to facilitate safe bus and/or coach operations in both directions along this stretch of road. Therefore, a one-way system for buses and/or coaches must apply.

Buses and/or coaches transiting north along Terminal 2, i.e. from stand 301 in the direction of stand 308, must use the head of stand road system.

Buses and/or coaches transiting south along Terminal 2, i.e. from stand 301 in the direction of stand 308, must use the rear of stand road system.

At no time should buses and/or coaches' transit across vacant stands or drive between aircraft on pier served stands.

Passengers will enter/exit the bus or coach at the head of stand road system

4 Speed Limits

Location	Speed Limit
Entering Buildings	5 MPH
Apron Stands	5 MPH
T3 Coaching Lane	5 MPH

T1 Southern Front Apron Road leading to Baggage Hall Entrance	5 MPH
T1 Stand 12 Link Bridge HOS Road	10 MPH
North Road (IDLEX to North Gate)	5 MPH
Western Maintenance Area	10 MPH
Apron Roads	20 MPH
Perimeter Road	20 MPH
Other Roads	20 MPH
Taxiways	30 MPH [unless trained as a blue light response driver]
Runway Advisory	30 MPH [unless required to expedite in accordance with aircraft movements]

Drivers must note that:

- Speed limits must be adjusted according to prevailing weather conditions.
- Vehicle speeds are monitored on an ad Hoc basis by Manchester Airport Airfield Operations.
- Drivers must ensure that they enter a different speed limit zone at a speed that doesn't exceed the prescribed limit of that area E.G., when vacating taxiways onto the apron road system.

4.1 Using Mobile Phones or Personal Electronic Devices Airside

The Manchester Airport Policy on the use of mobile phones and PEDs describe the Instructions to personnel working airside in relation to using mobile phones or PEDs and driving airside.

The use of handheld mobile phones or PEDs such as tablet, laptop and watches by drivers of moving vehicles airside; including supervising or escorting a non-Airside Driving Permit holder is prohibited.

Hands-free phones may be used but must be installed according to the manufacturer's instructions and should follow the British Standards Institution's Guide to In-vehicle Information Systems (DD 235:19196).

The use of hands-free phones is prohibited if the handset is still being held during use.

Under no circumstances should mobile phones or PEDs be used within the aircraft re fuelling zone unless the handset is intrinsically safe.

A fuelling zone is established when aircraft-fuelling operations are in progress, extending at least 3 metres radially from the aircraft filling and venting points, and from any part of the fuelling vehicle and equipment including hoses.

It is the responsibility of all airside users to ensure passengers embarking or disembarking aircraft whilst re-fuelling is taking place comply with this safety procedure.

4.1.1 Exemptions

The only permitted use of a hand-held mobile phone whilst driving is for a genuine emergency call to Airfield Operations via telephone number 0161 4893331 or the Manchester Airport Emergency ext. 2222, and only if it would be unsafe for a driver to stop.

Any person using a mobile phone or PED whilst driving airside will have their driving permit revoked and be issued with an Airfield Occurrence Report (AOR).

4.2 Vehicle Ignition Keys

It is the responsibility of all airside vehicles and/or equipment operators and their operatives to ensure that an unauthorised driver cannot use a vehicle and/or piece of equipment. To prevent vehicles fitted with a key ignition being moved without consent, such vehicles must have their ignition keys removed whilst parked unattended on aircraft stands, head of stand roads, or other locations authorised for the parking of vehicles.

To prevent vehicles not fitted with a key ignition being moved without consent, such vehicles should, where reasonably possible, have their battery isolated whilst parked unattended on aircraft stands, head of stand roads, or other locations authorised for the parking of vehicles.

At all times, all vehicles must be accessible via the driver's door in the event that the vehicle needs to be moved for safety reasons.

4.2.1 Exemptions

Vehicles and/or equipment that depend on engine power to carry out their function (for example hydraulic lifts) and Airfield Operations vehicles where the driver is carrying out duties close to the vehicle (for example aircraft marshalling) are exempt from this notice

4.3 Airside Towing Restrictions

A maximum of 4 Baggage Trailers (all types) and 4 Freight & Cargo Trailers is permitted to be towed airside. NB. Maximum of 3 trailers inside baggage halls.

All trailers must have red or amber reflectors at or near each end, clearly visible in conditions of poor visibility or in darkness. High intensity reflective sheet material or reflective paint is an acceptable alternative.

4.4 Securing Of Loads

Airside drivers are responsible for ensuring that all loads are safe and secure whilst transporting them airside. Anything carried in or on vehicles and trailers must be secured. Vehicle doors and shutters must be closed.

5 Driving on the Manoeuvring Area

The following statements outline specific instructions for driving on the manoeuvring area.

5.1 Taxiways

In addition to the driving procedures, drivers are to comply with the following:

- Retain situational awareness by listening and looking.
- Monitor the appropriate RTF frequency for the area of operation.
- Avoid distractions, concentrate.

5.2 Runways

For this instruction, the runway is deemed to include the relevant 'Cleared and Graded Area'

In addition to the driving procedures, drivers are to comply with the following:

- Obtain permission from ATC.
- Use dipped headlights.
- Monitor other activity on the runway, at holding points, final approach, in the circuit and in the climb out by looking and listening.

5.3 Free Ranging

Free Ranging permits vehicles to operate without the requirement to contact ATC to enter the manoeuvring area.

Free ranging does not apply to runways. Free Ranging is not permitted when Low Visibility Operations are in force.

Drivers of Vehicles Free Ranging are responsible for:

- Operating within the privileges of their ADP.
- Maintaining their own separation from aircraft; aircraft under tow and from other vehicles.
- Maintaining a 'listening watch' on the appropriate ATC frequency.
- Contacting ATC when requiring to cross or enter a runway.

5.4 Action when Lost on the Manoeuvring Area

If you become lost or unsure of your position whilst on the manoeuvring area, the following actions should be taken:

- Drivers are to report to ATC (by RTF) Immediately. ATC will stop all movements until the location of the vehicle is ascertained.

5.5 External Vehicle Markings for Manoeuvring Area Vehicles

Vehicles that are used on the Manoeuvring area must be highly conspicuous and visible to aircraft and other vehicle operators.

Vehicles that are required to operate on the Manoeuvring area during the hours of darkness must conform to the vehicle marking requirements.

All vehicles that are required to operate on the Manoeuvring area during the hours of daylight only must comply with the vehicle marking requirements.

Minimum vehicle markings are to be applied as follows;

5.5.1 Rear of the Vehicle

A complete contour line marking should be applied using red marking tape.

The conspicuity marking should be as close as practicable to the edge of the vehicle and should be at least 80% of the overall circumference of the vehicle, without obscuring windows, vehicle lighting or registration plates if fitted. The actual width of the marking tape should be at least 50mm and should conform to EC regulation 104 to ensure the requirements for durability, colour and reflectivity.

5.5.2 Side of the Vehicle

A complete contour line marking with a partial contour line marking [corner sticks] must be applied.

The contour markings shall equate to at least 80% of the vehicle length using yellow marking tape only.

The length of the upper corner marking tape must be a minimum of 25cm in each direction or as large as the vehicle shape and windows will allow. The actual width of the marking tape should be at least 50mm and should conform to EC regulation 104 to ensure the requirements for durability, colour and reflectivity.

5.5.3 Roof of the Vehicle

The roof of the vehicle must be covered by at least 80% of its surface area with a refractive material that conforms to the requirements of Regulation ECE 104 or be painted with “356 Golden Yellow” paint as per British Standard Specification 381C.

5.5.4 Further Information

Vehicles used to access the manoeuvring area which do not meet MA’s vehicle marking requirements must be escorted by an Airfield Operations vehicle by the date specified in paragraphs 3.2 and 3.3.

Ad-hoc specialist vehicles which do not meet the requirements may be permitted subject to prior agreement and the application of other safety measures agreed during the work planning process.

5.5.5 Exemptions

Airfield Operations vehicles will remain highly conspicuous with their unique markings which enable such vehicles to be easily identified.

Vehicles that have reflective markings which cover a greater surface area than the required minimum standard and conform to current legislation, this includes UNECE 7001 regulation and mandate R48.

6 Radio Procedures

All users of operational radios at MA must have received appropriate training by their employer.

All organisations using radio facilities on MA are required to have the approval of NATS Telecommunication Engineering Manager.

The following radio disciplines must always be observed when using the RTF on the Manoeuvring Area at Manchester Airport:

- Use the correct frequency for the area of operation.
- Always use standard RTF phraseology.
- Carefully monitor relevant frequencies.
- Listen carefully to instructions.
- Use the Vehicle Call sign on every RTF transmission.
- Readback appropriate ATC instructions.

6.1 Radio Failure Procedures and Vehicle Breakdown Procedures

If working under ATC approval on a Runway and you suffer a radio failure you must vacate at the earliest opportunity and seek a REFUGE area. You must then make contact with ATC Watch Manager on 0161 499 2836 using other means available, for example, mobile telephone,

adjacent fixed landline telephone or alternative radio frequency. ATC will provide safe guidance or will request an Airfield Operations vehicle to assist.

If working under ATC approval on the Taxiways and you suffer a radio failure, complete your approved journey. When in a safe location contact ATC by other means to confirm you have vacated the manoeuvring area.

If towing an aircraft and you suffer a radio failure on the manoeuvring area, you must hold your position until assistance arrives.

If Free Ranging and you are able to vacate the manoeuvring area to the Apron Road System or Airfield Perimeter Track without crossing a Runway, then do so at the earliest opportunity.

It is a requirement for all free ranging manoeuvring area permit holders to have backup comms when driving within this operating zone. A spare hand-held radio or a serviceable, charged mobile phone must be carried in transit to enable emergency comms in the event of vehicle failure.

All free-ranging vehicle operators on the manoeuvring area [runways and taxiways] must report a vehicle breakdown at the earliest opportunity to the ATC Watch Manager on tel no 0161 209 2836 or 2835.

7 Driving During Low Visibility Operations

See EGCC-I-AOPS-015 Low Visibility Operations

8 Inter-Stand Clearways

Inter-Stand Clearways (ISCs) are a common feature on aprons at international airports in the UK and overseas. They are intended to indicate, by way of ground markings, the lateral extent of an aircraft stand and a clear route by which vehicles involved with aircraft turnaround activity or Emergency Response may transit between the front and rear of a parked aircraft. The Speed limit of 5mph applies to all Inter Stand Clearways.

Clearways are especially important for provision of an unobstructed route for access of emergency vehicles and egress of fuelling vehicles. The ISC is delineated by a 'saw tooth' white line each side. The width of the ISC is 6 metres and its positioning allows a minimum of 1-metre buffer from the wingtip of the largest span aircraft type using the stand.

The ISC will extend from the head of head or equipment area to the rear of stand roadway or taxiway strip lines, whichever is applicable.

The Inter-Stand Clearway must at all times be kept clear of parked, unattended equipment. ISCs are not intended to be used to pre-position vehicles and equipment awaiting aircraft arrival. Misuse of ISCs will be treated as a safety occurrence and recorded as such by MA Airfield Operations. Such events may result in action being taken under the Airfield Infringement scheme.

A number of clearways have been installed with zones that have been marked in red.

The red zone area of the Inter-stand clearway delineates an area that must be kept clear of any obstacles when aircraft are manoeuvring on or off an adjacent stand. The red zone provides suitable clearance from an aircraft wingtip when parking on an adjacent stand

Vehicles / Equipment transiting or left unattended in the red zone whilst an aircraft is manoeuvring on or off an adjacent stand could cause a wingtip collision. Drivers may pass

through the red zone area of an Inter-stand clearway as normal when aircraft are not manoeuvring on or off adjacent stands

The driving or parking of vehicles / equipment in the red zone whilst an aircraft is manoeuvring on or off an adjacent stand is subject to Manchester Airport's Infringement Scheme.

8.1 Terminal Coach Lane Between Stands 21 & 22

The coach lane between stands 22 and stand 21 that serves gate 20 A, B, C and D is only to be used for Manchester Airport coaching operations. This lane is designated 'one way' only in the direction from Stand 22 to Stand 21 and must not be used as a short cut by other vehicles and equipment.

Vehicle and equipment parking is prohibited in this area.

Exceptions to this rule are Rescue and Fire Fighting Response, Medical Emergency and Airfield Operations Personnel for essential requirements, MA Engineering, ABM & Central Hydraulics

9 Infringement Scheme

All fines will be directed to the individual's employer.

The following list represents infringements of safe and best practice commonly associated with Airfield Driving but is not exhaustive. The list has been compiled as a guide to how the Airfield Occurrence Report (AOR) will be issued.

Personal	Vehicles
Exceeding the required airside speed limits.	Obstruction light not illuminated.
Obstructing taxiing aircraft.	Faulty towing connections.
Failure to carry an ADP whilst driving airside.	Bald tyres.
Driving with an invalid driving permit.	Vehicle cabs containing Foreign Object Damage (FOD).
Reversing a vehicle without a banksman.	Failure to display a current Airside Vehicle Permit.
Careless driving.	Defaced Airside Vehicle Permit.
Encroached Taxiway.	Driving a red -tagged vehicle.
Parking or leaving equipment unattended in an Inter-stand Clearway.	

Some offences may be considered to be of a minor nature by Airfield Operations staff who have the discretion in such circumstances to offer verbal advice only. However, offender's names will be noted and if found to be persistent, offenders will be given an Airfield Occurrence Report.

Any vehicle found to be defective will be red tagged and will be removed and placed out of service until rectified.