

				<b>Manchester Airport</b> <b>Safety Infringements</b>		<b>Risk Rating</b>	<b>Medium – Reviewed Annually</b>
<b>Reference:</b>	EGCC-I-AOPS-013	<b>Issue:</b>	3	<b>Owner:</b>	Head of Compliance	<b>Department:</b>	Airfield
<b>Issue Date:</b>	01/11/25		<b>Compliance Date:</b>	01/12/25		<b>Planned Review Date:</b>	16/06/26

## 1 Authority

The authority to impose a strict airfield safety regime is derived from the Air Navigation Order, the Health and Safety at Work Act, the Manchester Airport Bylaws and CAP 642, Airfield Safety Management.

Manchester Airport (MA) employees can issue a financial penalty for any acts deemed to be unsafe, or cause risk to aircraft and its passengers.

## 2 Principles

- All safety infringement notices are raised at the discretion of Airfield Operations.
- Any fine imposed will be issued against the employee's employer and not the individual involved in the infringement. The Employer must pay any fine, and not the individual involved in the infringement.
- Ignorance of rules is not an acceptable excuse.
- Any financial penalties will normally be directed at an airline or their service partner with the expectation that they would wish to be aware of all violations associated with their turnround, and that they will recover the costs from their contracted companies.
- For individual infringements, Manchester Airport (MA) may recommend a fixed financial penalty. Additionally, a period of further training at the employer's expense may also be imposed. This could include airfield related training delivered by MA Airfield Operations.
- Questions arising from individual infringements should be addressed to [safety.reports@manairport.co.uk](mailto:safety.reports@manairport.co.uk) or to the Airfield Operations Manager directly.
- All grievances will be dealt with through the appeals process.
- Details of the Airfield Occurrence Report (AOR) will be recorded on the Airfield Incident and Infringement database within 24 hours of the AOR being issued. An automatic email will then be generated to the company contact informing them of the AOR details. If the company has not replied within the 21-day period of the AOR being issued a reminder will be generated every 2 weeks by email using the same electronic process for a period of 2 months. If a response is not received within 2 months, the Airfield Operations Manager will then address individual cases.

## 3 Those Involved

This policy applies to MAG employees, airlines, handling agents, and all other airfield companies, including contractors, delivery companies, and to any individual temporarily cleared to proceed onto the airfield.

## 4 Endorsement

The principle of dealing with airfield infringements by means of a penalty scheme was approved at the Apron Safety Committee on the 18 October 1999 and 24 January 2000.

## 5 Areas Covered

The airfield in its entirety is covered under the Safety Infringement Policy, including the baggage halls.

Whilst not all instances can be listed there are examples of where infringements can be applied as highlighted below.

- Statutory duty requirements (i.e. Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1992 (Regulation 3) The Provision and Use of Workplace Equipment Regulations (PUWER).
- Blocked aircraft stands by persons or ground service equipment.
- Blocked roads, clearways, interstand clearways and walkways by ground service equipment
- Ground service equipment not in designated parking areas.
- Failure to keep clean licensed and tenanted areas.
- Driving offences and poor driving standards, including speeding and deviation from apron roads
- Operating unserviceable vehicles and equipment
- Spillages
- Evidence of poor company training standards
- Failure to wear personal protective clothing and equipment or protective clothing not suitably fastened.
- Marshalling of aircraft
- Pedestrian safety
- Smoking in prohibited areas
- Parking violations (vehicles and equipment)
- Airbridge driving offences

The method of handling of the above malpractices, infringements, and spillages, is covered in Appendix A.

## 6 Parameters

The method of handling infringements is based upon experience at Manchester, the need for a deterrent to poor practice, and to have a system, which is fair, robust, and practical, but one that provides a positive outcome in the provision of funding for Airfield Safety Initiatives.

## 7 Appeals

The MA Safety Performance Committee will be the forum for the appeals process. The minimum number of representatives will be 4 including the chairperson - Aerodrome Safety & Compliance Manager or deputy.

Any appeal must be notified in writing to the [safety.reports@manairport.co.uk](mailto:safety.reports@manairport.co.uk) within 14 days of the infringement notice being issued. Failure to do so will forfeit the right of appeal. Appeals will be heard at the next meeting of the Safety Performance Committee. The decision of the Safety Performance Committee is final.

A response will be sent within 28 days detailing the appeal decision and any possible suggestions to prevent reoccurrence.

## 8 Disposal Of Fines

Money accrued from infringement fines will be held by MAG in a separate account, for the purpose of enhancing airfield safety.

Manchester Airports Finance Department and Legal Department using existing procedures will recover unpaid fines from companies.

## 9 Apron Safety Initiatives and Enhancements

Suggestions for Apron Safety enhancements should be made to the Airfield Operations Manager for inclusion in the agenda for the next Airfield Safety Strategy Group meeting. Manchester Airport encourages all employees working on the airfield to take the initiative and put forward suggestions.

## 10 Schedule & Handling of Infringements

### 10.1 FOD (Foreign Objects or Debris)

Manchester Airport will make every effort to identify the owner or organisation responsible for any FOD on the airfield or baggage halls. The dumping of FOD on any area of the airfield or baggage halls is not acceptable.

In the event of MA personnel having to remove FOD posing an immediate threat to aircraft safety, then a financial penalty will be levied against the Company responsible.

Airlines are ultimately responsible for activities associated with an aircraft turnround. FOD left on airbridges or stands, which cannot be identified, will be considered the responsibility of the airline last occupying that stand, and a penalty will be levied against them.

FOD Infringement Penalty (Financial)	£100
--------------------------------------	------

### 10.2 Failure of Clean Leased or Tenanted Area

When Manchester Airport identifies an airfield-cleaning requirement within a leased or tenanted area the Company concerned will be notified and a cleaning deadline agreed. Failure to meet the deadline will result in a financial penalty.

If, on safety grounds, Manchester Airport must affect the cleaning then a financial penalty and any associated costs in cleaning the area will be levied.

Cleaning or Leased or Tenanted Area's Penalty (Financial)	£50
---	-----

### 10.3 Driving Offences and Poor Driving Standards

Example infringements are listed in Appendix A.

Where an infringement is deemed to be a cause or threat either leading to or potentially causing a serious injury, caused, or threatened aircraft damage, then the driver will be suspended from airfield driving. A Manchester Airport official and a manager or supervisor from the company concerned should be summoned to attend. The driver's Airfield Driving

Permit will normally be suspended pending an investigation. This action is taken not as a punitive measure but to preserve the welfare and well-being of those involved in the incident. Where drink or drugs are suspected or where the driver threatens violence, then he or she will be escorted landside and their Security Pass will be confiscated. Further action will be agreed with the Company concerned.

MA will maintain statistics on airfield apron incidents with each incident being reviewed at the appropriate safety meetings.

Airfield Operations will regularly police the speed of vehicles.

Driving Standards Penalty (Financial)	£50
---------------------------------------	-----

#### 10.4 Operating Unserviceable Vehicles and Equipment

The owner of any vehicle or equipment that is issued with a prohibition or improvement notice will automatically receive a financial penalty.

Unserviceable Vehicles and Equipment Penalty (Financial)	£50
--	-----

#### 10.5 Spillages

MA expects a proactive approach to good working practices that encourage all spillages to be reported to AST via telephone number 0161 4893776.

All companies are to ensure that the spillage is kept to a minimum and contained. In the event of a spillage not being reported the airline last occupying the stand will be held responsible and a financial penalty levied against them.

Airfield Operations will investigate spillages from equipment or an aircraft and if found negligent then the Company responsible will a financial penalty levied against them.

Any costs associated with the clean-up operation will be charged separately and is outside of the Airfield Infringement Scheme.

Spillages Penalty (Financial)	£50
-------------------------------	-----

#### 10.6 Evidence of Poor Company Training Standards

When, through investigation, MA suspects the airfield infringements are caused by poor Company training standards, MA will require that the individuals concerned undergo further training.

If MA must undertake the training, then an appropriate charge will be levied plus any other associated costs. This could include airfield related training delivered by MA Airfield Operations.

In the event of audits being undertaken and there is evidence that training has not been completed in response to an airfield incident or infringement, a financial penalty will be levied against that company.

Training Standards Penalty (Financial)	£50
--	-----

## 10.7 Failure of Wear Protective Clothing/Equipment

Any employee found on the apron, not wearing high visibility clothing (hi-vis) or wearing a hi-visibility clothing inappropriately i.e tabards or jackets not fastened, will incur a financial penalty which will be payable by their employer.

Exceptions will apply to VIP events or PR promotions etc., which will be permitted under controlled conditions. However, a financial penalty will be levied against the organisers of such occasions if the controlled procedures agreed with Airfield Operations are not adhered to.

NB - The requirement to wear hi-vis on the apron for all time durations at Manchester Airport is mandatory.

The fact that the non-use of 'other items of personal protective equipment' is not covered by the infringement scheme in no way indicates that Manchester Airport supports the view that it is acceptable to not use personal protective equipment.

Additionally, it does not give employers and employees license to default on their legal responsibilities for the provision and use of appropriate PPE under UK health and safety legislation. All high visibility clothing must comply to the British Standard BS EN 471.

Failure of Wear Protective Clothing/Equipment Penalty (Financial)	£50
---	-----

## 10.8 Marshalling of Aircraft

A financial penalty will be levied against any company whose employee marshals an aircraft onto stand whether from ground level or an airbridge. Marshalling is the sole responsibility of MA Airfield Safety & Compliance Officers. The exception to this will be the Signature Flight Support Apron.

Marshalling of Aircraft Penalty (Financial)	£50
---	-----

## 10.9 Pedestrian Safety

All Airside users when starting or on completion of a shift employees should walk at the edges of the terminals or piers to reach the next appropriate exit off the airfield. Green pedestrian walkways are provided at each terminal.

Pedestrians who walk across stands or taxiways in breach of the above will incur a financial penalty fine against their company.

Pedestrian Safety Penalty (Financial)	£50
---------------------------------------	-----

## 10.10 Escorting of Passengers

Passengers whilst on the apron walking between the aircraft and terminal must be escorted/supervised. This is the sole responsibility of the ground handling agent acting on behalf of an airline operator.

Every effort must be made to protect passengers from vehicles, walking under aircraft wings, beneath fuel vents, propellers, engines, and aircraft under-carriage. The ground handling agent should employ sufficient personnel or airline to ensure this is achieved.

In the event of the above not being complied with the Handling Agent and/or Airline will be levied a financial penalty.

Passenger Safety Penalty (Financial)	£100
--------------------------------------	------

## 10.11 Smoking in Prohibited Areas (Cigarettes and Electronic Smoking Devices “E-Cigarettes”)

Smoking of Cigarettes and/or E-Cigarettes is not permitted airside unless in the designated areas provided.

Any employee found smoking in an airside prohibited area will be subject to Manchester Airports Safety Infringement scheme and could incur a financial penalty.

Ground Handling Agents are responsible for the supervision of passengers and enforcing the no-smoking policy. In the event of the above policy not being complied with the Handling Agent and/or Airline will be levied a financial penalty.

Smoking Policy Penalty (Financial)	£100
------------------------------------	------

## 11 Appendix A

### 11.1 Examples of Driving Infringements:

- Parked GSE causing an obstruction to aircraft
- Parked GSE in unauthorised areas
- Parked GSE causing an obstruction to a turnaround
- Driving a vehicle with excess passenger numbers
- Driving dangerously
- Driving without due care and attention or without reasonable care for others
- Driving whilst drunk or under the influence of drink, drugs, or intoxicating substances
- Speeding
- Ignoring road signs
- Causing an obstruction whilst driving
- Failure to set the hand brake
- Using a vehicle, which fails to comply with braking, lighting, steering, or electrical and exhaust requirements
- Using a defective trailer
- Insecure load
- Failure to give way to an aircraft
- Incursion on to the taxiway
- Reversing on stand towards an aircraft, without a banksman
- Using aircraft aprons as a road
- Unnecessary crossing of stands
- Blocking fuel vehicle exit route
- Illegal vehicle unattended with engine running
- Leaving vehicle unattended with engine running
- Leaving removable ignition keys in an unattended vehicle (and not on stand for turn-round purposes)
- Failure to display driving lights or obstruction lights
- Vehicle and equipment defects.
- Leaking oil or water
- External damage, which could cause injury
- Defective windscreen wipers and washers
- Defective exhaust system
- Tyres fail to meet DOT construction and use standard
- Broken or defective guard rails
- Broken or defective support jacks
- Broken or defective lighting
- Defective hand brake
- Doors do not close properly
- Defective towing mechanism
- Defective load restraint mechanism
- Defective indicators
- Defective horn
- No registration plates or vehicle equipment fleet identification
- Using a mobile phone whilst driving

NB - This list is not exhaustive