

Airside Safety Regulation Scheme

Airside Operational Instruction 14

AOI Owner - Airfield Operations



1. Airside Safety Regulation Scheme

1.1 East Midlands Airport is responsible for the safe operation and maintenance of the aerodrome. Each member of the aerodrome operating staff should undertake their duties in conformity with the relevant provisions of the Aerodrome Manual. The primary objectives of the Airside Safety Regulation Scheme are to improve airside safety, minimise personal injuries, minimise damage to aircraft and equipment. The scheme extends to all airside operators including employers, employees, subcontractors, representatives, authorised agents and invitees of EMA. EMA retains the right to take such action, as it considers necessary to ensure safety following serious breaches of regulations or procedures. The scheme primarily regulates the procedures and regulations contained within the Aerodrome Manual, Airside Operational Instructions, Operational Advice Notices and Airport Bye laws.

Aim

The aim of this scheme is to have in place a system that will ensure that all airside operators are aware of the safety performance of their company and employees and that, when required, fair and corrective actions are taken to remedy any shortcomings. It operates as a co-operative and consultative initiative and does not replace any operators existing disciplinary or internal regulatory procedures.

1.2 Operation of the Scheme

- a. EMA Airfield Operations has the primary responsibility for non-Air Traffic Control related airside safety regulation and the administration of this scheme. This is carried out through active monitoring of all airside activities/areas.
- b. Penalty points, issued as a result of failure(s) to comply with airport regulations will be issued against either:
 - i. ADP – for vehicle related offences.
 - ii. Passport to Operate Airside (POA) – for non-vehicle related offences.
- c. Airfield Operations may take action as detailed below on observing or receiving notification of any failure to comply with Airport regulations:
 - i. If there is a genuine minor error, (e.g. there was no obvious potential for an accident to be caused), a verbal warning will be given and the details recorded.
 - ii. More serious breaches or persistent minor breaches of regulation will result in a formal written notification of non-compliance being issued and copied to the employer. The appropriate penalty points will be awarded against the offender.
 - iii. In addition to the above, following any accident that has caused an injury or any damage to aircraft, vehicle or equipment, the driver's ADP will be withdrawn immediately, pending investigation, irrespective of the apparent cause of the accident. Penalty points may be subsequently awarded after the drivers ADP has been reinstated.

- iv. If the points awarded for any breach of regulation leads to the offender holding 12 or more penalty points at one time on any permit (ADP or POA) it will be withdrawn.
 - v. In exceptional circumstances (i.e. suspected negligence, incompetence, operating a vehicle without a valid ADP, use of West Apron link road crossing by non EMA 'M' ADP holder, alcohol/drugs abuse etc.) EMA may immediately remove the ADP, POA and/or ID Pass from an individual. This is at the discretion of the Airfield Operations Supervisor/EMA Operations management, and is irrespective of the number of points held or the number of previous written non-compliances. **An assessment will be made on the period for which the pass is removed and could be revoked indefinitely.**
- d. For each formal notification of non-compliance issued, EMA will notify the offender's employer in writing. The notification letter will include a copy of the notification of non-compliance form that was issued, details of the incident and regulation that was broken, the number of points issued for the offence, the total number of points held by the offender and whether the offender's ADP / POA has been, or is to be, withdrawn.
 - e. Whenever a removal of any permit or pass takes place, the offender's employer will be informed verbally as soon as possible after the event.
 - f. Within 14 days of receipt of a written notification of non-compliance, the employer is required to advise EMA in writing of what remedial action has taken place to prevent future re-occurrence.

1.3 Non-Compliance Notices – Personnel

- a. Points will be awarded for each formal notification of non-compliance. The number of points for individual offences is shown in paragraph 1.7.
- b. The points awarded against each non-compliance will remain in force for a period of 12 months, unless the individual's ADP/ POA then exceeds 12 penalty points and is subsequently withdrawn.
- c. On the accrual of 12 penalty points, the ADP/ POA will be withdrawn for a period of fourteen days. Should an ADP/POA be withdrawn twice in any 12 month period, on the second occasion the ADP/POA will be withdrawn for a period of one calendar month.
- d. Prior to reinstatement of the ADP/ POA the individual must re-sit the appropriate ADP / POA training course and test.
- e. Upon reinstatement of an ADP/ POA the number of points held will return to zero, however the non-compliance notice(s) will be held on file for a period of five years.
- g. Any further non-compliance occurring within one calendar month will result in immediate suspension of the ADP/ POA for a further fourteen days.

1.4 Non-Compliance Notices – Vehicles and Equipment

- 1.4.1 All airside vehicles/plant or equipment found to be in a condition which EMA considers may render it unsafe in operation or result in damage to property or injury to

personnel, will be considered to be in breach of regulations. Airfield Operations will revoke the AVP and inform the operator immediately. A written notification of non-compliance will be issued as soon as is reasonably practicable thereafter.

- 1.4.2 On receipt of notification of an AVP being revoked, operators must take immediate action to remove the vehicle/equipment from airside. Failure to remove vehicles/equipment within a reasonable time will result in EMA taking direct action at the operator's expense.
- 1.4.3 A 'three-tier' vehicle inspection programme will verify the safety and performance of vehicles operating airside. Further details appertaining to this programme can be found in Airside Operational Instruction 12 'Control of Vehicles'.
- 1.4.4 Vehicles will not be permitted to return airside until a 'tier-three' inspection, undertaken at EMA MT, has provided assurance as to the operational condition of the vehicle.

1.5 Non-Compliance Notices – Unidentified Offender

Where there is any violation of regulations where the offender cannot be identified (for example a vehicle parked incorrectly) a notification of non-compliance notice will be issued to the company which owns or operates the vehicle. If the company can identify the person responsible for the non-compliance the notification will be transferred and points issued against the individual.

1.6 Appeals

- a. Appeals against the suspension or withdrawal of an ADP / POA and/or issued notifications of non-compliance must be submitted to the **Airfield Operations Manager** in writing within 14 days of the issue of the notice.
- b. Details to be included in the appeal notification are:
 - i. The name, ID number and company of the appellant
 - ii. The non-compliance number, as shown on the non-compliance form
 - iii. The date and time of the incident, as shown on the non-compliance form
 - iv. The grounds on which the appeal will be based
- c. Representations may be made in person to the Airfield Operations Manager who will assess appeals against points being issued within 14 days of receipt of the appeal notification by EMA, whenever practical. If for any reason the appeal cannot take place within the specified time, notice will be given to the appellant in writing.
- d. The Airfield Operations Manager will assess appeals against having a licence or pass withdrawn as soon as is practicable. If for any reason all evidence is not available at this time (i.e. if witnesses have not been interviewed due to shift working etc.) the appeal will be assessed and an interim judgement will be made. A second full appeal assessment will be held within 14 days to make a final decision.

1.7 Penalty Points awarded:

Code	Occurrence	Points
D1	Any non-compliance not covered in this section	4
D2	Any driving offence causing personal injury, serious damage to equipment or infrastructure, or damage to an aircraft.	12
D3	Careless Driving	6
D4	Causing aircraft to take avoiding action	12
D5	Dangerous/insecure load	3
D6	Driving a vehicle in the wrong direction on the head of stand road (Central Apron)	6
D7	Driving a vehicle with doors open / unsecured	4
D8	Driving an unauthorised vehicle on the head of stand road (Central Apron)	4
D9	Driving behind A/C whilst ACW lights flashing	6
D10	Driving between aircraft and Marshaller	6
D11	Driving underneath aircraft wings/fuselage (unless in line with recognised procedure)	6
D12	Driving without lights/beacon	4
D13	Engine left running on unattended vehicles	4
D14	Entering an apron taxilane without permission (except on uncontrolled crossing)	6
D15	Entering the manoeuvring area (inc west apron link road controlled crossing) without permission / without the correct permit	12
D16	Failing to exercise due care and attention	4
D17	Failing to notify Airfield Operations of an incident occurring within the security restricted area (critical part, demarcated and/or airside area)	12
D18	Failure to give way to pedestrians	6
D19	Failure to give way to vehicles exiting the apron taxilane	4
D20	GSE left unattended on stands	4
D21	GSE left unattended on stands causing disruption to operations	6
D22	Illegal parking and incorrect positions of equipment within designated parking areas	2
D23	Illegal parking causing disruption to operations	4
D24	Incorrect positioning of equipment (blocking fuellers exit route etc.)	4
D25	Incorrect reversing procedure / No banksman	4
D26	Incorrect use of uncontrolled crossing	6
D27	Mobile Telephone used whilst driving	12
D28	More passengers than seats on GSE (no seat-no ride)	6
D29	No banks man for positioning vehicles to aircraft	4
D30	No headset operator or nominated person	4
D31	No pushback direction instruction by headset operator or nominated person	4
D32	No tail guide used for aircraft pushback over rear of stand road	4
D33	Operating a vehicle without a valid EMA Airside Driving Permit or when ADP is suspended. Including ADP revoked due to suspension of UK DVLA Driving Licence, or foreign equivalent	12
D34	Operating an unserviceable vehicle	4
D35	Operating equipment containing excessive FOD	4
D36	Operating equipment when not qualified / authorised to do so	6

D37	Speeding - over 10mph (Head of stand road or inside baggage dock)	8
D38	Speeding - over 17.5mph (limit + 10% + 1mph)	4
D39	Speeding - over 22mph (limit + 40% + 1mph)	8
D40	Standing up operating/driving equipment (unless in line with recognised procedure)	6
D41	Speeding - over 15mph (Head of stand road or inside baggage dock)	12
D42	Speeding - over 31mph (limit + 100% + 1mph)	12
M1	Any non-compliance not covered in this section	4
M2	Any of the above causing personal injury or damage to an aircraft	12
M3	Causing aircraft to take avoiding action	12
M4	Failure to marshal aircraft	4
M5	Failure to undertake pre arrival stand check	6
M6	Marshalling aircraft onto a contaminated stand (FOD)	4
M7	Marshalling aircraft onto a contaminated stand (vehicles or equipment)	6
M8	Marshalling using incorrect signals	4
P1	Any non-compliance not covered in this section	4
P2	Any of the above causing personal injury or damage to an aircraft	12
P3	Approaching A/C whilst ACW lights flashing	6
P4	Causing aircraft to take avoiding action	12
P5	Entering an apron taxilane without permission	6
P6	Entering the manoeuvring area (inc west apron link road controlled crossing) without permission	12
P7	Failing to notify Airfield Operations of an incident occurring within the security restricted area (critical part, demarcated and/or airside area)	12
P8	High visibility garments not worn / not fastened / unserviceable	4
P9	Inbound & outbound passengers allowed to mix	6
P10	Incorrect positioning of Equipment (blocking fuellers exit route etc.)	4
P11	No control at road crossing	6
P12	Operating a vehicle without a valid UK Airside Driving Permit or when ADP is suspended. Including ADP revoked due to suspension of UK DVLA Driving Licence, or foreign equivalent	12
P13	Operating equipment when not qualified / authorised to do so	6
P14	Passenger(s) allowed to board incorrect aircraft	6
P15	Passenger(s) left unattended on the apron	6
P16	Passenger(s) taken to the incorrect arrivals gate	6
P17	Stepping out of the vehicle whilst moving	6
P18	Stepping over tow bars/in between trailers (unless in line with recognised procedure)	3
P19	Walking between aircraft and Marshaller	6
P20	Unauthorised airside photography (including motion picture capture)	4
P21	Any person found to be under the influence of alcohol / psychoactive substances airside	12
P22	Smoking or using an e cigarette in non-designated areas airside	12
P23	Riding a self-propelled or electric propelled transport airside	12