

				<b>Manchester Airport</b> <b>Airside Vehicle &amp; Equipment Standards</b>		<b>Risk Rating</b>	<b>High – Reviewed Annually</b>
<b>Reference:</b>	EGCC-I-AOPS-032	<b>Issue:</b>	2	<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>	19/03/26

## 1 General

All vehicles and trailed equipment operating airside at Manchester Airport must be maintained and inspected in accordance with CAA CAP 642 Airside Safety Management and DVSA Regulations.

A maintenance system whilst important will not on its own ensure quality maintenance is obtained. Effective management of the operator's fleet by persons competent to do so will provide the best method of quality control.

A robust maintenance and safety inspection regime must be in place to ensure that vehicles/equipment do not endanger drivers, aircraft, persons, or property and are fit for their intended purpose.

## 2 Responsibility

Responsibility for the safe condition of vehicles/equipment, the inspection regime safety inspection records and rectification of defects lies with the operator.

Any changes to an operator's maintenance regime or facility must be reported to the Head of Aerodrome Compliance.

Operators must adopt and be able to demonstrate a robust method of auditing and assessing their maintenance provider's performances with respect to quality and compliance. The maintenance provider facility must also have in place a robust quality control system in line with current DVSA requirements.

Operators must ensure the presence at all times of an authorised and competent person who has the authority to remove any vehicle/equipment from the airfield, should a safety issue arise.

The operator is responsible for ensuring that employees who operate airside vehicles/equipment are appropriately trained to pre-check the vehicle/equipment prior to use and to report defective vehicle/equipment. Minimum requirements ref to, ANNEX 3 VEHICLE DAILY WALKROUND INSPECTION CHECK LIST available on Manchester Airports website [Vehicle and Equipment Standards for Operating Airside | Manchester Airport](#) .

Operators must inform employees of their responsibilities regarding vehicle/equipment and the legal responsibility to ensure vehicle/equipment is safe prior to use.

Operators should have a written contract or Service Level Agreement with their maintenance provider. This should cover items such as frequency of service and safety inspections, items checked during inspections, rectification of defects found during inspections and keeping of records.

Manchester Airport requires a right of access to the premises of where the maintenance records are stored for audit purposes.

## 3 Requirements of a Vehicles / Equipment Safety System

### 3.1 Safety Inspections

First Use CAP 642 Initial Safety Inspection is required prior to any vehicle/equipment and trailed equipment being operated airside for the first time. A declaration should be made to state the vehicle is new to operating airside at Manchester Airport. This documentation Annex 4 CAP642 Inspection Authorization should be sent to MAMT admin office. A new vehicle request should also be added to the operators Airside Operators Licence section (Operational Activities and Vehicles) comments box, within the Airdat Onboard portal for the operator licence, in addition to an email request sent to Manchester Ground Handling using [mangroundhandling@magairports.com](mailto:mangroundhandling@magairports.com).

An approved by MA maintenance provider must conduct CAP 642 Safety Inspections.

All vehicles under 7.5 tonnes, GSE and trailed equipment that are less than three years old require an annual CAP 642 Safety Inspection up to and including the third year; thereafter a 17-week inspection regime must be adopted.

Vehicles over 7.5 tonnes, GSE and trailed equipment that are less than one year old must have a first use CAP 642 Inspection followed by another inspection at 12 months; thereafter a 17-week inspection regime must be adopted.

Out of Service vehicles that do not conform to the CAP schedule must return the AVP to MA Motor Transport. The vehicle can then be registered as not in service and the AVP will be suspended. Failure to suspend an AVP on a piece of equipment after a period of 8 weeks or exceeding the CAP schedule by a period of 8 weeks, will result in MA Motor Transport having to CAP 642 inspect the equipment at the operator's expense, prior to the issue of a replacement AVP.

A safety inspection relates only to the condition of the vehicle/equipment at the time of the inspection, it does not confer its reliability.

CAP 642 Safety Inspection Sheets must include items listed within Annex 1 and 2 available on Manchester Airport's website <https://www.manchesterairport.co.uk/aviation-professionals/vehicle-and-equipment-standards-for-operating-airside/> and include the inspectors and operators name, date of inspection, the vehicle/equipment identifying number, hours used or mileage ,year of manufacture and any remedial work carried out should also be detailed on the CAP 642 safety inspection sheet.

All vehicle/equipment CAP 642 inspections must comply with:

- Department of Transport Test Certification
- CAA CAP 642
- PUWER and LOLER
- Manchester Airport Vehicle and Equipment Standards
- Manchester Airport CAP 642 Supplementary Vehicle Inspection Items
- Construction and use regulations

### 3.1.1 Vehicles/Machines/GSE that have ancillary equipment fitted.

It is the responsibility of the operator to ensure that all ancillary equipment is maintained in accordance with the manufacturer's service schedules with regulatory inspections and load testing as required with certification under the Health and Safety Executive.

All ancillary equipment that is designed to lift goods or personnel must comply with the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER). Vehicles and equipment that are to be safety inspected must be clean and FOD free. Compacted dirt, grease or other contaminants on the vehicle is not conducive for conducting effective safety inspections.

Vehicles that have been exposed to a biohazard requires specialized decontamination procedures and adherence to strict safety protocols. This includes risk assessment, proper [PPE](#) use, safe removal of biohazardous waste, deep cleaning with medical-grade disinfectants, and sometimes steam treatment or ozone treatment. It's crucial to follow guidelines from organizations like the Health and Safety Executive and Environment Agency.

Toilet waste vehicles, Cat 1 waste transport vehicles/trailers, Road Sweeper equipment etc all require enhanced cleaning prior to presentation for maintenance or CAP642 inspection. A Safety Inspection may be carried out by a third-party, as a stand-alone inspection or may be part of a more comprehensive inspection. CAP 642 Safety Inspections do not negate the need to conduct manufacturer's maintenance procedures. These should be incorporated into the maintenance regime.

## 3.2 Facilities for Inspections

A maintenance provider must have facilities commensurate with the type and size of fleet and equipment they inspect and maintain and must be able to demonstrate compliance with DVSA standards and test equipment.

A diesel engine smoke meter (or a 4 Gas analyser if petrol) should be used to ensure that the level of exhaust smoke/emissions is within the legal requirements. Information on the levels of permitted exhaust smoke is contained in DVSA annual test inspection Information online. A certificate of conformity for exhaust emissions should be produced at all CAP 642 inspections and retained by the operator.

A maintenance provider must also have a brake tester for the purpose of checking brake efficiency. While a decelerometer may be adequate for some vehicles that are not roller test compatible e.g. (low ground clearance, fuelling and 4x4 vehicles), the use of a roller brake tester is compulsory where applicable. A roller brake test is an important indicator of braking efficiency, although not a substitute for a robust maintenance programme. At the time of the CAP 642 inspection the tester must produce a printed copy to record the results. The results certificates must be signed and dated by the tester and retained by the operator in the vehicle records file.

The following represents a non-exhaustive list of appropriate facilities:

- Undercover accommodation for the largest and maximum number of vehicles to be maintained at any one time so that safety checks are conducted to a satisfactory level in all weathers.
- Tools and equipment appropriate to the size, nature, and fleet type must be made available.
- Adequate under vehicle inspection facility. Ramps or pits may not be needed if the vehicles have enough ground clearance for a proper inspection to be made on hard standing.
- Adequate lighting for the purposes of conducting inspections in accordance with HSE Workplace Health, Safety, and Welfare.
- A suitable calibrated brake test equipment (e.g. a roller brake tester, decelerometer).
- Suitable calibrated headlamp test equipment.
- Suitable calibrated engine exhaust emission test equipment.
- Steam or pressure under-vehicle washing facilities.
- A tyre tread depth gauge.
- A DVSA corrosion assessment tool.

### 3.2.1 Trailed Equipment

CAP 642 Inspections on all trailed equipment must be conducted inside a maintenance facility. No CAP 642 inspections may be conducted airside by the maintenance provider or operator. These inspections should be undertaken in the designated safe area at the maintenance facility. It is not practical to lay down limits of wear and tolerance for all types of components on different models of trailer/equipment or to define acceptable amounts of damage, deterioration, and effectiveness.

CAP642 Testers are therefore expected to use their knowledge, experience, and judgement to assess if the condition of a component has reached the stage where it is obviously adversely affecting its functionality or likely to adversely affect the roadworthiness/functionality or pose a health and safety risk to the operator.

Operators are reminded of the need to conduct a full examination on trailed equipment, to include wheel bearing checks and under body structure.

All parking brakes need to hold the equipment when unattended and the CAP 642 tester should use his skill and judgement in assessing the effectiveness of the brake.

Any trailer or GPU fitted with an engine must be subjected to an emission test at the CAP 642 Inspection, if practicable.

### 3.3 Inspections

Operators must ensure that any persons conducting safety inspections are suitably qualified and competent on the type of vehicle and equipment being inspected. A working knowledge is not sufficient. Where applicable, evidence of a formal qualification in vehicle maintenance and examination is required to be able to conduct the CAP 642 Inspection, DVSA publish a list of approved qualifications. Evidence of individual competency must be made available upon request by MA and be to Manchester Airport's satisfaction.

If an inspector requires assistance during the inspection or audit process, then the operator must ensure a person(s) in attendance are familiar with the operation of that vehicle/equipment under test.

### 3.4 Records

A twelve-month planner should be used to ensure accurate frequency of vehicle/equipment CAP642 inspections and evidence of such made available to Manchester Airport upon request.

Each vehicle / equipment should have its own file containing the following maintenance records where relevant:

- CAP 642 Safety inspections sheets (Annex 1 or 2)
- Defect Reports
- MOT paperwork
- Exhaust emissions and brake efficiency print outs
- Modification or remedial works paperwork
- Daily walk round inspection sheets (Annex 3)
- Certification of any statutory test items
- LOLER Certification including load test certification.

Any records of inspections and remedial works, including drivers walk round checks detailing defects, must be kept for a minimum of 15 months and operators must ensure that such records are dated, signed and available at all times for inspection/auditing purposes.

A nil fault reporting system should be adopted by operators with respect to drivers walk round checks.

A logbook record of Walk Round Inspections will suffice in most cases providing no faults have been found.

Computer records are acceptable provided they contain the requisite level of information and details. Electronic means of vehicle walk round inspections must contain all the relevant data to facilitate a full audit trail with individual ownership. All paper inspection sheets must be completed and signed by the person who conducted the inspection.

### 3.5 Daily Walk Round Inspection

Daily Walk Round Inspections of vehicles and equipment are mandatory. It is the responsibility of the operator to ensure these checks are conducted and any defects recorded and corrected. The operator must ensure its drivers and staff are aware of this requirement.

A responsible, competent person trained to conduct vehicle walkround examination checks, must conduct daily Walk Round Inspections prior to each use of any vehicle/equipment.

Vehicles with multiple drivers should receive a walk-round inspection once in any twenty-four-hour period. The walk round check must include the whole vehicle including any combination of trailers or dollies.

Vehicle defects must be recorded and reported to a competent person who has the authority to ensure that appropriate action is taken to rectify any defects found. The operators must have a robust procedure of tagging the vehicle/equipment to prevent its operational use until its repaired and signed off as ready for use airside.

The driver's walk-round inspection must be recorded signed and dated by the driver. This record must then be kept with the vehicle maintenance records held by the operator. These may be scanned to form a vehicle computer record.

Any equipment/vehicle found to be unserviceable that does not meet the conditions of the Emergency Breakdown and Minor Repair Procedure must immediately be removed from the airfield, by the operator until maintenance work has been completed to the required level for vehicle and equipment standards for operating airside at Manchester Airport.

### 3.5.1 Cargo and Baggage Trailers

Due to the nature of how cargo and baggage trailers are used it is not a requirement for operators to conduct daily walkround inspections. The 17-week CAP 642 Inspection is deemed a reasonable inspection period. However, Operators are encouraged to conduct daily / regular visual inspections to ensure trailers are in a safe operating condition. Those operators that have a robust daily inspection regime may choose to operate new equipment under three years old on a 12-month CAP642 inspection routine.

The Daily Vehicle Walk-round Check List must include those items contained within the sample Annex 3 available on Manchester Airport's website  
<http://www.manchesterairport.co.uk/aviation-professionals/doing-business-with-us/airfield-operations/document-library/vehicle-and-equipment-standards-for-operating-airside/>

### 3.6 Ramp Vehicle Safety Inspections

All airside vehicles/equipment will be subject to CAP 642 Inspection spot checks. Staff from MA will conduct the airside spot check inspections and have the authority to issue Prohibitions and/or Defect Notices and if necessary, remove the AVP.

Any vehicle/equipment deemed to be in a dangerous condition by having a Safety Significant Defect will be issued with a Prohibition Notice and the AVP will be removed. The vehicle/equipment will be Red Tagged CAP642 failure in a prominent position. Vehicle/equipment are then prohibited from operational use on the airfield.

If a Prohibition Notice is issued for the vehicle/equipment the MA Operations Officer will remove the AVP and request immediate removal from the airfield. Operators are reminded to ensure the safe recovery/removal of vehicles and equipment; professional advice may be advisable. The Prohibition will be recorded as an AOR by MA Operational staff and the Operator/MA Motor Transport will be notified of the defects.

The Operator shall ensure the vehicle/equipment fault is then rectified. Once the operator is satisfied the vehicle has been repaired it should then undergo a CAP 642 inspection by MA Motor Transport. This must take place prior to the vehicle/equipment AVP being returned by the AODM on receipt of the post event CAP642 certification issued by MAMT to allow for further airside use.

If a Defect Notice is issued for a vehicle/equipment fault, the items listed within the defect notice should be rectified at the earliest opportunity. An Airfield Occurrence report (AOR) will be issued to the Operator recording the defect/s.

The Operator must respond to the AOR within 21 days of the notice being issued and detail the actions taken to rectify the defects.

Operators must ensure access and assistance to their premises, vehicles and equipment and premises of their maintenance provider is afforded to Manchester Airport.

### 3.7 Vehicle and Equipment Repairs (Airside)

The conducting of general servicing/maintenance works on all vehicles and equipment including all trailed equipment on the apron area is strictly forbidden.

#### 3.7.1 Exceptions

Only emergency breakdown or minor repairs to the vehicle/equipment may be conducted airside subject to the following procedure:

#### 3.7.2 Emergency Breakdown

The Operator must inform the AODM immediately if a vehicle/equipment breaks down in the Aerodrome Movement Area and cannot be moved.

The AODM may decide that the oversight of this situation may benefit from the deployment of the Manchester Airport Motor Transport Apron Fitter who would function as the Subject Matter Expert providing technical advice.

If the airside operator of the vehicle/equipment and or the leasing company/owner wish to arrange a third-party recovery company, this must be approved by the AODM. The AODM will provide oversight with operational staff or the Manchester Airport Motor Transport Apron Fitter to escort all third-party recovery agents onto the Aerodrome. (Manchester Airport Motor Transport Apron Fitter fees will apply).

Vehicles/equipment that require routine maintenance or repairers that operate airside, must be taken landside for any collection and delivery service offered by the maintenance provider.

The use of recovery vehicles to aid this service within the Aerodrome Movement Area is strictly forbidden.

#### 3.7.3 Minor Repair

The Operator or repairing agent is granted a period of no more than 30 minutes to conduct a minor repair. All repairs must be conducted safely and comply with the requirements detailed within this procedure.

Prior to any repair being conducted the Operator or the repairing agent must conduct a dynamic safety risk assessment against factors such as the risk of FOD, fire, fluid leakages and personal injuries to third parties.

Minor repairs that have the potential to cause an environmental impact must be approved by the AODM via the Apron Fitter prior to the repair being undertaken.

If feasible the operator or repairing agent will facilitate the removal of the vehicle/equipment to an appropriately marked vehicle/equipment parking bay.

Vehicles/equipment must have the battery isolated from use prior to any electrical work being undertaken.

### 3.7.4 Tyre Repairs and Replacement

The conducting of tyre renewal and repairs to vehicle and equipment inner tubes on split rim wheels on the apron area is prohibited unless conducted in accordance with HSE publication INDG433.

The changing of a complete tyre and wheel assembly (inflated to the correct pressure) is permitted. The vehicle/equipment must be parked in a designated equipment parking area and appropriately secured to prevent use (red tagged to inform the operator). The use of axle stands, and wheel chocks is mandatory.

Maintenance providers must use suitably calibrated and certified tools and equipment appropriate for the vehicle/equipment type.

Maintenance providers / operators must contact the Airfield Operational Duty Manager and seek approval for vehicles/equipment that need to be left unattended in the parking area if the wheel/tyre is taken to a facility for repair.

The Operator or repairing agent must ensure when undertaking a minor repair that the area remains clear of FOD. The area must be inspected on completion of the repair to ensure that no FOD remains.

### 3.7.5 Emergency Breakdown and repair more than 30 minutes

Where a vehicle / equipment is deemed to be an emergency recovery, breakdown, or repair in excess of 30 minutes MA's Motor Transport Apron Fitter must be contacted for approval prior to any work being undertaken.

The MT Apron fitter will agree the timeframe required to carry out the repair or recovery of the equipment and record the information in the MT Apron Fitter logbook.

The following repairs will not be approved:

- If the unit is required to be jacked up from the ground except for the removal and replacement of a road wheel during a tyre repair replacement, or to facilitate the removal of the vehicle/equipment.
- A vehicle or equipment that requires a prolonged major repair that is unable to be removed from the airfield immediately will be red tagged by the Apron Fitter. A time frame will be agreed by the Apron Fitter to facilitate the removal to an appropriately marked vehicle and equipment parking bay.
- The MA's Motor Transport Apron Fitter has the right to refuse any task which is deemed unsafe or unacceptable to be conducted in the airside environment. In such situations the equipment must be recovered off the airfield prior to work being undertaken.
- The removal of vehicles /equipment would be facilitated from the landside. No airside parking area will be provided for third party recovery operators.

### 3.7.6 Safety Infringement

The operator or repairing agent who fail to comply with these procedures will incur a AOR infringement fine in line with published fees and charges.



### 3.8 Modifications, Adaptations or Alterations to Vehicles / Equipment

Airside Operators are reminded that it is their responsibility for the safe condition of any vehicle or equipment operated under their governance (H+S PUWER). Any modifications, adaptations or alterations made to leased/rented vehicles, and equipment must be approved by the operator prior to deployment.

Conventional road vehicles/equipment that have been modified must still comply with the standards contained in the DFT Construction and Use Regulations 1986, irrespective as to whether the vehicle is being used on public roads or not.

Non-conventional vehicles/equipment that have been modified must have one of the following:

- Change of Use Notification from DVSA.
- An insurance indemnity letter from the operator quoting the asset serial reference/identifier and an overview description of the modifications.
- Coach Builder Certification.

A vehicle must be resubmitted for a safety inspection and the Airfield Safety and Compliance Team, are to be informed, in writing, of the modifications prior to them being conducted. The vehicle/equipment must be made available for inspection as required by Manchester Airport.

### 3.9 Operating Unserviceable Vehicles and Equipment

Should the Operator fail to comply with reasonable direction issued by the Company to move vehicles or equipment that is either unfit to operate or defective, within the specified time the Company may remove and store the equipment. The Operator will be charged a removal fee or such other fee as the Company shall from time to time publish.

### 3.10 Self-Certification

Requirement for obtaining self-certification for vehicle maintenance at Manchester Airport are available in the document "CAP 642 Vehicle Maintenance Self Certification Agreement" and on Manchester Airport's website <https://www.manchesterairport.co.uk/aviation-professionals/vehicle-and-equipment-standards-for-operating-airside/>

## 4 Airside Vehicle Passes

All companies that require vehicle access to the CP area will require an AVP, prior to application, the requiring company need to apply for an Airside Operator Licence (AOL), via the Airdat system. No AVP will be issued until a complete AOL has been populated in all milestones and submitted for MA for approval. All insurance milestones must be in date with the required insurance documentation uploaded and approved.

Manchester Airport Motor Transport (MA MT) will issue all AVPs on behalf of Manchester Airport Group (MAG) and an AVP will remain the property of MA.

Passes are issued from the MA MT facility, between the hours of 07:00 to 15:00 Monday to Friday.

A charge in line with the MA current fees and charges will be made for the issue of an AVP; however, this may be reviewed at MA's entire discretion.

A charge in line with the MA fees and charges will be levied by MA to replace lost or stolen AVP's.

The operating protocol forms part of Manchester Airports Safety Management System and this requires that every vehicle/equipment operating airside should have its own AVP that must be displayed on the vehicle/equipment at all times when operating airside. For such a permit to be issued the operating protocol further requires that the vehicle/equipment be inspected by a suitably qualified and competent person, trained in the techniques of vehicle examination, diagnosis, and reporting, prior to its initial use airside and inspected every, see (3.1 Safety Inspections).

The operation and use of vehicle/equipment with an expired AVP is strictly prohibited and will be subject to the MAN infringement policy.

#### 4.1 Types of Airside Vehicle Permits

There are Four distinct types of AVP available as follows:

##### **Permanent, 12 months (Blue)**

Issued to vehicles under 3 years old / HGV/PSV up to one year and on production of a valid Inspection Certificate or a self-certification form stamped by the operator, this pass can be validated for up to 12 months.

##### **Permanent, 17 weeks (Green)**

Issued to non-self-certified companies for vehicles/GSE over 3 years old and on production of a valid CAP642 Inspection Certificate. This AVP is valid only for up to 17 weeks.

##### **Temporary, Escorted Access, 7 days (Yellow)**

Issued for a limited period of up to seven working days, for an operator with reason to have short-term vehicular access airside (CP). No CAP642 Inspection Certificate required, MAMT may request evidence of the vehicle/GSE service, condition standard, this could be evidence of the previous service record or current MOT Test.

A maximum of 6 Temporary, Escorted Access (Yellow) 7day AVPs will be allowed per calendar year per company, thereafter all vehicle/equipment will require a MAMT CAP642 inspection and issued with the appropriate AVP.

The yellow AVP must be returned to the MAMT Cap 642 reception, within 7 days of its expiry date, failure to comply will have the sponsoring company suspended from being issued with any further form of AVP until compliance of this policy is adhered to.

This permit does not confer access without the vehicle being always escorted whilst operating airside. The vehicle must not be parked airside overnight and must leave the airfield at the end of the working period.

##### **Construction, Escorted Access 17 Weeks (Orange)**

Issued to all vehicles/ towed equipment, (Lighting rigs / generators etc)/ road operational plant that have a requirement for airside access for the delivery of MAN-TP or BAU operational maintenance. This AVP category will require a 17-week CAP642 Inspection Certificate in all applications, due to the extreme working environments to which they are exposed.

All sponsored companies within this category must have a valid Airside Operator Licence (AOL) within the Airdat portal. A copy of the respective MAN-TP or BAU subcontract insurance policy must be uploaded within the AOL.

This permit does not confer access without the vehicle being always escorted whilst operating airside. The vehicle must not be parked airside overnight and must leave the airfield at the end of the working period. Vehicles and equipment that do display an Orange AVP may park and stay within the confines of the works area provided they are within the demarcation fence line.

Delivery Access into (CP) Time limited.

For temporary delivery access to the CP area or contractors who need to commute from the security access point to a works compound, which is designated as a works area. All vehicles/equipment will require an escort to and from there working areas. Contact the ASDM, Airside Operational Duty Manager or the STM Security Duty Manager on Tel 0161 489 3331.

The information recorded on an AVP will be as follows:

- The AVP expiry date
- A printed serial number on the AVP
- The vehicle/equipment identifying number.
- Make/model of the vehicle/equipment to which the AVP is to be issued.
- Vehicle Seating Capacity
- The vehicle Operators Company name & Escorted Company Name (if required)
- A contact telephone number (24hrs if vehicle parked airside)
- AVP issue date

#### 4.2 Exceptions

- Police vehicles attending an emergency.
- Specialist military vehicles attending an emergency escorted by police vehicles.
- Local authority fire appliances attending an emergency.
- Local authority ambulances attending an emergency.
- Local authority or private ambulances on non-emergency duties, by arrangement, maybe escorted onto the Airfield by GMP.
- On occasions, contractors or vehicles carrying abnormal or indivisible loads can be escorted onto the airfield by a competent person, subject to current security arrangements, and escorted by an authorised person from the client company.

#### 4.3 Application for an AVP

In every case an official Manchester Airport Airside Vehicle Permit Application Form must be completed by an Operator applying for an AVP, or in the case of a CAP642 Self-Certifying Stamp holder a CAP 642 Manchester Airport Self Certification declaration form. that the vehicle is part of a compliant maintenance regime. New to fleet vehicles/equipment will build up the required CAP642 history after deployment. The previous 12 months CAP642 certification documents must be attached for verification by MAMT administrator.

All the required Airside Insurance Certificates must be uploaded to the companies AOL via Airdat. A signed CAP 642 Inspection Certificate must be provided, signed, and dated by an approved CAP 642 Inspector with each and every application for a Blue, Green and Orange AVP; as well as a written declaration that all items have been tested are in appropriate working order and condition and that all statutory and regulatory requirements have been complied with.

Should MA MT have reason to doubt the authenticity or validity of any of the documentation provided in connection with the application for an AVP, then the application will be rejected, and Airfield Safety and Compliance Department advised of the refusal.

#### 4.4 The Issue of an AVP

The issue of an AVP does not guarantee the right to drive or operate any vehicle/equipment airside and parking restrictions and apron rules and regulations must be adhered to at all times. Only one AVP can be issued per vehicle/GSE with the operating companies name displayed. AVP permits cannot be interchanged between operators. AVPs must be returned and request to reissue in the name of the operator, applicable to all rental units or pooled equipment.

Application for privately owned or non-operational vehicles will not be authorised.

MA MT will ensure that the AVP does not expire on either a Saturday or Sunday; this will allow the Operator to have access airside with the vehicle when MA MT is closed over the weekend, and similarly an AVP should not normally expire on a Bank Holiday.

MA MT may at its discretion refuse to issue an AVP if the person issuing the AVP has reason to suspect that an AVP is or has previously been misused by the person or Company requesting the issue of an AVP.

An AVP is issued by reference to the Registration number/Fleet serial number of the vehicle/equipment as presented on its first use CAP 642 safety inspection. Any modifications, adaptations or alterations to a vehicle require a further inspection by a competent person, to confirm that it remains compliant with manufacturer's recommendations and has obtained confirmation and cover from the Operators insurance company before being used airside.

#### 4.5 Security Obligations

AVP's are non-transferable. Should an operator sell, scrap, transfer or otherwise dispose of a vehicle/equipment then the operator to whom the AVP was issued, must return the AVP Disc to the MAMT Cap 642 reception, within 7 days, failure to comply will have the operating company suspended from being issued with any further form of AVP until compliance of this policy is adhered to.

In line with existing procedures any lost or stolen Airside Vehicle Permits, or other temporary vehicle permit must be reported as soon as practically possible to either Manchester Airport's Pass Office or Motor Transport, or other appropriate issuing body.

However, the reference number needed when reporting a loss as described above is now available by reporting the lost item online at [www.reportmyloss.com/uk](http://www.reportmyloss.com/uk) rather than ringing the police or attending a local police enquiry counter.

This enables staff members to report their loss online, create a lost report, obtain a lost property reference number, and in the event of the item being recovered, the owner will be notified of its whereabouts for collection.

If the item is lost outside of the Greater Manchester area, you should contact the appropriate police force to report the matter ([www.police.uk/contact/force-websites/](http://www.police.uk/contact/force-websites/)). Alternately you can report it online via [www.reportmyloss.com](http://www.reportmyloss.com), however dependant on which police force area the item has been lost in, you may have to pay a fee (free in GMP force area).

If the item has been stolen, the existing procedure of reporting the theft to the police by calling 101 or visiting your local Public Enquiry Counter should be followed. A crime/incident number will be given which will then be given to Manchester Airport when reporting the theft of the item.

AVP's must also be returned immediately to MA MT at their request and when the AVP has expired.

#### 4.6 Removal of an AVP

An AVP will be removed from any vehicle/equipment that cannot meet the required standard. Airfield Operations will notify the operator and MA Motor Transport Admin/Apron Fitter.

If an AVP is removed from a vehicle or GSE by Airfield Operations, the AVP must be retrieved by the vehicle operator from Airfield Operations office. A valid CAP642 certificate issued by MA Motor Transport must be produced prior to the vehicle/equipment returning to operate airside at Manchester Airport. (Repairs and improvements to vehicle/GSE standards can be performed by the operator and its repairing agent prior to presentation to MAMT for the CAP642 inspection.)

The operator cannot apply for another AVP whilst the vehicle/equipment has an AVP under suspension.

Any vehicle/equipment involved in an airside safety related accident/incident involving vehicles or equipment, will have its AVP automatically removed by Airfield Operations. The vehicle/equipment will be sent to MA MT to undergo a CAP 642 inspection. This inspection will be at the operator's expense.

If there is reason to believe that a government agency or control authority will need to see the vehicle/equipment in its present condition, Airfield Operational Duty Manager will initiate quarantine of the vehicle/GSE, and the Operator of the vehicle/equipment acknowledges and confirms MA's right to quarantine the same. MA Motor Transport Apron fitter will arrange for recovery and a post event CAP642 inspection and storage. Published fees and specialist charges may apply. Any vehicle/GSE that are subject to formal Airfield Operation occurrence investigations will remain quarantined until the authority of the Head of Aerodrome Compliance or deputy has been obtained to confirm its release.

The operator must contact MA Motor Transport for a copy of the completed CAP642 Inspection Sheet and MA Motor Transport will send a copy of the same CAP 642 Inspection Sheet to Airfield Operations.

Upon the operator's application and through Manchester Airport's AOR process:

- Airfield Operations will issue an AOR to the employee, employer, or company.
- Details of the AOR will be recorded on the Occurrence Report Spreadsheet.
- It will automatically generate an email to the company informing them of the AOR details.
- The employer then has 21 days to respond in writing to Airfield Operations stating the actions taken.
- If a response is not received within 21 days, the Head of Aerodrome Compliance will then address individual cases subject at all times to MA's right to withdraw the AVP should circumstances warrant.

#### 4.7 Records

MA MT will maintain details and records of all AVP's issued, which will include the identifying number of the vehicle, the Operators name, MA security ID pass number and the issue date of the permit.

An authorised representative of the Operator must sign/give name to indicate that the AVP has been received.

MA Safety & Assurance department will conduct ad hoc audits of Operators who have been approved to self-certify and conduct CAP642 inspections.

MA Safety & Assurance department will maintain the records of these audit reports.

The MA Safety & Assurance department will conduct vehicle/Equipment safety inspections on airside location periodically. The results of such inspections will be documented.

#### 4.8 Insurance Details

All Operators applying for an AVP must have a completed Airdat (AOL) with all milestones approved, submit an original Insurance Certificate to MA and maintain insurance for the full AVP term. Should the insurance Certificate expire part way through the dates applied for, then a new Certificate of Insurance should be supplied and uploaded on Airdat within one calendar month of the date of expiry. Failure to do so will result in the withdrawal of the AVP.

The minimum value of liability required for the issue of an AVP is not less than £50,000,000 GBP (Fifty Million Pounds Sterling) to cover airside vehicle and driving activities.

For further information on Insurance Policy requirements refer to the Manchester Airport Group Schedule of Charges and Terms and Conditions of Use or Airdat system user guide.

#### 4.9 Legal Aspects

It is an offence under Section 21B and 21C of the Aviation Security Act 1982, as amended by the Aviation and Maritime Security Act 1990 to:

Give false information either for the purposes of or in connection with an application for an AVP or in connection with continued holding of an AVP that has already been issued.

Go with or without a vehicle on any part of the restricted airside area of the airport without permission of Manchester Airport.

Failure to meet the requirements will result in the AVP being withdrawn and the vehicle removed from airside areas and formal legal action being pursued by MA.

Further information relating to Vehicle and Equipment Standards for Operating Airside at Manchester Airport is available on Manchester Airport's website.

<https://www.manchesterairport.co.uk/aviation-professionals/vehicle-and-equipment-standards-for-operating-airside/>