

Control of Vehicles

Airside Operational Instruction 12

Content

1. Airside Vehicle Operating Procedures
2. Airside Vehicle Permits
3. Airside Driving Permits

AOI Owner - Airfield Operations



1. SECTION 1 - AIRSIDE VEHICLE OPERATING PROCEDURES

1.1 General

- a. All aircraft and vehicle movements on the manoeuvring area and aircraft movements on the apron require the prior permission of Air Traffic Control (ATC). Management and supervision of vehicle and personnel movement, on the apron, is the responsibility of Airfield Operations. ATC's responsibility on the apron is limited to providing advice and instructions to assist in preventing collision with moving aircraft.
- b. Company vehicles (in company livery) may use the apron(s) in connection with handling services provided that the vehicle is suitably equipped to operate in that area.
- c. All drivers of vehicles in airside areas must hold a current full United Kingdom Driving Licence or foreign equivalent (foreign licenses only have a 12 month validity in the UK) and must also either hold or be escorted by, a holder of an East Midlands Airport 'A', 'M' or 'R' airside driving permit, in line with CAA regulation CAP 790.
- d. A restricted number of EMA Managers are permitted to use their personal vehicle on the manoeuvring area, subject to the above and only then under RT control from ATC.
- e. A private vehicle will only be allowed airside including the maintenance area, if it can be shown that it is essential to the operation of the aircraft passenger and freight handling services or connected with the maintenance/operation of Airport facilities. It must be equipped to operate accordingly and display a current EMA Airside Vehicle Permit (AVP).
- f. Seatbelts are to be worn in any vehicle where they are fitted whilst operating airside. The following exceptions are in place:
 - i. The vehicle is not fitted with a seatbelt.
 - ii. The driver is in possession of a Certificate of Exemption from Compulsory Seat Belt Wearing.
- g. Self-propelled or electric propelled transport is prohibited for use airside. (For example bicycles, skateboards and 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 passport to operate airside.

1.2 Definitions

- a. The APRON is defined as 'that part of an aerodrome provided for the stationing of aircraft for the embarkation and disembarkation of passengers, the loading and unloading of cargo and for parking'.
- b. The MANOEUVRING AREA is defined as 'that part of an aerodrome provided for the take-off and landing of aircraft and for the movement of aircraft on the surface excluding the apron and any part of the aerodrome provided for the maintenance of aircraft'. Double white lines delineate the boundary between the manoeuvring area and the apron.
- c. The aircraft MOVEMENT AREA is defined as 'that part of the aerodrome intended for the surface movement of aircraft and includes the manoeuvring area, aprons and any part of the aerodrome provided for the maintenance of aircraft'.

- d. AIRSIDE is defined as 'that part of the aerodrome from which unrestricted access is available to aircraft movement's areas and from which unauthorised personnel must be excluded for safety and security reasons'.
- e. The CRITICAL PART is a zone into which access is restricted for security reasons and is limited to:
 - i. Those who are authorised as having a business need to have access and who have passed through a Department for Transport (DfT) approved security check.
 - ii. Goods, aircraft and vehicles which have passed through a DfT approved security check.

1.3 Requirements

- a. The Airport's requirements for operating vehicles airside are contained herein. Failure to comply with these requirements may result in the withdrawal of Airside Driving Permits or Airport Identification Passes, or prosecution where necessary.
- b. Those wishing to drive airside at East Midlands Airport, will have to successfully complete the relevant airside driving permit course, and an R/T examination for an 'M' permit driving course. Non-ADP holders, for example emergency services, must be escorted at all times whilst driving in airside areas by a holder of a full EMA issued 'A', 'M' or 'R' airside driving permit.
- c. Personnel operating on the taxiways, taxilanes including the perimeter road at EMA will be required to have successfully completed the 'M' airside driving permit training course, along with successfully completing the R/T examination. Personnel who have a requirement to operate on the runway and associated runway strip are required to have successfully completed the 'R' ADP course and assessment. The ADP R is limited to specialised roles approved only through EMA Management. Personnel who do not hold these permits and operating on the manoeuvring area must be escorted by either a valid 'M' or 'R' airside driving permit holder at all times. Further information of the Airside Driving Permit scheme is contained within this document in Section 3 – Airside Driving Permits.
- d. Personnel are only to drive or operate vehicles in which they have received suitable and sufficient training and have been assessed to be competent.
- e. Vehicles must not be driven on the apron, manoeuvring area or in the vicinity of an aircraft in reverse gear unless there is a banks person to assist and/or instruct the driver.
- f. Vehicles that are equipped with driver aids and monitoring devices may be exempt from requiring a banks person, but prior approval from Airfield Operations and the Operations safety department must be obtained before the operation of a specialised vehicle is authorised to operate without a banks person.
- g. No vehicle should be left unattended in any airside area with its engine running. Unattended vehicles in the critical part are to be parked in designated areas and must have their ignition keys removed to prevent unauthorised persons making use of them for illicit purposes.

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- h. Vehicles must give way to aircraft at all times whether the aircraft is being taxied or towed. Vehicles approaching a moving aircraft head-on must draw well clear of the taxiway or runway. Vehicles must not overtake aircraft when the aircraft engines are running.
 - i. Fuelling vehicles must have a clear exit route away from any aircraft. Vehicles and equipment must not be parked or stopped in an area that could impede fuel vehicle egress.
 - j. Extreme caution must be exercised at night and in poor visibility. Dipped headlights must be used during the hours of darkness and also when traffic and weather conditions require. Specific instructions relating to driving during periods of inclement weather are contained in AOI 21 'Low Visibility Procedures'. Drivers must make themselves familiar with the different types of lighting used on the Airport and take care to avoid damage to lighting fittings.
 - k. Drivers using the taxiways, apron and apron roadways must keep to the left. When overtaking, drivers are to keep to the right hand side of the vehicle being overtaken.
 - l. Vehicles must, at all times, give way to embarking or disembarking passengers on the apron and associated roads. Particular caution must be exercised when approaching authorised crossing points and designated passenger walkways. At no time must any vehicle park on, or be operated, or loaded/unloaded whilst halted on a designated passenger walkway.
 - m. Vehicles on the apron must give all aircraft a wide berth unless approaching to load or unload the aircraft or for maintenance purposes. They must never approach an aircraft without its wheel chocks in position, or if the aircraft's anti-collision lights are in operation.
 - n. Vehicles operating within close proximity of an aircraft, or parking adjacent to it, must only do so under the guidance of a banks person.
 - o. Vehicles must not be driven under any part of an aircraft except in connection with work on the aircraft, when it is the driver's responsibility to ensure that there is adequate clearance between the aircraft and the vehicle (by marshalling or by other means).
 - p. RFFS appliances and other vehicles being used for emergency purposes have a right of way over all other vehicles.
 - q. Vehicles and ground servicing equipment should be parked only in designated parking areas when not in use. No parking is permitted on the apron roads unless specifically authorised, and vehicles are not to be left parked within 3 metres of the critical part boundary fence. Vehicles and equipment should not be left on empty aircraft stands and must remain clear of any aircraft entering a stand.
 - r. Aircraft arriving on stand may require the marshaller to stand in or near to an apron road. To protect the marshal and also to ensure there is no distraction to the flight crew; vehicles are not permitted to drive behind the marshal unless given permission by the marshal or in emergency situations.
 - s. Vehicles must not proceed on to the Manoeuvring Area without first seeking authority from ATC. Only vehicles which have been individually authorised by ATC may have 'taxiways own look out' on the manoeuvring area.

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- t. Outside of normal 'taxiways own lookout' operation times, during the evening / night between official day and official night, Airfield Operations vehicles may still maintain use of the Charlie taxiway and Charlie/Alpha taxilane providing the operator maintains a constant listening watch on the Ground Movement Channel, UHF Channel 1. In the event of LVP's being in force, this will be relinquished with the vehicles coming under the control of ATC for manoeuvring area access.
 - u. Vehicles should only leave the apron road system when assisting in loading/unloading/servicing or directing an aircraft and then only by the shortest route from the apron road to the aircraft. However, certain vehicles, due to their dimensions, may gain access from/to the head and rear of stand road, via the apron, in order to complete operational duties. No other vehicles may take short cuts across the apron.
 - v. Large vehicles may require additional room or clearance to manoeuvre whilst operating on the aprons. Vehicles are to give way to large vehicles that may require the use of an oversteer or additional clearance to manoeuvre.
 - w. Vehicles, (other than those carrying out recognised operational duties) should not enter an aircraft taxiway/lane, unless using a delineated uncontrolled crossing.
 - x. Personnel are only to travel in vehicles using a dedicated vehicle seat.
 - y. Unless otherwise authorised no vehicle shall be operated airside unless it displays a current Airside Vehicle Permit.
 - z. Operators are to ensure that all vehicle doors (where fitted) are closed. Drivers are to make a positive check that doors are closed before entering an uncontrolled crossing.
 - aa. Operators are to ensure that all loads are secure. Drivers are to make a positive check that loads are secure before entering an uncontrolled crossing.
 - bb. Vehicles on the central apron rear of stand road must give way to pushback tugs and other vehicles vacating the apron taxiway/lane. Vehicles vacating the taxiway/lane should exercise care and consideration on re-entering the apron road to avoid any possibility of collision with other road users.
 - cc. No vehicle may proceed behind any aircraft when its engines are running, unless specifically authorised to do so. Drivers are to stop their vehicles well short of stands occupied by aircraft with anti-collision light illuminated until the light is switched off or the whole aircraft is on the taxi lane and clear of the rear of stand road.
 - dd. The use of hand held mobile telephones whilst driving (including supervising/escorting a non-ADP holder), or otherwise operating a vehicle in any airside area is prohibited.
 - ee. Due to the overhead conveyor system, vehicles operating in the outbound baggage dock are subject to a maximum working height of 2.5 metres.
 - ff. Drivers/pedestrians operating in the Maintenance Area (west of M4 and south of M5 holding positions) should expect uncontrolled aircraft/helicopter movements and as such should exercise caution.

- gg. When the ESRVP is activated no vehicle may enter the Fire Station bellmouth from Taxiway Alpha. During normal operations only RFFS may enter via this route.
- hh. A maximum of 4 trailers can be towed airside at one time.
- ii. All trailers must have red or amber reflective areas at or near each end on the outer side, these should be clearly visible in darkness and poor visibility.
- jj. Daily Walk Round Inspections of vehicles and equipment are mandatory. It is the responsibility of the operator to ensure these checks are carried out and any defects recorded and corrected. The operator must ensure its drivers and staff are aware of this requirement.
- kk. 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.
- ll. 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.




1.4 Speed Limits

- a. There is a maximum speed limit of 15 miles per hour (mph) on the aprons and associated roadways. On roads with pedestrian crossings, this limit is reduced to 5mph (equivalent to walking pace). These roads are:
 - i. Head of stand roads on both the central and central west aprons.
- 5mph limits are also in force in the following areas:
- i. Central apron roadway, at the head of Stand 7.
 - ii. In the North West corner of the central apron.
 - iii. West apron abeam stands 123 and 100.
 - iv. Inside any building (i.e. inbound or outbound baggage dock).
 - v. On any aircraft stand.
 - vi. On any interstand clearway.
- b. RFFS appliances are exempt from these limits when attending emergencies.
 - c. Speed must be moderated further at night, during inclement weather or when traffic or passenger movements require. Operators are to drive to the conditions.

1.5 Vehicle Conspicuity

- a. All vehicles which use the aircraft movement area at EMA are defined as mobile obstacles and should be coloured and marked as such. All vehicles must have company livery or appropriate forms of identification.
- b. A limited number of specifically authorised vehicles are exempt from this requirement providing that the vehicle holds an Airside Vehicle Permit.

- c. Vehicles not in company livery e.g. hired vehicles, contractors vehicles and vehicles on short-term secondment, must obtain approval from Airfield Operations (via the ID Gateway Portal TAVP) before entering the apron or aircraft movement area. This is in addition to any ATC clearance granted.
- d. In line with best recommended practice contained within ISO 17840 Road vehicles — Information for First and Second Responders, East Midlands Airport mandates the use of bespoke pictograms prescribed within this document to identify Electric Vehicles (EV) and Hybrid Electric Vehicles equipped with lithium-ion batteries.
- e. All EV and hybrid electric vehicles equipped with lithium-ion batteries operating within the airside areas shall display propulsion energy identification placards in accordance with ISO 17840-4 (and/or ISO 17840 series).
- f. The logo must consist of an **ORANGE** diamond, containing a white lightning bolt with a downward arrow inside the triangle.
- g. There are 3 types of EV markings that are mandated airside, which illustrate propulsion symbols, which are;
 - i. *Electric Vehicle Pictogram*
 - ii. *Hybrid Electric Vehicle (Petrol or Ethanol) Pictogram*
 - iii. *Hybrid Electric Vehicle (Diesel) Pictogram*

| LABEL | DISCRIPTION | REMARKS |
|---|--|---|
|  | Electric Vehicle | Only class B voltage Not for mild hybrid (12V, 48V) |
|  | Hybrid Electric Vehicle on fuel of liquid group 2 (Gasoline, Ethanol.) | Only class B voltage Not for mild hybrid (12V, 48V) |
|  | Hybrid Electric Vehicle on fuel of liquid group 1 (Diesel, XTL) | Only class B voltage Not for mild hybrid (12V, 48V) |

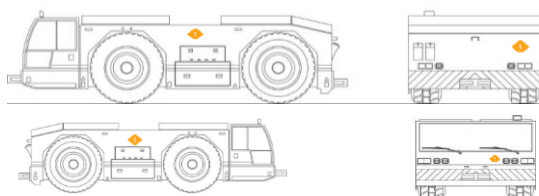
Vehicles with an overall length of less than 12.6 metres shall display:

Pictogram dimensions:

- Height: 200 mm
- Width: 150 mm

Pictogram positioning and quantity:

- One pictogram shall be displayed on the nearside front of the vehicle.
- One pictogram shall be displayed on the offside rear of the vehicle.
- One pictogram shall be displayed on the side of the vehicle.
- One pictogram shall be displayed on the side of the vehicle.

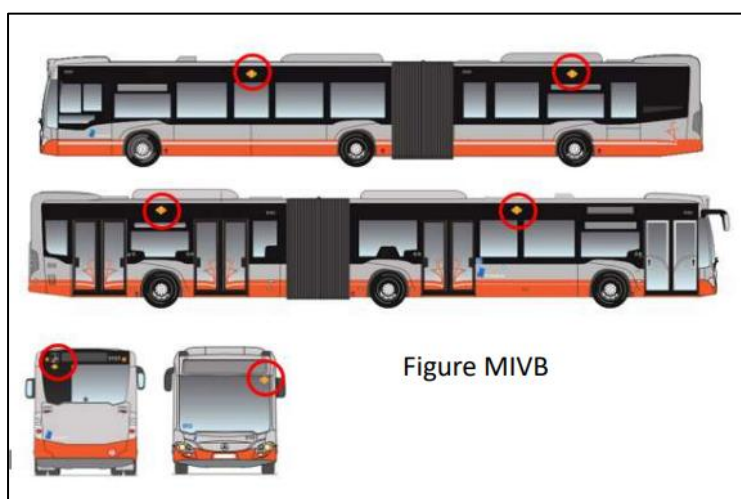


Vehicles with an overall length of 12.6 metres or greater:*Pictogram dimensions:*

- Height: 210 mm
- Width: 297 mm

Pictogram positioning and quantity:

- One pictogram shall be displayed on the nearside front of the vehicle.
- One pictogram shall be displayed on the offside rear of the vehicle.
- One pictogram shall be displayed on the side of the vehicle, aligned with the front wheelbase.
- One pictogram shall be displayed on the side of the vehicle, aligned with the rear wheelbase.



- Two pictograms shall be displayed on the roof of the vehicle for vehicles with a length greater than 12.6 m:
 - One located at the front end of the roof.
 - One located at the rear end of the roof.



- h. Markings should be included as part of regular vehicle inspections.
- i. Any faded, damaged, or obscured markings must be repaired or replaced promptly to maintain compliance and visibility.
- j. All operators operating EV or hybrid vehicles with lithium-ion batteries, must forward their vehicles or equipment safety data sheet to the following email address: Firestationmanager@eastmidlandsairport.com

- k. Airfield Operations will actively enforce this requirement. Any electric vehicle (EV) or hybrid electric vehicle operating airside without the required pictogram will be withdrawn from airside use until full compliance is achieved.
- l. Operating companies are responsible for procuring and applying their own compliant pictograms in accordance with AOI 12 – Control of Vehicles. Where EMA Motor Transport or the EMA RFFS are required to supply and fit pictograms, a charge shall be applied as per the EMA fees and charges.

1.6 Vehicle Obstacle Lights

- a. Vehicles are to be fitted with a flashing yellow obstacle light which should be illuminated at all times whilst the vehicle is being driven in any airside area. Private vehicles which are used airside infrequently need not carry an amber flashing light but must switch on their hazard warning lights (daylight hours only). This exemption applies only if all the following conditions as detailed in paragraph 1.5 are met. These vehicles must remain on the apron roads unless under escort by a vehicle equipped with a compliant obstacle light.
- b. Vehicles are to be fitted with a flashing yellow obstacle light which should be at the highest point of the prime mover vehicle to be visible 360° around the vehicle. The light should be a vertical beam coverage of ± 10 degrees either side of the horizontal plane and an intensity between 40 and 400 candela, and should flash at between 60 and 90 times per minute. Vehicles exceeding 12.3m in length should display 2 lights located at each end of the vehicle.
- c. Vehicles are otherwise to be lighted to the same standard demanded by the Road Vehicles Lighting Regulations 1989 and the Road Traffic Act 1972 (section 40).
- d. Special arrangements apply to lighting requirements for airport sponsored convoys meeting VIP passengers airside. These convoys are to be escorted by Airport vehicles with their obstacle lights illuminated.
- e. All vehicles positioned waiting on stand for arriving aircraft must have an active obs light.
- f. All vehicles on the manoeuvring area must maintain an active obs light unless parked within a recognised refuge area or works compound.
- g. Any vehicle operating with an un-serviceable obs 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 obs light is not permitted.
- h. Stationary vehicles are not required to have their obstacle lights illuminated.
 - If the vehicle is parked up in a designated GSE bay
 - whilst on stand servicing or supporting an aircraft.However, users must ensure that their vehicles/equipment are clearly visible at all times, especially at night, in wet weather or where equipment is shaded from apron lighting. If under these circumstances safe conspicuity cannot be otherwise achieved obstacle lights should be used or the use of parking position lights.

1.7 Use of Rear of Stand Road

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- a. Drivers using the rear of stand road must always be alert to the movements of aircraft on and off stand and give way to aircraft at all times. In particular the presence of a marshal or marshaller's vehicle and other activity on the stand should indicate to all that an arrival is imminent. Similarly pre departure vehicle activity and positioning of pushback tug, pushback crews/rear of stand roadman etc, will indicate an imminent departure. Vehicles are to stop well clear of a stand when the occupying aircraft's anti-collision light is illuminated. Vehicles are to remain clear of the stand whilst aircraft are manoeuvring on or off the stand until the aircraft is on the taxiway or on stand with the anti-collision light off.
 - b. Vehicles must give way to aircraft, whether under tow or under their own power. Vehicles must allow ample clearance between themselves and any aircraft taking the following into consideration:
 - i. The turning radius of the aircraft on approach to the stand.
 - ii. The limited visibility from the cockpit which makes it difficult for the pilot to judge accurately the width of his aircraft. On no account is a situation to be allowed to develop where the wing tip or other part of an aircraft passes over a vehicle.
 - c. When aircraft are moving onto stand the manoeuvre will be under the guidance of a marshal. Aircraft being pushed back will be controlled by the person in charge of the pushback. In both instances their instructions are to be complied with.

1.8 Double White Lines

- a. Double white lines delineate the boundary between the manoeuvring area (where both aircraft and vehicle traffic are under the positive control of ATC) and apron areas. Only specifically authorised radio equipped vehicles (e.g. Aircraft tugs, Airfield Operations vehicles etc.) driven by qualified 'M' or 'R' airside driving permit holders may operate in the manoeuvring area. No vehicles may cross the double white lines onto the manoeuvring area apart from at the four delineated 'uncontrolled crossings', where specific rules apply.
- b. Where pushback drivers have a limited requirement to enter the manoeuvring area i.e. pushback from stand to taxilane followed by immediately vacating back onto the stand or apron after the pushback, an A-Permit is acceptable. If the pushback driver uses any part of a taxilane or taxiway as part of a point-to-point ATC clearance to an intended location, an M-Permit is required. This dispensation applies to pushback teams who are commencing aircraft pushback operations only.

1.9 Uncontrolled Taxi Lane Crossings

- a. The boundaries of uncontrolled crossings are delineated by a black and white chequered marking. Such crossing points are the only route by which vehicles and equipment may cross a taxiway/lane without first gaining permission from ATC.
- b. Vehicles accessing/egressing stands 4 & 5 can cross the Tango uncontrolled crossing boundary (chequered markings) from north/south within the confines of the stand area only but must not cross the double-white lines which signify the edge of the Tango taxilane. This exclusion also applies whilst accessing/egressing the uncontrolled crossing boundary on Stand 33. The solid double white lines that signify the edge of Charlie Alpha must however not be crossed unless in receipt of ATC clearance. Similarly, the controlled crossing at Western Link November also has black and white chequered markings adjacent

Stand 40 that are within the confinements of the movement area and may be crossed. Under no circumstances, are the solid double white lines to be crossed, unless in receipt of ATC clearance.

- c. Vehicles must not proceed over the Uncontrolled Crossing between Stand 17 and Stand 33 if aircraft are inbound or on pushback from these stands. Vehicles must not cross the Uncontrolled Crossing (17-33) if aircraft are pushing to face East on Charlie Alpha due jet blast.

- d. The following rules are to be obeyed as a condition of use of an uncontrolled crossing:
 - i. Vehicles are to be capable of maintaining a speed of 15 MPH across the crossing so that they may complete the crossing expeditiously should the need arise.
 - ii. Vehicle must remain within the marked boundary of the uncontrolled crossing when in use.
 - iii. The road markings either side of an uncontrolled crossing are marked so that vehicles have priority over all other vehicular traffic.
 - iv. Vehicles are not to start a crossing unless their exit is clear.

- e. It is the Driver's responsibility to ensure that they can cross the uncontrolled crossing safely. Before making the crossing the following must be considered:
 - i. Vehicles must always give way to aircraft.
 - ii. The crossing may not be made unless sufficient separation will be achieved from taxiing aircraft or aircraft under pushback/tow such that no possible concern is occasioned to the pilot or ground crew manoeuvring the aircraft. Sufficient time should also be allowed to recover safely from a breakdown or other mishap without endangering aircraft or vehicle
 - iii. Due consideration should be given to the effects of jet blast on vehicles/loads if passing astern of a taxiing aircraft. Vehicles should not proceed over an Uncontrolled crossing until the aircraft is established on the adjoining taxiway and engines are facing away from the crossing. The recommended safe distance behind an aircraft with running engines is three full lengths of the aircraft type.

- f. When notified by ATC that Low Visibility Procedures are in force (via 'scrolling banner' on the Chroma system), appropriate signage accompanied by a red warning light, or illuminated white sign displayed at vehicular access points to all airside areas.
 - i. Drivers must have sufficient visibility to ensure that their vehicle can safely complete a full crossing without endangering themselves, other vehicles or aircraft that may be manoeuvring or about to manoeuvre.
 - ii. Drivers must be able to visually confirm there is no aircraft taxiing / pushing in the vicinity of the uncontrolled crossing.

- iii. In conditions where the driver cannot clearly see the exit of the uncontrolled crossing, drivers must **not** enter, and the uncontrolled crossing should be treated as closed to apron traffic. In this situation, drivers must contact Airfield Operations for an escort and may only use the uncontrolled crossing under the control of a member of Airfield Operations who will be in radio contact with ATC.
 - iv. During a vehicle breakdown, move the vehicle to the nearest safe location if able to do so.
 - v. If the vehicle is immobile, leave all vehicle lights on including OBS lights and proceed to the nearest emergency contact point and contact Airfield Operations.
- g. Pedestrians may not use uncontrolled crossings. Access to and from stands 20-24 is by vehicle only. At the extreme eastern end of the central apron a delineated pedestrian walkway is provided for access to those east side stands. This walkway also runs to the rear of the blast fence that is situated at the southern end of taxi lane Tango and is not to be used when aircraft are arriving on or departing from stands in the immediate vicinity. Pedestrian access to stands 30-33 is via the walkways provided.

1.10 Apron Link Road

- a. The apron link road joins the central apron to the west apron and routes across the November taxi lane and the Mike taxiway and Kilo taxilane.
- b. The section of the road that crosses the November taxi lane and Mike taxiway should be treated as a *controlled* crossing.
- c. Drivers using this crossing must hold a valid EMA 'M' ADP. Use by non EMA 'M' ADP holders will result in the removal of the individuals Airside Driver Permit.
- d. Maximum of two escorted vehicles on controlled crossing at any one time.
- e. Vehicles must be fitted with radio equipment; drivers are to contact ATC Ground Movement Control on Channel 1 for permission to enter the crossing and should monitor the ATC tower frequency at all times when using the crossing.
- f. 'Flashing amber' road holding position lights and associated signage denote the intersection of the apron roadway and taxi lane/taxiway. Vehicles must stop at this point and obtain ATC clearance (as paragraph d above) before entering the crossing. Drivers should re-contact ATC and confirm clear of the crossing when passing the flashing amber' road holding position lights.
- g. Routing across taxilane Kilo is controlled by red stop-bars, situated on each side of the crossing. These will be lit when aircraft are using the taxilane - vehicles are to hold on the roadside of the crossing at these times, at all other times the stop bars will be extinguished, and vehicles can use the crossing with caution.
- h. When notified by ATC that Low Visibility Procedures are in force (via 'scrolling banner' on the Chroma system), appropriate signage accompanied by a red warning light will be

displayed prior to the intersection of the apron roadway and taxi lane/taxiway and adjacent to the west apron / link road intersection. The link road is not to be used during these periods, except essential vehicles under escort by Airfield Operations/Security (as detailed in AOI 21 'Low Visibility Procedures'.

1.11 Head of Stand Road Restrictions

- a. Stands at EMA may be accessed via head of stand roads. However, in order to make the aircraft boarding and disembarkation process as safe as possible, the use of roads that passengers may be required to cross are subject to additional restrictions.
- b. The central apron head of stand road is one way from west to east, the central west apron head of stand road is two-way. The speed limit on both roads is 5 MPH.
- c. Where a rear of stand road is provided, it should be used in preference to the head of stand road. Routine use of the central apron head of stand road is restricted to passenger coaches, vehicles directly involved in baggage handling and EMA Passenger Services, Airfield Operations and Driver Training.
- d. In addition the following vehicles may use the central apron head of stand road under the following circumstances:
 - i. Control Authority vehicles may use it as necessary to gain access to their designated parking slots by the shortest safe route from the rear of stand road.
 - ii. Aircraft tugs and towing vehicles may only access the equipment parking areas as necessary to deposit/retrieve equipment, but by the shortest safe route.
 - iii. On the central apron, fuel bowzers will only need to use the head of stand road when circling to position on or off an aircraft. Initial access however should invariably be from the rear of stand road. Under very exceptional circumstances it may be necessary for a bowser to circle clockwise round the nose of an aircraft to position. Under these circumstances the bowser would be circling against the head of stand road one way traffic flow. Wherever possible this should be avoided; however, if it is unavoidable the bowser driver should first ensure that the head of stand road is clear of traffic before executing the manoeuvre so that no possibility of confusion/collision is possible. Others using the Head of Stand road should be aware that this situation could occasionally occur and exercise extreme caution and if necessary stop to allow the manoeuvre to be safely executed.

1.12 West Pier Height Restrictions

- a. An overhead passenger walkway links the terminal building to the central west apron pier. Height restrictions are in place in the following areas:
 - i. Outbound baggage dock road, junction with the central apron head of stand road.
 - ii. Access and exit roads adjacent to the central 2 gatehouse.
 - iii. Southern access road from the Central Apron to Central West Apron

- b. The maximum permissible height of vehicles and equipment transiting through the above areas is 4.6 metres.
- c. In addition to the above, any vehicles or equipment parking underneath the walkway to the North of Building 87 or 107 will also be subject to these height restrictions.

1.13 Border Force (BF)

- a. As part of the apron is within the Customs Examination Station, all persons and vehicles using that part of the apron are subject to the powers of BF.

1.14 Control of Vehicles on the Manoeuvring Area

- a. All drivers that operate on the Manoeuvring Area should either be, or be escorted by, an EMA 'M', or 'R' airside driving permit holder.
- b. So that satisfactory two-way communication with ATC on the vehicle ground movement control frequency can at all times be attained/maintained, vehicles proceeding onto the Manoeuvring Area must be equipped with RTF, carry a portable RTF set or be accompanied by an RTF equipped vehicle.
- c. Drivers of vehicles are to request permission on RTF before proceeding onto the manoeuvring area and should state their position and point of destination. Permission to proceed is to be withheld if satisfactory two-way RTF cannot be attained and vehicles must return/be recovered.
- d. Access to the manoeuvring area is subject to ATC permission and full RTF control. Exceptions are, that in daylight, provided the visibility is greater than 1500 metres, airport employees known to be familiar with the requirements for driving/operating on the aerodrome may, at the discretion of the aerodrome controller, be permitted access to the taxiways up to but not beyond the CAT 1 holding points (which are situated on the southern boundary of the graded area). This exception is on the basis of maintaining a listening watch and provided drivers understand they MUST give way to taxiing aircraft at all times.
- e. Access beyond the CAT 1 holding points involves entering the 'runway restricted area' surrounding runway 09/27. Access onto the runway will only be granted to those who have successfully completed the EMA 'R' ADP training course. Within the runway restricted area access is only to be permitted when aircraft movements are not taking place. The runway restricted areas are:
 - i. The graded area (marked with yellow top posts)
 - ii. Stopways
 - iii. Clearways
 - iv. Runway end safety areas (RESA)
 - v. The runway 09 ILS localiser critical area (the runway 27 ILS localiser critical area lies well to the west of the runway restricted area).
 - vi. Parts of the runway 09 and 27 ILS glide path critical areas.

- f. Vehicular 'runway' crossing points - eastern (from either the north or south) or western (from the north), are controlled by amber alternate flashing lights and positive signage which provide crossing instructions together with location details. Drivers MUST hold a valid EMA issued 'R' airside driving permit to use these crossing points.
- g. CAT II and III Operations. While CAT II or III landing operations are taking place no vehicles or personnel are allowed to enter or remain within the Runway Strip (marked by red topped posts), Runway End Safety Areas, clearways or ILS Critical/Sensitive areas.
- h. In the event of an aircraft accident or incident, non-RTF equipped vehicles (aircraft engineer's vehicles/cranes etc.) may be required at the scene. Under such circumstances these vehicles will be permitted access, under authorised escort.
- i. Should an aircraft accident result in the temporary closure of the aerodrome, ATC may suspend positive control of traffic essential to rescue and aircraft recovery operations. It is essential under these circumstances that all traffic and personnel are accounted for before the aerodrome is re-opened, particularly during the hours of darkness. Refer to the Airport Emergency Plan and Winter Operations Plan.
- j. It is a requirement for all manoeuvring area permit holders 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. In the event of a vehicle breakdown within the manoeuvring area the driver should immediately report the nature of the breakdown together with the vehicle location to ATC by radio or telephone and await further instructions.
- k. Air Traffic Control maintain an up-to-date list of vehicle call signs used on the Manoeuvring Area. As such vehicles using the manoeuvring area (including the west/central apron-controlled crossing) should be registered with ATC using form 'Application for vehicle call sign' attached at Appendix 1. Any call sign used that is not on the approved list may be refused ATC clearance into the Manoeuvring Area.
- l. Approved vehicle call signs must be displayed within the cab of the vehicle, easily visible to the driver.
- m. Drivers must ensure that they enter a different speed limit zone at a speed that doesn't exceed the prescribed limit upon entry of that area E.G. when vacating taxiways onto the apron road system.

1.15 Apron Safety Markings

a. Stand Safety Boxes

- i. Stand Safety Boxes are denoted by a white solid line that signifies the Equipment Restraint Area of an aircraft footprint which takes into account the necessary wingtip separation (aircraft clearance distance) from the aircraft wingtip to the nearest standing obstacle or object.
- ii. No equipment, vehicles, personnel or obstacles must be positioned in the Stand Safety Box that is associated with an arriving or departing aircraft on the applicable aircraft stands.

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- iii. Vehicles, GSE or equipment must under no circumstances straddle the Stand Safety Box whilst an aircraft is arriving or departing the stand.
 - iv. The Airside Safety Regulation Scheme shall apply to drivers positioning vehicles, equipment or GSE in the SSB during an aircraft arrival or departure.
 - v. Aircraft Marshals are to STOP any aircraft arriving the stand, if the Stand Safety Box is compromised by any vehicle, GSE, personnel or obstacle during an aircraft arrival onto stand.

b. White or Red Hatched Zones

- I. White or Red hatched zones, indicate Operational No Parking Areas.
- II. Vehicles may transit over white or red hatched areas but vehicles must not be left unattended on them under any circumstances.
- III. During aircraft arrivals or departures, no vehicles, GSE, personnel, or equipment are to be present on white or red hatched zones.
- IV. If any vehicle, GSE or obstacle is within the white or red hatched markings during an aircraft arrival on aircraft marshals must STOP the aircraft until the vehicle or equipment has vacated the area.
- V. Aircraft Marshals are to STOP any aircraft arriving the stand, if the White or Red Hatched Zone is compromised by any vehicle, GSE, personnel or obstacle during an aircraft arrival onto stand.

c. Interstand Clearways

- I. Interstand clearways are denoted by white surface markings.
- II. Interstand clearways provide safe access/egress to aircraft stands, where provided.
- III. No vehicles or equipment are to be left unattended in interstand clearways.
- IV. The speed limit for interstand clearways is 5mph.
- V. Interstand clearways must be clear at all times when the aircraft is arriving or departing the stand.
- VI. Aircraft Marshals are to STOP any aircraft arriving the stand, if the interstand clearway is compromised by any vehicle, GSE, personnel or obstacle during an aircraft arrival onto stand.

d. Temporary Equipment Bays (Dashed Equipment Areas)

- I. Where provided, temporary equipment bays are located at the head of stand and are denoted by white dashed lines.
- II. Equipment parking is permitted in these areas when the aircraft stand is vacant.

- III. Equipment must be removed from these locations prior to the arrival of an aircraft onto the stand.
- IV. Aircraft Marshals are to STOP any aircraft arriving the stand, if the temporary equipment area is compromised by any vehicle, GSE, personnel or obstacle during an aircraft arrival onto stand.
- V. The East and West Apron Marshalling and Pushback Manuals contain illustrations of the temporary equipment areas, illustrating which areas must be clear for the aircraft arrival on the specific aircraft stand.

1.16 Gatehouse Restrictions

The landside entrance to the Central 1 and West 1 gatehouse airlocks excluding East 2 have the below maximum vehicle width restrictions in place:

- Max vehicle width: 4.0 m

Vehicles with an overall width exceeding 4.0 metres that require entry through these gatehouses must contact Airfield Operations on 07542383390.

2. SECTION 2 - AIRSIDE VEHICLE PERMITS

2.1 The Airside Vehicle Permit (AVP) scheme applies to all airside areas at EMA including the Aircraft Maintenance area. Permits will be only issued to vehicles where there is a proven need to operate airside. An individual application must be made for each vehicle and the sponsor must certify on the application form that there is a valid need for the vehicle to operate airside.

2.2 Validity

- a. The AVP serves only to identify the vehicle; it does not confer right of entry of the vehicle or its occupants to airside areas.
- b. AVP's will be issued, dependent on company on either 1st April, 1st July, 1st October or 1st January with a validity of one year from date of issue.
- c. To enable ease of identification, the expiry date will be detailed on the permit.

2.3 Conditions of Use

- a. The AVP must only be used for the vehicle for which it is issued.
- b. The AVP must be returned for cancellation in the following circumstances:
 - i. Cessation of the purpose for which the permit was issue.
 - ii. Change of ownership of the vehicle.
 - iii. When the vehicle is withdrawn from airside use.
 - iv. On demand by the Airport Company.

- c. The submission of an application for an AVP shall be regarded as acceptance of the conditions attaching to its use, airport vehicle standards and airport procedures for the use of vehicles whilst airside which are contained within this Airside Operational Instruction.
- d. The AVP must be displayed prominently on the vehicle, normally on the bottom right-hand corner of the windscreen (if fitted). It will be checked at the security gatehouse on entry to airside areas and by Airfield Operations staff of the airport company. No vehicle will be permitted airside without an AVP unless it is in an exempt category. Vehicles with damaged or defaced permits will also be refused entry.
- e. In the event of a loss or theft of an AVP of any vehicle carrying such permit recipients must take the following action dependant on the permit type issued:
 - ID Gateway issued permits - inform EMA ID Centre and action the lost pass process via ID Gateway.
- f. To cover administration costs, a charge will be made for each replacement AVP. Invoices will be submitted to the company responsible as appropriate (see rules for full and temporary AVP applications for details) usually within one calendar month of the receipt of the application for a replacement AVP. (A copy of the current scale of charges is available on request from the Airport Security ID unit.)

2.4 Vehicle Standards

- a. All vehicles and trailed equipment must be maintained preferably in accordance with the manufacturer's schedules and instructions; as a minimum this must be to a standard equivalent to the current CAP 642 vehicle requirements, including vehicle emissions.
- b. CAP 642 places an obligation on the Aerodrome Authority to ensure that the safety and performance of all vehicles and trailed equipment are maintained by inspections, maintenance and servicing and that these are conducted in accordance with manufacturers' instructions.
- c. To allow the Airport to verify that vehicle/trailed equipment maintenance procedures and requirements, including manufacturer's schedules and instructions are followed, records of each vehicle's/trailed equipment's maintenance regime must be kept and made available for inspection on request by EMA.
- d. East Midlands Airport will ensure management and safety performance for vehicles/trailed equipment operating in airside areas is achieved on application for an AVP and through the extension of third party vehicle audits currently undertaken by Airfield Operations with companies operating airside on a rotational basis. Vehicles operating airside will be stopped on a random basis by members of Airfield Operations and a visual condition inspection conducted.
- e. A three-tier vehicle/trailed vehicle inspection programme has been implemented to verify the safety and performance of vehicles operating within the airside environment:

Tier 1

Vehicles operating airside will be stopped on a random basis by members of Airfield Operations and EMA Motor Transport. A visual condition inspection will be conducted, this will include but is not limited to a check that an AVP is present, lighting check, tyre

condition (including tread depth), general vehicle condition (exhaust condition, windscreen, windscreen wipers, mirrors, fuel cap, indicators and horn).

Tier 2

CAP 642 vehicle /trailed equipment inspection undertaken by a qualified EMA MT fitter. Guidance on vehicle inspections can be found in CAP 642, Chapter 4. Vehicles may be selected at random from all companies operating airside, referred following an incident or on failure of a Tier 1 inspection.

Tier 3

An audit of airside operators to verify that vehicle inspection and maintenance regimes are functioning as intended and to verify the content of their vehicle maintenance self-audit form (AVP 10), will be undertaken.

Failure to comply with the required vehicle maintenance schedule or to provide auditable evidence that safety inspections are being undertaken could result in the withdrawal of an AVP.

- f. Vehicle testing fees can be found in the latest East Midlands Airport Schedule of Charges and Terms and Conditions of Use document: Fees and Charges | East Midlands Airport.
- Vehicle inspection referrals following on from a failure of Tier 1 CAP 642 vehicle inspection are undertaken by an EMA MT fitter. As part of this inspection a vehicle status report will be provided, should any faults be identified the vehicle owner/operator can undertake the necessary repairs and as long as the vehicle is returned to EMA MT within ten working days there will be no charge for re-inspection. However, a return anytime over ten days will incur an additional charge for re-inspection. Repairs can also be undertaken by EMA MT upon request, in this instance attributable costs would be parts and labour only, a re-inspection charge would not be applied.
 - The inspection charge will also be raised if a vehicle or piece of trailed equipment fails a Tier 1 airside inspection and the AVP is revoked by the Airfield Safety and Compliance Officer. This charge would be in addition to any subsequent charge(s) for an emissions test or fees associated with the re-issue of an AVP.
- g. EMA also operates a programme of vehicle emission testing which is incorporated within Tier 2 vehicle inspections.

2.5 Applications

EMA utilises ID Gateway (Airport Gateway) for the management of Airside Vehicle Permit applications, with companies enrolling in line with the programme as detailed in section 2, 2.2, b.

Requests for approval to apply for AVPs should be made via Compliance@eastmidlandsaiport.com. The following documents are to be uploaded:

- Vehicle or fleet insurance certificate (minimum liability sum of £50 million sterling).
- AVP 10 vehicle maintenance self-audit form and conditions of use declaration form.
- Valid Ground Handling License.

- Upon submission of the above documents Compliance@eastmidlandsairport.com shall issue a Certificate of Airside Vehicle Permit Authorisation.
- Once in receipt of the Certificate of Airside Vehicle Permit Authorisation, all companies are to hold this document on file and will be required upload this certificate to ID Gateway for each AVP as part of the application documentary requirements.
 - a. Applications must be received no later than one calendar month prior to expiry. The AVP Conditions of Use Declaration must be signed by a sponsor who has sufficient authority to commit their company to the terms and conditions of use.
 - b. The CAP642 or vehicle serviceability inspection should certify that the vehicle has been inspected and passed by a competent engineer within the last 11 months. Evidence of the vehicles maintenance inspection including emissions must be submitted as part of the application process on ID Gateway.
 - c. A vehicle maintenance self-audit form (AVP 10) and conditions of use declaration must be completed annually by all companies applying for Airside Vehicle Permit(s) and be submitted with a copy of valid vehicle insurance to Compliance@eastmidlandsairport.com.
 - d. Companies wishing to apply for registered authorisers must provide an email address and full name to: EMAPassOffice@eastmidlandsairport.com.
 - e. Airside Liability Insurance with a minimum indemnity of £50 million sterling, must be submitted to compliance@eastmidlandsairport.com prior to the certificate expiry date. Failure to do so, may result the suspension of all issued Airside Driving Permits.
 - f. To cover administration costs, a charge will be made for each AVP. The company applying for the AVP's will be invoiced for each vehicle application received; usually within one calendar month of the receipt of the application (A copy of the current scale of charges is available via [Fees and Charges | East Midlands Airport](#)).

2.6 Insurance

Insurance (Airside Liability Insurance) must be adequate to cover all actions, claims, costs and demands in respect of any loss, damage or injury to property or persons (including fatal injuries) which may be made against them or their servants, agents, or contractors, arising in connection with the use of the vehicle, airside at EMA. The sum insured must be adequate to cover any potential liability in respect of the above actions, claims and costs and must not be less than £50 million. Airside Liability Insurance, must be in date, with the organisations name upon initial issue and for renewals to compliance@eastmidlandsairport.com

2.7 Temporary Airside Vehicle Permits

- a. All Temporary Airside Vehicle Permits are to be applied using ID Gateway (Airport Gateway).
- b. Operating companies who are not registered as full Airside Vehicle Permit holders on ID Gateway will not be permitted to apply for Temporary Airside Vehicle permits.

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- c. There are two periods of validation to ID Gateway Temporary Airside Vehicle Permits; TAVP 7-days and TAVP 30-days. A further permit may not be issued to a vehicle for 1 calendar month after expiry of a previous permit. If the permit is required for longer than 7 or 30 days or again within 1 calendar month a new application must be submitted accompanied by a detailed justification to the Airfield Safety and Compliance Officer / Airfield Operations Duty Manager. Permits will only be granted at the discretion of the Airfield Safety and Compliance Officer / Airfield Operations Duty Manager.
 - d. The following documentary requirements are required for each ID Gateway Temporary Airside Vehicle Application:
 - i. **TAVP 7 Days:**
 - Certificate of Airside Vehicle Permit Authorisation.
 - ii. **TAVP 30 Days:**
 - Certificate of Airside Vehicle Permit Authorisation.
 - Upload CAP 642 Vehicle Inspection form, signed, filled and dated by the vehicle company representative (appendix 2.) as evidence the vehicle conforms to CAP 642 airside vehicle serviceability standards.
 - e. All vehicles in possession of Temporary Airside Vehicle Permits must be inspected at least once within a 24-hour period whilst on site at EMA. Appendix 2 may be used as a daily vehicle serviceability checklist. Airfield Operations may on a random basis sample vehicle serviceability checklists and undertake random vehicle inspections on vehicles in possession of Temporary Airside Vehicle Permits.
 - f. All Temporary Airside Vehicle Permits once authorised must be printed by the applicant. EMA will not print Temporary Airside Vehicle Permits. It is advised Temporary Airside Permits are applied 24 hours or more prior to the permit being required with access to a printer.
 - g. To ensure operating companies have the relevant resourcing available to apply for Temporary Airside Permits, including out of normal working hours, operating companies are encouraged to sign nominated representatives as vehicle pass users on ID Gateway. To register representatives for vehicle pass user access, an email is to be submitted to emapassoffice@eastmidlandsairport.com with the company representative name and email address.
 - h. Temporary Airside Vehicle permits must be clearly displayed in the windscreen of the vehicle, or in a location that the permit is visible and free from exposure to degradation.
 - i. A charge will be made for each Temporary AVP, details can be found at www.eastmidlandsairport.com/about-us/fees-and-charges

- j. In the event of a loss or theft of a TAVP of any vehicle carrying such permit recipients must take the following action dependant on the permit type issued:
 - Temporary Airside Vehicle Permits - inform EMA Airfield Operations and action the lost pass process via ID Gateway.

2.8 Permit Exemptions

- a. Vehicles in the following categories do not require permits and will be admitted airside, subject to any conditions specified:
 - i. Police/Fire/Ambulance vehicles attending an emergency.
 - ii. Specialist military vehicles escorted by police vehicles, attending an emergency.
 - iii. VIP transports and police vehicles when on official duties.

3. SECTION 3 - AIRSIDE DRIVING PERMITS

3.1 The ADP Scheme

- a. The competencies required for driving airside at East Midlands Airport encompass best practice guidance found in CAA document CAP 642 - (Airside Safety Management) and 'CAP 790 – Requirement for an Airside Driving Permit (ADP) Scheme'.
- b. CAP 790 requires aerodrome operators to establish a system for the issue of Airside Driving Permits which recognises the need for proof of initial and continuing competence of personnel along with guidance to which local procedures and protocols can be aligned.
- c. The EMA Airside Driving Permit (ADP) training scheme ensures that a permit is not issued unless the individual holds a current DVLA or other recognised driving licence, meets minimum required driving standards and meets the required medical standards.
- d. Training and familiarisation is airport specific, those wishing to drive airside at East Midlands Airport (including the maintenance area) must as a minimum hold an 'A' airside driving permit.

3.2 Areas of Use

The ADP scheme at East Midlands Airport covers three specific airside areas; these have been identified in recognition of the increased level of risk:

- The airside roads and aprons ('A' permit)
- The manoeuvring area **excluding** runways ('M' permit)
- The manoeuvring area **including** runways ('R' permit)

NOTE: It is not a requirement for pushback drivers entering the manoeuvring area solely for aircraft pushbacks to have a manoeuvring area permit, providing they vacate the manoeuvring area immediately after the pushback takes place.

- a. **The 'A' permit** (Valid for 3 years)

The 'A' ADP is the initial permit awarded to a driver who has successfully completed a local training course and assessment. The 'A' permit allows the driver to operate on airside roads and aprons, which include the uncontrolled taxiway crossings.

b. **The 'M' permit** (Valid for 3 years)

The 'M' permit allows a driver to operate on the manoeuvring area **excluding** the runway. In order to obtain an 'M' permit, the driver must have successfully completed a Radiotelephony (R/T) course and practical R/T assessment carried out by Airfield Operations.

c. **The 'R' permit** (Valid for 1 year)

The 'R' permit allows a driver to operate on the EMA runway. The greater risk encountered through operating on the runway is reflected in the enhanced training and the validity period of the 'R' permit.

There is a structured approach to obtaining the 'M' and 'R' permits. All drivers, regardless of experience, must first obtain an 'A' permit, before they can progress to an 'M' permit, which, must be successfully obtained before onward progression to the 'R' permit.

3.3 Conditions of Issue for all ADP's

- a. It is a condition of issue of the ADP that the holder must possess a current UK Driving Licence or a foreign equivalent, valid in the UK. Note - Foreign licenses only have 12 month validity in the UK. If the ADP holder's UK Driving Licence or a foreign equivalent is suspended or revoked they are responsible for notifying their employer immediately and their ADP will be suspended and / or withdrawn for a commensurate period. Failure to comply will result in action being taken by the Airport as detailed in Airside Operational Instruction 14 entitled 'Safety Regulation Scheme'.
- b. The DVLA/foreign equivalent licence held should reflect the minimum standard vehicle type to be driven Airside, i.e. Full car licence for Non-LGV 'A' Airside Driving Permits.
- c. The ADP remains the property of EMA and must be surrendered on demand by the Airport, immediately if the holder loses their UK Driving Licence, on demand as a penalty for a driving offence/series of offences, when the holder ceases to be employed at the airport or when a change of employer occurs at the airport.
- d. Transfer between companies operating at the same airport – Should the holder transfer between companies operating at EMA, and remain in continuous employment, the holder of the ADP should inform Airport security of the transfer and arrange for the permit and documentation to be updated.
- e. The ADP will only be issued once the driver has met the following criteria:
 - i. Completed and returned to training@eastmidlandsairport.com, all the necessary application documentation.
 - ii. Current medical/health standards for driver fitness.
 - iii. Demonstrate knowledge of requirements, through successful completion of the formal instruction course and examination in driving in airside areas for the appropriate permit applied for (to include R/T examinations where necessary).

3.4 Administration

- a. The 'A', 'M' and 'R' permits are administered by EMA Security (ID Unit). Companies wishing to book candidates onto these training courses should email training@eastmidlandsairport.com giving **no less than 7 days' notice**. All candidates must be pre-registered to attend the training course.
- b. Should a training course be urgently required, a justification letter should be emailed to training@eastmidlandsairport.com. This will be considered with a response given within 5 working days, as to whether the request can be accommodated. It is the responsibility of the individual, and the sponsoring company to ensure permits are renewed before the expiration date. It is at the discretion of the Airport Company, as to whether an ADP is extended. This will only be granted under exceptional circumstances.
- c. Any requests to book 8 or more persons on to a single scheduled course will require a non-refundable deposit of 50% of the training cost per attendee. Any operator who would like to request a bespoke course outside of the published timetable, or to book a place on a course should email training@eastmidlandsairport.com to obtain a quotation and availability.
- d. Failure to attend or give at least 24 hours' notice of non-attendance will result in the cost of the full course fees being applied.
- e. All driving permit application requirements (courses, escorted manoeuvring area driving etc) not completed within six months will be declared void, any training courses undertaken / documentation presented as part of the original application will have to be re-submitted.
- f. A period of two months is required after obtaining an 'A' permit before an application for an 'M' permit can be made.
- g. Full Terms and Conditions are available from the EMA Technical Trainers.

3.5 Permit Application

- a. Application forms are available on the East Midlands airport website (<https://www.eastmidlandsairport.com/about-us/operational-documents/training-documents/>)

Application forms must have the DVLA check code and last 8 digits of the candidates driving licence entered. If the code has expired (i.e. over the 21 day validity period) all documents will be returned to allow the applicant to obtain a new valid code before resubmission.

Application documents must be completed in full and submitted by the time of the course, candidates attending courses with incomplete or missing documentation will be refused entry onto the relevant course and applicable course costs being applied.

- b. LGV and PCV Permit application

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- i. All new 'A' driving permits will be issued without the LGV / PCV elements unless the recipient of the permit has the appropriate categories on their DVLA licence.
 - ii. All personnel should hold the appropriate category of licence which apply to that vehicle if it is to be driven on the public road.
 - iii. If an upgrade to the 'A' permit is required by a DVLA licence holder without the appropriate DVLA categories the company will need to confirm the employee has been trained, tested and found competent in the operation of that vehicle in an airside area only. The confirmation should state the named vehicles the employee has been trained on. The issuer of this confirmation must be suitably qualified or trained to a standard recognised by the Road Transport Industry Training Board (RTITB) or equivalent.
 - iv. The EMA Technical Trainers will provide a document for completion at the end of the A Permit course for those who require it. Employees are required to complete a minimum of 20 supervised recorded journeys with a suitably qualified trainer - this person will be responsible for the trainee's competence.
 - v. The process will be the same for current A permits or renewal A permits where a request has been made to include the LGV element.
 - vi. Applicants for LGV must have a CAP 790 / DVLA Class 2 medical (or equivalent). These are not required to be seen by the EMA Technical Trainers at the course time as the manager's declaration on page 2 of the application form accounts for this.
 - vii. A permit form reflecting the above changes including TRANSFER along with NEW and RENEWAL will be issued upon application.
- c. Companies will be invoiced directly by the Airport for the issue of ADP's.

3.6 Medical/Health Standards (Fitness to Drive)

- a. Medical standards (fitness to drive) have been established in consultation with the DfT and their Occupational Health Practitioners.
- b. Prior to the issue of an Airside Driving Permit, and at set periods thereafter, minimum medical standards must be met, individual companies are to check and ensure that their candidate(s) has/have a current medical prior to application. This requirement must not prevent airport operators carrying out their own risk assessments and applying higher health standards and frequency where necessary. A higher review frequency may be appropriate for individuals with existing medical conditions at the recommendation of the health professional.
- c. An Occupational Health Practitioner (Doctor or Nurse) must carry out the initial medical examination. Where any doubt about fitness to drive exists, the advice of an Occupational Health Practitioner conversant with airside operating procedures should be sought.
- d. All medical certificates used as part of the ADP application process must be dated within the last 6 months; certificates dated outside of this time will be deemed null and void.

e. For 'Non-LGV drivers (i.e. those driving vehicles up to 3.5 tonnes) at subsequent renewal (every 3 years), the application must be accompanied by employers verification that the employee is still fit to drive through self-declaration.

f. For Occupational Health Practitioners who are not conversant with the airside environment, the guidelines below should be taken into account when carrying out the examination:

i. Eye Sight

The applicant must have a visual acuity (using corrective lenses if necessary) of 6/9 in the better eye and 6/12 in the other. If the candidate fails to meet the required standard or if doubt exists, then an assessment of the areas of concern and the candidate's fitness to drive must be made. An Occupational Health Physician should make this assessment.

ii. Colour Perception

The applicant is required to demonstrate the ability to distinguish the signal colour Red, Green and White. The initial test should be carried out using recognised Occupational Health practices.

Candidates who are not successful in completing the above test should be referred for further examination using a practical test to establish the candidate's ability to distinguish the signal lights used on the aerodrome. Failure to pass this test will mean that an Airside Driving Permit cannot be granted unless a satisfactory risk assessment has been carried out by the respective company and the candidate is deemed safe.

iii. Hearing

It is essential that the applicant has the ability to hear communications airside under adverse conditions. The applicant is required to hear a forced whisper in either ear, tested separately, at 6 metres. Candidates who are not successful should be referred for audiometric testing. Taking into account the job description and audiometric results, the Occupational Health Practitioner will assess the ability of the candidate to drive safely in Airside Areas.

iv. General Health

The applicant must disclose to the Medical Practitioner any condition or medication that may affect their ability to operate/drive safely in Airside Areas. DVLA Group 1 health standards are required for 'Non-LGV drivers, and Group 2 health standards for LGV drivers.

g. Non LGV Drivers: (up to 3.5 Tonnes)

There is a requirement on the employer to provide a declaration of Drivers Fitness on initial application. An Occupational Health Practitioner must make this initial declaration. All subsequent applications must be accompanied by the employer's verification that the employee is still fit to drive through employee self-declaration.

h. LGV Drivers (above 3.5 Tonnes)

A DVLA Class 2 Medical is required on initial application. Subsequent employer fitness to drive declaration is required every three - (3) years, (as Non LGV drivers).

After the age of 45, a DVLA Class 2 Medical is required every three years on renewal of driving permits.

NB: It is not in the interest of the Airside Driver Permit Scheme to fully process the DVLA Class 2 forms through the DVLA in Swansea.

- i. Throughout the ADP period of validity, it is the employee/drivers responsibility to advise their employer of any medical condition or prescribed medication which may affect their ability to drive. Should such prescribed medication be being taken, the employee/driver should inform their respective line manager before attempting to operate a vehicle or driveable equipment.
- j. On disclosure of a medical condition which may affect their ability to operate/drive safely, reference should be made to the current edition of the Driver and Vehicle Licensing Agency's (DVLA) "AT A GLANCE" booklet to the current medical standards for fitness to drive.
- k. Where a requirement already exists for a person to hold a similar, or more stringent, current medical covering all the requirements as defined above, proof of current validity is an acceptable alternative. In any event the following (if extant and without special conditions relating to the specific areas) are acceptable:
 - i. Pilot's medical (without restrictions)
 - ii. Air Traffic Control Officer's medical
 - iii. CAA RFFS medical
 - iv. A DVLA Class 2 (or above) driving licence
 - v. A DVLA PCV driving licence

3.7 CAP 790 Airside Driving Course

The CAP 790 Airside Driving course will contain the following:

1. Visual Familiarisation

Consists of a practical demonstration of Airside Service Roads and Aprons their surface markings and signs, prohibited areas, parking areas and restrictions, and speed Limits.

2. Formal Classroom Instruction

The course will be of a formal classroom instruction presentation based on the requirements of CAA document CAP 790. Where required, a practical assessment of R/T procedures and capabilities is also undertaken by Airfield Operations.

3. Course Content

- i. Legal requirements (general to all airports):
 - The Air Navigation Order
 - CAA Law 139/2014 – European Commission Regulation for Aerodromes
 - CAP 790 – Requirements for an Airside Driving Permit Scheme
 - CAP 642 - Airside Safety Management

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- Health and Safety Legislation
 - HSG 209 – Aircraft Turnaround
- ii. Legal requirements (local to EMA):
- Airport Bye Laws
 - Conditions of Use
 - Aerodrome Manual / Airside Operational Instructions
 - Operational Advice Notices
- iii. Airport layout:
- Surface markings and signs (for both vehicles and aircraft)
 - Prohibited areas
 - Speed limits
 - Reduced height clearances
- iv. Personal responsibilities:
- Fitness to Drive (Medical/Health Standards)
 - Personal Protective Equipment (PPE) - (Hearing, Foot, High Vis. Clothing etc.)
 - Driving Standards
- v. Vehicle standards:
- Condition and Maintenance Standards
 - Displaying of Lights (General and Obstruction)
 - Daily Inspections and Fault Reporting
- vi. Rules for Operating at Night, and in Low Visibility or Adverse Weather:
- General and Local Rules.
- vii. Hazards:
- Danger Zones around aircraft and helicopters
 - Fuelling of aircraft
 - FOD (Foreign Object Debris/Damage)
 - Pedestrians
 - Reversing (including need for Banks person and Hand Signals)
- viii. The role of:
- Regulatory Authorities (HSE, Local Authority, DfT, CAA)
 - Airport Authority
 - The Police
- ix. Security procedures:
- Personal Requirements(ID Cards) and exemptions where applicable
 - AVP's and ADP's
 - Security Critical Part, Security Restricted Area and Airside Areas.
- x. Emergency procedures:
- Action in the Event of an Accident
 - Action in the Event of a Fire
 - Action in the Event of an Aircraft Accident, Incident or Emergency
 - Reporting Procedures
- xi. Penalties for non-compliance


- General and Local Penalties

3.8 CAP 790 Airside Driving supporting documentation; The prompt Card

| | |
|---|--------------------|
| THE HEIGHT OF THIS VEHICLE IS | |
| Emergency No. | FIRE: |
| | POLICE: |
| | AMBULANCE: |
| AIRFIELD OPERATIONS: ACCIDENTS/SPILLAGE/FOD | |
| SECURITY: | |
| COMPANY PHONE NO: | |
| SECTION PHONE NO: | |
| TYRE PRESSURES | |
| | FRONT: |
| | REAR: |
| CHECK YOUR LIGHTS | |
| TYRES & FUEL | |
| ALWAYS WEAR YOUR REFLECTIVE TABARD | |
| WEAR EAR DEFENDERS WHERE REQUIRED | |
| ALWAYS CHECK YOUR BRAKES BEFORE | |
| YOU APPROACH AN AIRCRAFT. | |
|  | MPH MAXIMUM |

Appendix 1

Appendix 2 – CAP 642 Vehicle Inspection Form (To be used for Temporary 30-day Airside Vehicle Permit Only)

| CAP 642 VEHICLE INSPECTION FORM – EAST MIDLANDS AIRPORT | | | |
|--|-------------|---|---|
| Date of Inspection | | | |
| Vehicle/Equipment ID | | | |
| Company | | | |
| Key: Serviceable = S Unserviceable = U/S N/A = Not Applicable | | | |
| Obs Light | | Company Livery | |
| Headlights | | Windscreen | |
| Sidelights | | Windscreen Wash/Wipers | |
| Indicators | | Visible Leaks | |
| Reverse Light | | Fuel Cap | |
| Fog Lights | | Horn | |
| Brake Light | | Bodywork (Sharp Edges/Condition) | |
| Taillights | | FOD | |
| Tyres (depth/tread and condition) | | Radio Serviceability (if applicable) | |
| Seatbelts (if fitted) | | Towbars (if applicable) | |
| Comments | | | |
| Name of Inspector | | | |
| CAP 642 Inspection | PASS | FAIL | |
| | | |  |

INTENTIONALLY LEFT BLANK