

		Cambridge International Airport Airside Driving and Vehicle Operations Manual			Risk Rating	High – Reviewed Annually	
Reference:	CIA-M-AOPS-007	Issue:	A	Owner:	Airside Operations Manager	Department:	AOPS
Issue Date:	23/07/18	Compliance Date:	23/07/18	Planned Review Date:	08/08/2020		



AIRSIDE DRIVING AND VEHICLE OPERATIONS MANUAL

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RECORD OF AMENDMENTS

Issue	Date	Detail	Amended By
A	23/07/18	Initial issue	DJ

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GLOSSARY OF TERMS

Term:	Definition:
<i>Accident</i>	An accident airside involving a vehicle, aircraft or equipment which may result in personal injury and/or damage.
<i>Aerodrome</i>	Any area of land or water designed, equipped, set apart or commonly used to afford facilities for the landing and departure of aircraft and includes any area or space, whether on the ground, on the roof of a building or elsewhere, which is designed, equipped or set apart to afford facilities for the landing and departure of aircraft capable of descending or climbing vertically, but shall not include any area the use of which for affording facilities for the landing and departure of aircraft has been abandoned and has not been resumed.
<i>Airside</i>	The part of the airport directly involved in the departure and arrival of aircraft, to which access is strictly controlled.
<i>'A' Permit</i>	Pass that allows holder to access restricted areas which include the maintenance and apron areas of airside.
<i>Apron</i>	A defined area on a land aerodrome provided for the stationing of aircraft for the embarkation and disembarkation of passengers, the loading and unloading of cargo, and for parking.
<i>Cleared and Graded Area</i>	An area provided around a runway to reduce the risk of damage to an aircraft in flight or in the event of a runway overrun, excursion or landing within the runway undershoot.
<i>Critical Area</i>	Designated area of an airport that all aircraft must remain clear of when another aircraft is inbound on an ILS approach. These areas are used to protect against signal interference that may lead to navigational errors, or worse.
<i>Escort</i>	A person who accompanies/supervises a vehicle or persons, and who accepts responsibility for the vehicle and persons at all times. An escort may include: <ul style="list-style-type: none"> • A vehicle leading another vehicle or aircraft • A person sitting alongside the driver • A person walking in front of the supervised vehicle
<i>Glidepath</i>	Sub-system of the ILS, providing aircraft with lateral guidance to the runway.
<i>Localiser</i>	Sub-system of the ILS, providing aircraft with vertical guidance to the runway.
<i>Low Visibility</i>	When local visibility is reduced to a range as stated in the Cambridge MATS Part 2 / Low Visibility Procedures and subsequently restricts airport operations.
<i>Manoeuvring Area</i>	That part of the 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.

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<i>Movement Area</i>	That part of the aerodrome intended for the surface movement of aircraft, including the manoeuvring area, aprons and any part of the aerodrome provided for the maintenance of aircraft.
<i>'M' Permit</i>	Pass that allows the holder to access airside roads and aprons and the manoeuvring area, excluding runways.
<i>'R' Permit</i>	Pass that allows the holder to access airside roads and aprons, taxiways and runway access permitted, including crossing or entry.
<i>Runway Strip</i>	An area of specified dimensions enclosing a runway intended to reduce the risk of damage to an aircraft running off the runway and to protect aircraft flying over it when taking off or landing.
<i>Sensitive Area</i>	Aircraft and vehicles are not allowed in this area when Low Visibility Procedures are in force.

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ABBREVIATIONS

ADP	Airside Driving Permit
AFS	Airport Fire Service
AGL	Aeronautical Ground Lighting
ATC	Air Traffic Control
ATCA	Air Traffic Control Assistant
ATCO	Air Traffic Control Officer
AVP	Airside Vehicle Permit
CAA	Civil Aviation Authority (UK)
CGA	Cleared and Graded Area
DVLA	Driver and Vehicle Licensing Agency
FOD	Foreign Object Debris
ICAO	International Civil Aviation Organisation
ILS	Instrument Landing System
LGV	Large Goods Vehicle
LVP	Low Visibility Procedures
MOR	Mandatory Occurrence Report
NDB	Non-Directional Beacon
PCV	Passenger Carrying Vehicle
PED	Personal Electronic Device
RTF	Radio Telephony
UHF	Ultra-High Frequency

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1. INTRODUCTION

1.1. LEGISLATIVE REQUIREMENTS

As an aerodrome certificated by the European Aviation Safety Agency (EASA), Cambridge International Airport (CIA) is obliged to have an Aerodrome Manual and to operate an aviation Safety Management System. Within Part E, Operating Procedures of the Aerodrome, airports are required to reference procedures for the control of vehicles operating on or in the vicinity of the movement area, including traffic rules, rights of way, speed limits, methods for issuing driving permits and enforcement means.

EASA AMC/GM – Part ADR-OPS, ADR-OPS.B.025 contains acceptable means of compliance for the operation of vehicles in airside areas. This manual is intended to meet such regulatory requirements by stating the rules and standards which CIA will operate by.

This manual is also intended to provide compliance with CAP 790 – Requirements for an Airside Driving Permit Scheme, and will also incorporate guidance from CAP 168 – Licensing of Aerodromes and CAP 642 – Airside Safety Management.

1.1.1. Rules of the Air Regulations

The Rules of the Air regulations (extract below), as issued by the Secretary of State, governs the access and movement of persons and vehicles on aerodromes:

Access to and movement of persons and vehicles on aerodromes

- 41.—**(1) Unless there is a public right of way over it, a person or vehicle shall—
- (a) not go onto any part of an aerodrome without the permission of the person in charge of that part of the aerodrome; and
 - (b) comply with any conditions subject to which that permission may be granted.
- (2) A person or vehicle shall—
- (a) not go onto or move on the manoeuvring area of an aerodrome which has an air traffic control unit or an aerodrome flight information service unit without the permission of that unit; and
 - (b) comply with any conditions subject to which that permission may be granted.
- (3) Any permission granted for the purposes of this rule may be granted in respect of persons or vehicles generally, or in respect of any particular person or vehicle or any class of person or vehicle.

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1.2. RESPONSIBILITY FOR COMPLIANCE

The Airside Operations Manager (AOM) is responsible on behalf of the Accountable Manager for the provision and on-going development of an effective and compliant airside driving and vehicle operations programme.

The AOM may issue the following documentation to CIA stakeholders and individuals applying for an Airside Vehicle Permit (AVP) or Airside Driving Permit (ADP):

- a) Application forms for the relevant category of AVP or ADP;
- b) A copy of the Airside Driving and Vehicle Operations Manual;
- c) The Airfield Drivers Map.

1.3. AUTHORITY OF CIA

Aviation regulations give CIA the authority to require ADP holders to produce certain documentation when requested. This includes, but is not limited to, an individual's driving licenses, medical assessments and individual or company vehicle insurance and vehicle safety inspection documents.

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2. AUTHORITY TO USE VEHICLES AIRSIDE

2.1. INTRODUCTION

An Airside Vehicle Permit (AVP) is an authority issued by CIA that specifically permits the operation of a motorised vehicle on airside areas of Cambridge International Airport. The provisions contained within this manual give guidance on the management and requirements for operating vehicles airside at CIA.

A vehicle may not be operated airside at CIA without an AVP, however the issue of an AVP does not automatically infer that the owner/operator has a right to drive the vehicle airside.

The issue of an AVP does not automatically entitle the vehicle operator to a parking space airside, or to access airside when such access is not necessary for the particular vehicle, or weather conditions lead to a temporary suspension on vehicle use airside.

2.2. TYPES OF VEHICLE PERMIT

There are two types of AVP issued by CIA:

- a) **Full AVP** – valid for a maximum of approximately one year from the issue date for a specified vehicle, expiring at the end of the month shown on the AVP. An annual AVP will only be issued for vehicles needing essential and regular access to all airside apron areas, airside roads and manoeuvring areas on a regular basis and without an escort. It is the responsibility of the vehicle owner/operator to apply for renewal of an annual AVP as and when required.
- b) **Temporary AVP** – valid for a specific period at the time of issue, no longer than 7 days, for a specific vehicle. A short-term AVP will be issued for access through a specified access point for a particular purpose, such as deliveries, contractors or trainers/instructors. Such vehicles will normally require an escort by a vehicle holding a full AVP, except if the driver is a full ID pass and ADP holder.

The information recorded on an AVP will be as follows:

- The AVP expiry date
- A printed serial number of the AVP
- The vehicle/equipment identifying number
- The vehicle operator's company name
- Approved access areas
- Whether access is permitted into the Critical Part

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2.3. TEMPORARY AVPs

Temporary AVPs are issued by Airport Security at the main site entrance. They will only be issued to vehicles sponsored by companies that already hold a full AVP with qualified drivers, who have completed a temporary AVP form. The temporary AVP form must be signed by an ADP holder who has authority to commit their company to the terms and conditions of use.

Temporary AVPs are valid only until midnight on the day of issue. Vehicles with an on-going justification for airside access should normally apply for a full AVP. Temporary AVPs must be returned to Airport Security immediately after use.

2.4. CRITERIA FOR ISSUE OF A FULL AVP

The major criterion for the issue or renewal of an AVP is that the applicant must demonstrate an operational need to drive a vehicle on the airside on a frequent and unescorted basis. The applicant must further show that the operational task(s) cannot be otherwise undertaken landside.

In addition, in deciding whether to issue an AVP, the CIA representative will consider whether the applicant meets one or more of the following:

- a) Be directly involved with the operations or servicing of aircraft (including refuelling);
- b) Be directly involved with the servicing of Ground Service Equipment;
- c) Be directly involved with the servicing or maintenance of airside facilities, equipment or building/s, including the terminal or other airside facilities, and that these areas cannot be reached via landside;
- d) Be a member of a government organisation (Police, UKBF) with a demonstrated need to drive a vehicle airside on a frequent and unescorted basis;
- e) Be directly involved with the servicing of AGL or air navigation equipment;
- f) Have a need to make deliveries or collections in airside areas on a frequent basis;
- g) Have a need to be on the airside of the airport on a frequent and unescorted basis, e.g. maintenance contract (supported by documentation from the sponsor including details of frequency of entry onto CIA, and access areas required);
- h) Have a need or authority to carry out regulatory (safety) or law enforcement activities airside;
- i) An employee of an airside-based company/tenant, who has a requirement to bring a personal vehicle airside;
- j) Have a need to access the airside for any other purpose, approved in writing by the AOM.

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2.5. APPLICATION FOR AN AVP

All relevant forms and criteria for a full AVP application are available from Airport Operations via email on Airfield.Driving@cambridgeairport.com.

Applications for a full AVP must be submitted no less than five working days before any anticipated need for the AVP.

The application form shall include a signed declaration from the applicant that the vehicle will remain covered by a valid airside liability insurance policy and remain compliant with the conditions of issue and be accompanied by evidence of an MOT test, service stamp or safety inspection certificate.

2.5.1. Authorised Signatories

The application form for an AVP must be signed at the time of issue by an authorised person from the sponsoring company, who has been approved by Airfield Operations. In exceptional circumstances, the ADM or AOM may act as the authorised signatory. Companies can apply for authorised signatories using form CIA-F-AOPS-012.

2.6. CONDITIONS OF ISSUE

- A permit is issued subject to a signed 'declaration' by the applicant, indicating that the details provided are true and accurate.
- The permit is issued to a specific vehicle approved for access by CIA. The pass is not transferable between vehicles, companies or persons, and serves only to identify the vehicle, not the driver or passengers.
- The applicant is responsible for returning the AVP to Airport Operations or Airport Security when the purpose for which the pass was issued has ceased, vehicle ownership changes or the vehicle is scrapped.
- An AVP is issued with reference to the condition of the vehicle on its pre-airside use inspection.
- Any modifications, alterations or adaptations to a vehicle may require a further inspection by CIA to confirm that the vehicle remains safe for airside use and the AVP will remain valid. Revised insurance cover may be necessary.

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2.7. ACCESS AREAS

When applying for an AVP, applicants will be required to select their requested access area, from the following list:

- Airside Roads and Aprons
- Manoeuvring Area
- All Areas (including runways)

Airport Operations will state the approved access areas on the AVP, which may not necessarily agree with the areas requested by the applicant.

2.8. INSURANCE REQUIREMENTS

Applicants for an AVP must, while they operate or otherwise have a vehicle on airside:

- a) Take out and maintain an insurance policy with an insurer insuring against any liabilities for death, personal injury or property damage incurred in connection with the use of vehicles on airside. That insurance policy must be for an amount not less than £50 million, unless otherwise agreed in writing by CIA. The policy must not contain any exclusionary clauses relating to any airport infrastructure or aircraft or matters relating to or in connection with the operation of the vehicle on airside;
- b) Not do or permit to be done anything which prejudices, and immediately rectify anything which might prejudice, cover under such insurance policy;
- c) Ensure that the policy remains in full force and effect during the period of validity of the AVP.
- d) Notify CIA immediately if, for any reason, such insurance policy is cancelled.

These insurances may form part of the vehicle operator's insurance for operations at CIA in general. In other words, the vehicle operator will satisfy this requirement if it maintains a global insurance public liability insurance policy that covers use of vehicles on airside and otherwise complies with the requirements set out in the paragraphs above.

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2.9. VEHICLE SAFETY INSPECTIONS

To qualify for a permit, a vehicle must be maintained in a similar standard to that required for an MOT certificate for public road vehicles, including checks associated with the specialist function of the particular vehicle.

CIA will require evidence of defect-free safety inspections on the following occasions:

- a) On the initial application for an AVP
- b) On a renewal application for an AVP
- c) During audits or spot-checks by CIA
- d) Following a vehicle-related incident or accident

2.9.1. Inspection Prior to Permit Issue

A pre-requisite for the issue/re-issue of a vehicle permit is proof of one of the following:

	SERVICE STAMP	SAFETY INSPECTION CERTIFICATE	MOT CERTIFICATE
CIA / MADG Company Vehicles (new to 3 years)	✓	N/A	N/A
CIA / MADG Company Vehicles (3 years +)	N/A	N/A	✓
Company (liveried) Vehicles (new to 3 years)	✓	N/A	N/A
Company (liveried) Vehicles (3 years +)	N/A	N/A	✓
Private Vehicles (new to 3 years)	✓	N/A	N/A
Private Vehicles (3 years +)	N/A	N/A	✓
Specialist Airport Vehicles	N/A	✓	N/A
Vehicles not registered for public road use	N/A	✓	N/A

Note: Service stamp means a certified stamp entered onto the vehicle servicing logbook. Vehicles that have not been serviced or MOT tested and that are over one year old will require a safety inspection certificate.

Note: Safety inspection paperwork is valid when signed by the applicant's own motor engineer or another mechanic/engineer.

CIA reserves the right at any time, to conduct or require the conduct of a serviceability inspection on any vehicles which, in the opinion of the Airport Operations team, appear not to be in a roadworthy condition. Any vehicle not deemed to be in roadworthy condition or without an MOT certificate (where required by age) will be inspected by an engineer appointed by CIA and may subsequently be removed from airside. An inspection charge will apply for inspections arranged through CIA. If any defects are

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identified the vehicle owner/operator is responsible for completing the necessary repairs, and any costs for re-inspection.

Any vehicle not meeting CIA's safety standards will not be issued an AVP, or in the case of already having been issued an AVP, will have the AVP suspended and the vehicle removed from airside. The AVP must be removed from the vehicle.

For the avoidance of doubt, responsibility to ensure compliance with appropriate safety standards rests with the vehicle operator. No content in this manual requires or creates any obligation or responsibility for CIA to rectify safety defects of vehicles operated by other persons on airside.

2.9.2. Daily Safety Inspections

Daily inspections of vehicles and equipment used airside are **mandatory**, providing they are to be used that day. 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. 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 operator's walk-round inspection must be recorded, signed and dated by the operator. This record must then be kept with the vehicle maintenance records held by the operator. Any equipment/vehicle found to be unserviceable must immediately be removed from the airfield or parked outside of aircraft movement or manoeuvring areas, by the operator, until further maintenance work has been completed.

2.9.3. Records

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

- Safety inspection sheets
- Defect Reports
- MOT paperwork
- Daily inspection sheets
- Certification of any statutory test items

Records of safety inspections and remedial works must be kept for a minimum of five years and operators must ensure that such records are dated, signed and available at all times for inspection/auditing purposes. All inspection sheets must be completed and signed by the person who carried out the inspection.

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2.10. GRANTING OF AN AVP

Upon approval of all application paperwork and safety inspections, Airport Operations will notify the applicant that the permit is ready for collection and where it is to be collected from.

2.11. AFFIXING OF AN AVP

Upon issue of the permit, it must immediately be affixed to the corresponding vehicle as identified on the permit.

The label must be affixed to the front windscreen of the vehicle, preferably on the left-hand side. Where a vehicle does not have a windscreen, the permit is to be affixed and be clearly visible, in an obvious position, preferably at the front of the vehicle.

Responsibility for ensuring a vehicle's AVP is clearly visible and readable rests with the vehicle operator. The AOM or their delegate may request an operator apply to replace an AVP where it has been subject to weather damage.

2.12. RANDOM VEHICLE SAFETY INSPECTIONS

Any airside vehicle or equipment may be subject to a random vehicle safety spot check. Staff from CIA may carry out these spot checks and have the authority to issue defect notices and if necessary remove the vehicle's AVP, pending rectification or repair.

Any vehicle/equipment deemed to be in a dangerous condition will have the AVP removed and the vehicle/equipment will be prohibited from accessing the airfield. The operator shall ensure the vehicle/equipment is rectified and inspected by CIA prior to being returned to airside for use. An inspection fee will be applicable if a vehicle fails an inspection and is required to be further inspected by a CIA-appointed engineer.

2.13. VEHICLE REQUIREMENTS

2.13.1. Vehicle Maintenance

The applicant or sponsoring company applying for an AVP is responsible for the safe operation and fitness of the vehicle it uses airside and is required to certify:

- a) That the vehicle for which the pass is required has been properly inspected, maintained and serviced by an appropriately qualified individual within the twelve months prior to the date of application and will continue to be inspected, maintained and serviced by an appropriately qualified individual throughout the period of validity of the permit.

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- b) That the frequency of inspections, maintenance and servicing is appropriate to the type and age of the vehicle used and in accordance with the manufacturer's recommendations.
- c) That a record of the inspection, service and maintenance of the vehicle will be made available for inspection by CIA on request.
- d) That only persons trained and competent to operate the vehicle, will use it.
- e) That an inspection has confirmed that the electrical and mechanical condition of the vehicle meets the standard required for the issue of an MOT certificate under the Road Traffic Act. Where appropriate, the vehicle must be maintained to the standards required to gain an MOT certificate and an MOT certificate must be valid at all times that the vehicle is used airside.

CIA reserves the right to inspect vehicles and relevant documentation to ensure that they comply with the above.

2.13.2. Obstacle Lights

Permanent airside vehicles with a permanent AVP must be equipped with an omni-directional flashing yellow obstacle light (or blue for emergency/security vehicles), switched on at all times when the vehicle is operating airside. The light should be at the highest point of the vehicle to be visible through 360°. The light should be a vertical beam of ±10 degrees either side of the horizontal plane with an intensity between 40 and 400 candela and should flash at between 60 and 90 times per minute. Lights must comply with the requirements for type C or D low-intensity obstacle lights, as per AMC1 ADR.OPS.B.080 and CS ADR-DSN.Q.850 (d).

The use of hazard warning lights for this purpose is unacceptable, except for private vehicles accessing an airside parking area accessible by an airside road.

In situations where emergency vehicles not normally based at the airport are operated in airside areas, flashing blue lights, where fitted, will be used.

2.13.3. Vehicle Identification and Livery

Vehicles operating airside should be red or yellowish green (emergency vehicles) or yellow for service vehicles, as per GM1 ADR.OPS.B.080. It is recognised that some existing service vehicles are not yellow, but when the vehicles are replaced or upgraded, the recommended colour will be used.

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Any company vehicle issued with a permanent AVP should clearly display the company livery. The company name or logo must be clearly displayed on both sides of the vehicle. Any exceptions will require approval from the AOM.

2.13.4. Airfield Drivers Map

A copy of the airfield drivers' map is required to be kept in each vehicle that is regularly used on the manoeuvring area, to assist the driver if they become lost or unsure of their position, or face any unusual scenario. The map should be stored in such a location that it can easily be referenced by the driver.

2.13.5. Other Requirements

- a) The exhaust system must be in good order.
- b) The vehicle must be free from oil or fuel leaks.
- c) The vehicle must have front and rear lights illuminated if operating during the hours of darkness or low visibility.
- d) Any load, loose baggage or freight must be securely fastened to ensure it cannot spill or fall on aprons or airside roads.
- e) Vehicles and trailers must have a proper parking brake system.
- f) The vehicle must be of adequate power and weight and capable of braking efficiently on its own or with trailers in tow.

2.14. REMOVAL OF VEHICLES FROM AIRSIDE

If a vehicle is being driven, or is stopped or parked in an airside area in a manner that is likely to be a danger to a person or property, the AOM, ADM or other authorised CIA employee may direct the driver to remove it from airside. Where a vehicle is deemed to be non-roadworthy or fails to meet the requirements of possessing an AVP under this manual, the AOM, ADM or other authorised CIA employee may direct the vehicle to be removed from airside.

If the driver of the vehicle cannot be located, or refuses to comply with the direction, an authorised CIA employee may remove the vehicle to a suitable place within the airport grounds. CIA accepts no responsibility for any damage that may be sustained by the vehicle in the course of it being moved or whilst in storage.

Requests for vehicle removal may be verbal or written, and confirmation that a vehicle has been moved by CIA will be given by written notice.

2.15. SUSPENSION OF AN AVP

Airport Operations may at any time suspend an AVP where:

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- a) The vehicle does not meet the requirements of Section 2 of this manual; or
- b) CIA has reason to believe there has been a breach of the requirements of this manual that is sufficiently serious to consider suspension of the AVP.

An AVP suspension will be managed in accordance with the Airside Safety Regulation Scheme. If an AVP is suspended then it will be done with written notice to the operator. The written notice will specify the reason(s) for suspension and the length of the suspension. The vehicle operator must then within 24 hours of receiving the notice surrender the AVP to Airport Operations or Airport Security.

At any time during a period of suspension under this Section, CIA may by written notice to the vehicle operator:

- a) Re-issue the AVP for the balance of its term (and any applicable AVP issue charges may apply);
- b) Extend the period of suspension; or
- c) Invite the vehicle operator to show cause why it should not be suspended.

2.16. WITHDRAWAL OF AN AVP

If, within a reasonable timeframe, the vehicle operator has not rectified any cause for which an AVP was suspended, CIA may permanently withdraw the AVP, and the operator will be expected to re-apply for a new AVP once they consider all of the requirements of this manual to be met.

2.17. APPEAL OF DECISIONS

A vehicle operator who has had an AVP suspended or withdrawn, may apply to the AOM, as per the Airside Safety Regulation Scheme, for review of any decision made. The AVP will remain suspended or withdrawn pending the review decision. The decision of the AOM will be final.

2.18. RENEWAL OF AN AVP

2.18.1. Criteria for Re-issue

Renewal applications must only be submitted for vehicles which continue to meet the criteria in Section 2.4. Every application will be assessed on a case-by-case basis.

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2.18.2. Renewal Application

All relevant forms and criteria for application are available from Airport Operations via email on Airport.Operations@cambridgeairport.com.

Applications must be submitted no less than five working days before the expiry of the current AVP, otherwise the vehicle may for a time have no permanent AVP, and therefore require a temporary AVP and escort for airside access.

All documentation required for an initial AVP must once again be submitted in support of the renewal application.

2.19. REPLACEMENT OF AN AVP

A replacement AVP will be required if the permit is defaced, altered, amended, bears markings not entered by the issuing authority, or where it is lost.

CIA reserve the right to charge for a replacement AVP according to the latest published fees and charges.

2.20. EXPIRY OF AN AVP

When an AVP expires, the vehicle operator must either:

- a) Physically return the AVP to Airport Operations or Airport Security; or
- b) If the AVP cannot be removed from the vehicle, destroy the AVP and provide CIA with a written declaration that the AVP has been destroyed.

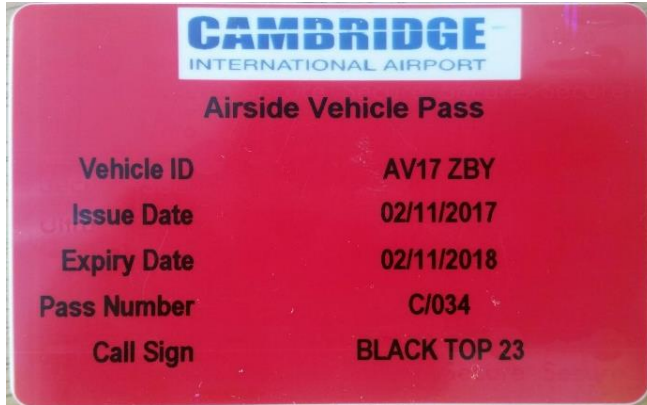
2.21. LEGAL ASPECTS

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, or to go with or without a vehicle on any part of the restricted airside area of the airport without the permission of CIA.

Failure to comply with these requirements will result in the AVP being suspended or withdrawn and the vehicle removed from airside.

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2.22. SAMPLE AIRSIDE VEHICLE PERMIT



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3. AUTHORITY TO DRIVE AIRSIDE

3.1. INTRODUCTION

An Airside Driving Permit (ADP) is an authority issued by CIA that specifically permits the holder to drive or operate a motorised vehicle on airside areas of Cambridge International Airport. The provisions contained within this manual give guidance on the application process, training, assessment and rules for driving airside at CIA.

The limits of access of an ADP holder will depend on the type of ADP they hold, as set out below.

3.2. TYPES OF ADP

The different types of ADP are:

Permit Type	Areas Accessible	Permit Validity	Issuing Criteria
'A' PERMIT	Airside roads and aprons only.	5 years	The majority of drivers will require this permit for use on hangar aprons only.
'M' PERMIT	Airside roads and aprons, and taxiways.	3 years	This permit is restricted to those requiring regular access to taxiways.
'R' PERMIT	Airside roads and aprons, taxiways and runway access permitted, including crossing or entry.	1 year	This permit is restricted to those requiring access to runways; normally this includes airport operations, maintenance and engineering personnel, and persons towing aircraft between maintenance areas.

3.3. FREE-RANGING ENDORSEMENT (F)

An 'M' or 'R' permit holder may, in addition to their standard permissions, have a supplementary authorisation to 'free-range' on selected parts of the manoeuvring area, as dictated by CIA-P-AOPS-005 Manoeuvring Area Free-Range Operations. This endorsement will be shown by an 'F' printed on the individual's ADP.

An 'M' or 'R' permit holder must have held their permit for at least 3 months and gained enough experience in the opinion of an airside driving assessor, prior to being trained and assessed for free-ranging privileges. A separate competency assessment will be required.

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3.4. ELIGIBILITY TO HOLD AN ADP

An applicant must provide a legitimate and reasonable reason to drive airside in order to be entered onto an airside driver training course and gain an ADP. Applicants must demonstrate that they have an operational need for frequent unescorted access, and state why they need access to a specific area. Applicants should not assume that they will automatically receive the type of ADP which they apply for, as CIA may determine that they do not meet the criteria for a certain level of access. CIA shall not issue permits to persons who only require airside access at infrequent intervals.

In the case of a new applicant who has not previously held an ADP at CIA, the issuing authority will only issue the ADP if satisfied that the applicant:

- a) Has an operational requirement to drive unescorted in an airside area on a frequent basis (i.e. at least monthly or more often).
- b) Holds a current and full UK driving license, valid on UK public roads for the classes of vehicles they will drive airside. A foreign equivalent driving license will be accepted but will only have a 12-month validity in the UK, which will be reflected by the equivalent expiry date on the ADP.
- c) In the case of LGVs, PCVs or other specialist vehicles, the driver must have either the correct category of driving licence allowing the vehicle to be driven on the public highway, or a valid certificate from the employer showing that the driver has been trained to the same public highway standard and is competent to drive it in the confines of airside areas.
- d) Holds a current and valid CIA identity pass.
- e) Meets basic standards of medical fitness, equivalent to DVLA class 1 or 2 standard as appropriate.
- f) Is familiar with the airport geography and comprehends the terminology used to describe airside locations.
- g) Has a thorough knowledge of the rules for driving airside.
- h) Demonstrate English language proficiency to at least ICAO Level 4.
- i) Understands the significance and meaning of airside signs, lights and markings.
- j) If applying for an ‘M’ or ‘R’ permit, can demonstrate competence in radio transmissions and phraseology.

In any case, the AOM will have the final decision on whether to, or on what conditions, to issue or renew an ADP.

3.5. MEDICAL REQUIREMENTS

Airside drivers should be in good general health and be able to meet the DVLA medical standards of fitness to drive. Drivers will be required to pass an airside driving medical,

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either provided by Medigold (on behalf of Marshall Aerospace and Defence Group) or their company's own provider.

The medical standards (fitness to drive) guidance for medical practitioners is shown at Appendix A.

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:

- Pilot's medical (without restrictions)
- Air Traffic Control Officer's medical
- RFFS medical to occupational standard
- A DVLA Class 2 (or above) driving licence
- A DVLA PCV driving licence

3.6. ENGLISH LANGUAGE PROFICIENCY

Applicants for an ADP must meet at least Level 4 (Operational) English language requirements, on the ICAO language proficiency rating scale shown at Appendix C. Anyone who is deemed to be below Level 6 (Expert), is to be formally assessed by Airport Operations.

3.7. TRAINING AND ASSESSMENTS

Training will be delivered by suitably qualified, competent and experienced trainers. The airside driver training scheme is split into four distinct phases.

- Theoretical training and assessment
- Topography, familiarisation and practice
- A programme of supervision and monitoring ('M' and 'R' permits only)
- Practical assessment

Candidates shall participate in a theory training session with exercises, followed by a theory assessment. They shall then demonstrate their competence by way of a practical assessment, driving a vehicle in the airside environment. In addition, applicants for 'M' and 'R' permits shall demonstrate competency in radio transmissions and phraseology, including a classroom and live airfield assessment.

The purpose of conducting tests and assessments is to provide evidence that the applicant has attained a level of competency in terms of knowledge and skills applicable to driving safely in the airside environment. Material tested includes the

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geography of the airport and the rules for driving airside. Questions are drawn from information provided in training presentations and material and this manual. CIA do not seek to verify a person(s) competency in operating a particular piece of plant or equipment.

Guidance material on training course contents can be found in Appendix B. Drivers will be required to demonstrate the competencies in the airside operations competency framework for airside driving and vehicle operations.

3.8. APPLICATION FOR AN ADP

Applicants can apply for an ADP by completing the Airside Driving Permit Application Form, and submitting to Airfield.Driving@cambridgeairport.com.

On receipt of a completed application form, CIA will respond to confirm acceptance of the application or any further information required, and to arrange for booking onto a training course.

3.9. SPONSORS

An applicant must have their application form counter-signed by an authorised signatory, or sponsor, who will verify that the individual falls under their management or responsibility, and that they require an ADP to support their duties. Sponsors will also sign to confirm that, in their opinion, there are no medical reasons that may affect the applicant's ability to safely drive airside.

For further information on the sponsor for your company or department, contact Airfield.Driving@cambridgeairport.com.

3.10. PRE-REQUISITES FOR ISSUE

Permit Type	Requirements
'A'	<ul style="list-style-type: none"> • Meet applicable medical standards • Complete a written theory test • Familiarisation session with a training officer • Demonstrate competence in the airside environment
'M' and 'R'	<ul style="list-style-type: none"> • Meet applicable medical standards • Complete a written theory test • Familiarisation session with a training officer • Log of hours with an ADP holder (minimum 6 hours) • Demonstrate competence on the manoeuvring area • Demonstrate proficiency in radio transmissions

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3.11. REVALIDATION REQUIREMENTS

In order for a driver to revalidate their driver permit prior to or upon expiry, competence must be maintained and demonstrated. CIA will operate a maintenance of competence scheme, whereby drivers do not automatically need to undergo the full airside driver training programme again. Instead, the driver will be assessed according to the type of permit they hold, which will lead to one of two outcomes:

- a) The driver successfully passes the competency assessment and no further training is required. The driver will be re-issued with a new ADP with a new expiry date.

Note: if there are minor gaps or deficiencies identified during the competency assessment, the assessor may correct or educate the driver at the time of assessment and pass the driver on that requirement.

- b) The driver fails the competency assessment and the assessor considers that further training is required. The driver will be required to re-sit the initial airside driver training programme relevant to their permit type.

At the assessor's discretion, the driver may only need to re-sit certain elements of the training package, for example an 'M' permit holder may only need to requalify on elements of the training relevant to the 'M' permit, or radiotelephony standards.

The following aspects of airside driving may be assessed as part of the maintenance of competence scheme, subject to the actual activities/duties of the driver:

- a) Aircraft pushback procedures
- b) Aircraft towing on apron and manoeuvring areas
- c) Airside safety principles
- d) Runway access
- e) Radiotelephony (CAP 413)
- f) Airfield topography
- g) General airfield driving and awareness
- h) Vehicle safety checks
- i) Emergency procedures

3.12. CONDITIONS OF ISSUE

An ADP will be valid until the expiry date shown on the permit (unless otherwise specified by Airport Operations), or until suspended or cancelled by CIA.

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If an ADP holder ceases to be employed by a vehicle operator, and is subsequently employed or hired for work by another vehicle operator airside at CIA, the driver must re-apply for a new ADP. Provided the period between employers is less than one month, the ADP may be re-issued with the same expiry date and without the need to follow the initial application procedure.

Notwithstanding the above condition, an ADP holder must have a minimum of 3 months of validity left on the licence, otherwise the ADP holder must apply for and undertake the appropriate testing before a new permit is issued.

The ADP is valid only while the ADP holder is in possession of a current UK driving licence. If for whatever reason, an ADP holder’s UK driving licence has been cancelled or suspended:

- a) The ADP holder must immediately advise their employer and CIA Airport Operations; and
- b) The ADP will be suspended for the period of the cancellation/suspension of the UK driving license.

Where an ADP holder works for more than one company his/her ADP must be sponsored by only one company. However, it is the responsibility of the ADP holder to inform both companies of this fact.

If an ADP holder changes their first or last name, they shall, in writing, request an amended ADP and provide proof of identity to Airport Operations. The ADP type and expiry date will remain unchanged.

3.13. TESTING PROCESS FOR AN ADP

CIA will conduct competency based training of all applicants prior to the issue of an ADP.

The ‘A’ permit test will consist of:

- a) A hand-written multiple-choice theory test, to be completed in a designated time frame following the theory training session. Notes taken during the training may be used.
- b) A practical assessment of driving competency with verbal questioning, through a driving test conducted airside.

The ‘M’ and ‘R’ permit test will consist of:

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- a) A hand-written multiple-choice theory test, to be completed in a designated time frame following the theory training session. Notes taken during the training may be used.
- b) A geographical knowledge test consisting of designated locations which are to be correctly identified by the applicant.
- c) A practical assessment of radio competency in a classroom setting, prior to further testing in a 'live' airside environment.
- d) A practical assessment of driving and radio competency with verbal questioning, through a driving test conducted airside, specifically including the manoeuvring area and runway surfaces. The test will include identification of runway markings and lighting, and include crossing and entering the runway in a vehicle.

3.13.1. Criteria for Obtaining a Pass

Applicants must correctly answer 100% of the assessment questions to successfully complete the theory test. At the time of assessment, applicants failing to correctly answer up to five (5) questions in the theory test may immediately attempt the five (or fewer) questions again. Should they again be unsuccessful in correctly answering these questions, they must re-sit the entire test, but may only do so after a mandatory study/training period of not less than 72 hours.

Following successful completion of the theory assessment and familiarisation session, ADP applicants are to demonstrate the application of their knowledge and skill by undertaking a practical driving test under the guidance of an CIA airside driving assessor.

Any person failing to meet the required standards from practical testing may undertake further testing but may only do so after a mandatory study/training period of not less than 72 hours.

Current ADP holders who fail (during ADP renewal) to demonstrate competency must surrender their current ADP until such time as they can successfully pass the tests. Where an applicant fails any stage of testing in three consecutive attempts, an exclusion period may be assigned at the discretion of the AOM, preventing the applicant from resitting the test for a nominated period of time.

3.14. RENEWAL OF AN ADP

An applicant may renew their ADP at any time up to one month before the expiry date of that ADP.

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To renew an ADP, an applicant must submit an application form signed by their sponsor. On the application form they must state that it is a renewal and their current/previous ADP number.

The applicant must also demonstrate that they have a continued need for an ADP, and the type of ADP and access areas that they are applying for.

Applicants must still hold a valid UK driving license and CIA ID pass.

3.15. UPGRADING OF AN ADP

A driver may apply in writing to Airport Operations to upgrade an ADP from an ‘A’ to an ‘M’ or an ‘M’ to an ‘R’, or to add an endorsement. In order to be successful, an applicant must establish a genuine need to upgrade their ADP and meet all the eligibility requirements listed elsewhere in this manual, including completion of the relevant training and assessments.

If successful, the driver will be issued the new category of ADP by CIA, with the same expiry date. Details of the upgrade will be added to the original application form. The individual’s airside driving record, including any infringements, will carry over to the new ADP for the remainder of validity.

3.16. DOWNGRADING OF AN ADP

CIA may instigate the downgrading of an ADP to a lower category under the following circumstances:

- a) The ADP holder is under investigation following an incident or accident.
- b) The ADP holder’s category has been lowered due to an unacceptable number of driving offences/infringements.
- c) The ADP holder is unable to substantiate the need to maintain the category of ADP.
- d) The ADP holder is unable to meet the on-going competency requirements to maintain the category of ADP.

3.17. SURRENDER OF AN ADP

When a driver is no longer required to drive airside at CIA, the ADP holder must return the ADP to Airport Operations within 72 hours of the cessation of driving duties for that employer. The employer/sponsor must also ensure that the ADP holder complies with this clause.

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The ADP is not transferable between individuals, and ADPs are issued for use at CIA only.

3.18. SUSPENSION OF AN ADP

Airport Operations may at any time suspend an ADP where an ADP holder is involved in, or alleged to have been involved in:

- a) A serious airside safety/security incident; or
- b) A vehicular or other related accident; or
- c) A serious breach of the Rules for Driving Airside; or
- d) A failure to obtain the required pass mark of an ADP assessment; or
- e) A situation where the ADP holder accumulates 12 or more infringement points.

Any suspension of an ADP due to infringement points will be managed in accordance with the Airside Safety Regulation Scheme. This will include the suspension period, issuing notice of suspension and returning or re-issue of the permit.

An ADP holder must not drive (utilising the privileges of an ADP) a vehicle airside at CIA during the period of suspension.

A person may drive a vehicle airside ‘under supervision’ for the purposes of re-training and competency assessments. A person found driving airside without supervision may be subject disciplinary action and/or legal action under the Rules of the Air Regulations (as amended).

Vehicle operators may also request CIA to suspend an employee’s ADP by providing Airport Operations with sufficient written advice as to why suspension should occur.

At any time during the period of ADP suspension, Airport Operations may:

- a) Lift the suspension;
- b) Extend the period of suspension; and/or
- c) Downgrade the category of the ADP.

Before an ADP will be reinstated following suspension, the ADP holder may (at the discretion of the AOM) be required to sit the appropriate category driving assessments.

3.19. REMOVAL OF AN ADP

Airport Operations may request the immediate surrender of a driver’s ADP if the driver has been involved in:

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- a) A runway incursion; or
- b) A number of offences, resulting in the accumulation of 12 infringement points in any one event; or
- c) A failure to obtain the required pass mark of the Airside Driver Tests; or
- d) A failure to provide (show) or hold a valid airport ID pass.

In the event that an ADP is requested to be surrendered, the ADP holder must comply with the instruction.

3.20. APPEAL OF DECISIONS

CIA may establish an appeals panel to review any appeal about:

- a) The award of driving penalty/infringement points (refer to Section 6); or
- b) The removal of an ADP; or
- c) The suspension of an ADP; or
- d) A decision to downgrade an ADP.

All appeals will be handled and processed in accordance with the Airside Safety Regulation Scheme.

If the matter is one of the accumulation of 12 or more points, then the ADP holder will be invited to 'show cause' in writing (within seven days of the dated letter/email from CIA) stating why their ADP should not be withdrawn.

The Airport General Manager (AGM) will consider the appeal in the first instance. If necessary, the AGM may establish and chair an appeals panel.

Any appeals should be made in writing within seven days from the date of the offence. The appeal is to be addressed to Airport General Manager: Airport Operations, Cambridge Airport, Newmarket Road, CB5 8RX.

Following the establishment of an appeals panel, the panel Chairman will arrange a suitable meeting time that is acceptable to all parties. The panel is to meet as soon as practicable from the time the Chairperson has been informed of the appeal.

Any loss of points given at the time of the incident will stand until such time as the AGM or the appeals panel determines that the points should be amended or left unchanged. It will be incumbent on the alleged offender to demonstrate that he/she was not responsible for the relevant incident or satisfy the panel of mitigating circumstances. The decision of the appeals panel is final.

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4. RULES FOR DRIVING AIRSIDE

4.1. INTRODUCTION

The rules for driving airside are an important part of the system that CIA has put in place to promote the safe and orderly movement of staff, passengers, aircraft and vehicular traffic airside.

Any failure to comply with the requirements of these rules, the Air Navigation Order or the Airport Byelaws will also be taken into account by the Airport Operations team in considering whether to suspend or withdraw a person's ADP, thereby preventing them from use or operation of motor vehicles airside. Offenders or their company may also be liable to further penalties.

Vehicle operators/companies must not in any way develop procedures for the operation of vehicles while airside, contrary to the rules and conditions set out in this manual.

4.2. GENERAL REQUIREMENTS

A person driving a vehicle airside, including a person driving a vehicle which is under escort, must at all times comply with the Rules for Driving Airside set out in this manual.

The Airport Operations team authorises the use of vehicles airside through the issue of AVPs and ADPs. On manoeuvring areas, Air Traffic Control exercise control over vehicular traffic.

Drivers must not drive a vehicle airside unless:

- a) They have a valid ADP and the vehicle has a valid AVP;
- b) The AVP is appropriately affixed to the vehicle;
- c) They have a valid and current CIA ID pass (or other authorised pass); and
- d) They have a valid UK driving license.

If they do not have a valid ADP or the vehicle does not have a valid AVP, they:

- a) Are supervised in the vehicle by the holder of a valid ADP; and
- b) They have a valid and current CIA ID pass (or other authorised pass); and
- c) They have a valid UK driving license.

When driving airside, drivers must:

- a) Understand the regulations and restrictions that apply to the airside area;

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- b) Be familiar with the designations of the runways and taxiways;
- c) Comply with the rules for driving airside, including (without limitation) the radio procedures set out in this manual;
- d) Not drive while affected by alcohol or drugs to an extent which would preclude them from lawfully driving on the public roads adjoining the airport;
- e) Not drive in a manner likely to jeopardise the safety of any person or property airside;
- f) Obey all signage, pavement markings, and traffic control devices located airside;
- g) Activate an amber beacon (located on the highest point of the vehicle) at all times;
- h) Activate dipped headlights during hours of darkness and during periods of declared low visibility (unless exempt).

4.3. WORK EQUIPMENT COMPETENCE

It is a condition of the issue of an ADP that the holder must possess a current UK driving license. In the case of aerodrome specific or specialist vehicles (e.g. de-icing truck, aircraft tug) not covered by a DVLA license or equivalent, the applicant should have a certificate of competence acceptable to CIA confirming that they have been trained to an appropriate standard for the safe operation of that vehicle. In doing so, the vehicle operator will also be complying with the Provision and Use of Equipment at Work Regulations (PUWER).

4.4. SPEED LIMITS

When driving airside, drivers must observe the following speed limits:

Apron areas in close proximity to parked aircraft	5mph (or a fast walking pace)
Other apron areas	15mph
Airside roads	15mph
Taxiways	20mph
Runway	Relative to the task being carried out (or as directed by ATC)

Where a speed limit is indicated by a sign or pavement marking, that sign or marking shall take precedence and be the maximum speed limit for that area.

Drivers of vehicles in airside areas are to drive their vehicles with due care and consideration for other airside users. Speed should be further moderated at night and in adverse weather conditions.

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In an emergency, the above speed limits may need to be exceeded and any emergency services or airside operations vehicles will be exempt from the limits shown.

4.5. FOD CONTROL

It is the responsibility of all persons operating airside to reduce Foreign Object Debris (FOD) by removing any item of FOD encountered whilst airside and placing it in specially marked receptacles.

Drivers must ensure when driving vehicles carrying loose or light materials (such as general rubbish, plastic sheeting and paper) that the load is adequately secured or covered to prevent spillage. All doors and tail or side-gates should be securely closed. Any item(s) falling from a vehicle must be recovered by the driver and secured to prevent further spillage and possible aircraft damage. Items blowing onto the manoeuvring area must be brought to the attention of ATC or Airport Operations immediately.

4.6. RIGHT OF WAY

The following right of way hierarchy shall apply to vehicles operating airside:

1. Aircraft under tow
2. Aircraft
3. Emergency vehicles
4. Specialist vehicles (e.g. snow ploughs, sweepers)
5. All other vehicles

Vehicles travelling on airside roadways or taxiways have right of way over vehicles entering/crossing roadways or taxiways.

Vehicles must give way to passenger traffic boarding or disembarking an aircraft, or transiting between an aircraft and a terminal building.

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.

Drivers using taxiways, aprons or the airside road system must keep to the left. If two vehicles are approaching head-on, each must pull over to the left.

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4.7. OVERTAKING OTHER VEHICLES

The following conditions apply to any vehicle overtaking another vehicle airside:

- a) The overtaking vehicle must not breach the speed limit for that area;
- b) The overtaking must be conducted in a safe manner;
- c) The overtaking manoeuvre must not force any other vehicle off the airside road or surface; and
- d) The overtaking manoeuvre must not force any other vehicle onto any part of the manoeuvring area, nor should the overtaking vehicle use a part of the manoeuvring area to overtake preceding traffic, which they are not authorised to operate on.

4.8. PROXIMITY TO AIRCRAFT

Drivers must not drive, stop or park a vehicle within three metres (ten feet) of an aircraft, **except** when required for the servicing of that aircraft or in an emergency, and with the use of a banksman.

Vehicles must not be driven under any part of an aircraft, except in connection with the servicing of that aircraft, when it is the driver's responsibility to ensure that there is adequate clearance between the aircraft and the vehicle, using a banksman or marshaller.

Drivers must not drive a vehicle within 6 metres of an aircraft **refuelling point** or **venting point** during the period of aircraft refuelling unless they are involved with the servicing of that aircraft.

Drivers must not drive immediately behind and must stay well clear of aircraft when their anti-collision beacons are operating (as this indicates that the engines are running or are about to be started, and may mean that the aircraft is about to move). Drivers shall obey instructions by any banksman stationed on the back-of-stand roadway during aircraft engine start and pushback. Vehicles are to remain clear of a stand while aircraft are manoeuvring on or off the stand until the aircraft is on the taxiway, or on stand with the anti-collision light off.

Vehicles must allow ample clearance between themselves and any aircraft, taking the following into consideration:

- a) The turning radius of the aircraft on approach to the stand;
- b) The limited visibility from the cockpit which makes it difficult for the pilot to judge accurately the width of his aircraft. The wingtip or other aircraft part shall never pass over a vehicle.

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4.9. TOWING OF ROLLING STOCK

Drivers must not operate a prime mover vehicle which is towing more than 4 (four) items of rolling stock, such as baggage trolleys. The maximum number that can safely be towed may differ from the number stated above.

Baggage carts must be secured fully whilst in transit (i.e. side curtains closed).

4.10. VEHICLE OCCUPANTS

Personnel must only travel within passenger carrying compartments of vehicles. Riding in or on any other part of a vehicle or trailer is an unnecessary risk and constitutes a serious breach of safety. **Remember: No seat, no ride.**

In the case of a vehicle classified as a bus, the number of ‘standing’ passengers must not be in excess of the designated capacity of that vehicle.

4.11. MOBILE PHONES

The driver of a vehicle must not answer or use, or attempt to answer or use a mobile phone, whilst the vehicle is in motion. All other functions including texting, video messaging, and emailing as well as the use of audio playing functions are further prohibited.

Use of a mobile phone to make or receive phone calls whilst driving airside is restricted to the use of an acceptable hands-free device whereby:

- a) The mobile phone is secured in a fixed mounting; or
- b) If not in a fixed mounting, use of the mobile phone does not require the driver to touch or manipulate the phone in any way.

The driver of a vehicle should if using a hands-free device, ensure any use is kept to a minimum so as not to be a distraction and/or impair situational awareness.

4.12. AIRSIDE ROAD SYSTEMS

CIA has a limited airside road system in use on the south side of runway 05-23 and from airside barrier 1 to the fuel farm.

Vehicles must use marked roadways where provided. Vehicles may move off the roadway when in association with the servicing of aircraft, maintenance of the pavement itself or for inspections, and only then by the most direct means.

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4.13. RULES ON APRON AREAS

Vehicles drivers must use the vehicle road system where one is provided and refrain from driving across marked stands, unless involved with the servicing of aircraft or maintenance of the apron surface.

Vehicles must not be driven between, or across the path taken by, passengers moving to or from an aircraft. Vehicles shall not be stopped or parked on pedestrian walkways.

Vehicles must not be driven in the vicinity of aircraft in reverse gear unless there is a banksman to assist and/or instruct the driver.

Persons requiring pedestrian access around apron areas should follow marked footways, or if no marked footways are available take the most direct route. Vehicles must give way to pedestrians crossing at a pedestrian crossing.

ATC's responsibility on apron areas is limited to providing advice and instructions to assist in preventing collisions with moving aircraft.

4.13.1. Double White Lines

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, stand and road areas. Only authorised radio-equipped vehicles driven by appropriately qualified ADP holders are permitted to cross double white lines.

4.14. OPERATING ON THE MANOEUVRING AREA

Drivers entering the manoeuvring area must have an operational reason to do so and hold the correct category of ADP. Personnel who do not hold a manoeuvring area permit must be escorted at all times whilst on the manoeuvring area, unless contained within a marked works site.

No vehicle is permitted to enter the manoeuvring area unless permission to do so has been requested and approved on each occasion by ATC. An exception applies to vehicles and drivers which are approved to 'free-range' – see Airside Operations procedure CIA-P-AOPS-005.

All vehicles must be equipped with obstacle lights, which must be operating at all times. Vehicles not equipped with obstacle lights are not permitted to enter the movement area, unless escorted by a vehicle so equipped.

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Vehicles operating on the manoeuvring area must be capable of maintaining two-way communication with ATC at all times on UHF Channel 1, and must comply with any instructions issued by ATC.

All drivers must be familiar with the procedures for dealing with a radio failure whilst on the manoeuvring area – these are comprehensively covered in the training to obtain an ‘M’ or ‘R’ permit.

4.15. OPERATING ON THE RUNWAY

A driver must not enter or cross the runway unless they hold an ‘R’ ADP, they have a legitimate operational reason to do so and they have obtained specific clearance from ATC. A driver is entering the runway when crossing any of the Cat I holding positions, which are situated on or close to the edge of the cleared and graded area.

Access beyond the Cat I holding positions involves entering the ‘runway restricted area’ surrounding runway 05-23. Within the runway restricted area, access is only to be permitted when aircraft movements are not taking place. The restricted area encompasses:

1. The runway paved surface
2. The cleared and graded area
3. Runway End Safety Areas (RESA)
4. The runway 05 and 23 ILS critical areas

Runway stopbars are located at Charlie and Delta Runway Taxi Holding Positions (RTHP). Upon reaching a stopbar, drivers must seek clearance from ATC to proceed to enter the runway or associated surfaces. Drivers must receive clearance and the stopbar must be extinguished prior to entering or crossing the runway. If either of these elements are not observed, the driver must hold their position and notify ATC. A runway stopbar may only be crossed when ATC have given explicit instructions to do so if there is a fault, or if the runway is unserviceable and under the control of a member of Airport Operations during winter weather conditions.

Vehicular runway entry points have a red designator sign and white surface markings.

4.16. ACCESS TO GRASSED AREAS

Access to grassed areas of the airfield is restricted to those with an operational need to be on them. This is to avoid disturbing the grassed surface and potentially introducing FOD onto manoeuvring area surfaces.

Purposes for which driving on grassed areas is acceptable are:

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- a) Airfield maintenance duties (including grassland management)
- b) Essential wildlife control duties
- c) Response to a security threat
- d) Emergency response

Vehicle operators shall be mindful of the time of year and the firmness of ground conditions, and thus the risk of the vehicle becoming stranded or immobile.

When returning to paved surfaces from airfield grassland, the vehicle operator should check that no FOD is introduced and take action to sweep surfaces as required.

4.17. CLEARED AND GRADED AREA

The cleared and graded area (CGA) is an area within the runway strip within which vehicles are prohibited whilst aircraft are taking off and landing. When vehicles are operating on grassed areas and not part of the manoeuvring area, the CGA gives vehicle drivers a reference as to when they have vacated the runway environment and is generally in-line with the Runway Taxi Holding Positions marked on each taxiway. The CGA is 105m each side of the centreline, tapering in to 75m each side near each runway threshold. This area is marked on the ground with a 'burn line' for ease of reference, and forms part of the runway 'restricted area'.

4.18. VEHICLE DEFECTS

Drivers must notify the vehicle owner/operator of any defects which they identify or that are recorded on the daily safety inspection form for that vehicle. Vehicles which have a serious safety defect should be taken out of service immediately and a notice attached to the vehicle stating that it is 'unserviceable', in a clear and obvious location (e.g. steering wheel, front windscreen).

4.19. VEHICLE PARKING RESTRICTIONS

Vehicles must not be left parked:

- a) So that they will obstruct aircraft, other vehicles or pedestrians operating airside.
- b) So that they will obstruct access to hangars or buildings with an airside frontage.
- c) Within 3m of an airside boundary fence.
- d) So that they obstruct a fuel vehicle, in the event of an emergency.
- e) Obstructing access or egress to the fire station.
- f) Over any hatched area or area marked as 'no parking'.
- g) On an aircraft stand, other than in marked equipment boxes.

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Vehicles must not be left unattended in any airside area with the engine running. This is to prevent risks such as overheating and consequent fire in the vicinity of aircraft, and uncontrolled or unauthorised vehicle movement.

Unattended vehicles in the Temporary Critical Part (TCP) must have their ignition keys removed to prevent unauthorised persons making use of them for illicit purposes in the TCP.

Failure to comply may result in the issue of an infringement notice or other penalties.

4.20. BICYCLES

Unless approved in writing by CIA, the riding of bicycles is prohibited within the airside areas of the aerodrome.

4.21. ACCESS TO LEASED AREAS

The driver of a vehicle must not enter a leased area airside without approval of the lessee unless they have a regulatory requirement or other lawful authority to enter that area (CIA vehicles and staff excepted).

4.22. IMMOBILISED VEHICLES

If a vehicle becomes immobilised on an apron or the manoeuvring area, the driver must immediately report the situation to ATC. If unable to contact ATC, contact Airport Operations on 01223 373535, and remain with the vehicle.

The driver of any vehicle which becomes immobilised airside must provide to CIA staff such assistance as is reasonably requested to move the vehicle to another area as directed.

4.23. VEHICLE ACCIDENTS

If the driver of a vehicle is involved in an accident in an airside area which causes personal injury or property damage, the driver must immediately contact Airport Operations on 01223 373535 (or x2155 for emergencies). If the accident occurs on the runway or manoeuvring area, the driver should also inform ATC without delay.

The driver should not attempt to move the vehicle unless it is clear that not doing so could lead to further damage or injury. Photographs from various angles should be taken of the accident site, including an overview of the scene and the vehicle registration or identification number.

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The accident should then be reported using the standard CIA reporting procedures. Drivers involved in an accident will invoke the 'for cause' testing requirement as per the MADG Drug and Alcohol Policy (BMS0207).

4.24. AIRPORT IDENTIFICATION PASSES

When driving airside, drivers must carry their airport ID pass in accordance with CAA and airport regulations. Failure to do so will result in refused access to airside, or if already airside may be a breach of conditions and result in further action.

4.25. LOW VISIBILITY PROCEDURES

Low Visibility Procedures (LVPs) are declared by ATC when aircraft conduct Low Visibility Operations. Under the declaration of LVPs, additional strict procedures will be adopted to control the movement of vehicles on the runway and manoeuvring area. LVPs will be triggered by ATC when the visibility or cloud ceiling reduces below a certain level. Airside operatives will be alerted to the activation of LVPs by signage, email or radio communications.

Airside drivers should act according to their airside driver training during LVPs, and further information can be obtained from Airport Operations.

4.26. DRIVING AT NIGHT

Extreme caution must be exercised when driving airside at night. Dipped headlights must be used during the hours of darkness and also when traffic and weather conditions require. Drivers must be familiar with the different types of lighting in use on the airfield and take care to avoid damage to light fittings.

4.27. ESCORTS

It is the responsibility of the host company or department to provide a close escort for each visiting vehicle in an airside location. The requirement for vehicles to enter airside areas for legitimate operational purposes must be identified and sponsored by the holder of a permanent ADP. Vehicles which are operating in defined work sites may be permitted to manoeuvre without escort within the confines of said work site; this will be identified on the Permit to Work or airside safety induction.

A driver holding an ADP appropriate for the area of escort may escort a vehicle by one of the following ways:

- a) Driving a vehicle for which an ADP is current and appropriately equipped to escort the supervised vehicle; or

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- b) Accompanying the supervised vehicle on foot; or
- c) As a passenger in the supervised vehicle – this option is only to be used in extreme circumstances and as a last resort if operating on the manoeuvring area; ATC must be briefed by telephone to establish the call-sign used and activities to be undertaken.

Before a driver commences an escort of a supervised vehicle, the escort driver must ensure that the visiting driver has been issued with a temporary airport ID pass and the vehicle issued with a temporary AVP. The driver of the supervised vehicle must then be made aware of the following requirements:

- a) Any specific rules for driving airside applicable to the proposed route;
- b) The proposed route;
- c) To closely follow the escort vehicle (within 20 metres);
- d) To activate obstacle lights (where equipped);
- e) To give way to aircraft and passengers at all times;
- f) To obtain an escort for their journey when leaving airside;

The maximum number of vehicles that can be escorted at any one time is two (2) large articulated vehicles or four (4) smaller non-articulated vehicles. Any convoy which wishes to exceed this number of vehicles must have a second escort vehicle at the rear of the convoy.

The driver providing the escort is responsible for ensuring that the escorted vehicle does not introduce any FOD hazards to airside.

4.28. ENTRY TO AIRSIDE

No vehicle may enter airside unless it has a legitimate operational reason to be there.

For safety and security reasons, vehicles may be subject to inspection/search by Airport Security.

A vehicle may be refused entry at any time based on, but not limited to any of the following conditions:

- a) Heightened state of security;
- b) Aerodrome emergency in progress;
- c) Low Visibility Operations;
- d) Adverse weather such as snow and ice;
- e) Vehicle defect or safety concern.

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4.29. HIGH-VISIBILITY CLOTHING

It is a requirement that drivers wear high-visibility clothing at all times when driving airside; this is particularly important in the event they have to exit the vehicle at short notice.

4.30. SMOKING IN VEHICLES

No person is permitted to smoke inside a vehicle while that vehicle is located airside; there are no exceptions. Persons failing to comply may be asked to leave airside without notice and further penalties may apply.

4.31. AUDIO DEVICES

Audio devices, including portable types and in-car radio consoles, must not be used whilst driving a vehicle airside. Doing so may result in distractions to the driver and/or missing or misunderstanding radio messages from ATC or other departments.

4.32. UNSERVICEABLE AREAS

Vehicle drivers are not to enter any areas which are marked as being unserviceable, unless it is required for safety reasons or prior authorisation has been given by CIA. Unless instructed otherwise this does not include areas marked as unserviceable for use by aircraft only.

4.33. WORKS AREAS

Vehicles must not be driven into or through works areas, unless in conjunction with the work. Such areas will be prominently marked and, where necessary, diversion routes indicated.

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5. RADIO COMMUNICATIONS

5.1. INTRODUCTION

Driving on the manoeuvring areas at CIA requires the driver to use what are often busy radio frequencies that are also used by pilots and ATC. In order to do this, drivers need to understand and use the correct radio telephony phraseology and techniques.

Drivers should refer to this manual, their notes and any other handouts given when completing their radiotelephony training, to ensure they fully understand the rules and regulations that apply to the manoeuvring area.

5.2. LANGUAGE PROFICIENCY

The efficient use of two-way radio depends largely on microphone technique, the method of speaking and choice of words used by the operator.

Drivers should refer to their radiotelephony course handouts.

5.3. TRANSMISSION TECHNIQUES

The efficient use of two-way radio depends largely on microphone technique, the method of speaking and choice of words used by the operator.

Drivers should refer to their radiotelephony course handouts.

5.4. PHONETIC ALPHABET

The ICAO phonetic alphabet is used to assist drivers in transmitting call-signs, numbers, taxiway or holding point designators and the spelling of proper names and unusual words.

5.5. GENERAL PHRASEOLOGY

5.5.1. Call-Signs

CIA Airport Operations maintain a register of vehicle call-signs and provides this list to ATC for consultation purposes prior to finalising any call-sign.

Should a vehicle operator intend to operate a vehicle on the manoeuvring areas, a call-sign should be applied for. Vehicle operators will be advised of the approval of the requested call-sign by Airport Operations and it will be printed on the AVP.

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5.5.2. Radio Checks

For routine radio serviceability checks or whenever it is suspected that radio equipment may not be performing correctly, a radio check is required. Radio checks shall use the standard 1 – 5 readability scale. The radio operator shall contact another station, normally ATC, to request a radio check. The minimum acceptable standard for a transmitter’s readability at CIA is readability ‘four’.

5.5.3. Broadcast Information

When an individual wishes to broadcast information to all vehicles or persons likely to receive it, the message will be prefixed with the phrase ‘*all stations*’.

No reply is expected to such general calls, unless the transmitter specifically requests a receipt from any parties, or the recipient needs to query the information.

5.5.4. Standard Words and Phrases

The words and phrases to be used by radio operators will, where possible, comply with those stated in CAP 413 Supplement 2: A Reference Guide to UK Phraseology for Aerodrome Drivers.

Drivers should refer to their radiotelephony course handouts.

5.5.5. Establishing Communication

When first establishing communication, the driver should use the full call-signs of both stations, saying first **whom** they are calling (e.g. Cambridge Tower), followed by **who** they area (e.g. Ops 5).

The reply may include the phrase ‘pass your message’. In the UK the expression ‘pass your message’ is used instead of ‘go ahead’ for safety reasons. This is to avoid using an expression that could be confused with an instruction to proceed, i.e. to move on the aerodrome.

5.5.6. Movement Instructions

Once communication is established, drivers can request permission to proceed by stating:

- Who** they are (e.g. Ops 5)
- Where** they are (e.g. Fire Station)
- Where** they wish to go (e.g. Taxiway Delta)

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More confident drivers may combine the initial call and request to proceed, if the radio frequency is not busy.

Where the planned route includes crossing or entering a runway, this should be included in the initial call.

Drivers should refer to their radiotelephony course handouts for various examples of requests and movement instructions.

5.5.7. Entering and Crossing the Runway

Vehicles sometimes need to enter the runway in order to carry out specialised tasks such as surface or lighting inspections, engineering works or wildlife control. Vehicles authorised to free-range on the manoeuvring area may proceed to a runway holding point and then request runway entry.

Drivers are to be especially careful when seeking approval to enter the runway, ensuring they are on the correct frequency and know the message they are about to transmit, in order to reduce the risk of a runway incursion.

Where the planned route involves crossing a runway, drivers should include this information in the initial request. A driver must not under any circumstance cross or enter a runway unless a specific instruction has been issued and acknowledged.

Drivers should refer to their radiotelephony course handouts for various examples of radio messages relating to runway crossing or entry.

5.6. TOWING AN AIRCRAFT

Ground vehicles are less manoeuvrable when towing an aircraft and this needs to be taken into account when ATC issue instructions to these vehicles. Drivers should state the aircraft type as part of their request.

Regardless of ATC clearance, it is the responsibility of the person in charge of the vehicle towing the aircraft to ensure that any routes given can safely accommodate the size of the aircraft being towed.

Drivers should refer to their radiotelephony course handouts for various examples of radio messages relating to towing an aircraft.

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5.7. RADIO FAILURE

If the driver suspects for any reason that a radio has ceased to operate or is operating below the required standard, he/she should expedite the return of the vehicle to base to have the radio inspected or repaired.

In the event of radio failure, if possible:

- Vacate the runway and manoeuvring area using the shortest and safest route
- **Do not** enter or cross the runway
- Contact ATC by telephone to explain what has occurred

If the vehicle cannot vacate the manoeuvring area (e.g. due to towing an aircraft, at or approaching a holding point):

- Hold position, contact ATC by telephone or attract attention by flashing headlamps or waving arms
- Follow ATC instructions or watch for light signals from the tower
- Await the arrival of assistance

Always move clear of the runway if possible and await instructions/assistance.

If at the time of a suspected or actual radio failure, the vehicle was proceeding in accordance with an ATC clearance, the driver should vacate the manoeuvring area using the shortest and safest route, **without** entering or crossing a runway. If on the runway at time of radio failure, vacate the runway immediately using the most appropriate taxiway, considering other aircraft which may be moving on the ground at the time.

The driver shall exercise extreme caution at all times and keep a look out for any moving aircraft. Upon vacating the manoeuvring area, the driver is to establish contact with ATC using another radio or telephone and advise clear of the manoeuvring area.

For tug drivers towing an aircraft, vacate the runway immediately onto the nearest taxiway and await the arrival of the Airport Fire Service or Airport Operations. Hold position on the taxiway, ensuring the aircraft has also passed the holding point. If ATC clearance has already been received and acknowledged covering your journey to the final destination, continue to proceed as normal.

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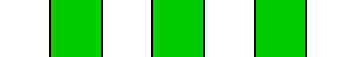

5.8. ACKNOWLEDGING INSTRUCTIONS

Vehicle drivers are required to read back in full all instructions relating to movement on the manoeuvring area. Examples of messages to be read back include movement or towing instructions, information on the runway in use and instructions to cross, enter or hold short of the runway. Drivers must read-back in full the message to confirm that there has been no misunderstanding.

Drivers should note that the expression ‘wilco’ is not an acceptable substitute for the full read-back of an instruction message; if an acceptable read-back is not received, the driver will be told to do so.

5.9. LIGHT SIGNALS

In the unlikely event of a radio failure on the manoeuvring area, ATC may use the following signals to communicate with vehicles, and therefore drivers should remain aware of their meanings.

Continuous red light		Stop
Red flashes		Move clear of the landing area
Green flashes		You may move on the manoeuvring area
White flashes		Return to starting point on the aerodrome

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6. AIRSIDE SAFETY REGULATION SCHEME

CIA operates an Airside Safety Regulation Scheme (ASRS), designed to improve safety, minimise personal injuries and reduce damage to aircraft and equipment, by monitoring compliance and detecting concerning trends.

The ASRS captures infringements in airside driving/vehicle operation and airside safety procedures. A full list of the infringements for which penalty points may be issued are contained in the ASRS procedure.

Airside drivers will be made aware of the ASRS and infringements for which penalty points may be awarded, in the training programme for an 'A', 'M' or 'R' driving permit.

7. MISCELLANEOUS

7.1. SCHEDULE OF FEES

Details of fees for airside driving and vehicle training and permits can be obtained by CIA Airport Operations at Airfield.Driving@cambridgeairport.com.

7.2. EXEMPTIONS

Any person, including a vehicle operator or ADP applicant, may apply to the CIA Airside Operations Manager for exemption from certain provisions of this manual, either generally or in relation to specific situations, persons, activities or airside areas. However, any exemption is at the absolute discretion of the Airside Operations Manager (who must take into account legislative obligations in determining whether an exemption can be granted).

Any such exemption, if granted, would normally be considered as a temporary measure until the particular conditions of this manual can be met by the applicant.

The Airside Operations Manager may approve, in writing, any such exemption on such conditions as he considers appropriate.

7.3. DRIVING AIRSIDE WITHOUT AUTHORITY

Any person found driving airside at CIA without the proper authority is in breach of aviation legislation and airport byelaws and may be subject to penalties or prosecution.

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7.4. EMERGENCY SERVICE VEHICLES

External emergency service vehicles, including local authority police, fire and ambulance services, may be exempt from parts of this manual when responding to an emergency on airside. This is covered by standard operating procedures agreed between CIA and the emergency services, and at no time will safety be compromised.

7.5. CIA EMERGENCY RESPONSE VEHICLES

Airport Fire Service and Airside Operations vehicles will respond to emergencies on the airport. Due to the nature and urgency of their role, they may in the course of their duties breach some of the rules for driving airside. This is covered by standard operating procedures and at no time will safety be compromised.

7.6. TRANSITION

Any permits issued under a previous manual or airside driving scheme will remain valid until they are due for renewal, unless the holder or vehicle operator is otherwise advised by Airport Operations.

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APPENDIX A MEDICAL STANDARDS (FITNESS TO DRIVE)

Applicants for an airside driving permit will be required to undergo a medical assessment by an Occupational Health Practitioner (doctor or nurse), who is conversant with the airside environment and medical standards.

1. Guidelines for Medical Standards

- a. Eyesight
 - i. 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.
 - ii. 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.
- b. Colour Perception
 - i. 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.
- c. Hearing
 - i. It is essential that an 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.
- d. General Health
 - i. The applicant must disclose to the Medical Practitioner any condition or medication which may affect their ability to operate/drive safely in Airside Areas. Group 1 health standards are required for Class 1 (up to 3.5 tonnes) drivers, and Group 2 health standards for Class 2 (above 3.5 tonnes) drivers. 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.

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e. Assessments

- i. All assessments must be recorded in appropriate medical records and reasons given for the decision and be signed and dated by the Occupational Health Practitioner.

2. Guidelines for Occupational Practitioners on carrying out Fitness to Drive Medical/Health Examinations

Every employer of airside drivers must adopt minimum medical fitness to drive standards. It is a requirement that the DVLA Group 1 or 2 equivalent standards, as appropriate, be used as a guide for health standards.

Self-declaration by staff must be encouraged of any medical condition or treatment which could affect driving safety at any time. A list of reporting requirements is given in the DVLA 'At a Glance' booklet.

3. Medication

Practitioners are reminded that airside driving may be regarded as a safety critical task. Any medication that impairs concentration or affects performance may require the issuing authority to temporarily (or permanently) suspend an employee from driving airside.

Advice should be sought from an Occupational Health Practitioner if there is any doubt about the applicant's ability to drive airside on their current medication.

4. Medical Forms

Occupational Health practitioners should use their own forms which should be in line with current DVLA Group 2 requirements or equivalent, and appropriate for their location and task.

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APPENDIX B AIRSIDE DRIVER TRAINING SYLLABUS

Unit	Course Content	Permit Type	
		'A'	'M/R'
PART A: APRON AREA TRAINING			
Regulatory and Legal Requirements			
A1	The Rules of the Air Regulations	•	•
	EASA Part ADR-OPS – AMC/GM	•	•
	Airport Byelaws	•	•
	Aerodrome Manual	•	•
	Airside Driving and Vehicle Operations Manual	•	•
	Airside Operational Instructions / Airside Safety Directives	•	•
General Aerodrome Layout			
A2	Airside geography	•	•
	Surface markings and signage	•	•
	Aircraft stands and parking areas	•	•
	Aviation terminology	•	•
	Uncontrolled taxiway crossings	•	•
	Hotspots	•	•
	Other local requirements	•	•
Personal Responsibilities			
A3	Reporting of incidents	•	•
	Issue and use of PPE	•	•
	'No smoking' requirements airside	•	•
	Drug and Alcohol Policy	•	•
	Responsibilities with respect to FOD and spillages	•	•
	Vehicle suitable for the task and used correctly	•	•
	Use of mobile phones and hand-held devices	•	•
	Responsibility with respect to escorting other vehicles	•	•
The Airside Driving Permit			
A4	The issuing authority	•	•
	Permit validity, conditions of use and transferability	•	•
	Fitness to drive (medical/health standards)	•	•
	Ownership of the permit and audit of permit issue	•	•
	Relationship to UK driving license	•	•

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Vehicle Standards			
A5	Condition and maintenance standards	•	•
	Requirements to display obstacle lights and company insignia	•	•
	Frequency of vehicle inspections (including daily)	•	•
	Fault reporting and identification	•	•
	Requirements for the issue and display of AVPs	•	•
Airfield Hazards and Driving Standards			
A6	General driving standards	•	•
	Speed limits, prohibited areas and no parking regulations	•	•
	Danger zones around aircraft	•	•
	Engine suction/ingestion and blast	•	•
	Helicopters and propellers	•	•
	Aircraft refuelling	•	•
	FOD and spillages	•	•
	Vehicle reversing	•	•
	Staff and passengers walking across aprons	•	•
	Fixed electrical ground power	•	•
	Aircraft turnaround process	•	•
	Aircraft emergency stop and fuel cut-off procedures	•	•
	Hazardous cargo	•	•
	Vehicle towing requirements	•	•
	Driving at night	•	•
Driving in adverse weather conditions	•	•	
Work in progress	•	•	
Driving in Adverse Weather Conditions			
A7	Personal requirements (ID cards)	•	•
	Vehicle permits	•	•
	Security restricted areas (Critical Part)	•	•
	Security screening of persons and vehicles	•	•
Security Procedures			
A8	Personal requirements (ID cards)	•	•
	Vehicle permits	•	•
	Security restricted areas (Critical Part)	•	•
	Security screening of persons and vehicles	•	•
Emergency Procedures			
A9	Actions in the event of a vehicle accident	•	•

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	Actions in a crisis situation	•	•
	Specific action in the event of a vehicle striking an aircraft	•	•
	Action in the event of a fire	•	•
	Action in the event of personal injury/medical emergency	•	•
	Local emergency telephone number	•	•
	How to contact the aerodrome safety unit	•	•
Penalties for Non-Compliance			
A10	Offences and penalties	•	•
Aircraft Familiarisation			
A11	Airliners	•	•
	Business aviation and cargo	•	•
	Helicopters	•	•
	General aviation	•	•
Practical Training			
A12	Airside service roads	•	•
	Taxiway uncontrolled crossing	•	•
	Surface markings for vehicles and aircraft	•	•
	Surface markings at the boundary between aprons and taxiways	•	•
	Signs, markings and lighting indicating runway ahead	•	•
	Parking areas and restrictions	•	•
	Speed limits and regulations	•	•
	Hazards during aircraft turnarounds and aircraft movements	•	•
PART B: MANOEUVRING AREA TRAINING			
Air Traffic Control			
B1	Aerodrome control function and area of responsibility		•
	Normal / emergency procedures used by ATC relating to aircraft		•
	ATC frequencies used and handover points for vehicles		•
Aerodrome Layout			
B2	Signs, markings and lighting used on the manoeuvring area		•
	Signs, markings and lighting used to protect the runway		•
	Equipment essential to air navigation		•
	Protected zones around the ILS		•
	Description of runway strip, cleared and graded area		•
Hazards of Manoeuvring Area Driving			
B3	Driving at night		•
	Operations in low visibility		•

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	Operations in other adverse weather conditions		•
	Vehicle unserviceability whilst on the manoeuvring area		•
	Procedure if lost or unsure of your position		•
	Rights of way of aircraft, towed aircraft, emergency vehicles		•
Practical Training			
B4	Runway (inc. holding points), taxiways, aprons		•
	Signs, surface markings and lighting associated with runway		•
	Signs, surface markings and lighting associated with taxiways		•
	Navigation aids; ILS, protected zones, NDB, DME, RVR, other		•
	Hazards of operating around aircraft landing, taking off, taxiing		•
	Local naming for particular areas or routes		•
PART C: RADIOTELEPHONY TRAINING			
Radio Transmissions			
C1	Types of radio and radio channels		•
	Understanding and use of the readability scale		•
	Hierarchy of message priority		•
	Understanding the reasons for listening out		•
	Words and sounds to be avoided		•
	Correct positioning of microphones to avoid distortion		•
	Avoidance of clipped transmissions		•
	Awareness of regional accents and variations of speech		•
	Speed of delivery of RTF phraseology		•
Radio Call-signs			
C2	An understanding of terminology used by ATC and pilots		•
	Knowledge of airline call-signs used at the aerodrome		•
	Knowledge of vehicle call-signs		•
Standard Phraseology			
C3	Correct use of the phonetic alphabet		•
	Emphasis on drivers using standard phraseology		•
	The need for caution with certain words or phrases		•
	Standard read-back procedures		•
	Example transmissions		•
Radio Failure			
C4	Local procedure for radio failure on the manoeuvring area		•
	Understanding of light signals used by ATC to pass instruction		•

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APPENDIX C ICAO LANGUAGE PROFICIENCY SCALE

LEVEL	PRONUNCIATION <i>Assumes a dialect and/or accent intelligible to the aeronautical community.</i>	STRUCTURE <i>Relevant grammatical structures and sentence patterns are determined by language functions appropriate to the task.</i>	VOCABULARY	FLUENCY	COMPREHENSION	INTERACTIONS
Expert 6	Pronunciation, stress, rhythm, and intonation, though possibly influenced by the first language or regional variation, almost never interfere with ease of understanding.	Both basic and complex grammatical structures and sentence patterns are consistently well controlled.	Vocabulary range and accuracy are sufficient to communicate effectively on a wide variety of familiar and unfamiliar topics. Vocabulary is idiomatic, nuanced, and sensitive to register.	Able to speak at length with a natural, effortless flow. Varies speech flow for stylistic effect, e.g. to emphasize a point. Uses appropriate discourse markers and connectors spontaneously.	Comprehension is consistently accurate in nearly all contexts and includes comprehension of linguistic and cultural subtleties.	Interacts with ease in nearly all situations. Is sensitive to verbal and non-verbal cues and responds to them appropriately.
Extended 5	Pronunciation, stress, rhythm, and intonation, though possibly influenced by the first language or regional variation, rarely interfere with ease of understanding.	Basic grammatical structures and sentence patterns are consistently well controlled. Complex structures are attempted but with errors which sometimes interfere with meaning.	Vocabulary range and accuracy are sufficient to communicate effectively on common, concrete, and work-related topics. Paraphrases consistently and successfully. Vocabulary is sometimes idiomatic.	Able to speak at length with relative ease on familiar topics but may not vary speech flow as a stylistic device. Can make use of appropriate discourse markers or connectors.	Comprehension is accurate on common, concrete, and work-related topics and mostly accurate when the speaker is confronted with a linguistic or situational complication or an unexpected turn of events. Is able to comprehend a range of speech varieties (dialect and/or accent) or registers.	Responses are immediate, appropriate, and informative. Manages the speaker/listener relationship effectively.
Operational 4	Pronunciation, stress, rhythm, and intonation are influenced by the first language or regional variation but only sometimes interfere with ease of understanding.	Basic grammatical structures and sentence patterns are used creatively and are usually well controlled. Errors may occur, particularly in unusual or unexpected circumstances, but rarely interfere with meaning.	Vocabulary range and accuracy are usually sufficient to communicate effectively on common, concrete, and work-related topics. Can often paraphrase successfully when lacking vocabulary in unusual or unexpected circumstances.	Produces stretches of language at an appropriate tempo. There may be occasional loss of fluency on transition from rehearsed or formulaic speech to spontaneous interaction, but this does not prevent effective communication. Can make limited use of discourse markers or connectors. Fillers are not distracting.	Comprehension is mostly accurate on common, concrete, and work-related topics when the accent or variety used is sufficiently intelligible for an international community of users. When the speaker is confronted with a linguistic or situational complication or an unexpected turn of events, comprehension may be slower or require clarification strategies.	Responses are usually immediate, appropriate, and informative. Initiates and maintains exchanges even when dealing with an unexpected turn of events. Deals adequately with apparent misunderstandings by checking, confirming, or clarifying.
Pre-operational 3	Pronunciation, stress, rhythm, and intonation are influenced by the first language or regional variation and frequently interfere with ease of understanding.	Basic grammatical structures and sentence patterns associated with predictable situations are not always well controlled. Errors frequently interfere with meaning.	Vocabulary range and accuracy are often sufficient to communicate on common, concrete, or work-related topics, but range is limited and the word choice often inappropriate. Is often unable to paraphrase successfully when lacking vocabulary.	Produces stretches of language, but phrasing and pausing are often inappropriate. Hesitations or slowness in language processing may prevent effective communication. Fillers are sometimes distracting.	Comprehension is often accurate on common, concrete, and work-related topics when the accent or variety used is sufficiently intelligible for an international community of users. May fail to understand a linguistic or situational complication or an unexpected turn of events.	Responses are sometimes immediate, appropriate, and informative. Can initiate and maintain exchanges with reasonable ease on familiar topics and in predictable situations. Generally inadequate when dealing with an unexpected turn of events.
Elementary 2	Pronunciation, stress, rhythm, and intonation are heavily influenced by the first language or regional variation and usually interfere with ease of understanding.	Shows only limited control of a few simple memorized grammatical structures and sentence patterns.	Limited vocabulary range consisting only of isolated words and memorized phrases.	Can produce very short, isolated, memorized utterances with frequent pausing and a distracting use of fillers to search for expressions and to articulate less familiar words.	Comprehension is limited to isolated, memorized phrases when they are carefully and slowly articulated.	Response time is slow and often inappropriate. Interaction is limited to simple routine exchanges.
Pre-elementary 1	Performs at a level below the Elementary level.	Performs at a level below the Elementary level.	Performs at a level below the Elementary level.	Performs at a level below the Elementary level.	Performs at a level below the Elementary level.	Performs at a level below the Elementary level.