



Airside Driving Manual

TABLE OF CONTENTS

Page

2	Definitions	5	8, Airside Vehicles
3	1, Introduction	5	9, Airside Access
3	2, The Application Process	6	10, Zoned Areas
3	3, Driving and Safety	7	11, General Restrictions and Rules
3	4, Exceptions	8	12, Accidents and Incidents
4	5, Obtaining a Permit	8	13, Communications
4	6, Permit Withdrawal	9	Map of restricted zones
4	7, Record Keeping		

DEFINITIONS

Although there are many terms used in this document that have a particular meaning, the following are of particular significance:

Airside		That part of the aerodrome beyond the security boundary.
Apron		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.
Manoeuvring Area		That part of an aerodrome provided for the take-off and landing of aircraft and for the movement of aircraft on the surface, excluding the apron and any part of the aerodrome provided for the maintenance of aircraft.
Runway		A defined rectangular area, on a land aerodrome prepared for the landing and take-off run of aircraft along its length.
Taxiway		A defined path on a land aerodrome established for the taxiing of aircraft and intended to provide a link between one part of the aerodrome and another, including: <ul style="list-style-type: none"> a. Aircraft stand taxilane. A portion of an apron designated as a taxi route intended to provide access to aircraft stands only. b. Apron taxiway. A portion of a taxiway system located on an apron and intended to provide a through taxi route across the apron.
Runway Incursion		Any occurrence at an aerodrome involving the incorrect presence of an aircraft, vehicle, or person on the protected area of a surface designated for the landing and take-off of aircraft.
Competence		Competence is the demonstration of knowledge, skills and abilities at a level of expertise sufficient to be able to perform safely in an appropriate work setting.
ADP		An Airside Driving Permit allows named persons (permit holder) to operate vehicles airside in otherwise restricted areas.
ASAL		Albemarle Shoreham Airport Ltd

1. INTRODUCTION

- a) This manual incorporates information on accessibility airside and how to obtain an Airside Driving Permit (ADP). The manual is provided as guidance on all aspects of driving airside at Shoreham Airport (but is subject to change at any time without notice).
- b) Aerodromes are required to implement Safety Management Systems in accordance with the requirements of CAP 168. This systematic approach to aerodrome safety management provides the framework for compliance with the legal and regulatory requirements. This effectively includes the operation of vehicles in airside areas and driver standards. The objective of these requirements is to minimise the risk of accidents and injury to persons, damage to aircraft and property, arising from the use of vehicles in airside areas. In particular, the requirements relating to driving on the manoeuvring area are directly aimed at reducing runway incursions by introducing a uniform standard of driver training and assessment.

I. IT SHOULD BE MADE CLEAR THAT BEING AN APPROVED DRIVER DOES NOT CONFER A GENERAL RIGHT OF ENTRY ONTO AIRSIDE AREA. NOR IS IT IMPLIED THAT AN ORGANISATION BASED AT SHOREHAM WITH APPROVED DRIVERS HAS ANY ACCESS RIGHTS TO ANY OPERATIONAL AREA BEYOND THE PERIMETER FENCE AIRSIDE.

II. ONLY APPROVED EMPLOYEES OF SHOREHAM AIRPORT (ASAL) WILL BE PERMITTED INTO THE 'R' RED ZONE.

2. THE APPLICATION PROCESS

- a) As a prerequisite to obtaining an ADP, applicants must be fully conversant with the relevant rules, procedures and instructions in operations at aerodromes. Third party employers are to provide guidance regarding the provision and safe use of vehicles and equipment if their employees are to be considered for a permit. The requirements and guidance contained in this document do not absolve the applicant operator from undertaking basic airside safety induction courses which applies to any person/employee wishing to begin working in the airside environment.

3. DRIVING AND SAFETY

- a) The overall, responsibility for safety of airside operations rests with the aerodrome authority. To comply with the requirements of the CAA and relevant HSE legislation the authority reserves the right to suspend or revoke issued permit of any person or operator seen to be abusing the conditions or breaching the general rules as described.
- b) It is a pre-requisite condition of issue of the ADP that the holder must possess as a minimum, a current UK or equivalent driving licence which permits the holder to drive the equivalent motor vehicle on public roads.
- c) In the case of aerodrome specific or specialist vehicles not covered by an equivalent DVLA licence, the applicant must have a statement of competency acceptable to the aerodrome confirming that they have been trained to a standard acceptable for the safe operation of that vehicle. If that certificate of competence has an expiry date / period that expiry date will be recognised at Shoreham Airport and must be renewed to continue using that certificate to operate / drive airside.

4. EXCEPTIONS

- a) Emergency vehicles operated by the local Fire Brigade, Police or Ambulance services (or military / government vehicles driven by approved & trained drivers) are exempt from the above requirements.

- b) Contractor's or supplier's vehicles operating at the request of or on behalf of Shoreham Airport are exempt from the above requirements provided that they are accompanied (or escorted by airport vehicles) by a member of ASAL staff holding an type 'R' ADP at any time whilst they are operating airside.

5. OBTAINING A PERMIT

- a) Permits shall be issued subject to a prior declaration by the applicant that all details provided are accurate and in order. Any attempt to falsify the application or mislead the authority will result in a permanent exclusion.
- b) It is a requirement for the issue of an ADP that the applicant must be able to demonstrate:
 - 1. evidence of employment with a company authorised to operate at the aerodrome
 - 2. a valid driving licence for the vehicle to be operated (which must be presented at time of application)
 - 3. an essential operational requirement to drive a vehicle frequently on the airside area (e.g. a minimum of monthly)
- c) Permits issued are for specified named drivers and are not transferable under any conditions.
- d) The permit will be of a photo card type and will require the permit holder to have a photo taken which will remain on the database for a period of 6 years for recording purposes.
- e) Permit applications are charged at £30.00 + vat. Duplicate permits are available at a cost of £25.00 + vat administration fee.

6. PERMIT WITHDRAWAL

The aerodrome authority retains the right to withdraw any permit issued. Once withdrawn it is a condition of issue that that permit is surrendered immediately upon request.

- a) Below is a list of circumstances under which a permit will cease to be valid and must be surrendered for cancellation:
 - 1. cessation of the purpose for which the permit was issued
 - 2. change of the holder's employer
 - 3. loss of Driving Licence for offences under the Road Traffic Acts (see * below)
 - 4. any defacing, alteration, or misuse of a permit
 - 5. proof of disregard of Airport Traffic Rules
 - 6. any use of a permit in relation to a customs or immigration offence
- b) *As soon as a permit holder is charged with an offence under the road traffic act the named person must inform the aerodrome authority immediately. Depending on the circumstances the permit holder may be suspended from airside driving pending the outcome of the charge.
- c) Permit holders should have DVLA licenses checked bi-annually by their employer.

7. RECORD KEEPING

- a) Details of all permit holders will be recorded by the authority. By making an application you agree to the authority holding those details. The details retained will only be used for the purpose designed and not passed to any third parties or persons not administering the permit scheme.
- b) Operators will provide the following information relating to applicants.
 - 1. Name
 - 2. Date of birth

3. Employer
 4. Date of completion of training or date of validation
 5. A copy of the assessment and the assessment results
 6. DVLA license group entitlements held
 7. Supporting letter requesting the permit from the employer
- c) Only once satisfied with the assessment and need will the authority issue a permit.
- d) The permit issued will include:
1. Unique identification number (Permit Number)
 2. A photo of the permit holder
 3. Date of validation
 4. Expiry date
 5. Type of permit held
 6. The area to which the pass is limited
- e) The authority will be required to keep details of any and all Infringement notices and driving history (accidents/incidents) for a period of 6 years.

8. AIRSIDE VEHICLES

- a) Vehicles required to operate airside on a regular basis shall be subject to the following conditions:
1. The vehicle details will be submitted and approved by ASAL prior to use and will only be driven by approved permit holders
 2. The vehicle is to be specifically insured to operate airside at ASAL. The sum insured must be adequate to cover any potential liability in respect of actions, claims, and costs and must be not less than £10,000,000. A copy of that insurance which must indemnify ASAL is to be kept within that vehicle for inspection by ASAL staff
 3. Vehicles must be equipped with an omni-directional flashing yellow obstacle light that meets the specification set out CAP 168 Licensing of Aerodromes. (Blue lights, where fitted will be sufficient and used by all emergency vehicles not normally based at the airport)
 4. The vehicle is fit for purpose and in a condition not likely to degrade airside safety or create FOD, and all stowed items are secured
 5. If used for night operations (past official night time) that vehicle is suitable with adequate lighting provided and have reflective outline markings visible describing its extremities
- b) Vehicles used by outside agencies for one off deliveries will be escorted airside by approved ATP drivers for that area, and are exempt from the above conditions subject to the consignee accepting full responsibility for that vehicle and any acts and omissions by the persons and or equipment within including loading and unloading.
- I. If escorting vehicles or personnel are required to stay with a load or delivery for safeguarding reasons, a charge of £100.00 for the first hour and £50 for any subsequent half hour will be applied.

9. AIRSIDE ACCESS

- a) Airside access (gate control) is administered by the duty operations crew at ASAL. There are four controlled gates to which access can be gained, these are:
1. Gate 2, RVP North
 2. Gate 8, RVP South
 3. Gate 10, Fire station
 4. Gate 13, Western access road
- b) When seeking to enter airside areas, permit holders must stop at the appropriate access point and contact ATC via radio / telephone and obtain clearance before entering the manoeuvring area (having already submitted the required documents)
- c) For information on gaining access and egress airside, or working within the controlled airside environment at ASAL please see:
<http://www.shorehamairport.co.uk/operational-information>

10. ZONED AREAS

- a) The ADP scheme covers three (3) specific areas of the airfield.
- b) The three areas have been identified separately into Zones in recognition of the increased level of competency required to safely operate on these manoeuvring areas and to design the training framework accordingly.

Type of Permit	Area and Restriction of use	The Holder
The 'A' green zone permit operators own apron (for a specific area of apron only)	<p>The 'A' permit allows access to the operator's apron and or stand only.</p> <p>This permit applies to permanently positioned airside vehicles only (e.g. kept in the operators hanger, not passing to and from landside/airside).</p>	<p>The permit 'A' is awarded to an employee of an operator who requires access to their own demised area from their hanger. The employer/operator will ensure the permit holder has successfully completed the in-house operators training course or another suitable course before the permit is issued.</p>
The 'M' blue zone permit	<p>The 'M' permit allows access to the manoeuvring areas but EXCLUDES ALL RUNWAYS.</p> <p>It includes the taxiways Kilo and Alpha from K4 to the main apron, and A1 to the main apron to provide access to the hangers whilst under the specific control of the VCR by two way radio.</p> <p><i>Vehicles in Zone 'M' will have a radio and obstruction lighting fitted as standard, and will operate under a designated prefixed call sign (to be confirmed)</i></p>	<p>It is a pre-requisite of training for this 'M' Zone permit that the candidate has successfully completed an assessment of radio competence.</p> <p>The permit will remain valid for one year.</p> <p>The holder of the 'M' permit will have attained a higher level of competence during driving training and will be familiar with the operational layout of the aerodrome. Holders are encouraged to maintain competency through a structured maintenance of competency procedure.</p>
The 'R' Red Zone permit	<p>The 'R' permit allows access to all areas.</p>	<p style="text-align: center;"><u>ASAL STAFF ONLY</u></p> <p>This permit holder is exposed to</p>

	<p>This includes the runways and helicopter training areas during operational hours.</p>	<p>the greatest risk encountered when operating on the runways and as such requires the driver to demonstrate a high degree of competence and familiarisation.</p> <p>This 'R' permit is therefore restricted to ASAL staff only and is valid for two (2) years.</p> <p>The driver is required to maintain competency throughout the year and shall maintain competency through a structured training & maintenance of competency procedure.</p>
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11. GENERAL RESTRICTIONS AND RULES

- a) The list below is not exhaustive and is subject to change at any time.
- b) Operators should ensure they have procedures in place to safeguard their employees and operations taking into account the nature of the activity in hand.
 1. Smoking inside or outside a vehicle whilst airside is strictly prohibited
 2. No vehicle or person shall go on to the manoeuvring area of the aerodrome without permission and being under the direct control of ATC (or with ASAL escort)
 3. During periods of low visibility conditions, vehicular access will be denied to all airside areas with the exception of emergency vehicles, and essential aerodrome maintenance vehicles
 4. Irrespective of any clearance or instruction issued by ATC, drivers of vehicles and of vehicles towing aircraft are responsible for ensuring that their vehicle (and any part under tow) does not collide with, or interfere with, any other vehicle, aircraft, building or obstruction or piece of infrastructure.
 5. Vehicles should remain in the airside area only long enough to conduct their legitimate business
 6. Vehicles will always give way to Aircraft and Aircraft under tow
 7. A maximum speed limit of 20mph applies at all times airside
 8. Do not drive on soft grass, keep to paved area whenever possible
 9. Do not drive across grass taxiways or runways (always cross at the ends and traverse to the sides)
 10. If you rut a grass surface you must inform ATC immediately. Stay in position locally and marking the area. You must report surface damage immediately no-matter how minor. ATC will inform the operations team for inspection (repairs to the surface may be chargeable)
 11. No visitors or guests will be permitted in airside vehicles unless authorised by the authority but only with prior permission gained.
 12. Only the minimum number of trained personnel should operate airside
 13. Vehicles must stay well clear of the area directly in front of and behind aircraft engines when they are running or when the anti-collision lights are on
 14. Vehicles must use dipped headlights in dark or low visibility conditions

12. ACCIDENTS AND INCIDENTS

- a) All accidents and incidents are reportable no matter how minor.
- b) Permit holders MUST inform ATC / the operations team immediately an incident occurs.
- c) The scene of any incident or occurrence should be undisturbed and must be safeguarded to allow an immediate investigation to take place. Failure to comply will result in action being taken by the authority.
- d) All airside accidents/incidents must be reported to Air Traffic Control and the Ground Operations (airside) Manager without delay.

13. COMMUNICATIONS

- a) CAP 413 Radiotelephony Manual shall be used for guidance for all R/T communications between vehicle drivers and ATC
- b) CAP 642 Airside Safety Management shall be referred to for additional safety guidance in operations and training airside

Shoreham Airport reserves the right to alter and amend this document at any time without consultation.



Map #1 showing zone restricted areas.