

Control of Vehicles

Airside Operational Instruction 12

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AOI Owner - Head of Fire & Airfield Operations



1. AIRSIDE VEHICLE OPERATING PROCEDURES

1.1 General

- a. All aircraft and vehicle movements on the manoeuvring area and aircraft movements on the apron require the prior permission of Air Traffic Control (ATC). Management and supervision of vehicle and personnel movement, on the apron, is the responsibility of Airfield Operations. ATC's responsibility on the apron is limited to providing advice and instructions to assist in preventing collision with moving aircraft.
- b. Company vehicles (in company livery) may use the apron(s) in connection with handling services provided that the vehicle is suitably equipped to operate in that area.
- c. All drivers of vehicles in airside areas must hold a current full United Kingdom Driving Licence or foreign equivalent (foreign licenses only have a 12 month validity in the UK) and must also either hold or be escorted by, a holder of an East Midlands Airport 'A', 'M' or 'R' airside driving permit, in line with CAA regulation CAP 790.
- d. A restricted number of EMA Managers are permitted to use their personal vehicle on the manoeuvring area, subject to the above and only then under RT control from ATC.
- e. A private vehicle will only be allowed airside including the maintenance area, if it can be shown that it is essential to the operation of the aircraft passenger and freight handling services or connected with the maintenance/operation of Airport facilities. It must be equipped to operate accordingly and display a current EMA Airside Vehicle Permit (AVP).

1.2 Definitions

- a. The APRON is defined as 'that part of an aerodrome provided for the stationing of aircraft for the embarkation and disembarkation of passengers, the loading and unloading of cargo and for parking'.
- b. The MANOEUVRING AREA is defined as 'that part of an aerodrome provided for the take-off and landing of aircraft and for the movement of aircraft on the surface excluding the apron and any part of the aerodrome provided for the maintenance of aircraft'. Double white lines delineate the boundary between the manoeuvring area and the apron.
- c. The aircraft MOVEMENT AREA is defined as 'that part of the aerodrome intended for the surface movement of aircraft and includes the manoeuvring area, aprons and any part of the aerodrome provided for the maintenance of aircraft'.
- d. AIRSIDE is defined as 'that part of the aerodrome from which unrestricted access is available to aircraft movement's areas and from which unauthorised personnel must be excluded for safety and security reasons'.
- e. The CRITICAL PART is a zone into which access is restricted for security reasons and is limited to:
 - i. Those who are authorised as having a business need to have access and who have passed through a Department for Transport (DfT) approved security check.
 - ii. Goods, aircraft and vehicles which have passed through a DfT approved security check.

1.3 Requirements

- a. The Airport's requirements for operating vehicles airside are contained herein. Failure to comply with these requirements may result in the withdrawal of Airside Driving Permits or Airport Identification Passes, or prosecution where necessary.
- b. Those wishing to drive airside at East Midlands Airport, will have to successfully complete the relevant airside driving permit course, and an R/T examination for an 'M' permit driving course. Non-ADP holders, for example emergency services, must be escorted at all times whilst driving in airside areas by a holder of a full EMA issued 'A', 'M' or 'R' airside driving permit.
- c. Personnel operating on the manoeuvring area at EMA will be required to have successfully completed the 'M' or 'R' airside driving permit training course, along with successfully completing the ATC R/T examination. Personnel who do not hold this permit and operating on the manoeuvring area must be escorted by a valid 'M' or 'R' airside driving permit holder at all times.
- d. Personnel are only to drive or operate vehicles in which they have received suitable and sufficient training and have been assessed to be competent.
- e. Vehicles must not be driven on the apron, manoeuvring area or in the vicinity of an aircraft in reverse gear unless there is a banksman to assist and/or instruct the driver.
- f. No vehicle should be left unattended in any airside area with its engine running. Unattended vehicles in the critical part are to be parked in designated areas and must have their ignition keys removed to prevent unauthorised persons making use of them for illicit purposes.
- g. Vehicles must give way to aircraft at all times whether the aircraft is being taxied or towed. Vehicles approaching a moving aircraft head-on must draw well clear of the taxiway or runway. Vehicles must not overtake aircraft when the aircraft engines are running.
- h. Fuelling vehicles must have a clear exit route away from any aircraft. Vehicles and equipment must not be parked or stopped in an area that could impede fuel vehicle egress.
- i. Extreme caution must be exercised at night and in poor visibility. Dipped headlights must be used during the hours of darkness and also when traffic and weather conditions require. Specific instructions relating to driving during periods of inclement weather are contained in AOI 21 'Low Visibility Procedures'. Further detail can be found in MATS part 2. Drivers must make themselves familiar with the different types of lighting used on the Airport, and take care to avoid damage to lighting fittings.
- j. Drivers using the taxiways, apron and apron roadways must keep to the left. When overtaking, drivers are to keep to the right hand side of the vehicle being overtaken.
- k. Vehicles must, at all times, give way to embarking or disembarking passengers on the apron and associated roads. Particular caution must be exercised when approaching authorised crossing points and designated passenger walkways. At no time must any vehicle park on, or be operated, or loaded/unloaded whilst halted on a designated passenger walkway.

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- l. Vehicles on the apron must give all aircraft a wide berth unless approaching to load or unload the aircraft or for maintenance purposes. They must never approach an aircraft without its wheel chocks in position, or if the aircraft's anti-collision lights are in operation.
 - m. Vehicles operating within close proximity of an aircraft, or parking adjacent to it, must only do so under the guidance of a banksman.
 - n. Vehicles must not be driven under any part of an aircraft except in connection with work on the aircraft, when it is the driver's responsibility to ensure that there is adequate clearance between the aircraft and the vehicle (by marshalling or by other means).
 - o. RFFS appliances and other vehicles being used for emergency purposes have a right of way over all other vehicles.
 - p. Vehicles and ground servicing equipment should be parked only in designated parking areas when not in use. No parking is permitted on the apron roads unless specifically authorised, and vehicles are not to be left parked within 3 metres of the critical part boundary fence. Vehicles and equipment should not be left on empty aircraft stands, and must remain at least 4.5 metres clear of any aircraft entering a stand.
 - q. Aircraft arriving on stand may require the marshaller to stand in or near to an apron road; as such the marshal **may** use his vehicle to assist in safeguarding the road whenever possible **this practice is optional not mandatory**. To further protect the marshal and also to ensure there is no distraction to the flight crew; vehicles are not permitted to drive behind the marshal unless given permission by the marshal or in emergency situations.
 - r. Vehicles must not proceed on to the Manoeuvring Area without first seeking authority from ATC. Only vehicles which have been individually authorised by ATC may have 'free range' on the manoeuvring area.
 - s. Outside of normal 'free range' operation times, between official day and official night, Airfield Operations vehicles may still maintain use of the Charlie taxiway and Charlie/Alpha taxilane providing the operator maintains a constant listening watch on the Ground Movement Channel, UHF Channel 1. In the event of LVP's being in force, this will be relinquished with the vehicles coming under the control of ATC for manoeuvring area access.
 - t. Vehicles should only leave the apron road system when assisting in loading/unloading/servicing or directing an aircraft and then only by the shortest route from the apron road to the aircraft. However, certain vehicles, due to their dimensions, may gain access from/to the head and rear of stand road, via the apron, in order to complete operational duties. No other vehicles may take short cuts across the apron.
 - u. Vehicles, (other than those carrying out recognised operational duties) should not enter an aircraft taxiway/lane, unless using a delineated uncontrolled crossing.
 - v. Personnel are only to travel in vehicles using a dedicated vehicle seat.
 - w. Unless otherwise authorised no vehicle shall be operated airside unless it displays a current Airside Vehicle Permit.

- x. Operators are to ensure that all vehicle doors (where fitted) are closed. Drivers are to make a positive check that doors are closed before entering an uncontrolled crossing.
- y. Operators are to ensure that all loads are secure. Drivers are to make a positive check that loads are secure before entering an uncontrolled crossing.
- z. Vehicles on the central apron rear of stand road must give way to pushback tugs and other vehicles vacating the apron taxiway/lane. Vehicles vacating the taxiway/lane should exercise care and consideration on re-entering the apron road to avoid any possibility of collision with other road users.
- aa. No vehicle may proceed behind any aircraft when its engines are running, unless specifically authorised to do so. Drivers are to stop their vehicles well short of stands occupied by aircraft with anti-collision light illuminated until the light is switched off or the whole aircraft is on the taxi lane and clear of the rear of stand road.
- bb. The use of hand held mobile telephones whilst driving (including supervising/escorting a non-ADP holder), or otherwise operating a vehicle in any airside area is prohibited.
- cc. Due to the overhead conveyor system, vehicles operating in the outbound baggage dock are subject to a maximum working height of 2.5 metres.
- dd. Drivers/pedestrians operating in the Maintenance Area (west of M4 and south of M5 holding positions) should expect uncontrolled aircraft/helicopter movements and as such should exercise caution.
- ee. When the ESRVP is activated no vehicle may enter the Fire Station bellmouth from Taxiway Alpha. During normal operations only RFFS may enter via this route.
- ff. A maximum of 4 trailers can be towed airside at one time.
- gg. All trailers must have red or amber reflective areas at or near each end on the outer side, these should be clearly visible in darkness and poor visibility.

1.4 Speed Limits

- a. There is a maximum speed limit of 15 miles per hour (mph) on the aprons and associated roadways. On roads with pedestrian crossings, this limit is reduced to 5mph (equivalent to walking pace). These roads are:
 - i. Head of stand roads on both the central and central west aprons.

5mph limits are also in force in the following areas:

- i. Central apron roadway, at the head of Stand 7.
- ii. In the North West corner of the central apron.
- iii. West apron abeam stands 123 and 100.
- iv. Inside any building (i.e. inbound or outbound baggage dock).

- b. RFFS appliances and Airfield Operations vehicles are exempt from these limits when attending emergencies.
- c. Speed must be moderated further at night, during inclement weather or when traffic or passenger movements require.

1.5 Vehicle Conspicuity

- a. All vehicles which use the aircraft movement area at EMA are defined as mobile obstacles and should be coloured and marked as such. All vehicles must have company livery or appropriate forms of identification.
- b. A limited number of specifically authorised vehicles are exempt from this requirement providing that the vehicle holds an Airside Vehicle Permit.
- c. Vehicles not in company livery e.g. hired vehicles, contractors vehicles and vehicles on short-term secondment, must obtain approval from Airfield Operations (via form AVP 7) before entering the apron or aircraft movement area. This is in addition to any ATC clearance granted.

1.6 Vehicle Obstacle Lights

- a. Vehicles are to be fitted with a flashing yellow obstacle light which should be illuminated at all times whilst the vehicle is being driven in any airside area. Private vehicles which are used airside infrequently need not carry an amber flashing light but must switch on their hazard warning lights (daylight hours only). This exemption applies only if all the following conditions as detailed in paragraph 1.5 are met. These vehicles must remain on the apron roads unless under escort by a vehicle equipped with a compliant obstacle light.
- b. Vehicles are to be fitted with a flashing yellow obstacle light which should be at the highest point of the prime mover vehicle to be visible 360° around the vehicle. The light should be a vertical beam coverage of ± 10 degrees either side of the horizontal plane and an intensity between 40 and 400 candela, and should flash at between 60 and 90 times per minute. Vehicles exceeding 12.3m in length should display 2 lights located at each end of the vehicle.
- c. Vehicles are otherwise to be lighted to the same standard demanded by the Road Vehicles Lighting Regulations 1989 and the Road Traffic Act 1972 (section 40).
- d. Special arrangements apply to lighting requirements for airport sponsored convoys meeting VIP passengers airside. These convoys are to be escorted by Airport vehicles with their obstacle lights illuminated.
- e. All vehicles positioned waiting on stand for arriving aircraft must have an active obs light.
- f. All vehicles on the manoeuvring area must maintain an active obs light unless parked within a recognised refuge area or works compound.
- g. Any vehicle operating with an un-serviceable obs light must activate the vehicle hazard lights and remove the vehicle from service pending repair as soon as possible. The continuous use of a vehicle without a serviceable obs light is not permitted.

- h. Stationary vehicles are not required to have their obstacle lights illuminated
 - If the vehicle is parked up in a designated GSE bay
 - whilst on stand servicing or supporting an aircraft.However, users must ensure that their vehicles/equipment are clearly visible at all times, especially at night, in wet weather or where equipment is shaded from apron lighting. If under these circumstances safe conspicuity cannot be otherwise achieved obstacle lights should be used.

1.7 Use of Rear of Stand Road

- a. Drivers using the rear of stand road must always be alert to the movements of aircraft on and off stand and give way to aircraft at all times. In particular the presence of a marshal or marshaller's vehicle (**marshalling vehicle operation is optional not mandatory**) and other activity on the stand should indicate to all that an arrival is imminent. Similarly pre departure vehicle activity and positioning of pushback tug, pushback crews/rear of stand roadman etc, will indicate an imminent departure. Vehicles are to stop well clear of a stand when the occupying aircraft's anti-collision light is illuminated. Vehicles are to remain clear of the stand whilst aircraft are manoeuvring on or off the stand until the aircraft is on the taxiway or on stand with the anti-collision light off.
- b. Vehicles must give way to aircraft, whether under tow or under their own power. Vehicles must allow ample clearance between themselves and any aircraft taking the following into consideration:
 - i. The turning radius of the aircraft on approach to the stand.
 - ii. The limited visibility from the cockpit which makes it difficult for the pilot to judge accurately the width of his aircraft. On no account is a situation to be allowed to develop where the wing tip or other part of an aircraft passes over a vehicle.
- c. When aircraft are moving onto stand the manoeuvre will be under the guidance of a marshal. Aircraft being pushed back will be controlled by the person in charge of the pushback. In both instances their instructions are to be complied with.

1.8 Double White Lines

- a. Double white lines delineate the boundary between the manoeuvring area (where both aircraft and vehicle traffic are under the positive control of ATC) and apron areas. Only specifically authorised radio equipped vehicles (e.g. Aircraft tugs, Airfield Operations vehicles etc.) driven by qualified 'M' or 'R' airside driving permit holders may operate in the manoeuvring area. No vehicles may cross the double white lines onto the manoeuvring area apart from at the four delineated 'uncontrolled crossings', where specific rules apply.

1.9 Uncontrolled Taxi Lane Crossings

- a. The boundaries of uncontrolled crossings are delineated by a black and white chequered marking. Such crossing points are the only route by which vehicles and equipment may cross a taxiway/lane without first gaining permission from ATC.
- b. The following rules are to be obeyed as a condition of use of an uncontrolled crossing:

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- i. Vehicles are to be capable of maintaining a speed of 15 MPH across the crossing so that they may complete the crossing expeditiously should the need arise.
 - ii. Vehicle must remain within the marked boundary of the uncontrolled crossing when in use.
 - iii. The road markings either side of an uncontrolled crossing are marked so that vehicles have priority over all other vehicular traffic.
 - iv. Vehicles are not to start a crossing unless their exit is clear.
 - c. It is the Driver's responsibility to ensure that they can cross the uncontrolled crossing safely. Before making the crossing the following must be considered:
 - i. Vehicles must always give way to aircraft.
 - ii. The crossing may not be made unless sufficient separation will be achieved from taxiing aircraft or aircraft under pushback/tow such that no possible concern is occasioned to the pilot or ground crew manoeuvring the aircraft. Sufficient time should also be allowed to recover safely from a breakdown or other mishap without endangering aircraft or vehicle
 - iii. Due consideration should be given to the effects of jet blast on vehicles/loads if passing astern of a taxiing aircraft. Typically in the case of a Boeing 757 employing breakaway thrust as it starts to taxi in still wind the 50-MPH engine blast velocity contour will extend 70m behind the aircraft, the 35 MPH contour will extend to 120m.
 - d. When notified by ATC that Low Visibility Procedures are in force (via 'scrolling banner' on the Chroma system), appropriate signage accompanied by a red warning light is displayed at vehicular access points to all airside areas. A further message will notify of visibility of less than 300m (messed as LVP 3), at this point the uncontrolled crossings will only be available with the prior permission, and under the control of, Airfield Operations who will be in RT with ATC.
 - e. Pedestrians may not use uncontrolled crossings. Access to and from stands 20-25 is by vehicle only. At the extreme eastern end of the central apron a delineated pedestrian walkway is provided for access to those east side stands. This walkway also runs to the rear of the blast fence that is situated at the southern end of taxi lane Tango and is not to be used when aircraft are arriving on or departing from stands in the immediate vicinity. Pedestrian access to stands 30-33 is via the walkways provided.

1.10 Apron Link Road

- a. The apron link road joins the central apron to the west apron and routes across the November taxi lane and the Mike taxiway and Kilo taxilane.
- b. The section of the road that crosses the November taxi lane and Mike taxiway should be treated as a *controlled* crossing.
- c. Drivers using this crossing must hold a valid EMA 'M' or 'R' ADP. Use by non EMA 'M' or 'R' ADP holders will result in the removal of the individuals Airside Driver Permit.

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- d. Maximum of two escorted vehicles on controlled crossing at any one time.
 - e. Vehicles must be fitted with radio equipment; drivers are to contact ATC Ground Movement Control on Channel 1 for permission to enter the crossing and should monitor the ATC tower frequency at all times when using the crossing.
 - f. 'Flashing amber' road holding position lights and associated signage denote the intersection of the apron roadway and taxi lane/taxiway. Vehicles must stop at this point and obtain ATC clearance (as paragraph d above) before entering the crossing. Drivers should re-contact ATC and confirm clear of the crossing when passing the flashing amber' road holding position lights.
 - g. Routing across taxilane Kilo is controlled by red stop-bars, situated on each side of the crossing. These will be lit when aircraft are using the taxilane - vehicles are to hold on the roadside of the crossing at these times, at all other times the stop bars will be extinguished, and vehicles can use the crossing with caution.
 - h. Access between the maintenance area and the link road is strictly prohibited.
 - i. When notified by ATC that Low Visibility Procedures are in force (via 'scrolling banner' on the Chroma system), appropriate signage accompanied by a red warning light will be displayed prior to the intersection of the apron roadway and taxi lane/taxiway and adjacent to the west apron / link road intersection. The link road is not to be used during these periods, except under escort by Airfield Operations/Security (as detailed in AOI 21 'Low Visibility Procedures'.

1.11 Head of Stand Roads Restrictions

- a. Stands at EMA may be accessed via head of stand roads. However, in order to make the aircraft boarding and disembarkation process as safe as possible, the use of roads that passengers may be required to cross are subject to additional restrictions.
- b. The central apron head of stand road is one way from west to east, the central west apron head of stand road is two-way. The speed limit on both roads is 5 MPH.
- c. Where a rear of stand road is provided, it should be used in preference to the head of stand road. Routine use of the central apron head of stand road is restricted to passenger coaches, vehicles directly involved in baggage handling and EMA Passenger Services, Airfield Operations and Driver Training.
- d. In addition the following vehicles may use the central apron head of stand road under the following circumstances:
 - i. Control Authority vehicles may use it as necessary to gain access to their designated parking slots by the shortest safe route from the rear of stand road.
 - ii. Aircraft tugs and towing vehicles may only access the equipment parking areas as necessary to deposit/retrieve equipment, but by the shortest safe route.
 - iii. On the central apron, fuel bowsers will only need to use the head of stand road when circling to position on or off an aircraft. Initial access however should invariably be

from the rear of stand road. Under very exceptional circumstances it may be necessary for a bowser to circle clockwise round the nose of an aircraft to position. Under these circumstances the bowser would be circling against the head of stand road one way traffic flow. Wherever possible this should be avoided; however, if it is unavoidable the bowser driver should first ensure that the head of stand road is clear of traffic before executing the manoeuvre so that no possibility of confusion/collision is possible. Others using the Head of Stand road should be aware that this situation could occasionally occur and exercise extreme caution and if necessary stop to allow the manoeuvre to be safely executed.

1.12 West Pier Height Restrictions

- a. An overhead passenger walkway links the terminal building to the central west apron pier. Height restrictions are in place in the following areas:
 - i. Outbound baggage dock road, junction with the central apron head of stand road.
 - ii. Access and exit roads adjacent to the central 2 gatehouse.
 - iii. Southern access road from the Central Apron to Central West Apron
- b. The maximum permissible height of vehicles and equipment transiting through the above areas is 4.6 metres.
- c. In addition to the above, any vehicles or equipment parking underneath the walkway to the North of Building 87 or 107 will also be subject to these height restrictions.

1.13 Border Force (BF)

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

1.14 Control of Vehicles on the Manoeuvring Area

- a. All drivers that operate on the Manoeuvring Area should either be, or be escorted by, an EMA 'M', or 'R' airside driving permit holder.
- b. So that satisfactory two-way communication with ATC on the vehicle ground movement control frequency can at all times be attained/maintained, vehicles proceeding onto the Manoeuvring Area must be equipped with RTF, carry a portable RTF set or be accompanied by an RTF equipped vehicle.
- c. Drivers of vehicles are to request permission on RTF before proceeding onto the manoeuvring area and should state their position and point of destination. Permission to proceed is to be withheld if satisfactory two-way RTF cannot be attained and vehicles must return/be recovered.
- d. Access to the manoeuvring area is subject to ATC permission and full RTF control. Exceptions are, that in daylight, provided the visibility is greater than 1500 metres, airport employees known to be familiar with the requirements for driving/operating on the aerodrome may, at the discretion of the aerodrome controller, be permitted access to the taxiways up to but not beyond the CAT 1 holding points (which are situated on

the southern boundary of the graded area). This exception is on the basis of maintaining a listening watch and provided drivers understand they MUST give way to taxiing aircraft at all times.

- e. Access beyond the CAT 1 holding points involves entering the 'runway restricted area' surrounding runway 09/27. Access onto the runway will only be granted to those who have successfully completed the EMA 'R' ADP training course. Within the runway restricted area access is only to be permitted when aircraft movements are not taking place. The runway restricted areas are:
 - i. The graded area (marked with yellow top posts)
 - ii. Stopways
 - iii. Clearways
 - iv. Runway end safety areas (RESA)
 - v. The runway 27 ILS localiser critical area (the runway 09 ILS localiser critical area lies well to the east of the runway restricted area).
 - vi. Parts of the runway 09 and 27 ILS glide path critical areas.
- f. Vehicular 'runway' crossing points - eastern (from either the north or south) or western (from the north), are controlled by amber alternate flashing lights and positive signage which provide crossing instructions together with location details. Drivers MUST hold a valid EMA issued 'R' airside driving permit to use these crossing points.
- g. CAT II and III Operations. While CAT II or III landing operations are taking place no vehicles or personnel are allowed to enter or remain within the Runway Strip (marked by red topped posts), Runway End Safety Areas, clearways or ILS Critical/Sensitive areas.
- h. In the event of an aircraft accident or incident, non-RTF equipped vehicles (aircraft engineer's vehicles/cranes etc.) may be required at the scene. Under such circumstances these vehicles will be permitted access, under authorised escort.
- i. Should an aircraft accident result in the temporary closure of the aerodrome, ATC may suspend positive control of traffic essential to rescue and aircraft recovery operations. It is essential under these circumstances that all traffic and personnel are accounted for before the aerodrome is re-opened, particularly during the hours of darkness.
- j. It is a requirement for all manoeuvring area permit holders have backup comms when driving within this operating zone. A spare hand-held radio or a serviceable, charged mobile phone must be carried in transit to enable emergency comms in the event of vehicle failure. In the event of a vehicle breakdown within the manoeuvring area the driver should immediately report the nature of the breakdown together with the vehicle location to ATC by radio or telephone and await further instructions.
- k. Air Traffic Control maintain an up-to-date list of vehicle call signs used on the Manoeuvring Area. Any call sign used that is not on the approved list may be refused ATC clearance into the Manoeuvring Area. As such vehicles using the manoeuvring area (including the west/central apron controlled crossing) should be registered with ATC using form 'Application for vehicle call sign' attached at Appendix 1. Any call sign used not on the approved list may be refused ATC clearance on to the manoeuvring area.

- I. Drivers must ensure that they enter a different speed limit zone at a speed that doesn't exceed the prescribed limit upon entry of that area E.G. when vacating taxiways onto the apron road system.

2. AIRSIDE VEHICLE PERMITS

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

2.2 Validity

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

2.3 Conditions of Use

- a. The AVP must only be used for the vehicle for which it is issued.
- b. The AVP must be returned for cancellation in the following circumstances:
 - i. Cessation of the purpose for which the permit was issue.
 - ii. Change of ownership of the vehicle.
 - iii. When the vehicle is withdrawn from airside use.
 - iv. On demand by the Airport Company.
- c. The submission of an application for an AVP shall be regarded as acceptance of the conditions attaching to its use, airport vehicle standards and airport procedures for the use of vehicles whilst airside which are contained within this Airside Operational Instruction.
- d. The AVP must be displayed prominently on the vehicle, normally on the bottom right-hand corner of the windscreen (if fitted). It will be checked at the security gatehouse on entry to airside areas and by Airfield Operations staff of the airport company. No vehicle will be permitted airside without an AVP unless it is in an exempt category. Vehicles with damaged or defaced permits will also be refused entry.
- e. Recipients of AVP's must inform Airport Security in the event of loss or theft of an AVP or of any vehicle carrying such permit.

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- f. To cover administration costs, a charge will be made for each replacement AVP. Invoices will be submitted to the company responsible as appropriate (see rules for full and temporary AVP applications for details) usually within one calendar month of the receipt of the application for a replacement AVP. (A copy of the current scale of charges is available on request from the Airport Security ID unit.)

2.4 Vehicle Standards

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

Tier 1

Vehicles operating airside will be stopped on a random basis by members of Airfield Operations and a visual condition inspection conducted, utilising form AO 08; this will include a check that an AVP is present, lighting check, tyre condition (including tread depth), general vehicle condition (exhaust condition, windscreen, windscreen wipers, mirrors, fuel cap, indicators and horn).

Tier 2

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

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

Tier 3

CAP 642 vehicle /trailed equipment inspection undertaken by a qualified EMA MT fitter. Guidance on vehicle inspections can be found in CAP 642, Chapter 4, annex B and includes items of GSE such as GPU's and air start units. Vehicles will be selected at random from all companies operating airside.

Note: If a vehicle fails a Tier 1 inspection it will result in revocation of the AVP and removal of the vehicle from airside areas, it will also trigger an automatic Tier 3 CAP 642 vehicle inspection with associated fees for issue of a new AVP.

f. The following Tier 3 test fees apply

- £15 emission tests.
- £42.00 vehicle inspection - undertaken by EMA MT fitter. As part of this inspection a vehicle status report will be provided, should any faults be identified the vehicle owner/operator can undertake the necessary repairs and as long as the vehicle is returned to EMA MT within ten working days there will be no charge for re-inspection. However, a return anytime over ten days will incur an additional £42.00 charge for re-inspection. Repairs can also be undertaken by EMA MT upon request, in this instance attributable costs would be parts and labour only, a re-inspection charge would not be applied.

The £42.00 inspection charge will also be raised if a vehicle or piece of trailed equipment fails a Tier 1 airside inspection and the AVP is revoked by the Airfield Operations Supervisor. This charge would be in addition to any subsequent charge(s) for an emissions test or fees associated with the re-issue of an AVP

g. EMA also operates a programme of vehicle emission testing which is incorporated within Tier 3 vehicle inspections.

h. Those vehicles undertaking annual MOT testing will be emissions tested as part of the MOT process. All diesel engine vehicles applying for AVP's are required to meet the required Department for Transport (DfT) MOT standards relating to exhaust emissions. Emission testing for all other diesel engine vehicles, (i.e. those not undergoing a DfT MOT); can be arranged through EMA, as follows:

- i. Contact East Midlands Airport Auto Service Centre, Telephone: 01332 810522, Email: asc@eastmidlandsairport.com providing details of the vehicle to be tested. Applicants will subsequently receive details of a date and time at which testing is to be undertaken at EMA Motor Transport.
- ii. Prior to testing, form AVP9 should be completed and must be brought with the vehicle to the test. Following the test, the complete AVP9 should be sent to the security ID unit, with a completed AVP2 form. All tests should be completed by no more than four weeks prior to the date of the annual permit application.
- iii. Driveable GPU's are currently exempt from the above requirement but are subject to a visual check prior to the issue of the AVP.

2.5 Applications

- a. Applications for AVP's should be made to Airport Security ID unit using Form AVP2. All relevant details (including, if applicable, emission test certificate number) should be entered on this form; errors and omissions will result in either a delay to, or a non-issue of, the Airside Vehicle Permit. Applications must be received no later than one calendar month prior to expiry. The application must be signed by a sponsor who has sufficient authority to commit their company to the terms and conditions of use.

-
- b. The application must be accompanied by evidence that the vehicle has passed a test of MOT standard. This may be a copy of the MOT certificate or a standard EMA AVP form relevant to the classification of the applicable vehicle:
 - i. AVP 3 – Passenger carrying vehicles (16 seats or more)
 - ii. AVP 4 – Vehicle mounted lifting equipment / cargo elevators
 - iii. AVP 5 – Cars, vans and light vehicles under 3.5 tonnes gross vehicle weight.
 - iv. AVP 6 – Powered vehicles over 3.5 tonnes gross vehicle weight
 - c. The applicable MOT or EMA AVP form should certify that the vehicle has been inspected and passed by a competent engineer within the last 11 months. A further vehicle inspection will be carried out by the Airfield Operations Supervisor using form AVP 1 prior to issue.
 - d. A vehicle maintenance self-audit form (AVP 10) must be completed annually by all companies applying for Airside Vehicle Permit(s) and submitted with the AVP application. This form will include details of the operating company's vehicle inspection and maintenance policies and procedures, servicing schedules, defect reporting and rectification systems and daily inspection methodology.
 - e. To cover administration costs, a charge will be made for each AVP together with any additional charge made for the vehicle emission test completed by EMA. The company applying for the AVP's will be invoiced for each vehicle application received; usually within one calendar month of the receipt of the application (A copy of the current scale of charges is available on request from the Airport Security ID unit or via www.eastmidlandsairport.com/about-us/fees-and-charges/).

2.6 Insurance

Applicants must ensure and sign on the application form to the effect that the required level of insurance cover for the vehicle has been arranged and will be in force for the duration of the validity of the AVP. The insurance must be adequate to cover all actions, claims, costs and demands in respect of any loss, damage or injury to property or persons (including fatal injuries) which may be made against them or their servants, agents or contractors, arising in connection with the use of the vehicle, airside at EMA. The sum insured must be adequate to cover any potential liability in respect of the above actions, claims and costs and must not be less than £12 million.

2.7 Temporary AVP's

- a. Temporary AVP's are issued by Airport Security. They will only be issued to vehicles sponsored by companies already holding a full AVP, who must have completed and signed form AVP7. The sponsor must arrange for the AVP7 form to be validated by the EMA Airfield Operations Supervisor and returned to Airport Security before a temporary permit can be issued.
- b. The temporary AVP application form (AVP7) must be signed by a sponsor who has sufficient authority to commit their company to the terms and conditions of use. Notification of the names of each company's employees that have such authority must be submitted to the Airfield Operations Department via form AVP8. Submitted temporary AVP application forms that are signed by a person other than those previously notified to EMA via an AVP8 form will not be accepted.

- c. Temporary AVP's are usually granted to vehicles awaiting the issue of a permanent AVP, making ad-hoc deliveries or collecting goods airside, vehicles individually authorised by EMA Airfield Operations, or to contractors who operate airside.
- d. Temporary Airside Vehicle Permits are valid for a limited period which will be specified up to a maximum of 7 days. A further permit may not be issued to a particular vehicle for 1 calendar month after expiry of a previous permit.
- e. Applications for a Temporary Airside Vehicle Permit to be valid for longer than 7 days or to be issued within a calendar month of a previous permit must be made by submitting a further AVP 7 to the Airfield Operations Supervisor accompanied by a detailed justification. Permits will only be granted at the discretion of the Airfield Operations Supervisor.
- f. Temporary Airside Vehicle Permits must be returned to the Security Office immediately after use.
- g. To cover administration costs, a charge will be made for each Temporary AVP. The company sponsoring the application for the Temporary AVP(s) will be invoiced for each vehicle application received, usually within one calendar month of the receipt of the application (current scale of charges are available from the Airport Security ID unit or via www.eastmidlandsairport.com/about-us/fees-and-charges/).

2.8 Permit Exemptions

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

3. AIRSIDE DRIVING PERMITS

3.1 The ADP Scheme

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

- d. Training and familiarisation is airport specific, those wishing to drive airside at East Midlands Airport (including the maintenance area) must as a minimum hold an 'A' airside driving permit.

3.2 Areas of Use

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

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

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

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

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

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

The 'M' permit allows a driver to operate on the manoeuvring area **excluding** the runway. In order to obtain an 'M' permit, the driver must have successfully completed a Radiotelephony (R/T) course and R/T assessment, including a practical element held by EMA Air Traffic Control.

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

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

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

d. **The combined 'M & R' permit (Valid for 3 years)**

As per points b & c and only issued to Airfield Operations Supervisors who maintain current competency. This is detailed in the Airfield Operations Maintenance of Competency Scheme.

3.3 Conditions of Issue for all ADP's

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

3.4 Administration

- a. The 'A', 'M' and 'R' permits are administered by EMA Security (ID Unit). Companies wishing to book candidates onto these training courses should email training@eastmidlandsairport.com giving **no less than 7 days' notice**. All candidates must be pre-registered to attend the training course.
- b. Should a training course be urgently required, a justification letter should be emailed to training@eastmidlandsairport.com. This will be considered with a response given within 5 working days, as to whether the request can be accommodated. It is the responsibility of the individual, and the sponsoring company to ensure permits are renewed before the expiration date. It is at the discretion of the Airport Company, as to whether an ADP is extended. This will only be granted under exceptional circumstances.
- c. Any requests to book 8 or more persons on to a single scheduled course will require a non-refundable deposit of 50% of the training cost per attendee. Any operator who would like to request a bespoke course outside of the published timetable, or to book a place on a course should email training@eastmidlandsairport.com to obtain a quotation and availability.
- d. Failure to attend or give at least 24 hours' notice of non-attendance will result in the cost of the full course fees being applied.

- e. All driving permit application requirements (courses, escorted manoeuvring area driving etc) not completed within six months will be declared void, any training courses undertaken / documentation presented as part of the original application will have to be re-submitted.
- f. A period of two months is required after obtaining an 'A' permit before an application for an 'M' permit can be made.
- g. Full Terms and Conditions are available from the Compliance and Business Resilience Department.

3.5 Permit Application

- a. Application forms are available during office hours from Airport Security (Building 34) and by email from training@eastmidlandsairport.com.

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

Application documents must be submitted at the time of the course, any incomplete or missing documentation will result in the candidate being refused entry onto the relevant course and applicable course costs being applied.

- b. LGV Permit application
 - i. All new 'A' driving permits will be issued without the LGV element unless the recipient of the permit has either of the following two categories (C/C+E or D/D+E) on their DVLA licence. Should this be applicable the LGV element will be added at permit issue.
 - ii. 'A' permits issued to DVLA licence holders without the above categories will need to drive non-LGV vehicles airside for a minimum of two months before requesting the LGV element be added. (see appendix 3). During this period, drivers can undertake specialist training on LGV equipment and vehicles provided that this is supervised by a trainer from the respective company - this person will be responsible for the trainee's competence.
 - iii. The process will be the same for current A permits or renewal A permits where a request has been made to include the LGV element.
 - iv. Applicants for LGV must have a CAP 790 / DVLA Class 2 medical (or equivalent). These are not required to be seen by the Compliance Officers at the course time as the manager's declaration on page 2 of the application form accounts for this.
 - v. A permit form reflecting the above changes including TRANSFER along with NEW and RENEWAL will be issued upon application.

- c. Companies will be invoiced directly by the Airport for the issue of ADP's.

3.6 Medical/Health Standards (Fitness to Drive)

- a. Medical standards (fitness to drive) have been established in consultation with the DfT and their Occupational Health Practitioners.
- b. Prior to the issue of an Airside Driving Permit, and at set periods thereafter, minimum medical standards must be met, individual companies are to check and ensure that their candidate(s) has/have a current medical prior to application. This requirement must not prevent airport operators carrying out their own risk assessments and applying higher health standards and frequency where necessary. A higher review frequency may be appropriate for individuals with existing medical conditions at the recommendation of the health professional.
- c. An Occupational Health Practitioner (Doctor or Nurse) must carry out the initial medical examination. Where any doubt about fitness to drive exists, the advice of an Occupational Health Practitioner conversant with airside operating procedures should be sought.
- d. All medical certificates used as part of the ADP application process must be dated within the last 6 months; certificates dated outside of this time will be deemed null and void.
- e. For 'Non-LGV drivers (i.e. those driving vehicles up to 3.5 tonnes) at subsequent renewal (every 3 years), the application must be accompanied by employers verification that the employee is still fit to drive through self-declaration.
- f. For Occupational Health Practitioners who are not conversant with the airside environment, the guidelines below should be taken into account when carrying out the examination:
 - i. Eye Sight

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

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

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

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

iv. General Health

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

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

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

h. LGV Drivers (above 3.5 Tonnes)

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

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

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

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

- v. A DVLA PCV driving licence

3.7 CAP 790 Airside Driving Course

The CAP 790 Airside Driving course will contain the following:

1. Visual Familiarisation

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

2. Formal Classroom Instruction

The course will be of a formal classroom instruction presentation based on the requirements of CAA document CAP 790. Where required, an assessment of R/T procedures and capabilities is also undertaken by ATC at East Midlands Airport.

3. Course Content

i. Legal requirements (general to all airports):

- The Air Navigation Order
- EU 139/2014 – European Commission Regulation for Aerodromes
- CAP 790 – Requirements for an Airside Driving Permit Scheme
- CAP 642 - Airside Safety Management
- Health and Safety Legislation
- HSG 209 – Aircraft Turnaround

ii. Legal requirements (local to EMA):

- Airport Bye Laws
- Conditions of Use
- Aerodrome Manual / Airside Operational Instructions
- Operational Advice Notices

iii. Airport layout:

- Surface markings and signs (for both vehicles and aircraft)
- Prohibited areas
- Speed limits
- Reduced height clearances

iv. Personal responsibilities:

- Fitness to Drive (Medical/Health Standards)
- Personal Protective Equipment (PPE) - (Hearing, Foot, High Vis. Clothing etc.)
- Driving Standards

v. Vehicle standards:

- Condition and Maintenance Standards

-
- Displaying of Lights (General and Obstruction)
 - Daily Inspections and Fault Reporting
- vi. Rules for Operating at Night, and in Low Visibility or Adverse Weather:
- General and Local Rules.
- vii. Hazards:
- Danger Zones around aircraft and helicopters
 - Fuelling of aircraft
 - FOD (Foreign Object Debris/Damage)
 - Pedestrians
 - Reversing (including need for Banksman and Hand Signals)
- viii. The role of:
- Regulatory Authorities (HSE, Local Authority, DfT, CAA)
 - Airport Authority
 - The Police
- ix. Security procedures:
- Personal Requirements (ID Cards) and exemptions where applicable
 - AVP's and ADP's
 - Security Critical Part, Security Restricted Area and Airside Areas.
- x. Emergency procedures:
- Action in the Event of an Accident
 - Action in the Event of a Fire
 - Action in the Event of an Aircraft Accident, Incident or Emergency
 - Reporting Procedures
- xi. Penalties for non-compliance
- General and Local Penalties

3.8 CAP 790 Airside Driving supporting documentation.

The prompt Card

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

Appendix 1

Airside Driving Permit Application ADP

A



Name:				Company:		ID Number:	
New Application? (please tick)✓		Renewal? LGV?		Current ADP A Expiry?		Transfer?	
Training Course Date:			Trainer:				
Written Test Date:			Score:				
DVLA/Regulatory Authority Driving Licence Check Code: (case sensitive valid for 21 days)			Check complete and satisfactory by EMA CO			YES/NO	
DVLA Driving Licence: Last 8 Digits and Numbers			EMA CO Signature				
Airfield Familiarisation. EMA CO has undertaken a familiarisation drive for the person named above for ADP A							
CO Name:		CO Signature:			Date:		

Candidate Declarations		
I have read all relevant rules and regulations contained in the Aerodrome Manual and Airside Operational Instructions		
Candidate Signature:		
Candidate Self Health Declaration		
Please CIRCLE Yes or No against the following questions. Any Yes response will require medical assessment.		
Have you been advised against any form of driving at present by a doctor or nurse	Yes	No
Have you any medical condition, health problem, or take any type of medication, which may impair your safety to drive either now or in the future. (Note: Any application with insulin dependent diabetes, any form of epilepsy, any form of heart disease including past heart attack, alcohol dependency, sight in one eye only, sleep apnoea or those taking any medication which could affect your safety to drive must have a health assessment prior to permit issue or renewal)	Yes	No
Within the last 10 years have you been involved in any road traffic accident, either in the airport environment or on the public roads where eyesight, health or medication was a factor	Yes	No
Do you have any disability which is likely to affect your driving safely around airside areas	Yes	No
I have completed the above circling the correct response, and understand that any untrue declaration on this form could result in prosecution and/or disciplinary action. (The fact that the airside environment is not a public road does not give exemption from this requirement) I understand that (a) if I am advised by an optician, doctor or nurse to wear spectacles or contact lenses when driving then this advice must be followed and (b) if I have any doubt whatsoever about my fitness to drive, either now or in the future, I must cease driving immediately and contact my line manager.		
Driver Signature:		Date:

Manager please fill in next section overleaf for company declarations

Appendix 2 – “A” Permit Application Form (continued)



Airside Driving Permit Application ADP A

Managers declaration for issuing of Airside Driving Permit				Please tick ✓
I recommend the individual listed overleaf to be issued with an Airside Driving Permit at East Midlands Airport and agree to the published fees for production. I also agree to the published costs for any training undertaken by East Midlands Airport as per the Terms and Conditions				
In my opinion, there is no reason to suspect that this individual is in any way unsafe to drive (factors to be considered include driving safety record, known alcohol or substance abuse or any declared history of health problem/medication)				
I confirm that the individual listed overleaf has been medically assessed, to DVLA Group 1 standard as a minimum and meets the requirements set out in CAP 790. If the candidate has circled a Yes response on the health declaration, further assessment has been conducted by my company to certify this person safe				
This individual holds a current full driving licence allowing them to drive a motor vehicle on the public roads in the United Kingdom				
For permit renewals or transfers, I confirm that this person has been regularly driving airside during the last 6 months and is assessed as competent. If this person has not operated at East Midlands Airport during the last 6 months this will be treated as a new application				
I confirm that all details provided on this form to my knowledge are true and factual and am not aware of any reason to refuse the issue of an Airside Driving Permit at East Midlands Airport				
Managers Name:		Date:		
Managers Signature:		Position in Company:		
Contact email:				
Contact Telephone Number:				
Notes				
1. All highlighted sections of this form must be completed in full. 2. The application must be sponsored by an employee of managerial status within the sponsoring company. 3. The permit remains the property of East Midlands Airport and must be surrendered on cessation of employment at the Airport, if the holder is disqualified or suspended from driving on public roads, or if required by an Official of the Airport Company. 4. Failure to notify the Airport of a disqualification or suspension of the permit holders driving licence will result in the withdrawal of the Airside Identity Pass. 5. East Midlands Airport retains the right to refuse the issue of or to withdraw an Airside Driving Permit. 6. Issue of an Airside Driving Permit indicates that the holder has passed the relevant test and understands the rules and regulations for driving in airside areas, however further specialist training may be required to operate specific vehicles. 7. An Airside Driving Permit confers no right of entry. 8. Airside Driving Permits are valid for up to 3 years from date of issue. A licence summary must be checked against the DVLA or foreign Regulatory Authority for this. Non-EU driving licence holders, or where no licence summary can be generated will only be issued with a permit for 1 year at which point it must be renewed. 9. Lost or stolen Airside Driving Permits must be reported to the East Midlands Airport ID Unit immediately. 10. An administration fee will be invoiced to the Sponsoring Company for each Airside Driving Permit issued.				
Airport Administration Only				
ADP generated?	Yes/No	Date:		
		Name:		

Appendix 3 – LGV Application Permit Form



Airside Driving Permit Application ADP **LGV upgrade**

Name:		Company:	ID Number:
DVLA/Regulatory Authority Driving Licence Check Code: (case sensitive valid for 21 days)		Check complete and satisfactory by EMA CO	YES/NO

Candidate Declarations		
I have read all relevant rules and regulations contained in the Aerodrome Manual and Airside Operational Instructions. I meet the requirements to obtain LGV on my ADP		
Candidate Signature:		
Candidate Self Health Declaration		
Please CIRCLE Yes or No against the following questions. Any Yes response will require medical assessment.		
Have you been advised against any form of driving at present by a doctor or nurse	Yes	No
Have you any medical condition, health problem, or take any type of medication, which may impair your safety to drive either now or in the future. (Note: Any application with insulin dependent diabetes, any form of epilepsy, any form of heart disease including past heart attack, alcohol dependency, sight in one eye only, sleep apnoea or those taking any medication which could affect your safety to drive must have a health assessment prior to permit issue or renewal)	Yes	No
Within the last 10 years have you been involved in any road traffic accident, either in the airport environment or on the public roads where eyesight, health or medication was a factor	Yes	No
Do you have any disability which is likely to affect your driving safely around airside areas	Yes	No
I have completed the above circling the correct response, and understand that any untrue declaration on this form could result in prosecution and/or disciplinary action. (The fact that the airside environment is not a public road does not give exemption from this requirement) I understand that (a) if I am advised by an optician, doctor or nurse to wear spectacles or contact lenses when driving then this advice must be followed and (b) if I have any doubt whatsoever about my fitness to drive, either now or in the future, I must cease driving immediately and contact my line manager.		
Driver Signature:		Date:

Manager please fill in next section overleaf for company declarations



Airside Driving Permit Application ADP LGV

Managers declaration for issuing of LGV on Airside Driving Permit	Please tick ✓
I recommend the individual listed overleaf to be issued with LGV on their Airside Driving Permit at East Midlands Airport and agree to the published fees for production. I also agree to the published costs for any training undertaken by East Midlands Airport as per the Terms and Conditions	
In my opinion, there is no reason to suspect that this individual is in any way unsafe to drive (factors to be considered include driving safety record, known alcohol or substance abuse or any declared history of health problem/medication)	
I confirm that the individual listed overleaf has been medically assessed, and meets the requirements set out in CAP 790. If the candidate has circled a Yes response on the health declaration, further assessment has been conducted by my company to certify this person safe	
I confirm that this person has held an ADP at East Midlands Airport for a minimum of two months, that specialist training has been given to operate LGV vehicles, and is deemed as being competent	
This individual holds a current full driving licence allowing them to drive a motor vehicle on the public roads in the United Kingdom	
I confirm that all details provided on this form to my knowledge are true and factual and am not aware of any reason to refuse the issue of an Airside Driving Permit at East Midlands Airport	

Managers Name:		Date:	
Managers Signature:		Position in Company:	
Contact email:			
Contact Telephone Number:			

Notes
<ol style="list-style-type: none"> 1. All highlighted sections of this form must be completed in full. 2. The application must be sponsored by an employee of managerial status within the sponsoring company. 3. The permit remains the property of East Midlands Airport and must be surrendered on cessation of employment at the Airport, if the holder is disqualified or suspended from driving on public roads, or if required by an Official of the Airport Company. 4. Failure to notify the Airport of a disqualification or suspension of the permit holders driving licence will result in the withdrawal of the Airside Identity Pass. 5. East Midlands Airport retains the right to refuse the issue of or to withdraw an Airside Driving Permit. 6. Issue of an Airside Driving Permit indicates that the holder has passed the relevant test and understands the rules and regulations for driving in airside areas, however further specialist training may be required to operate specific vehicles. 7. An Airside Driving Permit confers no right of entry. 8. Airside Driving Permits are valid for up to 3 years from date of issue. A licence summary must be checked against the DVLA or foreign Regulatory Authority for this. Non-EU driving licence holders, or where no licence summary can be generated will only be issued with a permit for 1 year at which point it must be renewed. 9. Lost or stolen Airside Driving Permits must be reported to the East Midlands Airport ID Unit immediately. 10. An administration fee will be invoiced to the Sponsoring Company for each Airside Driving Permit issued.

Airport Administration Only			
LGV ADP generated?	Yes/No	Date:	
		Name:	

Airside Driving Permit Application ADP

M



Name:				Company:		ID Number:	
New Application? (please tick)✓		Renewal?		Current ADP M Expiry?		Transfer?	
Training Course Date:				Trainer:			
Written Test Date:				Score:			
DVLA/Regulatory Authority Driving Licence Check Code: (case sensitive valid for 21 days)				Check complete and satisfactory by EMA CO		YES/NO	
DVLA Driving Licence: Last 8 Digits and Numbers				EMA CO Signature			
Airfield Familiarisation. EMA CO has undertaken a familiarisation drive for the person named above for ADP M							
CO Name:			CO Signature:			Date:	

Candidate Declarations		
I have read all relevant rules and regulations contained in the Aerodrome Manual and Airside Operational Instructions. I meet the requirements to obtain an ADP M		
Candidate Signature:		
Candidate Self Health Declaration		
Please CIRCLE Yes or No against the following questions. Any Yes response will require medical assessment.		
Have you been advised against any form of driving at present by a doctor or nurse	Yes	No
Have you any medical condition, health problem, or take any type of medication, which may impair your safety to drive either now or in the future. (Note: Any application with insulin dependent diabetes, any form of epilepsy, any form of heart disease including past heart attack, alcohol dependency, sight in one eye only, sleep apnoea or those taking any medication which could affect your safety to drive must have a health assessment prior to permit issue or renewal)	Yes	No
Within the last 10 years have you been involved in any road traffic accident, either in the airport environment or on the public roads where eyesight, health or medication was a factor	Yes	No
Do you have any disability which is likely to affect your driving safely around airside areas	Yes	No
I have completed the above circling the correct response, and understand that any untrue declaration on this form could result in prosecution and/or disciplinary action. (The fact that the airside environment is not a public road does not give exemption from this requirement) I understand that (a) if I am advised by an optician, doctor or nurse to wear spectacles or contact lenses when driving then this advice must be followed and (b) if I have any doubt whatsoever about my fitness to drive, either now or in the future, I must cease driving immediately and contact my line manager.		
Driver Signature:		Date:

Manager please fill in next section overleaf for company declarations



Airside Driving Permit Application ADP M

Managers declaration for issuing of Airside Driving Permit				Please tick ✓
I recommend the individual listed overleaf to be issued with an Airside Driving Permit at East Midlands Airport and agree to the published fees for production. I also agree to the published costs for any training undertaken by East Midlands Airport as per the Terms and Conditions				
In my opinion, there is no reason to suspect that this individual is in any way unsafe to drive (factors to be considered include driving safety record, known alcohol or substance abuse or any declared history of health problem/medication)				
For new applications, I confirm that this person has been regularly driving airside and is assessed as competent				
For permit renewals or transfers, I confirm that this person has been regularly driving airside during the last 6 months and is assessed as competent. If this person has not operated at East Midlands Airport during the last 6 months this will be treated as a new application				
I confirm that the individual listed overleaf has been medically assessed, to DVLA Group 1 standard as a minimum and meets the requirements set out in CAP 790. If the candidate has circled a Yes response on the health declaration, further assessment has been conducted by my company to certify this person safe				
This individual holds a current full driving licence allowing them to drive a motor vehicle on the public roads in the United Kingdom				
I confirm that all details provided on this form to my knowledge are true and factual and am not aware of any reason to refuse the issue of an Airside Driving Permit at East Midlands Airport				
Managers Name:		Date:		
Managers Signature:		Position in Company:		
Contact email:				
Contact Telephone Number:				
Notes				
1. All highlighted sections of this form must be completed in full. 2. The application must be sponsored by an employee of managerial status within the sponsoring company. 3. The permit remains the property of East Midlands Airport and must be surrendered on cessation of employment at the Airport, if the holder is disqualified or suspended from driving on public roads, or if required by an Official of the Airport Company. 4. Failure to notify the Airport of a disqualification or suspension of the permit holders driving licence will result in the withdrawal of the Airside Identity Pass. 5. East Midlands Airport retains the right to refuse the issue of or to withdraw an Airside Driving Permit. 6. Issue of an Airside Driving Permit indicates that the holder has passed the relevant test and understands the rules and regulations for driving in airside areas, however further specialist training may be required to operate specific vehicles. 7. An Airside Driving Permit confers no right of entry. 8. Airside Driving Permits are valid for up to 3 years from date of issue. A licence summary must be checked against the DVLA or foreign Regulatory Authority for this. Non-EU driving licence holders, or where no licence summary can be generated will only be issued with a permit for 1 year at which point it must be renewed. 9. Lost or stolen Airside Driving Permits must be reported to the East Midlands Airport ID Unit immediately. 10. An administration fee will be invoiced to the Sponsoring Company for each Airside Driving Permit issued.				
Airport Administration Only				
R/T Certificate?		Provisional Licence Returned?		
ADP generated?	Yes/No	Date:		
		Name:		

Appendix 5 - "M" Permit - Provisional



Airside Driving Permit

Provisional M Permit

Name:		Company:		ID Number:	
Date Passed Written Exam				Date Passed RT Exam	
Guidelines					
<p>This form is to be completed by all NEW ADP M applicants and those who have not renewed within 6 months of previous permit expiry date. Applicants must have already passed their R/T test before provisional trips can be made.</p> <p>Applicants must be driving the vehicle and conducting R/T themselves accompanied by a current ADP M holder who will sign on completion of each trip. Trips do not have to all be completed on the same date, please contact ATC before provisional trips commence. (Ensure stand number has been filled within the brackets i.e (10))</p> <p>On completion, please return this form to the ID unit for permit production. To be completed within 6 months from theoretical test.</p>					
Candidate Signature:		I confirm I understand above;			
6 Trip Declaration					
Manoeuvring Area Trip			Signed (Current M permit holder)		Date
East Sub Station to Stand on Central West ()					
Western Link November to Western Link Mike					
()Finger, West Apron to Stand on North Edge()					
()Stand on North Edge to Stand on East Apron()					
()Stand on East Apron to Stand on West Apron()					
Western Link Mike to Western Link November					
I confirm that all details provided on this form to my knowledge are true and factual and am not aware of any reason to refuse the issue of an Airside Driving Permit M at East Midlands Airport					
Managers Name:				Date:	
Managers Signature:				Position in Company:	
Contact email:					
Contact Telephone Number:					

Airside Driving Permit

Provisional R Permit



Name:		Company:		ID Number:	
Date Passed Written Exam		Date Passed RT Exam			
Guidelines					
<p>This form is to be completed by all NEW ADP R applicants and those who have not renewed within 6 months of previous permit expiry date.</p> <p>Applicants must be driving the vehicle and conducting R/T themselves accompanied by a current ADP R holder who will sign on completion of each trip. Trips MUST be of a varied nature entering and exiting the runway at different points. FORMS THAT HAVE 6 DUPLICATED TRIPS WILL NOT BE ACCEPTED.</p> <p>On completion, please return this form to the ID unit for permit production. To be completed within 3 months from theoretical test.</p>					
Candidate Signature:		I confirm I understand above;			
6 Trip Declaration					
Runway Restricted Area Trip Details			Signed (Current R permit holder)		Date:
<i>Example: OPS 9 RUNWAY 27 FULL LENGTH A2 TO G2 LOW VISIBILITY PROCEDURES IN FORCE</i>					
I confirm that all details provided on this form to my knowledge are true and factual and am not aware of any reason to refuse the issue of an Airside Driving Permit R at East Midlands Airport					
Managers Name:		Date:			
Managers Signature:		Position in Company:			
Contact email:					
Contact Telephone Number:					



Airside Driving Permit Application ADP

R

Name:				Company:		ID Number:	
New Application? (please tick)✓		Renewal?		Current ADP R Expiry?		Transfer?	
Training Course Date:			Trainer:				
Written Test Date:			Score:				
DVLA/Regulatory Authority Driving Licence Check Code: (case sensitive valid for 21 days)			Check complete and satisfactory by EMA CO		YES/NO		
DVLA Driving Licence: Last 8 Digits and Numbers			EMA CO Signature				
Airfield Familiarisation. EMA CO has undertaken a familiarisation drive for the person named above for ADP R							
CO Name:			CO Signature:			Date:	

Candidate Declarations		
I have read all relevant rules and regulations contained in the Aerodrome Manual and Airside Operational Instructions. I meet the requirements to obtain an ADP R		
Candidate Signature:		
Candidate Self Health Declaration		
Please CIRCLE Yes or No against the following questions. Any Yes response will require medical assessment.		
Have you been advised against any form of driving at present by a doctor or nurse	Yes	No
Have you any medical condition, health problem, or take any type of medication, which may impair your safety to drive either now or in the future. (Note: Any application with insulin dependent diabetes, any form of epilepsy, any form of heart disease including past heart attack, alcohol dependency, sight in one eye only, sleep apnoea or those taking any medication which could affect your safety to drive must have a health assessment prior to permit issue or renewal)	Yes	No
Within the last 10 years have you been involved in any road traffic accident, either in the airport environment or on the public roads where eyesight, health or medication was a factor	Yes	No
Do you have any disability which is likely to affect your driving safely around airside areas	Yes	No
I have completed the above circling the correct response, and understand that any untrue declaration on this form could result in prosecution and/or disciplinary action. (The fact that the airside environment is not a public road does not give exemption from this requirement) I understand that (a) if I am advised by an optician, doctor or nurse to wear spectacles or contact lenses when driving then this advice must be followed and (b) if I have any doubt whatsoever about my fitness to drive, either now or in the future, I must cease driving immediately and contact my line manager.		
Driver Signature:		Date:

Manager please fill in next section overleaf for company declarations



Airside Driving Permit Application ADP R

Managers declaration for issuing of Airside Driving Permit	Please tick ✓
I recommend the individual listed overleaf to be issued with an Airside Driving Permit at East Midlands Airport and agree to the published fees for production. I also agree to the published costs for any training undertaken by East Midlands Airport as per the Terms and Conditions	
In my opinion, there is no reason to suspect that this individual is in any way unsafe to drive (factors to be considered include driving safety record, known alcohol or substance abuse or any declared history of health problem/medication)	
For new applications, I confirm that this person has been regularly driving airside and is assessed as competent	
I confirm that the individual listed overleaf has been medically assessed, to DVLA Group 1 standard as a minimum and meets the requirements set out in CAP 790. If the candidate has circled a Yes response on the health declaration, further assessment has been conducted by my company to certify this person safe	
This individual holds a current full driving licence allowing them to drive a motor vehicle on the public roads in the United Kingdom	
I confirm that all details provided on this form to my knowledge are true and factual and am not aware of any reason to refuse the issue of an Airside Driving Permit at East Midlands Airport	

Managers Name:		Date:	
Managers Signature:		Position in Company:	
Contact email:			
Contact Telephone Number:			

Notes
1. All highlighted sections of this form must be completed in full. 2. The application must be sponsored by an employee of managerial status within the sponsoring company. 3. The permit remains the property of East Midlands Airport and must be surrendered on cessation of employment at the Airport, if the holder is disqualified or suspended from driving on public roads, or if required by an Official of the Airport Company. 4. Failure to notify the Airport of a disqualification or suspension of the permit holders driving licence will result in the withdrawal of the Airside Identity Pass. 5. East Midlands Airport retains the right to refuse the issue of or to withdraw an Airside Driving Permit. 6. Issue of an Airside Driving Permit indicates that the holder has passed the relevant test and understands the rules and regulations for driving in airside areas, however further specialist training may be required to operate specific vehicles. 7. An Airside Driving Permit confers no right of entry. 8. Airside Driving Permits are valid for up to 3 years from date of issue. A licence summary must be checked against the DVLA or foreign Regulatory Authority for this. Non-EU driving licence holders, or where no licence summary can be generated will only be issued with a permit for 1 year at which point it must be renewed. ADP R is to be taken annually due to the increased risk. 9. Lost or stolen Airside Driving Permits must be reported to the East Midlands Airport ID Unit immediately. 10. An administration fee will be invoiced to the Sponsoring Company for each Airside Driving Permit issued.

Airport Administration Only			
New Applications Only		Yes/No/NA	
Provisional Licence Returned?			
ADP generated?	Yes/No	Date:	
		Name:	

Appendix 8 - AVP 2 Airside Vehicle Application Form



**FORM AVP7
APPLICATION FOR A TEMPORARY AIRSIDE VEHICLE PERMIT**

**PLEASE COMPLETE PARTS 1 & 2 OF THE APPLICATION FORM IN BLOCK CAPITALS AND RETURN TO EMA AIRFIELD OPERATIONS FOR PART 3
AUTHORISATION TO BE COMPLETED**

1. Vehicle details – (if known)

Type	Make	Model	Registration No.	Colour	Company livery Yes/No (if not, decals must be present)	Company

2. Declaration by the Applicant

- I the undersigned, agree that;
- Vehicles which are admitted to and remain on the apron/service roads, maintenance area and movement areas at East Midlands Airport are on the express condition that neither the Airport nor its servants or agents shall be liable to any loss of, or damage to, the vehicle or its contents, however such loss or damage may be occasioned. The Permit is the property of the Airport and is issued subject to the Airport Bylaws and other relevant regulations.
 - The Permit is concerned with access only to airside areas and does not confer the right to park in airside areas. Any vehicle found to be parked airside, which is not authorised by the Airport Company, may have its Permit revoked.
 - I will ensure that the vehicle detailed in section one of this form will only be operated by fully trained and competent personnel, and that all drivers will be in possession of an Airside Driving Permit, when driving in airside areas. Or will be escorted by an Airside Driving Permit holder.
 - I certify that a system of maintenance exists that will identify and rectify expeditiously any faults or defects which may occur between annual inspections so that the vehicle remains safe for use.
 - The Permit will be displayed prominently on the vehicle, any defacement or alteration will result in the Permit being invalid for use.
 - The permit will be returned to the place of issue on completion of use.
 - I will inform the Airport in the event of loss or theft of an AVP or of any vehicle carrying such a permit.
 - The vehicle detailed in section one of this form will be insured for use airside at East Midlands Airport. The amount to which this insurance covers our company against third party liability, for each single occurrence is a minimum of £12 million pounds sterling.

Sponsoring company Name and Address	Amount of insurance cover	Reason that Temporary Permit is Required	Inclusive dates on which Temporary Permit is Required
	Date	Applicants Signature	Applicants Name (PRINT)
			Contact Tel. No.

3. Authorisation - Pass will not be issued without authorisation from the Airfield Operations Supervisor

Authorised by (signature)	Airfield Operations Authorisation number	Issued by (signature)	Security Permit Number
Authorised by (print name)		Issued by (print name)	
Date	Airfield Operations Supervisor	Date	For EMA Security

4. Pass Extension Application

Date	Confirm Letter Attached	Agreed By	Expiry Date
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