‘M’ (Manoeuvring Area) and ‘R’ (Runway) Driving Permits

Airside Operational Instruction 13

AOI Owner - Airfield Operations

MAG East Midlands Airport

1. 'M' MANOEUVRING AREA AND 'R' RUNWAY DRIVING PERMIT

1.1 At East Midlands Airport, persons requiring access onto the manoeuvring area should hold or be escorted by an 'M' (Manoeuvring) Airside Driving Permit (ADP) holder. Access onto the runway requires an additional 'R' (Runway) ADP.

1.2 'M' (Manoeuvring Area) Driving Permit

a. This permit is evidence that the holder has undergone a formal course of instruction and successfully completed the relevant theoretical and practical examinations in operational driving procedures within the Manoeuvring Area at EMA, including those for low visibility, radio telephony and topographical recognition.

b. The permit will be valid for a period not exceeding three years from the date of issue, after which time the holder must undergo refresher training and retake the relevant written and practical examinations.

c. Prior to applying for the 'M' ADP, the applicant should be in possession of a current EMA security ID pass and an EMA 'A' ADP (two-month minimum duration required between obtaining initial 'A' ADP and application for an 'M' ADP).

d. The 'M' ADP remains the property of EMA and must be surrendered:

i. On demand by the Airport

ii. Immediately if the holders UK Driving Licence is lost or revoked.

iii. Immediately if the holders EMA 'A' ADP is lost or revoked.

iv. Immediately if the holders EMA security ID pass is lost or revoked.

v. When the holder ceases to be employed at the airport.

vi. When a change of employer occurs within EMA – See AOI 12 'Control of Vehicles'

e. EMA will only issue the 'M' ADP on successful completion of the training course and appropriate written and practical examinations, duly signed by a recognised EMA Compliance Officer.

f. Permits will be issued as either:

i. New issue – personnel who have successfully completed the training course and appropriate written and practical examinations will be required to undertake no less than 6 journeys within the manoeuvring area, escorted by a full 'M' or 'R' ADP holder. These journeys should be recorded on the 'Provisional M Permit' Form (attached at Appendix 1 of this document) and presented to EMA Operations ID Unit along with the original radiotelephony certificate no later than 6 months from completion of the initial training course.

ii. Renewals - shall be issued by EMA ID unit after the holder has undergone refresher training and relevant written and practical examinations.

g. The EMA 'M' ADP is evidence that the holder is a competent person to operate within the

Manoeuvring Area at EMA. It confers no right of access or privilege.

h. The holder must at all times comply with 'M' ADP regulations. Failure to do so will result in the permit being revoked.

1.3 'R' (Runway) Driving Permit

a. This permit is evidence that the holder has undergone a formal course of instruction and successfully completed the relevant theoretical and practical examinations in operational driving procedures on the runway at EMA, including those for low visibility, radio telephony and topographical recognition.

b. The permit will be valid for a period not exceeding one year from the date of issue, after which time the holder must undergo refresher training and retake the relevant written and practical examinations

c. Prior to applying for the 'R' ADP, the applicant should be in possession of a current EMA security ID pass and an EMA 'M' ADP.

d. The 'R' ADP remains the property of EMA and must be surrendered in the following circumstances:

vii. On demand by the Airport

viii. Immediately if the holders UK Driving Licence is lost or revoked.

ix. Immediately if the holders EMA 'M' ADP is lost or revoked.

x. Immediately if the holders EMA security ID pass is lost or revoked.

xi. When the holder ceases to be employed at the airport.

xii. When a change of employer occurs within EMA – See AOI 12 'Control of Vehicles'

e. EMA will only issue the 'R' ADP on successful completion of the training course and appropriate written and practical examinations, duly signed by a recognised EMA Compliance Officer.

f. Permits will be issued as either:

g. New issue – Personnel who have successfully completed the training course and appropriate written and practical examinations will be required to undertake no less than 6 journeys within the runway restricted area, escorted by a full 'R' ADP holder. These journeys should be recorded on the 'Provisional R Permit' Form (see AOI 12) and presented to EMA ID Unit along with the original radiotelephony certificate no later than 3 months after completion of the initial training course

ii. Renewals - shall be issued by EMA ID unit after the holder has undergone refresher training and relevant written and practical examinations.

g. The EMA 'R' ADP is evidence that the holder is a competent person to operate on the runway at EMA. It confers no right of access or privilege.

h. The holder must at all times comply with 'R' ADP regulations. Failure to do so will result in the permit being revoked.

1.4 Administration

a. EMA Compliance Officers will administer application documentation and carry out training and testing for the 'M' and 'R' ADP's.

b. A list of current charges for the above services is available on request from Airport security and issued via Operational Advice Notice.

1.5 Permit Application

a. To apply, applicants should initially complete all relevant documentation (available from training@eastmidlandsairport.com,) these 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 costs being applied.

b. In order to undertake the 'M' or 'R' ADP examination, all applicants will have to certify that they have successfully completed the preceding ADP module. This information will be endorsed by an EMA Compliance Offer.

c. Companies will be invoiced directly by EMA for the issue of 'M' and 'R' ADP's.

1.6 Medical/Health Standards (Fitness to Drive)

a. Medical standards (fitness to drive) have been established in consultation with the Department for Transport (DfT) and Occupational Health Practitioners. Details of the medical requirements for the 'M' and 'R' ADP's can be found in AOI 12 – Control of Vehicles.

1.7 Training

a. All candidates should be given a copy of this AOI and a plan of the Manoeuvring Area, including the runway, showing the position of all holding points.

b. Classroom Instruction - This instruction shall take the form of a presentation of the 'M' and 'R' ADP course using the notes provided, a practical demonstration in RT procedures and the correct use of phraseology.

c. Examination – Completion of the 'M' or 'R' ADP test paper, with a required 90% pass rate for 'M' and 100% pass rate for 'R'. A practical examination assesses the candidates understanding of RT procedures and the correct use of phraseology.

d. Failed Examinations - Should any candidate not attain the required pass rate, the procedure for retaking shall be that the candidate shall be informed of which questions they answered incorrectly. They will be given fifteen minutes to research their answers and then retake the complete examination. If after two attempts, a candidate does not

attain the required pass rate they must wait for a period of not less than seven days and then retake the entire course.

e. Failure to attend a course or give at least 24 hours' notice of non-attendance will result in the cost of the full course fees being applied.

f. All driving permit application requirements (courses, familiarisation, escorted manoeuvring area or runway driving etc) not completed within the required timeframe will be declared void, any training courses undertaken / documentation presented as part of the original application will have to be re-completed.