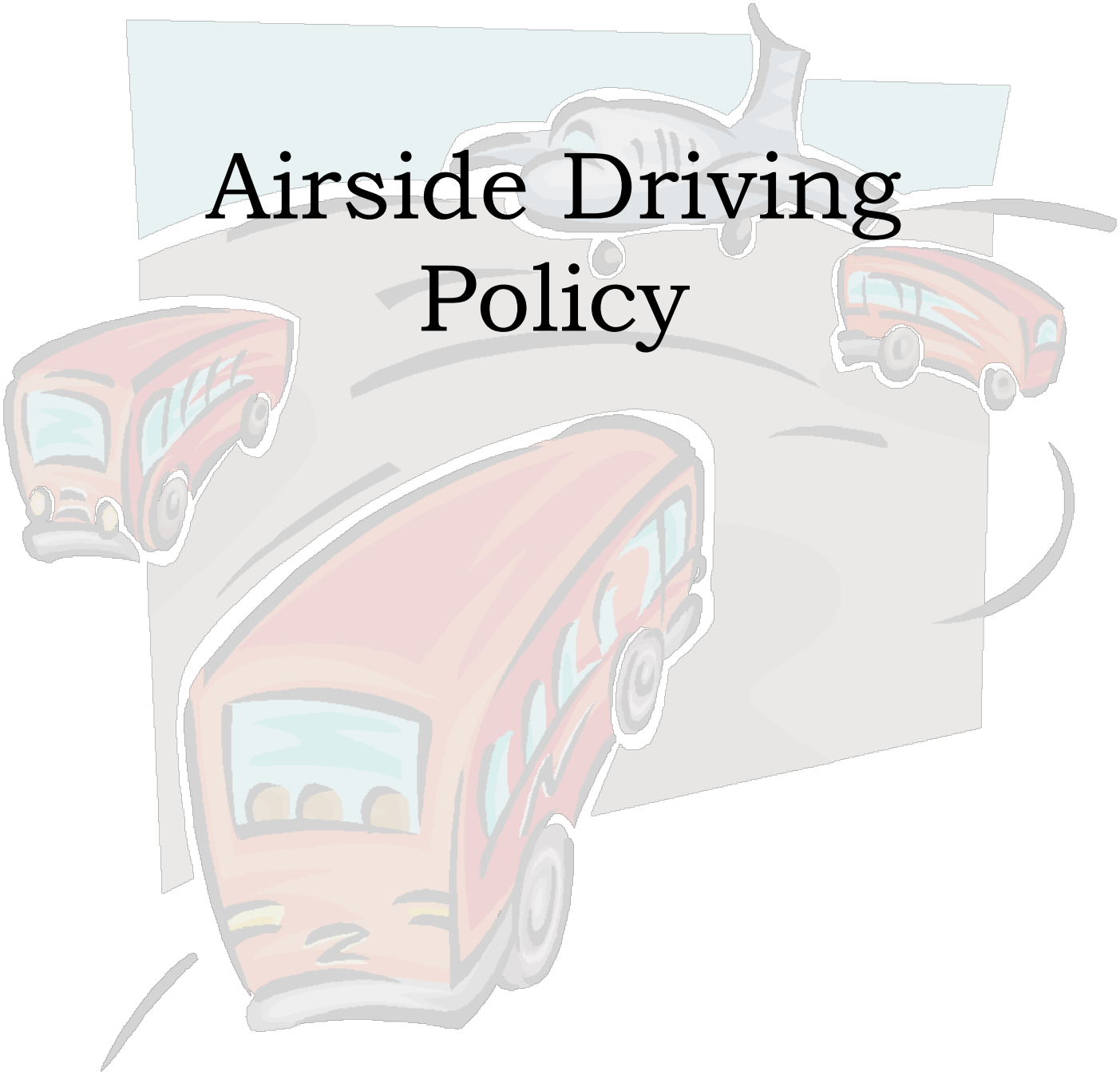
CORK AIRPORT
AERFORT CHORCAÍ



Airside Driving Policy

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Airside Driving Policy

INTRODUCTION

'Airside' is defined in the Cork Airport Bye-Laws (S.I. No. 425 of 1994), as that area which includes the movement area of an airport and any other part of an airport to which a person is denied access, unless in possession of a valid flight ticket or boarding card or such other identification issued or approved by Cork Airport Management.

Airside Areas

This policy applies to the following areas at Cork Airport which are considered to be airside:

Apron	'A defined area intended to accommodate aircraft for the purposes of loading or unloading passengers, mail or cargo, refuelling, parking or maintenance.'
Manoeuvring area	'That part of an aerodrome to be used for the take-off, landing and taxiing of aircraft excluding apron(s)'
Movement area	'That part of an aerodrome to be used for the take-off, landing and taxiing of aircraft, consisting of the manoeuvring area and the apron(s).'

Abbreviations:

AAP	Airside Access Permit
APF	Airport Police & Fire Service
AAVP	Airside Access Vehicle Permit
FOD	Foreign Object Debris
TAVP	Temporary Airside Vehicle Permit
PPE	Personal Protective Equipment

CHIEF EXECUTIVE'S ADDRESS

Airside Safety is at the core of everything we do at Cork Airport. Cork Airport has an excellent safety record mainly due to staff being conscious of their duty in this regard. As the airport continues to expand there is an associated increase in the level of activity and a corresponding increase in risks.

The aim of the policy:

- To give clear guidance/parameters on airside driving requirements
- To improve the level of airside safety
- To ensure that all vehicles display an Airside Access Vehicle Permit (AAVP)
- To ensure that an up to date listing of all vehicles operating airside is maintained.
- To ensure that all vehicles operating airside are appropriately insured.
- To monitor and improve the behaviour of airside drivers.
- To change attitudes of airside drivers and improve safety awareness.
- To enhance the airside safety management system at Cork Airport.

I would like to take this opportunity to thank the Airside Safety Committee, Cork Airport for their contributions and assistance with the completion of the policy.

Let us all continue to work together,

Pat Keohane,
Airport Chief Executive,
Cork Airport.

AIRSIDE ACCESS PERMITS

It is a mandatory requirement that all staff operating airside must be in possession of, and prominently display, an Airside Access Permit (AAP). The following details the procedure for the issue of an AAP.

Application process

An application form may be obtained from the Access and Identification Centre. If permission to drive airside is being sought, the applicant must produce the appropriate driving licence.

Amendments to AAP's

An AAP may be subject to an amendment for any of the following reasons:

- Change of personal details.
- Change of job title.
- Company of employment.
- Request for airside driving.
- Change of licence details.

Amendment forms are available from the Access and Identification Centre. An amendment will be processed in the same way as an initial application.

Charges

A charge for Airside Access Permits applies. Current charges can be found on www.corkairport.com under miscellaneous charges.

Functions of the AAP

- For ease of identification of authorised staff members.
- To facilitate controlled entry and exit to restricted areas.

AAP characteristics

- Photo, name and staff number of holder.
- Company name and logo.
- Department and job title.
- Permit number.
- Classification of driving licence held.
- Airside driving permission.
- Expiry date of permit.

All AAP's are colour coded to indicate areas to which access is allowed.

Validity

An AAP is valid for two years from the date of issue.

Displaying AAP's

The permit shall be displayed visibly at all times while airside.

DRIVING LICENCE REQUIREMENTS

To drive airside at Cork Airport, the minimum licence required by Cork Airport Management is a Class B driving licence, as issued by the Department of the Environment or by the Transport Department of the relevant country in the European Union. Provisional licences are not acceptable.

If the courts endorse a person's driving licence, the Airport Police Fire Service Administration Officer is to be informed immediately by the employees line manager. Under these circumstances and depending on the type of endorsement, Cork Airport Management reserves the right to withdraw airside driving authorisation.

AIRSIDE ACCESS VEHICLE PERMITS (AAVP's)

All vehicles operating airside must display an AAVP.

All operators must provide a list of personnel responsible for the AAVP's issued to their company by Cork Airport Management. This list shall be provided to the Operations Administration Officer.

Functions of the AAVP

The following are the functions of the AAVP:

- To identify the vehicle and ensure only authorised vehicles gain airside access.
- To enable Cork Airport Management to effectively control vehicles airside.

AAVP characteristics

- Permit number.
- Vehicle registration number.
- Vehicle make / type.
- Fuel / battery operated
- Fleet number.
- Licence category required to drive the vehicle.
- Company name.
- Permit expiry date.
- The AAVP is yellow in colour.

Validity

An AAVP is valid for two years from the date of issue.

Displaying AAVP's

The permit shall be displayed to ensure ease of identification and shall not obstruct the driver's view.

For vehicles without windscreens, the AAVP shall be placed on the front right hand side of the vehicle in a prominent position.

Application process

Application forms can be obtained from the Operations Administration Officer.

Each application must be accompanied with written confirmation that the vehicle:

(a) Is painted in company livery.
(b) Is roadworthy.
(c) Has a permanently affixed logo/decal.
(d) Has a company fleet number.
(e) Is appropriately insured.
(f) Is fitted with an anti-collision beacon.
(g) Has had the engine governed (if required).*
(h) Has an ATC radio permanently fitted (if required).**

*All vehicles with a 'W' classification shall be fitted with a governor to ensure the speed shall not exceed 40kph.

**All vehicles which are required to operate on the apron taxiways (e.g. tugs towing aircraft) shall be equipped with a radio capable of receiving and transmitting ATC 121.85 MHz.

Charges

An issuing charge for AAVPs applies. **Current charges can be found on** www.corkairport.com **under miscellaneous charges**

Insurance

Proof of insurance shall be furnished to the Operations Administration Officer before AAVPs are issued or permission to operate airside is granted.

Cork Airport Management requires insurance cover to the following levels (as of March 2001)

- Public liability: not less than €127 million. The policy should contain a Cross Liability clause and have Cork Airport named as co-insured. It should also carry a war risks, terrorist and allied perils endorsement (clause AVN52C) up to the required limit of A127 million;
  (From 31st October 2002, war risks, terrorist and allied perils cover has been temporarily relaxed from A127 million to not less than US $50 million in respect of any one incident and in the annual aggregate and that the cover is reinstated once exhausted.)
- Employer's liability: not less than €12.7 million.

- Motor insurance: issued in compliance with the Irish Road Traffic Acts.

Cork Airport Management reserves the right to amend the stated levels of insurance cover at short notice.

Amendment to AAVP's

An AAVP shall be subject to amendment for any of the following reasons:

- Change of vehicle.
- Scrappage.
- Replacement.
- Change of fleet number.
- Sale of vehicle.

An amendment application form may be obtained from the Operations Administration Officer. Once completed, the amendment form shall be processed and a new AAVP issued. There is no charge for amendments to existing AAVP's. A charge will apply for replacements.

Airside Access Points

Vehicle access airside is only permitted through an official Airport Airside/Landside security checkpoint. There is one access point designated for this purpose that is operational on a twenty-four hour basis. It's locations is:

- Gate 19

Before being permitted airside through these points, the Airport Search Unit shall check the AVP, the driver's AAP and the general condition of the vehicle/equipment.

Both driver, passengers and vehicle are subject to security screening.

Note: Cork Airport Management reserves the right to deny airside access.

TRAINING

All employers shall ensure that their airside employees receive airside safety training and familiarisation so that they acquire the necessary knowledge to enable them to carry out their work in a safe manner. The training course must include the following topics:

- Definition and identification of airside areas.
- Airside rules and regulations.
- Role of Authorised Officers and employee's obligation to comply with instructions.
- Identification of apron markings, service roads, crossing points, pedestrian walkways.
- Airside driving, if relevant.
- Vehicle Height restrictions
- Overhead clearances, if required.
- Aircraft hazards i.e. propeller hazard, jet blast, helicopter operations.
- FOD - Dangers and methods of Prevention.
- Parking.
- Equipment condition.
- Personal Protective Equipment (PPE).

Cork Airport Management facilitates all airside training requirements for Cork Airport staff that are required to operate airside at Cork Airport. Each staff member who operates airside receives airside training in the relevant airside modules, all of which are recorded in their personal training records. Both the trainer and the trainee jointly sign off on a declaration that the content has been covered and that the trainee has understood and successfully completed the course.

For non Cork Airport Management companies there are three training options available to them:

1) Companies submit staff for training facilitated by Cork Airport Management (on a fee basis).
2) Companies nominate trainers to be trained in a *Train the Trainer* course (on a fee basis), facilitated by Cork Airport Management. Upon successful completion of this course, the trainer shall be certified as qualified to deliver airside training to a standard acceptable to Cork Airport Management. A record of all airside training undertaken must be supplied to Cork Airport Management before AAP's are issued.
3) Companies compile a training manual in accordance with Cork Airport Management criteria (on a Free-of-Charge basis)

With options 2 and 3 the company's training courses and records may be audited from time to time.

ACCIDENT / INCIDENT REPORTING

In the event of being involved in an accident or incident, the following procedure shall be followed:

- Stop.
- Remain at the scene if safe to do so or in the immediate vicinity.
- Report the accident / incident immediately by means of the emergency phones located at;

  Corner of the Fire Station.
  Old Terminal Building opposite Std 4.
  Light Post opposite Std 6.
  In front of the New Terminal Building, next to the GPU on Std 9.
  Corner of Servisair Cargo Building at Gate 19.
  Corner of the EMC Hanger on the North Ramp.
- To use the phone follow the directions on the cover of the box. These instructions would be; *Lift the receiver, wait for APFS watchroom to answer, inform them of the situation, follow any instructions given, replace receiver when finished.*
- Co-operate fully with the Airport Police Fire Service and with any State Services involved.

- Alternatively contact Cork Airport Management by phoning one of the following departments:

Airport Police/Fire Service:	
Emergencies only	ext: 3444
AFO	ext: 3673
APF Duty Sergeant	ext: 3777
Airport Duty Manager:	ext. 3659

Documenting airside accidents / incidents

A copy of any accident / incident report shall be forwarded to the Airport Police upon request or within 48 hours of the event taking place. The report should include:

- What investigation has been carried out
- What is the statue of the investigation
- Cause of incident – human error or faulty equipment
- What steps have been taken to prevent reoccurrence

CLAMPING AND IMPOUNDING OF AIRSIDE VEHICLES AND EQUIPMENT

If it is reported that equipment is causing an obstruction, is illegally parked or is in a dangerous condition, the Airport Police will attend and assess the situation. If it is illegally parked it shall be clamped and/or impounded.

Before a vehicle is clamped, the following process shall be followed by the Airport Police to allow the obstruction be moved in preference to being clamped or impounded.

- The offending company shall be contacted by the Airport Police (using the contact name as supplied at time of issue of permit) and given 10 minutes to remove the offending vehicle/equipment.

- If the vehicle/equipment is not removed in the timeframe stated, it shall be clamped.

- The standard Airport Police Clamping Procedure used for landside clamping, shall be strictly adhered to.

- A standard Clamping Notification sticker will be placed on the windscreen– where no windscreen is in place it will be secured to the equipment with a cable tie.

- A warning notice shall also be placed in a prominent position on the vehicle/equipment indicating that it has been clamped and should not be used/driven/removed.

- If equipment cannot be clamped due to its size or design, it shall be towed away and impounded.

Airport Police (3777) shall be advised of any impounded vehicles or equipment.

<u>Releasing procedure</u>

- A clamp shall not be released until the appropriate fine has been paid to the Airport Duty Office.

- Payment may be made to Cork Airport Management at the customer service desk through one of the approved methods i.e., cash, company credit card or by invoice. If by invoice, a list of authorised signatories must be supplied to the Operations Administration Officer.

- The clamp will only be removed on presentation of a signed receipt from Cork Airport Management.

- Once the clamp has been removed, the vehicle/equipment must be removed immediately and parked legally. Failure to remove the equipment will still deem it to be illegally parked and will once again be clamped immediately. The same release procedure shall apply again.

Impounding

- If, in the opinion of an Authorised Officer, the clamping of illegally parked vehicle/equipment would constitute a safety hazard or interfere with safe airside operations, it will be removed immediately to a place of safety.

- The company contact with responsibility for AAVP's shall be notified that their vehicle/equipment has been impounded.

- Impounded equipment will only be released upon payment of the appropriate fine.

- Payment may be made through one of the approved methods i.e., cash, company credit card or by invoicing. If invoicing is to be availed of, a list of authorised signatories must be supplied to the Operations Administration Officer.

AIRPORT CAUTIONS

A person who has been involved in an airside accident or incident shall be issued with an Airport Caution. A member of the Airport Police Fire Service or a Duty Airport Manager may issue an Airport Caution.

Details of the person's name and employer are recorded, in addition to the broad category of the incident. Specific details of events leading to the issuing of the caution shall also be recorded.

The Airport Police Fire Service Administration Officer shall administer the scheme and the following procedures apply:

- When an Airport Caution is issued, the Airport Police shall record the details. The caution shall remain active for a twelve-month rolling period from the date of issue.

- At the end of the twelve months the record of the incident shall cease to exist but shall be retained for administrative purposes.

- Line managers shall be issued with a copy of each caution issued to their staff members. As the need arises, weekly and monthly reports shall be generated providing information on cautions issued to their staff.

- The issuing of a second caution shall necessitate consultation between the Line Manager and a representative of the Airport Police to agree a course of action. The purpose of this consultation is to eliminate the possibility of a third caution being issued to the same staff member.

- Three cautions issued within the twelve-month rolling period shall automatically result in the suspension of the person's AAP for a period of one week (7 days).

- The permit shall only be reinstated after the seven days when the Airport Police Fire Service Administration Officer receives written confirmation that the individual has been retrained in the areas for which the cautions were issued.

- An appeals process shall be available for individuals who feel there are extenuating circumstances surrounding the circumstances in which the cautions were issued.

- This appeals process shall be heard by a board consisting of the Chief Airport Police and Fire Officer the employee's Station Manager or their appointed representatives.

Note: The decision of the Appeals Board shall be final**.**

AUTHORITY TO WITHDRAW AIRSIDE ACCESS PERMITS (AAP's)

The immediate removal of an AAP may only be carried out on the authority of an Airport Fire Officer or Duty Airport Manager, and only when extenuating circumstances exist.

A person's AAP shall be withdrawn immediately if they are intent on, or involved in any action that is a clear and serious breach of airside regulations or procedures which may:

<u>Compromise airside safety by:</u>
- Causing injury to personnel.
- Causing damage to aircraft.
- Endangering the fuelling operation.
- Causing an outbreak of fire.

Compromise airside security by:

- Permitting airside access to unauthorised personnel.
- Interfering with the integrity of the airside boundary fence.
- Entering the airside for purposes other than company business.

In the event of a person's AAP being withdrawn in such circumstances, the following procedures apply:

- Their line manager shall be informed immediately.
- A meeting to investigate the incident shall be arranged as soon as possible.
- The findings shall be assessed.
- A course of action shall be agreed.
- A decision shall be made as to whether or not the permit shall be returned.

Note: If upheld, the immediate withdrawal of an AAP is the equivalent of three Airport Cautions.

ART reserves the right to somearly remove persons from restricted areas if it is felt that the individual is an immediate danger to people or property.

PROCEDURES FOR THE ESCORTING OF VEHICLES AIRSIDE

Escorting of vehicles airside

From time to time, for operational reasons, it is necessary for non airport-based vehicles to enter airside. Vehicles requiring such access and not displaying an AAVP, shall only be allowed airside under escort.

These escorts fall into two categories, Airport Police escorts and commercial escorts.

Airport Police escorts

The Airport Police shall always escort vehicles for the following:

- CAT II Operations
- Diplomatic agencies.
- Fire, rescue and medical services.
- Training of personnel from state agencies.
- Prison service.
- Military.
- Garda Siochana.
- VIPs
- Security Vans

Arrangements for these escorts shall be made directly with the Airport Police Officer at ext. 3673 or Duty Sergeant at ext. 3777.

Arrangements shall be made to have the escort carried out at the earliest possible time, but there may be occasions when such escorts are delayed due to other operational requirements. It is therefore essential that as much notice as possible be given to the Airport Police to ensure that the escort is carried out at the time required. The Airport Police shall levy a charge for these escorts. **Current charges can be found on** www.corkairport.com **under miscellaneous charges**

Commercial escorts

Comprise of vehicles from the following categories:

- Contractors.
- Deliveries.
- Airlines.
- Maintenance of vehicles – pick up or delivery.

Airside companies shall be permitted to carry out their own airside escorts. These shall be known as host companies. Commercial vehicles being escorted shall display a Temporary Airside Vehicle Permit (TAVP).

Temporary Airside Vehicle Permits (TAVP's)

Each escorted vehicle shall be issued with a TAVP by the Airport Search Unit at the point of airside entry. Each permit shall be numbered. The words *Escorted Vehicle* shall also be displayed on the TAVP.

A corresponding Temporary Escorted Airside Vehicle log shall be maintained at the Airside/ Landside entry point. The log shall contain the following details:

- Date.
- Time of entry.
- TAVP number.
- Host company.
- Time of exit.

Each TAVP shall be returned to the Airside Search Unit as the escorted vehicle is exiting airside.

Responsibility

It shall be the responsibility of the host company to ensure that the escorted vehicle remains at the location to which it was escorted. The Airport Police shall ensure that there is no unescorted movement of these vehicles.

Insurance

Each escorted vehicle shall be covered by the host company's insurance. The Operations Administration Officer shall check each company's insurance details and keep a record of expiry dates.

Listings

For this escorting procedure to operate safely and efficiently, it is essential that each host company supplies to the Operations Administration Officer, a list of companies covered by their insurance. This list shall be kept at both Airport Police airside entry points and only those companies that are listed shall be permitted to be escorted by the host company. Changes to this list shall be notified to the Airport Police and to the Operations Administration Officer.

Permission

The following procedures shall be followed before permission is granted to host companies to carry out airside escorts:

- Each host company shall supply to the Airport Police a list of companies they wish to escort airside.
- Each host company shall supply written confirmation to Cork Airport Management that each escorted vehicle is insured to levels specified.
- Insurance policy expiry dates for escorted companies shall be supplied to Cork Airport Management by host companies. Uninsured vehicles shall not be permitted airside.
- Each host company shall supply to the Airport Police, the names of its trained escort drivers.
- Cork Airport Management shall train such escort drivers in all aspects of airside safety, airport security and airside driving. The cost of this training shall be borne by the host company.
- Only trained escort drivers shall be permitted to carry out airside escorts.
- Each escort vehicle shall have an *Escort Vehicle* logo affixed to ensure that it may be easily identified.
- Escorted vehicles and personnel shall be handed over to an accountable person when they reach their destination. That person shall be responsible for the escort from that point in time until the vehicle requires to be escorted back to the exit.
- It shall be the responsibility of the escort driver to maintain a log containing details of the time of handover and the name of the accountable person.
- A non airside-based host company must stay with the escorted vehicle while airside.
- Visiting vehicles displaying a TAVP shall not be permitted to drive unescorted airside. If such vehicles are found unescorted or engaged in any

activity not in keeping with their purposes, both vehicle and driver shall be forthwith removed and airside access withdrawn.

Escorting Procedures

It shall be the responsibility of the host company to make the necessary arrangements for the provision of escorts.

The driver of the vehicle to be escorted shall notify the host company upon arrival at Cork Airport.

The escorted vehicle shall not enter airside until instructed to do so by the Airport Search Unit.

The official airside entry and exit points for vehicles requiring airside access is:

- Gate 19

Drivers shall present themselves to the Airport Search Unit Officer on duty who shall verify both vehicle and driver details.

Before being permitted airside, both the vehicle and the driver shall be subject to a security screening process.

All vehicles and personnel admitted airside shall abide by all Airport Bye Laws, airside regulations and any instruction given by an Authorised Officer.

Upon request, Cork Airport shall provide an escort facility for a fixed charge. **Current charges can be found on** www.corkairport.com **under miscellaneous charges**. In this case, the vehicles and personnel being escorted shall be handed over to an accountable person from the host company who shall be responsible for them until they require an escort back to the exit.

If a host company is found to be in breach of this procedure, the privilege of being allowed to escort others airside shall be withdrawn immediately.

Host companies must have arrangements in place to ensure the bona fidis of visiting driver and vehicle.

Note: Cork Airport Management reserves the right to deny airside access.

GENERAL INFORMATION FOR GAINING AIRSIDE ACCESS

- All staff operating airside must be in possession of and prominently display an Airside Access Permit.
- All vehicles operating airside must display an Airside Access Vehicle Permit (AAVP) to show that the equipment is authorised by Cork Airport Management to operate airside.
- To drive airside at Cork Airport the minimum licence required by Cork Airport Management is a Class B driving licence, as issued by the Department of the Environment and Local Government or by the Transport Department of the relevant country in the European Union.
- All drivers of equipment operating airside must display an Airside Access Permit (AAP) to show that the driver has been approved to drive airside and is fully licensed to drive that particular piece of equipment or class of vehicle.
- The licence category displayed on both the AAVP and the driver's AAP must correspond.

GENERAL INFORMATION FOR AIRSIDE OPERATORS

- All drivers must undergo an Airside Driver Training programme as approved by Cork Airport Management.
- All drivers must hold a valid AAP with airside driving authorisation appropriate for the vehicle being driven.
- All drivers must be aware of the airside speed limit.
- Vehicles requiring an airside escort must follow the escort procedure.
- Loads must be secure to minimise the danger of load shifting.
- Maximum of five baggage dollies in any one train on the apron.
- Only four baggage dollies attached to a tug will be permitted into the terminal building baggage areas.
- Only battery operated vehicles will be permitted into the terminal building baggage areas.
- Maximum of three cargo dollies in any one train.
- Tow bars shall be attached to the rear of the push-back tug vehicle at all times unless it is being attached to an aircraft as part of the push-back operation.

- Drivers and vehicles must be fully insured to a minimum of Cork Airport Management requirements.
- All drivers must stay on apron roadways.
- Crossing points are to be used only when absolutely necessary.
- Equipment airside shall not be a source for FOD. (Foreign Object Damage)
- All equipment must be checked in advance by the driver.
- No smoking while airside.
- No alcohol or use of non-prescription drugs while airside.
- Personal Protective Equipment (PPE) must be worn.
- Mobile phones must not be used while driving, in close proximity to aircraft or in the fuelling zone.
- Drivers using the back of stand service road must be vigilant of aircraft being manoeuvred over this service road to taxiing position.
- Be aware:
  - **That aircraft and pedestrians always have the right of way**.
  - Of the significance of airside paint markings.
  - Height restrictions exist on the head of stand service road (4.5m)
  - Of Airbridge operations and movement of Airbridge unit.
  - That no equipment or vehicles are to be parked on marked areas under the Airbridge at any time.
- Be aware that Airport Bye-Laws and Road Traffic Acts apply airside.
- Be aware of emergency telephone numbers:

Dial	021 – 4329 and last three digits of ext no.
AFO	3646
Police Sergeant	3777
Emergency	3444 **(**or externally 021 – 4329605**)**

- Always report all accidents to Cork Airport Management and stay at the scene if safe to do so. (See instructions on page 8)
- Be aware that each driver has a 'Duty of Care' to themselves and to other airside users.

Receipt of Cork Airport Airside Driving Policy

I …….…….. (Name) acting on behalf of …… (Company Name) hereby acknowledge receipt of the Cork Airport Airside Driving Policy.

Signed: _____

Date: _____

Please Sign & return to:

Caroline Dwyer,
AMU Business Unit Support Officer,
Airside Management Unit,
Cork Airport,
Kinsale Road,
Cork

T: 00353-21-4329 792
email: caroline.dwyer@daa.ie

Part of the DAA Group