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# Cork Airport Airside Driving Policy

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## Cork Airport Airside Driving Policy

### Document Control

#### Change Record

Date Revised	Author	Version	Change Reference/Remarks
17/12/2015	C. Dwyer	2.3	Updated links to new Cork Airport Website
14/09/2015	E. McGrath	2.2	Updated Documenting Airside Accidents/Incidents
11/09/2015	C. Dwyer	2.1	Updated with new Cork Airport Logo and links to permit procedures
26/02/2015	C. Dwyer	2.0	Updated Format and links to Cork Airport Website and AIRSIDE ACCESS VEHICLE PERMITS SECTION
May 2011	E. McGrath	1.0	Document Created

\*A vertical line along the margin indicates the location of the amendment on the relevant page.

#### Reviewers

Name	Location/Department
Eibhlin Mc Grath	Airside Management Unit
Mick Delaney	Deputy Head of Security

#### Check Out Record

Check out Date	Checked out To:	Check in Date	Checked in by
08/02/2015	Caroline Dwyer	09/03/2015	Caroline Dwyer
11/09/2015	Eibhlin McGrath	14/09/2015	Caroline Dwyer
17/12/2015	Caroline Dwyer	17/12/2015	Caroline Dwyer

## Cork Airport 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:

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

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### Cork Airport Managing Director

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,

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Niall MacCarthy,  
Managing Director,  
Cork Airport

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### **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

#### **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

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- 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 AAVP is valid for a maximum of two years to the end of the AAVP cycle

### **Displaying AAP's**

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

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### 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 Airside Management Unit Business Support Office

### 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



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- Licence category required to drive the vehicle.
- Company name
- Permit expiry date
- The AAVP is white in colour with a hologram strip along the AAVP number

### Validity

An AAVP is valid for a maximum of two years to the end of the AAVP cycle.

### 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 are available online

<http://www.corkairport.com/do-business-with-us/airside-access-vehicle-permits-for-cork-airport>

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).\*

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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 Ground frequency 121.85 Mhz and Tower Frequency 119.3 Mhz

### Charges

An issuing charge for AAVPs applies. **Current charges can be found here**

<http://www.corkairport.com/do-business-with-us/aviation-marketing>

### Insurance

Proof of insurance shall be furnished to the Airside Management Unit Business Systems Support Office 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 31<sup>st</sup> 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.

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### **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 online via the change of details form <http://www.corkairport.com/do-business-with-us/airside-access-vehicle-permits-for-cork-airport>

Once completed, the amendment form shall be processed and a new AAVP issued. A charge will apply for replacements.

### **Vehicle Permit Procedure**

For more information please refer to the Airside Vehicle Permits Procedures AMUVP-02 available on the Cork Airport Website

<http://www.corkairport.com/do-business-with-us/airside-access-vehicle-permits-for-cork-airport>

### **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 AAVP, the driver's AAP and the general condition of the vehicle/equipment.

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Drivers, passengers and vehicles 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.

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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.

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### 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 Stand 4
  - Light Post opposite Stand 6
  - In front of the New Terminal Building, next to the GPU on Stand 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

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### 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

### **Airside Cautions**

An Airside Cautions System is in place to assist with the safe operation of Airside areas. A copy of a caution sheet is included in appendix 1.

### **Penalties**

The penalty incurred by a driver in breach on any of these rules contained in \*Aerodrome Operation Manual, Section D Chapter 4 may take the form of any or all of the following:

- Verbal warning
- Issue of Caution
- Report to employer
- Withdrawal of apron pass
- Prosecution under the terms of the Airport Bye Laws
- Prosecution under the Road Traffic Act.

\*The Aerodrome Manual can be accessed internally via Workspace

(<http://daaworkspace/cork/CrkAerodromeMan/Pages/default.aspx>

or externally by request via

<http://www.corkairport.com/do-business-with-us/aerodrome-manual-cork-airport>

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### Appendix 1: Airside Cautions

## Cork Airport

### Airside Caution

<b>Person Cautioned:</b>	
<b>Staff No:</b>	<b>Vehicle Reg:</b>
<b>Employer:</b>	
<b>Location:</b>	
<b>Date and Time:</b>	
1. Unsecured load	11. No high visibility clothing
2. Exceeding speed limit	14. Excess containers on tow
3. Vehicle defect	15. Other
4. Encroaching taxiway	16. Unsafe work practice
5. Dangerous load	17. Unsafe site
6. Permit ID irregularity	18. Unsafe plant
7. FCD (Littering)	19. Unsafe storage
8. Illegal parking	20. Hazardous material
9. Careless driving	21. No fire protection equipment
10. Smoking	22. No hot work permit
11. Fire point blocked	23. No personal protection equipment
12. Non use of roadway	24. Emergency route blocked
<b>Details:</b>	
<b>ISSUED BY:</b>	<b>S.N.:</b>
<b>SIGNED:</b>	
<b>AIRPORT DUTY MANAGER</b>	<b>AIRPORT POLICE</b>
<b>ISSUE NO: ORK U201</b>	

1st - White Copy to **Cork Airport**    2nd - Green Copy to Individual's Line Manager  
3rd - Blue Copy to Cautioned Individual