

Airside Vehicle Permit Scheme

Airside Operational Instruction (AOI) 12

DOCUMENT REVIEW HISTORY		
AOI 12	CURRENT VERSION:-	V3.0
ISSUE DATE:-	JUNE 2021	

VERSION	REVIEW	DATE
V1.0		September 2015
	1.1	September 2016
V2.0		December 2017
	2.1	April 2018
	2.2	August 2019
V3.0		June 2021
V3.1		May 2024

❖ **AMENDMENTS**

This document will be subject to a routine review, over a period not exceeding 36 months. The latest version will be included in the annual reissue of the Aerodrome Manual; interim reviews are carried out as deemed necessary.

Only operational related amendments will prompt the issue of a new Version; pertinent amendments being highlighted in green text & indicated by a green bar in the right margin. Indication of any amendment of an administrative nature will be listed below.

❖ **REVIEW / AMENDMENT HISTORY**

REVIEW SUMMARY			
VERSION / REVIEW REF:-	1.1	REVIEW COMPLETED BY:-	CATHY WILLOUGHBY-CRISP
DATE:-	SEP 16	ROLE:-	AIR TRAFFIC & OPERATIONS MANAGER

PARAGRAPH	AMENDMENT
5.1	Proof of Insurance &/or MOT can be via the vehicle check process on the DVLA Website

REVIEW SUMMARY			
VERSION / REVIEW REF:-	V2.0	REVIEW COMPLETED BY:-	CATHY WILLOUGHBY-CRISP
DATE:-	DEC 17	ROLE:-	AIR TRAFFIC & OPERATIONS MANAGER

PARAGRAPH	AMENDMENT
	New ownership

REVIEW SUMMARY			
VERSION / REVIEW REF:-	V2.1	REVIEW COMPLETED BY:-	CATHY WILLOUGHBY-CRISP
DATE:-	APR 18	ROLE:-	AIR TRAFFIC & OPERATIONS MANAGER

PARAGRAPH	AMENDMENT
5.3	Insurance Cover

REVIEW SUMMARY			
VERSION / REVIEW REF:-	V2.2	REVIEW COMPLETED BY:-	CATHY WILLOUGHBY-CRISP
DATE:-	AUG 19	ROLE:-	AIR TRAFFIC & OPERATIONS MANAGER

PARAGRAPH	AMENDMENT		
Various	Application now submitted to scheme administrator, not Airport Admin; Form updated		
5.4.1	Issue of Temporary Vehicle Permit		

REVIEW SUMMARY			
VERSION / REVIEW REF:-	V3.0	REVIEW COMPLETED BY:-	CATHY WILLOUGHBY-CRISP
DATE:-	JUN 21	ROLE:-	AIR TRAFFIC & OPERATIONS MANAGER

PARAGRAPH	AMENDMENT		
Various	Responsibilities assigned to Operations Director; previously MD/HOTS/ATOM		
2.1	Withdrawal of access for private vehicles		

REVIEW SUMMARY			
VERSION / REVIEW REF:-	V3.1	REVIEW COMPLETED BY:-	KEITH JEWITT
DATE:-	MAY 2024	ROLE:-	AIRFIELD SERVICES MANAGER

PARAGRAPH	AMENDMENT		

❖ CONTENT

SECTION	PARAGRAPH	TITLE	PAGE
1	Introduction		1
	1.1	Compliance	1
2	Airside Vehicle Permit (AVP)		1
	2.1	Permitted Vehicles	1
	2.2	Validity	1
	2.3	Conditions of Use	2
3	Vehicle Standards		3
	3.1	Maintenance	3
	3.2	Vehicle Inspection Programme	3
	3.3	Emissions Testing	4
4	Vehicle Specifications		4
	4.1	Permitted Vehicles	4
	4.2	General Requirements	4
	4.3	Trailers	5
	4.4	Fork-Lift Trucks	5
	4.5	Electric Vehicles	5
	4.6	Lighting	6
5	Application for Airside Vehicle Permit		6
	5.1	Application and Documentation	6
	5.2	Costs	7
	5.3	Insurance Cover	7
	5.4	Temporary Permits	8
6	Permit Exemptions		9
	6.1	Exempt Vehicles	9
Appendix 1		AVP 1; Application for an Airside Vehicle Permit	10
Appendix 2		AVP 2; Passenger Carrying Vehicles (16+ Seats)	11
Appendix 3		AVP 3; Vehicle Mounted Lifting Equipment / Cargo Elevators	16
Appendix 4		AVP 4; Cars, Vans and Light Vehicles <3.5 tonnes	17
Appendix 5		AVP 5; Vehicles over 3.5 Tonnes	18
Appendix 6		AVP 6; Permit Issue / Inspection	22
Appendix 7		AVP 7; Temporary Permit Application Form	23

1. INTRODUCTION

1.1 COMPLIANCE

This AOI covers the Airport's requirements for permitting vehicles to operate Airside and the procedure for the issue of an Airside Vehicle Permit. Failure to comply with these requirements will result in the withdrawal of the permission for the vehicle to operate in any Airside area, until the requirements have been met.

The requirements, procedures and regulations relating to driving Airside are detailed in AOI 13; Airside Driving; Training and Regulations for Airside Safety.

Additionally, AOI 14; Airside Safety Regulation Scheme, details the scale of penalty awarded for various breaches of safety regulations.

2. AIRSIDE VEHICLE PERMIT (AVP)

2.1 PERMITTED VEHICLES

The Airside Vehicle Permit (AVP) scheme applies to all Airside areas, including aircraft maintenance areas. Permits will only be issued to vehicles where there is a proven need to operate Airside and the sponsor / operator must certify on the application form that there is a valid need for the vehicle to have Airside access. Vehicles / equipment must be equipped to operate accordingly and must display a valid BOH Airside Vehicle Permit.

Private vehicles are not generally permitted Airside access. In exceptional circumstances and with the permission of the Security Manager, a private vehicle might be permitted to access an Airside area for a specific reason or task.

2.2 VALIDITY

Airside Vehicle Permits (AVPs) are issued on an annual basis by the scheme administrator; validity runs from 1st April - 31st March. Permits issued after 1st April will expire on the following 31st March.

The AVP must only be used for the vehicle for which it is issued and serves only to identify the vehicle; it does not confer right of entry of the vehicle or its occupants to Airside areas.

AVPs are red in colour and valid for the required area of operation only, as specified on the Application Form; the areas of operation are defined as follows:-

CODE	PERMITTED AREA
SRWAA CP	South of the Runway Apron Areas, including Critical Part
SRWMA CP	South of the Runway Movement Area, Including Critical Part
NRWMA	North of Runway Movement Area
SANRWAA	Specific Areas North of the Runway Apron Areas
AA CP	All Areas, including Critical Part

Any vehicle found to be operating within an area not covered by the Permit will be immobilised and removed from the Airside area.

A copy of the AVP Application Form (AVP 1) is contained in Appendix 1.

2.3 CONDITIONS OF USE

The AVP must be returned for cancellation in any of the following circumstances:

- Cessation of the purpose for which the Permit was issue
- Change of ownership of the vehicle
- When the vehicle is withdrawn from Airside use
- On demand by the Airport Company

The submission of an application for an AVP shall be regarded as acceptance of the conditions attached to its use, required vehicle standards and Airport procedures for the use of vehicles whilst Airside (AOI 13).

The AVP must be displayed prominently on the vehicle, normally in the top corner of the windscreen, where fitted. It will be checked at the Security check point on entry to Airside areas and by Airfield Operational staff for an Airport based company. No vehicle will be permitted Airside without a valid AVP, unless it is in an exempt category. Vehicles with damaged or defaced permits will also be refused entry.

Company vehicles must be readily identified as such, by the prominent display of the recognised company livery, including the operator's name. Un-liveried vehicles must be identifiable by the use of removable transfers or stickers, attached to the doors on both sides or displayed in the windows. These stickers must be at least 450mm 200mm in size, displaying the company logo / name covering at least two-thirds of the surface. Only certain Police or Border Agency vehicles are exempt from these requirements.

Recipients of AVPs must inform Airport Security in the event of its loss or theft, or of any vehicle carrying such a Permit.

To cover administration costs, a charge will be made for each replacement AVP. Invoices will be submitted to the company responsible, usually within one calendar month of the receipt of the application for a replacement AVP.

3. VEHICLE STANDARDS

3.1 MAINTENANCE

All vehicles and equipment operating Airside are to be regularly inspected to ensure that they are maintained to a high standard of safety, preferably in accordance with the manufacturer's schedules and instructions and equivalent to MOT standard, including vehicle emissions.

Special attention should be paid to the serviceability of exhaust, fuel and electrical systems as vehicles will be operating close to aircraft fuelling operations.

All applicants or sponsoring companies, applying for a Vehicle Apron Pass, are required to certify that the subject vehicle has been inspected by a Motor Engineer within the three months prior to the application date. Confirmation will be required that the electrical and mechanical condition of the vehicle is to the same standard as that required for the issue of a MOT Certificate under the Road Traffic Act.

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 manufacturer's instructions.

To allow the Airport to verify that vehicle / trailed equipment maintenance procedures and requirements, including manufacturer's schedules and instructions are followed, maintenance records must be kept for each vehicle / trailed equipment and made available for inspection on request by BOH.

Bournemouth 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, overseen by the Engineering staff.

3.2 VEHICLE INSPECTION PROGRAMME

A three-tier vehicle / trailed equipment inspection programme has been implemented to verify the safety and performance of vehicles operating within the Airside environment.

3.2.1 TIER 1:-

Vehicles operating Airside will be stopped on a random basis by members of the Operation or Engineering staff and a visual condition inspection conducted, to include:-

- A check that a valid AVP is in place
- Lighting check
- Condition of tyres, including tread depth
- General condition of vehicle; exhaust, windscreen, wipers, mirrors, fuel cap, indicators and horn

3.2.2 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).

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

3.2.3 TIER 3:-

Vehicle / trailed equipment inspection will be undertaken by a qualified mechanic, under the management of the Asset Manager. Inspections will be in accordance with the guidance detailed in CAP 642; Airside Safety Management and includes items of GSE such as GPUs 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, removal of the vehicle from Airside areas and will trigger an automatic Tier 3, CAP 642 vehicle inspection with associated fees for issue of a new AVP.

3.3 EMISSIONS TESTING

Vehicle emission testing is undertaken by an approved tester, under the management of the Asset Manager; a vehicle status report will be provided. Faults identified can be rectified by the vehicle owner/operator, provided the vehicle is then returned for re-testing. If achieved within ten working days, there will be no further charge but outside of that timescale, an additional charge for re-testing will apply.

Vehicles subject to the annual MOT will be emissions tested as part of the MOT process. All diesel engine vehicles applying for an AVP are required to meet the required DfT MOT standards relating to exhaust emissions.

4. VEHICLE SPECIFICATIONS

4.1 PERMITTED VEHICLES

Only vehicles with four or more wheels are allowed Airside; motorcycles and bicycles are strictly prohibited, unless specifically authorised by BOH Operations.

Note:-Police and Ambulance Service motorcycles may gain access to meet emergency situations

4.2 GENERAL REQUIREMENTS

All vehicles Airside must be fitted with fuel tank caps, to be securely fastened at all times.

Airside passenger coaches should preferably have entry / exit doors on both sides.

No vehicle or trailer should be more than 2.48m (8ft 2½ inches) in width. Vehicle and trailer axle loading should not exceed 5 tons per wheels. All vehicles and trailers should be able to negotiate 10.15m (33ft) radius turns.

4.3 TRAILERS

Trailer trains must not exceed the following lengths:-

- Not more than two of 4.92m (16ft) length each trailer
- Not more than four 3.69m (12ft) length each trailer

Total overall length of trailer trains, including the prime mover and couplings, must not exceed 18.45m (60ft). All trailers must be securely attached to each other and to the prime mover and have serviceable overrun and parking brake systems.

All prime movers are to be of adequate weight, and capable of braking efficiently both the prime mover and all towed trailers.

For any vehicle or trailer, or combination of the two, which cannot meet the specifications contained in this Instruction, application must be made to BIA Ltd. for special clearance before such equipment is used Airside.

4.4. FORK-LIFT TRUCKS

Fork-Lift trucks shall not be driven at a speed exceeding 12 mph.

The vehicle shall travel with its forks as near to the road as to give adequate ground clearance. It should be noted that aerodrome light fittings are particularly vulnerable to damage by forks and therefore, particular care must be taken to avoid such damage.

If the forks are at the front of the vehicle, a flat vertical surface at the rear should be painted with red and white diagonal stripes, approximately 10 cm (4 inches) wide.

When the fork-lift vehicles are parked in Airside areas, the forks are to be fully lowered, the power switched off, the controls set to neutral and the parking brake applied. Fork-lifts, which of necessity are being parked on gradients, are to be chocked in addition to having the parking brake applied.

4.5 ELECTRIC VEHICLES

In some electric vehicles, such as tugs, the “power on” switch is not obvious and the vehicle is capable of inadvertent movement. Incidents have occurred where the vehicle has been operated from outside the cab or by equipment falling and jamming the accelerator. Extreme care must be exercised when using such vehicles, which are not fitted with safety devices or cut-off switches.

4.6 LIGHTING

The specifications for vehicle obstruction lights are as follows:-

ELEMENT	REQUIREMENT
Colour	Yellow / Amber
Intensity	Not less than 40 and not more than 400 Candelas
Beam Spread	360° in Azimuth and 10° above and below the Horizontal, except where reduced by lamp filament supports
Flash / Rotation Rate	60-90 per minute, with equal periods of "On" and "Off"

The lights specified above should be fitted at the highest point of the vehicle and be visible horizontally in all directions.

Vehicles exceeding 12.30m (40ft) in length must display two obstruction lights, equally spaced along the length of the vehicle.

All trailers operated during the hours of darkness or during Low Visibility must display two red lights to the rear.

All vehicles and trailers exceeding 2.46m (8ft) in length must have side red or amber reflectors, at or near each end.

5. APPLICATION FOR AIRSIDE VEHICLE PERMIT (AVP)

5.1 APPLICATION AND DOCUMENTATION

A series of AVP application forms are available, each applicable to a different class of vehicle or use. These are included as Appendixes 1-6 and refer as follows:-

- Appendix 1:- AVP 1; Application for an Airside Vehicle Permit
- Appendix 2:- AVP 2; Passenger Carrying Vehicles (16 seats or more)
- Appendix 3:- AVP 3; Vehicle Mounted Lifting Equipment / Cargo Elevators
- Appendix 4:- AVP 4; Cars, Vans and Light Vehicles under 3.5 tonnes
- Appendix 5:- AVP 5; Vehicles over 3.5 Tonnes
- Appendix 6:- AVP 6; Permit Issue / Inspection
- Appendix 7:- AVP 7; Temporary Permit Application Form

All relevant details should be entered on the form; errors or omissions will result in either a delay or a non-issue of the Airside Vehicle Permit. Completed forms should be sent to the scheme administrator ⁽¹⁾, together with any required additional documentation.

⁽¹⁾ Name of the scheme administrator advised by your department manager.

Applications must be received by the notified date, as advised by the scheme administrator, to be guaranteed issue before 1st April. Subsequent applications should allow a minimum of one month for the application to be processed. The application must be signed by a sponsor who has sufficient authority to commit their company to the terms and conditions of use.

All applications must be accompanied with proof of the driver's Insurance and where required, MOT Certificate, relating to each requested vehicle. This may be in the form of:-

- A copy of the Insurance Certificate
- A copy of the MOT Certificate
- Confirmation of appropriate cover from the DVLA website; vehicle check process

Vehicle owners are responsible for ensuring that the scheme administrator is provided with updated copies / proof of vehicle Insurance and MOT when renewed; failure to do so could result in the vehicle Permit being revoked. In such an event, the vehicle will not be permitted Airside access and a new application will be required to obtain a new Permit.

Third Party operators are required to inspect their vehicles every 26 weeks. The application for a full, 12-month AVP must include documented evidence that a Safety Inspection has been conducted within the previous 6 months/26 weeks. Further, they are required to submit further evidence that a Safety Inspection has been conducted 6 months/26 weeks after the date of issue of the AVP. Failure to provide this evidence will result in the AVP being rendered invalid and the vehicle / equipment removed from all Airside areas.

5.2 COSTS

To cover administration costs, a charge will be made for each AVP, as notified in the Airport's Scale of Fees and Charges. The company applying for the AVP will be invoiced for each vehicle application received, usually within one calendar month of the receipt of the application.

5.3 INSURANCE COVER

Applicants must ensure and sign the Declaration 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. A copy of the relevant insurance cover must accompany the application.

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 BOH.

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 £30 million.

5.4 TEMPORARY PERMITS

5.4.1 UNESCORTED:-

Temporary Airside Vehicle Permits, for unescorted vehicles, are issued by Airport Security at Control Point 2 (CP2); Permits for longer than 24hrs are required to be validated by the Asset Manager.

A Temporary Permit will only be issued to vehicles sponsored by the holder of a full AVP, who must have completed and signed form AVP 7. The sponsor must arrange for the AVP 7 form to be validated by the Asset Manager before a Temporary Permit will be issued. The application must be signed by a sponsor who has sufficient authority to commit their company to the terms and conditions of use.

A Temporary, Unescorted AVP will normally only be granted in the following circumstances:-

- Vehicles awaiting the issue of a permanent AVP
- Vehicles requiring short-term access; Maximum of 14 calendar days
- Vehicles individually authorised by the Operations Director

Temporary Airside Vehicle Permits are green in colour and are valid for a period of 14 calendar days. Re-issue of the Permit to a particular vehicle is prohibited for 1 calendar month after expiry of a previous permit. Only in exceptional circumstances will an extension period be granted to a Temporary Permit; any such request must be made to the Operations Director.

Temporary Airside Vehicle Permits must be returned immediately after use.

There is no charge for the issue of a Temporary Permit.

5.4.2 ESCORTED:-

A Temporary Airside Vehicle Permit, for escorted vehicles, will be issued by Airport Security at Control Point 2 (CP2). They will only be issued to a vehicle that is being escorted by a vehicle having a full AVP and which is being driven by a holder of a valid Airside Driving Permit, applicable to the required area of operation. The subject vehicle must be escorted at all times whilst operating Airside.

A Temporary, Escorted AVP will normally only be granted in the following circumstances:-

- Goods vehicles making ad-hoc deliveries or collection of goods from an Airside location
- Contractors' vehicles operating Airside
- Vehicles individually authorised by the Operations Director


Temporary, Escorted AVPs are green in colour. They are valid only for the duration of the visit and will not exceed 1 day. The Permit must be returned immediately on vacating the Airfield at CP2 and a new Permit will be issued on each and every visit requiring access Airside. The Permit must be clearly displayed in the vehicle at all times whilst operating Airside.

6. PERMIT EXEMPTIONS**6.1 EXEMPT VEHICLES**

Vehicles in the following categories do not require a Permit and will be permitted Airside access, subject to any conditions specified:-

- Police / Fire / Ambulance vehicles attending an emergency
- Specialist Military vehicles escorted by Police vehicles, attending an emergency
- VIP transports and Police vehicles when on official duty
- Local Authority or private ambulances, on non-private emergency duties, provided that they have the prior approval of the Operations Director

APPENDIX 1

	FORM AVP 1	APPLICATION FOR AN AIRSIDE VEHICLE PERMIT
---	-------------------	--

SECTION 1 VEHICLE DETAILS

REF	MAKE	MODEL	ENGINE TYPE	FLEET NO.	REGISTRATION	COLOUR	Co. LIVERY	AREA CODE	JUSTIFICATION

OPERATIONAL AREA	CODE
South of Runway Apron Areas, including Critical Part	SRWAA CP
South of Runway Movement Area, including Critical Part	SRWMA CP
North of Runway Movement Area	NRWMA
Specific Areas North of Runway Apron Areas	SANRWAA
All Areas, including Critical Part	AA CP

**PLEASE COMPLETE IN BLOCK CAPITALS
AND SUBMIT TO THE SCHEME ADMINISTRATOR**


SECTION 2 DECLARATION BY APPLICANT

I, the undersigned, agree that:-

- a) Vehicles, which are admitted to and remain on the Apron / Service Roads and Movement Area at Bournemouth 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.
- b) 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.
- c) I will ensure that all vehicles listed in Section 1 of this Form, will only be operated by fully trained and competent personnel and that all drivers will be in possession of a valid Airside Driving Permit when driving within Airside areas.
- d) I will ensure that a system of maintenance to identify and rectify expeditiously, any faults or defects, which may occur between annual inspections, so that the vehicle remains safe for use.
- e) The Permit will be displayed prominently on the vehicle and that any defacement or alteration will result in the Permit being invalid for use.
- f) **The vehicles listed in Section 1 of this Form will be insured for Airside use at Bournemouth Airport; the minimum cover for third party liability, per single occurrence being £30million Stirling.**

SIGNATURE:-		COMPANY/DEPT:-		ADDRESS:-			
PRINT NAME:-		ROLE:-		TELEPHONE NO:-		DATE:-	

APPENDIX 2

 Bournemouth Airport <small>Part of Bournemouth & Poole Airport</small>	FORM AVP 2	SAFETY INSPECTION PASSENGER CARRYING VEHICLE; 16 OR MORE SEATS
--	-------------------	---

OWNER'S NAME:-		FLEET NO:-	
ENGINEER'S NAME:-		REGISTRATION:-	
ENGINEER'S CO:-		MILES / KILOMETRES:-	
SEATING CAPACITY:-		INSPECTION DATE:-	

ALL ITEMS TO BE CHECKED IN ACCORDANCE WITH THE PUBLIC SERVICE VEHICLE INSPECTION MANUAL

INSPECTION CODES	4 = SERVICEABLE	8 = DEFECT IDENTIFIED	N/A = NOT APPLICABLE
------------------	-----------------	-----------------------	----------------------

REF	ITEM	CHECK FOR ...	CODE	COMMENTS
1	Smoke Emission	Density		
2	Road Wheels & Hubs	Security, Condition		
3	Size & Type of Tyre	Mis-matching		
4	Condition of Tyres	Wear, Damage, Inflation, Re-cut Pattern		
5	Bumper Bars	Security, Condition		
6	Wings & Wheel Arches	Security, Condition		
7	Passenger Doors	Condition, Operation, Legal Markings		
	Driver's Door	Condition, Operation, Legal Markings		
	Emergency Exits	Condition, Operation, Legal Markings, Access		
8	Driver's Accommodation & Steps	Condition, Security, Access		
	De-mist / Defrosting Equipment	Operation, Blockage		
	Driver's Signalling Window	Operation, Condition		
9	Driver's Seat	Condition, Security, Position, Adjustment		
10	Security of Body	Condition, Security, Displacement		
	Exterior of Body	Condition, Security,		
	Access Doors & Flaps	Condition, Security,		
	Luggage Compartments	Condition		

Continued

REF	ITEM	CHECK FOR ...	CODE	COMMENTS
11	Interior, Pax Entrance/ Exits, Steps/Platforms	Condition, Security		
	Floor Traps	Condition, Security		
11	Passenger Seating	Layout, Condition, Security		
	Ventilators & Opening Windows	Condition, Security, Operation		
	Grab Rail, Guardrail, Barriers etc.	Condition, Security		
	Passenger Area Lighting	Condition, Operation		
	Fire Extinguisher	Readily Available, Condition,		
	Parcel Racks	Condition, Security, Danger to Driver		
12	Mirrors	Presence, Condition, Security, adjustment		
13	View to Front	Restriction		
14	Condition of Glass / Transparent Material	Cleanliness, Type of Glass, Security		
15	Windscreen Wipers & Washers	Condition, Operation		
16	Speedometer	Operation, Illumination		
17	Audible Warning (Horn)	Operation, Security, Volume		
18	Driving Controls	Operation, Condition, Security		
19	Rotating Beacon	Operation, Security, Illumination		
20	Play at Steering Wheel	Extent of Play		
21	Steering Wheel	Condition, Security		
22	Steering Column	Condition, Security		
23	Pressure / Vacuum Warning	Operation, Position, Illumination		
24	Build-up of Pressure / Vacuum	Time Taken		
25	Hand Lever Operating Mechanical Braking System	Operation, Condition		
26	Service Brake Pedal	Condition, security		
27	Service Brake Operation (Cab Check)	Operation		
28	Hand Operated Brake Control Valves	Operation, Condition, Security		

Continued

REF	ITEM	CHECK FOR ...	CODE	COMMENTS
29	Condition of Chassis	Distortion, Cracks, Damage, Security		
30	Electrical Equipment & Wiring	Condition, Security, Contamination, Fire Hazard		
31	Engine & Transmission Mountings	Security, Condition		
32	Oil & Water Leaks	Health or Fire Hazard		
33	Fuel Tanks & Systems (Including Ancillaries)	Security, Leaks, Fire Hazard		
34	Exhaust (Including Ancillaries)	Condition, Security, Leaks, Fire Hazard		
35	Suspension Pins & Bushes	Condition, Security, Wear		
36	Suspension Spring Units & Linkages	Condition, Security, Alignment		
37	Attachment of Spring Units, Linkages & Sub-frames	Security, Condition		
38	Shock Absorbers	Condition, Security, Leaks		
39	Stub Axles, Wheel Bearings	Wear, Adjustment, Condition		
40	Steering Linkages	Condition, Security, Free Operation		
41	Steering Gear	Condition, Security, Adjustment		
42	Power Steering	Condition, Security, Adjustment, Leaks		
43	Transmission	Condition, Security, Fouling		
44	Additional Braking Devices (Including Retarders)	Security, Condition, Operation		
45	Mechanical Braking Components	Condition, Security, Adjustment		
46	Brake Actuators	Condition, Security, Adjustment		
47	Braking Systems & Components	Condition, Security, Operation, Leaks, Adjustment		
48	Front Position Lamps	Condition, Operation, Position		
49	Rear Position Lamps	Condition, Operation, Position		
50	Rotating Beacon	Operation		

Continued


REF	ITEM	CHECK FOR ...	CODE	COMMENTS
51	Reflectors	Condition, Position, Marking		
52	Direction Indicators	Condition, Flash Rate		
53	Aim of Headlamps	Beam Pattern, Aim		
54	Headlamps	Condition, Operation,		
55	Stop Lamps	Condition, Operation, Position, Marking		
56	Additional Braking Devices	Condition, Security, Operation		

ENGINE COMPARTMENT - CHECK	CODE	BRAKES - CHECK	CODE
Engine Mountings:- <i>Condition, Security</i>		Mechanical Brake Components:- <i>Condition, Operation</i>	
Oil Leaks:- <i>Extent & Effect</i>		Drums & Linings:- <i>Condition</i>	
Fuel Tanks & Systems:- <i>Condition, Leaks</i>		Brake Actuators:- <i>Security, Leaks, Corrosion, Damage</i>	
Exhaust System:- <i>Condition, Security, Leaks</i>		Brake Systems & Components	
Smoke Emission:- <i>Opacity & Colour</i>		Pipes /Valves:- <i>Condition, Security, Leaks</i>	
Ancillary Equipment		Load Sensing Device(s):- <i>Condition, Leaks</i>	

BRAKE PERFORMANCE:-- Test Conducted Yes / No			
(Tick box as appropriate)			
Tapley Test	<input type="checkbox"/>	@	MPH
Wet road	<input type="checkbox"/>	Dry road	<input type="checkbox"/>
Laden	<input type="checkbox"/>	Unladen	<input type="checkbox"/>
Roller brake test	<input type="checkbox"/>		
Foundation Brake	% Secondary Brake	% Parking	%

Continued

APPENDIX 3

	FORM AVP 3	SAFETY INSPECTION VEHICLE MOUNTED LIFTING EQUIPMENT / CARGO ELEVATORS
---	-------------------	--

OWNER'S NAME:-		EQUIPMENT TYPE:-	
ENGINEER'S NAME:-		MANUFACTURER:-	
ENGINEER'S CO:-		EQUIPMENT ID No:-	
MOUNTED ON VEHICLE/TRAILER NO:-		SWL:-	
PREVIOUS INSPECTION DATE:-		INSPECTION DATE:-	

INSPECTION CODES	4 = SERVICEABLE	8 = DEFECT IDENTIFIED	N/A = NOT APPLICABLE
-------------------------	------------------------	------------------------------	-----------------------------


REF	ITEM	CODE
1	Structure	
2	Mountings / Fixings	
3	Legs / Jacks / Supports	
4	Tracks / Runners / Rollers etc.	
5	Platform	
6	Toe Plates / Guards / Handrails / Grab Handles	
7	Hinges / Torsion Bars / Catches	
8	Electrical Controls / Switches	
9	Electrical Wiring	
10	Power Unit	

REF	ITEM	CODE
11	Hydraulic Controls	
12	Hydraulic Pump / Pipes / Hoses / Fluid Level	
13	Hydraulic Power Rams	
14	Wire Ropes / Chains / Hooks / Links	
15	Pulleys / Sprockets	
16	Track Stops / Ram Stops	
17	Fail-Safe Devices / Limit Switches	
18	Load Jibs / Masts / Gantry / Lifting Arms / Booms	
19	Pivot Pins / Locking Devices	
20	Markings	

OPERATION TEST RESULT:-			
LIFTING EQUIPMENT LOAD TEST RESULT:-			
CREEP IN 10 MINS:-		IMPOSED LOAD:-	Kgs/Lbs
DEFECTS IDENTIFIED:-			
THE SAFETY INSPECTION INDICATES THAT THIS EQUIPMENT IS SAFE / UNSAFE TO OPERATE			

ENGINEER'S COMMENTS:-		RECTIFICATION TO ITEMS:-	
SIGNATURE OF ENGINEER:-		SIGNATURE OF OWNER'S REPRESENTATIVE:-	
PRINT NAME:-		PRINT NAME:-	

APPENDIX 4

	FORM AVP 4	SAFETY INSPECTION CARS, VANS & LIGHT VEHICLES UNDER 3.5 TONNES GROSS WEIGHT (INCLUDES MINI-BUSES 15 SEATS OR LESS)
---	-------------------	---


OWNER'S NAME:-		ARTIC / RIGID:-		FLEET NO:-	
ENGINEER'S NAME:-		NO. OF AXLES:-		ODOMETER:-	
ENGINEER'S CO:-		REGISTRATION:-		DATE:-	

INSPECTION CODES	4 = SERVICEABLE	8 = DEFECT IDENTIFIED	N/A = NOT APPLICABLE
-------------------------	------------------------	------------------------------	-----------------------------

REF	LIGHTING EQUIPMENT	CODE	REF	BRAKES	CODE
1	Front & Rear Lamps.		16	Service Brake System	
2	Headlamps		17	Parking Brake System	
3	Headlamp Aim		18	Service Brake Performance	
4	Stop Lamps		19	Parking Brake Performance	
5	Rear Reflectors		20	Additional Braking Devices	
6	Direction Indicators / Hazard Lamps		REF	TYRES & WHEELS	CODE
7	Obstruction Lights		21	Tyre Type	
REF	STEERING & SUSPENSION	CODE	22	Tyre Load / Speed Ratings (Class V & VII)	
8	Steering Control		23	Tyre Condition	
9	Steering Mechanism / System		24	Road Wheels	
10	Power Steering		REF	GENERAL	CODE
11	Transmission Shafts		25	Horn	
12	Wheel Bearings		26	Exhaust System	
13	Front Suspension		27	Exhaust Emissions	
14	Rear Suspension		28	General Vehicle Condition	
15	Shock Absorbers		29	Mirrors	
			30	Fuel System	
			31	Speedo	

SIGNATURE OF ENGINEER:-		SIGNATURE OF OWNER'S REPRESENTATIVE:-	
PRINT NAME:-		PRINT NAME:-	

APPENDIX 5

	FORM AVP 5	SAFETY INSPECTION POWERED VEHICLES OVER 3.5 TONNES GROSS VEHICLE WEIGHT
---	-------------------	--

OWNER'S NAME:-		ARTIC / RIGID:-		FLEET NO:-	
ENGINEER'S NAME:-		NO. OF AXLES:-		ODOMETER:-	
ENGINEER'S CO:-		REGISTRATION:-		DATE:-	

INSPECTION CODES	4 = SERVICEABLE	8 = DEFECT IDENTIFIED	N/A = NOT APPLICABLE
------------------	-----------------	-----------------------	----------------------

REF	ITEM	CHECK FOR ...	CODE	COMMENTS
CAB INTERIOR				
1	Cab Floor & Steps	Condition, Security		
2	Driving Seat	Condition, Security		
3	Mirrors	Position, Surface Condition		
4	View to Front	Obstruction		
5	Screen & Windows	Condition of Glass		
6	Speedometer	Condition, Illumination		
7	Audible Warning (Horn)	Operation, Security		
8	Driving Controls	Function, Condition, Obstruction		
9	Steering Wheel	Free Play, Condition, Security		
810	Steering Column	Condition, Security		
11	Pressure/ vacuum build-up	Time Taken		
12	Hand Levers Controlling Mechanical Braking	Operation, Wear, Condition, Travel		
13	Service Brake Pedal	Operation, Condition		
14	Service Brake	Operation, Leaks		
15	Hand Operated Brake	Operation, Security		
16	Control Valves	Condition, Leaks		
17	Electrical Wiring & Equipment (Inc. Switches & Batteries)	Condition, Security, Operation		

Continued

REF	ITEM	CHECK FOR ...	CODE	COMMENTS
CAB EXTERIOR				
18	Bumper (front)	Condition, Security		
19	Wings (front)	Condition, Security		
20	Cab Security	Condition		
21	Cab Doors (Inc. Hinges & Locks)	Condition		
22	Cab Floor (Underside & Steps)	Condition		
23	Mirrors; Glass & Brackets	Condition, Security		
24	Front Side Lamps	Condition, Function		
25	Headlamps	Condition, Function, Vertical Aim		
UNDER / ALONGSIDE VEHICLE				
26	Bumper & Protective Guards	Condition, Security		
27	Trailer Coupling	Security, Operation, Wear		
28	Rear Wings	Condition, Security		
29	Body	Condition, Security		
30	Chassis	Condition, Security of Components		
31	Electrical Wiring & Equipment	Condition, Security		
32	Oil Leaks	Extent & Effect		
33	Fuel Tank & System	Condition, Security		
34	Exhaust System	Condition, Security, Leaks		
35	Suspension Pins & Bushes	Wear, Security		
36	Spring Units, Links & Sub- Frames	Attachment		
37	Shock Absorbers	Operation, Condition, Security		
38	Stub Axles & Wheel Bearings	Condition, Play		
39	Steering Linkage	Condition, Security, Movement		
40	Steering Gear	Security, Operation, Wear		
41	Power Steering	Security, Operation, Leaks		
42	Transmission	Condition, Security, Wear		
43	Rear Marking	Position, Condition		
44	Rear Lamps	Operation, Condition		

Continued

REF	ITEM	CHECK FOR ...	CODE	COMMENTS
UNDER / ALONGSIDE VEHICLE				
45	Fog Lamps	Operation, Condition		
46	Reflectors (Side & Rear)	Condition		
47	Direction Indicators	Operation, Condition, Position		
48	Stop Lamps	Operation, Condition, Position		
49	Rotating Beacon	Operation, Condition		
TYRES AND WHEELS				
50	Tyres	Size, Type		
51	Tyres	Condition, Wear, Inflation		
52	Road Wheels & Hubs	Condition, Security		

ENGINE COMPARTMENT - CHECK	CODE	BRAKES - CHECK	CODE
Engine Mountings:- <i>Condition, Security</i>		Mechanical Brake Components:- <i>Condition, Operation</i>	
Oil Leaks:- <i>Extent & Effect</i>		Drums & Linings:- <i>Condition</i>	
Fuel Tanks & Systems:- <i>Condition, Leaks</i>		Brake Actuators:- <i>Security, Leaks, Corrosion, Damage</i>	
Exhaust System:- <i>Condition, Security, Leaks</i>		Brake Systems & Components	
Smoke Emission:- <i>Opacity & Colour</i>		Pipes /Valves:- <i>Condition, Security, Leaks</i>	
Ancillary Equipment		Load Sensing Device(s):- <i>Condition, Leaks</i>	


BRAKE PERFORMANCE:-- Test Conducted Yes / No (Tick box as appropriate)			
Tapley Test	<input type="checkbox"/>	@	MPH
Wet road	<input type="checkbox"/>	Dry road	<input type="checkbox"/>
Laden	<input type="checkbox"/>	Unladen	<input type="checkbox"/>
Roller brake test	<input type="checkbox"/>		
Foundation Brake	% Secondary Brake	% Parking	%

Continued

FAULTS TO BE RECTIFIED	ACTION TAKEN TO RECTIFY	DONE BY

SIGNATURE OF ENGINEER:-		SIGNATURE OF OWNER'S REPRESENTATIVE:-	
PRINT NAME:-		PRINT NAME:-	

APPENDIX 6

	FORM AVP 6	PERMIT ISSUE INSPECTION
---	-------------------	--------------------------------

COMPANY NAME:-		EQUIPMENT TYPE:-	
		MANUFACTURER:-	
INSPECTION DATE:-		EQUIPMENT ID No:-	

INSPECTION CODES	S = SERVICEABLE	X = DEFECT IDENTIFIED	N/A = NOT APPLICABLE
------------------	-----------------	-----------------------	----------------------

VEHICLE DETAILS				
COMPANY LIVERY:-	YES / NO*	*If "No", MAGNETIC TRANSFERS / STICKERS OF MINIMUM SIZE 450MM X 200MM TO BE DISPLAYED		YES / NO
COMMENTS:-				
LIGHTING				
HEADLIGHTS:-	OFF-SIDE		NEAR-SIDE	
SIDE LIGHTS:-	OFF-SIDE		NEAR-SIDE	
TAIL LIGHTS:-	OFF-SIDE		NEAR-SIDE	
BRAKE LIGHTS:-	OFF-SIDE		NEAR-SIDE	
OBSTRUCTION LIGHT:-	FIXED		MAGNETIC	
COMMENTS:-				
TYRE CONDITION (MINIMUM TREAD 1.6MM)				
FRONT:-	OFF-SIDE		NEAR-SIDE	
REAR:-	OFF-SIDE		NEAR-SIDE	
COMMENTS:-				
EXHAUST:-	CONDITION:-		EMISSIONS:-	
COMMENTS:-				
GENERAL VEHICLE CONDITION				
SATISFACTORY:-		UNSATISFACTORY:-		
COMMENTS:-				

PERMIT ISSUED:-		COLOUR:-	
SERIAL NUMBER:-		EXPIRY DATE:-	
EXAMINER'S SIGNATURE:-		RECIPIENT'S SIGNATURE:-	
PRINT NAME:-		PRINT NAME:-	

APPENDIX 7

	FORM AVP 7	APPLICATION FOR A TEMPORARY AIRSIDE VEHICLE PERMIT
---	-------------------	---

SECTION 1 VEHICLE DETAILS (if known) PLEASE COMPLETE IN BLOCK CAPITALS AND SUBMIT TO SCHEME ADMINISTRATOR

TYPE	MAKE	MODEL	REGISTRATION	COLOUR	CO. LIVERY	COMPANY

SECTION 2 DECLARATION BY APPLICANT

I, the undersigned, agree that:-

- a) Vehicles, which are admitted to and remain on the Apron / Service Roads and Movement Area at Bournemouth 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.
- b) 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.
- c) I will ensure that all vehicles listed in Section 1 of this Form, will only be operated by fully trained and competent personnel and that all drivers will be in possession of a valid Airside Driving Permit when driving within Airside areas.
- d) I will ensure that a system of maintenance to identify and rectify expeditiously, any faults or defects, which may occur between annual inspections, so that the vehicle remains safe for use.
- e) The Permit will be displayed prominently on the vehicle and that any defacement or alteration will result in the Permit being invalid for use.
- f) The vehicle detailed in Section 1 of this Form will be insured for Airside use at Bournemouth Airport. The amount to which this insurance covers our Company against third party liability, per single occurrence, is a minimum of £30million Stirling.

SPONSORING COMPANY; NAME AND ADDRESS	INSURANCE COVER (£)	REASON FOR TEMPORARY PERMIT	INCLUSIVE DATES TEMPORARY PERMIT IS REQUIRED
	DATE	APPLICANT'S SIGNATURE	APPLICANT'S NAME (PRINT)

AUTHORISED BY:- (SIGNATURE)		AUTHORISATION NUMBER
AUTHORISED BY:- (PRINT NAME)		
DATE:-		

ISSUED BY:- (SIGNATURE)		PERMIT NUMBER
ISSUED BY:- (PRINT NAME)		
DATE:-		