

Airside Driving; Training and Regulations

Airside Operational Instruction (AOI) 13



BournemouthAirport

Part of **Regional & City Airports**

DOCUMENT REVIEW HISTORY		
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VERSION	REVIEW	DATE
V1.0		September 2015
V2.0		August 2016
V3.0		December 2017
	3.1	November 2019
	3.2	April 2022
	3.3	April 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:-	V2.0	REVIEW COMPLETED BY:-	CATHY WILLOUGHBY-CRISP
DATE:-	AUG 16	ROLE:-	AIR TRAFFIC & OPERATIONS MANAGER

PARAGRAPH	AMENDMENT
2.3	Confirmation of restrictions re alcohol etc.
5.2.1	New Para; Confirmation of crossing procedures
10.1	Management of training
10.2	Leaving employment
10.2.2	Consolidation period for MA practical trainers / assessors
10.2.2	Validity of Manoeuvring Area Permit
10.2.3	Changes to the issue of the Runway Permit
Appendix 2	Revised Permit Application Form
Appendix 3	Runway Permit Annual Renewal Application Form
Appendix 4	Revised Process Flow Chart

REVIEW SUMMARY			
VERSION / REVIEW REF:-	V3.0	REVIEW COMPLETED BY:-	CATHY WILLOUGHBY-CRISP
DATE:-	DEC 17	ROLE:-	AIR TRAFFIC & OPERATIONS MANAGER

PARAGRAPH	AMENDMENT
	New ownership
10.2.2	Acceptable variation of training requirements

REVIEW SUMMARY			
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DATE:-	NOV 19	ROLE:-	AIR TRAFFIC & OPERATIONS MANAGER

PARAGRAPH	AMENDMENT
10.2	Validity of Permit post extended absence

REVIEW SUMMARY			
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PARAGRAPH	AMENDMENT
Various	Air Traffic and Operations Manager now Airfield Services Manager

REVIEW SUMMARY			
VERSION / REVIEW REF:-	V3.3	REVIEW COMPLETED BY:-	KEITH M JEWITT
DATE:-	MAR 23	ROLE:-	AIRFIELD SERVICES MANAGER

PARAGRAPH	AMENDMENT
5.2.1	Update crossing points with new LVP procedure.

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1. INTRODUCTION

1.1 PURPOSE

This AOI is issued to consolidate the instructions, information and guidance provided to all companies employing staff &/or using vehicles and equipment on the Airside Service Roads, Aprons or Manoeuvring Area of Bournemouth Airport (BOH).

The operation of vehicles Airside is subject to strict control; this being to create a safe environment for all operators and to avoid conflict between aircraft and vehicles.

1.2 REGULATIONS AND RESPONSIBILITY

The CAP 393; Air Navigation, The Order and the Regulations is the major legislative document. It provides for the imposing of penalties &/or imprisonment, depending on the nature and severity of the offence.

Additionally, the Airport Bylaws contain specific rules governing behaviour Airside. Fines of varying amounts could be imposed for any infringement of the Bylaws.

Conduct Airside is subject to a number of detailed AOIs. Compliance with the terms of AOIs is a condition of use of the Aerodrome and failure to do so may render the offender open to prosecution &/or the withdrawal of their permission to drive vehicles Airside or enter the Airside areas.

Under the provisions of CAP 642; Airside Safety Management, the CAA has formally placed the responsibility on Aerodrome Certificate holders to regulate and audit the safety of Airside operations.

The Regulation of Airside Safety Scheme is designed to improve safety of the Airside operation by cultivating a safer working environment and identifying weaknesses or hazards in the Airside operation.

Under the terms of the Health and Safety at Work Act 1974 and related legislation, all employees have a responsibility for the health and safety of themselves and others.

1.3 AIRSIDE DRIVING SCHEME

Bournemouth Airport has implemented the amended CAA Publication, CAP 790; Requirements for an Airside Driving Permit (ADP) Scheme, which will further enhance the safe operations of vehicles Airside.

Those attending an initial or revalidation ADP course must ensure that they attend the version of the course appropriate to their required area(s) of operation. Versions of the ADP course will provide training relating to operations on the following areas:-

- Apron and Service Roads only
- Manoeuvring Area
- Runway

The required process and training elements for the issue of each type of Permit is shown in Appendix 4.

2. REQUIREMENTS FOR AIRSIDE DRIVERS

2.1 RESPONSIBILITY; EMPLOYERS

Employers are to ensure that:-

- a) All their drivers carry and display an approved identity document, available on demand
- b) Every Airside driver is in possession of a UK valid, full, current Driving Licence, entitling them to drive a motor vehicle of at least Category B ⁽¹⁾ on a public road

⁽¹⁾ Motor cars or light vans with up to 9 seats and up to 3500 Kg

- c) For persons holding a Driving Licence, issued outside the United Kingdom, they should declare their residency start date in the UK. A Driving Permit may then be issued for a period not exceeding 12 months from the declared date
- d) Drivers operating Airside have acceptable colour vision in the red/green spectrum
- e) Drivers must have an intimate knowledge of the Airfield layout and be fully conversant with the Taxiway lighting, signage and markings.

The Aerodrome Layout and Holding Points is attached as Appendix 7

- f) All vehicles display a current Airside Vehicle Permit, obtainable through the BIA Administration. Ref:- AOI 12; Airside Vehicle Permit Scheme

Additionally, in the case of heavy or specialist vehicles, the driver holds either:-

- The relevant category of HGV or PSV Licence, *or*
- A valid certificate from the employer, stating that they are competent to drive that particular type(s) of vehicle(s) in Airside areas only

2.2 RESPONSIBILITY; PERSONNEL

Personnel driving on the Manoeuvring Area must be fully trained and competent in the use of Radio Telephony (R/T) equipment and be in possession of an R/T certificate as issued by CAA or BOH.

Drivers must carry identity documents at all times:- Driving Licence, Driving Permit and where required, Certificates of Competency; all available on demand.

Persons driving or operating Airside must comply with the restrictions relating to the use of alcohol, psychoactive substances and medicines. DfT limits apply and if due to the influence of such substances, any doubt exists as to an individual's ability to safely operate Airside, they must withdraw from operations

3. AIRSIDE AREAS

3.1 DEFINITIONS

Airside Areas are defined as follows:-

- **RUNWAY:-**

A defined rectangular area on a land aerodrome, prepared for the landing and take-off of aircraft along its length

- **MANOEUVRING AREA:-**

That part of the aerodrome provided for the stationing of aircraft and the movement of aircraft on the surface, excluding the Apron and any part of the aerodrome provided for the maintenance of aircraft.

- **APRON AND SERVICE ROADS:-**

A defined area on a land aerodrome provided for the stationing of aircraft, for the embarkation and disembarkation of passengers, the loading and unloading of cargo and for parking (Service Roads are provided within the defined Apron areas).

Note:- A continuous double white line delineates the boundary between the Apron areas and the Manoeuvring Area. Apart from aircraft tugs and ground crews engaged in push-back operations, or specially authorised Works or Aerodrome Safety and Control Authority vehicles, drivers are not permitted to cross this double white line except when using a designated vehicle crossing point.

3.2 SURFACE MARKINGS

Apron markings provide the means to distinguish between ground surface markings used by aircraft and those applicable to the control and movement of vehicles/equipment.

Drivers must know that:-

- Surface markings for the use of aircraft are painted yellow
- Surface markings for the use of vehicles/equipment are painted white

4. ACCESS AND CONTROL

4.1 ACCESS POINT

The main Airside / Land-side Entry/Exit Control Point (CP2) is situated adjacent to the north of the East Apron, opposite the Control Tower. This is the only point to be used for Airside entry/exit, unless otherwise authorised.

Drivers seeking entry Airside must stop short of the barrier, clear of the hatched area and wait for the barrier to be raised. When fully open, drivers are to enter the airlock system ⁽¹⁾ and remain with their vehicle whilst it is checked by a member of the Security staff. They will then be required to produce the correct documentation to the Security Officer on duty in CP2 and complete the security screening process before being permitted Airside access. During Low Visibility Operations, restrictions are placed on access to the Movement Area.

⁽¹⁾ Only 1 vehicle at a time is permitted in the airlock

Vehicle obstruction lights or hazard lights must be illuminated at all times whilst Airside.

4.2 CONTROL

On the Manoeuvring Area, control of aircraft, vehicles and persons is exercised directly by Air Traffic Control (ATC); except that certain vehicles and persons may have general approval to use specified Taxiways and crossing points.

On the Apron Areas, control of taxiing aircraft or aircraft under tow is exercised by ATC but the regulation of vehicles is the responsibility of BIA and is exercised by the issue of written instructions. i.e. AOIs and Airport Byelaws.

Attention is drawn to Airport Byelaw Number 4(3), which states:-

“No person on foot, or whilst driving or propelling a vehicle shall, except in the case of an emergency, neglect, fail or refuse to comply with an indication or direction given by a constable or an airport official, or by a notice or sign exhibited by order of the Company”.

5. APRON TAXIWAY CROSSING POINTS

5.1 CROSSING LOCATIONS

Three crossing points are designated for crossing the Apron Taxiway between the East and West Aprons; the locations of the crossings are depicted in Appendix 1:-

- East 1 & West 1 North of Stand 1 to the Control Tower
- East 2 & West 2 South of Stand 2 to South of the Fire Station
- East 3 & West 3 South of Stand 6 to Stand 11

5.2 PROCEDURE

The crossings are regulated by traffic lights, controlled by ATC. They are selected “on” whenever an aircraft has been instructed to use the Apron Taxiway, including push-back. When approaching a crossing, drivers / pedestrians must exercise caution and check for aircraft movements before proceeding, even if the lights are off.

When selected on, the lights flash red and no vehicles / pedestrians are permitted to progress from the crossing points until they have been switched off. Drivers / pedestrians must then proceed with caution. Refer also to Para 5.2.1 below.

It is ultimately the responsibility of the driver / pedestrian to ensure that they undertake any crossing of the Apron Taxiway in a safe manner.

In the event of a traffic light failure, ATC will inform the Security staff at CP2 and the crossing points East/West 1 and East/West 3 will be closed, leaving just East/West 2 in operation. The two crossing points will be manned by RFFS personnel to direct vehicles / pedestrians under ATC control by radio contact.

5.2.1 PEDESTRIAN CROSSING:-

A second set of lights is located on Crossing Point 1, to facilitate pedestrians crossing from CP2 to the Tower / Fire Station. Pedestrians may proceed past the first set of lights, if flashing red but must stop at the second set, if they are flashing red when reaching. Vehicles must not stop at the second set of lights but must continue the crossing once they have passed the first set of lights, unless it is observed as unsafe to do so.

As a result of Bournemouth handling relocating to the ATC building there is a need for pedestrians to cross at crossing point East 1 in poor visibility provided, they:

- Follow the painted red line on the surface (figure 1).
- The crossing lights aren't illuminated.
- Hi viz clothing is worn and fastened.
- LVP in operation signs positioned at the ATC building and the south side of the fire station.
- Refresh the procedure through Elearning and initial Elearning.
- Reminder signs in ATC and the Fire station to wear Hi viz clothing.

Fig 1.



ATC and Fire Station LVP warning signs

**5.3 PROHIBITED VEHICLES**

The following vehicles are prohibited from using uncontrolled crossing points:-

- Contractors' vehicles, unless under Leader escort
- Tracked vehicles

6. TRAFFIC RULES**6.1 SPEED LIMITS**

The following speed limits apply:-

- 20 mph applies to all Airside areas, except for emergency and life-saving purposes
- Apron & Head-of-Stand Roadways are restricted to a speed limit of 5 mph, which is comparable to a fast walking pace

The conducting of Surface Friction Test runs on the Runway and Taxiways are exempt from the notified speed restrictions. This activity may be carried out at the speed prescribed by the Grip Tester Operating Manual.

6.2 SAFETY PRECAUTIONS

It is a requirement that seat belts are worn at all times, when vehicles are in motion. No vehicle is to be left unattended, with its engine running, on any Airside area. Vehicles must remain Airside only for the minimum amount of time that is required to complete their legitimate business.

Due to the possibility of Foreign Object Debris (FOD) occurring, vehicles should not be driven Airside with any door, window or shutter open. All loads are to be effectively secured to vehicles to prevent any part of the load falling from the vehicle and thereby creating a serious FOD hazard to aircraft and other vehicles.

6.3 ROUTING

When operating in Airside areas, unless directed otherwise by ATC, vehicles must be driven via the most direct routes available.

Vehicles must keep to the left when passing another vehicle.

During periods of Airfield works, closure and diversions of normal routes may occur. Special care must be taken by drivers operating in, or near areas where work is in progress. They must ensure that their vehicles are able to safely pass below any overhead obstructions but must not use Airside works areas as transit routes.

7. REPORTING ACCIDENTS

- 7.1** All traffic accidents on the Manoeuvring Area and all accidents involving aircraft, however minor, are to be reported immediately by the person(s) at the scene.

Reports should be made by telephone to the Emergency extension 222 or to ATC on 01202 364150 (Ext. 150). Incidents on the Apron should be passed to the Airport Duty Operations Manager (ADOM) on 01202 364170 (Ext. 170). Further action will be initiated as appropriate.

The accident report must state the location and nature of the accident, together with details of any casualties. It should include an estimate of the seriousness of the accident and specifically whether or not an aircraft is involved.

The vehicle should not be moved from the scene, especially if an aircraft is involved.

8. VEHICLES OPERATING CLOSE TO AIRCRAFT AND STANDS

8.1 PROTOCOL

The Aprons and Stands are for the unhindered and unimpeded use of aircraft and for those vehicles and equipment essential for the operation and turn-round of those aircraft.

Vehicles must give way to aircraft at all times. Vehicles that are not restricted to Airside roads must give way to restricted vehicles using controlled or uncontrolled crossing points.

Vehicles must not:-

- a) Be driven across any aircraft stand, even when it is unoccupied; vehicles in transit must use the Airside Service Roads and nominated crossing points.
- b) Move behind an aircraft unless involved in the operation of that aircraft and must never move across a stand or behind an aircraft when it is being repositioned, taxiing onto, or preparing to leave the stand, have their engines running, or anti-collision lights on.
- c) Be driven from across the rear of aircraft stands, unless the nature of the task precludes the use of Airside roads and provided prior approval has been granted by the Airport Duty Operations Manager.

- d) Be driven onto, parked or positioned on an aircraft stand, in such a position or manner as to present a surface to aircraft engine jet blast or propeller slip-stream, during aircraft arrival, start up or departure.
- e) Be driven in reverse gear on any part of the Manoeuvring Area or Apron except when directly engaged in aircraft manoeuvring or servicing. In such cases, driving in reverse gear must be kept to a minimum distance necessary to accomplish the task and must have guidance from a person outside the vehicle.

8.2 PARKING

Vehicles and equipment may only park in authorised parking or equipment areas. Action will be taken against any vehicle that is found to be parked on double yellow lines or white / yellow hatched areas. Vehicles must not be left unattended on taxiways, vacant aircraft stands or between aircraft stands. Vehicles are not to be parked in such a manner as to prevent or restrict the access / exit of other vehicles/equipment.

9. RULES AND PROCEDURES FOR VEHICLES

9.1 REQUIREMENTS; GENERAL

Requirements and specifications, relating to permitted vehicles operating in Airside locations, are detailed in AOI 12; Airside Vehicle Permit Scheme.

Drivers must comply with the following rules and procedures:-

- a) Vehicles are not to be driven on any part of the Manoeuvring Area, Apron area or Service Roads during the hours of darkness, or when Low Visibility Procedures are in force, without 2 front white dipped headlights and 2 rear red lights being illuminated.
- b) Vehicles must not be driven on any part of the Manoeuvring Area, Apron or Service Roads without having obstruction/hazard lights illuminated at all times.
- c) With the exception of the RFFS vehicles responding to an emergency or vehicles undertaking Follow-Me duties; vehicles which have been operating on the Manoeuvring Area, outside of the Critical Part, must not access / transit through the Critical Part without first proceeding through the Security Check Point (CP2), via the Non-Critical Part route (commonly referred to as the “dirty road”). Any ATC instruction contravening this must be questioned.
- e) All aircraft ground movements are controlled by Air Traffic Control (ATC) on frequencies 125.605 MHz (Tower) or 121.705 MHz (Ground). These frequencies can be coupled with UHF Channel 2, which is used for controlling vehicle movements on the Manoeuvring

Area. All frequencies are very busy and vehicle communication with ATC should therefore be kept to the minimum consistent with operational safety.

Communications between ATC and vehicles on the Manoeuvring Area demand the same standard of operating efficiency as aircraft communications. It is essential that all operators of radio equipment are fully competent in R/T techniques. In particular, operators should listen out before transmitting; act only on ATC instructions addressed to their own Call-sign and read back to ATC all clearances received.

- f) All vehicles must, whenever possible, use the Perimeter Road to reach their destination in preference to crossing the Manoeuvring Area. The vehicle driver must be an "R" Permit holder to cross the Runway unescorted.
- g) All Manoeuvring Area drivers must be aware that helicopters hover-taxi along some Taxiways and Apron areas. All vehicle drivers, especially those not under positive control of ATC, must maintain a good lookout for helicopters and aircraft movements.

9.2 RUNWAY ACCESS

Vehicles permitted to cross or enter an active Runway are limited to the following:-

- Approved BIA vehicles, using the approved Call-signs, when meeting operational requirements and are being driven by appropriately qualified drivers
- CAA vehicles to meet operational requirements
- Fire vehicles
- Police vehicles when attending emergencies; Police vehicles will additionally be permitted to cross an active Runway for training purposes, with prior approval from the ATC Duty Controller
- Snow clearance vehicles and aircraft tugs using approved routes
- BIA training vehicles when undergoing specific Runway crossing training, with prior approval from the ATC Duty Controller
- Company vehicles approved by BIA, using approved Call-signs

10. AIRSIDE DRIVING PERMITS

10.1 TRAINING:-

Driver training for operating Airside at BOH is in accordance with CAP 790. Training is provided by the RFFS, using appropriately qualified instructors.

The training format comprises:-

- Formal Classroom Instruction with the use of PowerPoint presentation
- Visual Familiarisation of either Apron & service road/Manoeuvring areas and R/T Competency, where applicable
- Written Examination / Check of Understanding

The cost of the UK Airside Driving Permit training courses, examinations and issue of permits is available within the Bournemouth Airport Standard Scale of Fees and Charges

Airside Driver training is booked directly with the Airport Fire Service. Drivers are advised to renew their Permit in plenty of time prior to the expiry date as no leeway will be given.

The RFFS can be contacted by:-

Tel:- 01202 364141
Email:- firewatchroom@bournemouthairport.com

A copy of each of the Application Forms is contained in Appendix 2 & Appendix 3.

The current version of these forms is available from:-

BIAIS > Company Forms > Airside & operational Related Forms

The application and Permit issue process is defined in Flow Chart at Appendix 4.

10.2 ISSUE OF PERMITS:-

An Airside Driving Permit provides evidence that the holder has undergone a formal training course in Airside Driving and has demonstrated their competence to a set standard. The Permit is not a licence and the holder must also possess a full, current Driving Licence, as defined in Para 2.

For the issue of an Airside Driving Permit, the individual must submit the completed Application Form, together with the additional documentation as detailed on the Form. Failure to supply the correct paperwork could result in the applicant being denied attendance on the training course &/or a delay in the issue of the Permit.

The employing company is required to provide formal medical certification in respect of:-

- Colour Perception
- Distance Vision
- Hearing

The Permit remains the property of the issuing Airport Authority and must be returned to Airport Admin on any of the following events:-

- On demand by the issuing Airport Authority
- If the holder has their UK Driving Licence revoked, withdrawn or demanded as a penalty for a driving offence
- When a change of employer occurs at the airport of issue
- When the holder ceases to be employed at the issuing airport

In the event that a Permit holder is absent for a period exceeding 3 months, their Airside Driving Permit will be suspended; on their return, the Airfield Services Manager and Fire Service Manager will assess their suitability to resume Airside driving. The assessment will consider the reason for the absence and whether a medical check is needed; further training may be required &/or unescorted driving limited to Apron & Service Roads only for a specified period.

When a Permit holder leaves employment at the Airport, in addition to returning the Permit, the holder's Line Manager is required to inform the Fire Service, by e-mail, that the individual is no longer in employment.

10.2.1 APRON AND SERVICE ROADS PERMIT (BLUE BAND) ON PERMIT:-

This Permit allows the holder to drive on the Aprons and Airside Service Roads only. This Permit does not entitle the holder to drive on any part of the Manoeuvring Area.

A Permit will be issued only after the satisfactory completion of an UK Airside Driving course and will be valid for a period not exceeding of 5 years.

10.2.2 MANOEUVRING AREA (MA) PERMIT (GREEN BAND) ON PERMIT:-

Those persons, intending to operate on the Manoeuvring Area, will be required to undertake a further period of instruction. On successful completion of this additional training and testing, the Manoeuvring Area (MA) Permit will be issued.

For the first issue of the Manoeuvring Area Permit, the candidate will need to demonstrate a sound knowledge of the Airfield, demonstrate English language proficiency to the minimum standard of ICAO Operational Level 4 and competency in the use of Radiotelephony (R/T).

Following the classroom instruction, practical training must be undertaken with an appropriate MA Permit holder; that is an individual who has held a full MA Permit for at least 3 months. The candidate will subsequently have to be assessed as competent, prior to the issue of the MA Permit.

The practical training will take the form of a minimum of 6 x 30-minute sessions of Airfield familiarisation and radio operation on UHF Channel 2. At least 3 of the sessions must be at night and unless approved by the Airfield Services Manager (ASM), all the training must be completed within 3 months of attending the training course.

In certain circumstances, the requirement to undertake the specified practical training may be waived or the amount of training reduced; e.g. a driver holding a pilot's licence. Any such decision must be referred to the ASM for approval and in all circumstances, the driver will be required to undertake the practical assessment with an assigned RFFS Airside driving trainer & the on-duty ATC controller and be deemed as competent before the Permit will be issued.

A sample of the Training and Assessment Form is shown at Appendix 5.

Drivers renewing their Manoeuvring Area Permit will be required to undertake classroom instruction followed by a demonstration of their on-going competence of radio usage and knowledge of the Airfield by means of a practical assessment with an assigned RFFS Airside driving trainer & on-duty ATC controller.

The MA Permit allows a driver to operate on the Manoeuvring Area, excluding the Runway.

The Permit is valid for a period not exceeding of 5 years.

10.2.3 RUNWAY (R) PERMIT (RED R) ON GREEN BAND OF MA PERMIT:-

Those persons intending to operate on, or require regular crossing of the Runway, will be required to undertake a further period of instruction. On successful completion of this additional training and testing, the Runway (R) Permit will be issued.

Candidates requesting a Runway Permit will be required to demonstrate the actual need for this permit, based on the nature of their operation and the anticipated frequency of use. Where any doubt exists to the need for a Runway Permit, the application should be referred to the Airfield Services Manager (ASM) for approval.

The R Permit allows a driver to operate on all parts of the Manoeuvring Area, including the Runway. The R Permit is valid for a period of 12 months; renewal of which must then be achieved by the end of the month of issue. The R Permit does not require a photograph and a new Permit will be issued on each annual renewal.

The renewal will be used to assess the continued need for the Permit and the driver's on-going competency to operate within the Runway environment.

A copy of the Application Form for the annual renewal is contained at Appendix 3.

10.3 RECORDS

Records of Permit holders are maintained in electronic format by the RFFS and available to the Training and Standards Manager.

A scan on an individual's Driving Permit(s) is included on their personal Training File held and maintained by the Training and Standards Manager.

11. BREACH OF PROCEDURES

11.1 PROCESS

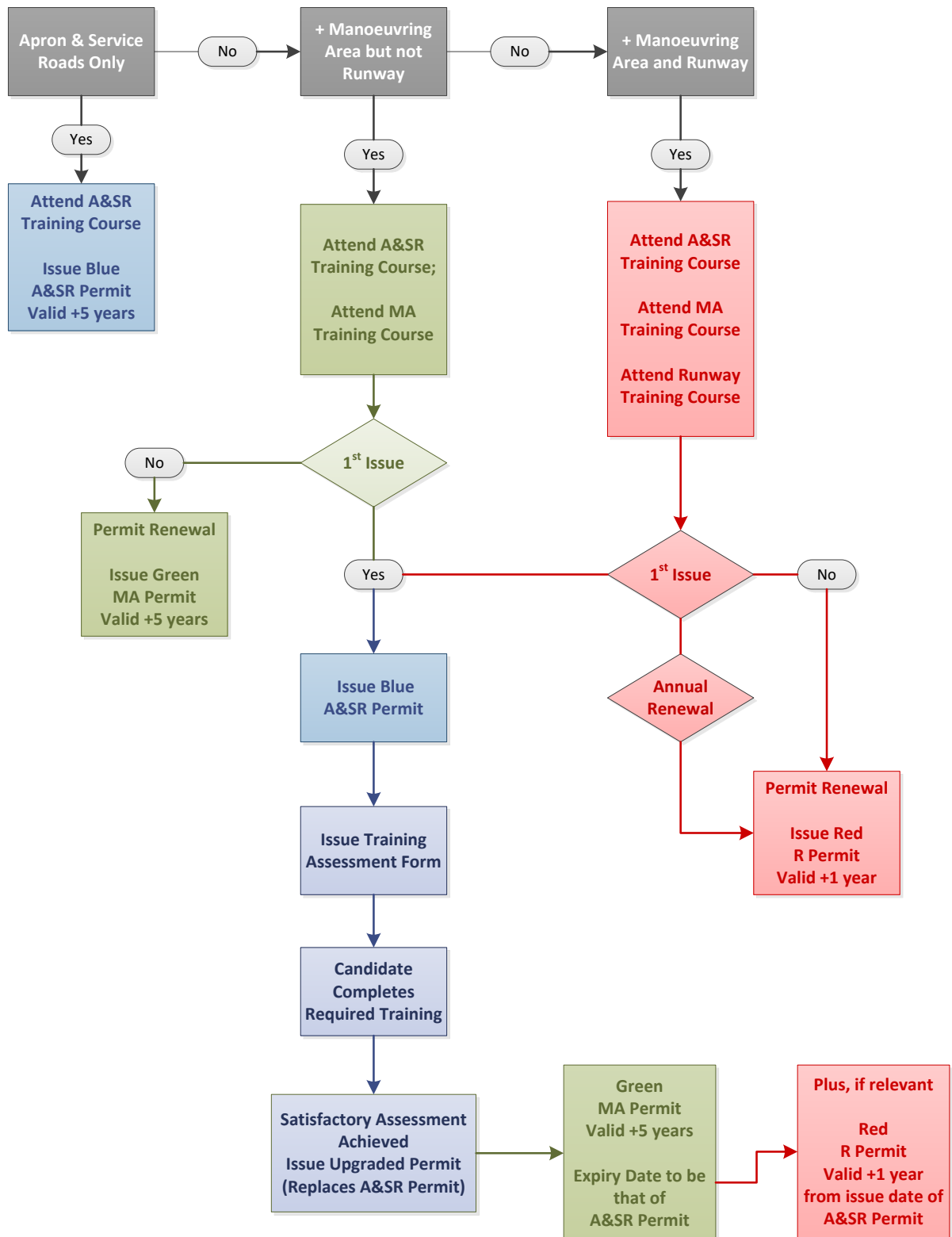
Any driver deemed to be in breach of the Airside driving requirements or procedures will be investigated. The Driving Permit will be suspended during the investigation, which will be recorded on the Airside Driving Breach form.

The investigation will normally be conducted by a suitable member of the Fire Service, as nominated by Fire Service Manager (FSM). If appropriate, the investigation will be assigned to a member of ATC, in accordance with the MOR investigation procedure. The initial investigation will be completed within 3 working days; subsequent action will be taken as appropriate, giving due consideration to any previous occurrences.

A copy of the reporting form is contained as Appendix 6.

Information compiled from warnings given and tickets issued will be used for audit purposes and may be published from time to time. Published information will not normally contain personal details but may identify organisations.

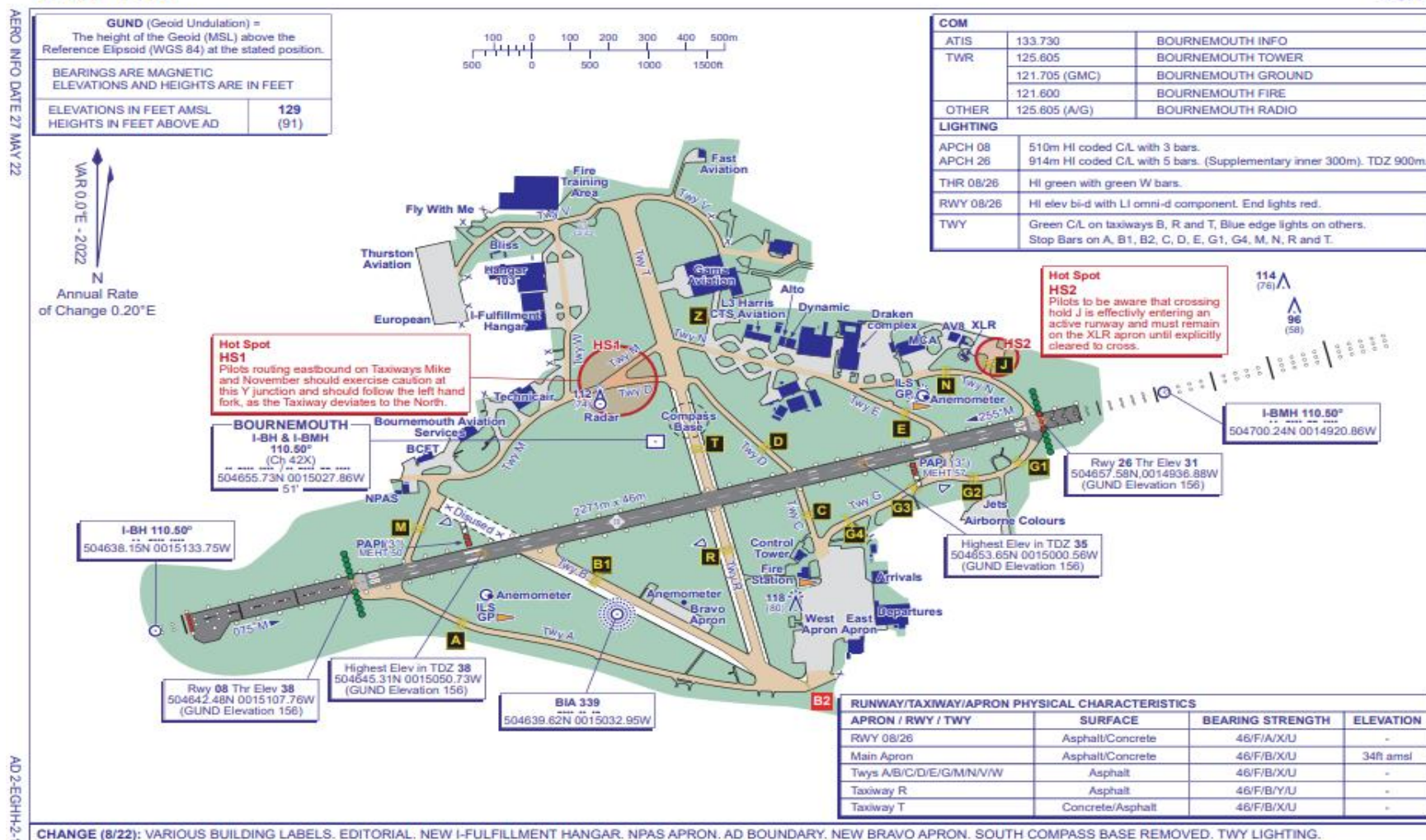
APPENDIX 1 PERMIT ISSUE PROCESS



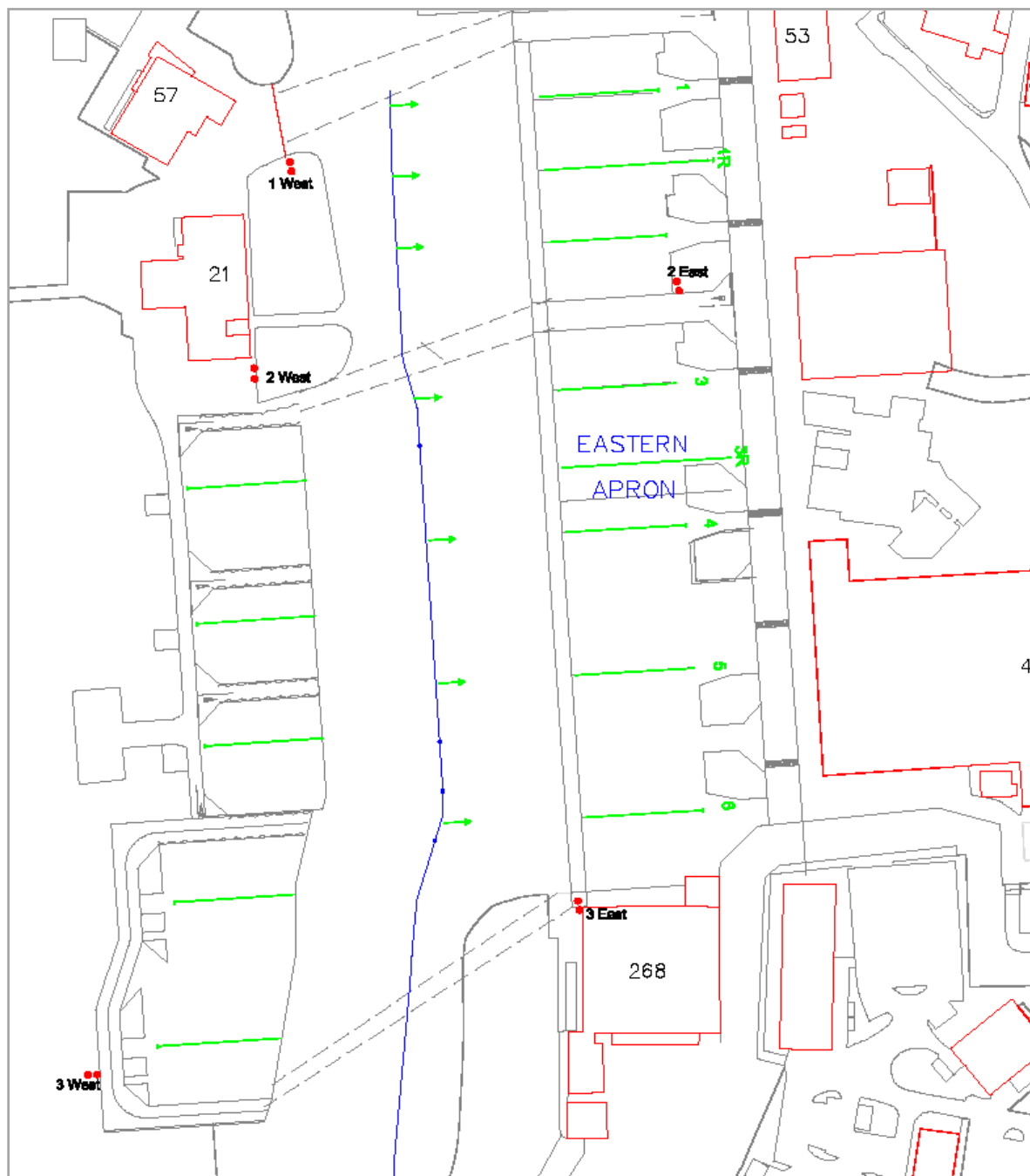
AERODROME
CHART - ICAO

AD ELEV 38FT


BOURNEMOUTH
EGHH



APPENDIX 3 APRON CROSSING POINTS



APPENDIX 4 PERMIT APPLICATION FORM

 Bournemouth Airport <small>Part of Bournemouth & Dorset Airport</small>	AIRSIDE DRIVING APPLICATION FOR AIRSIDE DRIVING PERMIT
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This Application Form is required when applying for an initial or renewal of the Aprons & Service Roads Permit (A&SR) or Manoeuvring Area Permit (MA). It is also required when renewing the Runway Permit with the MA Permit but not for the interim annual renewal of the Runway Permit. Please complete this form clearly, using black or blue ink. *Failure to do so could result in a delay to the issue of the Permit.*

Notes:-

1. The application must be sponsored by an individual, of Managerial status, within the company.
2. Whenever possible, the completed application should reach the Airport Fire Station at least **3 working days** prior to the date of the training course. Otherwise, the completed form must be brought to the training course.
3. A Photocopy of the applicant's Driving Licence, National Insurance Card (if available), Medical Certificate and where applicable, Competency to Drive/Operate Certificates must be attached.
(The candidate will not be permitted to undertake the course without all necessary paperwork)
4. Two recent passport style/size photographs are required with this application (a 3rd photo required for 1st issue of MA Permit)
5. The Driving Permit remains the property of Bournemouth International Airport (BIA) Ltd. It must be returned to the Airport Admin Office on ceasing employment at the Airport, on loss of UK Driving Licence or when requested to do so by an Officer of BIA Ltd.

PERSONAL DETAILS					
SURNAME:-				TITLE:-	
FIRST NAME(s):-					
DATE OF BIRTH:-		AGE:-		NATIONALITY:-	
ID CARD No:-			DATE PHOTOGRAPHS TAKEN:-		

COMPANY DETAILS			
COMPANY NAME:-			COMPANY ADDRESS:-
DEPARTMENT:-			
TELEPHONE NO:-			POSTCODE:-
E-MAIL:-			

LICENCE DETAILS							
DO YOU HOLD A CURRENT, FULL AND VALID UK DRIVING LICENCE?				Yes		No	
Non-UK Driving Licences will only be accepted for up to one year from the date of the holder's residency of entering the UK				COUNTRY OF ISSUE:-			
LICENCE NO:-			COPY ATTACHED:-	YES		NO	
TYPE OF LICENCE:-		DOT		PSV		LGV	
NATIONAL INSURANCE NUMBER:-					HOME POSTCODE:-		
Note! Validity of Driving Licence will be checked on-line prior to approval of Airside Driving Permit							

MEDICAL DETAILS					
Tick Yes / No box, as appropriate, if the following Medical Certificates are attached					If No, specify other confirmation of acceptable Medical Standard
COLOUR PERCEPTION:-	YES		NO		
DISTANCE VISION:-	YES		NO		
HEARING (AUDIOMETRY EXAMINATION):-	YES		NO		

AIRSIDE DRIVING PERMIT					
Tick Yes / No box, as appropriate, to indicate which Permit is required Note! A Runway Permit will only be issued when deemed essential					
APRONS & SERVICE ROADS:-			YES		NO
MANOEUVRING AREA:-			YES		NO
RUNWAY:-			YES		NO
IF REQUESTING MANOEUVRING AREA PERMIT OR RUNWAY PERMIT, STATE SPECIFIC REASONS FOR THIS REQUIREMENT:-					
DOES THE APPLICANT CURRENTLY HOLD AN AIRSIDE DRIVING PERMIT:-			YES		NO
APRONS & SERVICE ROADS			MANOEUVRING AREA		
LIST VEHICLES, EQUIPMENT &/OR PLANT THAT THE APPLICANT INTENDS TO DRIVE WITHIN THE AIRSIDE AREA:-					
DOES THE APPLICANT HOLD CERTIFICATES OF COMPETENCY TO DRIVE/OPERATE SUCH VEHICLES, EQUIPMENT &/OR PLANT AND IS AUTHORISED BY YOU TO DO SO.					Yes
If Yes, attach Certificate of Competency					No

SIGNATURE BLOCK			
APPLICANT'S SIGNATURE:-		NAME (PRINT):-	
NAME OF SPONSOR:-		POSITION IN COMPANY:-	
I confirm that I have inspected the original full UK Driving Licence and this photocopy is a true record			
SPONSOR'S SIGNATURE:-		DATE:-	

COMPLETED FORM TO BE SUBMITTED TO:-

Airport Fire Service Training,
Bournemouth International Airport Ltd.,
Christchurch, Dorset.
BH23 6SE

Telephone:- 01202 364141

Continued ...

For Airport Use Only

APPENDIX 1


APPLICANT	
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SECTION 1			
COMPLETE FOR ISSUE / RENEWAL OF A&SR PERMIT OR RENEWAL OF MA PERMIT			
COMPLETED MEDICAL FORM:-		2 / 3 x PHOTOGRAPHS:-	
COPY OF DRIVING LICENCE:-		VALIDITY CHECK OF LICENCE:-	
TRAINER (PRINT NAME):-		INITIALS:-	
PERMIT ISSUE DATE:-		EXPIRY DATE (+5 YEARS):-	
SIGNATURE OF ISSUER:-			
PRINT NAME:-		DATE:-	

SECTION 2			
COMPLETE FOR 1 ST ISSUE OF MANOEUVRING AREA PERMIT OR RUNWAY PERMIT			
COMPLETED ASSESSMENT FORM:-		A&SR PERMIT RETURNED:-	
PERMIT ISSUE DATE:-	EXPIRY DATE:-	MA PERMIT:- (THIS MUST BE AS ON THE RETURNED A&SR PERMIT)	
		R PERMIT:- (+1 YEAR FROM ISSUE DATE OF A&SR PERMIT)	
SIGNATURE OF ISSUER:-			
PRINT NAME:-		DATE:-	

SECTION 3				
COMPLETE FOR ANNUAL RENEWAL OF RUNWAY PERMIT				
RENEWAL:-	TRAINER (PRINT NAME):-	INITIALS:-	DATE:-	EXPIRY DATE (+1 YEAR)
YEAR 1:-				
YEAR 2:-				
YEAR 3:-				
YEAR 4:-				

APPENDIX 5 RUNWAY RENEWAL APPLICATION FORM

 Bournemouth Airport <small>Part of Bournemouth & City Airport</small>	AIRSIDE DRIVING APPLICATION FOR ANNUAL RENEWAL OF RUNWAY PERMIT
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This Application Form is required when applying for each interim, annual renewal of the Runway Permit.


Please complete this form clearly. Failure to do so could result in a delay to the issue of the Permit.

Notes:-

1. Renewal training is booked direct with the Fire Service; the completed form must be brought to the training session.
2. A Runway Permit will only be renewed if the applicant's operational activity warrants it.
3. The Driving Permit remains the property of Bournemouth International Airport (BIA) Ltd. It must be returned to the Airport Admin Office on ceasing employment at the Airport, on loss of UK Driving Licence or when requested to do so by an Officer of BIA Ltd.

APPLICANT			
SURNAME:-		TITLE:-	
FIRST NAME(s):-		ID CARD No:-	
REASON FOR "R" PERMIT:-			
<i>I DECLARE THAT SINCE MY LAST APPLICATION, THERE HAVE BEEN NO CHANGES TO MY MEDICAL OR LICENCE DETAILS, WHICH COULD ADVERSELY AFFECT MY ABILITY TO OPERATE SAFELY AIRSIDE</i>			
SIGNATURE:-		DATE:-	

APPENDIX 6 TRAINING AND ASSESSMENT FORM

 Bournemouth Airport <small>Part of Bournemouth & Poole Airport</small>	AIRSIDE DRIVING AND RADIO USE TRAINING AND ASSESSMENT FORM
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PERSONAL DETAILS			
SURNAME:-		MR / MRS / MISS / MS:-	
FIRST NAME(S):-		ID CARD NO:-	
COMPANY NAME:-		CONTACT NO:-	


TRAINING RECORD			
MANOEUVRING AREA (& RUNWAY) COURSE COMPLETED	DATE:-		<i>Airfield training to be completed within 3 months of Course, unless approved by ASM</i>

DAYTIME (MIN 3 x 30 MINS)		TRAINER DETAILS	
DATE	DURATION	NAME	INITIALS

NIGHT (MIN 3 x 30 MINS)		TRAINER DETAILS	
DATE	DURATION	NAME	INITIALS

AUTHORISATION			
<i>I CONFIRM THAT I HAVE UNDERTAKEN THE TRAINING AS LISTED AND FEEL CONFIDENT TO OPERATE AIRSIDE</i>			
APPLICANT'S SIGNATURE:-		DATE:-	
ASSESSMENT:-	SATISFACTORY:-	NOT SATISFACTORY:-	
SIGNATURE OF ASSESSOR:-			
PRINT NAME:-		DATE:-	

APPENDIX 7 BREACH OF PROCEDURES

 Bournemouth Airport <small>Part of Regional & City Airports</small>	AIRSIDE DRIVING ALLEGED BREACH OF PROCEDURES FORM
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PLEASE COMPLETE IN BLOCK CAPITALS
 COMPLETED FORM TO BE RETAINED ON FILE

SECTION 1:- DETAILS OF INCIDENT

VEHICLE CALL-SIGN:-		DRIVER NAME:-			
COMPANY:-		DATE:-		TIME (L):-	
AIRSIDE LOCATION OF INCIDENT:-		IMPACT ON OPERATIONS:-			
		NIL	MINOR	MAJOR	
NARRATIVE:-					
REPORTER NAME:-			POSITION:-		

SECTION 2:- INVESTIGATION SUMMARY

BREACH CONFIRMED:-	YES		PREVIOUS INCIDENTS (NUMBER):-	
	NO			
RECOMMENDATIONS:-				
INVESTIGATOR:-				
POSITION:-			DATE:-	

SECTION 3:- POST INCIDENT ACTION

REMEDIAL DRIVER TRAINING REQUIRED:-	YES		NUMBER OF SESSIONS (Max 3):-	
	NO			

TRAINING SESSION; FEEDBACK					
1					
ASSESSOR:-				DATE:-	

TRAINING SESSION; ATC SIGN-OFF (ALL REMEDIAL TRAINING MUST BE SIGNED OFF BY THE DUTY ATCO)						
SATISFACTORY:-	YES		NO		CONTROLLER INITIALS:-	

TRAINING SESSION; ASSESSOR FEEDBACK					
2					
ASSESSOR:-				DATE:-	

TRAINING SESSION; ATC SIGN-OFF (ALL REMEDIAL TRAINING MUST BE SIGNED OFF BY THE DUTY ATCO)						
SATISFACTORY:-	YES		NO		CONTROLLER INITIALS:-	

TRAINING SESSION; FEEDBACK					
3					
ASSESSOR:-				DATE:-	

TRAINING SESSION; ATC SIGN-OFF (ALL REMEDIAL TRAINING MUST BE SIGNED OFF BY THE DUTY ATCO)						
SATISFACTORY:-	YES		NO		CONTROLLER INITIALS:-	

REMEDIAL TRAINING; ASSESSOR SIGN-OFF						
SATISFACTORY:-	YES		NO		ASSESSOR:-	
IF NO; DETAIL RECOMMENDATION / FURTHER ACTION REQUIRED:-						
DATE:-			ROLE:-			