



**Brunei Department of Civil Aviation**  
**Negara Brunei Darussalam**  
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# **ADR 020**

**Guidance For An Airside Driving Permit Scheme**  
**Version 1.0**

Guidance for managing Airside Driving Permit Scheme

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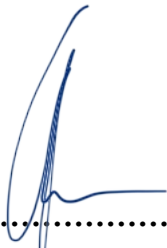
## Foreword

This Civil Aviation Procedure ADR 020 is issued by the Department of Civil Aviation to provide guidance for an Airside Driving Permit Scheme to the airport operator, pursuant to Brunei Aviation Requirement, BAR 14 Vol. I – Aerodrome Operations

Organisations may use this guideline to ensure compliance with the respective provisions of the relevant BAR's issued without compromising safety at all time.

This manual may be updated from time to time based on suggestions received or to incorporate any changes in the guidance and procedures

### Approved by:



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Brunei Darussalam



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# Glossary

## 1 Abbreviations

ADP	Airside Driving Permit
ATC	Air Traffic Control
AVP	Airside Vehicle Permit
DVLA	Driver and Vehicle Licensing Agency
EC/EEA	European Community/European Economic Area
EC/EEA licences	Driving licences issued by countries in the European Community and other countries in the European Economic Area (EC/EEA)
FOD	Foreign Object Debris
HSE	Health and Safety Executive
IFR	Instrument Flight Rules
MOR	Mandatory Occurrence Reporting
R/T	Radiotelephony
SMS	Safety Management System

## 2 Definitions

Although there are many terms used in this document that have a particular meaning, the following are of particular significance:

<b>Airside</b>	That part of the aerodrome within the security boundary.
<b>Apron</b>	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.
<b>Manoeuvring Area</b>	That part of the aerodrome provided for the stationing of aircraft and for the movement of aircraft on the surface, excluding the apron and any part of the aerodrome provided for the maintenance of aircraft.  For the purposes of this document and an Airside Driving Permit (ADP) Scheme the manoeuvring area is divided into the area excluding runways ('M' permit) and including runways ('R' permit).
<b>Movement Area</b>	That part of an aerodrome intended for the surface movement of aircraft including the manoeuvring area, aprons and any part of the aerodrome provided for the maintenance of aircraft.
<b>Runway</b>	A defined rectangular area on a land aerodrome, prepared for the landing and take-off run of aircraft along its length.

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**Taxiway**

A defined path on a land aerodrome established for the taxiing of aircraft and intended to provide a link between one part of the aerodrome and another, including:

- a) Aircraft stand taxilane.** A portion of an apron designated as a taxi route intended to provide access to aircraft stands only.
- b) Apron taxiway.** A portion of a taxiway system located on an apron and intended to provide a through taxi route across the apron.
- c) Rapid exit taxiway.** A taxiway connected to a runway at an acute angle and designed to allow landing aeroplanes to turn off at higher speeds than are achieved on other taxiways thereby minimising runway occupancy times.

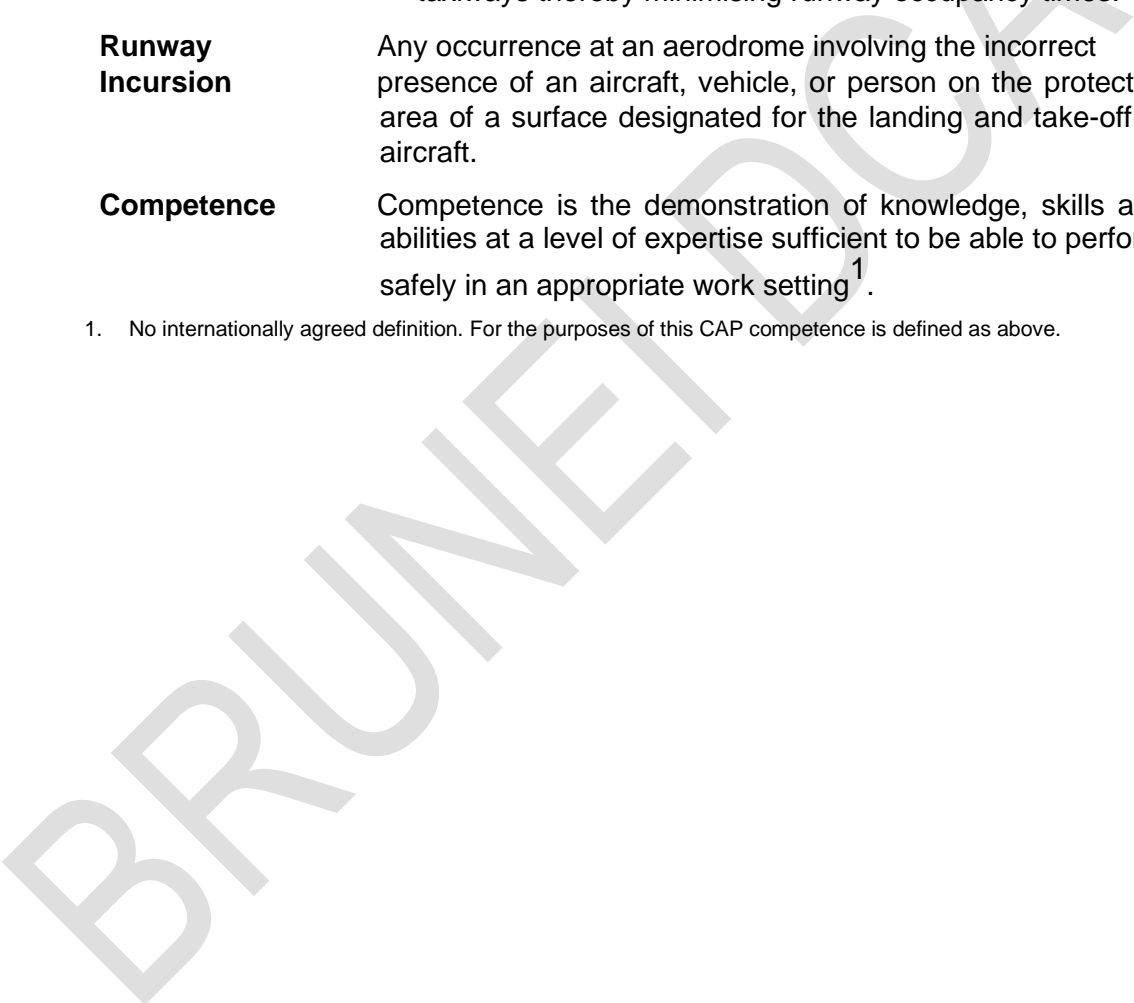
**Runway Incursion**

Any occurrence at an aerodrome involving the incorrect presence of an aircraft, vehicle, or person on the protected area of a surface designated for the landing and take-off of aircraft.

**Competence**

Competence is the demonstration of knowledge, skills and abilities at a level of expertise sufficient to be able to perform safely in an appropriate work setting<sup>1</sup>.

1. No internationally agreed definition. For the purposes of this CAP competence is defined as above.



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# Introduction

## 1 Purpose

- 1.1 This Procedure ADR 020 document sets out the information **for an Airside Driving Permit (ADP) Scheme** and provides **guidance as to how that scheme should be managed**.
- 1.2 This Procedure ADR 020 document applies to all aerodrome operators whose aerodromes meet or exceed Runway Code 2 AND are available for IFR traffic. It is also recommended to aerodrome operators whose aerodromes are outside this scope, to provide a consistent approach to training and competence of personnel driving in airside areas.
- 1.3 The Health and Safety Executive (HSE) or HSE deputy or Safety Officer is responsible for overseeing work-related safety including Workplace Transport Safety and Aircraft Turnround. This document enhances the HSE guides in respect of driving on an aerodrome, in particular where vehicles and aircraft mix and the greatest risk is found.
- 1.4 This document also reflects the guidance from the European Action Plan for the Prevention of Runway Incursions, Edition 2, Appendix C, Airside Vehicle Driver Training.
- 1.5 The objective of this document is to set out requirements for a scheme designed to minimise the risk of accidents and injury to persons, damage to aircraft and property, arising from the use of vehicles in airside areas. Additionally, the requirements relating to permits for the manoeuvring and runway areas are directly aimed at reducing runway incursions. Guidance material is provided to support the requirements.
- 1.6 The material in this document is therefore intended to assist aerodrome operators in establishing an ADP Scheme that addresses the need for a consistent approach to training and competence of personnel driving in airside areas.

## 2 Amendment

- 2.1 From time to time, the Brunei DCA will wish to supplement the guidance or requirements given in this publication, and this will be achieved in the form of a specific document or Information Notice. Where appropriate, such material will subsequently be included in the publication by amendment. Suggestions for improvement should be addressed to:

The Director  
Department of Civil Aviation  
Ministry of Transport and Infocommunications  
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# Chapter 1 Safety Management and Accountability

## 1 National Legal and Regulatory Framework

- 1.1 Requirements for the safe operation of aerodromes, with respect to both aircraft safety and the safety of individuals at their places of work, are contained within legislation that forms part of Brunei Civil Aviation Order 2006. It is therefore legally incumbent on those who provide the workplace and for all employers and employees to comply with the safety requirements that are set out in the relevant Statutory Instruments. Nothing in this document substitutes the requirements of the law.
- 1.2 There is potential for an overlap of regulatory responsibility between the Brunei DCA and the HSE in respect to activity in airside areas. The division of responsibility for the two regulatory bodies is set out in a memorandum of understanding and is such that the DCA is responsible for securing adequate provisions for the safety of aircraft whilst the HSE is responsible for securing adequate provisions for the safety of individuals in the workplace.

## 2 Aerodrome Safety Management

- 2.1 Aerodromes are required to implement a Safety Management System in accordance with the requirements of the Brunei BAR 19. An effective Safety Management System will include measures to provide assurance that drivers operating in the airside environment are competent to do so through the implementation of an Airside Driving Permit Scheme.



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## Chapter 2 The Airside Driving Permit Scheme

### 1 Introduction

- 1.1 Responsibility for assuring the safety of airside operations rests with the aerodrome operator, who is required to comply with the regulatory requirements of the DCA and relevant national legislation. The aerodrome operator shall publish rules governing the operation of vehicles and mobile equipment in the airside areas. Employers and employees are in turn responsible for compliance with the rules set out by the aerodrome operator and with any legislation directly related to their specific activities. Drivers must be fully familiar with the relevant rules, procedures and instructions at all aerodromes where they drive.
- 1.2 **This document requires aerodrome operators to establish and maintain an Airside Driving Permit Scheme in accordance with the requirements contained herein.** This document provides guidance to requirements for such an ADP scheme along with guidance to which local procedures and protocols can be aligned, and may be exceeded, to take account of the scale and complexity of any particular aerodrome.
- 1.3 The aerodrome operator shall establish a system for the issue of ADPs for drivers. The system shall ensure that a permit is not issued unless the individual meets minimum required driving standards; additionally the individual will need to meet the required medical requirements and hold the relevant current DVLA or other recognised driving licence.
- 1.4 The ADP Scheme covers three specific areas of the airfield. The areas have been identified separately in recognition of the increased level of risk on:
- the airside roads and aprons ('A' permit);
  - the manoeuvring area **excluding** runways ('M' permit);
  - the manoeuvring area **including** runways ('R' permit).
- NOTE:** These last two permits may be combined subject to local assessment.
- 1.5 **The 'A' ADP** is the initial permit awarded to a driver who has successfully completed a local training course and assessment. The 'A' permit allows a driver to operate on airside roads and aprons, which may include controlled taxiway crossings. The awarding of the 'A' permit allows the holder to progress their training to operating on the manoeuvring area 'M' permit excluding runways, where appropriate.
- 1.6 **The 'M' ADP** allows a driver to operate on the manoeuvring area but excluding the runway. In order to obtain an 'M' permit, the driver must have successfully completed a Radiotelephony (R/T) course and R/T assessment, including a practical element (see Chapter 4 Section 4). It is suggested that this is done before seeking training for the 'M' permit. The assessments must be completed by persons approved by the aerodrome operator; this may be a training provider, the employer or the aerodrome operator. The holder of the 'M' permit shall maintain competency in R/T throughout the validity period of the 'M' permit.
- 1.7 **The 'R' ADP** allows a driver to operate on runway(s). The greater risk encountered through operating on a runway should be reflected in the enhanced training and the validity period of the permit.

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- 1.8 The progressive acquisition of competence for the 'M' or 'R' permit shall involve monitoring and assessment and may include use of a 'provisional' permit. The use of a provisional permit is a local decision and will require local terms and conditions to be set out. An example of the use of a provisional permit is where it is considered necessary for persons to indicate that they are training for the higher level.
- 1.9 An Airside Driving Permit does not automatically grant a general right of entry to any airside areas.
- 1.10 There may be circumstances where some flexibility is acceptable. For example:
- a) Where pushback drivers have a limited need to enter the manoeuvring area, an 'A' permit may be acceptable where the pushback tug returns immediately to the apron, subject to local assessment and specific procedures. If the pushback driver uses the taxiway to route to another part of the aerodrome then an 'M' permit will be required.
  - b) Where 'A' or 'M' permit holders may be allowed to use a runway crossing point that is part of a main airside route providing they have been trained in the necessary procedures and assessed as competent. In both cases local risk assessment and training procedures will be required.
  - c) Where it is beneficial that the 'M' and 'R' permits are combined.
- 1.11 Where flexibility is considered the aerodrome operator should assess the benefits and risks in consultation with all organisations affected by the flexibility.

## 2 Medical Requirements

- 2.1 Drivers must be medically fit to drive. As a minimum the ADP must require:
- a) an initial and renewal medical declaration to align with applicable aerodrome operator's rules;
  - b) medical assessments to relate to occupational age limits;
  - c) medical assessments where health conditions are declared by the driver;
  - d) reviews of following driving accidents or incidents at work.
- 2.2 It is the responsibility of the aerodrome operator to decide what additional specific factors there might be about the workplace and vehicles which may impose additional medical fitness requirements over and above those required for driving on the public roads. This should be based on a local risk assessment by the aerodrome operator, which may include organisations that operate airside, and should relate to local procedures, environment, infrastructure, topography, complexity and how busy the airfield is. Aerodrome operator should seek local agencies for guidance on the considerations for medical and fitness assessment.
- 2.3 A driver must disclose any medical condition or prescribed medication to ADP permit issuer which may affect their ability to drive safely.
- 2.4 Where a condition or restriction on a driver is issued by relevant agencies this must be considered by the employer and medical advice obtained. The employer of ADP permit issuer shall inform the aerodrome operator of any such condition or restriction. Appropriate action may involve suspending or removing the ADP as soon as a potential medical issue is brought to their notice.

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### **3 Management of Driving Standards**

- 3.1 The aerodrome operator, in line with its SMS processes, may include rules and procedures to manage driving behaviour. Consideration should be given by aerodrome operators to adopt a scheme such as recording 'offences' and possibly penalties in order to measure the level of poor behaviour or standards and to indicate where mitigation measures are required. Considerations to be included in the ADP scheme are:
- a) application;
  - b) reference to bye-laws, rules and penalties;
  - c) sanctions and penalties, including those for serious or repeat offences;
  - d) notification to employer;
  - e) who can issue any warnings or penalties;
  - f) infringements;
  - g) use of a points and/or fines system, rules and totting up;
  - h) time limits for offences or points;
  - i) appeals procedures.

### **4 Work Equipment – Certificates of Competence**

- 4.1 It is a condition of the issue of an ADP that the holder must possess a current Brunei driving licence or foreign equivalent driving license with specific category / class. In the case of aerodrome specific or specialist vehicles not covered by a DVLA licence or equivalent (see Chapter 3, paragraph 1.2) the applicant should have a certificate of competence acceptable to the aerodrome operator confirming that they have been trained to an appropriate standard for the safe operation of that vehicle.
- 4.2 The Provision and Use of Work Equipment Regulations apply to all work equipment including vehicles, tugs, luggage moving equipment, pushback vehicles, ground service equipment and most other moveable plant or equipment found at an aerodrome. The regulations cover the selection of suitable equipment, maintenance, inspection and use of equipment, and require that people using work equipment have received adequate training, instruction and information for the particular equipment, so that the people are competent. The control of this equipment should be aligned to an ADP scheme and include 'Certificates of Competence' or similar passport type systems.

### **5 Training and Assessments**

- 5.1 Trainers delivering training or assessments should be suitably qualified and competent. The aerodrome operator should ensure oversight of the content and quality of the training for the ADP scheme. It is for employers to select suitable task or equipment-specific training provision. One method of assuring quality in training is for those delivering training and assessments to obtain professional qualifications, for example 'Preparing to Teach in the Lifelong Learning Sector'.

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## 6 Language and Radiotelephony Requirements

- 6.1 All ADP drivers must have appropriate communication skills in the English language. Chapter 3, paragraph 3.1 states the minimum requirements for obtaining an ADP.
- 6.2 All 'M' and 'R' ADP drivers must also have R/T competence. Chapter 4, paragraph 4.2 and Table 1 state the minimum R/T and language proficiency requirements for obtaining an 'M' or 'R' ADP.

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## Chapter 3 'A' ADP – Airside Roads and Apron

### 1 Requirements

- 1.1 It is a requirement for the issue of an 'A' ADP that the applicant shall:
- be employed by an authorized organisation to operate at the aerodrome;
  - have a current full Brunei driving licence, or foreign equivalent driving licence which permits the holder to drive a motor vehicle on public roads within Brunei;
  - have an operational requirement to drive a vehicle on the airside roads and aprons;
  - be medically fit to drive;
  - have adequate language proficiency, as described below at paragraph 3.1;
  - have received training and familiarisation, see Appendix B.
- 1.2 A person applying for a driving permit who holds a licence issued outside the Brunei will be required to declare his/her residency start date in the Brunei. A driving permit may then be issued for a period not exceeding 12 months from that date. This matches the period that a foreign driver can drive in the Brunei on their foreign licence. If they become resident they must obtain a Brunei driving licence.
- 1.3 Deleted
- 1.4 The aerodrome operator shall set out the circumstances under which a permit will cease to be valid and must be surrendered for cancellation. Such circumstances may include:
- termination of the purpose for which the permit was issued;
  - change of the holder's employer;
  - loss of Driving Licence for offences under the local Road Traffic Acts;
  - any defacing, alteration, or misuse of a permit;
  - proof of disregard of Airside Traffic Rules;
  - any use of a permit in relation to a customs or immigration offence.

### 2 Revalidation Requirements

- 2.1 The ADP 'A' permit may be valid for up to 5 years and falls due for revalidation at the anniversary of the date of issue. In order to be revalidated, the competence of the permit holder must be demonstrated e.g. by a refresher course and assessment. Employers must confirm the driver still holds the necessary current Brunei driving License, or foreign equivalent driving licence and continues to meet the minimum medical fitness requirements.
- 2.2 Records of training and assessments for the 'A' permit must be retained. Third party trainers/assessors must ensure that records are available for audit by the aerodrome operator.
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### 3 Communications Skills

- 3.1 It is the responsibility of the employer to ensure that the driver is proficient in English in order to complete the required training, competence assessments and designated activities on the aerodrome. Such proficiency shall include:
- a) the ability to complete the requisite driver training/familiarisation and assessment conducted in English;
  - b) the ability to undertake successfully the operational communication requirements that may be required of airside drivers e.g. reporting an accident or incident airside;
  - c) the ability to read and understand relevant local safety information, e.g. safety instructions and mandatory aerodrome signage;
  - d) the ability to understand verbal instruction or notification given by the police or aerodrome operations staff.
- 3.2 Guidance material on how to assess communication skills is given in Appendix C.

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## Chapter 4 'M' and 'R' Permits – Manoeuvring Area and Runway

### 1 Requirements

1.1 The applicant shall fulfil the following requirements for the issue of an 'M' and 'R' ADP:

#### 'M' Permit

As per an 'A' Permit, and

- demonstrate competence in R/T by means of an R/T course and assessment (see Appendix B, Radiotelephony);
- be able to demonstrate language proficiency to the minimum of ICAO Operational Level 4 as described in Table 1;
- require access to the Manoeuvring Area.

#### 'R' Permit

As per 'M' Permit and

- require access to the runway.

### 2 Revalidation Requirements

2.1 Aerodrome operators shall ensure that drivers still hold the correct categories of licence for the public roads, competency and continue to meet the minimum medical requirements before renewing the ADP. This check should be carried out at the renewal date.

#### 2.2 'M' ADP

- Duration: Up to five years
- Revalidation: Competence must be maintained. This may be confirmed/assessed by a Maintenance of Competence Scheme or refresher training but in either case must include appropriate assessments.

#### 'R' ADP

- Duration: One year
- Revalidation: Competence must be maintained. This may be confirmed/assessed by a Maintenance of Competence Scheme or refresher training but in either case must include appropriate assessments.

2.3 Guidance material on training course contents can be found in Appendix B.

2.4 Depending on the local level of risk, the aerodrome operator may combine 'M' and 'R' ADPs or they may be issued separately. If they are combined the training and assessments should be based on the 'R' requirements. Where 'M' and 'R' permits are combined the validation period may be harmonised up to a maximum of three years, subject to satisfactory assessment of the risks arising from the operational environment at the aerodrome.

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### 3 Maintenance of Competence

- 3.1 In order to provide means to achieve revalidation and continued competence, the aerodrome operator may establish a system that ensures all staff that are permitted to drive and operate vehicles and equipment on the manoeuvring and runway areas, maintain their competence in their driving rules, duties and procedures in those areas where they are permitted to drive. Such competence is additional to the continuing maintenance of competence to operate the vehicle/piece of equipment. The aerodrome operator may delegate these functions to third party driver trainers, vehicle operators or other parties. In such circumstances, the aerodrome operator will need to conduct regular internal audits in order to assess the effectiveness of the training and maintenance of competence of drivers. These audits must include a check of training records and driver assessments.
- 3.2 The following should be assessed as part of any maintenance of competence scheme, subject to the proposed activities of the driver:
- a) pushback procedures;
  - b) towing – apron and airfield;
  - c) runway access;
  - d) radiotelephony (UKCAA CAP 413);
  - e) airfield topography;
  - f) general airside driving;
  - g) vehicle check;
  - h) emergency procedures.

### 4 Radiotelephony (R/T)

- 4.1 The movement of vehicles on the manoeuvring and runway areas are ordinarily subject to authorisation by Air Traffic Control (ATC). Depending upon the complexity of the aerodrome, ATC may operate a number of radio frequencies. Typically, in these cases, the aerodrome ground controller will be responsible for all vehicles operating on the taxiways, and the air controller will be responsible for all vehicles wishing to enter or cross the runway(s). It is essential that all vehicles that are required to be under positive control on the manoeuvring area are equipped with the appropriate radio communication devices tuned to the appropriate frequencies.
- 4.2 All drivers of vehicles operating on the manoeuvring and runway areas shall demonstrate an appropriate level of competence with respect to the use of R/T phraseology and the English language to ICAO Operational Level 4 as set out in Table 1 below, by means of an R/T course and assessment.
- 4.3 In addition to the requirements that must be met in Table 1, the guidance material in Appendix C gives examples of questions that could be used for assessing communications skills.
- 4.4 Communication between vehicles and ATC requires the same standard of competence as that required for communication between aircraft and ATC. Standard R/T phraseology is described in UKCAA CAP 413 Radiotelephony Manual and must be used for R/T communications between vehicle drivers and ATC.



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- 4.5 The aerodrome operator shall establish a system of allocating R/T callsigns to be used by vehicles so that the potential for confusion between vehicles and aircraft is minimised. This is particularly important at aerodromes where the R/T frequency used by vehicles is the same as that used by aircraft or where the R/T frequency used by vehicles is re-broadcast on the R/T frequency used by aircraft.
- 4.6 The ATC service provider shall be made aware of all radio callsigns used at the aerodrome, whether or not they are used for communication with ATC.

**Table 1** Language Proficiency (ICAO) Requirements

LEVEL	PRONUNCIATION	STRUCTURE	VOCABULARY	FLUENCY	COMPREHENSION
	Assumes a dialect and/or accent intelligible to the aeronautical community.	Relevant grammatical structure and Sentence patterns are determined by Language Functions appropriate to the task.			
<b>Operational 4</b>	Pronunciation, stress, rhythm and intonation are influenced by the first language, or regional variation, but only sometimes interfere with ease of understanding.	Basic grammatical structures and Sentence patterns are Used creatively and are usually Well controlled. Errors may occur, particularly in unusual or Unexpected circumstances but rarely interfere with meaning.	Vocabulary range and accuracy are usually sufficient to communicate effectively on common, concrete, and work-related topics. Can often paraphrase successfully when lacking vocabulary in unusual or unexpected circumstances.	Produces stretches of language at an appropriate tempo. There may be occasional loss of fluency on transition from rehearsed or formulaic speech to spontaneous interaction, but this does not prevent effective communication. Can make limited use of discourse markers or connectors. Fillers are not distracting.	Comprehension is mostly accurate on common, concrete and work-related topics when the accent or variety used is sufficiently intelligible for an international community of users. When the speaker is confronted with a linguistic or situational complication or an unexpected turn of events comprehension may be slower or require clarification strategies.

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## Chapter 5 ADP Records

### 1 Record Keeping

1.1 A suitable means shall be provided for the secure storage of information relating to ADPs. The information shall include:

- a) identification number;
- b) name;
- c) date of birth;
- d) employer;
- e) name of training organisation;
- f) name of trainer;
- g) date of completion of training;
- h) date of validation;
- i) assessment results;
- j) date of revalidation;
- k) infringement notices;
- l) type of permit held;
- m) driving history (accidents/incidents);
- n) DVLA checks;
- o) any required medical evidence.

1.2 The information described in 1.1 above may be kept in any suitable format and shall be made available for audit.

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## Appendix A Guidance Material – Considerations for Medical and Fitness Assessment

Minimum medical requirements are set out in Chapter 2, paragraph 2.1. The following table provides guidance on the additional specific factors there might be about the workplace and vehicles on an aerodrome. An aerodrome operator may decide to impose additional medical fitness requirements over and above those required for driving on the public roads, based on the criteria in the guidance material below.

Event	Consider	Risk Assessment Factors	Frequency	Example
Joining/Initial Assessment	<ul style="list-style-type: none"> <li>• Medical fitness</li> <li>• Medical fitness</li> <li>• Hearing assessment</li> <li>• Eyesight assessment</li> <li>• Vocational medical Evidence</li> <li>• Occupational Health Scheme</li> </ul>	<ul style="list-style-type: none"> <li>• Size and complexity of aerodrome</li> <li>• Number of aircraft movements</li> <li>• Nature of tasks</li> <li>• Type of vehicle</li> <li>• Environment – e.g. night working, shift working</li> <li>• Stress of role</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• Medical assessment by Occupational Health Professional (OHP) required at initial application</li> </ul>
Monitoring/Renewal of ADP	<ul style="list-style-type: none"> <li>• Occupational Health Scheme</li> <li>• Surveillance</li> <li>• Self-assessment/self-Certification</li> <li>• Periodicity of review</li> </ul>	<ul style="list-style-type: none"> <li>• Role and tasks</li> <li>• Medical history</li> <li>• Incident history</li> </ul>	<ul style="list-style-type: none"> <li>• At least every 5 years</li> </ul>	<ul style="list-style-type: none"> <li>• Self-certification at each renewal Event</li> </ul>
Age related	<ul style="list-style-type: none"> <li>• Regular assessments from an established age</li> <li>• Hearing assessment</li> <li>• Eyesight assessment</li> <li>• Relate to vocational age limits</li> <li>• Medical fitness – see above</li> </ul>	<ul style="list-style-type: none"> <li>• Role and tasks</li> <li>• Medical history</li> <li>• Incident history</li> </ul>	<ul style="list-style-type: none"> <li>• At age threshold, e.g. 45 years, and at regular intervals thereafter</li> </ul>	<ul style="list-style-type: none"> <li>• Medical assessment by OHP required at age 45 and at subsequent renewal events</li> </ul>
Event related	<ul style="list-style-type: none"> <li>• ADP notified Health Conditions</li> <li>• Accident/incident at work</li> <li>• Medical fitness</li> </ul>	<ul style="list-style-type: none"> <li>• Nature of medical condition</li> <li>• Controls</li> <li>• Nature of accident/incident</li> </ul>	<ul style="list-style-type: none"> <li>• If related to a medical condition then at regular intervals as directed by OHP</li> </ul>	<ul style="list-style-type: none"> <li>• Medical assessment by OHP as required as directed by OHP</li> </ul>

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# Appendix B Guidance Material – Airside Driver Training Course Contents

**Table B.1 'A' ADP**

<p><b>REGULATORY AND LEGAL REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• National legislation</li> <li>• Bye-laws</li> <li>• Conditions of use</li> <li>• Aerodrome Manual</li> <li>• Airport Operational Instructions</li> <li>• Airport Safety Instructions</li> </ul>
<p><b>AIRPORT TOPOGRAPHY</b></p> <ul style="list-style-type: none"> <li>• The general geography of the local aerodrome</li> <li>• Surface markings and signs (for both vehicles and aircraft)</li> <li>• Speed limits</li> <li>• Aviation terminology used such as taxiway, apron, roads, crossings etc.</li> <li>• Parking areas and restrictions, hot spots and local requirements</li> </ul>
<p><b>PERSONAL RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>• Reporting of incidents</li> <li>• Fitness to drive (medical/health standards) aligned to DVLA requirements</li> <li>• Issue and use of personal protective equipment such as high visibility clothing and hearing protection</li> <li>• General driving standards</li> <li>• 'No smoking' requirements airside</li> <li>• Responsibilities with respect to FOD and fuel/oil/de-icer/anti-icer spillages</li> <li>• Responsibility for individuals to ensure vehicle is suitable for the task and used correctly</li> <li>• Drink and drugs policy</li> <li>• Use of mobile phones and hand held devices</li> </ul>
<p><b>VEHICLE STANDARDS</b></p> <ul style="list-style-type: none"> <li>• Condition and maintenance standards agreed at aerodrome and/or national level</li> <li>• The requirements to display obstruction lights and company insignia</li> <li>• Requirements and content of daily vehicle inspections</li> <li>• Agreed standards of aerodrome and company vehicle fault reporting and rectification</li> <li>• Local requirements for the issue and display of Airside Vehicle Permits (AVPs)</li> </ul>
<p><b>AIRSIDE TRAFFIC RULES</b></p> <ul style="list-style-type: none"> <li>• General rules</li> <li>• Local rules</li> <li>• Rules for operating in low visibility</li> <li>• Speed limits, prohibited areas and no parking regulations</li> <li>• Reversing procedures</li> </ul>

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**Table B.1 'A' ADP (Continued)**

<p><b>HAZARDS</b></p> <ul style="list-style-type: none"> <li>• Aircraft movements</li> <li>• Taxiway crossings</li> <li>• The danger zones around aircraft</li> <li>• Engine suction/ingestion and blast, propellers and helicopters</li> <li>• Aircraft refuelling</li> <li>• FOD and spillages</li> <li>• Vehicle reversing</li> <li>• Staff and passengers walking across aprons</li> <li>• Airbridges and other services such as fixed electrical ground power</li> <li>• The general aircraft turnaround process</li> <li>• Aircraft emergency stop and fuel cut off procedures</li> <li>• Hazardous cargo</li> <li>• Local vehicle towing requirements</li> <li>• Driving at night</li> <li>• Specialist vehicles</li> <li>• Low Visibility Procedures</li> <li>• Security of loads</li> <li>• Escorting procedures and briefings</li> </ul>
<p><b>THE ROLE OF</b></p> <ul style="list-style-type: none"> <li>• The Police</li> <li>• The Airport Operator</li> </ul>
<p><b>SECURITY PROCEDURES</b></p> <ul style="list-style-type: none"> <li>• Personal requirements (ID Cards) and exemptions where applicable</li> <li>• Vehicle security permits</li> <li>• Security restricted areas</li> <li>• Security critical part</li> </ul>
<p><b>EMERGENCY PROCEDURES</b></p> <ul style="list-style-type: none"> <li>• Action in the event of a vehicle accident</li> <li>• Specific action to be taken in the event of a vehicle striking an aircraft</li> <li>• Action in the event of a fire</li> <li>• Action in the event of an aircraft accident or incident</li> <li>• FOD</li> <li>• Reporting procedures</li> <li>• DCA Mandatory Occurrence Reporting (MOR) Scheme</li> </ul>
<p><b>PENALTIES FOR NON-COMPLIANCE</b></p> <ul style="list-style-type: none"> <li>• General penalties</li> <li>• Local penalties</li> </ul>

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**Table B.2 'M' and 'R' ADP**

<p><b>AIR TRAFFIC CONTROL</b></p> <ul style="list-style-type: none"> <li>• Function of aerodrome control and its area of responsibility</li> <li>• Function of ground movement control and its area of responsibility</li> <li>• Normal and emergency procedures used by ATC relating to aircraft</li> <li>• ATC frequencies used and normal handover/transfer points for vehicles</li> <li>• ATC call signs, vehicle call signs, phonetic alphabet, standard phraseology</li> <li>• Demarcation of responsibilities between ATC and Apron Control if applicable</li> </ul>
<p><b>AERODROME TOPOGRAPHY</b></p> <ul style="list-style-type: none"> <li>• Emphasis on standard ICAO signage, marking and lights used on the manoeuvring area</li> <li>• Special emphasis on those signs, markings and lights used to protect the runway</li> <li>• Description of equipment used in non-visual aids to navigation, i.e. ILS</li> <li>• Description of protection zones related to non-visual aids to navigation</li> <li>• Description of ILS protected areas and their relation to runway holding points</li> <li>• Description of runway instrument/visual strip, cleared and graded area</li> </ul>
<p><b>HAZARDS OF MANOEUVRING AREA DRIVING</b></p> <ul style="list-style-type: none"> <li>• Engine suction/ingestion and blast, vortex, propellers and helicopter operations</li> <li>• Procedures for vehicle and/or radio becoming unserviceable whilst on manoeuvring area</li> <li>• Rights of way for aircraft, towed aircraft and RFFS vehicles in an emergency</li> <li>• Runway incursions</li> </ul>
<p><b>EMERGENCY PROCEDURES</b></p> <ul style="list-style-type: none"> <li>• Actions to be taken if FOD or other debris is found on runways and/or taxiways</li> <li>• Procedures to be used by drivers if lost or unsure of position</li> <li>• Local emergency telephone numbers</li> </ul>
<p><b>AIRCRAFT FAMILIARISATION</b></p> <ul style="list-style-type: none"> <li>• Knowledge of aircraft types and ability to identify all types normally operating at the aerodrome</li> <li>• Knowledge of airline call signs</li> <li>• Knowledge of aircraft terminology relating to engines, fuselage, control surfaces, undercarriage, lights, vents, helicopters etc.</li> </ul>
<p><b>PRACTICAL TRAINING (SIMULATED<sup>1</sup> with RADIOTELEPHONY)</b></p> <ul style="list-style-type: none"> <li>• All runways (including access and exit routes), holding areas, taxiways and aprons</li> <li>• All signs, surface markings and lights associated with runways, holding positions, CAT I/II/III operations</li> <li>• All signs, surface markings and lights associated with taxiways</li> <li>• Hazards of operating around aircraft landing, taking off or taxiing</li> <li>• Identification of hazardous situations and assessment of mitigation techniques</li> <li>• Any locally used naming convention for particular areas or routes</li> </ul>

1. Where a particular set of conditions is created artificially in order to experience a situation that could exist in reality.

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**Table B.3** Radiotelephony

<p><b>HIERARCHY OF MESSAGE PRIORITY</b></p> <ul style="list-style-type: none"> <li>• Message priorities, understanding of distress, alerting, control and information messages</li> </ul>
<p><b>PHONETIC ALPHABET</b></p> <ul style="list-style-type: none"> <li>• Correct pronunciation of letters, words and numbers</li> <li>• Emphasis on drivers using standard phraseology similar to pilots</li> </ul>
<p><b>AIRCRAFT, ATC AND VEHICLE CALL SIGNS</b></p> <ul style="list-style-type: none"> <li>• Understanding the terminology and acronyms used by ATC and Pilots</li> <li>• Knowledge of the airline call signs used at the aerodrome</li> </ul>
<p><b>READ BACK PROCEDURES</b></p> <ul style="list-style-type: none"> <li>• Vehicle drivers should use standard read back in the same manner as pilots for instructions such as 'enter/cross the runway', and if conditional clearances are used</li> </ul>
<p><b>READABILITY SCALE</b></p> <ul style="list-style-type: none"> <li>• Understanding the use of the readability scale from 1 – 5</li> </ul>
<p><b>VEHICLE BREAKDOWN PROCEDURE</b></p> <ul style="list-style-type: none"> <li>• Local procedure for vehicle breakdown on runways or taxiways</li> <li>• Procedure for indicating vehicle failure to ATC</li> </ul>
<p><b>RADIO FAILURE PROCEDURE</b></p> <ul style="list-style-type: none"> <li>• Understanding of the local procedure if radio failure occurs whilst on the runway or taxiway</li> <li>• Understanding of light signals that may be used by ATC to pass instructions to vehicles</li> </ul>
<p><b>TRANSMITTING TECHNIQUES</b></p> <ul style="list-style-type: none"> <li>• Understanding the reasons for listening out prior to transmitting</li> <li>• Use of aviation English</li> <li>• Words and sounds to be avoided</li> <li>• Correct positioning of microphones to avoid distortion</li> <li>• Avoidance of 'clipped' transmissions</li> <li>• Awareness of regional accents and variations of speech</li> <li>• Speed of delivery of RTF phraseology</li> </ul>
<p><b>PORTABLE RADIOS</b></p> <ul style="list-style-type: none"> <li>• Correct use of radios</li> <li>• Effective range and battery life</li> <li>• Screening/shielding effects on the aerodrome</li> <li>• Use of correct call signs, either relating to vehicle or an individual</li> </ul>
<p><b>LEGAL REQUIREMENTS (Local to Issuing airports)</b></p> <ul style="list-style-type: none"> <li>• Local instructions regarding use of portable radios and hand held microphones whilst driving a vehicle</li> <li>• Local instructions on the use of mobile telephones (cell phones) whilst operating airside</li> </ul>

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## Appendix C Guidance Material – Example of Communication Skills Assessment

Chapter 3 Section 3 sets out the requirement for the driver to be proficient in English in order to complete the required training, competence assessments and designated activities on the aerodrome. This appendix gives some examples of how this can be tested.

### 1 The ability to complete the requisite driver training/familiarisation and assessment conducted in English

A series of statements can be used which require the candidate to select the correct use of English words. Examples include:

- 1 At airports, driving permits are \_\_\_\_\_. In other words, you have to have one to drive on the airport.  
compulsory      forbidden      optional      prohibited
- 2 The instructions are as \_\_\_\_\_ : first, write your name.  
follow      followed      following      follows
- 3 The ID centre opens \_\_\_\_\_ 8.30 am.  
at      on      in      during
- 4 "No smoking" at the airport means that you \_\_\_\_\_ smoke cigarettes there.  
do not have to      must not      are not      might not
- 5 The answers to this test are kept \_\_\_\_\_ until the test is over.  
hid      hide      hiding      hidden

### 2 The ability to undertake successfully the operational communication requirements that may be required of airside drivers e.g. reporting an accident or incident airside

**Example:**

Look at the picture below: what is the important information you need to communicate about this item found on an airside road?





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### **3 The ability to read and understand relevant local safety information, e.g. safety instructions and mandatory aerodrome signage**

#### **Example:**

The candidate should read the following:

“The scene of the accident/incident should be isolated and the vehicles, plant and equipment involved in the accident/incident should not normally be moved until the police or airport operations officer is in attendance. However, if in the judgement of the senior person present or the Officer in Charge of the Fire Service their removal is necessary in the interests of safety or to effect a rescue, this may be done. The scene should preferably be photographed before being disturbed, by digital camera if possible.”

The candidate should then verbally explain the information and include at least three of the following four main messages in the instruction:

1. Isolate vehicles;
2. Do not move until police or airport operations officer attends;
3. If they instruct, removal can be allowed;
4. Photograph by digital camera if possible.

### **4 The ability to understand verbal instruction or notification given by the police or aerodrome operations staff**

#### **Example:**

Read the following passage to the candidate.

“As a result of an incident on the southern road it is now closed and all vehicle access to pier 4 must be by the western road, which is one way. This route will take more time and deliveries to the aircraft stands on pier 4 will take at least ten more minutes.”

The candidate should then be asked:

1. Which road is closed?
2. Which pier is affected?
3. What has caused the problem?
4. How much longer will it take to get to pier 4?

-End-