



Airside Driving at Invercargill Airport

Civil Aviation Authority Approved

Part 139 Aerodrome Operator

AD 36166

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0.1 Airside Driving Policy

Introduction

Invercargill Airport Limited is responsible for all vehicles operating airside, in conjunction with Airways New Zealand (Air Traffic Control, also termed “ATC”).

Airways New Zealand are responsible for control of vehicles in the manoeuvring area (taxiways and runways)

Invercargill Airport Limited is responsible for vehicle standards, vehicle control in areas other than the manoeuvring area, and vehicle access to airside.

Policy

The purpose of these rules is to create a safe working environment, in order to minimise the risk of injury to persons and/or damage for all those who drive or work in the operational areas of Invercargill Airport.

The Airside Driving Rules are designed to meet the requirements of Civil Aviation Act, Civil Aviation Rules, Health and Safety at Work Act (2015) legislation.

These rules have been developed as part of IAL’s Safety Management System (SMS) and endeavour to maintain a safe environment for and not limited to aircraft, airside users, members of the public, aerodrome infrastructure and contractors.

Non-compliance with these rules may result in withdrawal of an Airside Driving Permit (ADP) or an operator’s right to operate airside at Invercargill Airport. Only those vehicles authorised by Invercargill Airport Limited shall operate on the airside at Invercargill Airport. Vehicle operations shall be restricted to those vehicles that are essential for servicing aircraft, or essential for other airside operations.

Persons and organisations operating vehicles and equipment airside shall comply with Invercargill Airport Limited requirements for such vehicles and equipment and driver training as detailed in this document.

Unauthorised vehicles, or vehicles that appear suspicious, that are found within a security area or security enhanced area must be reported to a Duty Fire Officer or airport management, and if necessary, escalation of the incursion be alerted to Airways New Zealand, Aviation Security Service (AVSEC) or the New Zealand Police as appropriate.

SECTION 1 AIRSIDE DRIVING PERMITS

1.1 Issue of Airside Driving Permits (ADP)

About Airside Driving Permits

Invercargill Airport Limited requires all airport users or tenants who wish to operate a vehicle or any equipment airside to comply with the following:

- Hold a valid Airside Driving Permit, and
- Be operating a vehicle or equipment that has a valid Airside Vehicle Permit (AVP), unless under escort or that vehicle is exempted.

Categories of Airside Driving Permits

At Invercargill Airport there are 2 categories of Airside Driving Permit (ADP) :

- Category 1 ADP – enables drivers to access apron areas only
- Category 2 ADP – enables drivers to access all areas of the airside, including taxiways and runways

Airside Driving Permit Documentation Requirements

- CAA AIC and/or Pilots License
- A Flight Radio Telephony Operators (FRTTO) rating or equivalent if driving unescorted beyond the limits of the Security Area (CAT 2 Only)
- Applicants must have and maintain a full and current New Zealand Driver's License
- Successful completion of the online airside driving awareness module
- Invercargill Airport ADP Application form endorsed by their employer or supervisor

Steps to obtaining an Airside Driving Permit

For issue of an ADP, each person intending to operate a vehicle or equipment airside must have completed the following :

- Submit a completed application form;
- Provide the required documentation for verification by Invercargill Airport Operations;
- Successful completion of the online airside driving awareness module;
- For CAT 2 ADP only, undertake a practical test with an IAL Watch Leader to demonstrate competence.

Airside Driving Permit Validity and Recurrency

- ADP is valid for a period of up to 3 years or until the CAA AIC expires, whichever comes first.
- Prior to the expiry of the ADP, the driver is required to apply for a renewal of the ADP, and complete the online driving awareness module.
- A full reapplication is required in the event an ADP is suspended or revoked.

Loss of New Zealand Driver's License

It is the responsibility of the individual ADP holder to notify IAL of the loss of their New Zealand Driver's License. Should an ADP holder no longer possess a full and current New Zealand Driver's License they will no longer be permitted to hold an ADP and consequently will not be permitted to drive airside.

Notification of the loss of a New Zealand Driver's License must be made as soon as practical to IAL in writing : admin@invercargillairport.co.nz

SECTION 2 Invercargill Airport Airside Driving Rules

General Apron Safety Requirements

- Appropriate Personal Protective Equipment (high-visibility vest) must be worn airside, except when walking on marked passenger walkways. Hearing protection must be worn airside where required (such as when working in the vicinity of operating aircraft)
- Pilots carrying out pre-flight inspections and airline staff assisting with passenger movements are required to wear approved Personal Protective Equipment (high visibility vest and hearing protection).
- Passengers must always be supervised when walking from aircraft to the terminal building and vice versa, either by the pilot or by airline ground staff.
- Always give way to aircraft, and to emergency vehicles responding to an emergency.
- Do not use mobile phones while driving, unless a hands-free system is available
- Smoking and use of e-cigarettes is prohibited airside, whether inside or outside of a vehicle
- Obey any lawful order or directional signal of authorised airport staff.
- Do not drive on the grassed areas unless it is essential to carry out your airside activity.
- Close any access point to airside areas immediately after using them.
- New Zealand Civil Aviation Authority requires all equipment **not** intrinsically-safe to be at least **3 metres** from fuelling equipment and aircraft vents.
- Keep all phones, PDA's and vehicles outside the **3 metre** hazard zone around fuelling equipment including hydrant connections and wing vents on both sides of the aircraft.

Jet Pushback and Apron Interactions

- Aircraft anti-collision beacons are used as a danger warning to staff and it is essential that this warning is always understood and heeded.
- When the anti-collision beacon is switched on immediately prior to engine start, staff and equipment must move away from the aircraft without delay.
- Drivers are always to use situational awareness (understand what is going on around you, and take the time to assess all hazards) around aircraft, this includes:

Boarding

Start-up

Push-back

Propwash or jet blast

- Never drive directly behind an aircraft when the anti-collision beacons are operating
(Note : These can be different colours for different aircraft types (White for ATR72 and Red for A320))

No-Go Areas

- Do not drive a vehicle under any portion of an aircraft, or within 3 metres of an aircraft (except when the vehicle is involved in servicing that aircraft).
- Do not drive between and the terminal building and boarding stairs or ramp while boarding is in progress.
- Do NOT drive between fuelling vehicle and aircraft whilst fuelling in progress.
- Do not park a vehicle in a manner that will obstruct the egress of a fuelling vehicle.
- Do not park a vehicle in a manner that will obstruct aircraft, vehicles or persons.
- Do not park a vehicle within two metres of a security fence.

Equipment Storage

- All ground servicing equipment (GSE) must be parked behind the red and white equipment storage markings on the apron when not being used to service aircraft as per the below photos.

Speed Limits

- 5 kph in baggage areas

- 10 kph within 15 metres of an aircraft and within 10 metres of a building
- 25 kph on any other part of the apron
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FOD

It is the responsibility of all persons working airside whether driving or not to eliminate FOD by removing any item of FOD encountered and disposing of it securely.

- Ensure vehicle loads are secure, and any loose/light materials are covered, and tyres are checked when entering manoeuvring area
- Recover any object dropped or encountered while airside if it is safe to do so
- Report items that have blown onto the manoeuvring area to Airport Fire Service

Communications and Reporting

- Two-way radio communications with ATC (Tower frequency 118.50 MHz) is necessary for operations on the manoeuvring area.
- Any vehicle accident, near miss or FOD event must be reported to IAL via the QAOSH online reporting system : <https://aviation-sms.knack.com/risk-registers#report-an-issue-ial/>
- For life threatening emergencies, phone 111 and then phone IAL Airport Fire Service on 027 486 2029.
- If a gate or entrance cannot be closed, immediately tell a Duty Fire Officer or ATC

Drug and Alcohol Policy

- Invercargill Airport have a drug and alcohol policy that mandates no person shall drive or permit a vehicle to access airside while affected by alcohol or drugs.
- Random alcohol and drug testing may be implemented within the security area by IAL.

Restricted Areas

CAT 1 ADP holders are restricted to operations within the Security Area.

The Security Area is shown in the image below within the red boundary. This area encompasses the entirety of the airport apron.

CAT 2 ADP holders may access the security area, and, in addition, the taxiways and runways, known as the manoeuvring area.

Rules Specific to CAT 2 ADP holders

- Conduct a thorough vehicle check and ensure no loose items before you commence your vehicle operation.
- Ensure your radio is serviceable and beacon operating before you leave the apron area and enter the manoeuvring area.

- You must obtain a clearance from ATC, prior to entering any taxiway or runway.
- Remember where you have been cleared to operate, if unsure ask ATC for clarification.
- Keep a good lookout and listening watch for other vehicles and aircraft operating on the manoeuvring area.
- Know the different light signals from ATC, in the event of a radio failure.
- Report any incidents immediately, to IAL via the online QAOSH reporting form.

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Security Area at Invercargill Airport : limit of area for operation by CAT 1 ADP holders

SECTION 2 Issue of Airside Vehicle Permits (AVP)

All vehicles operating airside at Invercargill Airport must be authorised in accordance with these requirements. Vehicles not authorised to operate airside may only be permitted airside with an exemption or under escort in accordance with the requirements outlined in this section.

Vehicle Equipment Requirements

Vehicle Maintenance and Equipment Standards

- Registered vehicles must have a current NZTA Warrant of Fitness for that class of vehicle.
- Non-registered vehicles and equipment must be maintained to a high mechanical standard. This includes evidence of regular servicing. In the case of specialist airport vehicles and equipment, recognised industry standards must be met.
- Where vehicles are used during the hours of darkness or during periods of poor visibility they must be fitted with operating head-lights, tail lights, hazard lights or rotating beacons/strobes.
- Vehicles operating on the manoeuvring area must have an amber rotating beacon and, be fitted with radio equipment (either vehicle mounted or portable handheld) to allow communication with ATC.
- A factory-fitted seat and seat belt must be available and worn by each vehicle occupant whilst the vehicle is in motion.

Vehicle capacity is determined by the number of seats and seat belts fitted – transporting people by any means other than a factory fitted seat (such as on flatbed trays or sitting on the floor of any vehicle) is prohibited.

Identification Requirements for Airside Vehicles

- Vehicles shall be marked with a company logo and an asset number.
- Logos and asset numbers shall be of an adequate size and clarity to ensure the vehicles can be uniquely identified by an observer of normal sight from 10 metres.

Exempted Vehicles

- Non-motorised vehicles and equipment used airside (e.g. baggage trailers, aircraft tow bars, Ground Power Units, generators). **NOTE : This equipment must be included as part of a maintenance programme to ensure it is maintained to a high standard.**
- Emergency service vehicles responding to airfield emergencies or exercises.
- Escorted vehicles, where the vehicle is always escorted while airside.

WOF and Insurance Requirements

Invercargill Airport Limited requires all vehicles nominated by airport users or tenants they intend to operate airside to comply with the following:

- Current Warrant of Fitness (WOF), or Certificate of Fitness (COF) and Registration
- Where vehicle is not registered, appropriate industry/safety certification confirming that it meets relevant industry/safety requirements.
- Confirmation of Insurance Statement signed by the insurance company or broker of the applicant. Required insurances are:
 - (1) \$10 million public liability, and
 - (2) \$10 million vehicle third party

NOTE : Insurance policy must specify that vehicles are covered for operation airside.

Airside Vehicle Permit Documentation Requirements

- Copies of Vehicle registration and WOF/COF Certificates, and confirmation of individual/company ownership details of vehicle
- Industry/safety certification
- Copies of Insurance Statement documentation
- Documented evidence of equipment fitted

Steps to obtaining an Airside Vehicle Permit

For issue of an AVP, each person intending to operate a vehicle or equipment airside must submit the following to Invercargill Airport operations:

- Submit a completed application form
- Provide the required documentation for verification by Invercargill Airport Operations
- If requested by Invercargill Airport, make the vehicle available for inspection by airport management or Duty Fire Officer to verify condition and equipment fitted.

Airside Vehicle Permit Validity and Recurrency

- The expiry of the initial validity period of the AVP will coincide with the first of the required insurances' expiry.
- For each subsequent AVP renewal, the applicant must submit another Confirmation of Insurance Statement, covering a 12-month period, and the AVP will be renewed for that further period of 12 months.
- There is no amnesty period to allow for renewal of insurances to operate airside. Validity of insurance cover must be continual.

Airside Vehicle Escort

Vehicles required to go airside, but do not have an AVP and/or ADP, must be escorted by the person/company they are being engaged by.

The escort can be provided by a valid ADP holder from person/company they are being engaged by, given there are no more than two vehicles or a single large vehicle in a single convoy.

The driver of an escorting lead vehicle and/or the company providing an escort shall be responsible for all acts or omissions of the vehicle being escorted and its driver, including but not limited to ensuring:

- All drivers act responsibly.
- All drivers being escorted have a valid requirement to be airside and hold a valid Temporary or Permanent AIC.
- All drivers being escorted are briefed prior to coming airside.
- All vehicles being escorted are checked for FOD and suitable for airside roads.
- All vehicles escorted hold a current WOF or relevant industry certification if not road registered.
- All drivers being escorted hold a full and current New Zealand Driver's License.

Drivers of vehicles being escorted must ensure their hazard lights are turned on, or have an operational amber flashing beacon mounted on the highest point of the vehicle.

Invercargill Airport can provide an Airside Vehicle Escort Service in the event where the stakeholder is unable to. However, this service incurs an hourly charge and requires no less than 24 hours of notice to ensure appropriate RFS category coverage.

IAL has separate arrangements in place to safely manage the escort of multiple vehicles during grass operations.

SECTION 3 AIRSIDE PERMIT ENFORCEMENT

2.1 Compliance Requirements with Airside Driving or Vehicle Rules

All persons operating a vehicle in the Airside Area must comply with Invercargill Airport Airside Driving or Vehicle Rules at all times.

All vehicles in the Airside Area must comply with Invercargill Airport Vehicle Permit Rules at all times. There are no exemptions to either of these requirements.

Failure to Comply with Airside Rules

A person failing to comply with these Rules may have their Airside Driving Permit suspended or permanently withdrawn in the most severe cases.

Invercargill Airport will use all reasonable endeavours to notify the employer of any person who breaches these Rules of:

- The nature of the breach;
- The steps which Invercargill Airport has taken or intends to take in respect of the breach;
- Any remedial action Invercargill Airport considers the employer needs to take or steps to avoid repetition of the breach.

The breach will be risk assessed (and if necessary investigated) in accordance with the Invercargill Airport Just Culture process, and assigned a rating as follows:

Low	Medium	High
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- **Low** rated breaches could be a simple mistake or error that was otherwise out of character for the individual involved, where a formal warning or recommendation for remedial training is more appropriate than a form of punitive action.
- **Medium** rated breaches may be the result of a knowledge or situational awareness deficiency that can reasonably be addressed through a temporary stand-down period until retraining is completed to the satisfaction of Invercargill Airport Limited
- **High** rated breaches are the most serious and indicate that a wilful disregard for safety or gross incompetence justify a permanent revocation of ADP and/or AVP privileges.

Compliance with Other Directions

Airport users and employees of airport tenants must comply with any reasonable order, direction or signal of an:

- Invercargill Airport Limited representative
- AVSEC Aviation Security Officer
- Airways New Zealand
- Police or FENZ Officer
- Customs or MPI Officer (if POFA applies)

Unsatisfactory Behaviour

Certain behaviours will not be tolerated when working airside and will be liable to incur a breach notice or airside access revocation following the assessment process:

- Refusal to accept a breach notice for a driving offence
- Threatening behaviour towards Invercargill Airport Limited representative
- Verbal abuse
- Careless driving behaviour which creates a safety risk, or which may result in harm or damage
- Operation of a vehicle in unacceptable condition or equipment configuration
- Wilful disregard of the Airside Driving Rules or vehicle requirements
- Disregard of Secure Area requirements and gate security, enabling unauthorised access to airside areas
- Disregard of FOD rules

Access Control

Where a temporary or permanent revocation of airside access is deemed appropriate, Invercargill Airport Limited will in the first instance demand surrender of the access/swipe card of the individual concerned and/or remove access privileges from their access/swipe card.

Vehicle Confiscation and Impoundment

Airside vehicles found to be in unacceptable condition and/or equipment configuration must be removed from the airside area of Invercargill Airport property if requested verbally or in the form of a breach notice.

Airport users operating their own (private) vehicles with an AVP who are in receipt of a breach notice for any of the unsatisfactory behaviours listed in this section will also be required to remove their vehicle from airside areas until such time they are authorised to return by Invercargill Airport Limited following retraining and a reissue of both ADP and AVP.

Failure to comply with this requirement will result in vehicle removal and/or impoundment at the cost of the airport user or tenant.

Rule Amendments

Invercargill Airport reserves the right to change or update these Rules at any time without notice, however will give reasonable notice to stakeholders of the changes.