



OPERATIONAL SAFETY INSTRUCTION

Version A Issued 01/09/2020

Airside Vehicle Permits

Issued By Airside Operations and Safety Manager Ref BRS-OSI-DVO-005

It is the responsibility of all employers to ensure that relevant OSIs are brought to the attention of their staff. However, individuals remain responsible for their own actions and those who are in any doubt should consult their Supervisor or Manager.

1. INTRODUCTION

An Airside Vehicle Permit (AVP) is an authority that specifically permits the operation of a motorised vehicle and selected items of non-motorised equipment on airside areas of Bristol Airport. The provisions contained within this instruction give guidance on the management and requirements for operating vehicles airside at Bristol Airport.

A vehicle may not be operated airside at Bristol Airport without an AVP, however the issue of an AVP does not automatically infer that the owner/operator has a right to drive the vehicle airside, with individual’s authorisation to drive managed by Airside Driving Permits (ADPs).

2. TYPES OF AVP

There are two types of AVP issued by Bristol Airport:

Type	Description	Issued By
Full	A full AVP will be issued to vehicles needing essential and regular access to an airside area. A full AVP is valid for a maximum of one year.	Motor Transport
Temporary	A temporary AVP will be issued to vehicles which require limited short-term airside access for a particular purpose, such as deliveries, contractors or trainers/instructors. The vehicle will require an escort by a vehicle holding a full AVP.	Security (at point of entry to airside)

3. TEMPORARY AVPs

Temporary AVPs are issued by airport security staff, normally at the main gate entrance, but occasionally at other airside access points. The person escorting the vehicle will be required to sign a register to accept responsibility for escorting the vehicle when it is being driven airside. An escort is not required when the vehicle is stationary (although the driver/passengers may still require an escort if they are not full airside ID holders).

4. CRITERIA FOR ISSUE OF A FULL AVP

The major criteria that the applicant must demonstrate for a new or renewed AVP is an operational need to drive a vehicle on the airside on a frequent and unescorted basis. The applicant must further show that the operational task(s) cannot be otherwise undertaken landside.

In addition, in deciding whether to issue an AVP, Bristol Airport will consider whether the applicant meets one or more of the following:

- a) Be directly involved with the operations or servicing of aircraft (including refuelling).
- b) Be directly involved with the servicing of Ground Support Equipment.
- c) Be directly involved with the servicing or maintenance of airside facilities, equipment or building/s, including the terminal or other airside facilities, and that these areas cannot be reached via landside.
- d) Be a member of a government organisation (Police, UKBF) with a demonstrated need to drive a vehicle airside on a frequent and unescorted basis.
- e) Be directly involved with the servicing of AGL or air navigation equipment.
- f) Have a need to make deliveries or collections in airside areas on a frequent basis.
- g) Have a need to be on the airside of the airport on a frequent and unescorted basis, e.g. maintenance contract (supported by documentation from the sponsor including details of frequency of entry to Bristol Airport, and access areas required).
- h) Have a need or authority to carry out regulatory (safety) or law enforcement activities airside.
- i) Have a need to access airside for any other purpose, approved in writing by the Airside Operations and Safety Manager (AOSM).

5. APPLICATIONS FOR AN AVP

The AVP application form, BRS-F-AOPS-007, is available from Motor Transport via email on MTAdmin@bristolairport.com.

Applications for a full AVP should be submitted no less than five working days before any anticipated need for the AVP.

The application form shall include a signed declaration from the applicant that the vehicle will remain covered by a valid airside liability insurance policy and remain compliant with the conditions of issue.

Renewal applications must only be submitted for vehicles which continue to meet the criteria in section 4. Every application will be assessed on a case-by-case basis.

5.1. Authorised Signatories

The application form for an AVP must be signed at the time of issue by an authorised person from the sponsoring company, who has been approved by airside operations. In exceptional circumstances, the AOSM or Motor Transport Manager may act as the authorised signatory. Companies can apply for authorised signatories using form BRS-F-AOPS-009.

5.2. Critical Part Pass

Passenger carrying vehicles which will operate within the Critical Part (CP) will also require a Security CP Pass, in addition to the AVP issued by the Motor Transport department. Authorised signatories can apply for this via the Airport Gateway website – <https://app.idgateway.co.uk/login/>. The applicant will be required to upload documentation: proof of a vehicle safety inspection (signed application form) and a photo of the issued AVP issued by motor transport. For further clarification of vehicles in scope, see Appendix B.

5.3. Insurance Requirements

The following insurance requirements must be fulfilled by the applicant before an application for a full AVP is made.

Bristol Airport requires the holder of an AVP to carry adequate insurance covering all actions claims, costs and demands in respect of any loss, damage or injury to property or persons (including fatal injuries) which may be made against them or their servants, agents or contractors, arising in connection with the use of the vehicle airside at Bristol Airport. The minimum cover is currently £10,000,000 for public liability and £40,000,000 for airside use.

The policy or policies of insurance must remain in full force and effect during the validity of the AVP, and the expected duration of the requirement to hold an AVP.

5.4. AVP Charges

The charges for an AVP (including safety inspections) or replacement permits are on the Bristol Airport Fees and Charges document, also obtainable from the Motor Transport department.

6. CONDITIONS OF ISSUE

- a) A permit is issued subject to a signed 'declaration' by the applicant, indicating that the details provided are true and accurate.
- b) The permit is issued to a specific vehicle approved for access by Bristol Airport. The pass is not transferable between vehicles, companies or persons, and serves only to identify the vehicle, not the driver or passengers.
- c) The applicant is responsible for returning the AVP to airside operations or airport security when the purpose for which the pass was issued has ceased, vehicle ownership changes, or the vehicle is scrapped.

- d) An AVP is issued with reference to the condition of the vehicle on its pre-airside use safety inspection.
- e) Any modifications, alterations or adaptations to a vehicle may require a further inspection by Bristol Airport to confirm that the vehicle remains safe for airside use and the AVP will remain valid. Revised insurance cover may be necessary.

7. VEHICLE SAFETY INSPECTIONS

7.1. Inspection Prior to Permit Issue

All vehicles and in-scope equipment will require a formal safety inspection by a motor transport engineer prior to issue of an AVP. This will normally be the Bristol Airport Motor Transport department, except for companies with their own on-site motor transport facility.

Applicants should book an inspection with the airport's Motor Transport department once they have had their application form signed by airside operations. Bookings can be made by contacting MTAdmin@bristolairport.com or 01275 473721. On successful completion of a safety inspection, motor transport will issue an AVP and application form signed by a motor transport engineer.

Inspection times will vary from two hours for Large Goods Vehicles (LGV), one hour for cars and vans or half an hour for equipment including tow-bars, trailers and trolleys.

7.2. Equipment Safety Inspection Self-Certification

Airside business partners with their own motor transport facility are authorised to self-certify some items of airside equipment including:

- Baggage trolleys
- Tow-bars
- Aircraft steps
- Trailers
- Ground Power Units

Engineers should complete the relevant fields on the AVP application form and submit to Bristol Airport Motor Transport for AVP issue, with no additional safety inspection required.

7.3. Daily Safety Inspections

It is a requirement that any motorised vehicle is inspected each day prior to its first use and recorded in a paper logbook or electronically. Records shall be made available to Bristol Airport on request.

7.4. Records

All completed AVP application forms and safety inspections completed by Bristol Airport Motor Transport department will be stored on FleetMaster.

All safety inspections completed by other companies' motor transport departments will be help by that company, and available for audit by Bristol Airport on request.

7.5. Random Safety Inspections

Any airside vehicle or equipment may be subject to a random vehicle safety spot check. Airside operations or motor transport may carry out these spot checks and have the authority to issue defect notices and if necessary remove the vehicle's AVP, pending rectification or repair.

Any vehicle/equipment deemed to be in a dangerous condition will have the AVP removed and the vehicle/equipment will be prohibited from accessing the airfield. The operator shall ensure the vehicle/equipment is rectified and inspected by Bristol Airport prior to being returned to airside for use. An inspection fee will be applicable if a vehicle fails an inspection and is required to be further inspected by a Bristol Airport Motor Transport engineer.

8. GRANTING OF AN AVP

Upon approval of all application paperwork and safety inspections, Bristol Airport Motor Transport will notify the applicant that the permit is ready for collection and where it is to be collected from.

9. AFFIXING OF AN AVP

Upon issue of the permit, it must immediately be affixed to the corresponding vehicle as identified on the permit.

The label must be affixed to the front windscreen of the vehicle, preferably on the left-hand side. Where a vehicle does not have a windscreen, the permit is to be affixed and be clearly visible, in an obvious position, preferably at the front of the vehicle or equipment.

Responsibility for ensuring a vehicle's AVP is clearly visible and readable rests with the vehicle operator. Airside operations may request an operator apply to replace an AVP where it has been subject to weather damage.

10. VEHICLE REQUIREMENTS

10.1. Vehicle Maintenance

The applicant or sponsoring company applying for an AVP is responsible for the safe operation and fitness of the vehicle/equipment it uses airside and is required to certify:

- That the vehicle/equipment for which the pass is required has been properly inspected, maintained and serviced by an appropriately qualified engineer within the twelve months prior to the date of application and will continue to be inspected, maintained and serviced by an appropriately qualified engineer throughout the period of validity of the pass. This is to ensure that the minimum safety and performance standards specified by Bristol Airport are maintained.
- The applicant or sponsoring company will ensure that the frequency of inspections, maintenance and servicing is appropriate to the type and age of the vehicle used and in accordance with the manufacturer's recommendations.
- That a record of the inspection, service and maintenance of the vehicle/equipment will be made available for inspection by Bristol Airport upon request.
- That only persons trained and competent to drive/operate that vehicle/equipment will drive or operate it.
- That an inspection has confirmed that the electrical and mechanical condition of the vehicle meets the standard required for the issue of an MOT certificate under the Road Traffic Act.
- Where appropriate (used on landside roads), the vehicle must be maintained to the standards required to gain an MOT Certificate and a valid MOT certificate must be held by the vehicle at all times that the vehicle is used landside.

Bristol Airport reserves the right to inspect vehicles and relevant documentation to ensure that they comply with these regulations.

10.2. Obstacle Lights

Permanent airside vehicles with a permanent AVP must be equipped with an omni-directional flashing yellow obstacle light (or blue for emergency vehicles), switched on at all times when the vehicle is operating airside. The light should be at the highest point of the vehicle to be visible through 360°. The light should be a vertical beam of ± 10 degrees either side of the horizontal plane with an intensity between 40 and 400 candela and should flash at between 60 and 90 times per minute. **The use of hazard warning lights for this purpose is not an acceptable substitute.**

In situations where emergency vehicles not normally based at the airport are operated in airside areas, flashing blue lights, where fitted, will be used.

10.3. Vehicle Identification and Livery

A vehicle for which an AVP is required must be in company livery. The company logo must be clearly displayed on both sides of the vehicle (minimum size 45cm x 25cm).

An exception may be made for non-liveried vehicles operated by enforcement agencies, at the discretion of the AOSM.

Vehicles that are temporarily visiting airside and will be left unattended will display a temporary AVP on the dashboard, with company details.

10.4. Airfield Drivers Map

A copy of the airfield drivers' map is required to be kept in each vehicle that is regularly used on the manoeuvring area, to assist the driver if they become lost or unsure of their position, or face any unusual scenario. The map should be stored in such a location that it can easily be referenced by the driver.

10.5. Vehicle Specification

A vehicle or trailer should not normally exceed 3m in width. Exemption to this requirement may be granted in advance by Bristol Airport in certain circumstances where a specific need exists.

The vehicle or trailer must be able to meet the airside height restrictions which are clearly marked by warning plates wherever headroom clearance is limited.

The total overall length of a trailer train including the prime mover and couplings must not exceed 18.3m. Subject to this maximum, the following numbers of trailers of specific categories may be drawn by one prime mover:

- Not more than four single-size baggage or single LD3 trailers
- Not more than three double LD3 trailers
- Not more than three large cargo trailers
- Where more than one category of trailer is drawn by one tug, no more than three trailers are permitted.

10.6. Other Requirements

- a) The exhaust system must be in good order.
- b) The vehicle must be free from oil or fuel leaks.
- c) All motorised vehicles or equipment operating in airside areas must be fitted with a relevant in-date fire extinguisher.
- d) The vehicle must have front and rear lights illuminated if operating during the hours of darkness or low visibility.
- e) Any load, loose baggage or freight must be securely fastened to ensure it cannot spill or fall on aprons or airside roads.
- f) Any vehicle or trailer over 2.46m in length must have red or amber reflectors at or near each end, clearly visible in conditions of poor visibility or in darkness. High intensity reflective sheet material or reflective paint is an acceptable alternative.
- g) Vehicles and trailers must have a proper parking brake system.
- h) The vehicle must be of adequate power and weight and capable of braking efficiently on its own or with trailers in tow.

11. REMOVAL OF VEHICLES FROM AIRSIDE

Where a vehicle is deemed to be non-roadworthy or fails to meet the requirements of possessing an AVP under this manual, the AOSM or another authorised Bristol Airport employee may direct the vehicle to be removed from airside.

If the owner of the vehicle cannot be located, or refuses to comply with the direction, Bristol Airport Motor Transport may remove the vehicle to a suitable place within the airport grounds. Bristol Airport accepts no responsibility for any damage that may be sustained by the vehicle in the course of it being moved or whilst in storage.

Requests for vehicle removal may be verbal or written, and confirmation that a vehicle has been moved by Bristol Airport will be given by written notice.

12. SUSPENSION OR WITHDRAWAL OF AVP

Airside operations may at any time suspend an AVP where:

- a) The vehicle does not meet the requirements of this OSI; or
- b) Bristol Airport has reason to believe there has been a breach of the requirements of this OSI that is sufficiently serious to consider suspension of the AVP.

An AVP suspension will be managed in accordance with the Airside Safety Standards Scheme. If an AVP is suspended then it will be done with written notice to the operator. The written notice will specify the reason(s) for suspension and the length of the suspension. The vehicle operator must then within 24 hours of receiving the notice surrender the AVP to airside operations or airport security.

At any time during a period of suspension, Bristol Airport may by written notice to the vehicle operator:

- a) Re-issue the AVP for the balance of its term (and any applicable AVP issue charges may apply)
- b) Extend the period of suspension
- c) Invite the vehicle operator to show cause why it should not be suspended.

If, within a reasonable timeframe, the vehicle operator has not rectified any cause for which an AVP was suspended, Bristol Airport may permanently withdraw the AVP, and the operator will be expected to re-apply for a new AVP once they consider all of the requirements of this OSI to be met.

12.1. Appeal of Decisions

A vehicle operator who has had an AVP suspended or withdrawn, may apply to the Airfield Technical and Compliance Manager (ATCoM), as per the Airside Safety Regulation Scheme, for

review of any decision made. The AVP will remain suspended or withdrawn pending the review decision. The decision of the ATCoM will be final.

13. REPLACEMENT OF AN AVP

A replacement AVP will be required if the permit is defaced, altered, amended, bears markings not entered by the issuing authority, or where it is lost.

Bristol Airport reserve the right to charge for a replacement AVP according to the latest published fees and charges.

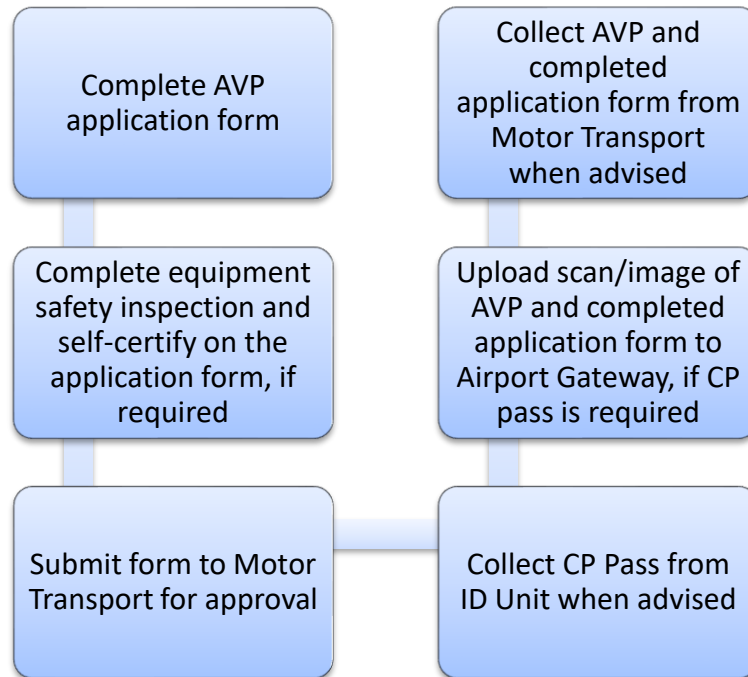
14. LEGAL ASPECTS

It is an offence under Section 21B and 21C of the Aviation Security Act 1982, as amended by the Aviation and Maritime Security Act 1990, to give false information either for the purposes of or in connection with an application for an AVP or in connection with continued holding of an AVP that has already been issued, or to go with or without a vehicle on any part of the restricted airside area of the airport without the permission of Bristol Airport.

Failure to comply with these requirements will result in the AVP being suspended or withdrawn and the vehicle removed from airside.

APPENDIX A

APPLICATION PROCESS FLOWCHART



APPENDIX B**SECURITY CP PASS REQUIREMENTS****Vehicles / Equipment Requiring a Security CP Pass**

- Fire vehicles
- Fuel tankers
- Buses and coaches
- Catering trucks
- Aircraft de-icer trucks
- Tractors
- Cars and vans
- Pushback and baggage tugs
- Electric vehicles
- Forklifts
- Belt loaders / conveyors

Vehicles / Equipment NOT Requiring a Security CP Pass

- Trailers
- Tow-bars
- Aircraft steps
- Ground Power Units
- Civil plant
- Air Start Units
- Non-powered agricultural equipment
- Towable de-icer trailers
- Towable snow equipment
- Lighting rigs