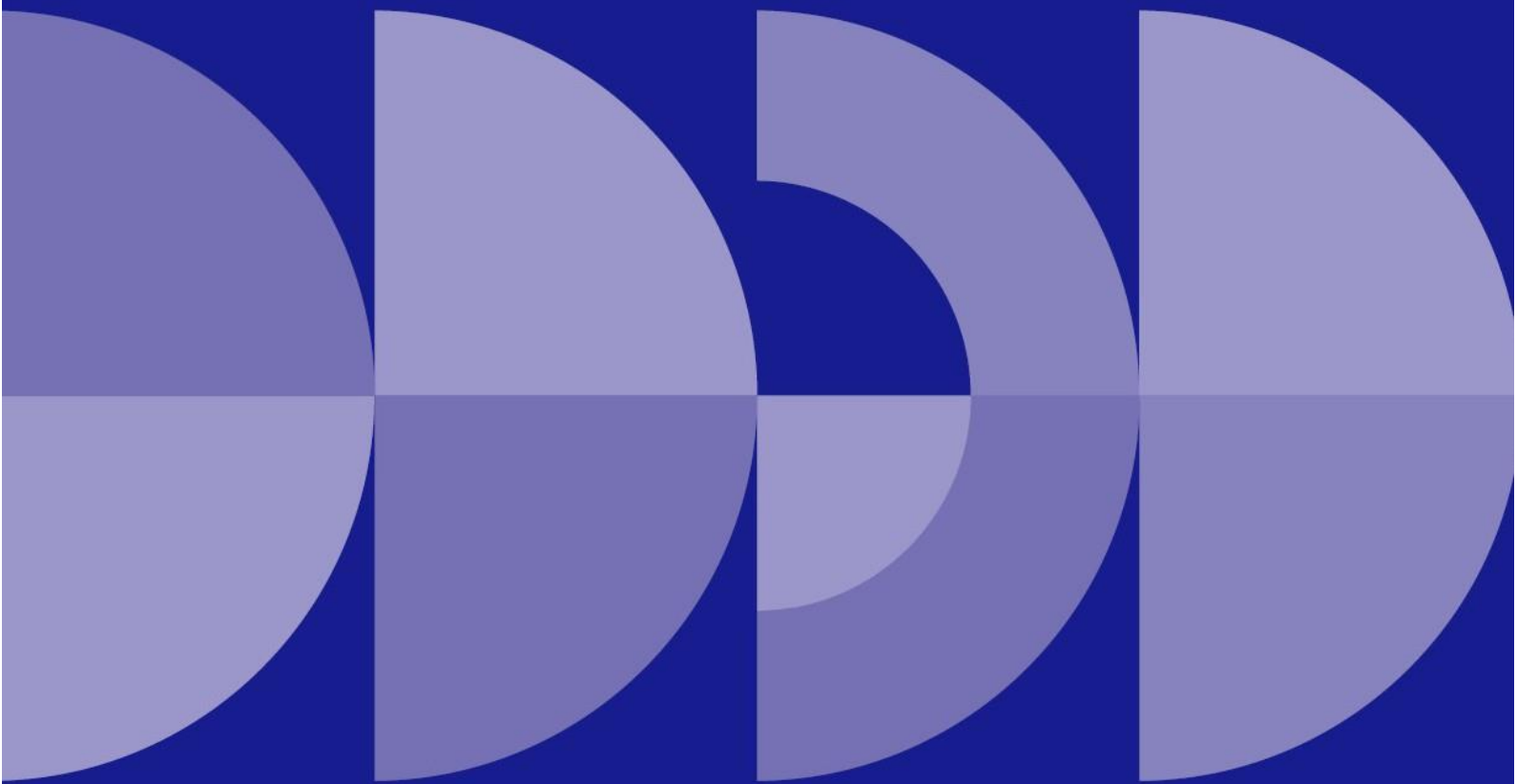


Airside Driving and Vehicle Permit Rules

Civil Aviation Rules Part 100.3; 139.119



INFORMATION:

For Airside Driving Rules, test information & bookings, please go to Auckland Airport's website:

<https://corporate.aucklandairport.co.nz/aeronautical-operations/airside-driving>

For charts and maps go to Auckland Airport's website:

<https://corporate.aucklandairport.co.nz/aeronautical-operations/downloads>

To contact Airfield Operations Team, phone 256-8990/1 or extn 98990/1

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Head of Airport Operations.

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ABBREVIATIONS AND DEFINITIONS

ADP Airside Driving Permit.

Aerodrome

- That part of the Airport that is a defined area of land or water intended or designed to be used either wholly or partly for the landing, departure, and surface movement of aircraft, and
- Includes any buildings, installations, and equipment on or adjacent to any such area used in connection with the aerodrome or its administration.

AIAL Auckland International Airport Limited, and includes its successors and assigns. Also referred to as “Auckland Airport”.

Air Traffic Control (ATC)

The Ground Movement Controller who has charge of all aircraft and vehicles operating on the manoeuvring area on VHF 121.9 MHz or the Tower Controller operating on VHF 118.7 MHz.

Airfield Access Controller

A person whose role is to verify the legitimacy and authority to go airside of any person or vehicle presenting to any airside access point.

Airfield Operations Team/Apron Tower (AOT)

The team responsible for safe operating on the airfield. They are the team to contact regarding airside matters. Their contact phone number is (09) 256-8990 or extension 98990, radio frequency 123.0 MHz or email aot@aucklandairport.co.nz.

Airport

Auckland Airport, at Mangere, Auckland, including any other land, buildings, installations and facilities that may from time to time be acquired by, or come under the control of AIAL.

Airport Identity Card

An airport identity card issued by the Aviation Security Service, or its agent, on behalf of the Director of Civil Aviation under Civil Aviation Rule Part 19 after screening of the relevant person, and which carries a photograph of the relevant person.

Airport Official

The Chief Executive of Auckland Airport and any person appointed or authorised by Auckland Airport to assist in the management or control of persons or property at the Airport, including (but not limited to) the General Manager Operations, the Head of Airport Operations, the Head of Risk and Assurance, Safety and Security Manager, Apron Operations staff, Head of Health and Safety and any other Auckland Airport employees.

Airside Area

That part of the Airport used for the surface movement of aircraft, including (but not limited to) those areas used for take-off, landing and taxiing of aircraft, and the apron area used for the purpose of loading and unloading of passengers and cargo and refuelling, parking and carrying out of maintenance of aircraft being declared a “security area” by the Director Of Civil Aviation pursuant to section 84 (1) of the Civil Aviation Act 1990.

Airside Driving Permit (ADP)

The permit granted by Auckland Airport to a person to allow that person to drive a vehicle within the Airside Area issued in accordance with the Airside Driving Permit Rules.

Airside Vehicle Permit (AVP)

A permit issued by Auckland Airport, in its sole discretion, to authorise a particular vehicle to operate within the airside area.

Apron That area set aside for the loading, unloading or maintenance of aircraft.

ATC Air Traffic Control.

AVP Airside Vehicle Permit.

Auckland Airport

Either:

- a. Auckland Airport, at Mangere Auckland, including any other land, buildings, installations and facilities that may from time to time be acquired by, or come under the control of AIAL, or
- b. A reference to AIAL as a corporate entity.

Auckland Airport Authorised Agent

A person authorised in writing to conduct vehicle escorts.

Authorised Airside Purpose

Access to Airside areas is only authorised and permitted if, and to the extent that, such access is required to conduct an operational activity authorised directly or indirectly by Auckland Airport.

CAT III A precision navigational aid system that provides guidance to aircraft and allowing them to land in low visibility conditions such as fog.

CPC Checkpoint Charlie.

Checkpoint Charlie

Checkpoint Charlie” (CPC) is the primary airside/landside vehicle access point to Auckland International Airport and is located at the Western end of Cyril Kay Road. CPC provides controlled secure access for authorised vehicles and persons (permitted and / or under escort) from landside to airside (and vice versa) as authorised under the Airport Workers Rules. CPC is defined as the area commencing at the canopied entrance to the facility, adjacent to the guard hut and prior to the blue motorised gates and continues through the “interlock” to the second

sliding gate which provides entry to the airfield and the corresponding area providing exit from the airfield.

Blue and white road system

The road system which is primarily used for the movement of buses. These roads are marked by alternating blue and white lines. All vehicles may use these roads but buses have priority.

Charging Infrastructure

The charger units and any associated equipment, and the charging areas or parking spaces or charging bays and markings, etc, upon which e-GSE is parked in order to be recharged.

Designated Parking Areas

Areas on the airfield and aprons set aside for parking ground service equipment or vehicles, and which are delineated by specific markings on the ground and/or roadside.

e-GSE

Ground Service Equipment propelled by electric motor(s) or electricity, or a combination of electricity and internal combustion.

Emergency Equipment

Any vehicle or rescue and firefighting equipment from the Auckland Airport Airport Emergency Service, the Fire Service, Ambulance, Police, Auckland Airport and Aviation Security Service or any other emergency vehicle approved by Auckland Airport displaying a flashing beacon.

FOD

Foreign Object Debris.

Foreign Object Debris (FOD)

Any object on the airfield that could cause damage to an aircraft.

Golf Cart

A type of smaller vehicle, usually but not necessarily electrically-operated, designed originally with room for two golfers and equipment requiring less effort than walking. In an airport context these are vehicles used as GSE in outdoors areas, and may also be used inside terminals, for example to transport elderly or mobility-impaired guests and hand luggage to remote Gate Lounges, etc.

Ground Service Equipment, or

GSE

Ground Service Equipment (see also e-GSE). Equipment, whether motorised/powerd or not and whether wheeled or not, used to service or support the servicing of any aircraft, or aircraft operation, while that aircraft is on the ground.

Incident

Any accident or event that occurs in an Airside Area. Incidents may include, but are not limited to fire and explosions, injuries to persons, damage to vehicles, equipment, plant or property, spills or other exposures to hazardous substances or circumstances (including occurrences which could have, but did not actually cause such injury, damage, spill or exposure).

Low Visibility Operations

An operational status of the airfield that is declared when visibility deteriorates below specific minima (usually due to fog).

Low Visibility Procedures

Standard procedures required for safe operations on the airfield during LVO.

LVO Low Visibility Operations.

LVP Low Visibility Procedures.

MAG Manoeuvring Area Guidance.

MAG Signs

Manoeuvring Area Guidance signs used to assist pilots and other airfield users in establishing direction and location on the airfield.

Manoeuvring Area

That area of the aerodrome designated for the landing, take off and for the surface movement of aircraft, being:

- at the domestic terminals at the Airport, the area south of the Red & White Road System, and
- at the international terminal at the Airport, the Apron holding points, including in each case, all taxiways, runways and the associated grass areas, but does not include the Perimeter Road.

A Red Check line delineates the boundary between the manoeuvring area and the Apron.



MLAT

Means Multi-lateration, which is a secondary radar system that provides information on a display to air traffic controllers of the position of all transponder equipped aircraft and vehicles on the airfield.

Movement Area

Any part of the Airport that is intended for the movement of aircraft on the ground, and includes the manoeuvring area, maintenance areas and aprons.

MPI Ministry for Primary Industries

Notice of Removal

A notice issued by Auckland Airport for the removal of unsafe vehicles or equipment.

NZTA

NZ Transport Agency

Perimeter Road

That road that transits the edge of the airfield starting at Perimeter Access Gate 1 via the southern boundary and terminates near Stand 80, as illustrated on the plan series D2474-1 to 4 in the Appendices Section of these Rules.

Red & White Road System

The road system, designated by alternating red and white lines, as illustrated on the plan series D2474-1 to 4 in the Appendices Section of these Rules, which is reserved for the movement of vehicles not equipped with radios around the apron areas. Note, this is not the same as the Red Check Line discussed under "Manoeuvring Area" above.

Runway End Safety Area (RESA)

The safety area at each end of the runway at Auckland Airport if aircraft overshoot or undershoot the runway. Signs either side of the RESA require vehicles to give way to aircraft likely to pass over the road.

Runway Incursion

Any occurrence involving an aircraft, vehicle, person, or object on the ground that creates a collision hazard or results in loss of separation with an aircraft taking off, intending to take-off, landing, or intending to land.

Towable Airfield Barriers (TABS)

Physical barriers used to block off an active movement area or road

Tractor(s)

A type of GSE and which are vehicles used for various types of towing operations, including; Aircraft Tractors (also known as aircraft tugs) used for push-back services, operational towing, and maintenance towing; Baggage Tractors, used to transport luggage or cargo between aircraft and terminal(s); Bobtail Tractors, used to provide higher-speed transport of cargo and baggage over longer distances within an airport (eg, from a terminal to remote cargo/mail/baggage sorting facilities).

Unit Load Device (ULD)

Unit Load Device

Vehicles

Motor vehicles, and specialist motorised equipment and vehicles, regardless of whether the motor is electric or internal combustion (or some combination of), used for ground transport and/or ground servicing for which Auckland Airport has given approval to be used within the Airside Area.

Wing Tip Clearance Lines

A red painted line indicating the safe operating area outside of the aircraft's wing tip.

SECTION 1 - GENERAL GUIDELINES

1.1 STATEMENT OF PURPOSE

1.1.1 The purpose of these Airside Driving and Vehicle Permit Rules is to provide a safe and secure environment in which to undertake aerodrome operations. The overriding requirements are that all airside vehicles must have certain equipment and characteristics, and that the drivers must:

- Always enter the Airside Area, drive and carry out work duties in a safe and appropriate manner.
- Ensure that driving and parking of vehicles and equipment do not impede aircraft operations or movement on aprons.
- Be aware of the aviation environment and its inherent dangers.

1.1.2 These Rules are designed to meet the requirements of Civil Aviation Rule Part 139.119, 139.203(d)(12)(i), and other relevant legislation.

1.1.3 The airport is the **private property** of Auckland International Airport Ltd (“Auckland Airport”). Access to all or any part of the Airside Area may be granted by Auckland Airport to approved drivers and vehicles, however that access is conditional on observing these Rules. Failure to observe these Rules may lead to revocation of an Airside Vehicle Permit, the relevant driver’s Airside Driving Permit and/or Airside access.

1.2 ENTERING & EXITING AIRSIDE VIA CHECKPOINT CHARLIE

1.2.1 It is a condition of entry to airside by means of Checkpoint Charlie (“CPC”), as defined in these Rules, that all drivers and occupants of vehicles consent to all reasonable checks Auckland Airport (or any CPC service provider that Auckland Airport contracts from time-to-time) deems necessary, including but not limited to:

- Checking the validity of permanent or temporary airport identification cards of all people accessing airside;
- Checking of temporary airport identification card holders’ and escorted drivers’ passports and/or NZ drivers licences;
- Checks or visual inspections of the exteriors and interiors of vehicles or any parts thereof;
- Utilising static and mobile card readers;
- Checking the validity of Airside Vehicle Permits and checking the validity of and authenticating Airside Driving Permits.

- 1.2.2 Drivers entering and exiting airside via CPC must do so in a safe and appropriate manner, and must also use a level of caution appropriate to the presence of Airfield Access Controllers on foot in the area, and must put their vehicles into neutral with their hand or foot brakes engaged while at the gate house and being screened by Airfield Access Controllers.
- 1.2.3 Auckland Airport reserves the right to refuse any person or vehicle entry to, or access through, Checkpoint Charlie for any reason, including but not limited to:
- Drivers not carrying their own Airside Driving Permit or airport identification card;
 - Attempting to use another person's Airside Driving Permit or another person's airport identification card;
 - Airside Driving or Vehicle Permit or airport identification card not current;
 - Vehicle has no Vehicle Permit and is not under legitimate escort;
 - Driver does not have access granted to the CPC Gate.
- 1.2.4 If any occupant of a vehicle other than the driver has no or an invalid airport identification card, or does not have access granted to the CPC Gate, they will be asked to leave the vehicle and will not be allowed airside.
- 1.2.5 Auckland Airport refusing any person or vehicle entry to, or access through, Checkpoint Charlie does not preclude Auckland Airport from issuing an Infringement Notice if Auckland Airport deems it is warranted.
- 1.2.6 If any pedestrian or animal is seen entering or attempting to enter the airfield through the CPC entrance or exit this must be reported immediately to Airport Monitoring on 09 256 8817. Any animal loose landside in the vicinity of any gate must also be reported to Airport Monitoring.

1.3 UNSTAFFED AIRSIDE ACCESS POINTS

- 1.3.1 Any driver presenting a vehicle or piece of equipment to enter or exit an Airside Area through any vehicle access point must do so in a safe and appropriate manner, and the driver must report any damage witnessed or caused (and any faults) to Operations Monitoring on 0800 677 242 ext 4.
- 1.3.2 After each vehicle has passed through the gate, it must stop and wait for the gate to close. If any animal or pedestrian is seen entering into the airlock or onto the airfield this must be reported immediately to Ops Monitoring on 0800 677 242 ext 4. If the driver is in the airlock, the driver should remain in this area without proceeding onto the airfield until Operations arrive. Any animal loose airside or in the vicinity of any airfield gate, including CPC must also be reported to Airport Monitoring on 09 256 8817.
- 1.3.3 The gates on public roads giving access to airside areas are all "Quick Gates" and must not be used until a green light is displayed, either after using an access card from landside or stopping on a pressure pad if airside. Unless being escorted, only one vehicle is allowed through on each green light.
- 1.3.4 Some gates are not "Quick Gates" but are opened and closed by lock and key. These include all access doors. The driver is responsible for ensuring that these gates and doors are closed and locked after use.

- 1.3.5 Any gate observed open must immediately be reported to Auckland Airport Operations Monitoring on 0800 677 242 ext 4, SkyGate Security 09 255 9095, or Aviation Security 09 255 6000. The person noticing that the gate is open must close it if possible and remain with it until Auckland Airport, SkyGate or Avsec arrive.
- 1.3.6 It is a condition of entry to or exit from airside by means of any vehicle access point other than Checkpoint Charlie, that all drivers and occupants of vehicles consent to all the types of checks and/or searches in paras 1.2 and 1.17 of these Rules, if Auckland Airport decides to conduct such checks or searches at any such airside access points from time to time.

1.4 AIRPORT WORKERS' RULES

The Airside Driving and Vehicle Permit Rules must be read in conjunction with the Airport Workers' Rules. The Airport Workers' Rules covers the rules for personnel who work in, on and/or near airside and is deemed to form part of the Airside Driving Rules. These can be obtained from Auckland Airport's website, <https://corporate.aucklandairport.co.nz/aeronautical-operations/downloads>.

1.5 CATEGORIES OF AIRSIDE PERMITS

1.5.1 Stage 1 Airside Driving Permits

The Stage 1 Airside Driving Permit (ADP) is required by drivers who operate solely on the red and white and the blue and white road systems, the Perimeter Road and aprons, and who do not operate within the manoeuvring area. Stage 1 drivers are not permitted to drive on runways or taxiways (the manoeuvring area), except where the red and white road forms part of a taxiway, and should never cross the red and white **checked line** which is the boundary to the manoeuvring area. Refer Section 2 of these Rules for further information.

1.5.2 Stage 2 Airside Driving Permits

Stage 2 ADP holders are permitted to drive on the manoeuvring area subject to clearance from Air Traffic Control (ATC). To operate on the manoeuvring area, drivers must have an approved Category 2 vehicle equipped with a functioning UHF radio, MLAT transponder, beacon and a current Stage 2 ADP. To get a Stage 2 driving permit, applicants must pass a theoretical assessment, a practical assessment and a geographical knowledge assessment. Refer Section 3 of these Rules for further information.

1.5.3 Stage 3 Airside Driving Permits

The Stage 3 ADP is for drivers whose work requires them to drive within the manoeuvring area during LVO conditions. To maximise safety, Stage 3 permits will only be granted to a minimum number of selected personnel who hold a Stage 2 Driving Permit, by the Auckland Airport Airfield Safety Team. Refer Section 4 of these Rules for further information.

1.5.4 Category 1 Airside Vehicle Permits

A Category 1 Airside Vehicle Permit (AVP) allows the vehicle to operate on the Apron Road System and Perimeter Roads (refer to Category 1 (Blue) Vehicle Operating Areas drawing in the Appendices). Refer Section 5 of these Rules for further information.

1.5.5 **Category 2 Airside Vehicle Permits**

A Category 2 AVP allows the vehicle to operate on the Manoeuvring Area, Apron Road System and Perimeter Roads (refer to Category 2 (Red) Vehicle Operating Areas drawing in the Appendices). Refer Section 5 of these Rules for further information.

1.6 **OBTAINING AN AIRSIDE DRIVING PERMIT**

- 1.6.1 Applications for an ADP must be made through the applicant's employer. An authorised company representative may register a new driver on their behalf or a driver may register themselves. Self-registration must be approved by an authorised company representative. Information on how to register on the "Passport" website can be found on the Auckland Airport website.
- 1.6.2 Auckland Airport may, at its sole discretion, determine whether to issue an ADP to any person and may impose a charge for, and impose reasonable conditions on the issue of any ADP.
- 1.6.3 ADP applicants must have a current New Zealand Drivers Licence issued under the Transport (Vehicle and Driver Registration and Licensing) Act 1986, the Transport (Drivers Licensing) Regulations 1987 or other equivalent legislation. That Licence must be produced for inspection when applying for an ADP and be a minimum of a NZ Full licence or international equivalent. A NZ learners' or Restricted Licence will not be approved as a suitable pre-requisite for a Stage 1 ADP.
- 1.6.4 Drivers must be trained in the type of vehicle or equipment they will be using airside. Drivers must have the appropriate class of licence or equivalent training. For example, a driver of a bus must have the applicable endorsement from NZTA and a driver of a truck must have the applicable endorsement from NZTA if over the limitations to drive on standard licence.
- 1.6.5 Permit holders' employers must ensure permit holders' training records and currency details are kept up-to-date and made available upon request by Auckland Airport. Note that the Civil Aviation Authority and Auckland Airport audit driving records, and employers must make these available when requested.
- 1.6.6 A driver who does not permanently live in New Zealand but has a valid driver's licence from another country can be issued with an ADP for a maximum period of up to one year on a one-time basis only (ie, upon expiry, that driver must obtain an NZ Drivers Licence in order to obtain an ADP).

1.7 TRAINING AND TESTING

1.7.1 Driver Competency

- 1.7.1.1 Each employer will be responsible for training their driver(s) in the safe and correct operation of any vehicle or equipment the driver is to operate airside.
- 1.7.1.2 Each driver will be required to demonstrate sufficient geographic knowledge and awareness of operational hazards on the airfield and apron.

1.7.2 Driver Testing for Stage 1 Airside Driving Permit

- 1.7.2.1 The employer must ensure that the applicant has read and UNDERSTOOD the Airside Driving Rules & Airport Workers' Rules before presenting applicants for the ADP test.
- 1.7.2.2 The applicant must have completed the AIAL Ramp and Fire Safety Features on-line course before presenting for the ADP test. This course can be downloaded at <https://aial.litmos.com/online-courses>
- 1.7.2.3 The ADP test is conducted at the Auckland Airport ADP/AVP Permit Office under Stand 5/6 Airside International Terminal. ADP tests are conducted using a computer-based testing system and consist of 30 multi-choice questions. Applicants are given 60 minutes to complete the test and must answer a minimum of 27 questions correctly in order to pass successfully.
- 1.7.2.4 Applicants completing computer-based tests are to be given no assistance from colleagues or request this from the Auckland Airport Airside Licencing Administrator. Cell phones, radios and/or any other reference material (including translators) are prohibited during test sessions.
- 1.7.2.5 The ADP Office is open between 0700 and 1500 on business days, except on statutory holidays. Bookings are required for a time to sit the ADP test. Note last available test each day is 1400. Booking can be made via the "Passport" website.
- 1.7.2.6 If an applicant does not pass the test on their first two attempts, a stand-down period of 1 calendar week must be adhered to before re-sitting each test. If the applicant does not pass the test at their third attempt:
 - The applicant's employer may contact the Airfield Safety and Investigations Team Leader for approval for a fourth attempt, and;
 - Upon a 4th attempt being approved, a 1-month stand down will be imposed and the employer must provide evidence of remedial training prior to re-sitting. If the 4th attempt is not successful, a further attempt will not be permitted.
- 1.7.2.7 Auckland Airport is under no obligation to approve a fourth attempt, and no consideration for a fifth attempt will be given within any timeframe.
- 1.7.2.8 Once the theory component has been successfully completed, the candidate will be given the Airside Driving Applicant Training Log to complete.

1.7.3 Driver Practical Training & Log Requirement

- 1.7.3.1 Each applicant MUST complete a minimum of 10 hours practical driver training in a vehicle which they will be working in when airside (ie, truck, motor vehicle, tractor, loader, etc) under the supervision of a current ADP holder, who has held an ADP for a minimum 6 months and is actively coaching and sitting beside the trainee driver.
- 1.7.3.2 If a driver under training breaches any airside driving rules or gets involved in any incident or accident whilst under supervision, the trainer driver will be held accountable with loss of demerits/suspension to their ADP.
- 1.7.3.3 The 10-hour practical driver training must be logged over a minimum five-day period (prior to submission for an ADP) and must have a minimum of five separate entries. Both portions of the Driving Log (driving hours logged, competency activities) must be completed, endorsed by a company supervisor and sighted by Auckland Airport before an ADP can be issued.
- 1.7.3.4 The 10-hour practical driver training log is required for initial issue of an ADP, or where an ADP has been expired for greater than **6 months**.
- 1.7.3.5 The 5-hour practical driver training log is required for drivers after an extended suspension of 1 month period or greater.
- 1.7.3.6 It is the responsibility of the employer to facilitate and record the practical training as detailed above.
- 1.7.3.7 A driver under training must carry the Driving Log (signed by an Airside Licencing Administrator) at all times during the practical driver training.

1.7.4 Completion of Requirements & Refresher Test

- 1.7.4.1 Applicants are to sit and pass the theory test, then complete the Driving Log (see above). Applicants will be issued their Stage 1 ADP upon receipt of the completed Driving Log, correct endorsements by their employer and sighting of the applicant's NZ Driver's licence.
- 1.7.4.2 On successfully completing the requirements for an ADP for the first time, the permit holder will be issued with an ADP, valid for the lessor of a period of three years or the duration of their CAA Airport Identity Card. The permit holder is required to sit a refresher test every three years to remain valid. This expiry date will be brought into line with the permit holder's CAA Airport Identity Card expiry date, and completion of the refresher test will be a prerequisite for an ADP renewal. If no refresher test is taken within 6 months after the expiry date of an ADP, the applicant will have to re-apply for an ADP as a new applicant.
- 1.7.4.3 Accountability for training drivers and for maintaining driving standards within the company is required to be delegated to a supervisor or manager chosen by the company in question and managed by that person. If an airside driver incurs an airside driving infringement or has an incident at any stage of the process (ie, regardless of whether they hold a Permit or are still in training), the name of the supervisor or manager may be requested by Auckland Airport. Any serious infringement or lack of supervision of an airside driver will have a direct impact on the acting supervisor/manager, which may result in demerit loss to their own ADP.

1.7.5 Probationary Period for New Holders

- 1.7.5.1 A new ADP holder has a probationary period of 3 months, during which supervision from the employer and oversight of driving behaviour is required to be monitored.
- 1.7.5.2 Any Airside Infringement Notice (AIN) issued in this 3-month period with a loss of any demerits will result in **an immediate stand-down**, pending review by the Airfield Safety Team. Once the suspension period has expired, the candidate is required to re-sit the ADP theory test and to complete a 5-hour practical driver training. The decision to reissue an ADP after a suspension is at the sole discretion of Airfield Safety Team.
- 1.7.5.3 Any driving accident during the probationary period will incur an immediate stand down of the probationary driver while an investigation is conducted.

1.8 RENEWAL OF AIRSIDE DRIVING PERMITS

- 1.8.1 Three-yearly renewal tests of ADPs are required to be in line with the renewal of the driver's CAA Airport Identity Card.
- 1.8.2 Auckland Airport will cancel an ADP if the permit holder fails to pass the Airside Driving Test within two weeks of the expiry of their ADP. Companies are notified of upcoming expiries via an auto-generated notification system. It is up to each company to advise the ADP holder of these notifications and to act accordingly.
- 1.8.3 Permit holders who repeatedly break Airside Driving Rules will have their ADP or Airside Access revoked. Recommended remedial training is the responsibility of the employer. Auckland Airport has no obligation to allow a person to re-sit the test after a suspension.
- 1.8.4 Prior to a driver sitting the renewal test, employers are encouraged to engage refresher training.

1.9 USE OF ANY AIRSIDE DRIVING PERMIT

- 1.9.1 ADPs are **not** transferable from one company to another. An applicant may apply for a transfer via the "Passport" website. An approved transfer will migrate an applicant's details, but will not transfer their ADP. The applicant must re-apply using the new employer's details with their new AIC card details. The 10-hour driving log is not required if transferred within a 6-month period from cancellation.
- 1.9.2 An ADP is issued in accordance with any restrictions on the applicant's New Zealand Driving Licence, inclusive of class and type as stated on their licence. The minimum requirement is a NZTA full licence or an international equivalent and is restricted to the vehicle types you are legally authorised to drive.
- 1.9.3 Personnel who do not hold a current ADP are not authorised to be driving within the airside area, unless escorted by an approved person and vehicle with valid airside driving and vehicle permits.
- 1.9.4 Permit holders must carry their ADP at **ALL TIMES** whilst entering and driving airside, and must produce it upon request by an Airport Operations Official, Aviation Security Officer, Customs Officer, Police Officer or Airfield Access Controller. Auckland Airport Airside Operations Officials are the only official permitted to issue AINs.

- 1.9.5 Drivers found airside not carrying their ADP will be issued an Airside Infringement Notice and be immediately suspended and removed from driving duties. The employer will need to present and verify the driver's current ADP to the ADP Office prior to that driver re-commencing driving duties.
- 1.9.6 Unapproved drivers found driving airside will incur upto a 1-year stand down from being able to apply for a Stage 1 and/or loss of demerits upon initial issue, and/or have airside access revoked. This will be at the sole discretion of AIAL Airfield Safety Team.
- 1.9.7 Permit holders must at all times maintain a current New Zealand Drivers Licence and must produce it upon request by an Airport Operations Official, Aviation Security Officer, Customs Officer, Police Officer or Airfield Access Controller.
- 1.9.8 Any personnel whose driver's licence or ADP is suspended or revoked **MUST NOT** drive airside under any circumstances. Any persons found driving whilst their ADP is suspended or revoked will highly likely result in a workers airside access being revoked.
- 1.9.9 Anyone who uses, causes, or permits an operator to drive airside without a current ADP will highly likely result in a workers airside access being revoked.
- 1.9.10 Permit holders who have had a new AIC card issued within the ADP expiry time **MUST** advise the ADP office and obtain a new ADP card reflective of new AIC details in order to access CPC.

1.10 LOSS OR THEFT OF ANY AIRSIDE DRIVING PERMIT

- 1.10.1 The permit holder must immediately report the loss or theft of their ADP to the ADP Office or if after hours, to Landside Operations (Monitoring position) on extension 98817 (2569817) or Apron on extension 98990 (256-8990).
- 1.10.2 Failing to report immediately the loss or theft of an ADP Card will highly likely result in a workers airside access being revoked.

1.11 OTHER CHANGES OF STATUS

The employer of a permit holder will be responsible for:

- Ensuring the permit holder continues to hold a current CAA Airport Identity Card and New Zealand Drivers Licence.
- Notifying Auckland Airport of any change in the status of the permit holder's CAA Airport Identity Card or New Zealand Drivers Licence.
- Returning an expired permit or one that is no longer required by the employee to the ADP Office or Airfield Operations Team.
- Ensuring expiry dates on ADPs are actioned with the renewal process.

1.12 SUSPENSION OR REVOCATION OF ANY AIRSIDE DRIVING PERMIT

- 1.12.1 An ADP will terminate automatically with immediate effect if either the permit holder's CAA Airport Identity Card or New Zealand Drivers Licence expires, is revoked, or becomes invalid for any reason.

1.12.2 Auckland Airport may, at its sole discretion, revoke an ADP and/or Airside Access if a permit holder breaches any rule in the Airside Driving Rules or Airport Workers' Rules. For the avoidance of doubt, the Appeal process contained in section 6 of these Rules is still applicable in this situation.

1.13 ENFORCEMENT OF RULES AND PENALTIES

1.13.1 Auckland Airport Airfield Safety Team and the Airfield Operations Team are responsible for enforcing airside rules and other airside safety standards (including legislation and regulations relating to airport safety).

1.13.2 Enforcement and penalties are detailed in Section 6 of these Rules.

1.14 BIOSECURITY ISSUES

Auckland Airport is approved as a Place of First Arrival ("POFA") for arriving international aircraft under the Biosecurity Act 1993. MPI specifies the standards and requirements which a POFA must adhere to. Drivers of vehicles also need to follow these MPI requirements. Key requirements affecting drivers of vehicles operating airside include the following:

- No food can be removed from aircraft and taken landside unless it is going to an approved waste disposal facility. Such food needs to be collected by airline caterers.
- No food is to be removed from the aircraft for the consumption of airside service providers.
- No food which was brought airside from landside (eg, lunch) can be taken back landside. It either needs to be consumed airside or disposed of in FOD/biosecurity bins before exiting airside. Food purchased airside must only be consumed airside and cannot be taken landside.
- Any general rubbish from aircraft and biosecurity risk items (eg, food, plant material, animal products, sharps and bio hazardous waste) cannot be left unattended in airbridges, on airbridge stairs or AviRamps, or around aircraft. It must be securely contained and taken straight to the Transitional Waste Facility ("Honey-pot") in an MPI-approved vehicle.
- Cargo containing biosecurity risk items must be transported in pest-proof packaging (eg, closed ULDs or securely wrapped on all six sides).
- If a driver notices an animal or pest (eg, cat, dog, Giant African Snail, insects (etc) coming from a ULD, water that contains mosquito larvae, etc) then they should inform AOT (09 256 8990) or On-duty MPI Chief Quarantine Officer (09 909 8613) or MPI Duty Manager on 09 909 8613.

1.15 UNSATISFACTORY BEHAVIOUR

Certain behaviours will not be tolerated when working airside and will be liable to incur an AIN, a breach notice under the Airport Workers Rules or have airside access revoked:

- Refusal to accept an AIN for a driving offence.
- Threatening behaviour towards an Airport Official or Airfield Officer.
- Verbal abuse.
- Careless behaviour which may result in harm or damage.

- Wilful disregard of the Airside Driving & Vehicle Permit Rules or Airport Workers' Rules.
- Inappropriate dealing with biosecurity risk material, breaching biosecurity rules or creating a potential biosecurity breach.
- Operating under the influence of drugs and/or alcohol.
- Smoking, vaping or the use of electronic cigarettes airside.
- Any Breach of the Airside Driving & Vehicle Permit Rules or Airport Workers' Rules.

1.16 AMENDMENTS TO THESE RULES

- 1.16.1 Auckland Airport will advise the stakeholders and employers of permit holders of any changes to these Rules.
- 1.16.2 Employers may be given the opportunity to offer feedback on any changes where deemed appropriate by Auckland Airport.
- 1.16.3 The AIAL Airfield Safety Team may initiate any modifications to these Rules that would enhance airside safety and improve driving behaviour at any stage and without stakeholder review.

1.17 POWER TO SEARCH

- 1.17.1 In addition to and separate from the powers to check and/or search at Checkpoint Charlie and other vehicle access points set out in paras 1.2 and 1.3 of these Rules, permit holders also agree to submit to a request from an Auckland Airport employee (or other appointed person with authority from Auckland Airport) to have their person, any items they are carrying and the vehicle that they may be in searched for the purpose of airport safety and security. Such requests may be made at the point of entry into an airside area, when the permit holder is airside or upon exiting airside.
- 1.17.2 Any person or vehicle that a permit holder is escorting is also liable to a request to be searched under para 1.17.1.
- 1.17.3 Failure to comply with any such request may result in removal from an Airside area and immediate revocation of an Auckland Airport-approved Airside Driving Permit and/or Airside Vehicle Permit (AVP) at Auckland Airport's sole discretion.
- 1.17.4 Permit holders consent to Auckland Airport disclosing the results of any such searches to ensure that Auckland Airport meets its legal obligations and its legitimate business, safety and security needs.

1.18 JOB TITLES & OTHER DESIGNATION CHANGES

Job titles, user groups, names of organisations, etc, are current as at the date of authorisation of these Rules. If any job title, user group or organization or other such designation changes, then these Rules

should be interpreted by applying the job title, user group or organisation, etc, undertaking the same tasks or holding substantially similar responsibilities.

1.19 APPLICATION FOR EXEMPTION TO RULES

- 1.19.1 From time to time there may be circumstances specific to a project or other situation which may justify an exemption needing to be made to these rules.
- 1.19.2 Applications for exemptions or alternative solutions should be made in the first instance to the Airfield Safety and Investigations Team Leader (airfieldsafetyteam@aucklandairport.co.nz). In the absence of this person, applications for exemptions can alternatively be made to the Head of Airfield.
- 1.19.3 Any application for an exemption must be in writing and include:
- which part of the Airside Driving and Vehicle Permit Rules an exemption is being applied for
 - an explanation of why the exemption is required (ie, why it is impracticable to comply with the rule)
 - the alternative solution proposed by the applicant to achieve the same safety, security and compliance outcome; and
 - the length of time the exemption is being applied for.
- 1.19.4 A response to the application will be made in writing. Auckland Airport has the sole discretion as to whether or not to grant an exemption, and what conditions to apply. Such decisions are not subject to any review or appeal process.
- 1.19.5 Any exemptions granted will be recorded on the “Passport” website and in a register, accessible at all times to Auckland Airport Duty Operations Manager, Operations Supervisors and Airfield Team Leaders. Company administrators and driver can view the exemption in the qualifications tab on the Driver’s profile on the Passport website.
- 1.19.6 A copy of the exemption letter must be presented by the driver on request.

SECTION 2 - AIRSIDE DRIVING PERMIT RULES FOR STAGE 1 DRIVERS

2.1 GAINING ENTRY TO AUTHORISED OPERATING AREAS

2.1.1 Airside Driving Permit holders may only gain initial vehicular access to any airside area by means of CPC or any unstaffed access point, as discussed in paras 1.2 and 1.3 of these Rules.

2.1.2 All holders of ADPs must adhere to the requirements of entry set out in paras 1.2 and 1.3 of these Rules.

2.2 AUTHORISED OPERATING AREAS

2.2.1 Holders of a Stage 1 ADP may only drive on the apron by using red and white, or blue and white road system and the Perimeter Road. Stage 1 drivers are prohibited from driving on runways or taxiways under any circumstances.

2.2.2 From time to time parts of taxiways Bravo, Delta, Echo and Lima are closed for parking of aircraft. The stands listed below are on active taxiways/taxilanes and require ATC clearance for access under normal operations. However, when aircraft are parked on these stands, a clearance is **not required** for essential vehicles servicing the aircraft, if the following is observed:

- **Taxiway Delta – Stands 93, 94 and 95.** Access only from the adjacent red and white road onto the stand but to remain within the length of the aircraft whilst remaining north.
- **Stand 84.** Access is from the red & white road adjacent to taxiway D at a location just behind stand 83 but to remain within the length of the aircraft whilst remaining north.
- **Contingency stands on Taxiway Bravo, Echo and Lima.** Contact Airfield Operations Team (09 256 8990) for an approved access route.

Note: Prior to an arriving aircraft, the marshaller must obtain a clearance from the Airfield Operations Team to access these remote stands.

2.3 MANOEUVRING AREA

A red and white checked line from Taxiway C1, south of the Domestic Terminal apron, and across the apron south of the International Terminal, indicates the edge of the manoeuvring area. Stage 1 permit holders are not permitted to cross this line and enter onto any part of the manoeuvring area.



2.4 DOCUMENTATION

2.4.1 An airside driver must carry the following at all times:

- CAA Airport Identity Card.
- Auckland Airport-approved Airside Driving Permit (ADP).

2.4.2 A set of airport charts can be found in the Appendices Section of these Rules. Each person driving airside will be required carry with them, in the vehicle, a chart relevant to the area currently being driven in. Higher-resolution versions of these charts are also available from Auckland Airport's website, <https://corporate.aucklandairport.co.nz/aeronautical-operations/downloads>. They are to be referenced as guidelines only with any operational queries to be directed to Apron Tower (09 256 8990).

2.5 GENERAL SAFETY RULES

2.5.1 Requirement

The safety rules in the following paragraphs must be observed at all times.

2.5.2 Rights of Way

Aircraft have absolute right of way. Emergency vehicles, equipment responding to an incident and airfield operational vehicles (eg, AES, AP12, AP32 & AP50) have right of way when operating under lights and/or siren, over all other vehicles (refer para 2.6 regarding safety around aircraft).

2.5.3 No Smoking/Vaping

Smoking is prohibited in all airside areas, including contractor worksites, ring-fenced areas and vehicles. This also includes e-cigarettes and vaping.

2.5.4 Drugs and Alcohol Prohibition

Permit holders must not drive or present themselves for work on airport property while under the influence of alcohol and/or drugs.

2.5.5 Drug and Alcohol Testing after Accidents, Incidents and Near Misses

2.5.5.1 Workers anywhere in the Airside Area agree that they will undertake drug and alcohol testing at the request of Auckland Airport officials or the NZ Police if the worker is involved in any accident, incident or near miss anywhere in the Airside Area.

2.5.5.2 Drug and alcohol testing in these circumstances is required in order to enable Auckland Airport to meet its obligations under the Civil Aviation Act 1990 and the Health and Safety at Work Act 2015.

2.5.5.3 Drug and alcohol testing must be carried out by independent trained personnel and IANZ accredited laboratories in accordance with AS/NZS 4308:2008 or the NZ Police. Other than where testing is being undertaken by the NZ Police, workers can either have their employer organise the drug and alcohol testing or can elect to have Auckland Airport organise this, provided that the testing must occur within the

laboratory recommended timeframe from the incident or the behaviour which gave rise to the request for testing. The cost of this testing will be charged back to the worker's employer at cost.

2.5.5.4 Workers consent to the outcome of this testing being made available to Auckland Airport, the worker's employer and the worker.

2.5.5.5 Where a worker refuses to undergo, fails to complete, delays without cause or does not cooperate with drug and alcohol testing, this will be treated as a serious breach and the worker will be removed from the Airport and the result will be treated as a positive result. The worker's employer will be immediately informed. The worker's Airside Access Rights and/or Airside Drivers Permit may also be terminated and the worker may be issued with a written Trespass Notice under the Trespass Act 1980.

2.5.5.6 Failure by the worker's employer to organise or share the outcome of drug and alcohol testing will also be treated as a positive result.

2.5.5.7 For the purposes of making decisions under these Rules the following thresholds will be applied:

- a. For people 20 years of age and over, for an alcohol test to be positive there must be a level of alcohol in the worker's system at or higher than 50 micrograms of alcohol per litre of breath (the tolerance being lower than the Land Transport Amendment Act (No 2) 2014 due to the greater inherent risk and safety-critical nature of activities in Airfield Airside Areas).
- b. For people under 20 years of age the only acceptable level is zero micrograms of alcohol per litre of breath. This is consistent with the levels set in the Land Transport Amendment Act (No 2) 2014.
- c. For a drug test to be positive there must be a verified urine drug confirmatory test result, with levels of drug(s) and/ or metabolite(s) either:
 - at or above the confirmatory cut-off concentration(s) specified in tables 2 of AS/NZS 4308:2008, (see Schedule 1 of that Standard), or
 - at or above the confirmatory cut-off concentration or limit of detection determined by the laboratory for those substances not tabled in AS/NZS 4308: 2008.

2.5.5.8 If a worker is on prescribed medication then this will be taken into account, provided the worker provides Auckland Airport with a doctor's certificate confirming the prescription and its likely effect on the worker's ability to perform their role and make safety assessments. Such information will be treated in the strictest confidence, provided that Auckland Airport's Head of Health and Safety may discuss the matter with the worker and/or the worker's Health and Safety Manager if there is a possibility that the prescription medication may impair the worker's ability to operate safely in the Airside Area.

2.5.5.9 Other than where testing was undertaken by the NZ Police, workers have the right to request a further test of their initial sample if they test positive for alcohol or drugs. This request must be made to Auckland Airport's Head of Health and Safety within 48 hours of a positive test result. If there are inconsistencies between samples taken and tested in accordance with AS/NZS 4308:2008, the lower result will be adopted.

2.5.6 Drug and Alcohol Testing for Cause

2.5.6.1 If there are reasonable grounds to suspect a worker in the Airside Area is under the influence of drugs or alcohol, notwithstanding that there has not been any accident, incident or near miss, Auckland Airport officials may escort the worker either out of the Airside Area (or to their Manager's office if this is within the

Airside Area), and report the suspicion that the worker may be under the influence of drugs or alcohol to that worker's employer or contracting organisation.

2.5.6.2 A worker escorted off the Airside Area or to their manager's office under para 2.5.6.1 will have their airside access temporarily suspended, and may not enter any areas within the Airside Area. The appeal rights in para 6.7 do not apply to temporary suspensions under this clause.

2.5.6.3 The worker's employer or contracting organisation may elect either:

- To investigate and manage the possible drug or alcohol use themselves under their internal Drug and Alcohol Management Procedure; or
- To have the possible drug or alcohol use tested using the process contained in para 2.5.5 above.

2.5.6.4 Airside access rights and permission to enter the Airside Area will remain suspended until either:

- the worker's employer or contracting organisation provides Auckland Airport with the outcome of any investigation undertaken under its Drug and Alcohol Management Procedure, and Auckland Airport is satisfied that any safety concerns have been satisfactorily addressed and managed; or
- if the process outlined in para 2.5.5 was used, the results of the testing undertaken are received with the outcome below the level for a positive result.

2.5.7 Drug and Alcohol Rehabilitation

2.5.7.1 If a worker who has received a positive result for a drug or alcohol test under paras 2.5.5 or 2.5.6 above has successfully completed a rehabilitation programme in accordance with their employer's Drug and Alcohol Management Procedure, then application may be made to Auckland Airport's Head of Health and Safety for reinstatement of Airside Access.

2.5.7.2 In considering any such application, Auckland Airport's Head of Health and Safety will take into account:

- the nature of the work normally undertaken by the worker and the risks inherent in that area.
- the rehabilitation programme completed and the time that has elapsed.
- the support mechanisms in place for the worker.
- the ongoing drug and alcohol testing programme in place under their employer's Drug and Alcohol Management Procedure.
- the personal commitment and awareness of the worker in relation to drugs and alcohol and the risks they may or may not cause to health and safety.

2.5.7.3 Any application and supporting information will be treated in the strictest confidence by Auckland Airport's Head of Health and Safety, provided that person may discuss the matter with the worker, the worker's Health and Safety Manager and the Head of Airport Operations, also under strict confidentiality.

2.5.8 Cell phones (Mobiles) & Other Electronic Devices

2.5.8.1 Airside drivers are prohibited from using cell phones whilst driving airside, unless a hands-free device is used. The use of radio telephones (RT's) is permitted whilst using caution and spatial awareness.

2.5.8.2 Use of other types of electronic devices whilst driving airside is strictly prohibited. This includes but is not limited to the use of PDA's, ipads, scanners and/or similar devices.

2.5.9 Beacons

All vehicles operating outside the red and white road system, either within the Manoeuvring Area or any apron areas, must display an amber flashing beacon.

2.5.10 Secure Loads

2.5.10.1 Drivers are responsible for the load they carry, which must be secure at all times. The driver must ensure the load is adequately covered and secured to prevent spillage.

2.5.10.2 The locks on the trailers must be checked prior to movement of the trailer to ensure they are in the locked and secured position.

2.5.11 FOD (Foreign Object Debris)

2.5.11.1 FOD is the responsibility of **EVERYONE** who works in an Airside Area. FOD is any object that could damage or endanger an aircraft. Common types of FOD include small and large pieces of breaking pavement, any rubbish such as plastic, cans, tools, etc. Types of FOD bins are shown below.

Types of FOD Bins



2.5.11.2 Foreign Object Debris (FOD) is a hazard to aircraft. Any/all material lost must be picked up immediately or will result in an Airside Infringement Notice.



WARNING

FOD is easily ingested by a jet’s intake. Likewise, jet blast and prop wash can easily launch FOD to another area or toward aircraft. Staff must always be aware of FOD. Staff working in an airside area must not spill, drop, throw or deposit any oil, grease, fuel, refuse, broken glass or any substance, likely to foul, obstruct, damage, endanger or create a hazard to an aircraft, and/or injure or endanger any person. Staff working in an airside area must clear, remove and appropriately dispose of, any debris, refuse or object that they deposit or observe that may be a danger to safe operations. FOD includes personal waste such as coffee cups, water bottles, food packaging and waste, etc. Auckland Airport will issue an Airside Infringement Notice to any person who fails to comply.

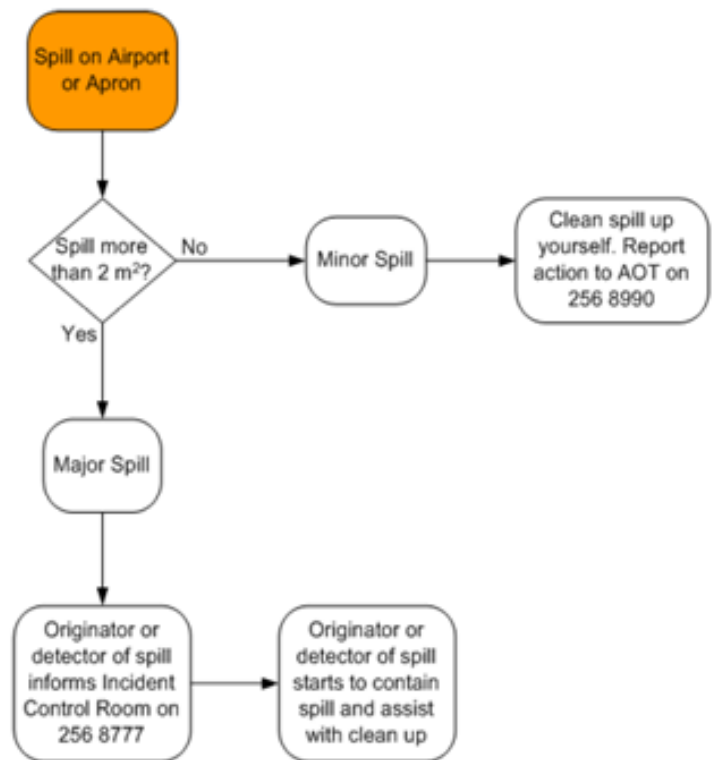
Where it is not practicable to clear such debris or objects, the observer must immediately notify the Airfield Operations Team. Staff must place FOD in marked FOD bins. Lids on all containers, skips and bins must be kept closed at all times.

2.5.12 Spills

2.5.12.1 Workers causing any spill must ensure the spill is contained and, if at all possible, cleaned up immediately.

2.5.12.2 Workers must:

- a. Report all spills to Auckland Airport (whether made by the worker or caused by someone else and discovered by the worker) as below;
- b. If it is a spill caused by the worker which is less than 2m² and the worker has successfully been able to clean it up, then this must be reported to Auckland Airport Airfield Operations Team ext 98990/1 or 256 8990/1 as soon as possible so that Auckland Airport staff can check the safety of the area after the clean up;
- c. If it is a spill larger than 2m²; or a spill which the worker cannot clean up themselves; or a spill not caused by the



worker but one which they came across, then this must be reported to Auckland Airport AOT on 256 8990 or Incident Control Room on 256 8777.

- 2.5.12.3 Auckland Airport reserves the right to charge an operator for cleaning up a spill they cause.
- 2.5.12.4 Fuel shut off valves are located on the International apron and must be shut off whenever there is a major fuel spill. Workers must immediately notify Auckland Airport Airfield Operations Team on ext 98990/1 or 256 8990/1 if the fuel shut off valve has been activated.

WARNING



Spills on the apron can arise from a variety of sources including ground service equipment and aircraft. Spills can include hydraulic fluid, oil, effluent or fuel. Spills are a hazard to aircraft, the operation of the airport, the environment and those working on the apron area.

Spills must be contained and prevented from entering drains.

Auckland Airport reserves the right to charge an operator responsible for causing a spill for the clean-up costs incurred.

2.5.13 **“No Seat No Ride”**

Passengers and trainees are not permitted to travel in or on vehicles unless there is a factory-fitted seat provided that they can sit in.

2.5.14 **Seatbelts**

Seatbelts must always be worn when operating airside unless actively servicing an aircraft within the circle of safety or unloading/loading in any Baggage Make-up areas.

AIMs are also exempt when servicing FOD bins located on the ITB and DTB.

2.5.15 **Airbridges**

2.5.15.1 Driving underneath an airbridge on the Domestic and International Apron is strictly prohibited, unless transiting on a red and white road or inner pier road which passes underneath the airbridge.

2.5.15.2 No driving or parking is allowed in any “Keep Clear” (red diagonal lines) area of an airbridge.

2.5.15.3 No parking includes all vehicles and equipment such as stairs, chocks, cones, etc.

2.5.16 **Keep to the Roads**

Drivers must use the red and white, or blue and white road system and designated entry and exit points when provided. Transiting or cutting through an aircraft stand is not permitted. Driving across taxiways is not permitted.






2.5.17 **Headlights**

Driving with headlights on high beam is prohibited. Drivers must ensure that their lights or beacons do not affect a pilot or another driver’s night vision capability.

2.5.18 Becoming Lost or Immobilised

2.5.18.1 If, when driving Airside, the driver becomes lost or disorientated or the vehicle becomes immobilised, STOP and call AOT for assistance.

2.5.18.2 If a vehicle without a radio (or working radio) has entered an area it should not be, or is driving unsafely, the Control Tower may use light signals to communicate with the driver. A red light means stop and do not move – AOT will send a vehicle to escort you to a safe area. A red flashing light means move off the landing area or taxiway, watching for aircraft.

A CONTROL TOWER SIGNALS TO VEHICLES	
<small>AIAL 94/325CH</small>	
 CONTINUOUS RED LIGHT	STOP IMMEDIATELY
 FLASHING RED LIGHT	MOVE OFF LANDING AREA OR TAXIWAY, WATCH FOR AIRCRAFT
 CONTINUOUS GREEN LIGHT	PERMISSION TO MOVE ON TO LANDING AREA OR TAXIWAY
 FLASHING GREEN LIGHT	INCREASE SPEED IN SAME DIRECTION
 FLASHING WHITE LIGHT	REPORT TO TOWER MOVE VIA PERIMETER
LOOK OUT FOR AND GIVE WAY TO AIRCRAFT AT ALL TIMES	

2.5.18.3 If possible, drivers should monitor the Control Tower for light signals (refer to sample Control Tower light signals sticker above which all airside vehicles must have displayed).

2.5.19 Runway End Safety Area (RESA)

A Runway End Safety Area is in place at both ends of the runway. The RESA is an area at the beginning and end of the runway in case an aircraft overshoots or undershoots. The following applies to a RESA:

- A RESA must be clear of all obstacles at all times an aircraft is taking off or landing. This includes vehicles using the Perimeter Road which go through the RESA at each end of the main runway.
- No person or equipment is to work in the RESA while the main runway is in use except with an ATC clearance, which will only be provided between aircraft movements. Vehicles must not park within the RESA unless an ATC clearance has been obtained.
- STOP signs and road markings have been installed either side of the RESA. All vehicles using the Perimeter Road must STOP at these signs and give way to any aircraft taking off or landing. Essentially, the RESA must be clear of vehicles in case an aircraft overshoots on landing or taking off or undershoots the runway on approach.
- Interference or obstruction within the RESA by way of unapproved access will result in the driver of that vehicle incurring an automatic suspension from driving Airside.
- Traffic lights are situated at each RESA end indicating Amber or RED, as pictured below.
- A red light means you must STOP and not proceed any further.
- In normal conditions when approaching the traffic lights, they flash orange. Obey the signs and

proceed to the STOP sign, stop and look to see that no aircraft is on approach or on the runway heading towards the RESA before proceeding. It is the individual responsibility of each driver to judge whether they can pass through the RESA and avoid being within the area when an aircraft passes overhead.

- Any driver that does not comply with the light signals and signage at each side of the RESA will incur an automatic suspension from driving airside.
- If the traffic lights are displaying red during Low Visibility Operations (LVO) and/or CAT III approaches, drivers must not proceed through. Only Stage 3 approved drivers may request clearance through the red traffic lights. ATC will approve clearance at their own discretion.



2.5.20 Passengers/Airside Workers Walking

- 2.5.20.1 If travelling passengers are observed walking to/from either buses or an aircraft, and they are in the driver's intended route, then the driver must stop and give way to the passengers or change their direction of travel.
- 2.5.20.2 Unless directly related to a work activity, workers are not permitted to walk alongside, across or in the middle of an airside perimeter road or manoeuvring area.

2.5.21 Incidents & Incident Reporting

- 2.5.21.1 A driver that has been directly involved in an incident or accident will be stood down immediately and required to undergo drug and/or alcohol testing in accordance with the testing process outlined in these Rules at the earliest practicable opportunity. If this is not actioned, AIAL may ensure they remain supervised (in the same manner as the rules in 2.5.6 on Drug and Alcohol Testing for Cause) until the drug and alcohol testing process is completed.
- 2.5.21.2 After any incident or accident airside, the driver's ADP may be revoked while an investigation is completed. The Permit may be held with the driver's manager or returned to ADP office.
- 2.5.21.3 A driver must not drive airside after their ADP has been suspended throughout an investigation.
- 2.5.21.4 The following applies when reporting an incident:
 - Any incident involving death or serious harm must be reported immediately to Airport Police (extrn

98666 from emergency phones, or 09 2568666), Auckland Airport Incident Control Room (extn 98777 from emergency phones, or 09 2568777), WorkSafe NZ and the ADP holder's employer.



Note: Emergency phones (example pictured right) are located around the airfield if required.

- Any incident involving an aircraft, person, vehicle, vehicle driver or property must be reported immediately to the Airfield Operations Team (Apron Tower 09 256 8990 / extn 98890 from emergency phones) and the ADP holder's employer, and confirmed in writing to Auckland Airport with any preliminary findings at the very latest within 24 hours of the incident.
- Following any such incident, a full written report must be submitted within 7 days to the Auckland Airfield Safety and Investigations Team Leader via email (airfieldsafetyteam@aucklandairport.co.nz).

2.5.22 **Emergency Access/Egress Points**

All emergency access/egress points must be kept clear of debris, vehicles and equipment at all times. These areas are marked out with diagonal hashed lines and/or signs.

2.5.23 **Awareness of Service & Common Use Areas**

All drivers must be familiar with areas of common use parking for vehicles, EV charging bay areas, walkways, etc, to ensure safety when driving in the vicinity of any such areas.

2.5.24 **Electric Vehicle Battery Fires**

In the fastest time period possible, after a battery fire in any electrically-operated vehicle or e-GSE, the damaged vehicle must be removed by the operator from airside areas to an off-site non-Auckland Airport facility as soon as the fire has been neutralised, due to risk of re-ignition. In no circumstances, can the time period before removal exceed 8 hours after the fire being neutralised. The owner of the electrically-operated vehicle that has been subject to a battery fire must maintain a Fire Watch on that vehicle at all times until it is removed off-site.

2.6 SAFETY AROUND AIRCRAFT

2.6.1 Requirement

The importance of safety and awareness of aircraft when driving cannot be over-emphasised. The safety rules in the following paragraphs must be observed at all times.

2.6.2 Aircraft Right of Way

Aircraft have absolute right of way. This includes aircraft taxiing, on pushback or under tow.

2.6.3 Aircraft or Aircraft Wings Close to Roads

Drivers must remain clear of apron roads when an aircraft is crossing the road or the aircraft wing overhangs part of the road or close to the road edge. Specific areas in which extreme caution is required are listed in para 2.18.

2.6.4 Anti-collision Lights & Aircraft on Pushback

2.6.4.1 It is strictly prohibited to drive behind an aircraft when its anti-collision beacons are operating or when the aircraft is under push or is taxiing. Anti-collision lights operating indicate that the aircraft's engines are running or about to be engaged.

2.6.4.2 Never drive in front of an aircraft which has its anti-collision lights operating, whilst under tow or taxiing.

2.6.4.3 Anti-collision lights may be red or white and may be situated below the belly, on the roof or on top of the aircraft tail.

2.6.4.4 It is sole responsibility of the driver to assess and ensure they can get past the aircraft without the light activated. Drivers are to look for signs indicating the anti-collision beacon turning on imminently.

2.6.5 Aircraft About to Move

2.6.5.1 Signs of imminent aircraft movement are a tug attached to the aircraft, no service trucks, wheel chocks and cones are clear and the airbridge is in the home position or moving away from the aircraft. Please note that the anti-collision beacon is activated within this phase of operation. Extreme caution is to be used.

2.6.5.2 All vehicles and workers are to remain clear of an aircraft that is moving or about to move.

2.6.5.3 Amber flashing lights across the red and white road are used as a warning only, to indicate to drivers the imminent movement of an aircraft either on or off the stand. Drivers are responsible to remain clear of the aircraft path.

2.6.6 Driving in Front

2.6.6.1 Driving in front of an aircraft with its anti-collision beacons operating is prohibited while the aircraft is moving forward, either under tow or under the aircraft's own power.

2.6.6.2 A vehicle may only drive in front of an aircraft with its anti-collision beacons operating if the tug attached to the aircraft has come to a complete stop.

2.6.6.3 A vehicle is not permitted to drive between an aircraft and the aircraft marshal. The vehicle must stop and may only proceed once the aircraft has stopped on the stand.

2.6.7 Jet Blast

2.6.7.1 Jet blast is generated from the exhaust of a jet engine. Jet blast is a significant hazard to workers or objects behind the aircraft and is capable of flattening buildings and destroying vehicles.

2.6.7.2 Vehicles are not permitted to drive behind an aircraft with its anti-collision lights operating, and workers must use extreme caution when working in the vicinity of or on an adjacent stand to an active aircraft.

2.6.7.3 Jet blast signs and on-ground stencilling (see photos) are placed at hot spots around the apron to advise users of possible jet blast from taxiing aircraft and to use caution when in the vicinity of any aircraft engine.

2.6.7.4 Users must be aware of areas with increased jet blast hazard and take extra care when operating in these areas. Drivers must ensure all equipment has been parked appropriately and with brakes engaged to mitigate risk of moving due to jet blast.



2.6.8 Prop Aircraft

2.6.8.1 Vehicles are not permitted to drive behind or in front of a prop-powered aircraft with anti-collision beacon operating and/or engines running and/or a maintenance engine run.

2.6.8.2 Vehicles may drive alongside or in front of a stationary prop-powered aircraft, if there is a marshal at the nose of the aircraft and GPU is attached, with its beacon on and/or 1 engine running.

2.6.8.3 Vehicles are not permitted to drive under the wing of an aircraft at any time.

2.6.8.4 Vehicles and equipment are to remain clear of the aircraft circle of safety when the anti-collision beacon is operating.

2.6.9 Prop Wash

Aircraft propellers are just as dangerous as aircraft engines. Wash from propellers is a hazard and should be treated the same as jet blast. Extreme caution is to be applied when an aircraft arrival or departure is on an adjacent stand.

2.6.10 Parking Near Aircraft

Service vehicles are not permitted to be parked on the stand unless actively servicing the aircraft. Servicing vehicles and ground service equipment are to be chocked/braked at all times while servicing takes place. All other vehicles are to be parked in designated parking areas.

2.6.11 Aircraft Circle of Safety

2.6.11.1 The Circle of Safety defines the area around an aircraft indicating the distance from which certain processes must be followed or restrictions placed on certain activities.

Staff must comply with these processes and restrictions at all times.

- Vehicles/equipment should come to a complete stop at five (5) metres from the aircraft.
- Vehicles/equipment should then come to a second complete stop at two (2) metres from the aircraft.
- Vehicles/equipment must be driven at a walking pace within the Circle of Safety.



Circle of Safety Diagram

2.6.11.2 Except for vehicles actively engaged in servicing that aircraft, no vehicle may be driven under any portion of any aircraft or within the aircraft's safety circle.

2.6.12 Wing Tip Clearance Lines

Wing tip clearance lines must be kept clear at all times. These lines are marked with a solid red line. Do not park service equipment over or within this line at any time, unless directly servicing the aircraft.

2.6.13 Aircraft Refuelling

Drivers must maintain the three (3) metre Circle of Safety around refuelling vehicles and equipment, including aircraft wing vents. All non-fuelling vehicles and drivers are strictly prohibited to be within this area when refuelling is taking place to avoid igniting vapour.

2.7 SPEED LIMITS

Drivers must obey all signs and adhere to the following speed limits:

Location	Speed
Checkpoint Charlie	8 km/h
ITB Breezeway	8 km/h
Baggage Make-up areas	8 km/h
DTB Inner Pier Road & Breezeway	8 km/h
Within 15 metres of an aircraft, building or fixed object	15 km/h
ITB Inner Pier Road	15 km/h
ITB outer red and white & blue and white road system	30 km/h
Road from Charlie 1 to Charlie 5	30 km/h
Airfield areas unless otherwise specified	30 km/h
Perimeter Road	50 km/h
South side perimeter road	65 km/h
Manoeuvring area (Stage 2 and 3 drivers only)	65 km/h
Red and white & blue and white road system during LVO	20 km/h
If permission is granted during LVO to drive on any roading system that has a speed limit <u>normally greater</u> than 20km/h	20 km/h
Inner Pier Road in front of Eastern Bag Hall	15 km/h

2.8 PARKING

- 2.8.1 Vehicles must not be parked where they will obstruct aircraft, other vehicles, equipment, infrastructure, utilities or any access doors to/from the terminals. Drivers must ensure vehicles, plant and equipment are only parked in designated marked parking areas.
- 2.8.2 Auckland Airport has a clear stand policy. All Ground Service Equipment (GSE) must be parked in designated areas. A ramp worker that leaves GSE blocking an Aircraft Stand for the next operator on that stand, will incur an AIN for this offence. If the worker cannot be identified, the AIN will be issued to the ramp supervisor on duty at that time. This is for not ensuring the stand is clear of GSE for the next incoming aircraft on that stand.
- 2.8.3 Vehicles and equipment must not be parked within 1.5 metres of any landside/airside boundary fence.
- 2.8.4 Vehicles and GSE must abide by all requirements relating to parking set out in sections of these Rules on GSE and e-GSE.
- 2.8.5 No vehicle or equipment should be left unattended airside unless associated with the imminent movement of an aircraft OR parked in a designated marked parking area.

- 2.8.6 Airside parking spaces are limited. Long-term parking of vehicles or equipment airside is prohibited.
- 2.8.7 Vehicles and equipment that are parked adjacent to any roadway or stand must be within the designated area at all times.
- 2.8.8 If a vehicle is left in a prohibited or non-designated area and the driver cannot be located, then an Infringement Notice may be issued to the driver or shift supervisor responsible. If a vehicle continues to park in this manner, the Airside Vehicle Permit for that vehicle may be revoked. This is at the sole discretion of Auckland Airport Airfield Safety Team.

2.9 ESCORTING

- 2.9.1 Vehicles that require airside access without an Airside Vehicle Permit must be under escort from their primary stakeholder, with an approved driver and vehicle, or under escort from the Auckland Airport Operations Team. Escort Vehicles Application forms are available from Auckland Airport's website, <https://corporate.aucklandairport.co.nz/aeronautical-operations/downloads>.
- 2.9.2 The use of primary stakeholder escorts is strictly limited to external contractors delivering products or material on an one off basis, it is not to be used to escort stakeholder staff members on to, off or around the airfield under any circumstances.
- 2.9.3 Drivers without an Airside Driving Permit must be escorted at all times. The escorting lead driver must have a minimum Stage 1 Permit and must comply with all applicable operational rules set out below.
- 2.9.4 An Airside Driving Permit holder may provide an escort as long as the escorting lead vehicle has a valid Airside Vehicle Permit.
- 2.9.5 No more than two vehicles or a single small truck is to be escorted at any time.
- 2.9.6 A single small truck is defined as a truck that can be driven using a Class 1 NZTA licence.
- 2.9.7 Any vehicle requiring a Class 2 NZTA licence (or above) must be escorted by an AIAL Airfield Officer.
- 2.9.8 Contact Auckland Airport Operations Team for escorts of three or more vehicles or any large vehicles.
- 2.9.9 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 are airside for an Authorised Airside Purpose to perform an airside duty which has been pre-arranged with the company providing the escort.
 - All drivers being escorted are briefed prior to coming airside.
 - All escorting or lead drivers have a permanent CAA ID.
 - All escorted drivers must have at minimum a temporary CAA ID, if not permanent CAA ID.
 - All drivers are carrying a current NZ Driver Licence.
 - All vehicles being escorted are checked for FOD and suitable for airside roads.

- That the escorted vehicle and driver remains with the lead vehicle at all times and if the driver refuses to do so, the situation is immediately reported to Monitoring at Auckland Airport Operations Centre on 2568817.

2.9.10 Drivers of vehicles being escorted must ensure their hazard lights are turned on.

2.9.11 Any person or vehicle under escort is also subject to the power to be searched set out in para 1.17.

2.10 OPERATING VEHICLES

2.10.1 All vehicles operating airside are required to hold and display a current Airside Vehicle Permit (AVP), which requires vehicles to conform to various physical requirements. Details of AVP requirements are in Section 5 of these Rules, and details of enforcing Vehicle Rules are in Section 6 of these Rules.

2.10.2 All Airside Driving Permit holders are responsible for the safe operation of vehicles or equipment they operate in accordance with these Rules and with manufacturer's specifications and instructions.

2.10.3 Airside Driving Permit holders must promptly notify their employer of all defects and malfunctions of vehicles and equipment.

2.10.4 All defective vehicles that are no longer in service must be notified to the Airside Driving Permit office for the permit to be cancelled.

2.10.5 All defective vehicles must be removed immediately from the Airfield/Apron Operational areas to the operators designated Maintenance Providers premises. Defective vehicles are not to be stored anywhere airside unless this is within the operators leased space.

2.10.6 Maintenance is not to be carried out under any circumstances on an aircraft stand or taxiway.

2.11 TOWING OF TRAILERS OR TROLLEYS

2.11.1 All trailers and trolleys operating airside must conform to the physical requirements set out in the AVP Rules in Section 5 of these Rules.

2.11.2 It is the driver's responsibility to ensure each chain coupling or other locking devices are secure and correctly attached, to ensure the trailer or trolley does not separate from the towing or lead vehicle, before towing commences.

2.11.3 Every driver towing a trailer must ensure that the trailer is attached correctly, operates in a safe manner, and complies with any NZTA or other regulations governing the use of trailers.

2.11.4 Drivers shall only tow a maximum of either:

- Six fully-loaded container trailers (also known as ULD dollies / LD3 / LD1); or
- Six fully-loaded baggage trolleys (also known as CP1); or
- Three fully-loaded cargo or flat-top trailers (also known as Large Cargo Trailers / Pallet Trolleys); or
- Six unloaded cargo or flat-top trailers (also known as Large Cargo Trailers / Pallet Trolleys).

2.11.5 Some pavement areas airside are not entirely smooth. Drivers with trailers/trolleys are required to reduce their speed and drive to the conditions.

2.12 OPERATING GOLF CARTS

- 2.12.1 All golf carts operating airside must conform to the physical requirements set out in the AVP Rules in Section 5 of these Rules.
- 2.12.2 The driver must be appropriately Licenced and familiar with the operation of the cart before operating it.
- 2.12.3 Drivers of golf carts on airfield/apron roads must be in possession of an ADP and must comply with all rules and regulations governing the issue of the permit.
- 2.12.4 The maximum permissible number of trailers which may be towed by a golf cart is **three** small baggage trailers.

2.13 OPERATING GSE AND E-GSE

- 2.13.1 All GSE and e-GSE operating airside must conform to the corresponding physical requirements set out in the AVP Rules in Section 5 of these Rules.
- 2.13.2 All GSE and e-GSE must always be operated and maintained in a safe manner and in compliance with the equipment's operating manuals. Charging infrastructure must be used as set out in these Rules, and e-GSE parked or driven in and near charging infrastructure must be performed as set out in these Rules.
- 2.13.3 All e-GSE must be promptly removed from charging infrastructure when charging is complete.
- 2.13.4 No unserviceable or decommissioned GSE or e-GSE may be stored on airside areas and must be removed by the ground handler as soon as practicable.
- 2.13.5 After an emergency caused by a battery fire, any damaged e-GSE must be removed by the ground handler from airside areas to an off-site non-Auckland Airport facility within 8 hours after the AES response team have neutralised the fire. This is to avoid any risk of re-ignition. Ground handlers must always have a current internal response process in place to remove fire-damaged e-GSE.
- 2.13.6 No incompatible, dangerous or flammable goods are to be stored on e-GSE while charging.

2.14 E-GSE COMMON-USE CHARGING INFRASTRUCTURE

- 2.14.1 Electric GSE (e-GSE") common charging infrastructure is available on the airside area at Auckland Airport. This charging infrastructure is for all ground handlers to use, with no specific infrastructure assigned to a specific ground handler.
- 2.14.2 Ground handlers using common use e-GSE charging infrastructure airside must conform to the Common User Safety Protocols (CUSP).
- 2.14.3 Ground handlers must notify AIAL Operations on 0800 OPS AIA (0800 677 242) ext. 1 of any damage sustained to or faulty charging infrastructure. Identification of the party causing the damage will be made via CCTV footage if notification is not made. Any damage to Auckland Airport assets will be charged to the

individual ground handler. Faulty charging infrastructure will be the responsibility of Auckland Airport to rectify at its own cost.

- 2.14.4 In an emergency, ground handlers must activate reporting/notification in accordance with these Airside Driving & Vehicle Permit Rules. AES will activate their own Emergency Response plan(s) as required.
- 2.14.5 Only e-GSE that have batteries compatible with common use charging infrastructure are permitted on Auckland Airport airside areas. It is ground handler responsibility to identify and procure equipment compatible with the common use charging infrastructure available.
- 2.14.6 It is ground handler responsibility to register any e-GSE with the charging equipment supplier so that the charging equipment supplier can ensure the charging infrastructure will recognise and recharge each individual e-GSE.
- 2.14.7 Non-approved battery applications will not be recognised by the charging unit and will therefore not be charged by the charging infrastructure.
- 2.14.8 Proof of user training and competency of ground handler personnel using charging infrastructure must be made available to Auckland Airport upon request, along with any training and/or audit records.
- 2.14.9 Best practice must be adhered to when using common use charging infrastructure. Ground handler personnel must ensure they do not damage charger units, charging leads or other e-GSE that is charging in the area. If any damage occurs, ground handlers are to cease charging and use of any affected equipment.
- 2.14.10 E-GSE must fit within the designated parking area and may not “overhang” onto common use apron space, roadways, or the blue pedestrian walkway during charging.
- 2.14.11 All e-GSE must be parked while charging so that the pre-fitted tow point is accessible and facing outwards to allow emergency services to easily attach and tow the e-GSE from the charging area if there is a fire.
- 2.14.12 Any disputes about the use of equipment, or equipment located near or blocking charging infrastructure, making charging equipment inaccessible, will be resolved by the ground handlers involved in the first instance.
- 2.14.13 All e-GSE must be promptly removed from charging infrastructure when charging is complete as all infrastructure is common use. The charging bays or designated charging areas are only for charging of e-GSE and are not to be used as parking spaces for e-GSE, non-electric GSE or any other vehicles or equipment.
- 2.14.14 All charge leads must be recoiled back into the correct position once charging is complete to prevent damage to the leads.
- 2.14.15 No incompatible, dangerous or flammable goods are to be stored in the vicinity of charging infrastructure or on e-GSE while charging.
- 2.14.16 All data from the charging units is owned by Auckland Airport. Specific ground handler information will be disseminated by Auckland Airport. Data from the charging units will be used for reconciliation purposes with regards to energy consumption for each ground handler. The ground handlers are responsible for paying for the cost of the energy consumed, and any additional costs in order to provide service and supply of electricity, as deemed appropriate by Auckland Airport.

2.15 BICYCLES (CYCLISTS)

- 2.15.1 Bicycles are not permitted to be operated airside, except for the Charlie 4 apron area.
- 2.15.2 All bicycles (other than the Charlie 4 apron area) entering airside must be walked through on the blue walkways and be stowed within the owner's workplace, and not on the apron.
- 2.15.3 No person is permitted to ride a bicycle on any airside road, walkway or area.

2.16 VEHICLE HEIGHT RESTRICTIONS

- 2.16.1 Each driver is to ensure their vehicle has adequate clearance before proceeding under any overhead obstruction. For example around the DTB and ITB Breezeways, varying clearance heights exist.
- 2.16.2 No vehicle with a height greater than 3.1 metres may be driven on the Pier B Inner Pier Road or with a height greater than 3.1 metres on the Pier A Inner Pier Road of the International Terminal (ie, the ITB Breezeway).

2.17 INNER PIER ROAD RESTRICTIONS

- 2.15.1 Aircraft pushback tugs, JCPLs, Pallet Loaders and other large equipment are not permitted to operate on the Inner Pier Road. If adjacent gates are occupied, aircraft pushback tugs may use the Inner Pier Road to position for push back only. Please note that airside bus operations are exempt from this rule.
- 2.15.2 Tugs are prohibited to block any part of the roadway, when attached to the aircraft, while awaiting for instruction to pushback aircraft. Therefore, the timing of attaching the tug to the aircraft is essential to avoid blocking other operational traffic.
- 2.15.3 All vehicles other than emergency vehicles under lights and sirens must give way to buses on the Inner Pier Road.

2.18 AREAS TO USE EXTREME CAUTION

When driving on the following road areas, extreme caution must be used. These areas are high-volume areas, both for aircraft and servicing vehicles which may present at times an impaired view when passing through the area:

- ITB Breezeway;
- ITB Red & White Road and Blue and White road between Stands 5 and 10 (wingtip clearance);
- ITB Pier B Stands 15 and 16;
- ITB Inner Pier Road between Stands 4 and 6 and by door 118 (Bus operations).
- ITB Pier A Stand 2 Inner Pier Road;
- "Tennis Courts" (ie, Stands 70 to 73);
- DTB Stands 20 and 24;
- DTB Domestic Road from Delta 8 to Charlie 5.

2.19 INTERNATIONAL AND DOMESTIC BREEZEWAY RESTRICTIONS

2.17.1 Aircraft pushback tugs, JCPLs, or other oversize vehicles are prohibited from travelling through the ITB or the DTB Breezeways. Oversize or oddly-shaped equipment are prohibited to be transported through the ITB or the DTB Breezeways. Height restriction is 3.1 metres.

2.17.2 Speed within the ITB and the DTB Breezeways is restricted to 8 km/h and must be adhered to at all times.

2.20 DESIGNATED BUS ROUTES

2.20.1 Designated bus roads are marked as blue and white, and all vehicle traffic must give way to buses when operating on these roads.

2.20.2 Specific areas of the red and white road will be signposted as additional areas at which drivers must give way to buses when operating on these areas of the red and white road.

2.20.3 The blue and white roads are to be kept clear at all times. GSE and vehicles blocking or infringing the blue and white roads will incur an Airside Infringement Notice issued to the offender or shift supervisor.

2.21 TAXIWAY ALPHA

2.21.1 No person is permitted to drive a vehicle on the Perimeter Road between Taxiway Mike and Boat Ramp Bravo when any Code D or larger aircraft is taxiing on adjacent taxiway Alpha (but drivers may proceed with caution if the aircraft is Code C or smaller). There are holding points for vehicles marked at each end of this portion of the Perimeter Road.

2.21.2 Drivers are required to hold at the holding points and only proceed when certain the aircraft has cleared the area.

2.21.3 The wing tips of specific aircraft extend over the road, therefore drivers must ensure their vehicle remains clear at either end or on the large concrete pad (Boat Ramp Bravo) until the aircraft is clear of the area.

2.22 GEOGRAPHICAL KNOWLEDGE

2.22.1 All vehicles are to carry a chart of the area they are operating within. Current charts are available on the Auckland Airport website, <https://corporate.aucklandairport.co.nz/aeronautical-operations/downloads>. It is each driver's responsibility to ensure a chart is in the vehicle before driving airside. A permit holder must produce a relevant chart of the area being covered upon demand.

2.22.2 A Stage 1 Permit holder must be able to identify the following locations:

- Taxiways B, C1, C4, C5, D, D8, J, K, F, E, L and M.
- The edge of the manoeuvring area.
- The perimeter road.
- International, domestic and regional stands.
- Tennis courts (Stands 70, 71, 72 and 73).
- Remote aircraft stands (Stands 74, 75, 76, 77, 78, 79, 80, 81, 82, 83 and 84).
- Contingent aircraft stands on Taxiways B, D and E.

- The red and white roads crossing taxi lanes (Taxi Lane J, K and F).

2.23 LOW VISIBILITY OPERATIONS (LVO)

2.23.1 Introduction

2.23.1.1 Auckland Airport has a Cat III Instrument landing system in place, enabling suitably-equipped aircraft to operate in very low visibility conditions, eg, fog or low cloud. Aircraft are able to continue landing in conditions of low visibility down to a minimum of 75 metres, which is not much greater than the length of a B777. In these conditions, ATC or Apron Tower will not be able to see aircraft or vehicles on the movement area and/or apron. Additional airside driving rules are implemented during LVO to maximise safety under these conditions.

2.23.1.2 Fog can occur at any time, but Auckland Airport's fog season is generally between April and October inclusive.

2.23.1.3 Once LVO is in place and until LVO is finished, drivers **MUST** comply with the LVO rules. Even if the aprons are clear while runways or taxiways are still shrouded in fog, the LVO procedure is still applicable.



2.23.2 The LVO Process

2.23.2.1 All non-essential traffic should remain off the aprons until the low visibility conditions have cleared and have officially terminated unless necessary for the imminent movement/servicing of an aircraft.

2.23.2.2 When visibility or cloud ceiling reduces below pre-determined levels, a safeguarding phase will begin. This is the start of Low Visibility Procedures for all airside drivers. Once conditions improve and return to normal, LVO will be terminated.

2.23.2.3 At the commencement of LVO, companies will be notified that LVO is in place via text message/emails. It is up to the relevant companies to advise their staff that LVO is in place. A general call will also be made on VHF 121.9 MHz Auckland Ground and VHF 123.0 MHz Auckland Apron communication channels to indicate the commencement of LVO.

2.23.2.4 A series of signs spread throughout the airport will be activated indicating Low Visibility Procedures. Drivers should make themselves familiar with the locations. Generally, these signs will be visible from the apron or when entering any controlled airside gate. Each of these signs will have an associated amber flashing light to make them more visible (see example at right). If these signs are not working, a back-up sign, located at entry points and some apron locations, will be activated (see example at right).



2.23.2.5 Every airside controlled vehicle entry gate will have a Low Visibility Procedures sign activated.

2.23.2.6 A vehicle should only enter a controlled access gate if the vehicle movement is necessary to support imminent aircraft operations. Any driver or company found to be operating outside of these boundaries may have their ADP and AVP suspended.



2.23.2.7 Taxiways C1, C2, C3, C4 and C5 will be closed with the use of red traffic lights or barriers. No vehicle is to proceed through these red traffic lights. These lights are a reminder to all vehicles not to go beyond that point onto the manoeuvring area, unless escorted by an Auckland Airport vehicle with a Stage 3 driver and a clearance from ATC. If the light fails, Towable Airfield Barriers (TABS) will be placed across the road.

2.23.2.8 The south side of the airfield will be closed after 0400 hrs each day during the fog season. A gate at either end of the perimeter road will be used to close off south-side access, and the LVO signs for the south side will be activated. Vehicles found within this area will be escorted out under the direction of the Airfield Operations Team, who will be carrying out the South Side Protection (SSP).

2.23.2.9 Traffic lights are installed on the Perimeter Road at both ends of the runway and will be activated to RED to protect the critical area of the Instrument Landing System (ILS) during LVO. The driver must have a Stage 3 ADP to pass through these traffic lights with a pre-approval from Apron Tower (09 256 8990), a clearance will be required from ATC on the radio frequency 121.9 MHz VHF. It is unlikely that any vehicle will be given a clearance while aircraft are operating. Any unauthorised movement through these areas could disrupt aircraft operations.

2.23.2.10 The requirement for testing this equipment is carried out in the same way as above. Vehicles must not proceed through the red light at the RESA without the approvals from an AOT and ATC.

2.23.3 Airside Driving Rule Restrictions During LVO

2.23.3.1 The maximum speed limit anywhere north of taxiway Bravo, where it currently exceeds 20 km/h, is reduced to 20 km/h during LVO. All vehicles must comply with the reduced speed restrictions.

2.23.3.2 During LVO conditions, Stage 1 and 2 permit holders will not be granted a clearance onto the manoeuvring area.

- 2.23.3.3 If a Stage 1 or 2 driver requires entry to the manoeuvring area during LVO, they must request a follow-me vehicle from Apron Tower and a clearance from ATC and a follow-me vehicle from Apron Tower to enter the area. The driver is responsible for contacting Apron Tower for a follow-me vehicle.
- 2.23.3.4 Permit Holders whose work requires them to drive within the manoeuvring area during LVO conditions must hold a Stage 3 Airside Driving Permit. To maximise safety, Stage 3 permits will only be granted to a minimum number of selected personnel by Airfield Safety Team.
- 2.23.3.5 When an aircraft emergency or serious incident occurs during LVO, all aircraft movements will be stopped, effectively closing the airfield. Stage 2 permit holders responding to the incident can request a clearance from ATC to enter the manoeuvring area.
- 2.23.3.6 During LVO, all vehicles operating airside must display parking lights, amber hazard lights or amber flashing beacon, if fitted.
- 2.23.3.7 Extreme caution is to be shown at all times if imminent operations require you to drive along the road from stands 73 to C5. This area should be avoided, with a safer option being landside.
- 2.23.4 Other LVO Restrictions**
- 2.23.4.1 On the International Apron there are red and white roads that cross a taxi lane. During LVO, no vehicle may use these roads without a clearance from Apron Tower on frequency 123.0 MHz VHF or by phone (09 256 8990). Drivers must be aware of these roads which are at the following locations:
- Between stand 7 and stand 77/78.
 - Between stand 5 and stand 78/79.
 - Between stand 6 and stand 82/83.
 - Between stand 18 and stand 80.
- 2.23.4.2 Wing walkers are required to be present before an aircraft can push back over the red and white road. The wing walkers must be located on both sides of the road and clear of the wingtip. All vehicles must stop for wing walkers until directed to pass. Wing walkers must be equipped with hi-viz vests and lit batons.
- 2.23.4.3 During dense fog, when the visibility is such that vehicles and aircraft on the aprons cannot be seen by ATC or Apron Tower, aircraft movements may be restricted to one at a time on the:
- Eastern side of International Apron.
 - Western side of International Apron, and
 - Domestic Aprons.
- 2.23.4.4 Aircraft tows between aprons and hangars are unlikely to be approved unless there are no aircraft currently operating in the area. Any tow that is approved will require a follow-me vehicle. The pushback driver is responsible for arranging a follow-me vehicle from Apron Tower prior to requesting clearance from ATC.
- 2.23.4.5 All works on airfield and airside activities will be restricted or suspended.
- 2.23.4.6 Power-push operations will only be permitted if the vehicle is VHF-capable on 121.9 MHz.

2.23.4.7 Tugs operating on the International Apron, taxiways D1, D2 and B, will need to report when clear before the next aircraft movement can take place.

2.23.4.8 No pedestrians are permitted in areas other than on an aircraft stand with an aircraft present, or marked walkways.

2.23.4.9 No vehicles are to operate off the red and white road.

2.23.5 Exceptions

2.23.5.1 Tug drivers pushing back aircraft from the Domestic Apron during LVO will be required to hold a Stage 2 Permit only. After obtaining clearance from ATC, tugs can push aircraft back onto taxiway Bravo only and must report when the tug is clear of the manoeuvring area before the aircraft will be permitted to taxi.



2.23.5.2 Tug drivers on the International Apron, towing an aircraft forward to the hold points "Spot 1, Spot 2 or Spot 4", are required to hold a Stage 1 permit only. The tug must first obtain approval from Apron Tower VHF on 123.0 MHz, and report when clear, ie, back on the red and white road, before the aircraft will be permitted to taxi.

2.23.5.3 When the visibility improves to the extent that some smaller, non-jet aircraft can operate, taxiway C5 will be opened. Drivers should be aware that although LVO is still in place and must be complied with, more aircraft may be operating.

2.23.5.4 Visibility can fluctuate during fog, resulting in an apron area being clear and the runway or other apron areas still covered in fog. To assist with operations on the apron, the other LVO restrictions listed above in para 2.23.4 can be waived within the following areas, but only if there is clear visibility across the respective apron area:

- On west side of the ITB and only if Stand 19 is clearly visible from the Airfield Operations Tower.
- Between the domestic and international terminals only if Stand 24 is clearly visible from Stand 8.
- In front of the Domestic Terminal and only if the Swissport Executive Jet building is clearly visible from Stand 24.

2.24 AIRSIDE PAINT MARKINGS

A holder of a Stage 1 permit must be able to identify the following airside paint markings to assist if they become disoriented:

Yellow lines	Taxiway and taxilane centerline and stand lead-in lines
Yellow hatched lines	Indicate an area where GSE and vehicles are not to be parked
Double Yellow lines	Apron edge and edge of structural pavement
Blue lines	Pedestrian walkways on apron
White lines	Runway markings
Red lines	Wing tip and stand clearance lines
Red hatched lines	Found in the airbridge keep clear areas indicating where vehicles and GSE are not permitted
Red & white checked line	A checked line indicating the edge of the manoeuvring area, do not cross without an ATC clearance
Red & white line	The apron road system
Blue & white line	Apron road, linking inner pier road and outer pier road. Buses have priority on these roads at all times
White broken line	Stand push back lines

2.25 AIRSIDE LIGHTS

A holder of a Stage 1 permit must be able to identify the following airside lights to assist if they become disoriented:

Green lights	Taxiway centreline lights
Blue lights	Apron edge lights
White lights	Runway edge and centreline lights
Red lights	A row of red lights could indicate the following: <ul style="list-style-type: none">• A runway or taxiway STOP bar. Do not cross, ever.• An apron pushback STOP bar. Do not cross.• Obstruction lights indicating a hazard. Do not cross.

Orange lights A row of three orange lights indicates a hold bar. Do not cross without an ATC clearance.

2.26 APRON WARNING SIGNS

2.26.1 Warning signs are installed around the apron and airfield entry gates. These are LED signs with an amber flashing light operating when a warning is displayed.

2.26.2 The warnings displayed on the signs could be one of the following:

- “Adverse Weather Approaching” – inclement weather is approaching the airfield within 30km of the airfield.
- “Low Visibility Procedures” – we are in low visibility operations and the low visibility driving rules apply.
- “Wind Warning” – wind is greater than 35 kts; secure all loose equipment.
- “Lightning Alert” – lightning is within 8km of the airfield – follow your company procedures.



2.27 OTHER WARNING SIGNS

The following photos indicate and explain typical signage, markings, etc, drivers will encounter airside.



RESA stop signs



Stop and detour if this sign is displayed if an engine run is in



No entry to active runway and taxiways



No entry to any part of the Manoeuvring Area



Compulsory stops airside



Red and white checked lines – edge of manoeuvring area



Perimeter Rd, Eastern end



Beware of aircraft crossing at Charlie 1

SECTION 3 - AIRSIDE DRIVING PERMIT RULES FOR STAGE 2 PERMITS

3.1 OBTAINING A STAGE 2 AIRSIDE DRIVING PERMIT

- 3.1.1 This Section is to be read in conjunction with the Airside Driving Permit Rules for Stage 1 Drivers and the Airside Vehicle Permit Rules.
- 3.1.2 Holding a Stage 1 Airside Driving Permit is a pre-requisite to applying for a Stage 2 Permit. Holders of a Stage 2 Airside Driving Permit must also comply with all rules relating to a Stage 1 Airside Driving Permit.
- 3.1.3 Employers are responsible for training applicants for their Stage 2 driving permit. Once the employer is satisfied that the employee is ready for assessment, the employee is to sit the theory test at the ADP Permit office. Authorised company personal can book a time for an applicant to sit the Stage 2 theory test via the “Passport” website. Upon successful completion of the theory test, the employee is to contact Auckland Airport Apron Tower (09 256 8990) to schedule a practical test.
- 3.1.4 Auckland Airport does not facilitate courses for Stage 2 permits, but rather assesses the applicant’s competency in airfield geography and radio telephony after a company’s internal training for that specific role has been completed. Applicants must know the names of all runways, taxiways and visual navigation aids, particularly paint markings, signs and airfield lights. Applicants must be competent in radio practices and procedures and be able to demonstrate an advanced level of airside driving and awareness before receiving a Stage 2 Permit.
- 3.1.5 A Stage 2 ADP will only be granted to persons whose job requires them to operate on the manoeuvring area.
- 3.1.6 To obtain a Stage 2 ADP, the driver must have held a Stage 1 ADP for a minimum of six months.

3.2 CONDITIONS OF A STAGE 2 DRIVING PERMIT

- 3.2.1 Stage 2 ADP holders may drive on the apron and ramp areas, the red and white road system, the perimeter road and the manoeuvring area. The active runway is under the control of a separate controller (on frequency 118.7 MHz) who must give permission for any driver to access the runway.
- 3.2.2 Stage 2 Permit holders are not permitted in the manoeuvring area during LVO conditions.
- 3.2.3 Stage 2 Permit holders are only permitted to enter the manoeuvring areas when they are carrying out activities directly related to their work duties.
- 3.2.4 All persons operating on the manoeuvring area must be familiar with ATC procedures for operating in this area.
- 3.2.5 In addition to the above, under normal operating conditions (ie, not during LVO), vehicles operating on the manoeuvring area are required to have a transponder fitted to the vehicle (see Multi-lateration para 3.11).

3.3 AIR TRAFFIC CONTROL CLEARANCES

3.3.1 Taxiways and runways are called the **manoeuvring areas**. A clearance must be obtained from Air Traffic Control – Auckland Ground on 121.9 MHz to enter all parts of the manoeuvring area with the exception of the active runway. Vehicles wishing to enter the active runway must communicate with Auckland Tower on 118.7 MHz.

3.3.2 The manoeuvring area is any area on the airfield south of the red and white checked line. An ATC clearance must be obtained before crossing the checked line. The permit holder must not enter the manoeuvring area without a functioning VHF radio, an amber beacon, and a transponder fitted to their vehicle. Entering or crossing taxiways or the runway is probably the most critical operation on the manoeuvring area.

3.3.3 An exception to the clearance from ATC requirement exists when parts of Taxiways Bravo, Delta and Lima are closed for the parking of aircraft. These marked stands are south of the marked red and white checked manoeuvring area line and would normally require an ATC clearance for access. When, and only when, an aircraft is parked on these stands, a clearance is not required if the following is adhered to:

- **Stands 93, 94 and 95** – Access is from the adjacent red and white road onto the stand, but only within the length of the aircraft.
- **Stand 84** – Access is from the red and white road adjacent to Taxiway Delta, at a location just behind stand 83.
- **Stands 87, 88 and 89** – Contact Apron Tower for an approved access route.

3.4 RADIO COMMUNICATIONS FOR STAGE 2 DRIVERS

3.4.1 To familiarise themselves with the Auckland Ground frequency (121.9 MHz), it is advisable that the permit holder monitors it before using it. Stage 2 Permit holders are required to use the Auckland Ground frequency channel, but it can be fast-paced, busy and with use of abbreviated communications.

3.4.2 The Permit holder should observe the following guidelines when contacting Air Traffic Control on VHF radio:

- Think before speaking and if necessary write down what is to be said.
- Listen before transmitting. With many users on the same frequency, courtesy is essential. Wait until a conversation has finished before transmitting to avoid “stepping on” other transmissions.
- Be brief and to-the-point.
- Tell the Tower **Who** is calling.
- Tell the Tower **Where** they are located.
- Tell the Tower **What** they wish to do or where they wish to proceed.
- Speak clearly, with conversational speed and volume.
- Listen to Tower’s clearance.
- Read the clearance back to Tower, or if not fully understood, ask Tower to “say again”.
- If, at any time, instructions from the Tower are not clearly understood, ask for them to be repeated, (ie, “say again”).

3.5 COMMON RADIO PHRASES FOR STAGE 2 DRIVERS

3.5.1 The following are common radio phrases and their meaning:

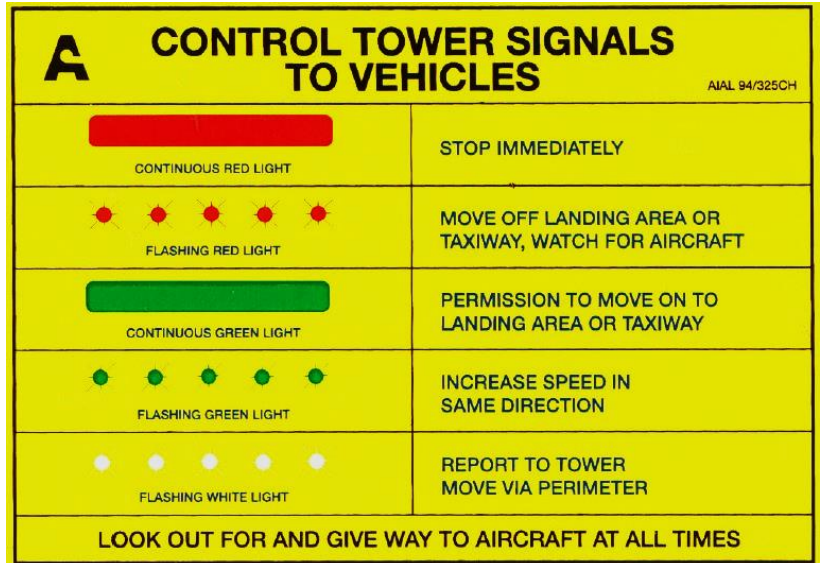
- Acknowledge: Request of confirmation that the message has been received and understood.
- Affirm: Yes or permission granted.
- Approved: Permission for proposed action granted.
- Correction: An error has been made in this message. The correct information is...
- Disregard: Ignore the last instruction or message.
- Expedite: Proceed as quickly and safely as possible
- Final: Final approach for landing.
- Go Ahead: Proceed with your message (not to be used for any other purpose).
- Hold position: Stop – do not proceed until advised.
- Hold short: Stop before a specified position.
- Negative: No, or permission not granted, or this is not correct.
- Read back: Repeat all, or the specified part of this message exactly as received.
- Request: Used when asking for a clearance.
- Roger: Confirmation of having received all of the last transmission.
- Say Again: Repeat all of the following part of the last transmission.
- Standby: Wait – and await a further call. Do not read back.
- That is correct: Confirm that the last transmission is correct.
- Vacate: Move off the specified area immediately.

3.5.2 Numbers can be difficult to understand on the radio and therefore they must be pronounced clearly. Two or more digit numbers are spoken as single digit numbers in series, (eg, '22' is spoken as 'two, two' and '13' is spoken as 'one three').

3.6 RADIO FAILURE

3.6.1 If the permit holder is having difficulty communicating with Auckland Ground or the Control Tower, (ie, radio contact lost), they must proceed with caution off the manoeuvring area, giving way to all aircraft. If possible, the Control Tower should be monitored for light signals (refer to sample Control Tower light signals sticker at right).

3.6.2 If it is not safe or practical for the driver to move off the manoeuvring area, they must stop in a position that will not obstruct aircraft movements and remain stationary until ATC can send assistance.



Control Tower Light Signals Sticker

Note: All airside vehicles must have this sticker displayed.

3.7 DRIVING ON THE MANOEUVRING AREA

3.7.1 Stage 2 Permit holders require permission from the Airways Ground Movement Controller, who is contactable on 121.9 MHz frequency, before entering onto this area.

3.7.2 Drivers must be capable of communicating with the Apron Tower on UHF or on 123.0 MHz VHF before leaving the red and white road system. All vehicles operating VHF radios must have a call sign approved by Auckland Airport.

3.7.3 Driving on the taxiways and the runway can be confusing and drivers can easily become lost. Permit holders are advised to use the following techniques to avoid becoming lost and accidentally encroaching on the active runway:

- **Always** obtain an Air Traffic Control clearance before entering the manoeuvring area.
- Know their location at all times, use familiar or known objects as reference points.
- Pay attention to all guidance signs and know what each sign means.
- Be familiar with the designated names of all taxiways and runways.
- Carry current airfield maps. Maps help to confirm the driver's position in relation to known reference points.

- 3.7.4 If the driver is in doubt of their location, they must ask ATC Auckland Ground on 121.9 MHz for directional instructions.
- 3.7.5 If the driver is authorised but does not feel capable of carrying out any task on the manoeuvring area, they are responsible for seeking additional training from their supervisor.
- 3.7.6 Vehicles are required to have an operating transponder and amber beacon whilst operating on the manoeuvring area.

3.8 DRIVING ON THE ACTIVE RUNWAY

- 3.8.1 A Stage 2 driving permit holder must never enter the active runway without a specific clearance from ATC on VHF frequency 118.7 MHz. If the driver has any doubt about the clearance, they must check again with ATC before proceeding over the hold bars. If the driver feels unsure about entering the runway strip, they must request an escort from the Airfield Operations Team.
- 3.8.2 Code F aircraft are considerably wider than Code E aircraft. Due to this, when a Code F (A380 and B747-8) is operating on the runway (taking off or landing), drivers must ensure that their vehicles are positioned at least 107.5 metres north of the active runway for a clearance to enter, ie, a further 15 metres back from the hold bars. As there are currently no markers indicating 107.5 metres from the active Runway, vehicles are to hold on Taxiway A while an A380 aircraft is on the active runway.

3.9 ESCORTING

- 3.9.1 Drivers without a Stage 2 Permit needing to drive into a Stage 2 Permit area **must** be escorted. The escort driver must have a current Stage 2 Permit, and must comply with all applicable operational rules set out in Section 2 for Stage 1 ADP holders.
- 3.9.2 Drivers conducting escorts into a Stage 2 Permit area must ensure an amber beacon or similar signal is operational on the escorting vehicle's highest point.

3.10 RUNWAY INCURSION – A MAJOR SAFETY HAZARD

- 3.10.1 A runway incursion is defined as:
 - Any occurrence involving an aircraft, vehicle, person, or object on the ground that creates a collision hazard or results in loss of separation with an aircraft taking off, intending to take-off, landing, or intending to land.
- 3.10.2 Runway incursions are primarily caused by one or a combination of the following four primary factors not being considered or not being carried out correctly:
 - Clearances,
 - Communications,
 - Ground navigation, or
 - Situational awareness.

3.11 MULTI-LATERATION

3.11.1 Overview

MLAT stands for Multi-lateration. This is a secondary radar system that provides information on a display to air traffic controllers of all aircraft and vehicles on the airfield. This system requires aircraft and vehicles to be fitted with transponders.

3.11.2 Transponder Approval & Installation

Such transponders are to be approved by Auckland Airport and must be capable of transmitting a signal that is received by Air Traffic Control so that a vehicle operating in the manoeuvring area can accurately be located. Further information on obtaining and installing a transponder is available from Auckland Airport ADP Office.

3.11.3 Transponders Required for ATC Clearance

3.11.3.1 With the introduction of multiple aircraft movements in low visibility conditions, all vehicles operating on the manoeuvring area must be equipped with transponders. Before entering onto the manoeuvring area, the driver must ensure that their vehicle is fitted with a squid (transponder).

3.11.3.2 ATC will not give clearance for a vehicle to enter onto the manoeuvring area unless the transponder is switched on and operating. Vehicles not equipped with a transponder will not be allowed onto the manoeuvring area unless escorted by a transponder-equipped vehicle.

3.11.4 Transponder Operation & Transfers to Other Vehicles

There are different types of transponders and the activation may differ from each. Please ensure you are aware and recognise how transponders are activated in your company vehicles.

If a transponder is being transferred from one vehicle to another, the company must notify the ADP Office of these transfers.



Example Transponder Control Box

3.12 GEOGRAPHICAL KNOWLEDGE

A holder of a Stage 2 permit must be able to identify the following locations:

- Those identified for Stage 1 permit holders in paragraph 2.22.2 of these Rules.
- Taxiways Alfa, A1, A2, A3, A4, A5, A6, A7, A8, A9, A10.
- Taxiways Juliet, Kilo, Lima and Mike.
- Taxiways B1, B2, B3, B4, B5, B6, B7.
- Runways 23L and 05R.

3.13 AIRSIDE PAINT MARKINGS

A holder of a Stage 2 permit must be able to identify the same airside paint markings as set out in Section 2 above for Stage 1 drivers.

3.14 AIRSIDE LIGHTS

A holder of a Stage 2 permit must be able to identify the same airside lights as set out in Section 2 above for Stage 1 drivers.

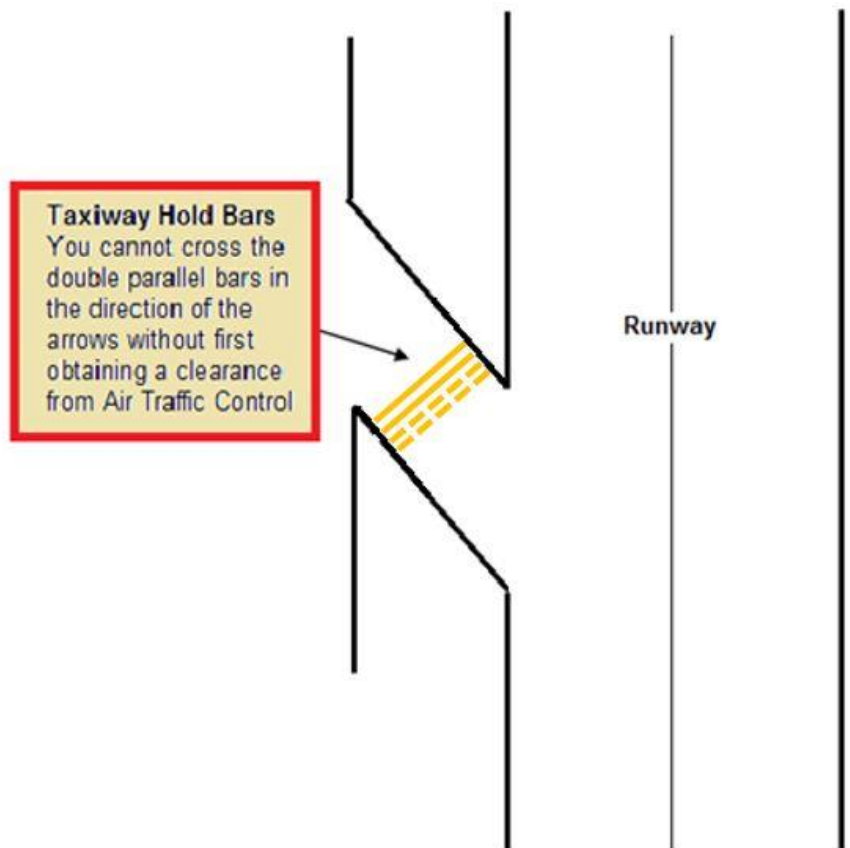
3.15 HOLD BARS (HOLD POSITION MARKING)

3.15.1 A hold bar is a paired set of parallel lines painted on a taxiway used to mark the entrance into the runway.

3.15.2 The runway paint markings are **white**. Taxiway lines are painted **yellow**.

3.15.3 The hold bar itself is a **paired** set of parallel yellow lines, two solid and two dashed. The dashed line indicates the hold bar can be crossed from that side without a clearance. Conversely, the solid line indicates the hold bar can only be crossed from that side after receiving clearance from the ATC Tower Controller on 118.7 MHz (refer to para 3.8 above).

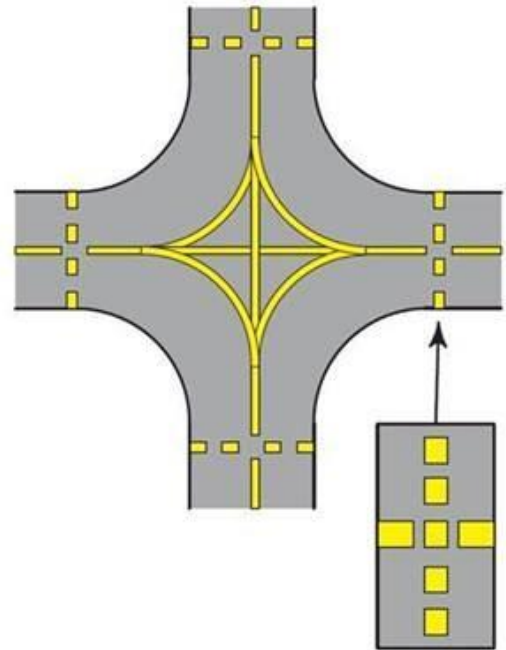
3.15.4 It must be remembered that the Stage 2 driver is not considered clear of the runway unless the runway safety area has been



cleared (ie, having crossed over the hold bar onto the taxiway).

3.16 INTERMEDIATE HOLD BARS

- 3.16.1 An intermediate hold bar is a designated position for ATC to hold vehicles and taxiing aircraft, generally located near a Taxiway intersection. It provides a reference where aircraft and vehicles can hold while maintaining a safe clearance from aircraft passing in front.
- 3.16.2 An intermediate hold bar marking consists of a single broken yellow line at right angles to the taxiway centreline across the full width of the taxiway.
- 3.16.3 Some intermediate hold bars which are regularly used at night are also designated with 3 amber lights to help identify the intermediate hold bar from a distance.
- 3.16.4 Vehicles and aircraft only hold at an intermediate hold bars if advised by ATC who will advise to “hold short” of a specified TWY intersection. If already cleared by ATC to proceed to a location beyond an intermediate hold bar, it is not required to stop at intermediate hold bars.



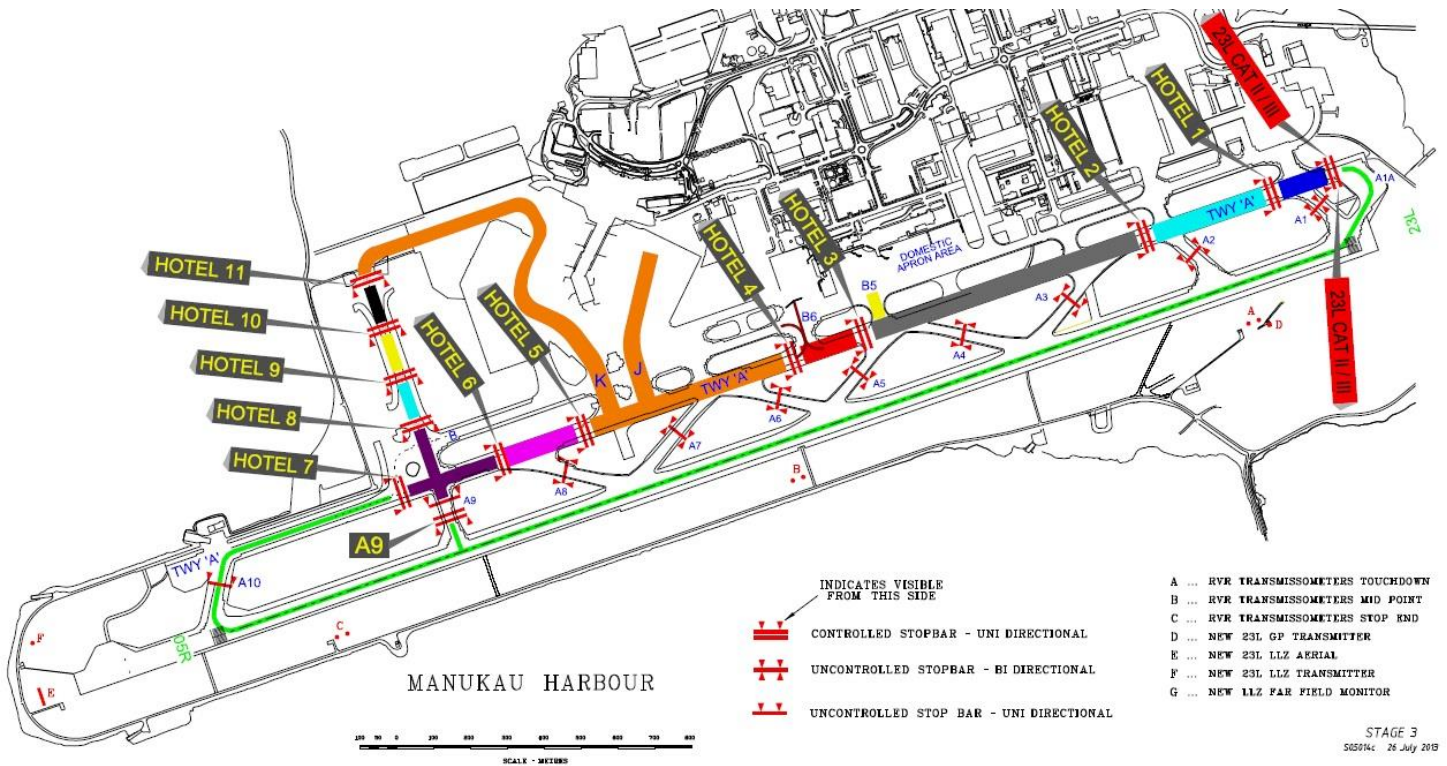
3.17 STOP BARS

3.17.1 A stop bar is a line of seven red lights (see red lights in photo at right) across a taxiway that is usually identified by a MAG sign. They are normally illuminated during LVO.



3.17.2 A Stage 2 airside driver is not permitted to be on the manoeuvring area during LVO. However, these stop bars are tested frequently at other times and it is possible that a Stage 2 driver could encounter one that has been activated.

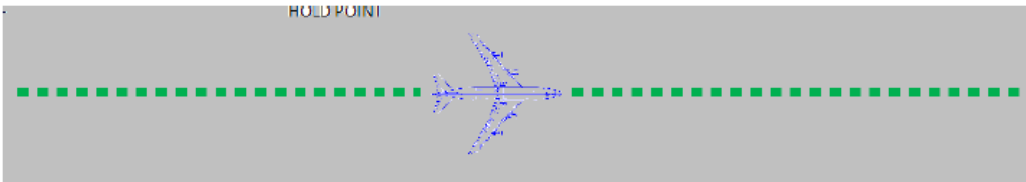
3.17.3 Stage 2 drivers will also see the Location Manoeuvring Area Guidance (MAG) signage (eg, HOTEL 1) alongside the stop bars. The Location MAG signage will only be used when stop bars are active. It is important that Stage 2 drivers are aware of the process required for these. As shown below, there are controlled stop bars at locations Hotel 1, 2, 3, 4, 5, 6 and 7, as well as at the 23L CAT II/III hold point.



3.17.4 These are designed to work for an aircraft taxiing down TWY A. If the red stop bar lights are activated, the green taxiway lights for a distance in front of the stop bar are turned off (refer to Red Stop Bar and Green Taxiway Lights diagram overleaf).



Stop for Red light, call for clearance from named hold point



Proceed when no red lights and green taxiway lights activated in front



Red stop bar lights reset behind aircraft

CONTROLLED STOP BARS - HOTEL 1, 2 ,3, 4, 5, 6, 7 and CAT II/III

WARNING



NEVER CROSS A STOP BAR WHILE ARE THE LIGHTS RED.

- 3.17.5 On encountering illuminated stop bars, drivers must call ATC for clearance and give their location (eg, HOTEL 1).
- 3.17.6 On receiving the clearance, and only when the red stop bar lights are extinguished and the green taxiway centreline lights are lit, the driver can proceed over the stop bar.
- 3.17.7 The red stop bar lights will be re-activated once they have been passed.
- 3.17.8 When the stop bar lights are switched off, the driver can continue through in accordance with the existing clearance.

3.18 MAG SIGNS

- 3.18.1 MAG signs are “Manoeuvring Area Guidance” signs used to assist pilots and other airfield users in establishing direction and location on the airfield.
- 3.18.2 MAG signs are to be read when the driver is adjacent to them.
- 3.18.3 There are three types of MAG signs depending on the location on the manoeuvring area (see examples pictured below). They are:
 - Yellow writing on a black background – indicates the driver’s position.
 - Black writing on a yellow background – indicates direction to follow.
 - White on a red background is a mandatory sign associated with Holding Bars.



3.19 RESTRICTED RED AREAS

The Restricted Red areas are as shown on drawing D473-4 in the Appendices. Rules for operating within them are outlined as follows:

- Positively no entry to these areas without prior clearance from Air Traffic Control Tower (Auckland Ground on 121.9 MHz).
- Work parties, vehicles and stationary aircraft are not permitted in the active Red areas and associated zones while the ILS runway is in use:
- When Runway 23L is in use, Red Victor & Red Delta are active.
- When Runway 05R is in use, Red Echo & Red Uniform, plus area A are active.

3.20 RUNWAY STRIP SAFETY ZONES

3.20.1 Details of the Runway Strip Safety Zones (see drawing D473-4 in the Appendices) are:

- **Zone 1:** Offset 45 metres from runway centreline (22.5 metres from runway edge).
- **Zone 2:** Offset 75 metres from runway centreline (52.5 metres from runway edge).
- **Zone 3:** Offset 150 metres from runway centreline (127.5 metres from runway edge).

3.20.2 The Zone operating criteria are detailed as follows:

- **Zone 1:** - Vehicles, equipment, and personnel are to be moved during aircraft operations, as follows:
 - For turbojet movements, to the outer edge of Zone 2 (76 metre line).

- For other aircraft movements, to outer edge of Zone 1.
- **Zone 2:** - Work may continue without interruption during aircraft movement other than turbojets. During turbojet operations, vehicles, equipment, and personnel must retire to the outer edge (76 metre line).
- **Zone 3:** - No entry into this zone during aircraft operations when weather conditions require precision approaches. Air Traffic Control will advise when this applies.

3.21 QUESTIONS APPLICANTS SHOULD BE ABLE TO ANSWER

A list of questions that Stage 2 Permit applicants are expected to be able to answer are:

- What are two requirements that a vehicle must have before operating on the manoeuvring area?
- What is the sequence of **holding bar** markings on the boundary to the active runway?
- What is required before crossing the **holding bar** markings on the boundary to the active runway?
- When driving on the manoeuvring area, how would you normally determine where you are?
- What are the three 'W' prompts used for communicating with the Control Tower?
- How do you determine which runway you are on, or wish to proceed on?
- What is the correct interpretation of the Control Tower flashing a green light?
- What does the radio phrase **standby** indicate?
- What does the radio phrase **roger** indicate?
- What does the radio phrase **go ahead** indicate?
- Where is the manoeuvring area boundary on the domestic apron?
- What is the colour of the taxiway markings?
- What is the colour of the runway markings?
- What is a Stop Bar?
- What is the red and white checked line there for, and what is the rule regarding it?
- How far north of the active runway should you remain if an A380 aircraft is about to land or take off?

SECTION 4 - AIRSIDE DRIVING PERMIT RULES FOR STAGE 3 PERMITS

- 4.1 This Section is to be read in conjunction with the Airside Driving Permit Rules for both Stage 1 and 2 Drivers and the Airside Vehicle Permit Rules.
- 4.2 A Stage 3 Airside Driving Permit will only be granted to persons whose job requires them to operate on the manoeuvring area during low visibility conditions.
- 4.3 Holding a Stage 2 Driving Permit is a pre-requisite for a Stage 3 Permit. Holders of a Stage 3 Airside Driving Permit must also comply with all rules relating to a Stage 1 and 2 Airside Driving Permit.
- 4.4 A Stage 3 applicant must show a high level of competency in airfield geography, radio telephony, aircraft and airfield operations, emergency procedures and experience in LVO conditions, along with a “clean” airside/landside driving history.
- 4.5 Applicants must know the names of all runways, taxiways and visual navigation aids, particularly paint markings, signs and airfield lights.
- 4.6 An annual LVO assessment must be completed and be kept current for a Stage 3 Permit holder to operate in LVO conditions. As a Stage 3 Permit is valid up to 3 years, if a Stage 3 Permit holder fails to complete their annual LVO assessment prior to its expiry, the Stage 3 Permit holder shall be prohibited from driving in LVO conditions until their annual refresher assessment is completed. In addition to the annual LVO refresher, to maintain and renew a Stage 3 Permit, holders must complete the Stage 2 and Stage 3 theory tests at least every 3 years.

SECTION 5 - AIRSIDE VEHICLE PERMIT RULES

5.1 REQUIREMENT

- 5.1.1 Vehicular access onto airfield is limited to those vehicles that are necessary for aerodrome or aircraft operations, or for approved airfield or terminal works.
- 5.1.2 All vehicles entering into and operating within the Airside Area require an Airside Vehicle Permit.
- 5.1.3 Vehicles without an Airside Vehicle Permit must be escorted. Escorting of vehicles is reserved for only those vehicles operating within the Airside Area on an intermittent basis.
- 5.1.4 Any persons operating the vehicle unescorted within either of the Category 1 or Category 2 permit areas must be conversant with all procedures for operating on the permitted area and have a current applicable Stage of Driving Permit.

5.2 CATEGORIES OF PERMIT

- 5.2.1 On application, a vehicle may be issued with one of the following:
- Category 1 (blue) Permit - for the vehicle to operate on the Apron, Red & White Road System and Perimeter Roads (refer to Category 1 (Blue) & 2 (Red) Permit Vehicle Operating Areas Drawing in the Appendices).
 - Category 2 (red) Permit - for the vehicle to operate on the Manoeuvring Area, Apron, Red & White Road System and Perimeter Roads (refer to Category 1 (Blue) & 2 (Red) Permit Vehicle Operating Areas Drawing in the Appendices).
- 5.2.2 For the avoidance of doubt, all airside vehicles must have a Cat 1 or Cat 2 Vehicle Permit - there are no available exemptions. Under certain circumstances, a vehicle without such a Permit may be escorted (refer paras 2.9, 3.9 and 5.15).

5.3 CLASSES OF VEHICLE

Vehicles will also be classified into one of two classes:

- Class 1 - cars, vans, mini buses, baggage tugs, belt loaders, forklifts and other small vehicles.
- Class 2 - trucks, aircraft tugs, aircraft stairs, water and toilet trucks, JCPL (Jumbo Container Pallet Loader) and other large vehicles.

5.4 APPLICATION FOR AIRSIDE VEHICLE PERMIT

- 5.4.1 An authorised company representative must register themselves, their company and their vehicle(s) operating airside on the “Onboard” website prior to applying for a Airside Vehicle Permit(s). Information on how to register on the “Onboard” website can be found on the Auckland Airport website.
- 5.4.2 Once registration is completed, an authorised company representative may apply for a vehicle permit(s), for registered vehicles, via the “Onboard” website. Information on how to apply for a AVP can be found on the Auckland Airport website.

5.4.3 Auckland Airport may, at its sole discretion, determine whether or not to issue an AVP to any person, and may impose a charge for and conditions on the issue of any AVP.

5.5 INSURANCE

5.5.1 Each applicant company MUST provide a completed Confirmation of Insurance Statement (AOT 05), signed by the applicant's insurance company or broker, PRIOR to the issue of an AVP. The Confirmation of Insurance Statement can be downloaded from the Auckland Airport website, <https://corporate.aucklandairport.co.nz/aeronautical-operations/airside-driving/airside-driving-permits#VehiclePermit> or from the "Onboard" website, during the AVP application process

5.5.2 The required insurances for both Category 1 and 2 Vehicle Permits are:

- \$20 million public liability, and
- \$20 million vehicle third party.

5.5.3 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 may be renewed for that further period of 12 months. An AVP expiry cannot exceed the earliest expiry noted on the Confirmation of Insurance Statement.

5.5.4 Companies holding Airside Vehicle Permits are responsible for keeping all vehicles' insurances current, and for renewing permits with Auckland Airport before expiry. A system-generated notification is sent to the company in question, when a vehicle is able to be renewed. A final notification is sent on the day of the AVP expiry.

5.5.5 There is no amnesty period to allow for renewal of insurances to operate airside. Validity of insurance cover must be continual to ensure continued compliance and to allow operation of the vehicle.

5.6 GENERAL REQUIREMENTS FOR VEHICLES

5.6.1 All vehicles and vehicle types operating airside must be approved by Auckland Airport, and such approval is not to be unreasonably withheld.

5.6.2 Each vehicle must be readily identifiable by the clear display of a company logo, name or other such identifiable marking as Auckland Airport may require. The logo is to be displayed on both sides of the vehicle. Where the company has more than one vehicle operating in the Airside Area, these vehicles must also be numbered and have this displayed clearly on both sides of the vehicle. The logo and fleet number must be at least 30cm x 30cm or proportionate size depends on vehicle types and logo.

5.6.3 Each vehicle must be registered and must have a current Warrant of Fitness (WOF), Certificate of Fitness (COF) or Safety Certificate (SC) or alternatively, airside only vehicles must meet mechanical and road-worthiness standards, in the case of specialist airport vehicles and equipment, must meet recognised industry standards and/or IATA specifications. Records must be kept of vehicle checks and maintenance and must be produced to Auckland Airport upon request.

5.6.4 Prior to the issue of an AVP, each applicant company MUST provide a a copy of either the current Warrant of Fitness (WOF), Certificate of Fitness (COF) or Safety Certificate (SC) or alternatively, a

Certificate of Mechanical and Road-worthiness Safety from a qualified mechanic in the case of airside only vehicles or specialist airport vehicles or equipment. This is uploaded to the “Onboard” website as part of the application process.

- 5.6.5 Each vehicle must be maintained in a good state of repair, and must not emit excessive exhaust fumes.
- 5.6.6 If AIAL has reasonable cause to doubt a vehicle/GSE serviceability, it may request the operator to provide a certificate of good repair from an independent qualified maintenance provider. The vehicle is not to be used or stored airside until the certificate has been provided to AIAL.
- 5.6.7 Vehicles must display the current AVP label on the right-hand side of windscreens at the front of vehicles.
- 5.6.8 For a Category 2 permit, a vehicle must be equipped with a MLAT transponder (see para 3.11 above for details), an amber beacon on its highest point, have two-way communications with ATC on frequency 121.9 MHz (Auckland Ground) and Auckland Apron on frequency 123.0 MHz, and have the standard Tower light signals sticker visible to the driver.
- 5.6.9 AVP applicants may be required to have Auckland Airport inspect the vehicle before a permit is issued.
- 5.6.10 All vehicles operated via an electric motor must carry a compliant fire extinguisher.

5.7 VEHICLES OR EQUIPMENT TAKEN LANDSIDE

Vehicles and equipment taken from airside to landside must comply with New Zealand Transport Authority rules as they are public roads. Vehicles and equipment without WOF/COF must get exemptions from the New Zealand Transport Authority to use landside roads. Exemptions will only apply to certain roads on Auckland Airport property.

5.8 TRAILERS, TROLLEYS AND TRACTORS

- 5.8.1 Rules for operating such equipment airside are set out in Section 2 of these Rules.
- 5.8.2 All trailers and trolleys must be maintained and in a good state of repair and be licenced where applicable. If equipment is found to be in an unsatisfactory operating condition, it will be required to be removed from the apron until it is repaired and fit for purpose.
- 5.8.3 All trailers and trolley brakes must be capable of holding a fully-laden load at rest at a slope of 1 in 5. All apron areas are designed with a slope of around 1% to shed water and this must be taken into account when parking any equipment.
- 5.8.4 All trailers and trolleys must have approved red or amber reflective material along the sides of the vehicle, or three red or amber approved reflectors evenly spaced along the sides of the vehicle, and red or amber reflective material across the full width of the rear tray, or two approved red or amber reflectors, one either side of the rear tray. Approved materials may be fitted as well as reflective materials.
- 5.8.5 All trailers and trolleys must be fitted with chains, or other locking devices, so that the trailer or trolley does not separate from the towing or lead vehicle. It is the driver's responsibility to ensure each coupling is securely and correctly attached and in place before towing commences.

5.8.6 Every tractor towing any combination of trailers or trolleys must have a service brake capable of bringing the combination of fully-laden vehicles to a standstill within a distance of 18 metres from a speed of 15 km/h and hold the combination on a grade of 1 in 5.

5.9 GOLF CARTS

5.9.1 Rules for operating such equipment airside are set out in the ADP Rules in Section 2 of these Rules.

5.9.2 Carts must display a white light to the front that is visible from 50 metres, and have reflective material on the rear of the cart that is visible from 50 metres for use during the hours of darkness.

5.9.3 Carts must have an audible horn or bell in operating condition to indicate their presence to other airside users when required and be fitted with a flashing light at its highest point.

5.9.4 All carts must display an AVP in accordance with these Rules.

5.9.5 Any golf carts used to tow trailers must be fitted with an enhanced braking system that is capable of meeting the braking requirements specified in these Rules on towing of trailers or trolleys.

5.10 GSE AND E-GSE

5.10.1 Rules for operating such equipment airside are set out in the ADP Rules in Section 2 of these Rules.

5.10.2 All e-GSE must adhere to current and future standards; AS2401.1.1-2005.

5.10.3 All e-GSE must be pre-fitted with accessible tow points. This is to allow e-GSE to be towed from the charging area and any other area if there is a fire.

5.10.4 All e-GSE must carry a compliant fire extinguisher.

5.10.5 Ground handlers must provide Auckland Airport with manufacturer emergency response plans for all e-GSE at the time of applying for the Vehicle Permit.

5.10.6 Only e-GSE with batteries compatible with common use charging infrastructure will be granted a Vehicle Permit.

5.10.7 All e-GSE must have an audible and/or visual means, acceptable to Auckland Airport, to enable operators to alert pedestrians and other airside users to its presence when moving.

5.11 BICYCLES

5.11.1 Rules for operating bicycles airside are set out in the ADP Rules in Section 2 of these Rules.

5.11.2 Bicycles on the Charlie 4 apron area are exempted from displaying an AVP.

5.12 APPROVAL OF NEW TYPES OF VEHICLE

When a company wishes to introduce a new type or category of vehicle to the Airport, the company must obtain Auckland Airport's approval of the vehicle with respect to its compatibility with pavements and local geography. The type of information necessary for approval includes:

- Gross weight.
- Turning radius.
- Areas of operation.

- Dimensions.
- Special features.
- Special licence and training needs.
- Number and size of wheels and the types of tyres height.
- Type of certification WOF/COF/Safety Certificate or proof of roadworthiness.
- Manufacturer emergency response plans if the proposed vehicle or GSE is propelled wholly or in part by electricity.

5.13 DAMAGED, SUSPECT OR UNSAFE GSE & VEHICLES

- 5.13.1 The AVP of the vehicle or GSE may be revoked or suspended when it is involved in an accident until any investigative follow up is completed by Auckland Airport or the third party.
- 5.13.2 Auckland Airport may revoke or suspend an Airside Vehicle Permit at any time for reasons of safety or leakage, etc, from the vehicle or GSE until any necessary repairs are completed.
- 5.13.3 Auckland Airport may require the owner to inspect and check vehicles or GSE and may suspend any unsafe vehicle or GSE until any necessary repairs are completed.
- 5.13.4 If a vehicle or GSE is declared unsafe by any third party, the company must inform Auckland Airport of the details.
- 5.13.5 The vehicle or GSE may not operate in the Airside Area after its AVP is revoked or suspended.

5.14 VEHICLES CEASING TO OPERATE

Where a company no longer requires to operate a vehicle or GSE within the Airside Area, a vehicle or GSE is decommissioned or damaged beyond repair, its AVP must be removed and returned to Auckland Airport. The AIAL ADP Office will revoke the permit and delete the vehicle from the company's fleet listed in the "Onboard" website.

5.15 ESCORT VEHICLES

5.15.1 Vehicles going airside without an Airside Vehicle Permit must be escorted.

5.15.2 Any escorting vehicle must:

- Have a current AVP which is appropriate for the area into which it will be escorting (see para 5.2 above).
- Be of a suitable standard.
- Not be able to drop FOD.

5.15.3 Requirements for drivers of escorting vehicles are set out in Section 2 on Stage 1 ADP's (and Section 3 on Stage 2 ADP's).

5.16 POWER TO SEARCH VEHICLES

The powers to check and to search described in Section 1 of these Rules applies to any vehicle within or in the process of entering the Airside Area, including escorted vehicles.

SECTION 6 - ENFORCEMENT OF RULES AND PENALTIES

6.1 RESPONSIBILITY

Auckland Airport Airfield Safety Team and the Airfield Operations Team are responsible for enforcing these rules and other Airside Safety Standards (including legislation and regulations relating to airport safety). From time to time, Auckland Airport will target specific areas of the rules for enforcement.

6.2 ACKNOWLEDGEMENT OF SERIOUSNESS

6.2.1 The apron area and airside driving areas are busy and high-risk operational areas where unsafe acts can lead to serious harm.

6.2.2 Auckland Airport acknowledges that infringement of the Airside Driving Rules is regarded by Auckland Airport as a serious issue. In addition, we note that suspension or revocation of an Airside Driving Permit may have a significant adverse effect on the permit holder's ability to perform the tasks for which they are employed. A two-stage Appeal Process regarding AINs or suspension or revocation of an Airside Driving Permit has been developed as outlined later in this section. Provision for earning discounts through undertaking a Causal Self-reflection to reduce the level of Demerit Points issued, and the possibility of earning rebates to Demerit Points and/or any suspension period through attending Airside Driver Training are also provided for.

6.2.3 Auckland Airport will apply just culture principles when administering the Demerits Point System contained in this section, as well as when undertaking Appeals regarding AINs or suspension or revocation of an Airside Driving Permit. If possible, conversations will be had at the time to understand 'what went wrong' so that this can be reflected in decisions made. However, accountability is still applied in regard to unintended slips, lapses or mistakes (albeit at a lower level of demerit points). Intentional or reckless actions attract higher levels of Demerit Points and/or suspension, and the availability of discounts for Causal Self-reflection are not available for intentional or reckless unsafe behaviour.

6.3 DEMERIT POINTS SYSTEM AND REBATES

6.3.1 A driver found to be in breach of a rule or safety standard or any of the Airside Driving Rules may be issued with an Airside Infringement Notice (AIN) containing demerit points which are accumulated against the driver's Airside Driving Permit.

6.3.2 Notification of the Airside Infringement Notice will be sent to the offender and their Company Administrator by email, for their follow up. Company Administrators are responsible for ensuring email address's are correct on the "Passport" website. A schedule of offences and the respective demerit points to be issued is in the Appendices to these Rules.

6.3.3 Demerit points remain valid for two years from the date of their issue.

6.3.4 Rebates reducing Demerit Points may be earned by workers as follows:

- 25 Demerit Points will be rebated for attending Airside Driving Training provided by Auckland Airport (or a qualified trainer of an approved airport user) and the worker re-sitting and passing Auckland Airport's computer-based Airside Driving Test;
- 50% of the Demerit Points issued for an offence (and any relevant suspension period) will be rebated for any worker who completes a Causal Self-reflection (and provides this to the Airfield Safety Team) showing the worker has understanding of the Airfield Driving Rule breached, why the breach occurred and how they could ensure the rule is not breached again in the future. Ideally this self-reflection would be used as a learning opportunity by the worker and their team in a Tool Box or team meeting to increase all airside drivers' overall awareness. At the discretion of the Auckland Airport Airfield Safety Team, further reductions of the suspension period may be granted reflecting the circumstances. At the discretion of Auckland Airport Airfield Safety Team, this Self-reflection can occur through a combination of a verbal conversation with a shorter written reflection if the worker in question is more comfortable articulating the issues and learnings verbally than in writing.

6.3.5 Rebates for attending Airside Driver Training may be earned once in every rolling 12-month period.

6.3.6 Rebates for completing a Causal Self-reflection may be earned for any infringement that does not involve intentional or reckless behaviour. There is no limit to the number of Causal Self-reflections that may be completed (other than one per infringement). However, repeated infringements may be evidence of intentional or reckless behaviour.

6.3.7 Rebate points earned cannot be used to take total demerit points below zero.

6.4 PENALTIES WHEN 100 POINTS IS REACHED

For serious offences that attract 100 demerit points or when a driver accumulates 100 or more demerit points during any two-year period (after allowing for any rebates earned), the following process will apply:

1. The driving permit is to be immediately revoked and the driver escorted back to their base or landside.
2. Auckland Airport will:
 - advise the driver's employer of the offence,
 - arrange an investigation into the offence which will include a request for submissions from the driver and the driver's employer,
 - Determine the penalty and advise the driver and employer in writing of the enforcement action through the standard employer notification mechanism.
3. Application of the penalty (once 100 demerits has been reached):
 - The maximum penalty will be suspension of the driving permit for up to six months or permanently revoked,

- After the permit has been suspended for one month, employers may apply to Auckland Airport for early reinstatement of the driving permit.
 - Auckland Airport Airfield Safety Team will consider applications for early reinstatement of driving permits but is not obliged to grant a shortening of the suspension period,
 - Once the determined suspension period has passed and before the driving permit is reinstated, the driver is required to re-sit and pass the computer-based Airside Driving Test.
4. If further demerits points are accumulated after the suspension has been completed but remaining under 150, a 6-month suspension will result with no consideration for a reduced suspension time.
5. A further offence accumulating demerits over 150 will result in permanent loss of the ADP with no consideration for leniency.

6.5 ENFORCEMENT OF VEHICLE RULES

- 6.5.1 Any Airport Official or contracted Airfield Access Controller may stop and check the details of an Airside Vehicle Permit at any time to ensure validity. Compliance checks will also be carried out to ensure vehicles are operating within their designated Category permit area.
- 6.5.2 Auckland Airport may inspect or authorise inspection at any time, on any vehicle or equipment that operates airside.
- 6.5.3 Auckland Airport may issue a Notice of Removal and/or an Airside Infringement Notice to the driver and/or company responsible for operating defective or unsafe vehicles and equipment.
- 6.5.4 If a vehicle or GSE is discovered to be defective, then an Airside Infringement Notice will be issued to the permit holder for operating defective equipment. A company failing to remove the defective equipment may result in its AVP being revoked or suspended at the sole discretion of Auckland Airport management.
- 6.5.5 Any vehicle which has had an Airside Vehicle Permit revoked or suspended, or which does not have an Airside Vehicle Permit displayed, or is defective and left in a common user area, must be removed from airside immediately upon request from an Airport Official. If the vehicle is not removed upon such request, or if the relevant driver/team supervisor cannot be readily found to make such a request, Auckland Airport may without further notice remove the vehicle and recover the costs of doing so, along with any related storage costs, from the Vehicle Permit holder. Auckland Airport will not be liable for any loss or damage resulting from such removal.
- 6.5.6 No vehicle or equipment can enter the operational area, or operate within an area once a Notice of Removal has been issued, until Auckland Airport is satisfied that recognised safety standards have been met. This is after the vehicle or equipment has been removed from its airside position. A copy of either a current Warrant of Fitness (WOF), Certificate of Fitness (COF) or Safety Certificate (SC) or alternatively, a Certificate of Mechanical and Road-worthiness Safety from a qualified mechanic in the case of airside-only vehicles or specialist airport vehicles or equipment must be provided PRIOR to that vehicle being permitted to re-access airside.

- 6.5.7 The permit holder shall immediately report loss or theft of the Airside Vehicle Permit to the Auckland Airport Apron Tower on extension 98990/98991 (direct dial: 09 256 8990 or 09 256 8991).
- 6.5.8 Any queries regarding Airside Vehicle Permits should be made to adp@aucklandairport.co.nz. All relevant Airside Vehicle Permit information can be found on the Auckland Airport corporate website at [Airside driving | Auckland Airport](#).

6.6 POWERS OF REVOCATION

Subject to the Review and Appeal provisions outlined in this section 6, Auckland Airport may, at its sole discretion, revoke an AVP and/or the relevant driver's ADP for any failure to comply with any of these Rules.

6.7 APPEAL PROCEDURES

- 6.7.1 A two-stage appeal procedure is available for Airside Driving Permit holders who consider that an Airside Infringement Notice has been incorrectly issued.
- 6.7.2 For the first stage of the appeal procedure, the permit holder's manager may appeal in writing to the Airfield Safety and Investigations Team Leader, via email (airfieldsafetyteam@aucklandairport.co.nz). This must be lodged within 14 days of the issue of the Airside Infringement Notice. The Airfield Safety and Investigations Team Leader will review the AIN based on CCTV footage and other relevant information, and advise the stakeholder of the outcome.
- 6.7.3 For the second stage of the appeal procedure, if the permit holder's manager wishes to appeal further, Auckland Airport will convene a Review Panel to hear the appeal. The applicant's manager must provide a full report on their investigation of the incident one week prior to the commencement of the Review Panel. The Review Panel shall consist of two or more of the following, depending on the seriousness of the infringement:
- the Head of Airfield or their delegate,
 - the Head of Operations or their delegate,
 - the Chief Operations Officer or their delegate,
 - a representative from the Board of Airline Representatives New Zealand (BARNZ) (if the permit holder is employed by an airline company),
 - the Airfield Safety and Investigations Team Leader or their delegate,
 - a representative of any union of which the permit holder is a member,
 - a representative of the permit holder's employer or the Airside Driving Permit holder's manager.

Where either the alleged breach is of a serious nature or the consequences of finding that a breach exists would have a significant adverse effect on the permit holder's ability to carry out the duties for which they are employed, at least one member of the Review Panel must be a

member of the Auckland Airport Leadership Team or their delegate, and at least one member must be someone other than an Auckland Airport employee.

3. The person who issued the Airside Infringement Notice and the person to whom the infringement was issued will both be given the opportunity to be heard by and make submissions to the Review Panel.

6.7.4 The Review Panel may recommend that the Airside Infringement Notice be upheld, cancelled, and/or adjusted such as by imposing amended restrictions or penalties, such as varying the allocation of demerit points or length of any suspension from driving Airside. Auckland Airport Head of Airport Operations or their delegate will take such action as necessary to give effect to the recommendation of the Review Panel.

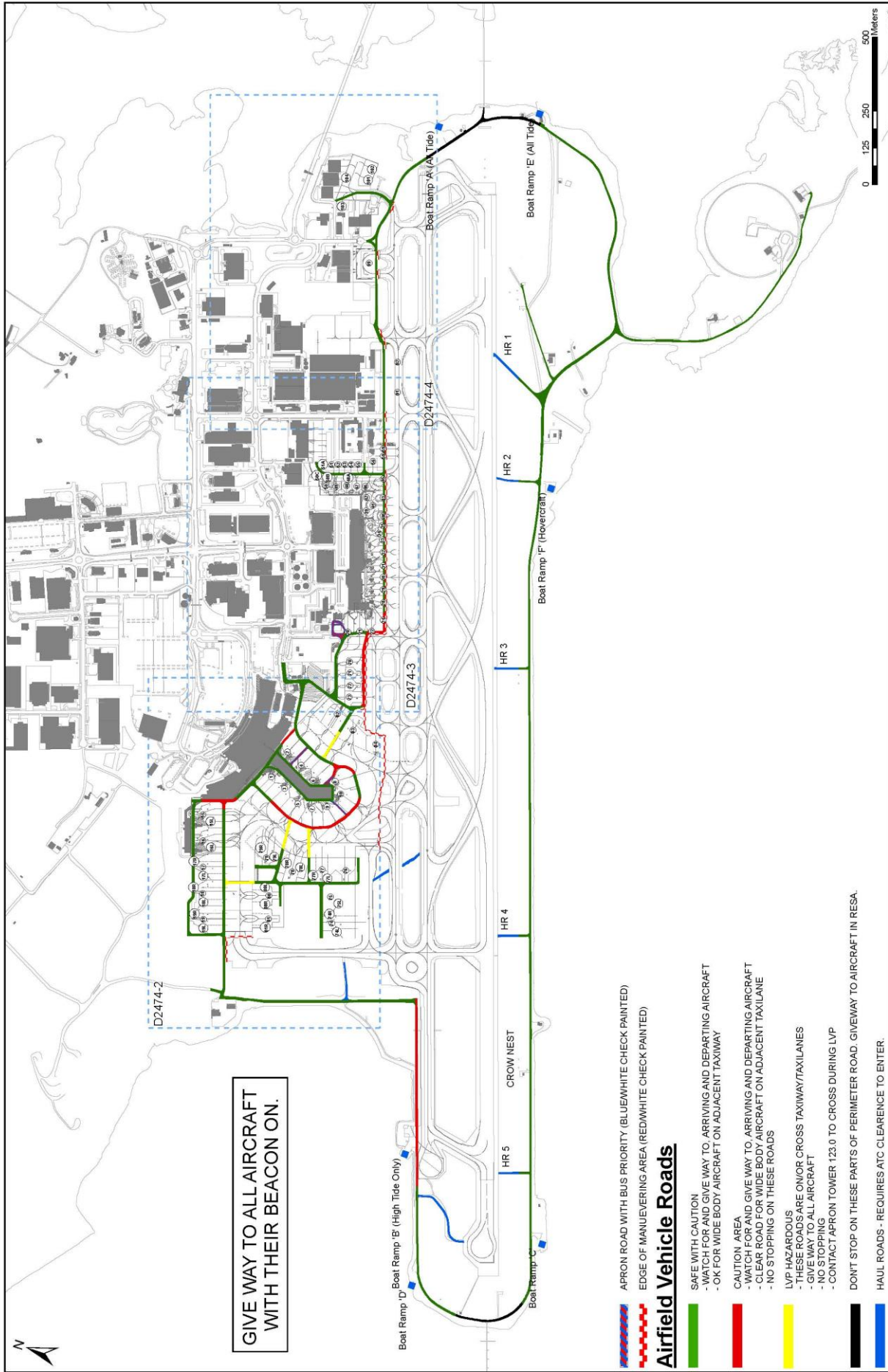
6.8 PROVISION OF NOTICE

Where these Rules provide for the giving of notice/notifications, and without limiting what other forms of communication may constitute notice, an email shall be deemed to constitute such “notice”.

SECTION 7 - APPENDICES

Please note all maps listed below are to be used as a guide only and not for operational purposes. All maps are available from <https://corporate.aucklandairport.co.nz/aeronautical-operations/downloads>

Airfield Road Safety Guideline – Airfield - D2474-1	79
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GIVE WAY TO ALL AIRCRAFT WITH THEIR BEACON ON.

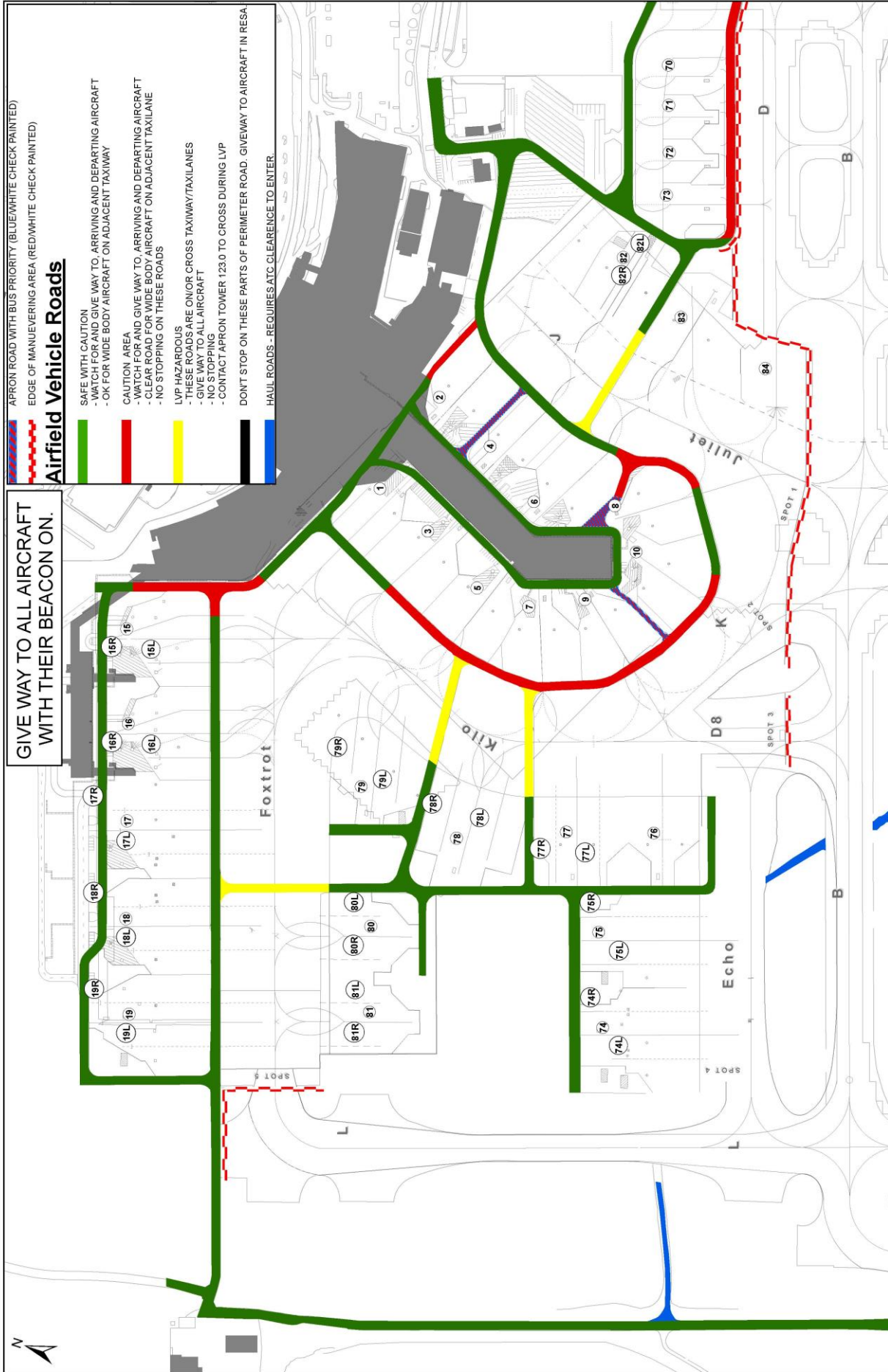
- APRON ROAD WITH BUS PRIORITY (BLUE/WHITE CHECK PAINTED)
 - EDGE OF MANEUVERING AREA (RED/WHITE CHECK PAINTED)
- Airfield Vehicle Roads**
- SAFE WITH CAUTION
 - WATCH FOR AND GIVE WAY TO ARRIVING AND DEPARTING AIRCRAFT
 - OK FOR WIDE BODY AIRCRAFT ON ADJACENT TAXIWAY
 - CAUTION AREA
 - WATCH FOR AND GIVE WAY TO ARRIVING AND DEPARTING AIRCRAFT
 - CLEAR ROAD FOR WIDE BODY AIRCRAFT ON ADJACENT TAXIWAY
 - NO STOPPING ON THESE ROADS
 - LVP HAZARDOUS
 - THESE ROADS ARE ON/OVER CROSS TAXIWAY/TAXILANES
 - GIVE WAY TO ALL AIRCRAFT
 - NO STOPPING
 - CONTACT APRON TOWER 123.0 TO CROSS DURING LVP
 - DON'T STOP ON THESE PARTS OF PERIMETER ROAD. GIVEWAY TO AIRCRAFT IN RESA.
 - HAUL ROADS - REQUIRES ATC CLEARANCE TO ENTER.

Drawing Ref: D2474-1
Date: 6/05/2020
User Name: Eba11

Auckland International Airport
Airfield General
Airfield Road Safety Guideline
1 of 4 Plan



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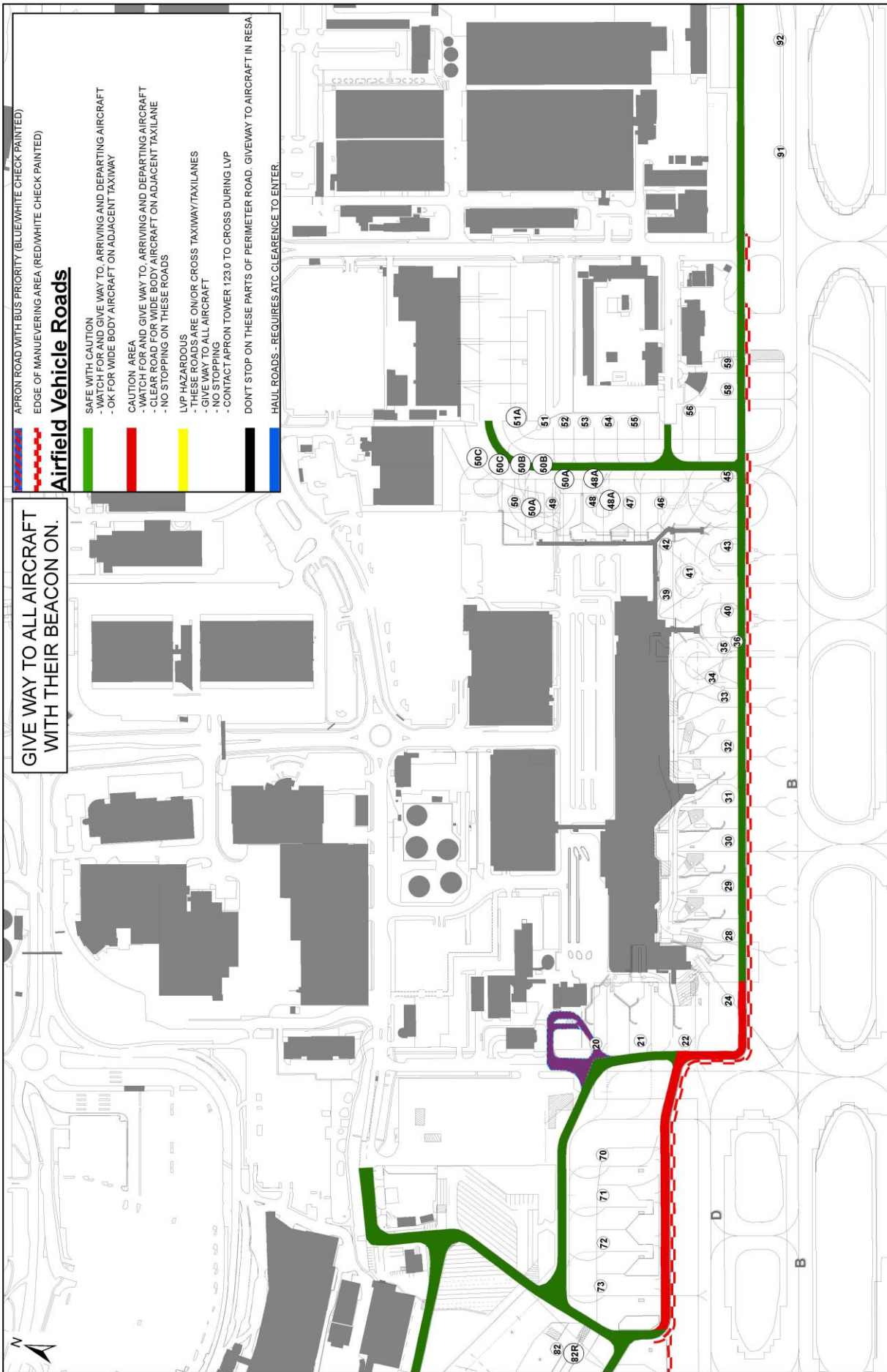


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 Date: 6/05/2020
 User Name: Ella TI

Auckland International Airport
 Airfield General
 Airfield Road Safety Guideline
 2 of 4 Plan



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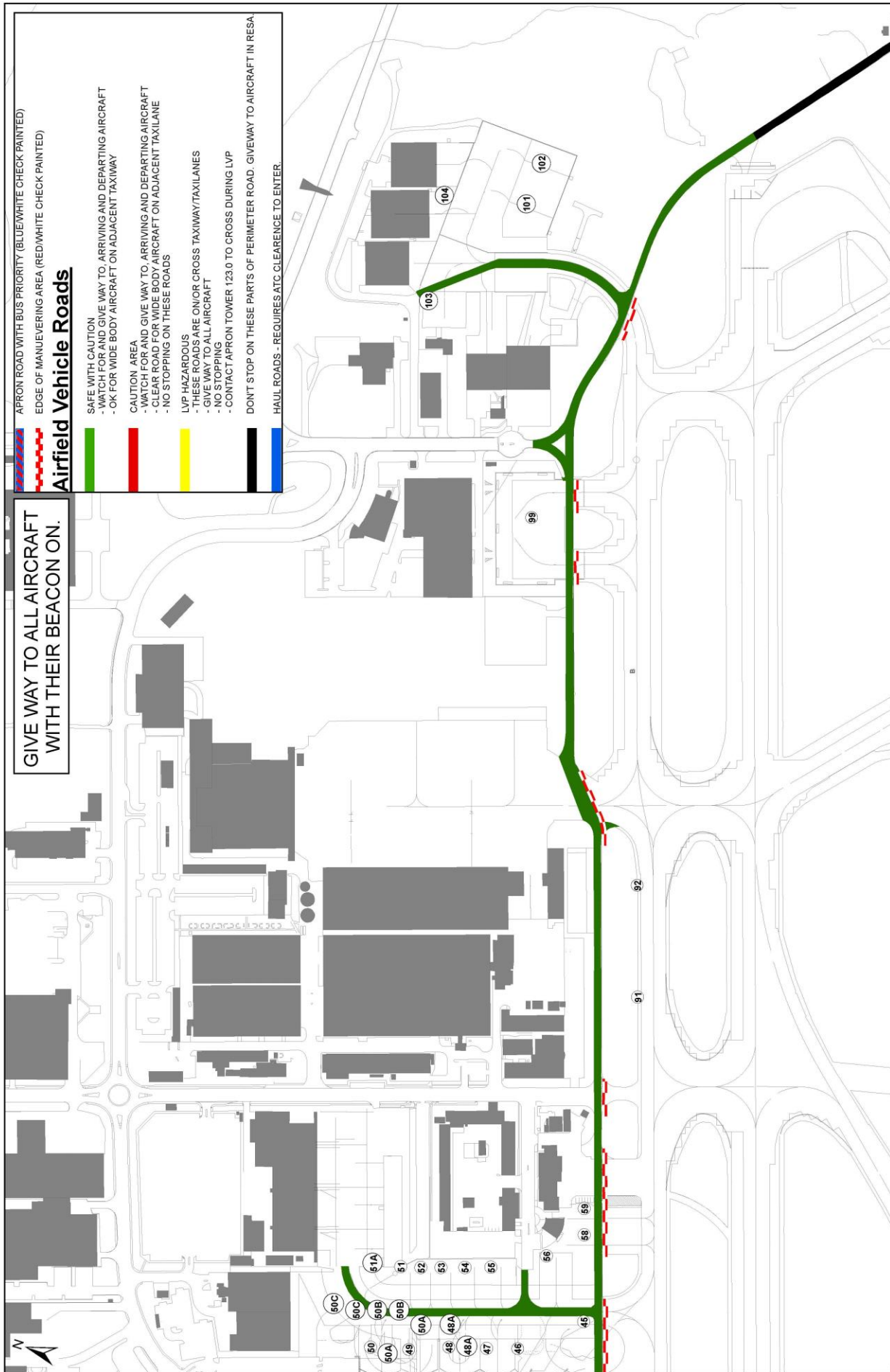


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 Date: 6/05/2020
 User Name: EllaTT

Auckland International Airport
 Airfield General
 Airfield Road Safety Guideline
 3 of 4 Plan



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GIVE WAY TO ALL AIRCRAFT WITH THEIR BEACON ON.

Airfield Vehicle Roads

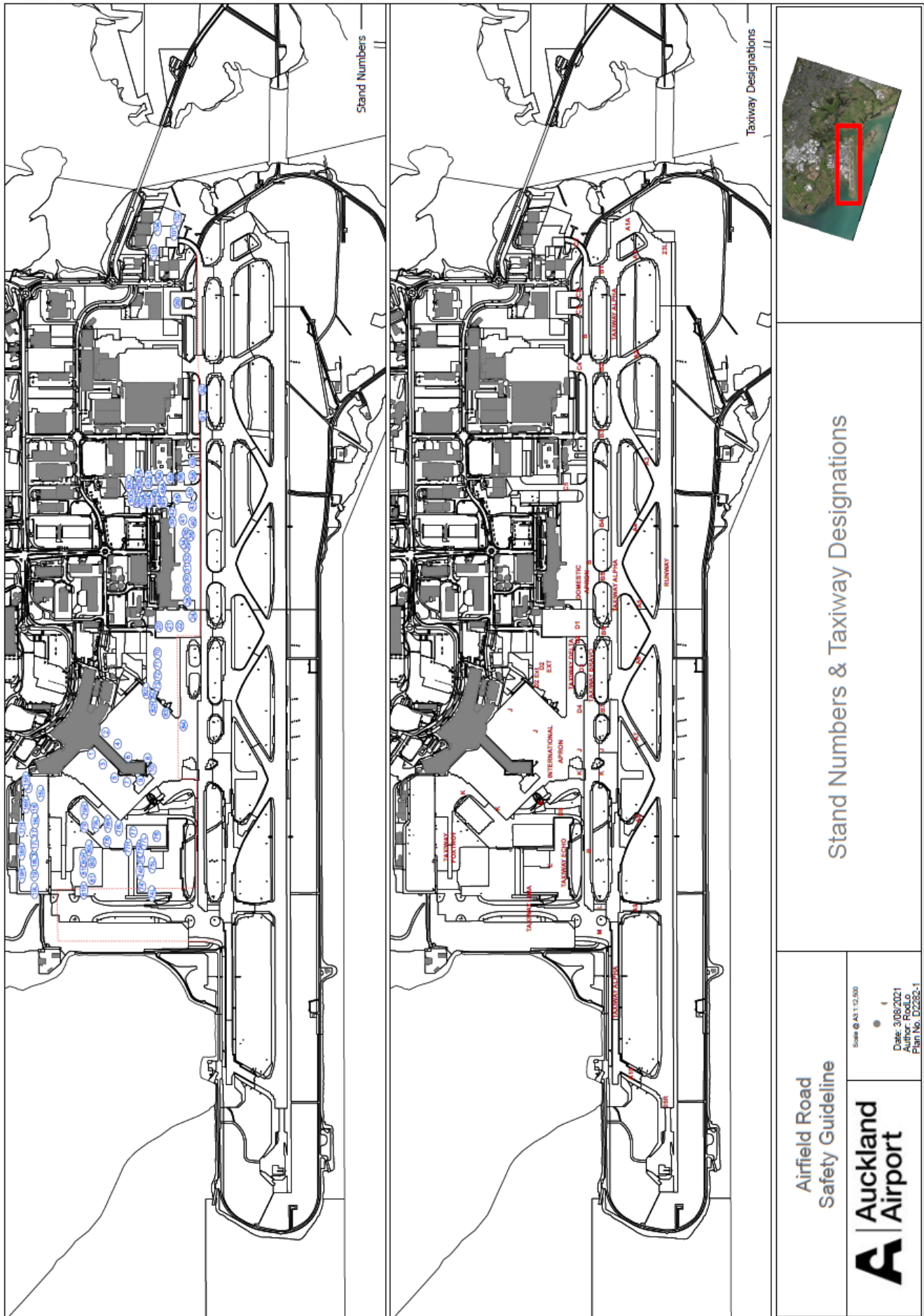
- APRON ROAD WITH BUS PRIORITY (BLUE/WHITE CHECK PAINTED)
- EDGE OF MANEUVERING AREA (RED/WHITE CHECK PAINTED)
- SAFE WITH CAUTION
 - WATCH FOR AND GIVE WAY TO, ARRIVING AND DEPARTING AIRCRAFT
 - OK FOR WIDE BODY AIRCRAFT ON ADJACENT TAXIWAY
- CAUTION AREA
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 - CLEAR FOR WIDE BODY AIRCRAFT ON ADJACENT TAXIWAY
 - NO STOPPING ON THESE ROADS
- LVP HAZARDOUS
 - THESE ROADS ARE ON/OR CROSS TAXIWAY/TAXILANES
 - GIVE WAY TO ALL AIRCRAFT
 - NO STOPPING
 - CONTACT APRON TOWER 1230 TO CROSS DURING LVP
- DON'T STOP ON THESE PARTS OF PERIMETER ROAD. GIVEWAY TO AIRCRAFT IN RESA.
- HAUL ROADS - REQUIRES ATC CLEARANCE TO ENTER.

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Date: 6/05/2020
User Name: Ella.TI

Auckland International Airport
Airfield General
Airfield Road Safety Guideline
4 of 4 Plan



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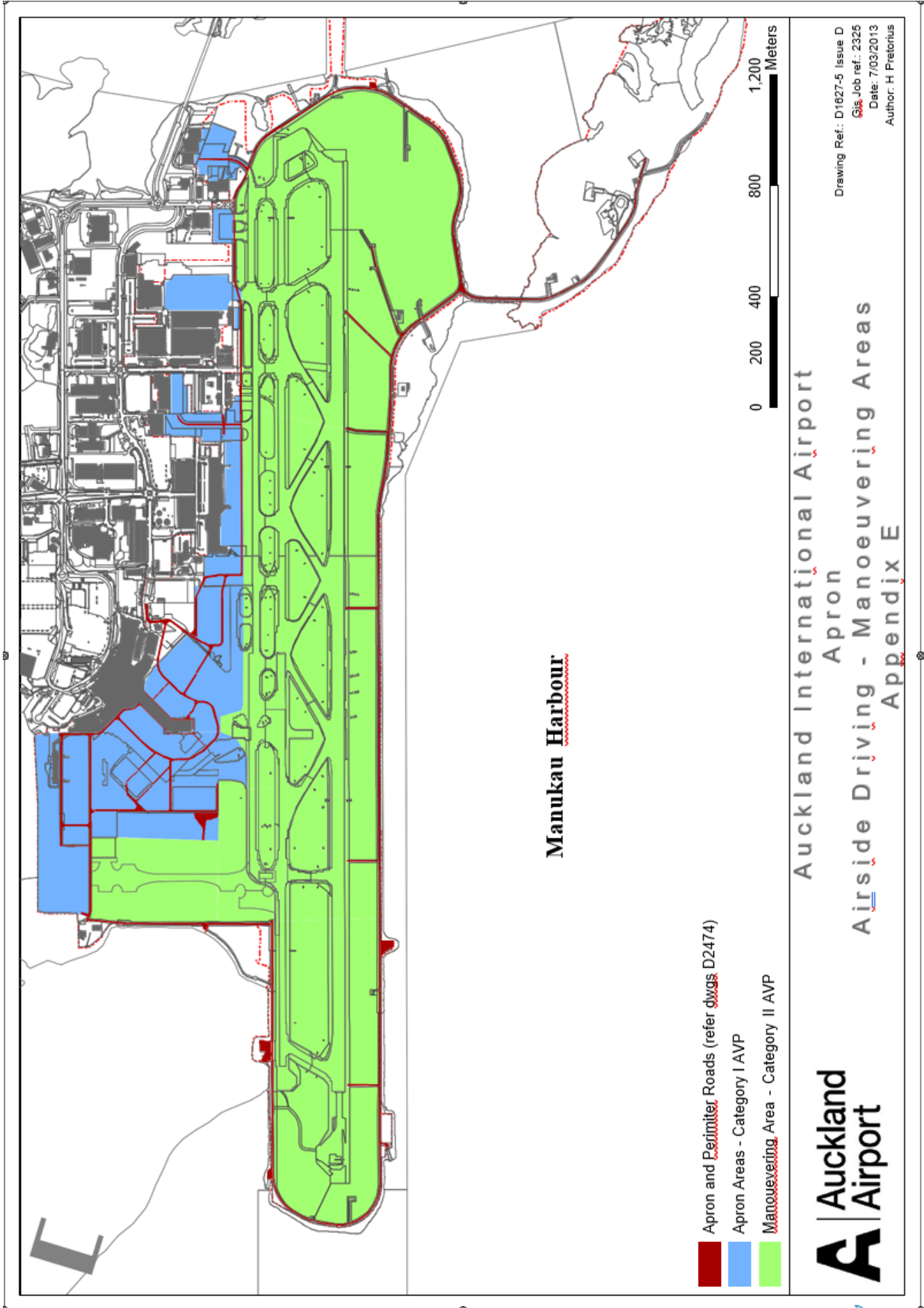


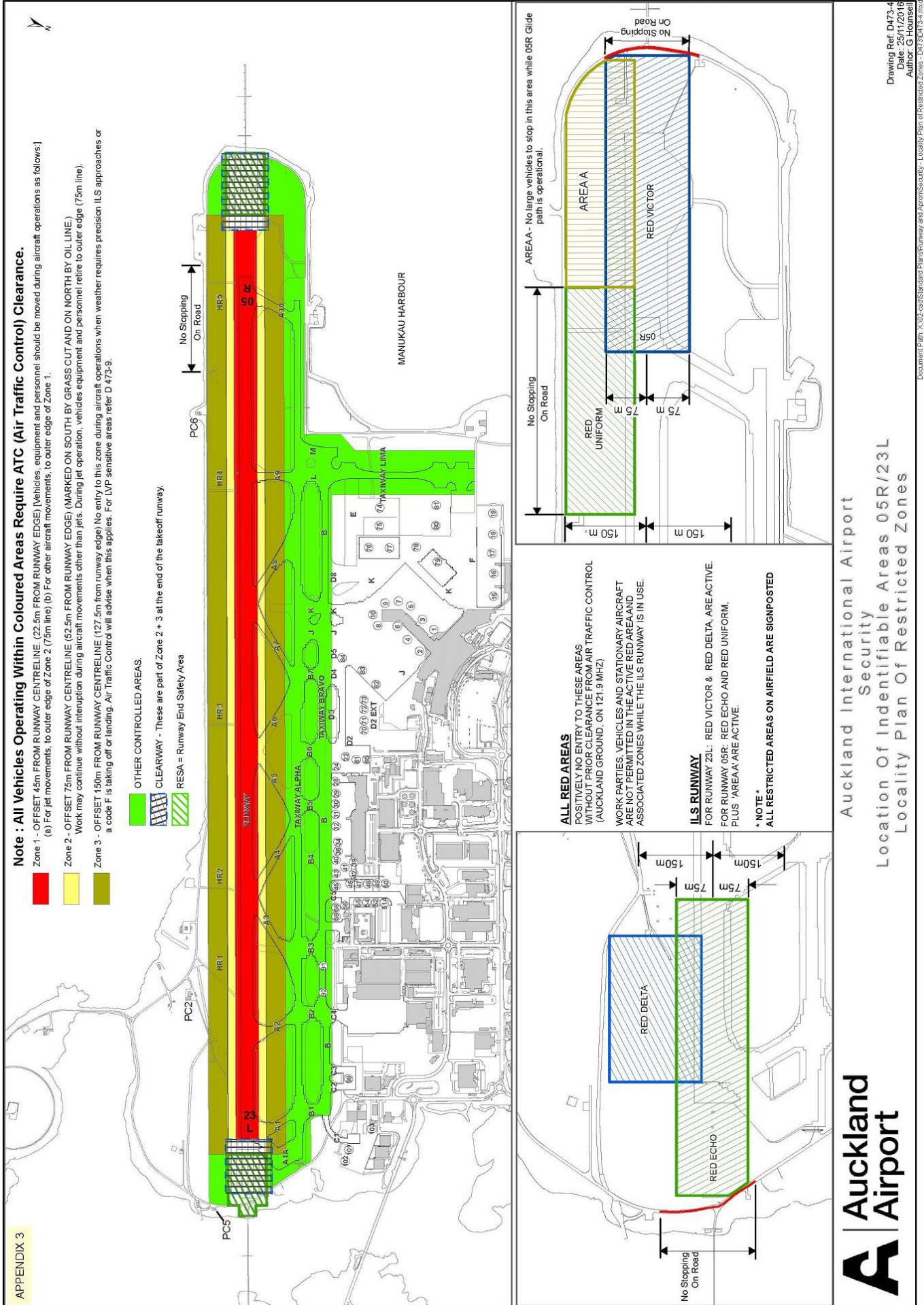
Stand Numbers & Taxiway Designations

Airfield Road
Safety Guideline

A | Auckland
Airport

Scale @ A3 1:12,500
Date: 3/09/2021
Author: [Name]
Plan No. D0282-1





Note : All Vehicles Operating Within Coloured Areas Require ATC (Air Traffic Control) Clearance.

- Zone 1 - OFFSET 45m FROM RUNWAY CENTRELINE (22.5m FROM RUNWAY EDGE) (Vehicles, equipment and personnel should be moved during aircraft operations as follows: (a) For jet movements, to outer edge of Zone 2 (75m line) (b) For other aircraft movements, to outer edge of Zone 1).
- Zone 2 - OFFSET 75m FROM RUNWAY CENTRELINE (52.5m FROM RUNWAY EDGE) (MARKED ON SOUTH BY GRASS CUT AND ON NORTH BY OIL LINE) Work may continue without interruption during aircraft movements other than jets. During jet operation, vehicles equipment and personnel retire to outer edge (75m line).
- Zone 3 - OFFSET 150m FROM RUNWAY CENTRELINE (127.5m from runway edge) No entry to this zone during aircraft operations when weather requires precision ILS approaches or a code P is taking off or landing. Air Traffic Control will advise when this applies. For LVP sensitive areas refer D 473-9.

OTHER CONTROLLED AREAS

- CLEARWAY - These are part of Zone 2 + 3 at the end of the takeoff runway.
- RESA = Runway End Safety Area

ALL RED AREAS
 POSITIVELY NO ENTRY TO THESE AREAS WITHOUT PRIOR CLEARANCE FROM AIR TRAFFIC CONTROL (AUCKLAND GROUND, ON 121.9 MHz)

WORK PARTIES, VEHICLES AND STATIONARY AIRCRAFT ARE NOT PERMITTED IN THE ACTIVE RED AREA AND ASSOCIATED ZONES WHILE THE ILS RUNWAY IS IN USE.

ILS RUNWAY
 FOR RUNWAY 23L: RED VICTOR & RED DELTA ARE ACTIVE.
 FOR RUNWAY 05R: RED ECHO AND RED UNIFORM.
 PLUS 'AREA A' ARE ACTIVE.

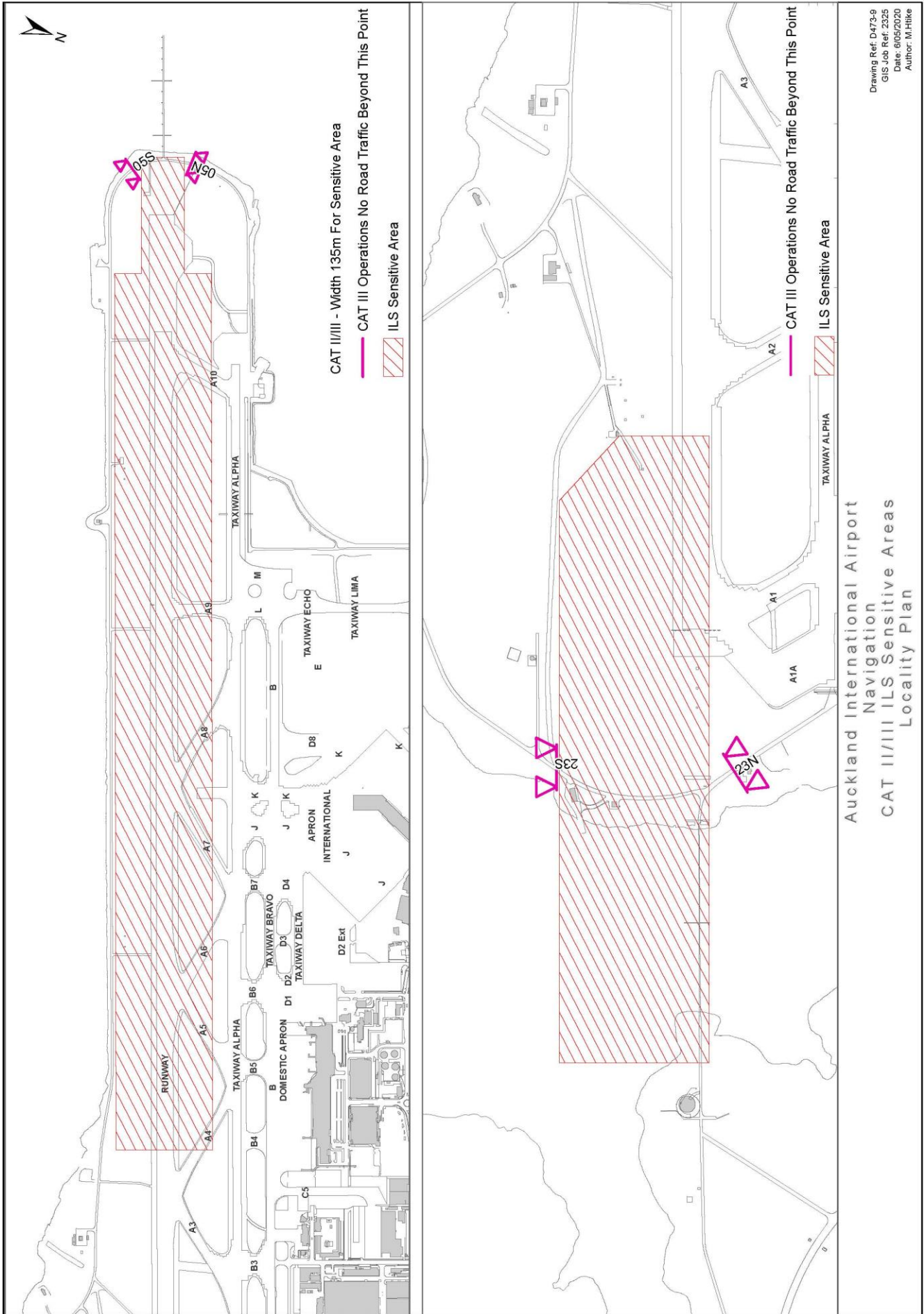
* NOTE *
 ALL RESTRICTED AREAS ON AIRFIELD ARE SIGNPOSTED

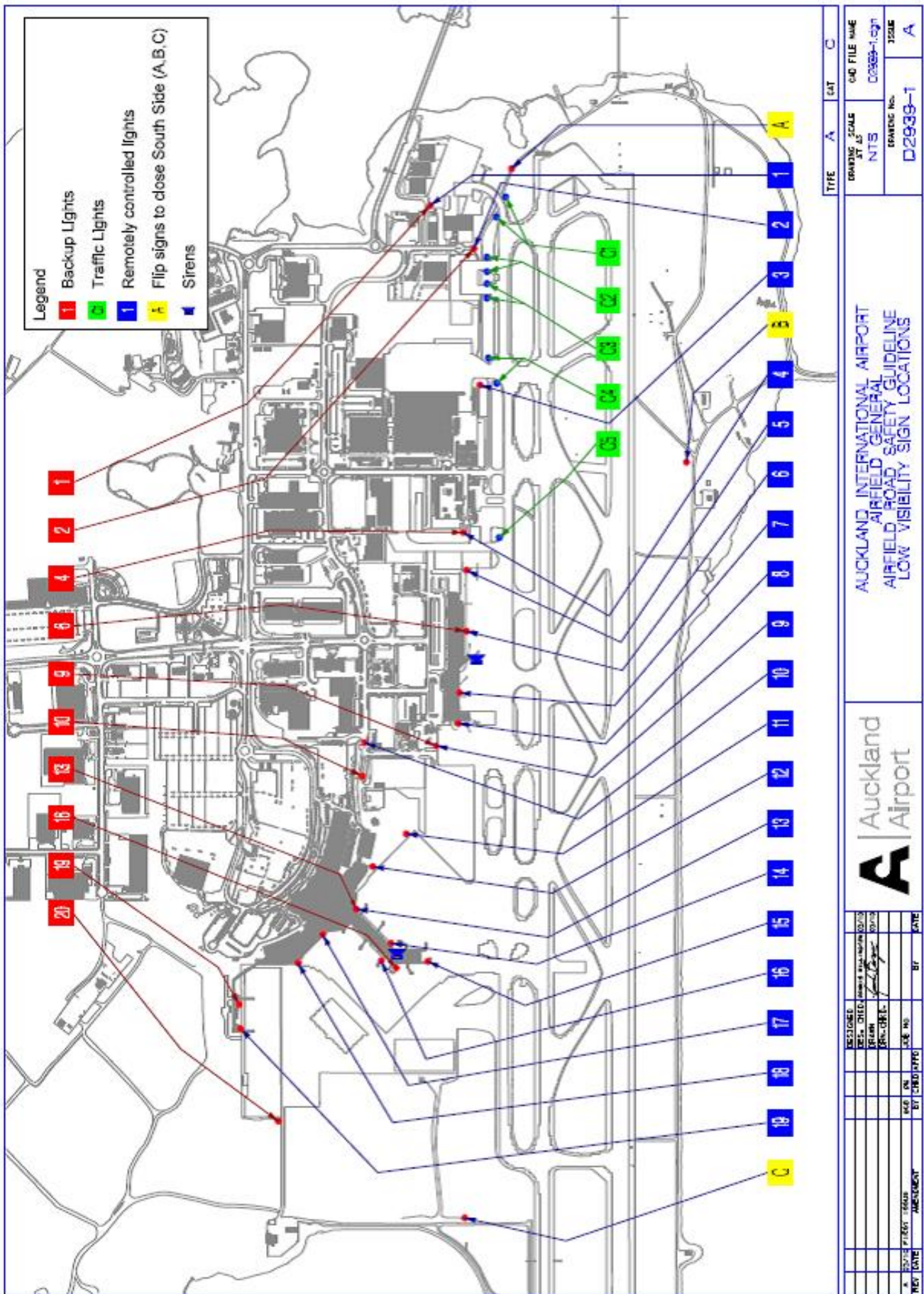
Auckland International Airport
 Location Of Identifiable Areas 05R/23L
 Locality Plan Of Restricted Zones

Auckland Airport

Drawing Ref: D473-4
 Date: 25/11/2016
 Author: G Hounsell

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AIRSIDE DRIVING & VEHICLE DEMERIT POINTS SCHEDULE

- 1 This schedule is a **sample** of offences and the demerit points. This does not limit or restrict the ability of Auckland Airport to apply other relevant rules or regulations relating to the conduct of operations airside (including but not limited to the separate Demerits Points in the Airport Workers' Rules), nor does it prevent Auckland Airport if it in its discretion considers it appropriate to ensure continued safe and secure operations airside, from immediately revoking or suspending an ADP (in which case the process detailed in Rule 6.4 and 6.7 will apply).
- 2 If a driver accumulates 100 demerit points within a 2-year period from the date of issue or renewal of their CAA Airport Identity Card, (after taking into account any rebates or discounts of Demerit Points provided for in section 6.3), their ADP will be immediately revoked for a period of up to 6 months (refer Rule 6.4).
- 3 Any person whose ADP is suspended or revoked will require to successfully resit and pass the ADP theory test and to complete 5-hour practical driver training before the ADP is reinstated. When a driving permit is revoked, the employee's manager has the right to appeal (see Rule 6.7).
- 4 Where the individual identity of an offender is not clear but it is possible to establish the company involved, the company concerned must upon request provide the relevant driver's details. If the driver is not identified by the company, Auckland Airport may at its discretion either issue an Airside Infringement Notice to the Supervisor/Manager concerned and/or revoke the relevant Airside Driving and/or Vehicle Permit.
- 5 Any individual whose ADP is suspended or revoked **MUST NOT** drive airside under any circumstances. Any persons found driving whilst their ADP is suspended or revoked, will highly likely result in a workers airside access being revoked.

NUMBER	OFFENCE	DEMERIT POINTS
AIRSIDE DRIVING PERMITS (ADP) & TRAINING		
ADP001	Driving without valid Airside Driving Permit	Breach Notice under Airport Workers' Rules and immediate suspension from driving
ADP002	A further ADP001 offence within a 12-month period	Breach Notice under Airport Workers' Rules and revocation of Airside access for employee.
ADP003	Driving without a valid/required New Zealand Driving Licence	20
ADP004	Driving without carrying an Airside Driving Permit	20
AVP PERMITS		
AVP001	Knowingly bringing a vehicle airside with no valid Airside Vehicle Permit*	50
AVP002	Bringing a vehicle airside with no valid Airside Vehicle Permit displayed*	20
<i>* unless being escorted as provided for in the Airside Driving and Vehicle Permit Rules</i>		
GENERAL SAFETY RULES		
GSR001	Operating under the influence of alcohol or drugs	Report immediately to employee's manager or employer for further action. Immediate suspension of ADP

AIRSIDE DEMERIT POINTS SCHEDULE (Cont)

NUMBER	OFFENCE	DEMERIT POINTS
GSR002	Driving in a careless or unsafe manner causing or likely to cause agitation, incident or nuisance	50
GSR003	Smoking or vaping airside	40
GSR004	Smoking or vaping airside within 15m of an aircraft or refuelling equipment	75
GSR005	Failing to give way to emergency or AIAL operational vehicles operating under lights or siren	40
GSR006	Failing to give way to pedestrians and passengers	40
GSR007	Failing to comply with a lawful instruction, directive, order or signal from an Airport Official, Police Officer, AVSEC Officer, Customs Officer, ACNZ Surface Movements Controller or Airfield Access Controller	50
GSR008	Failing to comply with rules regarding bicycles	30
GSR009	Driving vehicles higher than the height restrictions posted	40
GSR010	Failing to comply with safety requirements around refuelling vehicle or equipment	50
GSR011	Driving under aircraft wing while not actively servicing it	50
GSR012	Driving under an airbridge	40
GSR013	Driving around the apron and/or the perimeter road without valid operational reason	40
GSR014	Failing to stop at a stop sign or at any airside access point of entry or exit	40
GSR015	Failing to wear seatbelt	30
GSR016	Using cellphone while driving	40
GSR017	Operating on the manoeuvring area without a beacon and transponder	40
GSR018	Driving across a stand without a valid operational reason	40
GSR019	Failing to adhere to the red and white roads	40
GSR021	Failing to display company insignia or logo on vehicle as required	20
GSR022	Failing to stop at red light	40
FOD AND SPILLS		
FOD01	Causing FOD (including cargo wrapping and paperwork)	40
FOD02	Failing to remove FOD (or not reporting the presence of FOD) caused by another person	30
FOD03	Not notifying of spillage of fluid immediately to Apron Tower (within 10 minutes)	40
SPEED		
SPD001	Driving over the prescribed speed limit (10 demerit points for each 10kph above speed limit)	10 - 50

AIRSIDE DEMERIT POINTS SCHEDULE (Cont)

NUMBER	OFFENCE	DEMERIT POINTS
DRIVING WHERE NOT PERMITTED		
DWN001	Driving on manoeuvring area without a Stage 2 or 3 Airside Driving Permit	50 + suspension of ADP for 1 month
DWN002	Driving on manoeuvring area during LVO with no Stage 3 Airside Driving Permit	50 + suspension of ADP for 1 month
DWN003	Entering manoeuvring area without permission from ATC	50-100
SAFETY AROUND AIRCRAFT		
SA001	Driving behind or in front of an aircraft with anti-collision lights on <u>without impeding movement</u> of aircraft	40
SA002	Driving behind or in front of an aircraft <u>under tow</u> with anti-collision lights on <u>without impeding movement</u> of aircraft	50
SA003	Driving behind or in front of an <u>aircraft that was moving</u> with anti-collision lights on <u>impeding movement</u> of aircraft (engines running or not / under tow or not)	50 + suspension of ADP for 1 month
SA004	Driving parallel to an aircraft on Stand 40 with anti-collision lights on	40
SA005	Any other event <u>impeding or disrupting the movement</u> of an aircraft whether under tow or not	50 + suspension of ADP for up to 1 month
SA006	Runway incursion <u>without impeding movement</u> of aircraft	50 +suspension of ADP for 1 month
SA007	Runway incursion <u>impeding movement</u> of aircraft	75 +suspension of ADP for 2 month
SA008	Failing to comply with "circle of safety" requirements	50
SA009	Driving through ILS critical areas within the RESA at either end of the runway when lights are RED and not in LVO	50
LOW VISIBILITY OPERATIONS		
LVO001	Driving through red traffic lights within the RESA at either end of the runway in LVO	50 + suspension of ADP for 1 month
LVO002	Failing to adhere to other LVO Driving Rules	50
INCIDENTS & ACCIDENTS		
IA001	Failing to report death or serious harm to Police and Incident Control Room	ADP revoked
IA002	Failing to notify Auckland Airport (AOT) of an accident or incident airside involving death or serious harm (within 1 hour or as soon as possible)	ADP revoked
GROUND SERVICE EQUIPMENT		
GSE001	Not securing cans to trolleys/trailers when parked or moving	40
GSE002	Failing to properly secure load	40
GSE003	Leaving <u>baggage</u> or equipment on red and white road or blue and white road	40
GSE004	Towing more than 6 loaded/unloaded container trailers	40
GSE005	Towing more than 6 unloaded cargo or flattop trailers	40
GSE006	Towing more than 3 loaded cargo or flattop trailers	40

AIRSIDE DEMERIT POINTS SCHEDULE (Cont)

NUMBER	OFFENCE	DEMERIT POINTS
PARKING		
P001	Loose equipment causing hazard (actual or potential) to aircraft, people or property	40
P002	Parking vehicle within wingtip clearance lines	30
P003	Parking equipment within wingtip clearance lines	30
P004	Parking except in a designated parking area	30
P005	Parking or leaving equipment on 'keep clear' areas or diagonal hashed areas or fire exits/egress walkways	30
P006	Parking equipment or vehicle causing a delay to an aircraft	40
P007	Using defective equipment or vehicle	30
P008	Leaving unserviceable /defective equipment within active apron areas	30
P009	Failing to effectively secure equipment (in use or not in use)	40
P010	Failing to apply brakes on parked vehicles or equipment	40
P011	Parking e-GSE in a way that obstructs access for other users to charging infrastructure or leaving it parked for longer than 15 minutes after it is fully charged when the charging infrastructure is likely to be required by other users	30
P012	Failing to park e-GSE so that the towing point is accessible for towing-off in event of fire	40
BEHAVIOURS		
B001	Refusal to accept an AIN for a driving offence	ADP revoked
B002	Careless behaviour with intent, which may result in harm or damage	ADP revoked
B003	Wilful disregard of Airside Driving & Vehicle Permit Rules	ADP revoked
Miscellaneous		
M001	Other infringement (not specified in the demerit schedule)*	20 - 50
	*To be issued when an offence is not specified in the Demerit Schedule. AIAL Airfield Safety Team will review each case	

COPIES OF AIRSIDE POSTERS

General Airside Driving Rules



Give way to aircraft at all times



Remain clear of aircraft that have anti-collision lights active



Keep to the apron roading system where possible



Restrict movement during Low Visibility Operations (LVO)



Report all spills and airfield incidents to AOT (09 256 8990)



Comply with aircraft circle of safety rules – stop at 5m and 2m



Only park equipment & vehicles in designated areas



Give way to emergency and airfield operational vehicles operating under lights and/or siren



No cellphone while driving unless in hands-free mode



No transmitting device to be used within 3m of refuelling trucks/vents



No smoking or vaping airside



Do not drive under aircraft wings or airbridges

**Safety is everyone's responsibility – be aware of hazards and risks on airfield.
Any incident involving an aircraft, person, vehicle or property must be reported immediately to the Airfield Operations Team (09 256 8990)**

Refer 'Airside Driving and Vehicle Permit Rules' for more information



For more information about Airside Driving and Vehicle Permits, scan here.



Speed limits (km/h)



Baggage Make-up areas



ITB Breezeway



Checkpoint Charlie



DTB Inner Pier Road & Breezeway



ITB Inner Pier Road



During LVO



Apron areas unless otherwise specified



Perimeter Road



South side perimeter road

**Safety is everyone's responsibility – be aware of hazards and risks on airfield.
Any incident involving an aircraft, person, vehicle or property must be reported immediately to the Airfield Operations Team (09 256 8990)**

Refer 'Airside Driving and Vehicle Permit Rules' for more information