Airside Operating Procedure 03
(Vehicle Control)

Hamid Karzai International Airport

Airside Safety Office

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PROMULGATION LETTER

The Airside Operating Procedure 03 – Vehicle Control produced by Hamid Karzai International Airport (HKIA) Airside Safety Office (ASO) as part of the Aerodrome Safety Management System (ASMS) has been reviewed, accepted and promulgated under the authority of the President of the Hamid Karzai Int’l Airport.

This document was drafted by HKIA Safety Officers and reviewed by the Airside Safety Manager.

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Record of Amendments

As any publication which affects safety, this handbook is subject to change from time to time. The Airside Safety Office will distribute the amendments either in hard or soft copy. As the information is updated, the version number of the document will be amended and all concerned parties will be notified accordingly.

Please record all amendments introduced in this document by updating this page, it will help you to keep track of all amendments.

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Definitions

**Aerodrome:** A defined area on land or water including any building, installations and equipment, intended to be used either wholly or in part for the arrival, departure, and surface movement of aircraft.

**Aircraft Operating Surface:** The areas of the airport within the airside intended for the movement of aircraft. Those areas include the aprons, taxiways and runway.

**Aircraft Stand or Parking Position:** Designated area on an apron used for the parking of an aircraft. The term *aircraft stand* is often replaced by the term *parking position* when applied in reference to Apron.

**Airside:** The movement area of an aerodrome, adjacent terrain and buildings or portions thereof, access to which is controlled.

**Apron Taxiway:** A portion of a taxiway system located on an apron and intended to provide a through taxi-route across the apron.

**Apron:** A defined area, on a land aerodrome, intended to accommodate aircraft for purposes of loading or unloading passengers, mail or cargo, fueling, parking or maintenance.

**Control Tower:** An Air Traffic Control Unit responsible to provide clearances and instructions to aircraft, vehicles and pedestrians operating on the CMA to ensure a safe and efficient air traffic operation.

**Controlled Movement Area (CMA):** Defined area on the airside where the access of vehicles and pedestrians is subject to an explicit approval from ATC Tower.

**Drivers’ Training Program (DTP):** Program established by Organizations intended to provide their respective drivers with the appropriate training to operate on the Airside.

**Foreign Object Debris (FOD):** Any misplaced or loose object that is not in fact expected at the Airside such as: metal, plastic, paper and rocks that, as a result can injure personnel and damage property.

**Ground Service Equipment (GSE):** Articles of a specified nature for use in the maintenance repair and servicing of an aircraft on the ground, including testing equipment and that equipment used on the ground to support aircraft operations.

**Ground Side:** is defined as the areas and buildings immediately adjacent to the airside and separated from the airside by a perimeter fence and controlled access gates.

**GSE Road:** An established surface route on the movement area meant for the exclusive use of vehicles/GSE.

**Helicopter Landing Zone (HLZ):** Designated areas on taxiways Hotel and Bravo intended to be used for the take-off and landing of helicopters and identified by a white “H”.

**Jet Blast:** Air generated by a jet engine running and expelled by the exhaust affecting directly objects behind the engines. The distances at which the blast represents a danger to persons and objects depend on the thrust power setting applied to the engine(s).

**Maneuvering area:** That part of an aerodrome to be used for the take-off, landing and taxiing of aircraft, excluding aprons.

**Movement area:** That part of an aerodrome to be used for the take-off, landing and taxiing of aircraft, consisting of the maneuvering area and the apron(s).

**Non-Controlled Movement Area (Non CMA):** Defined area on the airside where the access of vehicles and pedestrians is not subject to an explicit approval from ATC Tower.
**Operator**: Any person who is in actual physical control of an aircraft, vehicle or GSE.

**Organization**: Generic term which identifies all companies, airlines and other organizations providing a service related to airport operations.

**Ramp**: Area including the aprons and the GSE roads.

**Runway**: A defined rectangular area on a land aerodrome prepared for the landing and take-off of aircraft.

**Runway Incursion**: An occurrence involving the unauthorized presence of an aircraft, vehicle or person on the protected area of a surface designated for the landing and take-off of aircraft.

**Signalman (also known as Marshaller)**: The term signalman or marshall refer to a trained staff responsible for providing guidance to either an aircraft or a vehicle by the mean of visual signals.

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

**Taxiway Incursion**: An occurrence involving the unauthorized presence of an aircraft, vehicle or person on the protected area of a surface designated for the taxiing of aircraft and the landing/take-off of helicopters.

**Vehicle**: A device in upon or by which a person or property may be transported, carried or otherwise moved from point to point, including a motor vehicle or a device moved by human power.
## Abbreviations

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<tr>
<td>ASO</td>
<td>Airside Safety Office</td>
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<tr>
<td>ATC</td>
<td>Air Traffic Control</td>
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<td>AOP</td>
<td>Airside Operating Procedure</td>
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<td>ACAR</td>
<td>Afghanistan Civil Aviation Regulation</td>
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<td>CMA</td>
<td>Controlled Movement Area</td>
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<td>DP</td>
<td>Driving Permit</td>
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<td>DPRF</td>
<td>Driving Permit Request Form</td>
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<tr>
<td>GSE</td>
<td>Ground Support/Service Equipment</td>
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<td>HKIA</td>
<td>Hamid Karzai International Airport</td>
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<td>HLS</td>
<td>Helicopter Landing Site</td>
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<td>ICAO</td>
<td>International Civil Aviation Organization</td>
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<td>ILS</td>
<td>Instrument Landing System</td>
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<td>Non-Controlled Movement Area</td>
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<td>PPE</td>
<td>Personnel Protective Equipment</td>
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<td>Radiotelephony</td>
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<td>Runway</td>
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<td>Taxiway</td>
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<td>Tower</td>
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<td>VC</td>
<td>Vehicle Control</td>
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<td>VIP</td>
<td>Very Important Person</td>
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<td>VP</td>
<td>Vehicle Permit</td>
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<td>VPRF</td>
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Section 1 – Administration

1.1. Introduction

The airside is the most dangerous area of an airport due to constant movement of aircraft and vehicles. All movements, either aircraft or vehicles, need to be well coordinated and based on standardized procedures to minimize the risk of incidents or accidents. Safety shall be the primary concern for all airside operators and can only be achieved by total adherence to the rules and procedures prescribed herein.

1.2. Objectives

The herein set procedures are intended to manage all vehicles operating on the airside as well as to ensure all vehicle operators are properly trained to safely operate and communicate in order to create a safe airside operating environment.

1.3. Applicability

1.3.1. This Airside Operating Procedures (AOP-03) applies to:

All personnel operating a vehicle on HKIA airside either in a regular or temporary basis such as:

I. HKIA employees including ACAA staff assigned at HKIA;
II. Governmental law enforcement agencies;
III. Employees of organizations working at HKIA;
IV. Personnel of contracted organizations doing construction work; and
V. All personnel not included above whom demonstrates an operational need to drive on the airside.

1.4. Responsibilities

1.4.1. Airport Operational Director

Airport Operational Director is responsible to:

I. Review and approve the AOP-03 and subsequent its changes;
II. Ensure the dissemination of the procedures;
III. Monitor and enforce compliance to this AOP-03; and
IV. Evaluate and determine plan for improvement of this document.
V. Evaluate and determine the applicable penalties for reported violations.

1.4.2. Airside Safety Office (ASO)

The ASO is responsible to:

I. Elaborate and make available Vehicle Control Procedures (AOP-03) and its subsequent changes to all operators;
II. Provide guidance to organizations in the scope of driving procedures and drivers training, if requested;
III. Liaise with organizations supervisors in matters related with the training and certification of drivers, violations and investigations;
IV. Elaborate and conduct the airside driver’s examination in accordance with the planning referred in Driver Examination section 1.6.2;
V. Issue DP in accordance with the procedures established in this AOP-03;
VI. Maintain and update database of the issued DP;
VII. Conduct regular checks of DP and VP; and
VIII. Report and follow up detected noncompliance.

1.4.3. Organizations Managers

Organizations Managers are responsible to:
I. Appoint a supervisor to liaise with ASO in all matters concerning airside safety and driving [Attachment F];

II. Elaborate a training plan in accordance with AOP-03 and complemented by the specific training suitable for their own tasks;

III. Provide their personnel the required training in accordance with paragraph 2.5;

IV. Document and record personnel’s training;

V. Ensure that personnel are knowledgeable of the Vehicle control procedures and refreshed in such procedures as necessary;

VI. Submit DP request form to Airport presidency office;

VII. Ensure the personnel hold a valid national driving license;

VIII. Ensure that the personnel do not drive if under medication or any other psychoactive substances that might reduce their ability to operate machinery;

IX. Ensure personnel do not drive on the Airside until having obtained the valid DP and VP;

X. Notify immediately ASO of any incident or accident reported by his/her staff; and

XI. Respond for the acts and driving conduct of the personnel under his/her responsibility.

1.4.4. Organization Liaison Supervisor

The Organization Liaison Supervisor is responsible to:

I. Coordinate with ASO additional or special training requests for the organization’s drivers;

II. Coordinate with ASO regarding DP requests, renewals and losses;

III. Return DP which is no longer required;

IV. Report to ASO any incident or accident;

V. Cooperate with ASO in case of violations and incident or accident investigation; and

VI. Propose improvements to the ADP or other related documentation.

Note: The Liaison Supervisor(s) is the sole representative of an organization recognized by ASO as the signatory of DP request.

1.4.5. Vehicle operators are responsible to:

I. Complete the training provided by their organization;

II. Complete the Airside Driver examination and obtain DP, prior driving on the airside;

III. Comply with the rules and procedures prescribed in this AOP;

IV. Do not drive on the Airside unless having a valid DP;

V. Report to respective supervisor any issue that might reduce their ability to operate machinery;

VI. Report immediately to ASO and respective supervisor any incident or accident; and

VII. Carry your Driving Permit at all time when on the airside.

1.5. Driving Training Program (DTP)

1.5.1. The companies shall establish a training program in accordance with this Airside Operating Procedure (AOP-03) and complemented with specific training related to their own tasks.

1.5.2. Liaison supervisors and organizations managers shall ensure annual refresher training is conducted and documented.

1.5.3. The DTP shall be structured based on the organizations needs and adequate for the duties, drivers are to conduct as well as training on the areas that are expected to be driving on.

1.5.4. ASO recommends that the training for a safe vehicle control shall be conducted as follows:

(i) **Theoretical phase**: conducted as self-study, one-on-one training or by the mean of briefings, covering the contents of the AOP-03 and their applicability to the driver’s daily duties.

(ii) **Practical phase**: consists of a supervised practice to ensure a satisfactory knowledge of the duties and driving rules in compliance with the AOP-03. Supervised Practice shall cover the areas on the airport where it is anticipated the drivers will conduct
1.5.5. The DTP shall address as a minimum the following subjects:

1.5.5.1. **Apron Driver Training**

(i) Vehicle Control requirements and procedures

(ii) Personal responsibilities

(iii) Airport layout and organization, speed limits, parking, marking and signage, height limitations of airside bridges, right of way, priorities and etc.

(iv) Vehicle standards

(v) Traffic rules

(vi) Low visibility and night time hazards and precautions

(vii) Aircraft and pedestrian hazards

(viii) Driving on aircraft stands

(ix) Security procedures

(x) Emergency procedures

1.5.6. **Maneuvering Area Driver Training**

1.5.6.1. This requires a further level of knowledge, particularly in driving safely around the airfield in darkness and in Low Visibility conditions. A detailed geographical knowledge is required along with a detailed understanding of the procedures, including proficient use of phraseology. The same standards shall be required of all drivers, including airport and emergency services staff.

1.5.6.2. In addition to the subjects addressed for Apron driving, the following subjects shall be trained as to ensure an adequate knowledge of the procedures:

(i) Visual familiarity – runways, helipads, signs & markings, ILS areas etc.;

(ii) Airfield layout and map reading;

(iii) Awareness of hazards – jet blast and engine ingestion;

(iv) Vehicle requirements – R/T and obstruction lights;

(v) Light gun signals;

(vi) FOD procedures;

(vii) Adverse weather including low visibility procedures, snow, ice & storms;

(viii) Awareness of hazards driving at night;

(ix) Emergency procedures;

(x) Disable vehicle procedures;

(xi) The dangers of TWY and RWY incursions and how to prevent it;

(xii) Phraseology and transmitting technique;

(xiii) Local call signs;

(xiv) Read-back requirements and understanding of clearances; and

(xv) Radio failure procedures
1.6. Driving Permit (DP)

1.6.1. Driving Permit (DP)

The Driving Permit (DP) is issued as recognition that a driver has successfully completed the training and is aware of his/her responsibilities towards airside safety while operating a vehicle. The DP is divided into three categories:

(i) Apron, includes (aprons and GSE road)
(ii) Taxiway, includes (TWY and Apron)
(iii) Full access, includes (RWY, TWY and Apron)

1.6.1.1. Requirements

(i) To apply for a DP, the organization Liaison Supervisor shall submit the Driving Permit Request Form (DPRF) [attachment E] fully filled and signed. The Liaison Supervisor shall ensure the applicant:
   (a) Holds a valid national driving license;
   (b) Holds a valid HKIA ID with “R”, “H”, “C”, “V” or “full access” privilege;
   (c) Is in a good psychological and physical condition to carry out his/her duties; and
   (d) Has completed the DTP.

(ii) In cases a driver works for more than one organization, a DPRF shall be submitted by the Liaison Supervisors of the both organization that the applicant is working for.

(iii) In order to avoid misunderstandings derived from calligraphy, the DPRF shall be filled out digitally, signed, stamped/submitted at least one day before the exam.

(iv) Forms with missing information or not signed/stamped by the liaison organization supervisor will not be considered and the applicant will not be authorized to take the exam.

(v) The liaison supervisor shall certify on the DPRF that the applicant has completed the DTP provided by the organization.

1.6.1.2. Validity

(i) The DP validity is defined by the following criteria:
   (a) The validity shall not exceed the HKIA ID Card validity;
   (b) The validity shall not exceed the National Driving License validity;
   (c) The validity shall not exceed one-year validity;

(ii) The expiry date is established by the lowest date of the three cases listed above.

1.6.1.3. Renewal of DP

(i) The process to renew a DP shall be initiated at least one calendar month prior expiration;

(ii) The Liaison Supervisor shall ensure all the requirements stipulated in section 1.6.1.1. are met when submitting the DPRF.

(iii) Renewal of DP for GSE Road and Apron shall be followed with a refresher training in conjunction with section 1.5.5.1. If a violation has been logged in the driver's file. Nonetheless, a refresher driving briefing shall be provided and recorded in the driver's training records.

(iv) Renewal of DP for TWY, RWY and for any driver with a violation in his file requires the driver to complete successfully the Exam (minimum score of 80%).

(v) Renewal after the DP's expiration date requires the driver to complete successfully the Exam.
1.6.1.4. Transfer of DP
(i) If the holder of a DP changes of employer, the DP shall be returned to ASO and a new DPRF submitted by the new employer. The updated DP will be provided in the following conditions:
   (a) Exam has been taken within one year;
   (b) There is no change on the DP privileges; and
   (c) No violations are registered in the Driver's file;
(ii) If any of these conditions are not met, the driver shall complete successfully the Exam.

1.6.1.5. Loss of DP
(i) The loss of the DP shall immediately be reported to the Liaison Supervisor and/or ASO.
(ii) The replacement of a lost DP shall be required by the Liaison Supervisor by submitting to ASO:
   (a) A formal statement of the DP holder reporting the loss;
   (b) The DPRF.
   (c) A new DP will be provided with the same expiration date as the DP previously issued.
(iii) If any violation has been registered in the driver's file, the driver shall complete successfully the Exam.

1.6.1.6. Cancellation of DP
A DP is cancelled in the following conditions:
(i) Cessation of the purpose for which the DP was issued;
(ii) On demand by the organization or the DP holder; and
(iii) By decision of ASO based on procedures set in section 8.2 Paragraphs (ii) (c) and (d) and section 8.3.

1.6.2. Drivers Examination
(i) There will be two types of test. One type intention is to consider for non-controlled movement area, which has only theoretical part. While the next type intention is to cover the controlled movement area, which has both the theoretical and practical phase.
(ii) ASO will conduct an exam as per request of organizations and it will be coordinated accordingly. Drivers are tested according to the areas where performing his/her duties. A minimum score of 75% (for non-controlled movement area) and 80% (for controlled movement area) is required to complete successfully the drivers training and obtain the DP.
(iii) The results of the exams will be forwarded to the Organizations Liaison Supervisors after each exam.
(iv) ASO management is not conducting briefing due to inadequate space and equipment in the office therefore organization shall brief their drivers’ prior the test.
(v) If a driver fails, the exam three times he/she will not be eligible for any next test.

1.6.3. Vehicle Permit (VP)
The VP is issued by HKIA airport president office in combination with NDS, ABP and ASO office for purpose of controlling vehicle access to the designated areas of the airside. ASO office only responsible to report condition of vehicle to airport president office; ASO officer will check the following items;

I. Checking the maintenance program of the vehicles;
II. Light system including but limited to rotating beacon, indicator turn signals and headlights;
III. Hydraulic system - no evidence of leaks on shall be observed on vehicle;

At the end ASO will write their comments about the vehicles and submit to airport presidency.
Section 2 – Aerodrome

2.1. Aerodrome Layout

Illustrated Aprons and TWYS (figure 1).

Figure 1 (HKIA layout)

2.2. Controlled Movement Area

2.2.1. The Controlled Movement Area (CMA) includes the taxiways, the runway and the grassy areas (illustrated in red color) between and around the taxiways and runway (Figure 2).

2.2.2. The access and all movements on the CMA requires an explicit approval from the ATC Tower.

Figure 2 (HKIA controlled Movement Area in red)

2.3. Non-Control Movement Area (NCMA)

2.3.1. The NCMA includes Aprons, Hangar and GSE roads. The green area shows the NCMA at HKIA (Figure 3).
2.4. Aprons Layout on south side of HKIA

At HKIA currently limited aprons are designated for civil aviation, that includes Aprons 1, 2, 3, 4, and 5 (Figure 4).
Section 3 – Airside Safety

2.5. Airside Safety

Airside safety awareness is essential for any personnel involved on the airside activities. There is a designated AOP for Airside Safety. For more details, refer to Airside Operating Procedures-02 “Airside Safety”.

2.6. Reporting of Safety Information

Reporting of the hazardous situation is responsibility of all the personnel including drivers and any other involving on the airside activities. Reports shall be considered as a contribution for aviation safety. For more details, refer to Airside Operating Procedures-02 “Airside Safety”.

2.7. Adverse Weather Precautions

Knowing that weather conditions and low visibility have an adverse effect on the driving, thus drivers shall be aware of the impact of the weather to minimize the risks of incident. For more details, refer to the Airside Operating Procedures-04 “Adverse Weather”.
Section 4 – Visual Aids

2.8. Airport Markings, Lightings and Signs

HKIA uses standard markings, lightings and signs as visual aids in order to assist operators in identifying locations and provide guidance for a safe and efficient operation. The visual aids existing at HKIA are illustrated in the following paragraphs.

2.9. Marking

2.9.1. Runway (RWY) Markings

All RWY markings are white. (Picture 1)

![Picture 1 (Runway Marking)](image)

2.9.2. Taxiway (TWY) Markings

TWY markings are yellow. A white marking can be found where there is a helicopter landing site.

![Picture 2 (Taxiway Marking)](image)

(i) RWY Holding Position

(a) Except TWY B and H, in all TWY, when approaching the RWY, two solid and two dashed yellow lines across the TWY are representing the “RWY Holding Position” (Picture 3). The solid lines are always on the TWY side while the dashed yellow lines are always on the RWY side.

(b) Those lines shall **never be crossed** unless you receive an explicit clearance from Control Tower to cross or enter the RWY.
(i) A single dashed yellow line is representing an “Intermediate Holding Position” (Picture 5) on all TWYS. An Intermediate holding position is designated position intended for traffic control at which taxiing aircraft and vehicles shall stop and hold until further clearance to proceed, when so instructed by the aerodrome control tower.

(ii) A double solid YELLOW line is representing a “TWY Edge Line” (picture 6). A double solid yellow line painted on both sides of a taxiway indicates the separation between the taxiway and its shoulders. Vehicles shall always be driven on the taxiway.
(iii) A white “H” representing a helicopter landing/take-off area, those are marked on TWY Hotel (two helipads) and TWY Bravo (two helipads) - (Picture 7).

![Picture 7](Helipad on Taxiway Bravo)

2.9.3. Apron Markings

(i) As the TWYs, markings on aprons are yellow and or white. Yellow markings are for aircraft guidance while the whites are used for vehicle.

(ii) On Aprons, continuous yellow single line guides the aircraft to their parking positions. This line connects also to the TWY centerline to provide taxi guidance to aircraft (picture 8). In most cases, parking positions are indicated by numbers or letters and numbers (Picture 9 to 11).

![Picture 8](Centerline of Apron 3, guides an aircraft to its final parking stand)
**Picture 9** (Apron Edge Line, delineating the apron)

**Picture 10** (Taxiing path for aircraft guidance)
2.10. Lights

2.10.1. **BLUE lights** located on both sides of taxiways indicate the edges of the taxiway (Picture 12).

![Picture 12 (Taxiway Edge Light)]

2.10.2. **GREEN lights** located in the centerline of the taxiway and are an additional guidance during night-time and low visibility operations. Taxiway center lights are only available on the taxiways north of the runway (picture 13).

![Picture 13 (taxiway centerline light on TWY H)]

*Figure 11* (nose wheel correctly positioned on nose wheel marking)
2.10.3. **Runway Guard Lights** – Pair of unidirectional flashing orange lights located on each side of a runway holding position marking. The Runway Guard Lights are only displayed on the taxiways south of the runway. Its purpose is to warn pilots and drivers of the presence of the runway holding position markings (Picture 14).

![Runway Guard Lights](image)

*Picture 14 (runway guard lights)*

2.11. **Signs**

2.11.1. **Mandatory Sign:**

A mandatory sign is to identify a location beyond which a vehicle or taxiing aircraft shall not proceed unless authorized by the ATC tower (picture 15).

![Mandatory Instruction Sign](image)

*Picture 15 (mandatory instruction sign and information sign)*

2.11.2. **Location Signs:**

Location Signs are available on the TWYS south of the RWY (Picture 16). A yellow letter in a black background indicates your location (in the picture below, TWY Charlie) while white numbers in a red background indicates, the RWY ahead. This is a mandatory sign to stop at the RWY Holding Line and obtain approval from ATC Tower prior to enter or cross the RWY.
Where you are

Which area you can access if you proceed forward.

*Picture 16 (Information mandatory and Signs)*
Section 5 – General Rules

2.12. General rules for vehicles

The term “parking” when referring to a vehicle on aircraft movement area means a temporary stop during aircraft servicing or airport maintenance, which the driver may leave the vehicle unattended due performance of his/her functions.

2.12.1. While on the airside, vehicles shall NOT:

(i) Drive underneath any part of an aircraft unless actively servicing that aircraft and a guide to ensure the appropriate clearance between the vehicle and the aircraft is maintained;

(ii) Be operated on movement area if presenting mechanical malfunction;

(iii) Park on aircraft unless engaged in aircraft servicing, emergency response or airfield maintenance; and

(iv) Be operated when fitted with traction devices (tire chains/tire studs).

2.12.2. When operating a vehicle on the airside, operators shall ensure the following rules are applied:

(i) Display lights are visible from both front and rear;

(ii) Display a rotating hazard beacon, or the hazard lights (4-way dimension flashers) if not equipped with rotating hazard beacons;

(iii) Display lateral lights on both sides of the vehicle if the vehicle total length is more than 5 m or equip the lateral sides of the vehicle with high visibility reflectors;

(iv) Daily maintenance check shall be conducted with particular attention to leaks, brakes, lights and steering;

(v) All vehicle windows shall be cleaned as to permit unobstructed visibility in all quadrants;

(vi) Vehicles shall be driven with the driver’s side window at least slightly open to ensure the operator can hear aircraft and helicopters;

(vii) Headlights shall be dimmed, extinguish or turned away from on-coming aircraft/vehicle (hazard lights and beacons must remain on);

(viii) Vehicles parked on an apron or adjacent to a taxiway or runway must meet aircraft obstruction clearance criteria and be directly supporting aircraft operations. Vehicles must exit the airside when not required;

(ix) When the driver’s seat is vacated, the ignition will be turned off, key left in the ignition, doors left unlock, parking brake engaged and the gear lever placed in reverse (standard shift) or park (automatic);

(x) Vehicles will not be left unattended with engine running, except aircraft servicing support vehicles that require vehicle engine to operate as the power source for auxiliary components;

(xi) Vehicles and wheeled equipment that do not have an integral braking system will have one rear wheel chocked, both front and back of the tire, while parked on an apron. Vehicles shall be parked so they can leave without having to back up;

(xii) Vehicles shall be parked with the drivers’ side towards the aircraft and never pointed towards an aircraft. Vehicles parked at the sides of an aircraft must be located clear of the wingtips and be clearly visible from the cockpit;

(xiii) All transported loads shall be properly secured to prevent spillage from the vehicle;

(xiv) A vehicle shall never stop as to restrict fuel vehicle egress routes during refueling or defueling operations; and
Driver shall always carry in the vehicle:

(a) A chart of the airport;
(b) A chart with the meaning of the light gun signals if operating on the CMA; and
(c) A list of contacts including as a minimum HKIA Tower, ASO and Fire Department.

2.13. Vehicle/Equipment Parking Procedures

(i) The parking of vehicles on the movement area is strictly prohibited;
(ii) Vehicles will not be left unattended on any part of the movement area; and
(iii) On aprons, vehicles may be left unattended for a short period of time under the following conditions (for more details refer to General Rules for Vehicles Section 5.1):
   (a) Vehicle is located beyond aircraft safety zone;
   (b) Vehicle is not interfering with any adjacent of aircraft stand;
   (c) Ignition is turned off and keys left in the ignition;
   (d) Transmission gear is placed on Park (automatic transmission) or the lowest gear (manual transmission);
   (e) Parking brake is set. If required place chocks both in front and behind one of the rear wheels;
   (f) Doors remain unlocked;
   (g) All lights shall be continuously on;
   (h) Only vehicles servicing aircraft, which require the engine to operate as a power source for auxiliary components may be left unattended while the engine is running. In those cases, the parking brake will be set and the transmission gear placed on neutral (manual) or park (automatic) and the wheels chocked;
   (i) Vehicle shall temporary parked with the driver’s side towards the aircraft. Vehicles shall never be parked towards an aircraft;
   (j) Vehicles parked at the side of an aircraft shall be located clear of the wings tips and clearly visible to personnel in the aircraft cockpit;
   (k) Vehicles towing GPU may be placed in neutral and left running while the driver completes hookup operations;
   (l) With the exception of emergency response vehicles that must remain in operation at the scene of the emergency, no other vehicle will be left with the engine running and unattended while on the Airside;
   (m) Emergency response vehicles will have the parking brake set, transmission in neutral or park and the rear wheels chocked when the driver’s seat is not occupied; and
   (n) Other vehicles with the privilege to access the airside shall leave the airside once their mission is completed.
2.14. **Right of Way**

**Aircrafts have the right of way at all time!**

Vehicle operators and pedestrians shall always give way to:

(i) Taxiing aircraft;
(ii) Aircraft under tow;
(iii) Aircraft under the lead of a signalman;
(iv) Emergency response vehicles including firefighting as well as ambulance; and
   - Emergency response vehicles shall not assume the right of way when operating in the vicinity of taxiing aircraft. Clearance and instructions from ATC Tower are to be followed even during Emergency response.
(v) Convoys.

2.15. **Use of mobile phones and radios**

i. The use of mobile phones is prohibited while driving on the airside.

ii. The use of hand held radios is allowed while driving on the CMA; however, drivers shall reduce its use to the minimum necessary while driving, to the most extent possible transmissions shall be accomplished when the vehicle is stopped.

iii. The use of hand held radios is prohibited while driving on the aprons. The vehicle shall be stopped when the driver operates the hand held radio.

iv. The use of mobile phones and radios is strictly prohibited near fueling operations and explosive material including aircraft equipped with flares/chaffs. A safe distance of at least 20 meters shall be kept.

2.16. **Speed Limits**

<table>
<thead>
<tr>
<th>Location</th>
<th>Speed Limit (Km/h)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inner Circle of Safety</td>
<td>Slow walking pace</td>
</tr>
<tr>
<td>Closing to outer Circle of Safety</td>
<td>Walking speed</td>
</tr>
<tr>
<td>Within 10 meters of a parked aircraft</td>
<td>8</td>
</tr>
<tr>
<td>When towing aircraft</td>
<td>8</td>
</tr>
<tr>
<td>When towing equipment</td>
<td>15</td>
</tr>
<tr>
<td>Aprons</td>
<td>20</td>
</tr>
<tr>
<td>GSE road</td>
<td>30</td>
</tr>
<tr>
<td>Taxiways</td>
<td>60</td>
</tr>
<tr>
<td>Runway crossing</td>
<td>50</td>
</tr>
<tr>
<td>Runway</td>
<td>80</td>
</tr>
</tbody>
</table>

2.16.1. Speed limits exception is:

(i) Immediate Response Team responding to emergencies.

2.16.2. Vehicle operators shall adopt defensive driving, as speed shall be reduced when:

(i) The pavement is contaminated (rain, snow, ice);
(ii) Windy condition/Storming;
(iii) Visibility is less than 200 meters; and
(iv) In proximity of aircraft.
2.17 Disabled Vehicle Procedures

i. When a vehicle operating on the airside is experiencing a malfunction that prevents the operation under its own power, every means shall be used to expeditiously remove the vehicle from the aprons, taxiways or runway.

ii. ATC Tower shall be promptly notified of the presence of a disabled vehicle on the CMA.

iii. Drivers shall not leave a disable vehicle unattended. Hazard lights shall remain on, if possible malfunction allowing shall be identified and resolved.

iv. The following table summarizes the actions to be taken when a vehicle becomes disabled while on the Airside:

<table>
<thead>
<tr>
<th>Breakdown occurs on...</th>
<th>Notify immediately...</th>
<th>Attempt to...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Runway</td>
<td>ATC Tower or ASO</td>
<td>Move the vehicle to a distance not less than 40 meters from the paved edge of the runway.</td>
</tr>
<tr>
<td>Taxiway</td>
<td>ATC Tower or ASO</td>
<td>Move the vehicle to either the closest apron or to a distance not less than 47.5 meters from the taxiway centerline.</td>
</tr>
<tr>
<td>Apron</td>
<td>Your Organization/ ASO/ Ramp Control</td>
<td>Move the vehicle to a location which does not present a hazard for aircraft/vehicle movements.</td>
</tr>
</tbody>
</table>

2.18 Preventing Foreign Object Debris/Damage (FOD)

2.18.1 Foreign object debris (FOD) can damage aircraft and cause injury to personnel.

2.18.2 Keeping the airside clear of FOD is the responsibility of all airside personnel including Vehicle operators.

2.18.3 FOD detected on movement area shall immediately be collected.

2.18.4 FOD observed on CMA shall immediately be reported to ATC Tower.

2.18.5 Spills and leaks from vehicles are also considered FOD and shall be immediately reported to ASO.

2.18.6 Guidelines for preventing Foreign Object Damage includes:

(i) Inspect the parking area after load/off-load has been conducted;
(ii) Pick up FOD as soon as you see it;
(iii) Dispose FOD in appropriate receptacles;
(iv) Account for all tools in and around aircraft;
(v) Continuously inspect ramp areas for FOD; and
(vi) Perform FOD vehicle checks prior entering movement area.
Section 6 – Ramp Driving

2.19. Ramp Driving

Ramp Driving can be divided into Apron driving and GSE driving. When operating a vehicle on the ramp, the following procedures shall be followed.

2.19.1. Speed limits

<table>
<thead>
<tr>
<th>Location</th>
<th>Speed Limit (Km/h)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inner Circle of Safety</td>
<td>Slow walking pace</td>
</tr>
<tr>
<td>Closing to outer Circle of Safety</td>
<td>Walking speed</td>
</tr>
<tr>
<td>Within 10 meters of a parked aircraft</td>
<td>8</td>
</tr>
<tr>
<td>When towing aircraft</td>
<td>8</td>
</tr>
<tr>
<td>When towing equipment</td>
<td>15</td>
</tr>
<tr>
<td>Aprons</td>
<td>20</td>
</tr>
<tr>
<td>GSE road</td>
<td>30</td>
</tr>
</tbody>
</table>

2.19.2. Apron Driving

While operating a vehicle on the aprons the following procedures shall be followed:

(i) Aircraft Circle of Safety
    
    (a) Around each aircraft on a stand, a Safety Area is established to prevent inadvertent maneuvers which might damage the aircraft as well as to prevent ground personnel suffering injury.
    
    (b) The term “Circle of Safety” relates to an imaginary/invisible circle which typically extends for 5 meters around the aircraft, inside this circle an inner zone encapsulates the fuselage and engine areas with a 2 meters’ safety zone.
    
    (c) Only vehicles necessary for the servicing of an aircraft shall enter the Circle of Safety. The “Circle of Safety” also describes a safe process for approaching an aircraft with the intent of servicing. The following process should be adhered to at all times:
    
    (d) Before approaching the aircraft, make sure that:
        
        - The outer circle of safety extends 5 meters from the aircraft. Vehicle drivers must test their brakes before crossing this imaginary boundary. The inner circle of safety is 2 meters from the aircraft and indicates where drivers must stop their vehicles before resuming their approach to the aircraft at a slow speed (Figure 5).
2.19.3. Safety distances

The following table defines the applicable safety distances that the vehicles and pedestrians shall adhere to:

<table>
<thead>
<tr>
<th>Condition</th>
<th>Required Distance (m)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parked aircraft and helicopters without engines running.</td>
<td>7.5 m</td>
</tr>
<tr>
<td>Parked aircraft with engine running</td>
<td></td>
</tr>
<tr>
<td>Front</td>
<td>15 m</td>
</tr>
<tr>
<td>Lateral</td>
<td>7.5 m</td>
</tr>
<tr>
<td>Behind</td>
<td>75 m</td>
</tr>
<tr>
<td>Parked helicopter with rotors turning</td>
<td>50 m</td>
</tr>
<tr>
<td>Aircraft and Helicopter displaying navigation or flashing strobe lights are considered to have engines running or are in the process of starting the engines.</td>
<td></td>
</tr>
<tr>
<td>Aircraft being towed or refueled</td>
<td>15 m</td>
</tr>
<tr>
<td>Front</td>
<td>200 m</td>
</tr>
<tr>
<td>Lateral</td>
<td>30 m</td>
</tr>
<tr>
<td>Behind</td>
<td>75 m</td>
</tr>
</tbody>
</table>
2.19.4. Traffic Routes

Route to Ariana Hunger/Training and Maintenance Gate on Apron 3 (Figure 6).

Figure 6 (route to Ariana Training Center and Maintenance Gate)

On apron 3 drivers shall (see Picture 17 and 7)

(i) Stop prior entering Apron 3;
(ii) Look out for aircraft entering/exiting Apron 3; and
(iii) When clear of aircraft, proceed on the GSE road across Apron 3 until intercepting the apron center taxi line and follow on the center of the apron southbound.

Picture 17 (Driving path guide on Apron 3)
2.20. GSE Roads Driving:

(i) Ground Service Equipment (GSE) roads are identified across Apron 3 and taxiway Bravo (pictures 18 and 19).

(ii) Drivers shall follow the indicated paths and obey to the vertical signs when displayed (picture 18).

(iii) The speed of vehicles on GSE Roads shall not exceed 30km/h.

(iv) If an aircraft is on TWY B and its engine is running, from its rare part a distance of 75m shall be kept.

No vehicle shall be driven between a signalman and an aircraft entering a stand. Vehicles shall stop and allow the marshaling operation to be completed. This should occur especially on GSE road south of Apron 4A and 4B (See picture 20).
2.20.1. Vehicles routes

Drivers shall comply with the driving paths shown in figure 7.

![Figure 7 (Mandatory driving paths)](image)

2.20.2. Route to Radar Site and Apron 1

Drivers shall:

(i) Stop prior crossing taxiway Bravo;
(ii) Look out for taxing aircraft on taxiway Bravo and entering taxiway Bravo from Apron 3;
(iii) Look out for vehicles travelling on taxiway Bravo;
(iv) Look out for helicopters take off/approaching taxiway Bravo for landing (look up);
(v) Give way to aircraft and vehicles on taxiway Bravo;
(vi) Cross taxiway Bravo within the GSE road markings; and
(vii) Vehicles shall cross taxiway Bravo applying the following criteria:
   (a) No taxing aircraft or approaching helicopters are observed:
      ▪ A taxing aircraft is at a distance greater than 200 meters. To facilitate the driver’s evaluation, the following illustration indicates visual references to be used (Figure 8);
      ▪ An aircraft taxing eastbound shall not be closer than abeam taxiway Delta; and
- An aircraft taxiing westbound shall not be closer than the eastern edge of Apron 1.

*Figure 8 (visual reference illustration to give way to a taxiing aircraft while crossing Taxiway Bravo)*
Section 7 – CMA Driving

2.21. Runway and Taxiway Driving

RWY and TWY are known as CMA as stated on section 2.2.

Any movement on the controlled movement area requires an explicit clearance from ATC Tower and an acknowledgement in form of read back from the vehicle operator.

The access to the CMA is restricted and shall be kept to the minimum required to accomplish the necessary tasks enabling a safe and expeditious flow of air traffic and support to air operations.

2.22. Access to the CMA

2.22.1. When planning to access the CMA, the vehicle operator shall:
(i) Verify the radio serviceability by performing a radio check;
(ii) Ensure the radio battery is adequately charged;
(iii) Carry a spare full battery; and
(iv) Carry a mobile phone (refer to Use of mobile phones and radios section 5.4).

2.22.2. By the configuration of HKIA, the access to the CMA is made from an apron however the access can also be made from the infield grassy areas during maintenance works.

2.22.3. Safe distances from taxiway and runway shall be maintained at all-time unless otherwise coordinated with ASO and approved by ATC Tower for particular airport maintenance works.

2.22.4. The following table illustrates the minimum safety distances from the center line and paved areas of the runway (Table 1) and taxiways (Table 2).

Table 1

<table>
<thead>
<tr>
<th>Distance from center line of runway to object/vehicle/pedestrian</th>
<th>Distance from asphalted paved area of runway to vehicle/object/pedestrian</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meters (m)</td>
<td>Meters (m)</td>
</tr>
<tr>
<td>60</td>
<td>30</td>
</tr>
</tbody>
</table>

Table 2

<table>
<thead>
<tr>
<th>Distance from center line of taxiway to object/vehicle/pedestrian</th>
<th>Distance from asphalted paved area of taxiway to vehicle/object/pedestrian</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meters (m)</td>
<td>Meters (m)</td>
</tr>
<tr>
<td>50</td>
<td>20</td>
</tr>
</tbody>
</table>

2.22.5. The minimum distances depicted in Tables 1 and 2 do not take into consideration the effects of jet blast. Vehicle operators and maintenance personnel on foot shall allow greater distances if it is anticipated that a jet aircraft will perform a turn which direct the jet exhaust towards the vehicle or personnel’s position.

2.23. Entering the CMA

2.23.1. The separation of the CMA from the NCMA (aprons) is normally indicated by a yellow dashed line (Figure 9).

Where no marking exists, vehicle shall stop on the apron surface at a distance which ensures safe clearance from taxiing aircraft. Such distance shall be at least 50 meters from the taxiway center line (see Table 2).

2.23.2. Prior entering the controlled movement area, vehicles shall hold their position on the apron until an explicit clearance from ATC Tower is received.
2.23.3. Personnel and vehicles operating on the CMA must possess two-way radio communications with ATC Tower and monitor the radio at all times.

2.24. **Phraseology**

**Radiotelephony (RTF) Communications**

2.24.1. RTF provides the means by which vehicle operators and ATC Tower communicate with each other.

2.24.2. The information and instructions transmitted are of vital importance in the safe and expeditious operation of aircraft and vehicles.

2.24.3. Incidents and accidents have occurred in which a contributing factor has been the use of non-standard phraseology and consequently the misunderstanding of the instruction.

2.24.4. **Transmission of Letters**

<table>
<thead>
<tr>
<th>Letter</th>
<th>Word</th>
<th>Pronunciation</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Alpha</td>
<td>AL FAH</td>
</tr>
<tr>
<td>B</td>
<td>Bravo</td>
<td>BRAH VOH</td>
</tr>
<tr>
<td>C</td>
<td>Charlie</td>
<td>CHAR LEE or SHAR LEE</td>
</tr>
<tr>
<td>D</td>
<td>Delta</td>
<td>DELL TAH</td>
</tr>
<tr>
<td>E</td>
<td>Echo</td>
<td>ECK OH</td>
</tr>
<tr>
<td>F</td>
<td>Foxtrot</td>
<td>FOKS TROT</td>
</tr>
<tr>
<td>G</td>
<td>Golf</td>
<td>GOLF</td>
</tr>
<tr>
<td>H</td>
<td>Hotel</td>
<td>HO TELL</td>
</tr>
<tr>
<td>I</td>
<td>India</td>
<td>IN DEE AH</td>
</tr>
<tr>
<td>J</td>
<td>Juliett</td>
<td>JEW LEE ETT</td>
</tr>
<tr>
<td>K</td>
<td>Kilo</td>
<td>KEY LOH</td>
</tr>
<tr>
<td>L</td>
<td>Lima</td>
<td>LEE MAH</td>
</tr>
<tr>
<td>M</td>
<td>Mike</td>
<td>MIKE</td>
</tr>
<tr>
<td>N</td>
<td>November</td>
<td>NO VEM BER</td>
</tr>
<tr>
<td>O</td>
<td>Oscar</td>
<td>OSS CAH</td>
</tr>
<tr>
<td>P</td>
<td>Papa</td>
<td>PAH PAH</td>
</tr>
<tr>
<td>Q</td>
<td>Quebec</td>
<td>KEH BECK</td>
</tr>
<tr>
<td>R</td>
<td>Romeo</td>
<td>ROW ME OH</td>
</tr>
<tr>
<td>S</td>
<td>Sierra</td>
<td>SEE AIR RAH</td>
</tr>
</tbody>
</table>
Note: The letters highlighted in Green are often used at HKIA to identify taxiways and aprons. The letters highlighted in Red are not regularly used, nevertheless all operators shall be familiar with the phonetic alphabet.

2.24.5. Transmission of numbers

<table>
<thead>
<tr>
<th>Number</th>
<th>Pronunciation</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>ZE-RO</td>
</tr>
<tr>
<td>1</td>
<td>WUN</td>
</tr>
<tr>
<td>2</td>
<td>TOO</td>
</tr>
<tr>
<td>3</td>
<td>TREE</td>
</tr>
<tr>
<td>4</td>
<td>FOW-er</td>
</tr>
<tr>
<td>5</td>
<td>FIFE</td>
</tr>
<tr>
<td>6</td>
<td>SIX</td>
</tr>
<tr>
<td>7</td>
<td>SEV-en</td>
</tr>
<tr>
<td>8</td>
<td>AIT</td>
</tr>
<tr>
<td>9</td>
<td>NI-N-er</td>
</tr>
</tbody>
</table>

2.24.6. Key Words and Phrases

The following words and phrases shall be used in radio communications between the operators and Control Tower as appropriate and shall have the meaning described hereunder;

<table>
<thead>
<tr>
<th>Acknowledge</th>
<th>Let me know you have received and understood this message</th>
</tr>
</thead>
<tbody>
<tr>
<td>Affirm</td>
<td>Affirmative, Yes.</td>
</tr>
<tr>
<td>Approved</td>
<td>Permission for proposed action granted</td>
</tr>
<tr>
<td>Break Break</td>
<td>I hereby indicate the separation between messages</td>
</tr>
<tr>
<td></td>
<td>transmitted to different vehicles in a busy environment.</td>
</tr>
<tr>
<td>Check</td>
<td>Examine a system or procedure</td>
</tr>
<tr>
<td>Cleared</td>
<td>Permission for proposed action granted</td>
</tr>
<tr>
<td>Confirm</td>
<td>I request confirmation of (clearance, instruction,</td>
</tr>
<tr>
<td></td>
<td>information, action)</td>
</tr>
<tr>
<td>Correct</td>
<td>True or Accurate</td>
</tr>
<tr>
<td>Correction</td>
<td>An error has been made in this transmission, the correct</td>
</tr>
<tr>
<td></td>
<td>version is...</td>
</tr>
<tr>
<td>Disregard</td>
<td>Ignore my previous transmission</td>
</tr>
<tr>
<td>Expedite</td>
<td>Proceed without delay within the speed limits</td>
</tr>
<tr>
<td><strong>Go Ahead</strong></td>
<td>Send your message</td>
</tr>
<tr>
<td>-------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td><strong>Hold position</strong></td>
<td>Stop at your present position, do not move</td>
</tr>
<tr>
<td><strong>Hold short of...</strong></td>
<td>Proceed but stop prior reaching (position)</td>
</tr>
<tr>
<td><strong>How do you read</strong></td>
<td>What is the readability of my transmission?</td>
</tr>
<tr>
<td><strong>I say again</strong></td>
<td>I repeat for clarity or emphasis</td>
</tr>
<tr>
<td><strong>Negative</strong></td>
<td>No or permission not granted or that is not correct</td>
</tr>
<tr>
<td><strong>Proceed</strong></td>
<td>Execute the requested action. This is the only word authorizing a movement on the CMA.</td>
</tr>
<tr>
<td><strong>Read back</strong></td>
<td>Repeat all the message back to me as received</td>
</tr>
<tr>
<td><strong>Report</strong></td>
<td>Pass me the following information</td>
</tr>
<tr>
<td><strong>Request</strong></td>
<td>I would like to know or I wish to obtain</td>
</tr>
<tr>
<td><strong>Roger</strong></td>
<td>I have received all of your transmission but can NEVER be used as “Acknowledged”</td>
</tr>
<tr>
<td><strong>Say again</strong></td>
<td>Repeat all, or the following part of your last transmission</td>
</tr>
<tr>
<td><strong>Standby</strong></td>
<td>Wait and I will call you back later</td>
</tr>
<tr>
<td><strong>Unable</strong></td>
<td>I cannot comply with your request, instruction or clearance</td>
</tr>
</tbody>
</table>
Section 8 – Non-Compliances and Penalties

2.25. Non-Compliances

Non-compliances are all actions or omissions which are in disrespect of the procedures prescribed in the AOPs.

2.26. Airside Non-Compliance

(i) The primary objective of the Vehicle Control is to improve safety of operations, minimize personal injuries, and damage to aircraft and equipment.

(ii) ASO will take action as detailed below on observing or receiving notification of any failure to comply with the procedures set in HKIA AOPs:

(a) If there is a genuine minor error, (e.g. there was no obvious potential for an accident to be caused or driving only slightly over the speed limit etc.) a verbal warning will be given, the DP will be punched as to mark a hole and the details will be recorded.

(b) More serious breaches or persistent minor breaches of procedure will result in a formal written notification of non-compliance issued to the individual(s) involved and copied to their employer and to Airport Operational Director.

(c) In addition to the above, following any accident that has caused an injury or any damage to aircraft, vehicle or equipment, the DP will be withdrawn immediately, pending investigation, irrespective of the apparent cause of the accident.

(d) In exceptional circumstances (i.e. suspected negligence, incompetence, operating a vehicle on areas to which the vehicle is not authorized, alcohol/drugs abuse etc.) ASO may immediately remove the DP from an individual.

(iii) Whenever a non-compliance is detected or the removal of DP takes place, the offender’s Liaison Supervisor will be informed verbally as soon as possible after the event and this will be followed by a formal notification letter, as soon as is reasonably practicable thereafter.

(iv) Within 5 days of receipt of a written notification of non-compliance against an employee, the Liaison Supervisor is required to advise ASO in writing of what remedial action has taken place to prevent future re-occurrence.

The following are considered non-compliances and will be analyzed by ASO. The list is not exhaustive.

2.26.1. Severe non-compliances

(i) Failure to give way to aircraft.

(ii) Driving/walking between aircraft and Signalman.

(iii) Marshalling aircraft onto contaminated stand (FOD/GSE/Obstructions).

(iv) Illegal parking on movement area.

(v) Illegal parking causing disruption on aircraft movement.

(vi) Illegal parking causing disruption on Emergency vehicles access.

(vii) GSE left unattended on stands.

(viii) GSE left unattended on stands causing disruption to aircraft movement.

(ix) Blocking the escape route to fuel truck in fueling/defueling operation.

(x) Operating equipment when not qualified to do so.

(xi) Operating unauthorized equipment on movement area.

(xii) Operating equipment without a valid DP and VP, or driving inappropriate to the endorsed DP and VP privilege.

(xiii) Entering any part of the CMA without explicit clearance.
(xiv) Failure to read back instructions from ATC Tower.
(xv) Failure to report incidents or accidents.
(xvi) Failure to report GSE malfunction on CMA to responsible department.
(xvii) Transporting more passengers than seats fitted on vehicle.
(xviii) Transport of insecure loads.
(xix) Use of mobile phone near aircraft under fueling operations.
(xx) Over speeding.
(xxi) Incorrect reversing near aircraft (no marshaller).
(xxii) Driving underneath aircraft wings/fuselage if not actively servicing the aircraft.
(xxiii) Driving under influence of psychoactive substances.

2.26.2. Moderate non-compliances:

(i) Not wearing high visibility garments/Hi Vest.
(ii) Illegal parking with no consequences to operations (outside movement area).
(iii) Operating a vehicle with no lights/beacon.
(iv) Stepping out of vehicle whilst moving.
(v) Using mobile phone while driving.
(vi) Operating equipment with excessive FOD.
(vii) Operating an unserviceable vehicle.
(viii) Driving a vehicle with doors open/unsecured.
(ix) Driving a vehicle without following right hand/drivers hand.
(x) Late renewal of DP and VP.

2.27. Penalties
Penalties are applied under one of these different classifications:

(i) Verbal warning (refer to section 8.2 Paragraph (ii) (a);
(ii) Written warning (refer to section 8.2 Paragraph (ii) (b); and
(iii) Suspension/Revoke/Cancelation of DP and or VP (refer to section 8.2 Paragraphs (ii) (c) and (d).
Section 9 – References

9.1. Reference

(i) ICAO Annex 14
(ii) Doc 9137 – Part 2
(iii) Doc 9137 – Part 8
(iv) Afghanistan Civil Aviation Regulation Part 12
(v) Civil Aviation Directives
(vi) Afghanistan AIP
## Attachments

**ATTACHMENT A (Light Gun Signals)**

<table>
<thead>
<tr>
<th>Light Gun Signals</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Green Signal]</td>
<td>Cross taxiway</td>
</tr>
<tr>
<td>![Red Signal]</td>
<td>Hold Position</td>
</tr>
<tr>
<td>![Red Signal]</td>
<td>Move off runway or taxiway</td>
</tr>
</tbody>
</table>

*Table 1 (Light Gun Signals)*
ATTACHMENT B (Examples of communication with tower)

Examples:

Another expression is sometimes used by Control Tower and might produce confusion to vehicle operators. The expression “GO AHEAD” means “PASS YOUR MESSAGE”. In any case this expression should NOT be understood as “PROCEED”.

**VEHICLE and CONTROL TOWER COMMUNICATIONS**

The following are examples of standard communications between vehicles and Tower.

The Air Traffic Control Tower call sign is “TOWER”.

Establishing contact with Tower is the first step for any vehicle intending to enter the radio controlled area (CMA). Just call Tower and state your call sign:

<table>
<thead>
<tr>
<th>TOWER, TRUCK 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>And wait for Tower to reply</td>
</tr>
<tr>
<td>TRUCK 1, TOWER, send your message / go ahead</td>
</tr>
</tbody>
</table>

*Once the contact is established, state your position:*

| TOWER, TRUCK 1 on Apron 4B request to proceed to TWY Alpha via TWY Bravo |

The following examples will cover situations which occur in a daily basis at HKIA. The call signs and operators used in the examples are only for a better reference and might be replaced by your vehicle call sign in a similar situation.

**Example 1:** SAFETY is on apron 4B and his intention is to go to TWY F.

<table>
<thead>
<tr>
<th>TOWER, SAFETY</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAFETY, TOWER</td>
</tr>
<tr>
<td>TOWER, SAFETY on Apron 4, request to proceed to TWY F via TWY Bravo</td>
</tr>
<tr>
<td>SAFETY, TOWER, proceed to TWY F via TWY B. Hold short of RWY</td>
</tr>
<tr>
<td>TOWER, SAFETY proceeding to TWY F via TWY B and holding short of the RWY</td>
</tr>
</tbody>
</table>

Upon reaching TWY F

| TOWER, SAFETY holding short of the RWY at TWY F |
| SAFETY, TOWER, hold position |

| TOWER, SAFETY holding position |
| SAFETY, TOWER, cross RWY TWO NINE from F to N, report RWY vacated | TOWER, SAFETY crossing RWY from F to N, will report RWY vacated |
| SAFETY, TOWER, expedite crossing RWY TWO NINE from F to N, report RWY vacated | TOWER, SAFETY crossing RWY from F to N, will expedite and report RWY vacated |
| After crossing the RWY and passed the RWY hold short line |  |
| SAFETY, TOWER, proceed from N to apron 8 | TOWER, SAFETY, proceeding from N to Apron 8 |
| Since the route from TWY N to Apron 8 is across TWY H, it is recommended to report “TWY H vacated” even when Tower does not request it | TOWER, SAFETY, TWY H vacated, when SAFETY is on Apron 8, its final destination |
**ATTACHMENT C (Occurrence Reporting Form)**

**OCCURRENCE REPORT FORM**

The information contained in this Report will be treated confidentially and for the sole purpose of accident and incident prevention. Identities of persons will not be disclosed.

**Section 1 – Details of the Reporting Person (Optional)**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Organization/Unit:</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-mail:</td>
<td>Mobile:</td>
</tr>
<tr>
<td>Date of Report:</td>
<td>Reception:</td>
</tr>
</tbody>
</table>

**Section 2 – Details of the Occurrence**

<table>
<thead>
<tr>
<th>Location:</th>
<th>Date/Time:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Description of the occurrence *(Please provide as much details as you can remember)*

**Section 3 – Outcome of the occurrence**

**Injuries** *(Please specify number of persons injured and type of injuries)*

**Damage** *(Please specify property damaged and type of damage)*

**Section 4 – Point of view (Contribute by sharing your point of view)**

What contributed for the occurrence?

Could the occurrence be prevented, if yes How?

What Lessons Learned do you extract from the occurrence?

Additional comments or suggestions

---

Please forward this Report to KIA ASO – KIA Tower – Building

E-mail: oakbflightsafety@gmail.com  Mobile +93 78 410 1263
ATTACHMENT D (non-compliance notification report form)

<table>
<thead>
<tr>
<th>NON-COMPLIANCE NOTIFICATION FORM</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Process Number:</strong> 000/2015</td>
</tr>
</tbody>
</table>

**section 1 – Details of the individual/Supervisor**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Organization:</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-mail:</td>
<td>Mobile:</td>
</tr>
</tbody>
</table>

**Supervisor:**

**section 2 – Details of the non-compliance**

<table>
<thead>
<tr>
<th>Location:</th>
<th>Date:</th>
</tr>
</thead>
</table>

**Description of the occurrence**

**section 3 – Procedures Broken**

**section 4 – Safety Analysis**

**section 5 – Safety Recommendations**

<table>
<thead>
<tr>
<th>Notification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operational Director</td>
</tr>
<tr>
<td>Organization Supervisor</td>
</tr>
</tbody>
</table>

| Date of completion: |

For additional information, contact ASO – Tower Building Third floor

E-mail: Oakbflightsafety@gmail.com   Mobile +93 78 410 1263
**ATTACHMENT E (DP Request Form)**

### DRIVING PASS REQUEST FORM

#### Section 1 – Applicant’s Personal Information and Commitment

I certify that I’m aware of and will comply with the Airside Safety and Driving Rules published in the Airside Operating Procedures. I understand that my Driving Privileges may be revoked in case of non-compliance.

<table>
<thead>
<tr>
<th>No.</th>
<th>Complete Name</th>
<th>Renewal</th>
<th>DP No. / New DP</th>
<th>HKIA ID No.</th>
<th>NDL Expiry</th>
<th>Access areas</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
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<td>7</td>
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<tr>
<td>10</td>
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<td></td>
</tr>
</tbody>
</table>

#### Section 2 – Organization’s Liaison Supervisor Approval and Commitment

I certify that the applicant is an employee of the Company and the privileges requested are necessary for the performance of his/her Functions. I certify that the applicant was trained on the Airside Safety and Driving Rules in accordance with the Airside Operating Procedure 02 and Airside Operating Procedure 03. I certify that the applicant has valid national driving license appropriate for the type of vehicle(s) he/she will operate on HKIA airside. I certify that the applicant’s physical and psychological condition is adequate for the operation of machinery on the airside. I commit that I will notify ASO of any changes to the fields of this form.

**Organization:**

**Name:**

**Mobile:**

**Signature**

**Stamp**

**Date**

#### Section 3 – HKIA Presidency Directive

HKIA President Directive:
### ORGANIZATION LIAISON SUPERVISOR REGISTRY

#### section 1 – Organization Identification

<table>
<thead>
<tr>
<th>Name:</th>
<th>Operation:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email:</td>
<td>Phone number:</td>
</tr>
<tr>
<td>Address:</td>
<td></td>
</tr>
</tbody>
</table>

#### section 2 – Organization Manager Identification

<table>
<thead>
<tr>
<th>Name:</th>
<th>Title:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email:</td>
<td>Phone number:</td>
</tr>
</tbody>
</table>

#### section 3 – Organization Liaison Supervisors Identifications And Signatures

1st Liaison supervisor

<table>
<thead>
<tr>
<th>Name:</th>
<th>Title:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email:</td>
<td>Phone number:</td>
</tr>
<tr>
<td>Office address:</td>
<td>Signature:</td>
</tr>
</tbody>
</table>

2nd Liaison supervisor

<table>
<thead>
<tr>
<th>Name:</th>
<th>Title:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email:</td>
<td>Phone number:</td>
</tr>
<tr>
<td>Office address:</td>
<td>Signature:</td>
</tr>
</tbody>
</table>

3rd Liaison supervisor

<table>
<thead>
<tr>
<th>Name:</th>
<th>Title:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email:</td>
<td>Phone number:</td>
</tr>
<tr>
<td>Office address:</td>
<td>Signature:</td>
</tr>
</tbody>
</table>

4th Company approval (above nominees)

<table>
<thead>
<tr>
<th>Name:</th>
<th>Title:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature:</td>
<td>Stamp:</td>
</tr>
</tbody>
</table>

Please forward this Report to ASO – ATC Tower Building Third floor

E-mail: Oakbflightsafety@gmail.com   Mobile +93 78 410 1263
<table>
<thead>
<tr>
<th>ATTACHMENT G (DP lost report form)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DRIVING PERMIT LOST REPORT FORM</strong></td>
</tr>
<tr>
<td><strong>IDENTIFICATION</strong></td>
</tr>
<tr>
<td>Full Name:</td>
</tr>
<tr>
<td>HKIA ID No:</td>
</tr>
<tr>
<td>DP No:</td>
</tr>
<tr>
<td>DP Issue Date:</td>
</tr>
<tr>
<td><strong>Fill the blanks</strong></td>
</tr>
<tr>
<td><strong>When your DP lost?</strong></td>
</tr>
<tr>
<td><strong>How your DP lost?</strong></td>
</tr>
<tr>
<td><strong>Terms and conditions?</strong></td>
</tr>
<tr>
<td>If you find you’re lost DP, report it to ASO as soon as possible.</td>
</tr>
<tr>
<td>A DP can be re-issued only one more time, in case of lost.</td>
</tr>
<tr>
<td>Please forward this Report to ASO – ATC Tower Building Third floor</td>
</tr>
<tr>
<td>E-mail: <a href="mailto:Oakbflightsafety@gmail.com">Oakbflightsafety@gmail.com</a> Mobile +93 78 410 1263</td>
</tr>
</tbody>
</table>
ATTACHMENT H (Driving Permit (DP) Sample)

HKIA

Driving Pass
No. 001
Name: Organization: Issue Date: Expiry Date: Airport ID No.: A 01

HKIA

Driving Pass
No. 002
Name: Organization: Issue Date: Expiry Date: Airport ID No.: A 02

HKIA

Driving Pass
No. 003
Name: Organization: Issue Date: Expiry Date: Airport ID No.: A 03
ATTACHMENT I (Types of HKIA ID Cards)