

ABU DHABI INTERNATIONAL AIRPORT

Airside Driving Regulations

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مطارات أبوظبي
ABU DHABI AIRPORTS

Airside Driving Regulations Airside Operations Abu Dhabi International Airport - AUH

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<i>A manual consolidates all information and documentation supporting the management and implementation of a function in the organization (collection of information and documentation relating to a specific work area, field, topic, project, system). The content of the manual template may be changed as appropriate depending on the subject and purpose of the manual. A manual can be used for both best practice and standard.</i>							
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Airside Driving Regulations- Abu Dhabi Interational Airport

Purpose

This Regulation details the standard and recommended practices applicable to all drivers operating Airside at Abu Dhabi International Airport, in accordance with GCAA CAR Part IX (Aerodromes) and as part of Abu Dhabi Airports' commitment to providing safe and secure working environments.

There are four core objectives of the Airside Driving Regulation:

- ✓ To define, describe and familiarize the special conditions, hazards and procedures applicable to driving Airside at an active airport.
- ✓ To establish and maintain minimum standards of knowledge, competence and discipline for Airside drivers.
- ✓ To describe the means by which Abu Dhabi Airports controls the presence of vehicles on airport, with due regard to safety, security and congestion.
- ✓ To explain the means of control, monitoring and enforcement employed by Abu Dhabi Airports to ensure the required safety standards are achieved.

Driving on Airside areas of an airport is vastly different from driving on the public road, with many serious hazards for the unwary, untrained, inexperienced and complacent. Though, Abu Dhabi Airports facilitates regulations and compliance enforcement in the interest of mitigating the risks of Airside driving, drivers shall abide by their regulations and rules to drive in an aware, competent and safe manner.

This document describes the Airside Driving Regulations for Abu Dhabi International Airport. All content herein shall adhered and complied as applicable to the airside.

Scope

The provisions of this document apply to all drivers who are in possession of a valid airport security pass and have a valid requirement to drive anywhere at ADIA airside at any time for the execution of their duties (irrespective of temporary or permanent basis).

Airside Driving Permits are administered according to the following structure, in order to ensure the appropriate framework for each of the aerodrome's differing hazard environments:

ADP Category	Areas
ADP SR	Service roads only.
ADP AA	Aprons area including service roads.
ADP MA	Movement Area including runways, taxiways, apron areas and service roads.

Definitions and Abbreviations

This section is to specify definitions for specific terminology used within this Manual. Any abbreviation used in the Manual must be included in this section.

Definitions	Description
Airside	Those parts of the airport which do not allow access for the general public, Airside includes runway, taxiway, apron, hangers and perimeter roads
Apron (Ramp)	A defined area on a land aerodrome, intended to accommodate aircraft for the purposes of loading or unloading passengers, mail or cargo, fueling, parking or maintenance

Hazard	Any condition, event or circumstance which could harm or effect passenger and aircraft operations
Maneuvering Area	That part of an aerodrome to be used for the taking off, landing and taxing aircraft, consisting of the maneuvering area, aprons, and service road
Movement Area	That part of an aerodrome to be used for taking off, landing and taxing of aircraft, consisting of the maneuvering area, aprons, and service road
Safety	A condition in which the risk of harm or damage is limited to an acceptable level, through a continuing process of hazard identification and risk management
Service Road	An established surface rout on the movement area meant for the exclusive use of vehicles.
Crabbing	The act of a vehicle driving side on due to four wheel steer being engaged
Shall	Shall indicates that a regulation must be complied with
Should	Indicates that a regulation must be complied with unless there is mitigation
Staging	Vehicles and equipment positioned ready for use
Parking	A vehicle not running with and without driver
Waiting	A vehicle running and with driver
Service Road	A service road links airport buildings with Aprons
Abbreviations	Description
ADA	Abu Dhabi Airports
ADIA	Abu Dhabi International Airport
ADNOC	Abu Dhabi National Oil Company
ADP	Airside Driving Permit
AES	Airport Emergency Services
AIP	Aeronautical information Publication
AMC	Airport Management Center
ATC	Air Traffic Control
AO&S	Airside Operations and Standards

AVP	Airside Vehicle Permit
DMA	Duty Manager Airside
EAS	Etihad Airport Services
FATO	Final Approach & Take-Off
FMV	Follow-Me Vehicle
FEGP	Fixed Electrical Ground Power
FOD	Foreign Object Debris
IATA	International Air Transport Association
KMH	Kilometers Per Hour
LVO	Low Visibility Operations
MARS	Multiple Access Ramp System
MART	Midfield Airside Road Tunnel
MTA	Midfield Terminal Apron
OMAA	Abu Dhabi International Airport IATA Code
PBB	Passenger Boarding Bridge
ROSI	Reporting Of Safety Incidents
RTA	Road Traffic Accident
RTF	Radio Telephony
PCA	Pre Conditioned Air
ULD	Unit Load Device
RWY	Runway
TWY	Taxiway

Policies, Agreements and Regulations

This section is to list of the policies, agreements and regulations which the Manual intends to comply with.

Qualifications

- All personnel requiring an ADP shall hold a valid airport security pass.
- All personnel requiring an ADP must hold either a valid UAE or GCC driving license.
- English language proficiency required for the Movement Area ADP.

- All companies must use manufacturer-accredited or similarly authorised trainers for familiarisation of personnel with specialised vehicles/equipment. Operators of lifting equipment (such as forklifts, access platforms and boom operated equipment) must be trained in accordance with industry standards and UAE law (where applicable). Specialized training programmes and records shall be documented and available for inspection/audit by ADIA ADP & AVP Section at any time.

ADP Application

The process for obtaining an ADP is.

The following documentation must be included with all ADP applications (incomplete applications will not be considered):

- Company cover letter.
- Cover letters submitted shall also include information / confirmation relating to:
 - ✓ Proof of payment.
 - ✓ Requested ADP category.
 - ✓ Specification of new or renewal application.
- Signed and stamped by an appropriate manager.
- Photocopy of Airport pass (both sides).
- Photocopies of UAE/GCC driver's license.
- Photocopies of previous ADP, if applying for renewal or category modification (both sides).
- One (1) passport-sized photography.

Initial ADP

The assessment requirements for each ADP category are tailored to the scale, complexity and hazards associated with each zone of vehicle movement. Applicants will be informed of the specific details of their required attendance upon acceptance of their application, however the following framework is to be expected for the new and renewal applications:

	New	Renewal
Service Road	<ul style="list-style-type: none"> • Theoretical Test. • Practical Test. 	<ul style="list-style-type: none"> • Theoretical Test.
Apron Area	<ul style="list-style-type: none"> • Theoretical Test. • Practical Test. 	<ul style="list-style-type: none"> • Theoretical Test.
Movement Area	<ul style="list-style-type: none"> • Simulator Training. • Theoretical Test. • Practical Test. 	<ul style="list-style-type: none"> • Theoretical Test. • Practical Test.

Renewal ADP

Abu Dhabi Airports is not responsible to remind ADP holders of their permit expiry date. Companies are encouraged to maintain a register of staff ADPs and initiate the renewal process at least 30 days prior to expiry in order to ensure that refresher training and assessment are conducted prior to ADP expiry to ensure their business continuity.

Movement Area Training

New ADP applicants for movement area are required to be in possession of the service road or apron area for a minimum of one (1) month.

ADP fee structure

The following fee structure is to be expected:

	New	Renewal
Service Road	AED300/-	AED200/-
Apron Area	AED400/-	AED200/-
Movement Area	AED500/-	AED200/-

Note: All the above prices are excluding 5% VAT.

ADP validity

All ADIA Airside Driving Permits are valid for one year from the date of issue.

In case of the ADP expiry date less than one year from the date of issue, it will be expired either due to the airport security pass or the UAE/GCC driving license. Once the airport security pass or the driving license will be renewed, an updated copy shall be provided to the ADP & AVP Section through their company's representative.

Conditions of use

Company/Organization Responsibility

6.1.1. Organizations that require their staff to drive on Airside areas are responsible for ensuring that their drivers meet the conditions for the issue of the ADP. ADIA Airside Safety & Standards ADP & AVP Section is not obligated to accept and/or approve any candidate for an ADP who does not meet the minimum requirements.

6.1.2. Organizations operating at ADIA Airside are responsible for providing familiarization, training and supervision of their drivers in addition to the

ADP process as appropriate to ensure that staff may have a reasonable expectation of safety and confidence in the conduct of their duties.

- 6.1.3. Organizations are responsible for ensuring that their driving staff are properly aware of changes to the Airside environment that effect the conduct of their duties.

Individual Responsibility

- 6.2.1. All ADPs remain the property of Abu Dhabi Airports at all times. In the event that an ADP is no longer required (e.g. when an employee leaves service, when it is replaced due to expiry or modification, when it is no longer required) it shall be surrendered to the ADIA Airside Safety and Standards ADP & AVP Section.

- 6.2.2. ADPs are applicable only for the employee to which they are assigned – they are not transferable.

- 6.2.3. The ADP must be carried at all times, whilst driving Airside, and produced if requested by the ADA Airside Operations.

- 6.2.4. It is the responsibility of each ADP holder to notify their Company of any changes to their requirement or eligibility for an ADP (e.g. no valid drivers' license, category change requirement, etc.).

ADP penalties

Referring to the circular no. 13/2021 which was implemented on 7th September 2021 and with an effective date of 1st October 2021 regarding security passes terms, conditions and penalties (ADP Charges), the following ADP penalties will be apply to all drivers in the airside with no exceptions:

Additional charges of AED200 + 5% VAT will be applied on lost/damage ADPs.

Additional charges of AED200 + 5% VAT will be applied on ADPs issued but not collected within 30 days.

Additional charges of AED200 + 5% VAT will be applied on ADPs not returned in below cases:

- I. ADP holder resignation / suspension / transfer.
- II. No further requirement for the ADP.
- III. After completion of a project in Abu Dhabi International Airport Airside.

Additional charges of AED300 + 5% VAT will be applied on re-instating of withdrawn ADP.

After grace period of 30 days from the expiry date of the ADP, additional charges of AED200 + 5% VAT will be applied with a maximum duration of 6 months eligible to renew. After that, the ADP will be considered as cancelled and unable to renew for 3 months.

If the test is not taken within 3 months from the date of payment for issuing ADP, the transaction will be cancelled, and the application fees will not be refunded.

Additional charges of AED100 + 5% VAT will be applied on each equipment to be added to the ADP's equipment category after providing a valid training certificate.

All the above fees are implemented on ADP holders without exception and exemptions.

general Airside driver rules

Aircraft have right of way. Vehicles shall give way to aircraft at all times, ambulance, passenger bus, AES vehicles and police regardless of location.

All driver and operators of vehicles and equipment shall obey the directions given by signs, markings and any instruction given by an Airside Operations and Standards Officer.

All vehicles should be in a roadworthy condition (ADNOC Test Standard is a minimum or equivalent).

All vehicles should be parked within designated area(s) only.

Unattended vehicles shall have the engine switched off, the parking brake applied and where possible the ignition key removed or the immobiliser engaged.

Drivers shall exercise caution when manoeuvring a vehicle or equipment near to, or whilst engaging with, an aircraft.

'No seat, no ride'. Passengers are not permitted to be transported in vehicles not designed, or equipped, to carry passengers safely (engineers must not ride on the footplate of aircraft tugs).

Drivers shall not drive whilst using a hand held mobile phone or electronic device, other than operational RTF handsets.

Vehicles or trailers shall be safely secured, including; doors, couplings, side flaps and any load on the vehicle or trailer.

Vehicles should not be reversed on aircraft parking stands, however when required vehicles that do not give the driver all round vision (360 degrees) can only be reversed on aircraft stands with the aid of a banksman (or a rear view camera).

The height of the vehicle, and any load, with respect to the overhead obstructions likely to be encountered on the airside road system, must be



known to the driver/operator, shown on the vehicle dashboard when in excess of 3.5m.

The general speed limit on the airside service roads is 25 KMH and 10 KMH during LVO. There are some variations which are sign posted. Additional speed restrictions may be imposed from time to time.

Incorrectly parked vehicles can cause obstruction to other airside users. Action shall be taken against the driver or owners of incorrectly parked vehicles which obstruct operations.

Vehicles operating Airside shall have the amber obstruction light illuminated at all times when in use (except in tunnels).

Vehicles shall be driven with dipped headlights from dusk till dawn, and during poor weather conditions, including LVOs.

All vehicles should be free from FOD, or the risk of creating FOD, at all times when airside.

Drivers shall have their driving behavior's monitored regularly by their company and Airside Operations and Standards using telematics.

Emergency Services vehicles using blue and red flashing lights and sirens have priority over other vehicles. Nevertheless, aircraft still have right of way at all times.


During an emergency vehicles should be driven away from the incident immediately, to provide space for the emergency services.

Vehicles waiting at taxiway crossings (unless they are Emergency Services vehicles responding on blue lights & sirens), shall give way to vehicles using the taxiway.

Failure to observe any of the required driving behavior's, restrictions or limitations displayed below may result in drivers having their airside driving permit withdrawn, through the Airside Enforcement Policy.

All vehicle occupants, whether driver or operator, shall wear a seat belt where one is fitted, while the vehicle is in motion.

Only qualified Airside Operations and Standards staff shall provide FMV duties to aircraft or aircraft under tow.

Note: Speed Limits Summary (KMH)		
	Service Road	25
	Apron	5
	Uncontrolled	25
	Crossings	65
	Taxiways	65

	Runways During LVO	10	<p>Vehicles that are driven on the runways shall be equipped with radio(s) capable of transmitting and receiving all relevant OMAA ATC frequencies and channels (see ATC Radio Frequencies as listed in the AIP).</p> <p>Vehicles that are driven on the Manoeuvring Area shall be equipped with radio(s) capable of transmitting and receiving all relevant OMAA ATC frequencies and channels (see ATC Radio Frequencies as listed in the AIP).</p> <p>8.26 Vehicles driven on the manoeuvring Area shall be compliant with ICAO Doc.9830 2.6.3.2 Any authorized vehicle intended to be used on the aerodrome in the vicinity of the manoeuvring area should be equipped to inform an A-SMGCS of its position.</p> <p>A current Airfield Map shall be carried in the vehicle.</p> <p>LOW VISIBILITY</p> <p>Free ranging of vehicles on the manoeuvring area is suspended during low visibility conditions.</p> <p>During LVOs the Duty Manager Airside (DMA) is responsible for safeguarding the airfield. This includes closing worksites and restricting vehicle movements.</p> <p>SPECIALIST VEHICLES AND EQUIPMENT</p> <p>Variable Height Vehicles and trailers, such as mobile steps and hi-lift catering trucks, shall always be lowered fully before being moved. Driving vehicles or towing trailers which are not fully lowered may result in action being taken against the driver.</p> <p>Raising steps or the bodies of such vehicles makes them unstable therefore the steadying jacks shall be lowered when in use.</p>
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Four wheel steer vehicles, should not have this engaged during transit between locations to avoid 'crabbing'.

VEHICLES AND TRAILERS

Only vehicles designed and equipped to tow a trailer are permitted to do so.

Drivers are responsible for ensuring that all vehicle doors and shutters are closed and secured before moving off, and that they remain closed throughout the journey. Drivers of baggage and cargo dollies shall ensure that containers such as ULDs, have their flaps secured and caravan trailer webbing straps correctly attached before moving off.

All trailers shall be securely attached to the prime mover.

Over run brakes and parking brake systems shall be serviceable where fitted.

Vehicles and trailers shall not to be overloaded, beyond the manufacturers recommendations.

Drivers shall ensure that loads are secure before moving off so that nothing can fall from a vehicle or trailer in transit.

The prime mover or tug shall be capable of moving and stopping the vehicle and any attached trailers safely.



AIRSIDE SERVICE ROADS & TUNNELS

Where practicable, signs and paint markings used on the airside service roads include; speed limit signs and markings, double yellow lines, and overhead obstruction signs at bridges and under crofts.

Temporary signs/markings may be installed as a result of development work or to control traffic around an incident site. Such signs carry the same authority as permanent signs.

The general speed limit on the airside service roads is 25 KMH. There are some variations which are sign posted. Additional speed restrictions may be imposed from time to time.

Incorrectly parked vehicles can cause obstruction to other airside users. Action shall be taken against the driver or owners of incorrectly parked vehicles which obstruct operations.

All overhead obstructions, link bridges and undercroft areas are marked with height signs. It is the responsibility of individual drivers to ensure that the vehicle/trailer combination they are driving does not exceed the indicated height.

When manually parking an aircraft on a stand, the AO&S Marshaller may need to walk back into the airside road to maintain eye contact with the pilot. Where this is an operational requirement, the Marshaller will park the Leader vehicle across the airside service road to form a 'road block'. Action will be taken against drivers who drive around the vehicle road block and by this action endanger the safety of the Marshaller.

Midfield Airside Road Tunnel – Rules of Operation applied to ALL road tunnels (does not include service tunnels)

The maximum speed limit is 25 KMH.

Vehicles using the tunnels should be able to maintain 15 KMH (To reduce the risk of RTAs and traffic).

Additional speed restrictions may be imposed during tunnel works or at other times.

In addition to the General Rules of Operation;

The operation of the Airside Tunnels is monitored by AMC 24/7 via CCTV.

The MART contains a fire detection system running the entire length of the tunnel carriageway, which will activate an alarm in AMC in the event of a fire.

An automatic ventilation system is provided in each tunnel connected to pollution monitors which maintains a safe atmospheric environment at all times.

Emergency Points are provided at up to 90m walking distance and are equipped with emergency roadside intercoms and fire extinguishers.

The route to the closest Emergency Exit in each direction is marked by green "running man" signs on the walls with the indicated distance in meters to the exit.

Tunnels are governed by Minimum Operating Requirements which define thresholds or acceptable or degraded systems operation that maintain a safe environment for users. When these are breached the tunnels shall close, pending further assessment by the necessary departments.

Physical Constraints:

- a) The maximum permitted height of vehicles in Airside Tunnels is 5.0m.
- b) The maximum permitted length of vehicles in Airside Tunnels is 21m.
- c) The maximum permitted width of vehicles in Airside Tunnels is 3.5m.
- d) The maximum permitted weight of vehicles in Airside Tunnels is 44,000KG. Vehicles exceeding 44,000KG require approval from ADIAs Engineer for Civils Infrastructure. (AES vehicles are exempt, in order to allow fire fighting with water and media onboard).

Before using the MART, vehicles exceeding any of the physical measurements above, will need to be agreed with Airside Operations and Standards and the ADIA Civils Infrastructure manager and will normally require an additional risk assessment to be undertaken and approved.

No pedestrians are allowed to enter the tunnel, with the intention to walk from one end to the other, and or as means of accessing facilities at either end, at any time.

Trailers and loads:

All vehicles and equipment towing loads should be in a clean condition or covered to prevent FOD and dust. Contractors moving sand or

aggregates must use a cover or other means to stop dust clouding in the tunnels.

Only trailers fitted with red rear reflectors are permitted in the tunnels. Rear lights are desirable and if fitted they must be serviceable and be switched on.

All companies using the Airside Tunnels must have arrangements in place for the immediate recovery of broken down vehicles, that covers all vehicle types used in their fleet.

Vehicles prohibited from using the Airside Tunnels are:

Vehicles that are too wide, too high or too heavy.

Aircraft tugs, High Loaders, boom lifts / cherry pickers.

Vehicles carrying dangerous goods, especially those which pose an increased risk of fire (See section 4.40).

Vehicles carrying bulk petroleum products. (See section 4.35)

Non-compliant vehicles may in exceptional circumstances be granted a dispensation to use the tunnel. These requests should normally be accompanied with a suitable risk assessment and where appropriate the dispensation will be issued by the Airside Operations and Standards, the ADIA Civils Infrastructure manager, or the Airport Duty Manager in emergencies.

Only drivers licenced under the Airside Driving Permit (ADP) scheme are permitted to use the Airside Tunnels. Airside Operations and Standards may assess and provide an FMV leader if operationally possible.

Companies must ensure their drivers are aware of, and fully understand, the required behaviour and responsibilities when driving in the tunnels and what to do during emergency situations, (i.e. vehicle breakdown, accident, spillage or vehicle fire) and evacuations.

Drivers shall:

- a) Obey the dynamic signage at the tunnel portals. Failure to observe these signs places the driver, any passengers and others at risk.
- b) Keep a safe distance, a recommended minimum of 30m, from vehicle ahead in all airside tunnels
- c) Obey the instructions / restrictions conveyed by any sign or marking (permanent or temporary)
- d) Switch on the vehicles dipped headlights before entering the tunnel
- e) Remove sunglasses before entering the tunnel
- f) Switch off obstruction lights when entering the tunnel
- g) Use extreme caution when overtaking

Drivers shall not:

- a) Attempt to turn or reverse in the tunnel or on its approaches, unless instructed to do so by a member of Airside Operations and Standards or the Airport Emergency Services
- b) Stop in the tunnel or on its approaches except in the case of an emergency
- c) Vehicles should be driven within the defined carriageway, unless passing a stopped vehicle. When passing a stopped vehicle, drivers should slow down and exercise extreme caution
- d) If a driver detects a problem with their vehicle once in the tunnel, they should attempt to drive the vehicle out of the tunnel if it is safe to do so.

In the event of a breakdown, minor RTA or other non-fire incident.

The driver shall:

- a) The driver should ideally pull over and stop to allow space for other vehicles to pass safely



Note: In the MART vehicles should pull over to the right-hand side.

- b) Switch on the Vehicle Hazard Lights to warn approaching traffic
- c) Switch off engine
- d) Report the situation to AMC using the nearest emergency intercom

- e) Drivers should exercise due care when walking to an emergency intercom
- f) Remain with the vehicle, together with any passengers, until assistance arrives and Saaed have responded.
- g) On being advised of an incident or if it is observed on CCTV; AMC will dispatch assistance and close the tunnel using the illuminated red crosses on the portal lane control signs at the entrance as necessary
- h) All oil spills must be reported to AMC using an emergency intercom or mobile phone

If driving on the approaches and there is smoke or fire ahead:

- a) Do not enter the tunnel
- b) Stop outside the tunnel
- c) Report the incident to AMC using the nearest emergency intercom
- d) Attempt to stop other vehicles entering if safe to do so

If driving within a tunnel and there is smoke or fire behind your vehicle:

- a) Continue and drive out of the tunnel
- b) Switch on hazard warning lights
- c) Report the incident to AMC using the nearest emergency intercom as soon as you have exited

If driving in the tunnel and there is smoke or fire ahead, immediately:

- a) Stop the vehicle
- b) Turn off the engine
- c) Switch on hazard warning lights
- d) Leave the vehicle immediately, taking with you any passengers, leaving keys in the ignition to aid vehicle recovery
- e) Exit the tunnel on foot by following the Green "running man" signs to the entry portal or nearest emergency exit in the direction away from the fire



Note: Do not wait, hesitate or attempt to take personal possessions with you.



- f) As you make your way to the nearest exit advise any other drivers / people you encounter to also leave



Note: Do not get into discussions with other users but continue to the exit.

- g) Report the incident to AMC using the nearest emergency intercom as soon as you are in a safe place or have exited
- h) Do not re-enter the tunnel until advised it is safe to do so, by AES
- i) If driving in the tunnel and your vehicle starts to smoke or catches fire, immediately:
- j) Stop the vehicle
- k) Turn off the engine
- l) Leave the vehicle immediately, taking with you any passengers, leaving keys in the ignition to aid vehicle recovery
- m) Only attempt to extinguish the fire if it is safe to do so
- n) Exit the tunnel on foot by following the Green "running man" signs to the entry portal or nearest emergency exit in the direction away from the fire



Note: Do not wait, hesitate or attempt to take personal possession with you.

- a) As you make your way to the nearest exit advise any other drivers / people you encounter to also leave



Note: Do not get into discussions with other users but continue to the exit.

- b) Report the incident to AMC using the nearest Emergency Roadside Telephone as soon as you are in a safe place or have exited. Advise of any hazardous material or other goods being carried in your vehicle
- c) Do not re-enter the tunnel until advised it is safe to do so, by AES
- d) No bulk fuel or petroleum products may be transported through Airside Tunnels
- e) Bulk fuel means fuel carried on the vehicle as cargo (payload) and not as fuel for the operation of that vehicle.



f) No fuel tankers or bowsers may be transported through Airside Tunnels. This means any vehicle or trailer designed for the transportation of bulk fuel (flammable liquids or gases) including empty tankers or bowsers which have contained such flammable products.

This does not apply to Hydrant Fueling Vehicles which are deemed to be out of scope due to the relatively small amount of fuel contained within the dispensing system.

In the case of an absolute requirement to transport fuel through an Airside Tunnel a request must be made to the Airside Operations and Standards who will review the options and determine the suitability for use of an alternate route, a tunnel closure and/or provision of escorts where necessary consulting the ADIA Engineer for Civils infrastructure and AES.

Cargo and baggage vehicles carrying dangerous goods in cargo or baggage, compliant with IATA Dangerous Goods Regulations, are permitted to use the airside road tunnels, including the MART. All other vehicles carrying bulk DG must use airside roads or the 'goods in / waste out' facilities.

There are three major hazards which may cause injuries or fatalities, and damage to infrastructure; Explosions. Releases of toxic gas or volatile toxic liquid. Fires. The intent of these regulations are to mitigate these hazards, first and foremost through ensuring they do not enter the tunnel system.

In order to maintain the tunnel safety systems, the Airside Tunnel lanes may be periodically closed during the day to allow maintenance work to be carried out. Whenever possible a safe route will be maintained for vehicles.

In the event of the MART being closed to traffic, drivers of vehicles must use the ground level service road system. Those vehicles unable to use the service roads will be diverted to an appropriate point and escorted across the manoeuvring area by Airside Operations and Standards.

On no account should drivers attempt to enter a tunnel that has been closed.

APRONS – Aircraft Stand & INTERSTAND Clearways

Aircraft have right of way over vehicles at all times, including when under tow, manoeuvring on and off aircraft parking stands.

Vehicles are not permitted to drive across or onto an aircraft stand while an aircraft is positioning on stand either live or under tow, is in the process of pushing back, or when it is parked between flights, other than for the servicing of aircraft on that stand (stand numbers shall be used to enforce this regulation to take into consideration the operation of MARS stands).

Vehicles and equipment operating on the apron shall never pass behind an aircraft if it has its engines running or its anti-collision lights are switched on.

Vehicle entry onto the apron system is supported by entry and exit markings, which should be adhered to whenever possible. Double whites shall not be crossed, without the correct ADP.

Vehicles may access the apron to service aircraft, by driving across the stand safety line and green hatched assembly point area markings, but only when it is safe to do so.



Note: In the MTA FEGP and PCA are in the ground and caution should be exercised, so as not to hit covers or drive over cables and hoses.

Vehicles shall not be driven under Passenger Boarding Bridges. Vehicles shall not be parked under a PBB in the red hatched area under any circumstances. Push back tractors may be driven across red hatched areas to position onto aircraft nose wheels.

Drivers should not drive across empty aircraft stands unnecessarily, stands are not a short cut for the airside service roads.

Vehicles manoeuvring on aircraft stands shall be particularly cautious near aircraft refueling vehicles to avoid colliding with the hose connecting the vehicle to the fuel hydrant. The hose may run for up to 15metres from the vehicle.

As a safety consideration, refueling bowzers (tanker, not hydrant dispensing vehicles) shall always have a clear escape route to use in case of emergency. Drivers engaged in aircraft turnarounds shall ensure that they park with care when arriving on stand so as not to obstruct any escape route for refueling bowser vehicles.

It is strictly prohibited to drive or move equipment between a Marshaller and an aircraft when the Marshaller is positioning an aircraft on stand.

The speed limit on aircraft stands (including Interstand Clearway) – 5 KMH

Vehicles should be parked in the marked areas at the head of the stand or in specific equipment areas that they have been allocated.



Note: Incorrectly parked vehicles can cause obstruction to aircraft operations and other airside users.

Parking is prohibited in the following areas:

- a) On empty aircraft stands inside the ERA
- b) Within aircraft tug lanes
- c) Within any hatched area – Red, green or white markings
- d) When stated by sign or notice
- e) Within interstand clearways – denoted by white zig zag markings

Vehicles are said to be waiting when the driver is present in the vehicle and the vehicle can be maneuvered immediately. (Eg. vehicles can wait in the clearway prior to the immediate arrival of the aircraft).

The apron parking areas are not a maintenance facility for vehicles and equipment. Companies should make appropriate arrangements for the maintenance of vehicles and equipment in appropriate facilities.

However, it is acknowledged that companies may need to execute emergency or minor running repairs on the apron to ensure serviceability or to achieve vehicle removal.

Vehicles that have an oil or fuel spillage must stop immediately and all other vehicles should avoid being driven through the spillage.

All spillages must be reported to Airside Operations and Standards, or in the case of spillage exceeding 50lts the AES, so that appropriate containment and cleaning can be undertaken.



Note: Fuel spillages must not be allowed to enter the drains and pollution control system.

UNCONTROLLED TAXIWAY CROSSINGS ROUTES

Vehicles are not permitted to cross taxiways except at specified crossing points. Taxiway crossings are marked by black and white checker board markings. Crossings have amber lights and signs at the junction of the

stand/taxiway. Vehicles must remain within the markings and keep to the right of approaching vehicles.



Note: Pedestrians are not permitted to use taxiway crossings under any circumstances.

All drivers intending to use a taxiway crossing should check their obstruction light is switched on prior to crossing.

Vehicles approaching a taxiway crossing shall check that there are no aircraft(s) under power, on tow, or pushing back from adjacent stands before entering the taxiway crossing.

Vehicles should cross behind aircraft, only at a distance where they will not be affected by jet blast, nominally calculated as 3 aircraft lengths, or 200m, whichever is greater.

Once on the crossing, the vehicle must be driven directly across without stopping.

The maximum speed limit on a taxiway crossing is 25 KMH.

The taxiway crossings are closed if the surface paint markings are not visible, or if Low Visibility is 150 meters or less and drivers are unable to see clearly the other side of the crossing. However, in such circumstances, some taxiway crossings will be provided with follow me vehicle leaders. Drivers shall wait to be escorted across the crossing.

The following vehicles are prohibited from using taxiway crossings during LVO:
All construction vehicles.

MANOEUVRING AREA – Taxiways

Suitable equipped vehicles with appropriately trained personnel are allowed to operate on the taxiways in good visibility without a positive radio call to Air Traffic Control. Such vehicles are said to be 'free ranging'. All other vehicles must operate under positive control, at all times.

In poor visibility (dictated by either cloud base or horizontal visibility) vehicles shall vacate the taxiway under rules laid down for Low Visibility Operations, safeguarding (see paragraph 9). Drivers shall check the status of the airfield before entering the taxiway system.

Aircraft have right of way over vehicles at all times, including when under tow.

Vehicles that are driven on the taxiways shall be equipped with radio(s) capable of transmitting and receiving all relevant OMAA ATC frequencies and channels (see ATC Radio Frequencies listed in the AIP), and a transponder capable of indicating the vehicle location on the ASMGCS display in the ATC Tower.

A current Airfield Map shall be carried in the vehicle.

Vehicles are only to enter the taxiways from an airside service road or interstand clearway.

Before entering the taxiways, drivers must stop, check that the vehicle obstacle light is operating, that the vehicle radio is working and tuned to the appropriate frequency, that a current Airfield Map is available, and that no aircraft is approaching or pushing back from an adjacent stand.

When on the taxiway, drivers shall keep a good lookout and check before they maneuver.

The speed limit on the taxiways is 65 KMH.

Vehicles should not be driven on the island areas unless it is part of the driver's duties, or it is the only means to avoid an aircraft.

Vehicles shall never be driven under aircraft wing tips whilst taxing (7.5metres side ways clearance is required).

If the driver of a vehicle becomes aware of a fault on that vehicle, the driver shall vacate the manoeuvring area by the shortest safe route. If a vehicle breaks down and becomes immobile, ATC shall be contacted by radio giving the vehicle's location. ATC will advise Airside Operations and Standards who will arrange recovery of the vehicle.

Should a vehicles radio become faulty during driving on the manoeuvring area, ATC may use the AGL or a 'light gun' to raise the attention of drivers. If a driver finds their radio is faulty, the driver shall vacate the manoeuvring

area by the shortest safe route and contact ATC or Airside Operations and Standards by telephone.

At night and in LVO ATC use the 'Follow The Greens' (FTG) concept. This uses AGL to guide vehicles under positive control around the manoeuvring area. ATC issue an instruction to 'Follow The Greens' and drivers shall follow the illuminated green taxiway centerline lights, until they stop or are intersected by a red stop bar. Drivers under positive control must not drive beyond the illuminated green taxiway centerline lights to avoid safety nets in ATC control tower being activated and infringing other vehicles or aircraft. Free-ranging vehicles must use yellow TWY C/L markings, blue edge lights and signage to maintain situational awareness, to ensure they do not drive over illuminated green taxiway centerline lights to avoid safety nets in ATC control tower being activated and infringing other vehicles or aircraft.

Drivers free-ranging at night must not cross routes with illuminated green centerline lights to avoid obstructing taxiing aircraft. If a driver enters an illuminated section of taxiway centerline lights guiding another vehicle or aircraft they will go out forcing the vehicle or aircraft to stop. Any infringement of vehicles or aircraft taxiing will be subject to the Airside Infringement Policy.



Note: Drivers are to be aware that there is a Helicopter FATO located on Foxtrot taxiway. The FATO is indicated by white markings. Helicopters will be directed to this FATO by ATC and will hover or ground taxi to their setting down or parking area. Approaching helicopters may not be controlled on any GMC frequency/channel and therefore vehicles may not receive any radio warning of their approach..

MANOEUVRING AREA - Runways

Vehicles can only be driven onto the runways with the specific approval of Air Traffic Control (ATC).



Note: An unapproved entry to a runway is a 'runway incursion' and will be treated extremely seriously. A ROSI will be submitted to the GCAA, with a subsequent investigation by Airside Operations and Standards.

Vehicles that are driven on the runways shall be equipped with radio(s) capable of transmitting and receiving all relevant OMAA ATC frequencies and channels (see ATC Radio Frequencies as listed in the AIP).

A current Airfield Map shall be carried in the vehicle.

FATO located on TWY F between TWY E15 and E14. The same Safety Assessment concluded that it is safe to continue operating TWY F west on TWY E14 while F13-31 is in use with helicopter operations (landing and departing).

Movement to and from the 500 stands will not infringe the amended F13/31 operations, reducing risks for RWY incursions.

Movement to and from Terminal 2 will not infringe the amended F13/31 operations, with the exception of TWY F2 still located within F13/31, thus reducing risks for RWY incursions. (see attached map appendix B).

LOW VISIBILITY

Free ranging of vehicles on the manoeuvring area is suspended during low visibility conditions.

During LVOs the AO&S Duty Manager Airside (DMA) is responsible for safeguarding the airfield. This includes closing worksites and restricting vehicle movements.

USE OF SEATBELTS

All vehicle occupants, whether driver or passenger, shall wear a seat belt where one is fitted, while the vehicle is in motion.

The intention is that, along with the requirement to have doors closed, the risk of injuries resulting from accidents, or individuals falling from vehicles, will be reduced.

Vehicles with seat belts shall have these in a serviceable condition and any defects dealt with under the company's vehicle defect reporting process.

While it is accepted that not all specialist vehicle used as Ground Servicing Equipment (GSE) will have seat belts, individual companies are responsible for assuring themselves (by a risk assessment for example) that the level of safety provided for the driver and any passengers is acceptable without belts being fitted. This judgement should take into account the cost of providing them, the practicality of using them and the provision given in comparable vehicles.

It is not acceptable for seat belts to be removed from a vehicle designed, fitted and supplied with them in order to comply with this regulation.

Drivers should ensure all vehicle occupants use a seat belt.

FOLLOW ME VEHICLE LEADERS

Only qualified Airside Operations and Standards staff shall provide FMV duties to aircraft or aircraft under tow.

Only qualified Airside Operations and Standards staff may provide FMV duties to vehicles, such as contractors, unless those companies and drivers have been approved by Airside Operations and Standards and successfully undertaken an approved training course provided by Airside Operations and Standards. (See ADIA ADP Policy).

Responsibilities of Stakeholders

All the drivers from Abu Dhabi Airports, government entities, stakeholders and contractors operating at Abu Dhabi International Airport Airside shall adhere and fully comply with all regulations, policies and the Airside Driving Guide to ensure the maximum level of aviation safety.

Potential Risks

All drivers not complying with the above Airside Driving Guide will impact directly aviation safety. Therefore, all incidents, accidents, incursions, etc... shall be reported appropriately in line with Safety Management System (SMS) manual and other related reporting systems.

Supporting Documentation and Tools

- NOTAC 02/2011
- CAAP 22
- Abu Dhabi International Airport maps
- ADP Application Form – ADA/ADI/ADP-AVP/FOR/102-V1.2/24022020
- CIR/OPN/GM ADIA OPS/C/2021/02 – Security Passes Terms, Conditions and Penalties.
- Airside Operations Enforcement Policy.

Filing and Distribution

The master soft or hard copy of this Airside Driving Guide will be filed in the Airside Safety and Standard section. This document is available on Matari IMS

site. The online version of this manual is official; therefore, all printed versions are unofficial uncontrolled copies. The SOP must be distributed to all concerned parties.

Change Log				
Version No.	Document Creation, Review, Approval and Change Tracking	Actioned by (Name, Title, Department)	Action Date	Change Effective Date
V1.0	Implementation of ADR	Manager ADP/AVP	15/07/2019	15/7/2019
V1.1	ADP applying process added ADP categories added ADP fees structure added ADP penalties added Updating FATO Attaching updated vehicle Movement Area Map Editing and review	Mubarak H. Al Reyami Manager ADP	01/02/2021	01/02/2021
V1.2	Added the procedures of 'Follow The Green' on the taxiways (page 8 & 14)	Mubarak H. Al Reyami Manager ADP	31/08/2021	20/09/2021
V1.3	ADP additional charges updated Editing and review	Mubarak H. Al Reyami Manager ADP	28/9/2021	28/9/2021
V1.4	Free-ranging regarding TWY C/L (15.14)	Mubarak H. Al Reyami Manager ADP	24/1/2022	24/1/2022
V1.5	Update templete Updating tunnels regulations Update MTA field regulations	Mubarak H. Al Reyami Manager ADP	19/6/2023	19/6/2023



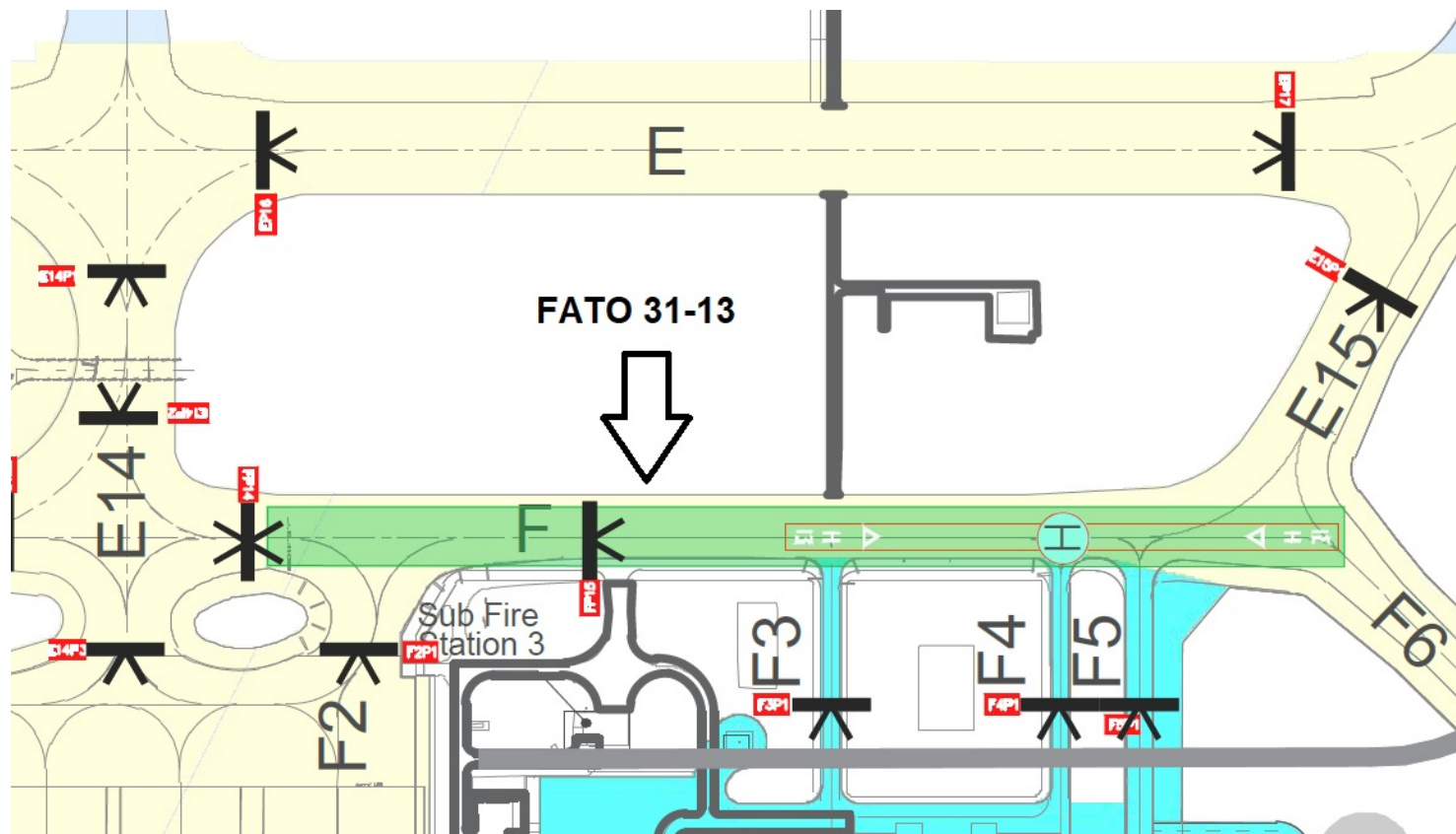
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ABU DHABI AIRPORTS

N.B. This document is UNCONTROLLED unless signed by an authorized person in the appropriate section of this document or viewed in Workflo! on Abu Dhabi Airports Matari-Sharepoint.



Appendix

Appendix A - FATO Map





Appendix B - Movement Area Vehicle Map V5 (3 January 2021)

