



AIRFIELD DRIVING PERMIT (ADP) APPLICATION PROCEDURES

1. Organizations which has a component of their operations taking place on the airside of the Seychelles International Airport shall nominate at least one person to the SCAA whom we shall refer to as the Airside Co-Ordinator (AC). Large companies may nominate more than one AC to represent different divisions or sections of their organization.

Please note qualifications and roles of the AC.

- a) It is advisable that the AC is someone who either;
 - has management or supervisory responsibilities within the organization vis-à-vis their component of airside operations; or
 - has management or supervisory responsibilities over the organization's drivers and/or vehicles

As of January 2011, all ACs would be required to have attended the Airside Rules & Regulations for Airside Drivers course and passed the theory exam.

- b) The AC will be the person responsible to endorse Airfield Driving Permit and Airfield Vehicle Permit applications for their particular organization.
 - c) The AC will be the SCAA's point of contact to the organization regarding matters relating to their drivers, vehicles and other personnel operating on the airside.
 - d) The AC will be added on the current Airside Notices distribution list.
2. All persons requiring an ADP should make an application which needs to be endorsed by the AC of his / her organization on the prescribed form and submitted to the Airside Operations Section of the SCAA. The Form with the conditions is attached.
 3. The applicant will then undergo process 4, 5 and 6 below subject to the applicant having paid the applicable fees.
 4. The SCAA will contact the applicant to give him/her an appointment to report to the SCAA to attend the Airside Rules & Regulations for Airside Driving course.
 5. The applicant will then be given an appointment to attend the Airside Rules & Regulations for Airside Drivers Theory Examination, the pass mark of which is 80%.
 6. The applicant will then be given an appointment to attend the Airfield Driving / Safety Compliance Test for which he will be given a PASS or a FAIL.
 7. Applicant will obtain their AVP upon successful completion of 4, 5 and 6 above.