AERODROME SAFETY PUBLICATION

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Note – *Aerodrome Safety Publications are published by the SCAA for purposes of promulgating supplementary guidance materials to the Standards and Recommended Practices (SARPs) in the Seychelles Technical Standards - Aerodromes. The publications are intended to provide recommendations and guidance to illustrate a means, but not necessarily the only means, of complying with SARPs. Aerodrome Safety Publications may explain certain regulatory requirements by providing interpretive and explanatory materials.*

1. Purpose

1.1 The purpose of this Aerodrome Safety Publication (ASP) is to provide supplementary guidance to aerodrome operators to demonstrate compliance with, and information related to the changes to the operations and maintenance procedures of the aerodrome.

2. Applicability

2.1. This ASP applies to all aerodrome operators subjected to Regulation 61 of the Civil Aviation (Safety) Regulations, 2017 and the Seychelles Technical Standards - Aerodromes.

3. Cancellation

3.1. Nil.

4. Introduction

4.1 Airside vehicles are an essential part of airside operations, as vehicles (including mobile plant and equipment) are used by personnel executing activities to support aircraft ground services, passenger services and aerodrome operations. Generally, these vehicles are operated by personnel working for or on behalf of aircraft operators, aircraft ground handling and maintenance organisations, aerodrome operators and other service providers functioning on the airside of the aerodrome.

Airside vehicles are operated by persons deemed suitably competent to drive within the boundary of the aerodrome, known as airside drivers. Airside drivers are those people who drive or operate a vehicle or self-propelled ground servicing equipment (also known as plant) within the airside boundary of an aerodrome, including aircraft parking aprons, aircraft maintenance areas, and the manoeuvring area.

Airside drivers play a fundamental role in airside safety at all aerodromes. Hence their operating protocols and practices need to follow standardised procedures developed by the aerodrome operator that are commensurate with the local operating environment.

Typically, airside drivers face more complex and challenging situations in airside operating environments than they may in other operating environments. Aerodrome configurations, including apron types, types of activities performed on the apron, type of vehicles used, and mix of traffic (including aircraft, ground vehicles and equipment), all add to the complexity of airside vehicle operations.

Each aerodrome has a unique combination of movement areas, terminal precinct layout and features that may present challenges to airside drivers. For instance, an aerodrome may have taxiways that lead to a runway situated in close proximity

to an apron, leading to the risk of airside drivers inadvertently operating on the manoeuvring area without appropriate situational awareness. Similarly, an apron may have an aircraft stand taxi lane, that dissects the aircraft parking positions on both sides, where airside drivers may have opportunities to interact with moving aircraft.

Furthermore, the types of vehicles used, and their operational usage is likely to vary significantly commensurate with the services offered at the aerodrome. These differences also make airside driving more complex. For instance, an aircraft push-back or tow tractor operates close to moving aircraft while a fuel tanker, which is larger in size and more difficult to manoeuvre, operates close to stationary aircraft.

Each of these factors existing in isolation, or in combination, can make airside vehicle operations a source of hazards that can potentially affect the safe movement of aircraft or their supporting operations, airport operations and those working at the aerodrome.

To mitigate the risks associated with airside vehicle operations, aerodrome operators should, through their safety management system or risk management plan, consider developing localised procedures and safety measures. The mitigation measures should, as far as reasonably practicable, identify and implement controls designed to reduce risks in the airside operating environment, without introducing additional hazards. Also, appropriate oversight and surveillance mechanisms may be introduced to ensure continued compliance with procedures and risk mitigation measures.

Aerodromes, irrespective of passenger or aircraft movements, are required to:

a) Establish a permit system for the airside operation of airside vehicles.
b) Verify the competency of all airside drivers.
c) Actively monitor airside drivers for possession of an ADP and compliance with established driving rules.

Risk mitigation programs developed by an aerodrome operator may include:

a) Airside driver training and subsequent issuance of an airside driving permit or authorisation.
b) Airside vehicle permits, and vehicle condition and maintenance requirements.
c) Documented airside driving rules.
d) Processes for the monitoring of driving standards and initiating remedial actions.

Airside vehicle control procedures, where established, are required to be included in the aerodrome manual.

Procedures and risk mitigation measures related to an aerodrome operator's airside vehicle control program should be integrated into the aerodrome manual

and, where applicable, linked to the SMS or Risk Mitigation Program.

5. Definitions & Abbreviations

5.1 Abbreviations

STS-ADR	Seychelles Technical Standards – Aerodrome
SCAA	Seychelles Civil Aviation Authority
ASP	Aerodrome Safety Publications
ADP	Airside Driver Permit
AVP	Airside Vehicle Permit
AIP	Aeronautical Information Publication
ATC	Air Traffic Control
ATS	Air Traffic Service
ICAO	International Civil Aviation Organization
PANS	Procedures for Air Navigation Services
RMP	Risk Mitigation Program
SMS	Safety Management System
RTF	Radio Telephony
NOTAM	Notice to Airman

5.2 Definitions

Aircraft movement
Means one of the following:

a) the landing of an aircraft at an aerodrome
b) the take-off of an aircraft from an aerodrome a. a touch-and-go manoeuvre of an aircraft at an aerodrome.

Aircraft movements
When referred to numerically for an aerodrome, for a financial year, means the numbers of aircraft movements at the aerodrome during the financial year, as compiled by the aerodrome operator or the ATS provider.

Airside
Means the following areas, access to which is restricted by the aerodrome operator, or by a Federal or State authority, to authorised persons only:

a) the movement area of the aerodrome.
b) where their purpose and use are to directly support aircraft operations — the terrain and buildings adjacent to the movement area, or particular portions of such adjacent terrain and buildings.

Note: The word "landside" is used colloquially to denote areas of an aerodrome that are not airside, for example, passenger terminals.

Airside Driver
Means a person who drives or operates an airside vehicle.

Airside Vehicle
Means a vehicle, including equipment that is mobile under its own power, that is operated airside under the authorisation of the aerodrome operator.

Controlled Aerodrome
A controlled aerodrome is an airport where air traffic control (ATC) services are provided to manage the movement of aircraft both in the air and on the ground. Controllers coordinate take-offs, landings, and ground operations to ensure safe and efficient traffic flow. These aerodromes typically have a control tower staffed by trained personnel.

Uncontrolled Aerodrome
An uncontrolled aerodrome does not have an operating air traffic control service. Pilots and vehicle operators are responsible for self-separation and safety coordination through standardized communication procedures and adherence to established rules. Operations are often managed through a common traffic advisory frequency for pilot-to-pilot communication.

Authorisations
An aerodrome authorization is a legal document that grants a person or organization permission to perform a specific operation or task at an aerodrome.

Manoeuvring Area
Means that part of the aerodrome to be used for the take-off, landing and taxiing of aircraft, excluding aprons.

Movement Area
Means that part of an aerodrome to be used for the take-off, landing and taxiing of aircraft, consisting of the manoeuvring area and the aprons

NOTAM
Is a notice issued by the NOTAM Office containing information or instructions concerning the establishment, condition or change in any aeronautical facility, service, procedure or hazard, the timely knowledge of which is essential to persons concerned with flight operations.

Obstacles
Means fixed (whether temporarily or permanently) and mobile objects, structures, and parts of such objects and structures, that:

a) are located on an area provided for the surface movement of aircraft; or

b) extend above a defined surface designated to protect aircraft in flight; or
c) stand outside the defined surfaces mentioned in paragraphs (a) and (b) and that have been assessed as being a hazard to air navigation

6. Airside Vehicle and Driver Requirements

6.1 Airside Driver Training

6.1.1 Implementing a robust airside driver training program is an effective mitigation measure to control the risks associated with airside vehicle operations.

6.1.2 The objective of an airside driver training program is to set out requirements and guidance to minimise the risk of accidents and injury to persons, as well as damage to aircraft and property, arising from the use of vehicles in airside areas.

6.1.3 An airside driver training program should be commensurate with the size and complexity of airside operations in an aerodrome.

6.1.4 The aerodrome operator should determine the competency requirements and vehicle requirements for each organisation's airside driving needs, and document those requirements. Airside driver training, or airside driver familiarisation, may be provided by the aerodrome operator, ground handling operator, or an authorised third party.

6.1.5 For aerodromes that are determined to have larger size and complexity of operations, an airside driver must undergo formal driver training to know and understand the following:

a) Terminology used to describe movement area as outlined in the Aeronautical Information Publication (AIP).
b) Purpose and location of all airside areas.
c) Hazardous and prohibited airside areas.
d) Significance and meaning of aerodrome visual aids, signs, markings, and aerodrome ground lights.

6.1.6 For aerodromes that are determined to have smaller size and complexity of operations; a driver induction program may substitute formal training, provided those points (a)-(d) in paragraph 6.1.5 are covered in the induction. Refer to Section 6.6 of this ASP for more information, and to Appendix 3 for further information about airside driver induction considerations.

6.1.7 Where ATC services are operational, an airside driver required to use a radio when operating on a runway strip, a runway, a taxiway strip, or a taxiway must have completed appropriate radiotelephony training before being authorized to communicate on an aeronautical radio. The relevant radio frequency must be monitored at all times when in the manoeuvring area.

Note: *It is prohibited for any person to transmit on a radio frequency used for ensuring the safety of air navigation unless they are properly qualified to do so.*

6.1.8 An airside driver training program may also include:

a) Radiotelephony operating procedures, including verification of any certificates or licences required to use aeronautical radios, as required.
b) Airside operating rules and procedures
c) Emergency procedures (e.g., accidents or vehicle breakdown).
d) Right-of-way requirements, etc.

Note: *Refer Appendix 1 for a comprehensive airside driver training framework.*

6.1.9 Depending on the size and complexity of the aerodrome and the individual operational requirements of the respective drivers, the training program may be adjusted for local applications.

6.1.10 Where required under section 6.1.5, an aerodrome operator verifying the competency of all airside vehicle drivers should develop such competency checks to include:

a) Vehicle operation in the context of airside driving, including any permits required to use nominated vehicle types.
b) Ability to navigate on the airside and locate different zones.
c) Where required and when requested, the ability to operate radiotelephony equipment.

6.1.11 A competency verification may vary according to the type of vehicle, operation and aerodrome location assessed.

6.2 Airside Driver Permit

6.2.1 An aerodrome operator may introduce a system of issuing dedicated airside driving permits or authorisations to permit or qualify drivers to operate airside vehicles. Typically, an airside driver is also required to hold a valid national driver's licence.

6.2.2 An airside driver permit scheme should be appropriate for the size and complexity of airport operations, and the aerodrome operator should include all relevant procedures in the aerodrome manual.

6.2.3 For complex, busy or large aerodromes, a permit scheme may be categorised into multiple specific airside areas such as roads and aprons, manoeuvring areas excluding runways, manoeuvring areas including runways, or location based. An airside driver's permit would vary according to the type and location of airside access permitted. Additionally, the aerodrome operator should establish clear vehicle categorization to address the unique requests and operational needs of each driver's organization. (Refer to Appendix 1 for airside driver competency framework).

6.2.4 A permit system to operate in certain airside areas may allow a driver to operate

on aprons and airside roads. Apron edge taxiways and apron taxi lanes may or may not be included in this level of permit or authority. Unless otherwise specified, or the driver is escorted by an appropriately qualified person, an airside driver's permit should expressly not permit operations on manoeuvring areas such as taxiways and runways.

6.2.5 A permit for operating in manoeuvring areas may explicitly state whether a driver is permitted to operate on a runway or within the runway strip. No driver should be permitted to operate a vehicle on a runway without prior approval from the aerodrome operator, and entry to the runway should be strictly in accordance with the conditions set by the aerodrome operator. Where ATC is operational, any conditions and instructions from ATC must also be followed.

6.2.6 When using a vehicle at a controlled aerodrome, and when ATC is operating, airside ground vehicles operating on runways, runway strips, taxiways, and taxiway strips, must be equipped with a radio for two-way communications capable of monitoring the ATC frequency. Drivers should be made aware that ATC may use a signal light to control vehicle entry in the event of a suspected vehicle radio failure.

6.2.7 At controlled aerodromes (including ATC operational and non-operational hours) and at uncontrolled aerodromes, an operator of an airside vehicle transmitting on aeronautical frequencies published in the AIP or NOTAM, as directed by ATC, should monitor relevant radio frequencies at all times when operating on the manoeuvring area.

6.2.8 At uncontrolled aerodromes, or aerodromes when ATC is not operational, persons operating an airside vehicle on the manoeuvring area should maintain a listening watch to the relevant aeronautical radio frequency.

6.2.9 For aerodromes that have assessed their size and complexity to be relatively small, a categorised driver permit system is not mandatory. However, procedures should be established for drivers accessing movement areas, including monitoring published aeronautical radio frequencies while operating on or near the manoeuvring area.

6.2.10 It is advisable that airside driver permits have a defined validity period as specified by the aerodrome operator. Conditions for airside driver permit renewal such as refresher training, competence checks, etc. should be documented. It is recommended to establish a formal process for this too.

6.2.11 Where an airside driver cannot demonstrate suitable competency to the satisfaction of the aerodrome operator, the person should not be permitted to drive airside unless supervised or until competence can be demonstrated.

6.2.12 An airside driver permit system should include the requirements for a driver to

disclose to their employer any change of status to their national driving licence as well as keeping track of the validity of their driver's licence.

Note: *The objective of an airside driver's permit process is not to ascertain whether a person is competent to drive where the person holds a valid national driver's licence. The purpose of the airside driver's permit process is to ensure the person can operate their vehicle or plant on the movement area of the aerodrome in a safe manner*.

6.3 Airside Vehicle Condition, Lighting, and Maintenance Requirements

6.3.1 Vehicles, including motorised ground equipment, should be maintained in a serviceable condition and be suitable for their intended purpose. Each vehicle, or item of equipment, should be assessed to ensure it is safe for the intended airside environment, and whether special conditions are necessary to ensure safe operations.

6.3.2 Aerodrome operators should incorporate procedures in their aerodrome manual to ensure the safe condition of ground vehicles and equipment operating on the airside of the aerodrome.

6.3.3 Serviceability criteria developed by the aerodrome operator for vehicle condition and ongoing maintenance requirements may include, but are not limited to:

a) Specifications for identifiable lights and markings on the vehicle or equipment.
b) Requirements for use of lights and obstruction lights for low-visibility and night operations.
c) Periodic maintenance as per manufacturer requirements and rectification of faults.
d) Periodic inspections and daily checks by qualified personnel, to ensure suitability of vehicles and equipment to be operated airside.

6.3.4 Vehicles operating on the manoeuvring area, including a runway strip, a runway, a taxiway strip or a taxiway, must be equipped with a radio for two-way communications capable of monitoring the relevant aeronautical radio frequencies.

6.3.5 Vehicles operating on the manoeuvring area, must be marked by either colour or display flags. When mobile objects are marked by colour, a single conspicuous colour, preferably red or yellowish green for emergency vehicles and yellow for service vehicles, should be used.

Note: *it is recommended to use a checkered pattern colour on vehicles operating on the manoeuvring area to improve the visibility and safety at the aerodrome.*

6.3.6 Vehicles are to be appropriately lit when operating:

a) Within the movement area at night.

b) When low-visibility procedures are in effect.
c) On the manoeuvring area including runways, runway strips, taxiways, and taxiway strips.

6.3.7 The lighting requirements for an airside vehicle operating at an aerodrome, when operating in the manoeuvring area, include the fitting of a dedicated rotating or flashing light, which must be:
a) Yellow or amber in colour.
b) Flash at the rate of 60-90 flashes per minute.
c) Where possible, have a peak intensity of between 40cd and 400cd.
d) Be placed on top of the vehicle to be visible from all directions unless this is impossible.
e) Under such circumstances, additional flashing lights must be provided to ensure visibility from all directions.
f) This flashing light must be operated whether the vehicle is stationary or moving in the movement area, including daylight hours.

6.3.8 At any aerodrome, vehicles connected to an aircraft (e.g. towing), including gliders, are exempted from fitting a flashing light on top of the vehicle during daylight hours.

6.3.9 Additional lights must be provided on airside vehicles when lights cannot be fitted on top of the vehicle, to ensure visibility from all.

6.3.10 Lighting requirements are also exempted on:
a) non-motorised aircraft servicing equipment used only on an apron

6.4 Airside Vehicle Permit

6.4.1 When issuing vehicle permits, aerodrome operators may specify the conditions that vehicles and equipment should meet. Such conditions may be determined by the aerodrome operator according to local requirements.

6.4.2 Such requirements or conditions can include:
a) Specifications for vehicles used both airside and non-airside to be registered under national requirements.
b) Procedures for inspecting vehicle/equipment, or a system to ensure vehicle serviceability, prior to issuing permits.
c) Displaying vehicle permits on vehicles or equipment.
d) Conditions or limitations for operations including access to different areas in the airside.
e) Insurance requirements.

6.4.3 Airside vehicle permits may have a fixed validity as determined by the aerodrome

operator. A system and/or the conditions for renewal should also be established and documented in the aerodrome manual.

6.5 Airside Driving Rules

6.5.1 Aerodrome operators should establish speed limits for airside vehicles on the movement area and have systems to monitor and enforce traffic rules, including speed limits.

6.5.2 Aerodrome operators may apply different speed limits across different locations within an airside environment. Speed limits may be determined based on the complexity of the location, hazards identified as per local procedures, proximity to aircraft, etc. or as a part of a risk mitigation program.

6.5.3 Aerodrome operators must establish procedures to ensure airside vehicles that are not involved in the servicing of the aircraft are not driven:

a) Underneath an aircraft.
b) Within 3m of lateral clearance or within 1m of overhead clearance of any part of an aircraft.

6.5.4 Aerodrome operators may establish and publish further rules for airside vehicle operations appropriate to their local conditions, including:

a) Keeping left or to the right-hand side of two-way roads, usually the same as local driving rules.
b) Avoiding vehicles being left unattended with engines running in the vicinity of aircraft, to prevent overheating and consequent fires.
c) Having doors and shutters closed on ground vehicles when they are operated airside to reduce injury risks and prevent FOD in the movement area.
d) Specifying an airside driver's responsibility to ensure safe clearance from other aircraft, vehicles or buildings while operating airside vehicles, including any part under tow.
e) Usage of obstruction lights in manoeuvring areas; and movement areas under low-visibility conditions and during the night
f) Parking restrictions at different airside locations.
g) Giving way to aircraft when under power, about to taxi, being pushed back or under tow at all times.
h) Ensuring right-of-way to emergency vehicles when they are responding to an emergency (i.e., operating under lights and/or sirens).
i) Maintaining a minimum safe distance from operating aircraft to avoid exposure to jet blast, propeller wash or downwash.
j) Where deemed necessary, avoiding the need to reverse a vehicle in movement areas unless necessitated during servicing an aircraft, and using a person external to the vehicle to provide guidance to any reversing vehicle.

k) Prohibitions on the use of mobile phones and other electronic devices when driving, in accordance with local national road use requirements.

6.5.5 An aerodrome operator may publish more specific traffic rules appropriate to local conditions. Traffic rules are usually published in the aerodrome manual. If traffic rules are published as a separate document, that document should be referenced in the aerodrome manual.

6.5.6 Where available, ATC may be responsible for:

a) Controlling the movement of vehicles in the manoeuvring area.
b) Controlling the movement of taxiing aircraft and aircraft under tow on apron areas, unless arrangements are in place for such activities to occur outside ATC control.
c) Providing pushback clearances at some controlled aerodromes.
d) Providing signal lights to airside drivers where a radio communication failure has occurred.

6.5.6 Any airside driving procedures established by the aerodrome operator are to be included in the aerodrome manual, or subsidiary material.

6.6 Induction Training

6.6.1 At an aerodrome with small size and complexity, a driver induction program may be provided by an aerodrome operator where a formal airside driver training program is not practical. The induction training topics should include at least:

a) terminology used to describe the movement area
b) purpose and location of all airside areas
c) hazardous or prohibited areas on the airside
d) significance of aerodrome visual aids and signs.

6.6.2 Two forms of driver induction training may be considered:

a) a full induction program where drivers are permitted to routinely operate on the apron and select portions of the manoeuvring area
b) a specific induction program in cases where drivers are visitors or require short-term access to selected portions of the movement area.

6.6.3 The content of an induction program may vary depending on the nature of aircraft operations at the aerodrome, the nature of airside operational activities the drivers may perform at an aerodrome and the type of vehicles to be used. Some variations may also occur between situations where the aerodrome operator provides the induction training or where the training is provided by third parties engaged or authorised by the aerodrome operator.

6.6.4 Prerequisites that an aerodrome operator may require prior to a driver being

eligible for induction may include:

a) National driver licence currency.
b) National driver licence endorsement for vehicle type.
c) Where applicable, security clearances and identification requirements.
d) A minimum training or education suite the person should undertake as part of the induction. This may include:
    i. A document package of information the driver must read and acknowledge (the information covered in a document package could range from a single page to a booklet, depending on the range of risk the aerodrome operator is intending to manage through the induction program).
    ii. A formal or semi-formal face-to-face induction program where drivers are provided information and can demonstrate knowledge and understanding of airside driving requirements specific to the range of activities the aerodrome operator permits the driver to perform at the aerodrome.
    iii. An online package where the driver can access information provided by the aerodrome operator on generic and specific requirements, knowledge and understanding of airside rules the aerodrome operator has determined the driver should be able to demonstrate.

6.6.5 The induction program may be delivered as a stand-alone program to an existing employee or combined with other induction or recurrent training required by the aerodrome operator, such as occupational (workplace) health and safety, security and any other matter deemed necessary by the aerodrome operator.

6.6.6 Information on those drivers successfully inducted by the aerodrome operator or authorised third parties should be recorded by the aerodrome operator through their normal document retention process.

6.6.7 The aerodrome operator should ensure a process to ensure information used for driver induction training, including that used by delegated authorities, is always maintained as accurate and current. (Appendix 2 includes airside driver records to be maintained by aerodrome operators).

6.7 Monitoring Driving Standards

6.7.1 Operators of larger and busier aerodromes meeting the criteria outlined in Section 6.1.9 of this ASP must actively monitor compliance with airside driving requirements

6.7.2 Aerodrome operators may consider various methods to monitor the speed of vehicles on the aerodrome. Speed monitoring devices, traffic speed control strategies and third-party traffic management oversight are options available to ascertain whether vehicles are appropriately operated when on an apron, or the manoeuvring area.

6.7.3 The aerodrome operator, and organisations authorised to use vehicles or equipment in the movement area, are responsible for monitoring vehicle serviceability including periodic vehicle inspections.

6.7.4 Vehicle inspections should generally include:

a. Criteria for the overall vehicle or equipment suitability for intended operations.
b. A system for the recording of faults and corrective maintenance actions.
c. A requirement to check safety equipment including seat belts, restraint devices, first aid and emergency equipment prior to the use of the vehicle.
d. A requirement for operators to ensure vehicles are in good working order and fit for purpose before each use.
e. Daily inspection records, and updating of vehicle logs, etc.

6.7.5 Vehicle inspection criteria are determined by the aerodrome operator and published for awareness among stakeholders as well as referenced in the aerodrome manual to ensure compliance.

6.7.6 The vehicle owner or operator should ensure the availability of but is not limited to:

a) Adequate maintenance facilities.
b) Competent maintenance personnel.
c) Maintenance documents and/or records.

6.7.7 Aerodrome operators should determine suitable procedures to ensure the identification and management of non-compliances with airside driving and vehicle requirements, up to and including the revoking of airside permits for vehicles or drivers.

6.7.8 Where regular non-compliance by airside drivers is identified, the aerodrome operator should also review the driver induction program to ensure it remains fit for purpose.

7. Emergency Operations and Other Non-Routine Operations

7.1 The airside vehicle operations framework should take into consideration emergency operations and non-routine operations. Non-routine activities could include airfield construction, maintenance activities, airshows, aircraft static displays, VIP arrivals/departures, commercial photo shoots, or a host of other activities. In addition to security requirements, operators should recognise and prepare for the unique challenges that arise during non-routine operations as they relate to vehicle operations.

7.2 Operators should review emergency operations as well as non-routine operations in consultation with the relevant stakeholders and develop appropriate vehicle operation procedures. The operator should consult the stakeholders involved in

emergency operations and non-routine operations (e.g. airside driving rules and regulations, communications and procedures, and air traffic control procedures as well as other important operational issues). The operator should pay particular attention to the following situations and develop appropriate procedures:

a) Airside Construction
Procedures should be developed to assess equipment and ensure that training on vehicle operations for aircraft safety has been completed before construction activities begin.

b) Low Visibility Operations
Additional consideration should be given to vehicle operations during low visibility. Poor weather conditions (fog, rain, etc.) may obscure visual cues, roadway markings and aerodrome signs.

8. Reporting Accidents and Incidents

8.1 Incidents or accidents leading to property damage or injuries may occasionally occur within an airside environment. An aerodrome operator should investigate such occurrences, consistent with the aerodrome's safety management system or risk mitigation program, to identify root causes and implement mitigation measures.

8.2 SCAA also recommends the implementation of an SMS or RMP at smaller aerodromes that are not directly required by regulation to have such programs, in a manner commensurate with their scope of operations, to help ensure risks related to airside vehicle control are identified, mitigated, and suitably controlled.

9. Queries

Any queries relating to this Aerodrome Safety Publication should be addressed to Head of Aerodrome Safety & Standards Inspectorate on seyaga@scaa.sc

Aerodrome Safety & Standards Inspectorate
Seychelles Civil Aviation Authority

Appendix 1

Framework for an Airside Vehicle Driver training program

A formal airside vehicle driver training program should be based on a training needs analysis conducted by the aerodrome operator. Training, provided by the aerodrome operator or an authorised third party, must align with local conditions, operational needs, and the driver's scope of activities.

The framework should be agreed upon between the training organisation and the vehicle operator, adhering to the aerodrome operator's requirements. Induction materials should clearly define the competence levels expected of airside drivers.

The following table offers the topics that can be included in the airside driving framework. ASP 06 – PANS ADR offers more comprehensive information on these topics.

Airside roads and aprons — Airside Driving Permits (ADP)	**Manoeuvring area — ADP (Both including and excluding Runways)** **Includes topics from 'Airside Roads and Aprons – ADP' (Column 1)**	**Manoeuvring area — ADP (Both including and excluding Runways) Radiotelephony**
• Airside Driving Permit – Overview • National/State-level licencing requirements • Aerodrome regulations and requirements • Aerodrome geography • Personal responsibilities • Vehicle safety standards • Airside traffic rules • Hazards and safety-related issues • ATC/aerodrome operator roles • Security procedures • Emergency procedures • Penalties for non-compliance • Practical training (including visual familiarisation)	• Air Traffic Services. • Aerodrome geography (with more emphasis on knowledge of the meaning of signs, markings and lighting used in manoeuvring areas. • Nav-Aid equipment, protection zones (ILS-protected areas where applicable), and description of runway strips, cleared and graded areas and taxiway strips). • Hazards and safety-related issues relating to manoeuvring area driving. • Emergency procedures. • Aircraft familiarization. • Practical training.	• Hierarchy of message priority. • Phonetic alphabet (standard pronunciation and using standard phraseologies as per AIP). • Aircraft, ATS and vehicle call signs. • Read-back of clearances and safety-related information. • Readability scale. • Vehicle breakdown procedure. • Radio failure procedure. • Transmitting techniques. • Portable radios. • Certification requirements radio use requirements.

Aerodrome operators may perform competency checks, or request competency checks, of airside drivers based on the training framework and the scope of operations requested for the individual driver.

Appendix 2

Airside Vehicle Driver Record Keeping

Note: *Since Airside Driver Permit Records contain personal information, it is essential to comply with all relevant privacy laws and organizational policies to ensure the proper handling, storage, retention and protection of this information at all times.*

B.1 Record keeping

A suitable means should be provided for the secure storage of information relating to Airside Driver Permits. The information should include but is not limited to:

a) identification number
b) name
c) date of birth
d) employer or organisation
e) name of training organization
f) name of trainer
g) date of completion of training
h) date of validation
i) assessment results
j) date of revalidation
k) infringement notices
l) type of permit held
m) driving history (accidents/incidents)
n) National licence checks
o) If applicable, any required medical evidence
p) If applicable, copies of self-declarations of fitness or approved declarations by an occupational health practitioner.

The information described above may be kept in any suitable format and should be made readily available for audit purposes.

Appendix 3

Airside Driver Induction Considerations

An airside driver induction program is a training program designed to educate drivers who operate vehicles within the movement area of an airport. The induction program aims to ensure that drivers understand the specific terminology, areas, hazards, and visual aids relevant to their operations.

The following outline includes the key components typically included in an airside driver induction program:

- Terminology used to describe the movement area:
  - Runway:
    - A designated surface on which aircraft take off or land.
  - Taxiway:
    - A designated surface used by aircraft for taxiing between the runway and terminal areas.
  - Apron:
    - The area where aircraft are parked, loaded, or unloaded.
  - Runway Holding Position:
    - A designated location where aircraft wait before entering a runway or taxiway.
  - Aircraft parking position / Stand:
    - A parking position for aircraft on the apron, often equipped with ground services.

- Purpose and location of all airside areas:
  - Runway:
    - The primary area for aircraft take-off and landing.
  - Taxiway:
    - Used by aircraft to travel between the runway and terminal areas.
  - Apron/Ramp:
    - The area where aircraft are parked, refuelled, boarded, or unloaded.
  - Hangar:
    - A building where aircraft are stored, maintained, or repaired.

- Hazardous or prohibited areas on the airside:
  - Hotspots:
    - Where hotspots exist, information about locations on the airfield with a higher risk of runway incursions or collision.
  - Safety Zones:
    - Where safety zones exist, information about designated areas around aircraft where specific safety protocols must be followed.
  - Prohibited Areas:
    - Where prohibited areas exit, information about off-limits to unauthorized

personnel due to safety or security concerns, such as maintenance areas or restricted zones.

- Significance of aerodrome visual aids and signs:
  - Runway Markings:
    - Painted lines, numbers, and symbols on the runway surface that guide pilots during take-off and landing.
  - Taxiway Markings:
    - Similar to runway markings, these help pilots navigate the taxiways.
  - Signage:
    - Where signage has been provided, information about signs placed throughout the airfield that provide direction, information, and warnings to pilots, vehicle operators, and pedestrians.
  - Aerodrome Lighting:
    - Where lighting is provided, information about illuminated lights on runways, taxiways, and aprons that enhance visibility during night operations and adverse weather conditions.

The airside driver induction program should ensure that drivers are sufficiently familiar with these elements to maintain safe and efficient operations within the movement area of the airport.

Aerodrome operators should determine the period over which a driver's training remains sufficiently effective to manage their risks and require refresher training as necessary. An aerodrome operator may elect to authorise third parties such as aerodrome-based operators of ground handling or maintenance organisations to deliver airside driver induction and training programs, however training records should be kept by, or be accessible, to the aerodrome operator for all airside drivers.