



**Traffic rules airside**

<b>DOCUMENT INFORMATION</b>	
<b>INFORMATION CLASSIFICATION</b>	Internal
<b>PROCESS REFERENCE</b>	
<b>DOCUMENT TYPE</b>	Manual
<b>AREA EXPERT</b>	Aerodrome Operations Manager
<b>APPROVED BY</b>	Head of Aerodrome Operations
<b>DATE APPROVED</b>	13/02/2026
<b>OTHER REFERENCE</b>	AM, BHB

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## Definitions

### **Airside safety box**

Stand marking, indicated by red and white lines delineating the safety zone around the aircraft (including the red shaded area).

### **Aircraft stand service drive**

A [service drive](#) limited for traffic to and from specific stands only.

### **Cargo prepositioning area**

[Equipment staging area](#) intended only for wide body stands for pre-positioning cargo and mail on [apron](#) 9.

### **Double white solid line**

Marking that shows the limits for vehicular traffic; crossing this line without clearance from Airside Inspection and/or air traffic control is absolutely forbidden.

### **Handling equipment**

Equipment used for aircraft handling operations.

### **Power supply**

External power supply for aircraft.

### **Registered vehicle**

Vehicle with an official (national) number plate.

### **Single white solid line**

Marking that shows the limits for vehicular traffic; crossing this line is only allowed when the destination is outside the [service drive](#), and vehicles must remain on the service drive until as close as possible to that destination.

### **Taxiway crossing marking**

White checkered marking where a [service drive](#) crosses a [taxiway](#) or [taxilane](#); crossing this marking is forbidden.

### **Unregistered vehicle**

Vehicle without an official (national) number plate, for use only on private land.

## 0. Introduction

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### 0.1. Purpose

The purpose of these terms of use is to improve traffic-safety and encourage correct and responsible driving on [airside](#) (and Brucargo landside restricted area [service drive 90](#)).

### 0.2. Scope

The rules in this document are applicable to everyone operating [airside](#). Everyone active airside is expected to know the traffic rules. Means are also provided to enforce compliance with the rules provided herein. A driving licence point system is used to follow up violations with different gradations (see '8 Violations').

Everyone driving a vehicle (without a follow-me) airside and/or Brucargo landside restricted area service drive 90 is expected to be familiar with these rules and is required to hold an airport driving license. The use of vehicles airside is to be kept to the minimum in line with operational requirements. As for service drive 90, vehicle identification and vehicle vignette are not mandatory.

All access of persons, goods and/or vehicles to airside must be in accordance with the applicable airport security legislation and the airport traffic rules as described in this document.

These traffic rules are included in the Brussels Airport Handbook and can be consulted by any stakeholder:

- [www.brusselsairport.be](http://www.brusselsairport.be) (Brussels Airport Company website)
- [www.bruveiligheid.be](http://www.bruveiligheid.be) (CCU website)

The traffic rules are available in Dutch, French and English. In case of any doubt regarding the interpretation of the traffic rules, the Dutch text shall prevail.

### 0.3. Responsibilities

#### 0.3.1. Manual Accountable

The Head of Aerodrome Operations is the Manual Accountable and as thus in charge of the validation of this document. Also, the Aerodrome Operations Manager is responsible for the development, management, and updates of the manual, as well as communicating about, providing training on, supplying the necessary resources for and ensuring compliance with the manual.

### 0.3.2. Delegated authorities

Employees must inform their superior or the Manual Accountable when they suspect or detect a breach on the manual.

For every section of the manual a responsible has been assigned which you can consult in the following table:

OWNERSHIP OVERVIEW		
Section	Title	Responsible
0	Introduction	Documentation Quality
1	Safety principles	Jean-Luc Proveniers
2	Traffic rules airside	Jean-Luc Proveniers
3	Apron markings	Jean-Luc Proveniers
4	Exceptional circumstances	Jean-Luc Proveniers
5	Infrastructure	Jean-Luc Proveniers
6	FOD and nuisance equipment	Jean-Luc Proveniers
7	Airport driving license	Jean-Luc Proveniers
8	Violations	Jean-Luc Proveniers, Harald De Borger

### 0.3.3. Compliance

These traffic rules are issued in application of:

- Articles 30 and 31 of the [Royal Decree of 27 May 2004](#) on the conversion of Brussels International Airport Company (B.I.A.C.) into a public limited company under private law and on airport facilities;
- Article 7,3° of the [Royal Decree of 21 June 2004](#) on the granting of the operating licence of Brussels Airport to the public limited company B.I.A.C.;
- [Royal Decree 2003-04-04/66 of 1 December 1975](#) containing general regulations on policing road traffic and the use of public roads (“WEGCODE”)

### 0.3.4. Changes

Changes in the manual are done according the rules determined in the [toolkit](#) of Documentation Quality:

- New / updated text is written in **green**.
- Text that is no longer valid is ~~struck through in grey~~.

The revision of the content of the manual by BAC is done at least 3 times per year and is published with the publications of the Brussels Airport Handbook.

Changes to the document may be necessary in the following cases:

- Changes in the national and international laws, as well as the rules concerning safety in general and specifically safety at the airport;
- Important changes concerning the procedures, employees, equipment, and facilities.

The changes in the traffic rules will be communicated on the OAM forum, the Apron Safety Committee and the Safety Bulletins.

### 0.3.5. Change log

A change to the content of the published text and documents and/or maps referred to from that text can only be initiated and approved by the Head of Aerodrome Operations ('owner').

For each chapter/section the area expert will record all changes approved by the 'owner' in the below table.

Chapter/ Section	Date of change	Area Expert (initials)	Deleted	New	Modified	Summary of changes
2.3.6	13/02/2026	HDB			X	Addition jet blast sensitive area
2.4.2.1	13/02/2026	HDB			X	Parking on equipment parking areas
2.7.1.16	13/02/2026	HDB			X	Use of non-owned carts/trailers
2.7.1.17	13/02/2026	HDB		X		Inform AI in case of loss of cargo pallets/containers
2.7.2.1	13/02/2026	HDB			X	Prohibition on parking or halting
2.7.2.14	13/02/2026	HDB		X		Parking in parking spaces reserved for other parties is not permitted
2.8.2.1	13/02/2026	HDB			X	Addition temporary stationing living animals.
2.9.1.6	13/02/2026	HDB			X	Placing chocks & 400Hz
2.9.1.8	13/02/2026	HDB			X	Chocks and cones may not be removed from an allocated aircraft stand.
3.4	13/02/2026	HDB	X			Vehicle registration perimeter road
6.1	13/02/2026	KC			X	Contact AI for any obstruction
6.7	13/02/2026	HDB			X	Containers added
8.2.1.1	13/02/2026	HDB				In case of license revocation, it can be reacquired after one week.

# 1. Safety principles

## 1.1. Airport badge and airport driving licence

Any driver operating a vehicle on [airside](#) must (with the exception of the provisions included in chapter 7 Airport driving licence):

		Follow-up driving licence	
1.1.1	Must be in possession of an airport identification badge or temporary access permit; it must be worn visibly at airside (incl. the baggage hall, which is considered airside).		1 p
1.1.2	Must hold an airport driving licence class A; the validity date must not have expired.		5 p
1.1.3	All airside movements must be task-related and have a start or end point located airside. Movements that can also be carried out landside should not be done via airside.		1 p

## 1.2. Enforcement

Airside Inspection of Brussels Airport Company is responsible for monitoring airside traffic (including the controlled parts of the [perimeter road](#)). Airside Inspection is authorised to stop airside traffic, change the regulations or take special measures in exceptional circumstances.

Violations of the traffic rules applicable on airside are recorded by Airside Inspection and may lead to additional measures.

		Follow-up driving licence	
1.2.1	Instructions given by Airside Inspection must be followed immediately, even if they conflict with the current applicable traffic rules.		5 p
1.2.2	All identification documents, access permits and airport driving licences required for driving airside must be presented immediately upon request to any member of Airside Inspection or Security. Each authorized member of staff shall identify themselves to those involved.  If a driver does not have his airport driving licence with him, it must be presented to Airside Inspection at the start of the next shift or working day, otherwise the Brussels Airport Company access badge will be blocked.		1 p
1.2.3	If a person drives a vehicle airside while their airport driving licence is revoked or if they never obtained an airport driving licence, this will result in the permanent refusal of an airport driving licence.		<del>5 p</del> commission

## 1.3. Personal safety

### Follow-up driving licence

- 1.3.1 Everyone on [airside](#) (also in a vehicle), must wear high-visibility clothing (at least upper body) of reflective and yellow, red or orange fluorescent material according to EN ISO 20471 standard (minimum class 2).



3 p

This also applies equally to:

- The baggage halls (considered as airside);
- Aircrew.

The following exceptions to the above rule will be tolerated by Brussels Airport Company if supported by a risk assessment carried out by each airline applying the exception:

- Aircrew during accompanied transfer between crew bus and aircraft via the shortest route;
- High-visibility clothing is not required in the aircraft cabin/cockpit nor in stationary high-loaders fully docked against the aircraft cabin door;
- Visitors after prior permission by and under supervision of Airside Inspection.



Figure 1: Fluorescent jacket and clearly visible airport badge

## 1.4. Smoking and alcohol policy

### Follow-up driving licence

- 1.4.1 Smoking (including e-cigarette) and lighting fires are prohibited on [airside](#), even inside vehicles and mobile equipment, except for the locations approved by BAC and designated as such.



5 p

- 1.4.2 Anyone is prohibited from driving a vehicle or other mobile equipment under the influence of alcohol, anaesthetics, sleeping or hallucinogenic substances or drugs that could affect the driving of a vehicle or endanger other airport users. This also applies to persons performing tasks on airside without necessarily driving a vehicle or mobile equipment. A person who has a blood alcohol level of more than 0.2 mg/liter is considered to be under the influence of alcohol.



5 p

## 1.5. Damage and injuries

Each party has the responsibility to ensure that its personnel is working in a safe manner. In the event of incidents and accidents, the handler will conduct a comprehensive investigation into the cause of the accident. This report will be spontaneously transmitted to the Health & Safety department of Brussels Airport Company (BAC). BAC reserves the right to perform an audit. In case of negligence, BAC may take the necessary measures at the expense of the party involved.

		Follow-up driving licence	
1.5.1	<p>In the interests of aviation safety all collisions and all damage to aircraft, however minor, must be immediately notified to Airside Inspection.</p> <p><b>Airside Inspection: +32 2 753 69 00</b></p>		5 p
1.5.2	<p>All accidents involving injuries or damage caused to Brussels Airport Company infrastructure must be immediately notified to Airside Inspection.</p>		3 p
1.5.3	<p>Persons involved in any of the above-mentioned accidents as well as witnesses must remain at the scene until Airside Inspection is on site and identify themselves as the person involved or witness.</p> <p>If it is impossible for witness to remain present at the accident site due to commitments that cannot be postponed, they may leave the site after obtaining permission from the person in charge of creating the accident report. After carrying out the urgent commitment, they must report to Airside Inspection.</p>		1 p
1.5.4	<p>Urgent medical interventions should be reported to <a href="#">Fire &amp; Emergency Services (FES)</a>.</p> <p><b>Fire and Emergency Services: +32 2 753 63 63</b></p> <p>FES is responsible for the response coordination. In case additional ambulance(s) or MUG (mobile emergency service) is necessary, Fire &amp; Emergency Services is in charge and Airside Inspection is responsible for the escort of the ambulance(s).</p>		1 p

## 2. Traffic rules airside

The principles of the general regulations on policing road traffic and the use of public roads (“WEGCODE”) (Royal Decree of 1/12/1975) remains applicable unless derogated from in these traffic rules. This section also makes reference to speed limits, road markings, etc. specific to [airside](#) traffic.

### 2.1. Basic principles

		Follow-up driving licence	
2.1.1	Except for provisions contained in these rules, the Royal Decree of 01/12/1975 containing the general regulations on policing road traffic and the use of public roads applies on <a href="#">airside</a> .	  	Commission

### 2.2. Speed limits

Airside Inspection is authorised to carry out speed checks in accordance with the procedures, which may lead to the revocation of the airport driving licence or other sanctions. These speed checks can be done by using a speed gun, but also by means of vehicle monitoring or speed indicator panels.

These speed limits do not apply to vehicles of security and emergency services when using priority flashing lights (blue lights).

		Follow-up driving licence	
2.2.1	A general speed limit of <b>maximum 50 km/h</b> applies on the <a href="#">perimeter road</a> :		
	Between 51 km/h and 69 km/h		1 p*
	Between 70 km/h and 90 km/h		3 p*
	> 90 km/h		5 p*

\* driver has a valid airport driving licence

Follow-up driving licence

2.2.2 A general speed limit of **maximum 30** km per hour applies on the [service drives](#):

Between 31 km/h and 50 km/h



3 p\*

Between 51 km/h and 60 km/h



5 p\*

> 60 km/h

C

Determined by the Commission

\* driver has a valid airport driving licence

Follow-up driving licence

2.2.3 On [aircraft stand service drives](#), there is a speed limit of **maximum 5** km per hour.



3 p

2.2.4 A speed limit of **maximum 5** km per hour applies at the [aircraft stands](#).



3 p

2.2.5 When reversing, a speed limit of **maximum 5** km per hour applies.



3 p

2.2.6 A general speed limit of **maximum 5** km per hour applies in the baggage halls.



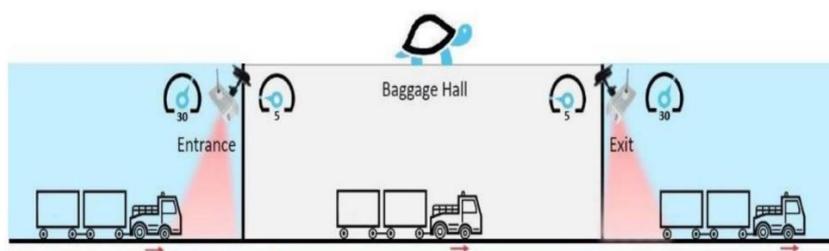
3 p

2.2.7 Only electric vehicles are allowed in the baggage halls and only those that are strictly necessary.



1 p

2.2.8 Electric vehicles entering the baggage halls must be equipped with a system that automatically limits their speed. The conditions for this were described in [user conditions](#) and published in the BHB.



Commission

Figure 2: Speed limits inside and outside baggage halls

- 2.2.9 Observations of behaviour that compromises or may compromise safety, such as excessive speed at locations deemed dangerous (as an example but not limited to: in the vicinity of aircraft stands, at exits of the baggage hall, ...) or inappropriate vehicle behaviour (as an example but not limited to: turning too fast with a cart tow leading to tipping over the carts) are unacceptable and considered as a serious violation of these traffic rules.



Commission

## 2.3. Signs and markings airside

The following colours are used for road markings:

- **WHITE** for markings related to safe traffic and parking of vehicles on [aprons](#).
- **YELLOW** for markings related to safe movement of aircraft (centreline of [taxiways](#) and markings at the stand).
- **RED** for markings related to danger.

### Follow-up driving licence

#### 2.3.1 Double white solid line

This line may not be crossed unless authorised by Airside Inspection and/or ATC.



Figure 3: Double white solid line



5 p

#### 2.3.2 Service drive with single white solid line (edge line)

This line may only be crossed to reach a destination outside the [service drive](#) and then as close to the destination as possible.



Figure 4: Service drive single white solid line



1 p

**2.3.3 Intersection of a service drive and a taxiway**

At the intersection of a [taxiway](#) the edge line of the service drive is painted in alternating block form; this checkered line must not be crossed.



5 p



*Figure 5: Intersection service drive and taxiway*

**2.3.4 Mandatory stop**

Drivers must come to a complete stop before passing any STOP marking.



3 p



*Figure 6: Stop markings*

**2.3.5 Priority aircraft - mandatory stop**

Warning signs have been installed at certain airside locations reminding drivers to be extra vigilant for moving aircrafts and to respect the priority rules for aircraft.



5 p

Even if there is no aircraft in sight, drivers must come to a complete stop before passing any aircraft priority signs.



*Figure 7: Priority aircraft – mandatory stop*

2.3.6 **Special hazard signs/markings**

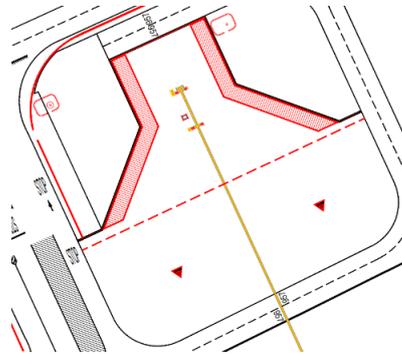
Hazard sign or marking indicating locations with potentially nuisance jet blast (jet engine exhaust). *At certain locations, the boundary of the jet blast sensitive areas is marked with a red broken line (no empty baggage or cargo containers may be positioned within this area).*



1 p



*Figure 8: Jet blast danger sign or marking*



*Figure 9: marking boundary jet blast sensitive area*

2.3.7 **Service drive stop bar**

A service drive [stop bar](#) is a system of beacons of red lights integrated in the service drive pavement which may be lit permanently or temporarily.

It is strictly forbidden to cross a lit stop bar and an alternative route should be chosen.

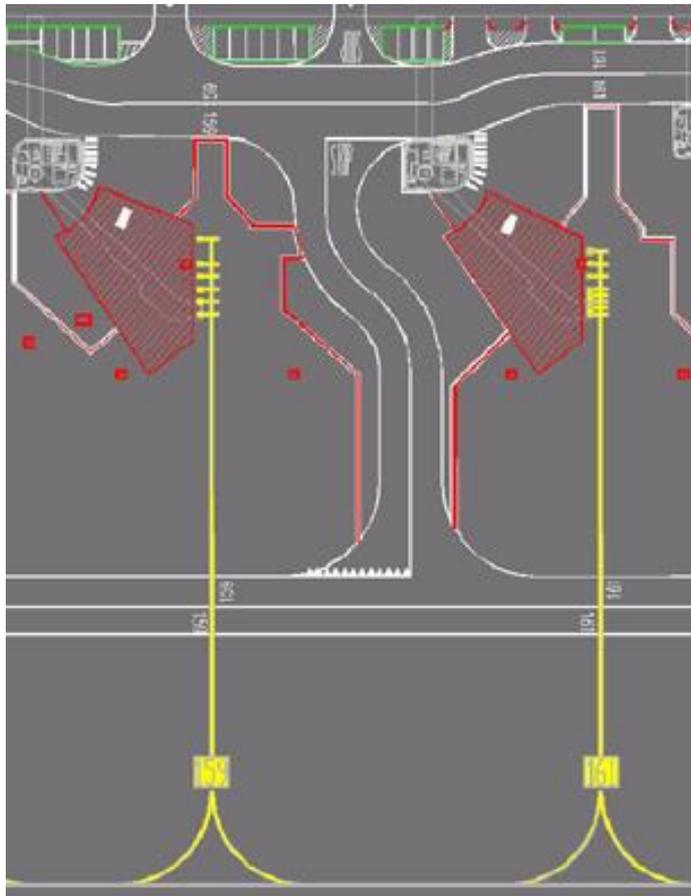


5 p



*Figure 10: Service drive stop bar*

## 2.4. Apron markings

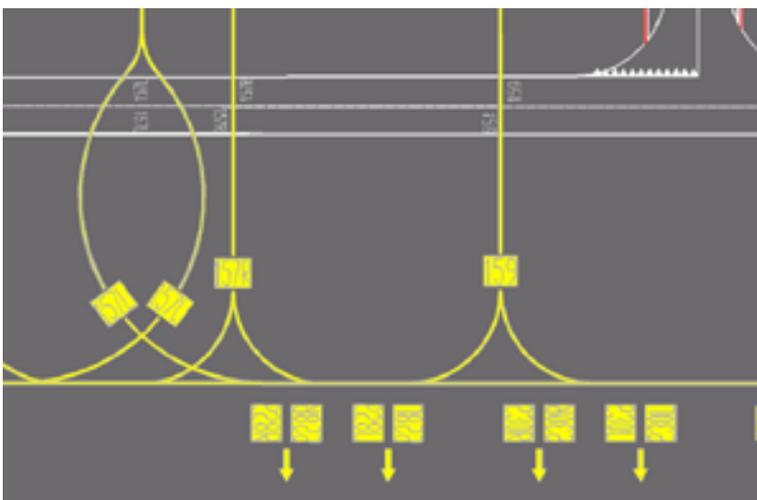


- ← Pier A
- ← Service drive at pier A

- ← Service drive on apron

Figure 11: Apron markings (159-161) pier A with service drive in front and behind the stands

### Stand numbering



- ← Stand numbers for vehicles

- ← Taxi axle lines with stand numbers for pilots

Figure 12: Stand numbering for vehicles and pilots

## Marking on an aircraft stand

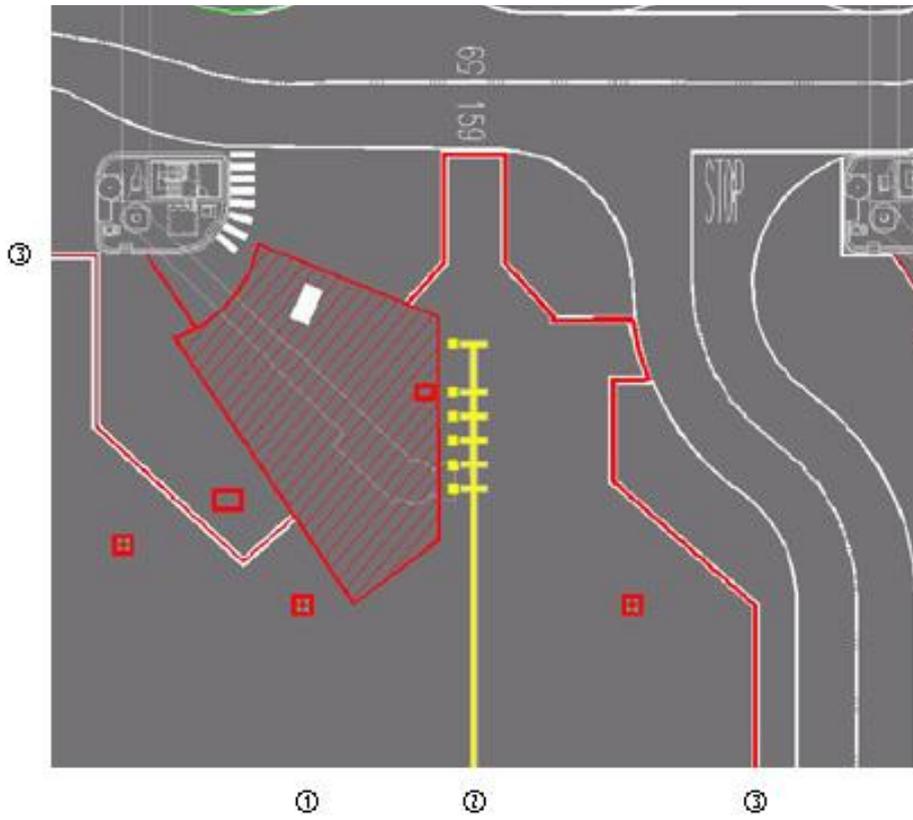


Figure 13: Marking on an aircraft stand

### Legend:

- 1 **Red shaded** area: boarding bridge movement zone - prohibited parking and standing still.
- 2 **Yellow line:** centreline that pilots follow to the stop position.
- 3 **White-red-white line:** safety line delineating the limits of the [equipment staging area](#).

## 2.4.1. Equipment staging area: white/red/white

The [equipment staging area](#) is located between the white edge line of the service drive and the white/red/white stand safety line.

Follow-up driving licence

- 2.4.1.1 Within the equipment staging area, equipment needed for aircraft handling can be placed 20 min before aircraft arrival. Once handling and service activities have been carried out, this area should be cleared - no parking area!



3 p

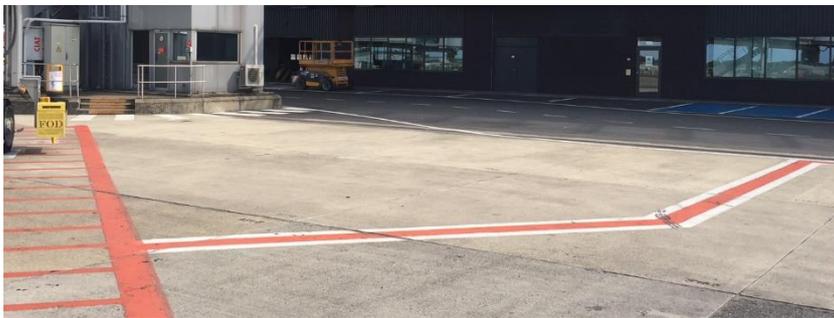


Figure 14: Equipment staging area

On the power-in power-out stands, the staging area is marked by an intermittent white-red marking. It is mandatory to completely clear this staging area of all equipment and vehicles **before the aircraft is due to depart.**



Figure 15: Staging area on the power-in power-out stands

#### 2.4.1.2 Pre-positioning areas of chocks and cones on apron 51C

On apron 51C (power-in/power-out stands), areas in intermittent white/red/marking are provided for pre-positioning chocks and cones. Once handling and service activities are carried out, these areas should be cleared. These are not [equipment parking areas](#).



1 p



Figure 16: Pre-positioning chocks and cones apron 51c

On the staging areas of some stands, there are areas indicating a type of [GSE](#) (e.g. stairs, [GPU](#), ...). These areas are only intended to pre-position equipment before the arrival of a flight in accordance with the terms of use of staging areas.

#### 2.4.1.3 Staging areas on apron 9

- Equipment may be positioned in staging areas 60' before aircraft arrival and must be removed no later than 30' after aircraft departure.
- Between rotations of 2 aircrafts handled by the same handler on the same stand, equipment may remain on the staging areas (front part of the stand) to prepare for the next rotation. After completion of the last rotation by the same handler on the same stand, all equipment must be removed from the staging area no later than 30' after the departure of the aircraft.



3 p

## 2.4.2. Equipment parking area

Follow-up driving licence

- 2.4.2.1 Areas defined by a solid white line **where equipment may be parked freely** and a text box indicating which airport user it is assigned to. ~~Parking boxes without a text box are free to park for all airport users.~~ Parking **in equipment parking areas reserved for** ~~in reserved parking spaces by other parties~~ is not permitted.



3 p



Figure 17: Equipment parking area

Where the equipment parking area is next to the safety line, an additional white line has been painted on the side of the parking area; within this area, parking is free.

Equipment **parking areas** ~~zones were~~ **are** provided with an additional text box in green stating "Equipment parking area".

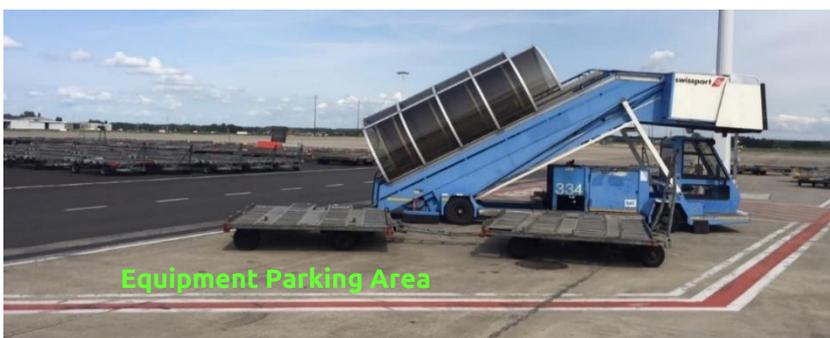


Figure 18: Equipment parking area next to safety line

- 2.4.2.2 Keeping private areas free from **FOD** and ice/snow is the responsibility of the party to whom the area is allocated.



3 p

## 2.4.3. Cargo prepositioning area: white dots

Follow-up driving licence

- 2.4.3.1 On [apron 9](#), cargo pre-positioning areas are provided in addition to the normal staging areas. These are only provided on wide body stands and may only be used for the pre-positioning of cargo and mail intended for the handling of wide body aircraft. These areas are characterised by angled line segments at the corners supplemented by short line segments (+/- every 10 m, see Fig. 18).



3 p

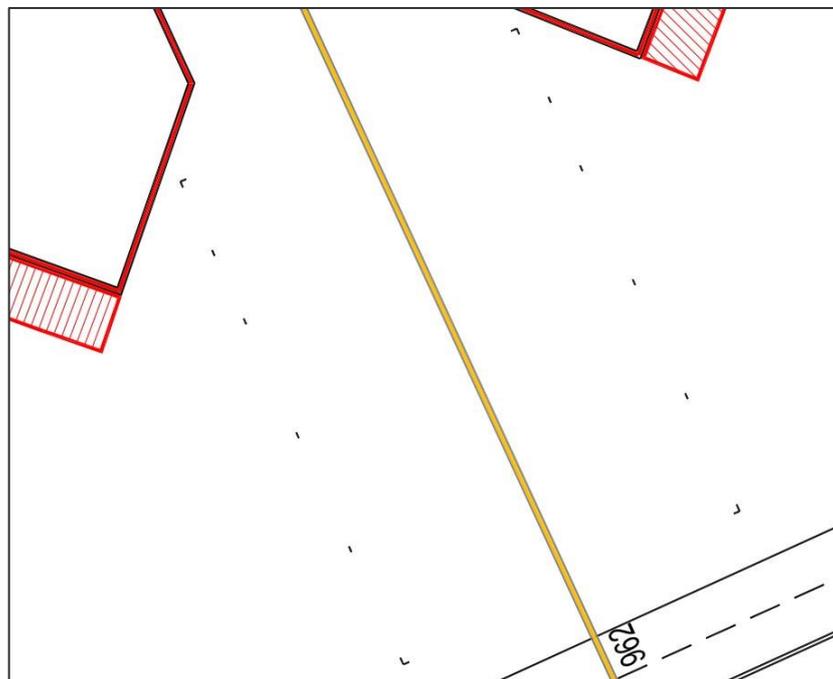


Figure 19: Markings cargo pre-positioning area

## 2.4.4. Aircraft stand service drive

An [aircraft stand service drive](#) is a service drive that has a triangle marking on the sides as shown below.

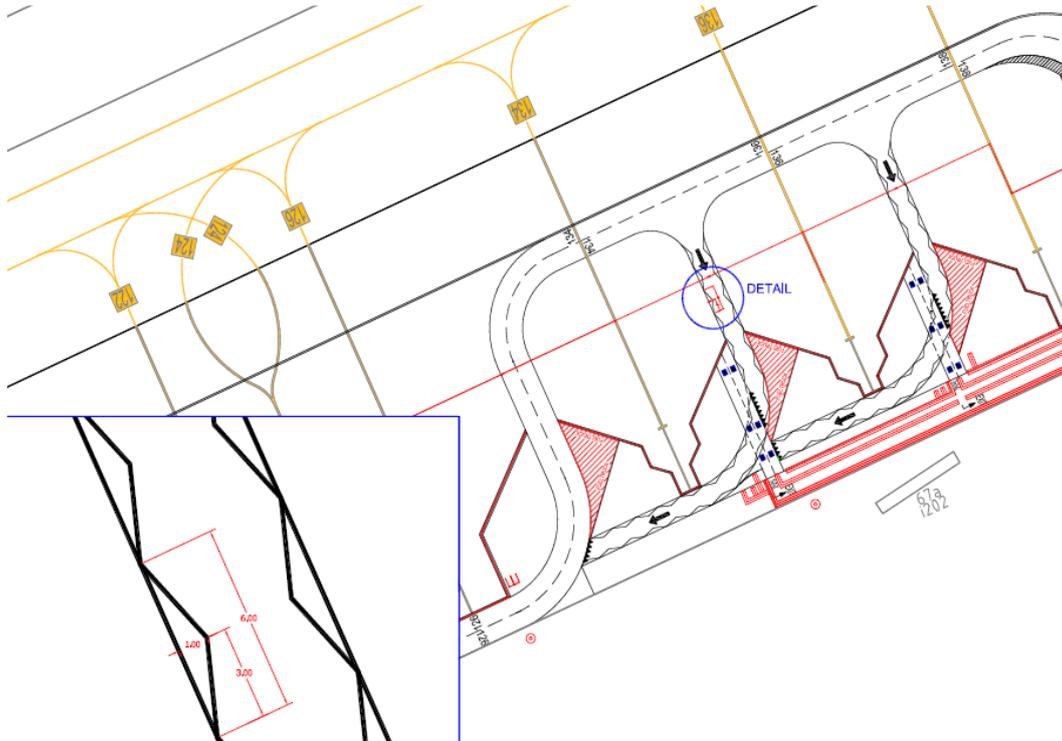


Figure 20: Aircraft stand service drive

### Follow-up driving licence

2.4.4.1 An aircraft stand service drive may only be used for traffic destined to and coming from an adjacent aircraft stand. Drive-through traffic is prohibited at all times. Exceptions to this rule are fuel tanks.



3 p

## 2.5. Priority rules

### 2.5.1. Absolute priority

		Follow-up driving licence	
2.5.1.1	Absolute priority should be given to a stationary aircraft with <a href="#">anti-collision lights</a> on.		5 p
2.5.1.2	Absolute priority should be given to a moving aircraft (towed, pushed or self-powered). After evaluation of a violation by the Commission "Verkeersinbreuken airside", the airport driving licence may be revoked for a longer period.		C
2.5.2	Vehicles of emergency and rescue services if they have their blue flashing lights and/or siren on.		5 p
2.5.3	Vehicles of security services (and <a href="#">marshallers</a> ) if their yellow flashing lights are on.		1 p
2.5.4	Passengers on foot.		5 p
2.5.5	Vehicles driving from the <a href="#">manoeuvring area</a> to the apron must give way to traffic on the apron.		1 p
2.5.6	Vehicles driving on the <a href="#">service drive</a> have priority over vehicles coming from the <a href="#">apron</a> .		1 p

## 2.6. Marshallers

		Follow-up driving licence	
2.6.1	It is forbidden to obstruct the view between the aircraft and the <a href="#">marshaller</a> during the signalling procedure.		5 p
2.6.2	When a marshalling activity takes place on a <a href="#">service drive</a> , all traffic on this service drive should stop until this activity is finished. The marshaller's vehicle will be positioned across the service drive. It is strictly forbidden to drive behind the marshaller while he is carrying out his marshalling assignment.		5 p
2.6.3	Marshalling of aircraft is only allowed by the services of Brussels Airport Company (with the exception of marshalling of an aircraft on de-icing aprons during de-icing activities and on private <a href="#">aprons</a> ).		3 p

## 2.7. Vehicle movement and parking

### 2.7.1. Vehicle movement

Everyone driving [airside](#) must always drive in such a way as not to endanger himself or other persons. Special attention should be paid to aircrafts approaching or leaving their stands.

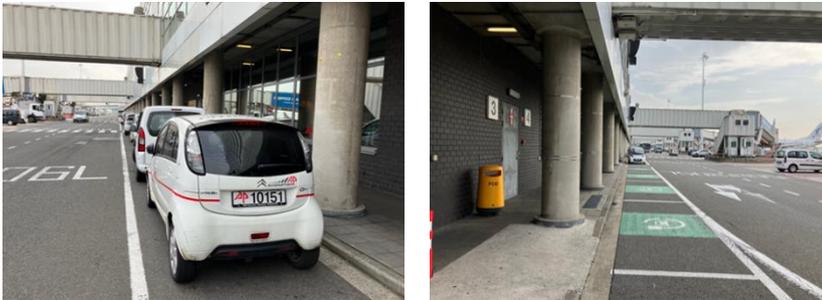
		Follow-up driving licence	
2.7.1.1	Reversing is only allowed when driving forwards is not possible.		1 p
2.7.1.2	Driving over any (fire/ <a href="#">PCA</a> ) hose or cable is prohibited. Special attention is required for hanging cables on boarding bridges.		3 p
2.7.1.3	A driver must always ensure that the road is clear before setting his vehicle in motion and be aware of the height of his vehicle in relation to the clear passage height.		1 p
2.7.1.4	When reversing, vehicles with limited visibility (because of dimensions or construction) must be equipped with adequate visual and audible means or be accompanied by a second person while manoeuvring. This person should be outside the passage and maintain visual contact with the driver.		1 p
2.7.1.5	Before any <a href="#">towing</a> of an aircraft, the towing vehicle may start its operations only after the <a href="#">anti-collision lights</a> are on.		3 p
2.7.1.6	Indication of the height of the vehicle (if higher than 3.5m) must be affixed in the steering cabin in a place visible to the driver.		C
2.7.1.7	A driver of a vehicle must ensure that his cargo is properly secured, and that no baggage, loose plastic, planks or other equipment can be lost during transport. Cargo should be transported in and on appropriate freight transport equipment.		3 p
2.7.1.8	The number of units towed may not exceed 6 units (carts or trailers). In any event, the total length of a tow, tractor included, must not exceed 30 metres. In the baggage halls, the maximum tow consists of a tractor and 4 carts or containers on dollies (cf. <a href="#">ToU House rules baggage halls</a> ).		1 p
2.7.1.9	Persons may only be transported in vehicles intended for persons.		1 p
2.7.1.10	Loaded baggage carts should always be locked (during transport or parked).		1 p

2.7.1.11	The drawbar of carts and trailers should always be raised in upright position when the carts and trailers are parked/stationary and not coupled.		3 p
2.7.1.12	It is forbidden to transport baggage on top of carts or <a href="#">ULDs</a> . Transporting baggage on top or in (open) vehicles is only allowed when there is sufficient protection such as a railing so that they cannot fall off during transport.		1 p
2.7.1.13	It is forbidden to drive under the movable parts of boarding bridges (with the exception of winter operation vehicles and brush trucks).		1 p
2.7.1.14	The use of mobile communication devices while driving is considered equivalent to a portable phone which is contained in the general road traffic police regulations: <i>“Except when his vehicle is stationary or parked, the driver may not use, hold or manipulate a mobile electronic device with a screen unless it is attached to the vehicle in an appropriate holder”</i> The use of a mobile phone or other mobile communication devices held in his/her hand is therefore prohibited on <a href="#">airside</a> while driving (except for emergency and rescue services during urgent interventions and during the execution of Brussels Airport Winter Operations).		5 p
2.7.1.15	It is forbidden to drive within the red shaded areas of the boarding bridges when the boarding bridge is in motion.		3 p
2.7.1.16	The use of non-owned carts or trailers is not allowed <del>during transport to and from the aircraft</del> , except in situations where an aircraft is being or is likely to be obstructed <b>and for transport by the Animal and Care Inspection Centre (ACIC)</b> .		1 p
2.7.1.17	<b>In the event of loss of cargo pallets or containers during transport, Airside Inspection must be notified.</b>		3 p

## 2.7.2. Vehicle parking

### Follow-up driving licence

2.7.2.1	<p>Parking <b>or halting</b> is forbidden in white or red shaded areas. <b>However, moving within these areas is permitted.</b></p> <p><b>Exception:</b> fuel/ hydrant trucks during aircraft refuelling and vehicles of aircraft maintenance companies when maintenance works are required on the aircraft engines are allowed to park in red shaded areas on an aircraft stand, limited to the strict duration of the maintenance. These exceptions are only allowed when no other positioning is possible. Upon completion of the intervention, these vehicles should move without delay.</p>		5p																												
2.7.2.2	<p>Parking is forbidden on <a href="#">fuel pits</a> and <a href="#">hydrant refuelling system</a> (HRS) valve rooms.</p>		1 p																												
				<p><i>Figure 21: Fuel pit</i></p>				2.7.2.3	<p>Parking is forbidden in front of emergency exits.</p>		3 p	2.7.2.4	<p>Parking is forbidden in front of doors, gates and stairs used by passengers or aircrew (except for passenger - and crew buses during boarding/deboarding).</p>		1 p	2.7.2.5	<p>It is forbidden to park a vehicle in such a way as to force other vehicles to reverse; special attention is required for fuel supply trucks.</p>		1 p	2.7.2.6	<p>Vehicles and handling equipment may only be parked in specially marked areas.</p>		1 p	2.7.2.7	<p>At aircraft stands, vehicles and/or handling equipment should preferably be parked in such a way that they can always leave their positions without reversing.</p>		1 p	2.7.2.8	<p>For stationary vehicles whose engines must be running to pressurise and/or maintain hydraulic or pneumatic systems, this vehicle should always be immobilised by using handbrake, stabilisers or blocks.</p>		1 p
<p><i>Figure 21: Fuel pit</i></p>				2.7.2.3	<p>Parking is forbidden in front of emergency exits.</p>		3 p	2.7.2.4	<p>Parking is forbidden in front of doors, gates and stairs used by passengers or aircrew (except for passenger - and crew buses during boarding/deboarding).</p>		1 p	2.7.2.5	<p>It is forbidden to park a vehicle in such a way as to force other vehicles to reverse; special attention is required for fuel supply trucks.</p>		1 p	2.7.2.6	<p>Vehicles and handling equipment may only be parked in specially marked areas.</p>		1 p	2.7.2.7	<p>At aircraft stands, vehicles and/or handling equipment should preferably be parked in such a way that they can always leave their positions without reversing.</p>		1 p	2.7.2.8	<p>For stationary vehicles whose engines must be running to pressurise and/or maintain hydraulic or pneumatic systems, this vehicle should always be immobilised by using handbrake, stabilisers or blocks.</p>		1 p				
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2.7.2.9	Ignition keys of vehicles left unattended should always be removed, with an exception for slow-moving vehicles. Considered as a slow-moving vehicle: <ul style="list-style-type: none"> <li>All <a href="#">GSE</a> defined in the series of CEN standards 12312, including mobile aircraft stairs, baggage transport belts, fuel tanks, de-icing trucks, maintenance platforms with hydraulic scissor lift, <a href="#">push-back</a> and nose-wheel lifters, scissor lifters and container transporters, water-, toilet- and waste vehicles, <a href="#">GPU</a> vehicles, air-conditioning vehicles and air starters;</li> <li>Any agricultural or forestry tractor;</li> <li>Any trailer towed exclusively by the vehicles referred to in the preceding paragraphs.</li> </ul>		1 p
2.7.2.10	Vehicles with running engines must not be left unattended regardless of whether the engine starts contactless (without an ignition key).		1 p
2.7.2.11	It is forbidden to park or leave equipment or vehicles within the aircraft safety box when no aircraft is present at the stand.		5 p
2.7.2.12	Vehicles taller than 3.5 metres are not allowed to park or manoeuvre in the parking lanes located at pier B .		3 p
			
<i>Figure 22: parking lanes pier B</i>			
2.7.2.13	Parking on service drives is only permitted during passenger transport operations and with the four turn signals activated.		5p
2.7.2.14	Parking in parking spaces reserved for other parties is not permitted.		3 p

### 2.7.3. Service drives

Service drives are lanes on the traffic area marked with continuous white lines and reserved for the safe movement of all ground equipment and vehicles.

Vehicles that cannot use the service drive due to their dimensions may deviate from it by way of exception and under their own responsibility, provided they do not endanger aircraft and other road users.

#### Follow-up driving licence

2.7.3.1 Service drives must always be used.



1 p

2.7.3.2 The service drives located behind the aircraft stands, depicted in orange in the pictures below, are forbidden for:

- Passenger cars;
- Minibuses;
- Delivery vans.



3 p

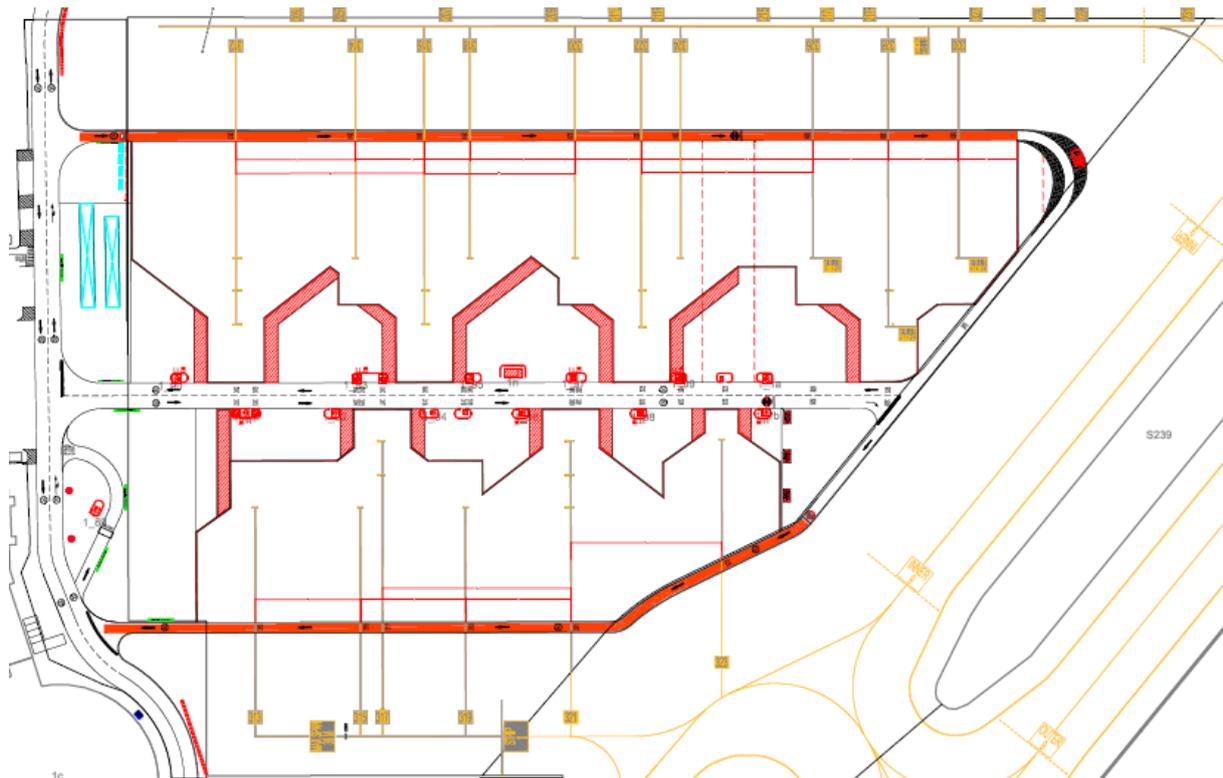


Figure 23: Apron 3

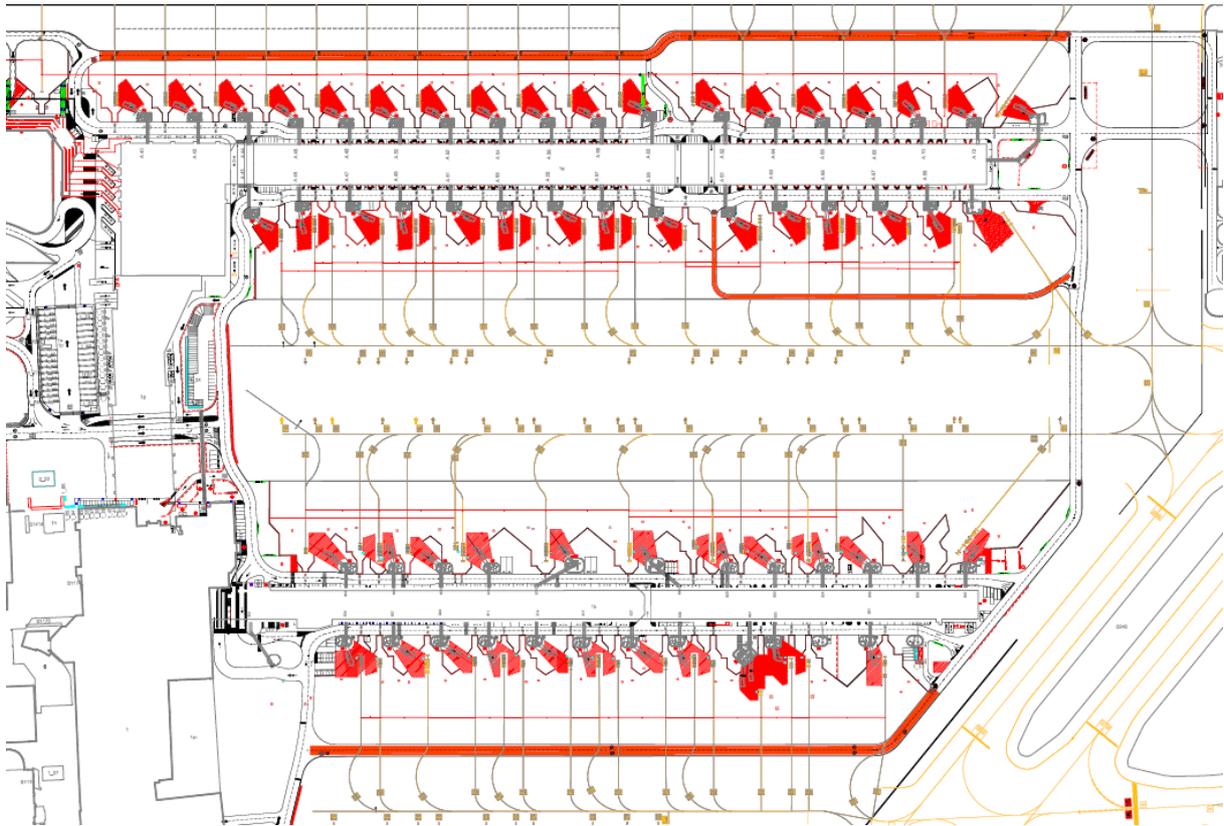


Figure 24: Pier A and Pier B

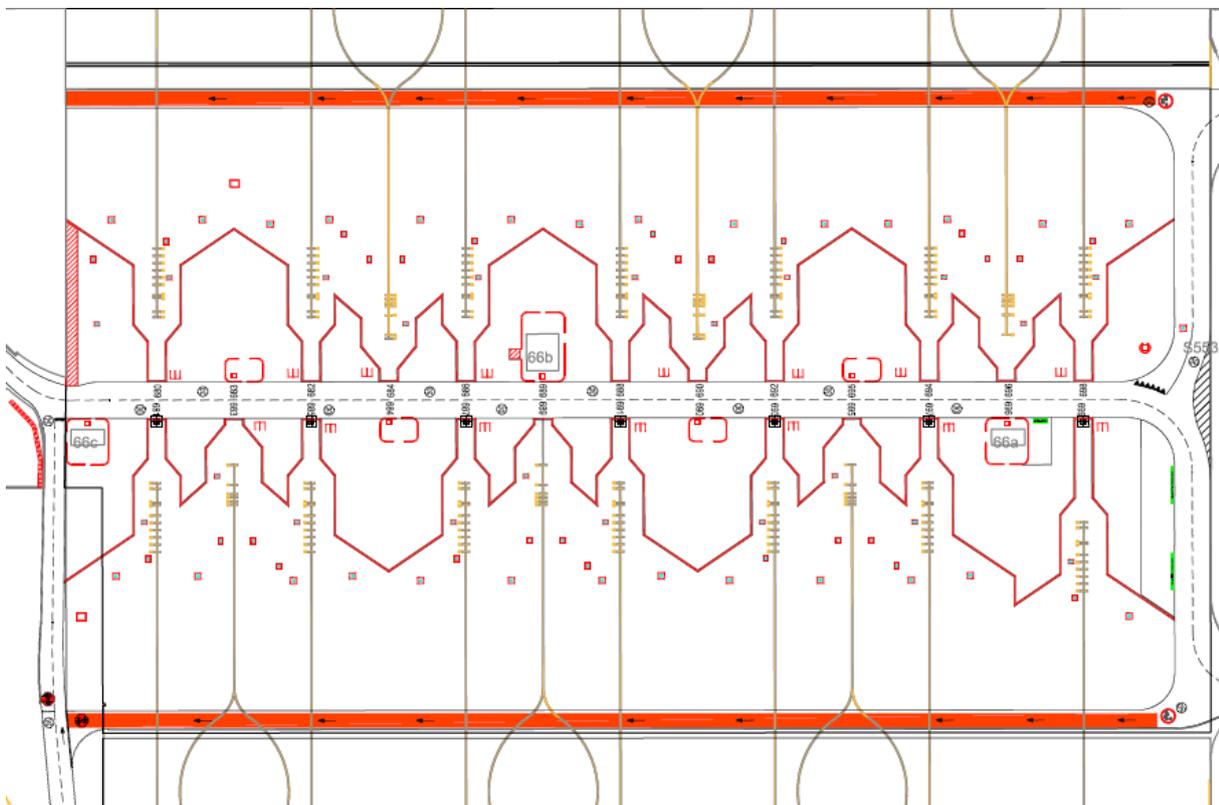


Figure 25: Apron 60

These service drives have been painted with a ground-mounted prohibition sign as shown in the below figure.



Figure 26: Prohibition sign for cars, delivery vans and minibuses

2.7.3.3 The service drives with below marking "Fuel truck only" are reserved for fuel truck movements only (with the exception of emergency and rescue services and marshallers during urgent interventions and during the execution of Brussels Airport Winter Operations). Exceptional transports may be allowed after agreement with and [follow-me](#) from Airside Inspection.



3 p

On the service drive behind stands 120-138, passage is allowed only for fuel trucks that need to supply one of these stands (for transit traffic fuel trucks should also use the service drive at the front of the stands).



Figure 27: Sign indicating that on this service drive only movements of fuel trucks are allowed

2.7.3.4 When driving to a destination outside the service drives, drivers must follow the service drives to the shortest possible distance from their destination. Only at that location the uninterrupted single edge line of the service drive may be crossed.



1 p

2.7.3.5 If the service drive crosses a [taxiway](#), under no circumstances may an approaching aircraft be hindered nor endangered.



5 p

2.7.3.6 Driving between lowered barriers is prohibited.

C

Determined by commission



Figure 28: example of lowered barriers

## 2.7.4. Manoeuvring area

Follow-up driving licence

2.7.4.1	No one may enter the <a href="#">manoeuvring area</a> with a vehicle without first obtaining permission from Air Traffic Control (ATC). Anyone entering the area is subject to the instructions of ATC and must remain in constant radio contact with ATC.		5 p
2.7.4.2	Any vehicle circulating on the manoeuvring area unaccompanied (without <a href="#">follow-me</a> ) must be painted in yellow and equipped with yellow flashing lights. The following exceptions apply: <ul style="list-style-type: none"> <li>• Vehicles of emergency and rescue services of the Brussels Airport fire brigade are painted in red and equipped with blue flashing lights;</li> <li>• <a href="#">Push-back</a> or <a href="#">towing</a> vehicles are exempt from this rule, however, they must always use the shortest route to leave the manoeuvring area.</li> </ul>		C
2.7.4.3	The flashing lights on the vehicles must be activated so that they can be tracked by ATC.		3 p
2.7.4.4	Every driver on the manoeuvring area must hold an airport driving licence class B (see 7.5 'Airport driving licence B') or be accompanied: <ul style="list-style-type: none"> <li>• By a follow-me vehicle in radio contact with ATC;</li> <li>• In case of Winter Operations, by a convoy leader holding a valid airport driving licence class B and in radio contact with ATC</li> </ul>		5 p
2.7.4.5	<a href="#">Runway</a> safety areas are delineated with: <ul style="list-style-type: none"> <li>• markings;</li> <li>• signs;</li> <li>• <a href="#">stop bars</a>.</li> </ul>		5 p

Crossing a lit stop bar is absolutely forbidden.



Figure 29: Illuminated stop bar

2.7.4.6 In the context of runway incursion prevention and prevention of FOD on runway, the number of runway crossings should be limited to the strict minimum. For all planned and/or non-urgent movements on the manoeuvring area that require a runway crossing, an alternative route (without a runway crossing) via landside should be used where possible.



5 p

## 2.8. Transport of accompanied pets

Transport of accompanied pets should be organised in a safe way. On the one hand, animal welfare is legislation and must be respected. On the other hand, airside safety must be guaranteed at all times.

### 2.8.1. Specific conditions for transport of accompanied pets

		Follow-up driving licence	
2.8.1.1	The animals (in cages specifically certified for live animal transport) are transported in baggage carts, not on the back of a tractor or other.		3 p
2.8.1.2	The baggage cart must be locked.		3 p
2.8.1.3	The baggage cart should be positioned at the front of the tow.		3 p
2.8.1.4	The animal cage should be securely anchored with straps/cords in the baggage cart (blocking with baggage or similar is not allowed).		3 p
2.8.1.5	During loading/unloading of the cage in the aircraft using a conveyor belt, both railings of the conveyor belt should be used.		3 p

2.8.1.6	Weather conditions will always be considered, and necessary measures will be taken to ensure the welfare of the animals, in particular regarding temperatures and other weather conditions that may adversely affect the wellbeing of the animal.		3 p
2.8.1.7	Live animals will not stay in the carts for longer than the necessary time to reach their destination at the airport.		3 p
2.8.1.8	Exceptionally, accompanied pets should be transported in cages on a dolly, strapped to a pallet, if intended for containerised or palletised flights.		3 p
2.8.1.9	Animals will always be treated with respect for animal welfare.		C
2.8.1.10	The location referred to in Article 2.8.2 is not intended for the parking of accompanied pets that are transported as baggage and travel with the passenger.		3 p

## 2.8.2. Airside location for temporary stationing

### Follow-up driving licence

- 2.8.2.1 Handlers are required to use this location, located under Connector, to station cargo transports with live animals when the departing passenger flight is delayed for more than 30'.
- Each time that live animals are stationed at this location, Airside Inspection should be immediately notified.
- Drinking water can be obtained at this location, the key to the water tap can be obtained from Airside Inspection.
- If this location is not available, the handler should propose an alternative solution to Airside Inspection where the welfare of the animals is guaranteed.



3 p



Figure 30: Location of temporary stationing accompanied pets

This waiting area should also be used by ACIC (Animal and Care Inspection Centre) personnel for the duration of the collection of accompanied pets in the baggage reclaim hall. The vehicles are clearly marked with ACIC's logo.



Figure 31: waiting area ACIC

2.8.2.2	<p>The maximum duration that animals may be stationed here is <b>4 hours</b>.          Animals that have to wait longer than 4 hours for transport to the aircraft should be held by the handler in his warehouse.</p>		3 p
2.8.2.3	<p>Animals may not be left at any other airside location unless explicitly authorised by Airside Inspection.</p>		3 p

## 2.9. Safety distances around aircrafts

Brussels Airport Company has included safety distances in the traffic rules indicating the distances to be observed to prevent incidents and accidents due to jet blast.

The impact of blast (thrust) and suction from rotating aircraft engines on the immediate environment and the movements of handling vehicles around aircraft require special attention.

### 2.9.1. Parked aircraft with shut down engines

#### Follow-up driving licence

- 2.9.1.1 The safety area extends at least 4.5 metres from the outline of the aircraft. Only vehicles strictly necessary for aircraft handling and passenger buses are allowed in the safety area.



3 p

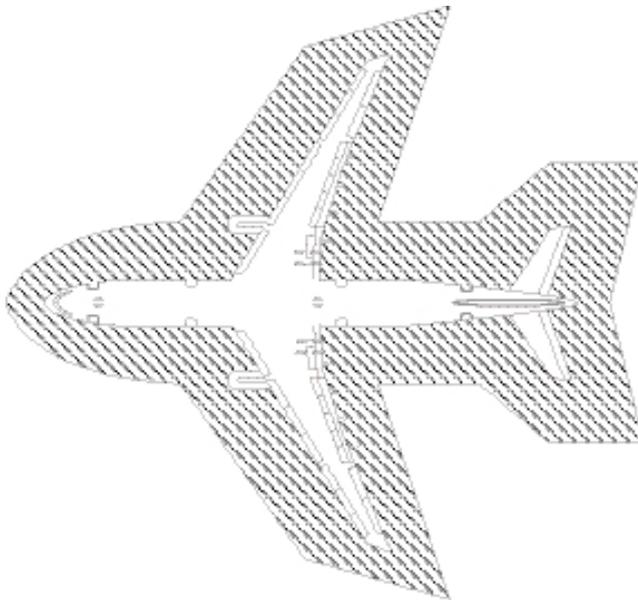


Figure 32: Safety area around parked aircraft

- 2.9.1.2 Only personnel positioning the power supply and nose wheel blocks may approach the aircraft before the [anti-collision lights](#) have been switched off.



5 p

- 2.9.1.3 It is forbidden to drive vehicles or handling equipment under the wings or body of an aircraft, unless this is necessary for the handling of the aircraft concerned.



3 p

- 2.9.1.4 Before entering the safety area with a vehicle, each driver must make a complete stop (safety stop) to avoid a collision with the aircraft in case of brake failure.



3 p

- 2.9.1.5 Motorised vehicles must not approach the aircraft closer than 4.5 metres, except passenger buses and those vehicles required for handling (i.e. vehicles that have a fixed connection to the aircraft). In such case, these vehicles must be accompanied by a second person,



1 p

except when specially equipped (i.e. a glass front, a transparent roof-light or a wide-angle camera and monitor).

- 2.9.1.6 When the aircraft enters the stand, chocks (and cones) will be put ready outside the [equipment staging area](#), i.e. inside the staging area. The [400Hz](#) cable may be unrolled but the plug is held by the person who is also outside the safety area. The cable itself lies in front of stop point 1 so that it cannot be run over by the aircraft (only applicable to stands with [400Hz pits](#)).

Once the aircraft is fully stationary ~~and the foreman gives the signal,~~ **a person designated in advance by the handling agent may place** the chocks at the nose gear ~~are placed~~ and connect the 400Hz and the 400Hz support strap. The order in which this is done may be subject to discussion between handler and airlines. Brussels Airport Company gives no guidelines on this.

**Note:** the designated person must be sufficiently trained/qualified for this task; student workers are not eligible.



3 p

- 2.9.1.7 Once all engines have been completely shut down, the anti-collision lights have been turned off and blocks and cones have been placed, persons and equipment are permitted in the aircraft safety box.



5p

- 2.9.1.8 The following rules apply regarding the use and placement of chocks and cones:

**Cones:**

Safety cones as shown in the picture may only be used to secure aircraft and may not be removed from the stand. Inappropriate use or damage to cones should be reported to Airside Inspection.



Narrow body aircrafts are secured with minimum 5 cones (2 placed at the aircraft wingtips, minimum 2 marking the engines and 1 at the aircraft tail).

Wide-body aircraft are secured with cones placed at all engines, both wingtips and at the aircraft tail. All cones must remain around the aircraft until the last handling activity (with the exception of the pushback operation) has been completed.

**Chocks:**

Minimum 2 wheel units should be secured with aircraft wheel chocks, except for propeller aircraft where only the nose gear needs to be secured.

**Chocks and cones may not be removed from an allocated aircraft stand.**



3 p

2.9.1.9 It is not allowed to park vehicles and [GSE](#) in any red area beyond the wingtip of an aircraft, except for the cargo pre-positioning area.



3 p

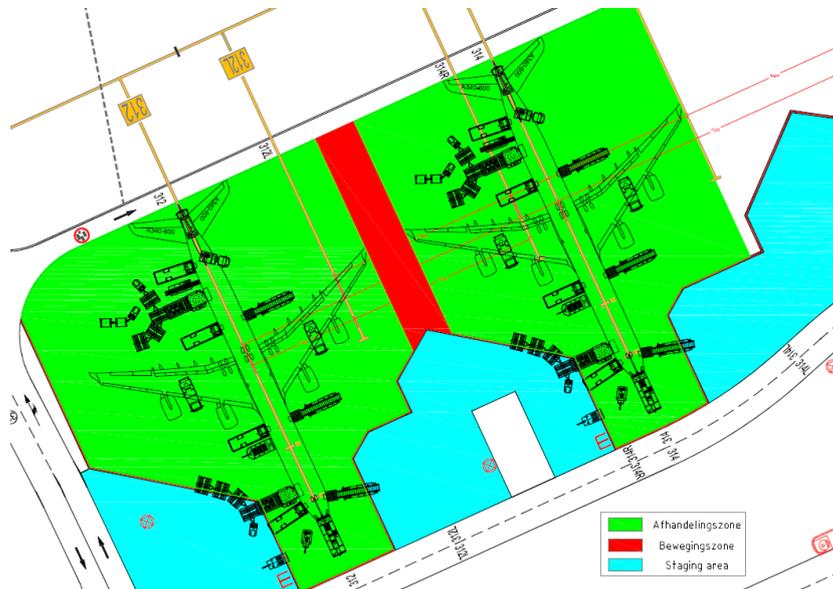


Figure 33: Red zone at wingtips

## 2.9.2. Aircraft with running engines

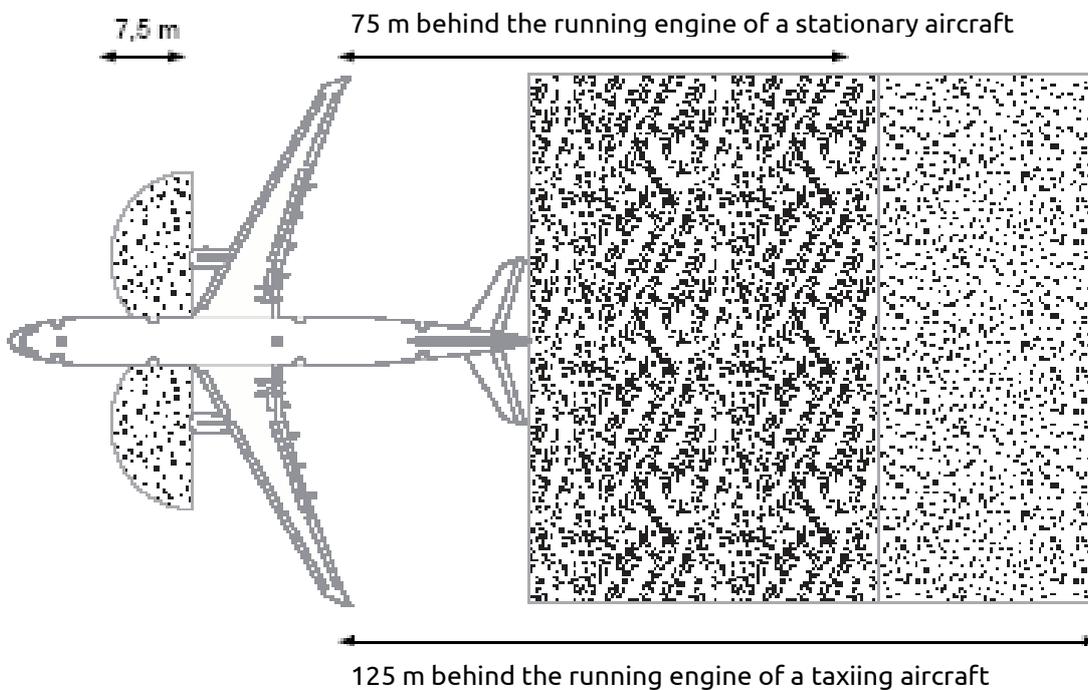


Figure 34: Safety distances from aircraft with running jet engines

### Follow-up driving licence

<p>2.9.2.1 It is forbidden to enter or drive in the safety area of an aircraft:</p> <ul style="list-style-type: none"> <li>• Minimum 7.5 metres in front of the running engine of a stationary aircraft;</li> <li>• Minimum 75 metres behind the running engine of a stationary aircraft;</li> <li>• Minimum 125 metres behind the running engine of a taxiing aircraft;</li> <li>• Minimum 7.5 metres from the wingtips of a taxiing aircraft.</li> </ul>		5 p
<p>2.9.2.2 When crossing in front of an approaching aircraft, the vehicle must maintain a distance of at least 200 m.</p>		C
<p>2.9.2.3 Any aircraft in the process of manoeuvring on the movement area should turn on its <a href="#">anti-collision lights</a>, both at night and during the day. An aircraft is manoeuvring when it is taxiing or towing or temporarily stationary during taxiing or towing.</p>		3 p
<p>2.9.2.4 A vehicle driving on a <a href="#">service drive</a> is prohibited to overtake a taxiing aircraft on a parallel <a href="#">taxiway</a>.</p>		5 p
<p>2.9.2.5 The use of wing walkers (persons on foot accompanying an aircraft when pushing out from the stand or taxiing within the stand to ensure the safety distances of the wingtip from an obstacle) is forbidden.</p>		5 p

## 2.10. Pedestrians and two-wheeled vehicles airside

### Follow-up driving licence

<p>2.10.1 Special attention is required for pedestrians.</p>		3 p
<p>2.10.2 Traffic must keep at least 1 metre distance from pedestrians.</p>		3 p
<p>2.10.3 Pedestrians should use designated footpaths and pedestrian crossings.</p>		1 p
<p>2.10.4 Where no footpaths exist, pedestrians must walk on the left-hand side of the road in a single line behind each other and in the opposite direction of traffic.</p>		1 p
<p>2.10.5 Pedestrians are prohibited from crossing <a href="#">aprons</a>.</p>		1 p

- 2.10.6 Pedestrians may not use the parts of the service drive that intersect with a [taxiway](#) or taxi lanes. These intersections are marked with a checkered line on the edge of the service drive. Overtaking is prohibited at these markings.



5 p



*Figure 35: Intersection service drive and taxiway*

- 2.10.7 Passengers must always be accompanied by staff from a handling company or airline.



5 p

- 2.10.8 It is forbidden to walk between connected carts or trailers. Only ground handling service providers, who use these carts and trailers for service purposes, may deviate from this in accordance with their internal procedures.



1 p

- 2.10.9 The use of bicycles, steps, scooters and motorbikes is forbidden on airside, except for police escorts on official orders, under escort and always using the shortest available route.



3 p

## 3. Vehicles and mobile equipment

### 3.1. Identifiability

#### Follow-up driving licence

3.1.1	<p>Any vehicle located <a href="#">airside</a> or making its way to that area must always be clearly and remotely identifiable. This applies both to <a href="#">non-registered vehicles</a> and vehicles with a permanent permission to enter airside (red or red/blue vignette).</p> <p><b>Only exception:</b> vehicles of protocol are exempted from identification.</p>		C
3.1.2	<p>All vehicles are required to display the company name or another identifying sign (logo) accepted by Aerodrome Operations permanently affixed to both sides (not on windows) of the vehicle in a central, sufficiently visible location. Magnetic plates for vehicles with permanent airside authorisation are only permitted for security services (FedPol, state security, customs and El Al security).</p> <p><b>Only exceptions are:</b></p> <ul style="list-style-type: none"> <li>• Vehicles in possession of a temporary permission to enter airside (orange card/ vignette) where identification must be made as follows: <ul style="list-style-type: none"> <li>○ Permanent identification; or</li> <li>○ Magnetic plates with the company name on both sides of the vehicle in a central, sufficiently visible location;</li> <li>○ A printed A3 or A4 size paper with the company name affixed behind the side windows on both sides of the vehicle, provided the windows are not tinted. If the windows are tinted, the identification should be placed on the outside of the windows.</li> </ul> </li> <li>• Vehicles under continuous supervision of: <ul style="list-style-type: none"> <li>○ A person with an airport driving licence and airside badge; and</li> <li>○ A vehicle with vehicle vignette and identification.</li> </ul> <p>These accompanied vehicles do not require any form of identification.</p> </li> </ul>		C
3.1.3	The height of the letters and/or logo should be at least 10 cm.		C
3.1.4	All trailers (e.g. dollies) should be clearly identified by painted corners and markings to easily identify the owner.		C

## 3.2. Maintenance and cleaning

		Follow-up driving licence	
3.2.1	Both drivers and owners must maintain and check their vehicles and mobile equipment according to the manufacturer's instructions.		C
3.2.2	Vehicles or mobile equipment that compromise traffic safety should be taken out of service immediately.		C
3.2.3	All vehicles or mobile equipment should be in a proper state of maintenance and cleanliness. It should be regularly washed and, if necessary, repainted.		C
3.2.4	All motorised vehicles used within the aircraft safety area will be fitted with light-reflective adhesive strips or reflectors indicating their outline.		C
3.2.5	All motorised vehicles must be equipped with the required lighting, in accordance with the applicable CEN (European Directive) standards.		C
3.2.6	Registered vehicles and mobile equipment must undergo technical inspection in accordance with the legally requirements and on a regular basis according to the manufacturer's instructions.		C
3.2.7	<a href="#">Non-registered vehicles</a> and mobile equipment should be subject to an agreed maintenance schedule organised by the responsible company.		C
3.2.8	Inspection records for all vehicles and mobile equipment must be provided to Airside Inspection upon request.		C
3.2.9	Gas-powered vehicles are allowed <a href="#">airside</a> on the condition that they are never used in an enclosed building. Gas-powered vehicles are not allowed in the baggage halls.		3 p
3.2.10	Storing gas (compressed or not) airside must be approved by the following departments of Brussels Airport Company: <ul style="list-style-type: none"> <li>• Safety Management</li> <li>• Fire departement</li> <li>• Environment</li> <li>• Airside Inspection</li> </ul>		C

### 3.3. Storage of (mobile) equipment

Follow-up driving licence

- 3.3.1 Hoses or cables (e.g. [PCA](#) and [400Hz](#)), as well as cones, chocks and other equipment should be stored properly after use.



1 p



Figure 36: Storage location for cones and chocks on pier A

The PCA boxes under the boarding bridges at pier B, with the construction below, should not be used to store away cones and chocks. Concrete blocks were installed on these stands to properly store the cones and chocks.



Figure 37: Storage location for cones and chocks on pier B

On the remote stands, special set-ups are provided to store the chocks and cones.



Figure 38: Storage location for cones and chocks - remote stands

3.3.2	At the centre of pier A and pier B, both on the north and south sides collection bins for extra cones have been placed. These extra cones can be used by handlers when the airline requires more cones around the aircraft than the minimum number of cones present at the stand. These cones should be returned to the collection bin where they were borrowed after departure of the aircraft.		1 p
3.3.3	The lids of the <a href="#">400Hz pits</a> should be closed after use.		3 p
3.3.4	All equipment and vehicles must be positioned in such a way as to prevent the risk of blowing away/ rolling away.		3 p
3.3.5	Containers should always be anchored or stored within the container area in one of the following ways: <ul style="list-style-type: none"> <li>• On a trailer;</li> <li>• On a <a href="#">ULD</a> stacker system;</li> <li>• Tied together by ropes (this only in a ULD zone demarcated by fencing).</li> </ul>		5 p
3.3.6	If a handler or contractor does not comply with the request of Airside Inspection (AI) to remove obstructive equipment, the equipment will be removed by AI at the expense of the concerned handler, contractor or owner. The party concerned will be notified and may submit a request for return upon payment of the expense fee. Equipment that has not been recovered three months after notification may be sold as scrap.		5 p

## 3.4. Access passes/ permits for vehicles

The use of private vehicles or vehicles of a private nature are not allowed.

For access to and use of [airside](#), each authorised vehicle must carry an access pass or vignette. This must be affixed in a clearly visible place from outside, as indicated on the reverse side of the vignette.

Five different vehicle access passes/ permits are issued by Brussels Airport Company's driving licence service:

- **Red vignette** for the airside area of the airport. For these vignettes, access to a certain area may be restricted if necessary;
- **Red/blue vignette** for access to the airside area of the airport and curb arrivals;
- **White/yellow vignette** for non-registered vehicles;
- **Orange** access card/vignette issued for temporary access to the non-public area of the airport;
- ~~For access to the perimeter road, the vehicle must be registered.~~

[Applications for access passes/permits](#) should be submitted to Brussels Airport Company's driving licence service, by means of the appropriate application form at least 24 hours in advance during working days. These applications must be signed by the company representative, who is known as such to the BAC's driving license service.

in case of execution of works on behalf of Brussels Airport Company or another company based at the airport which requires access to the non-public parts of the airport, these applications should be submitted to the driving licence service by BAC employee in charge of these works.

Only one application can be submitted per form. A photocopy of the vehicle registration document and of the insurance policy and, for coaches and buses, a photocopy of the operating licence (and global insurance, if applicable) should be attached to each application.

Each vignette or temporary access permit is issued only for a specified period. The maximum duration is one calendar year, except for:

- **White/yellow vignettes:** 5 years;
- **Orange cards/vignettes:** temporary (for a period less than 1 month).

In case of loss, a new vignette can be issued for a fixed fee after a written declaration and a new application.

When applying for a duplicate (windscreen replacement, etc.), a new vignette can only be issued upon presentation of the vignette to be replaced.

When the reason for having a vignette ceases (e.g. when the vignette was applied for as part of work activities and these have been completed), one is obliged to remove the vignette and communicate this to the BAC's driving licence service with reference to the license plate.

In case of theft of the vehicle and/or access pass/permit, the BAC's driving license service must be notified immediately. The Security department shall also be notified immediately.

Delivery of an access pass/permit is subject to prior payment of a fee set by Brussels Airport Company. The fees can be consulted at the BAC's driving licence service.

#### Follow-up driving licence

3.4.1	For access to and use of airside, each authorised vehicle must have a valid access pass or vignette (except for accompanied vehicles). This must be affixed in a clearly visible place from outside, as indicated on the reverse of the vignette.		C
3.4.2	Vehicles that do not have a valid access pass may not be left unattended on airside and must be continuously accompanied by a <a href="#">follow-me</a> vehicle with a valid access pass as well as a driver with a valid driving licence during their presence on airside.		C
3.4.3	Vehicles entering airside should wait for the follow-me vehicle for further escort airside in the "follow me waiting areas" provided for that purpose at WP Tarmac and WP Hangar 40.  These "follow me waiting zones" are identified by following traffic sign and marking on tarmac.		C

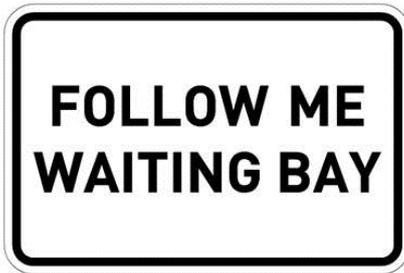


Figure 39: Traffic sign "follow me waiting area"

3.4.4 Non-registered vehicles should carry a sign at the back, where the official license plate is normally located, showing the company name (or logo) and the fleet number of the vehicle. This sign must be conform to the model prepared by Brussels Airport Company, i.e. the letters and numbers must be at least 10 cm high with a black or red colour on a white background. Where it is impossible to affix a fleet number on the back of the vehicle, it should be affixed at least on both sides of the vehicle.



C

3.4.5 Non-registered vehicles should display the self-adhesive vignette delivered by Brussels Airport Company on the windscreen or on the engine compartment of the vehicle. The front of this white/yellow vignette shows the name of the company and the fleet number.



C

### Examples of admission tickets



Figure 41: Airside access pass (red)



Figure 40: Access pass airside and CURB arrival (red/blue)



Figure 42: Access pass unregistered vehicle



Figure 43: Temporary access pass (2 models)

### 3.5. Responsibilities

The company purchasing, leasing, renting, etc. the equipment is always responsible for its correct identification and use in line with the traffic regulations.

## 4. Exceptional circumstances

### 4.1. Diplomatic courier

Embassy vehicles do not have access to the airside area of the airport, except in case special security regulations apply or a derogation was granted by the Local Security Committee (LOVECO).

### 4.2. Apron Warning System

An Apron Warning system (AWS) has been installed on different airside locations (see Fig 43). These visual aids, each comprising of three differently coloured lights, supplemented by an audible signal (horn) will warn for immediate danger (in case of lightning) or for certain meteorological conditions (snow or heavy wind).

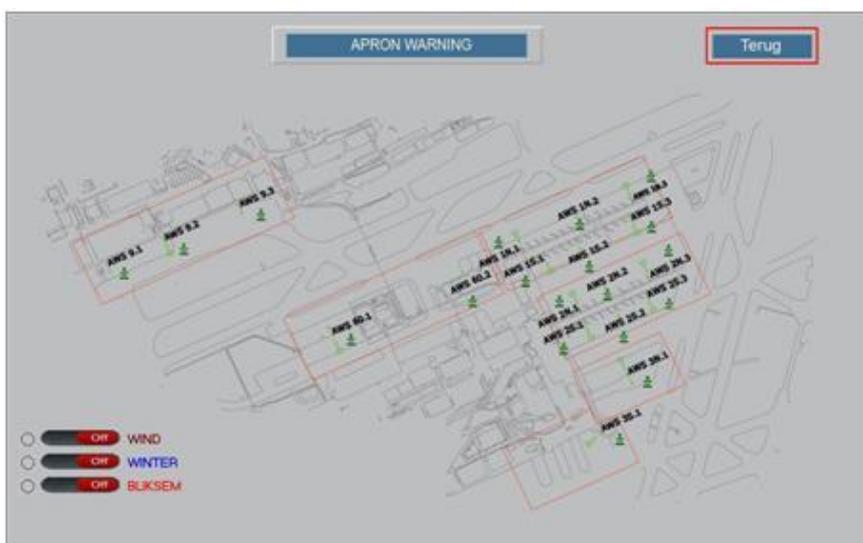


Figure 44: Locations of light beacons AWS

A representation of the light signals and corresponding obligations can be found in the table below:



**Hevige wind**  
Vents forts  
Heavy wind

- Al het grondafhandeling materiaal en ander materieel (inclusief ULD's) moet correct gepositioneerd, geparkeerd en veilig verankerend worden. Gebruik van PCA is verboden.
- Tout matériel (de handling et autre –ULD inclus) doit être positionné, garé et sécurisé. Utilisation de PCA est interdite.
- All material (groundhandling, other objects and ULD's) must be positioned, parked and safely anchored. Use of PCA is prohibited.



**Sneeuw**  
Neige  
Snow

- Al het grondafhandeling materiaal moet geparkeerd worden op de daarvoor voorziene zones om sneeuwruimen van stand en staging area's mogelijk te maken.
- Tout matériel doit être positionné dans les endroits prévus pour permettre le déneigement des stands en staging area.
- All equipment must be parked in the foreseen parking area's allowing the snow cleaning of aircraft stands and staging area's.



**Bliksem**  
Foudre  
Lightning

- Geen afhandeling toegelaten op Airside en verboden onder vliegtuigen te lopen of te staan.
- Pas de handling permis sur airside et défense de rester ou marcher sous les avions.
- No handling allowed on airside and it is forbidden to stand or walk under an aircraft.



Figure 45: The different light signals

The other rules listed below remain in full force and effect.

## 4.3. Strong wind

		Follow-up driving licence	
4.3.1	When Airside Inspection issues a warning of strong wind (predicted wind speeds in excess of 25 knots), additional measures must be taken to secure handling equipment (e.g. containers).		1 p
4.3.2	<a href="#">PCA's</a> may not be connected to aircraft when wind is exceeding 25 knots. In case PCA's are no longer allowed to be connected, the yellow light of the Apron Warning System will be activated.		1 p
4.3.3	Cones must withstand gusts up to 40 knots (74.8 km/h) and must be used until this speed is reached. Airside Inspection will inform the handlers about this by means of the Apron Warning System.		1 p
4.3.4	After the warning of strong wind, continuous checks should be performed by the handlers to ensure that the <a href="#">GSE</a> remains anchored throughout the duration of the wind warning.		1 p
4.3.5	Red chocks provided by Brussels Airport Company to give aircraft extra protection during periods of heavy wind must be returned to the designated containers at the end of the heavy wind period.		1 p

## 4.4. Thunderstorm and lightning

In case of danger of lightning strikes, Airside Inspection will issue a warning at the start of this period. The Automatic Terminal Information Service (ATIS) will display "lightning procedure in progress". In case of thunderstorm and lightning, the red light of the Apron Warning System will be activated.

Until the warning is cancelled on a second message from Airside Inspection, the following activities are strictly forbidden:

		Follow-up driving licence	
4.4.1	All handling activities are suspended.		5 p
4.4.2	<a href="#">Push-back</a> and <a href="#">towing</a> activities are suspended (no push-back clearance will be given by <a href="#">ATC</a> ).		5 p
4.4.4	Moving into open plains or under aircraft.		5 p
4.4.5	Handling explosive substances or flammable products in open air.		5 p

4.4.6 Embarking or disembarking of passengers, except when the aircraft is already connected to the boarding bridge.



5 p

## 4.5. Freezing conditions, winter operations

In case of Winter Operations, the blue light of the Apron Warning System will be activated.

### Follow-up driving licence

4.5.1 When an air temperature below 3°C is forecast, it is forbidden to drain water on the [aprons](#).



3 p

4.5.2 When snow and/or de-icing operations are carried out, all handling equipment must be removed from the [staging areas](#) on empty stands in order to ensure smooth winter operations.



1 p

## 4.6. Reduced visibility

During obscurity, adverse weather conditions, winter conditions and especially fog, special attention is required at crossings between [service drives](#) and [taxiways](#).

At extremely reduced visibility some of these crossings may be closed to all traffic. This will be indicated through the service drive [stop bars](#).

### Follow-up driving licence

4.6.1 Driving style and speed should be adjusted at reduced visibility.



1 p

4.6.2 All motorised vehicles must turn on their headlights during the night, at dawn and dusk and when visibility is poor (fog, heavy rain, snow, etc.).



1 p

## 4.7. Transport of dangerous goods

The transport of dangerous goods must conform to international agreements (ICAO - IATA).

		Follow-up driving licence	
4.7.1	Dangerous goods which may react together shall be transported in such a way that a reaction is not possible in case of leakage. The segregation table listed in the IATA Dangerous Goods Regulations (Table 9.3.A) and the ICAO Technical Instructions (Table 5.1) applies.		C
4.7.2	The handling company should ensure, <u>before</u> transport on <a href="#">airside</a> , that the package has the appropriate markings and labels and has no leaks or other forms of damage.		C
4.7.3	A package may be transported and placed on board of an aircraft only if the inspection took place immediately before ground transport and was carried out by an appropriately qualified member of the handling company's staff.		C
4.7.4	Packages must be correctly secured and arranged in the vehicles to prevent any movement of the packages and possible contact with another package or the sides of the vehicle, even if incidents should occur during transport.		3 p
4.7.5	Fully enclosed red trailers: <ul style="list-style-type: none"> <li>• Only this type of trailer may be used to transport dangerous goods; a clear indication in terms of dangerous goods must be placed on the trailers;</li> <li>• These trailers must be attached at the first position of the tow;</li> <li>• These trailers may not be used to transport common, non-hazardous goods.</li> </ul>		3 p
4.7.6	In case of accident or damage, the driver must present all documents related to these transports available to Airside Inspection and the fire department as soon as possible.		3 p

## 4.8. Fuelling/ defuelling

		Follow-up driving licence	
4.8.1	An emergency escape route for fuel trucks must be always kept clear. This does not apply to hydrant vehicles.		5 p
4.8.2	No motorised vehicles should be allowed within 3m of aircraft fuel tank vents, except when this is required for handling purposes.		1 p
4.8.3	In case fuel has spilled out during refuelling, refuelling should be stopped immediately. Airside Inspection should be notified immediately.		5 p
4.8.4	It is forbidden to start motorised vehicles standing in spilled fuel.		5 p
4.8.5	Driving through spilled fuel is forbidden.		3 p
4.8.6	The use of PED (Personal Electronic Device such as portable telephone or other mobile communication devices, tablets, laptop with network connection, etc.) is forbidden during fuelling activities, within the safety perimeter of 3m around a hydrant pit, hydrant dispenser, hoses, refueller and vent pipes.		5 p

## 4.9. Environmental incidents

		Follow-up driving licence	
4.9.1	Incidents and accidents with an impact on the environment must be reported immediately to Airside Inspection.		3 p

## 5. Infrastructure

### 5.1. Boarding bridge

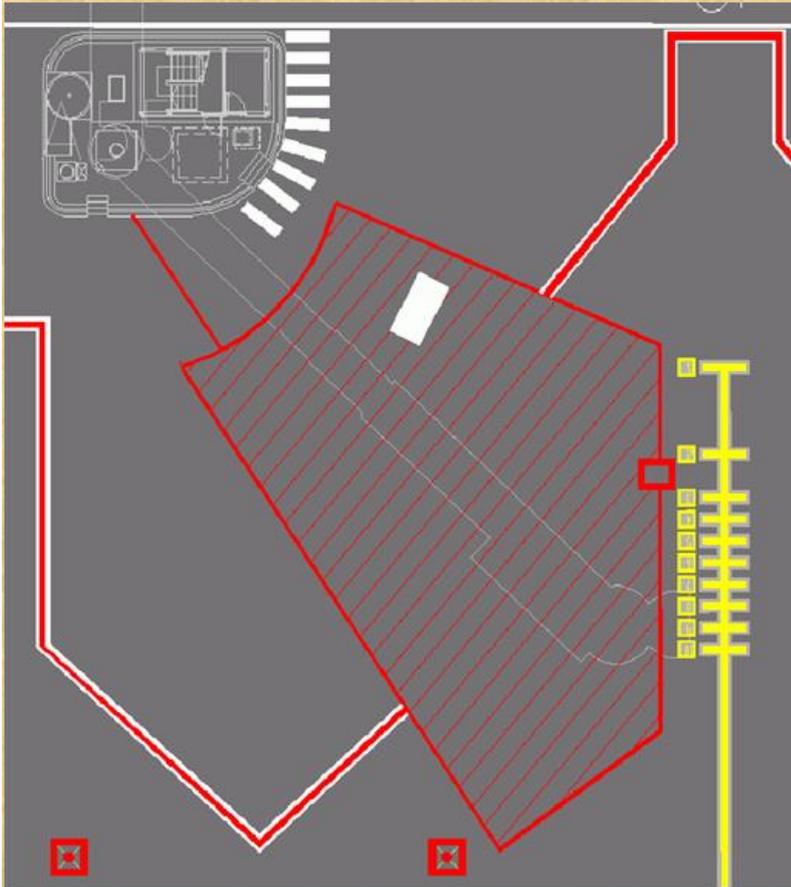


Figure 46: Markings related to a boarding bridge

#### Legend:

- **Red shaded area:** operating area of the boarding bridge, parking and/or standing still is forbidden.
- **White square:** parking position of the wheels of the boarding bridge.
- **Green light:** indication that boarding bridge is parked in the correct parking position.

## 5.1.1. Parking position boarding bridge

Follow-up driving licence

- 5.1.1.1 When the boarding bridge is not in use, the wheels of the boarding bridge must be placed in the parking position (white square) to allow an aircraft to safely arrive at its stand.



3 p



*Figure 47: Parking position of the wheels of the boarding bridge*

- 5.1.1.2 Each boarding bridge is equipped with a green light on the outside that will illuminate when the bridge is in its correct parking position and does not interfere with an incoming aircraft. This is the position in which each bridge should be repositioned at the end of each aircraft rotation. The only correct way to do this is by using the auto park function of the boarding bridge.



3 p



*Figure 48: Location of green light boarding bridge*

## 5.1.2. Emergency stop boarding bridge

Every boarding bridge is equipped with emergency stops, both at tarmac level and in the control-cabin. In case of emergency, these emergency stops can be operated by anyone.



Figure 49: Poster boarding bridge

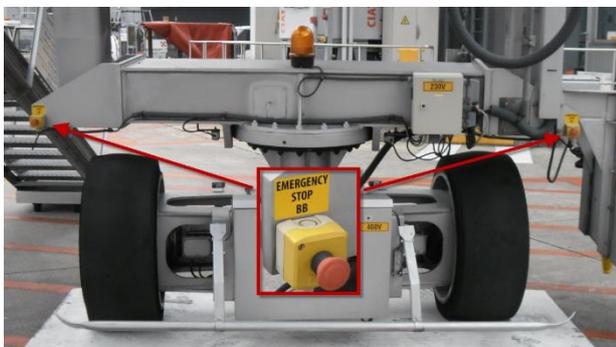


Figure 51: Location external emergency stop boarding bridge Pier A



Figure 50: Location of external emergency stop boarding bridge Pier B



## 5.2. Docking Guidance System (DGS)

		Follow-up driving licence	
5.2.1	<p>When the <a href="#">docking guidance system</a> is activated, it means that an aircraft is due to arrive at this stand and consequently drivers and vehicles are not allowed to move outside the <a href="#">equipment staging area</a>.</p>  <p><i>Figure 52: DGS sign - against the wall of Pier A or Pier B or on a pole (apron 3, apron 9 or apron 60)</i></p>		3 p

### 5.2.1. Emergency stop DGS (Aircraft Docking Stop)

Every stand equipped with an automatic docking guidance system (DGS) is equipped with one or two emergency stops that allow a "stop" signal to be given to the pilot via the DGS screen in case of danger while entering the stand (e.g. equipment that could impede the safe taxiing in of the aircraft).

On stands with boarding bridges, there is one emergency stop at tarmac level on the island and one emergency stop at the control post on the bridge. In an emergency, these emergency stops can be operated by anyone.



Figure 53: Poster Aircraft Docking Stop



Figure 54: DGS Emergency stop Pier A



Figure 55: DGS Emergency stop Pier B, level tarmac

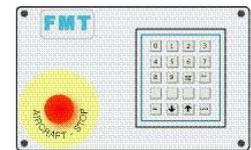


Figure 56: DGS Emergency stop Pier B, control cabin boarding bridge



Figure 57: DGS Emergency Stop Apron 9



Figure 58: DGS Emergency Stop Apron 3

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## 5.3. Hydrant refuelling system - HRS

Every stand connected to the [HRS](#) is equipped with an emergency stop that allows the underground fuel supply system to be shut down in case of accidents or fuel leaks. In an emergency, these emergency stops can be operated by **anyone**.



*Figure 59: Emergency stop fuel hydrant*

---

### Follow-up driving licence

5.3.1 Obstructing access to these emergency stops is prohibited.



3 p

## 5.4. Collection point for lost cargo, mail and baggage

Follow-up driving licence

- 5.4.1 When cargo, mail or baggage is found on [airside](#), it should be taken to the following collection points:



1 p

### Found cargo and mail:

In the 2 metal containers (respectively 1 for freight and 1 for mail) located under the Connector subway.



Figure 60: Location of metal containers subway Connector

### Found Baggage:

In the metal container located at the subway pier B.



Figure 61: Location of metal box Pier B

## 6. FOD and nuisance equipment

### Follow-up driving licence

6.1	It is forbidden to obstruct traffic by leaving objects on the <a href="#">apron</a> . Any obstruction of traffic must be removed as soon as possible <del>and if this is not possible</del> , Airside Inspection must be informed immediately.		3 p
6.2	<p><a href="#">FOD</a> (Foreign Object Debris) is a hazard to aircraft tyres and engines. Everyone present on the aprons is obliged to remove small litter. This should be deposited in the yellow collection bins marked 'FOD' located at almost every stand.</p> <p>Empty oil cans do not belong in these FOD containers. Empty oil cans and normal waste coming from aircraft must be taken by the user to their own area.</p>		3 p
6.3	All vehicles and mobile equipment, including parked equipment, must be cleared by the user of loose plastic, ropes, loose boards or similar material that pose a risk of FOD.		3 p
6.4	Packaging materials, wooden pallets, etc. must never be left on open carts or trailers.		3 p
6.5	Carts and trolleys may not be wrapped in foil or plastic.		3 p
6.6	<a href="#">ULDs</a> may be packed or transported in foil or plastic provided at least 2 strips of additional fixing tape are applied as indicated in the below picture (this does not apply to incoming ULD's).		3 p



Figure 62: FOD container



Figure 63: ULD wrapped in foil with strips of fixing tape

- |       |  |   |     |
|-------|--|---|-----|
| 6.7   | Pallets may only be packed or transported in foil or plastic when this packing material is placed under the net (not applicable for incoming pallets).                         |  | 3 p |
| <hr/> |  |   |     |
| 6.8   | Handlers must ensure that the aircraft stand is cleared of all obstructions and FOD before every arrival and before every departure. These checks must be carried out on foot. |  | 3 p |
| <hr/> |  |   |     |

## 7. Airport driving licence

It is a constant concern of Brussels Airport Company to look after and improve safety and orderly traffic at the airport and more specifically within the non-public area (airside). One of the instruments, which Brussels Airport Company has provided to this end, is the issuing of an airport driving licence.

If a driver does not have his airport driving licence with him, he must present it to Airside Inspection at the start of his next shift or working day, otherwise the Brussels Airport Company airport badge will be blocked. The person in charge of their company will be informed.

A driver can only drive a vehicle on airside without a driving licence if he is continuously accompanied during these movements by a person with a valid airport driving licence. This escort can take place in the same vehicle as the driver concerned or in an accompanying vehicle. The escort of vehicles without a vehicle vignette is limited to a maximum of 5 vehicles (with the exception of escorting external emergency services in the event of urgent interventions if they are using their priority flashing lights). Airside Inspection can only provide follow-me escorting in exceptional circumstances and if the driver has no other means of obtaining an escort.

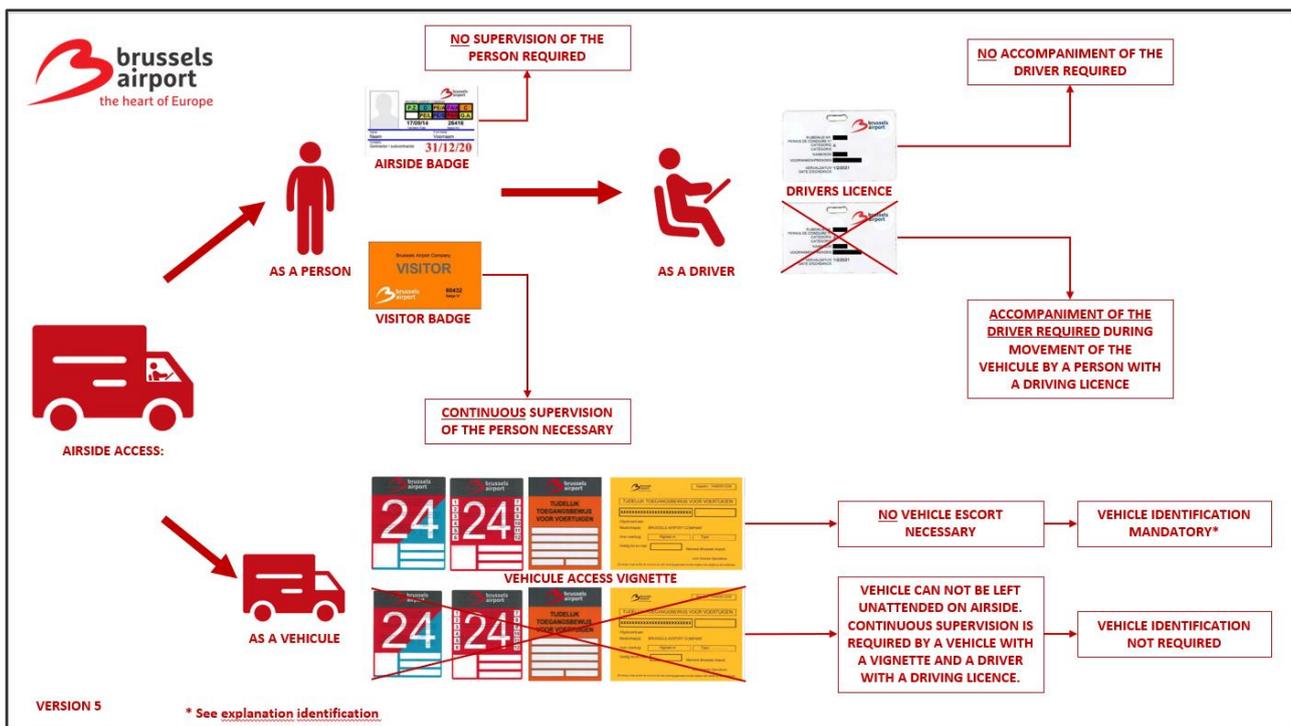


Figure 64: access airside

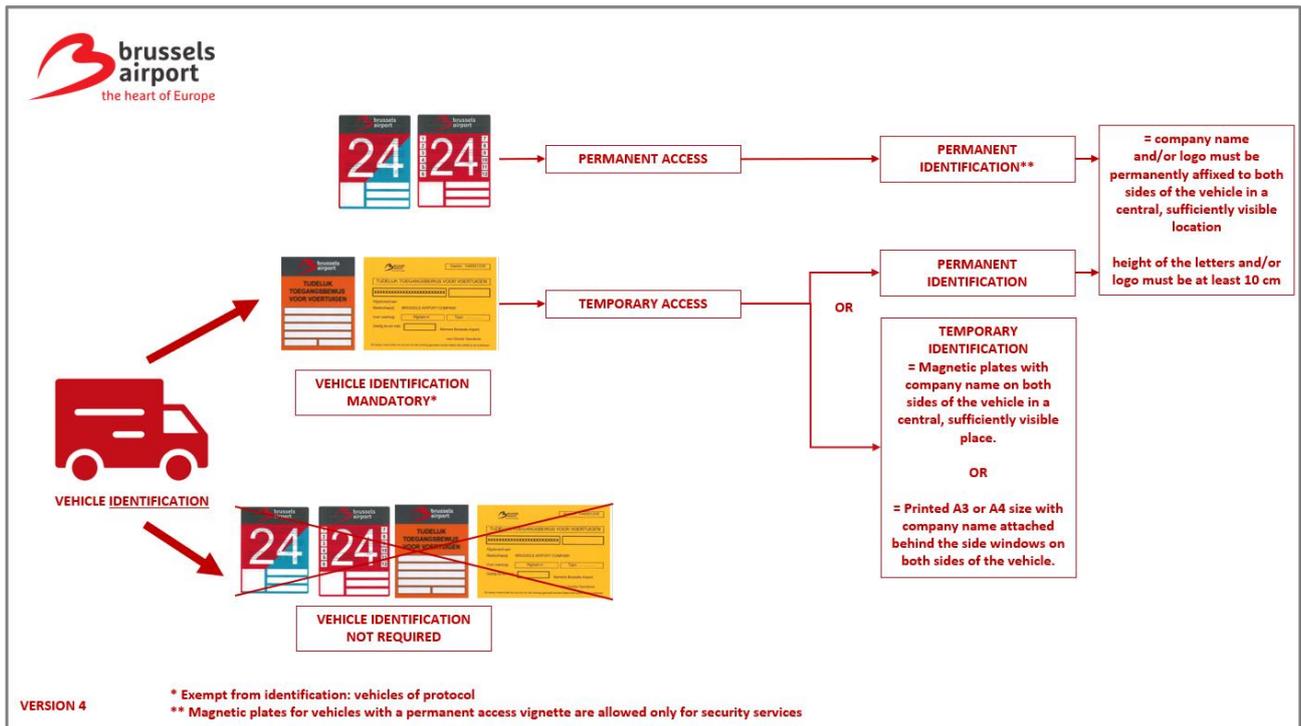


Figure 65: vehicle identification

## 7.1. Categories

Airport driving licences are split into two categories:

- An airport driving licence class A ([apron area](#)) authorises the holder to drive a vehicle on [airside](#) excluding the manoeuvring area (see 7.4 Airport driving licence A).
- A airport driving licence class B ([manoeuvring area](#)) authorises the holder to drive a vehicle on airside including the manoeuvring area (see 7.5 Airport driving licence B).

## 7.2. Conditions

To obtain an airport driving licence (class A or class B), the following conditions apply:

- Each applicant must possess an airport identification badge;
- Each applicant must hold a civilian driving licence class B valid in Belgium;
- Each applicant must pass a theoretical examination to demonstrate his knowledge of the airside traffic rules.

To drive a vehicle designed to transport more than eight people, not including the driver, the driver must also hold a class D civilian driving licence and a certificate of "fitness to drive". Drivers of emergency and intervention vehicles on priority assignments, training or exercises related to priority assignments and technical or maintenance personnel (provided no other persons are present in the vehicle) are exempt from this.

---

## 7.3. Issuance

An airport driving licence can be issued to:

- employees who hold an airport identification badge and upon written request from their employer when they are assigned a task which requires driving a vehicle on airside;
- drivers of vehicles required to carry out non-airport related activities (suppliers, etc.), who are in possession of an airport identification badge, upon written request from their employer and after examination by the competent services of BAC;
- drivers of construction site vehicles in possession of an airport identification badge and upon written request from the main contractor or approved subcontractor, providing the works, delivery or service have been approved by the responsible person of Brussels Airport Company - unless other arrangements have been approved by Airside Inspection.

A fee will be charged for the issuance of the airport driving licence, determined by the driving licence service of Brussels Airport Company.

The airport driving-licence will be issued by Brussels Airport Company's driving licence service, on presentation of the airport identification badge, after successfully completing the examination. If the airport driving licence cannot be issued immediately for technical reasons, a temporary licence will be issued in the form of a certificate.

When leaving the company, the airport driving licence must be returned to the Brussels Airport Company driving licence service.

### 7.3.1. Validity

The airport driving licence (class A) has a maximum validity of 2 years.

If the class B civilian driving licence is limited in its period of validity (for whatever reason), the airport driving licence will state the same period of validity, but not exceeding the 2-year period.

If the airport driving licence holder loses his/her civilian driving licence due to medical reasons, that person will hand his/her airport driving licence in on his/her own initiative.

If the airport driving licence holder permanently loses his/her civilian licence, that person will hand his/her airport licence in on his/her own initiative.

When changing employers, the airport driving licence should be handed in and a new one will be created with the same expiry date.

### 7.3.2. Loss or theft

Before obtaining a new airport driving licence in case of loss or theft, the person concerned will have to sign a declaration through his/her employer. A fee will be charged for the creation of a new airport driving licence, with the validity date of the new one being the same as that of the lost or stolen one.

---

## 7.4. Airport driving licence A

An airport driving licence class A ([apron](#) area) authorises the holder to drive a vehicle on airside **excluding** the [manoeuvring area](#).

For the theoretical exam the traffic rules are made available to candidates through [www.bruveiligheid.be](http://www.bruveiligheid.be). Each candidate is expected to acquire sufficient knowledge through self-study to pass. Each company is free to organise in-house training courses which can increase the candidates' knowledge.

Each driver may register to take this test three times. If unsuccessful, the next attempt cannot take place until the following working day at the earliest. If unsuccessful after a third attempt, the person concerned may only take part in the test again after 3 months. At least three months must also elapse between each subsequent attempt.

The exam is organised by the Aerodrome Operations department of Brussels Airport Company. Candidates pass when they achieve 21 out of 30 and have correctly answered 3 crucial questions randomly selected by the system.

---

## 7.5. Airport driving licence B

An airport driving licence class B ([manoeuvring area](#)) authorises the holder to drive a vehicle on airside **including** the manoeuvring area.

An airport driving licence category B (manoeuvring area) can only be applied for if one already holds a valid airport driving licence class A ([apron](#) area).

Any application for an airport driving licence class B must include a motivated declaration by the employer showing the need to obtain such an airport driving licence. The Safety Manager of Brussels Airport Company will examine the application.

To obtain an airport driving licence class B, applicants must follow a compulsory training and pass an examination testing their knowledge of radio procedures and ICAO vocabulary. Drivers with a class B licence are required to follow a recurrent training every two years on radio communication and ICAO vocabulary.

The training is organised and taught by Brussels Airport Company. Companies can organise in-house training provided they comply with the requirements laid down by Brussels Airport Company.

The training must allow drivers operating on the manoeuvring area to communicate on the radio frequency of air traffic control services in the same language as pilots in accordance with the "Standard Phraseology" as provided by ICAO and to be constantly obliged to communicate with air traffic control services by the appropriate means of communication (Airband and exceptionally, after prior approval from Airside Inspection and skeyes, [PTX](#)).

---

## 7.6. VTS (Vehicle Tracking System)

From 25 June 2015, every vehicle entering the [manoeuvring area](#) must be equipped with a Vehicle Tracking Unit (VTU). Vehicles not equipped with a VTU or whose VTU is out of service must be accompanied by a vehicle equipped with a VTU to enter the manoeuvring area.

An exception may be made for Airside Inspection (AI), Winter Operations or Fire and Emergency Services (FES) vehicles when it is necessary for safety reasons and if Airside Inspection grants permission and ATC has been notified.

The procedure for using VTU is complementary to the current airport driving licence B procedures and is an integral part of the airport driving licence B training.

The "Vehicle Tracking System" allows ATC to determine the exact position and identification of each vehicle in the manoeuvring area.

## 8. Violations

The airside traffic rules are part of a complete Safety Management System (SMS). Any breach of the traffic rules is a breach of safety and is therefore a safety incident. This means that safety incidents and accidents will be investigated, and appropriate measures will be taken.

An incident report, indicating the reference number of the violation, shall be made of each violation. The employer or the owner (if the violation is related to equipment) shall be notified immediately of each violation detected.

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### 8.1. Categories of violations

Violations are divided into four categories:

- **Light:** violations with no direct impact on airside safety.
- **Medium:** violations that could impact airside safety.
- **Heavy:** violations that may have a serious impact on airside safety.
- **Commission:** certain violations are not categorised because of their severity and are always treated by a Commission (cfr. 8.2.3).

The assigned category is always listed next to each article in this document.

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### 8.2. Measures in case of non-compliance with traffic rules

#### 8.2.1. Individual violations

To each violation that can be assigned to an individual, points are assigned linked to the category.

The assigned points are listed next to each article in this document. Airport staff without an airport driving licence will receive an administrative fee as shown below:

Category		Holder of airport driving licence	No airport driving licence holder
Light		1 point	Administrative fee (€50)
Medium		3 points	Administrative fee (€75)
Heavy		5 points	Administrative fee (€100)
Commission		Sanction to be determined by Commission	

### 8.2.1.1. Additional measures

From a certain point balance achieved, additional measures take effect - see table below:

Point balance	Measure	Retake driving licence exam
6 points	Written warning addressed to the offender and his employer.	No
8 points	Withdrawal of driving licence for 24 hours. The driving licence can be reacquired, at the earliest, the first working day (or 24 hours) after handing in the driving licence at Airside Inspection, after passing a successful airport driving licence examination.	Yes
11 points	Revocation of driving licence for 1 week. The driving licence can be reacquired, at the earliest <b>1 week</b> <del>2 weeks</del> after handing the driving licence in at Airside Inspection, after passing a successful airport driving licence examination.	Yes
14 points	Revocation of driving licence for 2 weeks. The driving licence can be reacquired, at the earliest 2 weeks after handing the driving licence in at Airside Inspection, after passing a successful airport driving licence examination.	Yes
19 points	Revocation of driving licence for 1 month. The driving licence can be reacquired, at the earliest 1 month after handing the licence in at Airside Inspection, after passing a successful airport driving licence examination.	Yes
22 points	Revocation of driving licence for 3 months. The driving licence can be reacquired, at the earliest 3 months after handing the licence in at Airside Inspection, after passing a successful airport driving licence examination.	Yes

When the airport driving license is withdrawn, the involved person must hand it in at the start of the next shift at Airside Inspection and may retrieve it after the specified revocation period, once they have successfully retaken the airport driving license exam.

The points related to each violation have a validity of 1 year from the date of the violation. After 1 year, the assigned points will expire.

Airport driving licences issued after passing a successful airport driving licence A exam, after revocation, will retain the same expiry date and points balance.

The modalities for obtaining an airport driving licence A are described in article 7.4 and remain in force.

### 8.2.1.2. Possibility of reducing the point balance

In order to give the violator the opportunity to reduce his/her points balance, he/she may, on a voluntary basis and with the approval of the employer, attend the training courses below. Any cost associated with this will be borne by the violator. Invoicing is done via the employer.

Training	Reduced points (After submitting the certificate of successful completion of the exam)
Online course "Human factors" + test Register at <a href="mailto:info@ahlex.eu">info@ahlex.eu</a>	3 points
Online course "Airside Safety" + test Register at <a href="mailto:info@ahlex.eu">info@ahlex.eu</a>	3 points
Exam airport driving licence A Registration through BAC driving licence service	3 points

Only 1 option from the above table can be followed every 6 months for deduction of points.

The modalities for obtaining an airport driving licence A are described in article 7.4 and remain in force.

Driving licences issued after a voluntary test retain the same expiry date.

### 8.2.2. Non-individual violations

Violations that are not assignable to an individual are assigned to the company.

The assigned category is listed next to each relevant article in this document as shown below:

Light  Medium  Strong 

### 8.2.2.1. Measures in case of non-individual violations

In case of attribution of a violation to a company, the following measures may be taken:

Category		Measure
Light		No administrative fee will be charged if the violation is corrected within 20' of the finding. Otherwise, an administrative fee of <b>€50.00</b> will be charged.
Medium		No administrative fee will be charged if the violation is corrected within 10' of the finding. Otherwise, an administrative fee of <b>€100.00</b> will be charged.
Strong		An administrative fee of <b>€200.00</b> is always charged. This administrative fee is doubled to <b>€400.00</b> if the violation is not corrected within 10' of the finding.
Commission	C	An administrative fee will be charged in accordance with the category determined by the commission.

The times within which the violation must be corrected are always stated in the relevant incident report and communicated by Airside Inspection by telephone. The start time is the time when the telephone contact took place between Airside Inspection and the company involved that owns the material.

If the violation is not corrected within the agreed timeframe as mentioned above, Airside Inspection will mention this in the incident report and charge the administrative fee.

### 8.2.3. Commission 'verkeersinbreuken airside'

#### 8.2.3.1. Purpose, tasks and composition of the Commission

The composition, purpose and duties of the Commission traffic violations on airside can be consulted in the [ToR](#) (Terms of Reference) and is published in the BHB.

#### 8.2.3.2. Appeal procedure

If the violator (individual or company) disagrees with the established violation (or decision of the Commission), he has the right to appeal. To do so, he must submit a petition to the Safety Manager ([safetymanagement@brusselsairport.be](mailto:safetymanagement@brusselsairport.be)) no later than 14 working days from the notification. This should be done using the form "Appeal procedure in case of an airside traffic rule infringement" attached to these traffic rules and available at [www.brueveiligheid.be](http://www.brueveiligheid.be).

The appeal will be considered at the next meeting of the Commission. The Commission is organised monthly at fixed times. The violator may be assisted by a manager or by the Safety Manager of his/her company.

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### 8.3. Method of determining speeding violations

At several [airside](#) locations, including the [perimeter road](#), Airside Inspection will conduct speed checks at regular intervals.

To determine speeding violations, Airside Inspection may use different measuring devices:

- Speed gun;
- Speed display;
- Vehicle monitoring;
- Route control using airport badge data.

A correction of -6 km/h for measured values <100 km/h and -6% for measured values ≥100 km/h will always be applied.

An administrative fee or points will be assigned only when the measured and corrected value is above the permitted speed limit.

## Annex

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### Important telephone numbers

Service	Phone number
Fire Services	02 753 40 20
Medical assistance	02 753 63 63
Airside Inspection	02 753 69 00
Security	02 753 70 00
Operations/ Driving licence	02 753 68 55

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