

AIRSIDE OPERATIONAL INSTRUCTION 12, CONTROL OF VEHICLES AND AERODROME MANUAL

SI REF -	06/21	DATE OF ISSUE -	14 th May 2021	EFFECTIVE DATE -	14 th May 2021
AERODROME MANUAL/ AOI REF(s) -	AOI 12 and Aerodrome Manual Part D and E.				

The following are amendments to the current documents and will be incorporated at the next review.

1. Airside Operational Instruction 12, Control of Vehicles

Section 2, Airside Vehicle Permits, point 2.6 Insurance

Applicants must ensure and sign on the application form to the effect that the required level of insurance cover for the vehicle has been arranged and will be in force for the duration of the validity of the AVP. The insurance must be adequate to cover all actions, claims, costs and demands in respect of any loss, damage or injury to property or persons (including fatal injuries) which may be made against them or their servants, agents or contractors, arising in connection with the use of the vehicle, airside at EMA. The sum insured must be adequate to cover any potential liability in respect of the above actions, claims and costs and must not be less than **£50 million**.

Section 2, Airside Vehicle Permits, point 2.7 Temporary AVP's

Para D

5. Sum Insured must be at least **£50million** per single event (or similar).

Appendix 8 - AVP 2 Airside Vehicle Application Form. A copy is included with this SI.

Appendix 9 - AVP 7 Temporary Vehicle Permit. A copy is included with this SI.

2. Aerodrome Manual, Part D, Section 2, Point 12. Rescue and Firefighting

12.2 RFFS Vehicle/Extinguishing Agents Details

Details of RFFS vehicles and extinguishing agents available are contained in **RFFS Standard Operating Guidance**.

Page 22: Appendix 5 – RFFS Vehicle Details is to be removed.

3. Aerodrome Manual Part E, Section 10 Rescue and Firefighting. Point 2.

2.2 The description of facilities, equipment, personnel and procedures for meeting the Rescue and Fire Fighting requirements at the Aerodrome are contained in Part D; Section 2 Paragraph 12 of this Manual and **RFFS Standard Operating Guidance**.

Originator -	Compliance Manager Operations and Safety	Confirmed By -	Head of Fire and Airfield Operations
---------------------	---	-----------------------	---

AVP 2 - APPLICATION FOR AN AIRSIDE VEHICLE PERMIT

1. Vehicle details. Failure to complete all details below will result in the application being declined.

TYPE	MAKE	MODEL	ENGINE TYPE (Diesel/Petrol/ LPg/Electric)	Emission Certificate or MOT	Vehicle Registration	Colour	Company Livery (Yes / No)	Reason vehicle access is required airside	Permit duration (max 12 months)

2. Declaration by the Applicant. I the undersigned, agree that:

- a. Vehicles which are admitted to and remain on the apron/service roads and movement areas at East Midlands Airport are on the express condition that neither the Airport nor its servants or agents shall be liable to any loss of, or damage to, the vehicle or its contents, however such loss or damage may be occasioned.
- b. The Permit is the property of the Airport and is issued subject to the Airport Bylaws and other relevant regulations.
- c. The Permit is concerned with access only to airside areas and does not confer the right to park in airside areas. Any vehicle found to be parked airside, which is not authorised by the Airport Company, may have its Permit revoked.
- d. I will ensure that all vehicles listed in section one of this form will only be operated by fully trained and competent personnel, and that all drivers will be in possession of an Airside Driving Permit, when driving in airside areas.
- e. I will ensure that a maintenance system exists that will identify and rectify expeditiously any faults or defects which may occur between annual inspections so that the vehicle remains safe for use.
- f. The Permit will be displayed prominently on the vehicle and that any detachment or alteration will result in the Permit being invalid for use.
- g. I will inform the Airport in the event of loss or theft of an AVP or of any vehicle carrying such a permit.
- h. The AVP will be surrendered to Airfield Operations should it no longer be required.
- i. Upon renewal, the expired AVP will be handed over to Airfield Operations.
- j. The vehicles listed in section one of this form will be insured for use airside at East Midlands Airport. The amount to which this insurance covers our company against third party liability, for each single occurrence is a minimum of **£50 million** pounds sterling.

Name	Signature
Position in Company	Company Name and Address
Telephone Number	Sheet
Date	of

Issue Date: May 2021

**SUPPLEMENTARY INSTRUCTION (SI) –
AERODROME MANUAL / AIRSIDE OPERATIONAL INSTRUCTION**

AVP7 - APPLICATION FOR A TEMPORARY AIRSIDE VEHICLE PERMIT

1. Vehicle details

Type	Make	Model	Colour	Registration Number	Company Livery Yes/No	Company

2. Declaration by the Applicant I the undersigned, agree that:

- a) Vehicles which are admitted to and remain on the apron/service roads, maintenance area and movement areas at East Midlands Airport are on the express condition that neither the Airport nor its servants or agents shall be liable to any loss of, or damage to, the vehicle or its contents, however such loss or damage may be occasioned.
- b) The Permit is the property of the Airport and is issued subject to the Airport Bylaws and other relevant regulations.
- c) The Permit is concerned with access only to airside areas and does not confer the right to park in airside areas. Any vehicle found to be parked airside, which is not authorised by the Airport Company, may have its Permit revoked.
- d) I will ensure that the vehicle detailed in section one of this form will only be operated by fully trained and competent personnel, and that all drivers will be in possession of an Airside Driving Permit when driving in airside areas or will be escorted by an Airside Driving Permit holder.
- e) I certify that a system of maintenance exists that will identify and rectify expeditiously any faults or defects which may occur between annual inspections so that the vehicle remains safe for use.
- f) The Permit will be displayed prominently on the vehicle, any detachment or alteration will result in the Permit being invalid.
- g) The permit will be returned to the place of issue on completion of use.
- h) I will inform the Airport in the event of loss or theft of an AVP or of any vehicle carrying such a permit.
- i) The vehicle detailed in section one of this form will be insured for use airside at East Midlands Airport. The amount to which this insurance covers our company against third party liability, for each single occurrence is a minimum of **£50 million** pounds sterling.

Sponsoring Company Name and Address	Insurance Amount	Reason the Temporary Permit is required	Inclusive Dates on which the permit is required
		Applicants Name	Applicants Signature
			Telephone number
			Date

3. Authorisation – AVP 7 will not be issued without EMA Authorisation

Authorised by Name	Authorisation Number	Issued by Name	Security Permit Number
Authorised by Signature		Issued by Signature	
Date		Date	

4. Pass Extension

Date	Confirmation Letter Attached	Confirmed By	Expiry Date

Issue Date: May 2021