

JA-AOP-028 – Appendix B Passenger Carrying Vehicle with 16 seats or more

Vehicle Inspection Form and Vehicle Declaration Form must be completed in respect of each vehicle for which an Airside Vehicle Permit is required.

Vehicle Information: Vehicle Type

<u>Company</u>	<u>Asset Number</u>	<u>Engineer</u>	<u>Engineers Company</u>
<u>Seating Capacity</u>	<u>Odometer Reading</u>	<u>Inspection Date</u>	<u>Registration number</u>

Marking Code:	✓ = Serviceable	✗ = Defect Present	N/A = Not Applicable		
Safety Inspection – PASSENGER CARRYING VEHICLES(16 seats or more)					
Item	Check for	Code	TH	Comments	
Smoke emission	Density				
Road wheels & hubs	Security, condition				
Size & type of tyre	Mis-matching				
Condition of tyres	Wear, damage, inflation, recut pattern				
Bumper bars	Security, condition				
Condition of wings & wheel arches	Security condition				
Passenger doors	Condition, operation, legal markings				
Driver’s door	Condition, operation, legal markings				
Emergency exits	Condition, operation, legal markings, access				
Driver’s accomm & steps	Condition, security, access				
Demist/defrosting equipment	Operation, blockage				
Driver’s signalling window	Operation, condition				
Driver’s seat	Condition, security, position, adjustment				
Security of body	Condition, security, displacement				
Exterior of body	Condition, security				

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Item	Check for	Code	TH	Comments	
Access doors and flaps	Condition security				
Luggage compartments	Condition				
Interior of body & passenger entrance & exists steps/platforms	Condition, security				
Floor traps	Condition, security				
Passenger seating	Condition, security				
Ventilators & opening windows	Condition, security, operation				
Grab rail, guard rail, barriers etc	Condition, security				
Passenger area lighting	Condition, operation				
Fire extinguisher	Readily available condition				
Parcel racks	Security, condition, danger to driver				
Mirrors	Presence, condition, security, adjustment				
View to front	Restrictions				
Condition of glass or other transparent material	Cleanliness, type of glass, security				
Windscreen wipers & washers	Condition, operation				
Speedometer	Operation, illumination				
Audible warning (horn)	Operation, security, volume				
Driving controls	Operation, condition, security				
Rotating beacon	Operation, security, illumination				
Play at steering wheel	Extent of free play				
Steering wheel	Condition, security				
Steering column	Condition, security				

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Pressure/vacuum warning	Operation, position, illumination			
Build up of pressure /vacuum	Time taken			
Hand lever operating mechanical braking system	Operation, condition			
Service brake pedal	Condition, security			
Service brake operation (cab check)	Operation			
Hand operated brake control valves	Operation, condition, security			
Condition of chassis	Distortion, cracks, damage, security			
Electrical equipment & wiring	Condition, security, contamination, fire hazard			
Engine & transmission mountings	Security, condition			
Oil & water leaks	Health or fire hazard			
Fuel tanks & systems (including ancillaries)	Security, leaks, fire hazard			
Exhaust (including ancillaries)	Condition, security, leaks, fire hazard			
Suspension pins and brushes	Condition, security, wear			
Suspension spring units & linkages	Condition, security, alignment			
Attachment of spring units, linkages & subframes	Condition, security			
Shock absorbers	Presence, condition, security, leaks			
Stub axles, wheel bearings	Wear, adjustment, condition			
Steering linkages	Condition, security, free operation			
Steering gear	Condition, security, adjustment			

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Power steering	Condition, security, adjustment, leaks			
Transmission	Condition, security, fouling			
Additional braking devices (including retarders)	Condition, security, operation			
Engine Compartment – Check				
Engine mountings – condition – security				
Oil leaks – extent & effect				
Fuel tanks & systems – condition – leaks				
Exhaust system – condition – security – leaks				
Smoke emission – opacity & colour				
ANCILLARY EQUIPMENT				
Brake – Check				
Mechanical brake components – condition – operation				
Drum linings – condition				
Brake actuators – security – leaks – corrosion – damage				
Brake systems & components				
Pipe/valves – leaks – condition – security				
Load sensing device(s) – condition – leaks				

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3. Brake Performance – Test carried out YES/NO (tick box as appropriate)			
Tapley Test @ MPH	<input type="checkbox"/>		
Wet Road	<input type="checkbox"/>	Dry Road	<input type="checkbox"/>
Laden	<input type="checkbox"/>	Unladen	<input type="checkbox"/>
Roller Brake Test	<input type="checkbox"/>		
% Foundation Brake		% Secondary Brake	% Parking

Details of Fault Needing Rectification	Action Taken to Rectify Faults	Done by
I certify that the final road test/inspection has been carried out, the job complete/incomplete. The unit is roadworthy and serviceable		
Print Name	Signature of Engineer:	Date completed:
Print Name	Signature of Duty Engineer	Date Completed

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Conditions

This vehicle:

1. Must be roadworthy and comply with all requirements of the Motor Vehicle (Construction and Use) Jersey Law 1956, as amended.
2. Must be painted in company colours bearing company logos with the company/department name prominently displayed and have a registration or identification number.
3. Must be fitted with a flashing obstacle light located on the highest point of the vehicle which must be operated whenever the vehicle is used airside.
4. Must submit valid third party insurance to a value of not less than £10m and maintain such insurance cover for the duration of the AVP.
5. Must be fitted a fire extinguisher manufactured to comply with BS EN 3: 1996.
6. Must have been suppressed against interference with radio communications.
7. Must not be driven in excess of 20 mph (5 mph within the boundary of an aircraft stand).
8. Must give way to aircraft, vehicles towing aircraft and pedestrians.
9. If capable of being reversed, shall be equipped with a reversing light and an audio reverse warning system.

NB: Access on to taxiways and runways is strictly prohibited without the prior permission of Air Traffic Control.

I declare that the vehicle for which an Airside Vehicle Permit is requested, complies and will continue to comply, with the conditions set out above and acknowledge that failure to comply with these conditions will result in the withdrawal of the permit.

I confirm that all persons eligible to drive this company/department vehicle are in the possession of a full and valid Jersey driving licence, an Airport Driving Permit and that all drivers in the company employ have been made fully conversant with the relevant provisions of the Airfield Operating Procedures.

It is acknowledged that the Airport Authority have the right to remove any vehicle or item of equipment after examination by a qualified person. The cost of such qualified inspection will be borne by the company responsible.

Authorised Signatory	
Name:	Signature
Company/Organisation	Date: