

JA-AOP-028 – Airside Vehicle Permit Scheme

1 Policy

- 1.1 Jersey Airport operates an Airside Vehicle Permit Scheme (AVP) to strictly control access of vehicles to the Airside area.
- 1.2 All vehicles operating regular airside must have a valid Airside Vehicle Permit.
- 1.3 An Airside Vehicle Permit does not confer right of entry and does not identify the driver or any passengers.
- 1.4 Airside Vehicle Permits are valid for maximum of 12 months from the date of issue.

2 The Airside Vehicle Permit

- 2.1 All vehicles operating airside are to be maintained in a safe condition. The Health and Safety Executives guidelines state that as a minimum, standards of vehicle inspection and maintenance must satisfy the requirements detailed in Civil Aviation Publication (CAP) 642 – Airside Safety Management.
- 2.2 To ensure compliance with these and existing requirements, all vehicles will be subject to a formal maintenance and inspection program by a competent person before the initial issuance of an Airside Vehicle Permit
- 2.3 Thereafter, all vehicles are subject to an annual Airside Vehicle Permit Inspection. The details of these inspection requirements are found on JA-AOP-28 Inspection Forms 1 to 5 which are available on the business partner zone of the Jersey Airport website or available from Aerodrome Operations
- 2.4 The Airside Vehicle Permit remains the property of Jersey Airport and must be returned:
 - i. On demand by Jersey Airport Authority
 - ii. When equipment ceases to be based at Jersey Airport
 - iii. On demand as a penalty for an infringement under Jersey Airports SAFE program (JA-AOP-14)
- 2.5 It is the vehicle operator's responsibility to ensure that Airside Vehicle Permit passes are valid and that sufficient provision is made for the vehicles to have an annual retest.
- 2.6 The Airside Vehicle Permit serves to identify the vehicle and its operating company and is an acknowledgement by the Jersey Airport Authority that the vehicle is required Airside
- 2.7 Airside Vehicle Permits must be clearly displayed on the windscreen of the vehicle whilst airside.
- 2.8 Any vehicles found with an invalid Airside Vehicle Permit will be prohibited from airside areas until a valid pass has been obtained. G4S are authorised to refuse access to Airside areas for any vehicle that does not possess a valid Airside Vehicle Permit.
- 2.9 There is a minimum of 3 working days required for an Airside Vehicle Permit application to be processed.

3 Application Process for an Airside Vehicle Permit

- 3.1 All applications for an Airside Vehicle Permit must be submitted on the Airside Vehicle Permit application form JA-AOP-28 Inspection Form 1-5.
- 3.2 Application forms for the Airside Vehicle Permits are available of the business partner zone of the Jersey Airport Website or from Aerodrome Operations.
- 3.3 The charges for the issuance of an Airside Vehicle Permit are detailed in the Jersey Airport Tariffs.
- 3.4 Applications for any non-operational vehicle will not be authorised.
- 3.5 The application for all Airside Vehicle Permits must be signed by one of the pre-notified authorised signatory from the sponsoring company. This confirms that the vehicle the Airside Vehicle Permit is being produced for is an operational requirement for the sponsoring company.

4 Conditions of Use

- 4.1 The Airside Vehicle Permit is issued subject to a signed “Declaration by the Applicant” indicating that the details provided are accurate.
- 4.2 The Airside Vehicle Permit is issued to a specific vehicle which is approved for access to Airside areas by Jersey Airport.
- 4.3 If an Airside Vehicle Permit is lost or stolen, this must be reported to the Aerodrome Safety Manager immediately. A fee for any replacements may be charged.
- 4.4 The Airside Vehicle Permit is not transferable between vehicles, companies or persons and serves only to identify the vehicle, not the driver or passengers.
- 4.5 The applicant or sponsor is responsible for both informing and returning an Airside Vehicle Permit to Jersey Airports Aerodrome Department for cancellation in the following circumstances
 - i. When the purpose for which the pass was issued has ceased
 - ii. When the vehicle changes ownership
 - iii. When the vehicle is scrapped, sold or otherwise permanently ceases operation airside
 - iv. In the case of a sponsored vehicle, when the vehicle is no longer used by the sponsoring company, even though the pass is still valid
 - v. On the request of the Jersey Airport Authority
- 4.6 Jersey Airport may cancel or request the return of an Airside Vehicle Permit if
 - i. The pass is defaced, altered, amended or bears marks not entered by the issuing authority
 - ii. The pass is found on any vehicle other than that for which it was issued
 - iii. A pass is obtained for a privately owned vehicle purported to be company owned
- 4.7 The submission of any application form, duly signed, shall be regarded as acceptance of the conditions contained in this procedure, as well as those contained in the declaration on the application form.
- 4.8 The Aerodrome Safety Manager, or nominated deputy will conduct Ad-Hoc checks on vehicles airside to ensure that the vehicle permit on display is for the vehicle being checked and will be logged accordingly.

5 Vehicle Compliance

- 5.1 It is the vehicle operators duty to ensure compliance to the Inspection standards and there are two methods if implementation
- 5.2 Operators can certify that their appointment maintenance staff or contractor carries out the necessary safety and maintenance checks.
- 5.3 Periodic audits may be undertaken by Jersey Airport's Engineering Department to ensure compliance with the approved inspection and maintenance standards.

6 Vehicle Inspections

- 6.1 The Airport Rescue and Fire Fighting Service along with the Senior Airfield Operations Officer will perform visual checks on airside vehicles. Any defects will be brought to the attention of the business partner. Any findings must be rectified before the vehicle can be used.
- 6.2 Inspections of vehicles that regularly fall below the standard will be undertaken Jersey Airports Engineering Department.
- 6.3 Any vehicle not in compliance with any of the regulations as detailed in this procedure will have the Airside Vehicle Permit withdrawn.
- 6.4 The vehicle may also be immobilised until the operator can show evidence to any rectification of the fault or until removal of the vehicle or equipment from Airside has been arranged.
- 6.5 All vehicles entering the Critical Part via a security checkpoint shall have its Airside Vehicle Permit checked by G4S prior to being allowed onto the airfield.
- 6.6 Any vehicle that's Airside Vehicle Permit does not match the vehicle being used, is expired or missing shall be refused entry onto the airfield.
- 6.7 Should G4S refuse entry onto the airfield, the security agent shall remove the Airside Vehicle Permit from the vehicle in question and immediately inform the G4S Supervisor on duty of the action taken.
- 6.8 The G4S Supervisor shall inform both the Aerodrome Safety Manager and the G4S Station Manager of the removal of any Airside Vehicle Permits.
- 6.9 The removed Airside Vehicle Permit will be handed to the G4S station manager who in turn shall return this to the Aerodrome Safety Manager.
- 6.10 The Aerodrome Safety Manager shall then raise the issue with the company in question to ascertain the reason behind the removal and may raise a Security Occurrence report relating to the reasoning behind the removal of the Airside Vehicle Permit should it require further investigation.

7 Vehicle Requirements

7.1 Vehicle Maintenance

- 7.2 The applicant or sponsoring company applying for an Airside Vehicle Permit, is responsible for the safe operation of the vehicle it uses and is required to certify:
- i. That the vehicle for which the pass is required has been properly inspected, maintained and serviced by an appropriately qualified engineer within the 12 months prior to the application and will continue to be routinely inspected, maintained and serviced to the equipment manufacturers recommended service intervals by an appropriately qualified engineer throughout the validity of the pass. This is to ensure that the minimum safety and performance standards specified by Jersey Airport are maintained.
 - ii. The applicant or sponsoring company will ensure that the frequency of inspections, maintenance and servicing is appropriate to the type of vehicle used and in accordance with the manufacturer's recommendations.
 - iii. That a record of the inspection, service and maintenance of the vehicle will be made available for inspection by Jersey Airport
 - iv. That only persons trained and competent to drive or operate the vehicle will use the said vehicle
 - v. Jersey Airport reserves the right to inspect vehicles and documentation to ensure that they comply with these regulations.

7.3 **Obstacle Lights**

7.4 The vehicle must be equipped with an Omni directional flashing yellow obstacle light that meets the specification as set out in CAP168-Licensing of Aerodromes

7.5 **Vehicle Identification and Livery**

7.6 Any vehicle which requires an Airside Vehicle Permit must have company livery. The company logo must be clearly displayed on both sides of the vehicle (minimum size 45cm by 25cm).

7.7 Exceptions may be made to this rule may be made for enforcement agencies at the discretion of Aerodrome Operations.

7.8 **Vehicle Specification**

7.9 Any vehicle should not normally exceed 3 metres in width. Exemption to this requirement may be granted by Jersey Airport in certain circumstances where a specific need exists.

7.10 The vehicle must be able to meet the airside height restrictions which are clearly marked by warning plates wherever headroom clearance is limited

7.11 Any vehicle capable of elevation must be fully retracted before being driven anywhere on the airside road system.

7.12 **Diesel Smoke Testing**

7.13 As part of the Airside Vehicle Permit application inspection, vehicle will be checked for smoke emissions

7.14 This helps the environment by minimising pollution and testing the fuel efficiency of the vehicle. It also assists in checking that the engine is working correctly and reducing waste.

7.15 The diesel emissions test has been developed to ensure that it will not damage your engine. After checking the oil temperature to make sure your engine is warm, the tester will accelerate the engine 3-10 times from idle speed until the governor cuts in. Your engine will not be run like this for any length of time and if it has been reasonably well maintained, the test will not damage it

7.16 The tester may check the maintenance history of your vehicle by asking you some questions. The tester may refuse to test your vehicle if they think that the smoke test will damage your engine

7.17 Please tell the tester if you think the emission test will damage your vehicle

7.18 To reduce the possibility of damage and increase the chances of passing the test, you should:

- i. Keep your vehicle maintained at all times
- ii. Have the camshaft drive belt changed at intervals recommended by the manufacturer
- iii. Prepare your vehicle: do not wait for the Airside Vehicle Permit Test to find the results
- iv. Go for the test with a fully warmed up engine – it will produce less smoke and is safer to test
- v. Do not tamper with the governor settings. Fuel pumps and governors can only be calibrated using special equipment. They are set to make sure that the engines efficiently and safely

- 7.19 Noise Level Assessment**
- 7.20 As part of the Airside Vehicle Permit application inspection, vehicle will be checked for noise levels during operations
- 7.21 This helps the environment by reducing noise pollution and provides a means of monitoring noise levels as poorly maintained machinery can result in noise emissions increasing over a period of time
- 7.22 The noise levels obtained, particularly peak sound pressure levels, should assist the owner of the vehicle with identifying whether a risk assessment is required. A risk assessment must be carried out if any employee is likely to be exposed to noise at or above the lower exposure action values defined within the UK's Control of Noise at Work regulations 2005 which are used as best practice in Jersey
- 7.23 The noise level assessment has been developed to ensure that it will not damage your engine. After checking the oil temperature to make sure your engine is warm, the tester will accelerate the engine 3-10 times from idle speed until the governor cuts in. Your engine will not be run like this for any length of time and if it has been reasonably well maintained, the test will not damage it. Noise levels will be obtained at both idle and full power settings using a calibrated sound level meter.
- 7.24 The tester may check the maintenance history of your vehicle by asking you some questions. The tester may refuse to test your vehicle if they think that the noise level assessment will damage your engine
- 7.25 Please tell the tester if you think the emission test will damage your vehicle
- 7.26 To reduce the possibility of damage and increase the chances of passing the test, you should:
- vi. Keep your vehicle maintained at all times
 - vii. Prepare your vehicle: do not wait for the Airside Vehicle Permit Test to find the results
 - viii. Go for the test with a fully warmed up engine
 - ix. Do not tamper with the governor settings. Fuel pumps and governors can only be calibrated using special equipment. They are set to make sure that the engines efficiently and safely
- 7.27 Other Requirements**
- 7.28 The exhaust system must be in good order
- 7.29 The vehicle must be free from oil and fuel leaks
- 7.30 The prime mover must be of adequate power and weight for the prime mover itself and any trailers being towed and capable of braking efficiently
- 7.31 The vehicle must have serviceable front and rear lights which are required to be illuminated during the hours of darkness or in poor visibility
- 7.32 Any vehicle over 2.46 metres in length must have red or amber reflectors at or near each end which must be clearly visible during the hours of darkness or in poor visibility
- 7.33 Whatever the colour scheme a vehicle is painted in, it must be made highly conspicuous to be visible from all sides
- 7.34 Consideration should be given to installing an effective fire extinguisher on vehicles operating in the airside areas.

8 Employers Responsibility

- 8.1 It is the responsibility of the employer to ensure that any employee or person who drives the employer's vehicle's on the airside areas meet the following requirements:
- i. The driver must hold valid Apron Driving Permit for Jersey Airport
 - ii. The driver is in possession of a full Jersey or UK driving license that entitles the holder to drive a motor vehicle on a public road
 - iii. The driver must be specifically trained and competent to drive or operate the vehicle
- 8.2 Jersey Airport reserves the right to request access to such training records in order to ensure that they comply with these requirements.
- 8.3 The driver must be familiar with and comply with the relevant requirements of all procedures and instructions (both permanent and temporary) applicable to airside operations
- 8.4 Periodically, instructions and notices are issued which regulate or amend procedures for the movement of vehicle's airside. The employer must ensure that the contents of these instructions and notices are brought to the attention of, and complied with by their employees.

9 Authorised Signatories and Responsibility of Sponsors

- 9.1 Any company operating airside with the requirement for the use of vehicles must provide Aerodrome Operations with at least two authorised signatories which will provide Aerodrome Operations with the relevant confirmation that the Vehicle is required for use on the Airfield
- 9.2 This authorised signatory list will be maintained by the Senior Airfield Operations Officer
- 9.3 Airside Vehicle Permits will only be produced with the correct signatures in place
- 9.4 The airside area is also subject to control by Customs and Immigration. It may at times be necessary for a sponsoring company to obtain prior permission from Customs and Immigration for particular activities especially those cases of vehicles carrying freight.

10 Insurance Requirements for the issue of an Airside Vehicle Permit

- 10.1 The following insurance requirements must be fulfilled by the applicant before an application for an Airside Vehicle Permit is made:
- i. Jersey Airport requires the holder of an Airside Vehicle Permit to carry adequate insurance covering 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 servant's agents or contractors, arising in connection with the use of the vehicle airside at Jersey Airport. The minimum cover is currently £10,000,000 for public liability. The minimum insurance cover required will change as is necessary
 - ii. The policy or policies of insurance must remain in full force and effect during the validity of the Airside Vehicle Permit, and the expected duration of the requirement to hold an Airside Vehicle Permit.

- iii. Applicants for an Airside Vehicle Permit are required to produce documentary evidence of the insurance cover and the original policy document or cover note must indemnify Jersey Airport
- iv. The sponsoring company must certify that the sponsored company's vehicle has the above insurance cover
- v. Special arrangements apply to the insurance of vehicles owned or on hire to contractors working on behalf of Jersey Airport. The details of these arrangements are as follows:
 - The Contractor shall effect with insurers or underwriter, a policy or policies of insurance in the joint names of the contractor and Jersey Airport
 - The Contractor must produce for inspection by Jersey Airport upon request at any time, the said policy or policies of insurance and the receipt for the last premium paid in respect thereof

11 Temporary Airside Vehicle Permits

- 11.1 Jersey Airport operates a Temporary Airside Vehicle Permit scheme to accommodate vehicles not covered by the Airside Vehicle Permit scheme (i.e. contractors, prisoner escorts etc)
- 11.2 These temporary airside vehicle permits are issued by the Jersey Airport Engineering department or the Airport Rescue and Fire Fighting Service as required
- 11.3 Details of any vehicle issued with a temporary airside vehicle permit will be logged by Engineering or ARFFS as required for audit purposes
- 11.4 Any vehicle issued with a temporary airside vehicle permit must be escorted at all times whilst airside
- 11.5 The temporary airside vehicle permit must be returned to the department who issued the permit on completion of its use airside