



APRON SAFETY GUIDELINES

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APRON SAFETY GUIDELINES

Apron Safety Guidelines has been created from Aena S.M.E., S.A.'s concern to achieve a safe and efficient performance of ground operations in Aeronautical Safety Zone (ZASO).

The airport ramp and the rest of ZASO is a place with a lot of risks for people and for that reason clear rules and procedures are required to guarantee safe, freely and efficient operations. These rules and procedures are gathered in these Guidelines.

The present edition of the Apron Security Regulations includes the 10th amendment, meaning all vehicle drivers and users need to familiarize themselves with the new edition of the Regulations immediately."

The Apron Safety Guidelines are published in Spanish and English. The Spanish text shall prevail.

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A.0. DEFINITIONS

ADR Certificate: Certificate that proves that the vehicle complies with the technical conditions required by ADR (European Agreement concerning the International Carriage of Dangerous Goods by Road)

ADR Driving Certificate (ADR Licence): Training Certificate for all drivers of vehicles that transport dangerous merchandise required by ADR (European Agreement concerning the International Carriage of Dangerous Goods by Road)

Aerodrome: A defined area on land or water (including any buildings, installations, and equipment) intended to be used either wholly or in part for the arrival, departure and surface movement of aircraft.

Aerodrome elevation: The elevation of the highest point of the landing area.

Aerodrome flight information service (AFIS). Flight information service provided by an AFIS office to all traffic in the maneuvering area of an AFIS aerodrome and to all aircraft flying within the associated air traffic information area.

Aeronautical Safety Zone (ZASO): That area of the apron separated from the public traffic area with fences and doors, including the maneuvering area, aprons, luggage classifications yards, service roads, perimeter roads, as well as any other so designed.

AFIS office: Air traffic services department which provides aerodrome flight information service and alert service in an AFIS aerodrome and in the associated air traffic information area.

Aircraft stand: A designated area on an apron intended to be used for parking an aircraft, also called Equipment Restraint Area (ERA).

Airport credentials (AA): Authorization issued by the airport management for a person to access to the apron, maneuvering area, chariot yard, and any other which may be

determined.

Airport Driving License (PCA): Generic name that encompasses all the driving licenses that can be granted to a worker to authorize the driving of a vehicle or equipment at ZASO: Apron Driving License (PCP), PCP-AM or PCP-COM.

Apron Driving License (PCP): Authorization issued by the airport management strictly necessary to be allowed to drive vehicles in the Aeronautical Safety Zone (ZASO) excluding maneuvering area of the airport grounds.

Apron Driving License and Maneuvering Area (PCP-AM): Apron Driving License that enables access and permanence in the maneuvering area, in addition to the use of aeronautical frequencies in the ZASO.

Apron Driving License with authorization for the use of aeronautical frequencies (PCP-COM): Apron Driving License that enables the driving of vehicles and the use of aeronautical frequencies in the ZASO, except in the maneuvering area.

Apron: A defined area on a land aerodrome intended to accommodate aircraft for purposes of loading or unloading passengers, mail or cargo, fuelling, parking or maintenance, including taxiways, accesses to the parking stands and service roads.

Apron Boundary Line (ABL): It bounds the area provided for aircraft traffic (i.e. apron taxiways and access to parking stands) and separates it from those areas used for other purposes that may contain aircraft obstacles (parking stands, parking lot or equipment storage, etc.).

Apron Inspection Service: Airport Service in charge of the surveillance of the fulfilment of the Apron Security Rules and carrying out controls of persons and vehicles.

Apron management service: A service provided to regulate the activities and the movement of aircraft and vehicles on an apron.

AVSAF (Aviation Safety Basic Training):

General training model on safety at aerodromes standardized by AESA.

AVSAF_C: Course included in the AVSAF program, which certifies the minimum knowledge in safety necessary for unaccompanied access to the ZASO of airports (excluding maneuvering area) for the performance of tasks that involve the handling and driving of vehicles and equipment

AVSAF_P: Course included in the AVSAF program, which certifies the minimum knowledge in safety necessary for unaccompanied access to the ZASO of airports for the performance of tasks that do not involve the handling and driving of vehicles and equipment

AVSEC (Basic Security Training): General training model on airport security

Class B Driving License: Driving License License which allows to drive vehicles, automobiles whose maximum authorized weight does not exceed 3,500 kg. and whose number of seats including the driver's SEAT does not exceed nine.

Communications Course (COM): Course containing the necessary training for the use of aeronautical frequencies at ZASO (except maneuvering area).

Coordination Center: Enclosure appointed by the airport management to execute operative coordination work.

Control Service of the Aerodrome (Control Tower): Its function is to transmit information and issue authorizations to the aircrafts under its control and the vehicles which access to the maneuvering Area to reach safe flight transit movements, orderly and rapid in the aerodrome and its immediate surroundings.

Driver: Any person who handles a vehicle or a self-propelled equipment, even if remotely controlled, independently of their work category.

Driving License: Permit granted by the General Traffic Authority that authorizes to drive motor vehicles according to categories.

Equipment Parking Area (EPA): Closed area set aside for the parking of ground

handling equipment.

Equipment Parking Line (EPL): A line that delimits an Equipment Parking Area (EPA).

Equipment Restraint Area (ERA): Closed area where an aircraft is positioned to be handled by the handling equipment, and where neither people nor equipment may be there during aircraft maneuvering (except that necessary for maneuvering).

Equipment Restraint Line (ERL): A line that delimits an Equipment Restraint Area (ERA).

Equipment Staging Area (ESA): Area outside the Equipment Restraint Area (ERA) to position ground handling equipment, vehicles and load pallets on standby prior to the arrival of the aircraft and the beginning of the handling process.

Equipment Staging Line (ESL): A line that delimits an Equipment Staging Area (ESA).

Foreign Objects Damage (FOD): An inanimate object within ZASO that does not have an operational or aeronautical function and may represent a danger to aircraft operations.

NOTE. - Projected FODs can pose a serious danger to people, vehicles, facilities or aircraft.

Fuel Dispensers: Authorized vehicle to supply fuel to aircrafts that are directly connected to hydrant network and does not have fuel tank.

Fuel Refueling Unit: Authorized container vehicle of different capacities equipped of necessary equipment for fuel supply to aircrafts.

Guide vehicle: A vehicle with a priority signaling yellow light used to guide aircraft or other vehicles.

Landing area: That part of a movement area intended for the landing or take-off of aircraft.

Low Visibility Procedures (LVP): Specific procedures which allow operations in low visibility conditions.

Maneuvering Area: That part of an aerodrome to be used for the take-off, landing and taxiing of aircraft, excluding

aprons.

Maneuvering Area Course (CAM): Course that contains the necessary training for the use of aeronautical frequencies in the ZASO and the access and permanence in the maneuvering area. This course integrates the contents of the COM, so its passing implies having also passed the contents of this course.

Movement Area: That part of an aerodrome to be used for the take-off, landing and taxiing of aircraft, consisting of the maneuvering area and the apron(s).

No Parking Area (NPA): Specific area totally prohibited for equipment positioning (i.e.: area for the movement of the finger head, space for the tractor positioning, etc.) and even for the stop.

No Parking Line (NPL): A line that delimits and fills up (through diagonal stripes) a Non-Parking and non-stopping Area (NPA).

NOTAM: Warning which contains information relative to the establishment, condition or modification of any kind of installations, services or procedures or aeronautic dangers which it is strictly essential to know for the personnel who executes flight operations.

Obstacle: All fixed (whether temporary or permanent) and mobile objects, or parts thereof, that are located on an area intended for the surface movement of aircraft or that extend above a defined surface intended to protect aircraft in flight.

Operational Security Surveillance Plan: Document that establishes the acceptable mediums of the requirements that must be guaranteed when works are performed on the airside or which affect Operational Security.

Pedestrian Pathways: Paths marked out for the pedestrian safety traffic.

Pedestrian: Any person walking without supervision in the ZASO of the airport boundaries, independently of his / her work categories and if he / she possesses or not the Airport Driving License.

Permanent withdrawal of the Airport Driving License:

Permanent cancellation of the Airport Driving License without possibility of recovering it.

Provisional withdrawal of the Airport Driving License:

Provisional cancellation of the Airport Driving License during a minimum of one month and a maximum of one year, with the obligation to pass AVSAF_C course and, where applicable, CAM / COM course to be allowed to obtain it.

Ramp access license:

License granted by the Airport Managing Direction to a person for having access to the apron, the maneuvering area, the trolley yards and any other area so designed.

Ramp driving license:

License issued by the Airport Management necessary to drive vehicles or self-propelled equipment on ramp.

Runway:

A defined rectangular area on a land aerodrome prepared for the landing and take-off of aircraft.

Runway-holding position:

A designated position intended to protect a runway, an obstacle limitation surface, or an ILS/MLS critical/sensitive area at which taxiing aircraft and vehicles shall stop and hold, unless otherwise authorized by the aerodrome control tower, or flight information for aircraft, or permit for vehicles, from the AFIS office.

Runway Visual Range (RVR):

The range over which the pilot of an aircraft on the center line of a runway can see the runway surface markings or the lights delineating the runway or identifying its Centre line.

Service road:

Way marked in the Aeronautical Safety Zone (ZASO) and reserved to allow the secure movement of ground assistance vehicles and teams.

Sign:

Sign or group of signs showed on the surface of the movement area in order to transmit air navigation information.

Signal area:

An area on an aerodrome used for the display of ground signals.

Special Operations:

Are those carried out by Government aircrafts in

tactical missions (military, police, and customs) search and salvage in own service missions, emergency sanitary transportation, evacuations and fire prevention services.

Suspension of the Airport Driving License:

Cancellation of the Airport Driving License until the moment AVSAF_C course and, where applicable, CAM / COM course are passed.

Taxi-in area:

That area of the apron that is used by aircraft taxiing, this is, taxiway, access road to positioning stand, holding bay, etc.

Taxiway:

A defined path on a land aerodrome established for the taxiing of aircraft an intended to provide a link between one part of the aerodrome and another, including:

- a) *Aircraft stand taxilane*. A portion of an apron designated as a taxiway and intended to provide access to aircraft stands only.
- b) *Apron taxiway*. A portion of a taxiway system located on an apron and intended to provide a through taxi route across the apron.
- c) *Rapid exit taxiway*. A taxiway connected to a runway at an acute angle and designed to allow landing airplanes to turn off at higher speeds than are achieved on other exit taxiways thereby minimizing runway occupancy times.

Taxiway intersection:

A junction of two or more taxiways.

Taxiway strip:

An area including a taxiway intended to protect an aircraft operating on the taxiway and to reduce the risk of damage to an aircraft accidentally running off the taxiway.

Vehicle:

Auto-propelled machine excluding aircrafts.

Vehicle access authorization:

The card evidencing the authorization issued by the airport management to a vehicle or equipment to enter in the Aeronautical Safety Zone (ZASO) of the airport enclosure. The vehicle driver should be holder of an Airport Driving License.

Visual docking guidance system: Guide system for maneuvering at aircraft parking stands, to facilitate the accurate positioning of aircraft even in low visibility conditions.

ABBREVIATIONS

AA:	Airport Credentials
ABL:	Apron Boundary Line
ADR:	European Agreement concerning the International Carriage of Dangerous Goods by Road
AFIS:	Aerodrome flight information service
AIP:	Aeronautic Information Publication
AVSAF:	Basic Training in Safety
AVSAF_C:	AVSAF for Drivers
AVSAF_P:	AVSAF for Pedestrians
AVSEC:	Basic Training in Security
CAM:	Maneuvering Area Course
COM:	Communications Course
CEOPS:	Operations Centre.
EPA:	Equipment Parking Area
EPL:	Equipment Parking Line
ERA:	Equipment Restraint Area
ERL:	Equipment Restraint Line
ESA:	Equipment Staging Area
ESL:	Equipment Staging Line
FOD:	Foreign Object Debris. Foreign objects.
LVP:	Low Visibility Procedures
CAM:	Maneuvering Area Course
NPA:	No Parking Area
NPL:	No Parking Line

PCA:	Airport Driving License
PCP:	Apron Driving License
PCP-AM:	Apron Driving License and Maneuvering Area
PCP-COM:	Apron Driving License with authorization for the use of aeronautical frequencies
SMS:	Safety Management System
RVR:	Runway Visual Range
SEI:	Firefighting Service
TCL:	Taxiway Centre Line
TVI:	Technical Vehicle Inspection
TWR:	Control Tower
ZASO:	Aeronautical Safety Zone

A.1. GENERAL

- A.1.1. The present rules are of total application in the Aeronautical Safety Zone (ZASO) within the airport boundaries and are to be complemented with Operative Instructions and local procedures of which the airport management shall give notice to the companies, entities or organisms operating within the ZASO.
- A.1.2. The entrance to the ZASO will only be allowed for those individuals, vehicles, and equipment with a specific and necessary function to develop regarding the aircrafts or the premises and services of the Airport in that area. For the access, a airport authorization will be necessary. The corresponding personal Accreditation and Vehicle Access Authorization must be processed exclusively by the places validated for said purpose.
- A.1.3. It is compulsory to use the clothing and protection (EPIs and others), which are specified by the rules in force, which falls under the responsibility of the companies, entities or organisms.
- A.1.4. Independently of the subsidiary responsibility of the operating company or entity which operated the vehicle or equipment, to effects of the application of these Rules, each driver is responsible for the consequences which outcome from the incorrect use of them.
- A.1.5. Each individual participating in the operations which are carried out in the Aeronautical Safety Zone (ZASO) must behave in such a way that he / she does not put him/herself in danger, nor others, and that he does not hold up the traffic of aircrafts or vehicles or teams.**

In particular, he / she must be very diligent and careful when driving to avoid any harm, on oneself or on others, taking care to not endanger both the driver and the other occupants of the vehicle, the rest of the users, aircrafts, equipment and installations.

The basic rules of general traffic must be applied at all times, such as the obligation to look around before maneuvering or signaling any maneuver.

It is strictly forbidden to drive in a neglectful or reckless way.

- A.1.6. The use of vehicles will have to be limited strictly to the necessary, being used only and exclusively for the end to what they have been designed.
- A.1.7. It is forbidden to use motorcycles, bicycles, scooters and other personal mobility devices in the ZASO unless a express license has been issued and under the conditions pronounced by the airport management.
- A.1.8. The companies, entities or organisms and the rest of operators of the Airport are responsible for training all their employees and other personal at their services in

all that related to these rules.

- A.1.9. According to the Airport features, the managing direction will be able to set different procedures of the citations included in these Guidelines making previously a safety study and a risk analysis, setting up the necessary conditions and limitations in each case, as appropriate.
- A.1.10. When the Airport Management deems it necessary, the movement of persons or vehicles on the apron will be subject to prior approval from the AFIS office.
- A.1.11. Except in relation to the assistance to animals transported as luggage or merchandise or with the wildlife control procedures of the airport completed in accordance with the current regulations, it is forbidden to feed animals, install troughs or shelters. Any conduct which encourages the presence and/or forming of animal colonies are forbidden.**

A.2. SAFETY BASIC RULES

A.2.1. It is strictly forbidden to drive or stay inside the Aeronautical Safety Zone (ZASO) under the effect of alcohol, drugs or psycho-active substances, including medicines that adversely affect safety, as also the introduction and consumption of said substances. To this effect, it is considered to be under the influence of alcohol or drugs if the established lower limit is exceeded within the General Driving Rules or an analogous rule which replace them. When different rates or levels exist, the more restricted ones shall be applied.

A.2.2. It is absolutely prohibited to smoke, including vappers or electronic cigarettes, or to strike fire in the Aeronautical Safety Zone, even inside the vehicles.

A.2.3. The use of necessary communication equipment for the operation, while the use of earphones/headphones for music/radio playback or the manual introduction of keyboard data is strictly prohibited.

A.2.4. The movement of vehicles and teams within the ZASO shall be made in the service roads as established and respecting the marks and signs, and if the final destination should be alongside the ways, the latter should be left as late as possible.

The Management of each Airport can establish the obligation to circulate always with the headlights on.

A.2.5. The maximum speed of the vehicles on the movement area is limited to 30 Km/H. In other areas of the ZASO of the airport compound, maximum speed limits shall be indicated by the following corresponding signs.

Inside the parking area, the speed of vehicles shall be the one of the person walking (inferior to 5 km/h).

A.2.6. The maximum speed of the vehicles on the movement area is limited to 30 Km/H. In other areas of the ZASO of the airport compound, maximum speed limits shall be indicated by the following corresponding signs.

Vehicles equipped with priority signaling lights must make use of them, exclusively, in the following circumstances:

a) For the care of an emergency.

b) During practices and training for emergency care.

c) In the case of specifically authorized airport services that require it based on the operational attention to be carried out, for urgent attention required by aircraft, people or airport facilities, without exceeding, on the apron, twice the maximum speed allowed. .

d) Other services (of the airport and of third parties) that require circulating outside the service roads, inside the taxiways on the apron or in the maneuvering area.

e) In order to signal their presence (in the case of particularly slow or bulky vehicles, located in places that interrupt traffic, during refueling of aircraft, etc.)

In cases a), b) and c) they may exceed the speed limits and circulate outside the service roads. In case d), it will be possible to circulate outside the service roads, but the maximum speed limit cannot be exceeded. In case e) it will not be possible to exceed the maximum speed limit or circulate outside the service roads and other areas dedicated to the movement of vehicles.

Outside of the above circumstances, vehicles must not activate priority signaling lights and must behave like any other vehicle.

Regardless of the foregoing, vehicles with priority signaling lights on are not exempt from compliance with article A.1.5. as well as, whenever possible, compliance with article A.2.4.

In any case, when driving a vehicle in any of the circumstances listed above, its driver must exercise extreme caution, verifying that other users have warned of his presence and making sure that there is no risk of collision with other vehicles. or hitting pedestrians.

The priority signaling lights of security and emergency vehicles shall be blue whereas the color shall be yellow for the rest of the vehicles.

A.2.7. Vehicles equipped with safety belts must use them, and each person must be liable for their use.

The drivers and passengers of emergency and security service vehicles will not be obliged to use safety belts in an emergency situation.

A.2.8. In the vicinities of vehicles with priority signaling lights enlightened, caution should be extreme.

A.2.9. Aircraft in motion, by their means, guided or towed, have preference over any vehicle, even if they have priority signaling lights, except for an emergency vehicle that assists an aircraft in distress or any other emergency situation that justify it.

A.2.10. The vehicles with variable height elements will always run with them in their lowest height, paying special attention to height limitations.

A.2.11. In front of running jet engines of a stopped aircraft a safe distance of 8.5 m should be maintained or a different distance is the company sets it so in function of the type of aircraft.

Behind running engines of a stopped aircraft a safe distance of 50 m (conventional) or 75 m (wide body) should be maintained.

It is pointed out that usually aircraft keep the anti-collision lights on when engines are running.

A.2.12 Stay away from the propeller blades. The safe distance should be defined for each type of aircraft by the aircraft operator.

NOTE.- Running blades are very dangerous since they are not seen. They may be even dangerous when stopped, since it is not easy to perceive them when they start to turn.

A.2.13 Behind an aircraft in motion a minimum distance of 75 m (conventional), of 125 m (wide body aircrafts or with 2 motors), or of 150 m (wide body aircrafts or with more than 2 motors) should be maintained.

NOTE.- The maximum power of the motors is used when an aircraft is beginning to move, it is therefore recommended to pay attention to that circumstance and to maximize the security measures.

A.2.14 When an aircraft in motion (approaching) will be at a distance of less than 200 m., it is prohibited to start crossing in front of it, or behind it in the case of reversing (autonomous or towed); to practical effect (being difficult to verify this fact) it will be understood that the standard has been failed when an aircraft will be obliged to brake, an official report from a captain communicating a dangerous cross of a vehicle will be received, or when one circulates, in any way, between an aircraft and a guidance vehicle.

Likewise, traffic on the roads that pass in front of and behind the parking lots is prohibited from the moment the aircraft turns on the anti-collision lights, unless the stopover coordinator confirms that the aircraft can be passed safely. In the event that the aircraft has already started moving, it is totally forbidden to ride behind it.

A.2.15 Driving over cables or hoses that may be occasionally on the pavement should be avoided, having special attention with those hanging from the airbridges.

A.2.16 When driving by the apron borders where may be raised markers, a roughly correct distance from them should be kept, communicating to the Coordination

Centre an eventual break.

A.2.17 When an aircraft is approaching a taxiing position, all personnel, vehicles and equipment must be outside the equipment restriction area (ERA), without initiating the assistance to the aircraft until the following conditions are compiled:

- The aircraft is in a full stop position
- The engines are turned off and the air propellers and propellers are in a full stop position.
- Anti-collision lights of aircraft are deactivated and
- chocks are installed.
- Cones are located around the aircraft

The deviations of this requirement for companies and/or types of specific aircrafts must be justified with a specific procedure analyzing this information through Airport for their subsequent authorization/approval if the competent authority is proper.

When an aircraft is leaving and when it turns on the anti-collision lights the Equipment Restraint Area (ERA) and, when necessary, the Equipment Staging Area (ESA) associated should be clear of people and equipment except those essential to make possible the departure, and they should be located so as not obstructing the aircraft maneuvering paying special attention to remote positions with autonomous exit maneuver where the effect of the engine jet must also be taken into account.

A.2.18. Cones must be placed on the ground around certain parts of the aircraft with the aim to prevent damages incurred by vehicles or teams during handling operations. In the case of strong winds, necessary measures will be taken to avoid these cones becoming FODs.

A.2.19 It is forbidden to enter and stay in the parking stands of the aircrafts for all person or vehicle or equipment which does not have a specific function to execute.

A.2.20 Driving around an aircraft should be done preferably in a way that the side where the driver is will be the most close to the aircraft.

A.2.21 In general terms, unless it would be necessary for the aircraft handling, it is prohibited to drive under the aircraft (wings and fuselage).

In cases where it is essential, it will be done at the lowest possible speed, taking extreme caution and requesting, where possible, guidance help from other people.

A.2.22 Reversing and driving back of vehicles will only be allowed if local conditions

make it impossible to drive forward. In such cases the driver should assure that no obstacle would difficult the maneuver neither safety areas are overrun.

A.2.23 It is prohibited positioning and working behind vehicles that can only leave drawing back due to local conditions.

A.2.24 Hydraulic stabilizers on vehicles may be extended only after it has been ascertained that the area is clear.

A.2.25. Ground aircraft equipment shall be positioned in the proximity of the aircraft in such a manner to:

- ***Do not obstruct the evacuation of persons from the aircraft in case of emergency.***
- ***Do not obstruct the forward movement of the refueling and fuel dispensers.***
- ***Do not make the performance of other ground aircraft operations difficult.***

A.2.26 When an aircraft is refueling in an area of 3 m in the case of kerosene, 7 m in the case of aviation fuel, around tank ventilation openings, of the pit intakes in use and fuel supply vehicles, these prohibited activities may produce sparks and the use of portable communication equipment and non-certified electronic devices as inherently secure, except in case those devices whose use is collected on the fuel supply procedures.

In the same distances, vehicle circulation shall be restricted during the refueling operations of the aircraft and no vehicle with the engine running may be placed on the pit intakes, regardless of whether they are closed.

These activities should be avoided inside and in the vicinity of the service stations for refuelling of aircrafts and / or vehicles, as web as in the vicinity of patches of fuel produced by leakage, until the latter have been cleaned and the area declared secure.

A.2.27 - The following tasks shall be performed during the refueling tasks with passengers on board, boarding, or disembarking:

- ***The ground operations personnel must be informed of the aircraft emergency departures that have been designated during refueling.***
- ***The area under these emergency exits must be maintained free of ground aircraft equipment or other obstructions.***
- ***The airline company or customer care agent shall report to the person in charge to supply the fuel of the presence of passengers on board.***

NOTE. It will be considered that the designated emergency exits are not kept free when specifically communicated by the operating company of the aircraft.

A.2.28 In case that the SEI or the Apron Inspection Service observes during refueling of an aircraft any incidence, which may affect security, it must take the adequate steps, including standstill of the operation, until the appropriate conditions are recovered.

A.2.29 In the event of fuel leakage, the following should be observed:

- a) Get away from the leakage and do not attempt to repair the piping or cover the leak, except this is considered one of your tasks.
- b) Switch off the machinery and vehicles and avoid any source of ignition. If the leakage reaches the position of the vehicle, it is required to move it, and this shall be done by pushing or towing it.
- c) Inform the crew and the CEOPS of the airport.
- d) Do not drive vehicles over fuel.

A.2.30. The use of chains or studded tires requires the previous authorization of the Airport Authority.

A.3. PRIORITY RULES

A.3.1 Regarding driving in Aeronautical Safety Zone (ZASO) of the airport enclosure, the following priorities shall be set up:

1° Aircraft in motion by their own means, unless they receive instruction to give the right of way to other aircraft towed.

2° Towed aircraft, including towing vehicles and guiding vehicles.

3° Vehicles with enlightened priority signaling lights.

4° Vehicles running by service roads.

5° Vehicles that are going to enter into service roads

NOTE. - In relation to the circulation of emergency vehicles in an emergency, go to article A.2.9.

A.3.2. In cross-service roads basically the right hand will have the right of way, unless marks or signs on such ways indicate other thing.

By-passes are out of such standard, since the vehicle being in them will have priority.

A.3.3. At zebra crossings marked on service roads, the right of way should be given to pedestrians.

A.3.4. At a “stop airplane crossing” sign, the vehicle will stop completely due to the possible crossing of aircrafts or vehicles with priority signaling lights.

A.4. STOPPING AND POSITIONING OF VEHICLES RULES

- A.4.1.-** It is prohibited to leave engines running while the vehicles are stopped, unless the driver will remain inside and the positioning time will be minimum or the use of the vehicle will require thus so, and it will be supervised constantly by the driver and with the hand brake on. This prohibition is applied to the luggage classification yards too.
- A.4.2.-** During aircraft handling, when the driver of a vehicle will not remain inside, that vehicle should have the hand brake on. This is also applied to towing vehicles.
- A.4.3.-** Vehicles should only be positioned in the areas allowed for that purpose.

In order to avoid the uncontrolled movement of vehicles, equipment and materials on the apron, they must be:

- **Vehicles:** with the handbrake on and the gear lever and wheels in a position to prevent accidental movement.
- **Equipment and trailers:** with the brake on and the appropriate restraints that prevent their unintentional movement.
- **Materials:** be well stacked and secured.

In no case should the parking and circulation of other airport users be hindered.

- A.4.4.** Out of the stands designed for positioning, during aircraft handling no vehicle will be positioned less than 2 m from the aircraft (unless the contact will be necessary) neither less than 0,50 from other vehicle already positioned.
- A.4.5.** All vehicles and equipment used for the assistance service, in any of its phases, should be removed and placed in the zones set up to this effect (EPA), once they are no longer necessary. The Manager shall be the owner of the vehicle.
- A.4.6.** It is absolutely prohibited to position or stop in **No Parking Areas (NPA)**, with red diagonal stripes. It is not permitted to park or pass over the hydrant signals.
- A.4.7.** Inside the Aeronautical Safety Zone, it is forbidden to park or stop where indicated by the corresponding signage, as well as at the zebra crossings marked on the service roads, except for the temporary stop for the collection or disembarkation of passengers at through buses.
- A.4.8.** It is forbidden to stop or position on the service roads.
- A.4.9.** It is forbidden to clean or carry out any maintenance work on the vehicles or equipment outside the areas so designed for those works.

A.5. PEDESTRIAN RULES

- A.5.1. Walking on apron is forbidden, except for the specific tasks necessary to be performed related to aircrafts or airport facilities and services. Walking is done using sidewalks, pedestrian zones, pedestrian paths and zones designated for that task.**

In any case, each pedestrian will behave in such a manner that does not endanger themselves, other users, aircraft, equipment or installations and does not stand in the way of aircrafts and vehicles or the carrying out of airport processes.

- A.5.2. It is obligatory to use high visibility clothes, in correct shape and conditions, to access and remain inside the Aeronautical Safety Zone (ZASO), except for:**

- The passengers.**
- The emergency firefighting and security service personnel, who shall wear individual protection equipment, following their own rules, which include high visibility elements.**
- In case of visits, receptions and formal acts, whose organization and development establishes a plan of collective preventive measures to eliminate the risk for which the use of High Visibility PPE is mandatory (eg accompaniment, supervision, access area, weather conditions, etc.).**

- A.5.3. The access on foot to the maneuver area is strictly forbidden, except in the following cases:**

- Express authorization of airport management,**
- In case of works and/or maintenance, if this is established in the Operational Security Surveillance Plan in the conditions herein defined.**
- In those airports where sport or air activities are implemented, on those areas and with the requirements established by the managers of the airport and provided that their presence is essential for the activity.**

In any case, there will be a person responsible for the activity, -which will need to maintain a permanent contact with the control service of the airport or with the AFIS office, should there be one.

- A.5.4. The circulation will only be able by pathways when they will be signaled on apron or service roads.**

- A.5.5. Pedestrians will be extremely cautious regarding aircraft with engines running, keeping the minimum safety distances indicated, as well as aircraft approaching. To this end it is added that this situation does usually appear when anti-collision lights are operating.**

A.5.6. Pedestrians should not be positioned behind vehicles that can only leave backing due to local conditions.

A.5.7. It is prohibited to throw objects; papers or rubbish to the floor inside the ZASO, having to deposit them in the containers provided for such material. It is also forbidden to deposit objects (tins, newspapers, papers, rubbish, etc.) on the outer or cargo areas of vehicles, even if they are parked, to avoid carrying them away by the wind.

A.5.8. In low visibility conditions extreme caution should be taken.

A.5.9. Wearing studding shoes is prohibited because of sparks danger.

A.6. SERVICE VEHICLES SPECIFIC RULES

- A.6.1. The chariot-trains, pallet carriers, dollies, or similar, should not exceed of 6 empty or 5 total or partially full.

Specialized personnel should load freight on the chariots or vehicles or equipment with the adequate safety measures for traffic, which should ensure that merchandises are adequately loaded.

If the company or entity is responsible for the incorrect loading of the luggage, the driver shall have to pay special attention to eventual downfalls, being obliged to pick up it immediately if he / she is aware by himself / herself or by any other person.

The driver is obliged to relocate the freight if he / she thinks that it may fall dawn.

- A.6.2 With regard pallets, dollies or similar, the driver will be quite sure about freight upper limits of subjection are correctly stowed and the travolator device is blocked”.**

- A.6.3. Waste and rubbish will be transported in appropriate vehicles in order to avoid it to be fallen dawn during their transport to the respective containers.

- A.6.4. Trolleys, small carriages and in general all those hauling equipment as of July 1, 2014 shall have retro-reflective elements installed on lateral sections and posterior section of said equipment.

- A.6.5.- Any material which is used for the protection of the luggage loaded on open vehicles or on chariot-trains must be fixed in such a way to avoid downfall. The airport management shall be able to establish the prohibition of plastic use.**

- A.6.6. Closed vehicles (with cabin) of catering, passenger stairs, ambulift and other services that have to be usually moved back from the aircraft should have a backing hearing device.

- A.6.7. In those cases in which a vehicle will have to approach backing to an aircraft, caution will have to be extreme, demanding if possible help from other people.

When vision is not complete and when the local conditions deem it advisable, Airport Management shall require the presence of a crewmember in the positions.

- A.6.8. Refueling of vehicles and/or equipment will be done, exclusively, in the areas authorized by the airport management.

A.7. OPERATIONAL RULES IN LOW VISIBILITY CONDITIONS

A.7.1. Along the night and with reduced visibility (fog, snow, rain...) crossing or fog lights should be used to run, being prohibited position or road lights.

A.7.2. In low visibility conditions it is prohibited to cross taxiways when visibility will be less than 200 m, except for the points expressly designed for crossing.

A.7.3. When operating in low visibility conditions circulation should be avoided by the adjoining roads to the taxiways, being preferable the apron ring roads.

A.7.4. In these conditions, journeys, which will not be absolutely necessary for handling and maintenance, should be avoided.

A.7.5. In those airports having local procedures for low visibility conditions (LVP), the additional set forth limitations will have to be strictly respected.

A.8. OPERATIONAL RULES IN THE MANEUVERING AREA

A.8.1. To access and remain in the Maneuver Area it is necessary to request a permit to the Control Tower or to the AFIS office.

The instructions given by the markings and signs are compulsory except when the Control Tower authorizes otherwise or recommended by the AFIS office.

A.8.2. Any vehicle having to enter into the maneuvering area for its activity will be provided with radio-telephone equipment of adequate frequency for the co-ordination with the Aerodrome Control Service personnel (TWR) or AFIS office as well as, if necessary, with the Coordination Centre, along with instructions for abnormal situations and a detailed plan of the airport. In case of using a portable radiotelephone equipment a loaded reserve battery must be available.

A.8.3. For access to the maneuvering area, security areas of runway end, and runway fringes and taxiways, as well as where airport management requires it, it will be necessary for the vehicle to have priority signaling lights which should have to be even operating in a stop position.

A.8.4. The obligation of radio-telephone equipment and priority signaling lights availability shall not be applied when the vehicle will be driven by a fully authorized party of the Airport who is fully equipped or when it is required to officially access a section of the maneuvering area temporarily closed to aircraft (works, maintenance, emergency...).

A.8.5. In low visibility conditions the access to the maneuvering area will only be done if it would be absolutely necessary.

A.8.6. In airports which provide multi-lateration and/or localization systems, and the airport management determines so, the vehicles which access the maneuvering area should be equipped with a S-mode transponder or another element which can obtain provide their identity and position, and will be switched on for at least as long as the vehicle is in this area, as well as in the vials that are considered necessary

A.8.7. The driver who is unsure of about the position of his vehicle in the maneuvering area should:

- a) Notify the Aerodrome Control Service or AFIS dependency regarding the circumstances (including the last known position);
- b) At the same time, exit the landing area, the taxiways or whatever other part of the maneuvering area, to reach a safe distance as soon as possible, unless the ATS dependency indicates otherwise; and after,
- c) Stop the vehicle.

If the instructions of the Aerodrome Control Service or AFIS dependency cannot be followed, or if it is not possible to move the vehicle, it should be reported immediately.

A.8.8. The driver of a vehicle which suffers a loss of communication and is in the maneuvering area should:

- a) Exit the landing area, the taxiways or whatever other part of the maneuvering area, to reach a safe distance as soon as possible; and after,
- b) Stop the vehicle and wait for the assistance vehicle.

If alternative means of communication (mobile telephone, the frequency of the Coordination Centre of the airport, etc.) are available, the situation should be reported, as soon as possible, to the Aerodrome Control Service or AFIS dependency affected for its immediate communication.

A.8.9. In the event of a breakdown of a vehicle traveling through the maneuvering area, the driver:

- a) Shall immediately inform the Aerodrome Control Service or competent AFIS unit of this circumstance, communicating the position occupied.
- b) Wait for the arrival of the means of assistance.

However, if the breakdown occurs while the vehicle is crossing or remaining on an active track, the driver will do everything possible to leave it as soon as possible.

A.8.10. In the maneuvering area, it is prohibited to participate in non-essential activities during the driving process that may affect attention, situational awareness or decision-making capacity.

Along these lines, the following should be avoided:

- The use of mobile phones for non-professional purposes, both for phone calls and text messages.
- Listen to music.
- Carry out activities that require the volume of radio frequency conversations to be lowered.
- Conversations with other people who are in the driver's cabin (or through radio frequency) and that are not essential for the development of the activity.
- Any other activity that is distracting.

In addition, the interior of the vehicles must be kept free of objects at all times that could disturb or distract the occupants.

A.9. RULES IN THE EVENT OF ACCIDENT

A.9.1.- All accidents and damages that occurred on the Aeronautical Safety Zone (ZASO) shall be reported immediately to the COORDINATION CENTER, indicating whether people are injured, if a spillage, fire or any other relevant experience took place, who shall coordinate pertinent investigations.

In the same way, incidents or risk situations, which may occur and may endanger the airport operation, must be reported to the Coordination Centre.

In case of Auto protection plan activation, the parties shall act according to the terms set forth in said plan.

A.9.2. - The participants in an accident should remain in the same place and the vehicles and equipment should not be moved until Apron Inspection Service personnel arrives on the Movement Area to prepare the report. The airport management shall establish the performance of breathalyzer tests, drug tests or intoxication due to psycho-active drugs to personnel involved in an accident irrespective whether party was a driver or a pedestrian.

A.9.3.- Once it is authorized by the Apron Inspection Service personnel on the Movement Area, the parties responsible for the vehicles, equipments and other obstacles involved, must remove them immediately.

A.9.4.- The person in charge of the Apron Inspection Service on the Movement Area should give orders to mark and signpost with the material designed for his / her unit in the place where the accident has occurred, when it is necessary and possible. Of all happened a Minutes Report should be prepared in which all necessary information to identify people and vehicles involved shall appear. All personnel involved in an accident must contribute to Apron Inspection Service on Movement Area all information requested from them.

A.9.5.- In the case that a suitcase or piece of luggage is detected, it should be immediately reported to the COORDINATION CENTER.

A.9.6.- In the case that an abandoned or damaged object with a label corresponding to Dangerous Merchandise is detected, rules are:

- a) To keep a distance, warn the people who are in the vicinity, and to protect the zone with the means that are available.
- b) Urgently inform the COORDINATION CENTER.
- c) Wait for the arrival of the SI and/or the Apron Inspection Services on Movement Area and/or emergency Services and comply with their instructions when they set in motion the corresponding emergency procedures.

A.10. SPECIFIC RULES FOR EMBARKING/DISEMBARKING AIRBRIDGES

A.10.1 Only authorized personnel should handle the embarking/disembarking of air bridges.

A.10.2 During the air bridge operations only authorized personnel by the airport can remain inside, in which case authorized personnel shall be situated at a sufficient distance from the command bridge.

A.10.3 The movements of the air bridge should not be obstructed, specially its connection / disconnection trajectory.

A.10.4 When an aircraft is approaching to a parking stand having available embarking/disembarking air bridge, this should get a position so as not to be an obstacle for the entrance of such aircraft.

A.10.5 The link between the air bridge and the aircraft should wait until complying with the following conditions:

- the aircraft is stopped
- the engines are shut off
- the aircraft anti-collision lights are turned off
- the chocks are placed

A.10.6 Passengers will not be allowed to disembark through the air bridge until the automated sensor of vertical movement is activated.

A.10.7 The air bridge service area shall be defined through a No Parking Line (NPL) bounding a wholly prohibited area to park or stop vehicles or equipment (NPA).

When the air bridge will be in motion (flashing lights activated) driving or walking shall not be able in that area.

A.10.8 Driving vehicles under the telescopic tunnel of the air bridge is prohibited.

Except for works performed by maintenance personnel of facilities and operation of the air bridges, as well as the personnel from the Airport Fire Extinction Services, walking under the telescopic tunnel of the air bridge is prohibited while the air bridge is moving.

Close attention and maximum precautions must be paid to walking on the proximities of the telescopic tunnel of the air bridge.

A.10.9 When an aircraft is leaving, the departure maneuver shall not be started until the air bridge has been positioned in the resting position with the flashing lights deactivated.

A.10.10 Driving shall not be allowed in front of stands with visual docking guidance system activated to avoid mistaken readings.

A.10.11 The air bridge shall not be connected or disconnected during the change of aircraft tires, remaining in the same conditions as it was when the operation was started. Boarding and disembarking of passengers during this operation shall not be carried out.

B. VEHICLES ACCESS

B.1. ACCESS LICENCE

B.2. ACCESS CONDITIONS

B.1. ACCESS LICENCE

B.1.1.- To enter into the Aeronautical Safety Zone (ZASO), a Vehicle Access Authorization it is needed, and it will be provided by the Security Office of the Airport, in agreement with the conditions of issue and use established by the Security Program and the applicable regulations.

B.1.2.- So that a license for access will be issued for a vehicle, it should have a justified necessity for one.

The date of validity cannot be later than the date of extinction of the concession, or at most, a year after the date of expedition, in accordance with the established, current regulations for airport security.

The authorization should be placed on the right-hand side of the front window or in a visible place of the front part whenever the vehicle moves through the operating zone.

B.1.3. The procedures to be followed for the requesting of vehicle authorizations will be those ones set out by the current regulations for airport security.

B.1.4.- The license models and their types will be established by the current regulations for airport security.

B.2. ACCESS CONDITIONS

B.2.1.- All vehicles, which circulate inside the ZASO, should be perfectly identifiable for the Apron Inspection on Movement Area and Security Service, bearing at least an anagram of their company on the side of the vehicle, in addition to other security requirements.

The airport management shall decide the characteristics and minimum dimensions of the anagram as well as the obligation of signing the top of the vehicle with its identification number, if it is considered. These anagrams should be fixed unless the airport management empowers otherwise.

B.2.2.- Those vehicles acceding occasionally to the ZASO should be exempted from the former rule, in which case should be guided by a vehicle of the airport, as well as the Government Security Forces vehicles and others that the airport management should deem convenient

B.2.3.- Vehicles in their lowest position, which is their driving position, should meet the following technical requirements:

- maximum width: 3.50 m
- maximum height: 3.50 m
- total length of the vehicle with tractor: 21,00 m
- maximum turning circle: 18,00 m

In the case of specific vehicles, which exceed the physical features indicated, the airport management will be able to authorize their access to the ZASO, if necessary, the service roads to be used.

B.2.4.- The airport management, in accordance with the airport design, will be able to exempt from the fulfilment of Rules B.2.1. and B.2.3. in adjacent service roads to the apron, which would be physically separated from it and would be so deemed. In such ways will have to be marked this circumstance.

B.2.5.- The vehicles which access and remain in the Aeronautical Safety Zone (ZASO) and the equipment decided by the airport management, are obliged to possess the minimum equipment for firefighting as established by said Management.

B.2.6.- The record breaking of the ITV should be proved if the age of the vehicle so demands it. Those vehicles, which are exempt from passing the ITV, must reach the minimum conditions required by the current legislation and justify this by the corresponding airport technical inspection.

The airport management will also be able to demand a regular review of the record breaking that coincides in the same aspects than the ITV and/or other demands for the authorized activity.

- B.2.7.- Apart from that indicated in the former point, the company owner of a vehicle or equipment is responsible of its good shape, paying special attention to the existence of liquid or grease spillages that may damage or soil the pavement.

The vehicles/equipment showing any irregularity, including those mentioned on the aforementioned paragraph should be immediately removed, irrespective of the measures to be taken to manage the spillage caused.

- B.2.8. The operator of the vehicle should guarantee third parties' civil responsibility for damages to airplanes, luggage, passengers, users and Aena S.M.E., S.A. facilities, coming from the operation of their vehicles. They must present an insurance policy in accordance with the conditions and coverage determined by the respective contracts and agreements with Aena S.M.E., S.A.**

Aena S.M.E., S.A. will provide those vehicles which require temporary access with the possibility to acquire "Civil Responsibility Apron Access" insurance.

- B.2.9. Each airport management will locally define the airport departments in which the owner of a vehicle should document the technical checking and the insurance cover updating of a vehicle.

- B.2.10.- Aircraft fuel supply vehicles shall be built according to the international standards used by the supplying companies. In particular:

- Vehicles manufactured after June 2005 will have a certificate of compliance with the UNE-EN12312-5: 2005 standard.
- Vehicles manufactured as of August 2009 will have a certificate of compliance with the UNE-EN12312-5: 2005 + A1: 2009 standard

All Aircraft fuel supply vehicles will be subject to specific periodic inspections that guarantee the maintenance of safety requirements.

All other vehicles that circulate inside the premises of the airport compound transporting dangerous goods in non-exempt amounts shall have a valid European Agreement on Transportation of Dangerous Goods by Road (ADR) certificate.

- B.2.11. The vehicles should have available the obligatory documentation, as determined by the airport management.

C. DRIVING LICENCE

**C.1. SAFETY REQUIREMENTS FOR ACCESS BY PEOPLE AND DRIVING
VEHICLES IN ZASO**

C.2. CONDITIONS OF USE OF THE AIRPORT DRIVING LICENSE

C.1. SAFETY REQUIREMENTS FOR ACCESS BY PEOPLE AND DRIVING VEHICLES IN ZASO

C.1.1.- The word "pedestrian" refers to any person walking without supervision in the ZASO of the airport boundaries, independently of his / her work categories and if he / she possesses or not the Airport Driving License.

C.1.2.- The word "driver" refers to any person who handles a vehicle or a self-propelled equipment, even if remotely controlled, independently of their work category.

C.1.3.- All pedestrians who transit within the Aeronautical Safety Zone unaccompanied, both within and outside of operating hours, must be fully aware of:

- The Apron Security Regulations.
- ZASO configuration and signage, and local airport procedures, as appropriate.

All drivers operating within the Aeronautical Safety Zone, both within and outside operating hours, must also know the above:

- The operation and characteristics of your vehicle.
- If you use aeronautical frequencies, radiotelephone terms and procedures.

If you access the Maneuvering Area, in addition:

- Radiotelephone terms and procedures
- The configuration and signaling of the Maneuvering Area.

Each company is responsible for ensuring that its personnel are instructed in the previous points.

C.1.4.- All pedestrians who transit within the Aeronautical Safety Zone (ZASO) unaccompanied, both within and outside of operating hours, must have an Airport Accreditation that allows access to the ZASO, whose requirements regarding Operational Safety are:

1. Be in possession of the AVSAF_P certificate in force.
2. Having passed the local theoretical and practical familiarization of the airport as a pedestrian.

If these requirements are not met, the pedestrian must be accompanied.

C.1.5.- Every driver who operates within the Aeronautical Safety Zone, except in the Maneuvering Area and without using aeronautical frequencies, both within and outside operating hours, must have an Apron Driving License, whose requirements regarding safety are:

1. Airport Accreditation that allows access to the ASZN, as appropriate.

2. Driving Permit of the Traffic Headquarters of class B or higher in force
3. Be in possession of the AVSAF_C certificate.
4. Have received the local theoretical and practical familiarization of the airport as a driver.

In addition, if the driver transports fuel or other dangerous goods, in the volume and conditions established in the ADR regulations, he must be in possession and have in force the ADR driving certificate that enables him to transport dangerous goods, in class corresponding, which will be indicated with a code in the Airport Driving Licenses. The movement of dangerous goods in the area of "Safe transport of dangerous goods by air" (ICAO Annex 18) is exempted from the above, which will be governed according to its own regulations.

Any adaptation, restriction or limitation included in the driver's Driving Permit will be applicable in relation to the Airport Driving License.

C.1.6.- All drivers who operate within the Aeronautical Safety Zone, except in the Maneuvering Area and also need to use aeronautical frequencies, must, in addition to the previous article:

1. Have passed the training in the use of aeronautical frequencies.
2. Have received the local theoretical and practical familiarization.

Said authorization will be indicated in the Airport Driving License

C.1.7.- All drivers who operate within the Aeronautical Safety Zone and need access to the maneuvering area must, in addition to what is indicated in article C.1.6:

1. Have passed the driving training in the maneuvering area.
2. To have received the local, theoretical, and practical familiarization, as a driver in the maneuvering area.

Such authorization will be indicated in the Airport Driving License.

For these purposes, the maneuvering area includes the runway, taxiways and associated protection areas, as well as any other that the Airport Management determines.

C.1.8. The Airport Driving License (PCA) is a personal and non-transferable card, provided by the airport management.

The PCA consists of 20 points that, in the event of non-compliance with the Apron Safety Regulations by the driver, will be deducted as appropriate, in accordance with the provisions of article D.2.1 of these regulations.

C.1.9.- The Airport Driving License is established as mandatory in the entire network of Spanish airports of Aena S.M.E., S.A.

C.1.10.- With the issuance of Airport Driving License, Aena S.M.E., S.A. does not assume any responsibility as it strictly refers to the verification of the knowledge of the Apron Security Regulations and other pertinent procedures.

C.1.11.- The validity of the Airport Driving License will require passing periodic evaluations and will be limited by the expiration of the earliest of the following dates:

- Expiration of the AVSAF_P or AVSAF_C certificates.
- Expiration of the CAM / COM course.
- Expiration of the AVSEC certificate.
- Date of termination of the employment contract.
- End date of the company's contract with AENA SME SA.
- Expiry of the official driving license.
- Expiration of the Certificate of Aptitude, which specifies the types of vehicles that the company authorizes the holder of the same to drive.
- Expiry of the ADR certificate (in the event of transporting fuel or dangerous goods).
- Expiration of the Airport Accreditation, when so determined by the Airport Management.

It is mandatory to have all the documentation cited in this article in force, to maintain the Airport Driving License.

C.1.12.- The companies and agents that operate within the ZASO must deliver to the Airport Management, with the request of the Apron Driving License, the Certificate of Aptitude of their personnel, which specifies the types of vehicles that the company authorizes the holder of the license to drive. itself, as well as the rest of the documentation that justifies that the holder complies with all the requirements indicated in articles C.1.3, C.1.4, C.1.5 and C.1.6, according to the permit to be requested.

C.1.13.- If a person is absent from his duties for a period of more than three months and less than twelve months, before allowing him to return to perform his tasks without accompaniment, he must again receive the full corresponding local familiarization (theoretical and practical).

In the event that the absence is longer than twelve months, this person must receive the initial training again. This implies, in addition to the above, that you will have to take the AVSAF training again and, if applicable, the CAM / COM course.

These cases will be applicable to any situation that implies periods without carrying out any activity that consists of accessing the ZASO, driving vehicles or using aeronautical frequencies.

C.2. CONDITIONS OF USE OF THE AIRPORT DRIVING LICENSE

C.2.1- Each driver must carry permanently, in good condition and legible, and in a visible place, his Airport Driving License and his Airport Accreditation, being obliged to show it to the Inspection personnel in the Movement Area or to airport security when requested. Alternatively, the airport management may make an indication of the possession of the PCA in the Airport Accreditation.

In the event that the PCA is not in good condition or legible, the renewal must be requested within a period of 3 business days, proceeding to its penalty otherwise.

C.2.2.- The Airport Driving License is only valid for the airport where it has been issued, unless the airport management expressly admits the one corresponding to other airports, according to local conditions.

C.2.3.- It is forbidden to drive vehicles inside the ZASO if Airport Driving License is not carried.

In case of loss or forgetfulness of the Airport Driving License, it will be communicated immediately to the issuing unit of the document.

C.2.4.- The airport management may authorize, in exceptional cases, the circulation of drivers without Airport Driving License, establishing a simplified procedure so that the operation is not impaired and compliance with the Apron Safety Regulations is guaranteed.

C.2.5.- The company will be responsible for the return of the Airport Driving License when the worker's activity does not already consist of driving vehicles, is provisionally or definitively deprived of the Official Driving Permit or the Airport Accreditation that allows access to the ZASO or the end of your employment contract or the contract or agreement with Aena SME, SA has been reached.

D. SUPERVISION

D.1. SUPERVISION COMPETENCES

D.2. INFRINGEMENT AND PENALTIES

**D.3. PENALTIES WHICH AFFECT THE AIRPORT DRIVING LICENSE (PCA) OR
AIRPORT CREDENTIALS WHICH ALLOW THE ACCESS TO THE ZASO FOR
PERSONNEL WHO DO NOT POSSESS AIRPORT DRIVING LICENSE**

**D.4. ACTIONS TO BE TAKEN FACING VEHICLE ACCESS CONDITIONS
UNFULFILMENT**

D.1. SUPERVISION COMPETENCES

- D.1.1. Without prejudice to the Civil Aviation General Directorate competencies and those corresponding to the Government Security Forces with regard to City Security, the Apron Inspection Personnel Service on Movement Area attributes the surveillance of compliance with the Apron Operational Rules.

The airport management may confer this task to the airport security services.

- D.1.2. The service personnel mentioned in the previous article are authorized, within their competences, to check persons and vehicles, when justifiable, in the Aeronautical Safety Zone (ZASO).

This should be justified if persons infringe the Rules, are involved in accident or do not carry in a visible place the Airport Credentials or the Vehicle Access License.

- D.1.3. In addition to the indicated in the point above, the airport authority will be able, when it may deem it to check identification and Airport Driving License to personnel people. In the vehicle access stands such controls will be permanent.

- D.1.4. The above mentioned services instructions are of unavoidable fulfilment, being empowered to hinder driving to those drivers which by their behavior in traffic would entail a serious danger, reporting it immediately to the Company owner of the vehicle**

- D.1.5. Apron Inspection Personnel Service on Movement Area is empowered to notify in writing the correspondent communications of the offence of the Rules that should be notified to the companies by the airport management.

- D.1.6. Any person will be able to report to the airport management -providing proves-particular offences related to the Apron Security Rules.

D.2 INFRINGEMENT AND PENALTIES

D.2.1.- Apron Security Rules infringement shall entail an accumulation of negative points which may later entail provisional or definitive withdrawal of the Airport Driving License; to this effect, these infringements shall be recorded as minor (1 point) or serious (3 points) and those considered in the D3 section (specific penalties).

D.2.2.- Are considered serious, infringements of the following articles:

CHAPTER	ARTICLES
A1	A.1.5, A.1.11
A2	A.2.1, A.2.2, A.2.4, A.2.5, A.2.6, A.2.9, A.2.14, A.2.17, A.2.19, A.2.21, A.2.25, A.2.27
A3	A.3.1 (in sections 1º, 2º y 3º), A.3.3, A.3.4
A4	A.4.1, A.4.2, A.4.3, A.4.6, A.4.8 (in case of stopping / positioning on service roads which cross the aircrafts taxiing area)
A5	A.5.1, A.5.2, A.5.3, A.5.7
A6	A.6.2, A.6.5
A7	A.7.2, A.7.5
A8	A.8.1, A.8.2, A.8.3
A9	A.9.1, A.9.2
A10	A.10.3, A.10.5, A.10.7
B1	B.1.1
B2	B.2.1, B.2.8
C1	C.1.3, C.1.5, C.1.10
C2	C.2.1
D1	D.1.4

Infringement of the rest of articles shall be considered minor, except for those included in the chapter D.3.

D.2.3.- The airport management shall notify in writing the offence of the Apron Security Rules committed to the company for which the betrayed works, both being able to present the counterclaims he / she may deem convenient, always individually to each claim

D.2.4.- With regards to the declarations, the proceedings shall either be shelved or penalized, and the date of the infraction, the infringed rule and the punctuation (1 or 3) shall be indicated in the official communication:

In accordance to the punctuation accumulated, the procedure shall be:

- A) With accumulation of 10 points, the Airport Driving License shall be withdrawn until the holder passes the AVSAF_C course and, when applicable, the CAM / COM course.
- B) With accumulation of 15 points, the Airport Driving License shall be removed provisionally for a period of a month, and the holder would have to pass again the AVSAF_C course and, when applicable, the CAM / COM course
- C) With accumulation of 20 points, the Airport Driving License shall be definitively removed.
- D) The negative points accumulated and notices shall prescribe after a two-year-activity term without committing infractions, from the date of the last infringement committed.

D.2.5.- If a vehicle driver is discovered not holding an Airport Driving License, and in any case if it is requested and not shown, this one should position the vehicle at an authorized zone and the status of the Airport Driving License shall be verified and the Apron Security Rules shall be applied as deemed convenient.

D.3. PENALTIES WHICH AFFECT THE AIRPORT DRIVING LICENSE (PCA) OR AIRPORT CREDENTIALS WHICH ALLOW THE ACCESS TO THE ZASO FOR PERSONNEL WHO DO NOT POSSESS AIRPORT DRIVING LICENSE.

Article	Without Airport Driving License	With Airport Driving License
<p>D.3.1.</p>	<p>In cases of infringement of the Apron Security Rules committed by persons who do not hold the Airport Driving License, without prejudice to the application of the article D.3.2. of these regulations, the following shall be applied:</p>	<p>In case of breach of the articles catalogued as levels:</p> <p>The first and second time: Warning and notification to the company</p> <p>The third time: Withdrawal during a week of his / her Airport Credentials which allow to access to the ZASO.</p> <p>The fourth time: Withdrawal during a month of his / her Airport Credentials which allow to access to the ZASO and pass again the AVSAF_P.</p> <p>If another infringement occurs: Definitive withdrawal.</p> <p>In case of breach of articles catalogued as serious:</p> <p>In case of the first time: Warning and notification to the company.</p> <p>Second time: Withdrawal during one week of Airport Identification that allows access to ZASO and pass again the AVSAF_P.</p> <p>If another infringement occurs: Definitive withdrawal.</p>
<p>D.3.2.</p>	<p>If a vehicle driver is discovered not holding an Airport Driving License, this one should position the vehicle at an authorized zone, notifying it to the owner Company and proceedings shall be as follows:</p>	<p>The first time: Withdrawal during a month of his / her Airport Credentials which allow to access to the ZASO and pass again the AVSAF_P.</p> <p>The second time: Definitive withdrawal of his / her Airport Credentials which allow to access to the ZASO.</p>

Article		Without Airport Driving License	With Airport Driving License
D.3.3.	If a vehicle driver is discovered holding an Airport Driving License which has been issued by a company which is not that which is providing the services, or if he / she is not authorized by his / her company according to his / her Ability Certificate (C.1.12.), proceedings shall be as follows:		<p>The first time: Provisional withdrawal of his / her Airport Driving License.</p> <p>The second time: Definitive withdrawal of his / her Airport Driving License.</p>
D.3.4	<p>If a vehicle driver is discovered holding an expired Airport Driving License, the, he /she shall be penalized:</p> <p>NOTE 1: Penalties for non-compliance with the expired Airport Driving License will be applied when it is renewed.</p> <p>NOTE 2: After a period of more than 5 years without renewing the Airport Driving License, article D.3.2 will apply.</p>		<p>The first time: Suspension of Airport Driving License.</p> <p>The second time: Provisional Withdrawal of Airport Driving License and Airport Identification that allows ZASO access for one month.</p>
D.3.5.	If a vehicle driver is discovered holding the Airport Driving License of another person, he / she shall be penalized as follows:	<p>The first time: Withdrawal during a month of his / her Airport Credentials which allow to access to the ZASO and pass again the AVSAF_P.</p> <p>The second time: Definitive withdrawal of his / her Airport Credentials which allow to access to the ZASO.</p>	<p>The first time: Withdrawal during a month of his / her Airport Driving License.</p> <p>The second time: Definitive withdrawal of his / her Airport Driving License.</p>
D.3.6.	If a driver is discovered lending his Airport Driving License to another driver, the person lending the Airport Driving License shall be penalized as follows:		<p>The first time: Withdrawal during a month of his / her Airport Driving License.</p> <p>The second time: Definitive withdrawal of his / her Airport Driving License.</p>

Article		Without Airport Driving License	With Airport Driving License															
D.3.7.	<p>In those cases representing a risk for influence of alcohol or drugs, the Apron Inspection Service on Movement Area will hinder that this would be able to remain and continue driving, if he / she is doing so, in the Aeronautical Safety Zone, and if such influence is proved, the proceedings shall be as follows:</p> <p>NOTE: The refusal to pass the corresponding test shall entail the same consequences as if the result of the test is positive at its greatest penalty.</p>	It will be managed according to the indicated in the table below (in relation to Airport Credentials):	The following procedure shall be followed:															
<table border="1"> <thead> <tr> <th></th><th>Exhaled Air</th><th>In the blood</th><th>Penalty</th></tr> </thead> <tbody> <tr> <td rowspan="2">Alcohol Level</td><td>Between 0,15 mg/l and ≤ 0,25 mg/l</td><td>Between 0,30 g/l blood and ≤ 0,50 g/l blood</td><td>Provisional Airport Driving License withdrawal and ZASO Access Airport Identification during a period of one month.</td></tr> <tr> <td>> 0,25 mg/l</td><td>> 0,50 g/l blood</td><td>Provisional Airport Driving License withdrawal and ZASO Access Airport Identification during a period of three months.</td></tr> <tr> <td>Drugs</td><td colspan="2">Consumption or influence, irrespective of any rate or level.</td><td>Provisional Airport Driving License withdrawal and ZASO Access Airport Identification during a period of three months.</td></tr> </tbody> </table> <p>The reiteration, understanding as such the detection to be under the influence of alcohol or drugs, for a second time with any rate shall be penalized with the definite Airport Driving License withdrawal and/or ZASO Access Airport Identification.</p>					Exhaled Air	In the blood	Penalty	Alcohol Level	Between 0,15 mg/l and ≤ 0,25 mg/l	Between 0,30 g/l blood and ≤ 0,50 g/l blood	Provisional Airport Driving License withdrawal and ZASO Access Airport Identification during a period of one month.	> 0,25 mg/l	> 0,50 g/l blood	Provisional Airport Driving License withdrawal and ZASO Access Airport Identification during a period of three months.	Drugs	Consumption or influence, irrespective of any rate or level.		Provisional Airport Driving License withdrawal and ZASO Access Airport Identification during a period of three months.
	Exhaled Air	In the blood	Penalty															
Alcohol Level	Between 0,15 mg/l and ≤ 0,25 mg/l	Between 0,30 g/l blood and ≤ 0,50 g/l blood	Provisional Airport Driving License withdrawal and ZASO Access Airport Identification during a period of one month.															
	> 0,25 mg/l	> 0,50 g/l blood	Provisional Airport Driving License withdrawal and ZASO Access Airport Identification during a period of three months.															
Drugs	Consumption or influence, irrespective of any rate or level.		Provisional Airport Driving License withdrawal and ZASO Access Airport Identification during a period of three months.															
D.3.8.	The infringement of basic rules which entail damage to people, or damage to the airport installations, equipment or aircrafts, or which provoke potential risks for the airport operation, shall entail the following:	<p>The first time: Withdrawal during a month of his / her Airport Credentials which allow to access to the ZASO and pass again AVSAF_P course.</p> <p>The second time: Definitive withdrawal of his / her Airport Credentials which allow to access to the ZASO.</p>	<p>The first time: Provisional withdrawal of his / her Airport Driving License and withdrawal of his / her Airport Credentials which allow to access to the ZASO during a month.</p> <p>In case of recidivism: Definitive withdrawal of his / her Airport Driving License and of his / her Airport Credentials which allow to access to the ZASO.</p>															

Article		Without Airport Driving License	With Airport Driving License
D.3.9.	In case of serious infringements committed in situations where Low Visibility Procedures should be applied, or inside the Maneuvering Area, the Airport Management shall proceed as follows:	<p>The first time: Withdrawal during a month of his / her Airport Credentials which allow to access to the ZASO and pass again AVSAF_P course.</p> <p>The second time: Definitive withdrawal of his / her Airport Credentials which allow to access to the ZASO.</p>	<p>The first time: Provisional withdrawal of his / her Airport Driving License and withdrawal of his / her Airport Credentials which allow to access to the ZASO during a month.</p> <p>In case of recidivism: Definitive withdrawal of his / her Airport Driving License and of his / her Airport Credentials which allow to access to the ZASO.</p>
D.3.10.	<p>The reiteration of minor infringements shall be penalized as follows:</p> <p>NOTE: Reiteration is defined as: to commit three or more minor infringements or minor and serious during a period of one year starting from the first infringement date.</p> <p>The reiteration of serious infringements shall be penalized as follows:</p> <p>NOTE: Reiteration is defined as: to commit the same type of infringement three or more times in a period of one year from one date to another, starting from the first infringement date.</p>	<p>The first time: Withdrawal of his / her Airport Credentials, which allow access to the ZASO, during a week and pass again the ASVAF_P course.</p> <p>The second time: Withdrawal of his / her Airport Credentials, which allow access to the ZASO, during a month and pass again the ASVAF_P course.</p> <p>The third time: Definitive withdrawal of his / her Airport Credentials which allow access to the ZASO.</p> <p>The first time: Withdrawal during a month of his / her Personal Credentials which allow to access to the ZASO and pass again the ASVAF_P course.</p> <p>The second time: Definitive withdrawal of his / her Airport Credentials which allow to access to the ZASO.</p>	<p>The first time: Removal of three points from his / her Airport Driving License.</p> <p>The second time: Provisional withdrawal of the Airport Driving License and withdrawal of his / her Airport Credentials, which allow access to the ZASO, during a month.</p> <p>The third time: Definitive withdrawal of his / her Airport Credentials which allow access to the ZASO.</p> <p>The first time: Provisional withdrawal of his / her Airport Driving License and withdrawal of his / her Airport Credentials which allow to access to the ZASO during a month.</p> <p>In case of recidivism: Definitive withdrawal of his / her Airport Driving License and of his / her Airport Credentials which allow to access to the ZASO.</p>

Article		Without Airport Driving License	With Airport Driving License
D.3.11.	The non observance of the instructions of the apron inspection service personnel, services on Movement Area or lack of consideration shall lead to:	<p>The first time: Withdrawal during a month of his / her Airport Credentials which allow to access to the ZASO and pass again AVSAF_P course.</p> <p>The second time: Definitive withdrawal of his / her Airport Credentials which allow to access to the ZASO.</p>	<p>The first time: Provisional withdrawal of his / her Airport Driving License and withdrawal of his / her Airport Credentials which allow to access to the ZASO during a month.</p> <p>The second time: Definitive withdrawal of his / her Airport Driving License and of his / her Airport Credentials which allow to access to the ZASO</p>
D.3.12.	The use of aeronautic frequencies without license to do so shall entail:	<p>The first time: Withdrawal during a month of his / her Airport Credentials which allow to access to the ZASO and pass again AVSAF_P course.</p> <p>The second time: Definitive withdrawal of his / her Airport Credentials which allow to access to the ZASO.</p>	<p>The first time: Provisional withdrawal of his / her Airport Driving License and withdrawal of his / her Airport Credentials which allow to access to the ZASO during a month.</p> <p>The second time: Definitive withdrawal of his / her Airport Driving License and of his / her Airport Credentials which allow to access to the ZASO</p>
D.3.13.	The incorrect and repeated use of the aeronautic frequencies shall lead to:		Withdrawal of the license to use Aeronautical Frequencies until the corresponding formation is passed again, and also prohibition to enter the Maneuvering Area when the Airport Management so deems it convenient.
D.3.14	The excess of Speedy over the allowed limits shall lead to:	<p>The first time: Withdrawal of Airport Identification that allows ZASO access for one month and pass again AVSAF_P course.</p> <p>The second time: Definite withdrawal of Airport Identification which allows access to ZASO.</p>	<p>- Up to 21 km/h of excess: The first time: 3 points Withdrawal: 6 points</p> <p>- Between 22 km/h and 31 km/h of excess: The first time: 6 points Withdrawal: Provisional withdrawal of Airport Driving License which allows ZASO access for one month.</p> <p>- more than 31 km/h excess: The first time: provisional withdrawal of Airport Driving License and Airport Identification which allows ZASO access during one month.</p>

Article		Without Airport Driving License	With Airport Driving License
			Reiteration: Definite withdrawal of Airport Driving License and Airport Identification which allows ZASO access.

D.4. ACTIONS TO BE TAKEN FACING VEHICLE ACCESS CONDITIONS UNFULFILMENT.

- D.4.1.- Any vehicle access conditions unfulfillment specified in B2 shall lead to the Vehicle Access License withdrawal and the immediate exit of the vehicle from the Aeronautical Safety Zone until fulfilment of the conditions for access are justified.
- D.4.2.- The access to ZASO by a point non-specified as an access or reserved to a specific kind of vehicles should be considered like access conditions unfulfillment, in such cases Vehicle Access License could be provisionally removed (during a month) or definitively, apart from the penalty that the airport security may impose on the driver.