



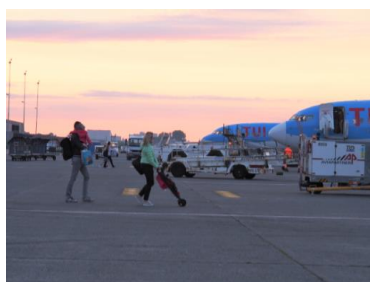
LEM luchthaven Oostende-Brugge



Airside Traffic Regulations

Version 5.5

(15/02/2022)



Manual to obtain the “Airside Driving License A”

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1 Scope of this document

The purpose of the airside traffic regulations, is to explain the applicable traffic rules valid on airside, and aim to prepare the airport user for the “**Airside Driving License A**” exam. The **Airside Driving License A** allows a person to gain access with a vehicle to service drives and aprons independently.

Everyone working airside, is supposed to master the Airside Traffic Regulations, even if not driving a vehicle!

The illustration 1 below, clarifies where one may drive, being a holder of an **Airside Driving License A**.

The **Airside Driving License A** does in NO WAY allow access to the maneuvering area.



Illustration 1: the area where the **Airside Driving License A** is valid. (marked in green: the service roads and traffic areas)



Illustration 2: the area where the **Airside Driving License A** is **NOT** valid : (marked in red, the maneuvering area).

Certain Airport Services, have to enter the maneuvering area for operational reasons. This implies the control of additional operational procedures, such as permanent radio contact with the control tower. These additional procedures form the object of an additional driving license, called the “**Airside Driving License M**”.

2 Definitions.

Aircraft stand: parking spot for aircraft.

Airport Inspector: competent person of the Operations department, responsible for the general operational management of the airport

Airside: demarcated aviation premises where aircraft maneuver and to which access is controlled.

Airside Driving License M: supplementary airside driving license, permitting to drive independently in the maneuvering area.

Anti-collision-light: rotating or flashing red or white light, underneath and on top of the aircraft.

Apron: a specified portion on airside, intended for the aircraft during embarkation and disembarkation of passengers, loading or unloading of cargo, fuel loading, parking or maintenance

AWS-signs: “Apron Warning System”: signage panel to warn airport users, which is activated in special meteorological conditions, such as reduced visibility (fog), thunderstorm with lightning strike risk, or high winds.

Duty Operations Officer: = **Airport Inspection**; previous function title for the airport inspection, operations department.

Equipment limit lines : red demarcated area, reserved for parking ground service equipment or cargo.

Follow-me: yellow vehicle equipped with signage and light bar “follow-me”, operations department (marshaller)

Gate: access doors at the terminal for the passengers to board the airplanes.

Handling material: support equipment in order to facilitate handling aircraft : for un-/loading, refresh water, stairs, provide electrical power, etc.

Maneuvering area: specified area on airside, where aircraft take-off or land, and the related ground maneuvers, excluding the aprons.

Marshaller: competent person of the operations department, tasked with safely parking aircraft and related duties.

Movement area: part of airside, destined for the ground maneuvering of aircraft. It consists of the maneuvering area & the aprons.

Narrow body airplane: airplane which in passenger configuration, has only one aisle (f.i. B737, B757, A320, E195, etc) These smaller type of aircraft, mostly have a fuselage diameter of around 4 m. These can be cargo aircraft as well (f.i. B737F, B757F)

Perimeter road: non-public road, situated at the airside boundary of the airport premises. In most cases, the trajectory follows the airport fence.

Power Supply(GPU): mobile generator which provides external power for parked aircraft. Ground Power Unit

PRM lift: special purpose vehicle to assist in embarking or disembarking passengers with reduced mobility. Ambulift

RESA (Runway End Safety Area): an area 240 m long and 75 m wide, at both extremities of the runway strip, which purpose it is to minimize damage to aircraft in case of undershooting or overrunning the runway whilst landing.

Runway: dedicated airport surface for take-off and landing maneuvers of aircraft.

Strip: a safety zone of 150 m on each side of the runway centerline, until 60 m over the runway end on both sides. In this zone, no fixed or slowly moving obstacles are allowed, except when frangible.



Service road: a road on the apron demarcated by white lines, reserved for the safe traffic of ground equipment and vehicles on the aprons.

Taxiway: dedicated surfaces for maneuvering aircraft on airside, marked by yellow lines,

Towing: re-position aircraft by means of dedicated tractors, in other words without propulsion of the aircraft itself.

Wide-body aircraft: aircraft which has in passenger configuration, two aisles. These larger type aircraft, have a fuselage width of 6 m or more.. (f.i. A300, A330, B767, B747, B777, B787, MD11, etc) These can be cargo aircraft as well (f.i. An124, etc)

3 General Guidelines

3.1 The non-public section of airport – called “airside” below – is located at the private domain of the Flemish Region and access is possible only by means of a permit delivered by the airport management or escorted by a person in possession of such a permit. In case of exceptional circumstances, the airport management can allow a special permission.

3.2 To allow someone to drive independently on airside, the airport user needs:

- a) A legitimization for persons: the Airport Identification badge.
- b) An access permit for a motor vehicle
- c) An **Airside Driving License A** for the driver

These documents can be issued by the airport management only !

3.3 Moving on airside is at one’s own risk and responsibility

3.4 All persons on airside must wear reflective and high visibility clothing, complying with EU Standard 471/ EN ISO 20471. At least CLASS 1, which implies wearing a high visibility vest on the upper body. Even inside vehicles, this is a requirement. Large groups of visitors may be exempted, on condition this has been arranged through Airport Inspection. Passengers are exempted of this rule.



Attention! Fluorescent vests need to be closed, so that one is visible from the front

3.5 The responsible airport authority has the exclusive right to stop or redirect airside traffic and to issue special measures in exceptional circumstances. Directions given by Airport Operations (Airport Inspection, Marshalling), must be complied with, even if they conflict with Airside Traffic Rules.

3.6 In order to obtain an **Airside Driving License A**, the applicant must master the Airside Traffic Rules, and pass the theoretical test. The **Airside Driving License A** remains valid for maximum 5 years and is renewed together with the Airport Identification Badge (pass again a basic theoretical test).

3.7 In order to gain access to the maneuvering area, STRIP and RESAs, the driver needs to hold an additional “STRIP Driving License”. This “STRIP” driving license can only be obtained after following a course given by the Airport Inspector and after passing a theoretical and practical test.

3.8 All rolling material has to comply with the applicable technical requirements of the general traffic regulations and must be maintained in good condition. Maintenance records can be requested by the Airport Authority. All vehicles must meet all environmental requirements (emissions, noise, etc.)

3.9 Vehicles operating in the near vicinity of aircraft and operating on the maneuver area, must be fitted with reflecting strips, emphasizing length and width contours.

3.10 Vehicles must be identifiable with the company name or logo, as well as with an identification number. These must be applied with irremovable stickers and must be the same for the whole fleet of the same company.

3.11 The applicant driving special purpose vehicles like forklifts, scissor lifts, etc. must possess all required certificates, following whatever regulation on this matter (e.g. health and safety regulation). In order to be allowed to drive a vehicle for which another driving license than license category B (Royal Decree of 23rd March 1998) is required, the company has to declare that the staff member who is not in possession of such a driving license, has received the appropriate training concerning the safe handling of such a vehicle and has passed a practical examination proving possession of the required skills.

3.12 Each occurrence (accident, incident, malfunction, etc) has to be reported as soon as possible to the Airport Inspection.

4 Traffic organization and regulation.

4.1 In order to guarantee the safety and good order of airside traffic, airport users must observe the general traffic regulations principles (K.B. 01/12/1975).

However, they must take into account:

- that airside vehicles may circulate which do not comply with the stipulations of the general traffic regulations regarding signaling, lighting, dimensions, identification, etc.
- that airside specific roadside signaling and markings are being used
- the traffic signs painted on the road have the same legal validity as regular traffic signs.

4.2 The following rules apply specifically to airside and have priority over the general traffic regulations:

- aircraft have absolute priority
- the presence of vehicles and rolling stock without license plates, not complying with the general traffic regulations.
- road width, turn radii, lighting may deviate from the general traffic rules.
- specific traffic signs and traffic situations.
- mandatory operations insurance

4.3 Exceptions for security and safety services

In case of a real aviation accident (and only then), emergency services have priority over taxiing aircraft on the condition they are using their blue flashing lights and sirens. Local ATC will inform all taxiing pilots of this via the ground and tower frequency.

5 Instructions

5.1 Basic rules

- 5.1.1 Each driver on airside must at all times adapt his/her driving behavior in such a manner that he/she endangers neither himself/herself, nor other individuals.
- 5.1.2 Smoking and lighting fires on airside are **strictly prohibited**, even inside the rolling stock. Smoking is only allowed in the special designated smoking area, on apron 2 located near the IT-parking, on apron I, next to the warehouse.



- 5.1.3 There is an absolute zero tolerance with regard to the use or being under the influence of alcoholic beverages, sedatives, sleeping pills or hallucinogenic means or drugs that may affect driving a vehicle or endanger other airport users.

Whenever Airport Inspection has been notified of a possible intoxicated individual working on airside, this person will be sent landside. In order to determine alcohol intoxication, the Airport Inspector disposes of an alcohol tester. Airport Inspection can (in the presence of a witness) ask the person concerned to take the alcohol test voluntarily if there is a discussion about whether or not they have been intoxicated.

There are 3 possibilities :

- (1) The person involved voluntarily leaves airside without taking the alcohol test.
- (2) The person involved takes the test and will have to leave airside when tested positive.
- (3) The person involved refuses to take the test. He/She will have to leave airside.

If the test is positive or has been refused, the person concerned will receive a registered letter saying that the airport badge will be withdrawn in the event of a repeated offense.

- 5.1.4 The use of vehicles must be restricted to the absolute minimum, especially when the LVP (Low Visibility Procedure) is in force. **Crossing Taxiway Mike is prohibited during LVP.**
- 5.1.5 Drivers or owners of vehicles or site vehicles must maintain and check their equipment as prescribed by the general traffic regulations while observing the manufacturer's prescriptions. In addition, all vehicles and rolling stock concerned must be subject to the legally enforced and certified check-up by a "competent agency",

according to the modalities and time intervals imposed in the “General Regulations concerning the Labour Protection” (ARAB) and the codex labour safety. They have to be sufficiently insured, taking into account the specific risks at an airport.

- 5.1.6 Traffic lights and signs must be strictly observed.
- 5.1.7 It is prohibited to leave unguarded objects on the aprons. It is prohibited to keep engines unnecessarily running on idle.
- 5.1.8 Any traffic obstacle must be removed as soon as possible. If this is impossible, the Airport Inspector must be informed at once.
- 5.1.9 Vehicles of safety and rescue services have priority only when moving according to the relevant stipulations of the general traffic regulations and when using their blue rotating lights and sirens.
- 5.1.10 Special attention must be paid to pedestrians. There must be a separation distance of at least 1 meter between traffic and pedestrians.
- 5.1.11 Dogs must be kept on a leash at all times.
- 5.1.12 The number of towed vehicles may be no more than 6 units (dollies, luggage carts). The overall length of such a tow may not exceed 25 meters.
- 5.1.13 For one’s own safety, safety belts should be fastened by drivers and passengers on seats that are equipped with seat belts.
- 5.1.14 Whilst operating a vehicle, using mobiles is prohibited if they cannot be operated handsfree.

5.2 *Airside speed limit*

- 5.2.1 A general speed limit of 30 km/h applies to service roads, unless otherwise indicated.



- 5.2.2 A speed limit of 5 km/h applies to aircraft stands.



- 5.2.3 These speed limits do not apply to vehicles mentioned in article 5.1.9, on condition that these vehicles are functioning as priority vehicles.

- 5.2.4. Airport Inspection is authorized to perform speed checks. These checks can be done on the basis of speed guns, speed meters or simply by following the vehicle. Violations are penalized as described in chapter 8.

5.3 *Specific priority rules*

- 5.3.1 **Vehicles and vehicles towing aircraft should always give way to aircraft landing, taking off, or taxiing. An aircraft with a lit “anti collision light” may start moving any moment, so drivers should give way when paths cross.**
In case of a real aviation accident (and only then), safety and rescue vehicles have priority on taxiing aircraft when using their flashlights and sirens. The control tower shall inform all taxiing pilots by means of the tower frequency.
- 5.3.2 In addition, the following priorities apply, in descending order:
1. The vehicles mentioned in article 5.1.9
 2. pedestrians
 3. other operational vehicles of the airport authorities equipped with yellow or orange rotating lights.
 4. Except for priority vehicles, all other vehicles must give priority to a passenger bus (i.a. PRM bus) when the latter intends to leave its parking place while its directional indicator is working.
- 5.3.3 It is not allowed to drive between the marshalling and the aircraft being marshalled. Drivers can only resume their trajectory when the marshaller has flagged the “on the chocks” sign to the crew.
- 5.3.4 Traffic on the service road always has priority over traffic coming from the apron. (ref. to art. 5.3.3. if the marshalling is done on the service road, all traffic on this road has to come to a halt.)

5.4 *Stationary and parked vehicles*

- 5.4.1 Vehicles must always be parked in places designated for that purpose.
- 5.4.2 At the aircraft stands, vehicles must preferably be parked in such a way that they can always leave their stand without driving backwards. It is also forbidden to park one's vehicle in such a way that other vehicles are forced to drive backwards.
- 5.4.3 The parking brake must always be applied on stationary vehicles of which the engine must be running in order to perform their function. When using a conveyor belt for an aircraft, the necessary measures must be taken to avoid that the conveyor belt starts to move while loading or unloading and/or that moving parts touch the aircraft.
- 5.4.4 Standing still or parking in front of doors, gates and stairs used by passengers or crew is prohibited except when embarking or disembarking.

5.4.5 All vehicles on an aircraft stand shall be parked in such a way, that fuel supply vehicles and fire fighting vehicles can leave the stand driving forward, away from the aircraft.

5.4.6 All vehicles on an aircraft stand shall be parked in such a way, that they do not obstruct the safe deployment of rescue equipment (e.g. slides)

5.5 *Manoeuvres involving vehicles*

5.5.1 Driving backwards is only allowed when driving forward is impossible.

5.5.2 A driver must always make sure that the road is clear before setting his vehicle in motion. In case of insufficient visibility, the driver shall be properly escorted.

5.5.3 A speed limit of 5 km/h always applies when driving backwards.



5.5.4 Vehicles lacking good visibility when driving backwards, due to their dimensions or construction, must be equipped with proper visual and audible means or must be escorted by a second individual during the maneuver. The latter individual must be outside of the range and maintain visual or radio contact with the driver.

5.6 *Lights*

5.6.1. All vehicles – except for some special purpose vehicles – must use the lights required by the general traffic regulations at night, at dawn and dusk and in case of reduced visibility (fog, heavy rain, snow and the like).

5.6.2. On the movement area, every vehicle in motion – except some special purpose vehicles such as stairs, GPU's, etc. – shall always operate a yellow or orange flashing light. If no such light is available, the vehicle shall use the four direction indicator lights.



5.6.3. Transports that exceed the width of one road lane shall be guided by a vehicle that announces this exceptional transport. These transports need to be clearly identified with warning signs and lighted so that the other road users can decide on the appropriate

action (halting or giving way). At the initiative of the driver, such transports need to be brought to the attention of the Airport Inspector. A special procedure will be worked out and applied.

5.7 *Passenger and freight traffic*

- 5.7.1. Passengers may only be transported in dedicated vehicles for transport of persons.
- 5.7.2. Cargo must be transported in dedicated cargo transporting rolling stock.
- 5.7.3. Freight and other material must be stored in such a manner, that there is no risk of being blown or rolled away. Containers must be secured firmly or stored in a sheltered area.

5.8 *Airside staff, pedestrians and cyclists*

- 5.8.1. Pedestrians must use the footpaths and crossings marked for that purpose. Passengers must be accompanied at all times, by the handling agent's staff or airline staff.
- 5.8.2. Pedestrians may never cross the movement area on foot, this applies as well to crew.
- 5.8.3. When a service drive is blocked temporarily at a pedestrian crossing, vehicles must wait until the 'viaguides' are removed completely by the security agent.

The southern alternate service drive on Apron 2 may only be used by following operational services:

- Operations (AI, Marshalling, BCU)
- Fire & Rescue
- Electrician/maintenance
- Handler
- Fueler

It is strictly forbidden to cross aircraft stands to bypass the blocked service drive !

- 5.8.4. The use of bicycles is forbidden on the movement area. Bicycles used on the service roads must meet the general traffic rules, and the cyclist must wear a fluorescent vest.
- 5.8.5. All persons proceeding on airside must wear reflective and high visibility clothing, in accordance with EU Standard 471 / EN ISO 20471. At least CLASS 1, which implies wearing a high visibility vest on the upper body. Even inside vehicles, this is a requirement.

Large groups of visitors may be exempted on condition that this has been arranged through Airport Inspection. Passengers are exempted of this rule.

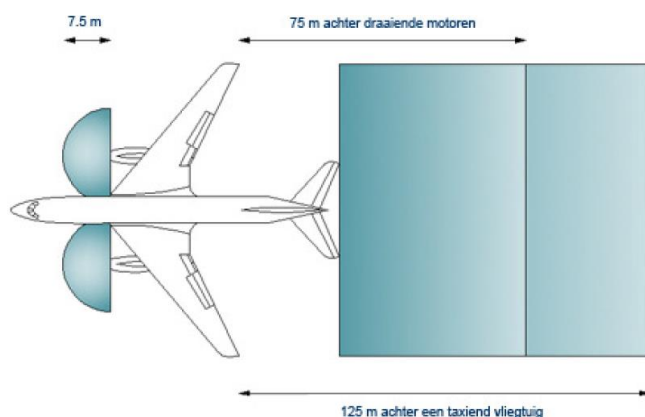
Attention ! High Vis vests need to be worn properly, so that one is visible from all directions.



5.9 Safetyzones and distances around aircraft

5.9.1. For aircraft with operating engines, the following distances apply:

- 5.9.1.1. Jet powered aircraft:
 Minimum 7,5 m in front of the engine
 Behind operating engines:
- 50 m for a small or narrow-body aircraft
 - minimum 75 m behind a wide-body aircraft
- Behind taxiing aircraft: minimum 125 m



5.9.1.2. Propeller driven aircraft: it is prohibited to enter (walk or drive) the propeller hazard area.

5.9.2. Safety zones around parked aircraft:

- 5.9.2.1.1. The safety zone extends at least 5 m from the contours of the plane. Only vehicles strictly required for handling the aircraft may enter this restricted zone.
- 5.9.2.1.2. Except for staff placing chocks and power supply (GPU) at the nose gear, no one may approach an aircraft on foot, or with either vehicle, before all engines have been switched off. Only when the anti-collision light is turned off, the remaining equipment may be positioned at the aircraft.

- 5.9.2.2. Safety cones must be positioned at wingtips and engines.
- 5.9.2.3. Het is strictly prohibited to drive underneath wings or fuselage with vehicles or handling equipment unless this is required for the operation of the vehicle.
- 5.9.2.4. Before entering the safety zone, each driver needs to carry out a safety-stop , in order to avoid a collision with an aircraft should the brakes not work.
- 5.9.2.5. Motorized vehicles are not allowed closer than 5 m from an aircraft, except if required for handling duties (these are vehicles which have a fixed connection with the aircraft). In these cases, the vehicle must be escorted by a 2nd person, except for those vehicles adapted for these operations by means of cameras, special observer windows or portholes.
- 5.9.2.6. While passengers are (des)embarking, the emergency doors areas must be clear at all times.
- 5.9.2.7. Except for fueling trucks and Fire & Rescue vehicles, no other vehicles are allowed in the near vicinity of the air vents of the aircraft tanks.
- 5.9.2.8. During refueling:
- a) No vehicle may be positioned in such a way that it could prevent or hinder the safe evacuation or egress of the fuel truck.
 - b) Vehicles or ground support equipment have to keep a distance of 3 m from fuel vents, fuel connection points on the truck and aircraft(-wings) and fuel lines. This is the Fueling Safety Zone = area with explosion hazard in which it is forbidden to:
 - Use a mobile phone (except EX-mobile phone)
 - (re-) place or charge batteries
 - Use a camera with flashlight
 - Each device, tool or other equipment that can cause sparks, is prohibited during refueling.
 - c) A perimeter of minimum 1.5 m has to be kept around the fuel truck, fuel lines and connection points, to prevent accidental damage.
- 5.9.2.9. It is prohibited to start motorized vehicles which are located in a fuel spill. Driving through a fuel spill is forbidden as well.
- 5.9.3. Safety zone for taxiing aircraft: an imaginary line at 7.5 m from the wingtips, borders the safety zone.

5.10 *Special regulations on the maneuver area*

- 5.10.1. Access to the maneuver area is restricted to operational airport services, of which the driver needs to hold an “**Airside Driving License M**”, or being escorted by these services.

- 5.10.2. No one may enter the maneuver area without prior authorization of Air Traffic Services.
- 5.10.3. No one being escorted may enter the maneuver area, without prior notification with the Airport Inspection.
- 5.10.4. Vehicles operating in the maneuver area must have a conspicuous colour, orange flashing lights and be equipped with VHF radio.

5.11 *Service roads (service drives)*

- 5.11.1. Service drives must be used at all times, except for vehicles unable to use these service drives due to their dimensions. In this case, Airport Inspection will work out a special procedure in cooperation with the company or airport user involved.
- 5.11.2. When the destination is located outside of the service drive, the latter must be used as long as possible while approaching the destination. Only at that location may the service drive's continuous border line be crossed.
- 5.11.3. Taxiways for aircraft may only be crossed at special designated locations and only when approaching airplanes that are neither hindered nor endangered.

During LVP, Taxiway Mike may not be crossed.

The minimum distance for crossing an approaching airplane is 200 meters. Moreover, in conditions of reduced visibility (less than 600 m visibility) each driver shall take the required additional precautions.

By no means, pedestrians or cyclists are allowed to cross at these locations.

- 5.11.4. For vehicles or special transports that, due to their dimensions ("outsize"), cannot take certain routes or in that case disrupt normal traffic on the service drive, a special procedure has to be followed, as agreed between the driver and the Airport Inspector. The driver takes the initiative to start up this procedure with the Airport Inspector.
- 5.11.5. The strip between the service road and the passenger building, near the boarding gates and the baggage handling area, is an area with limited access; there is a strict speed limit of 5 km / h and is prohibited zone for through traffic.

This strip is only accessible for:

- Baggage handling
- PRM- & passenger bus
- VIP transport
- Crew transport
- Intervention vehicles

5.12 *Use of the perimeter road*

- 5.12.1 The perimeter road trajectory past the East & West starting points, runs through green areas and is close to the runway and taxiways. Consequently, the bird population in the vicinity of air traffic is at high risk of being disturbed.
- 5.12.2 The use of the perimeter is only accessible for het airport services or subcontractors. Prior permission from Airport Operations (Airport Inspector/BCU) is required.
- 5.12.3 The use of the perimeter beyond the East & West starting points, is subject to additional restrictions and a separate procedure. Users are supposed to know this procedure.
- 5.12.4 Crossing of Taxiway Mike at "Starting poing EAST" during LVP, is prohibited.

5.13 *Airside collisions.*

- 5.13.1. In the interest of aviation safety, any damages – caused by collisions involving aircraft – no matter how minor they may be, must be reported immediately to the Airport Inspector. This fits in with the "no blame" culture.
- 5.13.2. Any accident involving vehicles and causing injuries and/or damages to third parties must be reported at once to the Airport Inspector.
- 5.13.3. Individuals involved in one of the above-mentioned accidents and as well as witnesses, must remain on the spot and can be subject to an alcohol test.

5.14 *Apron cleanliness- FOD*

FOD = Foreign Object Debris = Any object located in an unsuitable location with the capacity to injure personnel and cause damage to aircraft.

- 5.14.1 Each apron user must keep the apron clean.

For this purpose, special trash bins are installed with the marking "FOD" in which any litter can be dropped.

Cans and other (drink) cartons left in the open air are forbidden on the apron.

- 5.14.2 Handlers are responsible for the FOD-check of the aircraft stands before/after every arrival and departure.
- 5.14.3 Special FOD finds (eg aircraft parts) must be reported immediately to Airport Inspection.



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6 Supervision:

- 6.1. Airside Inspection is responsible for the supervision of the airside traffic.
- 6.2. All identification and access documents required to gain access to airside must be worn visible and must be presented immediately when requested by the Airport Inspection or Airport Security.
- 6.3. Taking pictures on airside is only allowed after prior permission is obtained from Airport Inspection.

7 Special operations:

7.1 **Low Visibility Procedures**

(cfr separate procedure)

- 7.1.1. Specific airside procedures which come into effect in case of visibility below 600 m.
- 7.1.2. Are activated and announced by Airport Inspection. Amongst other announcements attention will be drawn by means of the AWS-signs.

LVP

- 7.1.3. All airside movements must be limited to the strict minimum and an increased vigilance must be observed in the movement area of aircraft.

7.2 **Storm procedure**

(cf separate procedure)

- 7.2.1. The “high winds” procedure is activated in the event of wind-speeds exceeding 35 knots. All airport users are supposed to know this procedure.
- 7.2.2. Is activated and announced by Airport Inspection. Amongst others attention will be drawn by means of the AWS-signs.

STORM

- 7.2.3. All airport users are deemed to protect and secure their equipment against strong winds and gusts. Specific attention should be given to the correct position of the brakes of hauled material (luggage carts, dollies, etc.)

7.3 **Lightning procedure**

(cf separate procedure)

- 7.3.1. The procedure is launched if there is a risk of lightning strikes within 5 km around the airport. All airport users are supposed to know this procedure.
- 7.3.2. Is activated and announced by Airport Inspection. Amongst others attention will be drawn by means of the AWS-signs.

LIGHTNING

- 7.3.3. In general, all actions carried out in open air are strictly forbidden. At all times everyone should refrain from venturing out in open spaces or under aircraft. As well, it is strictly forbidden to carry out headset connections with aircraft.

7.4 Towing operations (towing of aircraft)

- 7.4.1. Staff carrying out towing operations need to have been adequately trained by their employer and this training must be acknowledged by that employer.
- 7.4.2. The persons carrying out the maneuvering must verify that all concerned services have been notified in order for the Operations department to be able to organize supervision and escorting.
A towing operation can only be done after the prior written permission of the Airport Inspection and subject to escorting by a marshaller.
- 7.4.3. The operators need to be aware of entering the airport area, in which mutual contact with traffic control is compulsory. In towing operations, the marshaller will ensure this communication.
- 7.4.4. Escorts and operators need to be in permanent contact with one another so as to be able to warn each other in the event of irregularities.

7.5 Engine testing (testing aircraft engines)

- 7.5.1. Aircraft engine testing can only be performed, after request with and written permission of the Airport Inspection.
- 7.5.2. Depending on the aircraft type, the operation can only be carried out in the permanent presence and supervision of the marshaller.
- 7.5.3. The operators need to be aware that mutual contact with traffic control might be compulsory. The aircraft operator will ensure this communication under the supervision of the marshaller.
- 7.5.4. Supervisors and operators need to be in permanent contact with one another so as to be able to warn each other in the event of irregularities.
- 7.5.5. The testing location must be thoroughly inspected on the absence of FOD beforehand.

7.6 Apron Warning System

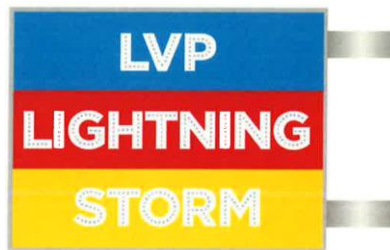
- 7.6.1 At the airport AWS signs are installed at 4 locations:

- APRON 1: along the service road when reaching APRON I
- APRON 2: along the service road, near the Tower

- APRON 2: along the service road, near the Fire Station
- APRON 3: along the service road mid-apron near the security entry.

7.6.2 The signs can display 3 statuses individually or in combination accompanied by a flashing light:

- “LVP”: Low Visibility Procedure
- “LIGHTNING”: Lightning Procedure
- “STORM”: Storm Procedure



7.6.3 The signs are activated by Airport Inspection. All airport users are supposed to know the corresponding procedures.

7.7 *Transport outsized cargo via the service road (exceptional transport)*

In the event that outsized cargo (i.e. cargo that is wider than one lane of the service road) must be transported via the service roads, the handling agent informs Airport Inspection with the request to close the route in the opposite direction of the transport;

Transport from apron 1 to apron 2

- Airport Inspection calls on an available service (airport security, fire brigade,...) to post at the beginning of the connecting road on apron 2 and to stop all traffic that wishes to proceed to apron 1 via the connecting road
- Airport Inspection checks the situation at the start of the service road and sweeps from Apron 2 to Apron 1 to check if there are any vehicles on the connecting road
- At the end of the trajectory, he meets the waiting transport and makes radio contact with the posted guard at the beginning of the service road to obtain confirmation that no other vehicles have entered the connecting road behind him.
- After confirmation, Airport Inspection grants the exceptional transport permission to enter the service road and follows this transport to the destination on the opposite lane
- When the posted guard sees the exceptional transport arriving, he makes way.
- The exceptional transport will be escorted until it has reached its destination.
- The service road will then be released.

Transport from apron 2 to apron 1.

- Airport Inspection calls on an available service (airport security, fire brigade,...) to post at the intersection Rolbaanstraat-service road and stop all traffic that wishes to proceed to apron 2 via the connecting road
- Airport Inspection checks this setup at the start of the service road and sweeps from Apron 1 to Apron 2 to check if there are any vehicles on the connecting road.
- At the end of the route, he meets the waiting transport and makes radio contact with the posted guard at the beginning of the service road to obtain confirmation that no other vehicles have entered the connecting road behind him.
- After confirmation, Airport Inspection grants the exceptional transport permission to enter the service road and follows this transport to the destination on the opposite lane
- The exceptional transport will be escorted until it has reached its destination.
- The service road will then be released.

Transport via other service roads

Similar procedure will be carried out:

- Posted guard at the beginning/end of trajectory
- Sweep by Airport Inspection
- Transport moving only on "GO" from Airport Inspection
- Constant escort of the transport

8 Measures in case of traffic rules violations

Violations can be determined by the airport management and the Airport Inspection.

8.1 *Major and minor violations*

8.1.1. The major violations are listed below:

- driving without a valid airport **Airside Driving License A** or without permission of the Airport Inspection.
- driving inside the maneuver area without an “**Airside Driving License M**” or without being escorted;
- not observing stop signs or priority rules;
- when turning :
 - a) endangering other drivers or road users;
 - b) hindering oncoming vehicles;
- exceeding the speed limit by at least 10 km/h ;
- being under the influence of alcoholic beverages, anesthetics, sleeping pills, hallucinogenic agents or medicines;
- driving without lights in the darkness;
- crossing a full white line (exception : see article 5.11.2)
- hindering a moving aircraft;
- leaving behind equipment outside of the equipment limit lines;
- crossing or entering a runway or taxiway without radio contact;
- not observing the orders of traffic control or the Airport Inspection;
- hindering a vehicle of the aid services;
- making unallowed use of flashing lights and/or sirens;
- committing hit-and-run;
- failing to report a collision involving an airplane;
- smoking or lighting a fire, even inside the rolling stock.

8.1.2. All other violations are considered to be minor ones.

8.2 *Procedure for determining and restraining violations.*

- 8.2.1 A report is written for each violation. A copy is sent to the offender and – when applicable – to his/her employer.
- 8.2.2 When ascertaining two minor violations within thirty calendar days, the airport **Airside Driving License A** and possibly the **Airside Driving License M** of the offender will be suspended by the airport management for one day.
- 8.2.3 When ascertaining a major infringement, the **Airside Driving License A**, and possibly the **Airside Driving License M**, of the offender will be suspended by the airport management for 2 to 7 days.

- 8.2.4 In the event of two or more major violations within thirty calendar days, the airport **Airside Driving License A** of the offender will be suspended by the airport management for 8 to 30 days. In this case, the **Airside Driving License M** will also be withdrawn. The offender will be obliged to pass a new knowledge test – as described in article 3.6 and 3.7 – in order for the airport management to be able to return the **Airside Driving License A** and the **Airside Driving License M** to the infringer .
- 8.2.5 The motivated decision by the airport management regarding the measures mentioned in articles 8.2.2., 8.2.3. and 8.2.4. is sent to the individual involved without delay and a copy is sent to the employer when applicable.
- 8.2.6 The individual involved can appeal against the decision of the airport management regarding the measures mentioned in articles 8.2.2, 8.2.3. and 8.2.4. with the Ostend Airport Traffic Committee. For this purpose, the individual involved sends a petition to the general director – within two working days after receiving the decision of the airport management regarding the measures mentioned in articles 8.2.2, 8.2.3. and 8.2.4 – for the purpose of bringing the appeal to the Traffic Committee. Launching the appeal leads to the immediate suspension of the measure.
- 8.2.7 Notwithstanding the above, the Airport Inspection can suspend the offender's **Airside Driving License A** at once, and this for a period of 24 hours, in case of violations described in articles 8.2.3 and 8.2.4 when caught in the act and exclusively when urgently required for the sake of airport safety.

Commented [NeEH2]: different in Dutch text

Commented [NeEH3]: different in Dutch text

Commented [NeEH4]: !!!

Commented [NeEH5]: !!!

Commented [NeEH6]: !!!

8.3 The Traffic Committee

- 8.3.1. The Traffic Committee is composed as follows:

Members entitled to vote:

Chairman: the CEO or his representative
Assessors: 1 representative of the offender's employer
1 representative of the SAFCO

Members with an advisory vote:

1 representative of the employer involved, in case the infringer works on behalf of an employer..

- 8.3.2. The Traffic Committee meets when convened by the chairman, within 10 working days after the appeal is launched.. Before deliberating, the Traffic Committee hears the offender, who is entitled to be assisted by an individual of his choice, and as well any person as a witness who may be able to provide useful information regarding the matter considered. The Traffic Committee is able to maintain, abolish or modify the airport management decision. The committee decides by simple majority vote. In case of equality, the chairman's vote is decisive.

8.3.3. The well-founded decision by the Traffic Committee is announced to the individual involved and when applicable to his/her employer within 5 working days after the deliberation.

8.3.4. Minor and major infringements against the traffic regulations, committed by individuals who do not have an **Airside Driving License A**, are restrained according to the procedure and modes described in Chapter 8, by suspending the airside access authorization (airport identification badge or temporary access permit).

Commented [NeEH7]: !!!

9 Cost of an Airside Driving License A

The first **Airside Driving License A** is free.

When returning the license after suspension by decision of the airport management or the Traffic Committee because of an infringement, a fee amounting to 25 euro must be paid to cover administrative expenses.

If returning of the license depends on passing a test (article 8.2.4), a fee amounting to 100 euros must be paid to cover administrative expenses.

The **Airside Driving License M** is always free.

10 Procedure to obtain an Airside Driving License A

10.1 Initial application for obtaining an Airside Driving License A

The applicant must at least be in possession of a valid civil driver's license category B or an equivalent international driver's license and hold a valid airport identification badge.

The applicant needs to fill out an "application **Airside Driving License A**" form (cf. annex 6) and submit it to the Airport Inspection. This form is available in both Dutch and English.

The valid "Airside Traffic Regulations" are handed out to the applicant (available in NL, FR, ENG).

After going through the "airside traffic rules" thoroughly, the applicant can register for taking the test with the Airport Inspection.

The applicant will then attend an informative presentation on the airport and its distinct departments, on the procedure for moving from landside to airside, on rules which have to be complied with and on the persons/services who are authorized to exert control.

The Airport Inspector will explain the traffic rules and lend extra attention to the key issues:

- *smoking ban;
- *notification requirement in the event of incidents, altercations & accidents;
- *speed limits/driving on the boarding gate;
- *priority to aircraft;
- *visible badge display;
- *wearing a fluorescent jacket;
- *etc...

On a map of the airport is shown, where a driver can and cannot drive.

On the request of the applicant or if the Airport Inspector judges it necessary, the Airport Inspector drives the applicant to the zones where the applicant is allowed to drive.

If the applicant passes a theoretical test on the Airside Traffic Regulations, he will receive the **Airside Driving License A**.

10.2 Renewal of the Airside Driving License A coupled to the airport badge validity

The validity of the **Airside Driving License A** concurs with that of the airport identification badge. Holders of an **Airside Driving License A** can extend its validity through passing a refresher test. This is part of the procedure for the validity renewal of the airport identification badge.

11 Procedure to obtain the Airside Driving License M

The applicant for an **Airside Driving License M** has to be in possession of an airside **Airside Driving License A**.

The overview of the individual training schemes from the Airport Manual clearly shows which functions require an **Airside Driving License M**.

The applicant receives the document (*Dutch only*) “*Cursus Rijbewijs M / rijden op het manoeuvreerterrein*” and has to take a theoretical course on the different procedures that are to be known in order to be allowed to drive on the maneuvering area.

When an applicant intends to drive his vehicle on the maneuvering area, in order to practice, he shall always be escorted by a colleague in possession of an **Airside Driving License M**, and this during the full training period.

After having taken the theoretical course and after the training period within his/her own department, the applicant contacts the Airport Inspection to pass a theoretical and practical test on the knowledge and use of different procedures such as:

- *escorting procedure;
- *radiotelephony (ICAO alphabet – standard expressions);
- *readback – procedure;
- *elementary knowledge regarding the concept of an airport;
- *etc...

The Airport Inspection and an air traffic controller will prepare some questions and tests in order to test the competence of the applicant. In the Airport Inspector's office, some exercises are prepared using the map of the airport. The Airport Inspector and the applicant will drive on the manoeuvre area in order to test whether the applicant has a good, practical knowledge of the procedures.

If the Airport Inspector and the air traffic controller are satisfied with the results of the tests, the applicant will receive his **Airside Driving License M**.

The applicant cannot appeal against this decision. However, if necessary, the applicant can continue to practice (escorted by a colleague in possession of an **Airside Driving License M**) and can later request to do another test.

12 Coming into effect

The present traffic regulations come into effect on **February 15th, 2022** at 00:01 LT and replace from that time on any previous edition.

13 List of amendments & supplements compared to the previous version

To version 5.4

5.3 Specific priority rules 5.3.1
Annex 4: Layout APRON 2



LEM airport Ostend-Bruges

14 Annexes:

Annex 1: overview markings and signage

Annex 2: layout airport map Ostend-Bruges Airport

Annex 3: zones, forbidden and accessible, for individuals possessing an airside **Airside Driving License A**

Annex 4: detailed layout Apron 2

Annex 5: useful phone numbers

Annex 1 : OVERVIEW MARKINGS & SIGNAGE



White: markings for safe operation of vehicles (traffic, park, etc...)

Red: markings relating to danger or prohibition

Yellow: markings for safe movement of aircraft

	<p>Dienstweg: Verplicht te volgen door voertuigen.</p> <p>Service drive: To be used at all times by vehicles</p>
	<p>Dienstweg: Één rijvak</p> <p>Service drive: One lane only</p>
	<p>Dienstweg:</p> <ul style="list-style-type: none"> • Van 2 naar 1 rijstrook • Geblokte lijn: dienstweg kruist bewegingsgebied van vliegtuigen. <p>Service drive:</p> <ul style="list-style-type: none"> • From 2 lanes to 1 lane • Checkered marking: service drive crosses aircraft movement area.

	<p>Uitrustings opstelplaats (“huisje”): hier mag even voor de aankomst van een vlucht, materiaal geplaatst worden.</p> <p>Equipment staging area: equipment may be parked here just before the arrival of a flight.</p>
	<p>Truckopstelplaats (witte arcering): zone voorbehouden voor afhandeling van vrachtwagens met luchtvracht.</p> <p>Truck handling spot (white shading): zone dedicated for handling trucks with air cargo.</p>
	<p>Rode veiligheidslijn: markeert de grens tussen het manoeuvreerterrein en het verkeersterrein; moet ten allen tijde vrij zijn aan de zijde van het bewegingsgebied.</p> <p>Red safety line: marks the division between the apron and the maneuvering area. The maneuvering side must be empty at all times.</p>

	<p>Inrijlijn: markering voor vliegtuigen met diverse stoplijnen.</p> <p>Lead-in guideline: marking for aircraft with different stop lines.</p>
	<p>Dubbele rode lijn: markering duidt aan dat men het bewegingsgebied zal kruisen. Stoppen verplicht vooraleer verder te rijden.</p> <p>Double red line: marking indicates you are about to cross the maneuvering area. Compulsory stop before continuing.</p>
	<p>Stopteken kritieke zone: dienstweg penetreert kritieke zone van ILS. Vanaf hier enkel verder mits toelating van Verkeersleiding(Belgocontrol)</p> <p>Stop sign critical area: indicates you reach the ILS-critical area. Entry requires permission from Air Traffic Control.</p>

	<p>Rood gearceerde zone: deze zone moet steeds leeg blijven. (voor noodgevallen)</p> <p>Red shaded area: this area must be kept clear at all time. (for emergency purposes)</p>
	<p>Startpunt perimeterweg met beperkte toegang: enkel mits uitdrukkelijke toelating van Airside Operations (AI / BCU)</p> <p>Starting point perimeter road with restricted access: only with explicit permission of Airside Operations (AI / BCU)</p>
	<p>Verzamelpunt: bij evacuatie, voor personeel als voor passagiers</p> <p>Meeting point: for evacuation purposes, for staff as for passengers</p>

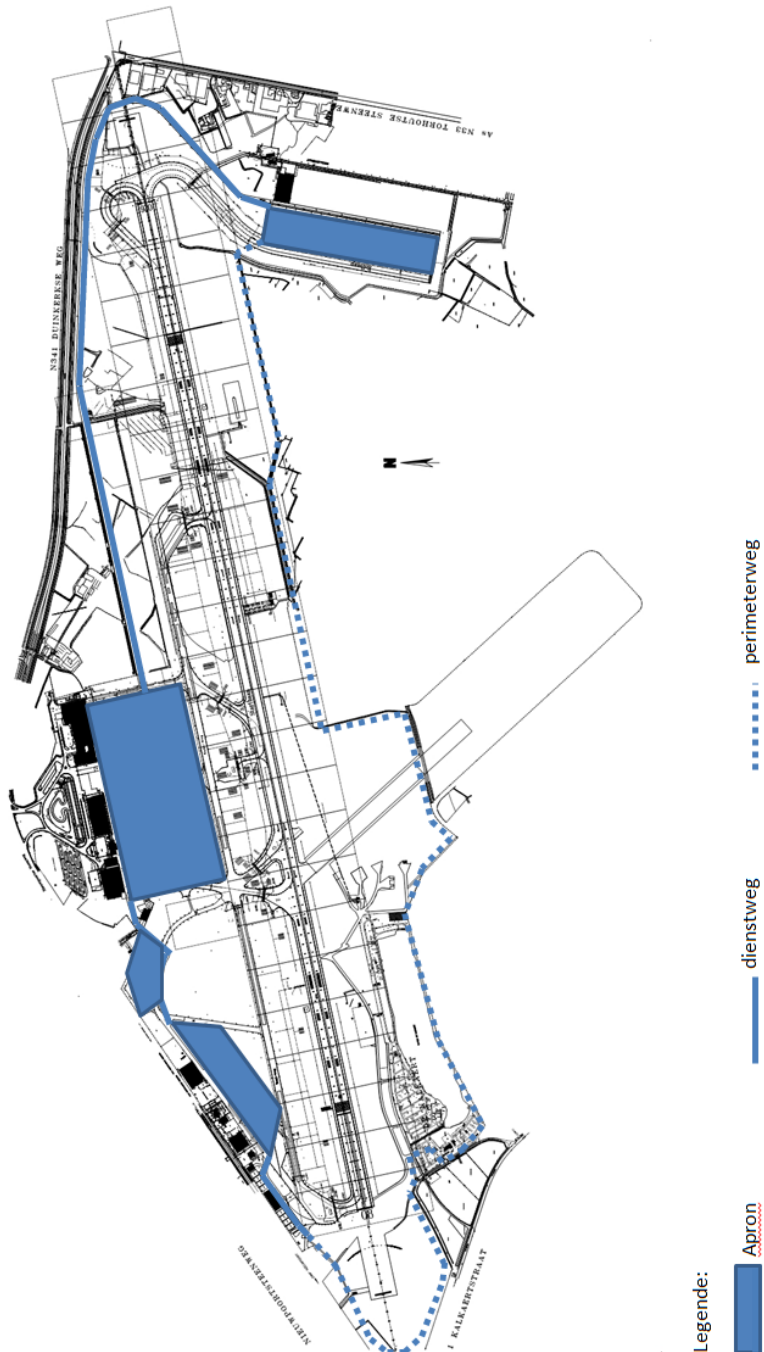
	<p>“Drivers Taxiway Ahead” bord: Radioverbinding met de toren noodzakelijk Enkel indien in bezit van rijbewijs M of onder begeleiding.</p> <p>“Drivers Taxiway Ahead”sign : Crossing only allowed if you have radio connection with the tower. Crossing only if you are in possession of the drivers’ license M</p>
	<p>Opgepast de dienstweg gaat over in een bewegingsterrein voor vliegtuigen. Vliegverkeer mogelijk in beide richtingen. Stoppen!</p> <p>The service drive crosses the movement area for planes. Airplane traffic possible in both directions. Compulsory Stop!</p>
	<p>Apron Waarschuwing bord (AWS): licht op bij speciale operaties: slechte zichtbaarheid (LVP), bliksem procedure (LIGHTNING), stormwind (STORM)</p> <p>Apron Warning System: Signs are lit in case of low visibility operations (LVP), lightning procedure, storm wind.</p>
	<p>Fire & Rescue exit : voorrang geven bij uitruk !</p> <p>Fire & Rescue exit : give priority in case of emergency !</p>

Annex 2: overview map Ostend-Bruges Airport

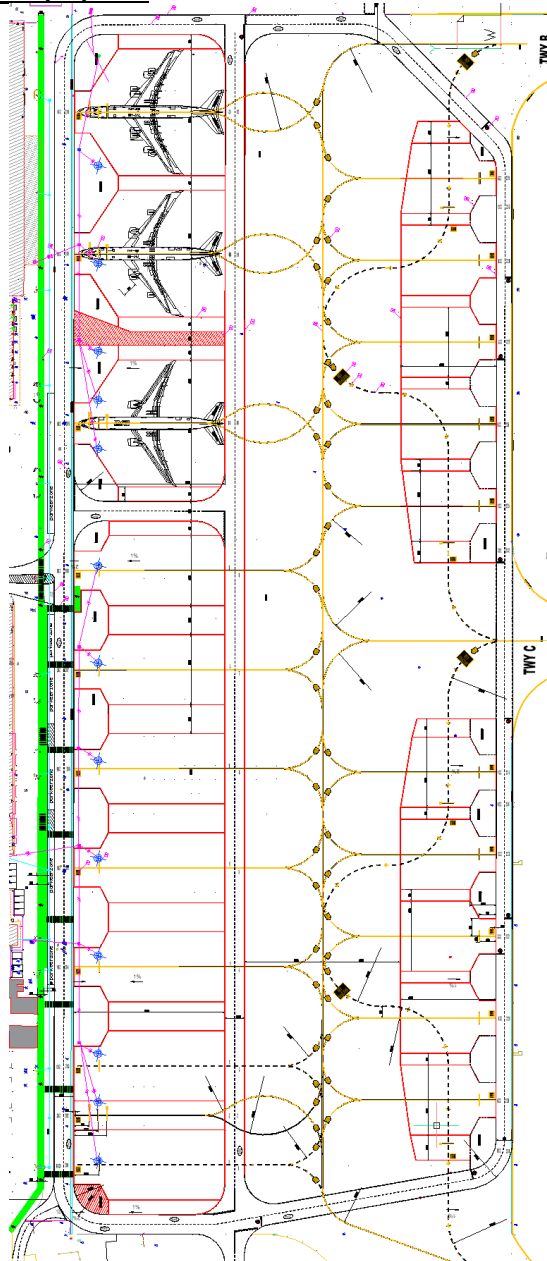


Annex 3: allowed (green) & forbidden (red) areas in case of only holding the Airside Driving License A airside:





Annex 4: detailed map Apron 2





LEM airport Ostend-Bruges

Annex 5: useful phone numbers:

Department	Phone number
Airport Inspection	059/551.202
Airport Fire & Rescue	059/551.521
Security control desk	059/551.463
Federal Airport Police	059/551.543
Customs	059/551.539
General emergency number (external)	112



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