



TECHNICAL GUIDANCE MATERIAL

on the

Airside Driving Training Manual

Advisory Circular

SUBJECT: GUIDANCE MATERIAL ON THE DEVELOPMENT OF AN AIRSIDE DRIVING TRAINING MANUAL FOR THE LICENSED AERODROMES

EFFECTIVE DATE: 05 FEBRUARY 2021

APPLICABILITY

The information and guidance material is applicable to aerodrome license holders with a Category higher than 3 in accordance with SACAR: Part 139.02.34

PURPOSE

To provide guidance on the development of Airside Driving Training Manual at all licensed aerodromes. This guidance material must be read in conjunction with the regulation. To provide guidance on how licensed aerodromes must establish rules and procedures related to the operation of ground vehicles and equipment on airside in order to meet regulatory requirements. To provide the licensed aerodromes with a tool to monitor driving behavior on the airside and to enforce traffic rules and regulations.

REQUIREMENTS

Aerodrome license holders with a category higher than 3 shall establish a training manual and submit two complete copies thereof for approval to the SACAA in accordance with CARS 139 of the SACARs.

The aerodrome license holder is responsible for regulating vehicular traffic movement on airside in accordance with the SACARs.

The training shall be presented by a training provider or instructor that has been approved in accordance with Part 141 of the SACARs.

1. REFERENCE:

- i. CARs Part 139
- ii. CATS 139
- iii. ICAO Doc 9137 – AN/898 Part 8 Airport Operational Services (Chapter 19)
- iv. PANS-Aerodromes Doc 9981
- v. Regulation 10 of the National Road Traffic Act (National Road Traffic Act 93 of 1996)

2. TERMS AND ABBREVIATIONS

TERM	DEFINITION
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NONE

ABBREVIATION	DESCRIPTION
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ATC	Air Traffic Control
ATS	Air Traffic Services
ESA	Equipment Staging Area
FOD	Foreign Object Debris
GSE	Ground Support Equipment
PARTAC	Practical Airport Radiotelephony and Airside Competency Course
PDP	Professional Drivers Permit
RFF	Rescue and firefighting services
RT	Radio transmission
RTF	Radio transmission frequency
RWY	Runway
SACAA	South African Civil Aviation Authority
SACAR	South African Civil Aviation Regulations
SACATS	South African Civil Aviation Technical Standards
SMS	Safety Management Systems
TGM	Technical guidance material
TWY	Taxiway

3. THE AIRSIDE DRIVING TRAINING MANUAL

3.1 The Airside driving training manual, submitted for approval must cover the following areas to be included for training:

3.1.1 Airside Marking and Safety signs

- a. Road markings
- b. Wingtip safety line
- c. Equipment restraint area
- d. Equipment staging area
- e. Service roads
- f. Pedestrian crossings

3.1.2 Basic safety rules

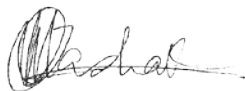


- a. Safety procedures
- b. Driving rules
- c. Roadworthiness of vehicles
- d. Vehicle serviceability
- e. Requirement for vehicles and equipment on airside
- f. Low visibility operations

- 3.1.3 Access control procedure**
 - a. Vehicle permits
 - b. Display of permit
 - c. Categories of permit
 - d. Cancellation of permits
 - e. Requirements for vehicles in the movement areas
- 3.1.4 Airside safety procedures**
 - a. Airfield layout (Airport specific)
 - b. Airfield driving rules
 - c. Operations around aircraft
 - d. Refueling of aircraft
 - e. Safety around the aircraft
 - f. Emergency shut down procedures
 - g. Driving in the manoeuvring areas
 - h. Parking of vehicle
 - i. Vehicle on runway or taxiway
 - j. Towing
 - k. Pedestrian
 - l. Foreign Object Debris
- 3.1.5 Communication**
 - a. Communication on the manoeuvring area
 - b. Crossing runways
 - c. Phraseology and phonetic
- 3.1.6 Personal requirements for drivers**
 - a. Personal Protective Equipment
 - b. High visibility reflective clothing
 - c. Medical surveillance
- 3.1.7 Accident prevention**
 - a. Reporting of accidents and incidents
- 3.1.8 Safety Management Systems (SMS) in Aerodrome Operations**
 - a. Regulatory requirements
 - b. Descriptions
 - c. SMS components
- 3.1.9 Procedure for vehicles and equipment**
 - a. Impounding of vehicles
 - b. Runway incursion
- 3.1.10 Safety Enforcement**
 - a. Procedure for traffic violations
 - b. Driving violations

3.1.11 Training

- a. Driver evaluation
- b. Theoretical evaluation
- c. Practical evaluation
- d. Recurrent training and validity

The Airside Driving Training permit shall be valid for a maximum period of (2) years from the date of issue

DEVELOPED BY:		
	VICTRESS MASHAVA	05 FEBRUARY 2021
SIGNATURE OF M: AO	NAME IN BLOCK LETTERS	DATE
RECOMMENDED BY:		
	NELSON NKABITI	05 FEBRUARY 2021
SIGNATURE OF SM: ADFA	NAME IN BLOCK LETTERS	DATE
APPROVED BY:		
	GAWIE BESTBIER	05 FEBRUARY 2021
SIGNATURE OF E: AI	NAME IN BLOCK LETTERS	DATE

END