

Appendix 2 – Airside Major / Minor offence Codes

Offence Code	Driving Major Major Offence explanation	Permit to be removed	GAL ID removal	Additional Comments
MA01	Causing Injury / Death through Careless, Dangerous and or reckless driving.	ADP	Yes	Road traffic Act – Police involvement
MA02	Driving or attempting to drive whilst under the influence of alcohol or drugs (Landside limits apply).	ADP	Yes	Road traffic Act – Police involvement
MA03	Driving Airside whilst under a current driving ban/or not in possession of a Gatwick driving permit. (ADP)	ADP	Yes	Road traffic Act – Police involvement
MA04	Endangering an A/C.	ADP	ACL / AOM discretion	In consultation with relevant DM where possible
MA05	Failing to report an incident / accident immediately to x 222 (including environmental incidents).	ADP	Yes	Investigation to determine action
MA06	Failure to give way to live or towed A/C movement.	ADP	ACL / AOM discretion	In consultation with relevant DM where possible
MA07	Carrying out an Unsafe Act. - Unauthorized use or operation of equipment. - Task or activity that is conducted in a manner that may threaten the health and/or safety of workers/passengers.	ADP	ACL / AOM discretion	In consultation with relevant DM where possible
MA08	Damaging an aircraft -A: Intentionally - B: Otherwise	A: ADP B: ADP or Jetty License	A: Yes B: ACL / AOM discretion	A: Intentionally- consider Police involvement B :Otherwise – In consultation with relevant DM where possible
MA09	Using a vehicle or operating equipment unfit for purpose that may cause danger or damage to persons or property.	ADP	ACL / AOM discretion	In consultation with relevant DM where possible
MA10	Responsible for an insecure load or detached towed equipment resulting in an incident, damage or injury.	ADP	ACL / AOM discretion	In consultation with relevant DM where possible
MA11	Responsible for equipment on tow which becomes detached.	ADP	ACL / AOM discretion	In consultation with relevant DM where possible
MA12	Entering the Manoeuvring Area without permission.	ADP	ACL / AOM discretion	In consultation with relevant DM where possible

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MA13	Failing to stop after an collision/incident	ADP	Yes	Investigation to determine action
MA14	A: 3 minors issued in a 12 month rolling period of same offence. B: 3 minors committed within 12 months of a major offence/ 2 majors within 12 month period.	A:ADP	A:ACL / AOM discretion B: ID	In consultation with relevant DM where possible
MA15	4 minors issued in a 12 month rolling period.	ADP	ACL / AOM discretion	In consultation with relevant DM where possible
MA16	Dangerous driving	ADP	ACL / AOM discretion	In consultation with relevant DM where possible
MA17	In collision whilst reversing without a banks man in a vehicle that provides less than less than 360 degree vision.	ADP	ACL / AOM discretion	In consultation with relevant DM where possible
MA18	Driving a vehicle of a higher licence category without a certificate of competence for that vehicle.	ADP	ACL / AOM discretion	In consultation with relevant DM where possible
MA19	Obstruction or blocking of an Emergency exit route, Assembly Point or Starburst.	ADP	ACL / AOM discretion	In consultation with relevant DM where possible
MA22	Driving whilst using hand held mobile communication equipment not RT.	ADP	ACL / AOM discretion	In consultation with relevant DM where possible
MA23	Pushing or towing a moving A/C, other than in accordance with ATC / GAL verbal or written instruction.	Manoeuvring license suspension	No	Remove/company suspension of M licence
MA24	Leaving equipment or vehicles within 4.5 metres of an A/C.	ADP	ACL / AOM discretion	In consultation with relevant DM where possible
MA25	Contravention of rules or byelaws not identified in this offence code.	ADP	ACL / AOM discretion	In consultation with relevant DM where possible
MA27	Driving without due care and attention.	ADP	ACL / AOM discretion	In consultation with relevant DM where possible
MA28	Driving Airside with an expired ADP.	ADP	ACL / AOM discretion	In consultation with relevant DM where possible
MA29	Driving /having responsibility for a Vehicle that creates FOD.	ADP	ACL / AOM discretion	In consultation with relevant DM where possible
MA30	Parking or leaving equipment in an unauthorised area.	ADP	ACL / AOM discretion	In consultation with relevant DM where possible

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MA31	Speeding in excess of 9 miles per hour over the designated speed limit on airside roads. Speeding in excess of 3 miles per hour over the designated speed limit in Baggage sort areas.	ADP	ACL / AOM /BDM discretion	Airside roads AOM to conduct investigation. Baggage sort areas BDM to conduct investigation.
MA32	Listening to a music device or similar device in an operational area with headphones whilst driving or operating machinery and when unlikely to hear a warning sound or alarm.	ADP	ACL / AOM discretion	In consultation with relevant DM where possible. Plus internal disciplinary
MA33	Obstructing (whilst stationary), the movement of a live or towed A/C.	ADP	ACL / AOM discretion	In consultation with relevant DM where possible
MA34	Driving against traffic flow on a one way system.	ADP	ACL / AOM discretion	In consultation with relevant DM where possible

Offence Code	Apron Major Non Driving Offence explanation	Pass/permit to be removed	GAL ID removal	Additional Comments
AM01	Found airside under the apparent influence of alcohol.	N/A	ID	Police involvement
AM02	Found airside under the apparent influence of drugs.	N/A	ID	Police involvement
AM03	Smoking airside outside of a designated smoking area.	N/A	ACL / AOM discretion	In consultation with relevant DM where possible
AM04	Carrying out an Unsafe Act. - Unauthorized use or operation of equipment. - Task or activity that is conducted in a manner that may threaten the health and/or safety of workers/passengers	Jetty License	ACL / AOM discretion	In consultation with relevant DM where possible
AM05	Failure to adequately supervise passengers.	N/A	ACL / AOM discretion	In consultation with relevant DM where possible
AM06	Failure to comply with directional instructions given by authorised airport official (includes failure to stop and abusive behaviour).	N/A	ACL / AOM discretion	In consultation with relevant DM where possible

Offence Code	Apron Major Non Driving Offence explanation	Pass/permit to be removed	GAL ID removal	Additional Comments
AM08	Defacing or causing wilful damage/abuse to vehicles, property, equipment or infrastructure.	N/A	ACL / AOM discretion	In consultation with relevant DM where possible
AM10	Incorrect use of SEG (Stand Entry Guidance) or FEGP or other apron equipment causing or contributing to an incident.	N/A	ACL / AOM discretion	In consultation with relevant DM where possible
AM11	Unauthorised entry to the Manoeuvring area on foot, when not part of an A/C movement.	N/A	ACL / AOM discretion	In consultation with relevant DM where possible
AM12	Non-compliant disposal of waste (including A/C waste).	N/A	ACL / AOM discretion	In consultation with relevant DM where possible
AM13	Failure to report an incident immediately to x222.	N/A	ACL / AOM discretion	In consultation with relevant DM where possible
AM14	Failure to adequately escort visitors as per GAL/DFT requirements.	N/A	ACL / AOM discretion	In consultation with relevant DM where possible. Report incident to ID centre
AM15	Being responsible for equipment left within 4.5 metres of an A/C movement unmanned.	N/A	ACL / AOM discretion	In consultation with relevant DM where possible
AM17	Obstructing an arriving, departing or other A/C movement.	N/A	ACL / AOM discretion	In consultation with relevant DM where possible
AM18	Generation of FOD.	N/A	ACL / AOM discretion	In consultation with relevant DM where possible
AM19	Riding in or on a vehicle platform not designed for that purpose.	N/A ADP of driver	ACL / AOM discretion	In consultation with relevant DM where possible
AM20	Failure to wear Mandatory Personal Protective Equipment.	N/A	ACL / AOM discretion	In consultation with relevant DM where possible
AM21	Other - Contravention of rules (Byelaws or notices) that are not identified in this offence code.	N/A	ACL / AOM discretion	In consultation with relevant DM where possible
AM23	Found airside without a valid airport ID	N/A	N/A	Police and Security involvement
AM24	Unauthorised deployment of Aircraft Emergency Chute or Steps.	N/A	ACL / AOM discretion	In consultation with relevant DM where possible

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Offence Code	Apron Major Non Driving Offence explanation	Pass/permit to be removed	GAL ID removal	Additional Comments
AM25	Damaging an aircraft -A: Intentionally -B: Otherwise	N/A	A:Yes B:ACL / AOM discretion	A: Consider Police involvement. B: In consultation with relevant DM where possible
AM26	Obstruction or blocking of an Emergency exit route, Assembly Point or Starburst.	N/A	ACL / AOM discretion	In consultation with relevant DM where possible
Offence Code	Minor Airside Offence explanation	Penalty Minor	Additional Comments	
MI 01	Driving without dipped headlights in LVPs.	Minor		
MI 02	Failure to use top light or beacon.	Minor		
MI 03	Failure to wear or incorrect wearing of seatbelt.	Minor		
MI 04	Driving a vehicle that doesn't meet MOT standards.	Minor		
MI 05	Driving with an insecure load.	Minor		
MI 06	Driving with insecure baggage curtains or stops.	Minor		
MI 07	Transporting hot liquids without suitable stowage or lid.	Minor		
MI 08	Driving across stands.	Minor		
MI 09	Reversing to/from an aircraft without a trained banksman or guide person	Minor		
MI 10	Leaving vehicle/equipment running and/or no parking brake applied.	Minor		
MI 11	Failure to comply with road signs/markings.	Minor		
MI 12	Driving a vehicle with cab door open.	Minor		
MI 13	Speeding +2 to +9 above speed limit on airside roads. Speeding +1 to +3 above speed limit in Baggage sort areas.	Minor		
MI 14	Incorrectly worn PPE as required by current PPE GAD.	Minor		

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MI 15	Driving or in charge of a vehicle likely to create FOD.	Minor	
Offence Code	Minor Airside Offence explanation	Penalty Minor	Additional Comments
MI 16	Excessive number of towed trailers within baggage sort area/Airside.	Minor	
MI 17	Failure to swipe card reader at speed door entry to baggage sort area.	Minor	
MI 18	Failure to use pedestrian walkways when provided.	Minor	
MI 19	Using a passenger trolley on the apron, in baggage sort/make up areas.	Minor	
MI 20	Incorrect use of apron equipment.	Minor	Includes jetty, FEGP, chocks and cones.
MI 21	Failing to carry out correct banks man duties (No collision).	Minor	
MI 22	Incorrectly worn PPE.	Minor	
MI 23	Listening to a music device or similar device in an operational area and when unlikely to hear a warning sound/alarm	Minor	
MI 24	Failure to identify a driver when requested by GAL.	Minor	Minor issued against company to the duty manager or team leader
MI 25	Minor RTI/RTC minimal damage from incident.	Minor	Correct GAL reporting procedures followed.
MI26	Failure to display ID pass (Failure to produce as unintentionally lost – DM attendance for investigation)	Minor	If ID pass lost company DM to escort landside.
MI27	Partial obstruction or blocking of Emergency escape routes from a building and or assembly points.	Minor	
MI28	Misidentification of Airline CAT 1 waste.	Minor	
MI29	Overtaking on a taxiway crossing. (no offence if due to stranded vehicle)	Minor	Investigation to determine action, consider upgrade to Major
MI30	Incorrect use/failure to follow correct procedure when operating of Airport infrastructure/machinery.	Minor	
MI31	FOD – Creating or ignoring of FOD.	Minor	
MI32	Non complaint storage of baggage pods/ULD bins.	Minor	
MI33	ADP – Failure to carry on person and the inability to produce when requested.	Minor	
MI34	Operating/using equipment not owned by company you are employed or contracted by.	Minor	

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