

Gatwick Airport Directive

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|---|-------------------------|
| Title: Airside Major & Minor Penalty Notice / Notice of Unsafe Act | Ref No : GAD /F20/15 |
| <p>It is the responsibility of all employers to ensure that relevant Airport Notices are brought to the attention of their staff. However individuals remain responsible for their own actions and those who are in any doubt should consult their supervisor or manager.</p> | Expiry Date: 14/04/2018 |
| Introduction: | |
| <p>Gatwick Airport Ltd seeks to provide a safe airside working environment by ensuring that current legislation is met and control measures are employed to promote full compliance of airside legislation and rules. This Directive and the penalties contained within, encourage safe and responsible behaviour while providing control measures for non-compliance by individuals and companies. Ignorance of this Directive and its content is not an acceptable excuse when an infringement has occurred and it is the responsibility of companies to ensure that staff are aware of the implications. The issue of Penalties does not negate prosecution of individuals or companies under the Air Navigation Order or Airport Byelaws.</p> | |
| Programme : | |
| This directive is implemented with immediate effect | |
| Operational Impacts : | |
| Airside Driving Permit and Airside ID Pass Offence Recording | |
| <p>An Airside Penalty notice may be issued and recorded against a staff members' Airside Driving Permit (ADP) or Airside Identity Pass. Specific offences relate to Major and Minor Offence notice codes and Notices of Unsafe Acts are detailed in the associated appendix.</p> | |
| <p>Minor Offences –If three Minor offences have been recorded against an individuals' Airside Driving Permit, Identity Card or Jetty Operators licence collectively, it will be classed as a Major offence and the "Airside Penalty Process" flow chart will be followed to ascertain the direction in which to proceed. A record will be kept on the AirDAT / Airside driving permit and ID centre data base for 12 months from the date of the Major offence being issued.</p> | |
| <p>Major Offences- A Major offence will require the immediate attention of the individuals Line Manager. In all cases, an investigation to find the root cause of the incident will be required.</p> | |
| Investigation Process following the issue of a Major Offence notice | |
| <p>If the "Root Cause" investigation highlights concerns relating to conduct or capability, the relevant company policies must be followed including the opportunity to appeal. The Airside Operations Manager must be satisfied that the individual has received the relevant re training and has acknowledged their actions prior to the return of any Identity card / permit that was initially removed. Companies are required to share learnings with other employees in an effort to prevent such incidents being repeated.</p> | |
| <p>Accumulation of Offences – All offences will remain on the AirDAT (or other recognised Airside driving licence provider) and / or ID Centre database for twelve months. Two minor offences committed within twelve months of a Major offence will result in the suspension of the Airside Identity card as will a second Major Offence within a twelve month period. In such cases, Gatwick Airport Ltd may choose not to return</p> | |

the Airside Identity Pass.

Penalties may be issued by GAL Airside Operations, GAL Environment Health and Safety, Sussex Police and Managers of Baggage Operations (MBO).

Appeals Process In acknowledgement of considerations listed in CAP790 chapter 2 Section 3 Paragraph 1 Appeals against Offence notices, Notices of Unsafe Acts, fines and restrictions must be made in writing to the Airside Penalty Appeals Manager, Airside Operations Building, Gatwick Airport RH6 ONP or airsidepenaltyappeals@gatwickairport.com within 7 days. Appeals submitted to the team will be reviewed and responded to. The appeal manager has the authority to cancel, reduce, re-categorise, maintain or increase the original decision based on any subsequent information provided during the appeal period.

Reference Material:

CAP 790 – Airside Driving and Vehicle Operation

Airside Penalty Process Flow Diagram **Appendix 01**

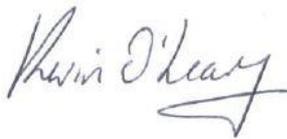
Airside Major / Minor offence Codes Pages 1-5 **Appendix 02**

This Directive supports the regulation of airside safety standards contained within the Air Navigation Order, Gatwick Airport Byelaws, GAL Aerodrome Manual, Gatwick Airport Directives, Gatwick Airport Notices and Airfield Advice Notices.

Further Information:

Contact Duty AOM, 07803 120115

Name



Kevin O'Leary
Head of Airside

for and on behalf of the Chief Executive Officer of Gatwick Airport Limited

Consultation :

Has Consultation on this Directive taken place? YES

Consulted: Consultation list held by author

Distribution :

FULL

Date of Issue: 15/04/2015

Date of Expiry: 14/04/2018

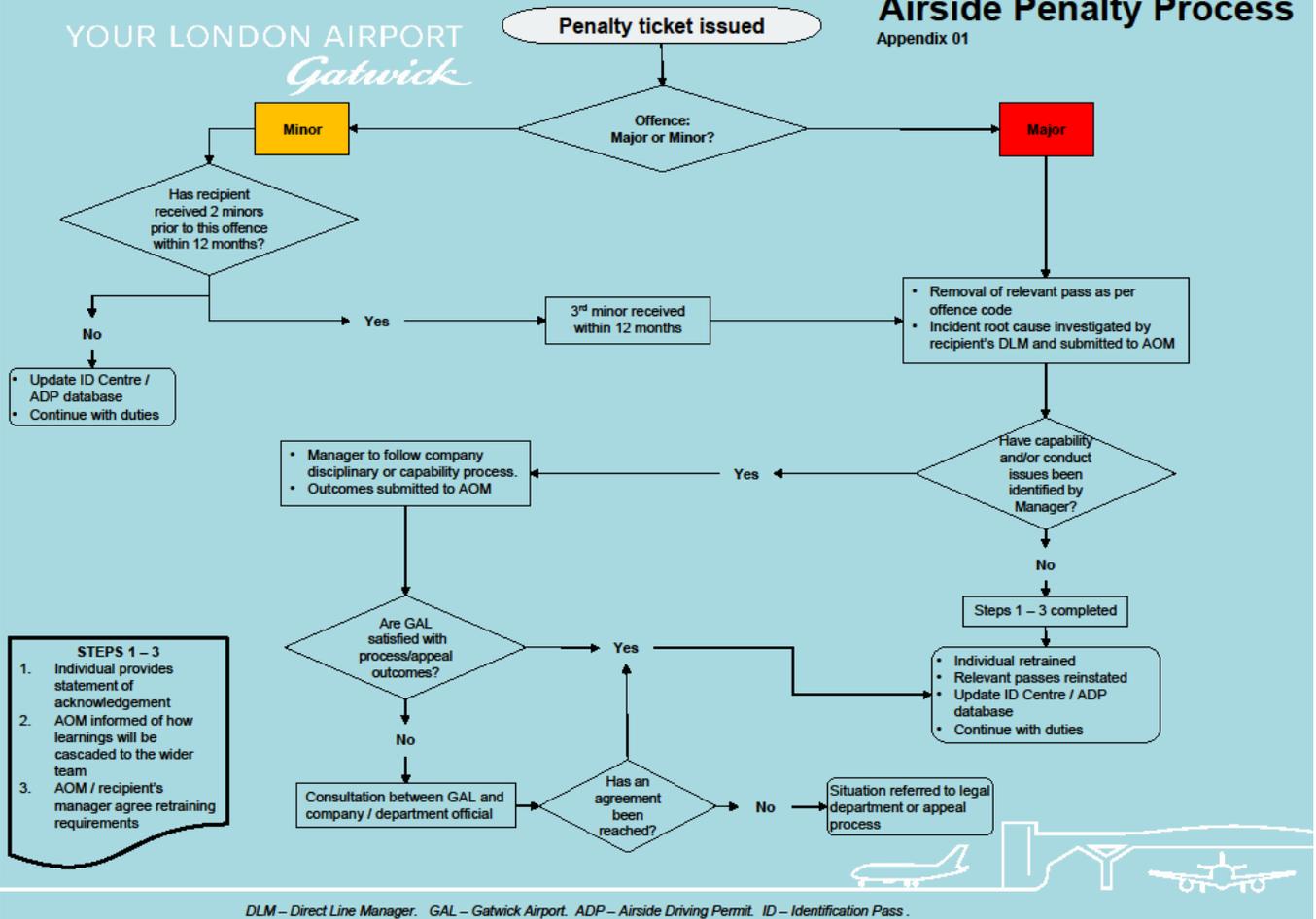
QA Approved:



R C Hulse
Head of Quality Assurance

Appendix 1 – Airside Penalty Process

Airside Penalty Process
Appendix 01



Appendix 2 – Airside Major / Minor Offence Codes

| Offence Code | Major Offence explanation | Pass / Permit to be removed | Additional Comments |
|--------------|--|-------------------------------------|--|
| MA01 | Causing Injury / Death through Careless, Dangerous and or reckless driving | ADP + Airside ID GATPOL support | |
| MA02 | Driving or attempting to drive whilst under the influence of alcoholic drink or drugs (Landside limits apply) | ADP + Airside ID GATPOL support | |
| MA03 | Driving Airside whilst under a current driving ban | Airside ID | Caution added to ID history if no ADP |
| MA04 | Endangering an A/C | ADP + Airside ID | |
| MA05 | Failing to report an incident / accident immediately to x 222 (including environmental incidents) | Airside ID + ADP | Caution added to ID history if no ADP |
| MA06 | Failure to give way to live or towed A/C movement | ADP + Airside ID | Review recordings prior to ID removal where required |
| MA07 | Carrying out an Unsafe Act | Airside ID | ADP also with vehicle involvement. |
| MA08 | Damaging an aircraft, intentionally or otherwise | ADP / Airside ID / Jetty Licence | |
| MA09 | Using a vehicle or operating equipment unfit for purpose that may cause danger or damage to persons or property. | ADP / Airside ID | |
| MA10 | Responsible for an insecure load or detached towed equipment resulting in an incident, damage or injury | ADP + Airside ID | |
| MA11 | Responsible for equipment on tow which becomes detached | ADP | |
| MA12 | Entering the Manoeuvring Area without permission | ADP + Airside ID | |
| MA13 | Failing to stop after an collision /incident | ADP + Airside ID | |
| MA14 | 3 minors issued in a 12 month rolling period | ADP + Airside ID | |
| MA15 | Driving a defective vehicle / operating defective equipment leading to an incident causing damage and or injury. | ADP + Airside ID | |
| MA16 | Dangerous driving (Road Traffic Act) | ADP + Airside ID | |

| Offence Code | Major - Offence explanation | Pass / Permit to be removed | Additional Comments |
|--------------|--|--|--|
| MA17 | In collision whilst reversing without a banks man in a vehicle that provides less than less than 360 degree vision | ADP + ID | |
| MA18 | Driving a vehicle of a higher licence category without a certificate of competence for that vehicle. | ADP | |
| MA19 | Obstruction or blocking of an Emergency exit route, Assembly Point or Starburst. | ADP + ID | |
| MA20 | Driving without reasonable consideration for other road users | ADP | |
| MA21 | Overtaking on a taxiway crossing | ADP | Consider Dangerous Driving |
| MA22 | Driving whilst using hand held mobile communication equipment other than RT | ADP + ID | |
| MA23 | Pushing or towing a moving A/C, other than in accordance with ATC / GAL verbal or written instruction | ADP + ID | Review recordings prior to ID removal where required |
| MA24 | Leaving equipment or vehicles within 4.5 metres of an A/C | ADP | |
| MA25 | Contravention of rules or byelaws not identified in this offence code | | AOM consultation |
| MA27 | Driving without due care and attention | ADP + ID | |
| MA28 | Driving Airside with an expired ADP or in an incorrect zone | ADP | Caution added to new ADP |
| MA29 | Driving /having responsibility for a Vehicle that creates FOD | ADP | |
| MA30 | Parking or leaving equipment in an unauthorised area | ADP | |
| MA31 | Speeding in excess of 9 miles per hour over the designated speed limit | ADP + ID | |
| 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 (if whilst driving)/ Airside ID | Caution added to ID history if no ADP |
| MA33 | Obstructing (whilst stationary), the movement of a live or towed A/C | ADP | Review recordings prior to ID removal where required |
| MA34 | Driving against traffic flow on a one way system | ADP + ID | |

| Offence Code | Major - Non Driving Offence explanation | Pass Permit to be removed | Additional Comments |
|--------------|--|---------------------------|---|
| AM01 | Found airside under the influence of alcoholic drink | Airside ID + ADP | |
| AM02 | Found airside under the influence of drugs | Airside ID + ADP | |
| AM03 | Smoking airside outside of a designated smoking area | Airside ID | |
| AM04 | Carrying out an Unsafe Act. | Airside ID | |
| AM05 | Failure to adequately supervise passengers | Airside ID | Caution added to ID |
| AM06 | Failure to comply with directional instructions given by authorised airport official (includes failure to stop and abusive behaviour) | Airside ID + ADP | |
| AM07 | Failure to follow pollution prevention processes, failure to report a spillage or environmental incident, misuse of hazardous materials. | Airside ID + ADP | Caution added to ID history and ADP if driving related. |
| AM08 | Defacing or causing wilful damage to property or equipment | Airside ID | Caution added to ID history and ADP if driving related. |
| AM09 | Misuse or abuse of vehicles, infrastructure or equipment | ADP + Airside ID | Caution added to ID history if no ADP |
| AM10 | Incorrect use of SEG (Stand Entry Guidance) or FEGP or other apron equipment causing or contributing to an incident. | Airside ID | Caution added to ID history if no ADP |
| AM11 | Unauthorised entry to the Manoeuvring area on foot, when not part of an A/C movement | Airside ID | Caution added to ID history if no ADP |
| AM12 | Non-compliant disposal of waste (including A/C waste) | Airside ID | Caution added to ID history if no ADP |
| AM13 | Failure to report an incident immediately to x222 | Airside ID | |
| AM14 | Failure to adequately escort visitors as per GAL/DFT requirements | Airside ID | |

| Offence Code | Major - Non Driving Offence explanation | ADPR – Airside driving permit removal. IDR ID Removal | Additional Comments |
|--------------|--|---|---------------------------------------|
| AM15 | Being responsible for equipment left with 4.5 metres of an A/C movement | ADP | Caution added to ID history if no ADP |
| AM16 | Partial obstruction or blocking of Emergency escape routes from a building and or assembly points | ADP | Caution added to ID history if no ADP |
| AM17 | Obstructing an arriving, departing or other A/C movement | Airside ID | Caution added to ID history if no ADP |
| AM18 | Generation of FOD | ADP | Caution added to ID history if no ADP |
| AM19 | Riding in or on a vehicle platform not designed for that purpose | ADP | Caution added to ID history if no ADP |
| AM20 | Failure to wear Mandatory Personal Protective Equipment | Airside ID | |
| AM21 | Other - Contravention of rules (Byelaws or notices) that are not identified in this offence code | AOM consultation | Caution added to ID history if no ADP |
| AM22 | Behaviour or actions that have the potential to cause injury, damage or endanger life or action deemed an, "Unsafe Act". | Airside ID + ADP | |
| AM23 | Failure to produce, or found airside without a valid airport ID | Removal from Airside. Security informed | |
| AM24 | Unauthorised deployment of Aircraft Emergency Chute or Steps | Parked ID for GAL use | Caution added to ID history |

| Offence Code | Minor - Airside Driving Offence explanation | No pass removal for 1 st & second Minor | Additional Comments |
|--------------|--|--|---|
| MI 01 | Driving without dipped headlights in LVPs | ADP Minor | |
| MI 02 | Failure to use top light or beacon | ADP Minor | |
| MI 03 | Failure to wear or incorrect wearing of seatbelt | ADP Minor/ID Minor | |
| MI 04 | Driving a vehicle that doesn't meet MOT standards | ADP Minor | |
| MI 05 | Driving with an insecure load | ADP Minor | |
| MI 06 | Driving with insecure baggage curtains or stops | ADP Minor | |
| MI 07 | Transporting hot liquids without suitable stowage or lid | ADP Minor | |
| MI 08 | Driving across stands | ADP Minor | |
| MI 10 | Leaving vehicle/equipment running and/or no parking brake applied | ADP Minor | |
| MI 11 | Failure to comply with road signs | ADP Minor | |
| MI 12 | Driving a vehicle with cab door open | ADP Minor | |
| MI 13 | Speeding +5 to +9 above speed limit | ADP Minor | |
| MI 14 | Incorrectly worn PPE as required by current PPE GAD | ADP Minor/ID Minor | |
| MI 15 | Driving or in charge of a vehicle likely to create FOD | ADP Minor | |
| MI 16 | Excessive number of towed trailers within baggage sort area | ADP Minor | |
| MI 17 | Failure to swipe card reader at speed door entry to baggage sort area. | ADP Minor | |
| MI 18 | Failure to use pedestrian walkways when provided | Airside ID Minor | |
| MI 19 | Using a passenger trolley on the apron | Airside ID Minor | |
| MI 20 | Incorrect use of apron equipment | Airside ID Minor | |
| MI 21 | Failing to carry out correct banks man duties (No collision) | Airside ID Minor | |
| MI 22 | Incorrectly worn PPE | Airside ID Minor | |
| MI 23 | Listening to a music device or similar device in an operational area and when unlikely to hear a warning sound or alarm. | Airside ID Minor | |
| MI 24 | Failure to identify a driver when requested by GAL | Airside ID Minor | Minor issued against company to the duty manager or team leader |