

Gatwick Airport Directive

Title: Illegally Parked Vehicles and Equipment		Ref No: GAD/F:16/16
Issue Date: 06/10/2016	Effective Date: 19/09/2016	Expiry Date: 01/10/2018
<p>It is the responsibility of all employers to ensure the relevant Airport Notice is 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>		
Introduction:		
<p>In order to deliver a safe and efficient operation airside, there is a need to reduce the amount of illegally parked and defective vehicles/equipment. This will enable all companies operating airside to create a safer working environment and maximise the availability of operational space; consequently increasing efficiency in turning aircraft.</p>		
Programme:		
<p>If Airside Operations find an item of equipment/vehicle that they consider to be creating a potential hazard, or impeding the use of a stand, the subject equipment/vehicle will be impounded.</p>		
Operational Impacts:		
<p>Examples of risks that will result in vehicles/equipment being impounded may include, but not restricted to:</p> <ol style="list-style-type: none"> 1. Presenting a safety risk on stand. 2. Preventing the effective operation of a stand i.e. blocking an inter-stand clearway, road system, walkway, fire exit or evacuation route. 3. Unable to be identified by livery / appropriate markings. 4. Considered to be in an unfit or defective condition to be used. 5. Environmental risk. 6. Left unattended in a non-designated parking area. 7. Any other situation as deemed unacceptable by an Airside Operations Controller. 		
<u>Process</u>		
<p>The process that GAL will follow when impounding the asset is as follows:</p> <ol style="list-style-type: none"> 1. Airside Operations will make reasonable attempts to identify the asset owner. This will depend on what asset identifiers have been maintained by the asset owner. If an operator uses common identifiers on their equipment other than a company logo, this should be declared to the EHS Lead. If the asset owner cannot be identified, the asset will likely be impounded without any initial contact. The EHS lead shall make further enquiries as to the owner within 90 days. If an owner cannot be identified, it will be disposed of. 2. On identifying the asset owner, a call will be made to the asset owner's operations desk, confirming they have 30 minutes to address the asset contravention. This timeframe could be reduced in exceptional circumstances should the asset be posing an immediate and present danger. 3. If the asset is not removed within 30 minutes, Airside Operations will make arrangements to impound the subject asset. 4. An Airside Penalty Notice for the offending company will be handed to the asset owner's Duty Manager. Photographic evidence will be available on request to either the Airside Control Lead or EHS Lead. It will be advised that they will need to arrange a time for collection of their asset within 90 days, otherwise the equipment will be removed off airport and will be disposed of. 5. An email will be sent to the asset owner's General Manager, advising of the above actions. 6. A charge will then be levied (as per Schedule 3 of Licence Agreement) for the collection/disposal of the asset that will include: <ol style="list-style-type: none"> 1. Initial administration fee. 2. Daily storage fee. 3. Collection fee. 4. Disposal fee (if item uncollected within 90 days). 		
<u>Impounding Charges</u>		
<p>Charges as per Schedule 3 of Licence Agreement for Ground Handling Services.</p>		
Further Information:		

Any questions concerning this GAD should be directed to the EHS Lead or Airside Control Lead on Tel: 01293 503085.

Signatory

Gary Cobb

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

Consultation:

Has consultation on this Directive taken place? No

Distribution:

FULL