

Gatwick Airport Directive

Title: Airside Operators Licence		Ref No: GAD/F:18/17
Issue Date: 31/03/2017	Effective Date: 17/03/2017	Expiry Date: 17/03/2019
<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>It is Gatwick Airport Limited's (GAL) objective to improve the safety and environmental performance of all organisations operating on the airfield. To achieve this, processes are in place to control the number of organisations operating on the airfield.</p>		
Programme:		
<p>All organisations who wish to operate vehicles airside must be in possession of a valid Airside Operators Licence (AOL) or a Ground Handling Agreement issued by GAL before starting operations on the airfield. Companies who are licensed to operate at Gatwick Airport under a Ground Handling Agreement or an Airside Coaching Agreement are not required to hold an AOL.</p> <p>Any sponsored company that needs a permanent airside vehicle pass at Gatwick or vehicle access airside at Gatwick more than 25 days a year must apply for their own AOL. Any sponsored companies that need to have airside access for more than five of their vehicles a year must apply for their own AOL.</p> <p>The AOL is a legally binding document entered into by GAL and the licensee requiring the licensee among other things to;</p> <ol style="list-style-type: none"> 1 At all times have the required insurance policies in place. 2 Only provide those services specified in the AOL. 3 Only provide services to the company specified in the AOL. 4 Limit the numbers of vehicles used by the licensee airside to the number specified in the licence and covered by the insurance policy 5 Comply with all Instructions, Directives and Notices issued by GAL. 6 Co-operate with GAL to improve safety and environment performance. <p>The licence must be signed by the Managing Director or a Company Director (who is an officer of the Company) or the company authorised signatory for Gatwick who is a member of the Gatwick ID Scheme.</p> <p>Companies will need to be a member of the Gatwick ID scheme in order to obtain vehicle passes. They will need to log on to www.mtrust.co.uk/login to join.</p>		
Operational Impacts:		
<p>AOLs are issued at the sole discretion of GAL. Applicants for a licence must have a contract or a letter of intent to supply a service to an existing airside operator or airline before applying for a licence. GAL may consult with the Airport Operators Committee before issuing an AOL. During the issuing or renewing process of an AOL, consideration will be given to the applicant's or licence holder's safety and environmental performance. Once a completed application, including a satisfactory risk assessment which relates to the applicants operation airside, has been received – allow fifteen working days for processing the application.</p> <p>Renewal is dependant on the continuing need for the service(s) provided and the licence holder's safety and environmental performance record. The licence is valid for one year.</p> <p>The charge for an AOL is £640 plus VAT; this is also subject to annual review. The charge (or part thereof) is non-refundable, even in the event that companies do not utilise their licence for its full 12 month validity.</p> <p>To apply and any questions regarding the AOL process visit https://onboard.airdat.org/en/Account/Logon</p> <p>Users registered at https://onboard.airdat.org/en/Account/Logon are reminded that they are responsible for ensuring that their company name, registered address, registration number and company contact names, numbers, company correspondence addresses and e-mail addresses and all other details are valid and kept up to date. This also applies to the ID Centre pass system Mtrust.</p> <p>AIRSIDE INSURANCE</p> <p>It is a compulsory condition for all holders of an airside pass that at <u>all times</u> third party liability insurance is in place for the minimum limit as described in the GAL Insurance Decision Map. Companies are also required to evidence this cover in the form of a Certificate of Insurance.</p> <p>NOTE: No other documents are acceptable as evidence of insurance, and will be rejected.</p> <p>The certificate of insurance must evidence the required cover (please refer to the GAL Insurance Decision Map) it must state the geographical limits of the policy and it must also include a limit and reference to 'war writeback' coverage (AVN52). Note: The required limit in respect of 'war writeback' coverage AVN52 is £50,000,000.</p> <p>If Gatwick Airport Limited (GAL) are included as an Additional Insured on the company's liability insurance, a Severability of Interests provision must also be included, and stated on the certificate. In this instance please ensure 'Gatwick Airport Limited' (GAL) is included as the Additional Insured and not 'GIP/Global Infrastructure Partners'</p> <p>If an excess/deductible above £50,000 applies to the motor vehicle property damage or motor vehicle bodily injury insurance policy, evidence of how the excess/deductible will be funded may be requested by GAL.</p> <p>Notwithstanding GAL's requirement to examine insurance documentation, it is and will remain the company's responsibility to ensure at all times they have valid and suitable third party liability insurance covering the company's operations at Gatwick Airport. The insurance certificate must not contain exclusions or restrictions (other than normal aviation insurance market exclusions) which could compromise the validity of the insurance and must not limit cover to 'the territory of the Insured or at Aprons' or similar.</p> <p>Airside insurances sometimes impose a maximum number of vehicles airside at any one time. Companies are responsible for managing the number of their vehicles airside at any one time, to ensure the insurance is not invalidated. Companies must not exceed the number of permitted vehicles airside as allowed by their insurance. Neither GAL nor AIRDAT accept any responsibility for managing the number of vehicles a company may operate airside at any one time.</p> <p>RISK ASSESSMENTS</p> <p>All submitted documentation and risk assessments must fully and accurately reflect all the activities undertaken by the licensee at the time of</p>		

application and must be amended and revised to reflect significant changes to maintain such accuracy throughout the life span of the licence. GAL will carry out random audits against any risk assessment submitted. Companies are responsible for carrying out control measures stated in their risk assessment; this responsibility does not lie with either GAL or AirDAT.

Listed below are some of the common airside subjects which should be considered as part of an airside risk assessment. This list is not exhaustive.

- Adverse weather – road closures, lighting requirements
- Aircraft collision & avoidance - reporting procedures,
- Airside Road & Taxiway crossing priorities
- Airside Safety Induction
- Alcohol & Drugs misuse (Policy)
- Banksman training
- Communications Process – Distribution of Directives and Notices
- Company policies, Company Vehicle/Driver Policy
- Driver Licence Requirements
- Driver's Medical
- Emergency numbers & contacts GAL Reporting Process
- Escort duties
- Fire training
- Foreign Object Debris (FOD)
- Handling of Hazardous/ Dangerous goods – COSHH registers
- Hours of Darkness Familiarisation
- Initial Airside driving and revalidation
- Jet Blast & ingestion
- Language Proficiency (CAP790)
- Legislation – EASA Regulations, CAP 1168,642,393, 790, HSG 209, H&S at Work Act, Working at Height Regulations, Noise at Work Regulations, Road Traffic Act, Airport Byelaws
- Load Security – Insecure loads
- Manual Handling
- Manoeuvring Area Operations (If applicable)
- Noise Pollution
- Non Active Runway Operations (If applicable)
- Operating in a construction area
- Operating in the baggage halls
- Passenger evacuation
- Personal Protective Equipment (PPE)
- Runway Incursion Prevention
- Slips, Trips & Falls
- Tools of the Trade
- Topography knowledge
- Training provider
- Unattended vehicles
- Vehicle Condition & compliance (Wearing of Seat Belts & Closure of Vehicle Doors)

Independent advice on drafting an appropriate airside risk assessment can be found via www.airdat.org. The final edit of the documentation and risk assessments submitted, remains the sole ownership and responsibility of the applicant.

Further Information:

To ensure compliance and to receive promulgated information disseminated by GAL, companies must keep their recipient e-mail details updated with the Security ID Centre. GAL remind applicants to begin their AOL renewal (if renewal is required) three months in advance of expiry and kindly request applications are made in a timely manner. Any questions relating to this Directive should be addressed to the GAL Assistant Airside Compliance Manager - keith.burridge@gatwickairport.com

Signatory

Gary Cobb

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

Consultation:

Has consultation on this Directive taken place? Yes - Consultation record held by author

Distribution:

FULL