

Gatwick Airport Directive

Title: RADIOTELEPHONY PROCEDURES FOR VEHICLES OPERATING ON THE MANOEUVRING AREA		Ref No: GAD/F:13/17
Issue Date: 02/02/2017	Effective Date: 19/12/2016	Expiry Date: 19/12/2018
<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>1. INTRODUCTION</p> <p>1.1 This Directive should be read in conjunction with the following GADs:-</p> <ul style="list-style-type: none"> • Airside Driving and Vehicle Operation • Operations in Low Visibility Conditions • Runway (08L/26R) Operations • Reporting of Accidents, Incidents and Near Misses on the Airfield • Standard Aircraft Pushback Procedures • Airfield Driving Maps <p>And the following CAP documents:</p> <ul style="list-style-type: none"> • CAP413 – Radiotelephony Manual • CAP642 – Airside Safety Management • CAP790 – Requirement for an Airside Driving Permit <p>1.2 This Directive describes the Radiotelephony (RTF) requirements for drivers of vehicles using the Manoeuvring Area.</p>		
Programme:		
None		
Operational Impacts:		
None		
Further Information:		
<p>2. TRAINING</p> <p>2.1 All drivers requiring access to the Manoeuvring and Movement Area must attend the relevant airside driving permit (ADP) course which must comply with CAP413 – Radiotelephony Manual and CAP790 – Requirement for an Airside Driving Permit. All drivers must be competent and hold the relevant permits to carry out any of the requirements described in this Directive.</p> <p>3. FREERANGING</p> <p>3.1 The following agencies are permitted to free-range on the taxiways, (except 08L/26R and block 14):</p> <p>AFS Dyer and Butler GAL – Airfield Operations, Airfield Engineering Grass Maintenance Contractor Training Vehicles Viking 3- Viking 7 ANS Gatwick SECAMB Tugs (where drivers are authorised for Limited Free-ranging) UK Power (EDF)</p> <p>Provided that:</p> <ul style="list-style-type: none"> • Prior to entering the manoeuvring area, all drivers (except ANS, AFS and aircraft tugs) must establish two-way RTF contact with Airfield Operations, call sign "Airfield Ops", to check the airfield state. • Vehicles are equipped to provide two-way communications with Air Traffic Control (ATC) on the "GATWICK GROUND" and the "GATWICK TOWER" frequencies where required. • The vehicle drivers maintain a listening watch on Ground Movement Control (Gatwick Ground) GMC frequency and are responsible for 		

maintaining separation from aircraft, aircraft under tow and other vehicles;

- If any doubt exists as to the safety of the journey due to weather conditions, an initial clearance is obtained from GMC;
- Airfield Safeguarding (& Low Visibility Procedures) are not in force;
- 08L/26R is not in use as a runway;

3.2 For training purposes each handling agent operates a dedicated vehicle with general free ranging privileges. These are used under conditions agreed with GAL and ANS and published in MATS part 2. Prior to any period of free ranging, the companies will notify the ATC Watch Manager and Airfield Operations.

4. RUNWAY 08L/26R IN TAXIWAY MODE

4.1 Manoeuvring area trained drivers who are authorised to access 08L/26R when 08R/26L is in use, must first obtain an RTF approval from "GATWICK GROUND."

4.2 Only GAL Airfield Operations & GAL Airfield Engineering drivers may request to "free-range" on 08L/26R. All other drivers will require a positive ATC clearance to enter 08L/26R

4.3 When requesting to enter 08L/26R when it is in taxiway mode:

- Drivers must relate to direction of their travel when routeing along it.
- If crossing it, it shall be referred to as the same direction as the landing runway (i.e. if Runway 26L operations are in force, drivers will request to cross Runway 26R).
- Vehicles are to refer to 08L/26R when it is in use as a taxiway
- as either "08L" or "26R" only.

5. ESCORTING OF VEHICLES

5.1 If GAL Airfield Operations or AFS are required to escort a vehicle on the manoeuvring area and the principles of free-ranging can be met (see 3.1), then an ATC clearance is not required. In the event that a vehicle being escorted is slow moving and unable move out of the way of aircraft or there are 3 or more vehicles requiring escorting all at once, then the escorting driver must request a positive ATC clearance.

5.2 Any other agency seeking approval to escort a vehicle on the manoeuvring area must obtain written permission from GAL Airfield Operations Manager.

5.3 Vehicles must not be escorted by aircraft under tow or under power.

6. LOW VISIBILITY - AIRFIELD SAFEGUARDING PROCEDURES

6.1 When Airfield Safeguarding is in place, ATC will transmit a general broadcast on the "GATWICK GROUND" and "GATWICK TOWER" frequencies that "All vehicles are advised that Airfield Safeguarding is now in force." Vehicles on the manoeuvring area must obtain an ATC clearance or adhere to airside roads

6.2 With the exception of those listed in paragraph 6.5 below, free ranging is not permitted during Airfield Safeguarding Procedures. Continuous patrols will be undertaken by GAL Airfield Operations vehicles to ensure that there are no infringements to the safeguarded areas.

6.3 During Airfield Safeguarding, no access is permitted to the southern airside track.

6.4 Maintenance repair work on the manoeuvring area may be suspended.

6.5 To ensure that the necessary safety standards are provided for airfield operations when Airfield Safeguarding Procedures are in force the following restrictions will be enforced:

a. When operationally essential only GAL Airfield Operations, AFS, Airfield Engineering, ANS, aircraft tugs and vehicles escorted by GAL Airfield Operations or AFS will be allowed onto the manoeuvring area and these will be under positive ATC control at all times. (Except AFS vehicles responding to an aircraft emergency)

b. During Airfield Safeguarding Procedures, all vehicles requiring access to the manoeuvring area must contact 'GATWICK GROUND' for approval for each movement

c. Restricted Free Ranging

When Airfield Safeguarding is in operation or Low Visibility Procedures are in force due to low cloud, but the IRVR visibility value is 600m or more, GAL Airside Operations vehicles fitted with functioning transponders will be allowed to free range north of 08L/26R and between Monks Yard East Entrance and Y3, subject to barrier restrictions associated with Airfield Safeguarding. As shown in yellow shading on the map (Below)

*AFS are currently not permitted to use this Restricted Free Ranging procedure.

7. 08L/26R OPERATIONS

7.1 When 08L/26R runway operations are in force, free-ranging is limited to north of Taxiway Juliet, and between Yankee 2 and Yankee 3.

7.2 When 08L/26R runway operations are in force, only GAL Airfield Operations and GAL Airfield Engineering drivers, AFS and ANS drivers may request positive clearance to enter the Tower Controllers area of responsibility as per MATS part 2.

8. ENTERING OR CROSSING ACTIVE RUNWAYS BY VEHICLES AND AIRCRAFT UNDER TOW

8.1 The only drivers permitted to enter or cross an active runway at Gatwick are those holding a current ADP which specifies Manoeuvring and Runway Certification.

8.2 Yankee 3 to Whiskey 1 (26L undershoot) can only be used by the Manoeuvring Area Drivers listed in 6.5 above

- Positive ATC clearance must be obtained from the GATWICK Tower to use this route.

9. URGENT MESSAGE CALL TO ATC

Drivers sometimes see things that could affect safety and need to transmit this information to ATC urgently. If the driver has noticed something which may be significant but is told to "standby" they should not assume ATC has seen the same thing, but should emphasis the urgency of their message.

"GATWICK GROUND / TOWER" (as appropriate) - vehicle call sign – "Emergency"

10. MONITORING OF ATC DURING AIRCRAFT PUSHBACK

Before the Aircraft Commander calls for pushback they must ensure that the tug driver is in the tug ready to push. The tug driver must listen to the exchange between the aircraft crew and ATC so that the tug crew have a full understanding of the detail of the ATC approval. If the tug driver has not heard the push back instruction they must not push the aircraft and the tug driver must contact ATC for pushback instruction.

11. QUESTIONS

Any questions on this Directive should be addressed to Airside Training Manager 07443 601234 or the Airfield Operations Manager - 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? Yes - Consultation record held by author

Distribution:

FULL