

# Apron Safety Guidelines

---

Edition 2025





# Apron Safety Guidelines

---

Edition 2025



# Introduction

---

Apron Safety Guidelines has been created from Aena S.M.E., S.A.'s concern to achieve a safe and efficient performance of ground operations in Aeronautical Safety Zone (ZASO).

The airport ramp and the rest of ZASO is a place with a lot of risks for people and for that reason clear rules and procedures are required to guarantee safe, freely and efficient operations. These rules and procedures are gathered in these Guidelines.

The present edition of the Apron Security Regulations includes the 11th amendment, meaning all vehicle drivers and users need to familiarize themselves with the new edition of the Regulations immediately."

*The Apron Safety Guidelines are published in Spanish and English. The Spanish text shall prevail.*

© **Aena S.M.E., S.A.**

Directorate of Operations, Security  
and Services

Edited by **Aena S.M.E., S.A.**

Madrid, 2025

11<sup>th</sup> Edition (revised)

**the text of this document  
corresponds to the DGAC standard  
632,001**

© of the design:

**Aena S.M.E., S.A.**

The total or partial reproduction  
of the content of this Regulation  
presupposes mention of its origin.

Legal Deposit: **M-6495-2025**

Graphic production: **Aena S.M.E., S.A.**

# Index

---

## A Operative Rules

- A0 Definitions | 6
  - Abbreviations | 14
  - Markings diagram | 15
  - Main markings and signs | 16
- A1 General | 18
- A2 Safety basic rules | 21
- A3 Priority rules | 33
- A4 Stopping and positioning of vehicles rules | 35
- A5 Pedestrian rules | 38
- A6 Service vehicles specific rules | 41
- A7 Operational rules in low visibility conditions | 43
- A8 Operating rules in the Manoeuvring Area and correct use of aeronautical frequencies | 44
- A9 Rules in the event of accident | 47
- A10 Specific rules for embarking/disembarking airbridges | 51

## B Vehicles access

- B1 Access licence | 53
- B2 Access conditions | 54

## C Driving licence

- C1 Safety requirements for people access and driving vehicles in ZASO | 58
- C2 Conditions of use of the airport driving licence (PCA) | 63

## D Supervision

- D1 Supervision competences | 65
- D2 Infringement and penalties | 66
- D3 Penalties which affect the airport driving license (PCA) or airport credentials which allow the access to ZASO (AA) for personnel who do not possess PCA | 68
- D4 Actions to be taken facing vehicle access conditions unfulfilment | 73

# AO Operative Rules

## Definitions

---

### **ADR Certificate:**

Certificate that proves that the vehicle complies with the technical conditions required by ADR (European Agreement concerning the International Carriage of Dangerous Goods by Road).

### **ADR Driving Certificate (ADR Licence):**

Training Certificate for all drivers of vehicles that transport dangerous merchandise required by ADR (European Agreement concerning the International Carriage of Dangerous Goods by Road).

### **Aerodrome:**

A defined area on land or water (including any buildings, installations, and equipment) intended to be used either wholly or in part for the arrival, departure and surface movement of aircraft.

### **Aerodrome elevation:**

The elevation of the highest point of the landing area.

### **Aerodrome flight information service (AFIS):**

Flight information service provided by an AFIS office to all traffic in the maneuvering area of an AFIS aerodrome and to all aircraft flying within the associated air traffic information area.

### **Aeronautical English course:**

Course that provides the necessary training for personnel with access to the maneuvering area to demonstrate a basic knowledge of aeronautical phraseology in English. This training can only be provided by organizations authorized by Aena S.M.E., S.A. for this purpose.

### **Aeronautical Safety Zone (ZASO):**

That area of the apron separated from the public traffic area with fences and doors, including the maneuvering area, aprons, luggage classifications yards, service roads, perimeter roads, as well as any other so designed.

### **AFIS office:**

Air traffic services department which provides aerodrome flight information service and alert service in an AFIS aerodrome and in the associated air traffic information area.

### **Aircraft stand:**

A designated area on an apron intended to be used for parking an aircraft, also called Equipment Restraint Area (ERA).

### **Airport credentials (AA):**

Authorization issued by the airport management for a person to



access to the apron, maneuvering area, chariot yard, and any other which may be determined.

**Airport Driving License (PCA):**

Generic name that encompasses all the driving licenses that can be granted to a worker to authorize the driving of a vehicle or equipment at ZASO: Apron Driving License (PCP), PCP-AM or PCP-COM.

**Apron Driving License (PCP):**

Authorization issued by the airport management strictly necessary to be allowed to drive vehicles in the Aeronautical Safety Zone (ZASO) excluding maneuvering area of the airport grounds.

**Apron Driving License and Maneuvering Area (PCP-AM):**

Apron Driving License that enables access and permanence in the maneuvering area, in addition to the use of aeronautical frequencies in the ZASO.

**Apron Driving License with authorization for the use of aeronautical frequencies (PCP-COM):**

Apron Driving License that enables the driving of vehicles and the use of aeronautical frequencies in the ZASO, except in the maneuvering area.

**Apron:**

A defined area on a land aerodrome intended to accommodate aircraft for purposes of loading or unloading passengers, mail or cargo, fuelling, parking or maintenance, including taxiways, accesses to the parking stands and service roads.

**Apron Boundary Line (ABL):**

It bounds the area provided for aircraft traffic (i.e. apron taxiways and access to parking stands) and separates it from those areas used for other purposes that may contain aircraft obstacles (parking stands, parking lot or equipment storage, etc.).

**Apron Inspection Service:**

Airport Service in charge of the surveillance of the fulfilment of the Apron Security Rules and carrying out controls of persons and vehicles.

**Apron management service:**

A service provided to regulate the activities and the movement of aircraft and vehicles on an apron.

# A0 Operative Rules

## Definitions

---

### **AVSAF (Aviation Safety Basic Training):**

General training model on safety at aerodromes standardized by AESA.

### **AVSAF\_C:**

Course included in the AVSAF program, which certifies the minimum knowledge in safety necessary for unaccompanied access to the ZASO of airports (excluding maneuvering area) for the performance of tasks that involve the handling and driving of vehicles and equipment.

### **AVSAF\_P:**

Course included in the AVSAF program, which certifies the minimum knowledge in safety necessary for unaccompanied access to the ZASO of airports for the performance of tasks that do not involve the handling and driving of vehicles and equipment.

### **AVSEC (Basic Security Training):**

General training model on airport security.

### **Class B Driving License:**

Driving License License which allows to drive vehicles, automobiles whose maximum authorized weight does not exceed 3,500 kg. and whose number of seats including the driver's SEAT does not exceed nine.

### **Communications Course (COM):**

Course containing the necessary training for the use of aeronautical frequencies at ZASO (except maneuvering area).

### **Coordination Center:**

Enclosure appointed by the airport management to execute operative coordination work.

### **Control Service of the Aerodrome (Control Tower):**

Its function is to transmit information and issue authorizations to the aircrafts under its control and the vehicles which access to the maneuvering Area to reach safe flight transit movements, orderly and rapid in the aerodrome and its immediate surroundings.

### **Driver:**

Any person who handles a vehicle or a self-propelled equipment, even if remotely controlled, independently of their work category.

### **Driving License:**

Permit granted by the General Traffic Authority that authorizes to drive motor vehicles according to categories.

**Equipment Parking Area (EPA):**

Closed area set aside for the parking of ground handling equipment.

**Equipment Parking Line (EPL):**

A line that delimits an Equipment Parking Area (EPA).

**Equipment Restraint Area (ERA):**

Closed area where an aircraft is positioned to be handled by the handling equipment, and where neither equipment nor people may be there during aircraft maneuvering (except that necessary for maneuvering).

**Equipment Restraint Line (ERL):**

A line that delimits an Equipment Restraint Area (ERA).

**Equipment Staging Area (ESA):**

Area outside the Equipment Restraint Area (ERA) to position ground handling equipment, vehicles and load pallets on standby prior to the arrival of the aircraft and the beginning of the handling process.

**Equipment Staging Line (ESL):**

A line that delimits an Equipment Staging Area (ESA).

**Foreign Objects Damage (FOD):**

An inanimate object within ZASO that does not have an operational or aeronautical function and may represent a danger to aircraft operations.

NOTE. - Projected FODs can pose a serious danger to people, vehicles, facilities or aircraft.

**Fuel Dispensers:**

Authorized vehicle to supply fuel to aircrafts that are directly connected to hydrant network and does not have fuel tank.

**Fuel Refueling Unit:**

Authorized container vehicle of different capacities equipped of necessary equipment for fuel supply to aircrafts.

**Guide vehicle:**

A vehicle with a priority signaling yellow light used to guide aircraft or other vehicles.

**Landing area:**

That part of a movement area intended for the landing or take-off of aircraft.

# A0 Operative Rules

## Definitions

---

### **Low Visibility Procedures (LVP):**

Specific procedures which allow operations in low visibility conditions.

### **Maneuvering Area:**

That part of an aerodrome to be used for the take-off, landing and taxiing of aircraft, excluding aprons.

### **Maneuvering Area Course (CAM):**

Course that contains the necessary training for the use of aeronautical frequencies in the ZASO and the access and permanence in the maneuvering area. This course integrates the contents of the COM, so its passing implies having also passed the contents of this course.

### **Movement Area:**

That part of an aerodrome to be used for the take-off, landing and taxiing of aircraft, consisting of the maneuvering area and the apron(s).

### **No Parking Area (NPA):**

Specific area totally prohibited for equipment positioning (i.e.: area for the movement of the finger head, space for the tractor positioning, etc.) and even for the stop.

### **No Parking Line (NPL):**

A line that delimits and fills up (through diagonal stripes) a Non-Parking and non-stopping Area (NPA).

### **NOTAM:**

Warning which contains information relative to the establishment, condition or modification of any kind of installations, services or procedures or aeronautic dangers which it is strictly essential to know for the personnel who executes flight operations.

### **Obstacle:**

All fixed (whether temporary or permanent) and mobile objects, or parts thereof, that are located on an area intended for the surface movement of aircraft or that extend above a defined surface intended to protect aircraft in flight.

### **Operational Security Surveillance Plan:**

Document that establishes the acceptable mediums of the requirements that must be guaranteed when works are performed on the airside or which affect Operational Security.

**Pedestrian Pathways:**

Paths marked out for the pedestrian safety traffic.

**Pedestrian:**

Any person walking without supervision in the ZASO of the airport boundaries, independently of his / her work categories and if he / she possesses or not the Airport Driving License.

**Permanent withdrawal of the Airport Driving License:**

Permanent cancellation of the Airport Driving License without possibility of recovering it.

**Provisional withdrawal of the Airport Driving License:**

Provisional cancellation of the Airport Driving License during a minimum of one month and a maximum of one year, with the obligation to pass AVSAF\_C course and, where applicable, CAM / COM course to be allowed to obtain it.

**Ramp access license:**

License granted by the Airport Managing Direction to a person for having access to the apron, the maneuvering area, the trolley yards and any other area so designed.

**Ramp driving license:**

License issued by the Airport Management necessary to drive vehicles or self-propelled equipment on ramp.

**Regulation (EU) No. 139/2014:**

European Union Regulation establishing administrative requirements and procedures relating to aerodromes.

The airports in the Aena network certified by this regulation are: A Coruña, Alicante, Almería, Asturias, Barcelona, Bilbao, Burgos, El Hierro, Fuerteventura, Girona, Gran Canaria, Granada, Ibiza, Jerez, La Palma, Lanzarote, Logroño, Madrid / Barajas, Malaga, Melilla, Menorca, Murcia, Palma de Mallorca, Pamplona, Reus, San Sebastian, Santander, Santiago, Seville, Tenerife Norte, Tenerife Sur, Valencia, Vigo and Vitoria.

**Runway:**

A defined rectangular area on a land aerodrome prepared for the landing and take-off of aircraft.

**Runway-holding position:**

A designated position intended to protect a runway, an obstacle limitation surface, or an ILS/MLS critical/sensitive area at which taxiing aircraft and vehicles shall stop and hold, unless otherwise

# A0 Operative Rules

## Definitions

---

authorized by the aerodrome control tower, or flight information for aircraft, or permit for vehicles, from the AFIS office.

### **Runway Visual Range (RVR):**

The range over which the pilot of an aircraft on the center line of a runway can see the runway surface markings or the lights delineating the runway or identifying its Centre line.

### **Service road:**

Way marked in the Aeronautical Safety Zone (ZASO) and reserved to allow the secure movement of ground assistance vehicles and teams.

### **Sign:**

A symbol or collection of symbols displayed on the surface of the movement area in order to transmit air navigation information.

### **Signal area:**

An area on an aerodrome used for the display of ground signals.

### **Special Operations:**

Are those carried out by Government aircrafts in tactical missions (military, police, and customs) search and salvage in own service missions, emergency sanitary transportation, evacuations and fire prevention services.

### **Suspension of the Airport Driving License:**

Cancellation of the Airport Driving License until the moment AVSAF\_C course and, where applicable, CAM / COM course are passed.

### **Taxi-in area:**

That area of the apron that is used by aircraft taxiing, this is, taxiway, access road to positioning stand, holding bay, etc.

### **Taxiway:**

A defined path on a land aerodrome established for the taxiing of aircraft an intended to provide a link between one part of the aerodrome and another, including:

- a) Aircraft stand taxilane.** A portion of an apron designated as a taxiway and intended to provide access to aircraft stands only.
- b) Apron taxiway.** A portion of a taxiway system located on an apron and intended to provide a through taxi route across the apron.
- c) Rapid exit taxiway.** A taxiway connected to a runway at an

acute angle and designed to allow landing airplanes to turn off at higher speeds than are achieved on other exit taxiways thereby minimizing runway occupancy times.

**Taxiway intersection:**

A junction of two or more taxiways.

**Taxiway strip:**

An area including a taxiway intended to protect an aircraft operating on the taxiway and to reduce the risk of damage to an aircraft accidentally running off the taxiway.

**Vehicle:**

Auto-propelled machine excluding aircrafts.

**Vehicle access authorization:**

The card evidencing the authorization issued by the airport management to a vehicle or equipment to enter in the Aeronautical Safety Zone (ZASO) of the airport enclosure. The vehicle driver should be holder of an Airport Driving License.

**Visual docking guidance system:**

Guide system for maneuvering at aircraft parking stands, to facilitate the accurate positioning of aircraft even in low visibility conditions.

# A0 Operative Rules

## Abbreviations

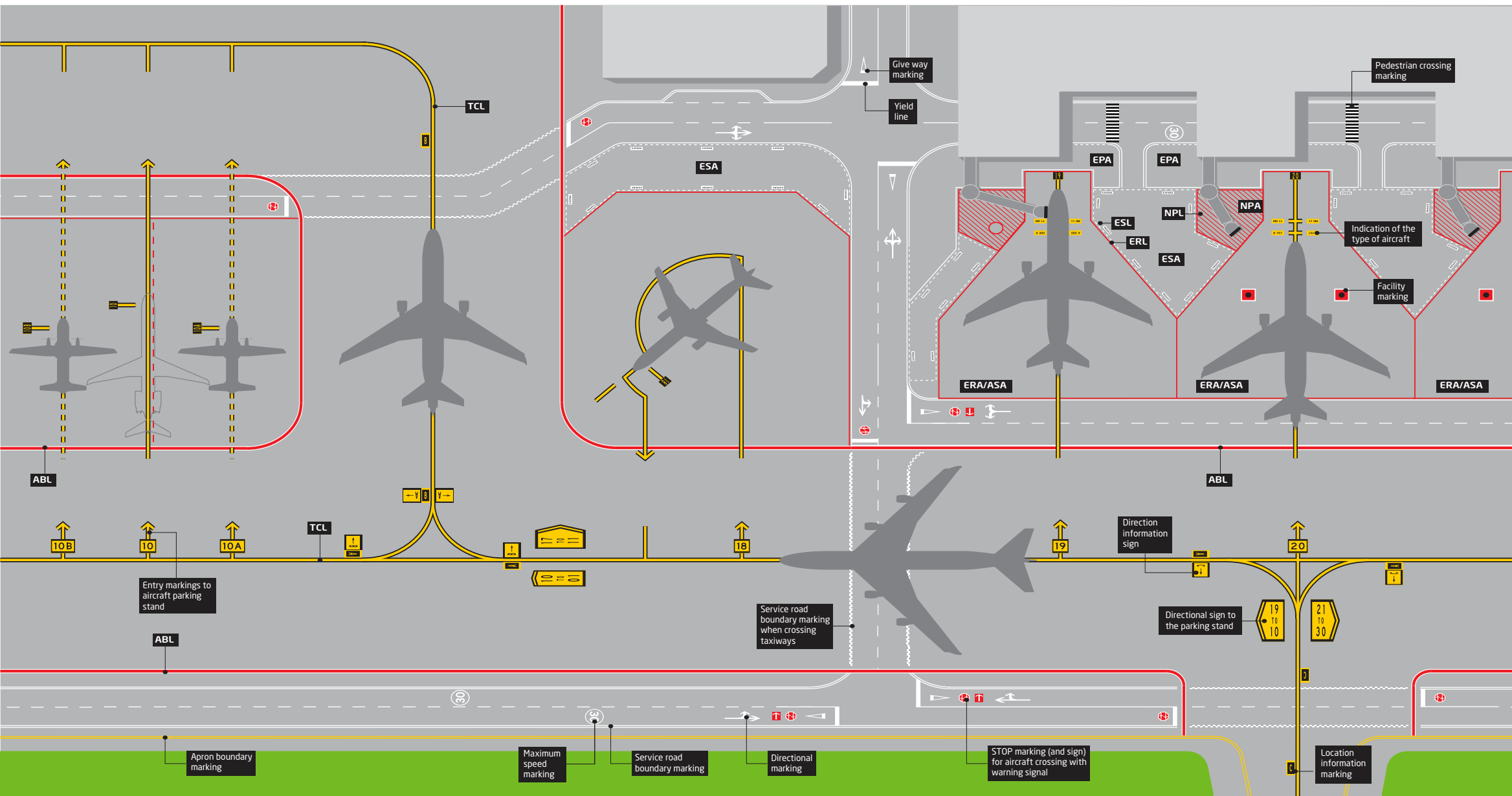
---

|                |                                                                                      |
|----------------|--------------------------------------------------------------------------------------|
| <b>AA</b>      | Airport Credentials.                                                                 |
| <b>ABL</b>     | Apron Boundary Line.                                                                 |
| <b>ADR</b>     | European Agreement concerning the International Carriage of Dangerous Goods by Road. |
| <b>AESA</b>    | Spanish State Agency for Air Safety.                                                 |
| <b>AFIS</b>    | Aerodrome flight information service.                                                |
| <b>AIP</b>     | Aeronautic Information Publication.                                                  |
| <b>ATEX</b>    | Explosive Atmosphere.                                                                |
| <b>AVSAF</b>   | Basic Training in Safety.                                                            |
| <b>AVSAF_C</b> | AVSAF for Drivers.                                                                   |
| <b>AVSAF_P</b> | AVSAF for Pedestrians.                                                               |
| <b>AVSEC</b>   | Basic Training in Security.                                                          |
| <b>CAM</b>     | Maneuvering Area Course.                                                             |
| <b>COM</b>     | Communications Course.                                                               |
| <b>CEOPS</b>   | Operations Centre.                                                                   |
| <b>EPA</b>     | Equipment Parking Area.                                                              |
| <b>EPL</b>     | Equipment Parking Line.                                                              |
| <b>ERA</b>     | Equipment Restraint Area.                                                            |
| <b>ERL</b>     | Equipment Restraint Line.                                                            |
| <b>ESA</b>     | Equipment Staging Area.                                                              |
| <b>ESL</b>     | Equipment Staging Line.                                                              |
| <b>FOD</b>     | Foreign Object Debris. Foreign objects.                                              |
| <b>LVP</b>     | Low Visibility Procedures.                                                           |
| <b>NPA</b>     | No Parking Area.                                                                     |
| <b>NPL</b>     | No Parking Line.                                                                     |
| <b>PCA</b>     | Airport Driving License.                                                             |
| <b>PCP</b>     | Apron Driving License.                                                               |
| <b>PCP-AM</b>  | Apron Driving License and Maneuvering Area.                                          |
| <b>PCP-COM</b> | Apron Driving License with authorization for the use of aeronautical frequencies.    |
| <b>PPE</b>     | Personal Protective Equipment.                                                       |
| <b>RVR</b>     | Runway Visual Range.                                                                 |
| <b>SEI</b>     | Firefighting Service.                                                                |
| <b>SIAM</b>    | Inspection Service on the Movement Area.                                             |
| <b>SMS</b>     | Safety Management System.                                                            |
| <b>TCL</b>     | Taxiway Centre Line.                                                                 |
| <b>TVI</b>     | Technical Vehicle Inspection.                                                        |
| <b>TWR</b>     | Control Tower.                                                                       |
| <b>ZASO</b>    | Aeronautical Safety Zone.                                                            |



# Operative Rules A0

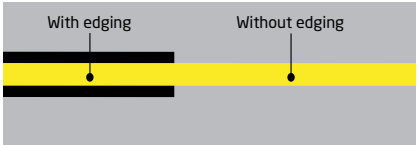
Markings diagram



# AO Operative Rules

Main markings and signs

**TCL**  
Taxiway Center  
Line marking.



Apron / taxiway  
boundary marking.



**ABL**  
Apron safety  
line.



**ERL**  
Equipment restraint  
area line.



**ERL**  
Equipment restraint  
area line  
for differentiating stands  
in overlapping parking stands.



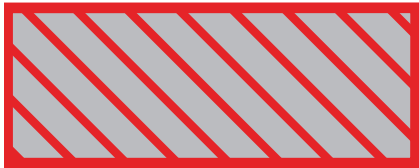
**EPL**  
Equipment parking  
area line.



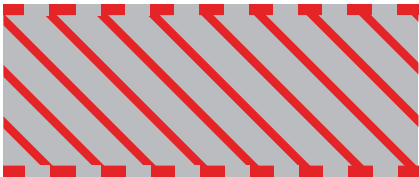
**ESL**  
Equipment staging  
area line.



**NPL**  
No parking  
area lines.



**NPL**  
No parking  
area lines

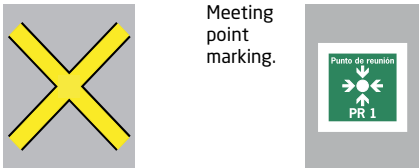


In overlapping  
parking stands.

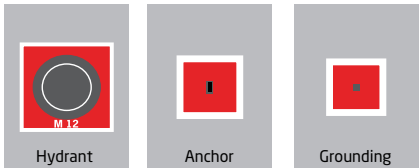
End of the passenger  
boarding bridge rest  
position marking.



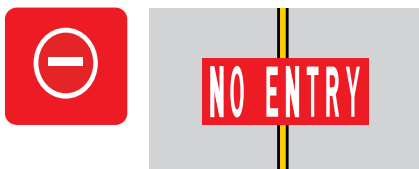
Closed taxiwa  
marking.



Facility markings.



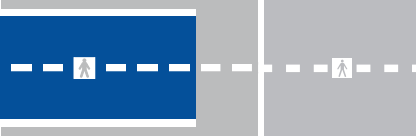
"NO ENTRY" sign  
and marking.



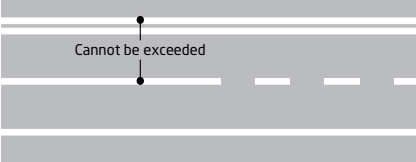
Guide markings  
for pushback tractors.



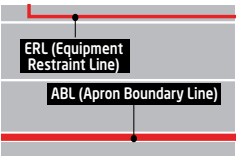
Pedestrian path  
markings.



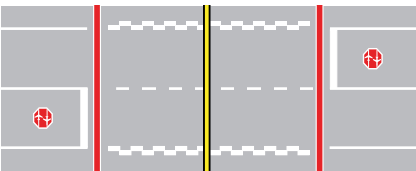
Service road boundary  
and center line markings.



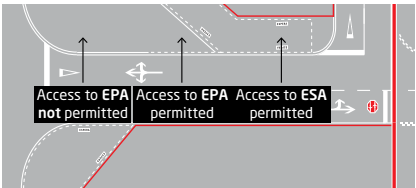
Service road boundary  
and center line markings when  
it runs along an area for  
parking aircraft, or parallel  
to a taxiway.



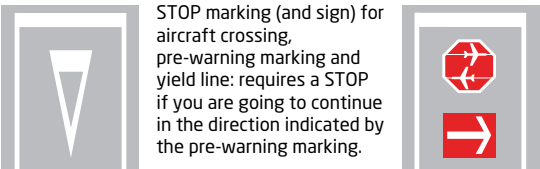
Service road boundary  
marking when crossing  
taxiways on the apron.



Indications / examples of  
permitted access areas on  
the service road to the  
EPA and prohibited access  
areas to the ESA.



Give way  
marking and  
yield line.



STOP marking (and sign) for aircraft crossing: indicates the obligation to stop, due to the possible crossing of aircraft or vehicles equipped with priority lights.



Jet blast danger marking and sign.



Sign indicating the proximity of an intersection where traffic is rotating in the direction of the arrows.



Pre-warning sign: indicates the direction in which the aircraft crossing will occur.



Maximum speed sign.

Sign indicating a holding point on a vehicle route with a call to the control tower being required.



Sign indicating a holding point on a vehicle route with a call to the AFIS being required.



Reduced visibility procedure activation sign.



CEOPS point of contact sign associated with operating procedures in reduced visibility conditions.

Sign indicating road closure in the Movement Area due to reduced visibility conditions.



Sign indicating the activation of the Procedure for Halting Operations in the Movement Area (PPOAM) for RVR below a certain limit.



Limited access area sign.



No smoking sign.

Directional signs to aircraft parking stands.

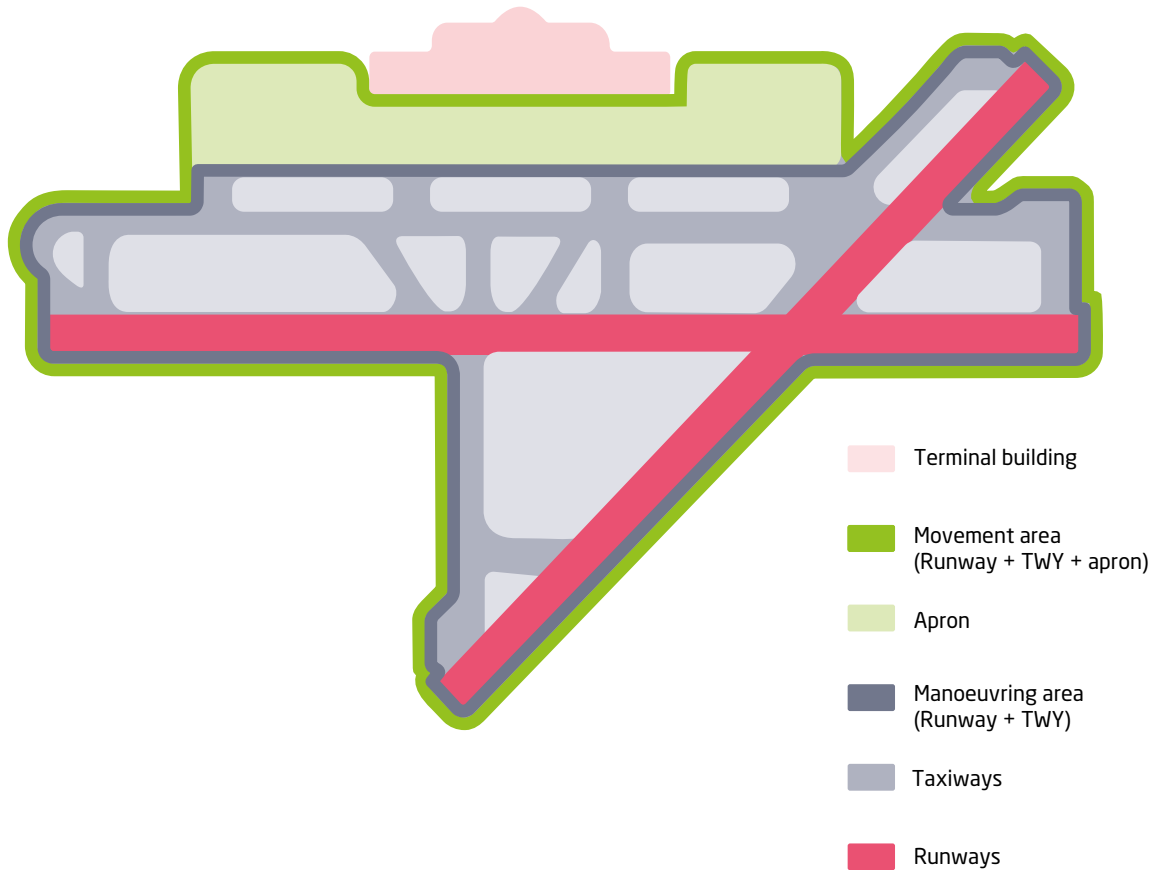
← B10 to B25



Height restriction signs.

# A1 Operative Rules

General



## A.1.1.

The present rules are of total application in the Aeronautical Safety Zone (ZASO) within the airport boundaries and are to be complemented with Operative Instructions and local procedures of which the airport management shall give notice to the companies, entities or organisms operating within the ZASO.

## A.1.2.

The entrance to the ZASO will only be allowed for those individuals, vehicles, and equipment with a specific and necessary function to develop regarding the aircrafts or the premises and services of the Airport in that area. For the access, a airport authorization will be necessary. The corresponding personal Accreditation and Vehicle Access Authorization must be processed exclusively by the places validated for said purpose.

### A.1.3.

It is compulsory to use the clothing and protection (EPIs and others), which are specified by the rules in force, which falls under the responsibility of the companies, entities or organisms.

### A.1.4.

Independently of the subsidiary responsibility of the operating company or entity which operated the vehicle or equipment, to effects of the application of these Rules, each driver is responsible for the consequences which outcome from the incorrect use of them.

### A.1.5.

**Each person who remains within the Aeronautical Safety Zone (ZASO) must behave in such a way as not to create situations that endanger or cause serious damage to aircraft or equipment, or that affect operations, or that cause serious injury to people or themselves.**

**Basic traffic rules must be applied at all times, such as the obligation to look before manoeuvring or signalling the intention to make any manoeuvre.**

### A.1.6.

The use of vehicles will have to be limited strictly to the necessary, being used only and exclusively for the end to what they have been designed.

### A.1.7.

It is forbidden to use motorcycles, bicycles, scooters and other personal mobility devices in the ZASO unless a express license has been issued and under the conditions pronounced by the airport management.

### A.1.8.

The companies, entities or organisms and the rest of operators of the Airport are responsible for training all their employees and other personal at their services in all that related to these rules.

### A.1.9.

According to the Airport features, the managing direction will be able to set different procedures of the citations included in these Guidelines making previously a safety study and a risk analysis, setting up the necessary conditions and limitations in each case, as appropriate.

# A1 Operative Rules

## General

---

### A.1.10.

When the Airport Management deems it necessary, the movement of persons or vehicles on the apron will be subject to prior approval from the AFIS office.

### A.1.11.

**Except in relation to the assistance to animals transported as luggage or merchandise or with the wildlife control procedures of the airport completed in accordance with the current regulations, it is forbidden to feed animals, install troughs or shelters. Any conduct which encourages the presence and/or forming of animal colonies are forbidden.**

### A.2.1.

It is strictly forbidden to drive or stay inside the Aeronautical Safety Zone (ZASO) under the effect of alcohol, drugs or psycho-active substances, including medicines that adversely affect safety, as also the introduction and consumption of said substances. To this effect, it is considered to be under the influence of alcohol or drugs if the established lower limit is exceeded within the General Driving Rules or an analogous rule which replace them. When different rates or levels exist, the more restricted ones shall be applied.



Additional penalties are specified in point D.3.7 of this regulation.

### A.2.2.

It is absolutely prohibited to smoke, including vappers or electronic cigarettes, or to strike fire in the Aeronautical Safety Zone, even inside the vehicles.



### A.2.3.

The use of necessary communication equipment for the operation, while the use of earphones/headphones for music/radio playback or the manual introduction of keyboard data is strictly prohibited.

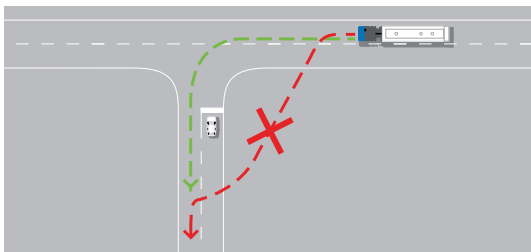
### A.2.4.

The movement of vehicles and teams within the ZASO shall be made in the service roads as established and respecting the marks and signs, and if the final destination should be alongside the ways, the latter should be left as late as possible. Driving over empty ERAs is not permitted, except in order to maintain distance from moving aircraft or when it is essential to access a work area. Aircraft parking stands are not alternative shortcuts to defined service roads.

## A2 Operative Rules

### Safety basic rules

The Management of each Airport can establish the obligation to circulate always with the headlights on.



#### A.2.5.

The maximum speed of vehicles on the apron is limited to 30 km/hr. In other areas of the ZASO, the maximum speed is indicated by the corresponding signs.



Within a parking stand occupied by an aircraft, the speed of vehicles will be that of a person walking (less than 5 km/hr).

Penalties for speeding are specified in point D.3.14 of this regulation.

#### A.2.6.

The maximum speed of the vehicles on the movement area is limited to 30 Km/H. In other areas of the ZASO of the airport compound, maximum speed limits shall be indicated by the following corresponding signs.

Vehicles equipped with priority signaling lights must make use of them, exclusively, in the following circumstances:

- a) For the care of an emergency.
- b) During practices and training for emergency care.



- c) In the case of specifically authorized airport services that require it based on the operational attention to be carried out, for urgent attention required by aircraft, people or airport facilities, without exceeding, on the apron, twice the maximum speed allowed.**
- d) Other services (of the airport and of third parties) that require circulating outside the service roads, inside the taxiways on the apron or in the maneuvering area.**
- e) In order to signal their presence (in the case of particularly slow or bulky vehicles, located in places that interrupt traffic, during refueling of aircraft, etc.).**

In cases a), b) and c) they may exceed the speed limits and circulate outside the service roads. In case d), it will be possible to circulate outside the service roads, but the maximum speed limit cannot be exceeded. In case e) it will not be possible to exceed the maximum speed limit or circulate outside the service roads and other areas dedicated to the movement of vehicles.

Outside of the above circumstances, vehicles must not activate priority signaling lights and must behave like any other vehicle.



Regardless of the foregoing, vehicles with priority signaling lights on are not exempt from compliance with article A.1.5. as well as, whenever possible, compliance with article A.2.4.

In any case, when driving a vehicle in any of the circumstances listed above, its driver must exercise extreme caution, verifying that other users have warned of his presence and making sure that there is no risk of collision with other vehicles. or hitting pedestrians.

*The priority signaling lights of security and emergency vehicles shall be blue whereas the color shall be yellow for the rest of the vehicles.*

# A2 Operative Rules

## Safety basic rules

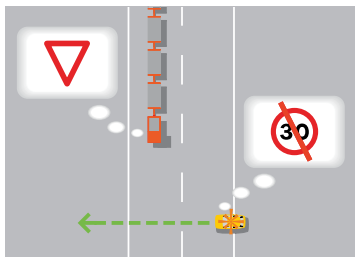
### A.2.7.

In vehicles equipped with seat belts, they must be used and each person is responsible for doing so, except in the parking stand and baggage sorting area if so determined by the vehicle operator. In addition, people may only be in places specifically designed for this purpose.

People who drive or are transported in emergency and security vehicles will not be required to wear seat belts in emergency situations.

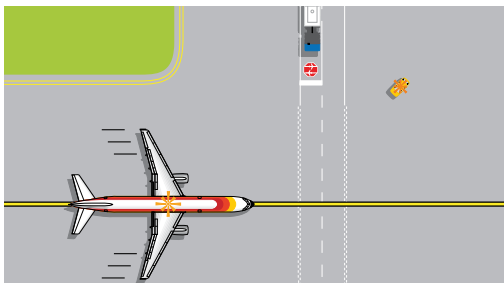
### A.2.8.

In the vicinities of vehicles with priority signaling lights enlightened, caution should be extreme.



### A.2.9.

**Aircraft in motion, by their means, guided or towed, have preference over any vehicle, even if they have priority signaling lights, except for an emergency vehicle that assists an aircraft in distress or any other emergency situation that justify it.**



**In any case, the emergency vehicle will avoid intersections and will respect the safety distance when passing aircraft to the extent possible.**

#### **A.2.10.**

**The vehicles with variable height elements will always run with them in their lowest height, paying special attention to height limitations. They will generally remain in their lowest position, except for the essential time that their use requires.**

**Vehicles with a height greater than 3 m must have a sign or pictogram indicating this, and it must be visible in the cab.**

#### **A.2.11.**

In front of running jet engines of a stopped aircraft a safe distance of 8.5 m should be maintained or a different distance is the company sets it so in function of the type of aircraft.

Behind running engines of a stopped aircraft a safe distance of 50 m (conventional) or 75 m (wide body) should be maintained.

It is pointed out that usually aircraft keep the anti-collision lights on when engines are running.

#### **A.2.12.**

Stay away from the propeller blades. The safe distance should be defined for each type of aircraft by the aircraft operator.

NOTE. - Running blades are very dangerous since they are not seen. They may be even dangerous when stopped, since it is not easy to perceive them when they start to turn.

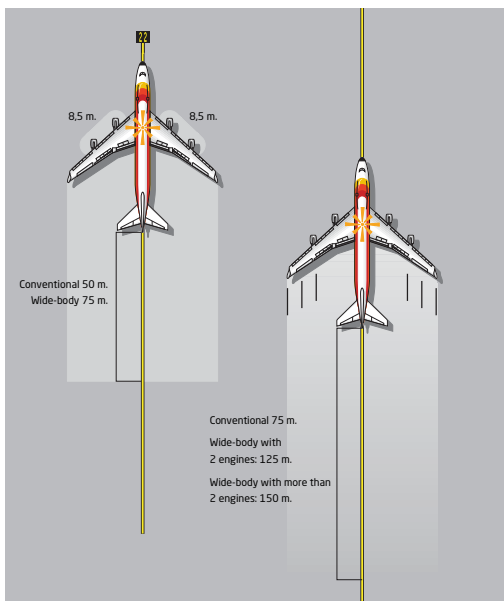
#### **A.2.13.**

Behind an aircraft in motion a minimum distance of 75 m (conventional), of 125 m (wide body aircrafts or with 2 motors), or of 150 m (wide body aircrafts or with more than 2 motors) should be maintained.

NOTE. - The maximum power of the motors is used when an aircraft is beginning to move, it is therefore recommended to pay attention to that circumstance and to maximize the security measures.

## A2 Operative Rules

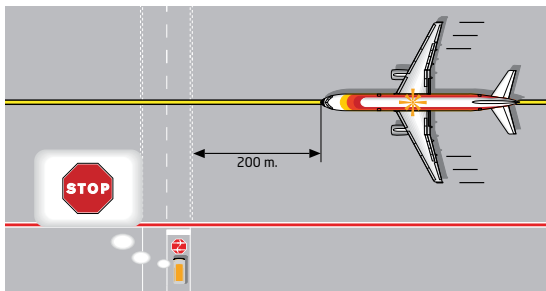
### Safety basic rules



#### A.2.14.

**When an aircraft in motion (approaching) will be at a distance of less than 200 m., it is prohibited to start crossing in front of it, or behind it in the case of reversing (autonomous or towed); to practical effect (being difficult to verify this fact) it will be understood that the standard has been failed when an aircraft will be obliged to brake, an official report from a captain communicating a dangerous cross of a vehicle will be received, or when one circulates, in any way, between an aircraft and a guidance vehicle.**

**Likewise, traffic on the roads that pass in front of and behind the parking lots is prohibited from the moment the aircraft turns on the anti-collision lights, unless the stopover coordinator confirms that the aircraft can be passed safely. In the event that the aircraft has already started moving, it is totally forbidden to ride behind it.**

**A.2.15.**

Driving over cables or hoses that may be occasionally on the pavement should be avoided, having special attention with those hanging from the airbridges.

**A.2.16.**

When driving by the apron borders where may be raised markers, a roughly correct distance from them should be kept, communicating to the Coordination Centre an eventual break.

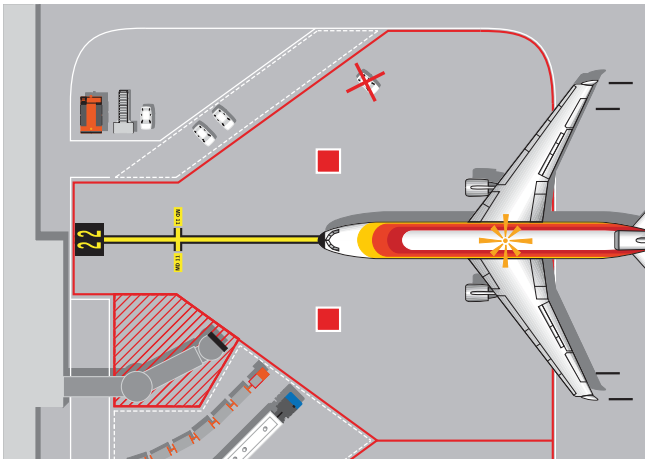
**A.2.17.**

**When an aircraft is approaching a parking position, all personnel, vehicles and equipment, except the vehicle performing the FOLLOW-ME duties for the supervision and / or guidance of the entry manoeuvre to the parking stand, must remain outside the Equipment Restraint Area (ERA), without initiating assistance to the aircraft until the following conditions are met:**

- **The aircraft is in a full stop position.**
- **The engines are turned off and the air propellers and propellers are in a full stop position.**
- **Anti-collision lights of aircraft are deactivated and**
- **chocks are installed.**
- **Cones are located around the aircraft.**

## A2 Operative Rules

### Safety basic rules



**Deviations from this requirement will be managed as specified in the AESA Technical Instructions.**

**When an aircraft is leaving and when it turns on the anti-collision lights the Equipment Restraint Area (ERA) and, when necessary, the Equipment Staging Area (ESA) associated should be clear of people and equipment except those essential to make possible the departure, and they should be located so as not obstructing the aircraft maneuvering paying special attention to remote positions with autonomous exit maneuver where the effect of the engine jet must also be taken into account.**

#### **A.2.18.**

Cones must be placed on the ground around certain parts of the aircraft with the aim to prevent damages incurred by vehicles or teams during handling operations. In the case of strong winds, necessary measures will be taken to avoid these cones becoming FODs.

#### **A.2.19.**

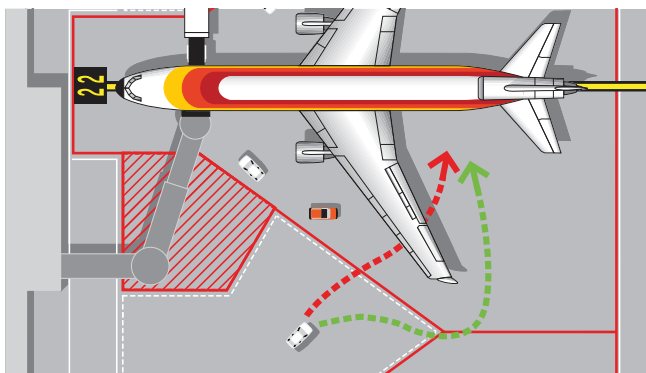
**It is forbidden to enter and stay in the parking stands of the aircrafts for all person or vehicle or equipment which does not have a specific function to execute.**

**A.2.20.**

Driving around an aircraft should be done preferably in a way that the side where the driver is will be the most close to the aircraft.

**A.2.21.**

**In general terms, unless it would be necessary for the aircraft handling, it is prohibited to drive under the aircraft (wings and fuselage).**



**In cases where it is essential, it will be done at the lowest possible speed, taking extreme caution and requesting, where possible, guidance help from other people.**

**A.2.22.**

Reversing and driving back of vehicles will only be allowed if local conditions make it impossible to drive forward. In such cases the driver should assure that no obstacle would difficult the maneuver neither safety areas are overrun.

**A.2.23.**

It is prohibited positioning and working behind vehicles that can only leave drawing back due to local conditions.

**A.2.24.**

Hydraulic stabilizers on vehicles may be extended only after it has been ascertained that the area is clear.

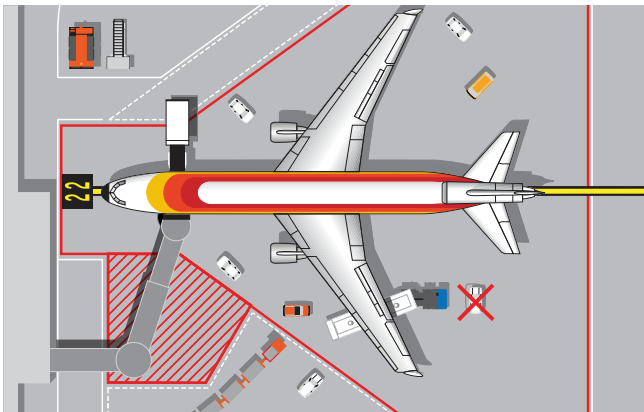
**A.2.25.**

**Ground aircraft equipment shall be positioned in the proximity of the aircraft in such a manner to:**

## A2 Operative Rules

### Safety basic rules

- **Do not obstruct the evacuation of persons from the aircraft in case of emergency.**
- **Do not obstruct the forward movement of the refueling and fuel dispensers.**
- **Do not make the performance of other ground aircraft operations difficult.**



### A.2.26.

During the refuelling of an aircraft, within a radius of 3 m for kerosene and 7 m for aviation gasoline, around tank vents, fuel hydrant intakes in use and fuel delivery vehicles, activities that may produce sparks and the use of portable communications equipment and portable electronic devices not ATEX certified are prohibited, except for those devices the use of which is part of the fuel delivery procedures.

Within these distances, vehicle traffic will be restricted during aircraft refuelling operations and no vehicle with its engine running may be located on the fuel hydrant intakes, regardless of whether or not they are closed. In the event of a need to circulate in the vicinity of fuel vehicles and their accessory components, even if you respect the distance, extreme precautions must be taken to avoid impacts against fuel hydrant intake hoses and / or couplings.

NOTE. - Any impact against these vehicles and / or accessories could result in spills of fuel sprayed at a high flow rate and pressure in the vicinity of hot surfaces, which poses a high risk of fire.



These activities should be avoided inside and in the vicinity of the service stations for refuelling of aircrafts and / or vehicles, as well as in the vicinity of patches of fuel produced by leakage, until the latter have been cleaned and the area declared secure.

#### **A.2.27.**

**The following tasks shall be performed during the refueling tasks with passengers on board, boarding, or disembarking:**

- **The ground operations personnel must be informed of the aircraft emergency departures that have been designated during refueling.**
- **The area under these emergency exits must be maintained free of ground aircraft equipment or other obstructions.**
- **The airline company or customer care agent shall report to the person in charge to supply the fuel of the presence of passengers on board.**

**NOTE. - It will be considered that the designated emergency exits are not kept free when specifically communicated by the operating company of the aircraft.**

#### **A.2.28.**

In the event that the Firefighting Service or SIAM (Inspection Service on the Movement Area) observe any incident affecting safety during the refuelling of an aircraft, they must take appropriate measures, including stopping the operation, until the appropriate conditions are restored.

#### **A.2.29.**

In the event of fuel leakage, the following should be observed:

- a) Get away from the leakage and do not attempt to repair the piping or cover the leak, except this is considered one of your tasks.**
- b) Switch off the machinery and vehicles and avoid any source of ignition. If the leakage reaches the position of the vehicle, it is required to move it, and this shall be done by pushing or towing it.**
- c) Inform the crew and the CEOPS of the airport.**
- d) Do not drive vehicles over fuel.**

# A2 Operative Rules

## Safety basic rules

---

### A.2.30.

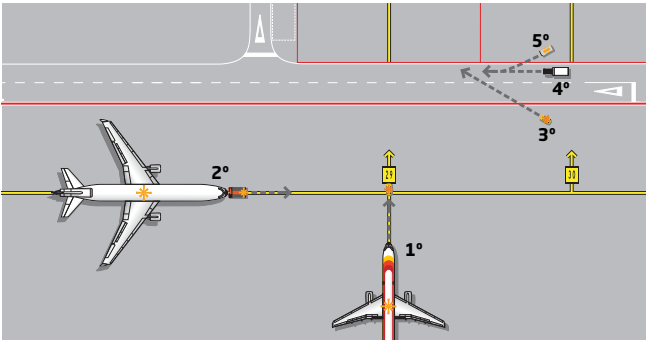
The use of chains or studded tires requires the previous authorization of the Airport Authority.

### A.2.31.

The airport will remove any equipment that hinders operations or blocks facilities if the company does not do so within a reasonable time or there is no response from the company. Damaged or unusable equipment and vehicles stored in unauthorized areas will also be removed.

### A.3.1.

For circulation within the Aeronautical Safety Zone (ZASO), the following general priorities are established:



- 1º) Aircraft in motion by their own means, unless they receive instruction to give the right of way to other aircraft towed.**
- 2º) Towed aircraft, including towing vehicles and guiding vehicles.**
- 3º) Vehicles with enlightened priority signaling lights.**
- 4º) Vehicles running by service roads.**
- 5º) Vehicles that are going to enter into service roads.**

NOTE. - In relation to the circulation of emergency vehicles in an emergency, go to article A.2.9.

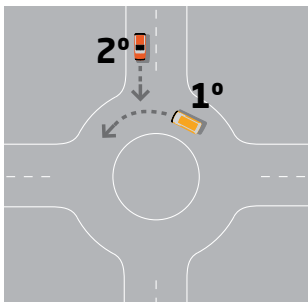
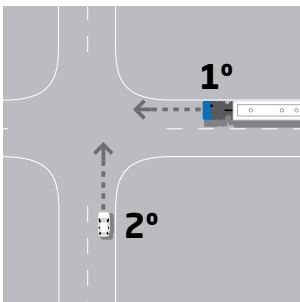
Notwithstanding the foregoing, the airport management may establish priorities for the start of pushback manoeuvres based on the configuration of the airport or its operational needs.

## A3 Operative Rules

### Priority rules

#### A.3.2.

In cross-service roads basically the right hand will have the right of way, unless marks or signs on such ways indicate other thing.



By-passes are out of such standard, since the vehicle being in them will have priority.

#### A.3.3.

**At zebra crossings marked on service roads, the right of way should be given to pedestrians.**

#### A.3.4.

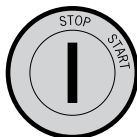
**At a “STOP sign or marking for aircraft crossing” sign, the vehicle will stop completely due to the possible crossing of aircrafts or vehicles with priority signaling lights.**



**STOP sign and marking for aircraft crossing.** Used at intersections of vehicle roads with aircraft taxiways. Indicates the requirement to stop before initiating the crossing.

### A.4.1.

**On the apron and in the baggage sorting areas, it is prohibited to leave the engines running while the vehicles are stopped, unless the driver remains at their post and the time spent there is minimal or the use of the vehicle so requires and the vehicle is constantly supervised by the person driving in the immediate vicinity of the vehicle and with the handbrake on.**



### A.4.2.

**During aircraft handling, when the driver of a vehicle will not remain inside, that vehicle should have the hand brake on. This is also applied to towing vehicles.**

### A.4.3.

**In order to avoid the uncontrolled movement of vehicles, equipment and materials on the apron, they must be:**

- **Vehicles:** with the handbrake on and the gear lever and wheels in a position to prevent accidental movement.
- **Equipment and trailers:** with the brake on and the appropriate restraints that prevent their unintentional movement.
- **Materials:** be well stacked and secured.

### A.4.4.

**For aircraft assistance, vehicles and equipment will not physically contact the aircraft, except in cases where it is essential (e.g., hose connection, electrical connection or passenger boarding bridges). They will also not be located less than 0.50 m from another stopped vehicle unless the operation requires contact.**

### A.4.5.

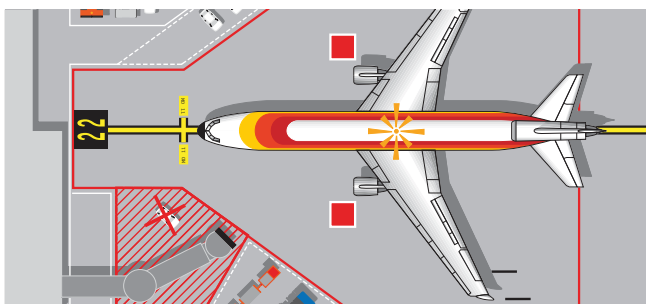
**All vehicles and equipment used for the assistance service, in any of its phases, should be removed and placed in the zones set up to this effect (EPA), once they are no longer necessary. Each person must park in the EPAs assigned to their operator or in those for free use. In the event of non-compliance, liability will always lie with the vehicle owner.**

## A4 Operative Rules

### Stopping and positioning of vehicles rules

#### A.4.6.

**It is absolutely prohibited to position or stop in No Parking Areas (NPA), with red diagonal stripes. It is not permitted to park or pass over the hydrant signals.**



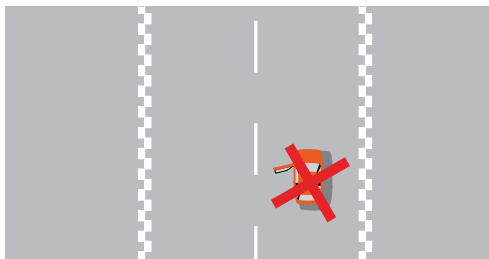
#### A.4.7.

**Within the Aeronautical Safety Zone, vehicles and equipment must only be parked and / or stopped in authorized areas. Parking or stopping is prohibited where indicated by the corresponding signage, as well as at marked zebra crossings on service roads, except for temporary stops to pick up or disembark passengers using boarding buses.**

**Under no circumstances should the parking and movement of other people using the airport be obstructed.**

#### A.4.8.

**It is forbidden to stop or position on the service roads.**



## **A.4.9.**

It is forbidden to clean or carry out any maintenance work on the vehicles or equipment outside the areas so designed for those works.

## **A.4.10.**

Airport management may require the use of chocks or equivalent devices to secure vehicles parked in EPAs.

# A5 Operative Rules

## Pedestrian rules

---

### A.5.1.

**Walking on the apron is prohibited, except for specific tasks that must be performed in relation to the aircraft or the airport facilities and services, and always for the minimum essential distance. Pedestrians must use marked pedestrian routes, crossings and paths and areas designated for this purpose.**



**In the event of coordination of pushback manoeuvres to leave the stand, pedestrian movement will be the minimum essential for the alignment of the aircraft with the center line of the taxiway, and the Airport Management may establish the obligation that the return to the apron be conducted in a vehicle or escorted thereby.**

**In any case, each pedestrian will behave in such a manner that does not endanger themselves, other users, aircraft, equipment or installations and does not stand in the way of aircrafts and vehicles or the carrying out of airport processes.**

### A.5.2.

**It is obligatory to use high visibility clothes, in correct shape and conditions, to access and remain inside the Aeronautical Safety Zone (ZASO), except for:**

- The passengers.
- The emergency firefighting and security service personnel, who shall wear individual protection equipment, following their own rules, which include high visibility elements.
- In the event of visits, receptions and formal events, for the organization and development of which a plan of collective preventive measures is established to eliminate risk, for which the use of high visibility PPE is mandatory (e.g., escort, supervision, access area, weather conditions, etc.).





**A.5.3.**

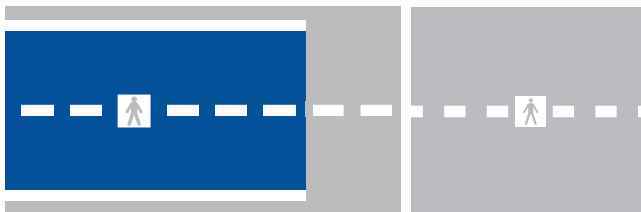
The access on foot to the maneuver area is strictly forbidden, except in the following cases:

- **Express authorization of airport management.**
- **In case of works and/or maintenance, if this is established in the Operational Security Surveillance Plan in the conditions herein defined.**
- **In those airports where sport or air activities are implemented, on those areas and with the requirements established by the managers of the airport and provided that their presence is essential for the activity.**

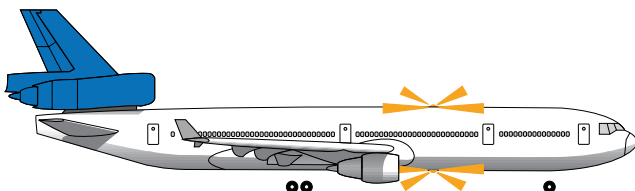
In any case, there will be a person responsible for the activity, which will need to maintain a permanent contact with the control service of the airport or with the AFIS office, should there be one.

**A.5.4.**

The circulation will only be able by pathways when they will be signaled on apron or service roads.

**A.5.5.**

Pedestrians will be extremely cautious regarding aircraft with engines running, keeping the minimum safety distances indicated, as well as aircraft approaching. To this end it is added that this situation does usually appear when anti-collision lights are operating.



## A5 Operative Rules

### Pedestrian rules

#### A.5.6.

Pedestrians should not be positioned behind vehicles that can only leave backing due to local conditions.

#### A.5.7.

**It is prohibited to generate FOD inside the ZASO, for this purpose:**

- 1. Objects, papers or waste must not be thrown on the ground; they must be deposited in the receptacles provided for this purpose.**
- 2. Likewise, it is prohibited to place objects (cans, newspapers, papers, waste, loose materials, etc.) on the loading or exterior areas of vehicles or equipment, even if they are stopped, or to place them in exposed places, in order to prevent them from being carried away by the wind.**



#### A.5.8.

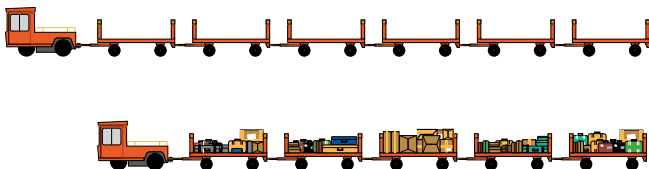
In low visibility conditions extreme caution should be taken.

#### A.5.9.

Wearing studding shoes is prohibited because of sparks danger.

## **A.6.1.**

**The number of baggage tractors towing carts, pallet loaders, dollies or similar vehicles may not exceed 6 empty or 5 fully or partially full.**



**Persons driving baggage tractors towing carts, pallet loaders, dollies and any other trailers shall ensure that the various trailers are correctly connected to each other and to the tractor. The goods and / or baggage will be loaded onto carts or vehicles or equipment with the appropriate traffic safety measures, by specialized personnel, who will ensure that the load is properly stowed. The airport management may request that carts be provided with lateral restraint measures to prevent luggage from falling during transport, for example, using tarpaulins or panels.**

**If the company or entity is responsible for the incorrect loading of the luggage, the driver shall have to pay special attention to eventual downfalls, being obliged to pick up it immediately if he / she is aware by himself / herself or by any other person.**

**The driver is obliged to relocate the freight if he / she thinks that it may fall down.**

## **A.6.2.**

**In the case of pallet loaders, dollies or similar vehicles, the driver must ensure that the load securing stops are correctly positioned and that the platform's turning mechanism is locked, as well as its correct manoeuvrability.**

## **A.6.3.**

**Waste and rubbish will be transported in appropriate vehicles in order to avoid it to be fallen down during their transport to the respective containers.**

# A6 Operative Rules

## Service vehicles specific rules

---

### A.6.4.

Trolleys, carts and, in general, all towed equipment must have retroreflective elements installed on the sides and the rear.

### A.6.5.

**Any material which is used for the protection of the luggage loaded on open vehicles or on chariot-trains must be fixed in such a way to avoid downfall. The airport management shall be able to establish the prohibition of plastic use.**

### A.6.6.

Closed vehicles (with cabin) of catering, passenger stairs, ambulift and other services that have to be usually moved back from the aircraft should have a backing hearing device.

### A.6.7.

In cases where a vehicle must approach an aircraft by reversing, extreme caution must be taken by using rear vision elements, such as auxiliary cameras or rearview mirrors.

When these elements are not available, or the view is not adequate and complete, as well as when local conditions make it advisable, the airport management may require the mandatory presence of an auxiliary person in the positions it deems appropriate to guide the reversing manoeuvre.

### A.6.8.

Refueling of vehicles and/or equipment will be done, exclusively, in the areas authorized by the airport management.

## A.7.1.

Along the night and with reduced visibility (fog, snow, rain...) crossing or fog lights should be used to run, being prohibited position or road lights.



## A.7.2.

**In low visibility conditions it is prohibited to cross taxiways when visibility will be less than 200 m, except for the points expressly designed for crossing.**

## A.7.3.

When operating in low visibility conditions circulation should be avoided by the adjoining roads to the taxiways, being preferable the apron ring roads.

## A.7.4.

In these conditions, journeys, which will not be absolutely necessary for handling and maintenance, should be avoided.

## A.7.5.

**In those airports having local procedures for low visibility conditions (LVP), the additional set forth limitations will have to be strictly respected.**

## A8 Operative Rules

Operational rules in the Manoeuvring Area  
and correct use of aeronautical frequencies

### A.8.1.

To access and remain within the Manoeuvring Area, it is necessary to request permission from the Aerodrome Control Service or the AFIS unit, in addition to having a PCA that enables this. The operator must remain constantly listening to the corresponding frequency at all times and collate the permissions accurately.

The instructions given by the markings and signs are compulsory except when the Control Tower authorizes otherwise or recommended by the AFIS office.

### A.8.2.

Any vehicle that, due to its activity, must enter the Manoeuvring Area without an escort, or that must use aeronautical frequencies in any other area, must be equipped with radiotelephone equipment with a frequency suitable for coordination with the Aerodrome Control Service (TWR) or AFIS unit, as well as with the Coordination Center when required; a label with the call sign in a prominent place; instructions for anomalous situations and a detailed map of the airport.



In case of using a portable radiotelephone equipment a loaded reserve battery must be available.

### A.8.3.

For access to the maneuvering area, security areas of runway end, and runway fringes and taxiways, as well as where airport management requires it, it will be necessary for the vehicle to have priority signaling lights which should have to be even operating in a stop position.

### A.8.4.

The obligation of radio-telephone equipment and priority signaling lights availability shall not be applied when the vehicle will be driven by a fully authorized party of the Airport who is fully equipped or when it is required to officially access a section of the maneuvering area temporarily closed to aircraft (works, maintenance, emergency...).

**A.8.5.**

In low visibility conditions the access to the maneuvering area will only be done if it would be absolutely necessary.

**A.8.6.**

In airports which provide multi-lateration and/or localization systems, and the airport management determines so, the vehicles which access the maneuvering area should be equipped with a S-mode transponder or another element which can obtain provide their identity and position, and will be switched on for at least as long as the vehicle is in this area, as well as in the vials that are considered necessary.

**A.8.7.**

The driver who is unsure of about the position of his vehicle in the maneuvering area should:

- a) Notify the Aerodrome Control Service or AFIS dependency regarding the circumstances (including the last known position);
- b) At the same time, exit the landing area, the taxiways or whatever other part of the maneuvering area, to reach a safe distance as soon as possible, unless the ATS dependency indicates otherwise; and after,
- c) Stop the vehicle.

If the instructions of the Aerodrome Control Service or AFIS dependency cannot be followed, or if it is not possible to move the vehicle, it should be reported immediately.

**A.8.8.**

The driver of a vehicle which suffers a loss of communication and is in the maneuvering area should:

- a) Exit the landing area, the taxiways or whatever other part of the maneuvering area, to reach a safe distance as soon as possible; and after,
- b) Stop the vehicle and wait for the assistance vehicle.

If alternative means of communication (mobile telephone, the frequency of the Coordination Centre of the airport, etc.) are available, he the situation should be reported, as soon as possible, to the Aerodrome Control Service of AFIS dependency affected for its immediate communication.

# A8 Operative Rules

Operational rules in the Manoeuvring Area  
and correct use of aeronautical frequencies

## A.8.9.

In the event of a breakdown of a vehicle traveling through the maneuvering area, the driver:

- a) Shall immediately inform the Aerodrome Control Service or competent AFIS unit of this circumstance, communicating the position occupied.
- b) Wait for the arrival of the means of assistance.

However, if the breakdown occurs while the vehicle is crossing or remaining on an active track, the driver will do everything possible to leave it as soon as possible.

## A.8.10.

In the maneuvering area, it is prohibited to participate in non-essential activities during the driving process that may affect attention, situational awareness or decision-making capacity.

Along these lines, the following should be avoided:

- The use of mobile phones for purposes other than managing incidents in aeronautical communications and vehicle guidance.
- Listen to music.
- Carry out activities that require the volume of radio frequency conversations to be lowered.
- Conversations with other people who are in the driver's cabin (or through radio frequency) and that are not essential for the development of the activity.
- Any other activity that is distracting.

In addition, the interior of the vehicles must be kept free of objects at all times that could disturb or distract the occupants.



## **A.9.1.**

**All accidents and damages that occurred on the Aeronautical Safety Zone (ZASO) shall be reported immediately to the COORDINATION CENTER, indicating whether people are injured, if a spillage, fire or any other relevant experience took place, who shall coordinate pertinent investigations.**

**In the same way, incidents or risk situations, which may occur and may endanger the airport operation, must be reported to the Coordination Centre.**

**In case of Auto protection plan activation, the parties shall act according to the terms set forth in said plan.**

## **A.9.2.**

**The participants in an accident should remain in the same place and the vehicles and equipment should not be moved until Apron Inspection Service personnel arrives on the Movement Area to prepare the report. The airport management shall establish the performance of breathalyzer tests, drug tests or intoxication due to psycho-active drugs to personnel involved in an accident irrespective whether party was a driver or a pedestrian.**

## **A.9.3.**

**Once it is authorized by the Apron Inspection Service personnel on the Movement Area, the parties responsible for the vehicles, equipments and other obstacles involved, must remove them immediately.**

## **A.9.4.**

**The person in charge of the Apron Inspection Service on the Movement Area should give orders to mark and signpost with the material designed for his / her unit in the place where the accident has occurred, when it is necessary and possible. Of all happened a Minutes Report should be prepared in which all necessary information to identify people and vehicles involved shall appear.**

**All personnel involved in an accident must contribute to Apron Inspection Service on Movement Area all information requested from them.**

# A9 Operative Rules

Rules in the event of accident

## A.9.5.

In the case that a suitcase or piece of luggage is detected, it should be immediately reported to the COORDINATION CENTER.

## A.9.6.

In the case that an abandoned or damaged object with a label corresponding to Dangerous Merchandise is detected, rules are:

- a) To keep a distance, warn the people who are in the vicinity, and to protect the zone with the means that are available.
- b) Urgently inform the COORDINATION CENTER.
- c) Wait for the arrival of the SI and/or the Apron Inspection Services on Movement Area and/or emergency Services and comply with their instructions when they set in motion the corresponding emergency procedures.

## ICAO labels for dangerous goods

### Primary hazard labels

#### Class 1 - Explosives



Division 1.3  
Compatibility Group C

Division 1.5  
Compatibility Group D

The compatibility group of an explosive determines whether it is suitable for loading with other explosives or with other classes of dangerous goods

#### Class 2



Division 2.1  
Flammable gases



Division 2.2  
Non-flammable, non-toxic gases



Division 2.3  
Toxic gases

## ICAO labels for dangerous goods

### Primary hazard labels

#### Class 3



Flammable liquids

#### Class 4



**Division 4.1**  
Flammable solids



**Division 4.2**  
Substances presenting risk  
of spontaneous combustion



**Division 4.3**  
Substances that emit flammable gases  
when they come into contact with water

#### Class 5



**Division 5.1**  
Oxidising substances



**Division 5.2**  
Organic peroxides

#### Class 6



**Division 6.1**  
Toxic substances Packing  
groups I and II



**Division 6.1**  
Toxic substances  
Packing groups III



**Division 6.2**  
Infectious substances

#### Class 7



Category I  
radioactive materials



Category II  
radioactive materials



Category III  
radioactive materials

# A9 Operative Rules

Rules in the event of accident

## ICAO labels for dangerous goods

### Primary hazard labels

#### Class 8



Corrosive substances

#### Class 9



Miscellaneous dangerous goods

### Secondary hazard labels



Dangerous goods that possess secondary hazardous properties must also bear secondary hazard labels denoting those hazards.

Secondary hazard labels, like primary hazard labels, must include the Class or Division number

### Handling labels

Minimum size: 120x111 mm.



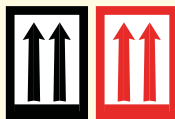
Exclusively on cargo aircraft

Minimum size: 110x90 mm.



Magnetized material

Minimum size: 74x105 mm.



Package orientation arrows

The numerical order of the classes does not imply a relative degree of hazard. In most classes, there are substances the transport of which by air is prohibited or restricted exclusively to cargo aircraft. For further information, see the ICAO Technical Instructions for the Safe Transport of Dangerous Goods by Air.

For complete information on hazard class and handling labels for dangerous goods, see the current edition of the ICAO Technical Instructions for the Safe Transport of Dangerous Goods by Air.

# Operative Rules A10

Specific rules for embarking/disembarking airbridges

---

## A.10.1.

Only authorized personnel should handle the embarking/disembarking of air bridges. These persons must comply with the provisions of the Apron Safety Regulations regarding the requirements relating to the consumption of alcohol, drugs or psychoactive substances, including medications, regardless of the handling they do (manual or remote) or their physical location.

## A.10.2.

During the air bridge operations only authorized personnel by the airport can remain inside, in which case authorized personnel shall be situated at a sufficient distance from the command bridge.

## A.10.3.

**The movements of the air bridge should not be obstructed, specially its connection / disconnection trajectory.**

## A.10.4.

When an aircraft is approaching to a parking stand having available embarking/disembarking air bridge, this should get a position so as not to be an obstacle for the entrance of such aircraft.

## A.10.5.

**The link between the air bridge and the aircraft should wait until complying with the following conditions:**

- **The aircraft is stopped.**
- **The engines are shut off.**
- **The aircraft anti-collision lights are turned off.**
- **The chocks are placed.**

## A.10.6.

Passengers will not be allowed to disembark through the air bridge until the automated sensor of vertical movement is activated.

## A.10.7.

**The air bridge service area shall be defined through a No Parking Line (NPL) bounding a wholly prohibited area to park or stop vehicles or equipment (NPA).**

**When the air bridge will be in motion (flashing lights activated) driving or walking shall not be able in that area.**

# A10 Operative Rules

Specific rules for embarking/disembarking airbridges

---

## **A.10.8.**

Driving vehicles under the telescopic tunnel of the air bridge is prohibited.

Except for works performed by maintenance personnel of facilities and operation of the air bridges, as well as the personnel from the Airport Fire Extinction Services, walking under the telescopic tunnel of the air bridge is prohibited while the air bridge is moving.

Close attention and maximum precautions must be paid to walking on the proximities of the telescopic tunnel of the air bridge.

## **A.10.9.**

When an aircraft is leaving, the departure maneuver shall not be started until the air bridge has been positioned in the resting position with the flashing lights deactivated.

## **A.10.10.**

Driving shall not be allowed in front of stands with visual docking guidance system activated to avoid mistaken readings.

## **A.10.11.**

Aircraft wheels can only be changed with the passenger boarding bridge disconnected. Any other aircraft maintenance activity must be coordinated in advance with the airport management.

## **B.1.1.**

**To enter into the Aeronautical Safety Zone (ZASO), a Vehicle Access Authorization it is needed, and it will be provided by the Security Office of the Airport, in agreement with the conditions of issue and use established by the Security Program and the applicable regulations.**

## **B.1.2.**

In order for a vehicle to be issued with Vehicle Access Authorization, there must be a justified operational need for it.

The date of validity cannot be later than the date of extinction of the concession, or at most, a year after the date of expedition, in accordance with the established, current regulations for airport security.

The authorization must be displayed on the right side of the front window or in a visible place on its front that does not interfere with visibility in the driver's cab, whenever the vehicle is driving in the operations area.

## **B.1.3.**

The procedures to be followed for the requesting of vehicle authorizations will be those ones set out by the current regulations for airport security.

## **B.1.4.**

The license models and their types will be established by the current regulations for airport security.

## B2 Vehicles Access

### Access conditions

#### B.2.1.

**All vehicles, which circulate inside the ZASO, should be perfectly identifiable for the Apron Inspection on Movement Area and Security Service, bearing at least an anagram of their company on the side of the vehicle, in addition to other security requirements.**



**The airport management shall decide the characteristics and minimum dimensions of the anagram as well as the obligation of signing the top of the vehicle with its identification number, if it is considered. These anagrams should be fixed unless the airport management empowers otherwise.**

**All towed equipment, including baggage carts, shall be individually labelled with the identifier of the agent who owns them.**

#### B.2.2.

Those vehicles acceding occasionally to the ZASO should be exempted from the former rule, in which case should be guided by a vehicle of the airport, as well as the Government Security Forces vehicles and others that the airport management should deem convenient.

#### B.2.3.

Vehicles in their lowest position, which is their driving position, should meet the following technical requirements:

- maximum width: 3.50 m.
- maximum height: 3.50 m.
- total length of the vehicle with tractor: 21,00 m.
- maximum turning circle: 18,00 m.



In the case of specific vehicles, which exceed the physical features indicated, the airport management will be able to authorize their access to the ZASO, if necessary, the service roads to be used.

#### **B.2.4.**

The airport management, in accordance with the airport design, will be able to exempt from the fulfilment of Rules B.2.1. and B.2.3. in adjacent service roads to the apron, which would be physically separated from it and would be so deemed. In such ways will have to be marked this circumstance.

#### **B.2.5.**

The vehicles which access and remain in the Aeronautical Safety Zone (ZASO) and the equipment decided by the airport management, are obliged to possess the minimum equipment for firefighting as established by said Management.



#### **B.2.6.**

The record breaking of the ITV should be proved if the age of the vehicle so demands it. Those vehicles, which are exempt from passing the ITV, must reach the minimum conditions required by the current legislation and justify this by the corresponding airport technical inspection.

The airport management will also be able to demand a regular review of the record breaking that coincides in the same aspects than the ITV and/or other demands for the authorized activity.

#### **B.2.7.**

Apart from that indicated in the former point, the company owner of a vehicle or equipment is responsible of its good shape, paying special attention to the existence of liquid or grease spillages that may damage or soil the pavement.

The vehicles/equipment showing any irregularity, including those mentioned on the aforementioned paragraph should be immediately removed, irrespective of the measures to be taken to manage the spillage caused.

### B.2.8.

**The operator of the vehicle should guarantee third parties' civil responsibility for damages to airplanes, luggage, passengers, users and Aena S.M.E., S.A. facilities, coming from the operation of their vehicles. They must present an insurance policy in accordance with the conditions and coverage determined by the respective contracts and agreements with Aena S.M.E., S.A.**

**Aena S.M.E., S.A. will provide those vehicles which require temporary access with the possibility to acquire "Civil Responsibility Apron Access" insurance.**

### B.2.9.

Each airport management will locally define the airport departments in which the owner of a vehicle should document the technical checking and the insurance cover updating of a vehicle.

### B.2.10.

Aircraft fuel supply vehicles shall be built according to the international standards used by the supplying companies. In particular:

- Vehicles manufactured after June 2005 will have a certificate of compliance with the UNE-EN12312-5: 2005 standard.
- Vehicles manufactured as of August 2009 will have a certificate of compliance with the UNE-EN12312-5: 2005 + A1: 2009 standard.

All Aircraft fuel supply vehicles will be subject to specific periodic inspections that guarantee the maintenance of safety requirements.

All other vehicles that circulate inside the premises of the airport compound transporting dangerous goods in non-exempt amounts shall have a valid European Agreement on Transportation of Dangerous Goods by Road (ADR) certificate.

### B.2.11.

The vehicles should have available the obligatory documentation, as determined by the airport management.

**B.2.12.**

All vehicles must have a sticker or similar visual aid, visible to the driver, reminding them that they must apply the handbrake when leaving the driver's cab.



# C1 Driving Licence

Safety requirements for access  
by people and driving vehicles in ZASO

## C.1.1.

The word “pedestrian” refers to any person walking without supervision in the ZASO of the airport boundaries, independently of his / her work categories and if he / she possesses or not the Airport Driving License.

## C.1.2.

The word “driver” refers to any person who handles a vehicle or a self-propelled equipment, even if remotely controlled, independently of their work category.

## C.1.3.

**All pedestrians who transit within the Aeronautical Safety Zone unaccompanied, both within and outside of operating hours, must be fully aware of:**

- The Apron Security Regulations.
- ZASO configuration and signage, and local airport procedures, as appropriate.

**Additionally, if you drive a vehicle both during and outside of operating hours, you must also know the following:**

- The operation and characteristics of your vehicle.

**If you use aeronautical frequencies, in addition:**

- Radiotelephone procedures and terms.

**If you also access the Manoeuvring Area:**

- For permits issued from 07 January 2026 at airports certified under Reg. (EU) No. 139/2014, knowledge of the English language as specified in Article C.1.7.
- The configuration and markings of the Manoeuvring Area.

**Each company is responsible for ensuring that its personnel are instructed in the previous points.**

**C.1.4.**

**All pedestrians who transit within the Aeronautical Safety Zone (ZASO) unaccompanied, both within and outside of operating hours, must have an Airport Accreditation that allows access to the ZASO, whose requirements regarding Operational Safety are:**

- 1. Be in possession of the AVSAF\_P certificate in force.**
- 2. Having received and passed the local, theoretical and practical familiarization of the airport as a pedestrian.**

**In addition, pedestrians may only transit in the area for which their Airport Credentials authorize them and for which they have received local familiarization.**

**If these requirements are not met, the pedestrian must be accompanied.**

**C.1.5.**

**Any person who drives and operates within the Aeronautical Safety Zone, except in the Manoeuvring Area and without using aeronautical frequencies, both during and outside of operating hours, must have an Apron Driving License (PCP), the requirements of which regarding Operational Safety are:**

- 1. Airport Accreditation that allows access to the ZASO, as appropriate.**
- 2. Valid Class B or higher Driving Permit issued by the Spanish Traffic Authority.**
- 3. Be in possession of the AVSAF\_C certificate.**
- 4. Have received the local theoretical and practical familiarization of the airport as a driver.**

**In addition, if the driver is transporting fuel or other dangerous goods, in the volume and conditions established in the ADR regulations, they must be in possession of and have a valid ADR driving license that enables them to transport dangerous goods, in the corresponding class, which will be indicated with a code on the PCA. The above does not apply to the movement of dangerous goods within the scope of "Safe Transport of Dangerous Goods by Air" (ICAO Annex 18), which will be governed according to its own regulations.**

**Any adaptation, restriction or limitation included in the driver's Driving Permit will be applicable in relation to the Airport**

# C1 Driving Licence

Safety requirements for access  
by people and driving vehicles in ZASO

## Driving License.

### C.1.6.

**All drivers who operate within the Aeronautical Safety Zone, except in the Maneuvering Area and also need to use aeronautical frequencies, must, in addition to the previous article:**

- 1. Have passed the training in the use of aeronautical frequencies.**
- 2. Have received the local theoretical and practical familiarization.**

**This authorization will be indicated on the PCA with the name "PCP-COM".**

### C.1.7.

**All drivers who operate within the Aeronautical Safety Zone and need access to the maneuvering area must, in addition to what is indicated in article C.1.6:**

- 1. Have passed the driving training in the maneuvering area.**
- 2. To have received the local, theoretical, and practical familiarization, as a driver in the maneuvering area.**
- 3. For permits issued from 07 January 2026 at airports certified by Reg. (EU) No. 139/2014, having passed the Aeronautical English course or having a valid Level 4, 5, or 6 English Language Proficiency Certificate issued by a Language Proficiency Assessment Center authorized by AESA.**

**This authorization will be indicated on the PCA with the name "PCP-AM".**

**For these purposes, the maneuvering area includes the runway, taxiways and associated protection areas, as well as any other that the Airport Management determines.**

### C.1.8.

**The Airport Driving License (PCA) is a personal and non-transferable card, provided by the airport management. Therefore, it is prohibited to either transfer the PCA or use the PCA of another worker.**

**The PCA consists of 20 points that, in the event of non-compliance with the Apron Safety Regulations by the driver, will be deducted as appropriate, in accordance with the provisions of article D.2.1 of these regulations.**

#### **C.1.9.**

The Airport Driving License is established as mandatory in the entire network of Spanish airports of Aena S.M.E., S.A. The type of PCA issued to a company and an employee allows them to circulate exclusively within the area for which it qualifies them.

#### **C.1.10.**

**With the issuance of Airport Driving License, Aena S.M.E., S.A. does not assume any responsibility as it strictly refers to the verification of the knowledge of the Apron Security Regulations and other pertinent procedures.**

#### **C.1.11.**

The validity of the Airport Driving License will require passing periodic evaluations and will be limited by the expiration of the earliest of the following dates:

- Expiration of the AVSAF\_P or AVSAF\_C certificates.
- Expiration of the CAM/COM course, if applicable.
- Expiration of the aeronautical English course or the Level 4 or 5 English Language Proficiency Certificate, if applicable.
- Expiration of the AVSEC certificate.
- Date of termination of the employment contract.
- End date of the company's contract with AENA SME SA.
- Expiry of the official driving license.
- Expiration of the Certificate of Aptitude, which specifies the types of vehicles that the company authorizes the holder of the same to drive.
- Expiry of the ADR certificate (in the event of transporting fuel or dangerous goods).
- Expiration of the Airport Accreditation, when so determined by the Airport Management.

It is mandatory to have all the documentation cited in this article in force, to maintain the Airport Driving License.

# C1 Driving Licence

Safety requirements for access  
by people and driving vehicles in ZASO

## C.1.12.

Companies and agents operating within the ZASO must specify the types of vehicles that the company authorizes the PCA holder to drive by completing this information in the online application process or by submitting the Certificate of Aptitude of their staff to the airport management, with the PCA application, as well as the rest of the documentation that proves that said person meets all the requirements indicated in Articles C.1.3, C.1.4, C.1.5 and C.1.6, depending on the permit to be requested.

## C.1.13.

If a person is absent from their duties for a period of between three and twelve months, they must again undergo the appropriate local familiarization before being permitted to resume their duties without assistance.

In the event that the absence is longer than twelve months, this person must, in addition to the above, retake, as appropriate, the AVSAF training and the course on driving within the manoeuvring area or the course on the use of aeronautical frequencies and other local procedures.

These cases will be applicable to any situation that implies periods without carrying out any activity that consists of accessing the ZASO, driving vehicles or using aeronautical frequencies.



### C.2.1.

**Each driver must carry permanently, in good condition and legible, and in a visible place, his Airport Driving License and his Airport Accreditation, being obliged to show it to the Inspection personnel in the Movement Area or to airport security when requested. Alternatively, the airport management may make an indication of the possession of the PCA in the Airport Accreditation.**

**In the event that the PCA is not in good condition or legible, the renewal must be requested within a period of 3 business days, proceeding to its penalty otherwise.**



### C.2.2.

The Airport Driving License is only valid for the airport where it was issued.

### C.2.3.

It is forbidden to drive vehicles inside the ZASO if Airport Driving License is not carried.

In case of loss or forgetfulness of the Airport Driving License, it will be communicated immediately to the issuing unit of the document.

## C2 Driving Licence

### Conditions of use of the Airport Driving License

---

#### C.2.4.

The airport management may authorize, in exceptional cases, the circulation of drivers without Airport Driving License, establishing a simplified procedure so that the operation is not impaired and compliance with the Apron Safety Regulations is guaranteed.

#### C.2.5.

The company will be responsible for the return of the Airport Driving License when the worker's activity does not already consist of driving vehicles, is provisionally or definitively deprived of the Official Driving Permit or the Airport Accreditation that allows access to the ZASO or the end of your employment contract or the contract or agreement with Aena SME, SA has been reached.

### D.1.1.

Without prejudice to the Spanish Civil Aviation Authority competencies and those corresponding to the Government Security Forces with regard to City Security, the Apron Inspection Personnel Service on Movement Area attributes the surveillance of compliance with the Apron Safety Guidelines and the personnel responsible for analyzing and supervising the safety of operations.

The airport management may confer this task to the airport security services.

### D.1.2.

The service personnel mentioned in the previous article are authorized, within their competences, to check persons and vehicles, when justifiable, in the Aeronautical Safety Zone (ZASO).

This should be justified if persons infringe the Rules, are involved in accident or do not carry in a visible place the Airport Credentials or the Vehicle Access License.

### D.1.3.

In addition to the indicated in the point above, the airport authority will be able, when it may deem it to check identification and Airport Driving License to personnel people. In the vehicle access stands such controls will be permanent.

### D.1.4.

**The above mentioned services instructions are of unavoidable fulfilment, being empowered to hinder driving to those drivers which by their behavior in traffic would entail a serious danger, reporting it immediately to the Company owner of the vehicle.**

### D.1.5.

Apron Inspection Personnel Service on Movement Area is empowered to notify in writing the correspondent communications of the offence of the Rules that should be notified to the companies by the airport management.

### D.1.6.

Any person will be able to report to the airport management -providing proves- particular offences related to the Apron Security Rules.

## D2 Supervision

### Infringement and penalties

#### D.2.1.

Apron Security Rules infringement shall entail an accumulation of negative points which may later entail provisional or definitive withdrawal of the Airport Driving License; for this purpose, these breaches are classified as minor (1 point) and serious (3 points). In addition, failure to comply with any articles may lead to additional penalties as specified in section D3.

#### D.2.2.

The articles the non-compliance with which is classified as serious are:

| Chapter    | Articles                                                                                                                                              |
|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>A1</b>  | <b>A.1.5, A.1.11</b>                                                                                                                                  |
| <b>A2</b>  | <b>A.2.1, A.2.2, A.2.4, A.2.5, A.2.6, A.2.9, A.2.14, A.2.17, A.2.19, A.2.21, A.2.25, A.2.27</b>                                                       |
| <b>A3</b>  | <b>A.3.1</b> (in sections 1°, 2° y 3°), <b>A.3.3, A.3.4</b>                                                                                           |
| <b>A4</b>  | <b>A.4.1, A.4.2, A.4.3, A.4.5, A.4.6, A.4.7, A.4.8</b><br>(in case of stopping / positioning on service roads which cross the aircrafts taxiing area) |
| <b>A5</b>  | <b>A.5.1, A.5.2, A.5.3, A.5.7</b>                                                                                                                     |
| <b>A6</b>  | <b>A.6.1, A.6.2, A.6.5</b>                                                                                                                            |
| <b>A7</b>  | <b>A.7.2, A.7.5</b>                                                                                                                                   |
| <b>A8</b>  | <b>A.8.1, A.8.2, A.8.3</b>                                                                                                                            |
| <b>A9</b>  | <b>A.9.1, A.9.2</b>                                                                                                                                   |
| <b>A10</b> | <b>A.10.3, A.10.5, A.10.7</b>                                                                                                                         |
| <b>B.1</b> | <b>B.1.1</b>                                                                                                                                          |
| <b>B2</b>  | <b>B.2.1, B.2.8</b>                                                                                                                                   |
| <b>C1</b>  | <b>C.1.3, C.1.4, C.1.5, C.1.6, C.1.7, C.1.8, C.1.10</b>                                                                                               |
| <b>C2</b>  | <b>C.2.1</b>                                                                                                                                          |
| <b>D1</b>  | <b>D.1.4</b>                                                                                                                                          |

**D.2.3.**

The airport management shall notify in writing the offence of the Apron Security Rules committed to the company for which the betrayed works, both being able to present the counterclaims he / she may deem convenient, always individually to each claim.

**D.2.4.**

With regards to the declarations, the proceedings shall either be shelved or penalized, and the date of the infraction, the infringed rule and the punctuation (1 or 3) shall be indicated in the official communication:

In accordance to the punctuation accumulated, the procedure shall be:

- A)** With accumulation of 10 points, the Airport Driving License shall be withdrawn until the holder passes the AVSAF\_C course and, when applicable, the CAM / COM course.
- B)** With accumulation of 15 points, the Airport Driving License shall be removed provisionally for a period of a month, and the holder would have to pass again the AVSAF\_C course and, when applicable, the CAM / COM course.
- C)** With accumulation of 20 points, the Airport Driving License shall be definitively removed.
- D)** The negative points accumulated and notices shall prescribe after a two-year-activity term without committing infractions, from the date of the last infringement committed.

**D.2.5.**

If a vehicle driver is discovered not holding an Airport Driving License, and in any case if it is requested and not shown, this one should position the vehicle at an authorized zone and the status of the Airport Driving License shall be verified and the Apron Security Rules shall be applied as deemed convenient.

## D3 Supervision

Penalties which affect the Airport Driving License (PCA) or Airport Credentials which allow the access to the ZASO for personnel who do not possess Airport Driving License

| Article      | Without Airport Driving License                                                                                                                                                                                                                                                                                | With Airport Driving License                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>D.3.1</b> | <p>In cases of infringement of the Apron Security Rules committed by persons who do not hold the Airport Driving License, without prejudice to the application of the article D.3.2. of these regulations, the following shall be applied:</p>                                                                 | <p><b>In case of breach of the articles catalogued as levels:</b><br/><b>The first and second time:</b> Warning and notification to the company.<br/><b>The third time:</b> Withdrawal during a week of his / her Airport Credentials which allow to access to the ZASO.<br/><b>La fourth time:</b> Withdrawal during a month of his / her Airport Credentials which allow to access to the ZASO and pass again the AVSAF_P<br/><b>If another infringement occurs:</b> Definitive withdrawal.</p> <p><b>In case of breach of articles catalogued as serious:</b><br/><b>In case of the first time:</b> Warning and notification to the company.<br/><b>Second time:</b> Withdrawal during one week of Airport Identification that allows access to ZASO and pass again the AVSAF_P.<br/><b>If another infringement occurs:</b> Definitive withdrawal.</p> |
| <b>D.3.2</b> | <p>If it is detected that the person driving a vehicle does not have an Airport Driving Licence, or has one that does not permit them to drive in the area in which they are located, they must park the vehicle in an authorized area, notifying the owner of the fact and proceeding to:</p>                 | <p><b>The first time:</b> Withdrawal during a month of his / her Airport Credentials which allow to access to the ZASO and pass again the AVSAF_P.<br/><b>The second time:</b> Definitive withdrawal of his / her Airport Credentials which allow to access to the ZASO.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>D.3.3</b> | <p>If a vehicle driver is discovered holding an Airport Driving License which has been issued by a company which is not that which is providing the services, or if he / she is not authorized by his / her company according to his / her Ability Certificate (C.1.12.), proceedings shall be as follows:</p> | <p><b>The first time:</b> Suspension of Airport Driving License.<br/><b>The second time:</b> Provisional Withdrawal of Airport Driving License and Airport Identification that allows ZASO access for one month.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

Penalties which affect the Airport Driving License (PCA) or Airport Credentials which allow the access to the ZASO for

| Article                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Without Airport Driving License                                                                                                                                                                                                                                                 | With Airport Driving License                                                                                                                                                                                            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>D.3.4</b> If a vehicle driver is discovered holding an expired Airport Driving License, the, he /she shall be penalized:</p> <p>NOTE 1: Penalties for non-compliance with the expired Airport Driving License will be applied when it is renewed.</p> <p>NOTE 2: After a period of more than 5 years without renewing the Airport Driving License, article D.3.2 will apply.</p>                                                                                                                   |                                                                                                                                                                                                                                                                                 | <p><b>The first time:</b> Suspension of Airport Driving License.</p> <p><b>The second time:</b> Provisional Withdrawal of Airport Driving License and Airport Identification that allows ZASO access for one month.</p> |
| <p><b>D.3.5</b> If a vehicle driver is discovered holding the Airport Driving License of another person, he / she shall be penalized as follows:</p>                                                                                                                                                                                                                                                                                                                                                     | <p><b>The first time:</b> Withdrawal during a month of his / her Airport Credentials which allow to access to the ZASO and pass again the AVSAF_P.</p> <p><b>The second time:</b> Definitive withdrawal of his / her Airport Credentials which allow to access to the ZASO.</p> | <p><b>The first time:</b> Withdrawal during a month of his / her Airport Driving License.</p> <p><b>The second time:</b> Definitive withdrawal of his / her Airport Driving License.</p>                                |
| <p><b>D.3.6</b> If a driver is discovered lending his Airport Driving License to another driver, the person lending the Airport Driving License shall be penalized as follows:</p>                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                 | <p><b>The first time:</b> Withdrawal during a month of his / her Airport Driving License.</p> <p><b>The second time:</b> Definitive withdrawal of his / her Airport Driving License.</p>                                |
| <p><b>D.3.7</b> In those cases representing a risk for influence of alcohol or drugs, the Apron Inspection Service on Movement Area will hinder that this would be able to remain and continue driving, if he / she is doing so, in the Aeronautical Safety Zone, and if such influence is proved, the proceedings shall be as follows:</p> <p>NOTE: The refusal to pass the corresponding test shall entail the same consequences as if the result of the test is positive at its greatest penalty.</p> | <p>It will be managed according to the indicated in the table below (in relation to Airport Credentials):</p>                                                                                                                                                                   | <p>The following procedure shall be followed:</p>                                                                                                                                                                       |

## D3 Supervision

Penalties which affect the Airport Driving License (PCA) or Airport Credentials which allow the access to the ZASO for personnel who do not possess Airport Driving License

|               | Exhaled Air                                                  | In the blood                                | Penalty                                                                                                                |
|---------------|--------------------------------------------------------------|---------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| Alcohol Level | Between 0,15 mg/l and ≤ 0,25 mg/l                            | Between 0,30 g/l blood and ≤ 0,50 g/l blood | Provisional Airport Driving License withdrawal and ZASO Access Airport Identification during a period of one month.    |
|               | > 0,25 mg/l                                                  | > 0,50 g/l blood                            | Provisional Airport Driving License withdrawal and ZASO Access Airport Identification during a period of three months. |
| Drugs         | Consumption or influence, irrespective of any rate or level. |                                             | Provisional Airport Driving License withdrawal and ZASO Access Airport Identification during a period of three months. |

The reiteration, understanding as such the detection to be under the influence of alcohol or drugs, for a second time with any rate shall be penalized with the definite Airport Driving License withdrawal and/or ZASO Access Airport Identification.

### Article

### Without Airport Driving License

### With Airport Driving License

|              |                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                     |
|--------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>D.3.8</b> | The infringement of basic rules which entail damage to people, or damage to the airport installations, equipment or aircrafts, or which provoke potential risks for the airport operation, shall entail the following: | <p><b>The first time:</b> Withdrawal during a month of his / her Airport Credentials which allow to access to the ZASO and pass again AVSAF_P course.</p> <p><b>The second time:</b> Definitive withdrawal of his / her Airport Credentials which allow to access to the ZASO.</p> | <p><b>The first time:</b> Provisional withdrawal of his / her Airport Driving License and withdrawal of his / her Airport Credentials which allow to access to the ZASO during a month.</p> <p><b>In case of recidivism:</b> Definitive withdrawal of his / her Airport Driving License and of his / her Airport Credentials which allow to access to the ZASO.</p> |
|--------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|              |                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                     |
|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>D.3.9</b> | In case of serious infringements committed in situations where Low Visibility Procedures should be applied, or inside the Maneuvering Area, the Airport Management shall proceed as follows: | <p><b>The first time:</b> Withdrawal during a month of his / her Airport Credentials which allow to access to the ZASO and pass again AVSAF_P course.</p> <p><b>The second time:</b> Definitive withdrawal of his / her Airport Credentials which allow to access to the ZASO.</p> | <p><b>The first time:</b> Provisional withdrawal of his / her Airport Driving License and withdrawal of his / her Airport Credentials which allow to access to the ZASO during a month.</p> <p><b>In case of recidivism:</b> Definitive withdrawal of his / her Airport Driving License and of his / her Airport Credentials which allow to access to the ZASO.</p> |
|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|               |                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                         |
|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>D.3.10</b> | The reiteration of minor infringements shall be penalized as follows:<br>NOTE: Repetition is understood as: committing three minor or minor and serious breaches during a period of one year counted from date to date from the commission of the first breach. | <p><b>The first time:</b> Withdrawal of his / her Airport Credentials, which allow access to the ZASO, during a week and pass again the ASVAF_P course.</p> <p><b>The second time:</b> Withdrawal of his / her Airport Credentials, which allow access to the ZASO, during a month and pass again the ASVAF_P course.</p> <p><b>The third time:</b> Definitive withdrawal of his / her Airport Credentials which allow access to the ZASO.</p> | <p><b>The first time:</b> Removal of three points from his / her Airport Driving License.</p> <p><b>The second time:</b> Provisional withdrawal of the Airport Driving License and withdrawal of his / her Airport Credentials, which allow access to the ZASO, during a month</p> <p><b>The third time:</b> Definitive withdrawal of his / her Airport Credentials which allow access to the ZASO.</p> |
|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Penalties which affect the Airport Driving License (PCA) or Airport Credentials which allow the access to the ZASO for personnel who do not possess Airport Driving License



| Article                                                                                                                                                                                                                                                                                | Without Airport Driving License                                                                                                                                                                                                                                                         | With Airport Driving License                                                                                                                                                                                                                                                                                                                                        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>The reiteration of serious infringements shall be penalized as follows:</b></p> <p>NOTE: Reiteration is defined as: to commit the same type of infringement three or more times in a period of one year from one date to another, starting from the first infringement date.</p> | <p><b>The first time:</b> Withdrawal during a month of his / her Personal Credentials which allow to access to the ZASO and pass again the ASVAF_P course.</p> <p><b>The second time:</b> Definitive withdrawal of his / her Airport Credentials which allow to access to the ZASO.</p> | <p><b>The first time:</b> Provisional withdrawal of his / her Airport Driving License and withdrawal of his / her Airport Credentials which allow to access to the ZASO during a month.</p> <p><b>In case of recidivism:</b> Definitive withdrawal of his / her Airport Driving License and of his / her Airport Credentials which allow to access to the ZASO.</p> |
| <p><b>D.3.11</b> The non observance of the instructions of the apron Inspection Service personnel, services on Movement Area or lack of consideration shall lead to:</p>                                                                                                               | <p><b>The first time:</b> Withdrawal during a month of his / her Airport Credentials which allow to access to the ZASO and pass again AVSAF_P course.</p> <p><b>The second time:</b> Definitive withdrawal of his / her Airport Credentials which allow to access to the ZASO.</p>      | <p><b>The first time:</b> Provisional withdrawal of his / her Airport Driving License and withdrawal of his / her Airport Credentials which allow to access to the ZASO during a month.</p> <p><b>The second time:</b> Definitive withdrawal of his / her Airport Driving License and of his / her Airport Credentials which allow to access to the ZASO.</p>       |
| <p><b>D.3.12</b> The use of aeronautic frequencies without license to do so shall entail:</p>                                                                                                                                                                                          | <p><b>La primera vez:</b> Withdrawal during a month of his / her Airport Credentials which allow to access to the ZASO and pass again AVSAF_P course.</p> <p><b>The second time:</b> Definitive withdrawal of his / her Airport Credentials which allow to access to the ZASO.</p>      | <p><b>La primera vez:</b> Provisional withdrawal of his / her Airport Driving License and withdrawal of his / her Airport Credentials which allow to access to the ZASO during a month.</p> <p><b>The second time:</b> Definitive withdrawal of his / her Airport Driving License and of his / her Airport Credentials which allow to access to the ZASO.</p>       |
| <p><b>D.3.13</b> The incorrect and repeated use of the aeronautic frequencies shall lead to:</p>                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                         | <p>Withdrawal of the license to use Aeronautical Frequencies until the corresponding formation is passed again, and also prohibition to enter the Maneuvering Area when the Airport Management so deems it convenient.</p>                                                                                                                                          |

## D3 Supervision

Penalties which affect the Airport Driving License (PCA) or Airport Credentials which allow the access to the ZASO for personnel who do not possess Airport Driving License

| Article                                                                   | Without Airport Driving License                                                                                                                                                                                                                   | With Airport Driving License                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|---------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>D.3.14</b> The excess of Speedy over the allowed limits shall lead to: | <p><b>The first time:</b> Withdrawal of Airport Identification that allows ZASO access for one month and pass again AVSAF_P course.</p> <p><b>The second time:</b> Definite withdrawal of Airport Identification which allows access to ZASO.</p> | <p>- <b>Up to 21 km/h of excess:</b><br/><b>The first time:</b> 3 points<br/><b>Withdrawal:</b> 6 points</p> <p>- <b>Between 22 km/h and 31 km/h of excess:</b><br/><b>The first time:</b> 6 points<br/><b>Withdrawal:</b> Provisional withdrawal of Airport Driving License which allows ZASO access for one month</p> <p>- <b>More than 31 km/h excess:</b><br/><b>The first time:</b> Provisional withdrawal of Airport Driving License and Airport Identification which allows ZASO access during one month.<br/><b>Reiteration:</b> Definite withdrawal of Airport Driving License and Airport Identification which allows ZASO access.</p> |

## **D.4.1.**

Any vehicle access conditions unfulfillment specified in B2 shall lead to the Vehicle Access License withdrawal and the immediate exit of the vehicle from the Aeronautical Safety Zone until fulfilment of the conditions for access are justified.

## **D.4.2.**

The access to ZASO by a point non-specified as an access or reserved to a specific kind of vehicles should be considered like access conditions unfulfillment, in such cases Vehicle Access License could be provisionally removed (during a month) or definitively, apart from the penalty that the airport security may impose on the driver.

## Note

\_\_\_\_\_

## Note

\_\_\_\_\_

## Note



\_\_\_\_\_



GOBIERNO  
DE ESPAÑA

MINISTERIO  
DE FOMENTO

[aena.es](http://aena.es)

Conectados al futuro