

Rafic Hariri International Airport - Beirut

DRIVERS POCKETBOOK

CATEGORY 1



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1. Introduction

This Pocketbook has been produced by RHI Airport -Beirut in the interests of greater safety on the airside of Beirut Airport.

It is a quick reference guide to explain the main rules which apply to all drivers operating Airside, and should be read in conjunction with the more detailed 'Airside Vehicle Control Handbook', which is available from the Airport Management or your employer.



To be able to drive airside you will need to study this book and pass the RHI Airport driving test, hold a current Airport Security Access Permit, a current Lebanese Driving license and a Medical Certificate for Driving Fitness.

This booklet contains information that will enable you to satisfactorily complete your Authority to Drive Airside (ADA) test. It is recommended that you study this pocketbook before attempting the driving test.

2. Runway and Taxiway Awareness

RHIA – Beirut has three runways and fifteen taxiways.

The three runways are: Rwy 16 -34, Rwy 17-35 and Rwy 21-03.

The fifteen taxiways are: M, L, A, J, D, O, N, K, J, F, H, G, E, C and B. (See Figure 1 & Appendix A & B)



Figure 1: R.H.I. Airport – Beirut

2.1 Runway Stop bars

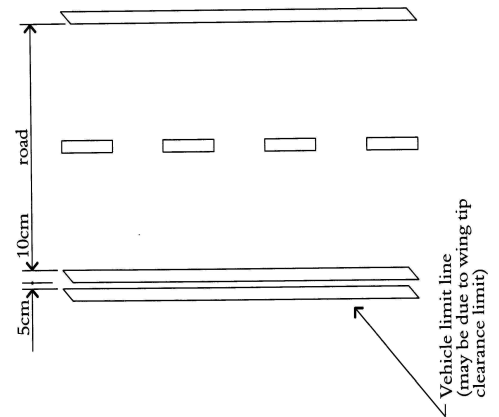
Inset Stop Bars: on all taxiway/runways intersections 16-34 and 21-03 (A, B, C, E, F, G, H, N, K). Stop bars are inset into the taxiway surface at three meter spacing across the intersection. Every stop bar consists of seven lights showing red in the direction of approach to the runway. They are provided at holding position marking. (See Figure 2)



Figure 2: Inset Stop Bars lights and Holding Position Marking






2.2 Colors used for markings on Airside

- Service Roads are marked by white lines.



- Colors used for markings on Apron

RECOMMENDED COLOURS

AIRCRAFT MARKING	
FULL / LOW STRENGTH BOUNDARY	
VEHICLE MARKING	
DO NOT CROSS	
DO NOT CROSS (unless safe* to do so)	

* for example, once an aircraft is on stand with engines shut down

3. General Traffic Control

Vehicle traffic management is the responsibility of RHIA. RHIA has legislative powers to enforce the rules on both drivers and companies.

Drivers must carry a current ADA, a current Lebanese Driving license and display a current Airport Security Access Permit (ASAP) and at all times while airside. An Authority to Use Airside (AUA -for vehicles) must be displayed by all vehicles moving about the airside.

Driving on Runways and Taxiways is strictly prohibited and Cat 1 drivers are not licensed to do so.

Driving on these areas is subject to clearance by Air Traffic Control (ATC). To operate on these areas, drivers must use a radio equipped (ATC frequencies) vehicle, hold an 'Aircraft Radiotelephone Operators Certificate of Proficiency' and hold a current ADA Category 2 license.

4. Who Can Drive Airside?

- 4.1 No person shall drive a Vehicle on the Airside unless:
- a. The person holds a current ADA valid for that area of operation and understands the regulations and restrictions which apply to the movement area.
 - b. The vehicle has a current AUA if unescorted.
 - c. The person is the holder of a current approved ASAP.
 - d. The person holds a current Lebanese Driving License corresponding to the category of vehicle he is driving.
- 4.2 If a driver has his Lebanese Driving license suspended or is disqualified, and is the holder of an ADA, he must immediately notify both his employer and RHIA Manager, and surrender the Authority to the RHIA Airside safety Unit, within 72 hours of the suspension or disqualification.
- 4.3 If a driver is notified by the RHIA Manager or the Airport Safety Unit that their ADA has been cancelled or suspended, that driver must surrender it to the RHIA Airside Safety Unit:
- a. Immediately if notified while in charge of a vehicle airside; or
 - b. Otherwise within 72 hours of notification.
- 4.4 Drivers are required to produce their ADA, ASAP and Lebanese Driving License upon request by an authorized person.
- 4.5 If it is necessary for a driver without an ADA or for a Vehicle without an AUA to enter the Airside, a RHIA approved vehicle escort shall be required.

5. Obtaining an ADA

- 5.1 Prior to sitting the ADA test the applicant must complete a minimum of 4 hours driving, of which three (3) hours are to be conducted by day and at least one (1) hour by night on the Airside. Driving Airside whilst training must be under the supervision of an experienced ADA holder, equivalent to or higher than the Category of license being applied for.

Driver training given is to be recorded on the log sheet (Appendix C) in this pocketbook and must accompany the drivers' application form. An applicant will not be permitted to sit for the driving test without the completed drivers' log.

Application forms are available from the RHIA Airside Safety Unit and other Approved Issuing Authorities.

- 5.2 Applicants for an ADA must obtain a 100% pass mark to successfully complete the RHIA theory test.
- 5.3 Applicants failing up to three (3) questions in the RHIA theory test may immediately resit the test. Should they again be unsuccessful, they may resit the test after a mandatory study/training period of no less than 72 hours.
- 5.4 Renewals: It is the responsibility of the authorized driver to ensure that he resits the appropriate tests prior to the expiry of the ADA.
- 5.5 The following categories indicate where a driver is authorized to operate. Refer also to the map shown in Appendix B and the AVCH.

Category 1 – Perimeter Roads, Service Roads and Aprons.

Category 2 – All Airside Areas.

6. Rules for Driving Safely Airside

- 6.1 If a person or company acts in contravention of the AVCH, RHIA – Airside Safety Unit may:
- a. Suspend or withdraw an ADA or AUA; and
 - b. Impose penalty points which may lead to suspension of the ADA.
- 6.2 Only persons having lawful authority or excuse are permitted to enter designated prohibited areas on the Airport.
- 6.3 The driver of a Vehicle must not whilst driving Airside answer or use, or attempt to answer or use, a hand-held phone. The driver should if using a hands free device ensures any use is kept to a minimum so as not to be a distraction and/or impair situational awareness.

- 6.4 Drivers are required to carry their Current Lebanese Driving License with them whenever driving Airside.
- 6.5 Drivers must show their Current Lebanese Driving License State and ADA upon request by an Airside Safety officer.
- 6.6 Where any rules have been breached or the driver is involved in an accident, they must produce their Lebanese Driving License to any person having reasonable grounds to inspect that license.
- 6.7 Drivers must not drive in a manner likely to endanger aircraft or the safety of any other person.
- 6.8 Drivers must not drive while affected by alcohol or drugs.
- 6.9 The wearing of seatbelts (where fitted) while Airside is mandatory.
- 6.10 The use of mobile phones/radios is not permitted within 15 meters of a hydrant point, aircraft fuel tank filling point or vent outlet when that aircraft is being refueled.
- 6.11 When driving on the Airside, any Vehicle carrying loose material, garbage and waste paper, must ensure the load is adequately covered to prevent any spillage.
- 6.12 Drivers who are involved in an accident whilst driving Airside must immediately report the accident to RHIA's Airport Duty Manager on 2444/2445 or to Airside Safety Unit on 4276/4279.
- 6.13 All instructions by RHIA Airside Safety Officers must be obeyed.

7. Supervision of Unauthorized Drivers AND Vehicles Airside

- 7.1 Drivers holding an ADA may be required to provide supervision for unauthorized drivers and Vehicles by:
 - a. Escorting the supervised Vehicles with an authorized Vehicle; and
 - b. Riding in the supervised Vehicle.
- 7.2 A person providing an escort for another Vehicle must hold the appropriate ADA endorsement.
- 7.3 An unauthorized Vehicle under escort must be kept behind the escorting Vehicle so that adequate supervision is provided.
- 7.4 The driver of a Vehicle escorting another Vehicle must ensure that the driver of the supervised Vehicle is aware of the requirement to keep the Vehicle being escorted at a reasonable distance behind the escort vehicle.
- 7.5 The driver of the escorting Vehicle must ensure that the Vehicle being escorted

has made arrangements for its departure or for further escorts Airside.

8. Vehicles

- 8.1 Vehicles must display the current RHIA Authority to Use Airside affixed to the right hand side of the windscreen, or affixed in a visible holder.
- 8.2 Each Vehicle must be readily identifiable on both sides by the clear display of company logos.
- 8.3 Each vehicle must have an amber beacon light operative, holds a fire extinguisher ready to be used and an appropriate insurance coverage for Airside operations.
- 8.4 The vehicle displays (on top of the Vehicle) a rotating beacon which is red an/or blue in the case of emergency response Vehicles and amber for other Vehicles, or displays amber flashing lights visible 360 degrees around the vehicle
- 8.5 A Vehicle must not operate with a passenger load in excess of its designated capacity. Remember, NO SEAT, NO RIDE.
- 8.6 When a Vehicle is no longer required for Airside use, the Vehicle airside registration (AUA) must be removed and returned to the RHIA Management or to the Airside Safety Unit.

9. Airside Vehicle Speed Limits

When driving Airside (See Appendix B), drivers must obey all signs and, unless otherwise indicated, adhere to the following speed limits:

- a. Within 10 meters of an aircraft on the apron <10 km/hr
- b. Outside Airside Roads (except where otherwise indicated) <30 km/hr
- c. Inner Airside Roads (Under East and West Jetties) <20 km/hr
- d. Perimeter Roads (excepted where otherwise indicated) <50 km/hr
- e. All areas located beneath Terminal East and Terminal West including roadways entrance to Baggage Handling or Sorting Areas. <10 km/hr

Note: The inner service roads under Jetties are 'Shared Zones'. Pedestrians and Vehicles move about on these roadways. Caution is required at all times.

The speed limits indicated above are the maximum for that area. Drivers are to decide the safest speed to drive to suit the existing circumstances and current environment (rain, fog).

Where there is an operational requirement to vary these speeds, approval must be obtained through the Airside Safety Unit.

10. Traffic Offences

Persons found in breach of the rules for driving airside may be issued with an Airside Traffic Infringement Notice (ATIN). Any loss of points will be recorded against their airside license. The follow list is an example only. You should refer to the AVCH Section 5 for a full list of offences, and the associated points.

Exceeding the speed limit by up to 30 km/h	3 points
Exceeding the speed limit by more than 30 km/h but not less than 50 km/h	5 points
Exceeding the speed limit by more than 50 km/h	12 points
Driving in a manner dangerous to people, other vehicles or equipment	5 points
Failure to give way to aircraft under tow or taxiing aircraft	5 points
Failure to stop when an aircraft has beacons activated	3 points
Failure to use a marked roadway (where provided)	3 points
Driving in a manner dangerous to people, other vehicles, or equipment	5 points
Failure to secure a load on a vehicle or trailer	3 points
Carrying a passenger when there is no seat provided (Driver & Passenger)	5 and 3 points
Failure to display company logo/identification on vehicle	3 points
Driving on a runway without appropriate authority	12 points
Illegal Parking	5 points

Note: A driver, who commits multiple offences, may accumulate multiple points for each offence.

11 Vehicle Routes and Procedures on Movement Areas

- 11.1 Aircraft and Aircraft under tow have right of way at all times.
- 11.2 At a number of points along the Airside Road there are crossings of operational (live) Taxi-lanes and Taxiways. Drivers are to exercise extreme caution at these crossing points and in all cases give way to aircraft.
- 11.3 Vehicles traveling on all Airside Service Roads have right of way over Vehicles entering or crossing Airside Roads.
- 11.4 For Vehicles to be permitted onto Apron areas and Airside traffic ways they must be:
 - a. Directly connected with the fuelling or servicing of aircraft;
 - b. Carrying items that cannot be handled by normal freight trolleys e.g. Over

- sized vehicles, Semi trailers carrying live stock etc;
c. Associated with aerodrome works and under escort;
d. Emergency Service Vehicles in emergency circumstances.
- 11.5 Drivers should not drive, stop or park a vehicle within 3 meters of an aircraft, except when required for the servicing of that aircraft.
- 11.6 Drivers must stay well clear of aircraft when the anti-collision beacons are operating. Anti-collision beacons indicate that the engines are running or about to be started or that the aircraft is about to be moved. Drivers must give way to all moving aircraft including aircraft under tow.
- 11.7 Vehicles shall not be driven between passengers moving to or from an aircraft.
- 11.8 Vehicles shall not be used to service, load or unload an aircraft unless a representative or agent of the aircraft operator is present, or if there is a written agreement between the parties.
- 11.9 Under declared Low Visibility conditions, all non-essential Vehicles operating Airside shall cease operations. Any Vehicles needing to operate on or near aircraft apron areas shall exercise extreme caution.
- 11.10 No Vehicle may enter an unserviceable area as outlined by a marking, marker or lighting unless there is an operational requirement to do so.
- 11.11 Drivers of Vehicles that become immobilized on any part of the Movement Area must notify RHIA's Airport Duty Manager or Airside Safety Unit (ASU) immediately, and provide any assistance necessary to move the Vehicle to another area as directed by and as considered appropriate by the ASU Officers.
- 11.12 Drivers should not drive Vehicles within 15 meters of a hydrant point, aircraft fuel tank filling point or vent outlet during fuelling operations unless there is an operational requirement to do so.
- 11.13 Aircraft operators and those drivers servicing aircraft must adhere to the requirements of the Airport Regulations or the Standard Operational Procedures (Precautions in Refueling, Engine and Ground Equipment Operations).
- 11.14 Under no circumstances are Category 1 ADA drivers permitted to enter or cross a Runway or Taxiway.

12. Vehicle in Excess of Height

Vehicles in excess of 4.0 meters in height, traveling along the Perimeter Road or Service Roads must obtain clearance from ATC prior to transiting across all Runway approach and take-off areas.

13. Vehicle Operations near Terminals

No stopping, standing or parking of Vehicles or equipment is permitted on service roads beneath Terminals unless in designated and marked areas. Additionally, this restriction applies to any areas where they could interfere with aircraft, pedestrians, other Vehicles or emergency exits from the Terminals.

Drivers must not operate with a train of rolling stock in excess of:

- a. four on aprons and airside roads; or
- b. as stipulated under local arrangements within the baggage handling areas.

Drivers involved in towing rolling stock should refer to their company's Standard Operating Procedure (SOP) regarding the number that can be towed safely by their company equipment.

14. Airside Vehicle Parking Restrictions

Drivers must ensure Vehicles, plant and equipment are only parked in designated areas. Where designated areas are not provided, they are only to be stored behind the marked equipment storage lines on aprons. They must not be parked where they will obstruct aircraft, other Vehicles or pedestrians.

When a Vehicle is left unattended in other than designated parking areas and when such Vehicles are considered to interfere with the safe movement of aircraft or other vehicles. The driver will have his ADA endorsed with penalty points.

15. Withdrawal of Authorities and permits

An ADA shall remain valid for the period of 24 months unless a shorter period has been specified at the time of issue. Should a driver have their ADA revoked, that driver must resit the RHIA theory test(s) or any other test as required by RHIA prior to regaining his or her ADA.

Any person who accumulates 12 or more points in any 36 month period will have 7 days to 'show cause' why their ADA should not be withdrawn for up to 12 months.

The RHIA Manager Airport Safety may suspend or withdraw an ADA whether it was issued or renewed by RHIA or any Approved Issuing Authority.

Notice of suspension or withdrawal may be given in writing to the ADA holder and to the Vehicle Operator (company) by RHIA Manager or Airport Safety Unit. And sent to the address shown in the original application for the ADA or any changed address as subsequently advised by the driver.

When a driver is given notice that his or her ADA has been suspended or withdrawn, he must surrender the ADA to the RHIA Airside Safety Unit within 72 hours.

16. Visual Aids

Colored cones shall be used to mark areas: Unserviceable Area, Work Area Limit and Aircraft on stand



Cones and Jersey Kerbs are used to mark areas on the airfield. At night these markers are supplemented by the use of red temporary lights. Use caution in areas where you see these markers.

17. Safety Summary

Your safety is important to us and as a holder of an ADA you are responsible for your own safety and the safety of those around you. Here are some safety points to remember:

- Aircraft have the Right of Way - It is important you understand the environment you work in is an aerodrome. The road system on this aerodrome will take you behind and around aircraft. You must remain observant at all times. You must keep a good look-out for aircraft movement, even behind you.
- The airfield is a complex environment for new and inexperienced

drivers.

- Remember you should wear your High visibility clothing and Personal Protective Equipment (PPE) whenever you are Airside out from your vehicle and only park in designated areas.
- Mobile phones and radios can be a distraction. If you must use a hands free phone, keep it short.

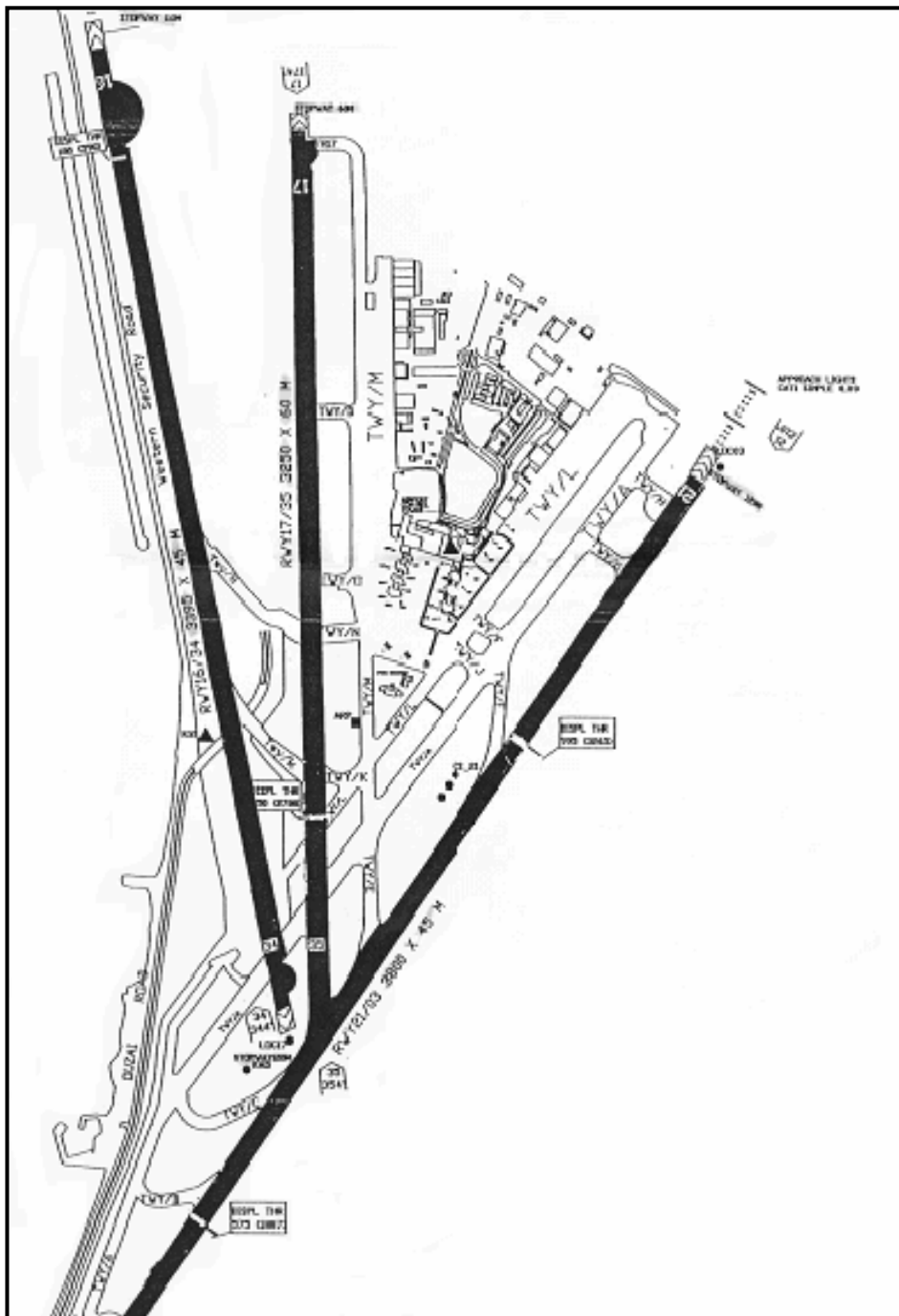
18. Definitions

ARFF	Aviation Rescue Fire Fighting
ASPC	Airport Security Permit Card
ATC	Air Traffic Control
AVCH	Airside Vehicle Control Handbook
DGCA	Directorate General of Civil Aviation
RHIA	Rafic Hariri International Airport
SOP	Standard Operating Procedure
Accident	An accident airside involving a vehicle which may result in personal injury and/or property damage.
Airport	RHI Airport - Beirut
Airport Safety Unit Officer	A person appointed as an Authorized Person under the Airports Regulations (Control of On-Airport Activities).
Airside	That part of the Airport designated as Airside and to which the general public does not have free access.
Airside Traffic Infringement Notice (ATIN)	An infringement notice issued by an Airport Officer following a breach of the Rules for Driving Airside as set out in the Airside Vehicle Control Handbook and this Pocketbook.
Apron	That part of the Airport used for: the purpose of enabling passengers to board or disembark from aircraft; loading cargo on to, or unloading cargo from, aircraft; refuelling, parking or carrying out maintenance on aircraft and designated as such on the plan in Appendix B of this Pocketbook.
Approved Issuing Authority (AIA)	A person or body authorized under the Airports (Control of On-Airport Activities) Regulations to issue ADA or AUAs for the Airport.
Authority for Use Airside (AUA)	An Authority issued in accordance with the Regulations of the Airports (Control of On-Airport Activities) Regulations affixed to a Vehicle approved for Airside access.
Authority to Drive Airside (ADA)	An Authority issued in accordance with Section 2 of the AVCH Rules and Regulations (Control of On-Airport Activities). ADA's are issued for Categories 1 – 2, depending on the driver's operational requirement.
Lebanese Driving License	A license to use a Vehicle issued by a State authority in Lebanon or an equivalent.

Escort	A person who accompanies a Vehicle and who accepts responsibility for its control at all times. An escort may include one or more of the following: - One Vehicle 'leading' another Vehicle; - A person sitting alongside the driver (occupying the front passengers seat); and The use of controlled points and local procedures specifically endorsed by RHIA.
Handbook	The Airside Vehicle Control Handbook (AVCH) including its appendices.
Low Visibility	When local visibility is reduced to below 1500m and subsequently limits aerodrome operations.
Maneuvering Area	Those parts of the Airport used for the take-off, landing and taxiing of aircraft, (i.e. Runways and Taxiways), excluding Aprons.
Markers	An object displayed above ground level in order to indicate an obstacle, or to delineate a boundary.
Markings	A symbol or group of symbols displayed on the surface of the Movement Area in order to convey aeronautical information.
Movement Area	That part of the Airport used for surface movement of aircraft, including Maneuvering Areas and Aprons.
Perimeter Road	An Airside road which remains clear of the Maneuvering Area except in areas where the road, marked as a road, crosses a taxiway.
Pocketbook	This publication containing rules for driving Airside, markings and markers, an Airport map etc., and is applicable to that Category of Airside Driving Authority shown on the cover.
Prohibited Area	Any part of the Airport access, which is forbidden to anyone not having lawful authority or excuse to enter the area.
Restricted Area	Any part of the Airport which is restricted to persons holding an ASC valid for that particular area.
Runway	A defined rectangular area on a land aerodrome prepared for the landing and take-off of aircraft.
RHIA Vehicle	All Vehicles owned or under the direct control of RHIA.
Speed Limit	The maximum speed limit in a given area.
Supervised Vehicle	A vehicle driven under supervision in accordance with the AVCH and the rules for driving airside.
Taxiway	A defined path on a land aerodrome established for the taxiing of aircraft and intended to provide a link between one part of the aerodrome from another.
Vehicle	A motor vehicle or other specialized airside mobile equipment.
Vehicle Operator	A person, firm, airline company, corporate or government department or agency controlling the operation of a vehicle whether as an owner, hirer or otherwise.

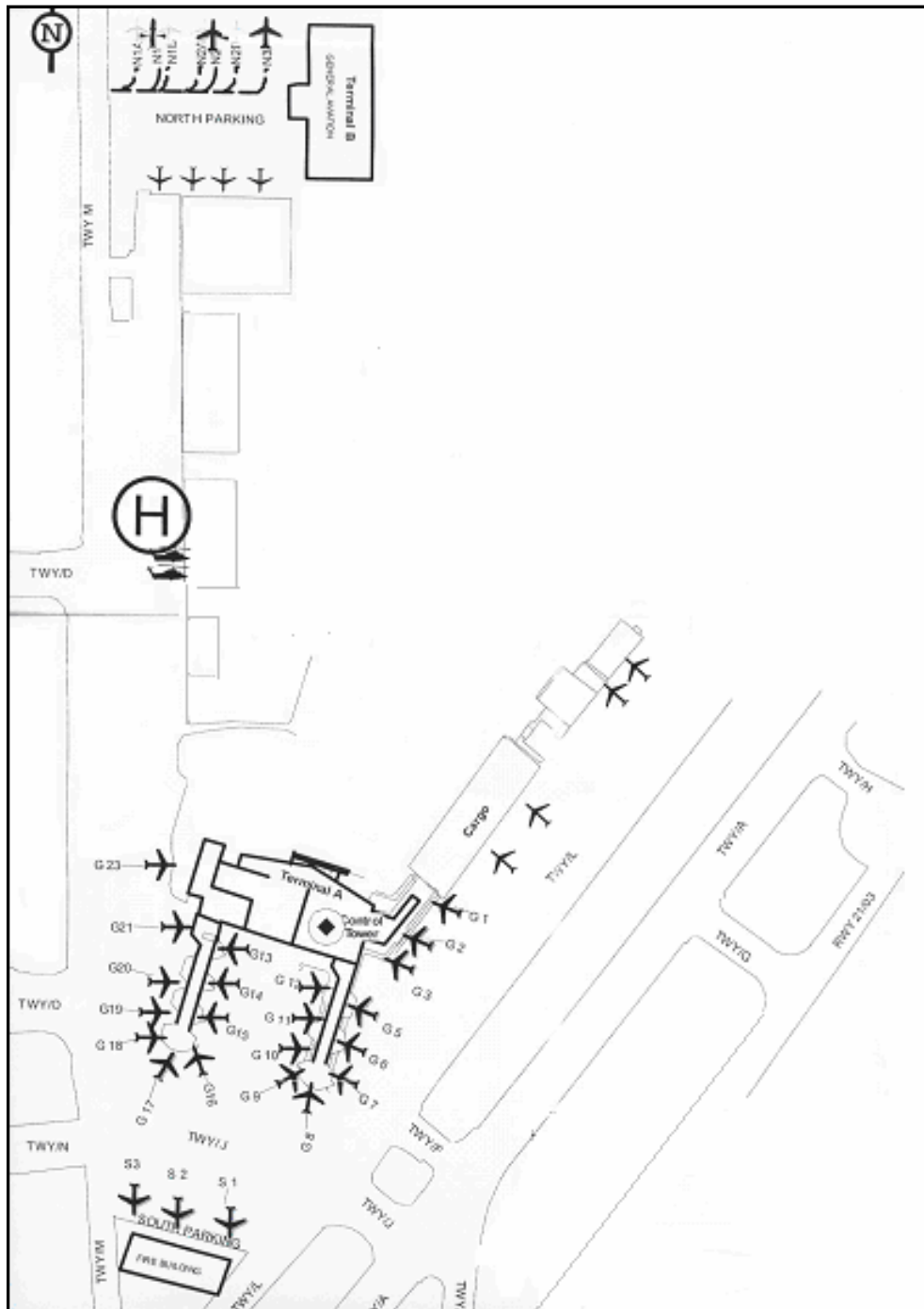
APPENDIX A

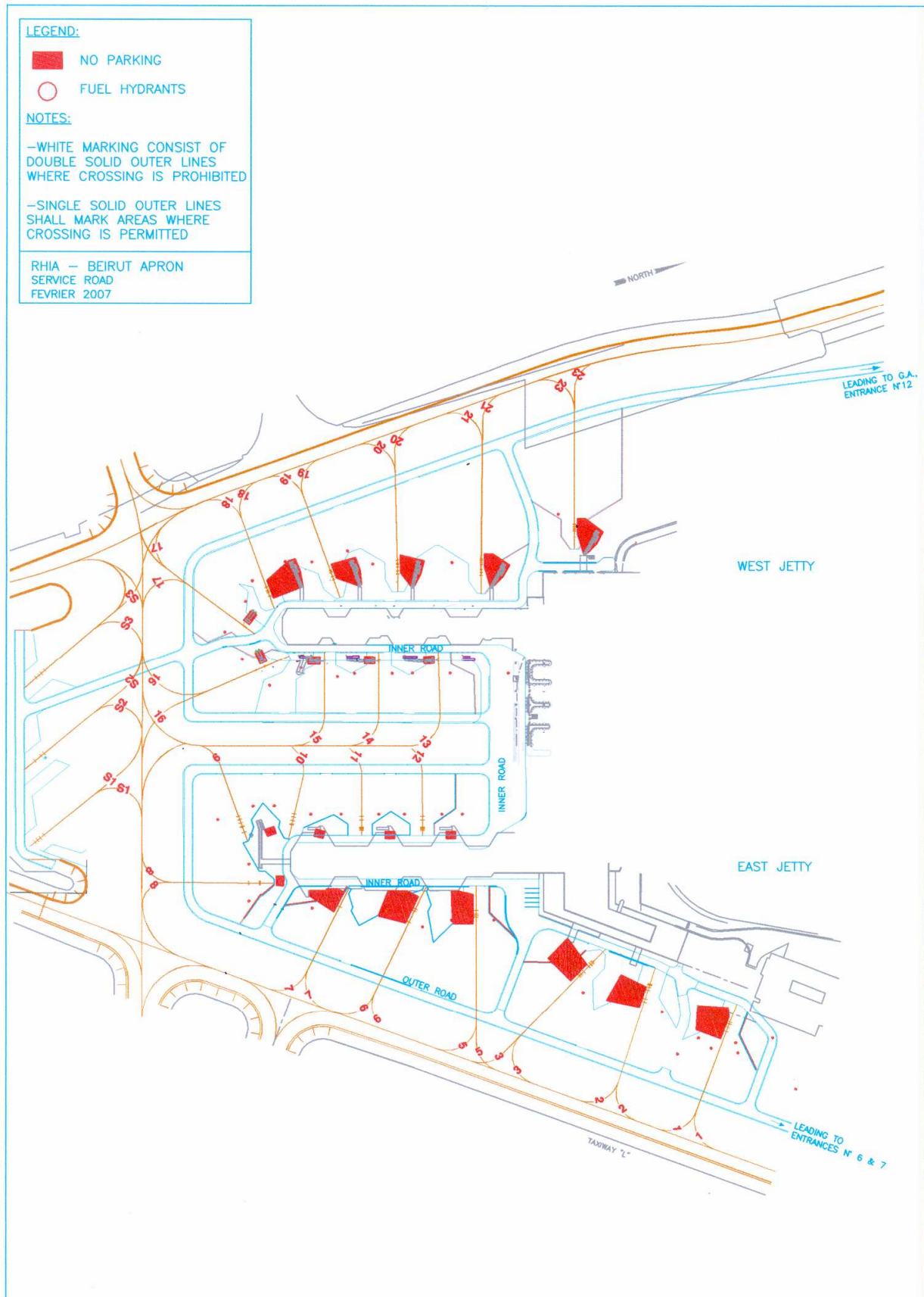
Airport Map



APPENDIX B

Apron Area





APPENDIX C

Drivers Log Sheet

Date	Time			Location	Driver	Supervisor		
	Start am/pm	Finish am/pm	No. hrs / minutes Day or Night	Domain		Name & position	ADA number Cat	Signature
25/1/06	10:55 am	11:30 am	35 minutes			Mr. Manager		66697 Cat 1