

## RA 3262 – Aerodrome Access

### Rationale

The effective operation of an Aerodrome requires the safe and expeditious integration of ► Aircraft, ◀ vehicles and pedestrians on the runway and Aerodrome movement area<sup>1</sup>. Uncontrolled access may introduce operating Hazards that could impact on Air Safety and result in Aviation Risk to Life (RtL). The management of Aerodrome access will ensure that operating Hazards are identified and managed, and that RtL remains As Low as Reasonably Practicable and Tolerable.

### Contents

#### RA 3262(1): Aerodrome Access

### Regulation 3262(1)

#### Aerodrome Access

3262(1) Aviation Duty Holders (ADH), ADH-Facing organizations and Heads of Establishment (HoE) **shall** employ processes that limit access to the runway and Aerodrome movement area to authorized personnel.

### Acceptable Means of Compliance 3262(1)

#### Aerodrome Access

1. ADHs, ADH-Facing organizations and HoE **should** employ an Aerodrome access system appropriate to the Aerodrome operation. Units **should** produce and manage Aerodrome access orders which detail the process by which personnel can obtain a permit enabling access to the Aerodrome movement area. The process **should** detail, but not be limited to:
  - a. Responsibility for issue of Aerodrome access permits.
  - b. How Aerodrome access permits are to be presented and issued.
  - c. Training, briefing and testing requirements.
  - d. Periodicity of Aerodrome access permit.
  - e. Audit and assurance process (eg spot checks).
  - f. When permits can be revoked or suspended.
  - g. Details of access procedures during closed hours.
  - h. Types of access allowed, eg vehicle, cycle, pedestrian.
  - i. Minimum and maximum speed limits.
  - j. Details of runway and Aerodrome movement area boundaries and process for managing incursions.
  - k. Parking arrangements.
  - l. Requirement for mandatory Foreign Object Damage / Debris checks.
2. Personnel requiring access to the Aerodrome **should** comply with Local / Unit Orders governing access to, and driving of vehicles on, the Aerodrome, and pass an exam on the content of these orders. The exam **should** contain questions specific to the level of access being granted by the permit system, evenly balanced between general and Aerodrome specific orders, and the pass mark **should** be 100%.
3. Signals that **should** be used in the control of vehicles and pedestrians are as per Table 1 (STANAG 3758<sup>2</sup>):

<sup>1</sup> The Aerodrome movement area is that part of an Aerodrome to be used for the take-off, landing and taxiing of the ► Aircraft, ◀ consisting of the manoeuvring area and the apron(s).

<sup>2</sup> ► Refer to ◀ STANAG 3758 - Signals Used by Air Traffic Service Units for the Control of Pedestrians and Vehicular Traffic in the Manoeuvring Area of Airfields.

**Acceptable  
Means of  
Compliance  
3262(1)**

Table 1. Signals for control of vehicles and pedestrians.

Type of Signal	Meaning of Signal	Remarks
Green Flashing Light	Cleared to Proceed	
Steady Red Light	Stop	In cases of emergency a red pyrotechnic may be fired horizontally
Red Flashing Light	Clear the Runway or taxiway immediately	
White Flashing Light	Return to starting point or do as briefed	

4. All personnel requiring an Aerodrome access permit **should** be colour perception (CP) standard of CP2 (normal) or CP3 (defective safe).
5. Details of the Unit Aerodrome access permit system **should** be detailed in the Defence Aerodrome Manual in accordance with (iaw) RA 1026<sup>3</sup>.

**Guidance  
Material  
3262(1)**

**Aerodrome Access**

6. **Clearance Limits.** Air Traffic Control (ATC) may restrict the progress of a vehicle as necessary, utilizing 'Clearance Limits' to minimize the chances of a vehicle operating outwith the bounds of their clearance. Unrestricted access on any part of the Aerodrome movement area may be prohibited at certain times.
7. **Local / Unit Orders.** Local / Unit Orders will, as a minimum, include:
- The layout of the Aerodrome Movement Area, including Runways, Taxiways, dispersals and vehicle routes and access.
  - The layout of the Aerodrome Lighting.
  - The Runway configuration and where appropriate, the Runway in use, as well as direction of taxiing ► **Aircraft** ◀ and Dispersals / Aprons being used.
  - Where ► **Aircraft** ◀ are normally to be encountered.
  - Right of way rules and distance to be maintained from ► **Aircraft** ◀ iaw RA 2307<sup>4</sup>.
  - The method of ground control.
  - The method of marshalling in force and when a marshal is to be used.
  - Visual signals employed on the Aerodrome.
  - Radiotelephony procedures and phraseology.
  - Use of vehicle headlights. When the vehicle is in motion, the headlights ► **will** ◀ be on and dipped.
  - Action to be taken in an emergency or in the event of a breakdown:
    - Vehicles will be equipped with serviceable hazard warning lights or drivers will carry a serviceable red torch for use in the event of breakdown.
    - Drivers may warn pilots of taxiing ► **Aircraft** ◀ by shining a steady red torch beam at the cockpit if it is evident that the broken-down vehicle constitutes an immediate Hazard to the ► **Aircraft**. ◀
  - The occasions when it is necessary for a driver of a vehicle to report directly to ATC before proceeding on to the Movement Area.
  - Speed limits in force (Recommended maximum 30 mph (50 kph) by day and 20 mph by night) and the occasions or activities when excessive speed limits may be employed.
  - In general, vehicles will not overtake other moving vehicles.
8. **CP at non-ATC equipped Units.** At Aerodromes where there is no established ATC presence, and where there are no vehicular traffic lights, pyrotechnics, lamp

<sup>3</sup> ► Refer to ◀ RA 1026 – Aerodrome Operator and Aerodrome Supervisor (Recreational Flying) Roles and Responsibilities ► ◀.

<sup>4</sup> ► Refer to ◀ RA 2307 – Rules of the Air.

**Guidance  
Material  
3262(1)**

signals or other red / green system employed to signal / control vehicles on the Aerodrome movement area, a minimum CP standard is not required for the issue of an ► **Aerodrome Access** ◀ Permit.

9. **Tiered Permits.** A tiered system may be utilized which will allow training to be tailored to meet differing user requirements. Individuals may be assessed by their own line-management on their requirement for additional training if their role necessitates further access. Examples of tiers and limited permits could include (but are not limited to) Runway, Manoeuvring Area, Apron only access, MT route, Taxiways and Aprons permit etc. Units may group and title zones as required for their operation, for example:

a. **Tier 1.** Personnel commuting to a place of work who will transit the Manoeuvring Area.

b. **Tier 2.** Personnel whose primary duty is associated with operations on the Manoeuvring Area (eg ► **Aircraft** ◀ engineers).

10. **Runway and Aerodrome Movement Area Incursion.** All runway<sup>5</sup> and Aerodrome movement area incursions will be reported iaw RA 1410<sup>6</sup>, with the relevant boxes selected and specific mention of runway or Aerodrome movement area incursion in the title to aid analysis.

11. Although the MOD have not adopted the Civil Aviation Authority requirements for Aerodrome Permits, additional information on Aerodrome Permits may be found in CAP 790<sup>7</sup>.

<sup>5</sup> In the context of a runway incursion, the runway is deemed to include both the physical surface of the runway and the Runway End Safety Area and Clearway.

<sup>6</sup> ► **Refer to** ◀ RA 1410 – Occurrence Reporting and Management.

<sup>7</sup> ► **Refer to** ◀ CAP 790 – Requirement for an Airside Driving Permit Scheme.

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