AIRPORTS COMPANY
SOUTH AFRICA

AIRFIELD STANDARD OPERATING PROCEDURES

SAFETY

Serviceability Inspections

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B160 001 Serviceability Inspections

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AIRPORTS COMPANY SOUTH AFRICA

Serviceability Inspections

Procedure General

The objective of this Standard Operating Procedure (SOP) is to ensure that all vehicles and equipment operating at Airports Company South Africa Operated Airports are serviceable and meet operational requirements prior to an Apron Operations Permit being issued. This SOP shall assist in ensuring that compliance is maintained during operations.

There are two (2) inspections that shall be adhered to with regards to serviceability of vehicles and equipment:

1. Apron Operations Permit Inspections
   - All vehicles and ground service equipment shall be inspected by a Safety/ARFFS Officers prior to an Apron Operations Permit been issued by the Permit Office;
   - The Vehicle/Equipment Serviceability Certificate Form - SAF 049 shall be completed and attached to the Vehicle Permit Application Form - AVSEC 04 where a permit is required;
   - Where ground service equipment and or a vehicle fail more than 2 (two) serviceability inspection during an application process, the company requiring the permit will provide a full serviceability /maintenance record prior to AVOP; and
   - These aforementioned documents shall be retained by the Permit Office.

2. Ad-hoc inspections
   - In the event of ad-hoc inspections, the Vehicle/Equipment Serviceability Certificate Form - SAF 049 shall be completed and retained by the Safety/ARFFS Department for audit /review purposes;
   - Where a vehicle or ground service equipment is found to be unserviceable, the Apron Operations Permit shall be removed, and an Unserviceable Certificate attached to the windscreen or in the vicinity where the Apron Operations Permit was attached;
   - The driver/operator shall be informed to remove the vehicle or ground service equipment immediately from service to the workshop; and
   - The Permit Office shall be advised at the end of each shift of the permits that were revoked for the day and not returned.

3. Monetary fines

   Where it is identified that the vehicle or ground service equipment is still being used after it has been declared unserviceable, a monetary fine of five thousand rand (R 5000, 00) shall be issued to the Operations Manager/Fleet Manager of the organisation.;
   - If a vehicle or ground service equipment of abnormal weight, breaks down and the removal thereof takes longer than four (4) hours to remove from the airside, a monetary fine of one thousand rand (R1000, 00) shall be issued to the Operations Manager/Fleet Manager of the organisation;
   - The vehicle/equipment shall only be inspected by the Safety/ARFFS Officer to confirm serviceability prior to the unserviceable sticker being removed.

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4. Tampering with an Apron Operations Permit
   Where any person is found tampering, abusing, or making copies of a permit, the Security Department shall be advised, and the necessary action taken as per Aviation Security Department Procedure.
5. Capturing on the IMS in the following instances the violations shall be reported on the system:
   - When the vehicle/ground service equipment is declared unserviceable.
   - Where the vehicle/ground service equipment is still being used after being declared unserviceable.

6. Requirements for operational vehicles and equipment
   The following are operational requirements that shall be met prior to a permit been issued:

   6.1 Usage
   These procedures apply to all vehicles and equipment operating airside of Business Units.

   6.2 Operational Vehicles and Equipment:
   In instances where in the required documentary evidence of the vehicles age cannot be provided, the vehicle airside access permit shall not be issued:
   - Any vehicle or moveable equipment accessing or entering airside is considered an operational facility and is required to have the appropriate signage and strobe light prior to obtaining access;
   - Permission to utilize these vehicles shall be obtained from the authorised signatory at each airport;
   - Ensure that the lifespan of equipment and vehicles does not exceed the following limits:
     - Light commercial passenger vehicles (up to twelve (12) passengers) – maximum age seven (7) years;
     - Heavy commercial passenger vehicles (up to twenty-three (23) passengers) – maximum age seven (7) years;
     - Light commercial load vehicles (Gross Vehicle Mass not exceeding 3500 kg) – maximum age seven (7) years;
     - Heavy commercial load vehicles (Gross Vehicle Mass exceeding 3500 kg) – maximum age ten (10) years;
     - Non-motorised equipment – maximum age ten (10) years;
     - Specialised motorised equipment – maximum age twelve (12) years; and
     - Specialised vehicles – maximum age (twelve) 12 years.

   6.3 Strobe Light
   - A permanent medium size amber strobe light of a low intensity shall be fitted to the roof or other elevated /part of the vehicle or item of equipment.
   - The amber strobe light shall be visible from all angles.

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- The amber strobe light shall be serviceable and operated at the time of entering the access security point onto airside.

  In the event that a Safety/ARFFS Officer identifies that the strobe light is not serviceable, the driver/operator shall be requested to remove the vehicle/equipment immediately and have it repaired within one (1) hour of notification. This violation shall not be taken into consideration for the confiscation of a Security Permit but written warning penalty shall be issued for non compliance.

6.4 Exceptions to the amber coloured strobe light:

- SAPS: Blue strobe lights
- Emergency Services: Red strobe lights
- ARFFS: Red Strobe Light

6.5 The following guidelines are recommended for the placement of a strobe light:

- Forklifts: mounted on overhead steel structure
- High Loader: mounted on overhead steel structure close to the driver's seating
- Catering vehicles: mounted on roof.
- Ground Power Unit: mounted on the structure itself.
- Air Start Systems (trucks): mounted on roof.
- Conveyors: mounted on structure/roof of driver's cabin.
- Tugs: mounted on the roof structure.
- Passenger Aid Unit: mounted on roof.
- Mobile steps: mounted on driver's area.
- Cherry picker: mounted on the roof of truck
- Busses: mounted on roof.
- Battery car: mounted on an erected steel frame.
- Vehicles/Light delivery vehicles / microbus: mounted on roof.

6.6 Signage

All vehicles and equipment including dollies and baggage wagons shall be registered and recorded at the Permit Office of each site;

- The vehicle/equipment shall display signage which includes both prefix and a company logo.
- The registration number of the vehicle/equipment shall not be used as a prefix.
- The prefix shall be displayed in Arial bold font, black or dark blue in colour and 200 mm in height.
- Where the prefix is not clearly visible on dark coloured vehicles and equipment, the prefix shall be displayed in white.

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- The company logo need not conform to the above standard, as each company has their specific logo.
- The company's prefix shall be clearly visible and have a minimum of two (2) alphanumerical and two (2) numerical characteristics e.g. SP 01, BD 02 etc.
- The prefix shall be displayed visibly on the front two (2) doors and the roof of the vehicle/equipment.
- It is recommended that the prefix and logo be situated next to one another on the doors but this shall be separated.
- Signage shall be affixed permanently on all vehicles/equipment whether used permanently or as a contracting vehicle/equipment.
- Where the vehicle/equipment is being escorted, this shall not be required.

6.7 ARFFS Vehicles:

- ARFFS vehicles are exempted from the signage standard but shall be required to conform to displaying the call sign FV on the front doors and roof of the ARFFS vehicles.
- The standard shall be either white decals on a red vehicle or red decals on a white vehicle.
- The decals shall be displayed in a retro reflective material.
- The registration number shall not be used on the vehicles.
- Each airport shall have a designated field Command post vehicle that shall in addition to the above display a white and green chequered strip around and over the roof of the vehicle.
- The letter FCP shall be displayed on the roof of the FCO vehicle.
- The standard for decals on Fire tenders is documented in the ARFFS Procurement Tender Document.

6.8 Exemptions

The following ground support equipment is exempted from having to display the prefix on the roof:

- High Loader;
- Conveyor;
- Cargo Tractor;
- Transporter / Cargomatic; and
- Refuelling Vehicles

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6.9 Battery Cars/Golf Carts

The prefix is not required on the roof if the battery car/golf cart has a soft canopy as a roof. The company logo is optional on the sides, however the but the prefix is required.

7. Licensing and roadworthiness certificates

7.1 The following motor vehicles are required to have road worthy and licence certificates:

- Water Trucks (WSU)
- Toilet Trucks
- Passenger Aid Units (HLU built on truck chassis)
- Catering Trucks (CLU)
- Buses (APB that have been adapted for airport use)
- Fuel Hydrant (AFH)
- Fuel Truck (AFT)
- Car (CAR)
- Van (VAN)
- Trailers (SPE)
- Maintenance High Lift Truck (MLU)
- All Modified commercial Vehicles
- ARFFS

7.2 The following vehicles / ground support equipment is exempted from the NRTA and Regulations:

- Towbarless Tugs (ATL)
- Conventional Tug (ATC)
- Main Deck Loader (NDL)
- Lower Deck Loaders (LDL)
- Steps for Narrow & wide Body Aircraft (PBS)
- Pallet and Container Transporters (PTC)
- Conveyor Belt Loader (CBL)
- Cargo Tractors (CTU)
- Baggage Tractors (BTU)
- Baggage ULD dollies (BCT)
- Cargo ULD Dollies (PDT)
- Postal/Cargo Cart / Baggage Cart (CCT)
- Cherry Pickers (PUT)
- Passenger Aid Unit (HLU built for purpose)
- Dedicated Airport Buses (ABP)
- Ground Power Units (GPS)
- Air Start Units (ASU)

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- Forklifts (FLU)
- Tow Bar (TBR)
- Tail stands (TSU)
- Golf Carts (SPE)

8. Inspection of dolly's, trolleys, trailers and baggage wagons

8.1 Identification markings:

- All dolleys, trolleys, trailers and baggage wagons shall be numbered by the Airside Service Provider so that it is clearly identified.
- A register shall be kept by the Airside Service Provider that shall be inspected at any time for any reason by a designated person.
- The register shall indicate the identification that has been allocated to each piece of equipment.

8.2 Low intensity amber strobe light

Low intensity amber strobe light required power source and is replaced by reflectors and yellow reflective marking strips on Dolleys, trolleys and trailers.

8.3 Marking Strips

- It is required in terms of Regulation 192A of the road traffic and Road Transportation Legislation that rear, and side marking strips are required on all trailers, irrespective of weight or age.
- A continuous reflective strip shall be required to identify at least 80% of the length and width of the trailer which includes motor vehicles and equipment.
- The strips shall comply with SANS 2014, permanently marked with and E above which shall be a letter C denoting contour marking.
- The round reflectors shall be in accordance with Regulation 192 of the National Road Traffic Act, which refers specially to the colour and area to be fitted.
- The regulation states that reflectors shall be fitted to reflect:
  - White colour reflectors to the front
  - Red colour reflectors to the rear
  - Yellow colour reflectors to the side which includes motor vehicles

9. Inspection of dolleys, trolleys and trailers and baggage wagons:

- Where it is identified that the dollies, trolleys and trailers and baggage wagons are unserviceable, the Safety/ARFFS Officer shall complete the Dolleys, Trolley Trailer and baggage Wagons Serviceability Certificate Form – SAF 050 and inform the driver/operator to remove the dollies, trolleys and trailers and baggage wagons immediately from service to the workshop.
- Where it is identified that dollies, trolleys and trailers and baggage wagons are still been used after it has been declared unserviceable, a monetary fine of five thousand rand

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(R5000.00) shall be issued to the driver / operator as documented in the Aviation Safety Department the Safety Enforcement System– B110 001ASOP.

- The monetary fine shall be issued to the Operations Manager/Fleet Manger of the organisation.

10. Fleet Maintenance Programme
    - All Airside operators shall have a fleet maintenance program in place for all vehicles, equipment, dollies, trolleys and trailer and baggage wagons. This program shall be audited by any designated personnel
    - Ad-Hoc Audit
    - The organisation has the right to conduct an unplanned audit of the fleet Maintenance records.

10 Other Transport
- The following means of transport are not permitted on airside:
  - Bicycles;
  - Motor Cycles; and
  - Quad Bikes (only Bird and Wildlife Officers are exempted)

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KING SHAKA
INTERNATIONAL AIRPORT
AIRPORTS COMPANY SOUTH AFRICA

ACSA VEHICLE/EQUIPMENT SERVICEABILITY CERTIFICATE – SAF049 Nº 12153

Date			
Company			
Age of equipment			
AVSEC form 4 completed and signed			
Copy of Company liability insurance inclusive of Aviation liability			
Certified copy of vehicle registration certificate			
Vehicle / equipment type			
Document to confirm date of manufacture of equipment			
Registration Number			
National Drivers Permit Number			
AVOP Number			
Use of vehicle / equipment			
License Certificate Number (where required)			
Roadworthiness Certificate Number (where required			
GENERAL	**Yes**	**No**	**Comments**
Headlights			
Tail Lights			
Brake Lights			
Indicators Front			
Indicators Rear			
Hooter			
Steering – Operational			
Wipers – Operational			
Seats – availability and condition			
Mirrors			
Reflectors			
Windscreen			
OPERATIONAL REQUIREMENTS			
Low intensity amber beacon light			
Prefix and logo Vehicle registration does not constitute signage			
*DCP Fire Extinguisher			
MECHANICAL DETAILS			
Any major oil leaks			
Foot brakes function			
Hand brake function			
Exhaust emission reading			
Safety pins			
ITEM	**Poor**	**Fair**	**Good**
Tyres			
Bodywork			
Doors			
INSPECTION AUDIT	**Date**	**Passed / Failed**	**Comment**
1st Inspection			
2nd Inspection			
Final Inspection			

Full Name	
Signature of Driver / Operator	
Inspected by: **ACSA Safety / ARFFS Officer**	