

Halifax Stanfield Airport Traffic Directives

AVOP DA REQUIREMENTS & STUDY GUIDE



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REVISION HISTORY

NUMBER	REFERENCE	EFFECTIVE DATE	SUMMARY OF CHANGE
1	INTRODUCTION OF NEW HALIFAX STANFIELD AIRPORT TRAFFIC DIRECTIVES	NOV 1/2017	DIVISION OF ATD'S INTO THREE MANUALS
2	AMENDMENT 001	JUN 15/2018	MINOR GRAMMATICAL CHANGES, MINOR CORRECTIONS, CHANGES TO AIRCRAFT TOWING (6.2).
3	AMENDMENT 002	OCT 1/2018	SECTION ADDED ON DRUG OR ALCOHOL USE AND/OR POSSESSION. (2.4). UPDATES TO CRITICAL AREA (8.0)
4	AMENDMENT 003	SEP 15/2019	CHANGE IN DRIVING BEHIND AIRCRAFT PUSHBACK (4.11) AND SECTION ADDED ON AIR STARTS (5.20). UPDATED SITE PLAN
5	AMENDMENT 004	NOV 18/2020	ALL REFERENCES OF UNCONTROLLED TAXIWAY JULIET CHANGED TO APRON III, ALL REFERENCES TO UNCONTROLLED TAXIWAY KILO CHANGED TO APRON II. REFERENCES TO MAIN APRON CHANGED TO APRON I
6	AMENDMENT 005	MAY 28/2021	RENAMING OF VARIOUS TAXIWAYS
7	AMENDMENT 006	OCT 4/2021	DRAWINGS UPDATED TO REFLECT RENAMED KILO ACCESS ROAD, GLIDE PATH 14 ROAD AND OTHER MINOR CHANGES

FOREWORD

This manual forms part of the Halifax Stanfield Airport Traffic Directives (HSATDs) and outlines approved protocols for the operation of vehicles and conduct of persons on the airside at Halifax Stanfield International Airport.

The following three manuals comprise the Halifax Stanfield Airport Traffic Directives.

- Airport Traffic Directives – General AVOP Requirements & Administrative Manual
- **Airport Traffic Directives – AVOP DA Requirements & Study Guide (this document)**
- Airport Traffic Directives – AVOP D Requirements & Study Guide

DA permits are issued to **those with a need and right to access airside aprons and perimeter roads** in the ongoing and regular performance of their duties.

Important Notice to Airport Employers and Employees

The Halifax Stanfield Airport Traffic Directives contain protocols that are **also applicable to pedestrian traffic**. It is the responsibility of employers to ensure that their employees and contracted personnel are made aware of such protocols e.g., no smoking airside.

The Safety Section of Regulatory Affairs with the Halifax International Airport Authority (HIAA) reserves the right to develop, amend, and enforce the AVOP program at Halifax Stanfield. Enforcement authority is delegated to specific personnel and officials and may be further delegated at the discretion of HIAA.

Errors or omissions noted in this document should be immediately communicated to HIAA at AVOP@hcaa.ca.

HIAA may amend these directives as required.

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1.0 INTRODUCTION

Driving airside is a privilege not a right. The airside of an airport is a specialized working environment governed by specialized rules and designed to prevent accidents and minimize personal injuries and damage to equipment, property and the environment.

AVOP privileges are issued, monitored and enforced by the Halifax International Airport Authority (HIAA). HIAA mandates that all airside drivers be tested to operate safely. It is the responsibility of all airside vehicle operators to be familiar with and follow the requirements outlined in this manual. This manual is a guide to study for the written and practical exams to attain an AVOP DA permit.

1.1 ADMINISTRATION

The AVOP Program is administered by the Safety Section of Legal & Regulatory Affairs of the Halifax International Airport Authority. The AVOP Office is located in the Centre Tunnel on the Basement Level of the Air Terminal Building. Business hours are between 8:30 am and 4:00 pm Monday, Wednesday and Friday. The contact number is 902-873-3057 or by email at AVOP@hiaz.ca.

Initial and renewal AVOP application forms may be obtained by your organizations AVOP trainer if applicable, or by contacting the AVOP office as indicated above. HIAA issues all airside registration for vehicles operating on airside. Information on the airside registration of vehicles should be directed via email to the Airport Service Centre at servicecentre@hiaz.ca.

1.2 SAFETY MANAGEMENT SYSTEM (SMS)

HIAA manages safety on the airside through a series of defined, organizational-wide processes that provide for effective risk-based decision making related to the operation of our organization.

What this means is that we identify safety risks before they become bigger problems.

All AVOP holders are required to report hazards, near-miss events, incidents or accidents to HIAA by contacting the Airport Duty Manager at 902-873-2578. Issues that do not require immediate action may be communicated to HIAA at safety@hiaz.ca.

Reporters who identify will have their names kept confidential. For further information on HIAA's SMS program contact safety@hiao.ca.

1.3 AUTHORIZATION OF VEHICLES ON AIRSIDE

At Halifax Stanfield no person is permitted to operate a vehicle airside unless:

- That person holds a valid provincial driver's license (or equivalent); and
- That person holds a valid D or DA AVOP issued by HIAA or if not an AVOP-holder, they are training and under the direct control of a valid and qualified AVOP holder, or a valid and qualified AVOP holder escorts that person's vehicle.

HIAA may give written authorization for an individual to operate a vehicle airside without a valid AVOP in certain circumstances. Contact the AVOP Coordinator for further information.

1.4 APPLICATION, TESTING & REQUALIFICATION REQUIREMENTS

For information on the application, testing or renewal process refer to the *Halifax Stanfield Airport Traffic Directives – General AVOP Requirements & Administrative Manual*.

1.5 ENFORCEMENT, VIOLATIONS & APPEALS

For information on enforcement, infractions and appeal process refer to the *Halifax Stanfield Airport Traffic Directives – General AVOP Requirements & Administrative Manual*.

2.0 GENERAL INFORMATION

2.1 WHAT IS A DA PERMIT?

There are three types of AVOPs issued by HIAA, namely DA, D Restricted (DR) permits and D permits. A DA Permit is an AVOP permit issued by HIAA to certify that those with a right and a need are able to access the following areas in the ongoing regular performance of their duties.

- **Airside Aprons**
- **Perimeter Road**
- **Service Road**

Those acquiring access to runways and taxiways should refer to the *Halifax Stanfield Airport Traffic Directives – AVOP D Requirements & Study Guide* for information on the D Restricted permit and the D permit.

2.2 DA PERMIT HOLDERS' RESPONSIBILITIES

DA permit holders must obey the Halifax Stanfield Airport Traffic Directives, signs, control devices and all directions provided by HIAA's AVOP Coordinator, Airport Duty Managers, Airport Security Personnel, Halifax Regional Police, Air Traffic Control and Emergency Response Personnel.

Required Documentation

- When requested to do so by HIAA or enforcement personnel, AVOP holders must present the following documents;
 - A valid Restricted Access Identification Card (RAIC)
 - AVOP (DA, DR or D, as applicable)
 - A valid provincial driver's license (or equivalent)
- At all times while driving airside, original documentation showing proof of a valid driver's license must be kept in a secure, convenient location available for presentation to enforcement if and when requested. (**Note:** In relation to the production of a valid provincial driver's license (or equivalent), if the operator of the vehicle or motorized equipment is unable to produce their license immediately, then they must do so as soon as reasonably possible, or in any case, within 24-hours of the original request being made.)

Notification to HIAA

- If a DA permit holder's provincial driver's license (or equivalent) is suspended, he/she is prohibited from operating a motor vehicle on airport property and is responsible to report the suspension immediately to the AVOP Coordinator at 902-873-3057 or at AVOP@hiao.ca.
- DA permit holders are required to notify HIAA if they have not driven airside in a period of 12 months or more and must complete theory and/or practical testing, as determined by the AVOP Coordinator.
- DA permits are the property of HIAA. Permits holders will have to pay an administrative fee for the loss, theft, damage, alteration or tampering of the DA as determined by HIAA.
- DA permit holders must immediately report the loss or theft of their DA pass to the AVOP Coordinator at 902-873-3057 or at AVOP@hiao.ca.
- A DA permit is issued for a specific area of operation only and vehicle operators are not permitted to operate a vehicle beyond that area.
- DA permit holders must immediately report all accidents and or incidents on airport property to the Airport Duty Manager or HIAA.

Direction by Enforcement Personnel

- All DA permit holders are required to stop when directed by enforcement personnel and follow all instruction given.

Vehicle Safety Checks and Standards

- Before operation, vehicle operators must confirm that their vehicles are operating satisfactorily and have the required safety equipment and markings (*see Airport Traffic Directives – General AVOP Requirements & Administrative Manual for further information.*) Operators must notify their immediate supervisor of any vehicle malfunction or defect. Any vehicle, which in the opinion of airport patrol or HIAA represents an obvious safety hazard, will be ordered from the airside, or towed to a secure area, and the vehicle operator will be ticketed.

Displaying RAICs & Passes

- At HSIA, all airport employees, including persons being escorted, are required to wear a RAIC or Visitor Pass on the upper part of their outer clothing (the chest or upper arm area). They must ensure that their RAIC or Visitor Pass is visible at all times. This requirement applies whether operating a vehicle or not. Failure to comply may result in penalties imposed under these directives or otherwise.

2.3 EMPLOYER RESPONSIBILITIES

The applicant's employer is responsible to ensure that the applicant has:

- a proper airside equipped company vehicle for practical testing;
- a current copy of these directives; and,
- been provided with sufficient training to familiarize the applicant with these directives, airport layout, radio procedures and airport terminology. This training should include the applicant operating vehicles under the direct supervisor of a qualified AVOP holder who is in the vehicle and in a position to instruct and correct the applicant.

2.4 DRUG OR ALCOHOL USE AND/OR POSSESSION

All vehicle operators must be fit to operate on the airside. Fitness includes being free from the influence of the effects of alcohol, cannabis, or from the influence of medications or other substances that can affect performance.

The use or possession of alcohol, cannabis or any other controlled substances airside is strictly prohibited. Violation of this requirement by vehicle operators or vehicle passengers will result in the immediate removal of the Restricted Area Identification Card (RAIC) for all individuals in the vehicle. Vehicle operators will also be issued demerit points as outlined in this manual.

2.5 REQUIRED AIRSIDE VEHICLE EQUIPMENT & MARKINGS

DA permit holders must ensure the vehicle is equipped with the following:

<p><i>Warning Beacon</i></p> <p>All vehicles operating airside must be equipped with a yellow rotating beacon, or strobe light, that must be on while operating airside. If the vehicle is equipped with headlights, those must also be turned on while in the maneuvering area.</p>	
<p><i>Airside Equipment Vehicle Registration</i></p> <p>Vehicles operating on airside (with the exception of those under escort) must be registered with HIAA and have in place an issued Airside Equipment Vehicle Registration sticker on the outside of the vehicle. Those without an issued permit are not permitted to operate on the airside.</p>	
<p><i>Safety Markings</i></p> <p>All vehicles and equipment operating on aprons must be equipped with the standard safety markings specified in the <i>Airport Traffic Directives – General AVOP Requirements & Administrative Manual</i>.</p>	

Fire Extinguisher (if required)

Refueling vehicles must be equipped with a working fire extinguisher and vehicle operators must be trained in its use.



Note:

Occasional use on apron areas of vehicles or equipment not equipped with standard safety markings is allowed while under escort of a vehicle so equipped.

Aircraft fueling vehicles, which have an overall height in excess of 3.5m, may mount 360° beacon lamps on the vehicle cab provided that tail signal lamps are operated in conjunction with the 360° beacon lamp to provide adequate indication to the rear of the vehicle.

Police, emergency services and other vehicles equipped with safety marking specified for operation on movement areas and service roads satisfy these directives.

3.0 PAVEMENT MARKINGS, LIGHTS & SIGNS

3.1 PAVEMENT MARKINGS

DA vehicle operators must be familiar with the location and appearance of the following pavement markings. Yellow apron pavement markings generally pertain to aircraft. White or red airside pavement markings generally pertain to vehicles, equipment and pedestrians.

<p><i>Apron Safety Lines & Equipment Restraint Areas</i></p> <p>Red marks indicate the boundary that aircraft must not cross.</p> <p>White markings identifying locations where equipment that will be servicing aircraft can be safely positioned and not be a hazard to arriving or departing aircraft.</p>	
<p><i>Aircraft Movement Guidelines (also known as Lead-In Lines)</i></p> <p>Aircraft movement guidelines include such things as lead-in lines and taxi lane lines and are solid or broken yellow lines that aid aircraft travelling on aprons and taxiways. Vehicles and equipment must not be left in the vicinity of any aircraft movement guideline.</p>	
<p><i>Pedestrian Walkways (Path Lines)</i></p> <p>White markings identifying a safe path for passengers walking between the terminal (or a building) and an aircraft parked on aprons. Driving over these lines when aircraft area on the associated gate and passengers and/or crew are present is prohibited. Parking on these lines at any time is strictly prohibited.</p>	

Parking Areas/Equipment Storage

White lines defining designated parking spaces for vehicles and equipment in the gate area. Only designated vehicles or equipment may park in these locations. The area outside these boxes but within the apron safety lines is reserved for staging (short-term parking) vehicles and equipment exclusively.



Taxiway Hold Lines

Yellow markings identifying the entrance onto a taxiway. DA permit holders are not permitted to proceed past a taxiway hold line.



Runway Hold Lines

Double solid yellow markings and double solid broken lines identifying the entrance onto a runway. DA permit holders are not permitted to proceed past a runway hold line.



Vehicle Corridor

Two solid white lines centered with a single broken line. Vehicle operators are required to drive within established vehicle corridors when operating on aprons.

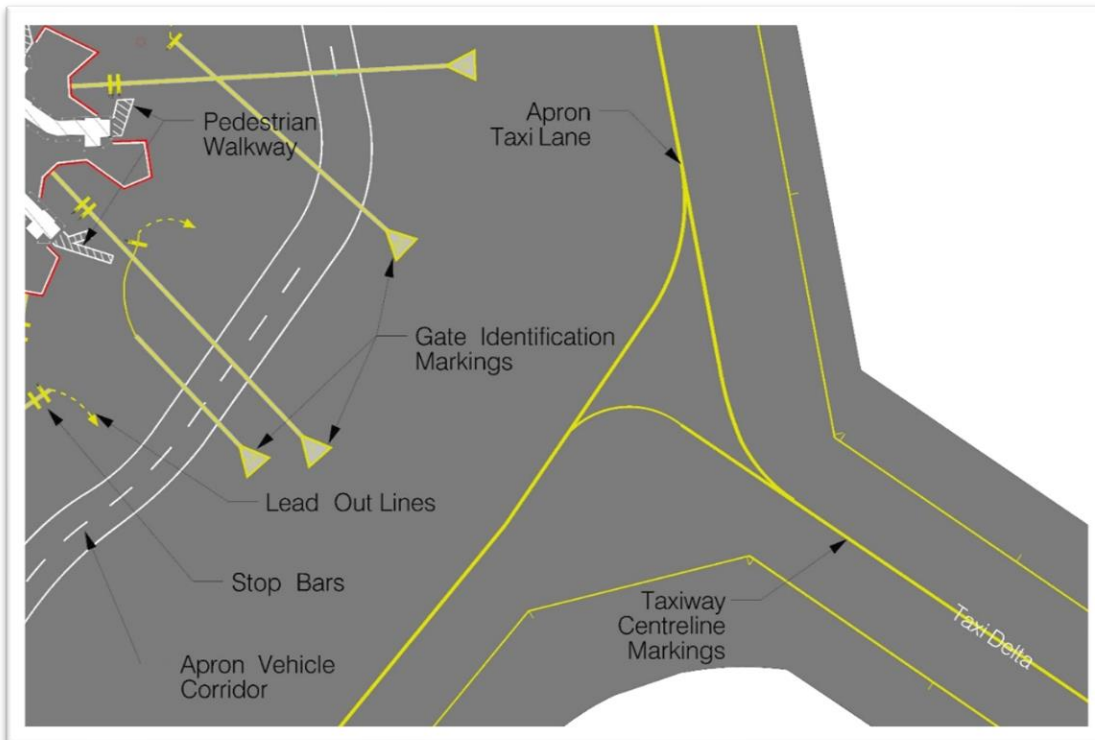
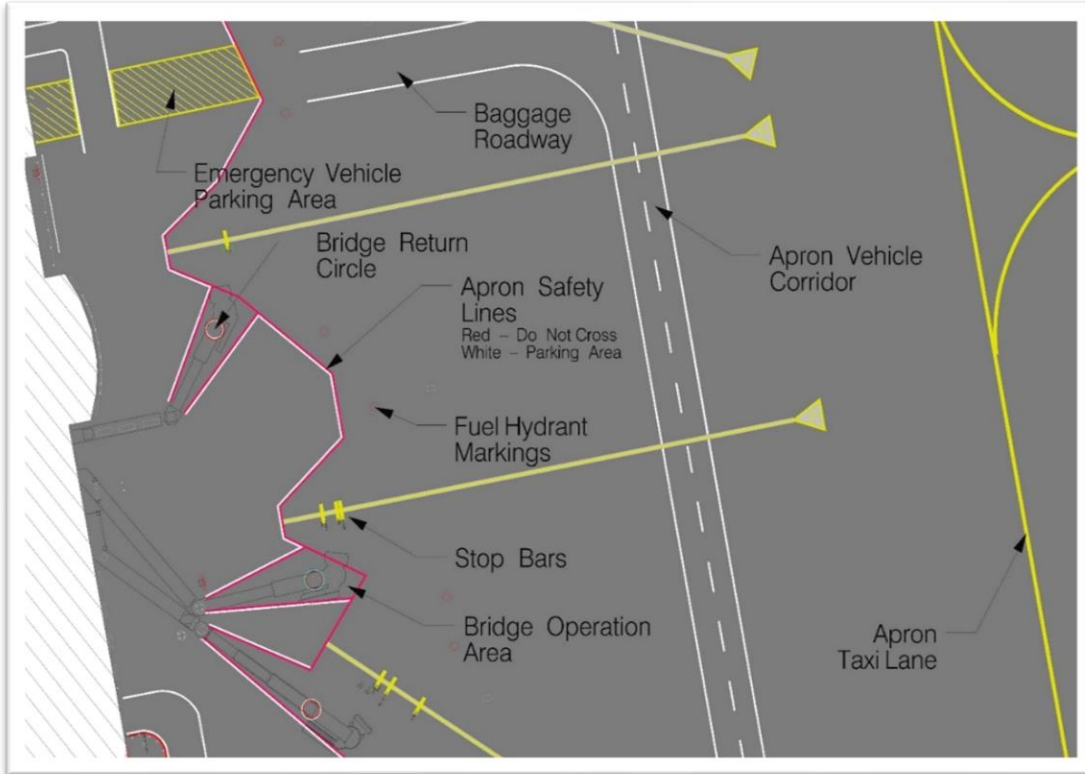


Emergency Vehicle Parking ONLY

Yellow hash marks in various locations on aprons depict parking for emergency vehicles only.



Additional illustrations of apron markings can be viewed below.



3.2 AIRSIDE LIGHTS

DA vehicle operators must be familiar with the following airside lights.

<p><i>Amber Lights</i></p> <p>Amber lights are used at the intersection of aprons and taxiways and provide cues to vehicle operators to ensure drivers do not proceed off the apron.</p>	
<p><i>Blue Lights/Reflectors</i></p> <p>Blue edge lights/reflectors are used along the edges of aprons and taxiways. These lights can provide cues to vehicle operators; however as both aprons and taxiways have blue edge lights it is essential to ensure that DA permit holders do not inadvertently operate onto a taxiway.</p>	
<p><i>White Lights</i></p> <p>White lights are used along the edge of runways. DA drivers are not permitted on runways.</p>	
<p><i>Runway Guard Lights</i></p> <p>Located at a taxiway/runway intersection. They are used to enhance the presence of a controlled taxiway/runway intersection. DA drivers are not permitted on controlled taxiways or runways.</p>	




Stop Bar Lights

Lights embedded into the pavement are used to confirm air traffic control (ATC) clearance to enter or cross the active runway in reduced and low visibility conditions. They consist of a row of red, uni-directional, steady-burning in-pavement lights installed across the entire taxiway at the runway holding position, and elevated steady-burning red lights on each side.



3.3 AIRSIDE SIGNS

DA vehicle operators must be familiar with certain airside signage.

<p><i>Directional Signs</i></p> <p>Directional signs have a yellow background with black inscription. The inscription identifies the intersecting taxiway. In this example Taxiway Foxtrot is located to the right.</p>	
<p><i>Location Signs</i></p> <p>Location signs are located at the entrance to a taxiway and marked with a yellow character on a black background. In this example you are on Taxiway Delta.</p>	
<p><i>Mandatory Hold Position Signs</i></p> <p>Mandatory hold positions signs are located at the holding position on taxiways that intersect a runway. The runway numbers on the sign are arranged to correspond to the runway orientation. The sign has white numerals on a red background. In this example you are on Taxiway Mike and holding for Runway 14-32.</p>	

4.0 AIRSIDE VEHICLE OPERATIONS

4.1 NORTH & SOUTH GATE AIRSIDE ACCESS

All vehicles entering airside by way of the North or South gate must be registered in accordance with the Equipment Registration Policy or be under escort in accordance with the requirements of the Halifax Stanfield Airport Traffic Directives.

All vehicle operators entering or exiting the North or South gate are not permitted to proceed until the gate has reached the full upright position and the green light is activated.

All vehicle operators exiting the North or South gate must wait and watch until the gate has fully closed behind them. This is to ensure that there is no entry by an unauthorized vehicle, a pedestrian or an animal.

When proceeding from airside to the North Gate, vehicle operators must obey the two flashing red lights that are on top of a sign which reads: STOP – DO NOT PROCEED PAST THIS SIGN WHILE SEARCH IS BEING CONDUCTED. This means that vehicles must stop while the two red lights are flashing. When the lights are not flashing, vehicles can proceed as normal.

4.2 GENERAL ORIENTATION

<p><u>Runways</u></p> <p>There are two intersecting runways at HSIA, namely:</p> <ul style="list-style-type: none"> • Runway 05-23; and • Runway 14-32. 	<p><u>Taxiways</u></p> <p>There are a total of twelve controlled taxiways with location signs.</p>
<p><u>Controlled Taxiways</u></p> <p>The controlled taxiways directly connected to the airport's main apron, Apron I, are:</p> <ul style="list-style-type: none"> • Taxiway A – connecting Apron I to Taxiways B, C and J and Apron III. • Taxiway D – connecting Apron I and Runway 05-23. • Taxiway G – connecting Apron I and Taxiway E and Taxiway F. • Taxiway H – connecting Apron I and Runway 14-32. <p>The other controlled taxiways are:</p> <ul style="list-style-type: none"> • Taxiway B – connecting Taxiway A and Runway 05-23. • Taxiway C – connecting Taxiway A and Runway 05-23. • Taxiway E – connecting Taxiway G and Runway 05-23. • Taxiway F – connecting Taxiway G and Runway 14-32 • Taxiway J – connecting Taxiway A, Apron III and Runway 05-23. • Taxiway K - connecting Runway 05-23 and Runway 14-32. • Taxiway L – connecting Runway 14-32 and Runway 05-23. • Taxiway M – connecting Runway 14-32 to Taxiway Kilo. 	<p><u>Aprons</u></p> <p>There are three aprons maintained by HIAA at HSIA.</p> <ul style="list-style-type: none"> • Apron I • Apron II • Apron III
<p><u>Other Airside Roads</u></p> <p>The 'Service Road' extending from the South end of Apron I to Apron III.</p>	

Refer to Annex 2 for diagram of Aerodrome Site Plan



4.3 RIGHT-OF-WAY PRIORITY

Aircraft always have the right-of-way. Yield right-of-way to airside traffic in the following priority:

- Aircraft (under power, on pushback, or under tow) moving alone or accompanied by a marshalling crew. Marshalling crew returning to the gate after aircraft detach is considered to be aircraft and have right-of-way.
- Emergency vehicles with activated emergency lights and/or audible sirens that are responding to an emergency.
- Snow removal equipment engaged in snow removal.
- Maintenance vehicles engaged in operations.
- All other vehicular traffic

Failing to yield right-of-way to an aircraft, or an aircraft tow crew, may result in an aircraft cut-off. Before entering any movement area, vehicle operators must visually check for aircraft.

Where doubt exists as to who has the priority of movement, the vehicle operator should use extreme caution and yield right-of-way.

4.4 DRIVER DISORIENTATION

If a vehicle operator becomes lost or confused while driving airside, he/she is to stop the vehicle and pull over to the side of the apron, taxiway or runway and contact the Airport Duty Manager at 902-873-2578.

4.5 SPEED LIMITS

Specific speed limits have been put in place to enhance airside safety. Speed limits are to be followed at all times.

Area	Speed Limit
Aprons (Includes Main Apron (Apron I), Apron II and Apron III)	30 km/hr.
Service Road	45 km/hr.
When Towing Equipment (i.e., carts, etc.)	30 km/hr.
Other Service Roads	50 km/hr.

4.6 VEHICLE CORRIDORS

Vehicle operators must drive within established vehicle corridors when operating on any apron when transiting more than one gate. If a vehicle corridor is obscured for any reason, conform to the designated roadway as closely as possible and exercise caution.



A vehicle in a vehicle corridor has the right of way over other vehicles entering the vehicle corridor (i.e. vehicles coming from the de-icing pads on the Main Apron must yield to traffic already in the vehicle corridor).

Vehicle operators are required to enter and exit vehicle corridors at right angles and signal their intent using the vehicle's signal light if so equipped.

Note: This directive does not apply when the operator of vehicle needs to avoid vehicles involved in active snow removal.

Vehicle corridors are not guaranteed safe routes. Right-of-way must be given in accordance with these Traffic Directives. Vehicle operators are not permitted to pass in vehicle corridors.

Option to Leave Vehicle Corridor

If a driver's vehicle encroaches upon an aircraft's safety zone or is in the way of an aircraft, the driver may, provided it is safe to do so, leave the vehicle corridor and turn away from the aircraft (ideally toward the terminal building (when on Main apron) or leased buildings (when on Apron II & Apron III)).

The direction of the turn from the vehicle corridor depends solely on safety considerations determined by the particular circumstances. Vehicles must remain outside the vehicle corridor for the absolute minimum time and distance required.

4.7 DRIVING UNDER AIRCRAFT BRIDGES

Vehicle operators may only operate under aircraft bridges in areas where there are designated corridors. This does not apply to HIAA authorized maintenance vehicles

engaged in operations, who are permitted to drive under aircraft bridges when aircraft are not attached to the bridge.

4.8 SERVICE ROAD

Vehicle operators are permitted to pass on the service roads (within the speed limit) but must use extreme caution when passing, paying particular attention to crossing taxiway and blind driveways.



4.9 REDUCED SIGHTLINE GATE 6 – 9

The layout of the Air Terminal Building and the positioning of the vehicle corridor in the area of Gate 6 – 9 creates a reduced sightline.

Vehicle operators must be vigilant to watch for signs of aircraft movements in and out of this area. Anti-collision lights on some smaller aircraft operating in this area may be difficult to see. Vehicle operators must watch for other signs of aircraft pushback as indicated in the following section. If in doubt do not proceed!



4.10 AIRCRAFT ARRIVAL & PUSHBACK

The majority of AVOP violations involve vehicle operators not adhering to requirements involving aircraft arrival and pushback.

It is vital that all vehicle operators clearly understand when it is permitted to drive behind/in front of aircraft during aircraft arrival and pushback operations.

Vehicle operators are not permitted to pass behind or in front of an aircraft that has the anti-collision lights activated, unless the marshaller or pilot signals them to proceed.

Past practice permitted drivers to proceed past an aircraft with an illuminated anti-collision light, if the wheels were chocked. This is no longer permitted!

To reiterate, the only time a driver may proceed past an aircraft with its anti-collision lights illuminated is if waved through by a marshaller or pilot.

Driving in Front of Aircraft Arriving on Gate

The presence of the following at a gate indicates that an aircraft arrival is likely:

- A marshaller is in position.
- A wing walker(s) is in position.
- Service equipment is staged.
- Equipment is cleared to enable a safe aircraft docking.

Vehicle operators must hold on the vehicle corridor for aircraft taxiing to gate.

Once an aircraft has arrived at the gate, vehicle operators must ensure the engines are off and the aircraft anti-collision light is off before driving behind the aircraft.

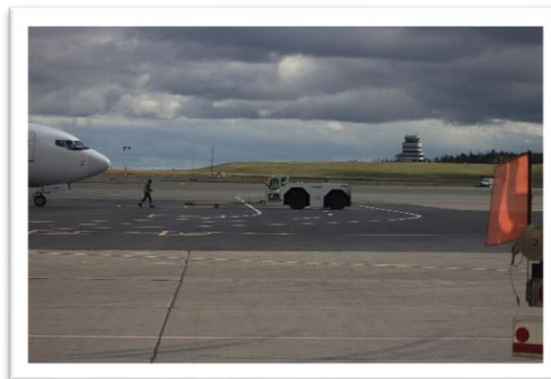
Driving Behind Aircraft Departing (Pushing Back) From Gate

Vehicle operators must not drive behind an aircraft that is departing from gate. The following are some indications that an aircraft is preparing to push back (depart) from a gate:

- The wheel chocks are removed.
- A tug is attached to the aircraft.
- Servicing equipment and aircraft utilities are moved away from the aircraft.
- Aircraft doors and hatches are secured.
- A marshaller may be in position.
- A wing walker(s) may be in position.
- The aircraft engines may be running or being started.
- The aircraft anti-collision beacon(s) may be illuminated.

When drivers see any push back indicated, they must:

- Yield right of way to the marshalling crew when the crew is marshalling the aircraft and when they are returning to the gate after the aircraft is released.
- Not drive between a marshaller or wing walker(s) and the aircraft nor proceed around, in front of, or behind the aircraft unless authorized by the marshaller or wing walker(s).



- Drivers may proceed behind the aircraft only when the marshaller or wing walker(s) signals permission to continue.

Note: It is important that during pushback, marshalling crews push the aircraft back to an area where the aircraft will not block the vehicle corridor, while awaiting taxiing instructions from ground control.

Vehicle operators may proceed past an aircraft that has pushed back beyond the vehicle corridor ONLY if the aircraft is connected to the pushback tug or the tug is parallel with the vehicle corridor and ground crews are attaching the push bar to the tug. When the aircraft and pushback crew complete the pushback, vehicle operators must hold their position and wait for the pushback crew to return to the gate as well as wait until the aircraft begins to turn for taxi. Proceeding past while the crew is returning or before the aircraft begins its turn to taxi are serious AVOP infractions.

Aircraft Cut-Off

An aircraft cut-off occurs when an aircraft pilot or an aircraft tow crew must:

- Deviate from their planned course or adjust the aircraft or tow speed in order to:
 - Maintain a safe distance from a vehicle.
 - Avoid a collision with a vehicle or
 - Avoid the possibility of a collision with a vehicle.
- Apply the brakes as a result of any of the above or similar reasons.

4.11 APPROACHING/CROSSING AN AIRCRAFT MOVEMENT GUIDELINE

No operator of a vehicle entering an apron, or on an apron, is permitted to approach or cross an aircraft movement guideline except at a right angle to the aircraft movement guideline.

Note: This directive does not apply to operators of vehicles involved in active snow or FOD removal.



5.0 AIRSIDE SAFETY

5.1 ACCIDENTS AND INCIDENTS

- Drivers and witnesses to an accident or incident must as soon as possible, report any of the following to the Airport Duty Manager at 902-873-2578.
 - All accidents and incidents resulting in, or with the likely potential to result in:
 - Runway/Taxiway Incursions;
 - Personal injury;
 - Damage to aircraft, vehicles, equipment or property; and/or
 - All personnel involved in, or witness to, an accident or incident must remain at the scene and refrain from moving vehicles or equipment or altering the scene in any way until authorized to do so by the commanding authority at the accident or incident scene.
- Operators and vehicles will remain clear of the scene of an accident and aircraft carrying distinguished visitors unless authorized by HIAA.

5.2 FUEL SPILLS

- In the event of a fuel spill, vehicle operators must immediately notify HIAA's Emergency Response Service (ERS) at 902-873-1222. Vehicle operators involved in the spill must remain near the spill until ERS can secure the site. While waiting for ERS to arrive, vehicle operators must ensure that other vehicles in the immediate area do not drive through the spill.
- All vehicle operators and mobile equipment must remain clear of fuel spills and incident areas while clean-up procedures are in progress.
- Vehicles and vehicle operators involved in the spill are to remain on the scene until investigative information is obtained.

5.3 SAFE OPERATION OF VEHICLES

- No person is permitted to operate a vehicle on airside in a manner that is dangerous to aircraft, equipment, persons or vehicles.
- Vehicle operators must obey all airside signs (e.g., stops signs, yield signs, etc.).
- Vehicle operators will be charged with careless and/or imprudent driving in instances involving excessive speed, driving in such manner to cause another driver or pilot to

take defensive action or driving in such a manner to cause personal injury and/or property damage.

- Every operator of a vehicle on an apron must acknowledge and obey an instruction received from airport patrol.
- A DA qualified airside driver will be limited to operation of a vehicle on the airport aprons and service roads. This limitation recognizes that the operator will not require access to airside areas other than aprons and service roads and that vehicles used in the normal performance of their duties will not normally be equipped with safety and radio equipment necessary for safe vehicle operation on airport maneuvering areas.
- Driving on airside surfaces requires constant vigilance. Drivers must be alert at all times for aircraft and airside vehicles that may approach from any direction.
- Operators are to reduce speed and maintain a careful lookout when near aircraft and corners of buildings or other installations.

5.4 FOUR-WAY FLASHERS

Whenever a self-propelled vehicle is moving from one place to another on any airport apron, those vehicles equipped with four-way flashers (beacon lamp only for vehicles with a cab) must be in operation. The purpose of this procedure is to indicate to taxiing aircraft that the vehicle is being operated in the active apron area.



5.5 SMOKING

- Smoking is not permitted on airside. The prohibition applies equally to persons whether they are inside or outside of vehicles and/or equipment.
- Employees found smoking on airside will be removed to groundside and their RAIC or pass suspended; violations will be issued for; 14-days for a first offence, 30-days for a second offence and permanently for a third offence.
- E-cigarettes and water-pipes are treated the same as cigarettes and their use airside is not permitted.

5.6 SEAT BELTS

To ensure compliance with federal and/or provincial health and safety regulations, it is the responsibility of each employer operating on airside to identify the requirement for

seat belts in equipment. Where so equipped by the vehicle operator's employer, vehicle operators are required to utilize seat belts while vehicles are in motion. Concerns regarding seat belt use should be raised with the vehicle operator's supervisor.

5.7 SAFETY VESTS

All persons working or accessing the airside, who are outside the protection offered by a vehicle with an enclosed cab must wear high visibility garments.

5.8 PEDESTRIAN SAFETY

All vehicle operators must yield to pedestrians on the airside. All pedestrians (with the exception of passengers being escorted to/from aircraft) must wear a safety vest. Pedestrians are not to impede, interfere with, or obstruct in any way the free movement of traffic. Cross walks and passenger path lines are to be used where designated.

- Every person operating a vehicle on an apron is to yield the right-of-way to pedestrians being escorted between an aircraft and the terminal building.
- Vehicles and pedestrians are permitted on the aircraft movement area only with authorization from the airport operator.
- Every operator of a vehicle must yield the right-of-way to a pedestrian who is within a pedestrian crosswalk.
- No operator of a vehicle may overtake or pass another vehicle at or within 30 m (100 ft.) of a pedestrian crosswalk.

5.9 OPEN FLAME/HOT WORK

Any device that an unguarded open flame is prohibited on the airside unless specific arrangements for its use have been approved by HIAA. Cutting and welding may occur on airside when a HIAA permit is obtained, and all safety requirements and precautions are adhered to. Applications for cutting and welding permits may be obtained by contacting HIAA's Emergency Response Services at 902-873-1216.

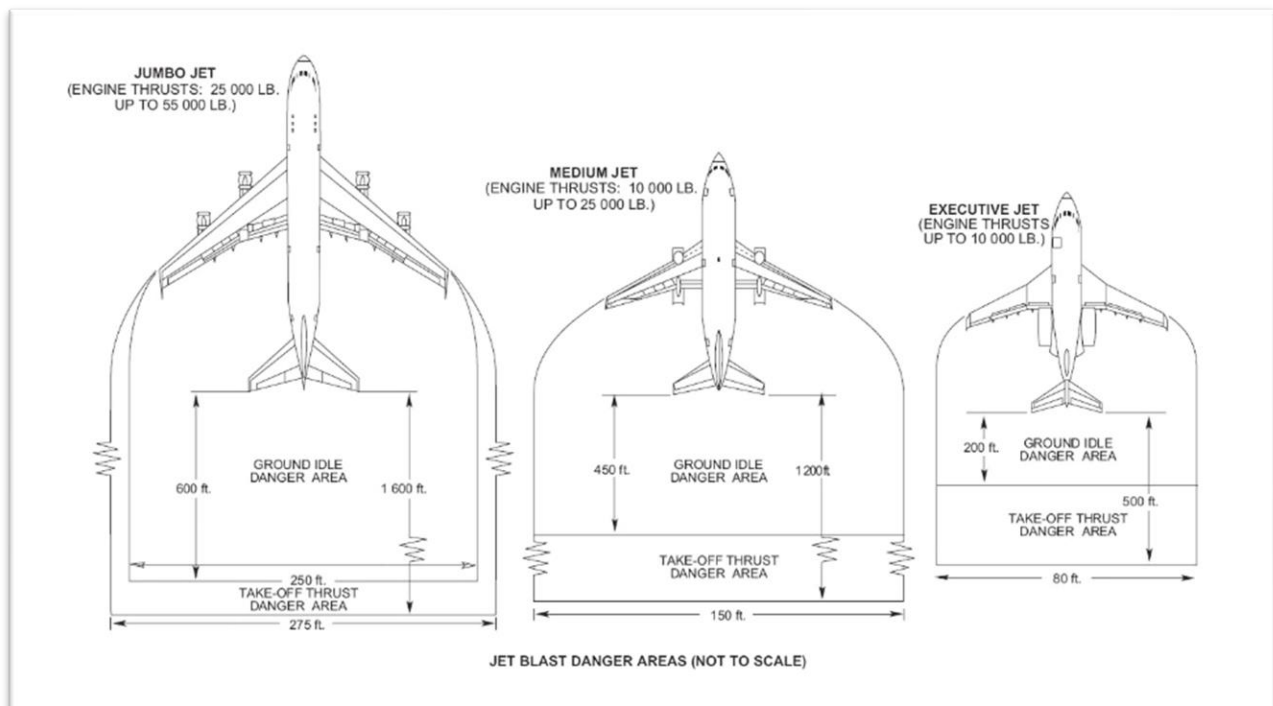
5.10 LIGHTNING

HIAA maintains a lightning prediction system. When activated, white strobe lights and audible alarms activate on the Apron I only. Vehicle operators are required to follow their company's established lightning protocol procedures.

5.11 JET BLAST/PROP WASH

When an aircraft's engine is running, drivers must maintain safe distances from the aircraft as measured from the aircraft tail.

Maintain a distance of at least one-and-a-half to two plane lengths from the tail of an aircraft with engines at idle or low thrust. Increase the distance as engine thrust is increased.



5.12 FUELLING OPERATIONS

Vehicle operators must not operate a vehicle within 15m (50 ft.) of an aircraft being fuelled or de-fuelled except for the purpose of servicing the aircraft or unless operating within the designated vehicle corridor.

Vehicle operators must not park in front of any fuel emergency shut off device.

5.13 FOREIGN OBJECT DEBRIS/FOREIGN OBJECT DAMAGE (FOD)

- FOD is any metal, plastic or paper litter that could potentially cause damage to aircraft engines and/or injury to personnel. Some examples include bolts, luggage locks, newspapers, stones and loose asphalt.
- Items that fall onto any apron during transport will also be considered FOD (for example: mail, cargo boxes, luggage).
- All airside personnel are required to keep the movement area clear of FOD and must pick up FOD when possible. Vehicle operators must not deposit or leave any substance or material that may damage aircraft or vehicles on the airside. This includes checking the wheels and tires of vehicles before entering airside.
- If unable to retrieve FOD, vehicle operators are required to report its nature and location to the Airport Duty Manager at 902-873-2578.
- All airside personnel must assist in keeping the movement area clear of FOD by checking that wheels and tires are clean before they enter these areas. No person is permitted to deposit or leave any substance or material that may damage aircraft, vehicles, or cause personal injury. Vehicle operators who knowingly generate FOD or fail to remove it may be served with an AVOP violation.

5.14 ELECTRICAL CABLES AND HOSES

Vehicle operators are not to drive over electrical power cables, fuel hoses or any other such item under any circumstances.



5.15 CELL PHONES AND PORTABLE MEDIA DEVICES

Vehicle operators are not permitted to use cellular phones on airside unless authorized by HIAA. **For those authorized to use cellular phones, the use of either a hand-held or a hands-free mobile cellular device is not permitted to be used by a vehicle operator on any maneuvering surface while under the direction and control of NavCanada.**

The use of portable media devices is also prohibited on airside.

5.16 MARSHALLING CREWS

Vehicle operators will yield the right-of-way to marshalling crews when marshalling the aircraft and when they are returning to the gate after the aircraft is released.

5.17 RESPONDING EMERGENCY VEHICLES

While driving on any apron airside, vehicle operators must come to a safe stop when a responding vehicle approaches from any direction with activated sirens. Drivers must not attempt to pull over unless required or directed to do so. When operating on the service road, drivers are to pull off to the side if required to give room for emergency response vehicles.

5.18 SNOW REMOVAL OPERATIONS

Vehicle operators are required to give way to snow removal equipment. On Apron I, this equipment will throw snow towards the back of the apron (de-icing pads) so keep to the Air Terminal Building side of the equipment when giving way. Do not "go around" equipment in the direction the snow is being thrown. If vehicle operators must move outside of the vehicle corridor to give way, drivers must return to the vehicle corridor as soon as possible after the equipment has completed snow removal.

5.19 VEHICLE SAFETY STANDARDS

- All operators of a vehicle on airside must ensure the vehicle meets acceptable standards for safety. Any vehicle, which in the opinion of airport patrol represents an obvious safety hazard, will be ordered from the airside, or towed to a secure area, and the vehicle operator will be ticketed.
- All vehicles and mobile equipment operating on aprons or service roads, and are equipped with headlights, are to operate with headlights on low beam during extreme weather conditions e.g., fog, snow, rain, etc. and headlights must be on from dusk till dawn in all driving conditions. Driving lights are not acceptable during these conditions.
- Unless exempted by HIAA; all self-propelled vehicles must be equipped with headlamps, tail lamps, parking lamps and - if licensed for off airport use - a license plate lamp. Vehicles with a cab must also be equipped with a rotating or flashing beacon lamp mounted on top of the vehicle. Vehicles without a cab must be capable of operating the parking and tail lamps so that they flash on and off in unison.

5.20 AIR STARTS

- In the event an aircraft's auxiliary power unit is unserviceable, a pilot may be required to perform an air start on the gate. Air starts create significant jet blast, posing risk to people and property. Vehicle drivers may not be able to recognize an air start from what may appear to be a regular push-back of an aircraft. For this reason, it is imperative that vehicle drivers do not drive behind an aircraft on gate with its anti-collision light lit unless waved through by the marshaller.

6.0 SPECIALIZED OPERATIONS

6.1 ESCORTING VEHICLES

Vehicle operators without an AVOP may drive airside if they have an operational requirement to do so and are under escort. Escorting protocols are intended for short-term or temporary airside operations only. RAIC holders accommodating daily tenant operations on a continuous basis are required to obtain an AVOP.

All vehicles utilized as an escort vehicle must be registered in accordance with the 'Equipment Registration Policy'.

The vehicle operator who is providing the escort must:

- a. Possess a valid AVOP and provincial driver's license.
- b. Escort a maximum of three vehicles.
- c. Ensure that in all circumstances the maximum length of an escort party (the escorted vehicle and vehicles under escort) does not exceed 50 m (164 ft.).
 - **Note:** This directive does not apply to HIAA vehicles involved in active snow removal. Distances will be dictated by the operational safety requirements to complete effective snow removal.
- d. Ensure that the operator of the escorted vehicle is formally briefed regarding the procedures and requirements outlined in these directives. Refer to Annex 1 – Checklist for Escorting Vehicles Airside.
- e. Assume responsibility for the escort vehicle(s) and the actions of the operator(s). Violations committed by the operator of the escorted vehicle will be levied against the AVOP of the operator of the escort vehicle.
 - **Note:** To help safeguard AVOP holders who are intending to escort a vehicle(s) airside, a 'Checklist for Escorting Vehicles Airside' is included in the annexes to these directives. It is highly recommended that AVOP holders use the checklist as part of their briefing to drivers - and their passengers - prior to them being escorted airside. Copies of the checklist should be made readily available.
- f. Ensure that they are in a position to control all escorted vehicles at all times.
- g. Verify that the escorted vehicle has a valid provincial driver's license.
- h. Ensure the operator(s) of the escorted vehicle(s) have a RAIC or a temporary pass.

- i. Ensure that the escorted vehicle, or the lead escorted vehicle (when there is more than one), is not more than 6 metres from the vehicle driven by the valid AVOP.

6.2 AIRCRAFT TOWING

A DA permit holder is authorized to tow aircraft on aprons. DA permit holders must be adequately trained in his/her company's procedure for aircraft tow. In addition, a "brake rider" must be in the aircraft for all tows.

A DR or D AVOP permit is required for towing on all ATC controlled surfaces at HSIA. A DA permit holder may tow aircraft on a controlled surface if a DR or D permit holder is participating in the tow, either operating the tug or the riding the brakes, and a closed communication system is in place between the person riding the brakes and the tow vehicle operator.

All parties involved in tow operations are responsible to ensure that the appropriate licenses are in place for operating on controlled surfaces. Failure to ensure all licenses are in place may result in all individuals receiving an AVOP violation.

It is recommended that the vehicle operator or the flight crew contact ATC prior to beginning a tow. Any vehicle operator contacting ATC must have a valid aeronautical radio operators' qualification, known as a Restricted Operator Certificate with Aeronautical Qualification (ROC-A). Refer to the Halifax Stanfield Airport Traffic Directives – D Manual & Study Guide for information on how to obtain this certification.

Aircraft under tow are not always accompanied by a marshaling crew. Drivers must use caution when operating around aircraft under tow as the tow crew may turn suddenly into a gate or parking position.

Tail, anti-collision lights or interior lights must be on when towing aircraft at night. As an alternative the aircraft emergency lights can be placed on when towing for short distances. If the aircraft is being towed on maneuvering surfaces; then the tail and anti-collision lights must be on.

Towing aircraft at night without using tail, anti-collision lights and or emergency lights is considered a serious AVOP violation.

6.3 TOWING EQUIPMENT AND LOADS

The maximum number of items that is permitted to be towed (empty or full) at any one time are:

- Six baggage carts or containers/dollies; or
- Four cargo pallet dollies;

A combination of any of the above, not exceeding total of four items; for example:

- 1 cargo pallet and 3 baggage carts/containers; or
- 2 cargo pallets and 2 baggage carts/containers.

Operators are responsible for:

- Monitoring their trains and avoiding excessive whiplash, swaying or loss of cargo;
- Ensuring that all carrier locks are compatible with the train, functional and properly positioned for loading;
- Ensuring loaded baggage/cargo carts equipped with sides are operated with sides up;
- Securing all loads and preventing hazardous debris from being left on the movement area; and,
- Leaving baggage and cargo carts in authorized parking areas with their brakes on.

In the event that a vehicle becomes inoperative for any reason, vehicle operators must arrange for the vehicle to be towed by a tow truck in accordance with standard towing methods. Using unapproved equipment or other motorized vehicles to push or pull an inoperative vehicle with ropes, chains or other alternative methods is prohibited.

Carts, Bins and Dollies

- a. Vehicle operators are to ensure that containers are secured to dollies, functional and in proper position for loading; and
- b. Vehicle operators are to ensure that baggage/cargo carts containing luggage/cargo are operated with the sides up and curtains pulled when so equipped.

6.4 DRIVING AT NIGHT

Driving on the airfield at night requires extra caution. Obstacles, other vehicles, and aircraft are not nearly as visible. All vehicles operating after sunset must have and use operating headlights and taillights which are clearly visible from the front and rear. Equipment such as baggage carts that are not equipped with lights must have reflectors or reflective tape on the rear. Additionally, all motor vehicles must have functional brake lights. Drivers must take care not to shine vehicle lights into an aircraft cockpit.

Employers are responsible to identify and train employees who operate in night conditions. If you are asked to drive at night and have not received nighttime practical training from your employer, do not operate!

6.5 DRIVING ON GRASSED AREAS

Vehicle operators stopping on grassed areas are not permitted to leave vehicles unattended closer than 60m from the runway or taxiway edge unless authorized by ATC.

7.0 RESTRICTED OPERATIONS

7.1 CLOSED AREAS

HIAA personnel may erect barriers, safety cones, or caution tape to restrict pedestrian and vehicular access to the site of any incident including, but not limited to:

- Fuel spills
- Apron pavement painting
- Construction
- Emergencies, accidents or incident scenes.

When vehicle operators approach barriers they must reduce speed and observe the barrier.

7.2 PERIMETER ROAD

Only vehicle operators with an operational requirement (i.e., road maintenance, security patrols) are permitted to traverse the perimeter roads.

7.3 PROHIBITED AREAS OF STOPPING/PARKING

Do not block firefighting equipment, emergency vehicles, fire hydrants, garbage bins. Do not park or stop on yellow hashed areas. These areas are reserved for emergency vehicles.

7.4 REDUCED/LOW VISIBILITY OPERATIONS

Operating on the airside when visibility is decreased poses increased hazards to everyone. Visibility can be affected by fog, snow, heavy rain and requires drivers to be alert and operate to the conditions.

HIAA has implemented the following operational restrictions to reduce the risk of airside incidents when visibility is decreased:

1. Reduced Visibility Conditions

If the runway visual range falls below 2600 ft. (790 m) this is referred to as reduced visibility. During this time required aircraft operations may continue however such things as airside tours, FOD walks, non-essential construction and maintenance activities and other discretionary activities are required to be suspended until visibility improves.

Vigilance is required by everyone on the airside during times of reduced visibility. Drivers must ensure that beacons, headlights, four-way flashers and appropriate safety markings are functioning. Be alert for any other vehicle or aircraft that may have become disorientated.

2. Low Visibility Conditions

If the runway visual range (RVR) falls below 1200 ft. (365 m) this is referred to as low visibility. During this time only essential airfield operations and work is permitted to be performed! Drivers must ensure that beacons, headlights, four-way flashers and appropriate safety markings are functioning. Be alert for any other vehicle or aircraft that may have become disorientated.

Vigilance by all persons must be the first priority if required to operate during low visibility operations.

Construction activity in remote areas on the airside will be assessed in relation to the terminal area forecast to determine if such activity should be curtailed or suspended or if additional airside escort resources should be assigned to the project.

Notification of Low Visibility

HIAA provides mass notification to alert airport users when conditions fall under low visibility conditions. To be included in this notification contact the Airport Duty Manager at 902-873-2578 or at DutyManager@hcaa.ca.

For further details on low visibility operations, refer to the HIAA Reduced/Low Visibility Operations Plan.

8.0 CRITICAL AREA

The information contained in this section provides basic information on the critical area.

For the complete document related to accessing the Critical Area published by HIAA's Security, refer to Section 22 of the *Airport Traffic Directives – General AVOP Requirements & Administrative Manual*.

8.1 UNDERSTANDING THE CRITICAL AREA (CA)

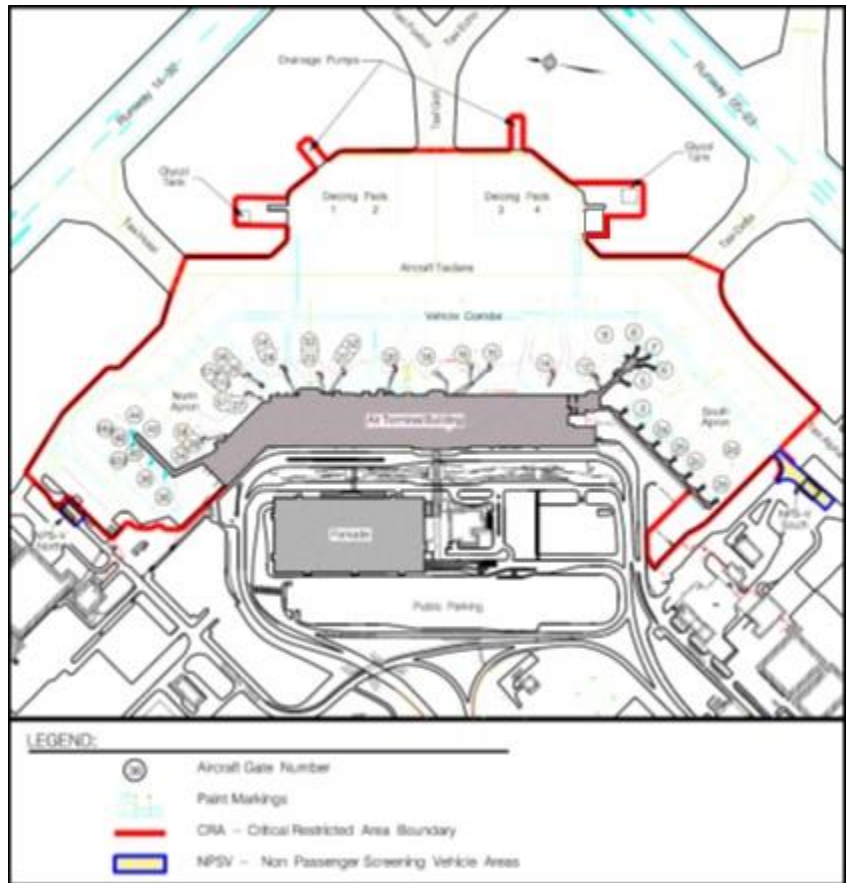
The Critical Area (CA) is in place to protect Apron I (main apron). Additional security measures exist for entry into this zone from certain areas of the airside. The CA is identifiable on the below map as the area between the red border and the Air Terminal Building.

RAIC holders, those with temporary passes (being escorted by RAIC holders), and passengers being escorted to aircraft are the only ones permitted to freely enter the CA through the Air Terminal Building having been security screened inside the Air Terminal Building.

RAIC holders requiring entry into the CA from any other location on the airside may only do so if:

- 1. Operating (or a passenger of) a motorized vehicle or motorized equipment, and;**
- 2. Undergo additional screening requirements above and beyond regular airside access requirements.**

It is important to note that entry into the CA is restricted to only those who have a requirement to enter in the course of employment (i.e., individuals who are only required to operate in the general aviation area of the airport may not enter the CA). Individuals found to be in this area without a requirement will be subject to the actions and consequences outlined in the enforcement section of the *Halifax Stanfield Airport Traffic Directives – General AVOP Requirements & Administrative Manual*.



8.2 ENTRY INTO THE CRITICAL AREA

There are two entry Checkpoints into the CA for RAIC holders not accessing the CA through the Air Terminal Building.

- North Checkpoint
- South Checkpoint

Entry checkpoints both have a 2-step process. Drivers must be aware that different entry procedures exist for each checkpoint.

Drivers MUST clearly understand the correct procedure to follow at the required Checkpoint for entry into the CA. If in doubt, contact the Airport Duty Manager at 902-873-2578 or Security at 902-873-1039. Failure to comply with the requirements in place at a checkpoint constitutes a serious security breach.

8.3 NORTH CHECKPOINT ACCESS

Access to the CA from the North Checkpoint requires a 2-step process. Drivers must comply with the following process.

Important Note: Screening methods may dictate for drivers to by-pass Step 2; however, drivers are NEVER permitted to by-pass Step 1 and must always stop where indicated to “Present for Screening”.

Step 1 – North Checkpoint Access

- a) All traffic entering the CA must report to the North Gate. Reporting to the North Gate is required whether or not you are already operating on the airside outside of the CA (i.e., Jazz Hangar, Perimeter Road, Taxiway H, etc.).
- b) Stop vehicle in the identified location, shut-off engine and wait inside vehicle for security personnel to approach.
- c) Security will request your “Document of Entitlement” (RAIC) for all occupants of the vehicle.
- d) Following document verification by security personnel drivers may proceed to Step 2 of the process. If verification is not provided drivers must follow any direction given by the Security Personnel at this location.

Step 2 – North Checkpoint Access

- a) Proceed forward to the dome shaped tent.
- b) Stop vehicle in the identified location.
- c) Observe hanging lane indicator lights and proceed in appropriate lane as directed by lights.
- d) Approach gate arm.

- e) If selected for screening the gate will remain closed and the red light will remain lit. Remain in your vehicle and wait for security personnel to approach. This is referred to as “Presenting for Screening”.
- f) If not selected for screening the gate arm will open and you are permitted to enter the CA.
- g) **Regardless of if your vehicle is selected for screening or not, if any occupant in your vehicle is in possession of an “Escort Required” (blue) security pass, do not proceed. Remain in your vehicle for security personnel to approach.**
- h) When selected for screening a handheld randomizer will be used to identify what area of your vehicle will be screened and all occupants of the vehicle will be asked to proceed inside the checkpoint building for further screening. Once complete you may return to your vehicle and the gate arm will be raised. You may now enter the Critical Area.



Some security breaches at the North Checkpoint have involved vehicles proceeding directly into the CA from the Perimeter Road or Jazz Aviation. All vehicles entering the CA from these areas MUST report to the North Gate as indicated in the Steps above. The adjacent image depicts the road that must be used to access the North Gate for those already on the airside requiring access into the CA.



It is important to note that once inside the CA, if you proceed outside of the CA at any time you must return to the closest checkpoint and proceed through Step 1 and Step 2 again.

8.4 SOUTH CHECKPOINT ACCESS

Access to the CA from the South Checkpoint also requires a 2-step process. Both steps of the process must be followed.

Step 1 – South Checkpoint Access

- a) All traffic entering the CA must report to the South Checkpoint facility and observe traffic lights.
- b) Observe hanging lane indicator lights and proceed in appropriate lane as directed by lights.
- c) Stop vehicle in the identified location, shut-off engine and wait inside vehicle for security personnel to approach.
- d) Security will request your “Document of Entitlement” (RAIC) for each occupant of the vehicle.
- e) Following document verification by security personnel drivers may proceed to Step 2 of the process. If verification is not provided drivers must follow any direction given by the Security Personnel at this location.

Step 2 – South Checkpoint Access

- i) Proceed forward into the tent.
- j) Approach gate arm.
- k) Stop vehicle in the identified location.
- l) If selected for screening the gate will remain closed and the red light will remain lit. Remain in your vehicle and wait for security personnel to approach. This is referred to as “Presenting for Screening”.
- m) If not selected for screening the gate arm will open and you are permitted to enter the CA.
- n) Regardless of if your vehicle is selected for screening or not, if any occupant in your vehicle is in possession of an “Escort Required” (blue) security pass, do not proceed. Remain in your vehicle for security personnel to approach.**
- o) When selected for screening a randomizer will be used to identify what area of your vehicle will be screened and all occupants of the vehicle will be asked to proceed inside the checkpoint building for further screening. Once complete you may return to your vehicle and the gate arm will be raised. You may now enter the Critical Area.





Some security breaches at the South Checkpoint have involved vehicles proceeding directly into the CA from the South Gate. All vehicles entering the CA from this area MUST report to the South Checkpoint as indicated in the Steps above. The adjacent image depicts the road that must be used to access the CA for those entering from the South Gate.



It is important to note that once inside the CA, if you proceed outside of the CA at any time you must return to the closest checkpoint and proceed through Step 1 and Step 2 again.

8.5 ATTEMPT TO SOLICIT A BY-PASS AT A CHECKPOINT

Any attempt to solicit a by-pass of a screening checkpoint by monitoring traffic approaching/entering checkpoints or allowing other vehicles to proceed ahead at a checkpoint is considered circumventing security. This constitutes a serious breach of security and will result in a security response and the loss of an individual's RAIC.

Remember!

- There are two steps at each checkpoint, and you will ALWAYS be required stop to provide "Documents of Entitlements" (RAIC or Escort Required Passes) for identify verification for all occupants of your vehicle. The location of this stop is different for each Checkpoint. Be sure you know!
- Anytime an Escort Required Pass (Blue) is in a vehicle it is the RAIC holder's responsibility to ensure that all steps of the process are performed regardless of if you receive a by-pass signal. It is better to stop when you are not required than to not stop when it is required!
- If you are already airside and wish to proceed into the CA, you must proceed through the North or South Checkpoint.

9.0 EQUIPMENT PARKING & STORAGE

9.1 PARKING AND SECURING VEHICLES AND EQUIPMENT

- Vehicle operators are to park vehicles and equipment on aprons and terminal service roads within apron safety lines or designated parking spaces.
- All beacons, headlights and taillights are to be turned off when vehicles are parked in approved parking locations.
- When leaving a vehicle parked or unattended in a location not designated for parking, leave the vehicles parking lights and beacon on at all times in conditions of poor visibility or darkness.
- Unless an operation requires otherwise, the engines of parked vehicles are to be turned off.
- Wherever practical, drivers are to back into parking spaces.
- Parking vehicles and/or equipment in a way that obstructs or partially obstructs a nearby roadway or vehicle corridor is prohibited.
- Do not park a vehicle or equipment in any of the following locations:
 - Within 3m of a fire hydrant/fire extinguisher
 - In any area that may block or interfere with an emergency exist
 - Within 1m of an airside primary security line fence
 - Within 15m of any building containing personnel or members of the public.
- Fuel tankers are not permitted to be left unattended unless parked in designated areas.

9.2 STAGING EQUIPMENT ADJACENT TO A GATE/STAND

- Equipment must be staged within the designated areas adjacent to the gate/stand. Equipment must be inside safety lines.
- Staged equipment must be secured. Baggage/cargo bins must have the brake engaged (i.e., tongue in up position) and plastic cargo cans must be secured to prevent movement during extreme weather conditions.

- When staging a motorized vehicle, the vehicle operator must ensure that the manual parking brake is engaged, or the wheels are chocked.
- No equipment is permitted to be staged under overhead loading bridges at any time.
- No equipment is permitted to be staged in areas which impede access to fire hydrants, extinguishers or emergency exits.
- No person is permitted to stage an aircraft fuel-servicing vehicle within 15 m (50 ft.) of any airport terminal building, aircraft cargo building, aircraft hangar, or any other airport structure designed to house the public that has windows or doors in an exposed wall.

9.3 STORAGE OF EQUIPMENT ON APRONS

In accordance with the 'Apron Management Policy' equipment must not be staged adjacent to a gate/stand outside of the prescribed timelines. Additionally, all equipment must be removed from the gate/stand staging area within the prescribed timelines. Equipment must be parked/stored on owners leased space.

DEFINITIONS & ABBREVIATIONS

DEFINITIONS

Aerodrome – any area of land, water (including the frozen surface thereof), or other supporting surface used or designated, prepared, equipped, or set apart for use either in whole or in part for the arrival and departure, movement, or servicing of aircraft, and including any buildings, installations, and equipment in connection therewith.

Aircraft stand – a designated area on an apron intended to be used for parking an aircraft.

Airport – Halifax Stanfield International Airport.

Airport operator – Halifax International Airport Authority (HIAA).

Airport patrol – for the purpose of these directives, airport patrol includes, but is not limited to, the Airport Duty Manager, HIAA Security, on-site police and the AVOP Coordinator.

Airside – the movement area of an aerodrome, adjacent terrain and buildings or portions thereof, access to which is controlled.

Airside vehicle operator's permit (AVOP) – a document issued by HIAA certifying that the person named therein is authorized to operate vehicles airside.

Apron – that part of an Aerodrome, other than the maneuvering area, intended to accommodate the loading and unloading of passengers and cargo, the refueling, servicing, maintenance, and parking of aircraft, and any movement of aircraft, vehicles, and pedestrians to allow execution of those functions.

Apron taxiway – a portion of a taxiway system located on an apron and intended to provide a through taxi route across the apron.

Apron traffic – all aircraft, vehicles, equipment and pedestrians using the apron of an airport.

Crosswalk – any portion of a road, an apron or any other area designated by a sign or surface marking as a pedestrian crossing.

Equipment – any motor vehicle or mobile device, either self-propelled or towed or of a specialized nature, used for runway and airfield maintenance or in the maintenance, repair and servicing of aircraft including test equipment and cargo and passenger handling equipment.

Flight Service Station (FSS) – a NavCanada operated facility that provides aeronautical information and related aviation support services to aircraft including airport and vehicle advisory services for designated uncontrolled airports.

Glide path – that part of an instrument landing system (ILS) that helps the pilot approach the runway on the correct descent angle to the designated touchdown zone.

Ground control – the NavCanada operating position in the control tower that provides clearances and instructions for the movement of airport traffic.

Groundside – that area of an airport not intended to be used for activities related to aircraft operations and to which the public normally has unrestricted access (also known as landside).

Holding bay – a defined area where aircraft can be held, or bypassed, to facilitate efficient surface movement of aircraft.

Hold-short – instructions to stop at least 60 m (200 ft.) from the edge of a runway while awaiting permission to cross or proceed onto a runway.

Intersection – the point at which a road, runway or taxiway meets or crosses another road, runway or taxiway.

Landing area – that part of a manoeuvring area intended for the landing or take-off of aircraft.

Light signal from airport control tower – colored lights used by the tower to control airport traffic when there is no radio communication.

Localizer – the part of an instrument landing system (ILS) that transmits signals to help the pilot remain aligned with the runway during approach.

Manoeuvring area – that part of an aerodrome intended to be used for the take-off, landing, and taxiing of aircraft, excluding aprons.

Movement area – that part of an aerodrome to be used by aircraft. The movement area consists of the manoeuvring area and aprons.

Off the runway – indicates a vehicle is at least 60 m (200 ft.) to the side of the nearest edge of the runway in use, wherever practical.

Operational stand – an area on an apron around parked aircraft for the purpose of loading and unloading passengers, and the provision of ground services. See also aircraft stand.

Permanent displaced threshold – a threshold located at a point other than the physical beginning or end of the runway. The portion of the runway so displaced may be used for take-off, but not landing. Landing aircraft may use the displaced area on the opposite end for roll out. At HSIA, runway 05-23 has this displacement at the 23-end.

Restricted area – an area of an airport designated by a sign as an area to which access by persons or vehicles requires the production of valid identification.

Road-holding position – a designated position at which vehicles may be required to hold.

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

Runway End Safety Area (RESA) - a prepared area beyond the runway end that is constructed and protected to minimize damage to aircraft undershooting or overrunning the runway.

Runway guard lights – a light system intended to caution pilots and vehicle drivers that they are about to enter an active runway.

Runway Protected Area (RPA) - the area around an active runway established to protect aircraft taking off and landing from taxiing aircraft and ground traffic.

Staging area – areas adjacent to a gate/stand, used only for the staging of equipment to facilitate aircraft operation.

Taxi lane – a defined yellow line used for access between taxiways and aircraft parking positions.

Taxi-holding position – a designated position at which taxiing aircraft and vehicles may be required to hold in order to provide adequate clearances from a runway.

Taxiway – a defined path on a land aerodrome established for the taxiing of aircraft and to provide a link between one part of the aerodrome and another.

Temporary displaced threshold - a runway threshold relocated at a point other than physical beginning or end of the runway. This point of the runway is, for a short time, displaced for maintenance or construction work. This portion of the runway is not available for the landing, take-off or taxiing of aircraft. ATC clearance is required to approach within 200-feet of the runway.

Threshold – the beginning of that portion of the runway usable for landing.

Radio operator's certificate (aeronautical) (ROC-A) – a document issued by Industry Canada certifying that the holder may operate aeronautical/land radio stations.

Vehicle – any automobile, truck, bus or device in which any person or property can be transported, carried, or conveyed on land, but does not include an aircraft.

Vehicle corridor – a road delineated by white surface markings on an apron with or without a centerline.

Vehicle operator – the person responsible for the operation and safety of the vehicle and equipment usually referred to as the driver.

Warning devices – equipment, either a siren or flashing red, white and/or blue lights, used to signal an imminent or occurring event or situation.

ABBREVIATIONS

ATC	Air Traffic Control
CAT II	Category II
FOD	Foreign Object Debris/Damage
GPS	Global Positioning System
GS	Glide slope
ICAO	International Civil Aviation Organization
ILS	Instrument landing system
MF	Mandatory frequency
ODALS	Omni-directional approach lighting system
PAPI	Precision approach path indicator
RVR	Runway visual range
TC	Transport Canada

ANNEXES

ANNEX 1 – CHECKLIST FOR ESCORTING VEHICLES AIRSIDE

Strict safety and security restrictions exist at Halifax Stanfield International Airport. HSIA AVOP holders who perform escort duties are responsible for the activities of those they escort in accordance with the HSIATD's.

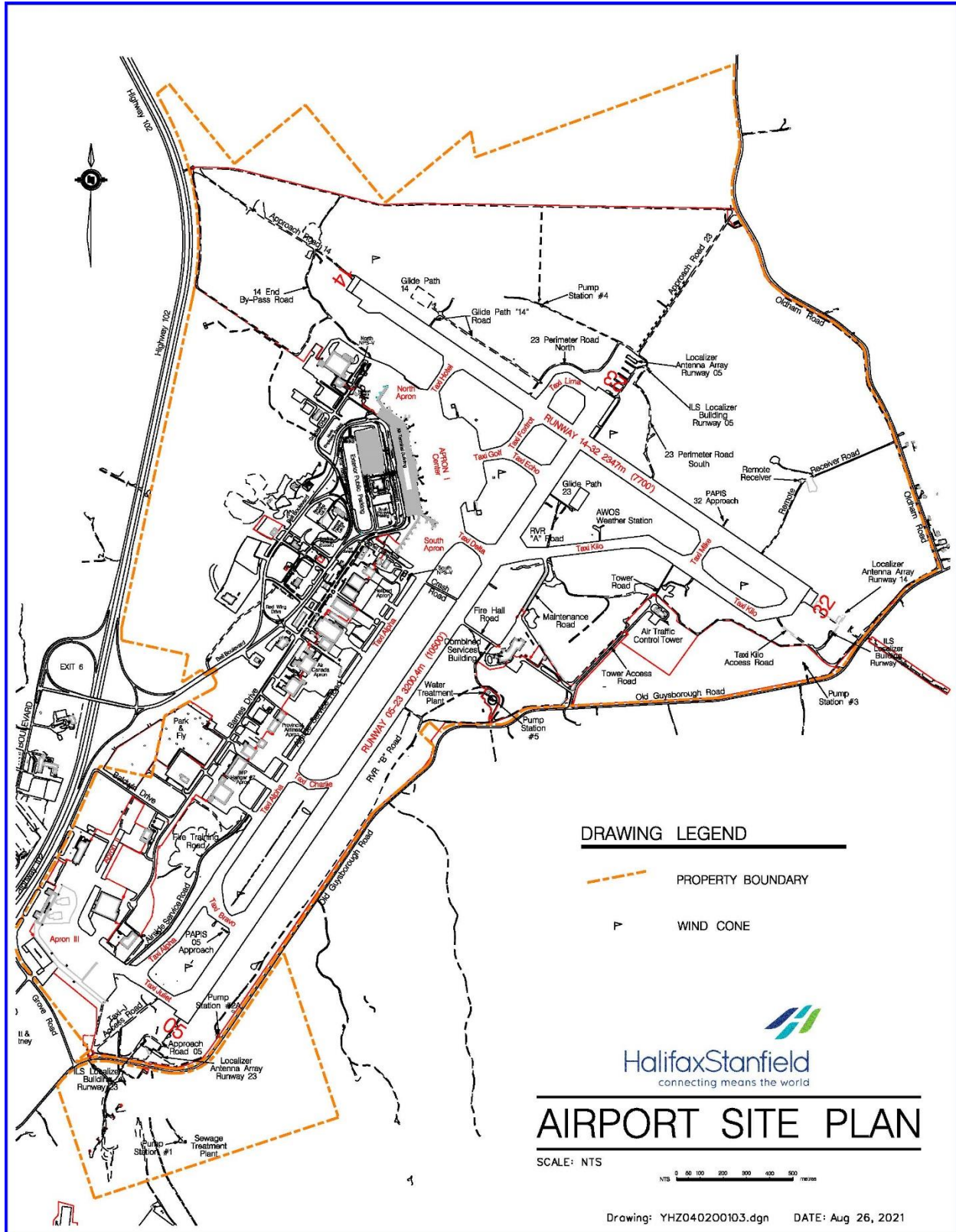
For this reason, the HSIA AVOP holder must appropriately brief all vehicle operators prior to escorting them.

The following checklist should be used and maintained on file for at least seven (7) days after the vehicle escorting duties have been completed.

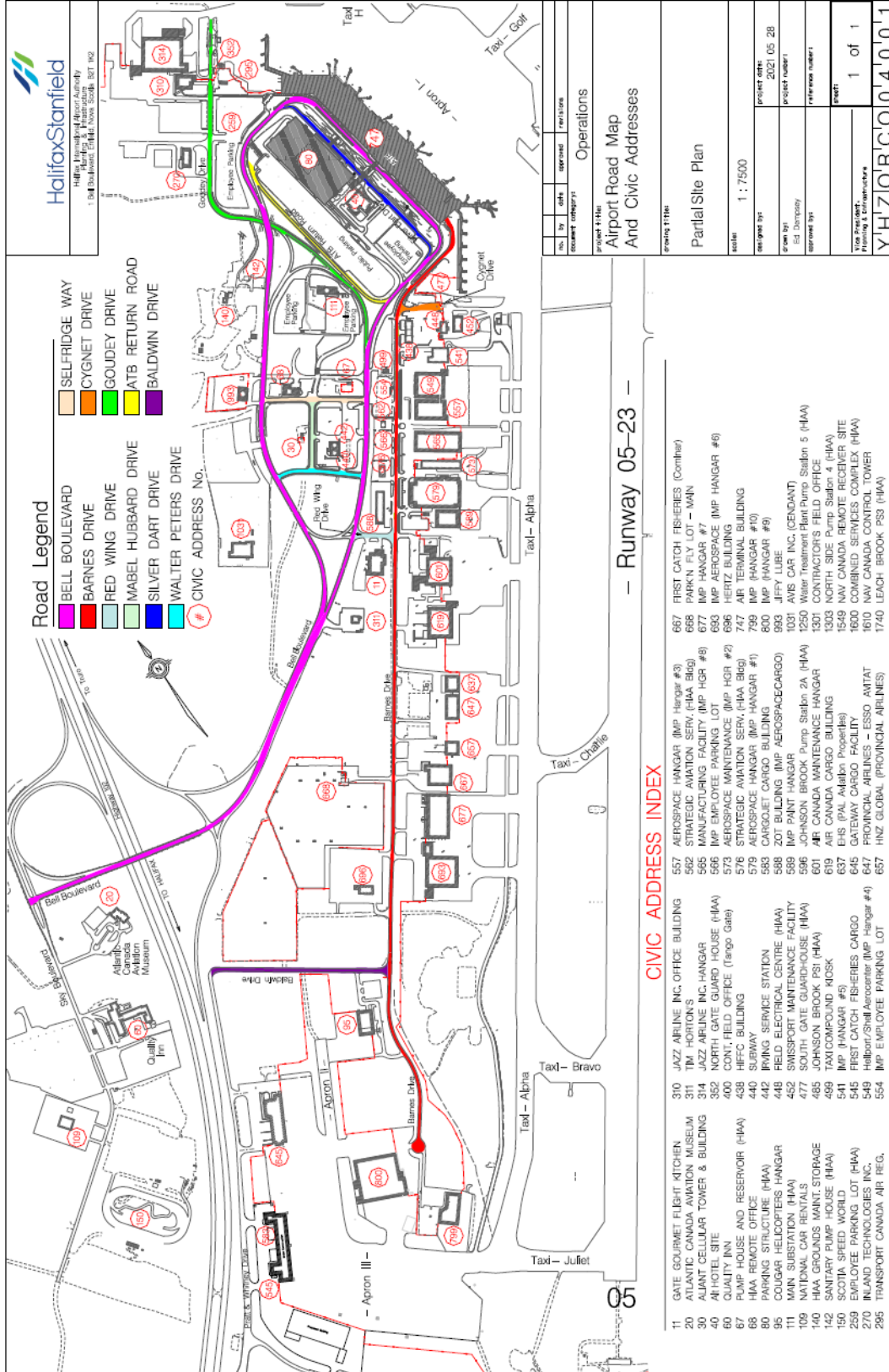
Reason for Escorting Airside: _____ Date: _____

BRIEFING ITEMS	HSIA AVOP HOLDER ESCORTING (INITIALS)	INDIVIDUAL UNDER ESCORT (INITIALS)
The operator of a vehicle being escorted must be in possession of a valid driver's license. In addition, all occupants of the vehicle must have a valid document of entitlement e.g., a RAIC or temporary pass. The document of entitlement must be displayed on the upper body, on the chest or upper arm.		
If a temporary 'Escort Required' pass is being used, it must be confirmed that the holder has read and understood the terms of issue for the pass.		
Vehicles under escort must remain behind the vehicle escorting them. They cannot pass, come along side or reverse away from the escorting vehicle without verbal confirmation from the person escorting them. Vehicles under escort must not become separated from the escort. Note: Hand signals must not be used or accepted in place of verbal communication.		
Vehicles under escort must not leave a designated construction area without verbal confirmation from a person responsible for escorting them. Note: Hand signals must not be used or accepted in place of verbal communication.		
All vehicles operating airside are required to yield to aircraft, emergency response vehicles and snow clearing equipment.		
Using a cell phone - in any manner - is not permitted airside, unless it is done within a designated construction area. At no time can a cell phone be used in any manner while the person is being escorted or otherwise operating a vehicle.		
Smoking is not permitted anywhere airside. This prohibition includes e-cigarettes and water-pipes. Seat belts are required to be worn by all occupants.		
Unless in an approved location; garbage, debris or other materials are not permitted to be disposed of on airside.		
Bird and/or wildlife attractants e.g., food items, are not permitted on the airfield.		

ANNEX 2 – AERODROME SITE PLAN – COMPLETE AIRFIELD



ANNEX 3 – HANGAR LINE



ANNEX 4 - KEY REVIEW QUESTIONS – DA AVOP

1. What is the definition of a Movement Area?
2. What colour are pavement markings which outline vehicle corridors?
3. Vehicles may not tow more than how many carts/dollies?
4. When does an aircraft have right-of-way?
5. A qualified AVOP holder with a valid RAIC may escort how many vehicles at one time?
6. If an emergency vehicle approaches while you are driving in the vehicle corridors, what must you do?
7. What must you do when you see a marshalling crew disconnect from an aircraft after pushback?
8. What are the indicators that an aircraft is prepared to depart from a gate?
9. When should a vehicle on airside operate a beacon?
10. Who is responsible for reporting incidents?
11. Explain Right-of-Way Priority?
12. What must a DA permit holder carry on him/her at all times when operating a vehicle airside?
13. What must you do if your driver's license is suspended or revoked?
14. What is the speed limit on aprons?
15. Apron pavement markings that pertain to aircraft are what colour?
16. Apron edge lights are what colour?
17. What should you do if you become disorientated on the airside?
18. Identify cues that you may be inadvertently entering a taxiway.
19. Identify cues that you may be inadvertently entering a runway.
20. What do you do if you see FOD on an apron?
21. What is the proper way to transition between gates on Apron I at Halifax Stanfield Airport?
22. Unless you are servicing an aircraft, what distance must you remain from aircraft fuelling operations?
23. Under what circumstances is it acceptable to bypass the Critical Area?
24. When can you proceed behind an aircraft on gate?
25. An aircraft has pushed back beyond the vehicle corridor and the tug is still attached. Is it safe to proceed?