
Escorting of vehicles within Swedavia IA

(AR-related – Part 5 Chapter 16.2.14)

1. Purpose and scope

1.1 Purpose

The purpose of this procedure is to clarify the method for escorting vehicles within Swedavia IA with regard to prerequisites, conditions, contact persons and who may carry out assignments.

1.2 Scope

The procedure describes how contact is made and what is required before and during the escort, as well as any invoicing for larger assignments or projects.

2. Definitions

2.1 Definition of escorting

Motor vehicles that need to be used in the traffic areas specified in Chapter 2.2 and which do not meet the requirements for a vehicle permit, driving permit and radio must be escorted by an authorised vehicle and driver.

2.2 Definition of areas at the airport

- Movement area: Areas where there are aircraft movements, i.e. aprons, stands, taxiways and runways with associated areas.
- Manoeuvring area: Areas for take-off, landing and taxiing of aircraft with associated areas.
- Other operational areas*: Areas outside both the movement area and the manoeuvring area, i.e. operational areas where there are no aircraft movements.

*Operational area at GOT refers to the area from Central Security to the inner apron road where vehicle permits are required, but not driving permits.

2.3 Definition of authorised/unauthorised

- Authorised driver (holds a driving permit), referred to as the escort
- Authorised vehicle (meets AR rules), referred to as the escort vehicle.
- Unauthorised driver, referred to as the follower.
- Unauthorised vehicle, referred to as the escorted vehicle.

3. Responsibility

3.1 Formal responsibilities

A person who holds a driving permit may act as an escort. The operator who needs to bring a vehicle onto Airside and who needs to be escorted is responsible for escorting the vehicle themselves or for ordering an escort vehicle and escort in accordance with this procedure.

3.2 Practical responsibilities

When escorting, it is the responsibility of the escort to ensure that followers and escorted vehicles follow the guidelines that apply to the area(s) being visited.

4. Information

For the escorting of contractors where Swedavia is the client, the department that owns the assignment is responsible for ensuring that resources are available for the scope of the assignment. The escorting of vehicles for major projects/works is coordinated via the aviation safety plan.

External operators active at the airport are responsible for ensuring that they or their subcontractors/guests are properly escorted. Time permitting, it is possible for the airport's resources to be used, should the need arise. Depending on the nature and duration of the assignment, invoicing may be required and longer assignments cannot generally be accepted at short notice but need to be planned well in advance and discussions held with the local contact according to the site-specific instructions in section 6.

5. Instruction

5.1 When ordering an escort, the ordering operator must specify the following

This section refers to ordering an escort in an emergency situation where the operator is unable to provide an escort.

- How many vehicles will be escorted?
- To which area will the vehicles be escorted? Use a map for clarity.
- If more than two* vehicles are to be escorted, there must also be an escort vehicle at the rear. This must be indicated by the applicant/ordering operator.
- Date and time when the escort is requested to take place.

* When escorting more than one truck, there must also be an escort vehicle at the rear. The escort must do the following before commencing the escort.

- The escort must meet the follower and the escorted vehicle at the predetermined vehicle gate.
- Escorted vehicles must first undergo a self-inspection, for which the escort is responsible.

NOTE! *The self-inspection is not covered by the examination of the vehicle by security control.*

- The escort must review the information in Chapter 7 and ensure that communication methods are established before departure.
- The escort must ensure that the follower and the escorted vehicle are parked correctly and without causing obstruction on Airside.

5.2 When the escort is to end, the escort must carry out the following

NOTE! *The above refers to a situation where the follower is a badge holder.*

- Escorts must ensure that escorted vehicles are escorted out of Airside once the work is completed.

NOTE! *Don't forget to collect any material lent out during the assignment.*

6. Applicable standard/references

If an escort is required and you cannot provide this, please contact us as detailed below.

GOT:

Vehicle escort: Contact OPC: 010-109 36 01

OPC will then contact the appropriate resource within GOT's overall resources for provision

Escorting of persons: Contact the group responsible for provision

ARN

Vehicle escort: Contact APOC, 010-109 13 00



Escorting of persons: Contact the group responsible for provision

BMA

Contact ATOS, 010-109 43 33

MMX

Weekdays 07:00–16:00, Swedavia Planning & Preparation: 010-109 62 00

At all other times, APOC: 010-109 45 55

7. Checklist for escorting vehicles

This checklist must be completed by the authorised driver, together with the drivers to be escorted, before the escort begins. In the case of an emergency escort, e.g. risk to life and health or organ transportation, the ADO, ATOS, APOC Supervisor, LC or similar decision-maker must be contacted for exemption from the escort check.

Description/questions:	Completed
NOTE! If more than two* vehicles are to be escorted, there must also be an escort vehicle at the rear. This must be indicated by the applicant/ordering operator. * When escorting more than one truck, there must also be an escort vehicle at the rear.	☐
Carry out a visual check of the escorted vehicle and look for loose objects, leaks, broken lights, etc. NOTE! For support, use <u>Appendix Checklist for inspecting vehicles to be escorted.</u> See <u>section 8.</u>	☐
Examine the route on the vehicle map & highlight any challenges on the way there: • Hot Spots • Are aircraft taxi lines crossed? • Waiting areas or crossings where there is a right of way, etc. • Driving or parking vehicles at the stand in connection with ground stop. • Staff working in the turnaround process around aircraft. • Safe distances must be maintained to taxiing and push-back aircraft.	☐
Important to note: • Followers/escorted vehicles must follow the instructions of the escort/escort vehicle and must never leave the escort, i.e. they are not permitted to make their own decisions. • During escort, all vehicles are viewed as one when passing stop signs & right-of-way markings, i.e. escorted vehicles must pass through together with escort vehicles in an unbroken chain. NOTE! It is the responsibility of the escort to ensure that the escort chain can complete the manoeuvre as one without interference from other traffic. • The escort shall take place at such a speed that the distance between escort vehicles and escorted vehicles does not exceed 15 metres. • Decide how to attract each other's attention, e.g. flashing full beam, or hands-free calls prepared before setting off.	☐

NOTE! Calls must only be used to give driving instructions; an undisturbed driver environment applies.

- When driving a vehicle, the driver's attention must be focused on driving the vehicle and calls must be avoided. The so-called "sterile driver environment" shall be applied. Below is the current application regarding vehicle drivers while driving:
 - Drivers may not use a mobile phone to reply to text messages, emails etc.
 - Drivers must not take notes on paper/blocks while driving.
 - Drivers may only talk on the telephone/radio device if absolutely necessary for personal or aviation safety, aviation security or in a specific approved work methodology. Other work-related or private telephone calls should be made from stationary vehicles, whether using hands-free or not.
 - Drivers are not allowed to listen to music or car stereo.
 - Drivers who are in the manoeuvring area must ensure that they can always hear calls over the radio.
 - Drivers are responsible for informing passengers that an undisturbed driver environment applies in the vehicle.
 - Conversations with passengers and between passengers, other than those that are necessary and work-related, should be avoided while the vehicle is moving. It is preferable for the conversation to take place while the vehicle is stationary.
 - There must be no loose objects or distracting activities in the driver environment.
- All vehicles must use their indicators.
- Escorting in the manoeuvring area is not permitted in low-visibility conditions (LVP).
- Escorting in the manoeuvring area must be carried out by vehicles approved for the manoeuvring area, i.e. equipped with a fixed antenna/equipment for two-way ground and/or aviation radio, warning lights, identification number and transponder for MLAT*.

**MLAT applies at ARN and GOT.*

8. Checklist for inspecting vehicles to be escorted*

***The escorting of vehicles during state visits, emergency vehicles and Mifor are exempt from the Self-inspection of vehicles requirement.**

Inspection of escorted vehicle:

- Lighting system (*Brake lights & dipped headlights, indicators, warning light*)
- Tyres (*Objects that may become FOD, e.g. stones*)
- Leakage (*No visible leakage under the vehicle*)
- Damage (*No visible damage or loose parts on the vehicle*)
- Load securing (*No loose items*)
- Rear-view mirrors
- Windscreen wipers
- Audible signal

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Airport: _____

Company: _____

Name: _____