Aerodrome Safety

Roads, Vehicles & Equipment

31st December 2025

ASDRVE_OSI_005

Version 3.1

Operational Safety Instruction

Vehicles and Equipment Airside - Operations

It is the responsibility of all employers to ensure that relevant OSIs are brought to the attention of their staff. However, individuals remain responsible for their own actions and those who are in any doubt should consult their Supervisor or Manager.

1. Introduction

1.1 This Operational Safety Instruction (OSI) is designed to establish the guidelines and protocols for the operation of vehicles and equipment in the airside and baggage operations areas at Heathrow Airport. The primary objective of this OSI is to effectively manage and mitigate risks to colleagues, passengers, vehicles, equipment, infrastructure and aircraft.

1.2 This OSI should be read in conjunction with the requirements as set out in Heathrow's Aerodrome Safety Management System Manual, the Ground Operations Licence (GOL) (if applicable), Airside Operations Licence (AOL) (if applicable) and UK Health and Safety legislation and guidance. For further information, please refer to Paragraph 1.5 of this OSI.

1.3 It is mandatory for all companies to implement a system to assess the capability and fitness of their staff to operate vehicles and equipment in airside and baggage operations areas, including evaluations for drug and alcohol use. For specific details on the drug/alcohol testing and information sharing requirements, reference should be made to OSI "ASGrOps_OSI_046 Alcohol and Classified Drugs".

1.4 All drivers operating airside or within the baggage operations areas must hold a valid Airside Driving Permit (ADP) and meet the necessary medical requirements. For details, reference should be made to OSI "ASDRVE_OSI_006 Airside Driver Training and the Airside Driver Permit."

1.5 This OSI is written with reference to the following documents:

- **1.5.1** CAP 642 Airside Safety Management.
- **1.5.2** CAP 790 Requirement for an Airside Driving Permit (ADP) Scheme.
- **1.5.3** Health and Safety Executive Guidance Note HSG 209.
- **1.5.4** The Highway Code.
- **1.5.5** Road Traffic Acts 1988.
- **1.5.6** Health and Safety at Work Etc Act 1974.
- **1.5.7** The Workplace (Health, Safety and Welfare) Regulations 1992.
- **1.5.8** The Work at Height Regulations 2005
- **1.5.9** Management of Health and Safety at Work Regulation 1999.

1.5.10 The Provision of Use of Work Equipment Regulations 1998 (PUWER).

1.5.11 Lifting Operations and Lifting Equipment Regulations 1998 (LOLER).

1.6 The Road Traffic Act 1988 may, under certain circumstances, apply airside. Airside drivers shall be aware that they may face prosecution according to the Road Traffic Act 1988 where applicable.

1.7 It is a mandatory requirement for airside drivers to adhere to all rules stipulated in this OSI. Non-compliance will be considered as a breach of airside driving regulations. Heathrow will take appropriate actions as outlined in the AOL/GOL, relevant OSIs and Heathrow Byelaws 2014. Such breaches may result in the allocation of penalty point(s) to an individual's ADP, potentially leading to the suspension or withdrawal of the ADP. For further information on the management of airside safety offences at Heathrow Airport, please consult OSI "ASDRVE_OSI_087 Management of Airside Safety Offences".

1.8 It is the responsibility of all airside operating companies to promulgate the contents of this OSI to their staff and contractors to ensure full compliance.

1.9 This OSI should be read in conjunction with the reference documents as stipulated therein, if applicable. All current OSIs can be found via the link here or via the Quick-response (QR) code below.

1.10 Red bars have been added to the side of the document to draw the reader's attention to where changes have been made.

1.11 The older version of this OSI "ASDRVE_OSI_005, Vehicles and Equipment Airside – Operations (Version 3.0)" are hereby cancelled.

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2. Definitions

Abbreviation	Description
ADP	Airside Driving Permit
AOF	Airside Operations Facility
AOL	Airside Operations Licence
AOP	Airport Operations Plan (formerly the "A-CDM")
AOT	Airside Occurrence Ticket
ART	Airside Road Tunnel
ATC	Air Traffic Control
CPSRA	Critical Part of the Security Restricted Area
DfT	Department for Transport
DRL	Daytime Running Light
EBT	Electric Baggage Tug
GOL	Ground Operations Licence
GSE	Ground Support Equipment
LOLER	Lifting Operations and Lifting Equipment Regulations 1998
LV	Low Visibility
MAM	Maximum Authorised Mass
Mph	Miles per Hour
"M" ADP	Manoeuvring Airside Driving Permit.
NATS	National Air Traffic Services
PBB	Passenger Boarding Bridge
PUWER	Provision and Use of Work Equipment Regulations 1998
"R" ADP	Runway Airside Driving Permit
RFID	Radio Frequency Identification
UHF	Ultra-High Frequency
ULD	Unit Load Device
VAP	Vehicle Apron Pass
VHF	Very High Frequency

For the purpose of this OSI, the following definitions shall be adhered to:

2.1 "Vehicle" means any mechanically self-propelled conveyance and any combination towed by it including trailers.

2.2 "Electric Vehicle" means any vehicle that is powered by electricity, either partially or fully.

2.3 "Trailer" includes, but are not limited to, ULD dollies (container dollies), baggage or loose load trolley, baggage carts trailers (commonly referred to as "Wessex"), pallet trailers for cargo pallet handlings but excluding articulated trailers.

2.4 "Airport Representatives" means Heathrow Airfield Operations, Security, Airside Operational Safety Imporvement Team and Baggage Operations Teams, including, but not limited to, Security Operations Manager (Campus Security – Alpha 1), AfDM or their delegate(s), Airside Operations Compliance Officers, Ground Handling Officers and Baggage Compliance Officers in respect of all airside and baggage operations areas at Heathrow Airport.

3. Occupational Health and Safety Legal Requirements

Individual companies must observe and comply with the relevant legal requirements as a minimum while operating any Vehicles/equipment airside:

3.1 The Agreement concerning the International Carriage of Dangerous Goods by Road (ADR) which will apply airside.

3.2 Health and Safety at Work Etc Act 1974.

3.3 Provision and Use of Work Equipment Regulations 1998 (PUWER).

3.4 Lifting Operations and Lifting Equipment Regulations 1998 (LOLER).

3.5 The Work at Height Regulations 2005.

3.6 The Workplace (Health, Safety and Welfare) Regulations 1992.

3.7 The following legal requirements are referenced from the list above **but not exhaustive**. However, they are the headline requirements which are considered as relevant to airport operations:

3.7.1 All airside drivers shall adhere to safe practices, follow instructions and signage provided.

3.7.2 Vehicles should not be parked where there is likely to be a hazard.

3.7.3 Vehicles must be used in a safe manner following manufacturer instructions.

3.7.4 **Avoid Work at Height Where Possible**: Eliminate the need for working at height if there are practical alternatives.

3.7.5 Where Vehicles have to reverse, measures shall be in place to reduce and control risks to people, supported by a safe system of work.

3.7.6 Vehicles/equipment must be suitable for the intended use, safe for use, maintained to a safe condition and inspected to ensure it is correctly fitted and does not subsequently deteriorate.

3.7.7 Vehicles/equipment can be used only by people who are competent and have received adequate information, instruction and training.

3.7.8 The employer must ensure that the Vehicles/equipment provided for use at work meets specified operational requirements, such as ensuring that risks created by the use of the Vehicles/equipment, are eliminated where possible or controlled.

3.7.9 Any Lifting Vehicle/equipment provided for use at work is:

3.7.9.1 positioned and installed in a safe manner to minimise any risks including falling from height, the Vehicle/equipment striking a person or of any load from drifting, falling or suffering from unintentional release.

3.7.9.2 used safely, i.e. the work is properly planned, appropriately supervised, organised and performed by competent staff.

3.7.10 No work can be carried out at height where it is reasonably practicable to carry out the work safely otherwise than at height. Where work is carried out at height, every employer shall take suitable and sufficient measures to prevent, so far as is reasonably practicable, any person falling a distance liable to cause personal injury.

3.7.11 Where the employer provides safeguards for preventing fall from height incidents, the employee has the legal duty to use those safeguards.

4. Pre-Driving Requirements

4.1 Individual companies must have a Vehicle pre-use checklist in place with reference to the manufacturer's recommendations (if applicable) as a minimum. Vehicle check records must be made available to the Airport Representatives for inspection upon request.

4.2 It is the driver's ultimate responsibility to perform the necessary checks on the Vehicle as outlined in this section. They must conduct a Vehicle pre-use check to ensure safety and roadworthiness. If any defects or non-compliance issues are identified, the driver must refrain from driving that Vehicle and immediately notify the respective company for resolution.

4.3 The driver must ensure that the Vehicle has sufficient fuel/charge level to complete the intended journey.

4.4 In addition to the ADP requirements as detailed in OSI "ASDRVE_OSI_006 Airside Driver Training and the Airside Driver Permit", drivers must attend and pass the appropriate operational training conducted by their own company and be deemed competent to drive or operate that type of Vehicle airside. A valid ADP must be carried by the driver at all times whilst driving airside.

4.5 Under no circumstance should anyone drive/operate any Vehicle under the influence of classified drugs or prohibited substances. For more details, reference should be made to OSI "ASGrOps_OSI_046 Alcohol and Classified Drugs".

4.6 Before driving any Vehicle, drivers must ensure that they are suitably fit for the task to be undertaken and not impaired by fatigue, influenced by any medications or otherwise unfit for duty. If there is any concern around fitness whilst driving, the driver must inform their supervisor immediately.

4.7 If Vehicle escorting is required airside, the contents stipulated in OSI "ASDRVE_OSI_009 Escorting of Vehicles Airside" must be observed and followed.

4.8 All Vehicles must display a valid VAP airside at all times as required by OSI "ASDRVE_OSI_008 Vehicles and Equipment Airside – Requirements".

4.9 All Vehicles must clearly display a valid 24-hour Heathrow Airport-based contact telephone number to facilitate contact in the event of an urgent operational or emergency situation, including those holding an EVAP.

4.10 All Vehicle doors and protective coverings of Trailers (if fitted) must be closed and secured. All loads being carried by Vehicles and Trailers must also be secured before moving off.

4.11 All FOD must be removed from the open areas of Vehicle or Trailer before driving.

4.12 A copy of the latest version of the airfield map must be kept in each Vehicle. The map shall be stored in a location easily accessible to drivers, allowing them to reach and reference it.

4.13 Drivers shall be aware of any road closures and diversions in place across Heathrow Airport's airside road network or taxiway system that they may encounter before beginning a journey. For example, a published Operational Advice Notice (OAN). If in doubt, they should contact their own company for assistance.

4.14 Drivers must be aware of all gradients, width and height restrictions on Heathrow Airport roadways, ensuring that their Vehicle is capable to travel up an inclined roadway and has sufficient clearance to avoid collisions with objects, buildings, or infrastructure. Information regarding height restrictions across airside areas (excluding baggage operations areas) can be found in the Airfield Road Maps on Heathrow's website or the link here.

4.15 Vehicles or any towed equipment must be fully lowered before moving. Vehicles of specific heights must display a height indicator inside the driver's cabin. For details, reference should be made to OSI "ASDRVE_OSI_008 Vehicles and Equipment Airside – Requirements".

4.16 Drivers must ensure that all Vehicles and Trailers equipped with side flaps, shutters, or other protective barriers for load transit are securely fastened.

4.17 Under no circumstances should Vehicles or any other equipment be used to transport a load that exceeds the Maximum Authorised Mass (MAM) of that Vehicle or equipment.

5. General Driving Rules

5.1 Drivers must ensure that they have dipped headlights switched on **at all times** unless the Vehicle is parked at a safe place. Any use of Daytime Running Light (DRL) is not an alternative for this requirement.

5.2 No individual is permitted to travel as a passenger in a Vehicle without appropriate seating arrangements. This rule, however, does not apply to certain types of Vehicles for training purpose only, for example cargo loaders, which may not have passenger seating for trainers during on-site operational training. In these instances, the operating company is required to conduct a comprehensive risk assessment to ensure that any risks associated with this scenario are effectively managed.

5.3 While driving airside, drivers must maintain full situational awareness of the surroundings, including aircraft, Vehicles, pedestrian movements.

5.4 Drivers must always obey all speed limits. For details on the published speed limits at Heathrow Airport, please refer to Section 15 of this OSI.

5.5 Drivers must always obey traffic light signals, road markings, and any other traffic signs, including temporary ones, unless directed otherwise by an Airport Representative or a police officer.

5.6 Drivers must maintain an unobstructed view of their surroundings. For instance, when operating belt loaders, ensure the conveyor belt is fully lowered and does not block the driver's line of sight.

5.7 **No overtaking** anywhere airside. Manoeuvring around a stranded Vehicle may be permitted if instructed by an Airport Representative or a police officer, or if the vehicle ahead is confirmed to be immobilised (for example Vehicle broken down). In such circumstances, drivers must proceed with utmost caution to prevent any conflicts with other traffic.

5.8 Emergency service vehicles responding to a declared emergency are permitted to surpass speed limits or disregard traffic signs/signals, provided they adhere to any applicable local procedures and measures outlined in the relevant risk assessment. These vehicles must use flashing blue lights and two-tone sirens to alert other drivers of their presence.

5.9 Other road users shall give way to emergency service vehicles on blue lights as soon as it is safe to do so.

5.10 All Vehicle occupants, including the driver, must always wear a seatbelt or lap belt where one is fitted. If passengers are not wearing seat belts, the driver will accrue points on their Airside Driving Permit (ADP). Further information shall refer to OSI "ASDRVE_OSI_087 Management of Airside Safety Offences".

5.11 The only approved exception for not wearing a seatbelt/lap belt is a legitimate medical exemption certificate.

5.12 Drivers are prohibited from holding or using any electronic devices or handling any items that could distract them while driving. The use of in-ear devices (such as AirPods) is prohibited.

5.13 Drivers are required to always maintain a safe distance from the vehicle in front. Vehicles must stay within the lane markings and always keep to the left when encountering oncoming traffic. For specific requirements on stopping distances and tailgating, please refer to The Highway Code.

5.14 Vehicles **must not** enter an aircraft parking stand unless it is directly engaged to aircraft ground servicing activities on that stand.

5.15 Vehicles **must not** drive across or use an aircraft parking stand as a shortcut unless under one of the following conditions:

5.15.1 The stand is being used as a diversion route.

5.15.2 It is approved by Heathrow Airside Operations Team.

5.15.3 It is authorised to do so by an Airport Representative or a police officer during an incident or a traffic diversion.

5.15.4 The nature of the Vehicles makes it impossible to use the airside roadway.

5.16 Vehicles entering the apron road/access lane from an aircraft parking stand must give way to Vehicles already traveling on the apron road/access lane.

5.17 All Vehicles shall be driven in a forward direction where possible and therefore driving in reverse should be avoided, except when moving into a parking into position. Where reverse driving is deemed necessary, it must only be conducted under the guidance of a competent banksman who must be in the line of sight of the driver outside the Vehicle, or a functioning reverse camera is equipped, as determined through a company risk assessment.

5.18 It is strongly recommended to park in reverse direction. While doing so, the driver must check the surroundings to ensure the Vehicle does not come into conflict with colleagues, other Vehicles, equipment, or infrastructures.

5.19 Drivers are prohibited from leaving Vehicles unattended while the engine is running. The ignition key must be removed from the Vehicle. Under certain circumstances, exemption may be granted, please refer to OSI "ASDRVE_OSI_087 Management of Airside Safety Offences" for details.

5.20 Under no circumstance shall any Vehicles' door/exit be obstructed.

5.21 All Vehicles must have the obstruction light fitted as per the standards stipulated in OSI "ASDRVE_OSI_008 Vehicle and Equipment Requirements" and switched on **at all times** while operating in all airside and baggage operations areas, except driving in the Cargo Tunnel.

5.22 Should the driver become lost on the airfield, they should stop in a safe place and refer to the Airfield Map in their Vehicle or seek assistance from their company.

5.23 In case of Vehicle fire or smoke incident, do not attempt to put out a fire unless you have received appropriate training, and it is considered safe to do so. Leave the Vehicle and report to Heathrow immediately as outlined in 5.24 of this OSI. If an Electric Vehicle (EV) is involved, this detail must be included in the incident report.

5.24 In situations where immediate emergency response is needed, such as the need for attendance of Airport Police, Airport Fire and Rescue Services, or an Ambulance, the incident must be reported to Heathrow without delay through one of the specified channels.

5.24.1 Heathrow landline or head-of-stand telephones – Dial 222 and wait for the operator to respond.

5.24.2 External telephone/mobiles – Dial 0208 759 1212.

5.25 The following airside incidents related to Vehicle operations must be reported to Heathrow without delay:

5.25.1 Road traffic collision, also known as RTC.
5.25.2 Dropped load e.g. ULD/baggage/cargo.
5.25.3 Collision between aircraft and Vehicles
5.25.4 Failure to give way to aircraft.
5.25.5 Taxiway/runway incursion.

5.26 In case of non-emergency incidents, such as a Vehicle breakdown that could potentially disrupt airside roadways, it must be reported to the Heathrow Airfield Operations Team immediately via external phone at 0208 745 6024 (option 6).

6. Signs and Ground Markings

6.1 Where possible, signs and paint markings used on the airside road system follow the DfT system used on public roads.

6.2 There are airport-specific signs and paint markings displayed on the taxiway system and runways. Drivers must fully understand and comply with these markings. For details on these markings, please refer to the ADP training materials.

6.3 Temporary signs/markings may be installed or painted due to construction work or to manage traffic around an incident site. These signs hold the same authority as the permanent ones. It is mandatory to obey the instructions/restrictions they convey.

6.4 Drivers must follow the instructions of any Airport Representatives or police officers managing traffic at an incident scene or during a temporary road diversion or closure.

6.5 All height restrictions below 4.5 metres in airside areas are clearly marked. Drivers must remain vigilant to avoid collisions with these obstructions.

7. Driving on Aircraft Parking Stands

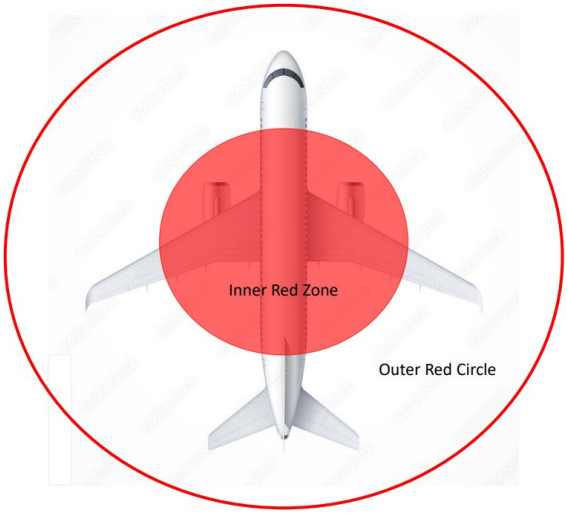
7.1 The Circle of Safety, as depicted in this section, outlines the area surrounding an aircraft where specific procedures must be adhered to, and certain activities are restricted. Colleagues are required to comply with these procedures and restrictions at all times.

7.1.1 Vehicles must stop completely to assess braking efficiency when at **approximately 5 metres** away from the aircraft (at the outer red circle below).

7.1.2 Vehicles must then make a second complete stop to test braking efficiency when at **approximately 2 metres** away from the aircraft (at the inner red zone below).

7.1.3 Within the Circle of Safety (the inner red zone), Vehicles must be driven at a walking pace.

7.2 With the exception of Vehicles actively involved in servicing the aircraft, **no Vehicle** should drive under any part of the aircraft or within the Circle of Safety (the red zone).



7.3 All Vehicles must adhere to the speed limit of 5 mph at all times.

7.4 While docking to an aircraft (either driving forward or reverse), a competent banksman must be in the line of sight of the driver outside the Vehicle to provide guidance unless the driver has a physical 360-degree vision. **Any use of the Vehicle's reverse or 360-degree cameras will not be acceptable as an alternative to physical line of sight of the driver.**

7.5 When aircraft movements are taking place, or the anti-collision lights are switched on, Vehicles **must not** drive across or onto an aircraft stand (except within the designated Vehicle/equipment parking areas).

7.6 Vehicles **must not** be driven or parked under the wings of an aircraft, unless specifically required to do so whilst servicing the aircraft.

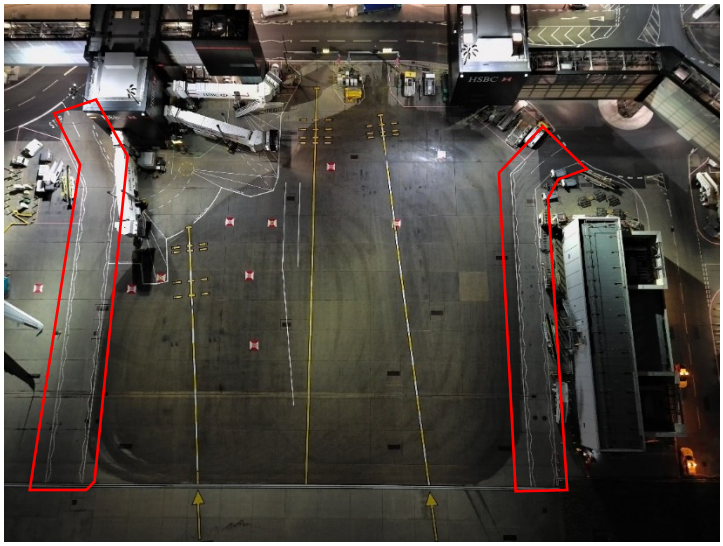
7.7 Drivers must remain vigilant of all other Vehicles and individuals present on the stand at all times.

7.8 Special attention should be taken not to infringe the "Fuelling Safety Zone". For details, please refer to OSI "ASGrOps_OSI_019, Fuelling of Aircraft".

7.9 Vehicles must not be parked in locations that would obstruct aircraft, other Vehicles, equipment, infrastructure, utilities, or access doors to/from the terminals, particularly emergency exits or fire assembly points.

8. Inter-stand Clearways

8.1 Inter-stand clearways, marked by a white line and white zigzag lines as highlighted in red below, are areas between stands which can be used as a waiting area for Vehicles serving incoming aircraft (restrictions may apply), a pathway for Vehicles to gain access to aircraft during the aircraft turnaround process, and an access route for emergency vehicles.



8.2 It is strictly forbidden for drivers to **park or leave any Vehicles or other equipment unattended** in this area. Non-compliance will result in an AOT being issued. For more details, please refer to OSI 'ASDRVE_OSI_087 Management of Airside Safety Offences.

8.3 A clear exit path must be maintained between the aircraft and inter-stand clearway to allow the quick removal of fuelling equipment and persons in an emergency.

9. Driving on the Back-of-Stand Roadways/Access Lanes

9.1 While driving on the back-of-stand roadways, drivers must exercise caution to avoid conflicts with aircraft movements, such as pushback, taxiing, or towing onto the stand. Additionally, be aware of the potential hazard of jet blast or prop wash.

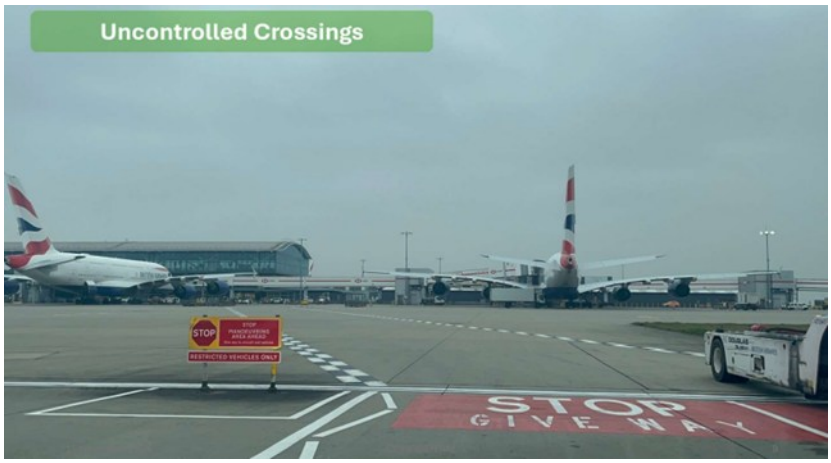
9.2 All Vehicles must stop and give way to aircraft at all times. Specifically, when the anti-collision lights are on, drivers **must not** cross behind the aircraft.

9.3 Drivers must be vigilant for ground colleagues who are safeguarding aircraft movements at the adjacent stand and must stop and give way when instructed to do so.

9.4 Only authorised vehicles, such as slow-moving, oversized, Heathrow and emergency vehicles, are permitted to use the back-of-stand access lane at Terminal 4.

10. Driving on Uncontrolled Crossings

10.1 Uncontrolled crossings, marked by black and white checkerboard markings, are roadways that run across a section of taxiway.



10.2 For the updated uncontrolled crossing layout across Heathrow Airport, please refer to relevant Heathrow Maps for details. Vehicles must remain within the markings and keep to the left against approaching Vehicles.

10.3 Use of uncontrolled crossings should be avoided if access via other airside roads is available and must be done at specified crossing points.

10.4 Heathrow has implemented restrictions on the use of specific uncontrolled crossings, details can be found on the "Airfield Restriction Map" on Heathrow's website or here.

10.5 The following **must be** complied with while driving across an uncontrolled crossing:

10.5.1 Drivers using the uncontrolled crossings **must give way to aircraft and Vehicles** operating on the adjacent taxiway at all times.

10.5.2 Drivers must come to a complete stop before driving across an uncontrolled crossing and should only proceed when it is safe to do so.

10.5.3 Upon entering an uncontrolled crossing, drivers shall proceed with caution, maintain vigilance, and ensure they can progress sufficiently without causing conflicts with other Vehicles or aircraft at any time.

10.5.4 Drivers are prohibited from exiting an uncontrolled crossing midway to join the taxiway for free ranging. Once they have entered an uncontrolled crossing, they must proceed to the end before exiting.

10.5.5 No colleague is permitted to use uncontrolled crossings on foot under any circumstances.

10.5.6 Vehicles must maintain a distance of more than two aircraft lengths when crossing behind an aircraft with engine running. However, if an aircraft is under tow with its engine(s) switched off, a minimum separation of one aircraft length shall be maintained.

10.5.7 When an aircraft is being pushed back away from the uncontrolled crossing with a tow tug connected, Vehicles may use the crossing in front, provided there is at least a two-aircraft-length separation. Special attention must be given to the movements of the aircraft and tow tug, as they may receive instructions to move forward from ATC.

10.5.8 Notwithstanding 10.5.7. above, drivers using the uncontrolled crossings must always exercise general caution regarding aircraft pushback, as detailed in this OSI.

10.5.9 Use of uncontrolled crossings may be restricted during LV conditions, reference should be made to OSI "ASWeather_OSI_052 Low Visibility Operations" for details.

11. Driving on Manoeuvring Area - Taxiway System

11.1 Only drivers possessing a valid ‘M’ or ‘R’ ADP are allowed to operate on the taxiway system without a prior positive radio call to ATC during normal visibility conditions, collectively known as “free-ranging”. They must only exercise their privileges of “free-ranging” on the taxiway system to access the infrastructures which are not accessible by airside roads in relation to their job duties.

11.2 Before driving on the taxiway system, drivers must verify the airfield’s status or restrictions with their company or through information broadcasted via the AOP. For example, the use of taxiway system will be restricted to certain Vehicles only during LV condition. Reference should be made to Section 26 of this OSI for details.

11.3 Aircraft, including those under tow, always have the right of way. All Vehicles traveling on the taxiway system must give way to aircraft unless directed otherwise by ATC.

11.4 Emergency services vehicles, identifiable by flashing blue lights and sirens, have priority over all other Vehicles. However, aircraft has the ultimate right of way at all times.

11.5 Drivers are allowed to enter the taxiway system for free-ranging from the inter-stand clearway only, unless dispensation is granted from the Heathrow Airfield Operations Team.

11.6 When free-ranging on the taxiway, it is best practice to maintain a safe distance from the runway and any runway exits. This helps to avoid conflicts with any aircraft that may be vacating the runway.

11.7 Drivers on the taxiway should always be ready to reduce speed or come to a complete stop if needed to prevent collisions, especially when approaching an uncontrolled crossing.

11.8 Drivers operating on the taxiway system must know their Vehicle callsign. This callsign must also be known by Heathrow Airfield Operations and ATC. Additionally, drivers must maintain a listening watch to the correct ATC frequency.

11.9 Drivers must maintain a minimum distance equivalent to two aircraft lengths behind an aircraft with running engines. However, if an aircraft is under tow with engine(s) switched off, a minimum separation of one aircraft length shall be maintained. If operational requirements necessitate reducing this distance, all precautions must be taken to minimize exposure to jet blasts.

11.10 In the event of a detected fault (including radio issues) with the Vehicle, the driver must immediately vacate the taxiway to a safe place via the shortest safe route.

11.11 If a Vehicle breaks down and becomes immobilised on the taxiway system, the driver must first contact ATC via radio and provide the Vehicle’s location. ATC will then notify the Heathrow Airfield Operations Team for further assistance.

11.12 Aircraft tug drivers should prioritise using the airside road network whenever it is safe and feasible. If operational requirements necessitate an aircraft tug to free-range on the taxiway system without towing an aircraft, this should be performed by appropriately trained drivers and is limited to the areas designated in Appendix A of this OSI.

11.13 If any taxiway works obstruct any part of the permitted free-ranging route for an aircraft tug as per Appendix A of the OSI, the tug driver must obtain permission to use an alternative route by contacting ATC on the appropriate frequency.

12. Driving on Manoeuvring Area - Runways

12.1 Vehicles can only be driven onto an active runway with the approval from ATC and access to which is restricted to those drivers holding a valid 'R' ADP only. Drivers who do not possess a 'R' ADP must be escorted by Heathrow Airfield Operations Team to enter the runway.

12.2 Entry to an active runway without authority or clearance from ATC will be considered as a 'runway incursion' which has the potential to endanger aircraft and the occupants of the Vehicle. Heathrow takes any runway incursion incident as a serious offence and a safety investigation will always follow.

12.3 Entry to a closed runway shall be requested through the Heathrow Airfield Operations Team except where a live aircraft crossing route has been set up which remains under active control by the ATC.

12.4 Vehicles that are driven on active runways must be equipped with a radio(s) capable of transmitting and receiving all relevant Heathrow Airport's ATC frequencies and channels as set out in OSI "ASDRVE_OSI_010 – ATC Frequencies Control of Vehicles on the Manoeuvring Area". The driver must ensure that the appropriate VHF or UHF channel is selected for the location where applicable and maintain a close listening watch on that channel at all times.

12.5 Access to runways at night for works is governed by separate procedures, as set out in OSI "ASWorks_OSI_004_Appendix_B – Control of Works Airside – Procedures for Working Airside".

13. Airside Tunnel Operations

13.1 Heathrow operates the following five airside tunnels:

13.1.1 The Airside Road Tunnel (ART), which connects between the CTA and Terminal 5.

13.1.2 The Cargo Tunnel, which connects between CTA and Cargo Terminal/Terminal 4.

13.1.3 Southern Airside Road (SAR) Tunnel, which connects between Terminal 5A, Terminal 5B, Terminal 5C and Terminal 5D.

13.1.4 Northern Airside Road (NAR) Tunnel, which connects between Terminal 5A and Terminal 5B.

13.1.5 Eastern Apron Airside Road Tunnel (EAART), which connects between Terminal 2A, Terminal 2B and Terminal 2C.

13.2 In the event of airside tunnels being closed, the Heathrow Airside Operations Team will provide a diversion route with additional safeguarding measures in place. This will be communicated through a separate OAN. Reference should be made to OSI "ASDRVE_OSI_080 Driving in Airside Tunnels" for details.

13.3 For detailed rules and emergency procedures in respect of airside tunnel operations, please refer to OSI "ASDRVE_OSI_080 Driving In Airside Tunnels".

14. Trailer Operations

14.1 Before using a Trailer, the driver must perform a pre-use check to ensure that the Trailer is in good service condition. Details of the pre-use inspection checklist can be found in Appendix E of this OSI.

14.2 To mitigate the risk of incidents related to unsecured or dropped loads, drivers must adhere to the following:

14.2.1 All loads or ULDs are appropriately secured before they commence the journey, i.e. all the stops and locks of the Trailer must be deployed properly, and any loose load must be secured using straps or any other form of securing devices.

14.2.2 All ULD doors or curtains must be securely closed and locked/fastened, and all straps and netting secured to the unit, so as not to strike or catch a person, equipment or any other infrastructure.

14.3 The total length of any vehicle combination or trailer train, inclusive of towing equipment such as the EBT, **must not exceed 18.81 metres or 61.71 feet**.

14.4 For EBT trailer trains, the maximum permissible length as stated in 14.3 is not feasible in Terminals 4 and 5 (including the ramp and baggage operations areas). Guidance as detailed below:

	Terminal 1	Terminal 2	Terminal 3	Terminal 4	Terminals 5	Cargo Terminal
Single Trailer	4	4	4	3	3	3
Double Trailer	2	2	2	2	2	2

15. Airside Speed Limits

The general speed limit within the airside roads is set at 20 mph. However, this limit may vary in certain locations, which will be indicated by traffic signs in the respective areas. Temporary or additional speed restrictions may be enforced based on specific operational needs, such as during road works.

Location	Maximum Speed Limit
Runways and Taxiways	40 mph
Airside Road Tunnel	30 mph
Eastern Tug Road	30 mph
Southern Airside Road	30 mph
Northern Airside Road	30 mph
Cargo Tunnel	30 mph
Uncontrolled Crossings	20 mph
Other Airside Roadways (Unless signposted)	20 mph
Snowbase / AOF	10 mph
Aircraft Stand and Inter-stand Clearways	5 mph
Baggage Operations Areas	5 mph

16. Airside Parking Areas

16.1 Airside parking areas consists of a combination of designated and visitor parking bays. These bays are clearly marked with the corresponding company name, type of vehicle/equipment, or visitor designation.

16.2 The head-of-stand parking area is exclusively reserved for vehicles directly involved in aircraft turnaround operations at that stand. These areas are typically marked by a red box with a white border.

16.3 Vehicles belonging to works contractors are not permitted to park in the head-of-stand parking area, unless the area has been specifically designated as a work site.

16.4 Failure to follow the instructions as indicated in 16.1, 16.2 and 16.3 may result in an AOT being issued against the driver and/or the company.

16.5 Each company is required to park their Vehicles within their designated areas. If a Vehicle from another company is found incorrectly parked in these designated bays, the company in question should be contacted using the telephone number displayed on the vehicle. If this approach is unsuccessful or there is an immediate safety concern, contact should be made to the Heathrow Airfield Operations Team at 0208 745 6024 (option 6) for assistance.

16.6 Companies wishing to review their designated parking areas should contact the Heathrow Airside Operations Team by email to airside@heathrow.com who reserves the right to review existing airside parking arrangements in conjunction with Team Heathrow Partners.

16.7 Except in an emergency, parking is prohibited in the following areas unless under the direction of an Airport Representatives or a police officer:

16.7.1 On empty aircraft stands
16.7.2 Within aircraft tug attachment area
16.7.3 Within any hatched area
16.7.4 When stated by sign or notice
16.7.5 Within inter-stand clearways
16.7.6 Within the PBB designated parking and 'starburst' areas

17. Electric Vehicle (EV) Charging

17.1 Heathrow has installed EV charging points in various areas airside. Unless otherwise specified, the majority of these airside EV charging points are intended for communal use. They provide different power output levels, depending on the charger. Users are required to adhere to the relevant information, including the 'Terms of Use', displayed on the charging points when using them.

17.2 The driver must read the safety instructions displayed on the charging points and ensure that the Vehicle is compatible with the charger that they intend to use.

17.3 EVs (including electric GSE) should only be charged in authorised bays intended for that purpose and Vehicle type.

17.4 EVs should be charged **at least 3.5 metres** away from fixed critical assets or from underneath structures, such as aircraft, airbridges, substations, buildings and pre-conditioned air units – the charging of EVs using additional plug-in chargers from the plinth-mounted electric baggage tug chargers is strictly prohibited.

17.5 Bays designated for EVs charging should not be used for parking, unless that EV is on charge. Once charging is completed to 80% of the total battery capacity, the EV should be moved to free up the charging bay.

17.6 For safety reasons, Heathrow Airside Operations Team may request that an EV be taken off-charge or moved from its current parking location.

17.7 In the event of the presence of fire, smoke, or a smell of burning/ electrical overheat, report these incidents to Heathrow immediately via the emergency numbers **222 (Heathrow landline) or 0208 759 1212 (external or mobile phones)**.

17.8 Locations and power ratings for the EV chargers provided by Heathrow can be found on the terminal road maps which are available at the link below:

https://www.heathrow.com/company/team-heathrow/airside/useful-publications/airfield-maps.

17.9 For up-to-date information on Heathrow's future plans regarding EV charging or any other questions, please contact EV.Charging@Heathrow.com.

18. Marshalling / Leader Vehicles

18.1 When marshalling an aircraft onto a stand, the marshaller may need to walk onto the road network to maintain visual contact with the pilot. For safety reasons, the marshaller may stop road traffic temporarily. This can be achieved by positioning the leader vehicle across the airside road to form a 'roadblock'.

18.2 It is strictly prohibited to pass the 'roadblock'. Enforcement action will be taken against drivers who pass 'roadblock'.

19. Removal of Abandoned, Redundant or Immobilised Vehicles/Equipment

19.1 Any abandoned, redundant or unserviceable Vehicles/equipment must be removed from airside as soon as reasonably practicable.

19.2 Heathrow reserves the right to remove or instruct the Vehicle/equipment owner to remove any abandoned, redundant or immobilised Vehicles/equipment airside.

19.3 The owner of the Vehicle/equipment will be advised that the item has been removed, and if the item is not collected within the agreed timeframe, it will be disposed of. All costs associated with any such removal and disposal will be charged to the owner in full.

19.4 If any Vehicle/equipment that has been removed by Heathrow, where appropriate, for release, storage and disposal information should be made to the Airfield Duty Manager at 020 8745 7373.

19.5 Companies are required to operate an unserviceable Vehicle/equipment tagging system and forward their removal plan to the Heathrow Airside Operations Team by email airside@heathrow.com . A deadline for removal will be agreed upon with the user of the equipment.

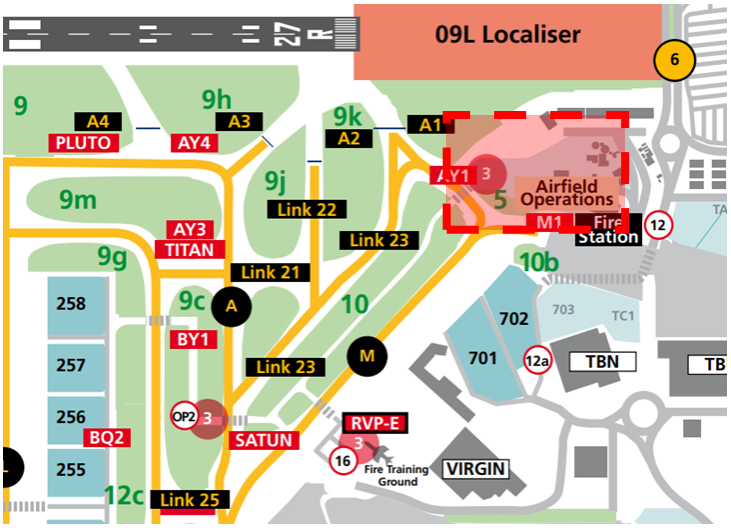
20. Accessing the Restricted Area from Other Airside Areas

20.1 Maps detailing the dedicated routes and security boundaries are available upon request from the Heathrow Airside Operations Team by email to airside@heathrow.com.

20.2 Drivers wishing to gain access from other airside areas into the Critical Part of the CPSRA must report at the control posts for security screening. Failure to do so will constitute a breach of security and could lead to the removal of the driver's ADP and/or airside ID pass.

21. Snowbase Vehicle Access Restrictions

21.1 The Snowbase is located in the North-East corner of the airfield as shown below:



21.2 Access to the Snowbase from the airfield is limited only to Heathrow Vehicles and those operated by other organisations visiting the Airfield Operations Facility, visiting the Airport Fire Service or attending other facilities on the site.

21.3 Use of the Snowbase/AOF as a transit route to drop off or collect pedestrians from Control Post 12 **is prohibited**.

21.4 Drivers are reminded that uncontrolled crossing use must be avoided wherever possible and therefore, control posts closer to their destination must be used where these exist.

21.5 Vehicles which have no option but to enter the airfield via Control Post 12 are permitted to pass through the Snowbase facility. All drivers must exercise extra caution due to the movement of heavy plant/vehicles and pedestrians.

21.6 Vehicles taking security staff operating Control Post 12 to and from Control Post 12 are exempt from these restrictions.

22. Free Ranging through JEDI and VADER

22.1 Appendix C of this OSI shows the locations of JEDI and VADER De-Icing pads as well as the extent of each pad.

22.2 Free-ranging through JEDI or VADER De-Icing pad is **NOT** permitted when the pad is in operation. This includes times when the de-icing rigs are standing by in the marked 'Safety Zones'.

22.3 The planned use of JEDI or VADER will be promulgated through the Heathrow Operational Conference Call (HOCC) and AOP.

22.4 "M" and "R" ADP holders must familiarise themselves with the locations of JEDI and VADER de-icing pads as well as the extent of each pad.

23. Helicopter Aiming Point – Link 43 and Link 44

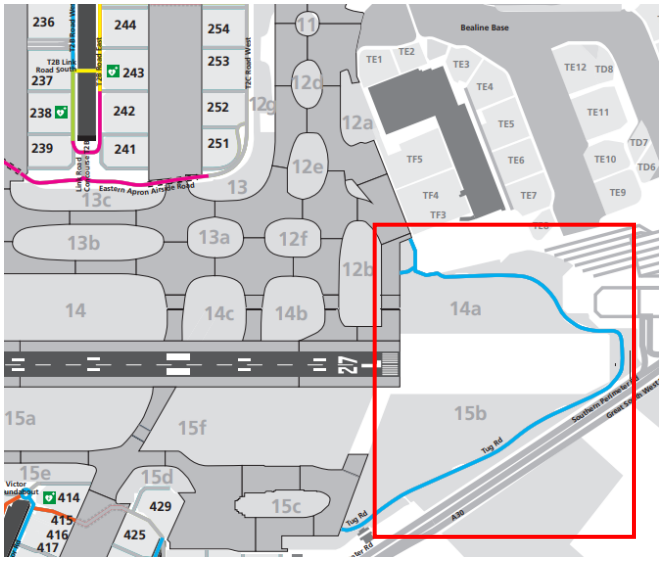
23.1 Drivers are to be aware that there is a Helicopter Aiming Point located on Link 43. The aiming point is indicated by a white equilateral triangle, which can be lit at night, and is surrounded by red and white warning signs on a blue background.

23.2 Helicopters will be directed to this aiming point and will hover or ground taxi to their setting down or parking area.

23.3 Access through the intersection of Links 43 and Link 44 must be done under positive ATC control at any time. Signs are installed at the entrances to Link 43 and Link 44 to advise drivers that they are to contact ATC on the appropriate frequency if they wish to transit through the area. The standard frequency to request transit is 121.705.

24. Eastern Tug Road

24.1 The Eastern Tug Road, as indicated below, runs from Link 28 through Grass Areas 14a & 15b to Link 41. The road passes behind the Instrument Landing System (ILS) localiser for Runway 09R.



24.2 Access to the Eastern Tug Road is restricted to drivers holding either a valid “M” or “R” ADP unless the road is part of the Cargo Tunnel contingency route.

24.3 To avoid infringing the safeguarded aerodrome surfaces, Vehicles over 4.0m in height must gain permission for access from the Heathrow Airfield Operations Team at 0208 745 6024 (option 6).

25. Low Visibility and Adverse Weather

25.1 During LV safeguarding, all Vehicles (except Heathrow Airfield Operations Team, AFRS and aircraft tugs) must vacate the taxiways. Aircraft tugs are only allowed to use the inner taxiways as per Appendix B of this OSI.

25.2 During LV procedures, only certain Heathrow Airfield Operations Team’s Vehicles can use the manoeuvring areas. All AFRS Vehicles are allowed to use the manoeuvring areas for emergency-attendance only.

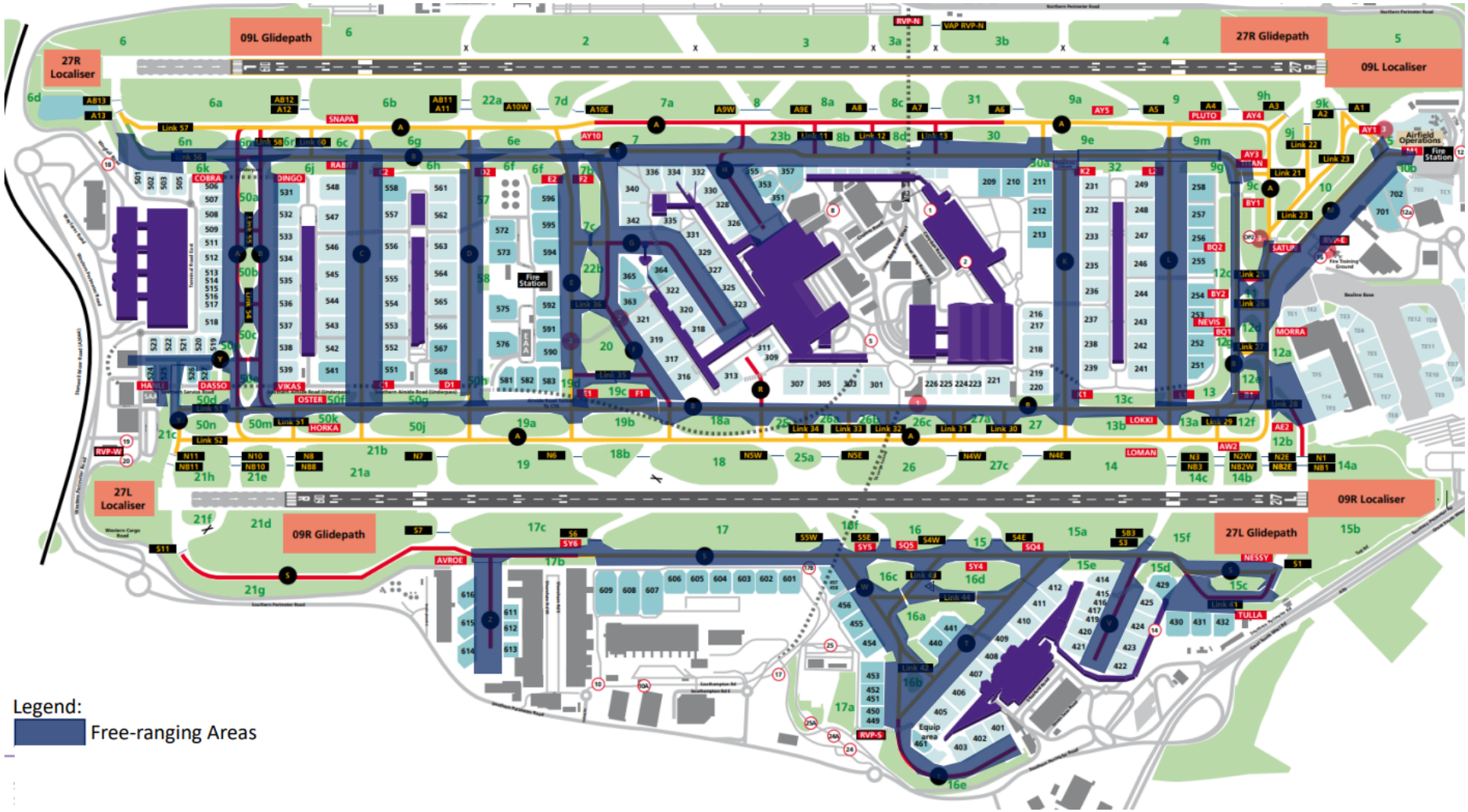
25.3 During LV and adverse weather conditions, Vehicles must be driven at a speed appropriate to the conditions and pay extra attention to the surroundings. For example, the presence of other Vehicles and aircraft nearby.

25.4 During adverse weather conditions, drivers must pay extra attention whilst driving airside. For more information, please refer to OSI “ASWeather_OSI_054, Adverse Weather”.

26. References

26.1 ASWorks_OSI_004, Control of Work Airside Appendix B – Procedures for Working Airside.
26.2 ASDRVE_OSI_006, Airside Driver Training and the Airside Driver Permit.
26.3 ASDRVE_OSI_008, Vehicles and Equipment Airside – Requirements.
26.4 ASDRVE_OSI_009, Escorting of Vehicles Airside.
26.5 ASDRVE_OSI_010, ATC Radio Control of Vehicles on the Manoeuvring Area.
26.6 ASDRVE_OSI_012, ULD Management.
26.7 ASWeather_OSI_052, Low Visibility Operations.
26.8 ASDrve_OSI_080, Driving In Airside Tunnels.
26.9 ASDrve_OSI_087, Management of Airside Safety Offences.
26.10 ASGrOps_OSI_093, Aircraft Arrival, Turnround and Departure Procedures on Stand.
26.11 CAP 168 Licensing of Aerodromes.
26.12 CAP 642 Airside Safety Management.
26.13 CAP 790 Requirement for an Airside Driving Permit (ADP) Scheme.
26.14 The Highway Code.
26.15 The Road Traffic Acts 1988.
26.16 Health and Safety at Work etc. Act 1974.
26.17 Health and Safety Guidance (HSG) 209.
26.18 Provision and Use of Work Equipment Regulations 1998 (PUWER).
26.19 Lifting Operations and Lifting Equipment Regulations 1998 (LOLER).

Appendix A: Aircraft Tug Free-Ranging Map (Normal Condition)



Aerodrome Safety

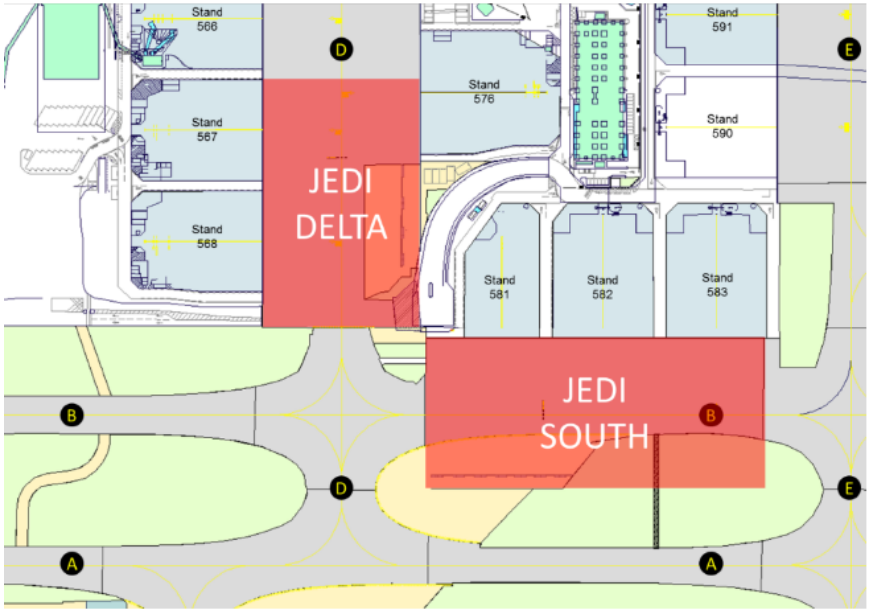
Appendix B: Aircraft Tug Free-Ranging Map (Low Visibility Safeguarding)



Appendix C: JEDI and VADER Locations

The diagram below shows the areas that form part of JEDI Delta and JEDI South:

JEDI Delta occupies the Delta Taxiway (Block 400) between the Delta-Bravo South stop bar and the northern edge of Stand 567.

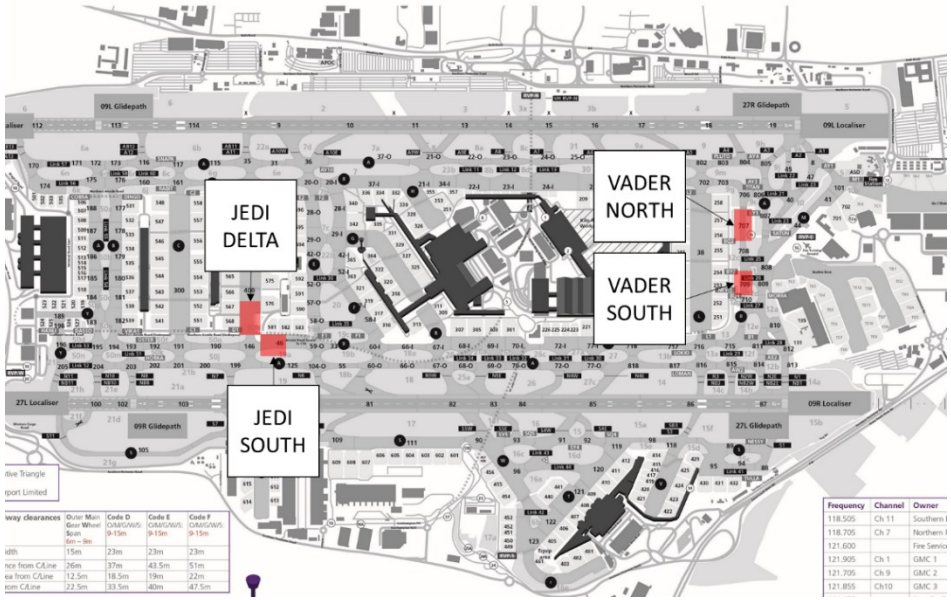


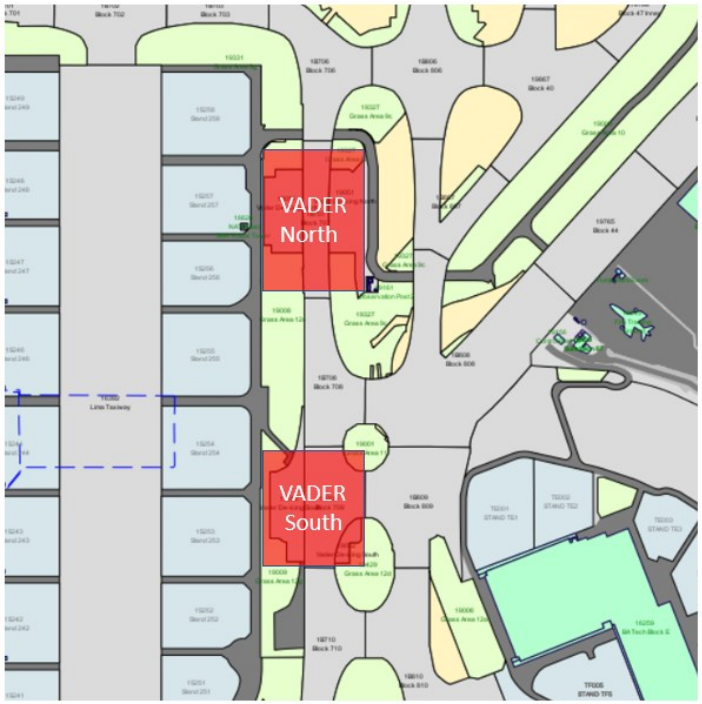
JEDI South occupies Block 46 on Bravo South (between Delta and Echo). The southern edge of JEDI South is delineated by a row of alternating red and white melba blocks.

Aerodrome Safety

Appendix C (Continued)

The diagram below shows the areas that form part of VADER North and VADER South:





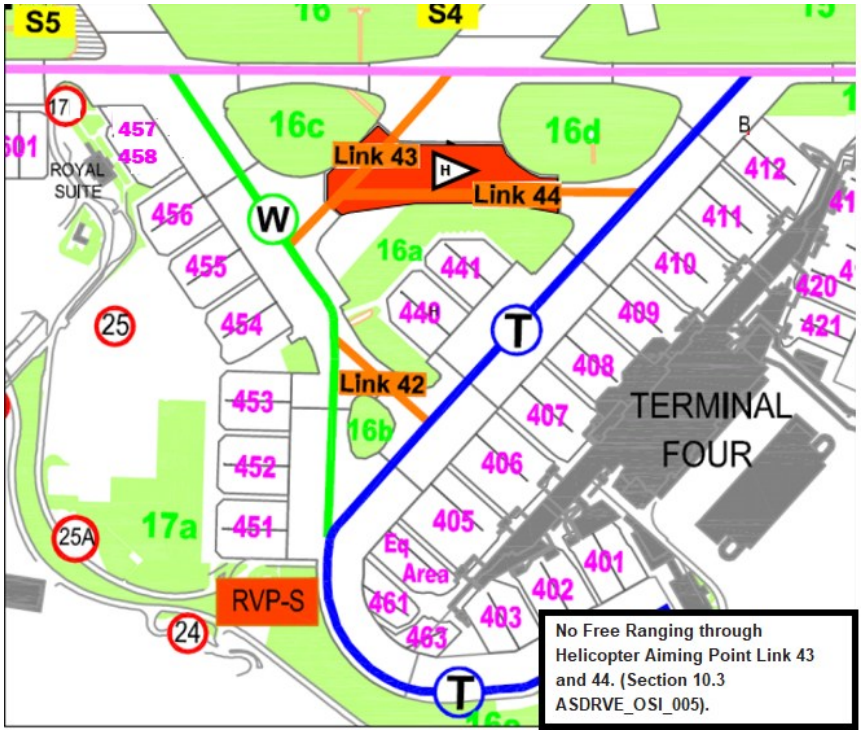
VADER North occupies Block 709 on Bravo East / Bravo East between BY1 and BQ2.

VADER South occupies Block 707 on Bravo East / Bravo East between BY2 and BQ1.

The planned use of JEDI or VADER will be promulgated through the Heathrow Operational Conference Call (HOCC) and AOP (previously A-CDM). There will be no specific communications regarding the suspension of free-ranging.

Appendix D: Helicopter Aiming Point Location (Link 33 & Link 44)

Helicopter Aiming Point Signage





Appendix E: Trailer Pre-use Inspection Checklist

DOLLIES PRE-USE INSPECTION CHECKLIST

	Activity	Checked	Remarks
1	• **Inspect for FOD (Foreign Object Debris)** Ensure the dolly is free from dirt and obstructions.		
2	• **Inspect for Damage** Look for signs of structural damage. Verify that wheels are aligned correctly and securely attached.		
3	• **Check Towbar Functionality and Towing eye** Ensure the parking brake engages and releases properly. Check that the towing eye is intact and not elongated.		
4	• **Inspect Coupling Mechanism** Ensure the coupling mechanism is intact, operates, and locks correctly.		
5	• **Check Physical Barriers** Verify that barriers to discourage walking between dollies are in place, correctly secured, and not damaged.		
6	• **Check Rollers** Ensure rollers are in place and not damaged.		
7	• **Verify Locking Mechanisms** Perform a visual and physical check to ensure all locking mechanisms operate correctly, including side and middle stops.		
8	• **Inspect Lock Bars and Middle Stops** Ensure lock bars and middle stops are not bent, are secured, and are in alignment.		

9	• **Check ULD Repositioning Lever** Ensure the ULD repositioning lever operates correctly, if applicable.		
10	• **Check Lights and Reflectors** Verify reflectors are clean, intact, and properly positioned. Test all lights to ensure they are functioning correctly, if applicable.		
11	• **Inspect Tires** Check for any damage to the tires.		
	Operational Checks		
	• **Always ensure all locks and stops are fully engaged prior to operating the equipment loaded with a ULD.** <u>This check must include a visual and physical inspection of all locking mechanisms.</u> After completing the pre-use inspection, ensure all safety stops are up before reaching your destination as an additional measure to confirm they are serviceable.		
	• **Inspect ULD Serviceability** Ensure ULDs are in sound condition and fully capable of being secured to trailers. Verify that ULD straps and doors are working correctly.		

Document History

Revision	Description of Change	Date
V1.0	Transferred to new template	2nd December 2019
V2.0	Updates to airfield driving rules, maximum number of dollies permissible under tow, uncontrolled crossing rules, introduction of additional safety measures for marshalling of aircraft, banned use of infotainment systems whilst driving, suspension of JEDI/ VADER when activated.	18th November 2020
V3.0	Full review of the document, including but not limited to the following: • Occupational Health and Safety Legal Requirements. • Pre-driving Requirements. • General Driving Rules. • Driving on parking stands, uncontrolled crossings, back-of-stand roads/access lanes and aircraft manoeuvring areas. • Maximum vehicle combination length and permissible number of trailers to be towed. • Removal of Abandoned, Redundant or Immobilised Vehicles/Equipment. • Snowbase and uncontrolled crossing vehicle usage restrictions. • Provision of EV charging. • Trailer pre-use checklist.	30th April 2025
V3.1	Updated Cargo Tunnel speed limit.	31st December 2025