



Airside Safety and Security Awareness Reference Book



All Regulations and procedures in this document are mandatory.

Version November 2022

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Foreword

Bonaire International Airport is a dynamic working environment. Hundreds of thousands of passengers arrive and depart every year and as many or more pieces of luggage are handled.

Every day around a hundred people are working at the Airport.

To prevent unsafe situations in this dynamic environment, special rules and regulations apply at the Airport. Moreover, we see our efforts to keep our airport safe, orderly, and secure as part of an ongoing process.

You also make an important contribution to a safe Airport every day. By applying the safety and security rules, you not only ensure your own safety, but also that of your colleagues and our customers. After all, we create a safe airport together.

The most important safety and security regulations composed by Bonaire International Airport are outlined in this document.

Maarten van der Scheer

Chief Executive Officer

1. General Information

Purpose / target group of this document

Bonaire International Airport N.V. (BIA) is the operator of Flamingo International Airport. BIA is obliged to provide the facilities necessary for the proper handling of air traffic and the associated passenger and goods transport at the Airport. To comply with these requirements, BIA has Airport regulations (Luchthavenreglement) in place which apply to everyone who is present at the Airport. In addition to the airport regulations, there are national and international laws and regulations that everyone must adhere to at the Airport. This document contains a summary of the Airport regulations, the Aerodrome Manual and other useful information about safety, security, the environment and working conditions at the Airport.

BIA Airport regulations and the Aerodrome Manual

The Airport regulations and Aerodrome Manual can be accessed via the BIA website

<https://bonaireinternationalairport.com/nl/safety-en-security/>

Airside Safety and Security Awareness

BIA considers safety and security as an integral function of its core business and is committed to implement, develop and improve strategies, management systems and processes to ensure that all its aviation activities uphold the highest level of safety and security performance and meet national and international standards as developed by ICAO (International Civil Aviation Organization).

As part of this policy BIA has designed the Airside Safety and Security Awareness Test. This test is mandatory for everyone who applies for a permanent BIA Airport Identity card.

To pass the ASSAT exam one shall obtain a score of at least 80%. If the result is less than 80%, then the participant can re-exam.

If the participant is unable to pass the ASSAT exam no pass will be issued.

Obligation of the employer

It is the responsibility of the employer to keep their employees updated with changes of the procedures and regulations on Airside as describe in this ASSAT, the BIA Aerodrome manual, "het luchthavenreglement BIA" and other applicable regulations.

Important phone numbers

In the event of fire and/or accident, it is imperative that this is reported immediately via the emergency number of the Airport to prevent valuable time from being lost. It is also important that suspicious and unsafe situations and incidents are reported as quickly as possible via the correct number.

The number you should call is: 701-0477 for Airport Authority.

If you do not get contact, you can call the general emergency number (911) in life-threatening situations, but after that you should always try to contact the AA again.

2. Basic parts of the Airport

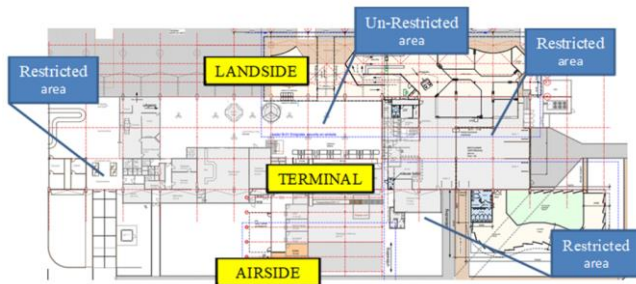
The Airport is divided into 3 main parts, which are Landside, Terminal, and Airside.

Landside

The landside is the area which is being used by the public and employees. This area is for public use and there is no need for an airport ID card.

Terminal

The terminal consists of all buildings, used for both Departure and Arrival. The terminal is partially public and partially restricted (arrival & departure hall) to which you must be in the possession of an airport ID card or if you are a passenger a valid boarding pass to have access to the restricted areas. If you only work in the public area you should also be in possession of a airport ID card. The ID card will not have any authority.



Airside

Airside is completely restricted and is not being used by the public. To have access to this area you must have an airport ID card or as a passenger, a valid boarding pass.

Airside users must know the important aspects of an airside area. For Example:

- Runway
- Intersection (A thru E)
- Aprons
- Taxiways

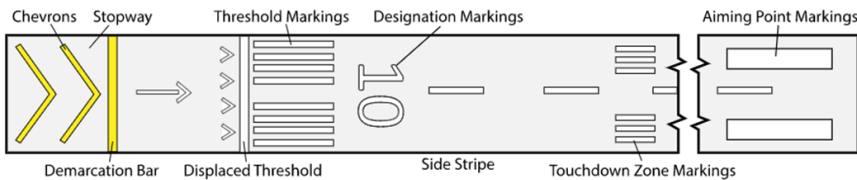
Runway

The runway is a designed area used for aircraft to land and take off.



Color of markings on the runways

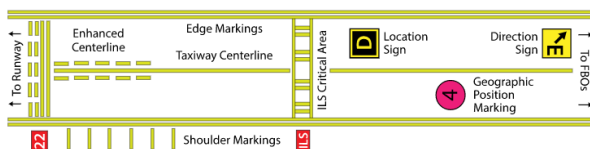
A runway and its markings will be recognizable for the pilot, seen from above. The markings on the runway are always white, except for the yellow center line on the runways indicating an exit.



Taxiway

A Taxiway is a defined paved (asphalt or concrete) path at the Airport for taxiing of aircrafts on or from the RWY and/or Apron.

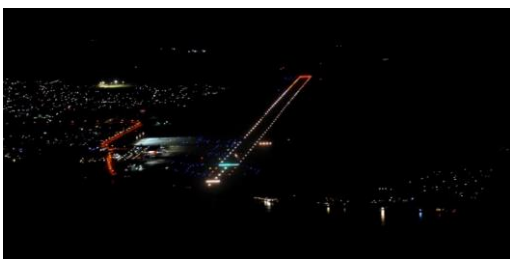
Color of markings on the Taxiways

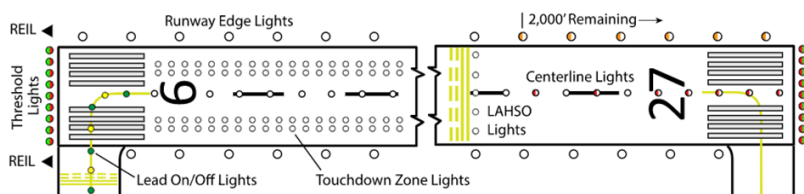


The runway, apron and taxiways are designed for heavy loads. The area after the Edge markings (double yellow line) is called the Shoulder. This area is not designed for heavy loads and should be avoided during maneuvering of aircrafts. The shoulder is meant as a protection for the aircraft engine to prevent sucking in debris

Lights of the runways

Runway lights are always **white** with exception of the last 600 meters of a designated runway, which are **amber**. Runway end lights are **red** and the start of the runway is **green**. Thresholds lights are **red** or **green**.





Lights on the taxiways



Runway numbers

The runway has a number on each end. This number indicates the direction of the compass to which the runway is pointing. For example: a runway that has the number 28 one end, this means that the direction is 280 degrees. The other side of the runway is the opposite number of the compass.

The Airport has one runway with on one side number **10** (100 degrees) and on the other side number **28** (280 degrees).



Apron

An Apron is a defined area on a land aerodrome, intended to accommodate aircraft for purposes of loading and unloading passengers, mail or cargo, fueling, parking and maintenance.

At the Airport there are **three (3) aprons**, namely:

- **Main Apron**, located in front of the terminal building and consists of 4 Parking positions.
- **Widebody Apron**, located east of the terminal building and consists of 2 Parking positions.
- **General Aviation Apron**, located west of the terminal building near the fuel farm.



The Service Road

Connecting the aprons is the Service Road. Service Roads are designed to keep vehicle traffic separate from active taxiways.



When driving on service roads you must:

- Drive with extreme caution
- Be aware of movement of aircraft, passengers, and other vehicles
- Always give way to vehicles that already driving on designated routes. These vehicles have right of way on the ones entering this route.
- At a crossing always give way to the vehicle at your right hand.
- Vehicles should never be left unattended or parked on Service Roads.
- Vehicles should always be parked in designated area when not in use (Staging Area).
- Make sure your rotating beacon is “on” at all times.
- Make sure your vehicle lights are operating accordingly, especially for operations during the night.
- Always yield (give right of way) to aircraft, emergency vehicles (ambulance, KMAR, BIA Operations) and passengers.
- It is prohibited to pass other vehicles on the Service Road
- When markings are obscured, pay attention on where you driving to stay on the correct route.
- Where routes are not marked, pay attention for not driving where aircrafts are taxing.
- Use a 90° turn when entering a parking position from the service road or when driving out from a crossroad. This is to have optimal view of other users.
- Avoid making a parking position dirty with pebbles or mud.
- When not using a vehicle, always park it at the designated area to park vehicles.
- Routes for vehicles are always marked with white lines and has a separation of 7.5 meters from the aircraft.
- Maximum speed on the Service Road is 20kp/h, on the Apron it is 10kp/h.

DO NOT SPEED ON the Service Road or Apron!!!

Pedestrian crossings



Pedestrian crossings are marked next to a service road and in some areas, it crosses a Service Road.

Pedestrian crossing is the route that passengers and employees use.

Passengers / employees crossing a Service Road must be given right of way.

It is forbidden for vehicles to drive on pedestrian crossings or park your vehicle on them.

Be alert for passengers who deviate from or are not walking on the walkway.



Crossing airplane sign



Vehicles operating on the service road must give right of way to an aircraft that is moving. Drivers must mandatorily stop at the stop-markings/ aircraft crossing signs, prior continue. Remember, pilots cannot move out of your way easily and cannot see close in front or to the rear of the aircraft.

Pay attention to “jet blast” and propeller blast hazards.

Rules for Vehicles on Airside

Vehicles should comply with the following requirements to obtain a permit to drive on Airside:

- Logo of the company/agency
- Entrance permit issued by BIA
- A yellow flashing beacon
- A fire extinguisher



3. Security Awareness

The primary objective of Aviation Security is to assure the protection and security of passengers, crew, ground personnel, the general public, aircraft and facilities at the Airport, against acts of unlawful interference (criminal or terrorist acts against civil aviation). For the purpose of creating awareness, here are some examples of different attacks (unlawful interferences) on civil aviation.

1. SABOTAGE OF AN AIRCRAFT

On October 31, 2015, Metrojet Flight 9268, an Airbus A321-231, was destroyed by an improvised explosive device above the northern Sinai following its departure from Sharm El Sheikh International Airport, Egypt, en route to Pulkovo Airport, Saint Petersburg, Russia. All 224 passengers and crew who were on board were killed. The cause of the crash was most likely an on-board explosive device. Shortly after the crash, the Islamic State of Iraq and Syria (ISIS) claimed responsibility for the incident. The Russian Federal Security Service announced on 17 November that they were sure that it was a terrorist attack, caused by an improvised bomb containing the equivalent of up to 1 kilogram of the TNT that detonated during the flight. A soft drink can was used to make the explosive device.



2. AIRPORT ATTACK

On the morning of **March 22, 2016**, three coordinated suicide bombings occurred in Belgium: two at **Brussels Airport** in Zaventem, and one at Maalbeek metro station in central Brussels. Thirty-two civilians and three perpetrators (terrorists) were killed, and more than 300 people were injured. Another bomb was found during a search of the Airport. ISIS claimed responsibility for the attacks. These attacks were considered the worst attacks in Belgium's history.



3. HIJACKING

On **September 11, 2001**, 19 militants associated with the Islamic extremist group Al-Qaeda hijacked a total of 4 aircraft and committed suicide attacks against targets in the United States. These were the deadliest terrorist attacks on American soil in U.S. history. Approximately 2,750 people were killed in New York, 184 at the Pentagon, and 40 in Pennsylvania, where one of the hijacked planes crashed after the passengers attempted to retake the plane. All 19 terrorists died. More than 400 police officers and firefighters were killed.



EXISTING THREATS

Threats to civil aviation can come from many groups and/or persons and an unlawful interference can be motivated by numerous reasons. Reasons can be political, religious, criminal etc.

Terrorists and Extremists are a big threat to the security of civil aviation. They are motivated by religious or political beliefs and their main goal is to spread fear, impact the airline and/or country involved financially.

Examples of Terrorist organizations (US state department list);

- Al-Qa'ida
- Revolutionary Armed Forces of Colombia (FARC)
- Real Irish Republican Army (RIRA)
- HAMAS
- Islamic State of Iraq and the Levant (formerly al-Qa'ida in Iraq)

Even though terrorists pose a major risk to civil aviation, there are other groups who pose a possible threat as well:

- (Political) Refugees
- Criminals
- Mentally Disturbed

To prevent any acts of unlawful interference by any group we need all the eyes and ears to be focused on anything that is out of the ordinary. If you see anything suspicious it is your responsibility to contact Airport Security or the Kmar immediately!!!

With above mentioned threats in mind, Bonaire International Airport N.V. strives for a safe environment for everyone. As a passenger and employee, you will be checked at various locations. Consider, for example, the security check at the staff passage in the terminal. Here you will undergo a security check to make sure you are not carrying any dangerous objects. Everyone, young or old, male, or female, security officer or captain of an aircraft, must go through this security check point. In addition, security officers check all goods that you want to take with you, such as hand or hold luggage or tools. All these security measures are necessary to prevent an attack on the airport or aircrafts.

The security area at the Airport is called: **Security Restricted Area**. At BIA, a coherent set of security measures are applied to prevent attacks. Bonaire International Airport itself considers a safe environment to be important, but the security measures are also mandatory. Not only by Dutch law but also according to international rules and regulations which are regularly check whether the measures at BIA are in order.

These rules and regulations can be found in the following documents;

- ICAO Annex 17 to the convention on International Civil Aviation
- National Civil Aviation Security Program for the BES-islands
- Flamingo International Airport Security Program
- Standard Operating Procedures

4. Types of passes @ BIA

General

To be able to work in the Security restricted areas of the Airport, you need to obtain an BIA Airport Identity card. There are various types of ID cards for persons in use at the Airport that give access to the Security Restricted Area.

The number of people with access to these areas is limited as much as possible. Only people who work here regularly and who meet the legal requirements set by Bonaire International Airport will be able receive a BIA Airport Identity card. The color combination of the identity card indicates which areas you have access to, as shown briefly in the overview below.



GREEN



PLATFORMS AND SERVICE ROAD



PLATFORM, SERVICE ROAD AND SERVICE ROAD ALONG THE FENCE

ORANGE



ARRIVAL HALL

BLUE



DEPARTURE HALL



Landing Strip



permission to bring tools.



This symbol indicates that the bearer of this pass may drive on the landing strip.



This symbol indicates that the bearer of this pass is allowed to bring prohibited tools on to the security restricted area of the airport.

It is not allowed for staff to bring prohibited tools into the SRA. However, for some staff it is essential to be able to bring tools so they can perform their duties. These staff members will need this symbol on their BIA Airport badge. Without this symbol you will not be able to bring prohibited tools into the SRA (see chapter 6).

In combination with a regular driving license the BIA airport badge with access to airside is also an Airport Driving Permit (ADP). Drivers must be able to present their regular driving license at all times and must do so upon every request by the airport authority.

There also might be additional certification requirements by the employer to operate (Ground Service Equipment) vehicles.

Visitors

There are also BIA Airport ID cards for visitors. There is no photo on these ID cards. The visitor must always wear the visitor's card visibly, just like staff, and must always be personally accompanied by a BIA Airport ID card holder. The visitor falls under the responsibility of the BIA Airport ID card holder.



Conditions to which the person in charge of escort of a visitor with a visitor's pass are subject to:

1. The terms and conditions applicable to the holder of the BIA ID card are also applicable for the visitor's ID card.
2. The person in charge of escort will always be responsible for compliance to all terms and conditions.
3. The person in charge of escort must always remain in the immediate vicinity of the visitor. Non-compliance may result in immediate removal of the visitor from the SRA of the Airport.
4. After completion of the visit, the visitor's ID card shall be returned immediately or within 24 hours after issuance.
5. The person in charge of escort, together with the visitor shall return the visitor's ID card at the place of issuance. The signed copy is considered as proof of return and must be kept for a month.

5. The rules for using a BIA Airport Identity Card

The BIA Airport ID card is strictly personal. Only the ID card holder is entitled to the privilege granted by his or her respective ID card. The ID card holder is the person whose name is stated on the ID card. Below are some rules for the correct use of your BIA Airport Identity card:

- Always wear your BIA Airport ID card on the Airport and ensure others do too.
- Always wear the ID card visible, on the outer garment, above the waist with the picture facing forward
- Never allow someone to tag along with you on your BIA Airport Identity card. For example, do not take anyone through a door.
- Do not use the BIA Airport Identity card outside of working hours or for private purposes. For example, it is prohibited to use the ID card to see off or pick up family or friends at the gate or on Airside.
- The ID card is only valid for the area(s) indicated on the ID card.



- The validity of the ID card expires as soon as employment with the requesting company is terminated.
- BIA has the right to deny an ID card holder access to the Airport and its premises at any point in time and to confiscate the ID card when it deems so necessary.
- Loss or theft of the ID card should be reported immediately to the Airport Security and a report should be made by the Koninklijke Marechaussee.
- In case of damage, loss or theft, the total costs for the replacement ID card will be charged (USD 56,00) to the ID card holder, subject to presentation of the KMAR-report.
- Abuse/misuse of the ID card or any other violation of the security/safety rules and regulations can result in confiscation of the ID card and denial of access to the restricted areas of the Airport.
- The ID card remains property of Bonaire International Airport N.V.

Correct BIA Airport Identity Card

Employers must ensure that their employees have a BIA Airport Identity card for the areas in which they work.

Misuse of BIA Airport Identity Card

In the event of misuse of the BIA Airport Identity card, it can be immediately confiscated or blocked by BIA without stating reasons.

Report loss of BIA Airport Identity Card

You must report the loss of your BIA Airport Identity card immediately to Airport Security via telephone number +599 701 8888.

6. Types of security checks @ BIA

Check for prohibited items

All passengers, personnel, crew, luggage, goods and vehicles entering the Security Restricted Area are checked for the presence of prohibited items to prevent them from entering the Security Restricted Area and later possibly ending up on board an aircraft.

Examples of prohibited items are:

- Stabbing weapons: knives, daggers, sabers, swords, swords.
- Firearms: pistols, rifles.
- Objects that look like a firearm, such as lighter pistols. Sharp or pointed objects: screwdrivers, pocketknives, scissors, chisels.
- Blunt objects: baseball bats, hockey sticks, golf clubs.

Screening of passengers and staff

All persons (passengers and staff) are checked for prohibited items before entering the Security Restricted Area of the Airport.

A security check on persons takes place via a walkthrough metal detector and may also include searches by security personnel.

Women are always searched by female security officers and men always searched by male security officers.

- Always follow the instructions given to you by the security personnel.
- It is also important that items that you need to perform your job, but that you can expect to be prohibited from entering protected areas, are reported to security personnel prior to the security check. **Never** leave these items unattended in the Security Restricted Area.
- Never take gifts or packages for others through the security check.

Prior to boarding an aircraft, the airline checks whether each passenger has a valid boarding pass. If hold baggage has been checked in for a passenger who fails to show up, the airline removes this passenger's baggage from the aircraft. This is to prevent unaccompanied baggage being detonated in the air.

Screening of goods

Goods carried by passengers and staff (hand luggage) are required to pass through an X-ray machine. The X-ray displays whether the hand luggage contains prohibited items, such as weapons or explosives. Supplies that enter the Security Restricted Area, such as products for the duty-free shops, are also checked by security personnel at the screening points. Hold baggage is checked for explosives or other dangerous substances and objects before boarding an aircraft. In case of doubt, the suitcase is opened and examined in the presence of the passenger. Before the hold baggage is boarded and the hold is closed, it is under constant surveillance both in the baggage make-up area as well as on the apron.

Vehicle screening

Persons with vehicles can access the service road and aprons through the checkpoint of the Airport. Vehicles must have a BIA vehicle pass and a fixed company logo on both sides of the vehicle. Checkpoint security personnel will check the vehicle and all occupants for prohibited items.

7. Enforcement and sanctioning

Why enforcement

Without Safety & Security rules, dangerous situations would quickly arise. Because these rules are unfortunately also being violated, BIA has determined enforcement and sanctioning measures for Safety & Security.

Supervision

At BIA, Airport Authority supervise compliance with the rules that apply on the airport They can hold you accountable for a violation and report it.

Violation of the rules

In the event of a violation of the rules, BIA will refer to the appendix of the "Luchthavenreglement BIA, reglement sanctioneringsbeleid" for further measures and sanctions.

More information about measures and sanctions can be found in the Airport regulations at www.bonaireinternationalairport.com/safety-and-security/

8. BIA Regulations

Introduction

This chapter contains the most important BIA regulations that are important to you for taking the ASSAT exam. There is also a further explanation of certain rules and important additional information in this chapter.

Content

This chapter contains the following topics.

Chapter	Subject
8.1	BIA's general code of conduct
8.2	Terminal rules
8.3	Bagage make-up rules
8.4	Airside rules

8.1 BIA's general code of conduct

Mandatory

At the Airport you are required:

- To behave in accordance with the Airport regulations and other rules that apply at the Airport.
- Always follow the instructions of Airport Authority.
- Report the following to the operator:
 - Accidents
 - Safety and environmental incidents
 - Incidents involving hazardous substances
 - Suspicious situations
 - Unsafe situations
 - Damage to the facilities of BIA.
- To limit damage resulting from leaks from aircraft, vehicles, etc. as much as possible, considering your own safety first.
- To clean up waste immediately and deposit it at places indicated by BIA.
- Report lost objects to the Security department of BIA as soon as possible.

Prohibited

It is prohibited at The Airport:

- To abuse the privilege of the BIA Airport Identity card.
- Be on Security Restricted Area without necessity.
- Doing anything or failing to prevent anything
 - that disrupts order or safety
 - that could lead to personal injury
 - that can cause damage to property or the environment

- that can lead to nuisance or a dangerous situation.
- Being under the influence of alcohol or drugs.
- Veering off the designated road or path.
- Feeding birds or doing anything (or failing to do something) which could attract birds or other wildlife. For instance, always throw food waste into waste bins rather than on the ground.
- Smoking on airside is prohibited. Smoking in the terminal is also prohibited except for designated smoking areas.
NOTE! The use of electronic cigarettes is also prohibited in the no smoking areas.
- Ignite an open fire or set off fireworks.
- Using fire detection, fire protection or fire extinguishing equipment without the need to use or reduce operation and accessibility.
- Park, clean, repair, store, etc. vehicles or equipment outside the places indicated by BIA.
- Park or store any vehicles or equipment within three meters on either side of a perimeter fence.
- Using Bonaire International Airport assets for a purpose or in a different way than prescribed by BIA.

Prohibited *without BIA permission.*

Without the permission from BIA, it is prohibited to:

- Move or pass barriers.
- Hold meetings, events, demonstrations, etc.
- Affix billboards or posters, etc.
- Collecting or peddling items.
- Making photo, video or film recordings that are not for personal use or made available to third parties.
- To engage in commercial activities.
- Discharge waste materials into the sewerage system or surface water.

Security awareness

- Always properly lock all office, operational or technical areas and store confidential documents properly in a lockable cabinet.
- Do not answer questions from strangers about security measures.
- Be alert to anything that deviates from normal, e.g. suspicious behavior by passengers or staff, unattended suitcases, broken fencing, etc.

Safety reporting

As part of BIA's Safety Management System, reporting of safety incidents and/or hazardous situations is an important way for BIA to constantly improve the safety on airside. BIA wants everyone who works at the Airport to feel free to report anything they feel necessary concerning unsafe situations. BIA adheres to the so called "Just-culture". That means that honest mistakes will never be punished, and the reports will be utilized to improve overall safety measures and procedures.

The “Hazard reporting form” can be found on the BIA website.

<https://bonaireinternationalairport.com/nl/safety-en-security/>

Reports can be submitted anonymously if you so desire.

Fire safety and escape routes

Never carry out fire-hazardous activities, such as welding, grinding, etc. that can cause fire, smoke, or dust without the prior written permission from BIA. You must request this permission in advance via a BIA work permit.

Once the works have been completed, you must inform BIA.

You are not to leave the area until the completed work has been inspected.

- Do not create an open fire, for example do not light candles or fireworks. Never use party and atmospheric decorations that are not impregnated sufficiently fire-resistant.
- Never block emergency exits and escape routes. For example, do not put a waste bin or anything else to keep a self-closing door open.
- Provide emergency signage during work if the escape route signage is not visible due to these activities, or if the escape route is changed. Offer an alternative for blocked escape routes because of construction works.
- Make sure that emergency response cabinets and fire protection facilities such as fire extinguishers, fire hose reels, emergency switches, smoke detectors, sprinklers, etc. are never hindered from functioning properly and never misuse these facilities. For example, never hang objects on sprinklers and never paint or disguise sprinkler heads
- Only store hazardous substances in the areas designated and designated for this purpose and then only after written permission from BIA.

Carrying out Work

- It is prohibited to carry out work on the grounds or in the buildings of BIA without written permission from Bonaire International Airport. Airport Authority can indicate under which conditions activities can or cannot take place and which permits you need for this.
- Information about the required permits and how to obtain them can also be obtained via the BIA Website



F.O.D. Prevention and Removal

F.O.D stands for Foreign Object Debris, and are objects that are found on the Aprons, runway and walkway such as bags, pebbles, nails, buckles, nuts, cans, luggage wheels, padlocks, loose asphalt/concrete bits, tools, etc. (see picture)

The cleanliness of apron is essential to ensure safe operation on the airside.

Items dropped onto our Aprons, may be ingested by aircraft engines or damage wheels, tires, structures and even endanger lives.

Foreign objects debris at airports can cause damage that cost airlines, airports, and airport tenants millions of dollars every year.



It is the responsibility of all Apron users to pick-up any found F.O.D. and toss it in one of the F.O.D. bins on the airside.

Appropriately yellow marked FOD bins will assist in reducing this hazard by reminding airside users of their obligation to collect and dispose of FOD correctly.



On airside FOD bins placed near each aircraft stand and at the baggage area to deposit FOD items found on the aprons.

8.2 Airside rules.

Mandatory

- As a pedestrian to use the pedestrian paths, sidewalks, and pedestrian crossings.
- To use the seat belts if available in the vehicle as driver and passenger.
- Always use dipped beam on the vehicle you are driving.
- Always use an orange flashing light on the vehicle you are driving.
- When parking a vehicle or ground handling equipment, use the parking brake to prevent it from rolling away.
- Give way to traffic on the service road as you come off the apron.

On airside you are required to wear Personal Protection Equipment (PPE) when obligated.

The proper and consistent use of PPE on the airside is your responsibility.

1. Protective clothing



- Technicians are required to wear proper clothing when performing maintenance on aircraft, vehicles, and machinery.
- Loose clothing such as a tie, should be avoided as this may get caught up in the moving parts of machinery.
- All personnel are always required to wear uniform of their company when working on the airside

2. Hearing Protection



Prolonged exposure to high noise levels on the Apron by for example turbines, ground power unit, and air starters can cause permanent damages to your hearing. That is why hearing protection (ear defenders and/or earplugs) is required to be used in noising areas and on aprons while on the airside.

3. High Visibility Safety Vests



Part of remaining safe on the Apron is to be visible, especially in darkness or low light situations. To accomplish this, you are required to wear a High Visibility Safety Vest (HVSV clothing) The official color of the safety vests for all operational activities used on our airport is **Orange**. For RFFS it is **RED**, for Kmar it is **BLUE** and for medical personnel it is **LIME GREEN**.

Please note: the obligation to wear HVSV clothing also applies to visitors.

Exception: Passengers and crew members being transported / escorted to and from an aircraft. The handling agent always remains responsible for these crew members.

4. Safety shoes



All personnel working on the airside (around aircraft and baggage areas), are required to wear safety shoes to protect feet from possible injury **(except on the Apron walkway)**. The footwear shall not have exposed metal parts, for instance spikes. **It is strictly prohibited to wear slippers, sandals, or any type of open shoes on the Airside.**

5. Miscellaneous Protective Equipment



There are other items, which are required to be worn only when appropriate and applicable. This include knee and elbow pads, backs support belts, safety belts safety goggles, hard hats, safety gloves, face shields, fall harness and lanyard combos.

Prohibited

It is prohibited on airside:

- To smoke. Smoking is prohibited on airside, including in vehicles.
- Using smoking substitutes, such as the electronic cigarette and similar products.
- Operating a moped and cycling, roller skating, skateboarding, stepping, etc.
- Leave vehicles unattended or with the engine running.
- Drive faster than 20 km per hour on the service roads and 10 km on the aprons.
Attention!: on the Apron you must adapt your speed to the circumstances.
- Creating a hazard on the road or hindering traffic.
- Participate in traffic with a faulty vehicle.
- Using a vehicle or equipment that does not have a working parking brake.
- Pass behind an aircraft on service road at the widebody apron or pass behind an aircraft on the aprons when anti-collision lights are on
- In the event of a (traffic) accident, to leave the scene of the accident before employees of BIA or the government have collected all necessary data.
- Do not feed or attract birds or other animals.
- Perform handling activities during a handling ban (the prohibition to carry out work (due to bad weather conditions/ lightning) announced by BIA.
- To tow a combination of luggage carts, pallet trucks and container dollies, unless:
 - and it does not exceed four luggage trolleys or container dollies;
 - and it does not exceed four pallet trucks;
 - and the order of combinations is from largest to smallest.

Prohibited *without BIA permission.*

It is prohibited on airside without permission from BIA:

- Placing or relocating barriers.
- Enter an area cordoned off with fences or other markings.
- Having or keeping animals.

Give priority in the following order:

1. aircraft taking off or landing.
2. taxiing planes and hovering helicopters with or without accompanying vehicles.
3. emergency response vehicles with flashing light and siren.
4. passengers escorted to and from aircraft on foot.
5. towed aircraft.
6. Fuel truck
7. other vehicles.

Never cross boarding or disembarking passengers with vehicles.

Mandatory on the apron

On the apron it is mandatory:

- That before the arrival of an aircraft and before starting the engines upon departure of an aircraft:
 - vehicles and ground handling equipment is placed outside the aircraft clearance zone apron.
 - waste and all other items that can cause damage are removed
- That boarding and disembarking passengers of an aircraft with running engines is prohibited unless the running engines are on the side of the aircraft where the boarding and disembarking does not take place and the Passengers do not need to cross the running engine(s). The passengers are accompanied via the shortest and safest route by at least one employee of 18 years or older employed by the handling agent or airline.

Prohibited on the Apron

On the apron it is prohibited to:

- Enter the apron if you are not involved in aircraft handling except for operational needs.
- Place vehicles and equipment that are not required for aircraft handling on the Apron.
- Entering the Apron while an aircraft is taxiing in or out.
Exception: Personnel and vehicles involved in the aircraft parking or departure procedure.
- To enter the Apron after an aircraft has taxied in, before;
 1. the wheel chocks are in place
 2. the aircraft's engines are off
 3. the aircraft's anti-collision lights are off.
- Never obstruct the view between the aircraft and the marshaller
- Obstruct boarding and disembarking passengers.
- Block the escape route of a tanker.

Working Safely around Aircrafts

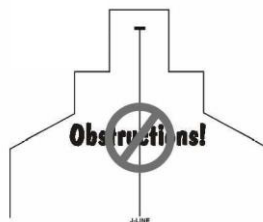
Aircraft Safety Zones

There are **two (2) types** of safety zones that have been established to protect the aircraft:

1. **Aircraft Clearance Zone**
2. **Aircraft Buffer Zone**

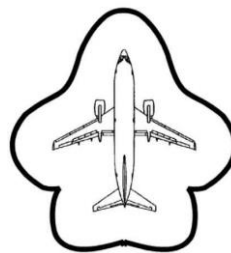
The Aircraft Clearance Zone

The Aircraft Clearance Zone is the area through which the aircraft approaches its final parking position. It is strictly prohibited to park/stage any equipment/vehicle in this area prior to servicing an aircraft. If this area is blocked with any obstacle, the aircraft is not allowed to continue to the stand/gate.



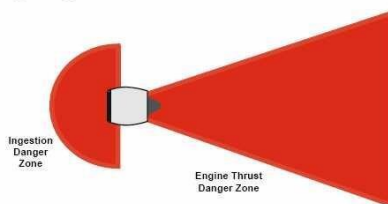
Aircraft Buffer Zone / Safety Zone

The Aircraft Buffer Zone is an imaginary line that surrounds the aircraft and extends two (2) meters from the aircraft surface. Inside the Aircraft Buffer Zone safety awareness must be heightened. This is the distance you should maintain from the aircraft whenever you are operating a vehicle near an aircraft. Exemption is the ground servicing equipment use to service the aircraft.



Aircraft Engine Danger & Safety Zones

The area exposed to the ingestion force is called the **Ingestion Danger Zone**. The area that is swept by the hot, high-velocity exhaust gasses is called the **Engine Thrust Danger Zone**. Collectively, these two danger zones are known as the Engine Danger Zone.



Engine Danger Zone Precautions

- Never approach an aircraft or enter an Engine Danger Zone when an engine is running or if it is spooling down.
- Look for signs that the engine is running such as heat distortion, flashing beacons and spinning engine compressor blades or propellers.
- Consider all engines unsafe until you personally verify that they are safe to approach.

Ingestion Danger

The Ingestion Danger Zone is the area in which a running engine exerts a dangerous and deadly suction force which can ingest people and objects. This hazard area extends to the front, sides and behind the lip of every engine intake. Engine ingestion zones differ by aircraft type.

Safe distance to avoid ingestion: Narrow body Aircraft – An area extending **7.5 meters** to the front and sides of the engine intake.

Wide body Aircraft – An area extending 15 Meters to the front and sides of the engine intake.

Engine Thrust Danger Zone

The Engine Thrust Danger Zone (or Exhaust zone) is the area behind the running engines that is impacted by the force of the exhaust blast. The heat and high velocity exhaust winds generated by the engines can cause severe injuries to personnel and can severely damage equipment or facilities. Never enter the Engine Thrust Danger Zone during engine operation or until the engines have been shut down and allowed to spool down. The Engine Thrust Danger Zone can extend from up to **one hundred (100) meters** behind narrow-body aircraft to more than **one hundred and sixty five (165) meters** behind wide-body aircraft.

Note:

- Always look for the **red anti-collision lights** of the aircraft. Flashing means that the engines are running or starting up.
- **Never walk or drive behind an aircraft with running engines.**

9. Causes of Accidents, Mishaps, and Injuries

Various incidents and accidents occur each year between aircraft, vehicles, and persons on many airports around the world, sometimes resulting in considerable damages to properties, personnel and sometimes even with fatal results.

Most accidents, mishaps and injuries can be attributed to the following:

a) People:

- Failure to correctly follow procedures and comply with established policies
- Complacency and lack of awareness
- Lack of pre-planning
- Hurrying without focusing on safety to complete a task

b) Equipment:

- Equipment abuse
- Failure to inspect and properly service equipment prior to use
- Failure to perform regular preventive maintenance on GSE leads to equipment failures that lead to mishaps
- Improper operation of equipment

c) The Environment:

- Failure to adjust to severe weather warnings
- Facility constraints (e.g. Ground Service Equipment's left on parking area)
- Uncontrollable natural disasters

Airside Safety and its Enemies

Safety requirements (*the eight Safety commandments*):

- Always have safety as your priority.
- Adhere to correct practices and procedures.
- Use good judgment and common sense to guide your actions.
- Use job knowledge and observation to detect problems and unsafe conditions.
- Take the initiative to report problems and unsafe conditions immediately. Where possible, correct these situations yourself.
- Report any accident, aircraft damage or injury immediately.
- Be aware of changing conditions and adjust your actions accordingly.
- Never perform any task that you are not trained for.

Remember: **SAFETY FIRST !!!!!**

Safety Enemies

There are behaviors that could be a danger to your personal safety. These are called “**The Three Safety Enemies**”. These are;

- **Habit**

Working with danger daily, one begins to take it for granted, thereby making it easier to overlook danger and makes one indifferent and careless. Always take care even if nothing has happened to you disadvantage.

- **Haste**

It is necessary to work calmly. Haste influences your concentration and control.

- **The Other Person**

Always be aware of the other person who may not be aware of the rules and regulations of our airport's safety.

Working in Bad Weather

The aviation business is a year-round, twenty-four hour a day operation. This will require you to work in all types of weather and can expose you to high temperature and other extremes. Dressing appropriately for the weather will ensure that you will not suffer from these extremes.



Hot Weather Operations

Drink plenty of fluids to prevent heat exhaustion or heat stroke. Wear a cap and sunglasses to protect the head and eyes against glare. Wear clothing that can absorb perspiration and aid in cooling the body.



Wet Weather Operations

Be alert for slick areas and reduce vehicle speed during turns/stops. Stopping GSE on wet surfaces requires a longer distance. Adjust your speed accordingly. Consider reduced visibility during rainy weather.



Thunderstorms

During thunderstorms, personnel must not handle electrical equipment or cables connected to the aircraft. Also, if you are in contact with the ground, do not touch the aircraft as you could create a “ground” for lightning. If a thunderstorm is to close or above to the Airport, Airport Authority will stop all activity on the aprons until the storm passes. Only when permission is given by Airport Authority activities on the airport can resume.

10. Aircraft Ground Damage

Aircrafts are delicate and easily damaged. What looks like a bump or dent may cause severe structural damage. Also, many components which are critical to flight control and safety systems on the aircraft are just beneath the surface and can be damaged, as well.

Important points about Aircraft Ground Damage:

- Any type of aircraft damage can have serious financial and/or deadly consequences for both aircraft and passengers. Only authorized personnel can determine impact or damages caused to an aircraft. Consider any damage to the aircraft to be important. Immediately report any damage to the aircraft to your supervisor, flight crew and the Airport Authority.
- Never ignore any kind of aircraft damage.



11. Fueling & Spills

Fuel spills are potentially fire hazards to personnel, aircraft, and equipment. Every effort should therefore be made to prevent them. Any spillage on the apron, e.g. fuel, oil, hydraulic fluids, liquids, etc, must be reported immediately to the AIRPORT AUTHORITY (785-0477).

What to do in a fuel spill situation

- The refueling company must notify the Airport Authority immediately.
- Place a fire extinguisher in the vicinity of the spill.
- No personnel should walk through the spill area.
- The driver is not allowed to drive through the spill.
- Engines of motorized equipment within the spill area should not be started before a spill is cleaned up. It is also not allowed to turn off the engine of the vehicle/equipment parked in the fuel spill.
- It is not allowed to board the aircraft. After cleaning the area, boarding process may continue.
- Pushback shall not commence prior the fuel spill has been cleaned.

Fueling Regulations

1. Prior to fueling, the fuel company must receive authorization of the ground mechanic and/or the pilot.
2. The fuel company can fuel with passengers on board provided the measurements of **article 24 of the Airport regulations** and the airline instructions are adhere to.
3. During fueling with passengers on board, no vehicles or equipment may park near the emergency exits, so that in case of emergency, the emergency EXIT chutes can be deployed without hindrance.
4. It is prohibited to fuel an aircraft when there is a thunderstorm in the Airport vicinity.
5. As an emergency procedure, never obstruct the fuel trucks while in the fueling process.
6. When refueling aircrafts with passengers onboard without stairs connected or present, it is mandatory to have RFFS present. Also see **article 26 of the Airport regulations**.

12. Smoke & Fire procedures

Fire Prevention

Fire prevention is even more important than firefighting. The following fire prevention points should be observed:


- Good housekeeping is essential. Garbage should not be allowed to accumulate but should be disposed of in approved containers.
- The location of fire-fighting equipment, and telephones (**AIRPORT AUTHORITY=785-0477 or AIRPORT AUTHORITY Piket 7010477**) that can be used in an emergency should be known to all Airside users.
- Fire-fighting equipment should be placed in such a way that it can be brought quickly into use. On all aprons are wheeled fire extinguisher bottles installed.
- Fire-fighting equipment also should be inspected regularly and refilled.
- Smoking on the Airside area is strictly prohibited, including in vehicles and restrooms.
- The use of any sparking materials, such as matches, or lighters is also prohibited.
- Use of naked flames and tools causing smoke, will be allowed only with the Airport authority's permission.
- Always report faults or discrepancies in fire-fighting equipment.

How to use a fire extinguisher


1. Your very first priority is to alert Airport Authority at 701-0477.
2. Attack the fire always with the wind behind your back.
3. Aim at the bottom of the fire and not the flames and squeeze handle. Start at the edge of the fire.

USING FIRE HOSE REELS


1. Ensure you leave a direct egress path between you and the nearest Exit Door / Egress Route.
2. Turn on the Stop Valve.
3. Run out the length of the hose as required.
4. Turn on the water at nozzle, direct the stream at base of fire.



TURN ON STOP VALVE TO RELEASE NOZZLE



RUN OUT THE HOSE




TURN ON WATER AT NOZZLE AND DIRECT THE STREAM AT THE BASE OF FIRE


Note: Fire Hose Reels should only be used if safe to do so.

USING FIRE EXTINGUISHERS


1. Ensure that you use the correct extinguisher.
2. Always keep an emergency exit behind you (away from the fire).
3. Stay low to avoid the effects of heat and smoke.
4. Direct the extinguisher stream at the base of the flames.
5. Move stream in a side to side, sweeping motion.
6. If the fire gets to the point where you are no longer able to control it, retreat and close the doors.



CARRY AND USE IN AN UPRIGHT POSITION



UNCLIP HOSE, PULL OUT PIN



AIM AT BASE OF FIRE, SQUEEZE HANDLE

Note: Fire Extinguishers should only be used if safe to do so.

REFER TO P.A.S.S. INSTRUCTIONS

WHEN USING AN EXTINGUISHER...

REMEMBER P.A.S.S.

PULL THE PIN
BREAK SEAL AND TEST EXTINGUISHER

AIM AT BASE OF FIRE
ENSURE YOU HAVE A MEANS OF ESCAPE

SQUEEZE THE OPERATING HANDLE
TO OPERATE EXTINGUISHER AND DISCHARGE THE AGENT

SWEEP FROM SIDE TO SIDE
COMPLETELY EXTINGUISH THE FIRE

13. Dangerous Goods

Dangerous goods are articles or substances which can pose a significant risk to health, safety or property. Packages containing dangerous goods are recognized by a **diamond shaped (◇) sticker**.

Before handling dangerous goods, you should be able to recognize some symbols. It is important for you to know them, when loading or unloading an aircraft. In case of emergency, the following should be complied with:

1. The damaged freight item must be duly secured. Unauthorized persons are not allowed in the vicinity of the item.
2. Avoid ingestion, i.e. do not eat, drink, or inhale.
3. Inform the Airport Authority and wait for help and instructions.

Dangerous goods Classification

Dangerous Goods are divided into nine (9) classes.

Class 1	Explosives
Class 2	Gases
Class 3	Flammable Liquids
Class 4	Flammable Solids
Class 5	Oxidizing Substances
Class 6	Poisonous Substances
Class 7	Radioactive Material
Class 8	Corrosives
Class 9	Miscellaneous Dangerous Goods



14. Emergency Procedures

You are responsible to familiarize yourself with BIA NV emergency procedures, phone numbers, manuals, and emergency evacuation plans. Know the location of first aid kits, fire extinguisher and other emergency equipment. The key to dealing with these situations is preparedness and knowing what to do.

AIRPORT EMERGENCY SITUATIONS

In case of:

- ✓ Fire
- ✓ Accident / incident
- ✓ Witness of theft
- ✓ Unattended bag
- ✓ Suspicious item
- ✓ Bomb threat
- ✓ Suspicious behavior
- ✓ Anything out of the ordinary
- ✓ Fuel Spill



Immediately report any incidents, accidents, or suspicious situations to Airport Authority **785-0477**

Met opmerkingen [OdJ1]: Het nummer staat iedere keer anders vermeld. Met of zonder streepje.

Met opmerkingen [JE2R1]: aangepast

It is important that you try to remain calm when you report an emergency. Depending on the situation it is important to report the following information:

- Your location
 - What did you see, smell, hear or feel?
 - Description of person(s) or vehicle(s) involved
 - Time of emergency
 - Position in which the injured person is lying on the ground
- NOTE!! Never move a person that has fallen or collapsed because you might cause more harm than good!**

What should you do in the event of an Evacuation?

The Security Supervisor or Airport Authority will proceed to the location of the alarm and determine if evacuation should be commenced.

Security personnel will make sure that everyone exits the building through the indicated escape routes and emergency exits. The Security Supervisor or Airport Authority (and/or Koninklijke Marechaussee) will give the following instruction in the event of an evacuation:

"WE NEED TO EVACUATE THE BUILDING! "

YOU MUST FOLLOW THEIR INSTRUCTIONS AND EVACUATE THE THREAT AREA IMMEDIATELY.

Airside Evacuation

In the event of an emergency that require evacuation, Airside users shall take the shortest way to one of the Security Checkpoints "Main Gate", "Arrival- and Departure hall". And thereafter directing and reporting to the rendezvous point located in the short-term parking area.

At the airside on the widebody apron is near hardstand #6 also a rendezvous points designated and indicated with the rendezvous sign.

A rendezvous point can be recognized through the following sign.



Terminal Building Evacuation

In case the Terminal, or sections hereof, need to be evacuated, all persons must report outside on landside or airside at the **Rendezvous or Assembly point**.

This serves to check if there are any persons missing.

The rendezvous or assembly points ensure that the persons gather at a point is sufficiently far away from the Terminal building. Off course one can deviate from these rendezvous points in certain (dangerous) situations.



Bomb Treats

In case of a telephone Bomb Threat, take the following measures:

- Remain calm and try to get as much information as possible about the bomb from the person on the telephone.
- If possible, the person answering the call should signal co-workers of the threatening call while the call is still in progress.
- It is also desirable that more than one person listen in on the call.
- Have a list of emergency agency telephone numbers available, as well of the Airport officials to be immediately contacted.
- It is recommended that the telephone threat be taped.
- Caller ID or other types of tracing devices should also be considered.

