



KIGALI INTERNATIONAL

AIRSIDE DRIVING GUIDE

THEORY HANDBOOK

Second Edition



LEFT BLANK INTENTIONALLY

FOREWORD

Airside is the restricted area of an airport, it is used by aircraft for loading and unloading, takeoffs, and landings.

The movement at the airside is very complex as it includes: the movement of aircraft, vehicles, and other equipment in aircraft ground services and movement of people (staff and passengers). In all those, safety is paramount and critical for successful and smooth airport operations.

In light of this, RAC through the airside management office has developed the airside driving guidebook to help and remind airside drivers to uphold safety requirements at all times during ground operation and to reduce hazards, incidents, and accidents to the lowest possible level.

The Airside driving rules in this guidebook are important part of the system that RAC has put in place to promote safe and orderly movement to ensure compliance with safety standards and safeguard the movement of aircraft, vehicles, and personnel on the ground.

This Airside Driving Guidebook 2nd edition supersede the 1st edition and was prepared to serve as guidance for all Airside users towards safe driving in our daily airport operations.

Charles HABONIMANA
Managing Director
Rwanda Airports Company

LEFT BLANK INTENTIONALLY

APPROVAL PAGE

SIGNED BY:

Signature:

Names: Charles HABONIMANA

Title: Managing Director

Organization: **Rwanda Airports Company**

Date: 07/11/2023



TABLE OF CONTENTS

FOREWORD..... ii

APPROVAL PAGE..... ii

 Records of Amendment & Corrigenda..... vi

 Introduction-Jurisdiction vi

INTRODUCTION 1

 Purpose 1

 Review and Revision of Contents 1

 Jurisdiction 1

 Related reference Documents..... 2

PART 1. TERMINOLOGY 3

 1.1. Definitions 3

 1.2 Abbreviations 6

PART 2. REQUIREMENTS FOR DRIVING ON MANOEUVRING AREAS 7

 2.1. Airside Driving Permit (ADP)..... 7

 2.1.1.Training 7

 2.1.2.Tests..... 7

 2.1.3.Refresher training 8

 2.2. Airside Vehicle Permit (AVP)..... 8

PART 3. VEHICULAR REQUIREMENTS 9

 3.1. Airside Vehicle Control..... 11

 3.1.1. Traffic Rules 11

 3.2. Driving on Airside Roadways 13

PART 4. VEHICLE REQUIREMENTS 14

 4.1. Vehicle Breakdown 15

 4.2. Towing..... 15

 4.3 Pallet dollies 15

PART 5. AIRSIDE RULES AND REGULATIONS 16

 5.1. Responsibilities of ADP Holder 16

 5.2 Standard Operating Procedures (SOP) 17

5.2.1.Procedures for Push Back.....	19
5.2.2.Scheduled Runway Inspections.....	20
5.3. Disruption of Operating at Air Traffic Control Due to Emergency	23
PART6. COMPETENCY IN RADIO-TELEPHONY COMMUNICATIONS	25
6.1. The need to be Competent.....	25
6.1.1. Language	25
6.1.2. Time System.....	25
6.1.3. Communication Techniques	25
6.2. Basic Guidelines.....	25
During transmission, users shall:.....	26
6.3. Pronunciation of Letters	27
6.4. Pronunciation of Digits.....	28
6.5. Call Signs	28
6.6. Standard Words	28
6.7. Standard Phraseology	30
PART 7. AIRSIDE LAYOUT.....	34
7.1 AIRSIDE MARKINGS, LIGHTS AND SIGNS.....	34
7.1.1 Taxiway	34
7.1.2 Markings.....	36
7.1.3. Light	36
7.2 Runway.....	36
7.2.1. Holding Point Markings	37
7.2.2. Stop Bar.....	38
7.2.3. Taxiway Crossings	38
7.2.4. Runway Strip.....	39
7.2.5. Perimeter Road near Runway.....	40
PART 8. LATEST AERODROME MAP	40

PART 9. REPORTING OF AIRSIDE INCIDENTS/ACCIDENTS 40

 9.1. AERODROME INCIDENT REPORTING FORM 41

 9.2. MANDATORY REPORTING..... 42

PART 10. PENALTIES..... 43

PART 11. USEFUL CONTACT NUMBERS..... 52

Records of Amendment & Corrigenda

Amendment			
Page	PART/Section	Date Entered	Entered by
	Cover page	July, 2023	Airside management
i	Approval page	July, 2023	Airside management
1	Introduction-Jurisdiction	July, 2023	Airside management
2	Reference documents	July, 2023	Airside management
3	Definition	July, 2023	Airside management
6	Abbreviations	July, 2023	Airside management
7	ADP	July, 2023	Airside management
8	AVP	July, 2023	Airside management
9 - 12	Vehicular requirements	July, 2023	Airside management
23	Escorted vehicle	July, 2023	Airside management
24	Disruption of Operating at Air Traffic Control Due to Emergency	July, 2023	Airside management
34	Airside layout	July, 2023	Airside management
37	Holding position markings	July, 2023	Airside management
40	Perimeter road near RWY	July, 2023	Airside management
43-50	Penalties	July, 2023	Airside management
Corrigenda			
YEAR	Date Applicable	Date Entered	Entered by

INTRODUCTION

Purpose

The contents of this Airside Driving Handbook sets out the requirements, rules and standard operating procedures for any driver who operates within the Maneuvering area of Airside. The contents also include vehicular requirements for any vehicle operating in the Maneuvering area.

Considering that the Maneuvering area is a highly controlled and critical operating area with heavy movement of aircraft, the rules stated in this handbook, in addition to those published in the Aerodrome manual, shall be strictly adhered to in order to ensure the safety of passengers, working personnel, aircraft and vehicles.

Review and Revision of Contents

The contents of this handbook will be reviewed on a regular basis. Any supplement or revision to the contents of this handbook shall be published on the website of Rwanda Airports Company (RAC). www.rac.co.rw

” An Airside Operations Notice” shall also be published to keep the airside community informed of the supplement or revision notice.

Driver shall keep an active lookout for such updates and ensure they comply with the rules published in the supplement or revision notice

Jurisdiction

1. All vehicles and handling operations at the airside, apron, and designated roadways are under the control and jurisdiction of Rwanda Airports Company (RAC). RAC under memorandum of understanding (MoU) with Rwanda National Police has authorized Special Airport Police Unit

- (SAPU) to act on its behalf in respect of security matters to check vehicles and persons accessing restricted areas.
2. The control of aircraft taxiing from runway to aircraft stands and vice versa in jurisdiction of Kigali International Airport are under Kigali control tower.

Related reference Documents

- a) International Standards and Recommended Practices for Aeronautical Communications in ICAO Annex 10 Vol 2(Procedures)
- b) ICAO Annex 14
- c) ICAO Document 9432 (Manual of Radio Telephony)
- d) ICAO Document 9870 (Manual on the Prevention of Runway incursions)
- e) Airport Aerodrome Manual (Rev 2)
- f) RCAA Regulations *Annex XXVI (Part 26) - Aerodromes and Ground Aids*
- g) Memorandum of Understanding between RAC and RNP

PART 1. TERMINOLOGY

1.1. Definitions

Accident: Means an occurrence associated with the operation or handling of an aircraft in which a person is fatally or seriously injured, or the aircraft sustains damage (adapted from the definition in ICAO Annex 13).

Aerodrome: Means the Rwanda airports Aerodrome and any other aerodrome maintained or managed by the Authority and include any road or uncovered area, which is within the limits of the aerodrome but does not include any road or uncovered area to which the public has access.

Aircraft stand: Means an area on an apron for parking of aircraft.

Airside: Means the movement area of the airport and the adjacent terrain and building or parts thereof, access to which is controlled, but does not include the cargo handling area.

Airside driving permit: Means a driving permit issued to the airside drivers who operates at the airside.

Airside Vehicle Permit: Means an airside vehicle permit issued to the vehicles that operates at the airside.

Apron: means that part of the airport, other than the Manoeuvring area, to be used for accommodating aircraft for the purposes of embarkation or disembarkation of passengers, loading or unloading of mail or cargo, or fueling, parking or maintenance of aircraft.

Authorized person: means –

- a) any person, officer or employee of the airport licensee; or
- b) any person duly authorized by the airport licensee to act on its behalf

Follow me vehicle: means a vehicle to guide aircraft or other vehicle.

Holding position: A specified location on the airfield, close to the active runway and identified by visual means, at which the position of a taxiing aircraft is maintained in accordance with air traffic control instructions.

Incident: means an occurrence, other than an accident, associated with the operation or handling of an aircraft, which affects or could affect the safety of operation.

Maneuvering area: means that part of the airport to be used for the taking off, landing and taxiing of the aircraft, but does not include areas set aside to accommodate aircraft, for the embarkation or disembarkation of passengers, for the loading or unloading of mail or cargo, or for fueling, parking or maintenance of aircraft.

Movement area: means that part of airport to be used for the taking off, landing and taxiing of the aircraft, consisting of the maneuvering area and the apron.

Notice of offence: means Notice of composition of offences is a report of any violations of the Civil Aviation Authority of Rwanda (Composition of Offences)

Obstacle free zone: The airspace above the inner approach surface, inner transitional surfaces, and balked landing surface and that portion of the strip bounded by these surfaces, which is not penetrated by any fixed obstacle other than a low-mass and frangible mounted-one required for air navigation purposes.

Perimeter Road: means that road within the airside that allows vehicle to move around the airport clear of apron, taxiways and runways.

Primary service road: means roads located in front of all aircrafts parking stands and baggage handling areas meant for movement of vehicles and equipment.

Runway: means a defined rectangular area prepared for the landing and take-off of aircraft.

Runway incursion: means any occurrence at an aerodrome involving the incorrect presence of an aircraft, vehicle or person on the protected area of a surface designated for the landing and takeoff of aircraft.

Runway Strip: means a defined area, including the runway and stop way, if provided, that is intended:

- a) To reduce the risk of damage to aircraft running off a runway; and
- b) To protect aircraft flying over the area during take-off and landing operations.

Secondary service roads: means roads located behind all aircraft parking standards meant for movement of vehicle and equipment that are not allowed or unable to access the primary roadways.

Taxi lane: As per ICAO, an aircraft stand taxi lane is a portion of the apron intended to provide access to the aircraft stands.

Taxiway: path on the airfield surface, which are established for the taxiing of aircraft and are intended to provide a linkage between one part of the airfield to an other.it links runway with aprons, hangars, terminals and other facilities.

Taxiway strip: the area surrounding the runway that is prepared or suitable for reducing damage to an aircraft in the event of unintentional excursion from the runway surface.

Vehicle: means any vehicle whether mechanically propelled or otherwise, and includes trailer, forklift, tractor, and any movable equipment.

1.2 Abbreviations

ADP	Airside Driving Permit
AIP	Aeronautical Information Publication
ATC	Air Traffic Control
AVP	Airside Vehicle Permit
ERA	Equipment Restraint Area
FOD	Foreign Object Damage/Debris/Deposit
H	Hour(s)
ICAO	International Civil Aviation Organization
KIA	Kigali International Airport
MHz	Megahertz
RAC	Rwanda Airports Company
RCAA	Rwanda Civil Aviation Authority
REP	Runway Entry/Exit Point
RNP	Rwanda National Police
RT	Radio Telephony
SAPU	Special Airport Police Unit
SOP	Standard Operating Procedures

PART 2. REQUIREMENTS FOR DRIVING ON MANOEUVRING AREAS

2.1. Airside Driving Permit (ADP)

To enter and drive in the manoeuvring area, driver must have a valid official purpose and possess ADP. To qualify for the ADP, driver shall undergo training and pass tests (theory and practical) to demonstrate his/her competency in driving in the manoeuvring area. Only drivers with at least 75% for both test will be qualified for ADP.

Driver must not have committed any infringement, i.e. involved in accident/incident or issued any notice of offence during the duration of the driver's airside driving experience. Drivers application shall be supported by his/her employer.

2.1.1. Training

Driver shall attend training conducted by Rwanda Airports Company under Airside management prior to undergoing the tests. The training classroom shall base and will cover the rules and regulations operating procedures of driving at the airside.

In addition, driver shall go for familiarization trips in the manoeuvring area prior to undergoing tests.

2.1.2. Tests

Driver shall undergo and pass a written theory test, followed by an oral test on radio-telephony (RT) communication skills. Finally, driver has to undergo a practical test where he/she will be assessed on his/her competency to driver in the manoeuvring area.

Upon passing all of the above tests, the driver will be issued with ADP.

2.1.3. Refresher training

Driver shall undergo refresher training conducted by Rwanda Airports Company under Airside Management once in two years. Airside coordinator will notify the driver through the representative of each organization of the course schedule. If the driver fails to attend the refresher training, status in his/her ADP will be suspended.

2.2. Airside Vehicle Permit (AVP)



Diagram 1. Vehicle permit

To qualify for an AVP, the following shall first be met:

- AVP Application form signed by accountable manager where the vehicle/equipment belongs.
- A valid technical control certificate issued by Rwanda National Police.
- A valid insurance certificate.

PART 3. VEHICULAR REQUIREMENTS

- a. Possess a valid official purpose for operating in the manoeuvring areas
- b. Possess a valid radio call sign assigned by Rwanda Airports Company and the call sign shall be displayed in black, each letter no smaller than 60cm (breadth) and 45cm (length), on the highest point of the vehicle.
- c. Equipped with a set of Radio-telephony (RT) equipment and transponder approved by Rwanda Airports Company
- d. A warning sign that is no less than 15mm (breadth) and 10mm (length) bearing the following words to be displayed on the dashboard or any position visible to the driver.

NO ENTRY INTO RUNWAY/TAXIWAY WITHOUT PERMISSION FROM AIR TRAFIC CONTROL TOWER

- e. Air traffic control tower's frequency and contact number shall be displayed in the vehicle.

AIR TRAFIC CONTROL operates on (127.00 MHZ).and can be contacted on (07241231372) in case the frequency is off.

- f. A set of flashing yellow lights to be fitted on top of the vehicle. The flashing yellow light shall comply with ICAO standards (Type C lights) listed below.
 - i. 60-90 flashes per minutes
 - ii. Peak intensity at and below 50- 500 cd/ m² shall be 40 minimum 400 max
 - iii. Vertical beam spread shall be at 12⁰ (peak intensity shall be located at approximately 2.5⁰ vertical)
- g. A copy of the latest KIA Aerodrome Layout map is to be placed in the vehicle during operations on the manoeuvring area.

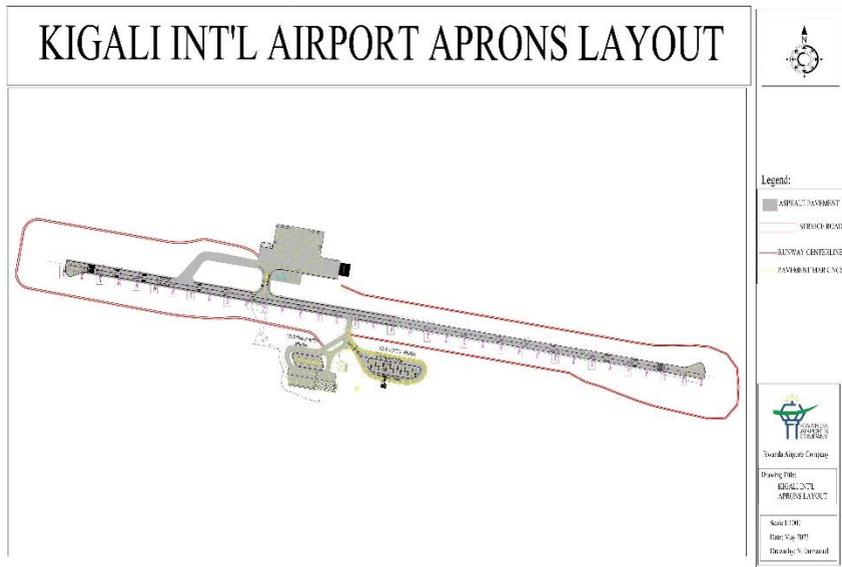


Fig 1. KIA Aprons Layout

Note:

1. The latest aerodrome map can be downloaded from Rwanda Airports Company Aeronautical Information Publication (AIP) Website
2. The vehicle inspection will be conducted by Rwanda Airports Company (Airside Management) prior to issuance of AVP to ensure all the necessary requirements listed in this section have been met.

3.1. Airside Vehicle Control

3.1.1. Traffic Rules

General Rules and Procedures

(1) Each employer must ensure that his/her employees are capable and qualified to operate vehicles and equipment, which they are required to operate in the course of performing their duties on the airside.

(2) The vehicle operator must ensure that his vehicle is operating satisfactorily and has the required safety equipment and markings.

(3) All vehicle operators shall notify their immediate supervisor of any equipment malfunction.

(4) No person shall operate a vehicle in the airside area unless the vehicle displays an identification pass or other means of identification issued or authorized by the RAC

(5) No person shall operate a vehicle in the airside area while under a prohibition from operating the vehicle imposed by a court.

(6) No person shall operate a vehicle in the airside area in a manner that, having regard to all the circumstances including the amount of traffic, is dangerous to aircraft, equipment, and persons or vehicles.

(7) Headlights must be turned on whenever a vehicle is operating in the manoeuvring area

(8) All vehicles operating on movement area shall have safety equipment and display markings.

(9) No person shall park an aircraft fuel servicing vehicle within 15 meters of the terminal building, cargo building, aircraft hangar or any other airport structure designed to house the public that has windows or doors in any exposed walls.

(10) No person shall park a vehicle in any area designated by a sign as an area in which parking is prohibited.

(11) No person shall, without the permission of the Airside Coordinator park a vehicle in any area of the airside not intended for the use of vehicles.

(12) No person shall park a vehicle in any area of the airside designated by a sign as a loading area.

(13) Vehicles and equipment should be parked into parking areas. This is a particularly important around the terminal building for passenger's Bus, and other heavy machine and vehicles should park in the designated areas.

(14) Vehicle operators shall remain at a safe distance from areas affected by jet blast or prop wash of manoeuvring aircraft, and not pass in front of or closely behind aircraft with engines running unless the wheels of the aircraft are chocked or the Marshaller wave's permission.

(15) No person shall operate a vehicle on a road within Kigali International Airport airside at speed that exceeds the limit either marked on pavement or posted on vertical signs for that road.

(16) No person shall drive a vehicle or equipment at a speed in excess of allowable speed limit as indicated in part (3.2) of this airside driving guidebook.

(17) Vehicle operators shall at all times give way to aircraft

(18) Every vehicle operator when in airside area shall also give way to:

i) An emergency vehicle including RFFS vehicle and ambulance with warning devices operating.

ii) Vehicles towing aircraft

iii) Vehicles and equipment engaged in maintenance activities

(19) Every person operating a vehicle or equipment on the apron shall give the right of way to pedestrians being escorted between an aircraft and terminal building.

(20) Vehicles already in a designated vehicle corridor have the right of way over other vehicles attempting to enter it. Where corridors intersect, the operator shall give way to the vehicle on his right.

3.2. Driving on Airside Roadways

Table 1. Driving Speed at Airside

Location	Speed
Around the Aircraft Stands	5 km/h
on taxiway	20km/h
on the perimeter and intervention roads	40 km/h
On apron and associated roads	20km/h

PART 4. VEHICLE REQUIREMENTS

- a. All vehicles operating airside must hold and display a current Airside permit unless the vehicle is under the supervision and escort of another Authorized vehicle.
- b. All vehicles operating airside shall have a clearly distinguishable company logo on both sides of the vehicle.
- c. All vehicles operating airside must be fitted with and operate an amber-colored flashing rotating beacon fixed to the highest point of the vehicle and visible from 360 degrees (hazard lights are not an acceptable alternative) except for rescue and fire fighting vehicles where a red colored beacon is mandatory. Or The vehicle is under supervision by another vehicle being operated in accordance with these rules and displaying such beacon or flashing light.
- d. Un-roadworthy vehicles or vehicles leaking oil or fuel are not permitted to operate Airside.
- e. All loads and vehicle contents must be secured to reduce the risk of FOD.

Vehicles and equipment on the airside must be parked in accordance with parking signs or marked parking bays. On aprons, vehicles and equipment must be parked within the defined Equipment Storage Areas, marked with a single white line. Vehicles must not be parked where they will obstruct aircraft, other vehicles, pedestrian crossings, or over in-ground hydrant positions. Any unattended vehicle must also be parked at least 2m from the fence on airside and 3m from the fence landside



Fig 2. Equipment area

4.1. Vehicle Breakdown

Driver shall immediately inform Air Traffic Control and Operations office if the vehicle has stalled on the manoeuvring area.

Driver shall contact his/her company maintenance section to tow the vehicle away immediately

4.2. Towing

Driver shall not operate a tractor with a chain of rolling stock in excess of 3 container trailers or baggage trolleys

4.3 Pallet dollies

Only 3 pallet dollies are allowed to be towed at any one time



Fig 3. Allowed Pallet dollies



Fig 4. Not Allowed

PART 5. AIRSIDE RULES AND REGULATIONS

5.1. Responsibilities of ADP Holder

- a. For the safe operations on the manoeuvring area, the driver shall first ensure that he/she possess the necessary qualification to drive in the manoeuvring area, i.e. a valid ADP.
- b. Next, driver shall ensure there is a valid official purpose to drive into the manoeuvring area, no one shall enter the manoeuvring area unless absolutely necessary. Entry into manoeuvring area is also strictly subjected to approval from Air Traffic Control.
- c. Driver shall also ensure that he/she is familiar with the Airside layout in order to move safely and orderly in the manoeuvring area. Driver shall check that the latest copy of the aerodrome map is available in the vehicle prior to driving into the manoeuvring area.
- d. All drivers shall use the standard RT phraseology and shall also ensure that they listen clearly to Air Traffic Control complete message and read back the complete message to Air Traffic Control.
- e. It is the responsibility of the driver, who has been trained during the course of obtaining the ADP, to ensure communication over the radio-telephony channel is clear and precise. Thus, only the driver, i.e. ADP holder, is allowed to operate the radio-telephony set and communicate with Air Traffic Control for all matters relating to driving on the manoeuvring area. Any exception to this rule shall only be allowed if authorization has been granted by Rwanda Airports Company.
- f. Lastly and very importantly, driver shall adhere to the airside safety Standard Operating Procedures (SOP) at all times when driving in the manoeuvring area.



Diagram 2. Airside Driving permit

5.2 Standard Operating Procedures (SOP)

(a) Before commencing operations, driver shall:

- i. Check and ensure that the radio-telephony set is switched on and tuned to the correct frequency for Air Traffic Control **(127.00 MHZ)**.
- ii. Perform radio check with *Kigali International Airport procedures* to ensure equipment is working well and radio transmission is readable;
- iii. Check that the flashing yellow light on the highest point of vehicle is switched on
- iv. Check that there is a latest copy of the Airside aerodrome layout map in the vehicle.

(b) Before entering the manoeuvring area. Driver shall:

- i. Report current position to Air Traffic Control, as well as intended destination and purpose,
- ii. Request permission from Air Traffic Control to enter the runway and/ or taxiway;
- iii. Obtain permission from Air Traffic Control before entering any part of the runway and/or taxiway;

- iv. Perform read-back of the permission received and enter only after acknowledgement by Air Traffic Control;
- v. Stop before stop bar of taxiway junctions and scan the horizon for aircraft and other vehicular movement at all times;
- vi. The driver shall always park the vehicle facing the landing/take-off end of the runway when it is stationary on the runway.

Note:

1. When in doubt or unclear, driver shall remain at current location and seek confirmation again from *Air Traffic Control*. If unable to clarify, driver should turn back, and
2. Ensure the flashing yellow light on top of the vehicle is switched on and remains illuminated at all times when the vehicle is on the runway and/or taxiway;
3. Ensure the transponder is working.
4. Perform final visual check just before entering the runway and/or taxiway to ensure that the area is clear of aircraft movement and always give way to taxiing aircraft on tow;
5. All drivers shall keep a strict lookout for aircraft and other vehicular movement and always maintain constant radio contact with Air Traffic Control.

(c) On the manoeuvring area, driver shall:

- i. Driver shall report Air Traffic Control that has vacated;
- ii. Maintain listening watch on the radio-telephony channel (127.00MHz) or Channel 1 of MOTOROLA type of Radio telephone at all times;
- iii. Never leave his/her vehicle unattended on the runway and/or taxiway.

Note:

1. In the event of radio-telephony failure while operating on the manoeuvring area, driver shall vacate the area immediately and

contact Air Traffic Control via mobile phone after driver and vehicle are out of the manoeuvring area. Air Traffic Control can be contacted at Tel: 0724123137.

2. Alternatively, driver can contact Air Traffic Control via a working radio-telephony set of another vehicle.
3. All drives in the runways listen to their RT sets for any instructions from Air Traffic Control. If communication with Air Traffic Control is lost (after 5 tries), driver shall quickly vacate the runway and inform Air Traffic Control via phone or other means that he has vacated the runway.

(d) After completion of operations on the manoeuvring area, driver shall proceed to vacate the manoeuvring area, but, before exiting the manoeuvring area, driver shall:

- i. Stop before the stop bar marking and look to his left and right for any approaching aircraft. If all is clear, driver shall then exit the manoeuvring area.
- ii. Report to Air Traffic Control. This is to be done only after the vehicle is out of the manoeuvring area.

5.2.1. Procedures for Push Back

When the pilot is ready for start-up and push back, he/she seeks confirmation from the ATC (KIA Tower).

Ground crew and push back operators notify Marshalls (Call sign: RAMP 1) that they are ready for push back. On being told by KIA Tower that pushback is approved, they co-ordinate with the ground crew and push back operator for the start-up and push back of the aircraft.

Ground crew and Marshalls ensure that the area behind an aircraft is clear of vehicles, equipment and other obstructions before the start-up or push back of aircraft commences. When the pilot is ready for start-up and push back, he/she seeks confirmation from the ground crew that there is no hazard to his aircraft starting up.

When it becomes necessary to vary a procedure to expedite aircraft movements, RAC through Airside Management will issue specific instructions to the pilot.

The lead-in lines are for aircraft nose-in guidance. For aircraft stands without dedicated pushback lines, crew shall follow Marshaller's instructions.

If the push back procedures are not acceptable due to operational restrictions, the marshaller should inform ATC and pilot concerned immediately and alternative pushback arrangements will be given to meet safety standards.



Fig 5. Pushing back an Aircraft

There shall be no simultaneous push back of aircraft unless there is other alternative way otherwise provided.

5.2.2. Scheduled Runway Inspections

All ADP holders, i.e. drivers operating on the manoeuvring area, are to take note of the following procedures. These procedures are specific to entry into the runway.

- (a) During the arrival and departure of aircrafts runway inspections, only Bravo Charlie and follow me car are allowed to do runway inspections on daily basis.
- (b) For all drivers entering runway, prior to entry, driver is to seek permission from Air Traffic Control to enter
- (c) Refer to ***Paragraph on Standard Operating Procedures*** on operating in the manoeuvring areas. (Part 5.2)

Adhoc Entry into Runway

- (a) All ADP holders shall enter runway with valid reasons only.
- (b) Before entering, driver shall obtain permission from Air Traffic Control.
- (c) All drivers shall refer to **paragraph on “Standard Operating Procedures”** on operating on the manoeuvring areas. (Part 5.2)

Note: If the instruction is correct, Air Traffic Control is not required to acknowledge a correct read back. Air Traffic Control will not provide acknowledgement after permission to enter runway is given, performed and the stop bar lights switched off.

Escort

i) Driver without a valid ADP who requires to drive into the manoeuvring area shall be escorted by a driver in a separate vehicle.

ii. Escorting is permissible only:

- (a) During scheduled Runway Closure of 90 minutes, planned night closures of more than 90 minutes (e.g. runway repair, clearing of rubber deposits) and ad hoc closures (day or night closures of more than 90 minutes (e.g. flushing of fuel spillage); and
- (b) For point to point movement in the manoeuvring area during short closures to escort vehicles to the closed area of works (e.g. replacement of runway edge lights and urgent patch-up works).

iii. Driver shall:

- a. Inform ATC before the commencement of escort (purpose of escort, number of vehicles being escorted, etc.);
- b. Maintain close listening watch on radio frequency at all times;
- c. Be responsible and liable for the safe operations of the driver (s) and vehicle(s) that he/she escorts;
- d. Escort a maximum of **two (2)** vehicle at any one time;
- e. Ensure that he/she stays close to the escorted driver(s) and vehicle(s) and keep a close look-out on their operations;
- f. Brief the escorted driver (s) prior to the commencement of escort on the route, objective of the mission, escort procedures, means of communication, airside rules and regulations and contingency procedures; and
- g. Ensure that he/she has the mobile telephone number (s) of the escorted driver(s) prior to the commencement of escort.

iv. Escorted driver shall:

- (a) Be responsible to follow and keep a look out on the driver at all times;
- (b) Never overtake or be ahead of the driver and strictly no breaking away from the convoy;
- (c) Comply with airside rules and regulations as briefed by driver; and
- (d) Ensure that he/she has the mobile telephone number of the driver prior to the commencement of escort.

v. Preferred means of communication between driver and escorted driver is by walkie-talkie followed by mobile telephone.

vi. In case of a break away from escort, the driver and escorted driver shall safely stop their vehicles and contact each other and inform Air Traffic Control by any means of communication.



Fig 6. Escorted vehicle

Note: The contingency procedure during a full telecommunication failure: The escorted driver may flash the vehicle headlights and/or sound the vehicle horn to alert the driver

5.3. Disruption of Operating at Air Traffic Control Due to Emergency

When aerodrome control services cannot be provided at Air Traffic Control due to unforeseen circumstance (e.g. fire, etc.), Air Traffic Control shall evacuate the Control Tower and proceed to the backup cabins and continue the provision of aerodrome control service from there. Prior to evacuation, all parties concerned (including Rwanda Airports Company) shall be notified.

Air Traffic Control shall inform aircraft on the ground (on the respective control frequencies) that Tower operations will be suspended due to (reason) and to maintain a listening watch on frequency 127.00 MHz (i.e. surface utility frequency) and await further instructions.

Aircraft on finals shall go around and contact Rwanda approach on frequency 127.00 MHz for further instructions. **As the emergency**

occurs they shall all follow the instructions on KIA Aerodrome Manual.

Aircraft committed for a landing shall be cleared to land and once vacated the runway, the aircraft to hold on the taxiway (clear of the runway) and maintain a listening watch on frequency 118.3 MHz to await further instructions.

Aircraft on take-off roll shall be allowed to continue and to contact Rwanda Approach after airborne.

Aircraft on the ground (e.g. taxiing for departure or awaiting take-off permission) to hold position until further notice and maintain a listening watch on frequency 118.3 MHz

Once notified by Air Traffic Control that evacuation is in progress, Rwanda Airports Company shall listen out on frequency 118.3 MHz and inform aircraft on that frequency to hold position and standby for further instructions. When queried, the reason (i.e. Air Traffic Control operations is suspended until further notice due to evacuation) for delay to be transmitted to pilot.

Essentially, driver shall expect a higher volume of transmission on frequency 127.00MHz. Therefore, driver shall be more attentive and alert to ensure messages are properly conveyed and received.

PART6. COMPETENCY IN RADIO-TELEPHONY COMMUNICATIONS

6.1. The need to be Competent

Competency in radio-telephony communication is mandatory for driver as he/she is to maintain clear and concise communication with Air Traffic Control and Kigali International Airport. It is also very important in preventing miscommunication or misunderstanding of instructions or information in relation to driving on the manoeuvring area.

6.1.1. Language

English is used internationally for all ground radio telephony (RT) communications.

6.1.2. Time System

Start of a day is denoted by 0001H. End of a day is denoted by 2400H.

6.1.3. Communication Techniques

The effective use of radio-telephony equipment depends on:

- (a) Articulation
- (b) Microphone techniques
- (c) Choice of words

Poor delivery of RT communication techniques can cause confusion and may potentially lead to accidents.

6.2. Basic Guidelines

Before transmission, users shall:

- (a) Ensure they are tuned to the right frequency;
- (b) Ensure radio transmission is readable by performing a radio check,
- (c) Decide on the message to be transmitted.

During transmission, users shall:

- (a) Ensure transmit switch is on;
- (b) Speak into the microphone;



Fig 7. Use of transmission equipment

- (c) Speak normally and clearly;
- (d) Refrain from shouting or whispering and from varying pitch and tone;
- (e) Use standard words and phrases;
- (f) Be concise; and
- (g) Refrain from interrupting if another party is making a transmission and is expecting a reply; give priority to a distress call.

After transmission, users shall ensure transmit switch is completely released to prevent jamming of the frequency.

Communication process

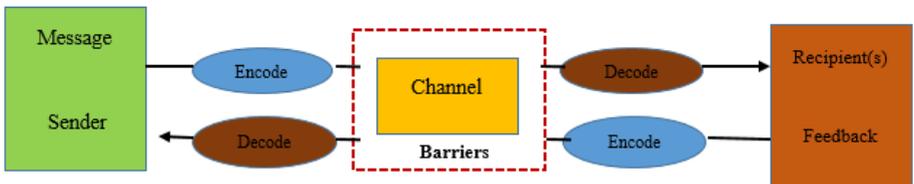


Diagram 3. Communication process

6.3. Pronunciation of Letters

It is important to transit each word slowly and with clarity, avoid mispronunciation and omission of consonants.

LETTER	WORD	PRONUNCIATION IN ENGLISH
A	Alfa	Al fah
B	Bravo	Brah voh
C	Charlie	Char lee
D	Delta	Dell tah
E	Echo	Eck oh
F	Foxtrot	Foks trot
G	Golf	Golf
H	Hotel	Hoh tell
I	India	In dee ah
J	Juliet	Jew lee ett
K	Kilo	Key loh
L	Lima	Lee mah
M	Mike	Mike
N	November	No vem ber
O	Oscar	Oss Car
P	Papa	Pah Pah
Q	Quebec	Key Beck
R	Romeo	Row Me Oh
S	Sierra	See Air Rah
T	Tango	Tang Go
U	Uniform	You NEE Form
V	Victor	Vik Tah
W	Whiskey	Wiss KEY
X	X-ray	Ecks Ray
Y	Yankee	Yang Key
Z	Zulu	Zoo Loo

Table 2. Letter Pronunciations

6.4. Pronunciation of Digits

The following words are used when transmitting single digits.

NUMBER	WORD	NUMBER	WORDS
0	ZERO	5	FIVE
1	WUN	6	SIX
2	TOO	7	SEVEN
3	TREE	8	AIT
4	FOWER	9	NINER

Table 3. Digits pronunciation

Note: digit 5 and 9 are spoken as FIVE and NINER respectively as they are easily confused when spoken normally.

6.5. Call Signs

Call Sign Suffix	Identification
Air Traffic Control	Tango Zulu
Airside Management	Mike Delta

Table 4. Call Signs

6.6. Standard Words

The following are the standard words used in the radiotelephony communications.

Table 5. Standards words

Word/phrase	Meaning
Acknowledge	Let me know you have received and understood the message
Affirmative	Yes
Approved	Permission for requested action is granted
Cancel	Withdraw the previously transmitted clearance
Contact	Establish radio contact with...
Correction	An error has been made in this transmission (or message indicate.
Enter	Permission granted to go to runway...
Give way	To allow the mentioned traffic (aircraft) to pass by
Hold short	To stop at the point and do not enter the specific area ahead.
How do read	What the readability of my transmission is?
Negative	No/ permission not granted / that is not correct.
Proceed	Clear to go to..... (Usually taxiway or holding point)
Read Back	repeat all, or the specified part, of this message back to me exactly as received
Request	I wish to know..... Or obtain
Report	pass me the following information
Say again	repeat all, or part, of you last transmission
Standby	wait and I will call you
Vacate	to leave the manoeuvring area

Note:

More can be found in the international standard and recommended practices for Aeronautical communication in ICAO Annex 10 vol 2 (comms/procedures)

6.7. Standard Phraseology

The following are standard phraseologies to be used during various operating scenarios on the manoeuvring area. Driver shall apply these standard phraseologies as closely as practicable.

Table 6. Request to Enter Runway

If the prevailing direction of aircraft landing/ take-off is 10 at Runway 28 (for Runway 1)...		
scenario	Tango Zulu/ Air traffic controller	Fox mike/ Follow me
		Tango Zulu, Fox mike
	Fox mike , Tango Zulu	
		Tango Zulu, Fox mike holding at GP. Request to enter Runway for maintenance. Duration one Zero minutes.
	Standby.	
When movement instructions can be given, Air Traffic Control will contact fox mike.....	Fox mike, Tango Zulu	
		Tango Zulu. .
	Fox mike, proceed to Akagera Hold on short of Runway.	
Scenario	Air Traffic Control	Fox mike
Scenario 1: If Fox mike is unsure of instructions, request for	Affirmative, Fox mike.	Tango Zulu, fox mike, please confirm proceed to holding point Akagera

confirmation from Air Traffic Control.		Holding short of Runway.
Scenario 2: If Fox mike is unsure of instructions, request for a repeat of instructions from Air Traffic Control.		Tango Zulu, Fox mike. Say Again.
	Proceed to holding point Akagera. Hold short of Runway.	
Scenario	Air Traffic Control	Fox mike
After instructions to proceed are clarified with Air Traffic Control.		Tango Zulu, Fox mike, proceeding to holding point Via Akagera, Hold short of Runway.
When fox mike is at designated holding point.		
		Tango Zulu, Fox mike. At holding point Via Akagera.
	Fox mike, Standby.	
Air Traffic Control gives Fox mike instructions to enter runway.	Fox mike, Tango Zulu. Enter Runway via Akagera.	
Prior to movement, Fox mike shall read back instructions to Air Traffic Control.		Fox mike entering Runway via Akagera

*Note: if the instruction is correct, Air Traffic Control is not required to acknowledge a correct read back. Air Traffic Control will not provide acknowledgement after permission to enter runway is given performed and the stop bar lights switched off.

Table 7. Vacate Runway

Air Traffic Control gives instructions to vacate Runway.		
scenario	Air Traffic Control	Fox mike
	Fox mike, Tango Zulu	
		Tango Zulu, Fox mike
Air Traffic Control gives instructions to vacate runway....	Fox mike, vacate Runway 28 via Hanger one	
Prior to movement, Fox mike shall read back instructions to Air Traffic Control.		Tango Zulu, Fox mike. Vacating Runway 28 via hanger one
After vacating runway.		Tango Zulu, Fox mike. Runway 28 vacated.

Note: if the instructions is correct. Air Traffic Control is not required to acknowledge a correct read back.

** Note: Air Traffic Control will need to acknowledge receipt of the report that vehicle has vacated.

Table 8. Request to Escort Convoy on Taxiway

Fox mike is escorting convoy to taxiway.		
Scenario	Air Traffic Control	Fox mike
		Tango Zulu, Fox mike
	Fox mike, Air Traffic Control.	
Fox mike seeks movement request from Air Traffic Control.		Tango Zulu, Fox mike. At taxiway Alpha. Escorting convoy of three vehicles. Request to proceed to south cross to dump soil at work site.
Air Traffic Control gives Fox mike instructions to proceed.	Fox mike, proceed to south apron via Alpha C.	
Prior to movement, Fox mike shall read back instructions to Air Traffic Control.		Tango Zulu, Fox mike proceeded to hanger one via taxiway bravo.

Note: If instructions is correct, Air Traffic Control is not required to acknowledge a correct read back.

PART 7. AIRSIDE LAYOUT

Refer to KIA Apron Management Manual Section 6, Page 6-1

7.1 AIRSIDE MARKINGS, LIGHTS AND SIGNS

7.1.1 Taxiway

The following are the markings, lights and signs found on a taxiway, as well as the holding point leading to a taxiway. Driver shall not proceed beyond the holding point unless permission has been granted by Air Traffic Control. Failure to do so is a serious infringement of airside rules.

7.1.1.1. Signs



Fig 8. Taxiway Bravo, the north entrance at the Apron bravo at Kigali international airport.



Fig 9. Taxiway Alfa, the north-west entrance at the Apron Alfa.



Fig 10. Taxiway Charli, the south entrance at the Apron Charli.



Fig 11. Direction when taxiing in the south Apron.

7.1.2 Markings



Diagram 6. Allowed speed

7.1.3. Light



Fig 12. Runway lights

7.2 Runway

The following are the markings, lights and signs found on a runway, as well as the holding point leading to a runway. Driver shall hold at these points, seek permission and obtain confirmation from Air Traffic Control before entering the runway. Otherwise, it will constitute a runway incursion which is a serious infringement.



Fig 13. Sign reminding driver to stop and seek clearance from ATC

7.2.1. Holding Point Markings

There are holding point marking and runway mandatory signs at all taxiways. Vehicles approaching holding points shall STOP before the holding point and get permission from Air Traffic Control before entering the runway.



Fig 14. Holding Lines

7.2.2. Stop Bar

The red stop bar lights on the roadway indicates the holding point and driver must stop and seek permission from Air Traffic Control before entering runway. Driver shall never cross the illuminated stop bar lights.

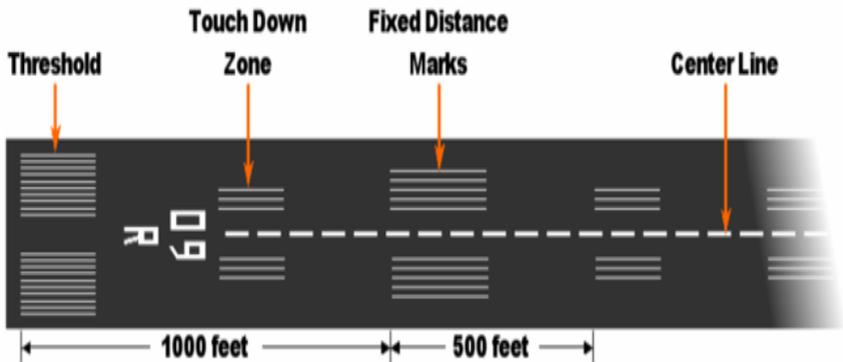


Fig 15. Threshold Marking on Runway

7.2.3. Taxiway Crossings

The Give Way to Aircraft sign painted on the roadway warns driver of taxiway crossing ahead and potential aircraft movement. Driver shall stop at the STOP marking and visually check that the area is clear of aircraft movement before moving onto the crossing.

If there are light signals at the roadway crossing, driver shall check the signals that indicate it is clear to proceed before moving.

This, the light signals provide supplementary warning. Driver is still required to visually check that the area is clear of aircraft movement, driver is not allowed to stop on any part of the crossing.

7.2.4. Runway Strip

Runway Strip means a defined area, including the runway and stop way. If provided, that is intended:

- (a) To reduce the risk of damage to aircraft running off a runway; and
- (b) To protect aircraft flying over the area during take-off and landing operations.

The runway strip represents the area which is 150m from to the left and right of the center line of the runway. All personnel and vehicles must keep clear of the runway strip at all times unless permission to enter is obtained from Air Traffic Control.

The runway strips are demarcated by black dashes in the diagram below.

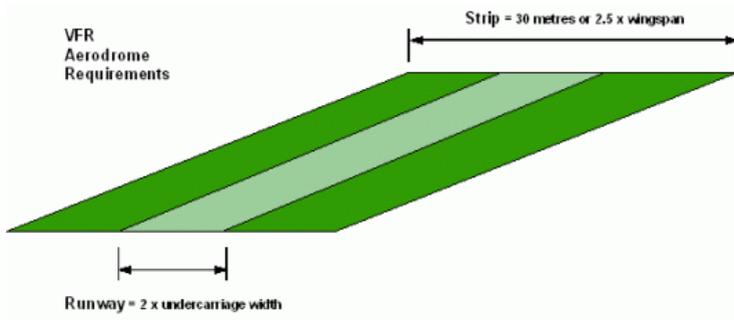


Diagram 7. A sample extract of the Runway Strip

There are signs and markings to indicate an entry to a runway. Drivers and personnel must watch out for these and ensure they do not move beyond these points.

Unauthorized entry is considered as a ‘RUNWAY INCURSION’ and could result in serious safety issues.

Thus, all drivers and personnel must pay extra attention and ensure they keep out of the area unless permission to enter is obtained from Air Traffic Control.

7.2.5. Perimeter Road near Runway

There are several entry points to the runway located on the perimeter roadway. Driver shall ensure that permission to enter is obtained from Air Traffic Control before entry.

The signs are installed along perimeter roadway to act as boundary. All personnel shall not move beyond the edge of perimeter road. All personnel shall stay clear of the runway strip, including road access to runway and turf area.

Driver shall not use the service road as a short cut or to overtake.

PART 8. LATEST AERODROME MAP

The latest aerodrome map can be downloaded from RAC Aeronautical Information Publication (AIP) website. Subscribe to the website to receive alerts on latest updates. <https://www.rac.co.rw>

PART 9. REPORTING OF AIRSIDE INCIDENTS/ACCIDENTS

If you are involved in an accident, report it immediately to the Airside Management. The Safety Manager must be notified of all accidents or incidents within 24 hours.

If a collision occurred between a vehicle and an aircraft, it's critical that the aircraft not be moved until the damage can be inspected and repaired. (Find the form from Marshalls office for reporting incidents).

9.1. AERODROME INCIDENT REPORTING FORM

Section A: Location Details:			
Report Type	Incident	Location	Incident Severity
Section B: Incident Occurrence Details:			
Date of Incident	Time of Incident	Airside	Low
Section C: Reported by			
First Name			
Section D: Incident Details (Provide details as to the cause of the incident & why it occurred)			
Actual Location:			
Describe the Incident:			
Contributing Factors:			
What Actions were taken Immediately:			
Additional Notes:			
Section E: Incident Type:			
Completed form forwarded to Ag. Director Airport Operations	Yes		
If not please specify			
Signed by:	Signature:		Date:

9.2. MANDATORY REPORTING

Mandatory reporting is required for:

- a. Any accident or event that results in a fatality, injury or illness to person or damage to property or the environment;
- b. An event which if not corrected would likely endanger people, property or the environment, or an incident involving circumstances indicating that an accident nearly occurred. The following are examples of these types of incidents:
 - c. Failure or significant malfunction of airfield lighting.
 - d. Runways or aircraft maneuvering areas obstructed by aircraft, vehicles or foreign objects, resulting in a hazardous or potentially hazardous situation.
 - e. Runway incursions.
 - f. Errors or inadequacies in marking of obstructions or hazards on runway or aircraft maneuvering areas.
 - g. Collision between a moving aircraft and any other aircraft, vehicle or other ground object. Jet or prop blast incidents that could have resulted in significant

PART 10. PENALTIES

Any ADP holders who fails to comply with Rwanda Airports Company Airside rules and regulations as indicated in this Handbook by its law and will be issued notice of Offence for one or all of the applicable By-Laws below. Rwanda Airports company may also suspend the ADP if necessary.

The following table specifies penalties to be applied for any violation of the rules, regulations and procedures governing activities and movement of vehicles at the airside.

S/No	Fault/ Violations	Penalties
1.	Failing to allow free and uninterrupted passage to aircraft passenger within the airside	<ul style="list-style-type: none"> ✓ For the 1st time, shall pay 20,000 RWF ✓ 2nd time, he/she will be suspended for 6 months and ✓ For the 3rd time, driver's ADP shall be confiscated
2.	Towing without use of suitable tow bar	<ul style="list-style-type: none"> ✓ The operator shall be fined with 25,000 RWF for the 1st time ✓ Shall be fined with 50,000 RWF for the 2nd time ✓ For the 3rd time, driver's ADP shall be confiscated
3.	Failing to immediately remove equipment or vehicle from the aircraft stand and any other related parking space, after servicing of an aircraft	<ul style="list-style-type: none"> ✓ The operator shall be warned for the 1st time in case no any other incident caused. ✓ A fine of 25,000 RWF shall be applied on 2nd time. ✓ Suspension and direct dismissal shall also be applied depending on severity of the incident
4.	Airline failing to escort passenger(s) embark onto or disembark from an aircraft	<ul style="list-style-type: none"> ✓ A written Warning for the 1st occurrence

S/No	Fault/ Violations	Penalties
	or leaving Passenger(s) unattended on the apron.	✓ For further occurrences, the passengers handling company will be fined 50,000 RWF
5.	Reversing vehicle towards an aircraft without guide in the movement area, where the vehicle is used for servicing that aircraft	<ul style="list-style-type: none"> ✓ Vehicle Operator shall be fined 25,000 RWF ✓ For further occurrences, the operator shall be suspended and withhold his/her ADP. ✓ In addition to that, the servicing company shall be liable for any damages caused
6.	Approaching an aircraft while its engines are still running or before chocking.	<ul style="list-style-type: none"> ✓ Vehicle/ machine operator shall be fined 50,000 RWF ✓ If it was instructions from the vehicle/machine company, the company shall be fined 100,000 RWF and warned in writing.
7.	Person walking within or crossing the maneuvering area at any time, without permission from ATM	<ul style="list-style-type: none"> ✓ The person shall pay 50,000 RWF as fines for the 1st occurrence. ✓ 2nd time, he/she will be suspended for 6 months and ✓ For the 3rd time, driver's ADP shall be confiscated
8.	Failing to wear a high visibility safety vest at all times entering or performing work within the airside	<ul style="list-style-type: none"> ✓ The subject shall pay 10,000 RWF as fines. ✓ For the 2nd time, he/she shall pay 20,000 RWF and ✓ For 3rd time, the subject shall no longer have access to the Airside.
9.	Driver driving or permitting another person to drive, any vehicle within airside without ADP	✓ Both drivers shall be fined by 50,000 RWF and other measures shall be taken

S/No	Fault/ Violations	Penalties
		depending on the case and its severity.
10.	Vehicle crossing the movement area in front of the path of a taxiing aircraft or an aircraft on tow	<ul style="list-style-type: none"> ✓ Vehicle operator shall be fined with 50,000 RWF ✓ 2nd time, he/she will be suspended for 6 months and ✓ For the 3rd time, driver's ADP shall be confiscated
11.	Using a mobile telephone while driving a vehicle or operating equipment within the airside without a hands free listening device. (Headsets for cellular phones should only provide sound through one ear and allow surrounding sounds to be heard.)	<ul style="list-style-type: none"> ✓ The driver/ Machine operator shall be fined with 20,000 RWF for the first 1st times. ✓ For 2nd time, he/she shall be suspended to operate at Airside for 3months. <ul style="list-style-type: none"> ✓ For the 3rd time, driver's ADP shall be confiscated
12.	Over speeding depending on the Airside area and its allowed speed as well as Failing to obey signage/directions/signals/markings on service roads, vehicle lanes.	<ul style="list-style-type: none"> ✓ Warning with 25,000RWF as fine for the first two times. <ul style="list-style-type: none"> ✓ 2nd time, he/she will be suspended for 6 months and ✓ For the 3rd time, driver's ADP shall be confiscated.
13.	Stepping out of the vehicle whilst moving	<ul style="list-style-type: none"> ✓ 25,000 RWF as fine for 2nd time with 1 month of suspension and ✓ 50,000 RWF of fine for 3rd time with 3 months of suspension from operating in Airside.

S/No	Fault/ Violations	Penalties
14.	Unauthorized airside photography (including motion capture)	<ul style="list-style-type: none"> ✓ Warning with 25,000RWF as fine for the 1st time and ✓ 50,000RWF for re-occurrence. <i>Airport security reserves the rights to follow up on unauthorized photography.</i>
15.	Entering and crossing RWY without permission	<ul style="list-style-type: none"> ✓ Warning with 50,000RWF as fine for the 1st time. ✓ 100,000RWF as fine for the 2nd time and 3months suspension from driving at Airside. ✓ For the 3rd time, the driver shall no longer be permitted to drive in Airside.
16.	Failure to inspect and test GSEs before servicing an aircraft, which may result to any damage. (Personal injury, property damage, or damage to an aircraft.	<ul style="list-style-type: none"> ✓ The Driver's ADP shall be confiscated ✓ The Company owning that GSE shall be liable for all the damages.
17.	Failure to use due care while an aircraft is taxiing does not result in personal injury, property damage, or damage to an aircraft.	<ul style="list-style-type: none"> ✓ 25,000RWF as fine for 1st time ✓ 50,000RWF for further re-occurrences.
18.	Failure to use due care while an aircraft is taxiing does result in personal injury, property damage, or damage to an aircraft.	<ul style="list-style-type: none"> ✓ The Driver's permit shall be confiscated. ✓ The company involved in that case shall be liable for any damage.
19.	Failure to immediately report any unusual event, deviation or incident while	<ul style="list-style-type: none"> ✓ A written warning notice for the 1st time ✓ 50,000RWF as fine for 2nd time

S/No	Fault/ Violations	Penalties
	towing or taxiing an aircraft on the Movement Area to either the Air Traffic Control Tower or Airside operations management.	✓ For the 3 rd time, the Driver shall be suspended for 6 months from Airside operations.
20.	Failure to provide proper escort on Movement Area when requested to do so.	<ul style="list-style-type: none"> ✓ A written warning notice for the 1st time ✓ 50,000RWF as fine for the 2nd time with 3months suspension from Airside operations. ✓ For the 3rd time within one year, the Driver shall no longer operate at Airside.
21.	Repairing, dismantling, cleaning, or servicing any vehicle, aircraft or equipment in any area other than the tenant's approved maintenance leasehold area or an adjacent ramp area, except for minor repairs necessary to restore a temporarily disabled vehicle	<ul style="list-style-type: none"> ✓ A Written warning notice shall be issued to the concerned company. ✓ 100,000RWF as fine for re-occurrences. <p><i>Note: The concerned company shall always be liable for any damage caused by such actions in undesignated areas.</i></p>
22.	Performing heavy aircraft maintenance on any aircraft parking bay without permission from the Airport authority.	<ul style="list-style-type: none"> ✓ A Written warning notice shall be issued to the maintenance company. ✓ 100,000RWF as fine for re-occurrences. <p><i>Note: The concerned company shall always be liable for any damage caused by such actions in undesignated areas.</i></p>
23.	Transporting staff who are not seated on lowest level inside bed of vehicle	<ul style="list-style-type: none"> ✓ A written warning for the 1st time ✓ For re-occurrences, 10,000RWF as fine for each staff not seated

S/No	Fault/ Violations	Penalties
		on the lowest level inside bed of the vehicle
24.	Improper parking (e.g. parked on sidewalks, pedestrian walkways, and roadways)	<ul style="list-style-type: none"> ✓ 20,000RWF as fine for the first two times ✓ For the 3rd time, the driver/operator shall be suspended for 3months from Airside driving
25.	Failing to give immediate notification to Airport authorities for any fuel spill.	<ul style="list-style-type: none"> ✓ A written warning notice for the 1st time ✓ 25,000RWF as fine for the 2nd time with 3months suspension from Airside operations. ✓ For the 3rd time within one year, the concerned staff shall no longer operate at Airside.
26.	Failing to pick up FOD on aircraft parking positions or taxi lanes and throwing FODs intentionally in the aircraft parking bay.	<ul style="list-style-type: none"> ✓ 10,000RWF as fine for the 1st time ✓ 10,000RWF as fine for 2nd time and 1month suspension. ✓ For 3rd time, there will be 3months suspension from airside operations.
27.	Engaging in behaviour, including failing to use due care, that could result in personal injury, property damage, or damage to an aircraft that does not involve the operation of a vehicle.	<ul style="list-style-type: none"> ✓ The person/ staff involved in those activities, and his/her ADP shall be confiscated for further management of that case.
28.	Engaging in behaviour, including failing to use due care, that results in personal injury, property damage, or	<ul style="list-style-type: none"> ✓ Driver's ADP shall be confiscated for further management, and he/she will

S/No	Fault/ Violations	Penalties
	damage to an aircraft that involves the operation of a vehicle.	no longer be permitted to drive on Airside.
29.	Unauthorized use of vehicle or equipment that poses a threat to safe aircraft operations	✓ 100,000RWF as a fine shall be applied to the concerned company and that equipment/vehicle shall be confiscated until the case is settled.
30.	Failure to maintain construction barricades (e.g. missing flags, red lights, reflective tape, sandbags or improper size flags)	✓ Written warning notice for 1 st time. ✓ 100,000RWF as fine to the construction company when the preceding inspection found the same non-compliance.
31.	Improper lighting or marking of construction vehicles or equipment (e.g. missing company logos, beacon,...)	✓ Written warning notice for 1 st time. ✓ 100,000RWF as fine to the construction company when the preceding inspection found the same non-compliance.
32.	Unmarked, uncovered or unauthorized excavations (e.g. trenches, manhole covers). Commencement/Ending of daily construction activities without notice to the management of Airside operations.	✓ Written warning notice for 1 st time. ✓ 100,000RWF as fine to the construction company when the preceding inspection found the same non-compliance.
33.	Knocking and damaging RWY/TWY lights	✓ Written warning notice for 1 st time. ✓ 1month suspension from driving in the airside when it happened

S/No	Fault/ Violations	Penalties
		<p>in 6 months from the 1st warning.</p> <ul style="list-style-type: none"> ✓ ADP withdrawal at 3rd time.
34.	<p>Failure to switch off the engine of a vehicle, machine or equipment and leave it unattended in the airside which does not result in personal injury, property damage, or damage to an aircraft.</p>	<ul style="list-style-type: none"> ✓ 20,000RWF for 1st time. ✓ 25,000RWF as fine for 2nd time re-occurrence and 6 months suspension from airside driving. ✓ ADP withdrawal at 3rd time.
35.	<p>Failure to switch off the engine of vehicle, machine or equipment and leave it unattended in the airside which results in personal injury, property damage, or damage to an aircraft.</p>	<ul style="list-style-type: none"> ✓ The Driver's permit shall be withdrawn. ✓ The company involved in that case shall be liable for any damage. <p><i>Airport security and other concerned Airport/Airline management reserves the right to follow up on the case, including case litigation.</i></p>
36.	<p>Engaging in Airside/ramp operations without wearing safety shoes when the employer has provided them</p>	<ul style="list-style-type: none"> ✓ 10,000RWF for the 1st time. ✓ 20,000RWF for the 2nd time. ✓ 01-month suspension from accessing the airside when caught on 3rd time within one year.
37.	<p>Failure to comply with airside safety rules and regulations.</p>	<ul style="list-style-type: none"> ✓ Written warning notice for 1st time. ✓ 10,000 RWF for the 2nd time. ✓ 20,000RWF for the 3rd time ✓ 01-month suspension from accessing the airside when caught on 4th time within one year.

Note: For the person(s) who will be fined, his/her permit shall be confiscated until the fines are paid to Rwanda Airports Company Account 00040-06948300-35 which is in Bank of Kigali (BK) and the subject represent the payment slip to the Airside management and be given back the permit.

PART 11. USEFUL CONTACT NUMBERS

RWANDA AIRPORTS COMPANY	
Air Traffic Control	0724123137
Director, Airport Operations	0724123014
Operations office	0724123139
Airside Ground Controllers (RAC)	0724123153
Airside Management (AM)	0724123037
Airport Emergency Operations Center	0724123078
Key Agencies	
KIA Medical Emergency	0788330204
Special Airport Police Unit (SAPU)	0724123158
Fire Fighting and Rescue	0724123052/0724123140

..... END.....



Published by

RAC Airside Management

Kigali International Airport (HRYR)

Email: operations@rac.co.rw

Web: www.rac.co.rw

Tel: +250 724 123 139

P.O. Box: 1171 Kigali, Rwanda