PART 1 – AIRSIDE VEHICLE LICENCE APPLICATION AND VEHICLE EXAMINATION

Airside Vehicles are all vehicles including mobile equipment and trailers based and operated within the Airport Restricted Area other than the Terminal Building and Baggage Basement. Airside Vehicles are licensed by the Airport Authority in accordance with the AA Bylaws, and are subject to type approval and vehicle examination by the Airport Authority.

The following procedures apply to the application and renewal of the Airside Vehicle Licence (AVL) for Airside Vehicles. Strict compliance of these requirements is mandatory in the interest of apron safety and efficiency. (Vehicles operating in the Terminal Building and Baggage Basement are governed by the conditions stipulated in the Terminal Vehicle Operation Procedure.)

With effect from 5 June 2006, the Airport Authority designates the following companies as the authorised Airside Vehicle Examination Centres (AVEC) to collect the AVL applications and associated fees and to conduct vehicle examinations for Airside Vehicles.

- Dah Chong Hong – Dragonair Airport GSE Service Ltd.
  Location: 13 Catering Road East
  Hong Kong International Airport
  Lantau Hong Kong
  Tel: (852) 2215 0317 (852) 2215 0318
  Fax: (852) 2215 0283

- Ground Support Engineering Ltd
  Location: 7 Catering Road West
  Hong Kong International Airport
  Lantau Hong Kong
  Tel: (852) 2949 6182
  Fax: (852) 2949 6262

1.1 Initial Application

An initial application for a vehicle to be issued with an AVL shall be submitted to the Airside Vehicle Licensing Office (AVLO) via the AVEC, at where subsequent Vehicle Examination will be carried out. The selection of the AVEC is at the vehicle owner’s discretion.

The vehicle owner or operator should submit full details of justification for the vehicle to operate on airside. When approval in principle is given by the Airport Authority, the vehicle specifications and a valid insurance policy shall be submitted for the purpose of type approval (for vehicle without Transport Department Licence and the same brand / model not been registered with the AVLO before) and insurance verification.

For vehicles with Transport Department Licence that apply for AVL, the vehicle owner should be in its company’s name.
1.2 **Vehicle Examination**

1.2.1 The vehicle owners shall arrange with either one of the AVEC for vehicle examinations.

In addition to the annual examination conducted by the AVEC, dangerous goods vehicles (e.g. fuel tanker) are required to pass a safety inspection conducted by Fire Services Department - Fire Protection Bureau in compliance with Dangerous Goods Ordinance (Cap. 295).

1.2.2 All Airside Vehicles must comply with the safety requirements described in Part 7.

1.2.3 Certain specialised mobile airport ground equipment may be exempted by the Airport Authority from the Technical Specification requirements in Appendix I in recognition of the special functions for which the vehicles have been constructed.

1.2.4 All vehicles and trailers are liable to:

(a) **Annual Examination**

All Vehicles are subject to an annual examination after the first registration.

Vehicle Examination comprises Safety Features Inspection and Technical Inspection.

- Safety Features Inspection shall apply to all Airside Vehicles;
- Technical Inspection shall cover all Airside Vehicles except:
  - vehicles already passed Hong Kong Transport Department (TD)’s roadworthiness test; or
  - vehicles under Private Car Classification (Class 1) and by the time of Vehicle Examination that are under 4 years of age (from the year of manufacture).

Exception shall not apply to First-Time Vehicle Examination, Type Approval and Major Modification Approval Examination.
According to Transport Department, a Certificate of Fitness Examination (COF) is required of all non-franchised and private buses once every 3 years starting from the 13th year after the year of manufacture of the bus chassis. The COF Examination is designed to ensure that the safety related components and body structures are kept in a satisfactory condition through programmed overhauls.

(b) Re-examination

Re-examinations are conducted following failure of Annual Examinations.

(c) Random Examination

Random examinations on Airside Vehicles are conducted to monitor roadworthiness and compliance with Airport Airside Vehicle Safety Requirements. In arranging random examinations, every effort will be made to avoid disruption to ramp operations and inconvenience to airport users. Any vehicle which fails the Airport Airside Vehicle Safety Requirements or may constitute a hazard to apron safety shall be suspended from operation on the airside until the identified defects are rectified. Rectification proof from vehicle maintenance workshop shall be submitted to the Airfield Department of the Airport Authority within time specified. The AVL will be under the custody of the Airside Vehicle Licensing Office until proof of recertification has been received. Dangerous Goods vehicles are subject to random examination by Fire Services Department under the Dangerous Goods Ordinance (Cap. 295).
(d) Post-accident Examinations

Any vehicle involved in an accident at the airside operational area is required to be examined by the Airport Authority or its delegates and pass the examination before resuming operation.

The subject vehicle or equipment involved in the accident will be instructed to drive or undertow to a designated area pending inspection by AVEC. The Airport Authority will notify the owner which AVEC is going to conduct the vehicle examination.

The validity of the DGV licence of airside Dangerous Goods Vehicle will be revoked in the event that the vehicle is involved in an accident. The DGV licence holder shall arrange with Fire Services Department for re-inspection in order to re-validate the licence prior to resuming operation.

1.3 Renewal of Airside Vehicle Licence (AVL)

1.3.1 Subsequent to the first registration, Airside Vehicles are subject to Annual Examination prior to the licence renewal. Renewal of the Airside Vehicle Licence is subject to full payment of the licence fee, passing a vehicle examination, and possession of a valid insurance coverage.

1.3.2 Upon expiry of the Airside Vehicle Licence, the vehicles are no longer authorised to operate within the Airport Restricted Area. Operators are responsible for initiating vehicle examination and application for licence renewal at the AVEC at least four weeks (and at most three months) before the licence expires.

The licensee shall apply to Fire Services Department direct for renewal of the Dangerous Goods Vehicle Licence.

1.3.3 Airside Vehicles with AVL expired for more than 2 years will be removed from the AVL registration and treated as a new application for AVL registration upon its subsequent application of AVL. The vehicles must meet the prevailing Airport Airside Vehicle Safety Requirements and Technical Specifications at the time of subsequent application.

1.4 Issue Policy of Airside Vehicle Licence

1.4.1 Acceptance Criteria

(a) Applications for AVL will only be processed if the request comes from a Sponsoring Organization, which normally is an organization playing an active role in airport operations. Applications made by an individual applicant, organization
or non-airport operator will not normally be accepted without full justification.

(b) To ensure that applications for AVL are to cater for genuine operational needs, license applications from the Sponsoring Organization must be signed by an authorized signatory of the organization.

(c) Applications for access into the runways and taxiways would have to undergo a special approval process. The application would be reviewed and approved by the Assistant General Manager and the Deputy General Manager of the Airfield Department respectively, depending on service scope of the vehicle.

1.4.2 Sponsoring Organization

(a) A Sponsoring Organization is a company, agency or government department etc. which has been approved to join the Airside Vehicle Licence System (AVLS). In order to join the AVLS, a company must provide such information (usually in the form of a written letter and supporting documentation) as may be necessary for the General Manager, Airfield Department or his authorized representative, to decide. Normally, an airport organization playing an active role in airport operations including airlines operating in the airport, government departments, airport service franchisees or licensees and companies carrying out work solely under contract to the Airport Authority will be considered as Sponsoring Organizations and allowed to join the AVLS.

(b) Sponsoring Organizations shall notify the Airfield Department of Airport Authority (in writing) of any changes of the personnel (i.e. Authorized Signatories and Contact Persons), mailing address and contact numbers etc.

(c) Sponsoring Organizations shall respond in a timely manner to all queries raised by the Airport Authority in connection with the eligibility status of the Sponsoring Organization and its licence holders as well as any breach of the Conditions of Issue of the licences.

(d) Organizations wishing to join the AVLS have to prove to the satisfaction of the General Manager, Airfield Department, or his authorized representative, that the operational vehicles of the organizations have a justifiable operational need to be used within the Airport Restricted Area. The organizations should complete the form of “Authorized Person (AP) / Company Administrator (CA) Nomination Form for Applications of Airside Vehicle Licence and Airside Driver Examination” (the form is
available at Airport Authority Extranet – http://extranet.hongkongairport.com, along the path FORMS > AD Forms) with supporting information and submit to Airfield Department of Airport Authority.

(e) Sponsoring Organizations must use their best endeavors to ensure that their employees and the employees of their agents under their sponsorship are trustworthy (reliable and reputable) and that they should not present a risk to the safety of the airport or its operations.

(f) Sponsoring Organizations must take note of the General Requirements as set out in Part 2 of this Handbook and shall establish a AVL control and accounting system to specifically deal with expired licences, lost licences, suspended or cancelled licences, and licences that are no longer required. Such a system should be properly documented and be delivered to the Airfield Department of the Airport Authority for reference, upon receipt. The same applies to any amendments made on the system. The control and accounting system should include appropriate disciplinary procedures to deal with any breach of security related to the issue and use of AVL. Such AVL control procedure should be subject to regular review to ensure its effectiveness and any amendments made should also be sent to the Airfield Department of Airport Authority for record.

(g) Sponsoring Organizations who fail to carry their responsibilities properly or comply with the requirements as set out in this Handbook may be subject to enforcement actions, such as the sponsoring privilege being revoked, taken by the Airport Authority.

(h) Any organization being rejected from joining the AVLS may lodge an appeal to the General Manager, Airfield Department. The General Manager, Airfield Department has full discretion in such cases of appeal and his decision is final. Appeal should be made in writing, either in Chinese or English, to the following address:

General Manager
Airfield Department
Airport Authority Hong Kong
HKIA Tower
1 Sky Plaza Road
Hong Kong International Airport
Lantau
Hong Kong
1.4.3 Authorized Signatories

(a) A Sponsoring Organization may nominate up to a maximum of 3 senior members of staff who will act as authorized signatories on behalf of the organization to sign application forms for the issue of AVL. Exceptions to the number of authorized signatories will be determined by the General Manager, Airfield, or his authorized representative. The Airfield Department of Airport Authority will notify the Sponsoring Organization in the event that further clarification regarding its nominations is required.

(b) The authorized signatory must hold a responsible position in the organization. The organization will be required to justify the appointment of each authorized signatory to the Airfield Department of Airport Authority in writing together with the Declaration Form described in Section 1.4.3 (c) below.

(c) The authorized signatories should complete the form of “Authorized Person (AP) / Company Administrator (CA) Nomination Form for Applications of Airside Vehicle Licence and Airside Driver Examination” DE-1 (the form is available at Airport Authority Extranet – http://extranet.hongkongairport.com, along the path FORMS > AD Forms) and return it to the Airside Vehicle Licensing Office or Airfield Department of Airport Authority.
PART 2 – CONDITIONS OF ISSUE OF AIRSIDE VEHICLE LICENCE (AVL)

2.1 Use of AVL

AVL entitles the vehicle access to the Airport Restricted Area for the sole purpose of official duty.

2.2 Zone Restriction

AVL holders must ensure vehicle or ground equipment access the Airport Restricted Area only within the approved zones. The AVL holders should also ensure the driver of the vehicle must possess the ARA permit with the proper authority to access the corresponding areas. The detailed colour coding scheme for the different access zone could be found in Appendix III of this handbook.

2.3 Vehicle Condition

AVL holders are responsible for maintaining their Airside Vehicles in a mechanically safe and roadworthy condition.

2.4 Written Order and Notice

AVL holders must comply with written orders or notices issued by the Airfield Department in regard to vehicle safety, maintenance standard and roadworthiness and airside parking.

2.5 Change of Particulars

Change of records of contact person or address or vehicle ownership shall be reported to the Airside Vehicle Licensing Office within two working days.

2.6 Change of Vehicle Particulars

The following changes of vehicle particulars should be reported to the Airside Vehicle Licensing Office:

- vehicle weight
- vehicle height
- vehicle length
- vehicle width
- number of seats
- number of standees
- chassis engine

2.7 Transferability

The AVL is not transferable.

2.8 Loss of AVL
AVL holder must report the loss of AVL to the Airside Vehicle Licensing Office and the nearest police station immediately and obtain a “Notification of Lost Property” from the police duty officer. Application for a duplicate AVL must be accompanied with the “Notification of Lost Property”.

2.9 Surrender of AVL

All AVL issued are the property of the Airport Authority. Valid AVL must be returned to the Airside Vehicle Licensing Office when the licence is no longer required.

2.10 Airside Parking

All vehicle or equipment must display a valid Airside Vehicle Parking Permit (AVPP) when they are parked in the airside areas. The vehicle or equipment which does not hold a valid AVPP and is not engaged in any aircraft servicing work shall leave airside immediately. Repeated failure to display the required parking permit will result in cancellation of the AVL issued to the vehicle or equipment concerned.

2.11 Failure to meet the AVL Renewal Schedule

SOs should renew the AVL as stipulated in clause 1.3.2. The AVL renewal application for any parties not complying with the renewal regime would be delayed for seven days.

For any occurrence of expired AVL being identified by AVSECO/AAHK, the SO concerned shall report to the Airport Authority and compile a detailed rectification programme to prevent the recurrence of such events.

2.12 AVL Suspension

Failure to comply with the above conditions may result in suspension or cancellation of the AVL.
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PART 3 – CLASSIFICATION OF AIRPORT AIRSIDE VEHICLE

Airport Airside Vehicles are classified in line with vehicle classes stipulated in the Road Traffic Ordinance (Cap.374). The classification codes are indicated in the table below:

<table>
<thead>
<tr>
<th>Vehicle Class</th>
<th>Classification Code for Vehicle used within Restricted Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Private Car</td>
<td>1</td>
</tr>
<tr>
<td>Light Goods Vehicle</td>
<td>2</td>
</tr>
<tr>
<td>* Gross Vehicle Weight</td>
<td></td>
</tr>
<tr>
<td>(up to 5.5 tonnes)</td>
<td></td>
</tr>
<tr>
<td>Motor Cycle</td>
<td>3</td>
</tr>
<tr>
<td>Private Light Bus</td>
<td>4</td>
</tr>
<tr>
<td>Private Bus</td>
<td>9</td>
</tr>
<tr>
<td>Medium Goods Vehicle</td>
<td>18</td>
</tr>
<tr>
<td>* Gross Vehicle Weight</td>
<td></td>
</tr>
<tr>
<td>(up to 24 tonnes)</td>
<td></td>
</tr>
<tr>
<td>Heavy Goods Vehicle</td>
<td>19</td>
</tr>
<tr>
<td>* Gross Vehicle Weight</td>
<td></td>
</tr>
<tr>
<td>(up to 38 tonnes)</td>
<td></td>
</tr>
<tr>
<td>Special Purpose Vehicle</td>
<td>21</td>
</tr>
<tr>
<td>Trailer</td>
<td>99</td>
</tr>
</tbody>
</table>

Note: * The Gross Vehicle Weight is the Permitted Gross Vehicle Weight in tonnes.
The following forms to facilitate processing of airside vehicle licence are available in the Airside Vehicle Licensing Office or HKIA Extranet http://extranet.hongkongairport.com (Along the path FORMS > AD Forms)

<table>
<thead>
<tr>
<th>Form</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>DE-1</td>
<td>Authorized Person (AP) / Company Administrator (CA) Nomination Form for Applications of Airside Vehicle Licence and Airside Driver Examination</td>
</tr>
<tr>
<td>AVL-6a</td>
<td>Airside Vehicle Licence – New Application</td>
</tr>
<tr>
<td>AVL-7</td>
<td>Vehicle Type Approval Application</td>
</tr>
<tr>
<td>AVL-10</td>
<td>Airside Vehicle Licence Renewal Application (For Vehicles other than Trailers)</td>
</tr>
<tr>
<td>AVL-10a</td>
<td>Airside Vehicle Licence Renewal Application (For Trailers only)</td>
</tr>
<tr>
<td>AVL-11</td>
<td>Post-Accident Vehicle Examination Request (For Airside Vehicles)</td>
</tr>
<tr>
<td>AVL-15</td>
<td>Application for A Duplicate Airside Vehicle Licence / Duplicate Airside Vehicle Registration Document</td>
</tr>
<tr>
<td>AVL-18</td>
<td>Cancellation Notice of Airside Vehicle Registration</td>
</tr>
<tr>
<td>AVL-19</td>
<td>Application for Change of Airside Vehicle Registration Particulars</td>
</tr>
<tr>
<td>AVL-20</td>
<td>Airside Vehicle Licence – Miscellaneous Service Charge</td>
</tr>
<tr>
<td>AVL-21</td>
<td>Airside Vehicle Licence Payment Summary Sheet</td>
</tr>
<tr>
<td>AVL-21a</td>
<td>Airside Vehicle Licence Payment Summary Sheet (For Government and AA vehicle use only)</td>
</tr>
<tr>
<td>AVL-22</td>
<td>Application for Airside Vehicle Access Re-Zoning</td>
</tr>
<tr>
<td>AVL-27</td>
<td>Airside Vehicle / Equipment Parking Permit Application</td>
</tr>
</tbody>
</table>
PART 5 — AIRSIDE VEHICLE LICENCE & EXAMINATION FEE, AIRSIDE VEHICLE RE-EXAMINATION FEE AND AIRSIDE VEHICLE PARKING PERMIT CHARGE

All Airside Vehicle Licences (AVL) and Airside Vehicle Parking Permit (AVPP) will be issued only upon full payment of the fee, details of which are tabulated in para. 5.1.1 and 5.3. This payment condition is also applicable to other services described in para. 5.1.2 to para. 5.1.7.

Airside Vehicle Re-examination Fee will be levied if re-inspection is required for Airside Vehicles failing annual / initial / repeated examination, details of which are tabulated in para. 5.2.

To facilitate Electric Vehicle (EV) operation, the Airport Authority has installed a number of electric charging points in the Airport Restricted Area. Recovery of infrastructure cost and electric charging cost will be levied together with the AVPP Charge, details of which are tabulated in para. 5.3.

The Airport Authority authorizes the Airside Vehicle Examination Centres (AVEC) to collect the AVL & Examination Fee, Airside Vehicle Re-examination Fee, and AVPP Charge. Fees paid are not refundable, with the exceptions that the payment is excessive to the fee schedule for the vehicle type concerned.

The AVL applications submitted to the Airside Vehicle Licensing Office through the AVEC must include:

(a) An application or renewal form for each vehicle

(b) A copy of vehicle insurance policy

(c) The vehicle examination report
   • Vehicle Brake Test Report
   • Vehicle Emission Test Report

(d) A copy of Airside Vehicle Registration Document (for AVL renewal application)

(e) A copy of Transport Department Vehicle Registration Document (if applicable)
### 5.1 Airside Vehicle Licence Related Fees

#### 5.1.1 Airside Vehicle Licence (AVL) and Examination Fee

<table>
<thead>
<tr>
<th>Vehicle Class</th>
<th>Annual AVL &amp; Full Exam Fee (include Safety Features Inspection &amp; Technical Inspection)</th>
<th>Annual AVL &amp; Safety Features Inspection Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trailer</td>
<td>HK$510</td>
<td>HK$310</td>
</tr>
<tr>
<td>Private Car</td>
<td>HK$810</td>
<td>HK$310</td>
</tr>
<tr>
<td>Motorcycle</td>
<td>HK$810</td>
<td>HK$310</td>
</tr>
<tr>
<td>Light Goods Vehicle</td>
<td>HK$1,010</td>
<td>HK$360</td>
</tr>
<tr>
<td>Light Bus</td>
<td>HK$1,410</td>
<td>HK$360</td>
</tr>
<tr>
<td>Special Purpose Vehicle</td>
<td>HK$1,410</td>
<td>HK$360</td>
</tr>
<tr>
<td>Medium Goods Vehicle</td>
<td>HK$1,410</td>
<td>HK$360</td>
</tr>
<tr>
<td>Private Bus</td>
<td>HK$1,410</td>
<td>HK$360</td>
</tr>
<tr>
<td>Heavy Goods Vehicle</td>
<td>HK$1,410</td>
<td>HK$360</td>
</tr>
</tbody>
</table>

5.1.2 Excess passenger permit: HK$240
5.1.3 Duplicate of AVL Sticker: HK$100 each
5.1.4 Duplicate of Airside Vehicle Registration Document: HK$200 each
5.1.5 Change of Vehicle Particulars (Inspection required): 50% of AVL & Full Exam Fee
5.1.6 Change of Vehicle Particulars (Inspection not required): HK$200 each
5.1.7 Vehicle Re-classification: 50% of AVL & Full Exam Fee
5.2 **Airside Vehicle Re-examination Scheme**

<table>
<thead>
<tr>
<th>Vehicle Class</th>
<th>Re-inspection within 14 calendar days after failing annual / initial / repeated examination</th>
<th>Re-inspection beyond 14 calendar days after failing annual / initial / repeated examination</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trailer / Private Car</td>
<td>HK$200</td>
<td>HK$400</td>
</tr>
<tr>
<td>Light Goods Vehicle / Light Bus</td>
<td>HK$320</td>
<td>HK$640</td>
</tr>
<tr>
<td>Special Purpose Vehicle / Medium Goods Vehicle</td>
<td>HK$400</td>
<td>HK$800</td>
</tr>
<tr>
<td>Private Bus / Heavy Goods Vehicle</td>
<td>HK$560</td>
<td>HK$1,120</td>
</tr>
</tbody>
</table>

**Notes**

The above fee will not apply to failure in the following items necessitating a re-examination:

1. All lighting
2. AVL No. display or company logo
3. Horn, windscreen wipers and washer
4. Speedometer
5. Glass, windows and mirrors
6. Reverse buzzer
7. Fire extinguisher
8. Vehicle colour

5.3 **AVPP Charge**

<table>
<thead>
<tr>
<th>AVPP Component</th>
<th>Electric Vehicle</th>
<th>Non Electric Vehicle</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.3.1 Parking</td>
<td>(a) Charging Basis</td>
<td>(a) Footprint</td>
</tr>
<tr>
<td></td>
<td>(b) Adjustment Basis</td>
<td>(b) Annually with reference to Private Flatted Factories Rental Index produced by Rating &amp; Valuation Department</td>
</tr>
<tr>
<td>5.3.2 Electricity Cost*</td>
<td>(a) Charging Basis</td>
<td>(a) Per vehicle</td>
</tr>
<tr>
<td></td>
<td>(b) Adjustment Basis</td>
<td>(b) Annually with reference to Composite Consumer Price Index produced by Census &amp; Statistics Department</td>
</tr>
</tbody>
</table>

* Waived for the first registration year for EV first registered before 1 July 2017.
PART 6 – AIRSIDE VEHICLE INSURANCE REQUIREMENTS

Vehicle owners are responsible to provide a valid insurance cover for their Airside Vehicles operated inside the Airport Restricted Area. The minimum requirement of third party insurance for airside vehicle and mobile ground equipment, which include vehicles escorted into Airport Restricted Area are as follows:

6.1 **Indemnity Limit**

A minimum of HK$150 millions for any one event.

6.2 **Type**

Airside vehicle third party liability.

6.3 **Coverage**

Third party liability covering the insured's liability arising out of the use of the insured’s vehicle at the airside of Hong Kong International Airport and in respect of death or bodily injury to third party and loss of or damage to third party property.

6.4 **Insurer**

The insurer must be acceptable to the Airport Authority.

6.5 **Other Requirements**

6.5.1 Either

The insurer is to indemnify the Airport Authority against all damages arising of any accident involving the insured's vehicle. The insured hold harmless and waive right of subrogation against the Airport Authority.

Or

Add ‘Airport Authority’ as an additional Insured under the policy and to incorporate the following cross liability clause (or similar wording as the Airport Authority may approve);

"Where the insured consists of more than one party, the insurance shall apply to each party as if separate policy had been issued to each party and the insurer hereby agrees to waive all rights of subrogation or action which the insurer may have or acquire against any aforesaid party, provided always that the aggregate liability of the insurer shall not be increased beyond the limits to which the insurance is otherwise subject."
6.5.2 If the vehicle requires to provide escort services, the insurance should also cover vehicles to be escorted to the Airport Restricted Area.

6.6 **Insurance Coverage**

Airside Vehicle Licence (AVL) holders must ensure their airside vehicles and ground equipment are insured at all times. Vehicle without valid insurance coverage may result in suspension of the AVL.

6.7 **Certificate of Insurance**

AVL applicants are required to submit the original or certified copies of Certificate of Insurance to the Airport Authority for approval. The Certificate of Insurance must indicate particulars of the following:

- Name of Insured
- Period of Insurance
- Limit of Liability
- Scope of Coverage
- Geographical Limit
- Name of insurer (or name of the lead insurer as otherwise agreed with the Airport Authority) if the certificate is issued by an insurance broker
- Wording or equivalent provision specifically related to the ‘Other Requirements’ set out under 6.5 above

6.8 **Notification of Changes**

Changes of the insurance company or contents of the policy approved by the Airport Authority shall be notified to the Licensing Office within two working days.
PART 7 – AIRPORT AIRSIDE VEHICLE SAFETY REQUIREMENTS FOR VEHICLES OPERATING IN THE AIRPORT RESTRICTED AREA

7.1 Authority

These safety requirements will be administered in accordance with the provisions of the Airport Authority By-laws, and with reference to the Road Traffic (Construction and Maintenance of Vehicles) Regulations, Cap.374A, Road Traffic (Safety Equipment) Regulations Cap.374F and Air Pollution Control (Vehicle Design Standards) (Emission) Regulations, Cap.311J.

7.2 Compliance

All vehicles and trailers operating in the Airport Restricted Area must comply with these safety requirements.

7.3 Display of Airside Vehicle Licence (AVL)

AVL must be displayed on the windscreen of the vehicle or in such a way that the AVL is clearly visible, whenever the vehicle or ground equipment is within the Airport Restricted Area.
7.4 **Vehicle Colour**

7.4.1 The colour requirements of the Airport Airside Vehicles are as follows:

<table>
<thead>
<tr>
<th>Vehicles Type</th>
<th>Examples</th>
<th>Yellow Colour (British Standard Colour No.381C-356)</th>
<th>Remark</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passenger / Goods Carrying Vehicles</td>
<td>Coaches, cars, vans and trucks</td>
<td>The entire upper part</td>
<td>If the area of sun roof is greater than one-third of the vehicle roof, exemption application is required</td>
</tr>
<tr>
<td>Aircraft Servicing Mobile Equipment</td>
<td>Mobile passenger steps, aircraft tractors</td>
<td>Preferably the whole but at least the upper section of the body</td>
<td></td>
</tr>
<tr>
<td>Motorcycles &amp; Scooters</td>
<td>Fuel tank, body parts, main frame</td>
<td>A light conspicuous colour approved by the General Manager (Airfield)</td>
<td></td>
</tr>
<tr>
<td>Trailers</td>
<td>Baggage trolleys, container dollies, refuse carts</td>
<td>Body parts, main frame</td>
<td></td>
</tr>
</tbody>
</table>

7.4.2 Colour specimen of British Standard Colour No. 381C-356 is available at the Airside Vehicle Licensing Office.

7.4.3 Operators are advised to consult the Airside Vehicle Licensing Office concerning their vehicle and equipment colour schemes should they have queries. The Deputy General Manager / Assistant General Manager or his delegate of Airfield Department may permit minor changes to the above vehicle colour requirements subject to justifications.

7.5 **Obstruction Light**

All vehicles and self-powered equipment in use in the airside (including aircraft parking aprons) must display, in addition to their normal lights, a yellow flashing obstruction light permanently mounted on the highest point of the vehicles. The technical specifications of the obstruction light are listed in para.1.1, Appendix I.
Obstruction lights must be switched on and operate at all times (both day and night) when the vehicle is in motion or with engine running. The minimum dimensions of an obstruction light lens shall be:

(a) 60mm high
(b) 80mm wide

7.6 Identity of Vehicels & Ground Handling Equipment

7.6.1 Display of Airside Vehicle Licence (AVL) Number

(a) All Airside Vehicles and trailers shall display a valid AVL on the windscreen if so fitted, or at a prominent position on the vehicle that can be seen from outside of the vehicle.

(b) The AVL Number shall be painted at the front and rear of the vehicle in accordance with the following specifications:

- the letters and numerals in black painted inside a yellow (BS Colour No.381C-356) circle of minimum 180mm in diameter;
- the circle shall be bordered by a 2mm thick line painted in black;
- size of letters and numerals: 62mm x 25mm;
- line spacing: 4mm;
- inter-character spacing: 4mm;
- font type of letters and numerals: Arial-Rounded MT Bold
- the letter (company code) of the Licence Number shall be painted at the upper half portion of the circle, and the numerals at the lower half.

(c) A sample display of AVL Number is attached in Appendix II.

(d) Vehicles which are unable to meet the requirement due to their special design or body construction may request for exemption from the Deputy General Manager / Assistant General Manager or his delegate of Airfield Department.

7.6.2 Weight marking of Goods Vehicles and Tractors

The gross vehicle weight or the maximum towing capacity shall be printed on the body clearly visible from outside (except for road licensed vehicle).
7.6.3 Company Name

Full company name in English letters, Chinese characters or approved company logo shall be painted on a conspicuous part on both sides of the vehicle or ground handling equipment. Should the acronym of the company name be used, the company logo shall be also added.

The size of the company name and/or the company logo should be at least 200mm in height. Stickers of permanent adhesion will be acceptable.

7.7 Apron Courtesy Limousines

7.7.1 Courtesy limousines of government which are used for nominated dignitaries to and from aircraft on the apron areas may be exempted from the specified vehicle colour requirement. Exemptions should be obtained from the Deputy General Manager/Assistant General Manager or his delegate of Airfield Department.

7.7.2 Apron courtesy cars may be exempted from the requirement of a permanently mounted obstruction light, provided that a removable obstruction light of a design approved by the Airfield Department can be securely placed on the highest point of the vehicle (e.g. magnetic type).

7.8 Vehicle Technical Specifications

Detailed technical specifications of obstruction lights, fire extinguishers, internal combustion engines, electrical systems, lighting system, warning and safety systems, tyres, steering and brake system, chassis and loading platforms, passenger seating are described in Appendix I. Additional details concerning the technical specifications not described in Appendix I can be obtained from the Airside Vehicle Licensing Office.
7.9 Size of Airside Vehicles

7.9.1 The following size limitations shall apply:

Motor Vehicle
(a) Maximum Width 2.5m
(b) Maximum Height 3.5m
(c) Maximum Length 14.6 m (Rigid Vehicle)

Trailer
(a) Maximum Width 2.5m
(b) Maximum Height 3.5m
(c) Maximum Length 13.5m

7.9.2 The diameter of the turning circle in either direction of all motor vehicles shall not exceed:

(a) 24.5m for vehicle with an overall length not more than 10m.
(b) 26 m for vehicle with an overall length more than 10m.

7.9.3 Exemption from these requirements may be authorised by the Deputy General Manager / Assistant General Manager or his delegate of Airfield Department, subject to supportive justification from the operators. Granting of exemptions will be subject to operational restriction in access to certain part of the airfield, such as the Airport Tunnel, facilities or buildings with limited headroom.
7.10 Smoke Emission

All motor vehicles equipped with compression-ignition or positive-ignition engines shall conform to the requirements of the Air Pollution Control (Vehicle Design Standards) (Emission) Regulations, Cap. 311 or subsequent relevant legislation in respect of smoking emission.

In particular, specialised ground service equipment including aircraft towing tractors, lower deck loaders, main deck loaders and mobile crane trucks when first registry or transfer under the AVL regime, contemporary non-road standards in force shall be adopted. Contemporary non-road standards can be found in the website: http://www.dieselnet.com/standards/.

All other vehicles and ground service equipment, with the exception of saloon body type, must comply with the latest EURO (or equivalent) emission standards in force (i.e. the standards that Environmental Protection Department or Transportation Department is adopting for on-road vehicles) when first registry under the AVL regime.

All newly registered saloon body type vehicles must be electric powered. Existing fossil fuel powered saloon body type vehicles will not be issued with an AVL if the vehicle has reached 9 years of age or from 1st July 2017, whichever comes earlier.

For other equipment that fail to comply with the requirements and wish to operate in the airside, exemption must be sought from the Deputy General Manager / Assistant General Manager or his delegate of Airfield Department. Exemption will only be granted with sufficient justification and on a case by case basis.

7.11 Fire Extinguishers

7.11.1 All vehicles, self-powered equipment and trailers carrying dangerous goods which operate on the aircraft movement area shall be equipped with at least one serviceable fire extinguisher. It must be properly mounted in a readily accessible position. Dual drive vehicle shall have one serviceable fire extinguisher at each cab.
7.11.2 The capacity of the fire extinguisher must be adequate for the appropriate class of the vehicle in accordance with the following specifications:

<table>
<thead>
<tr>
<th>Class Code</th>
<th>Vehicle Class</th>
<th>Fire Extinguisher (Minimum Capacity)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Dry Powder (kg)</td>
</tr>
<tr>
<td>1</td>
<td>Private Car</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>Light Goods Vehicle</td>
<td>1</td>
</tr>
<tr>
<td>3</td>
<td>Motor Cycle</td>
<td>1</td>
</tr>
<tr>
<td>4</td>
<td>Private Light Bus</td>
<td>1</td>
</tr>
<tr>
<td>9</td>
<td>Private Bus</td>
<td>2</td>
</tr>
<tr>
<td>18</td>
<td>Medium Goods Vehicle</td>
<td>2</td>
</tr>
<tr>
<td>19</td>
<td>Heavy Goods Vehicle</td>
<td>2</td>
</tr>
<tr>
<td>21</td>
<td>Special Purpose Vehicle</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>(with Gross Vehicle Weight over 5.5 tonnes)</td>
<td></td>
</tr>
<tr>
<td>99</td>
<td>Trailer Carrying Dangerous Goods</td>
<td>1</td>
</tr>
</tbody>
</table>

7.11.3 Advice on alternative types of fire extinguisher for various classes of vehicle or mobile equipment can be obtained from the Senior Divisional Commander (Air), Airport Fire Contingent, who is also authorised to approve other compatible types of fire extinguishers.

7.11.4 The fire extinguishers shall be checked annually by approved fire fighting equipment contractors.

7.12 Warning & Safety Systems

7.12.1 Vehicles shall be fitted with the following equipment:

(a) A pulsating reverse horn (beeper) which operates automatically in reverse gear, emitting an intermittent sound.

(b) At least two rear mirrors to provide unobstructed rear vision, one shall be fitted externally on the right-side of the vehicle and the other either internally, or externally on the left-side. Open cab vehicles and motorcycles shall be equipped with at least one mirror fitted externally on the right side of vehicle.

(c) Audible warning horn must be fitted to vehicles.
7.12.2 Vehicles featuring a closed driver’s cabin and/or a windscreen must be fitted with automatic windscreen wipers.

7.12.3 Vehicles with the maximum designed speed exceeding 30km/h shall be fitted with an accurate speedometer.

7.13 Passenger Seating

7.13.1 Passengers may only be carried by vehicles having a proper place provided for that purpose. The number of passengers carried in the vehicle must not exceed that authorised for the vehicle by the Airport Authority. No person shall ride as a passenger in the specified passenger’s seat of the vehicle unless he or she is securely fastened to his or her seat by means of a seat belt, if any, provided for his or her seat.

7.13.2 The Airport Authority has ceased to issue Excess Passenger Permit from 1st June 2012 for carrying additional passengers in goods vehicles. All existing Excess Passenger Permits will not be renewed after 31 December 2014.

7.14 Special Requirements for Trailers

All trailers, including baggage trolleys and pallet dollies designed to be towed by a vehicle, shall comply with the following requirements:

(a) An efficient parking brake system the braking force of which must be in a form of direct mechanical action capable of holding the trailer on a gradient level at least 1 in 6.25 without the assistance of stored energy, or its braking performance is acceptable to the Airside Vehicle Licensing Office.

(b) Wheels and tyres shall be adequate for the axle loading.

(c) Company name in distinguishable letters or company logo, of a size not less than 150cm² shall be provided on both sides of the trailer. AVL Number shall be painted and displayed on the front and rear of the trailer.

(d) Safety working load and unladen weight (TARE) shall be painted on the trailer and clearly visible to the operator.

(e) Red reflectors shall be fitted to each rear end.

(f) Trailers towing pin shall be provided with proper locking device.
7.15 **Alteration of Vehicle Specifications**

Approval from the Airside Vehicle Licensing Office must be obtained in regard to any alteration to the following vehicle components:

- Brake system
- Chassis frame
- Steering system
- Suspension system
- Bodywork (dimension inclusive)
- Engine
- Seating arrangement
- Addition of mounted components such as crane / auxiliary engine

Detailed information of the alterations must be submitted to the Airside Vehicle Licensing Office for initial approval prior to modification work.

7.16 **Exemption**

Exemptions from any or all of these requirements may be granted by the Deputy General Manager / Assistant General Manager or his delegate of Airfield Department if:

(a) The equipment and vehicles for airside access with limited duration;

Or

(b) The vehicles using airside vehicular routes which do not encroach onto the aircraft maneuvering area.

Companies or operators shall apply in writing to seek exemption for their vehicles and mobile equipment unable to meet the requirement due to its form of design or construction. A full justification must be provided to support the application. It is necessary for operators to obtain prior approval on exemption before ordering such new vehicle or equipment.