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INTRODUCTION

This Airside Driving Handbook (the “Handbook”) is divided into two parts. Part I is applicable to all airside vehicles and mobile equipment (collectively the “vehicle(s)”) operating within Airport Restricted Area (Baggage Hall, Remote Transfer Facilities and Midfield Transfer Facilities inclusive), and Part II is applicable to vehicles operating within Aircraft Manoeuvring Areas.

To safeguard the movements of aircraft, vehicles and personnel on the ground, the following rules governing vehicle driving and operation of mobile equipment in airside operational areas at Hong Kong International Airport must be complied with. The airside road system within the apron and airfield areas is shown in Plans 1 and 2.

All rules and regulations stated in this Handbook will be reviewed from time to time. Airfield Circulars will be issued for any updates.

Vehicles which are confined within the Passenger Terminal Building and Midfield Concourse (except Baggage Hall, Remote Transfer Facilities and Midfield Transfer Facilities) are excluded. Driving and licensing of terminal vehicles are subject to the provisions contained in the Terminal & Landside Procedures Manual issued by Terminal 1 Department of the Airport Authority.
PART I
APRON AREAS DRIVING RULES AND REGULATIONS

1. TRAINING AND CERTIFICATION OF AIRSIDE DRIVERS

1.1 Licence Requirement

Airport personnel who require to drive in Airport Restricted Area in the performance of their duties shall:

a. Possess a valid Hong Kong Driving Licence.

b. The Hong Kong Driving Licence is valid for the equivalent class(es) of vehicle they propose to drive.

c. Obtain Airport Authority “D” endorsement which will be displayed on the holder’s Airport Restricted Area Permit. The “D” endorsement is valid for a maximum of two years, matching with the expiry date of holder’s Airport Restricted Area Permit.

d. Carry Hong Kong Driving Licence at all times whilst driving in airside.

e. Carry own company driving endorsement at all times whilst driving in airside.

f. Obtain “B” endorsement to drive in the Baggage Hall.

g. Visitor Pass holder is permitted to drive in airside only when (i) he/she is driving an escorted vehicle which is led by an airside vehicle bearing valid Airside Vehicle Licence with vehicle escorting endorsement, (ii) the leading vehicle is driven by an airside driver possessing valid “D” and “E” endorsements on his/her Airport Restricted Area Permit, (iii) the driver holding the Visitor Pass must fulfill the requirement in paragraphs 1.1a, 1.1b and 1.1d.

1.2 Airside Driving Qualification Scheme for Specialized Ground Services Equipment (the “Scheme”)

• To further enhance safety and efficiency, on 1 January 2015, the Authority has instituted the Scheme which is customized for the unique operating environment in the Airport Restricted Area. Details of the Scheme are described in the Guidelines for
Certification under the Airside Driving Qualification Scheme for Specialized Ground Services Equipment on HKIA Extranet (https://extranet.hongkongairport.com).

- As an alternative to the requirement in the above paragraph 1.1b, airside drivers who have obtained the Authority’s certification (which will be displayed on their Airfield Operations Certificate) would be deemed to have fulfilled that requirement and be permitted to drive the relevant specialized GSE they have been certified in the Airport Restricted Area.

- In addition, training and examination of airside drivers inside the Dedicated Site(s) set up in the airside operational areas for training and examination pursuant to their certification under the Scheme’s provision is exempted from the requirement in paragraph 1.1b.

### 1.3 Drivers’ “D” Endorsement Application

**a. Application**

- When applying for Airport Restricted Area Permits for their employees, the employer shall indicate in the application form those employees who require a “D” endorsement.

- Justifications for their need to drive in connection with their duties shall be given.

- The Airport Authority will charge an Airside Driving Endorsement Fee of HK$120 per examination (which will be reviewed from time to time) for the Airside Driver Examination and issuance of the “D” endorsement.

**b. Normal / Corrected Eyesight**

- “D” endorsement applicants shall undergo a colour vision screening test e.g. the Ishihara Plates Test. Those who fail the screening test may request for an additional practical test at airside operational areas to further assess the applicants’ color perception ability.

- This practical test, which is conducted by the Airport Authority, will determine the applicant’s ability in recognizing different colours of apron ground markings, signage, and airfield ground lighting under typical working conditions at the airport during both day and night.

- Applicants must obtain full score in order to pass the test.

- If requirements to wear corrective lenses or hearing aids are specified on the applicant’s Hong Kong Driving Licence, these must be worn when driving.
1.4 Airside Driver Examination

- Applicants for “D” endorsement are required to pass an examination conducted by the Airport Authority (which will be reviewed from time to time) to ensure that they are conversant with the safety procedures and regulations governing vehicle driving and the operation of mobile equipment within the Airport Restricted Area.

- The thirty-minute examination consists of multiple choice questions and its passing mark is 80%.

- The examination is computer-based, while requests for paper or oral examinations may be considered on individual basis.

1.5 Biennial Renewal of “D” Endorsement

- Airside drivers are required to attend the Airside Driver Examination every two years before the expiry date of their Airport Restricted Area Permits for renewal of the “D” endorsement.

- Driver who fails to revalidate his / her “D” endorsement before the expiry date cannot perform airside driving duties after the expiry date and must replace his / her Airport Restricted Area Permit with one without “D” endorsement. Any breach of this requirement will result in serious consequences, such as driving without insurance coverage.

- Result of the Airside Driver Re-examination (due to breach of airside traffic regulations) taken within 3 months before his / her “D” endorsement expires will be considered for “D” endorsement renewal.

1.6 Withdrawal of “D” Endorsement

- All airside drivers must observe the provisions stipulated in the Airport Authority Bylaws. Drivers who commit traffic offences at the airside, apart from being liable to legal action taken by the Police or the Airport Authority in pursuant to the Airport Authority Bylaws, may also result in the withdrawal of the “D” endorsement under the Airside Driving Offence Points Scheme as stipulated in paragraph 4.2 of this Handbook.

1.7 Provision of Identity and Permission Documents

- To facilitate Operation Officers of Airfield Department in discharging their duties, airside drivers shall provide, upon request, their Airport Restricted Area Permits and / or Hong Kong Identify Cards to confirm their identity, and their Hong Kong Driving Licences or Airfield Operations Certificates on the classes of vehicle which they are allowed to operate.
2. RULES AND PROCEDURES FOR VEHICLES DRIVING ON AIRSIDE OPERATIONAL AREAS

2.1 Pre-Driving

2.1.1 Airside Vehicle Licence

- Vehicles in airside areas shall display on the windscreens or at a prominent position a valid Airside Vehicle Licence.
- The Conditions of Issue of Airside Vehicle Licence are stipulated in the Airside Vehicle Licensing and Examination Handbook.

2.1.2 Vehicle Examination

- All vehicles must comply with the Airport Airside Vehicle Safety Requirements stipulated in the Airside Vehicle Licensing and Examination Handbook, and are subject to:
  a. Annual examination (safety features inspection only or safety features plus technical inspection); and
  b. Random examination.

2.1.3 Vehicle Safety Requirements

- Switch on yellow obstruction beacon(s) whenever a vehicle is driven in the airside operational areas.
- Switch on headlamps during the hours of darkness including dusk and dawn or in poor visibility conditions.
- Prohibit the use of high beam headlights.
- The number of passengers carried shall not exceed that authorized by the Airside Vehicle Licence.
- All drivers and passengers must fasten seat belt on vehicles so equipped and drivers shall ensure all passengers have seat belts on before driving off.
To drive safely, pre-driving vehicle check shall also be conducted before driving off:

### Pre-driving Check

- Display a valid Airside Vehicle Licence on the windscreen or at a prominent position.
- Check the tyres are in good condition and inflated to the correct pressure.
- Check the steering, brakes and brake failure warning lights are in normal operations.
- Make sure all lamps and obstruction lights work.
- Make sure the vehicle or equipment is equipped with a serviceable fire extinguisher.
- For electric vehicles, make sure it is sufficiently charged to serve the usage purpose.

### 2.1.4 Airside Vehicle Access Zones

- Airside drivers must confine the movement of their vehicles within the airside zone(s) in which both the vehicle and the driver are authorized to operate. The Airfield Zoning Plan is shown in Plan 3.

- The airside zones are the Passenger Apron (Baggage Hall, Remote Transfer Facilities and Midfield Transfer Facilities inclusive), Cargo Apron, Maintenance Apron, and Runways and Taxiways which are indicated by the colour code on the Airside Vehicle Licence.

- Drivers who are lost or uncertain of their position in the Aircraft Manoeuvring Area shall report immediately to Air Traffic Control (ATC) or Apron Control Centre (ACC).

### Access Restriction and Authorization

**a. Taxiway and Runway Areas**

- Only authorized vehicles and drivers endorsed by the Airport Authority are permitted to operate in the taxiway and runway areas. Before entering the taxiway and runway, ATC and ACC approval must be sought.

**b. North Perimeter Road**

- Drivers who require entry to the North Runway Instrument Landing System (ILS)
Sensitive Areas (shown on Plan 2) must stop in front of the warning signs at the ILS Sensitive Area entry points and obtain ATC permission to cross the sensitive area.

- Upon exit, drivers are required to notify ATC. Drivers must exercise vigilance when driving along the North Perimeter Road to ensure the vehicle headlights do not affect the aircraft operation.

c. South Runway Road along the Government Flying Service (GFS) Base

- Vehicles which require passing through the South Runway Road along GFS base (shown on Plan 2) must seek permission from GFS by pressing the control button and observe the traffic light signals. Vehicles must hold clear when the traffic light is red.

2.2 During Driving

2.2.1 General Driving Conduct

a. No alcohol or drugs

b. No smoking

- Smoking is only allowed in Designated Smoking Areas.

c. Exercise extra care and vigilance when driving

d. Prohibit from using handheld mobile phones or mobile electronic screen devices while the vehicle is in motion
e. Maintain a wide berth from preceding traffic

- Keep at least 2-second time gap with the preceding vehicle.

f. Secure the loads on vehicles properly

g. No unattended vehicle with running engine

2.2.2 Driving Conduct Specific to Aircraft Manoeuvring Areas

a. Prevention of “Not Give Way to Taxiing Aircraft / Aircraft on Tow”

i. Driving Along the Back-of-Stand Road

Under the following circumstances, please beware of the nearby taxiing aircraft or on-tow aircraft for prevention of ‘Not Give Way to Aircraft’

- Airbridge operation lights are switched on.
- Aircraft docking guidance system is activated.
- Marshaller / Line Maintenance Operator is standing by for an arrival aircraft.
- An aircraft inside the parking stand is on tow and its anti-collision beacons are switched on.
ii. Crossing Taxilanes

- Keep clear of the aircraft taxilanes designated by double white line ground markings.

- Before crossing a taxilane, stop before the Give Way to Aircraft ground marking and check that the vehicle will not conflict with aircraft on the taxilane.

- Maintain a wide berth from aircraft irrespective of the position of the vehicular routes.

- Never overtake an aircraft no matter it is on tow or taxiing.

- No stopping on taxilanes.

- Any vehicles travelling along the back-of-stand road must give way to the vehicle crossing taxilane at the road junction.

b. Jet Efflux

- All drivers and personnel must exercise extra cautions when passing behind the aircraft to avoid any jet blast hazards.
• Drivers shall stop and wait if the aircraft engine(s) is / are running or until the aircraft has completely taxied out from the stand if the aircraft’s anti-collision beacons are switched on.

### 2.2.3 Driving on Airside Road

#### a. Speed Limit

- Vehicles shall be driven within the speed limits indicated by road signs and road markings:

  **Airfield Tunnel and on roads outside apron**
  - 50 km/h
  - maximum 50km/h

  **Apron Road/South Runway Road underpass portion**
  - 35 km/h
  - maximum 35km/h

  **Tail Jack and Service Step on Tow, Vehicles Towing Trailers, and Forklift Truck**
  - 20 km/h
  - maximum 20km/h

  **Baggage Hall, Remote Transfer Facilities and Midfield Transfer Facilities**
  - 10 km/h
  - maximum 10km/h
b. Designated Vehicular Routes

- Drivers must follow designated vehicular routes defined by ground markings, unless the vehicle is operating inside an aircraft parking stand.

- Vehicles must not enter a parking stand as short cut or to overtake vehicles.

c. Keep Left

- Vehicles travelling on the vehicular routes shall keep to the left.

- No overtaking unless safe to do so, and a vehicle overtaking another shall do so on the right hand side of the vehicle being overtaken.

d. Head-of-Stand Road

- Vehicles, other than those mentioned in paragraph ‘e’ below, shall at all times be driven on the head-of-stand road and must observe height restrictions at fixed bridges and Passenger Terminal Building / Midfield Concourse underpasses.

- Vehicles less than 4.5m tall and tractors towing cargo are allowed to use head-of-stand road of Stand D212 to D218 at the west side of Midfield Concourse.

- Vehicle stopping on the head-of-stand road shall not obstruct the eye contact and hand signals between the Marshaller and the pilot of a docking aircraft.

e. Back-of-Stand Road

- The following vehicles must use the back-of-stand road unless crossing the Passenger Terminal Building / Midfield Concourse underpasses:
  - Vehicles exceeding 3.5m in height
  - Aircraft tractors
• Loaders
• Tractors towing cargo

f. U-turn

• In the Passenger Apron, vehicles shall U-turn at lay-bys marked by yellow hatched lines or designated areas.

g. Passenger Terminal Building / Midfield Concourse Underpasses

• All vehicles must observe head room restrictions at all Passenger Terminal Building / Midfield Concourse underpasses.

• Main deck loaders and certain models of towbarless-tractors are restricted from using the underpasses of the Passenger Terminal Building.

• Tractors towing more than two trailers are forbidden from using the Passenger Terminal Building underpass of Stand S25/N24 to commute between the North Apron and the South Apron.

h. Give Way to Passenger Buses and Emergency Vehicles

• Except when crossing taxilane, vehicles operating on the aprons must give way to passenger buses, ambulances, and fire engines responding to emergency calls. These vehicles are exempted from the requirement to follow designated taxilanes crossing routes.

2.2.4 Driving inside Aircraft Parking Stands

a. Driving into Parking Stands

• Vehicles shall under no circumstances enter an aircraft parking stand when an aircraft is entering the stand or is being pushed back.

• Unattended vehicles shall be parked inside the Equipment Holding Area (paragraph 2.3.1), with handbrake engaged and engine switched off.

b. Positioning before Aircraft Arrival

• Vehicles waiting to serve an arrival aircraft shall be parked inside the Equipment Holding Area / Temporary Equipment Holding Area until the aircraft is chocked and all engines are shut down.

• Vehicles staging at the portside Equipment Holding Area of all frontal parking stands
must be in “nose out” position pointing to the head-of-stand road.

c. Positioning at Planeside

• Drivers positioning vehicles at planeside must ensure adequate safety clearance from the aircraft and adjacent vehicles. Company procedures must be strictly complied with.

• Whenever possible, a guideman shall be deployed to guide vehicles to approach aircraft in connection with aircraft servicing.

d. No Driving under Aircraft

• Never operate vehicles under the wings or fuselage of an aircraft, except for access in connection with aircraft servicing.

e. Keep Clear from Airbridge and Fuel Hydrants

• Vehicles must not be driven or parked underneath the airbridges.

• Vehicles must not be driven or parked in the Clearance Zone (marked by red hatches) or Fuel Hydrant Clearance Zone (marked by white line with a red border).

f. Aircraft Refuelling

• When aircraft refuelling is in progress, vehicles in the parking stand shall not obstruct the emergency exit route in front of the refuelling vehicle.

g. Converging Vehicles

• When two vehicles are converging, the vehicle on the left shall give way to the vehicle on the right.
h. Reversing vehicle

- No reversing unless absolutely necessary, such as exiting from planeside on completion of aircraft servicing.

- Whenever a vehicle is reversed towards any part of an aircraft, a look-out must be present to ensure the vehicle can be reversed safely.

- When a vehicle is NOT reversed towards any part of an aircraft,
  - a look-out is required, if the driving compartment does not have a rear window, or the rear view of the driver is blocked by anything such as cargo or equipment being towed.
  - a look-out is exempted, if the driver can personally perform as a look-out by turning his/her head over the shoulder via the rear window, or when a serviceable camera system* is equipped to provide a clear rear view for the driver inside the driving compartment.

*Remark*: Ramp operator must provide proof of having camera system installed on the entire fleet of the specified type of vehicle for the Authority’s approval before the look-out requirement can be exempted.

i. Passing Behind Aircraft

- Never pass behind an aircraft when the aircraft engines are running or the anti-collision beacons are on.

j. Push Back

- During aircraft departure push-back, vehicles shall keep away from the parking stand.
- With the exception of the aircraft tractor, vehicles servicing a departing aircraft within the parking stand must wait inside the Equipment Holding Area.

k. Ground Personnel

- Vehicles shall give way to ground personnel.

l. Joining Vehicular Road

- All vehicles shall stop completely in front of the road edge line of the parking stand and observe the traffic condition thoroughly before entering vehicular road in a safe manner.
2.2.5 Driving in Baggage Hall, Remote Transfer Facilities and Midfield Transfer Facilities

a. Access Restriction - Electric Vehicles Only

• Only authorized electric vehicles are allowed to enter the Baggage Hall and Remote Transfer Facilities of the Passenger Terminal Building, as well as the Midfield Transfer Facilities of the Midfield Concourse for baggage operation purpose. Other electric vehicle (including saloon) are not allowed to enter these areas without a valid operation reason.

• Driving of non-electric vehicles or hybrid vehicles inside the Baggage Hall, Remote Transfer Facilities and Midfield Transfer Facilities is prohibited.

• In case of emergency or operation necessity, special approval for non-electric vehicles’ or special equipment’s (including fork-lift trucks and scissor platform, etc.) entry to Baggage Hall, Remote Transfer Facilities and Midfield Transfer Facilities shall be sought from the Baggage Management Office (BMO).

b. Height Limit

• The height limit in Baggage Hall, Remote Transfer Facilities and Midfield Transfer Facilities is 2.1m.

c. Vehicles Starting from Lateral / Carousel / Conveyor

• When starting vehicles, especially with trailers, from laterals, carousels and conveyors, the drivers shall:
  ▪ Keep clear of other vehicles and people before moving; and
  ▪ Horn to alert people nearby before releasing the brake.

d. Parking

• Vehicles or trailers parking or staging in Baggage Hall, Remote Transfer Facilities and Midfield Transfer Facilities shall not cause obstruction to other traffic.

2.2.6 Driving in Airfield Tunnel (Inclusive of South Runway Road Underpass Portion)

• When driving in Airfield Tunnel (as shown on Plan 2), overtaking is prohibited and dipped headlamps shall be used.
a. Speed Limit

<table>
<thead>
<tr>
<th>Location</th>
<th>Maximum Speed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inside Airfield Tunnel</td>
<td>50 km/h</td>
</tr>
<tr>
<td>Vehicle towing trailers inside Airfield Tunnel</td>
<td>25 km/h</td>
</tr>
<tr>
<td>Within South Runway Road Underpass Portion</td>
<td>35 km/h</td>
</tr>
</tbody>
</table>

b. Dangerous Goods

- The following vehicles shall not enter the Airfield Tunnel:
  - Carrying any of the dangerous goods specified in Category 1.
  - Carrying any of the dangerous goods specified in Category 2 and 5 in excess of the prescribed exempted quantity specified in Regulations 74 and 99 of the Dangerous Goods (General) Regulations (CAP 295 Subsidiary Legislation B) respectively.
  - Carrying any cylinders which used or to be used for the storage of any compressed gas specified in Category 2, whether or not such cylinders contain any quantity of such gas.
  - Constructed or adapted for the conveyance, or carrying a container used or to be used for the storage of dangerous goods specified in Category 5, whether or not such vehicle or container contains any quantity of such goods.

- Vehicles conveying any of the following goods shall obtain the permission of the Airport Duty Manager, Airport Authority for entering the Airfield Tunnel:
  - Any dangerous goods specified in Category 3, 4, 6, 7, 8, 9 or 10.
  - Matches in bulk, radioactive substances, or biological specimens dangerous to human or animal life.

- Please refer to Dangerous Goods Ordinance (CAP 295) and its subsidiary legislations for categorization and exempted quantity of dangerous goods.

- Enquiries shall be addressed to Senior Manager, Airport Safety of the Airport Authority.

c. Prohibitions

- The following vehicles shall not enter the Airfield Tunnel:
  - Exceeding 4.6m in height (including load)
  - Exceeding 14.6m in length
• Exceeding 3.5m in width
• Turning circle exceeding 20m

Outside busy airport operation hours and under special circumstances, ad hoc arrangement can be made with Apron Control Centre for wide vehicles, under escort, to use both lanes of the underpass.

d. Tunnel Lane Restriction

• The following vehicles shall be driven only in the left-hand lane in the Airfield Tunnel:
  • Vehicles of a permitted gross vehicle weight exceeding 5.5 tonnes
  • Vehicles towing another vehicle or trailer
  • Vehicles exceeding 2.25m in width (but less than 3.5m)

2.2.7 Towing

a. Trailer

<table>
<thead>
<tr>
<th>Vehicle Towing Trailers</th>
<th>Maximum No. of Unit(s) to be towed</th>
</tr>
</thead>
<tbody>
<tr>
<td>On airfield roads outside PTB/MFC frontages, head-of-stand roads, back-of-stand roads and crossing apron via underpass (except underpass between Stand N24 and Stand S25)</td>
<td>6</td>
</tr>
<tr>
<td>In Baggage Hall, Remote Transfer Facilities and Midfield Transfer Facilities</td>
<td>6</td>
</tr>
<tr>
<td>On North Satellite Concourse roads and areas</td>
<td>4</td>
</tr>
</tbody>
</table>
2.2.8 Operating Fork-lift Trucks

- Do not carry any loads while traveling on airside roads.
- Fork arms shall be lowered to the lowest practicable position.
- For the safety of other airside vehicles, when traveling on airfield roads, the fork arms shall be covered with a safety protective box preferably painted with yellow and black stripes. Prior approval from the Airfield Department, Airport Authority shall be obtained if alternative method is considered.
- Keep the mast tilted back slightly to ensure stability.

### b. Aircraft Tail Jack and Service Step

<table>
<thead>
<tr>
<th>Type</th>
<th>Maximum No. of Unit(s) to be towed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aircraft Service Step</td>
<td>2</td>
</tr>
<tr>
<td>Aircraft Tail Jack</td>
<td>1</td>
</tr>
</tbody>
</table>

20
• Operate only by the authorized and trained person of each company.
• Do not carry passenger at any time.

2.2.9 **Driving during Low Visibility Conditions**

• In the event of low visibility conditions when Runway Visual Range (RVR) is 1000m or less, or cloud ceiling is 400ft or lower, and is forecast to deteriorate, the Airport Authority will stipulate restrictions on vehicle movements.

  a. Vehicular movements on the aprons shall be reduced to the minimum.
  b. Entry to the Aircraft Manoeuvring Area will be strictly prohibited.
  c. Vehicular movements on the North Perimeter Road shall be restricted to those required and approved by ATC.
  d. Only five taxilane crossings at Passenger Apron will be opened where entry will be controlled by the Airport Authority staff or authorised personnel. Please refer to Plan 4.
  e. Only two taxilane crossings at Cargo Apron will be opened where entry will be controlled by the Airport Authority staff or authorised personnel. Please refer to Plan 5.
  f. Taxiway N crossing to / from Maintenance and Long Term Parking Apron will be remained open but entry will be controlled by the Airport Authority staff or authorized personnel.
  g. Maximum driving speed shall be reduced to 20km/h.
  h. A wider berth shall be kept from aircraft and other vehicles.
  i. Headlamps must be switched on.

2.2.10 **Escorting vehicle into airside**

• Airside driver must possess valid “D” and “E” (when the escorted vehicle’s driver is a Visitor Pass holder) endorsements on his / her Airport Restricted Area Permit to escort vehicles inside Airport Restricted Area.

2.3 **Parking**

2.3.1 **Vehicles and Ground Services Equipment Parking Space**

• Idle vehicles and ground services equipment (“GSE”) must be parked in the designated equipment areas or the parking spaces at Passenger Terminal Building / Midfield Concourse frontage in the direction as indicated by the directional triangle in the parking spaces.
2.3.2 Switch-off Engines of Idling Vehicles / Ground Services Equipment

- Drivers and equipment operators must immediately switch-off the engine of the idling vehicle or GSE with the exception of the followings:
  a. Vehicle stopped for active boarding or alighting of passengers.
  b. Emergency and recovery vehicles.
  c. GSE requires engine power for provision of ancillary services.*
  d. Airside passenger bus and crew bus with airline passenger and flight crew onboard.
  e. Airside passenger bus and wheelchair / stretcher lift vehicle for airline passengers (allow engine to be switched on 15 minutes before boarding).
  f. GSE on stand-by before aircraft chock-on.
  g. GSE servicing the aircraft.

* Ancillary services
  - include catering refrigeration, hydraulic lift, cleaning pumps, etc;
  - exclude air-conditioning for driver and / or passenger comfort.
3. TRAFFIC MARKINGS AND SIGNS

3.1 Apron Markings

a. For EV Charging

b. For e-GSE Charging

c. Equipment Holding Area

d. Equipment Staging Area

e. Equipment Parking Area

f. Temporary Equipment Holding Area
   • “L-shape” for Specific Ground Services Equipment indicated
g. Keep Clear Box
- No vehicle shall stay in / enter the “Keep Clear Box” when an aircraft is about to dock into / being pushed back from the adjacent parking stands

h. Clearance Zone
- No entry

i. Fuel Hydrant Clearance Zone

j. Taxilane Clearance Line
- Separate the parking apron and taxilane

k. Nose-Out Car Parking
1. Nose-Out Car Park Space for Designated Vehicle Only

m. Pit Hydrant

n. Equipment Nose-Out Parking

3.2 Apron Road Markings

a. Road Edge Line

b. Road Centre Line

c. Road Intersection Marking
d. Road Edge Marking at Taxilane Crossing

e. Do Not Cross or Straddle

f. Give Way to Other Vehicle

g. Give Way to Aircraft

h. Give Way Line
   • Give way to traffic on major road

i. Yellow Box Junction
   • No driver shall drive a vehicle into the “Yellow Box Junction” unless he/she will be immediately able to drive the vehicle wholly out of the “Yellow Box Junction”

j. Speed Limit Signage
k. Lay-by Area
   - For vehicle U-turn
   - For pick-up/ drop off passenger

l. Stand Clearance Marking with Stand Number for Particular Stand

m. Allowable Traffic Direction Ahead

n. No Left Turn

o. No Right Turn

p. Stop in Front of the Double White Lines
q. Not Allowed to Enter This Road

r. End of the Road

s. Give Way to Passenger Buses

t. Give Way to Pedestrian Crossing the Road

u. Area Designated for Loading / Unloading
v. Area Designated for Staff Pick-up / Drop-off

w. For Bus Stopping and Vehicle U-turn Only

x. Slow Down to Appropriate Speed Limit
y. Fire Escape Route from Building that Pedestrian may Come Out

z. No Through Road

aa. Hotspot of ‘Not Give Way to Aircraft’

ab. Watch out for Jet Efflux from Taxiway/Taxilane

ac. No Exit
3.3 Traffic Signs

a. Bend to Left Ahead

b. Bend to Right Ahead

c. Road Narrows on Left Ahead

d. Roundabout Ahead

e. Side Road on Left Ahead
Traffic Markings and Signs

f. Cross Roads Ahead


g. No Entry for Vehicles


h. No Through Road


i. Turn Left


j. Keep Left
k. Sharp Deviation of Route to Left

l. Give Way

m. Stop Here when Aircraft Crossing Ahead

n. Keep Clear – Emergency Vehicular Access

o. Headroom
p. Get in Lane

q. Speed Limit Sign Post

r. No Pedestrian

s. Reduce Speed Now

t. Stop - Give Way to Aircraft
3.4 Typical Layout of Parking Stand

a. Frontal Stand

1. Equipment Holding Area*
2. Airbridge Clearance Zone
3. Fuel Hydrant Clearance Zone
4. Stand Lead-in Line
5. Stand Lead-in Line for Narrow-bodied Aircraft
6. Stand Clearance Marking with Stand Number
7. Taxilane Clearance Line
8. Temporary Equipment Holding Area*

* The actual configuration and size of the area varies according to the layout of individual stands
b. Remote Stand

1. Equipment Holding Area*
2. Stand Lead-in Line
3. Fuel Hydrant Clearance Zone
4. Taxilane Clearance Line

* The actual configuration and size of the area varies according to the layout of individual stands
c. Cargo Stand

1 Equipment Holding Area*
2 Stand Lead-in Line
3 Fuel Hydrant Clearance Zone
4 Taxilane Clearance Line
5 Stand Clearance Marking with Stand Number

* The actual configuration and size of the area varies according to the layout of individual stands
4. ENFORCEMENT OF AIRSIDE DRIVING AND SAFETY REGULATIONS

4.1 Airport Authority Bylaws

- All airside drivers must observe the provisions stipulated in the Airport Authority Bylaws.
- Drivers who commit traffic offences at the airside may become liable to legal action taken by the Hong Kong Police or the Airport Authority in pursuant to the Airport Authority Bylaws. The airside traffic offences and corresponding penalties are tabulated in paragraph 4.3.

4.2 Airside Driving Offence Points Scheme

- The Points Scheme is not a punitive measure. Emphasis is placed on the retraining of drivers, which must be completed within a prescribed period to refresh the offender’s knowledge on rules and safety procedures to prevent recurrence of the offence.
- It shall be noted that the Airside Driving Offence Points Scheme shall in no way prejudice the enforcement of the Airport Authority Bylaws.

a. Driving Offence Points

- Notwithstanding the provisions in the Airport Authority Bylaws, violations of airside driving regulations will carry driving offence points.
- The number of driving offence points awarded to each offence relates to the severity of the hazard to ramp safety caused by the traffic offence.
- The airside traffic offences and the corresponding number of driving offence points are tabulated in paragraph 4.3. Airfield Circulars will be issued for any subsequent updates with a full list of the latest offences and driving offence points.
- Driving offence points are awarded independently for each offence committed irrespective of whether the offences arise from the same incident, and will last for a period of 12 months.
- The “D” endorsement of the airside driver who has incurred eight or more points will be withdrawn and the driver will be disqualified from driving in airside for a period of three months. The disqualification period will increase to six months for any subsequent accumulation of eight points.
- Drivers who commit offence of i) driving in excess of 30km/h of speed limit, ii) driving without proper driving licence or endorsement, or iii) causing aircraft damage by careless driving, the “D” endorsement of the offenders will be suspended for three months immediately in addition to the award of driving offence points. Repeated offenders will be suspended for six months.
b. Retraining

- Airside driver who has committed a driving offence will be required to be retrained at the earliest instance by his / her company on the rules and regulations governing driving and operation of mobile equipment in the airside.

- If the offender has accumulated three driving offence points or more in the previous 12 months, he / she must re-sit the Airside Driver Examination within two weeks from the date of the offence.

- If subsequent offences are accumulated three points or more, he / she must re-sit the Airside Driver Examination within two weeks from the latest date of the offence.

c. Suspension

- Failure to re-sit and pass the examination within the prescribed period will result in the suspension of the “D” endorsement.

- The driver must not operate any mobile equipment or drive any vehicles within the Airport Restricted Area until he / she has passed the examination for reissuance of the “D” endorsement.

- The company concerned shall ensure that no driving duties are assigned to the staff until he / she has passed the examination for reissuance of the “D” endorsement.

d. Withdrawal

- If the driver failed to attend the “D” endorsement examination due to whatever reasons, the Airfield Department, Airport Authority will send a notification to the sponsoring organization that the permit holder is required to proceed to Permit Office to delete the “D” endorsement due to expiration, and in the event that the permit holder had failed to do so on or before a specified date, his / her permit will be cancelled.

- In the notification, the sponsoring organization will be reminded that they are responsible for all liabilities as a result of their staff driving inside the Airport Restricted Area without a valid “D” endorsement or driving authorization.

e. Re-instatement of “D” Endorsement

- If a company requires the “D” endorsement of an employee to be re-issued, the company must apply to the Airfield Department. The driver is required to re-sit and pass the Airside Driver Examination before reissuance of his / her “D” endorsement.

f. Appeal

- An Appeal Panel is set up to review any appeal in respect of the award of driving offence points.

- The company of the driver concerned must submit in writing the justifications of appeal to the Chairman of the Appeal Panel, Assistant General Manager of the Airfield Department, within two weeks from the date of award of the points. The decision made by the Appeal Panel shall be final and conclusive.
## 4.3 Traffic Offences

### Table 1

<table>
<thead>
<tr>
<th>Section</th>
<th>Offence</th>
<th>AA Bylaws Penalty</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>48(3)</td>
<td>Causing death by dangerous driving</td>
<td>Level 5 and 6 months imprisonment</td>
<td>8</td>
</tr>
<tr>
<td>48(4)</td>
<td>Dangerous driving</td>
<td>Level 4 and 6 months imprisonment</td>
<td>5</td>
</tr>
<tr>
<td>48(5)</td>
<td>Careless driving</td>
<td>Level 3 and 3 months imprisonment</td>
<td>3</td>
</tr>
<tr>
<td>48(6)</td>
<td>Driving in excess of speed limit</td>
<td>Level 3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• In excess of 30 km/h</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Between 21 – 30 km/h</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Between 11 – 20 km/h</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Between 1 – 10 km/h</td>
<td></td>
<td></td>
</tr>
<tr>
<td>48(7)</td>
<td>Driving without proper driving licence or endorsement</td>
<td>Level 3 plus immediate suspension of “D” endorsement for 3 months</td>
<td>3</td>
</tr>
<tr>
<td>48(8)</td>
<td>Driving a vehicle without proper vehicle licence</td>
<td>Level 3</td>
<td>3</td>
</tr>
<tr>
<td>48(9)</td>
<td>Driving in area not permitted by the Airside Vehicle Licence</td>
<td>Level 3</td>
<td>3</td>
</tr>
<tr>
<td>48(10)</td>
<td>Driving in aircraft manoeuvring area, etc. without authorization</td>
<td>Level 4 and 3 months imprisonment</td>
<td>4</td>
</tr>
<tr>
<td>48(11)</td>
<td>Failure to give way to aircraft</td>
<td>Level 4 and 3 months imprisonment</td>
<td>4</td>
</tr>
<tr>
<td>48(12)</td>
<td>Failure to observe traffic signs or ground markings</td>
<td>Level 1</td>
<td>1</td>
</tr>
<tr>
<td>48(13)</td>
<td>Failure to wear corrective lens or hearing aids</td>
<td>Level 1</td>
<td>-</td>
</tr>
<tr>
<td>48(14)</td>
<td>Parking otherwise than at designated areas</td>
<td>Level 1</td>
<td>1</td>
</tr>
<tr>
<td>48(15)</td>
<td>Failure to report vehicular accident</td>
<td>Level 3</td>
<td>5</td>
</tr>
<tr>
<td>55(2)</td>
<td>Failure to provide information or giving false or misleading statement</td>
<td>Level 3 and 3 months imprisonment</td>
<td>3</td>
</tr>
<tr>
<td>56(4)</td>
<td>Failure to comply with direction of Authorized Person, etc</td>
<td>Level 1</td>
<td>1</td>
</tr>
</tbody>
</table>
Table 2

<table>
<thead>
<tr>
<th>Offence</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Causing aircraft damage by careless driving</td>
<td>5 plus immediate suspension of “D” endorsement for 3 months</td>
</tr>
<tr>
<td>Causing traffic accident with personnel injury</td>
<td>5</td>
</tr>
<tr>
<td>Excess passengers</td>
<td>3</td>
</tr>
<tr>
<td>Causing obstruction to aircraft by holding / staging / parking otherwise than at designated areas</td>
<td>2</td>
</tr>
<tr>
<td>Use of hand-held mobile phone or mobile electronic screen device while vehicle is in motion</td>
<td>2</td>
</tr>
<tr>
<td>Reversing without a look-out</td>
<td>2</td>
</tr>
<tr>
<td>• Towards any part of an aircraft; or</td>
<td></td>
</tr>
<tr>
<td>• Not towards any part of an aircraft at other than the approved or exempted conditions as specified in the Airside Driving Handbook</td>
<td></td>
</tr>
<tr>
<td>Driving without headlamp illuminated during the hours of darkness or in poor visibility conditions</td>
<td>1</td>
</tr>
<tr>
<td>Failure to fasten seat belt whilst driving on airside vehicular route</td>
<td>1</td>
</tr>
<tr>
<td>Causing obstruction on vehicular traffic by vehicle</td>
<td>1</td>
</tr>
<tr>
<td>Driving too close (failure to keep 2-second time gap with vehicle at front)</td>
<td>1</td>
</tr>
<tr>
<td>Failure to stop before joining vehicular road from parking stands</td>
<td>1</td>
</tr>
<tr>
<td>Failure to secure baggage or cargo on equipment while being on tow</td>
<td>1</td>
</tr>
<tr>
<td>Failure to secure the plastic sheet cover on ULD or baggage cart while being on tow</td>
<td>1</td>
</tr>
<tr>
<td>Overtake from left-hand side</td>
<td>1</td>
</tr>
<tr>
<td>Failure to give way to passenger bus or emergency vehicle</td>
<td>1</td>
</tr>
<tr>
<td>Failure to comply with the rules of “Driving inside Airside Parking Stands” (other than those aforementioned) as stipulated in the latest issue of Airside Driving Handbook</td>
<td>1</td>
</tr>
</tbody>
</table>

4.4 Investigation

- Traffic accidents will be investigated by Airfield Department. All drivers involved in the traffic accident shall give a preliminary statement in the first instantance or within a reasonable time.

- Cases involving injury or fatality will also be investigated by the Hong Kong Police.

4.5 Recognition of Good Airside Driving Behavior

- In parallel with the safety regulations and rules governing the airside driving, good airside drivers will be recognized and appreciated so as to promote safety spirit among all airside drivers.
5. VEHICLE BREAKDOWN AND REPORTING ACCIDENTS

5.1 Vehicle Breakdown

a. Reporting

- Drivers must immediately report to ACC if their vehicles are broken down on taxiways, taxilanes or any airside operational areas.

- Shall the case occur inside the Baggage Hall, Remote Transfer Facilities and Midfield Transfer Facilities, the driver must report to BMO.

- Hazard warning lights, if fitted, must be turned on.

b. Removal

- The company concerned must arrange the expeditious removal of the vehicle.

c. No Servicing

- Refuelling, servicing or repairing of vehicles in airside operational areas are prohibited.
5.2 Traffic Accidents

a. Reporting

- In the event of an accident inside the Airport Restricted Area, the drivers concerned shall report immediately, by telephone to ACC. Emergency phones are located at aircraft parking stands.

- In the event of an accident inside the Baggage Hall, Remote Transfer Facilities area Midfield Transfer Facilities, the drivers concerned shall also report immediately to BMO.

b. Injuries

- If injuries are involved, drivers shall immediately report by telephone to ACC or BMO (if such injuries occur in Baggage Hall, Remote Transfer Facilities and Midfield Transfer Facilities) and to the Airport Police Control Room.

c. Remain at Scene

- Unless aircraft movement is affected, all persons involved in the accident shall remain at the scene.

- Vehicles involved shall not be disturbed until an Airport Authority staff has arrived.

- All persons involved in the accident are required to provide statements to the Airport Authority when being requested.
PART II
 AIRCRAFT MANOEUVRING AREAS DRIVING RULES AND REGULATIONS

1. RULES GOVERNING DRIVING ON RUNWAY STRIPS, TAXIWAYS AND THE ASSOCIATED GRASS AREAS

• To safeguard aircraft taking off, landing and ground taxiing on runways and taxiways, movement of vehicles on runways and taxiways are strictly controlled. Drivers of vehicles in these areas must fully comply with the following procedures which shall be read in conjunction with Airfield Road System (Plan 2) and Airfield Zoning Plan (Plan 3).

1.1 Mandatory Communication Requirement

• Drivers who require access to runway strips, taxiways and associated grass areas must be certified by the Airport Authority to be conversant with radio-telephony techniques and procedures.

• Vehicles which require access to runway strips must be equipped with VHF radio for communication with the Air Traffic Control Tower on the appropriate VHF frequency and equipped with Vehicle Locator (Veelo) in order to enable position tracking inside the runway area by Civil Aviation Department (CAD) with their Advanced Surface Movement Guidance and Control System (A-SMGCS).

• Vehicles operating on the taxiways and associated grass areas must be equipped with VHF radio or Trunk Mobile Radio (TMR) for communication with Air Traffic Control (ATC).

• Drivers must maintain listening watch on VHF radio or TMR as appropriate whilst driving on runway strips, taxiways and the associated grass areas, and comply promptly with ATC instructions.

1.2 Procedures for Entering the Runway Strips (Runways and the Grass Areas on Both Sides)

• The driver shall seek permission from ATC using VHF radio on the appropriate frequency for clearance to enter the runway strip. He/she shall state the vehicle call sign, present vehicle location, purpose of entering the runway and duration of stay.

• After permission is received from ATC, the driver must visually check that the runway strip is clear of aircraft movement and safe to proceed.
Throughout the time the vehicle stays within the runway strip, the driver must maintain radio listening watch on the appropriate VHF frequency.

Report promptly to ATC when exiting the runway strip.

In the event of VHF radio failure, the driver must immediately:

- leave the runway strip; and
- use alternative means such as TMR or telephone to report to ATC when clearing of the runway strip.

1.3 Procedures for Entering the Taxiway Areas (Taxiways and the Associated Grass Areas)

The driver shall seek permission from ATC using TMR (channel ACC3) or VHF radio on frequency of 121.7MHz for clearance to enter the taxiway area. He/she shall state the vehicle call sign, present vehicle location, purpose of entering the area and duration of stay.

After permission is received from ATC, the driver must visually check that the taxiway area is clear of aircraft movements and safe to proceed.

Throughout the time the vehicle stays within the taxiway area, the driver must maintain listening watch on the TMR or VHF radio.

Report to ATC when exiting the taxiway area.

In the event of TMR or VHF radio failure, the driver must immediately:

- leave the taxiway area; and
- use alternative means such as telephone to report to ATC when clearing of the taxiway area.

Rules apply with exception to airside roads crossing at Taxiway N and Taxiway G1.
2. MOVEMENT AREA GUIDANCE SIGNS

a. Mandatory Instruction Signs
   - White inscription on red background
   - Identify a location beyond which an aircraft taxiing or vehicle shall not proceed unless authorized by ATC

b. Direction Signs
   - Black inscription on yellow background
   - Identify the designation and direction of taxiways at an intersection

  ![No Entry](image)

  ![Direction](image)

  ![Location](image)

c. Location Signs
   - Yellow inscription on black background (with yellow border where it is a standalone sign)
   - Identify the designation or the location of the taxiway, runway or other pavement the aircraft or vehicle is on or is entering

  ![Location](image)

d. Destination Signs
   - Black inscription on yellow background
   - Indicate the direction to a specific destination on the aerodrome

  ![Destination](image)
3. **AIRFIELD GROUND MARKINGS**

a. Runway Centre Line

b. Runway Side Stripe

c. Threshold

d. Runway-holding Position
   - Stop side has two continuous lines
e. Taxiway Centre Line

f. Taxi Side Stripe

g. Intermediate Holding Position
AIRFIELD GROUND LIGHTING

a. Runway Centre Line Lights
   - Variable-intensity white to 900m from runway end
   - Alternative red / white from 900m to 300m from runway end
   - Variable-intensity red from 300m to runway end

b. Runway Edge Lights
   - Variable-intensity white to 600m from runway end
   - Variable-intensity yellow for the final 600m
   - For runways 25R, 07L and 07R the lights beyond the far end displaced threshold are variable-intensity red
c. **Stop Bar Lights**
   - Located at all runway entrances
   - Variable-intensity red

d. **Runway Guard Lights**
   - Located both sides of a stop bar

e. **Taxiway Centre Line Lights**
   - Variable-intensity green except in ILS sensitive zone where they show alternative green / yellow to aircraft exiting the runway

f. **Taxiway Edge Lights**
   - Variable-intensity blue

g. **Intermediate Holding Position Lights**
   - Variable-intensity yellow to approaching aircraft
PLAN 2 – AIRFIELD ROAD SYSTEM

Airside Road
Airfield Tunnel
Restricted airside road subject to GFS permission
Restricted airside road subject to ATC permission
Airport restricted area
Bonded route to SkyPier ferry terminal
Forbidden to vehicles exceeding 3.5m in height

LEGENDS:
South Runway
Road Underpass
Portion

NORTH PERIMETER ROAD

SOUTH RUNWAY ROAD

07R

07L GP (CAT I)
SENSITIVE AREA

Subject to GPS Permission

25R LLZ (CAT II)
SENSITIVE AREA

25L LLZ (CAT II)
SENSITIVE AREA

CHINE CHEUNG ROAD

CONTROL TOWER ROAD

South Runway Road Underpass Portion
Airfield Road System

LEGENDS:
- Airside Road
- Airfield Tunnel
- Restricted airside road subject to GFS permission
- Restricted airside road subject to ATC permission
- Airport restricted area
- Bonded route to SkyPier ferry terminal
- Forbidden to vehicles exceeding 3.5m in height
Passenger Apron Road Restrictions during Low Visibility Operation
香港國際機場
HONG KONG INTERNATIONAL AIRPORT

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Hong Kong International Airport
Lantau, Hong Kong
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