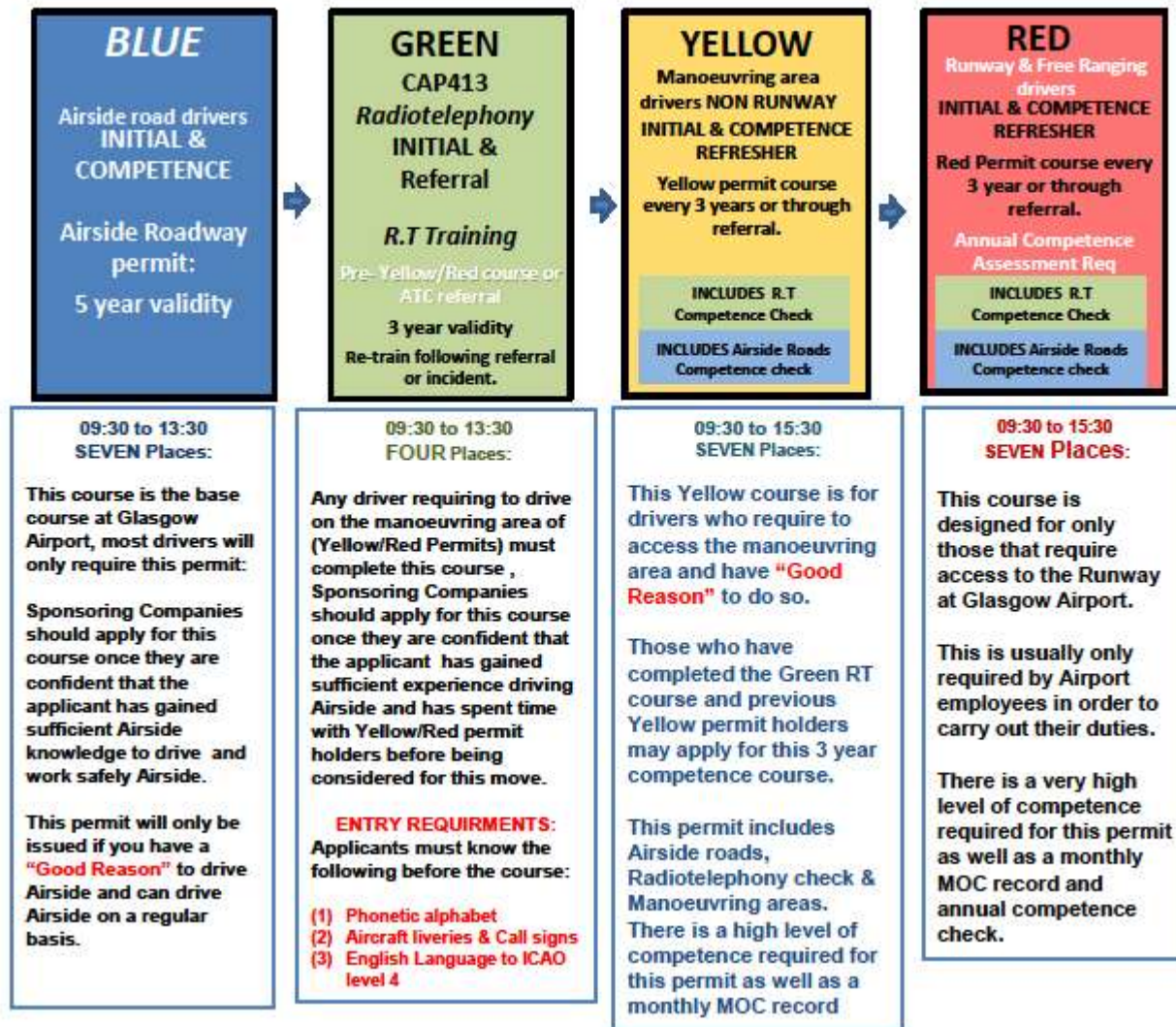


Glasgow Airport Ltd - Airside Driver Permit Instructions



The course structure above is designed to allow companies to build confidence and competence. Company sponsors are responsible for ensuring that applicants have developed the core knowledge of operating in the Airside environment including:

Airlines, Aircraft type, Parking stands, additionally those requiring access to the manoeuvring area (Yellow & Red permits) will require fluent knowledge of the Phonetic alphabet, Airline Company Call signs.

They should also have spent sufficient time working alongside colleagues holding manoeuvring area permits, to ensure they have an understanding of what is required of them before they attend the above courses.

Please follow these instructions be used when submitting any Airside Driver applications.

This pack includes:

(1) An “**Application form**” which the Sponsor of the applicant should complete and sign approving the applicant driver to undertake the driving course.

(2) A “**DVLA form D796**” which all airside drivers are required to sign, this gives the Airport the authority to randomly check any Airside drivers DVLA licence status, this is a requirement of the CAP790 and is mandatory.

All data received will be kept secure under the data protection act and will only be seen by authorised Airfield Operations Personnel.

This form is required to be re-signed every three years.

(3) The “**Airside Driving Health Assessment Declaration**”– This Declaration certificate is the final page on the Health assessment pack and only this Declaration should be returned along with any notes from the Medical Practitioner carrying out the health check to Airfield Operations. ****GLAL Internal staff medicals via Duradiamond direct.***

(4) “**Glasgow Airport Airside maps**” – Full Airfield and Apron areas, Both of these maps should be downloaded in colour and given to all applicants, they both contain information on driving in LVP (Low Visibility Procedures) as well as contact numbers for Airfield resources.

(5) Driver training calendar- This shows you the types of course and dates available

Before any course can be booked, a fully completed application consisting of the three documents below must be submitted to Airfield Operations at Glasgow Airport.

(1) An “**Application form**” – **Completed form/Sponsor name/Signed & Dated.**

(2) A “**DVLA form D796**” – **Applicants licence details/Signed/Copy of licence.**

(3) The “**Airside Driving Health Assessment Declaration- Completed/Signed.**

We would prefer all applications to be scanned and sent electronically via the email address:
airfield_operations@glasgowairport.com

But paper application can be mailed in to the address on the application pack or posted within the Training Room (Olympus Suites – Airside –Gate 14)

All enquiries should be made to the above email address and appointments should be made before attending either the Training room or the Airfield Operations Office.