



Operational Safety Instruction

Escorting of Vehicles Airside

22nd January 2020

ASDRVE_OSI_009

v2.0

It is the responsibility of all employers to ensure that relevant OSIs are brought to the attention of their staff. However, individuals remain responsible for their own actions and those who are in any doubt should consult their Supervisor or Manager.

1. Introduction

- 1.1** The purpose of this Operational Safety Instruction is to inform Airside drivers on the requirements of escort drivers and to advise on the process of escorting vehicles airside.
- 1.2** This instruction only covers airside roads; drivers/vehicles that require escorting onto the manoeuvring area will require leader/escorting services provided by the Airside Safety Department (ASD). This Instruction does not apply to the vehicles/drivers of the Airside Safety Department as their duties are covered by a separate local procedure governing their requirements
- 1.3** This OSI should be read in conjunction with;
- 1.3.1** ASDRVE_OSI_005 Vehicles and Equipment Airside - Operations
 - 1.3.2** ASDRVE_OSI_008 Vehicles and Equipment Airside – Requirements
 - 1.3.3** ASDRVE_OSI_006 Airside Driver Training and the Airside Driver Permit
- 1.4** ASDRVE_OSI_009 v1.0 is hereby cancelled.

2. Definitions

Abbreviation	Description
ADE	Airside Driver Escort
ADP	Airside Driver Permit
ASD	Airside Safety Department
CLC	Colnbrook Logistics Centre
CPSRA	Critical Parts of The Security Restricted Area



3. Escorting of Vehicles Airside

- 3.1 In order to operate on the road network vehicles/drivers that have been issued temporary passes must be escorted by an ADE.
- 3.2 Roadworthy vehicles that do not comply with criteria laid out in, ASDRVE_OSI_008 Vehicles and Equipment Airside – Requirements, must be escorted by an ADE and escort vehicle.
- 3.3 The maximum number of vehicles to be escorted by each individual ADE is two. The ADE must ensure that all escorted vehicles are in sight at all times and they must be able to effectively control those vehicles throughout the escorted route.
- 3.4 The ADE must either be in a vehicle that will travel in front of the vehicle being escorted or travel in the escorted vehicle.
- 3.5 The ADE will only escort vehicles on the Airside road system and associated taxiway crossings, they are not permitted to escort on the manoeuvring area.

4. Airside Driver Escort Requirements and Responsibilities

4.1 The ADE must;

- 4.1.1 Be the holder of a valid ADP for a minimum of 6 months and driven regularly (weekly) Airside at Heathrow.
- 4.1.2 At the time of approval, to become an ADE, have a 'clean' licence with no penalty points.
- 4.1.3 Have a good current working knowledge of the topography of all Airside areas, any routing restrictions likely to be encountered during the escort (e.g. height restrictions), to ensure the safe transit of the escorted vehicle.



4.2 Before the start of each escort:

- 4.2.1** The ADE must conduct a basic safety inspection of the vehicle to be escorted, ensuring the vehicle is in a roadworthy and safe condition. Guidance can be found in ASDRVE_OSI_008 Vehicles & Equipment Airside – Requirements.
- 4.2.2** The ADE must ensure the destination/works site is ready to receive the vehicle to be escorted.
- 4.2.3** The ADE must complete a brief to the driver of the vehicle that requires escorting, ensuring they understand;
- Agreed finish/start points
 - Route to be taken; Including any associated procedures
 - Speed limits
 - Vehicle requirements (i.e. lighting)
 - Security issues
 - Height restrictions
 - Safety issues (i.e. FOD)
 - Responsibilities of the escorted driver (as per section 5.0)
- 4.2.4** If the ADE is not satisfied with the vehicle condition or any requirements laid out in section 4.2, and its subsections, he/she may reject the vehicle.

4.3 The ADE is responsible for;

- 4.3.1** The safe transit of the vehicle(s) under escort. This will include the safe navigation of all roads, aprons, tunnels and taxiway crossings as appropriate.
- 4.3.2** The conduct and safety of those being escorted.
- 4.3.3** Taking appropriate action in the event of an incident/emergency during the escort. If the vehicle that is being escorted is involved in an incident airside, stop and report it by calling 222 from a head of stand phone or 0208 759 1212 from a mobile.
- 4.3.4** Alerting ASD on 0208 745 6024 if there are any issues with the vehicle, particularly if the vehicle is separated from the escort and becomes lost.



4.4 The escort vehicle must;

- 4.4.1 Meet the appropriate standards laid down in the ASDRVE_OSI_008 Vehicles & Equipment Airside – Requirements.
- 4.4.2 Have door mirrors and a rear-view mirror that provide good visibility of the escorted vehicle.

5. Driver of the Escorted Vehicle

5.1 The driver of the escorted vehicle must;

- 5.1.1 Ensure that they understand and comply with the briefing provided by the ADE before and during the operation.
- 5.1.2 Follow the instructions of the ADE (if they are in the vehicle), or follow the escorting vehicle if applicable, and ensure that line of sight is maintained with the escort vehicle. However, they must not compromise safety in doing so e.g. speeding in order to 'catch up'.
- 5.1.3 Not attempt to continue en-route if they become lost/stranded.
 - 5.1.3.1 In the event the driver becomes lost/stranded en-route they must:
 - Come to a stop at the side of the road remaining on the roadway, ensuring that the vehicle is not on an uncontrolled crossing
 - Put hazard lights on
 - Attempt to contact the ADE assigned for escort duties
 - If unable to contact the ADE call ASD on 0208 745 6024



6. Vehicles Requiring Pre-Screening

- 6.1** Vehicles carrying construction materials, construction equipment or plant require pre-screening Colnbrook Logistics Centre.
- 6.2** In regards to this OSI after the vehicle has been screened at CLC there are several possible ways to gain access to airside;
- 6.2.1** Drivers without a full airside pass and airside driving licence must be escorted from the screening location to a designated CP within the CPSRA. They will then require an ADE escort when Airside.
- 6.2.2** Drivers with full airside pass and airside driving licence, where vehicle load area is not sealable must be escorted to a designated CP from the screening facility, where they may make their own way Airside.
- 6.2.3** Drivers with full airside pass and airside driving licence, where vehicle load area is sealable; may be sealed and sent to a designated CP without escort.
- 6.3** For enquiries regarding pre-screening contact the Heathrow Logistics Integrator (Wilson James):
- 6.3.1.1** HLI Operations and Integration Manager 07850 771953
- 6.3.1.2** Escort Lead Hand 07970 222006

7. Vehicles Requiring ASD Leader Escort

- 7.1** An assessment should be conducted for every vehicle travelling airside to ensure the route planned is safe and suitable. Vehicles that require ASD assistance to safely navigate the airside road system, or to mitigate risk, should request Leader Escort from ASD on 0208 745 6024.
- 7.1.1** An example of vehicles which may require Leader Escort are heavy goods vehicles that, due to their size and lack of manoeuvrability. For guidance on which vehicles require Leader Escort if the vehicle matches or surpasses any of the criteria below it may require Leader Escort;
- A weight of more than 44,000 kg
 - An axle load of more than 10,000 kg for a single non-driven axle and 11,500 kg for a single driven axle
 - A width of more than 2.9 meters
 - A height of over 4.0 meters
 - A rigid length of more than 16.5 meters



7.1.2 Further information about the airside roads can be found within ASDRVE_OSI_005 Vehicles and Equipment Airside – Operations.

8. Enquiries

- 8.1 Any enquiries or safety concerns regarding this instruction should be directed to the Airside Standards Team at: airside@heathrow.com

9. References

The European Agreement Concerning the International Carriage of Dangerous Goods by Road.

ASDRVE_OSI_008 Vehicles & Equipment Airside – Requirements

ASDRVE_OSI_006 Airside Driver Training and the Airside Driver Permit

ASDRVE_OSI_005 Vehicles and Equipment Airside - Operations

