

# **AIRSIDE DRIVING PERMIT**

**(ADP)  
FIRST EDITION  
JUNE, 2025**

**TRIBHUVAN INTERNATIONAL AIRPORT**

**CIVIL AVIATION AUTHORITY OF NEPAL  
TRIBHUVAN INTERNATIONAL AIRPORT, CAO  
AIRPORT OPERATION DEPARTMENT  
AIRSIDE MANAGEMENT DIVISION**

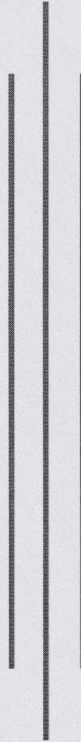


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## FOREWORD

Airside is the restricted area of an airport, it is used by aircraft for loading and unloading, takeoffs, and landings. It is the movement area of the airport and the adjacent terrain and building or parts thereof, access to which is controlled, but does not include the cargo handling area.

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

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

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

This Airside Driving Permit is prepared to serve as guidance for all concerned vehicle operators/users towards safe driving in our daily airport operations and the provisions specified in this document will be applicable to all Airside users.



General Manager  
Tribhuvan International Airport

**Hansha Raj Pandey**  
General Manager



**ACRONYMS AND ABBREVIATIONS**

ADA	Authority to Drive Airside
ADP	Airside Driving Permit
AIP	Aeronautical Information Publication
AMS	Airside Management Section
ARAP	Airport Restricted Area Pass
ASO	Aerodrome Safety Office
ATC:	Air Traffic Control
AVP:	Airside Vehicle Permit
CAAN:	Civil Aviation Authority of Nepal
CAT	Category
DMA	Duty Manager Airside
DTM:	Department of Transport Management
ERA:	Equipment Restraint Area
FMV	Follow-Me Vehicle
FOD:	Foreign Object Damage/Debris/Deposit
H	Hour(s)
ICAO	International Civil Aviation Organization
KMH	Kilometers Per Hour
LVO	Low Visibility Operations
MHz:	Megahertz
OFZ	Obstacle Free Zone
REP:	Runway Entry/Exit Point
RWY	Runway
RT:	Radio Telephony
ROSI	Reporting of Safety Incidents
SAPU:	Special Airport Police Unit
SMC	Surface Movement Control
SOP:	Standard Operating Procedures
TIA	Tribhuvan International Airport
TXY	Taxiway



## CHAPTER-1. DEFINITIONS

### *Accident:*

An occurrence associated with the operation of an aircraft which, in the case of a manned aircraft, takes place between the time any person boards the aircraft with the intention of flight until such time as all such persons have disembarked, or in the case of an unmanned aircraft, takes place between the time the aircraft is ready to move with the purpose of flight until such time as it comes to rest at the end of the flight and the primary propulsion system is shut down, in which:

- a. a person is fatally or seriously injured as a result of:
  - being in the aircraft, or
  - direct contact with any part of the aircraft, including parts which have become detached from the aircraft, or
  - direct exposure to jet blast,

except when the injuries are from natural causes, self-inflicted or inflicted by other persons, or when the injuries are to stowaways hiding outside the areas normally available to the passengers and crew; or

- b. the aircraft sustains damage or structural failure which:
  - adversely affects the structural strength, performance or flight characteristics of the aircraft, and
  - would normally require major repair or replacement of the affected component,

except for engine failure or damage, when the damage is limited to a single engine, (including its cowlings or accessories), to propellers, wing tips, antennas, probes, vanes, tires, brakes, wheels, fairings, panels, landing gear doors, windcreens, the aircraft skin (such as small dents or puncture holes), or for minor damages to main rotor blades, tail rotor blades, landing gear, and those resulting from hail or bird strike (including holes in the radome); or

- c. the aircraft is missing or is completely inaccessible;



*Note 1. — For statistical uniformity only, an injury resulting in death within thirty days of the date of the accident is classified, by ICAO, as a fatal injury.*

*Note 2. — An aircraft is considered to be missing when the official search has been terminated and the wreckage has not been located.*

***Aerodrome:***

A defined area on land or water (including any buildings, installations and equipment) intended to be used either wholly or in part for the arrival, departure and surface movement of aircraft.

*Note. — The term “aerodrome” where used in the provisions relating to flight plans and ATS messages is intended to cover also sites other than aerodromes which may be used by certain types of aircraft, e.g. helicopters or balloons*

***Aircraft stand:***

Designated area on an apron for parking of aircraft.

***Airside:***

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

***Airside driving permit:***

An airfield driving permit issued to the airport licensee under by- law.

***Airside Vehicle Permit:***

An airfield vehicle permit issued by the airport authority under by- law

***Apron:***

A defined area, on a land aerodrome, intended to accommodate aircraft for the purpose of loading or unloading passengers, mail or cargo, fueling, parking or maintenance.

***Authorized person:***

Any other officer or employee of the airport licensee; or any person duly authorized by the airport licensee to act on its behalf.



***Follow me vehicle:***

A vehicle used to guide aircraft or other vehicle in airside.

***Holding position:***

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

***Incident:***

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

***Landside:***

That area of an airport and buildings to which both travelling passengers and the non-travelling public have unrestricted access.

***Maneuvering area:***

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

***Movement area:***

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

***Notice of offence:***

Notice of composition of offences is a report of any violations of the Civil Aviation Authority of Nepal (Composition of Offences).

***Obstacle free zone:***

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

***Perimeter Roadway:***

That road within the airside that allows vehicle to move around the airport clear of apron, taxiways and runways.

***Primary Roadway:***

The roadway located in front of all aircraft parking stands and baggage handling areas meant for movement of vehicle and equipment.



**Runway:**

A defined rectangular area prepared for the landing and take-off of aircraft.

**Runway incursion:**

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

**Runway Strip:**

A defined area, including the runway and stop way, if provided, that is intended:

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

**Secondary Roadways:**

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

**Taxi lane:**

An aircraft stand taxi lane is a portion of the apron intended to provide access to the aircraft stands.

**Taxiing:**

Movement of an aircraft on the surface of an aerodrome under its own power, excluding take-off and landing.

**Taxiway:**

Path on the airfield surface, which are established for the taxiing of aircraft and are intended to provide a linkage between one parts of the airfield to another including:

- a) Aircraft stand taxi lane: A portion of an apron designated as a taxiway and intended to provide access to aircraft stands only.
- b) Apron taxiway: A portion of a taxiway system located on an apron and intended to provide a through taxi route across the apron.
- c) Rapid exit taxiway: A taxiway connected to a runway at an acute angle and designed to allow landing aero planes to turn off at higher speeds than are achieved on other exit taxiways thereby minimizing runway occupancy times.



***Taxiway strip:***

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

***Vehicle:***

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



## CHAPTER-2.

### 1. INTRODUCTION:

An Airside Driving Permit (ADP) is a crucial authorization that allows individuals to operate vehicles within the restricted airside areas of an airport. These areas include runways, taxiways, aprons, and other zones essential for aircraft operations. The primary purpose of an ADP is to ensure that only trained and authorized personnel drive in these high-risk locations, where safety and efficiency are paramount. Without proper regulation, unauthorized vehicle movements could lead to accidents, security breaches, or operational disruptions.

The ADP system also helps maintain strict compliance with aviation regulations and airport security protocols. Drivers undergo specific training to understand airside traffic rules, aircraft movement patterns, emergency procedures, and communication protocols. This structured training minimizes risks such as runway incursions, vehicle-aircraft collisions, and delays in airport operations. Furthermore, the permit system ensures accountability, as only those who meet the necessary qualifications and adhere to operational guidelines can access airside areas.

In addition to enhancing safety and security, the ADP contributes to the overall efficiency of airport operations. Airports rely on various ground support vehicles, such as baggage tugs, fuel trucks, and maintenance vehicles, to keep flights running smoothly. By regulating the movement of these vehicles, the ADP helps streamline logistical processes, reducing congestion and ensuring timely aircraft servicing. Ultimately, the implementation of Airside Driving Permits reflects the airport's commitment to maintaining a well-organized and secure environment for passengers, staff, and aviation stakeholders.



**2. PURPOSE:**

An Airside Driving Permit (ADP) is essential for ensuring safety, security, and efficiency within the restricted airside areas of an airport. These zones, including runways, taxiways, and aprons, require strict regulation to prevent accidents and unauthorized access. By mandating ADPs, airports ensure that only trained and authorized personnel operate vehicles in these critical areas, reducing risks such as aircraft collisions, runway incursions, and security breaches. Additionally, the permit system helps streamline ground operations, allowing efficient movement of baggage carts, fuel trucks, and maintenance vehicles. Ultimately, an ADP plays a vital role in maintaining a well-organized airside environment, supporting seamless aviation operations and passenger safety.

**3. AIRSIDE:**

It is the movement area of the airport and the adjacent terrain and building or parts thereof, access to which is controlled, but does not include the cargo handling area. The airside of TIA is the part of the airport that passengers enter after passing through security and immigration. It includes everything from boarding gates, waiting lounges, and duty-free shops to the roadway associated with apron where airplanes are parked. It's a controlled area where only ticketed passengers, airline staff, and authorized personnel are allowed. Once you pass security, you're officially in the airside, ready to board your flight or explore amenities like restaurants and shops before departure.

Beyond the passenger spaces, the airside also includes crucial operations that keep flights running smoothly. Here, aircraft are refueled, loaded with cargo and luggage, and prepared for departure. Pilots and crew move between flights, air traffic controllers guide planes, and ground vehicles transport supplies and luggage.



**4. MANEUVERING AREA:**

Maneuvering Area is that part of the airport to be used for the taking off, landing and taxiing of the aircraft, but does not include areas set aside to accommodate aircraft, for the embarkation or disembarkation of passengers, for the loading or unloading of mail or cargo, or for fueling, parking or maintenance of aircraft. This area is strictly controlled to ensure safety and efficiency in aircraft movement. Only authorized personnel and vehicles with proper clearance can operate within the maneuvering area, as it is critical for preventing collisions and maintaining smooth airport operations.

**5. MOVEMENT AREA:**

Movement Area is that part of airport to be used for the taking off, landing and taxiing of the aircraft, consisting of the maneuvering area and the apron. Unlike the maneuvering area, which is strictly controlled, the movement area might have more access flexibility, depending on airport regulations. Air Traffic Control (ATC) manages this space to ensure safe and orderly aircraft operations.

**6. LAW AND REGULATIONS**

- नागरिक उड्डयन प्राधिकरण ऐन २०१३
- विमानस्थल प्रमाणीकरण नियमन २००४
- नागरिक उड्डयनका आवश्यकता (CAR 14)
- त्रि.अ.वि.एरोड्रोम म्यानुल (२०२३)
- त्रि.अ.वि.सुरक्षा व्यवस्थापन प्रणाली (२०२३)
- निषेधित क्षेत्र प्रवेश सम्बन्धि SOP मानक संचालन प्रक्रिया

**7. JURISDICTION:**

All vehicles and handling operations at the airside, apron, and designated roadways are under the control and jurisdiction of Airside Management Division, Apron and Wildlife Management Section, TIA.



**8. RELATED REFERENCE DOCUMENTS:**

- (a) International Standards and Recommended Practices for Aeronautical Communications in ICAO Annex 10 Vol. 2 (Communication Procedures)
- (b) ICAO Annex 14
- (c) ICAO Document 9432 (Manual of Radio Telephony)
- (d) ICAO Document 9870 (Manual on the Prevention of Runway Incursions)
- (e) Tribhuvan International Airport Aerodrome Manual 2024
- (f) Tribhuvan International Airport Safety Management System Manual (Aerodrome) Version 8.0 2025

**9. REQUIREMENTS FOR DRIVING ON MANEUVERING AREAS:****AIRSIDE DRIVING PERMIT (ADP):**

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

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

**10. TRAINING:**

Driver shall attend training conducted by Civil Aviation Academy, Nepal or Orientation Course under Airside Management Division prior to undergoing the tests. The training/orientating class shall be base and cover the rules and regulations operating procedures of driving at the airside.

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



**11. TESTS:**

Driver shall undergo and pass a written theory test, followed by an oral test on radio-telephony (RT) communication skills. Finally, driver has to undergo a practical test where he/she will be assessed on his/her competency to driver in the maneuvering area. Upon passing all of the above tests, the driver will be issued with ADP.

**12. REFRESHER TRAINING:**

Driver shall undergo refresher training conducted by Civil Aviation Academy, Nepal or Orientation Course under Airside Management Division once in two years. Airside Management Division or assigned representative from AMD will notify the driver through the representative of each organization of the course schedule. If the driver fails to attend the refresher training, status in his/her ADP will be suspended.

**13. AIRSIDE VEHICLE PERMIT (AVP):**

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

- a. AVP Application form signed by accountable manager where the vehicle/equipment belongs.
- b. A valid medical certificate of driver, issued by medical doctor registered in NMC.
- c. A valid insurance certificate related vehicle.

**14. VEHICULAR REQUIREMENTS:**

A vehicle operator must not operate or permit the operation of a vehicle airside without supervision unless:

- a. Vehicle has current TIA Authority Permit for Use Airside affixed to the right hand side of the windscreen, or affixed in a visible holder.
- b. Each vehicle must be readily identifiable; the vehicle has on its side, front or rear a clearly displayed company logo.
- c. When a vehicle is no longer required for Airside use, the vehicle permit sticker is to be removed and returned to TIA.



- d. Drivers of all vehicles are to ensure that the vehicle they are driving airside is fully serviceable.
- e. Drivers must immediately notify the vehicle operator as soon as they become aware of any defect in a vehicle.
- f. A vehicle must not operate with a passenger load in excess of its designated capacity. Remember: NO SEAT, NO RIDE.
- g. No riding of bicycles is permitted airside, except on Perimeter Road or as authorized by the Airside Management Division.
- h. All vehicles operating airside are to display an amber/orange/yellow flashing or rotating light mounted on top of vehicle, so as to provide 360 degrees visibility.

**15. AIRSIDE VEHICLE CONTROL:**

**TRAFFIC RULES, GENERAL RULES AND PROCEDURES:**

- a. Each employer must ensure that his/her employees are capable and qualified to operate vehicles and equipment, which they are required to operate in the course of performing their duties on the airside.
- b. The vehicle operator must ensure that his vehicle is operating satisfactorily and has the required safety equipment and markings.
- c. All vehicle operators shall notify their immediate supervisor of any equipment malfunction.
- d. No person shall operate a vehicle in the airside area unless the vehicle displays an identification pass or other means of identification issued or authorized by the TIACAO.
- e. No person shall operate a vehicle in the airside area while under a prohibition from operating the vehicle imposed by a court.
- f. No person shall operate a vehicle in the airside area in a manner that, having regard to all the circumstances including the amount of traffic, is dangerous to aircraft, equipment, and persons or vehicles.



- g. Headlights must be turned on whenever a vehicle is operating in the maneuvering area
- h. All vehicles operating on movement area shall have safety equipment and display markings.
- i. No person shall park an aircraft fuel servicing vehicle within 15 meters of the terminal building, cargo building, aircraft hangar or any other airport structure designed to house the public that has windows or doors in any exposed walls.
- j. No person shall park a vehicle in any area designated by a sign as an area in which parking is prohibited.
- k. No person shall, without the permission of the Airside Management Division, park a vehicle in any area of the airside not intended for the use of vehicles.
- l. No person shall park a vehicle in any area of the airside designated by a sign as a loading area.
- m. Vehicles and equipment should be parked into parking areas. This is a particularly important around the terminal building for passenger's Bus, and other heavy machine and vehicles should park in the designated areas.
- n. Vehicle operators shall remain at a safe distance from areas affected by jet blast or prop wash of maneuvering aircraft, and not pass in front of or closely behind aircraft with engines running unless the wheels of the aircraft are chocked or the Marshaller wave's permission.
- o. No person shall operate a vehicle on a road within Tribhuvan International Airport airside at speed that exceeds the limit either marked on pavement or posted on vertical signs for that road.
- p. No person shall drive a vehicle or equipment at a speed in excess of allowable speed limit as indicated in part (3.2) of this airside driving permit book.
- q. Vehicle operators shall at all times give way to aircraft.



- r. Every vehicle operator when in airside area shall also give way to:
  - i. An emergency vehicle including RFFS vehicle and ambulance with warning devices operating.
  - ii. Vehicles towing aircraft
  - iii. Vehicles and equipment engaged in maintenance activities
- s. Every person operating a vehicle or equipment on the apron shall give the right of way to pedestrians being escorted between an aircraft and terminal building.
- t. Vehicles already in a designated vehicle corridor have the right of way over other vehicles attempting to enter it. Where corridors intersect, the operator shall give way to the vehicle on his right.

#### 16. DRIVING ON AIRSIDE ROADWAYS:

**Table 1. Driving Speed at Airside**

Location	Speed
Around the Aircraft Stands	10 km/h
On taxiway	10 km/h
On the perimeter and intervention roads	25 km/h
On apron and associated roads	10 km/h

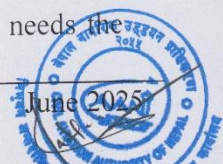
#### 17. VEHICLE BREAKDOWN:

Driver shall immediately inform Apron and Wildlife Management Section and Operations office if the vehicle has stalled on the maneuvering area. Driver shall contact his/her company maintenance section to tow the vehicle away immediately.

#### 18. AIRSIDE RULES AND REGULATIONS:

##### A. Eligibility to hold an Airside Driving Permit:

To be eligible for an Airside Driving Permit (ADP) at TIA, needs the following requirements:



- a. Proper Training: Completion of an airside driving course approved by the airport authority.
- b. Knowledge of Rules: Understanding of airside safety, traffic regulations, and emergency procedures.
- c. Valid Driving License: A valid driver's license for the type of vehicle you will operate.
- d. Medical Fitness: No health conditions that could impair safe driving.
- e. Security Clearance: Background check and necessary airport security approvals.
- f. Compliance: Adherence to airport-specific driving policies, including speed limits and restricted areas.
- g. Periodic Renewal: Permits are usually issued for a fixed duration and require renewal with refresher training.

**B. Responsibilities of ADP Holder:**

- a. For the safe operations on the maneuvering area, the driver shall first ensure that he/she possess the necessary qualification to drive in the maneuvering area, i.e. a valid ADP.
- b. Driver shall ensure there is a valid official purpose to drive into the maneuvering area, no one shall enter the maneuvering area unless absolutely necessary. Entry into maneuvering area is also strictly subjected to approval from Air Traffic Control.
- c. Driver shall also ensure that he/she is familiar with the Airside layout in order to move safely and orderly in the maneuvering area. Driver shall check that the latest copy of the aerodrome map is available in the vehicle prior to driving into the maneuvering area.
- d. All drivers shall use the standard RT phraseology and shall also ensure that they listen clearly to Air Traffic Control complete message and read back the complete message to Air Traffic Control.



- e. It is the responsibility of the driver, who has been trained during the course of obtaining the ADP, to ensure communication over the radio-telephony channel is clear and precise. Thus, only the driver, i.e. ADP holder, is allowed to operate the radio-telephony set and communicate with Air Traffic Control for all matters relating to driving on the maneuvering area. Any exception to this rule shall only be allowed if authorization has been granted by TIACAO.
- f. Lastly and very importantly, driver shall adhere to the airside safety Standard Operating Procedures (SOP) at all times when driving in the maneuvering area.

#### 19. ESCORT:

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

##### **Escorted driver shall:**

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

#### 20. TYPES OF AIRSIDE DRIVING PERMIT:

##### **CATEGORY 1:**

##### **Perimeter roads only (GREY):**

- a. The person holds a current Driving License issued from Department of Transport Management (DTM)
- b. The person is the holder of a current Airport Restricted Area Pass (ARAP).
- c. Driver/Operator shall undergo and pass a written theory test, followed by an



oral test on radio- telephony (RT) communication skill. Finally driver has to undergo a practical test where he/she will be assessed on his/her competency to drive in the maneuvering area.

Upon passing all of the above tests, the driver/operator will be issued with a category 1.

### **CATEGORY 2:**

#### **Airside roads and Domestic Apron (YELLOW)**

- a. The person holds a current Driving License issued from Department of Transport Management (DTM)
- b. The person is the holder of a current Airport Restricted Area Pass (ARAP).
- c. Driver/Operator shall undergo and pass a written theory test, followed by an oral test on radio- telephony (RT) communication skill. Finally driver has to undergo a practical test where he/she will be assessed on his/her competency to drive in the maneuvering area.

Upon passing all of the above tests, the driver/operator will be issued with a category 2.

### **CATEGORY 3:**

#### **Airside roads, International Aprons and Taxiways (BLUE)**

- a. The person holds a current Driving License issued from Department of Transport Management (DTM)
- b. The person is the holder of a current Airport Restricted Area Pass (ARAP).
- c. Driver/Operator shall undergo and pass a written theory test, followed by an oral test on radio- telephony (RT) communication skill. Finally driver has to undergo a practical test where he/she will be assessed on his/her competency to drive in the maneuvering area.

Upon passing all of the above tests, the driver/operator will be issued with a category 3.

**CATEGORY 4:****All Airside Areas (GREEN)**

- a. The person holds a current Driving License issued from Department of Transport Management (DTM)
- b. The person is the holder of a current Airport Restricted Area Pass (ARAP).
- c. Driver/Operator shall undergo and pass a written theory test, followed by an oral test on radio- telephony (RT) communication skill. Finally driver has to undergo a practical test where he/she will be assessed on his/her competency to drive in the maneuvering area.

Upon passing all of the above tests, the driver/operator will be issued with a category 4.

**21. APPLICATION FORMS FOR AIRSIDE DRIVING PERMIT:****Initial/Renewal**

Application for Airside Driving Permit Tribhuvan International Airport Civil Aviation Office Kathmandu, Nepal

**1. Applicant Details:**

- a. Full Name:
- b. Date of Birth:
- c. Nationality:
- d. Contact Number:
- e. Email Address:
- f. Residential Address:

**2. Employment Details:**

- a. Employer/Organization Name:
- b. Position/Designation:
- c. Employee ID (if applicable):
- d. Department:

**3. Driving License Details**

- a. Type of License Held:
- b. License Number:
- c. Issuing Authority:
- d. Date of Issue:
- e. Expiry Date:



**4. Vehicle Details**

- a. Type of Vehicle to be driven:
- b. Registration Number:

**5. Certification and Declaration**

I hereby declare that the information provided is true and correct to the best of my knowledge. I agree to abide by all rules and regulations governing airside driving at Tribhuvan International Airport Civil Aviation Office.

Signature:

Date:

**6. Attachments (Please check and attach the following documents)**

- a. Copy of valid driving license
- b. Copy of identification document (Citizenship/National ID Card)
- c. Employment ID or proof of employment
- d. Recent passport-sized photograph (For initial and in every four years interval)

**7. Office Use Only**

- a. Application Received By:
- b. Date:
- c. Remarks:
- d. Permit Issued:  Yes  No (For Renewal Only)
- e. Permit Number:
- f. Valid From: \_\_\_\_\_ To: \_\_\_\_\_

**22. MEDICAL STANDARDS**

To ensure safety and operational efficiency, applicants and permit holders must meet specific medical standards. These standards verify that individuals are physically and mentally fit to operate vehicles in the airside environment.

**1. Medical Examination Requirements:****a. General Medical Fitness:**

- i. Applicants must undergo a comprehensive medical examination by medical doctor certified by NMC.
- ii. The examination assesses overall health, physical ability, and mental fitness.

**b. Vision Standards:**

- i. Visual Acuity: Corrected or uncorrected vision should be at least 6/9 (20/30) in each eye.



- ii. Field of Vision: Normal peripheral vision must be maintained.
- iii. Color Vision: Ability to distinguish standard aviation-related colors.

**c. Hearing Standards:**

- i. Adequate hearing ability to perceive normal sounds and alarms.
- ii. No significant hearing impairment that could impair communication or safety.

**d. Physical Health:**

- i. No significant cardiovascular, neurological, or musculoskeletal impairments.
- ii. No chronic illnesses that could impair driving ability or cause sudden incapacitation.

**e. Mental Fitness:**

- i. No history of mental health conditions that impair judgment, concentration, or decision-making.
- ii. Must demonstrate psychological stability.

**f. Substance Use:**

- i. Negative screening for alcohol, drugs, or any other substances that could impair performance.
- ii. No history of substance abuse.

**23. PRE REQUISITE FOR AIRSIDE DRIVING PERMIT:**

Pre requisite for Airside Driving Permit at Tribhuvan International Airport Civil Aviation Office

**a. Valid Driving License**

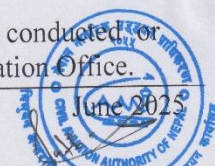
- i. Possess a valid driving license appropriate for the vehicle type intended to be driven in the airside area (e.g., light vehicle, heavy vehicle).
- ii. The license must be issued by the relevant licensing authority and be valid at the time of application.

**b. Employment/Authorization**

- i. Be employed by an authorized organization or contractor operating within Tribhuvan International Airport or have official authorization to drive in the airside area.
- ii. Submit proof of employment or authorization from the employer.

**c. Training and Certification**

- i. Complete mandatory airside driving safety training conducted or approved by Tribhuvan International Airport Civil Aviation Office.



- ii. Obtain relevant certification or completion certificate from the training program.
- d. Medical Fitness  
Provide a valid medical fitness certificate issued by an authorized medical practitioner, confirming fitness to operate vehicles in the airside environment.
- e. Background Check and Security Clearance
  - i. Undergo security clearance and background verification as per Civil Aviation Office regulations.
  - ii. Provide necessary identification documents (Citizenship, national ID).
- f. Application Submission with Required Documents  
Submit the completed application form along with all required documents, including copies of the driving license, ID proof, employment proof, medical certificate, and photographs.
- g. Compliance with Airport Regulations  
Agree to adhere to all rules, regulations, and safety procedures established by Tribhuvan International Airport Civil Aviation Office.

#### 24. EXTENSION OF AN AIRSIDE DRIVING PERMIT:

Procedure for Extension of Airside Driving Permit at Tribhuvan International Airport Civil Aviation Office

- a. Eligibility for Extension:
  - i. The current Airside Driving Permit must be valid or nearing expiration.
  - ii. The applicant must continue to meet all original prerequisites, including valid driving license, employment status, medical fitness, and security clearance.
- b. Required Documents for Extension:
  - i. Completed Application Form for Permit Extension (provided by Civil Aviation Office).
  - ii. *Copy of current Airside Driving Permit.*
  - iii. Valid medical fitness certificate (issued within the last 6 months).
  - iv. Updated employment proof or authorization letter from the employer (if applicable).
  - v. Copy of valid driving license.
  - vi. Recent passport-sized photographs.
  - vii. Any additional documents as specified by the Civil Aviation Office.
- c. Submission Procedure:
  - i. Submit the application along with all required documents to the Civil Aviation Office before the permit's expiration date.



- ii. Pay the applicable extension fee as determined by the office.
- d. Processing Time:
  - i. The extension is typically processed within a specified period (e.g., 3-7 working days).
  - ii. Applicants may be required to undergo a brief review or refresher training if mandated.
- e. Approval and Issuance:
  - i. Upon approval, the Civil Aviation Office issues a renewed Airside Driving Permit valid for a specified period (usually one year).
  - ii. The applicant must collect the renewed permit in person or as instructed.
- f. Important Notes:
  - i. Ensure all documents are up-to-date and accurate to avoid delays.
  - ii. Permit extension is contingent upon continued compliance with all prerequisites and regulations.

Unauthorized driving or expired permits may lead to penalties or suspension.

## 25. TESTING PROCESS FOR AN AIRSIDE DRIVING PERMIT:

Procedure for Testing process for an Airside Driving Permit at Tribhuvan International Airport Civil Aviation Office.

- a. Application Submission:

Applicants must first submit their application along with all required documents (proof of employment, driving license, medical certificate, photographs, etc.).
- b. Theoretical Examination:
  - i. Purpose: To assess knowledge of airport rules, safety procedures, signage, and regulations specific to airside driving.
  - ii. Format: Multiple-choice questions (MCQs) or written test covering topics such as safety protocols, vehicle operations, airport layout, security procedures, and emergency handling.
  - iii. Preparation: Applicants are advised to study relevant airport driving regulations and safety manuals provided by the Civil Aviation Office.
- c. Practical Driving Test:
  - i. Purpose: To evaluate the applicant's ability to operate vehicles safely within the airside environment.
  - ii. Assessment Areas:
  - iii. Vehicle control and maneuvering
  - iv. Observance of signage and signals
  - v. Safe parking and stopping



- vi. Proper response to simulated scenarios (e.g., emergency stops, pedestrian crossings)
  - vii. Adherence to speed limits and traffic rules within the airside area
  - viii. Procedure: Applicants drive a designated vehicle in a controlled environment or designated airside area under supervision.
- d. Evaluation and Certification:
- i. The examiner assesses the applicant's practical skills and theoretical knowledge.
  - ii. Successful applicants are deemed fit to operate vehicles in the airside area.
- e. Issuance of Permit:
- Upon passing both assessments, the applicant is issued an Airside Driving Permit valid for a specified period.

## 26. AIRSIDE DRIVING PERMIT RECORDS:

The records related to Airside Driving Permits (ADPs) are maintained by the Tribhuvan International Airport Civil Aviation Office, Airside Management Division, to ensure proper management, compliance, and security. These records include all relevant documentation and history of issued permits.

### Types of Records Maintained:

#### a. Application Records:

- i. Applicant details (name, ID, employment info).
- ii. Submission date of application.
- iii. Supporting documents (medical certificates, licenses).

#### b. Issuance Records:

- i. Permit number and validity period.
- ii. Date of issuance and expiry.
- iii. Vehicle details authorized for use.

#### c. Testing and Certification Records:

- i. Results of theoretical and practical tests.
- ii. Dates of tests conducted.
- iii. Examiner's notes and assessments.

#### d. Renewal and Extension Records:

- i. Requests for extension or renewal.
- ii. Approvals and updated validity periods.



- e. Suspension or Cancellation Records:**
    - i. Instances of permit suspension or revocation.
    - ii. Reasons and dates for action taken.
  - f. Medical and Security Clearance Records:**
    - i. Medical fitness certificates.
    - ii. Security screening and clearance details.
  - g. Record Management:**
    - i. Records are maintained securely, often in both physical and electronic formats.
    - ii. Access is restricted to authorized personnel to ensure confidentiality and security.
  - h. Usage of Records:**
    - i. To verify permit validity during inspections.
    - ii. For renewal and renewal tracking.
    - iii. To monitor compliance and security protocols.
    - iv. For audit and reporting purposes.
  - i. Retention Policy:**

Records are retained for a specified period as per regulatory requirements, often several years after permit expiry or cancellation.
  - j. Contact for Records or Inquiries:**

Tribhuvan International Airport Civil Aviation Office, Airside Management Division will be responsible for maintaining, updating, and providing access to Airside Driving Permit records.
- 27. UPGRADING OF AN AIRSIDE DRIVING PERMIT:**
- Upgrading an Airside Driving Permit (ADP) involves expanding the scope of permitted vehicles, increasing validity, or obtaining additional privileges. The following steps outline the general process for upgrading the permit.
- a. Assessment of Upgrade Requirements:**
    - i. Determine the type of upgrade needed (e.g., permission for larger vehicles, additional vehicle categories, extended validity).
    - ii. Review eligibility criteria and necessary qualifications for the upgrade.
  - b. Application Submission:**
    - i. Submit a formal application for upgrading the existing ADP.
    - ii. Include relevant documents such as current permit, valid driving license, medical certificates, employment proof, and any specific requirements for the upgrade.

**c. Documentation and Supporting Evidence:**

Provide additional documents if required, such as:

- i. Vehicle registration certificates for new vehicle types.
- ii. Updated medical or security clearance certificates.
- iii. Training or refresher course certificates if mandated.

**d. Assessment and Evaluation:**

The Civil Aviation Office may conduct:

- i. A theoretical assessment to test knowledge of new vehicle operations or regulations.
- ii. A practical driving test for new vehicle categories or privileges.

**e. Training (if required):**

Enroll in and complete any mandated training or refresher courses related to new vehicle types or procedures.

**f. Approval and Verification:**

The authorities review the application, test results, and supporting documents.

Upon successful evaluation, approval for the upgrade is granted.

**g. Issuance of Upgraded Permit:**

- i. A new permit reflecting the upgraded privileges, vehicle categories, or extended validity is issued.
- ii. The upgraded permit may be reissued with updated details or as an annex to the existing permit.

**h. Record Update:**

The upgrade details are recorded in the permit records maintained by the Civil Aviation Office.

**i. Important Notes:**

The upgrade process may vary depending on the specific nature of the upgrade and regulatory policies. Applicants are advised to consult the Civil Aviation Office or their official guidelines for detailed procedures and requirements. Ensure all training and testing requirements are fulfilled to avoid delays.

**28. DOWNGRADING OF AN AIRSIDE DRIVING PERMIT:**

Downgrading an Airside Driving Permit (ADP) involves reducing the scope of permitted vehicle categories, extending validity, or altering privileges to suit changing operational needs. The following steps outline the standard procedure for downgrading an existing permit.

- a. **Identify the Need for Downgrade:**  
Determine the reason for downgrading (e.g., change in job responsibilities, vehicle fleet reduction and expiry of certain privileges). Review the current permit details and the desired scope of the downgraded permit.
- b. **Application Submission:**  
Submit a formal request to the Civil Aviation Office specifying the intent to downgrade. Include the current permit and relevant personal/employment documentation.
- c. **Provision of Supporting Documents:**
  - i. Provide documents such as:
  - ii. Current permit copy.
  - iii. Employment verification or change of role letter.
  - iv. Medical or security clearances if applicable.
  - v. Any required forms or declarations.
- d. **Assessment and Verification:**  
The authorities verify the request and supporting documents. Ensure that the downgrade aligns with regulatory requirements and operational needs.
- e. **Approval Process:**  
The Civil Aviation Office reviews and approves the downgrade request. It may issue a new permit reflecting the reduced scope of privileges.
- f. **Issuance of Updated Permit:**
  - i. The downgraded permit is issued, either as a new document or an updated version of the existing permit.
  - ii. The previous permit may be canceled or marked as inactive.
- g. **Record Update:**  
The permit records are updated to reflect the downgrade in the Civil Aviation Office's database.

## 29. ADDITIONAL CONSIDERATIONS:

Downgrading may be necessary when vehicle categories change or when operational roles are modified. Ensure that the downgraded permit remains valid for the remaining period and complies with safety and security standards.

## 30. TERMINATION OF AN AIRSIDE DRIVING PERMIT:

Termination of an Airside Driving Permit (ADP) may occur due to job termination, license revocation, non-compliance, or other reasons. The following outlines the standard procedure for formally terminating a permit.

### 1. Initiate Request for Termination:

The permit holder, employer, or authorized representative must submit a

formal request to the Tribhuvan International Airport Civil Aviation Office, Airside Management Division, indicating the intention to terminate the permit.

**2. Prepare Necessary Documentation:**

- i. Submit the existing permit card or certificate.
- ii. Provide an employer's letter or reason for termination (if applicable).
- iii. Complete any required forms provided by the Tribhuvan International Airport Civil Aviation Office, Airside Management Division.

**3. Notification and Verification:**

- i. The Tribhuvan International Airport Civil Aviation Office, Airside Management Division, reviews the termination request and verifies the documents.
- ii. Confirm the identity of the permit holder and the validity of the permit.

**4. Official Cancellation:**

- i. Upon approval, the permit is officially canceled or deactivated in the records.
- ii. The permit card or document may be returned or marked as invalid.

**5. Issuance of Confirmation or Receipt:**

The office provides a formal acknowledgment or receipt confirming the permit termination.

**6. Update Records:**

The permit status is updated in the Civil Aviation Office's database to reflect termination.

**7. Disposal of Permit Documents:**

The physical permit document may be disposed of or filed as per office protocol.

**8. Additional Notes:**

- i. Termination should be processed promptly to ensure compliance with security and safety regulations.
- ii. If the permit holder is changing roles or leaving employment, ensure all formalities are completed to avoid security issues.
- iii. In case of revocation due to violations, additional procedures or penalties may apply.

**31. SUSPENSION OR REMOVABLE OF AN AIRSIDE DRIVING PERMIT:**

Suspension or removal of an Airside Driving Permit (ADP) is typically initiated due to security concerns, violations of regulations, safety issues, or at the request of the permit holder or employer. The following outlines the standard procedures.



- a. **Grounds for Suspension or Removal:**
  - i. Security breaches or violations of airport safety protocols.
  - ii. Repeated or serious traffic violations within the airside area.
  - iii. Non-compliance with civil aviation regulations.
  - iv. At the request of the permit holder or employer.
  - v. Administrative or disciplinary reasons.
- b. **Initiation of Action:**
  - i. The Civil Aviation Office, security personnel, or employer may formally request suspension or removal.
  - ii. The permit holder or employer may also submit a written request for removal or suspension.
- c. **Submission of Request and Supporting Documents:**
  - i. Submit a formal application indicating reasons for suspension/removals
  - ii. Include relevant documents such as violation reports, incident details, or employer's request.
- d. **Review and Investigation:**
  - i. The Civil Aviation Office conducts an investigation or review of the case.
  - ii. May involve security agencies or relevant authorities.
- e. **Decision and Notification:**
  - i. Based on findings, the office issues a decision to suspend or permanently revoke the permit.
  - ii. The permit holder or employer is notified in writing, with reasons provided.
- f. **Implementation of Suspension or Removal:**
  - i. The permit is physically marked as suspended or canceled in official records.
  - ii. The permit card or document is collected or marked invalid.
- g. **Record Updating:**

The permit status is updated in the official database to reflect suspension or removal.
- h. **Duration and Reinstatement (if applicable):**
  - i. Suspension may be temporary, with conditions for reinstatement.
  - ii. Reinstatement procedures involve reapplication, review, and approval.
- i. **Additional Considerations:**
  - i. Suspension or removal ensures airport security and safety are maintained.
  - ii. Violations may lead to disciplinary action, including legal proceedings if necessary.
  - iii. Always ensure proper documentation and procedural fairness.



## APPENDIX - A.

**Civil Aviation Authority of Nepal**  
**Tribhuvan International Airport Civil Aviation Office**  
**Airside Management Division**

## A. Medical Examination of Applicant for Airfield Driving Permit (Initial/Renewal)

Applicant Details:			
Full Name:			
Nationality:			
Contact Number:			
Nationality:			
Residential Address:			
A. Employment Details:			
Employer/Organization Name:			
Position/Designation:			
Employee ID (if applicable):			
Department:			
B. Vision Standards:			
Visual Acuity: Corrected		uncorrected	
Colour Vision: Satisfactory		Unsatisfactory	
Issuing Authority:			
Date of Issue:			
Expiry Date:			
C. Hearing Standards: Satisfactory		Unsatisfactory	
D. Physical Health:			
Cardiovascular:			
Neurological:			
Chronic illnesses:			
Alcohol:			
E. Examined By:			
Dr.		NMC No:	
Signature:		Date:	
G. Office Use Only			
Application Received By:		Date:	
(For Renewal Only)			
Permit Number:	Valid From: .....To .....		



**B. Language Proficiency:**

Effective communication is essential for safety and coordination in the airside environment. Therefore, applicants and permit holders must demonstrate adequate language proficiency, Nepali Language, preferred English language.



## C. INITIAL/ RENEWAL PERMIT APPLICATION FORM:

**Civil Aviation Authority of Nepal**  
**Tribhuvan International Airport Civil Aviation Office**  
**Airside Management Division**

Application for Airfield Driving Permit (Initial/Renewal)

A. Applicant Details:	Photo
Full Name:	
Nationality:	
Contact Number:	
Nationality:	
Email Address:	
Residential Address:	
Permanent Address:	
B. Employment Details:	
Employer/Organization Name:	
Position/Designation:	
Employee ID (if applicable):	
Department:	
C. Driving License Details	
Type of License Held:	
License Number:	
Issuing Authority:	
Date of Issue:	
Expiry Date:	
D. Category:	
E. Certification and Declaration: I hereby declare that the information provided is true and correct to the best of my knowledge. I agree to abide by all rules and regulations governing airside driving at Tribhuvan International Airport Civil Aviation Office.	
Signature:	Date:
F. Attachments (Please check and attach the following documents)	
a. Copy of valid driving license	
b. Copy of identification document (Citizenship/National ID Card)	
c. Employment ID or proof of employment	
H. Office Use Only	
Application Received By:	Date:
(For Renewal Only)	
Permit Number:	Valid From: ..... To .....
I. Applicant must show the original documents and attached the photocopy of documents asked.	



**D. AIRSIDE VEHICLE PERMIT (AVP):**

**Civil Aviation Authority of Nepal  
Tribhuvan International Airport Civil Aviation Office**

Vehicle Number:

Company:

Issue Date:

Category:

Expiry Date:

ADP No.:



**E. AIRSIDE DRIVING PERMIT (ADP):**

**Civil Aviation Authority of Nepal  
Tribhuvan International Airport Civil Aviation Office**

Name:

Contact No.:

Company:

Issue Date:

Category:

Expiry Date:

ADP No.:

The End

