

Airside Driving Handbook for Velana International Airport

EDITION:	6
ISSUE DATE:	25 th July 2025
REFERENCE NUMBER:	N4-MNL/2020/29
AMENDMENT NO.:	--
AMENDMENT DATE:	--
EFFECTIVE DATE:	26 th July 2025
COPY NUMBER: E-COPY	

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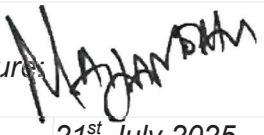




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0.1 DOCUMENT CONTROL

0.1.1 DOCUMENT APPROVAL

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Accountable Executive Approval

As the Chief Executive Officer and Managing Director of Maldives Airports Company Limited (MACL), I formally approve and endorse the Airside Driving Handbook for Velana International Airport (VIA).

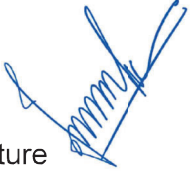
This Handbook fulfils the Airside Vehicle Control Procedure outlined in the Aerodrome Manual of VIA, as required under the Aerodrome Certificate granted by the Maldives Civil Aviation Authority (MCAA). The procedures, rules, and standards defined within are in accordance with regulations, local and international standards, and best practices, all specifically tailored to the VIA environment as applicable.

To ensure its effective implementation and continuous adherence, I confirm that the Aerodrome & Ground Aids of MACL is mandated with overall control of this Handbook, the authorization and issuance of Airside Driver Permits (ADP), and Airside Vehicle Permits (AVP), and the enforcement of all relevant rules and regulations contained herein.

I expect and mandate that every individual with airside driving privileges diligently adheres to the rules and guidelines set forth in this Handbook. Your strict compliance is not only a requirement, but a fundamental commitment to the collective safety and operational integrity of VIA.

MACL remains dedicated to upholding the highest standards and continuously improving our safety protocols. This Handbook is a testament to that commitment, and your adherence is vital to its success.

Name: *Ibrahim Shareef Mohamed*
 Designation: *Chief Executive Officer & Managing Director*
 Company: *Maldives Airports Company Limited*


 Signature
 Date: 23rd July 2025

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0.2 MANUAL PROCEDURES AND DISTRIBUTION

0.2.1 PURPOSE OF THIS HANDBOOK

This Airside Driving Handbook (hereinafter referred to as “the Handbook”) is established in accordance with the certification issued to Velana International Airport (VIA), the aerodrome operator, under the Maldives Civil Aviation Regulations (MCAR). Velana International Airport, operated by Maldives Airports Company Limited (MACL), is mandated to maintain a comprehensive manual governing the control of surface vehicles operating on or near the airside movement area.

The primary objective of this Handbook is to define the rules, regulations, standards, procedures, and recommendations for the driving and operation of vehicles and mobile equipment within the airside area of Velana International Airport. These vehicle operation control measures are intended to ensure the highest-level safety of personnel, passengers, aircraft, and all associated operations within the VIA’s airside environment.

0.2.2 SCOPE OF THIS HANDBOOK

0.2.2.1 Applicability

This Handbook shall apply to, and be strictly followed by, all individuals or entities operating or driving any vehicle or mobile equipment within the airside area of Velana International Airport. This includes, but is not limited to, airport organizations, airline operators, ground handling agencies, non-airport organizations supported by airport organizations, security entities, and all law enforcement entities. Failure to comply with these rules and regulations shall be considered a breach of regulatory requirements, standards and recommended practices and may result in exclusion from operating a vehicle on the Airside.

Note:

Annex F of this Handbook is incorporated as a guideline for the landside vehicle permit process and the general rules applicable to restricted areas of VIA. Its provisions shall be complied with by all drivers and vehicle operators accessing the non-public/restricted landside area, including airport organizations, airline operators, ground handling agencies, non-airport organizations supported by airport organizations, security entities, any law enforcement entities, and companies or organizations operating outside the airport but requiring access.

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0.2.2.2 Obligations to vehicle operators

The obligations binding upon Vehicle Operators are as follows:

- I. **Permits:** Vehicle Operators shall be responsible for obtaining the necessary Airside Vehicle Permit for each vehicle and the required Airside Driver Permit for all drivers operating specific vehicles.
- II. **Training:** Vehicle Operators shall ensure that their drivers are trained to operate specialized vehicles and mobile equipment in accordance with specific requirements (including ground handling, airline, and airport standards) and shall provide verifiable evidence of such training.
- III. **Compliance with Permit Procedures:** Vehicle Operators shall fulfil all conditions and requirements stipulated in the Airside Driver Permit and Airside Vehicle Permit application procedures.
- IV. **Permit Maintenance:** Vehicle Operators shall ensure that all renewal and cancellation procedures are strictly followed in accordance with the provisions of this Handbook.
- V. **Information Dissemination:** Vehicle Operators shall be responsible for communicating and briefing their respective drivers on all circulars, bulletins, and emails concerning the provisions governing vehicle operation within VIA, as outlined in this Handbook.
- VI. **Indemnification and Liability:** Vehicle Operators shall indemnify Maldives Airports Company Limited (MACL) and shall be held liable for any loss or damage caused to persons, vehicles, aircraft, property, or any third party resulting from reckless or negligent conduct, including the failure to adhere to the provisions of this Handbook.
- VII. **Agreement to Terms:** Vehicle Operators shall explicitly agree to all terms and conditions specified under the Airside Driver Permit (ADP) and Airside Vehicle Permit (AVP) schemes.

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0.2.2.3 Jurisdiction

0.2.2.3.1 Airside Vehicle Operations Control

The accountable executive of MACL has delegated overall responsibility for the establishment, provision, and implementation of airside vehicle operations control measures at VIA to the Head of the Aerodrome Management Services (AMS) Department. In turn, the Head of AMS Department has delegated responsibility to the Head of Aerodrome & Ground Aids Section.

The Head of Aerodrome & Ground Aids has tasked the responsibility to the Head of Aerodrome Documentation & Standards Unit and is responsible for establishment and implementation of airside driver permit and vehicle permit issuance procedures. The Head of Aerodrome Documentation & Standards Unit is also responsible for the issuance, suspension, and cancellation of Airside Driver Permits for drivers and Airside Vehicle Permit for vehicles. Additionally, this Unit is responsible for ensuring that the compliance checks are carried out in coordination with the Airside Operations Unit of AGA Section and for taking necessary actions in accordance with the ADP/AVP driving offence point scheme.

0.2.2.3.2 Aircraft Operations Control

Aircraft maneuvering control is mandated to the Air Traffic Services of Maldives National Air Traffic Services (MNATS).

Aircraft parking control is mandated to the Airport Operations Control Center of AOC & SD of Airport Operations Division of MACL.

0.2.2.3.3 Airside and Airport Access Control

Airside and Airport access control of VIA is mandated to the Aviation Security Command under the Ministry of Defence.

Note: The Aviation Security Command holds the authority to grant security clearance for vehicles accessing the non-public/restricted landside area of VIA.

Escort Services for vehicles are permitted by the Commercial Division of MACL and are subject to prior Security clearance from the Aviation Security Command.

Refer to: Escort Service procedures

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0.2.3 EXPLANATIONS OF TERMS

When used in this Handbook, the following terms have the meanings explained below:

- a) **'Shall', 'Must', 'Have to'**, or another action verb in the imperative sense means that the application of a rule, procedure, or provision is mandatory.
- b) **'Must not'** means that the prescribed action must never be done or strictly prohibited.
- c) **'Should'** indicates that the application of a procedure or provision is recommended.
- d) **'May'** signifies that the application of a procedure or provision is optional.
- e) The term **"Vehicle Operators"** refers to airport organizations, stakeholders of VIA, and non-airport organizations supported by an airport organization. This definition includes, but is not limited to, airport operators, airline operators, airlines, fixed-base operators, security entities, companies or organizations, and contractors supported or approved by airport organizations.
- f) The phrase **"the provisions of this Handbook"** collectively refers to all **rules, regulations, procedures, requirements, recommendations, and directives contained within this Airside Driving Handbook**. It denotes the authoritative and mandatory content of this document, which serves as a supplementary manual to the *Airside Vehicle Control Procedure* of the *Aerodrome Manual of VIA*, and is in accordance with the regulations stipulated by the relevant regulator.

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0.2.4 REFERENCES

All users of traffic way within the airside area and non-public/restricted area of VIA are governed by the following rules and regulations:

- a. Aerodrome Circulars, Bulletins, and SOPs issued by Aerodrome & Ground Aids of MACL.
- b. Relevant Circulars, Emails, Bulletins, and Notice issued by Aviation Security Command (AVSECOM), SSC of MACL, Finance Department of MACL, and Commercial Division of MACL.
- c. Any Circulars, Emails, Notices, and Documents associated within the Aerodrome Manual of VIA.
- d. *Aerodrome Manual- Velana International Airport.*
(Airside Driving Handbook shall be read in conjunction with the Aerodrome Manual).
- e. Maldives Civil Aviation Regulations MCAR-139 and ASC 139-5.
- f. ICAO Doc 9981 PANS Aerodrome.
- g. The Rules and Regulations of Motor vehicles on Land issued by the Ministry of Transport & Civil Aviation.

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0.2.5 SYSTEM OF AMENDMENTS

All amendments to this Handbook shall be published by the Aerodrome & Ground Aids Section. The Document Controller of AGA shall be responsible for ensuring the accuracy of its contents and for keeping the information current. When an amendment concerns any provision or procedure that requires approval by the Accountable Executive, such approval shall be obtained before the amendment becomes effective.

This Handbook shall be reviewed in every three (3) years or on as-needed basis, whichever occurs sooner. Aerodrome Circulars and Bulletins shall be issued and disseminated to airside users as temporary amendments and supplementary directives to these provisions. Compliance with any such amendment or supplement shall be mandatory for all vehicle operators at VIA.

Airport organisations and entities directly involved in safety or security operations may submit feedback and recommendations for the inclusion or amendment of any provisions in this Handbook. Proposed changes should be submitted using the form provided in Annex B of this Handbook or by emailing aerodrome@macl.aero . Following a review of these suggestions and comments with relevant sections or departments, and if deemed necessary, amendments shall be incorporated into this Handbook.

0.2.6 DOCUMENT MANAGEMENT AND CONTROL SYSTEMS

The master copy of this handbook shall be managed and retained by the Aerodrome & Ground Aids Section of MACL.

0.2.7 DISTRIBUTION OF DOCUMENTS

Electronic copies (E-Copy) shall be the primary distribution mean and shall be distributed as listed below and among stakeholders. Printed versions may be made available to stakeholders for ease of access by airside users; however, such copies shall be updated to reflect to the current Amendment.

Annex F of this Manual shall be distributed to the Landside Vehicle Operators of VIA.

This Handbook can be accessed and downloaded as a PDF document via the official website of MACL: <https://www.macl.aero/corporate/media/downloads>

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Distribution	Copies	Type of Copy	
		Hard	Soft
Aerodrome & Ground Aids/AMS of MACL	Master Copy	√	√
Head of MACL	E-Copy	x	√
Head of AGA of MACL	E-Copy	x	√
Head of AMS Department of MACL	E-Copy	x	√
Head of SSC Department of MACL	E-Copy	x	√
Head of L&D of MACL	E-Copy	x	√
Head of Commercial Division of MACL	E-Copy	x	√
Head of Legal of MACL	E-Copy	x	√
Head of Finance Department of MACL	E-Copy	x	√
Head of Mechanical Services Department of MACL	E-Copy	x	√
Head of HRD of MACL	E-Copy	x	√
Head of PD&PD of MACL	E-Copy	x	√
Head of Airport Planning of MACL	E-Copy	x	√
Aerodrome & Ground Aids Server	E-Copy	x	√
MACL Manual Server	E-Copy	x	√
Intranet (MACL)	E-Copy	x	√
Website (MACL)	E-Copy	x	√
Head of Aerodrome Documentation & Standards/AGA of MACL	E-Copy	x	√
Head of Airside Operations/AGA of MACL	E-Copy	x	√
Head of Wildlife Hazard Management/AGA of MACL	E-Copy	x	√
Head of Visual Aids Maintenance/AGA of MACL	E-Copy	x	√
Head of Navigational Aids Maintenance/AGA of MACL	E-Copy	x	√
Head of Land Aerodrome Maintenance/AGA of MACL	E-Copy	x	√
Head of Airport Emergency Planning /AES of MACL	E-Copy	x	√
Head of AFRS/AES of MACL	E-Copy	x	√
Head of Road & Airfield Maintenance/FMD of MACL	E-Copy	x	√
Head of Ramp Technical Operations of MACL	E-Copy	x	√
Head of Ramp Ground Operations of MACL	E-Copy	x	√
Head of Baggage Handling of MACL	E-Copy	x	√
Head of Cargo Services of MACL	E-Copy	x	√

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Head of Fuel Services of MACL	E-Copy	x	√
AVSECOM	E-Copy	x	√
Island Aviation Services Ltd.	E-Copy	x	√
Manta Aviation Pvt Ltd	E-Copy	x	√
Villa Air Pvt Ltd.	E-Copy	x	√
Maldives Inflight Catering Ltd.	E-Copy	x	√
Emirates Airlines	E-Copy	x	√
Turkish Airlines	E-Copy	x	√
SriLankan Airlines	E-Copy	x	√
MNDF HQ Male' Area	E-Copy	x	√
Maldives Customs Service	E-Copy	x	√
All airside users of VIA	E-Copy	x	√
Any other Stakeholder of VIA	E-Copy	x	√

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0.2.8 RECORDS MANAGEMENT

All records pertaining to this Handbook shall be stored by the Aerodrome & Ground Aids Section. The Head of Aerodrome Documentations & Standards Unit shall be responsible for the managing and retaining the records of this Handbook.

0.2.9 TEMPORARY REVISIONS

Aerodrome Circulars and Bulletins shall be issued and disseminated to airside users as temporary amendments and supplements to the existing provisions of this Handbook. Compliance with any such amendment or supplement shall be mandatory for all vehicle operators of VIA.

All amendments shall be marked with a bar (I). For new editions, changes shall not be highlighted.

0.2.10 DISPOSAL OF OBSOLETE DOCUMENTS AND RECORDS

Obsolete documents and records shall be removed from the main file and retained under the control of the AGA Section. All electronic copies shall be replaced within their respective storage locations.

0.2.11 AUTHENTICITY OF DOCUMENTS

The master copy of this Handbook shall be managed by the Document Controller of AGA Section.

0.2.12 BACK UP OF DOCUMENTS AND RECORDS

The document controller shall maintain a backup of all copies and ensure that all information uploaded to the intranet, or any repository is mirrored and kept up to date.

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0.2.13 RECORD OF AMENDMENTS

Edition No.	Amendment No.	Issue Date	Effective Date	Entered By
EDITION 1	New	-	2006	Ramp Services
EDITION 2	Whole Document	-	1 st May 2011	Aerodrome & Nav. Aids
EDITION 2/01	Page 10, 39	-	1 st October 2011	Aerodrome & Nav. Aids
EDITION 3	Whole Document	-	1 st January 2014	Aerodrome & Ground Aids
EDITION 3/01	Whole Document	-	1 st January 2016	Aerodrome & Ground Aids
EDITION 4	Whole Document	-	15 th December 2020	Aerodrome & Ground Aids
EDITION 5	Whole document-	27 th September 2023	30 th September 2023	Aerodrome & Ground Aids
EDITION 6	Whole Document	25 th July 2025	26 th July 2025	Aerodrome & Ground Aids

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0.2.14 AMENDMENT HIGHLIGHTS

The following table describes changes included in the amendments to the current edition of the Airside Driving Handbook compared to the previous edition. Any changes introduced in this edition will be published as amendments. All amendments are marked with a bar (**I**). Changes in new editions are not highlighted.

Area Changed	Description of Changes
Chapter 0	
Chapter 1	
Chapter 2	
Chapter 4	
Chapter 5	
Annex A	
Annex B	
Annex C	
Annex D	
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Annex F	

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0.2.15 ABBREVIATIONS AND EXPLANATIONS

Abbreviation	Description
ADP	Airside Driver Permit
AGA	Aerodrome & Ground Aids
AOCC	Airport Operations Control Centre
AFRS	Airport Fire & Rescue Services
AMS	Aerodrome Management Services
ATCO	Air Traffic Control Officer
ATS	Air Traffic Service
AVDGS	Advanced Visual Docking Guidance System
AVP	Airside Vehicle Permit
AVSECOM	Aviation Security Command
AWI	Airport Worthiness Inspection
CEO	Chief Executive Officer
DVOR	Doppler Very High Frequency Omni-directional Range
FOD	Foreign Object & Debris
GSE	Ground Service/Support Equipment
ICAO	International Civil Aviation Organisation
ILS	Instrument Landing System
LDP	Learner's Driver Permit
LVP	Landside Vehicle Permit
MACL	Maldives Airports Company Ltd.
MCAA	Maldives Civil Aviation Authority
MCAR	Maldives Civil Aviation Regulation
MD	Managing Director
MNATS	Maldives National Air Traffic Services
MNDF	Maldives National Defense Force
MPS	Maldives Police Service
MSD	Mechanical Services Department

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PBB	Passenger Boarding Bridge
RTF	Radiotelephony
RWY	Runway
TADP	Temporary Airside Driver Permit
TVP	Temporary Vehicle Permit
TWY	Taxiway
VHF	Very High Frequency
VIA	Velana International Airport

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0.2.16 GLOSSARY OF COMMON TERMS

Terms	Definition
ACCIDENT	An occurrence associated with the operation or handling of an aircraft in which a person is fatally or seriously injured, or the aircraft sustains damage (adapted from the definition contained in ICAO Annex 13)
ADP ISSUER	Authorized personnel of Aerodrome Documentation & Standards Unit of Aerodrome & Ground Aids of MACL
AERODROME	A defined area of 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.
AIRCRAFT STAND	A designated area on an apron intended to be used for parking an aircraft.
AIRSIDE DRIVER PERMIT (ADP)	The card evidencing the authorization issued by AGA of MACL/VIA to the holder to drive vehicle in the airside of Velana International Airport in accordance with the categories specified within the card.
AIRSIDE VEHICLE PERMIT (AVP)	Permit for a vehicle to be operated in the airside of Velana International Airport
AIRSIDE	The movement area of an airport, adjacent terrain and buildings or portions thereof, access to which is controlled.
APRON	A defined area in an aerodrome, intended to accommodate aircraft for the purposes of loading or unloading passengers, mail or cargo, fuelling, parking or maintenance.
AUTHORISED OFFICER	Any officer of the AGA of MACL/VIA or any Aviation Security Command officer or any person duly authorized by the chief executive officer to act on his behalf.
DRIVER	In relation to a trailer includes the driver of a vehicle by which the trailer is drawn, and 'drive' shall be construed accordingly.
Foreign Object Debris (FOD)	An inanimate object within the movement area which has no operational or aeronautical function, and which has the potential to be a hazard to aircraft operations.

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'FOLLOW ME' VEHICLE	A vehicle used to guide aircraft or other vehicles on the airside.
HOT SPOT	A location on an aerodrome movement area with a history or potential risk of collision or runway incursion and where heightened attention by pilots/drivers is necessary.
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.
INCURSION	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 take-off of aircraft
	Runway/Taxiway Incursion- Any occurrence at an aerodrome involving the departure, wholly or partly, of an aircraft from the runway/taxiway in use during take-off, a landing run, taxiing or maneuvering.
MANEUVERING AREA	The part of an aerodrome used for the take-off, landing, and taxiing of aircraft, excluding apron(s).
MOVEMENT AREA	That part of an aerodrome used for the take-off, landing, and taxiing of aircraft, consisting of the maneuvering area and the apron(s)
OBSTACLE	All fixed (whether temporary or permanent) and mobile objects, or parts thereof, that: a) are located on an area intended for the surface movement of aircraft; or b) extend above a defined surface intended to protect aircraft in flight; or c) stand outside those defined surfaces and that have been assessed as being a hazard to air navigation.
OWNER/EMPLOYER	In relation to a motor vehicle includes the person or organisation in whose name the vehicle is registered.
PERIMETER ROAD	That road within the airside that allows vehicles to move around the airport clear of apron, taxiways, and runways.

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PARK	To bring a vehicle to a stationary position and cause it to wait for any purpose other than that of immediately taking up or setting down the passengers, goods or luggage.
ROAD	An established surface route on the movement area meant for the exclusive use of vehicles.
ROAD-HOLDING POSITION	A designated position at which vehicles may be required to hold.
RUNWAY	A defined rectangular area on a land aerodrome prepared for the landing and take-off of aircraft.
RUNWAY END SAFETY AREA (RESA)	An area symmetrical about the extended runway centreline and adjacent to the end of the strip primarily intended to reduce the risk of damage to an aeroplane undershooting or overrunning the runway.
RUNWAY GUARD LIGHTS	A light system intended to caution pilots or vehicle drivers that they are about to enter an active runway.
RUNWAY-HOLDING POSITION	A designated position intended to protect a runway, an obstacle limitation surface, or an ILS/MLS Critical/Sensitive area at which taxiing aircraft or vehicle shall stop and hold, unless otherwise authorized by the aerodrome control tower.
RUNWAY STRIP	A designated area including the runway and stopway, if provided, intended: a) To reduce the risk of damage to aircraft running off a runway; and b) To protect aircraft flying over it during take-off or landing operations.
SERVICE ROAD	That road within the airside that allows vehicles to move, clear of apron, taxiways, and runways.
SHOULDER	An area adjacent to the edge of a pavement so prepared as to provide a transition between the pavement and adjacent surface.
TAXIWAY	A defined path on a land aerodrome established for the taxiing of aircraft and intended to provide a link between one part of the aerodrome and another, including:

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	<p>a) Aircraft Stand Taxilane: A portion of an apron designated as a taxiway and intended to provide access to aircraft stands only.</p> <p>b) Apron Taxiway: A portion of a taxiway system located on an apron and intended to provide a through taxi-route across the apron.</p> <p>c) Rapid Exit Taxiway: A taxiway connected to a runway at an acute angle and designated to allow landing aeroplanes to turn off at higher speeds than are achieved on other exit taxiways thereby minimizing runway occupancy times.</p>
TAXIWAY INTERSECTION	A junction of two or more taxiways.
TAXIWAY STRIP	An area including a taxiway intended to protect an aircraft operating on the taxiway and to reduce the risk of damage to an aircraft accidentally running off the taxiway.
TRAFFIC SIGNS	These include all signals, warning signs, posts, direction posts, signs lines, lamps, lights or other devices for the guidance or direction of person using the aerodrome
VEHICLE	Any motorized self-propelled means of transportation such as a car, pushback tractor, belt loader, baggage truck, etc. This includes non-motorized Mobile equipment.

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0.3 USEFUL CONTACT DETAILS OF VIA

0.3.1 VIA EMERGENCY CONTACTS


Velana International Airport

Emergency Contact Numbers


1556


**Airport Emergency Services
Control Center**


799 0223


Safety
Safety, Security & Compliance Department


303 7633


MACL Medical Clinic
788 4242


792 1666


Security
Aviation Security Command


333 7240


Information
Terminal Service

990 0793


MNDF
Male' Arsa Hulhul' Post

996 8024


Airport Police

Revision: 07
Revised: 29th September 2022 | Effective on: 01st October 2022

Safety, Security & Compliance Department

0.3.2 AIRSIDE REPORTING CONTACTS

<p>EMERGENCY / FIRE INCIDENT / ACCIDENT</p> <p style="color: red; font-size: 1.2em;">1556 (AFRS)</p>	<p>VEHICLE ACCIDENT/ INCIDENT ON AIRSIDE</p> <p style="color: red; font-size: 1.2em;">799 0223 (SSC)</p>	<p>WILDLIFE HAZARDS ON MOVEMENT AREA</p> <p style="color: red; font-size: 1.2em;">799 6031 (AGA)</p>
<p>OIL SPILL ON APRON AREA</p> <p style="color: red; font-size: 1.2em;">1556 (AFRS)</p>	<p>AIRCRAFT PARKING CONTROL</p> <p style="color: red; font-size: 1.2em;">333 7475 (AOCC)</p>	<p>FOD ON MANUVERING AREA</p> <p style="color: red; font-size: 1.2em;">799 6031 (AGA)</p>
<p>INJURY TO PERSONNEL</p> <p style="color: red; font-size: 1.2em;">1556 (PARAMEDICS)</p>		

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0.4 DESIGNATED VEHICLE CALL SIGNS AT VIA

Vehicle call signs are critical for all vehicles and equipment entering the airside maneuvering area of VIA. All designated call signs are mandatory and shall be used as assigned. These vehicles call signs will be shared with Air Traffic Control (ATC) to facilitate effective communication within the maneuvering area.

Any other vehicle requiring access to the maneuvering area shall obtain escort assistance from Aerodrome & Ground Aids by calling **+960 7996031**

#	COMPANY	REG NO.	VIN NO.	VEHICLE TYPE	CALL SIGN
1	Aerodrome & Ground Aids (MACL)	AC1A/C4278	MV-92	Twin cab pickup (Toyota)	<i>Airfield One</i>
2		AC1A/C4254	MV-91	Twin cab pickup (Toyota)	<i>Airfield Three</i>
3		AC1A/C3094	MV-77	Twin cab pickup	<i>Airfield Four</i>
4		-	SP-01	Sweeper (Macro Clean)	<i>Airfield Seven</i>
5		-	RM-01	Paint Machines (Graco Lazer Line)	<i>Airfield Eight</i>
6		-	RM-02	Paint Machines (Graco Lazer Line)	<i>Airfield Nine</i>

#	COMPANY	REG NO.	VIN NO.	VEHICLE TYPE	CALL SIGN
1	Airport Emergency Services (MACL)	-	FR-10	OSHKOSH	<i>Rescue Three</i>
2		-	FR-11	OSHKOSH	<i>Rescue Four</i>
3		-	FR-02	ROSENBAUER/PANTHER 6X6	<i>Rescue Five</i>
4		-	FR-08	E-1/TITAN HPR	<i>Rescue Six</i>

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5		-	FR-09	ROSEN BAUER/PANTHER 6X6	Rescue Seven
6		AC1A/C5732	MV-128	Pick-up (Toyota)	Command Vehicle One
7		AC1A/C3095	MV-78	Pick-up (Toyota)	Command Vehicle Two
8		AB1A/C9691	MV-130	Van (Toyota Fortuner)	Fire Chief
9		AB1A/C9100	AB-02	Van (Toyota)	Ambulance One
10		AB1C/C3368	-	Iveco	Ambulance Two
11		AB1A/C9693	MV-111	Suzuki Wagon	AEP
12		AC1A/C5733	-	Pick-up (Toyota)	Fire Prevention One
13		-	RB-06	ASIS (Marine Rescue)	Lifeguard Four
14		-	RB-05	ASIS (Marine Rescue)	Lifeguard Three

#	COMPANY	REG NO.	VIN NO.	VEHICLE TYPE	CALL SIGN
1	Road & Airfield Maintenance (MACL)	AC2A/C2115	LT-08	Pick-up (HYUNDAI)	Maintenance One
2		AC1A/C4260	MV-85	Pick-up (Toyota)	Maintenance Two
3		AC1A/C5737	MV-122	Pick-up (Toyota)	Maintenance Three
4		-	TR-26	Tractor (Kubota)	Maintenance Four
5		-	TR-27	Tractor (Solis)	Maintenance Five

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#	COMPANY	REG NO.	VIN NO.	VEHICLE TYPE	CALL SIGN
1	Ramp Services Department (MACL)	-	TT-03	Tow Tug (Schopf)	<i>Tow Tug Three</i>
2		-	TT-04	Tow Tug (Schopf)	<i>Tow Tug Four</i>
3		-	TT-05	Tow Tug (TLD)	<i>Tow Tug Five</i>
4		-	TT-06	Tow Tug (TLD)	<i>Tow Tug Six</i>
5		-	TT-07	Tow Tug (TLD)	<i>Tow Tug Seven</i>
6		-	TT-08	Tow Tug	<i>Tow Tug Eight</i>
7		-	BT-37	Baggage Tractor (Toyota)	<i>Tow Tug Three Seven</i>
8		-	BT-38	Baggage Tractor (Toyota)	<i>Tow Tug Three Eight</i>
9		-	BT-40	Baggage Tractor (Toyota)	<i>Tow Tug Four Zero</i>
10		-	TL-01	Towbar less Tow Tug	<i>Tango Lima Zero One</i>

END OF CHAPTER

1 AIRSIDE DRIVER PERMIT (ADP)



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1.1 INTRODUCTION

Airside Driver Permit (ADP) is a licensing requirement maintained by the airport licensee, MACL, to comply with the regulatory obligations related to the operation of Velana International Airport. The ADP system promotes safety in airside areas by ensuring that all airside users drive responsibly and are fully aware and conscious of the regulations, challenges, hazards, and penalties associated with driving in the airside environment. The ADP system is also designed to ensure that all drivers operating in airside receive adequate training on airside driving procedures, are familiar with the aerodrome's topography, and where necessary, understand radiotelephony procedures.

An ADP serves as evidence that the holder has completed a formal course of instruction on driving in the airside environment of VIA and has demonstrated, through examination, sufficient knowledge of the hazards of airside driving and the responsibilities placed on drivers and responsible parties to ensure safe operations.

An ADP does not confer a general right of entry to airside areas for the driver.

1.2 ELIGIBILITY FOR DRIVING ON AIRSIDE AREA.

Personnel required to drive or operate a vehicle or mobile equipment in the airside area of VIA shall:

- a) Be an employee of an airport organisation/company, a stakeholder of VIA, or an organisation/company supported by an airport organisation.
- b) Hold a valid National Driving License issued by the Ministry of Transport & Civil Aviation:
 - I. A minimum category of B1 or C1 shall be obtained. It is essential that the driver is capable of operating both automatic and manual (clutch) vehicles, as the ADP issuer will neither test the type of vehicle the driver can operate nor be held responsible for any resulting incidents.
 - II. If operating a vehicle registered with the Ministry of Transport & Civil Aviation, the relevant license category shall be obtained.
 - III. Expatriates holding an international driving license or a license issued by their respective country shall convert it to a National Driving License issued by the Ministry of Transport & Civil Aviation.
- c) Hold a valid Airport Security Pass issued by the Aviation Security Command for accessing to the airside area.

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d) Hold a Valid Airside Driver Permit issued by the Aerodrome & Ground Aids/MACL with an authorized ADP category classification:

- I. Achieved a passing score of at least 80% on the Airside Driving Rules Theory Test.
- 1 Completed Airside Driving Practical Training.
 - a) If operating a vehicle/mobile equipment registered with the Ministry of Transport & Civil Aviation:
 - I. The Vehicle Operator (company/organisation) may submit documentary evidence of practical training completion, confirming that company requirements are met and the driver is competent.
 - II. Alternatively, the Vehicle Operator (company/organisation) may submit the application form with an authorized signature and stamp, which will be considered proof that the staff has undergone the required training and is competent.
 - b) If the vehicle/mobile equipment is **not** registered with the Ministry of Transport & Civil Aviation:
 - I. A training report for the specific vehicle/mobile equipment shall be provided by the respective company/department.
 - II. Documentary evidence of a minimum of 50 hours of practical training must be submitted.
- 2 Pass a medical examination covering eyesight, colour perception & hearing.

The issuance of an ADP by MACL does not imply that the holder is competent to operate any transport-registered vehicle or mobile equipment beyond what is authorized by their current National Driving License or specific vehicle/mobile equipment defined in the ADP.

Training and pre-requirements vary depending on the type of permit. An ADP will be issued only when all requirements outlined in section 1.2 are met.

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1.3 ADP SCHEME

The ADP is applicable to the airside area of Velana International Airport. Therefore, the applicant shall be employed by MACL or an airport organisation (i.e. airlines, ground handling agents, or approved MACL contractors). For applicants from non-airport organisations, the application shall be supported by an airport organisation.

1.3.1 ADP TYPES & VALIDITY

1.3.1.1 Learner's Driver Permit (LDP)

A Learner's Driver Permit (LDP) is required for drivers/operators undergoing training to operate specialized vehicles or mobile equipment on airside.

During the training period, LDP holders shall be under constant supervision and are not permitted to operate the vehicles or mobile equipment in any operational service.



If a company or department wishes to train a driver/operator for a vehicle registered with the Ministry of Transport & Civil Aviation, an LDP may be obtained. The driver must remain under supervision until the training is completed or a Temporary Airside Driver Permit (TADP) or Airside Driver Permit (ADP) is issued.

Upon completion of the training, a practical training completion report shall be endorsed or approved by the respective trainer/manager and the relevant company.

An LDP is issued for a period of 03 months. Upon completion of the practical training, the driver's LDP shall be submitted to ADP issuer for cancellation. If the LDP has expired, it must be collected from the driver and submitted to ADP issuer as well.

1.3.1.2 Temporary Airside Driver Permit (TADP)

A Temporary Driver Permit (TADP) may be obtained for drivers operating under a contract period shorter than the validity of standard ADP, or for drivers/operators undergoing training for multiple types of vehicles or mobile equipment.

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For multiple vehicle/mobile equipment training, a driver/operator may hold a TADP for the vehicle/equipment they are already competent in, while simultaneously holding an LDP for the vehicle/equipment they are still being trained on.

For example: If a driver/operator has completed training of a baggage tractor and is undergoing training for a passenger bus, a TADP may be issued for the baggage tractor and an LDP for the passenger bus.

If the ADP issuer or the requesting company wishes to issue a driver permit for a period shorter than that of a standard ADP, a request for a TADP may be approved.

A TADP is issued for a period of less than 01 year, or for 06 months in the case of drivers undergoing multiple vehicle training. The term “multiple vehicle” refers to different classification of vehicles/mobile equipment as defined under the “ADP Category Classification”.

If a TADP needs to be upgraded (e.g., change in category, area of access, or any other modification), the existing TADP shall be submitted to the ADP issuer for cancellation. Carrying an invalid or duplicate TADP is strictly prohibited.

1.3.1.3 Airside Driver Permit (ADP)

An Airside Driver Permit (ADP) is issued to drivers/operators who have fulfilled all requirements and are deemed competent to drive or operate a specific classification of vehicle/s within the airside area.

The ADP holder must meet all requirements outlined in section 1.2. The permit is valid for a period of 03 years. Upon ADP expiry or invalidation of the ADP, it must be submitted to the ADP issuer for cancellation.

1.3.2 ADP AREA CLASSIFICATION

The ADP is categorized into three areas of the airside.

These areas have been identified separately to reflect the increased level of competency required to safely operate within the movement area and to design the training framework accordingly.

An ADP is divided into three airside areas:

I. “P” permit- Perimeter Roads on Airside

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The “P” Permit grants access to perimeter roads on the airside. These roads run along the boundary of the airside area. Drivers responsible for patrolling of airside boundary or attending to various facilities and infrastructure for inspection and maintenance purposes will use the perimeter road. The perimeter road at south end is currently designated as the “GSE road” and is considered part of the perimeter road network.

II. “A” Permit- Apron Area including Service Roads

The “A” permit allows access to apron areas and service roads. However, drivers requiring access to service roads not related to aircraft servicing are restricted from entering apron boundary areas designated for aircraft operations. A driver issued an the “A” permit will automatically receive a “P” Permit but must operate only in areas relevant to the permitted operation of the vehicle.

III. “M” Permit- Maneuvering area

The “M” Permit grants access to runway, taxiways, and runway strip areas. Drivers must obtain clearance from Air Traffic Control Officers (ATCOs) before entering “M” area.

Drivers deemed competent for the “M” permit will automatically be issued both the “A” and “P” Permits. However, they must operate only in areas relevant to the permitted operation of their vehicle.

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1.3.3 ADP HOLDER'S VEHICLE CATEGORY CLASSIFICATION

Vehicles and mobile equipment are categorized using a combination of letters and numbers. Each category is assigned a unique letter and number to distinguish between different types of equipment. The classification for vehicles and mobile equipment registered with the Ministry of Transport & Civil Aviation, as well as specialized airport equipment/vehicles, are outlined below:

a) Vehicles/Mobile equipment registered with the Ministry of Transport & Civil Aviation

The following classifications apply to vehicles and mobile equipment registered with the Ministry of Transport & Civil Aviation.

Drivers wishing to operate a specific vehicle within these categories shall obtain the corresponding category endorsement on their National Driving License (NDL) before applying for the ADP.

To verify driver competency, the Vehicle Operator (Company/ organization) may:

- I. Submit documentary evidence confirming completion of practical training, demonstrating that company requirements have been met and the driver is competent; or
- II. Submit a completed application form, signed and stamped by the company/organization, which will as proof that the staff member has undergone the required training and is deemed competent.

Vehicles/mobile equipment registered at Transport Authority			
A1	Cars/Jeeps/Vans/Ambulance (NDL B1<9)	C1	Cart Tractor (NDL C1E)
A2	Van/Passenger Bus (NDL B2 10-20)	V9	Fork-lift (NDL V)
A3	Passenger Bus (B0 >20)	V8	Crane (NDL V)
B1	Twin Cab pickup/Lorry (NDL C1 <2Tons)	V2	Excavator (NDL V)
B2	Lorry (NDL C2 2-4tons)	V7	Wheel Loader (NDL V)
B3	Dump/Heavy Truck (NDL C0 >4tons)	V4	Grader (NDL V)
B4	Single/ multi-trailer vehicles (NDL D0)	V3	Roller (NDL V)

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b) Vehicles/Mobile equipment not registered with the Ministry of Transport & Civil Aviation

The following are the classification categories for vehicles/mobile equipment not registered with the Ministry of Transport & Civil Aviation.

A driver wishing to operate a vehicle in these categories must complete practical training and provide documentary proof of either:

- I. 50 hours of practical training, or
- II. A competency endorsement from the trainer or the respective company.

Internal Vehicles/mobile equipment			
A4	Staff transport vehicles: Van/Bus <20	D1	Mobile Stair (AS)
A5	Staff transport vehicles: Van/Bus >20	D2	Hi-Loader/Universal/Main deck Loader (HL, UL, ML)
A6	Passenger Bus: <20 (PB)	D3a	Towbar Tractor (TWT)
A7	Passenger Bus: >20 (PB)	D3b	Towbar less Tractor (TWL)
B5	Water Truck (WT)	D4	Air Conditioner Unit (ACU)
B6	Lavatory Service Truck (LT)	D5	Ground Power Unit (GPU)
B7	Catering Truck (CT)	D6	Air-Starter Unit (ASU)
B8	Light-weight Aircraft Towing Truck (Tractor)	D7	Ambu-lift (AL)
C2	Baggage Tractor (BT)	D8	Conveyor Belt/Snake Belt Bulk Loader (CB)
C3	Grass Cutter/Tractor	D9	Aerobridge or PBB
C4	RWY Paint Machines	E1	Fire vehicle /Tender (FR)
C5	Friction Tester	E2	Refueller/Fuel Bowser (RF)
C6	RWY Sweeper (SP)	E3	Fuel Hydrant Dispenser (HD)
C7	Rubber Remover	E4	Hydrant Service Vehicle (HS)
C8	Fork-lift/Warehouse Fork-lift/ Pallet-Jacker/ Stacker	G*	Internal vehicles/mobile equipment (for Mechanical purpose)
C9	Container Transporter		

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* The “G” Category does not confer the right to operate the vehicle or mobile equipment for servicing or any other operational purpose.

This category is designated solely for mechanical purposes involving grounded vehicle or those under maintenance and will be issued only to relevant mechanical personnel.

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1.3.4 MEDICAL CERTIFICATE REQUIREMENTS FOR ADP APPLICANTS

A Medical certificate is a mandatory requirement for ALL new ADP applicants. This ensures that employees working near or within the vicinity of aircraft or airside area do not pose any risk to themselves, others, aircraft, or airport operations.

All drivers shall be in good general health and undergo medically screened prior to induction. Applicants are required to disclose any medical conditions or prescribed medications that may affect their ability to safely operate or drive in airside areas.



The Vehicle Operator or the applicant’s endorser may request a medical check-up if necessary, or

upon disclosure of a medical condition or prescribed medications that could impact safe operation. If the condition is deemed serious, the Vehicle Operator or endorser has the authority to revoke the applicant’s ADP for safety reasons.

ADP holders have a duty to disclose any medical conditions or prescribed medications that may affect their ability to drive while holding the permit.

1.3.4.1 Medical Certificate Requirements

The medical certificate shall demonstrate that the applicant meets minimum standards for:

- Eyesight
- Colour perception
- Hearing

Certificates must be issued by medical clinics or hospitals approved by the relevant Ministry or recognized by the MCAA.

Details of these requirements are as follows:

a) Eyesight

Visual acuity must be tested, with corrective lenses if necessary. Results should be stated on the certificate using terms such as “20/20 vision,” “6/6 vision,” or “normal” or other medically accepted terminology. If the visual acuity is achieved using eyeglasses or contact lenses, the driver must wear them while operating vehicles in airside areas.

b) Colour perception

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Drivers must be able to distinguish signal colours: Red, Green and White. Drivers with color vision deficiencies may be restricted from operating vehicles in airside areas, depending on a risk assessment conducted by the ADP issuer. Full color vision is mandatory for drivers operating in maneuvering areas.

c) Hearing

Drivers shall be able to hear under adverse conditions. The ability to hear a forced whisper at 6 meters in each ear is recommended. If hearing is aided by devices, such as hearing aids, the driver must wear them while operating vehicles in airside areas.

1.3.4.2 Frequency of Medical Condition check

A medical certificate shall be submitted by all new ADP applicants. This includes:

- I. First-time applicants.
- II. Applicants with prior ADP records from previous employers.

Even if an applicant has held an ADP in a previous job or with a different company/organization, their application for a new position will be considered as a new application. Therefore, a medical certificate must be submitted.

There is currently no established interval for medical certificate validity at VIA. However, the ADP issuer has the authority to recommend that the ADP holder's employer or endorser arrange a medical check-up if there are concerns related to:

- a. Long-term illness
- b. Medical surgery
- c. Accident caused by medical unfitness
- d. Or any other conditions as applicable.

Additionally, the ADP issuer may recommend a medical check-up for existing ADP holder who are:

- 1 Above the age of 65, or
- 2 Subject to safety concerns regarding their driving capability.

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1.3.5 TRAINING AND CERTIFICATION

1.3.5.1 Airside Driver Training

Airside Driver Training is the program implemented at VIA for drivers/operators wishing to drive or operate in the airside area. It is a mandatory requirement for all drivers every 03 years; therefore, ADP validity is also set for 03 years.

Airside Driver Training is required for drivers applying for either a TADP or ADP. If a driver has previously held an ADP in another company or organisation, the training validity period will be void upon resignation from that position. Consequently, the driver will be considered a new applicant and must undergo Airside Driver Training.



All new ADP/TADP applicants, as well as applicants, are required to attend Airside Driver Training according to the appointed schedule. Applicants are considered renewal applicants if their ADP validity is less than 03 months from expiry or within 06 months after expiry.

If a driver fails to attend the training for any reason, a justification must be submitted to AGA. The driver will then be rescheduled for the next training session. If the driver fails to attend the second appointment, the application form will be placed on hold for 06 months. After this period, the application will be cancelled, and a notification will be sent to the respective organization or section.

The Airside Driver Training framework is established in accordance with the “Framework for airside vehicle driver training Programme” outlined in ICAO Doc 9981, Aerodromes and its contents are aligned with this Handbook.

Training will be conducted in English as the primary language. Local language sessions will be provided for local drivers unless a driver specifically requests to attend the English session. If translation is required during the training, the applicant’s employer or endorser is responsible for providing a translator, and the applicant will be registered for an English session.

Basic elements covered in Airside Driver Trainings are:

- I. General Information
- II. Familiarization
- III. Communication

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IV. Rules and Regulation for Airside Drivers

V. Enforcement

All drivers must be aware of their roles and responsibilities and possess sufficient knowledge of airside driving rules and regulations, airside layout, signs, markings, and basic communication procedures.

For all maneuvering area drivers, in addition to above, comprehensive knowledge of communication is required.

Note: Radiotelephony training is integrated with Airside Driver Training.

Employers are responsible for ensuring that drivers receive radio communication phraseology training prior to attending the Airside Driver Training session.

1.3.5.2 Theory Test

Upon completion of Airside Driver Training, the driver shall undergo a theory test administered by the ADP issuer. The test paper consists of two sections:

1. True or False questions
2. Multiple-choice questions with one best answer

The test paper will be provided either in English or Dhivehi. For applicants requiring a translator, the test paper will be in English.

Test papers vary depending on the area classification in the ADP application:

- I. Perimeter Roads
- II. Apron Area
- III. Apron Area (GSE Operators)
- IV. Maneuvering Area

A pass mark of **80% or above** is required. If the driver fails the first attempt, a re-sit date will be scheduled, which the driver must attend. If the driver fails the re-sit, they will be required to attend the Airside Driver Training again on the next appointed schedule by the ADP issuer.

Upon passing the Airside Driving Rules Theory Test, the ADP/TADP will be processed by the ADP issuer. Even if a driver passes the Maneuvering Area test paper, the Maneuvering Area permit will only be issued during ADP/TADP processing, depending on the purpose of entry. Therefore, passing the Maneuvering Area test paper does not automatically confer the right to receive a Maneuvering Area permit.

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1.3.5.3 Vehicle/Equipment Training

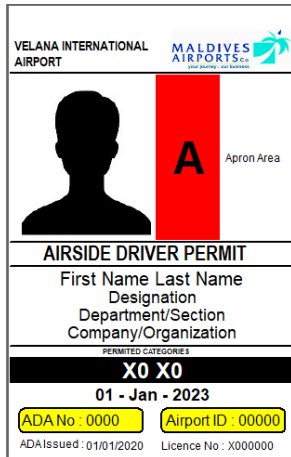
- I. All vehicles/equipment that require specific or specialized training must be completed prior to applying for the ADP.
- II. A driver's capability to operate a specific or specialized vehicle shall be monitored by their respective organization, company, or section.
- III. The driver must undergo a minimum of 50 hours of practical training, or complete either equipment-specific training or company specific training.
- IV. A Training Report for the specific vehicle or mobile equipment by the respective company/department shall be provided. The Training report shall consist of minimum 50 hours completion or compatibility status of the driver along with their trainer approval or the respective company/ organization.

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1.4 ADP/LDP/TADP LAYOUT

ADP

ADP- Type C



VELANA INTERNATIONAL AIRPORT

A Apron Area

AIRSIDE DRIVER PERMIT

First Name Last Name
Designation
Department/Section
Company/Organization

PERMITTED CATEGORIES
X0 X0

01 - Jan - 2023

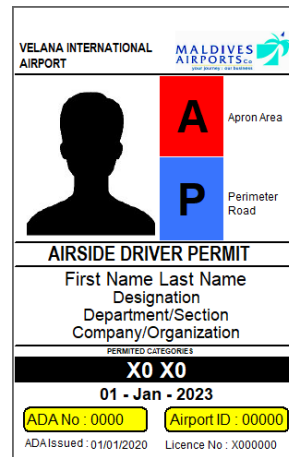
ADA No. : 0000 Airport ID : 00000

ADA Issued : 01/01/2020 Licence No. : X000000

Card Details		
Vehicles/ Equipment		
Vehicles/Equipment registered at Transport Authority		
A1	Car/Jeep/Van/Ambulance (NAT 0-1-1)	C1 Car/Tractor (NAT C1E)
A2	Van/Passenger Bus (NAT 02 10-20)	F1 Forklift (NAT V)
A3	Passenger Bus (02 >20)	F2 Crane (NAT V)
B1	Truck Cab pickup/Lorry (NAT C1 <27tons)	F3 Excavator (NAT V)
B2	Lorry (NAT C2 2-4tons)	F4 Wheel Loader (NAT V)
B3	Dump/Heavy Truck (NAT C0 >4tons)	F5 Grader (NAT V)
B4	Single Multi-axle vehicles (NAT D0)	F6 Roller (NAT V)
Internal Vehicles/Equipment		
A4	Staff transport vehicles: Van/Bus <20	C4 Fork-lift/Warehouse Fork lift, Public Access/Stacker
A5	Staff transport vehicles: Van/Bus >20	C3 Container Transporter
A6	Passenger Bus: <02 (PB)	D1 Mobile Star (AS)
A7	Passenger Bus: >02 (PB)	D2 H-Loader/Universal/Man deck Loader (L, LL, ML)
B5	Water Truck (WT)	D3 Airport Towing Tag (TT)
B6	Luxury Service Truck (LT)	D4 Air Conditioner Unit (ACU)
B7	Galvanizing Truck (GT)	D5 Ground Power Unit (GPU)
B8	Light weight Aircraft Towing Truck (Tactor)	D6 Air-Starter Unit (ASU)
C2	Baggage Tractor (BT)	D7 Ambulift (AL)
C3	Grass Cutter/Tractor	D8 Conveyor Belt/Strake Belt Bulk Loader (CB)
C4	RWY Paint Machines	D9 Aerobridge or PEB
C5	Fuel/Gen. Tester	E1 Fire vehicle/Tractor (FV)
C6	RWY Sweeper (SP)	E2 Refueling Fuel Bowser (RF)
C7	Rubber Remover	G All Internal vehicles/equipment (for Mechanical purposes)

This card remains a property of MACL
This permit will not be valid, if the National Driving License is expired

ADP- Type B



VELANA INTERNATIONAL AIRPORT

A Apron Area
P Perimeter Road

AIRSIDE DRIVER PERMIT

First Name Last Name
Designation
Department/Section
Company/Organization

PERMITTED CATEGORIES
X0 X0

01 - Jan - 2023

ADA No. : 0000 Airport ID : 00000

ADA Issued : 01/01/2020 Licence No. : X000000

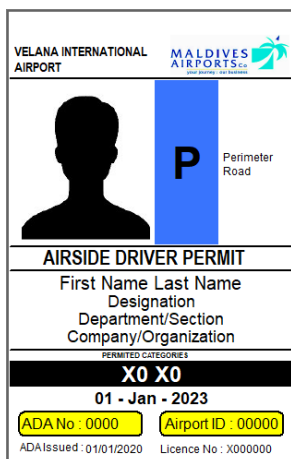
Card Details		
Vehicles/ Equipment		
Vehicles/Equipment registered at Transport Authority		
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A2	Van/Passenger Bus (NAT 02 10-20)	F1 Forklift (NAT V)
A3	Passenger Bus (02 >20)	F2 Crane (NAT V)
B1	Truck Cab pickup/Lorry (NAT C1 <27tons)	F3 Excavator (NAT V)
B2	Lorry (NAT C2 2-4tons)	F4 Wheel Loader (NAT V)
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B5	Water Truck (WT)	D3 Airport Towing Tag (TT)
B6	Luxury Service Truck (LT)	D4 Air Conditioner Unit (ACU)
B7	Galvanizing Truck (GT)	D5 Ground Power Unit (GPU)
B8	Light weight Aircraft Towing Truck (Tactor)	D6 Air-Starter Unit (ASU)
C2	Baggage Tractor (BT)	D7 Ambulift (AL)
C3	Grass Cutter/Tractor	D8 Conveyor Belt/Strake Belt Bulk Loader (CB)
C4	RWY Paint Machines	D9 Aerobridge or PEB
C5	Fuel/Gen. Tester	E1 Fire vehicle/Tractor (FV)
C6	RWY Sweeper (SP)	E2 Refueling Fuel Bowser (RF)
C7	Rubber Remover	G All Internal vehicles/equipment (for Mechanical purposes)

This card remains a property of MACL
This permit will not be valid, if the National Driving License is expired

Issued to drivers required to operate vehicles/equipment only in the Apron Area

Issued to drivers required to operate vehicles/equipment in both the Apron Area and Perimeter Road

ADP- Type D



VELANA INTERNATIONAL AIRPORT

P Perimeter Road

AIRSIDE DRIVER PERMIT

First Name Last Name
Designation
Department/Section
Company/Organization

PERMITTED CATEGORIES
X0 X0

01 - Jan - 2023

ADA No. : 0000 Airport ID : 00000

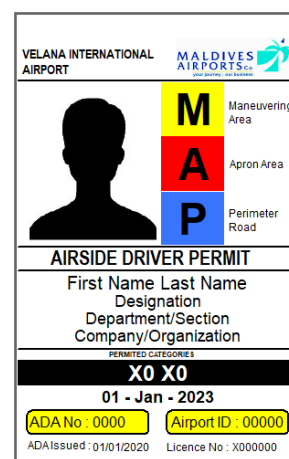
ADA Issued : 01/01/2020 Licence No. : X000000

Card Details		
Vehicles/ Equipment		
Vehicles/Equipment registered at Transport Authority		
A1	Car/Jeep/Van/Ambulance (NAT 0-1-1)	C1 Car/Tractor (NAT C1E)
A2	Van/Passenger Bus (NAT 02 10-20)	F1 Forklift (NAT V)
A3	Passenger Bus (02 >20)	F2 Crane (NAT V)
B1	Truck Cab pickup/Lorry (NAT C1 <27tons)	F3 Excavator (NAT V)
B2	Lorry (NAT C2 2-4tons)	F4 Wheel Loader (NAT V)
B3	Dump/Heavy Truck (NAT C0 >4tons)	F5 Grader (NAT V)
B4	Single Multi-axle vehicles (NAT D0)	F6 Roller (NAT V)
Internal Vehicles/Equipment		
A4	Staff transport vehicles: Van/Bus <20	C4 Fork-lift/Warehouse Fork lift, Public Access/Stacker
A5	Staff transport vehicles: Van/Bus >20	C3 Container Transporter
A6	Passenger Bus: <02 (PB)	D1 Mobile Star (AS)
A7	Passenger Bus: >02 (PB)	D2 H-Loader/Universal/Man deck Loader (L, LL, ML)
B5	Water Truck (WT)	D3 Airport Towing Tag (TT)
B6	Luxury Service Truck (LT)	D4 Air Conditioner Unit (ACU)
B7	Galvanizing Truck (GT)	D5 Ground Power Unit (GPU)
B8	Light weight Aircraft Towing Truck (Tactor)	D6 Air-Starter Unit (ASU)
C2	Baggage Tractor (BT)	D7 Ambulift (AL)
C3	Grass Cutter/Tractor	D8 Conveyor Belt/Strake Belt Bulk Loader (CB)
C4	RWY Paint Machines	D9 Aerobridge or PEB
C5	Fuel/Gen. Tester	E1 Fire vehicle/Tractor (FV)
C6	RWY Sweeper (SP)	E2 Refueling Fuel Bowser (RF)
C7	Rubber Remover	G All Internal vehicles/equipment (for Mechanical purposes)

This card remains a property of MACL
This permit will not be valid, if the National Driving License is expired

Issued to drivers required to operate vehicles/equipment only in the Perimeter Road

ADP- Type A



VELANA INTERNATIONAL AIRPORT

M Maneuvering Area
A Apron Area
P Perimeter Road

AIRSIDE DRIVER PERMIT

First Name Last Name
Designation
Department/Section
Company/Organization

PERMITTED CATEGORIES
X0 X0

01 - Jan - 2023

ADA No. : 0000 Airport ID : 00000

ADA Issued : 01/01/2020 Licence No. : X000000

Card Details		
Vehicles/ Equipment		
Vehicles/Equipment registered at Transport Authority		
A1	Car/Jeep/Van/Ambulance (NAT 0-1-1)	C1 Car/Tractor (NAT C1E)
A2	Van/Passenger Bus (NAT 02 10-20)	F1 Forklift (NAT V)
A3	Passenger Bus (02 >20)	F2 Crane (NAT V)
B1	Truck Cab pickup/Lorry (NAT C1 <27tons)	F3 Excavator (NAT V)
B2	Lorry (NAT C2 2-4tons)	F4 Wheel Loader (NAT V)
B3	Dump/Heavy Truck (NAT C0 >4tons)	F5 Grader (NAT V)
B4	Single Multi-axle vehicles (NAT D0)	F6 Roller (NAT V)
Internal Vehicles/Equipment		
A4	Staff transport vehicles: Van/Bus <20	C4 Fork-lift/Warehouse Fork lift, Public Access/Stacker
A5	Staff transport vehicles: Van/Bus >20	C3 Container Transporter
A6	Passenger Bus: <02 (PB)	D1 Mobile Star (AS)
A7	Passenger Bus: >02 (PB)	D2 H-Loader/Universal/Man deck Loader (L, LL, ML)
B5	Water Truck (WT)	D3 Airport Towing Tag (TT)
B6	Luxury Service Truck (LT)	D4 Air Conditioner Unit (ACU)
B7	Galvanizing Truck (GT)	D5 Ground Power Unit (GPU)
B8	Light weight Aircraft Towing Truck (Tactor)	D6 Air-Starter Unit (ASU)
C2	Baggage Tractor (BT)	D7 Ambulift (AL)
C3	Grass Cutter/Tractor	D8 Conveyor Belt/Strake Belt Bulk Loader (CB)
C4	RWY Paint Machines	D9 Aerobridge or PEB
C5	Fuel/Gen. Tester	E1 Fire vehicle/Tractor (FV)
C6	RWY Sweeper (SP)	E2 Refueling Fuel Bowser (RF)
C7	Rubber Remover	G All Internal vehicles/equipment (for Mechanical purposes)

This card remains a property of MACL
This permit will not be valid, if the National Driving License is expired

Issued to drivers required to operate vehicles/equipment in all areas of the airside

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TADP

Aerodrome & Ground Aids			
Velana International Airport			
TEMPORARY ADP			
This is to certify that the following person has passed the Airside Rules Theory Test and is hereby permitted to operate requested vehicles/equipment in the designated airside areas			
Name:	FULL NAME	ADP No.:	0
Designation:	DESIGNATION	A.ID No.:	00000
Company:	COMPANY NAME/DEPARTMENT	Area:	Ap
Category:	XO XO XO	Expiry date	MMM-YY
Officer In-Charge		Authorized by	

Category Details	
Vehicles / Equipment	Internal Vehicles/Equipment
A1 Cars/Jeeps/Vans/Ambulance (NAT B1-B3)	A4 Staff transport vehicles: Minibus <20 seats, Van/Bus >20
A2 Passenger Bus (NAT B2 10-20)	A5 Passenger Bus <20 (PB)
A3 Passenger Bus (B0 >20)	A6 Passenger Bus >20 (PB)
B1 Twin Cab pickup/Lorry (NAT >4tons)	A7 Passenger Bus >20 (PB)
B2 Lorry (NAT C2 2-4tons)	A8 Water Truck (WT)
B3 Dump/Heavy Truck (NAT C0 >4tons)	A9 Lorry Service Truck (LT)
B4 Wheel loader (NAT V)	B7 Catering Truck (CT)
B5 Grader (NAT V)	B8 Tractor (Traction)
B6 Roller (NAT V)	C2 Baggage Tractor (BT)
F1 Fork-lift (NAT V)	C3 Gross Caterer/Tractor
F2 Crane (NAT V)	C4 R/WY Paint Machines
F3 Excavator (NAT V)	C5 Friction Tester
F4 Wheel Loader (NAT V)	C6 R/WY Sweeper (SP)
F5 Grader (NAT V)	C7 Rubber Remover
F6 Roller (NAT V)	
C1 Cart/Tractor (NAT C1-E)	
C2 Container Transporter	
C3 Mobile Stair (AS)	
C4 Hi-Loader/Universal/Main Hoist (NAT U)	
C5 Aircraft Towing Unit (TT)	
C6 Air Conditioner Unit (ACU)	
C7 Ground Power Unit (GPU)	
C8 Air-Start Unit (ASU)	
C9 Ambulift (AL)	
C10 Conveyor Belt/Shake Belt	
C11 Bulk Loader (LB)	
C12 Fire vehicle / Tender (FR)	
C13 Refueler/Fuel Bowser (RF)	
C14 Internal vehicle/equipment (Internal use only)	

This Card remains the property of MAACL
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This permit will not be valid, if the National Driving Licence is expired

Issued for a temporary period (up to 06 months)

LDP

Aerodrome & Ground Aids			
Velana International Airport			
Learner's Driving Permit- LDP			
This is to certify the following person is hereby permitted to operate requested vehicles/ equipment in the designated Airside areas under Supervision of Trainer			
Name:	FULL NAME	ADP No.:	0
Designation:	DESIGNATION	A.ID No.:	00000
Company:	COMPANY NAME/DEPARTMENT	Area:	A
Category:	XO XO XO	Expiry date	MMM-YY
Officer In-Charge		Authorized by	

Category Details	
Vehicles / Equipment	Internal Vehicles/Equipment
A1 Cars/Jeeps/Vans/Ambulance (NAT B1-B3)	A4 Staff transport vehicles: Minibus <20 seats, Van/Bus >20
A2 Passenger Bus (NAT B2 10-20)	A5 Passenger Bus <20 (PB)
A3 Passenger Bus (B0 >20)	A6 Passenger Bus >20 (PB)
B1 Twin Cab pickup/Lorry (NAT >4tons)	A7 Passenger Bus >20 (PB)
B2 Lorry (NAT C2 2-4tons)	A8 Water Truck (WT)
B3 Dump/Heavy Truck (NAT C0 >4tons)	A9 Lorry Service Truck (LT)
B4 Wheel loader (NAT V)	B7 Catering Truck (CT)
B5 Grader (NAT V)	B8 Tractor (Traction)
B6 Roller (NAT V)	C2 Baggage Tractor (BT)
F1 Fork-lift (NAT V)	C3 Gross Caterer/Tractor
F2 Crane (NAT V)	C4 R/WY Paint Machines
F3 Excavator (NAT V)	C5 Friction Tester
F4 Wheel Loader (NAT V)	C6 R/WY Sweeper (SP)
F5 Grader (NAT V)	C7 Rubber Remover
F6 Roller (NAT V)	
C1 Cart/Tractor (NAT C1-E)	
C2 Container Transporter	
C3 Mobile Stair (AS)	
C4 Hi-Loader/Universal/Main Hoist (NAT U)	
C5 Aircraft Towing Unit (TT)	
C6 Air Conditioner Unit (ACU)	
C7 Ground Power Unit (GPU)	
C8 Air-Start Unit (ASU)	
C9 Ambulift (AL)	
C10 Conveyor Belt/Shake Belt	
C11 Bulk Loader (LB)	
C12 Fire vehicle / Tender (FR)	
C13 Refueler/Fuel Bowser (RF)	
C14 Internal vehicle/equipment (Internal use only)	

This Card remains the property of MAACL
މިކާޑު ދަންނަވާ ގޮތުގައި ދަންނަވާ ވަނަވަތް ދަންނަވާ ފަރާތް ގެ ސިފައިގައި ބޭނުންކުރަން ވާނެއެވެ.

This permit will not be valid, if the National Driving Licence is expired

Issued for drivers requiring vehicle/equipment training (up to 03 months)

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1.5 DRIVER PERMIT APPLICATION PROCESS

The application process requirements vary depending on the type of permit required for the driver or vehicle operator.

The ADP issuer has the authority to reject incomplete application forms or those with insufficient documentation. The ADP issuer also has the authority to place applications on hold or cancels them if requirements are not met. Submission of the application form does **not** guarantee the issuance of an ADP, nor does it authorize the applicant to drive or operate in the airside area.

The ADP application form can be downloaded from the MACL Website:
<https://www.macl.aero/corporate/media/downloads>

1.5.1 LDP APPLICATION REQUIREMENTS

The LDP application process takes up to **05 working days**.

The following documents must be submitted or emailed to Aerodrome & Ground Aids:

- I. Completed ADP application form.
- II. Copy of a valid Airport Security Pass issued by AVSECOM.
- III. Copy of National Driving License issued by the Ministry of Transport & Civil Aviation (minimum B1 or C1).
- IV. Copy of a medical certificate stating eyesight, Colour perception, and hearing.

1.5.2 TADP APPLICATION REQUIREMENTS

The TADP application process also takes up to **05 working days**, excluding the Airside Driver Training Period.

The following documents must be submitted or emailed to Aerodrome & Ground Aids:

- I. Completed ADP application form.
- II. Copy of a valid Airport Security pass issued by AVSECOM.
- III. Copy of National Driving License issued by the Ministry of Transport & Civil Aviation.
- IV. Copy of a medical certificate (not required if already submitted during the LDP application).

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- V. Copy of training report or official document confirming vehicle/equipment training by the respective organization.
- VI. Photograph (stamp size or passport size).

1.5.3 ADP APPLICATION REQUIREMENTS

1.5.3.1 For NEW ADP Applications

Processing time: **05 working days** (excluding Airside Driver Training).

The following documents must be submitted or emailed to Aerodrome & Ground Aids:

- I. Completed ADP application form.
- II. Copy of a valid Airport Security pass issued by AVSECOM.
- III. Copy of National Driving License issued by the Ministry of Transport & Civil Aviation.
- IV. Copy of a medical certificate (not required if already submitted during LDP or TADP application).
- V. Copy of training report or official document confirming vehicle/equipment training by the respective organization.
- VI. Photograph (stamp size or passport size). Not required if already submitted during TADP process.

1.5.3.2 For ADP RENEWAL Applications

Processing time: **05 working days** (excluding Airside Driver Training).

Applications must be submitted **03 months prior to ADP expiry** to allow for mandatory recurrent training.

The following documents must be submitted or emailed to Aerodrome & Ground Aids:

- I. Completed ADP application form.
- II. Copy of a valid Airport Security pass issued by AVSECOM.
- III. Copy of National Driving License issued by the Ministry of Transport & Civil Aviation.
- IV. Copy of current ADP

1.5.3.3 For ADP Category/Area Update Applications

Processing time: **04 working days**.

The following documents must be submitted or emailed to Aerodrome & Ground Aids:

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- I. Completed ADP application form
- II. Copy of a valid Airport Security pass issued by AVSECOM
- III. Copy of National Driving License issued by the Ministry of Transport & Civil Aviation
- IV. Copy of current ADP
- V. Copy of training report for the new category (if applicable).

1.5.3.4 For ADP Lost/Damage renewal

If the ADP card is lost or misplaced, it must be reported to the ADP issuer within **1-2 working days**.

Processing time: **03 working days**.

If the card is damaged or misplaced with less than 03 months remaining until renewal, it will be processed under the ADP renewal procedure.

The following documents must be submitted or emailed to Aerodrome & Ground Aids:

- I. Completed ADP application form
- II. Copy of a valid Airport Security pass issued by AVSECOM
- III. Copy of National Driving License issued by the Ministry of Transport & Civil Aviation

1.5.3.5 Cancellation of Application Form

- I. Incomplete application forms will not be accepted, if submitted to the AGA office or emailed.
- II. Applications placed on hold due to incomplete requirements or missing documents will be cancelled after 06 months if the requested information is not submitted.
- III. If the applicant fails to attend scheduled Airside Driver Training sessions, without any valid justification, the application will be cancelled within 06 months.
- IV. If the applicant requests cancellation for any reason, the ADP issuer will cancel the form without further notice.

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1.6 ADP CHARGES

Details	Rate (MVR)
Theory Test (per sitting)	190.00
Card Printing (per Card)	1,000.00
Admin Charge - Issue of Temporary Permit (per instance)	125.00
1st instance of damage/loss of card/permit	62.00
2nd instance of damage/loss of card/permit	125.00
3rd instance of damage/loss of card/permit	190.00

Note: All charges stated are in Maldivian Rufiyaa (MVR) and include 8%GST

- I. For new ADP issuance or renewal due to expiry, Theory Test and Card Printing Charges will apply to both cash and credit customers.
- II. For LDP, Category Update and any other updates to the card, Card Printing Charges will apply to both cash and credit customers.
- III. For lost or damage card renewals, a fine will be charged in addition to the regular permit issuance fee.

If a person loses 3 cards/permits, a fourth card/permit will be issued only in exceptional case, only after approval by the Head of AGA and AVSECOM. The fourth card will be issued with the applicable charges.

A fifth card/permit will not be issued.

Currently, MACL staff are exempt from these fees. However, in the case of lost or damaged cards, fines will still be charged to the staff.

Fees are subject to change. Circulars will be issued to notify any amendments.

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1.7 EMPLOYER’S RESPONSIBILITY

- I. It is the responsibility of the employer to ensure that any employee or individual who drives the employer’s vehicle in airside areas meets the driver requirement stated in this Handbook.
- II. All vehicles that fall under the Ministry of Transport & Civil Aviation category require the relevant category endorsement on the driver’s National Driving License.
- III. Vehicles that do not fall under the Transport Authority must be trained by the respective organization, department, or section.
- IV. The employer shall ensure that any new instructions or notices regarding these guidelines are communicated to their employees who drive on the airside.
- V. It is also the employer’s responsibility to officially inform the ADP issuer to cancel employee’s ADP due to resignation, termination or any other reason. The ADP issuer shall be informed via email (aerodrome@macl.aero) and the ADP card must be returned to the AGA office.
- VI. The employer shall ensure the driver ceases driving on the airside if they fail to meet the required conditions, even if they hold a valid ADP. The ADP is valid only when accompanied by a valid National Driving License and Airport Security Pass. If the driver is deemed unfit to drive due to medication or medical condition, they must not be assigned to airside driving duties until they are medically cleared.
- VII. It is the employer’s responsibility to ensure the driver is properly trained prior applying for an ADP.
- VIII. The employer is liable to any activity carried out by the driver in the airside area and shall ensure compliance with all reporting procedures, including reporting of occurrences, incidents, accidents, and any other hazards.

END OF CHAPTER

2 AIRSIDE VEHICLE PERMIT (AVP)



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2.1 INTRODUCTION

The Airside Vehicle Permit (AVP) is a vehicle permit system maintained by the airport licensee, MACL, to comply with regulatory requirements and obligations related to the operation of Velana International Airport (VIA). The system promotes safety in airside areas by ensuring that vehicles are operated safely and in compliance with regulations. It also ensures that vehicles and mobile equipment are maintained according to established standards, requirements, and conditions.

An AVP serves to confirm that a vehicle has met the necessary requirements and is suitable for operation in the airside environment. It is authorized for use only in the permitted airside area for the permitted operation.

An AVP does **not** confer the right of entry, nor does it identify the driver, vehicle operator, or passengers. The AVP shall be clearly displayed on the vehicle's windscreen. For vehicles or mobile equipment without windscreens, it must be displayed on a prominent frontal area.

This chapter covers the Airside Vehicle Permit procedure only.

Refer Annex F of this manual for guidelines on Landside Vehicle Permits

2.2 ELIGIBILITY FOR OPERATING VEHICLES IN AIRSIDE AREAS

Vehicle operators who are required to operate vehicles or mobile equipment in the airside area of VIA shall:

- a) Be an airport organisation/company, a stakeholder of VIA, or an organisation/company supported by an airport organisation.
- b) Ensure that the vehicle or mobile equipment meets all minimum requirements and conditions stated in the *Airside Driving Handbook*, including:
 - I. If the vehicle is registered with the Ministry of Transport & Civil Aviation, it shall also comply with all requirements and conditions outlined in the *Regulations of Land Transportation in Maldives*.
 - II. Compliance with any new or amended requirements, conditions, rules, or regulations issued via circulars, bulletins, emails or official communications by authorized entities of VIA, such as:
 - ADP issuer (AGA of MACL),
 - SSC of MACL,
 - Finance Department of MACL,
 - Commercial Division of MACL,

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- AVSECOM.

- c) Ensure the vehicle or mobile equipment is endorsed by AVSECOM and passes the *Airport Worthiness Inspection* conducted by the Mechanical Services Department of MACL.
- d) Ensure the Vehicle or mobile equipment displays a valid permit and is equipped with:
 - I. Appropriate company insignia/livery,
 - II. Obstacle warning lights or flags,
 - III. A serviceable fire extinguisher.

2.3 AVP SCHEME

The AVP is applicable to the airside area of Velana International Airport (VIA). Therefore, the vehicle or mobile equipment must be operated under an airport organization (i.e. airport operator, airlines, ground handling agent, security entity, approved MACL contractor, and any other organisation or entity situated in or accessing the airside area). For applicants from non-airport organisations, the application must be supported by an airport organisation.

In the event of an emergency, defined as a declared emergency at the airport or during a major airport emergency exercise, vehicles involved or requiring access during the exercise are exempt from AVP requirements.

Examples include ambulances, fire trucks, and vehicles or mobile equipment used for emergency purposes, as well as VVIP/VIP or state-level movements.

However, if vehicles or mobile equipment are designated and stationed at VIA premises for airport emergencies or training exercises, an AVP must be obtained for those vehicles or mobile equipment.

Note: Vehicles requiring access to the maneuvering area for purposes other than a declared emergency shall be escorted, particularly during Emergency/VVIP/VIP or state-level movements.

For other vehicles and mobile equipment requiring one-time entry or time-limited operation in the airside area, escort service shall be arranged (Refer to Chapter 3 for details.)



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2.3.1 AVP TYPES AND VALIDITY

1 AIRSIDE VEHICLE PERMIT (AVP)

An Airside Vehicle Permit (AVP) is issued to all vehicles and mobile equipment that meet the required standards and are deemed suitable for airport operations. An AVP is mandatory for all vehicles/mobile equipment accessing the airside area for operational purposes or permitted operations on a regular basis.

The AVP is valid for a period of 01 year. For airport and non-airport organisations engaged in continuous operations, **renewal should be initiated 02 months prior to expiry.**

Note: Issuance of an AVP does not guarantee its re-issuance or renewal.

2 TEMPORARY VEHICLE PERMIT (TVP)

A Temporary Vehicle Permit (TVP) is issued to vehicles requiring temporary access to airside area for a specific purpose and for a duration shorter than that of an AVP. TVPs are also applicable to companies/organizations working on projects or contracts within VIA's restricted areas and are issued after reviewing the validity of the contract.

TVPs are issued for a period shorter than that of the AVP duration. For companies/organisations on contracts or projects, the duration will be determined based on the contract or project timeline. The TVP period may also be based on vehicle/ mobile equipment requirements and conditions. In other cases, the duration endorsed by AVSECOM will be considered the official TVP period.

2.3.1.1 AVP/TVP AREA CLASSIFICATION

The airside vehicle permit applies to the airside area of VIA. An issued AVP authorized the use of the vehicle/mobile equipment only for the permitted operation and only in the designated airside areas.

Vehicles and mobile equipment used for airside operations may also be operated in the landside area of VIA. For such vehicles, the issued permit will include the designated landside area authorization (Landside Vehicle Permit-LVP) incorporated into the AVP.

Refer to Annex F of this manual for LVP procedures.

The area classifications are:

- I. Airside Area only - (AVP)
- II. Airside and Landside Area permit - (AVP and LVP integrated)

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*III. Landside Area only - (LVP) **Refer to Annex F***

All area classifications are subject to AVSECOM endorsement, and vehicles must pass the *Airport Worthiness Inspection (AWI)* conducted by *Mechanical Department of MACL*. All airport organization vehicles are subject to pass the AWI prior to AVP issuance, even if the vehicle/mobile equipment is applying for is *Landside Area only*.

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2.3.2 VEHICLE/EQUIPMENT REQUIREMENT

2.3.2.1 NEED/USE

The need and use of a vehicle shall meet one or more of the following criteria:

- I. The vehicle or mobile equipment shall be directly in, or support, the operations or servicing of aircraft at Velana International Airport.
- II. The vehicle or mobile equipment shall be involved in servicing the Ground Support Equipment (GSE).
- III. The vehicle or mobile equipment must be used for the servicing or maintenance of airside infrastructure, aviation equipment, building/facilities within the airside area, or areas inaccessible from the landside area.
- IV. The vehicle or mobile equipment must be required for regulatory or law enforcement activities within the airside area.
- V. The vehicle or mobile equipment must be required for development or project work approved for the airside area.

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2.3.2.2 REGISTRY/ VEHICLE IDENTIFICATION NUMBER

All vehicles and mobile equipment shall meet the requirements of either or both the Registry and Vehicle Identification Number (VIN) Systems.

2.3.2.2.1 REGISTRATION

General vehicles required to operate in airside and landside areas must comply with the registration regulations of the Ministry of Transport & Civil Aviation, unless the vehicle or mobile equipment is specialized for airside use only.

For vehicles registered under the Ministry of Transport & Civil Aviation, the following are minimum requirements to apply for an AVP/LVP:

- I. Vehicles/ mobile equipment shall have a registry board affixed in accordance with applicable rules and regulations.
- II. Vehicles/ mobile equipment shall be registered under **Traffic Zone “A”**. if registered under a different zone and required for temporary use at VIA, a **temporary permit for zone “A”** shall be obtained from the Ministry of Transport & Civil Aviation for the duration of use.
- III. The vehicle/ mobile equipment shall be registered under **Family “C”** for company-owned vehicles:
 - Law enforcement, state-owned, government organizations, and diplomatic vehicles shall be registered under **Family “S”, “G” and “D”** respectively.
- IV. Vehicles/mobile equipment registered under Family “T” will only be permitted under interim conditions for airside use when endorsed by AVSECOM. This applies to vehicles used for temporary operations such as a projects, transfers or urgent/emergency operations.
- V. Vehicles/mobile equipment registered under Family “P” (private) are not permitted to operate at VIA.
- VI. Vehicles/mobile equipment not registered with the Ministry of Transport & Civil Aviation but required to be transferred to and stationed at VIA must meet transfer requirements. These vehicles must be escorted to the designated premises in accordance with the escort service procedure.

This condition applies to airport organizations stationed at VIA.

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2.3.2.2.2 VEHICLE IDENTIFICATION NUMBER (Airport Equipment only)

Specialized vehicles or mobile equipment not registered with the Ministry of Transport & Civil Aviation must be declared as airport equipment or specialized vehicles at VIA.

All MACL vehicles must be listed under Mechanical Services Department, and a designated **Vehicle Identification Number (VIN)** shall be imprinted or affixed to the vehicle. Airport Organizations other than MACL must register their specialized vehicle/ mobile equipment with the Aerodrome & Ground Aids Section of MACL. A VIN will be assigned and recorded in AGA records using the following format:

MM ZZ – XX,

MM= First two letters of the requesting company,

ZZ=Type of vehicle or mobile equipment,

XX=Sequential number in ascending order

Example:

MI=MIC,

CT=Catering Truck, and

XX=01

Resulting VIN: MICT-01

Once the data recording process is complete, relevant parties will be informed to imprint the VIN or affix a plate/mark according to the specified dimensions. The vehicle must be insured before applying for an AVP/TVP.

FONT TYPE: IMPACT

SIZE: 180

HEIGHT OF THE LETTER MAX: 2”

This procedure applies only to airport organisations and intended for specialized operations related to airside or aircraft servicing and maintenance.

The fees payable for listing vehicles or mobile equipment at Aerodrome & Ground Aids are as follows:

CATEGORY	TONS	FEE(MVR)
1	0 to 2	1,500.00
2	Above 2 to 5	5,000.00
3	Above 5	7,500.00

These fees are to change and exemptions.

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Note: Listing a vehicle or mobile equipment under these categories does not confer the right to operate outside airside areas, nor does it exempt the vehicle from complying the general rules and regulations of the Ministry of Transport & Civil Aviation.

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2.3.2.3 INSURANCE

All vehicles and mobile equipment must be insured for third-party liability and must include coverage limits. Vehicle operators are required to obtain a third-party insurance policy that covers all actions, claims, costs, and demands related to any loss, damage, or injury to property or persons (including fatal injuries) that may arise in connection with the use of vehicles at VIA.

Vehicle operators must provide documentary evidence of insurance coverage, including the original policy document or cover note identifying VIA. A sponsoring company must certify that the sponsored company's vehicle is covered by insurance.

Special arrangements apply to vehicles owned by or on hired to contractors working on behalf of MACL.

2.3.2.4 VEHICLE INSIGNIA & LIVERY

All Vehicles and mobile equipment shall comply with the Insignia/livery specifications and standards set forth by SSC Department of MACL. (***Refer to the guideline for the livery of vehicles accessing the airside at Velana International Airport (VIA)***).

Vehicles/mobile equipment registered with the Ministry of Transport & Civil Aviation must display company livery/insignia/logo on both sides of the vehicle, clearly visible from a distance of 50 meters.

Airport Organisations designated for servicing and maintenance on the airside and involved in operational activities should preferably use light-coloured vehicle bodies, ideally white or lighter shades.

Vehicles brought in prior to 2023 that are painted in dark colours (e.g., black) must have the livery/insignia imprinted in a conspicuous colour.



Specialized vehicles/mobile equipment that follow industry standards -Such as GSEs and emergency vehicles in yellow or red- must have horizontal reflective bands along the body. Additionally, long vehicles and mobile equipment used in servicing areas shall have reflective amber or conspicuous colour on both sides and a red reflective band at the rear.

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2.3.2.5 VEHICLE OBSTACLE WARNING LIGHT/FLAG

Obstacle warning lighting or flags shall be in operation at all times while the vehicle is operating on the airside, regardless of time of day or visibility conditions, unless parked in a designated parking or mobile equipment area. Lighting and marking specifications must comply with ICAO Annex 14.

- I. All general vehicles and mobile equipment used for airside service, aircraft support, airside operations, or operational functions must be equipped with Type C low-intensity amber/yellow obstacle lights.
- II. Emergency vehicles such as fire trucks, ambulances, security or local authority vehicles must use Type C low-intensity flashing red or blue obstacle lights when performing emergency duties.
- III. “Follow-Me” vehicles must be equipped with Type D low-intensity amber obstacle lights.
- IV. Obstacle lights are not required for vehicles that only access landside areas.



2.3.2.5.1 OBSTACLE LIGHTING SPECIFICATIONS

General vehicles, mobile equipment, and emergency vehicles must be equipped with an **omni-directional flashing obstacle light**, mounted at the highest point of the vehicle and clearly visible 360° horizontally.

- Type C low-intensity lights must have a main beam visible within + or - 10° in the horizontal plane, with a light intensity between 40 and 400 Candela, and a flash rate of 60 to 90 flashes per minute.
- Type D low-intensity lights must meet the same specification, except the minimum intensity, which must be 200 Candela, up to 400 Candela, and are designated for “Follow-Me” vehicles.

Large vehicles may require two obstacle lights, mounted at each end, and clearly visible from all sides.

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2.3.2.5.2 MARKING BY FLAGS SPECIFICATIONS

Vehicular equipment specialized for activities such as construction or maintenance shall be equipped with a flag mounted at the highest edge of the equipment.

The flag must be:

- No less than 0.9 meters on each side
- Designed with a chequered pattern, with each square measuring no less than 0.3 meters per side.
- Coloured in red and white or orange and white, unless the colour blends with the equipment body.



In conditions of low visibility, adverse weather, or night operations, the equipment must be illuminated in accordance with the lighting specifications outlined in obstacle lights specifications.

2.3.2.6 FIRE EXTINGUISHER

All vehicles accessing the airside must be equipped with a portable, serviceable fire extinguisher.

- General mobile vehicles shall carry at least a 2 kg Dry Chemical Powder with a rating above 40-B, in accordance with NFPA10 standards.
- Specialized vehicles/mobile equipment, such as refuelling vehicles, must carry Dry Chemical Powder extinguishers as per the relevant standards.

The extinguisher capacity may vary depending on the type and size of the specialized vehicle or mobile equipment.



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2.3.2.7 CALL SIGN

All vehicles accessing the maneuvering area of the airside shall have allocated call signs. This includes vehicles used for inspection, maintenance, and aircraft towing. Vehicle operators are required to officially inform the Airside Driving Handbook controller of any changes or newly acquired call signs to vehicles or mobile equipment for the above-mentioned purposes.

The vehicle operator shall ensure that call signs are displayed on the dashboard or another area visible to the driver/ operator. Newly assigned call signs must be communicated and briefed to drivers/operators prior to engaging the vehicle in operations.



Call sign marking specifications must be met for all vehicles/mobile equipment accessing the maneuvering area for inspection, maintenance, and aircraft towing. Call signs shall be painted in black or a contrasting colour for vehicles painted with darker shades. The call sign shall be marked as follows:

- 1 Vehicle Roof or Bonnet: Alphanumeric characters must be no smaller than 55 cm in height.
- 2 Both sides of the vehicle: Alphanumeric characters must be no smaller than 15 cm in height.

2.3.2.8 COMMUNICATION

All vehicles accessing the maneuvering area of the airside must be equipped with a **Radiotelephony (RTF) set**. The RTF set must be tuned to the appropriate **ATC frequency** to ensure communications with **Air Traffic Control (Male' Tower)**.

Refer to chapter 4-RTF procedure

Vehicle tracking systems (vehicle transponders) have not yet been established at VIA.

Vehicles requiring access to the maneuvering area for special occasions or one-time entry must obtain **escort services** from the **Aerodrome & Ground Aids Section of MACL**.

Refer to chapter 3-Escort Service procedure

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2.3.2.9 VEHICLE CONDITION/ ROADWORTHINESS/AIRPORT WORTHINESS

All vehicles registered with the Ministry of Transport & Civil Aviation shall meet the requirements and conditions stated in the regulations of Land Transport. The roadworthiness sticker or proof must be displayed on the vehicle or be clearly visible.

All vehicles accessing the airside area, including those operated by airport organizations regardless of access area, must undergo an **Airport Worthiness Inspection (AWI)** conducted by Mechanical Services Department of MACL.

- I. The AVP issuer (AGA of MACL), in collaboration with Mechanical Services Department, will schedule vehicle inspections.
- II. Applicants must ensure that vehicle/mobile equipment are presented for AWI.
- III. Vehicles requiring rectification shall be re-inspected by Mechanical Services Department of MACL prior to approval of their condition status.
- IV. Charges for AWI will be determined by the Mechanical Services Department of MACL.
- V. AVP fee-exempted customers are not required to pay AWI fees.
- VI. Only vehicles/mobile equipment in good working condition and that pass AWI will be approved for the AVP process.

2.3.2.10 VEHICLE PARKING

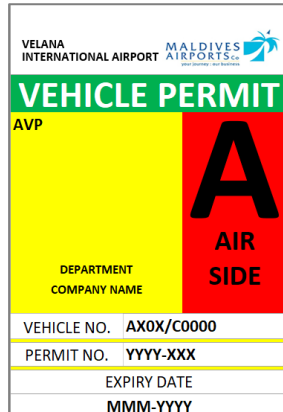
All vehicles/mobile equipment stationed at VIA by airport organizations must be parked in the designated parking area assigned to their respective organizations.

Vehicles/mobile equipment from non-airport organizations are strictly prohibited from parking on VIA premises.

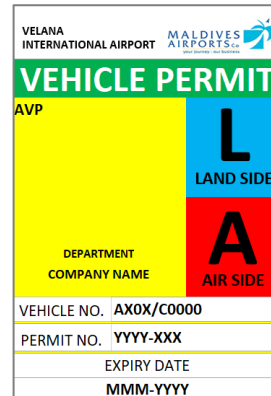
All vehicle parking allocations shall be approved by the Commercial Division of MACL.

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2.4 AVP/TVP LAYOUT

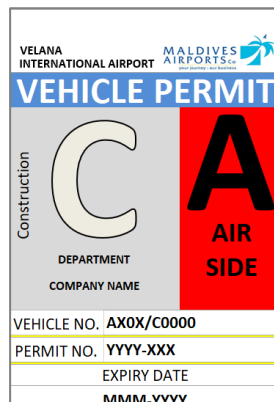


***AVP for Airside Only
(Airport organization/stakeholders)***

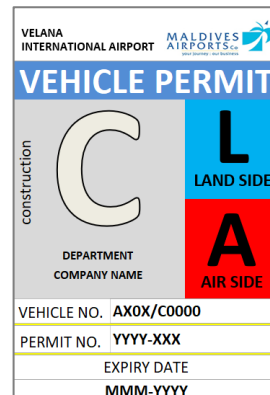


***AVP for both Airside and Landside
(Airport organization/stakeholders)***

An AVP issued to airport organizations or stakeholders of VIA will feature a yellow background, as shown in the layout above.



***AVP for Airside Only
(non-airport organization which are on
a contract or on a project)***



***AVP for both Airside and Landside
(non-airport organization which are on a
contract or on a project)***

An AVP issued to non-airport organizations operating under a contract or project in the airside area will feature a grey background with the letter “C” marked, as shown in the layout above.

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2.5 VEHICLE PERMIT APPLICATION PROCESS AND DOCUMENTS REQUIRED.

The application process requirements vary depending on the type of permit required for the vehicle or mobile equipment.

The AVP issuer has the authority to reject incomplete application forms or those with insufficient documents.

The issuer also has the authority to hold or cancel application forms due to missing requirements.

Submitting the application form does not confer the right to receive an AVP or authorize the applicant to operate the vehicle in the airside area.

2.5.1 AVP/TVP APPLICATION

Applicants requiring an AVP or TVP shall complete the respective application form as required by the AVP issuer before submission.

The AVP application form can be downloaded from:
<https://www.macl.aero/corporate/media/downloads>

Application forms shall be submitted or emailed on working days to AVSECOM. The security endorsement process period may vary depending on the application.

The AVP issuer's processing period is typically 7 to 10 working days but may be extended if missing requirements are identified during verification or inspection.

The following are the required documents for AVP/TVP applications:

2.5.1.1 NEW AVP/TVP APPLICATION

1. Completed application form.
2. Vehicle registration copy (if registered with the Ministry of Transport & Civil Aviation), or VIN for airport equipment.
3. Documentary evidence of insurance coverage.
4. Photo of vehicle livery/insignia (both sides).
5. Supporting documents for project/contract (e.g., award letter/contract stating the airport organization, awarded company/entity, project period, area, and details.)
6. Additional evidence may be requested by the AVP issuer (e.g., lighting/markings, fire extinguisher compliance).

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2.5.1.2 AVP/TVP RENEWAL APPLICATION

7. Completed application form.
8. Vehicle registration copy or VIN (as applicable).
9. Documentary evidence of insurance coverage.
10. Photo of vehicle livery/insignia (both sides).
11. Supporting documents for project/contract extension.
1. Additional evidence may be requested by the AVP issuer.

2.5.1.3 AVP/TVP AREA UPDATE APPLICATION

1. Completed application form.
2. Additional evidence may be requested by the AVP issuer (e.g., lighting/markings, fire extinguisher compliance).

2.5.1.4 AVP/TVP LOST/DAMAGE RENEWAL APPLICATION

3. Completed application form.
4. Additional evidence may be requested by the AVP issuer.

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2.5.2 AVP/TVP PROCESS

AVP/TVP applications are processed in the following order and may vary depending on the type of application:

1 AVSECOM ENDORSEMENT

- I. All AVP application forms require security endorsement from Aviation Security Command.
- II. Applicants must submit a hard copy of the application form to the Pass Administration unit of Aviation Security Command/Ministry of Defence.
- III. AVSECOM may request additional documents for the security screening and applicants are required to present the documents.
- IV. AVSECOM also has the authority to hold, reject, or cancel any application due to missing requirements or security concerns.
- V. Only endorsed application forms will be accepted by the AVP issuer (AGA).
- VI. A security endorsement does not guarantee AVP issuance or vehicle operation rights at VIA.

2 AVP ISSUER VERIFICATION

- I. All endorsed AVP/TVP application forms are subject to verification to ensure compliance with airside operational requirements.
- II. The AVP issuer may request additional documents based on the purpose and area of operation.
- III. A verified application does not guarantee AVP issuance.
- IV. Applications with missing requirements will be placed on hold for 6 months before cancellation.

3 AIRPORT WORTHINESS INSPECTION

- I. All AVP/TVP applicants must undergo an Airport Worthiness Inspection conducted by Mechanical Services Department of MACL, unless the application is for an area upgrade or amendment within the 1-year validity period of an existing period.
- II. Mechanical Services Department may instruct applicants to rectify or correct issues to meet airside operational standards.

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III. Only vehicles that pass AWI will proceed to the next step.

4 AVP ISSUER (AGA OF MACL) APPROVAL

- I. Applications that meet all requirements will be approved and the AVP/TVP will be issued upon completion of the payment process (if applicable).
- II. Approval does not guarantee re-issuance or renewal of the AVP/TVP.

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2.6 AVP/TVP CHARGES

Category	Description	Rate	
		Airside (per year)	Landside (per month)
A	Light commercial vehicles such as cars, vans, land rovers, jeeps, pickups, etc. (up to 2tons)	900.00	1,000.00
B	Heavy commercial vehicles such as trucks, tractors, lorries, busses, dumpers, forklifts and aircraft ground handling mobile equipment (from 2tons to 4tons/ above 20px)	1,100.00	1,300.00
C	Cranes, excavators, rollers, mobile construction mobile equipment and machinery etc. (above 4tons)	1,700.00	1,900.00

Details	Rate (MVR)
Admin Charge- Issue of Temporary Permits (per Instance)	102
1 st instance of damage/loss of card/permit	62.00
2 nd instance of damage/loss of card/permit	125.00
3 rd instance of damage/loss of card/permit	190.00

Note: All charges stated are in Maldivian Rufiyaa (MVR) and include 8%GST

- I. For new AVP issuance or renewal due to expiry, AVP charges will apply to all cash and credit customers, unless exempted.
- II. For area updates or any other updates to the permit, additional area charges will apply accordingly.
- III. For lost or damaged AVP/TVP renewals, a fine will be charged in addition to the regular permit issuance fee.

If a person loses 3 permits, a fourth permit will be issued only in exceptional cases, and only after approval by the Head of AGA of MACL and AVSECOM, with applicable charges. A fifth permit will not be issued.

Currently, MACL is exempt from these fees.

Fees are subject to amendment, and circulars will be issued to communicate any changes.

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2.7 CONDITIONS OF ISSUE

An AVP/TVP is issued subject to a signed “Declaration by the Applicant” confirming that the details provided are accurate and complete. The AVP/TVP is issued to a specific vehicle and is not transferable between vehicles, companies, or individuals. It serves only to identify the vehicle, not the driver or passenger.

The applicant is responsible for returning the AVP to MACL for cancellation under the following circumstances:

- I. When the purpose for which the permit was issued has ceased.
- II. When the vehicle ownership changes.
- III. When the vehicle is scrapped, sold, or otherwise permanently ceases operation at the airside.
- IV. In the case of a sponsored vehicle, when the vehicle is no longer used by the sponsoring company, even if the permit is still valid.
- V. upon request by MACL, MACL may remove or request the return of an AVP/TVP.
- VI. Upon request by AVSECOM, AVSECOM may request MACL to remove or cancel the permit.
- VII. If the permit is defaced, altered, amended, or bears markings not entered by the AVP issuer or security endorser.
- VIII. If the permit is found on any vehicle other than the one for which it was issued.
- IX. If the permit was obtained for a privately-owned vehicle falsely claimed to be company-owned.
- X. If the permitted vehicle is found to be involved in any illegal or prohibited activity.
- XI. If the permitted vehicle is used for operations other than those permitted.
- XII. When the vehicle permit expires.

Note: The issuance of an AVP in the past does not confer an automatic right to re-issuance.

The issuance of an AVP does not grant the right to park on VIA premises.

Applications for privately-owned or non-operational vehicles will not be approved.

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2.8 VEHICLE OPERATORS' RESPONSIBILITY

- I. It is the responsibility of the vehicle operator to ensure that all vehicles operating in airside areas have valid AVPs.
- II. The applicant must ensure that all new instructions and notices are communicated to employees, and any changes regarding AVP made by authorized parties are promptly adhered to.
- III. The applicant is responsible for the safe operation and worthiness of the vehicle/mobile equipment and must ensure compliance with all AVP/TVP conditions and requirements.
- IV. The applicant must ensure that the frequency of inspections, maintenance, and servicing is appropriate to the type and age of the vehicle, in accordance with the manufacturer's recommendations.
- V. The applicant must ensure that only trained and competent personnel operate the vehicle/mobile equipment.
- VI. The applicant shall cooperate with the AVP issuer, who reserves the right to inspect vehicles and relevant documentation to ensure compliance with these regulations as part of the Safety Management System.
- VII. The applicant shall formally inform the AVP issuer to cancel the AVP/TVP if any of the **conditions of issue, operational needs, or any requirements** are no longer met or valid.



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3 ESCORT SERVICES



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3.1 INTRODCUTION

Escort services are provided to vehicles that do not have an AVP/TVP but require access to VIA's controlled areas for specific purposes. Examples include:

- I. VVIP/VIP transport
- II. Outsourced maintenance vehicles
- III. Vehicles of other parties operating at the airport but not on the airside
- IV. Medical emergencies and airport emergencies
- V. State-level or special operations accessing the maneuvering area

3.2 PROCEDURE

Escort services are subject to security clearance, which must be obtained from AVSECOM by the client requesting access to VIA premises. Once security clearance is granted, customers must submit a request at least 24hour in advance to the Commercial Division of MACL via email:

vehicleescort@macl.aero

All escort services shall be approved in advance by the Commercial Division of MACL. Upon approval,

- AGA of MACL will provide escort services within the airside area.
- Transport/MACL will provide escort services within the landside area.

3.3 ESCORT RULES

1. Rules applicable to escort drivers:

- a) The escort driver shall be aware of the escort and the number of vehicles/equipment being escorted.
- b) The escort driver shall brief the drivers of the escorted vehicles on applicable rules.
- c) The escort driver shall maintain constant communication using devices, VHF radio, or hand signals as needed.
- d) The escort driver shall be responsible and liable for the safe passage of the escorted vehicles.
- e) The escort driver shall maintain close proximity and appropriate speed limits during the escort.
- f) If an escorted vehicle fails to follow the rules instructions, the escort driver has the authority to stop the escort and remove vehicles from the airside premises.

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Payments will not be reimbursed for cancelled or stopped escorts due to non-compliance.

2. Rules for Drivers/Operators Escorted Vehicles:

- a) Drivers/operators shall maintain close proximity to the escort vehicle.
- b) Drivers/operators shall not overtake or drive ahead of the escort vehicle.
- c) Drivers/operators shall not break away from escort.
- d) Drivers/operators shall follow all instructions given via lights, hand signals, or horn.
- e) Drivers/operators shall be aware of the cancellation or removal policy in case of non-compliance.



3.4 CHARGES FOR ESCORT SERVICES

Category	Description	Tonnage	Rate
A	Light commercial vehicles such as cars, van, land rovers, jeeps, pickups, etc.	Up to 2 tons	250.00
B	Heavy commercial vehicles such as trucks, tractors, lorries, buses, dumpers, forklifts and aircraft ground handling mobile equipment.	From 2 tons to 4 tons	375.00
C	Cranes, excavators, rollers, mobile construction equipment and machinery, etc.	Above 4 tons	590.00

All rates are in Maldivian Rufiyaa (MVR) and subject to an additional 8%GST.

END OF CHAPTER



4 RULES AND PROCEDURES GOVERNING DRIVING ON THE AIRSIDE AREA OF VIA



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4.1 GENERAL RULES AND REGULATIONS FOR AIRSIDE DRIVING (RRAD)

4.1.1 AIRSIDE ACCESS RULES

All driver/operators are required to comply with the following airside access rules:

- a. Vehicles shall access the airside through the designated access points and only when authorized by Aviation Security Command (AVSECOM) officers at those points.

Note: An access point refers to a security checkpoint designated for vehicle and personnel entry into the airside, landside, or any controlled zone of Velana International Airport.

- b. Access points are manned by AVSECOM officers and controlled by drop arm barriers 24/7. Using automatic/manual screening equipment and tools, drivers, vehicles, and occupants will be inspected. Drivers/operators shall cooperate with AVSECOM officers during inspections.



- c. If a driver/operator is found accessing the airside through unauthorized areas or engaging in unlawful activity, AVSECOM officers have the authority to remove the individual from the airside area.

Unauthorized access or unlawful activity may result in the revocation or cancellation of permits issued to the driver/operator and vehicle. Such activities may also be subject to enforcement under relevant government security regulations.

- d. If an unauthorized or uncooperative driver/operator is found operating a vehicle in the airside operational area, AVSECOM officers will be informed by an authorized officer and may remove the driver/operator and vehicle from the airside area.

- e. Driver/operators shall always display their Airport Security Pass and ensure that the passengers/ personnel also display their pass and comply with airside safety rules.



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f. Vehicles without an AVP and driver/operators without an ADP shall obtain escort services to access the airside area. (Refer to chapter 3).

1. Escort services are subject to security clearance and approval from the Commercial Division of MACL before being provided by AGA of MACL.

2. If the vehicle is required access to maneuvering area during escort service, the call sign of the authorized escort vehicle from AGA of MACL shall be used. Information about the vehicles and equipment being escorted should be communicated to ATCO.

3. Even if a vehicle has a valid AVP, if the driver/operator does not possess a valid ADP for the area, the vehicle shall be escorted by an authorized escort vehicle from AGA of MACL.

4. Drivers/operators of escort vehicle and those following the escort vehicle shall adhere to escort rules at all times.

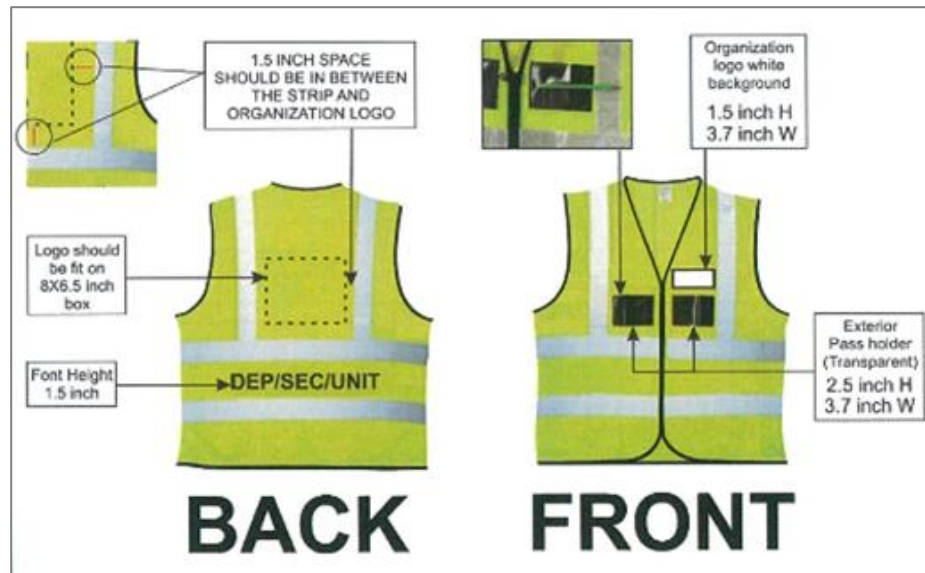
g. The maneuvering area is strictly controlled by Male' Tower (Air Traffic Services of MACL). Driver/operators requiring access to the maneuvering area shall obtain permission from ATCO prior to entry and report upon exit.

Only drivers/operators with a valid maneuvering area permit are allowed to enter the maneuvering area.

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4.1.2 DRIVER/OPERATOR SAFETY REQUIREMENT AND RULES

All drivers/operators are required to comply with the following airside rules:



- a. Driver/operators shall wear a **high-visibility safety vest** at all times when driving in the airside area.
 - I. A high-visibility safety vest may include vests, raincoats for inclement weather, suits, and uniforms that meet safety vest requirements.
 - II. The basic colour of the vest shall be a bright fluorescent colour (preferably yellow or lime green), or an alternate bright fluorescent colour approved by the company or required for operational purposes.
 - III. The vest shall incorporate reflective bands or surfaces.
 - IV. The high visibility safety vest shall display the logo of the respective company/organization for easy identification. Company with diverse airside operations should specify department or section.
E.g., MACL/Ramp Services, MACL/Cargo Services, IASL/Engineering, IASL/In-Flight Operations.
 - V. The **Airport Security Pass** shall remain visible while wearing the vest.

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b. Drivers/operators should wear **Personal Protection Equipment (PPE)** as required for their operation or as approved by their respective company.

PPE may include earplugs/earmuffs, safety shoes, goggles, hard hats, respirators, harness belts, etc, depending on the working environment.



c. Drivers/operators shall hold a valid Airside Driver Permit (ADP) carry it at all times while driving in airside areas:

I. Drivers/operators shall only operate the vehicle/equipment authorized under their ADP.

II. Drivers/operators shall only access areas permitted under their ADP.

III. Drivers/operators with a “**P**” permit shall only access perimeter roadways, which are roads surrounding the airside boundary, excluding roads on or around the apron boundary.

IV. Drivers/operators with an “**A**” permit may access apron areas, including:

A) **Primary Service Road:** Between the apron and apron boundary line in front of aircraft stands, towards terminal buildings.

B) **Secondary Service Road:** Between the maneuvering area and apron boundary line behind aircraft stands.

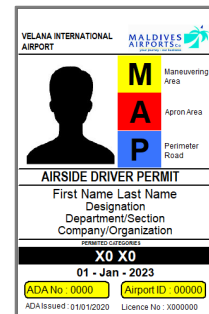
V. Drivers/operators with an “**M**” permit may access the maneuvering area and strip area:

A) Maneuvering area includes runway and taxiways.

B) Strips include the strip areas of runway and taxiways.

C) Access to the maneuvering area is controlled by **Male’ Tower** (Air Traffic Services of MNATS).

VI. Drivers/operators shall obtain **clearance from ATCO** before entering and must report upon exit.



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- d. Drivers/operators shall stop operating a vehicle or remove it from any airside area, if instructed by an authorized officer.
- e. If a driver/operator is on medication that may affect driving ability, they shall immediately inform the supervisor and refrain from driving during this period.
- f. If a driver/operator's **Airport Security Pass** (issued by AVSECOM) or **National Driving License** (issued by the Ministry of Transport & Civil Aviation) is invalid, they shall not operate a vehicle until the documents are renewed and valid.
- g. If a driver/operator is involved in an incident or accident, their ADP shall be submitted to the ADP issuer (AGA of MACL). They shall not drive until the investigation is complete, and their employer shall ensure no driving duties are assigned until ADP is re-issued.
- h. Upon an incident or accident, regarding the collection of the ADP, it is the driver's duty to hand over their ADP card to their respective supervisor. Alternatively, an attendee at the scene, such as an AGA or SSC or AES, can collect it on the driver's behalf. In either case, the ADP shall be submitted to the ADP issuer, and respective department must be informed via phone or email of the ADP collection.
- i. The ADP issuer and authorized officers of AGA of MACL have the authority to withdraw ADP cards, if a driver/operator is found violating rules or failing to cooperate in the airside area.

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4.1.3 VEHICLE SAFETY REQUIREMENT AND RULES

All Driver/Operators are required to comply with the following airside rules:

- a. The Airside Vehicle Permit (AVP) shall be displayed on the windscreen of the vehicle. If the vehicle does not have a windscreen, the AVP shall be displayed on the front-facing area or surface of the vehicle.
 - I. The Driver/Operator shall ensure that the displayed AVP is valid.
 - II. If the AVP is not valid, the Driver/Operator shall inform the respective supervisor, and immediately cease operating the vehicle in airside area and remove the vehicle from the airside operational area until the AVP is renewed.
 - III. The Driver/Operator shall operate only within the areas authorized by the AVP.
- b. Mobile vehicles shall be equipped with obstacle lights. Vehicular equipment must have a chequered flat affixed.
 - I. The Driver shall ensure the obstacle light is switched ON and verify that the beacon is operational.
 - II. For vehicular equipment, the Driver shall ensure a proper chequered flag is affixed as required.
 - III. If the beacon or chequered flag is unserviceable, the vehicle must be removed from the airside operational area and must not be operated until the beacon or flag is serviced and operational.



Amber Beacon

General mobile vehicles/equipment



Red/Blue Beacon

Emergency vehicles/equipment



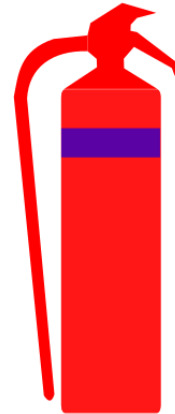
Chequered Flag

Non-mobile vehicle/equipment

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c. The vehicle shall be equipped with a fire extinguisher as per requirements:

- I. The Driver must know the location of the fire extinguisher and ensure that no tools, objects, or goods obstruct access to it.
- II. If the fire extinguisher is blocked by loaded items, the Driver must remove or arrange for the removal/reloading of the items with the help of the respective handling personnel.
- III. Any unserviceability must be report to the supervisor or the appropriate authority responsible for servicing the extinguisher.



d. The vehicle must be roadworthy/airport-worthy and in sound mechanical condition to prevent breakdowns, or spillages of fuel, lubricants, or hydraulic oils.

- I. If the Driver experiences any unsafe condition, mechanical failure, or observes any warning indicators, the vehicle must be removed from the operational area and the issue reported to the respective supervisor or reporting personnel.
- II. AGA of MACL reserves the right to inspect for Airport Worthiness through Mechanical Services Department of MACL to ensure compliance with safety requirements.

e. A Pre-driving check shall be conducted to ensure the vehicle's safety performance:

- I. The Driver shall check that tyres are in good condition and properly inflated.
- II. The Driver shall verify that the steering and brakes are functioning normally.
- III. The Driver shall ensure that no warning lights (e.g., engine, brake) are illuminated.
- IV. The Driver shall confirm that headlights, brake lights, and signal lights are functioning properly.

f. Vehicles must be marked or painted conspicuous and visible from all sides.

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Specific clearance must be obtained from MACL for unmarked vehicles intended for use in the movement area.

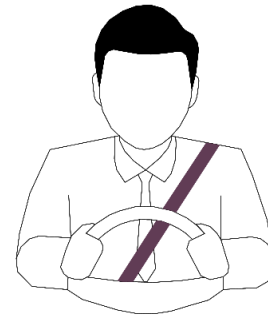
- g. Airside-specific GSE/Vehicles, when not in use, must be parked in designated mobile equipment areas or parking spaces assigned by MACL:
- I. VIA stakeholders with designated sites or allocated parking spaces shall ensure vehicles are parked in the designated or allocated areas.
 - II. Vehicles without allocated parking spaces, permitted only for specific temporary operations, must obtain proper permission from MACL if parking is required during the temporary period.
 - III. Unauthorized parking in the movement area is strictly prohibited.

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4.1.4 DRIVING CONDUCTS

- a. The Driver/Operator shall exercise vigilance and remain alert at all times when driving in the airside area.

- b. The Driver/Operator shall fasten their seat belt and ensure that front seat passengers have fastened theirs. Specialized vehicles/equipment not equipped with seatbelts are exempt from this rule.



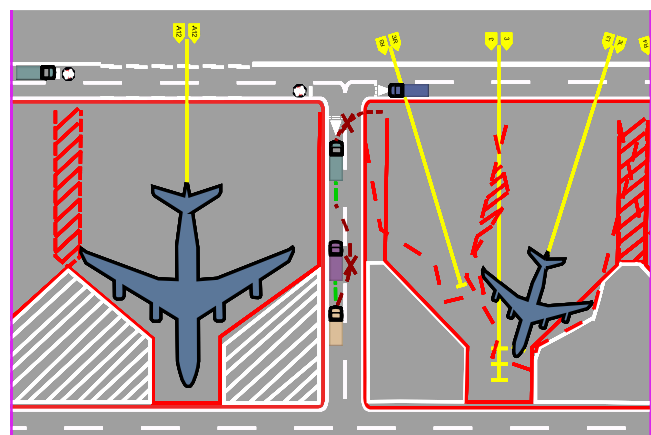
- c. The Driver/Operator shall ensure that the seating limit is not exceeded and that passengers are either seated in the designated seats or standing in areas specifically designed for standing.

- d. The Driver/Operator shall not use high beam headlights when driving on the airside.



- e. The Driver/Operator shall follow designated vehicular routes as defined by markings.

- f. The Driver/Operator shall not overtake another vehicle unless it is safe to do so and only in areas where overtaking is permitted.



- g. The Driver/Operator shall maintain a safe distance from the vehicle in front.

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- h. The Driver/Operator shall check surroundings before reversing and ensure all blind spots are clear prior to changing lanes or taking turns.
- i. The Driver/Operator is responsible for ensuring that all loads, goods, or items being carried are properly secured.
- j. Vehicle speed restrictions are as follows:

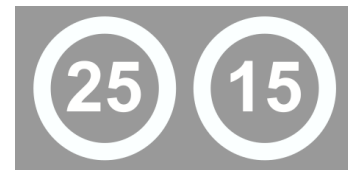
1 Apron Area:

- I. **05 km/h** for vehicles/mobile equipment servicing aircraft within the aircraft **safety area**.
- II. **10 km/h** within **15 meters of an aircraft**.
- III. **15 km/h** elsewhere on the **apron area**



2 Maneuvering Area:

- I. **25 km/h** on the **runway**.
- II. **15 km/h** on the **taxiways**.



3 Perimeter Area and GSE Road:

- I. **35 km/h**.



4 Speed Limit Exemptions:

Emergency vehicles such as fire engines, ambulances, and aerodrome inspection vehicles are exempt from the above speed limits.

- a. These vehicles, when on call, shall be given priority to move ahead quickly and safely.
- b. Any indication of their approach, such as sirens or flashing beacons, should prompt the Driver/Operator to give way by moving to the left, slowing down, or stopping if necessary.

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4.1.5 PROHIBITIONS DURING DRIVING

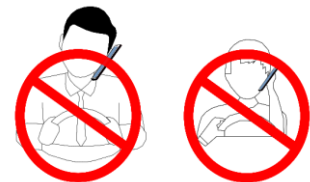
- a. The Driver/Operator shall not eat or drink while driving. Eating is strictly prohibited in airside areas including Apron area, Baggage Handling Area, Hangars, and inside vehicles.



- b. The Driver/Operator shall not be under the influence of alcohol or drugs. If prescribed medication causes drowsiness, the Driver/Operator immediately stop driving in the airside area.



- c. The Driver/Operator shall not use a mobile phone while driving in the airside area. And personnel involved in aircraft servicing must refrain from using any form of earphones (wireless or wired, including AirPods, EarPods, etc.) during the operation or handling of Ground Support Equipment.



- d. The Driver/Operator shall not smoke in any form, including vaping, while driving. Smoking is strictly prohibited in airside areas including the Apron Area, Baggage Handling Area, Hangars, and inside vehicles.



- e. The Driver/Operator shall not leave a vehicle unattended, especially when the engine is running.



- f. The Driver/Operator shall not park a vehicle in a manner that may cause a hazard to operations.



- g. The Driver/Operators shall not litter in the airside area.



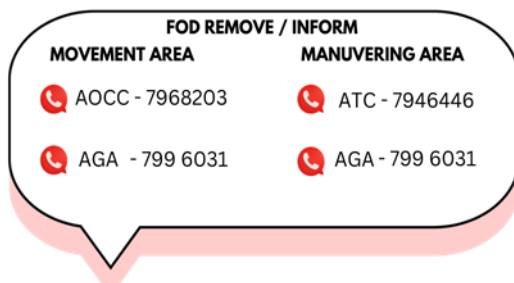
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4.1.6 REPORTING FODS, OIL SPILLS, INCIDENTS & ACCIDENTS

a. Reporting Foreign Object Debris (FOD):

If any FOD is found or detected on the movement area, the Driver/Operator shall:

- I. Remove it if possible or report it to the responsible personnel (AGA of MACL) as soon as possible. Dispose of removed FODs (e.g., paper, plastic bags, bottles, trash, etc.,) in the nearest FOD bin. Large FODs should be handed over to AGA via +960 7996031.
- II. If the FOD is of a critical nature such as wildlife carcasses or suspected aircraft components, immediately inform AGA. If possible, remove it and hand it over to AGA. Ensure that the time and location are reported.
- III. Take proper precautions when handling wildlife carcasses. Use gloves or rubber bags.
- IV. Wastes generated during work on the airside shall be removed by the responsible personnel. Disposal of such waste in FOD bins is strictly prohibited.

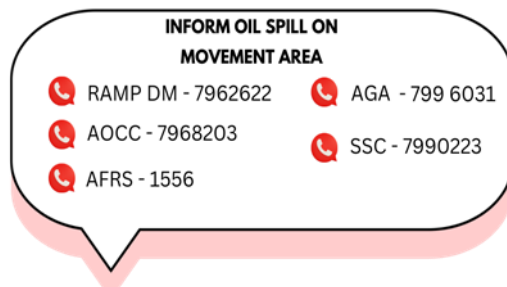


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b. Reporting Oil spills:

In case of fuel or oil spills on the movement area:

- I. Driver/Operator must report immediately to AFRS via 1556 or inform their respective supervisor. If the supervisor receives the report, they are responsible for promptly notifying AFRS.
- II. The Driver/Operator shall remain at the scene until the respective authority arrives, to prevent further contamination by other vehicles.
- III. Liquid or gaseous fuel shall only be filled or discharged in areas approved for that purpose.
- IV. If a vehicle runs out of fuel while operating, it must be towed to the designated refuelling area.
- V. Driver/Operators are responsible for conducting pre-driving checks to avoid such situations.



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c. Reporting Incidents and Accidents:

All incidents and accidents, including near misses, shall be reported immediately in accordance with the AEP, ASCP, and SMS of VIA.

- 1 All emergencies shall be reported immediately to **AFRS via 1556**. This includes:
 - I. Spills of fuel, oil, or other hazardous substances.
 - II. Damages to aircraft or injuries to personnel.
 - III. Vehicle or equipment incidents/accidents.
 - IV. Fire incidents/accidents or potential explosion hazards.
 - V. Dangerous goods incident/accident and security incidents.
- 2 All incidents/accidents including vehicle-to-aircraft incidents/accidents shall be reported to **AFRS via 1556**, informed to **SSC via +960 7990223** and notified to **AGA via +960 7996031**.
- 3 If the driver is unable to report directly, they shall report their supervisor. If the supervisor receives the report, they are responsible for promptly informing as above.
- 4 If any injury occurs during the incident/accident, the Driver/Operator must request paramedics **via AFRS 1556**.
- 5 Unless aircraft movement is affected, all persons involved must remain at the scene, and the vehicles involved must not be moved until the designated authority arrives.
- 6 Action will be taken against any Driver/Operator who flees the scene without reporting.
- 7 Any personnel found responsible for an incident/accident may be held liable for compensation for damages or costs incurred by affected persons or parties.
- 8 AGA will attend the scene, coordinate with SSC, and initiate investigations.
- 9 AGA may authorized site clearance in coordination with the SSC, after documentation and evidence collection.

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**VEHICLE ACCIDENT/
INCIDENT ON AIRSIDE**


INFORM/REQUEST	REPORT	INFORM
 AFRS 1556	 SSC 7990223	 AGA 799 6031

d. Vehicle Breakdowns in the Movement Area:

Vehicle breakdowns in the movement area must be reported immediately to **AGA via +960 7996031**:

- I. The Driver/Operator should attempt to eliminate any hazard or risk posed by the breakdown. If equipped, hazard warning lights must be switched on.
- II. If the vehicle poses a hazard to aircraft operations, the Driver/Operator should attempt to move it until assistance arrives. AGA of MACL will coordinate with the Mechanical Services Department of MACL if towing or assistance is required.
- III. If the vehicle poses a threat to nearby aircraft, AGA may remove it to a safe area.
- IV. MACL will not be responsible for any damage or liability caused during the removal of the vehicle. The responsible party will be charged for services rendered by MACL.
- V. Refuelling, servicing, or repairing vehicles in airside operational areas is strictly prohibited.

**VEHICLE BREAKDOWN
ON MOVEMENT AREA**

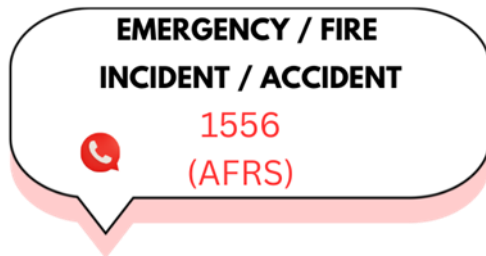
 **799 6031**
(AGA)

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e. **Emergency Situations:**

In case of an emergency, all Drivers/Operators shall follow the instructions outlined in the Airport Emergency Plan (AEP).

- I. Driver/Operators must ensure that vehicular and emergency routes are clear of obstacles and must remove their vehicles from the area as soon as possible.
- II. In the event of a fire-related incident or accident, Driver/Operators must immediately report it to AFRS.



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4.1.7 APRON AREA RULES

- a. When driving in the apron area, vehicles shall use the service road at all times unless to access the Apron Boundary Area for aircraft servicing (Apron Boundary Area is marked in red).

In exempted cases, vehicles may enter the Apron Boundary area for inspection and maintenance purposes.

- I. The vehicle shall be parked in designated areas.
- II. The vehicle shall not be left unattended.
- III. Drivers/Operators shall follow designated vehicular routes defined by ground markings, unless operating within an aircraft parking stand.
- IV. Vehicles shall not enter a parking stand as a shortcut or to overtake other vehicles.

- b. Driver/Operator shall slow down at the “Aircraft Movement Ahead” marking on the service road, check for aircraft activity, and stop to give way under the following conditions:

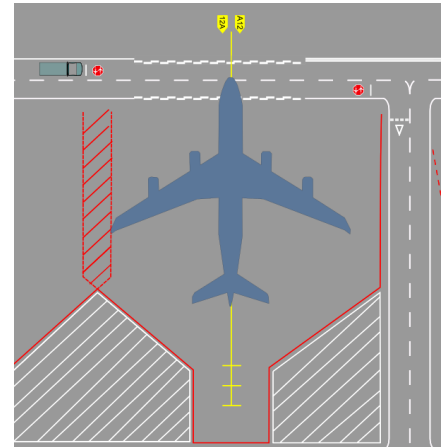
- I. If an aircraft is operating its anti-collision beacon.
- II. If an aircraft is being taxied in or out.
- III. If an aircraft is being moved or repositioned via pushback.
- IV. If an aircraft is being marshalled.



- c. Driver/Operators shall exercise extra vigilance when driving on secondary service roads and shall give way to aircraft at all times:

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- I. Even in areas without “Aircraft Movement Ahead” or “Give Way to Aircraft” markings, drivers must remain vigilant.
- II. Stop immediately if instructed by a marshaller, aircraft tow-tug operator, engineer, or other authorized personnel.
- III. When approaching a taxiway or taxi-lane, ensure the path is clear if an aircraft is taxiing in or out.
- IV. When crossing a taxiway or taxi-lane, drivers/operators must not stop or overtake another vehicle.
- V. Always stay alert and ensure the path is clear of vehicles and personnel before moving.
- VI. Maintain at least one tow tractor’s distance from other vehicles.



- d. Jet blast or propwash from aircraft engines or propellers, especially from taxiing aircraft, pose serious hazards. Aircraft may taxi out under their own power from stands designated for direct taxi-out operations.

Drivers/Operators must exercise caution in areas marked with Jet Blast Caution signs:



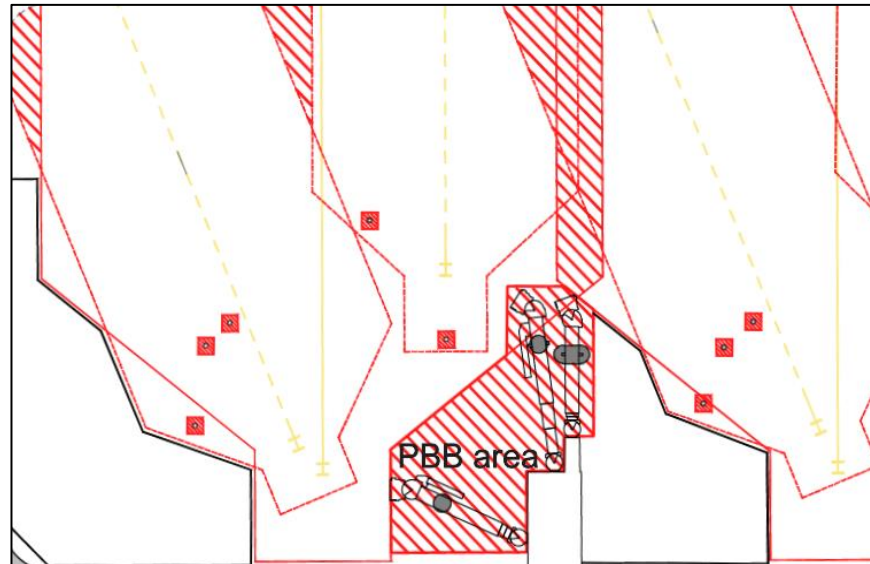
- I. Always watch for taxiing aircraft.
- II. Slow down and stop in apron areas where aircraft engine testing is ongoing. Follow guidance from the wingman or engineers on site.
- III. Maintain standard clearance. If no clearance is marked, ensure a safe distance is kept from the aircraft.
- IV. Exercise extreme caution when passing behind aircraft to avoid jet blast and propwash.

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- V. Stop and wait if aircraft engines are running or until the aircraft has completely taxied out from the stand.
- VI. During helicopter operations, maintain the clearance instructed by the helicopter marshaller.

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e. PBB area rules:



To ensure safety and operational efficiency within the Passenger Boarding Bridge (PBB) area of the Main Apron, all personnel and vehicle operators shall adhere to the following rules:

- I. Entry into the red-hatched zones within the PBB area is strictly prohibited, unless necessary for direct aircraft servicing.
- II. Parking of any vehicle within the red-hatched area of PBB is not allowed under any circumstances.
- III. Specialize vehicles operating near Passenger Boarding Bridges (PBBs) shall comply with posted height restrictions to avoid collision with bridge structures.
- IV. Only trained or certified personnel with a valid permit may operate or access the bridge and the bridge must be returned to its home position after use.
- V. Any personnel or vehicle operator within the vicinity shall be vigilant, when the visual warning rotating/flashing beacon lights mounted on the PBB is turned on.

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f. Primary Service Road rules:

These rules apply to all vehicles operating on designated primary service roads across all airside areas specifically noted otherwise for a particular zone.

- I. All vehicles must strictly follow designated routes and traffic markings on service roads.
- II. Vehicle operators shall observe speed limits and maintain a safe, wider distance between vehicles.
- III. Vehicles on primary service road of Main Apron shall be vigilant of baggage handling entry and exit routes and give way to baggage handling vehicles as required.
- IV. All vehicles shall follow traffic rules at roundabouts and are strictly prohibited from taking shortcuts.
- V. Entry onto the Head of a Parking Stand from a primary service road is restricted to towing tractors only.
- VI. Vehicles and GSE shall wait in designated GSE areas and be promptly removed upon completion of aircraft servicing to avoid congestion.
- VII. When driving on primary service roads, vehicle must be aware of bridge height restrictions in PBB areas.
- VIII. Vehicles and equipment exceeding height restrictions shall not use primary service roads in these areas and must use secondary service roads instead.
- IX. Vehicles shall give way to passengers using designated crossings and pedestrian walkways in PBB areas.



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g. Rules on Aircraft Parking Stands:

These rules govern vehicle and personnel operations within all designated aircraft parking stands on movement area. The Main Apron features both Single Parking Stands and Multi-Aircraft Ramp System (MARS) Stands. MARS stands are designed for flexible parking, accommodating one “High Code” aircraft (marked with solid lines) or two “Lower Code” aircraft positioned at inclined angles (marked with dashed lines) within the same designated area.

- I. All vehicles and personnel shall be aware of the parking stand markings and be continuously vigilant for personnel, GSE, and other aircraft operating within or adjacent to the parking stand.
- II. In MARS stands, parking stand safety lines marked in red will be overlapped in certain areas. These **overlapped areas will be hatched in red** to indicate their critical nature such as compromising adjacent stand clearance or obstructing servicing aircrafts at the stand or adjacent stands. Therefore, these hatched areas are designated as “**No Stopping Zones**” for all vehicles and equipment, unless positioning for aircraft servicing.
- III. The designated Aircraft Turnround Coordinator will conduct the stand inspections and upon completion of this inspection, **no vehicle or personnel shall enter the immediate aircraft servicing area without coordination of the Aircraft Turnaround Coordinator.**
- IV. On the apron area where parking stands are provided, there are white areas marked with white boundary lines. These are designated Ground Support Equipment (GSE) waiting areas.
 - a. Some of these waiting areas feature hatched white markings, while others have no hatching. Regardless of hatching, both types of areas are designated as waiting areas. All vehicles must strictly adhere to following rules when in these waiting areas.
 - b. These areas are exclusively for the temporary staging and waiting of GSE and vehicles prior to or after servicing an aircraft.

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- c. Vehicles when positioned must not obstruct service roads, stand safety lines, emergency stops, or PBB restricted zones.
- d. Vehicle should be parked in an orderly manner, maximizing space and allowing easy ingress and egress for other equipment.
- e. Vehicle operators must remain vigilant for aircraft movements, other vehicle traffic, and personnel in the vicinity.
- f. Vehicle must be removed promptly or moved from the area once asked by an authorized officer, to prevent congestion.
- g. Exemptions may be given to specific vehicles and equipment to be parked or positioned in the area.
- h. If designated parking area is provided, the respective vehicle shall be parked in the designated area when not in use.

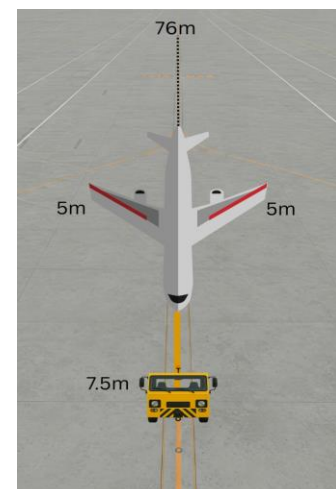
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i. **Aircraft Clearance Area Rules:**

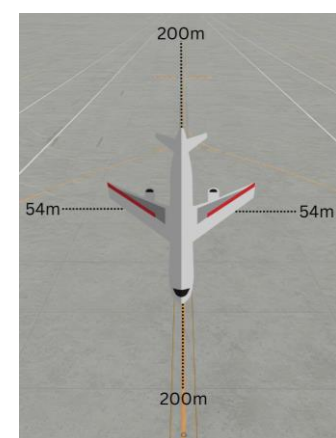
- I. Vehicles are not allowed within 3 meters of any aircraft unless for servicing purposes.
- II. Vehicles are not allowed under the wings of an Aircraft.
- III. Vehicles should not be driven inside the coned area of a parked aircraft as this is the safety area marked even where aircraft stand markings are not available.



- IV. Maintain the following clearances when an aircraft is being towed or pushed back:
 - 7.5 meters from aircraft engines
 - 5 meters from wing tips
 - 76 meters behind the aircraft.



- V. Maintain the following clearances when an aircraft is taxiing under their own power:
 - Keep 200 meters clear behind and in front
 - 54 meters clearance from the centre of an aircraft to either side.



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j. During Aircraft Refuelling:

- I. Do not start vehicles within 15 meters of a refuelling aircraft.
- II. Keep clear of aircraft engines and maintain a 2.5-meter radius around fuel tank vents.
- III. Do not drive over any hose or bonding cable-laid during refuelling.
- IV. Do not use mobile phones during refuelling.
- V. Do not drive over fuel hydrant pits on the apron.
- VI. A clear zone around the fuel hydrant pit must be maintained to allow for safe operation of fuelling and emergencies. If operating fuel bowsers, it must be positioned to allow clear access for emergencies.



k. Any vehicle capable of elevation shall be fully retracted while driving on the apron.

- I. Perform pre-driving checks on forklifts and lower forks to the lowest position before driving on the airside.
- II. Retract boom lifts, scissor lifts, excavators, and similar equipment before movement.
- III. If elevating equipment must be operated on the airside:
 - Obtain appropriate permission and a valid Work Permit (WP).
 - Adhere to the permitted height limit during operation.
- IV. If required, obtain escort services. Equipment shall remain retracted while driving on airside.

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- I. A baggage tractor is allowed to tow the following units at any one time:

Unit Type	Loaded	Unloaded
Container Dollies	4	6
Pallet Dollies	3	3
Baggage Cart (Large)	3	3
Baggage Cart (Small)	4	4



- I. Loads carried in vehicles, containers, and on pallets shall be properly secured to dislodgement during transport. Covers or tarps, if available, must be properly lashed.
 - II. If defects are found on trailers or pallets during towing, the driver/operator must tow the cargo to the nearest mobile equipment holding area, replace the faulty trailer/pallet, and report the defect to their section for removal from service.
 - III. All trailers must be equipped with red rear reflectors and amber side reflectors, clearly visible in poor visibility or darkness. High-intensity reflective sheet material or reflective paint is acceptable as an alternative.
- m. No vehicle shall be towed by another unless a suitable facility is used for that purpose.

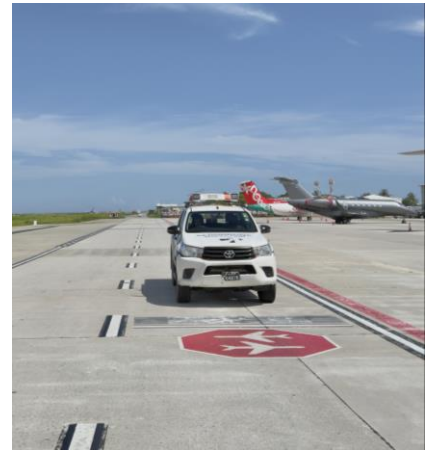
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4.1.8 RIGHT OF WAY

a. To avoid damage to aircraft or injury to passengers, vehicles and mobile equipment shall give way to aircraft at all times.

b. Vehicle shall give way to aircraft in the following situations:

- I. When an aircraft is operating its anti-collision beacon.
- II. When an aircraft taxiing in or out.
- III. When an aircraft is being towed, repositioned, or pushed back.
- IV. When an aircraft is being marshalled.



c. Vehicles shall give way to passengers, passenger buses, GSE servicing aircraft on the apron.

d. Vehicles operating on a parking stand shall not drive under the wings or fuselage of an aircraft, except when necessary for aircraft servicing.

e. Vehicles shall give way to ground personnel working near the aircraft.

f. All vehicles operating on the apron shall give way to emergency vehicles. Emergency vehicles responding to an emergency shall be given priority over all other surface traffic.

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4.1.9 MANEUVERING AREA RULES

a. Vehicles are restricted from entering the maneuvering area unless for the following purposes:

- I. Maintenance
- II. Inspection
- III. Aircraft Towing

In any other case, Escort Services shall be obtained from AGA of MACL, and ATCO Clearance is required. The vehicle will be escorted to the designated area accordingly.

b. Vehicles entering the maneuvering area shall have two-way radio communication with ATCO.

c. The driver/operator shall request permission from ATCO using VHF radio on the appropriate frequency for clearance to enter the maneuvering area. He/she shall state the following information:

- I. Vehicle call sign
- II. Present vehicle location
- III. The purpose of entering the maneuvering area
- IV. Estimated duration of stay

d. Upon receiving ATCO clearance:

- I. The driver/operator shall visually check the maneuvering area to ensure it is safe to proceed and clear of aircraft movements.
- II. Maintain radio listening watch on the appropriate VHF frequency throughout the time inside the maneuvering area.
- III. Report promptly to ATCO when exiting the maneuvering area.
- IV. In the event of VHF radio failure, the driver/operator shall:
 - Immediately clear the runway and taxiways.
 - Use alternative communication methods (e.g., telephone) to report to ATCO once clear of the area.
 - Maintain a minimum clearance of 90 meters from the runway centreline.

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- e. ATCO permission shall be obtained before accessing the Runway Strip Area.

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4.1.10 ILS CRITICAL AREA ON AIRSIDE

- a. Never enter an ILS (Instrument Landing System) critical area without appropriate permission. The ILS Glide path, ILS Localizer antenna, and DVOR areas are strictly **No Entry Zones**. These antennas provide navigational guidance for aircraft during landing. Unauthorized entry may cause interference and result in equipment shutdown.
- b. Chart depicting ILS Critical Areas



1. ILS Localizer Critical Area

Located at the end of RWY 18 and warning signs installed.

2. ILS Glide Path Critical Area

Located on the East side of RWY 18 and warning signs and boundary area marked.

3. DVOR Critical Area

Located on West side of airside, north of AGA building, and warning sign installed.

4. ILS Glide Path Critical Area

Located on the East side of RWY 36 and warning signs and boundary area marked.

5. ILS Localizer Critical Area

Located at the end of RWY 36 and warning signs installed.

- c. I. Driver/operators accessing areas surrounding the critical area shall hold an “M Permit”. Those with a “P Permit” are only allowed to drive on the perimeter road. Entry into the marked critical areas is strictly prohibited.
- II. Driver/Operators shall be vigilant for ILS Critical Area warning signs and fenced boundaries.

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III. If access to an ILS critical area is required for maintenance or operational purposes, permission shall be obtained from the Navigational Aids Maintenance Unit of AGA of MACL.

4.1.11 SAFETY PRECAUTIONS DURING LOW VISIBILITY CONDITIONS

In the event of low visibility: when Runway Visual Range (RVR) is 1000 meters or lower, or cloud ceiling is 400 feet or lower, and further deterioration is forecasted, the following restrictions apply:

1. Vehicle movements on aprons shall be minimized. Always confirm whether it is safe to proceed along the intended route.
2. Entry to the aircraft maneuvering area is strictly prohibited.
3. Maximum driving speed shall be reduced to 15 km/h in areas with higher limits. As visibility worsens, drivers shall further reduce speed to match prevailing conditions.
4. Driver/Operators shall maintain wider distance from aircraft and other vehicles.

END OF CHAPTER

5 COMMUNICATION WITH ATCO



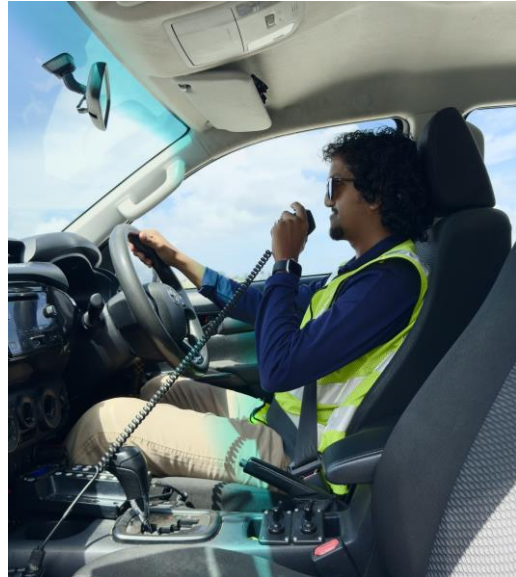
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5.1 RADIO COMMUNICATION PROCEDURES FOR VEHICLE DRIVER/ OPERATORS

Vehicle Driver/Operators operating near aircraft must comply with all rules and standards of conduct in areas designated for aircraft movement. The radio frequency used to communicate with the Control Tower may be busy at times, as it is also shared with pilots and controllers.

Therefore, Driver/Operators must understand and use the correct **Radiotelephony (RTF) phraseology and techniques**.

The purpose of this chapter is to provide a reference for the most commonly used phraseology between vehicle Driver/Operators and controllers.



Standard RTF phraseology has been developed to be as **clear and concise** as possible. Unclear or non-standard phraseology can lead to misunderstandings, which have caused incidents and accidents in some countries. While standard phraseology covers most routine situations, it may not address every possible scenario. In such cases, Driver/Operators should use plain language while keeping transmissions clear, concise, and to the point.

Driver/Operators have a personal responsibility to drive safely and follow all aerodrome rules.

5.1.1 GOOD RTF PRACTICE

5.1.1.1 BEFORE YOU TRANSMIT

- i. Be aware of radio failure procedures.
- ii. Ensure the volume and squelch controls on the radio are correctly set.
- iii. If working outside the vehicle and using a fixed unit, ensure a handheld unit is available. Be mindful that high ambient noise (e.g., aircraft engines) may drown out transmissions.
- iv. The frequency could be very busy. Hence, listen before transmitting. Do not interrupt ongoing transmissions and allow time for replies.
- v. Think about what you are going to say. If possible, write it down beforehand.
- vi. Press the transmit switch before you begin speaking.

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5.1.1.2 WHEN YOU TRANSMIT

- Use a normal conversational tone. Speak clearly, at a steady pace and avoid speaking too fast.
- Keep the rhythm, speed, volume, and pitch normal.
- Keep the microphone close to your lips (but not touching) and do not turn your head while talking.

Key Terms:

- ‘Copied’, ‘Roger’ means ‘I have received all of your last transmission’.
Do not use ‘roger’ if you have not received full message: use **‘say again’** instead.
Do not use ‘roger’ to acknowledge instructions that require a specific response.

Readbacks:

- Always read back instructions related to movement on the maneuvering area in full.
- Do not replace readbacks with ‘roger’ or ‘copied’ or ‘wilco’.
- Readbacks are important because they help to make sure that you have received and understood all of the instructions transmitted to you. If you are in a position to do so, it may help to write down important parts of the instruction, such as a holding point.

Clarification:

- If you do not understand the instructions, ask for clarification.
- **Do not guess** what it is you are being told to do.
- If the instructions issued by the controller do not correspond precisely with the request, query them.

5.1.1.3 AFTER YOU TRANSMIT

- Do not release the transmit switch until you have finished speaking.
- Ensure handheld radios or microphones are not left in a position where the transmit button is pressed, as this can **jam the frequency**, preventing others from being heard.
- A jammed frequency is not only just irritating but also potentially dangerous.

5.1.1.4 LISTENING

- Be aware of the tendency to hear what you expect, rather than what is actually said. Listen carefully.
- Always listen for your **call sign** and any **new instructions or information**.
- As the traffic conditions change, you may receive updated instructions or information.

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- Transmissions from pilots or other Driver/Operators can provide valuable situational awareness of the other traffic around you. This is particularly important at night, in adverse weather, or during low visibility.

5.1.2 RADIO PROCEDURES

5.1.2.1 RTF SPELLING ALPHABET

The ICAO RTF Spelling Alphabet, tabled below, should be used in radio communications on the airside.

Letter	Word	Pronunciation
A	Alfa	<u>AL</u> FAH
B	Bravo	<u>BRAH</u> VOH
C	Charlie	<u>CHAR</u> LEE or <u>SHAR</u> LEE
D	Delta	<u>DELL</u> TAH
E	Echo	<u>ECK</u> OH
F	Foxtrot	<u>FOKS</u> TROT
G	Golf	GOLF
H	Hotel	HO <u>TELL</u>
I	India	<u>IN</u> DEE AH
J	Juliatt	<u>JEW</u> LEE <u>ETT</u>
K	Kilo	<u>KEY</u> LOH
L	Lima	<u>LEE</u> MAH
M	Mike	MIKE
N	November	NO <u>VEM</u> BER
O	Oscar	<u>OSS</u> CAH
P	Papa	PAH PAH
Q	Quebec	KEH <u>BECK</u>

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R	Romeo	<u>ROW</u> ME OH
S	Sierra	SEE <u>AIR</u> RAH
T	Tango	<u>TANG</u> GO
U	Uniform	<u>YOU</u> NEE FORM or <u>OO</u> NEE FORM
V	Victor	<u>VIK</u> TAH
W	Whiskey	<u>WISS</u> KEY
X	X-ray	<u>ECKS</u> RAY
Y	Yankee	<u>YANG</u> KEY
Z	Zulu	<u>ZOO</u> LOO

5.1.2.2 PRONUNCIATION OF NUMBERS

Numbers shall be transmitted using the following pronunciations:

<i>Number or Numeral Element</i>	<i>Pronunciation</i>
0	<i>ZE-RO</i>
1	<i>WUN</i>
2	<i>TOO</i>
3	<i>TREE</i>
4	<i>FOW-er</i>
5	<i>FIFE</i>
6	<i>SIX</i>
7	<i>SEV-en</i>
8	<i>AIT</i>
9	<i>NIN-er</i>

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The number **5** and **9** are spoken as '**FIFE**' and '**NINER**' respectively, to avoid confusion with similar sounding words during radio transmissions.

Number or Numeral Element	Pronunciation
Decimal	DAY-SEE-MAL
Hundred	HUN-dred
Thousand	TOU-SAND

The syllables printed in capital letters in the above table are to be stressed:

For example, the two syllables in ZE-RO are given equal emphasis, whereas the first syllable of FOW-er is given primary emphasis.

Each digit, except the thousands, should be pronounced separately. Add the word "thousand" after the digit to indicate a thousand. Add the word "decimal" in between digits to indicate a decimal.

Number	Spoken As
10	ONE ZERO
50	FIVE ZERO
100	ONE ZERO ZERO
427	FOUR TWO SEVEN
15000	ONE FIVE THOUSAND
121.9	ONE TWO ONE DECIMAL NINE

5.1.2.3 PHRASEOLOGY

1. Use standard phraseology when possible.
2. Always be concise and unambiguous on RTF.
3. Do not use expressions of politeness excessively.

5.1.2.4 CALL SIGN

Driver/Operators should ensure they always use the correct call sign allocated to that particular vehicle.

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5.1.2.5 ESTABLISHING COMMUNICATION

When first establishing communication, Driver/Operators should use the full call signs of both stations, saying first **whom** they are calling (e.g. Male' Tower), and then **who** they are (e.g. AIRFIELD ONE).

The reply may include the phrase 'go ahead'.

<u>Example</u>	
Vehicle:	<i>MALE' TOWER, THIS IS AIRFIELD ONE</i>
Male' Tower:	<i>AIRFIELD ONE, MALE' TOWER, GO AHEAD</i>

If there is no response, the vehicle operator should wait a few moments to re-try.

An acknowledgment means a transmission has been received and fully understood with a read back of the message to ATC.

<u>Example</u>	
Vehicle:	<i>TOWER, AIRFIELD ONE, ROGER</i>

If the instructions are not fully understood, the vehicle operator should request a repeat of the message.

<u>Example</u>	
Vehicle:	<i>TOWER, AIRFIELD ONE, SAY AGAIN</i>

To end any communication, say the call sign of the calling station.

<u>Example</u>	
Vehicle:	<i>AIRFIELD ONE</i>

5.1.2.6 CONTINUING COMMUNICATION

Once satisfactory communication has been established, only the vehicle call sign is normally used.

<u>Example</u>	
Tower:	<i>AIRFIELD ONE, REPORT POSITION</i>
AIRFIELD ONE:	<i>AIRFIELD ONE, ON THE MAIN APRON, REQUEST ENTER RUNWAY FOR AN INSPECTION</i>
Tower:	<i>AIRFIELD ONE, ENTER RUNWAY VIA TAXIWAY ALPHA</i>

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5.1.2.7 AUTHORIZATION REQUEST AND RESPONSE

During communications with ATC, standard phraseology should be used to make transmissions more efficient and to avoid misunderstandings. The following are examples of standard radio transmissions:

5.1.2.7.1 Permission to Enter Runway

<u>Example</u>	
<i>Vehicle:</i>	<i>MALE' TOWER, AIRFIELD THREE</i>
<i>Tower:</i>	<i>AIRFIELD THREE, TOWER</i>
<i>Vehicle:</i>	<i>AIRFIELD THREE ON THE MAIN APRON, REQUEST PERMISSION TO PROCEED RUNWAY 36 VIA TAXIWAY BRAVO FOR RUNWAY INSPECTION</i>
<i>Tower:</i>	<i>AIRFIELD THREE, PROCEED RUNWAY 36 VIA TAXIWAY BRAVO FOR RUNWAY INSPECTION</i>
<i>Vehicle:</i>	<i>ROGER, AIRFIELD THREE</i>
<u>or</u>	
<i>Tower:</i>	<i>AIRFIELD THREE, NEGATIVE, HOLD YOUR POSITION</i>
<i>Vehicle:</i>	<i>HOLDING, AIRFIELD THREE</i>

5.1.2.7.2 Permission to proceed onto taxiway

<u>Example</u>	
<i>Vehicle:</i>	<i>MALE' TOWER, THIS IS AIRFIELD ONE, NORTH OF MAIN APRON. REQUEST TO PROCEED TO WORK IN PROGRESS ON TAXIWAY CHARLIE</i>
<i>Tower:</i>	<i>AIRFIELD ONE, THIS IS MALE' TOWER. PROCEED TO TAXIWAY CHARLIE. ACKNOWLEDGE</i>
<i>Vehicle:</i>	<i>TOWER, AIRFIELD ONE. PROCEEDING TO TAXIWAY CHARLIE</i>

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Tower:	<i>AIRFIELD ONE, AFFIRM</i>
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Permission to proceed on the maneuvering area may include such instructions regarding other traffic to ensure safe operations.

<u>Example</u>	
Tower:	<i>AIRFIELD ONE, GIVE WAY TO THE SRI LANKAN AIRBUS 340 ON YOUR RIGHT, THEN PROCEED TO TAXIWAY CHARLIE. CAUTION, JET BLAST</i>

5.1.2.8 Vacating a Runway

When a Driver/Operator is instructed to vacate a runway, the Driver/Operator shall read back the instruction.

A runway vacated report should not be made until the vehicle, and towed aircraft (if there is one), or associated vehicles (if there are any being escorted), are clear of the designated runway area. This will be once the appropriate runway holding point has been passed. To avoid misunderstanding, Driver/Operators shall use the expression 'vacated' and **not** 'clear' or 'cleared'.

<u>Example</u>	
Tower:	<i>AIRFIELD THREE, VACATE RUNWAY VIA TAXIWAY ALPHA, REPORT VACATED</i>
Vehicle:	<i>VACATE AT ALPHA, WILCO, AIRFIELD THREE</i>
Vehicle:	<i>RUNWAY VACATED, AIRFIELD THREE</i>
Tower:	<i>AIRFIELD THREE</i>

5.1.2.9 Permission to cross a Runway

A Driver/Operator shall not under any circumstances cross or enter a runway unless a specific instruction has been issued and acknowledged.

<u>Example</u>

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Vehicle:	<i>AIRFIELD THREE, AT RUNWAY CROSSING POINT ON THE WESTERN SIDE. REQUEST PERMISSION TO CROSS RUNWAY TO PROCEED TO TOWER</i>
Tower:	<i>AIRFIELD THREE, VIA RUNWAY CROSSING POINT, CROSS RUNWAY, PROCEED TO TOWER</i>
Vehicle:	<i>VIA RUNWAY CROSSING POINT, CROSS RUNWAY, PROCEED TO TOWER, AIRFIELD THREE</i>

5.1.2.10 Permission to tow an Aircraft

Controllers may not always know in advance that an aircraft is to be towed. Ground vehicles are less manoeuvrable when towing an aircraft and this need to be taken into account when issuing instructions to these vehicles.

To avoid confusion and help the controller to identify the correct aircraft to be towed, Driver/Operators should state the aircraft type, e.g. Boeing 747, and where appropriate, the company operating the aircraft, e.g. 'Singapore Airlines', as part of the first call.

It is sometimes necessary for a tug to push an aircraft back from the parked position before towing and, in these circumstances, Driver/Operators should request permission to push back, and tow as shown below.

Example 1

Vehicle:	<i>TOWER, TOW TUG ONE REQUEST TOW SINGAPORE AIRLINES B747 ONTO RUNWAY VIA TAXIWAY ALPHA</i>
Tower:	<i>TOW TUG ONE, TOW ONTO RUNWAY VIA TAXIWAY ALPHA</i>
Vehicle:	<i>TOW ONTO RUNWAY VIA TAXIWAY ALPHA, TOW TUG ONE</i>

Example 2

Vehicle:	<i>TOWTUG ONE, REQUEST PUSHBACK AND TOW SINGAPORE AIRLINES B747 ONTO RUNWAY VIA TAXIWAY BRAVO</i>
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5.1.2.11 Messages relating to the safety of an Aircraft

Driver/Operators on aerodromes sometimes observe things that could affect safety and need to transmit this information to the controller. The examples given below are not exhaustive.

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Driver/Operators may need to use plain language and should be as clear and concise as possible.

Information concerning the safety of a specific aircraft should be transmitted to the controller who will then pass it to the aircraft pilot.

<u>Example</u>	
<i>Vehicle:</i>	<i>RAMP ONE, OPEN VENTILATION PANEL STARBOARD SIDE OF BRITISH AIRWAYS BOEING 777 PASSING ON TAXIWAY CHARLIE</i>
<i>Tower:</i>	<i>RAMP ONE, ROGER</i>

If the Driver/Operator has noticed something which may be significant, but is told to 'standby', they should not assume that the controller has seen the same thing but should emphasize the urgency of their message.

<u>Example</u>	
<i>Vehicle:</i>	<i>RAMP ONE, URGENT MESSAGE</i>

5.1.2.12 Messages concerning Wildlife

Wildlife such as birds and animals are a potential hazard to aircraft. One bird can destroy a jet engine, and a flock could cause an aircraft accident.

<u>Example</u>	
<i>Vehicle:</i>	<i>FOX ONE, LARGE FLOCK OF BIRDS ON GRASS SOUTH OF TAXIWAY ECHO</i>
<i>Tower:</i>	<i>FOX ONE, ROGER</i>

5.1.2.13 Broken down Vehicle

If a vehicle breaks down, the Driver/Operator should inform the controller immediately, including precise information regarding the vehicle's location and follow the aerodrome's procedures for broken down vehicles.

<u>Example</u>	
<i>Vehicle:</i>	<i>AIRFIELD TWO, SOUTH OF TAXIWAY HOTEL, BROKEN DOWN UNABLE TO MOVE, CONTACTING ENGINEERS</i>
<i>Tower:</i>	<i>AIRFIELD TWO, ROGER</i>

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5.1.2.14 ATC Instructions to hold short of a runway shall be read back

<u>Example</u>	
<i>Vehicle:</i>	<i>TOWER, AIRFIELD ONE</i>
<i>Tower:</i>	<i>AIRFIELD ONE, TOWER</i>
<i>Vehicle:</i>	<i>AIRFIELD ONE, ON MAIN APRON, REQUEST PERMISSION TO PROCEED ON RUNWAY VIA TAXIWAY ALPHA FOR RUNWAY INSPECTION</i>
<i>Tower:</i>	<i>AIRFIELD ONE, PROCEED TO TAXIWAY ALPHA. HOLD SHORT OF RUNWAY</i>
<i>Vehicle:</i>	<i>AIRFIELD ONE, ROGER, HOLDING SHORT OF RUNWAY</i>

5.1.2.15 Broadcast Information

When a controller wishes to broadcast information to all vehicles likely to receive it, the message will be prefaced by phrase '**ALL STATIONS**'.

No reply is expected to such general calls, unless individual vehicles are subsequently called upon to acknowledge receipt, or the recipient needs to query the information.

<u>Example</u>	
<i>Tower:</i>	<i>ALL STATIONS, MALE' TOWER, DISTRESS TRAFFIC ON FINAL</i>

5.1.2.16 READABILITY AND TEST TRANSMISSIONS

It is important that all RTF transmissions are readable, i.e. clear enough and loud enough to be understood. A radio test should be done when you are unsure of your radio's performance. Whilst radios need to be tested, test transmissions should only be as long as is necessary for the test and not longer than 10 seconds. Tests shall not interfere with other transmissions.

To make it clear that the transmission is a test, Driver/Operators should follow the format shown below, and include the frequency being used as part of their first transmission. The radio station will assess the transmission and advise the Driver/Operator of the readability of the transmission using the scale:

Readability Scale	Meaning
1	Unreadable
2	Readable now and then

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3	Readable but with difficulty
4	Readable
5	Perfectly readable

<u>Example 1</u>	
<i>Vehicle:</i>	<i>MALE' TOWER, AIRFIELD ONE, RADIO CHECK</i>
<i>Tower:</i>	<i>AIRFIELD ONE, MALE' TOWER, READABILITY FIVE</i>
<u>Or</u>	
<i>Vehicle:</i>	<i>MALE' TOWER, AIRFIELD ONE, RADIO CHECK</i>
<i>Tower:</i>	<i>AIRFIELD ONE, MALE' TOWER, COMMENCE TEST COUNT</i>
<i>Vehicle:</i>	<i>TEST COUNT ONE, TWO, THREE, TWO, ONE</i>
<i>Tower:</i>	<i>READ YOU FIVE</i>

Additional information may be added regarding any abnormality noted as shown in the examples below.

<u>Example 2</u>	
<i>Vehicle:</i>	<i>MALE' TOWER, AIRFIELD ONE, RADIO CHECK</i>
<i>Tower:</i>	<i>AIRFIELD ONE, MALE' TOWER, READABILITY THREE, WITH A LOUD BACKGROUND WHISTLE</i>

Where the test transmission is unreadable, the radio station may not be able to identify the caller and may respond to 'station calling' also as shown below:

<u>Example 3</u>	
<i>Vehicle:</i>	<i>MALE' TOWER, AIRFIELD ONE, RADIO CHECK</i>
<i>Tower:</i>	<i>STATION CALLING MALE' TOWER, READABILITY ONE</i>

5.1.3 RADIO FAILURE

In the event of a radio failure, Driver/Operators should follow the established procedures. The controller may use the following signals to communicate with vehicles. Driver/Operators should keep a look out for and understand these signals, which have the following meanings:

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Characteristic and colour of light beam or pyrotechnic	Meaning when directed from the Tower to a vehicle
Continuous red light	Stop
Red flashes	Move clear of the landing area
Green flashes	You may move on the maneuvering area
White flashes	Return to starting point on the aerodrome

5.1.4 STANDARD WORDS AND PHRASES

The use of standard words and phrases helps prevent misunderstandings which can contribute to accidents. It also reduces the need for additional transmissions and reduce congestion on what is often a busy frequency.

The following words and phrases used in RTF communications have the specific meanings given below.

Word/Phrase	Meaning
ACKNOWLEDGE	Let me know if you have received and understood this message
AFFIRM	Yes, or permission granted
APPROVED	Permission for proposed action granted
BREAK	Indicates the separation between messages
BREAK BREAK	Indicates the separation between messages transmitted to different call signs in a busy environment
CANCEL	Cancel the previously transmitted clearance
CHANGING TO	I intend to call ... (unit) on ... (frequency)
CHECK	Examine a system or procedure (<i>not to be used in any other context. No answer is normally expected</i>)
CONFIRM	I request verification of (clearance, instruction, action, information)
CONTACT	Establish communication with ... (your details have been passed)
CORRECT	True or accurate
CORRECTION	An error has been made in this transmission (or message indicated). The correct version is ...
DISREGARD	Ignore
EXPEDITE	Carry out an action at best rate/speed. Note: usually followed by the action to be taken.

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HOLD POSITION	Do not proceed until you have received permission
HOLD SHORT	Stop before reaching the specified location. Note: used in limited circumstances where no defined point exists (e.g. where there is no suitably located holding point) or to reinforce a clearance limit
HOW DO YOU READ	What is the readability of my transmission?
I SAY AGAIN	I repeat for clarity or emphasis
MONITOR	Listen out on (frequency)
NEGATIVE	No, or permission not granted or that is not correct, or not capable
OUT	This conversation is ended, and no response is expected. (Normally used only under poor communication conditions).
PASS YOUR MESSAGE	Proceed with your message
READ BACK	Repeat all, or the specified part, of this message back to me exactly as received
REPORT	Pass requested information
REQUEST	I would like to know ... or I wish to obtain ...
ROGER	I have received all or your last transmission. Note: Under no circumstances to be used in reply to a question requiring a direct answer in the affirmative (AFFIRM) or negative (NEGATIVE)
SAY AGAIN	Repeat all, or the following part, or your last transmission. (Do not use the word "repeat").
SPEAK SLOWER	(self-explanatory)
STANDBY	Wait and listen. I will call you again.
THAT IS CORRECT	(self-explanatory)
WHAT IS YOUR REQUEST/MESSAGE	(self-explanatory)
WILCO	Understood, will comply with.

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5.1.5 SAFETY

Runway incursion is any occurrence at an airport involving the incorrect presence of an aircraft, vehicle or person on the controlled area of a surface designated for the landing and take-off of aircraft.

There have been significant runway incursions that have resulted from a Driver/Operator responding to a clearance or instruction intended for another vehicle or aircraft. This is commonly the result of the Driver/Operator expecting to hear his call sign in the next communication from ATC but in fact the communication is directed to another party with a similar sounding call sign.

Hence, Driver/Operators are advised to remain alert to the call signs of other vehicles and aircraft operating on or near to a runway and listen carefully for their call sign in any communication from ATC and contact ATC anytime there is a concern about a potential conflict.

END OF CHAPTER

6 ENFORCEMENT OF AIRSIDE DRIVING RULES & REGULATIONS



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6.1 INTRODUCTION

Under the declaration signed by ADP holders of VIA, it is the responsibility of each Driver/Operator to abide and comply with the rules and regulations stipulated in the Airside Driving Handbook. To ensure compliance with these rules and regulations, checks will be conducted in various areas of the airside. Any rule violations or offences that are observed, reported, and concluded through incident/accident investigations are subject to penalties and consequences.

In addition to that, rule violations and offenses may be subject to legal actions under the applicable government authority rules and regulations. Therefore, Driver/Operators shall also observe the provisions outlined in those regulations.

6.2 THE AIRSIDE DRIVING OFFENSE POINTS SCHEME

Rule violations and offenses that may compromise the safety of airside operations are subject to the Airside Driving Offence Point Scheme. This scheme is based on both the number of offenses and severity of offenses, which are recorded as demerit points in the Driver/Operator's ADP record.

The points scheme is not intended as a punitive measure. Its primary focus is on retraining Driver/Operators and refreshing their knowledge of rules and safety procedures to prevent recurrence of the offences. Offenders are permitted to continue driving on the airside during duty hours, unless they accumulate 12 or more points.

There are three ways in which a Driver/Operator may accumulate demerit points.

6.2.1 COMPLIANCE CHECK REPORT

Under the jurisdiction of Aerodrome and Ground Aids, compliance checks are conducted randomly on various areas of the airside. These checks are recorded in the Compliance Check Database maintained by the Aerodrome Documentation & Standards Unit of AGA Section of MACL. Speed limits within airside area are monitored using speed guns, and violations are documented as evidence.

Information such as ADP status, AVP status and vehicle/Driver/Operator requirements will be recorded. Any non-



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compliances that can be corrected on-site (e.g., switching-on a beacon, wearing a seatbelt, etc) will be addressed immediately and considered a first verbal instruction. These will be documented in the ADP/AVP compliance check records.

If a Driver/Operator fails to comply or cooperate, the officer has the authority to revoke the ADP card, and the Driver/Operator will be subject to the Driving Offence Point Scheme.

Non-compliances that cannot be corrected on-site will be reported to the respective department, company, or organization via email. If the non-compliance poses a danger to aircraft operations or creates a hazard, the vehicle or Driver/Operator will be instructed to vacate the airside premises immediately.

All ADP/AVP checks will be recorded. If a Driver/Operator receives two verbal instructions within a 12-month period, they will be subjected to the Driving Offence Point Scheme.

During compliance checks, speed guns, photos, videos, messages, recordings via duty mobile phones, and other tools may be used as evidence. Driver/Operator are required to cooperate with Aerodrome Officers of AGA of MACL.

6.2.2 INVESTIGATION REPORTS

If an incident or accident occurs in the airside area, the ADP of the Driver/Operators must be submitted to the Aerodrome Documentation & Standards Unit of AGA. The Driver/Operator's employer shall ensure that the individual is not engaged in any airside driving operations until ADP is re-issued.

Upon receipt of the investigation report, the cause and the responsible Driver/Operator will be reviewed by the ADP issuer and may be subject to the Driving Offence Point Scheme. The Aerodrome Documentation & Standards Unit of AGA will notify the involved Driver/Operators to attend the AGA office for a conclusion and action regarding re-issuance of the ADP.

6.2.3 REPORTED VIOLATIONS AND OFFENCES

If any airside user reports a violation or offence committed by a Driver/Operator via mobile phone, message, email, photo, or video, it will be recorded as evidence and communicated to the respective Driver/Operator or their department/organization.

If the violation is confirmed and the Driver/Operator has a prior record within the past 12 months, they will be subject to the Driving Offence Point Scheme.

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6.3 DEMERIT POINT APPLICABILITY

- 1 The Driving Offence Point Scheme applies to all ADP holders and may be triggered by any of the three methods outlined in 6.1.
- 2 First-time offenders under section 6.2.1 and 6.2.3 will receive a verbal instruction only. In exceptional cases, AGA of MACL reserves the right to issue a verbal warning or apply the offence point scheme under section 6.2.2.
- 3 Driver/Operators subject to the point scheme will be required to attend a one-to-one session with the ADP issuer to maintain confidentiality.
- 4 Demerit points will not be disclosed unless deemed necessary. The ADP issuer reserves the right to share information with relevant authorities. Only the validity status of the ADP will be communicated to the Vehicle Operator or department.
- 5 Driver/Operator may continue driving on the airside even after accumulating points. The ADP issuer is not liable for any disciplinary action taken by the employer and cannot reverse penalties imposed by the employer or authorities.
- 6 Demerit points remain on record for 01 year. If the Driver/Operator maintains good driving conduct during this period, the points will be removed. However, if further offences occur under 6.1.1, 6.1.2 and 6.1.3 within the same year, additional points will be added.
- 7 Accumulating 12 points or more within one year period will result in ADP withdrawal. The employer must appeal for reinstatement with justification. The ADP issuer may hold, cancel or re-issue the ADP. Re-issuance requires refresher training and a theory test.
- 8 If a Driver/Operator causes an accident due to carelessness resulting in damage to aircraft, injury to passengers, or infrastructures, their ADP will be suspended for a period of 03 months or a term agreed by the ADP issuer and investigation team. The employer shall ensure the Driver/Operator does not perform driving duties during this



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time. The ADP issuer is not liable for disciplinary actions or penalties imposed by the employer or authorities.

- 9 Employers reserve the right to assign, or revoke driving duties and cancel ADPs. cancellation of the ADP of a Driver/Operator. They must inform the ADP issuer of any changes and ensure valid ADPs are held by assigned Driver/Operators.
- 10 The Airside Driving Offence Points Scheme does not override enforcement of Government Authority Rules and Regulations.
- 11 Further action may be taken against repeated offenders.

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6.4 DRIVING OFFENCE POINTS

NO.	DRIVING OFFENCES & VIOLATIONS	DEMERIT POINTS
1	Exceeding speed limit near the aircraft parking bay or within safety area of an aircraft by:	
	a) 06km/h to 20km/h	3
	b) 21km/h to 30km/h	5
	c) 31km/h to 39km/h	8
	d) More than 40km/h	12
2	Exceeding speed limit on an aircraft parking bay or within 15 meters of an aircraft by:	
	a) 11km/h to 15km/h	2
	b) 16km/h to 20km/h	3
	c) 21km/h to 30km/h	4
	d) 31km/h to 39km/h	7
3	Exceeding speed limit on service road of movement area by:	
	a) 16km/h to 25km/h	2
	b) 26km/h to 39km/h	3
	c) More than 40km/h	5
4	Driving without due care or reasonable consideration:	
	a) Causing obstruction or undue inconvenience to other aerodrome users	2
	b) Causing an occurrence or incident with minor damages to vehicles/equipment or property	3
	c) Causing an incident/accident with structural damages to vehicle/equipment or property	7
	d) Causing an incident/accident involving minor damages to aircraft or minor injury to passenger/personnel	9
e) Causing an incident/accident involving major damages to aircraft or major injury/fatality of passenger/personnel	12	

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NO.	DRIVING OFFENCES & VIOLATIONS	DEMERIT POINTS
5	Failing to give way to aircraft in the movement area or crossing an aircraft path:	
	a) While aircraft is on hold with its anti-collision beacon ON	3
	b) During push back or towing or any movement of an aircraft on the movement area	5
	c) While being towed or when aircraft is being pushed back with its anti-collision beacon ON	7
	d) While taxiing on its own power with its anti-collision beacon ON	9
6	Crossing in between a Marshaller and an aircraft being marshalled or causing an incursion on the movement area.	9
7	Failing to give clearance area for an Aircraft by;	
	a) Driving within 3m or less of an aircraft unless servicing purposes	3
	b) Driving inside the cones placed around the aircraft or when the aircraft is parked inside the parking stand	5
	c) Driving within or less than 7.5m from front of the engine, 5m from tip of wings and 76m or less from behind a towing aircraft unless for servicing purposes	6
	d) Driving within 200m or less from front or back of a taxiing aircraft on its own power unless for servicing purposes	7
8	Failing to comply with directional/verbal instruction of an authorized officer in the movement area	3
9	Driver/Operator not meeting requirements while driving:	
	a) Driving a vehicle/equipment without wearing a high-visibility safety vest on airside	2
	b) Failing to wear a seatbelt in vehicles where seat belts are provided	2
	c) Not carrying ADP while driving on airside or unable to present National Driving License evidence (physical card or online) while driving on airside area	2
	d) Eating, drinking, smoking or using mobile phone while driving	5
	e) Driving vehicles/equipment not authorized on the ADP on airside area	8

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NO.	DRIVING OFFENCES & VIOLATIONS	DEMERIT POINTS
10	Driver/Operator driving/operating a vehicle/equipment with requirements not met:	
	a) Driving a vehicle/equipment without a fire extinguisher installed/affixed in the vehicle.	3
	b) Failing to switch on beacon or driving a vehicle/equipment without a beacon on in the airside area	4
	c) Driving a vehicle/equipment without an AVP displayed or with an invalid AVP on airside area	5
11	Failing to conform with traffic signs on movement area, by:	
	a) Not following the service road markings or driving on the wrong lane	2
	b) Stopping the vehicle in a “no entry zone” or clearance zone of an aircraft	3
	c) Crossing red-hatched area of the Passenger Boarding Bridge zone without operational need or servicing purpose	3
	d) Vehicle parked in the red hatched area in Passenger Boarding Bridge	5
	e) Overtaking, stopping, and making U-turns on service roads around or within the apron area	3
	f) Failing to give way to passengers on movement area	4
	g) Crossing the “Baggage Handling Area” (for vehicles not involved in baggage handling)	4
	h) Crossing the vehicle limit line on the apron area	5
	i) Crossing the apron boundary line for a purpose other than servicing aircraft, maintenance, and inspection of the apron	6
12	Parking vehicles/equipment in a manner causing:	
	a) Obstruction, danger or undue inconvenience to other users on the movement area	2
	b) Unauthorized or illegal parking on the movement area	4
	c) Leaving a vehicle unattended with the engine running, within 7.5 meters of an aircraft	8
13	When carrying load or goods in vehicle:	
	a) Conveying load that is not properly secured	2

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NO.	DRIVING OFFENCES & VIOLATIONS	DEMERIT POINTS
	b) Load falling from equipment/vehicle	4
	c) Causing an incident/accident involving a vehicle/equipment or property	5
	d) Causing an incident/accident involving aircraft or passenger/personnel	8
14	Vehicle/Equipment operating procedure deviance and:	
	a) Causing obstruction or undue inconvenience to other users of aerodrome	1
	b) Causing an occurrence or incident with minor damages to vehicles/equipment or property. (e.g., dent, paint scratch, or crack on a vehicle)	1
	c) Causing an occurrence or incident with minor damages to vehicles/equipment or property. (e.g., broken headlight, damage to rear-view mirror, bumper, bollard, or security fence)	3
	d) Failing to assign a guide person/ looking for blind spots while reversing in the movement area	3
	e) Driving without maintaining a sufficient distance between vehicles	3
	f) Causing damage to a taxiway light while driving in the maneuvering area.	4
	g) Causing an incident/accident with structural damages to vehicle/equipment or property	5
	h) Causing an incident/accident involving damages to aircraft or injury to passengers	9
15	Sitting other than on a passenger seat or standing in a section of the vehicle not constructed for standing purpose	3
16	Towing defective trailers/trolleys on airside roadways	4
17	Driving a forklift with its fork elevated or driving a vehicle/equipment capable of elevation without retracting it on movement area	4
18	'Run-away' trailer unit	6
19	Towing more than the limited container trailer/baggage trolleys or pallet dollies at any time	

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NO.	DRIVING OFFENCES & VIOLATIONS	DEMERIT POINTS
	a) More than 4 loaded container dollies or 6 unloaded container dollies	5
	b) More than 4 unloaded baggage carts (Small)	5
	c) More than 3 loaded pallet dollies or baggage carts (Small or Big)	6
	d) More than 3 unloaded pallet dollies, baggage carts (Small)	6
20	During aircraft re-fuelling;	
	a) Blocking or stopping the vehicle in front of the positioned Fuel Bowser	5
	b) Driving over fuel hydrant pits on the apron	5
	c) Driving near the aircraft engines or within 2.5m radius of the refuelling aircraft fuel tank vents	6
	d) Starting the vehicle engine within 15m of a refuelling aircraft	7
	e) Driving over any hose or bonding cable laid on the ground by fuelling agents	9
21	On Maneuvering area	
	a) When communicating with ATCO, using an incorrect callsign or a callsign other than the designated call sign	2
	b) Entering without acknowledging the clearance received from ATCO and without conducting a visual check	3
	c) Failure to inform the "VACATED" status upon exiting or vacating the area	5
	d) Entering maneuvering area without ATCO clearance	10
	e) Entering Instrument Landing System (ILS) critical area causing system shut down	10
<p>Note: ADP issuers have the authority to issue a verbal warning and choose not to deduct points from the driver's ADP record based on the severity of the violation identified.</p>		

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6.5 FINES FOR VIOLATIONS AND OFFENCES

In the event of an accident or incident occurring in the airside area, fines for violations and offences will be applied in accordance with the applicable Driving Offence Point Scheme. These fines are intended to reinforce safe driving practices and ensure compliance with airside rules and standards.

- 1 Fines for violations are applicable under the following conditions:
 - a. A first-time offence by a Driver/Operator resulting in a verbal instruction (as outlined in the Demerit Offence Point Scheme) will not incur a fine.
 - b. Repeated offences (i.e., a second or subsequent offences within a 12-month period), will result in fines and penalties, in addition to demerit points.
 - c. Drivers/Operators directly involved in an incident or accident will be subject to fines based on the findings of the investigation report. Even if the offence does not warrant a fine, the Driver/Operator will still be subject to the Driving Offence Point Scheme, resulting in ADP demerit point accumulations.
 - d. MACL reserves the right to assign appropriate fines based on specific situation and severity of the offence.

- 2 Responsibility for Fines and Payment Process:
 - a. Fines incurred by Drivers/Operators will be charged to their respective Company or department.
 - b. For repeated offences or involvement in incidents/accidents, AGA of MACL will notify the employer regarding the fine and payment process.
 - c. AGA of MACL will issue a payment slip to the Finance Department of MACL, who will then generate and forward the invoice to the respective company or department.
 - d. Upon payment, the company/department must present the receipt to AGA and Finance Department of MACL.
 - e. AGA of MACL will then inform the driver to attend a one-to-one session where demerit points will be communicated and the ADP card re-issued.

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- f. MACL shall not be held liable for the internal arrangements between the employer and the driver regarding payment of fines (i.e., whether the employer makes the driver personally pay the fine or not).
- g. Stakeholders are subject to fines and violations rate schemes under 6.6. and the circular issued by Commercial Division of MACL.
- h. MACL staff are subject to fines and penalties in accordance with the MACL Liability procedure, as administered by the Human Resource Department of MACL.

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6.6 FINES AND VIOLATIONS RATE SCHEME

The following fines shall be applied in conjunction with the Airside Driving Offence Point Scheme:

- I. The table below categorizes major types of airside driving offences and specifies the corresponding fine rates applicable to each category.
- II. Demerit points associated with each offence will be incorporated and considered within these defined offence categories for the purpose of applying fines.
- III. MACL reserves the right to determine and assign appropriate fines based on the specific type and severity of the offence or violation, including scenarios not explicitly listed in the table. Such determinations shall be made in accordance with MACL's internal procedures and applicable regulatory standards.

NO.	TYPE OF OFFENCE	RATE
12	Parking Violation- Per instance	750
9 (e) & 10 (c)	<u>Driving without a Permit</u>	
	1st Offense	500
	2nd Offense	750
	3 and above	1,000
1-3	<u>Speeding offence</u>	
	1st Offense	500
	2nd Offense	750
	3 and above	1,000
4,5,6,7,9,14,17, 20,21	<u>Careless Driving in apron & maneuvering area</u>	
	1st Offense 2,000	2,000
	2nd Offense 4,000	4,000
	3 and above 6,000	6,000
8, 11, 13, 15, 16, 18, 19	<u>Other:</u>	
	1st Offense	1,000
	2nd Offense	1,500
	3 and above	2,000

*The rates in the table above are subject to GST.

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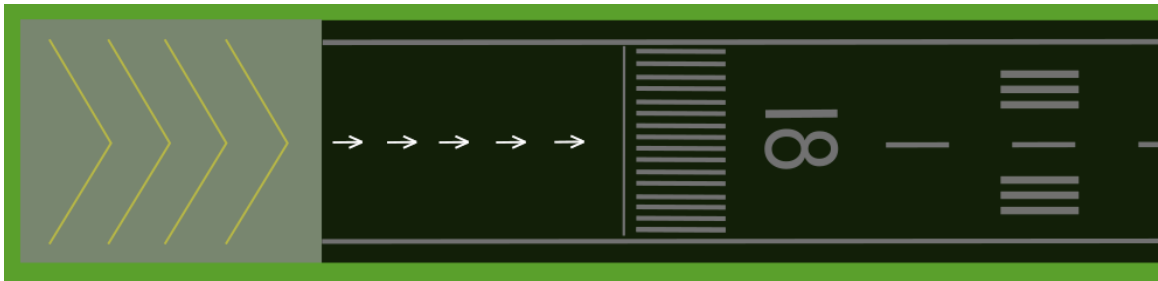

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7 MARKINGS AND SIGNS



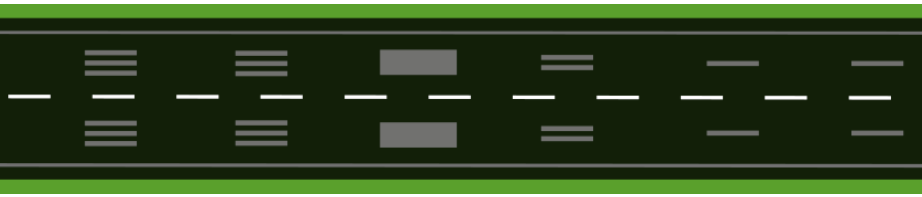



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MARKING DETAILS

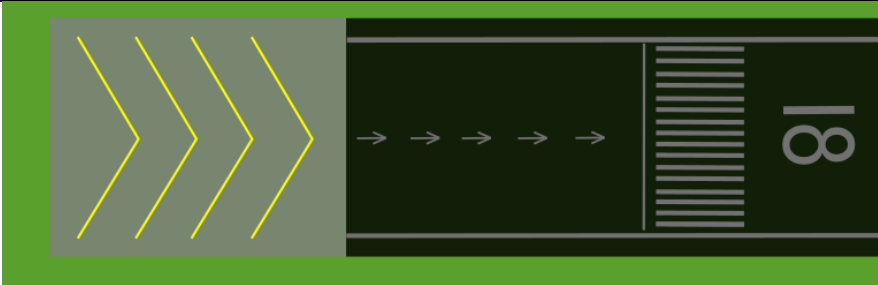
<p>1 Threshold</p> <p>White longitudinal stripes of uniform dimension marked symmetrically (16 stripes for Code F) indicate the threshold of the runway or the starting point of landing runway.</p>	
<p>2 Displaced Threshold</p> <p>White arrow marks indicate permanent displaced threshold to meet the obstacle limitation object, to clear the approach surface of obstacles when the objects on the area cannot be removed.</p>	
<p>3 Runway Designation</p> <p>Two-digit numbers in white indicates the designation of the runway for landing and take-off from that direction. (18 for RWY 18 and 36 for RWY 36 is marked at each end respectively)</p>	

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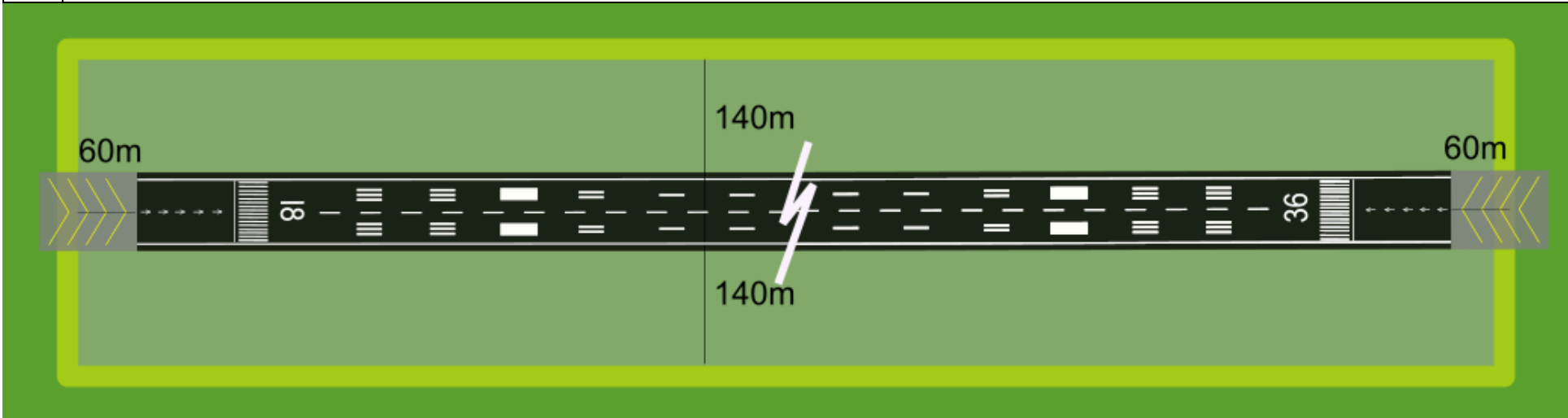
4	<p>Aiming Point</p> <p>The two conspicuous stripes indicate the aiming point at the approach coincident with the visual approach slope origin.</p>	
5	<p>Touch Down Zone</p> <p>Symmetrically distributed marking of bars of 3 stripes pairs, 2 stripes pairs and 1 stripe pairs indicated the touch down zone of the approach directions of a runway.</p>	
6	<p>Centreline</p> <p>Uniformly spaced strips and gaps along the centre of the runway indicates the centreline of the runway.</p>	
7	<p>Side Stripes</p> <p>White continuous stripes along the edge of the pavement indicates the side stripes of the runway</p>	

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8 Pre-threshold (Blast Pad marking)
Chevron marking in yellow on the surface indicates area not suitable for normal use of aircraft and for protection from jet blast.

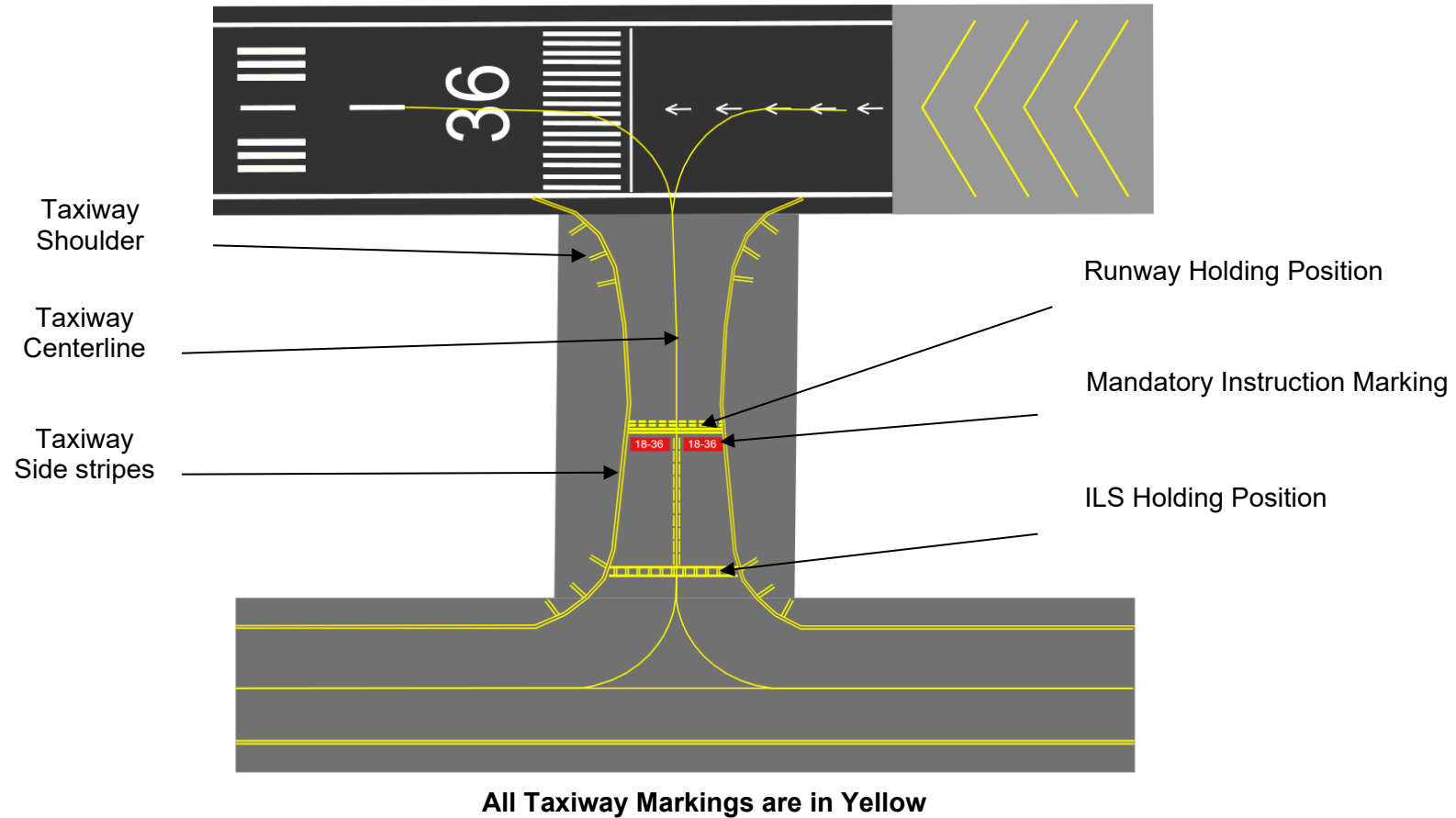


9 Runway Strip
Runway strip is provided for the safe operation of aircraft and entry is prohibited without ATCO permission. No fixed object, other than visual aids required for navigation, shall be fixed or erected on the zone. Mobile objects shall not enter when runway is in use for landing or take-off.



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7.1.2 TAXIWAY MARKINGS

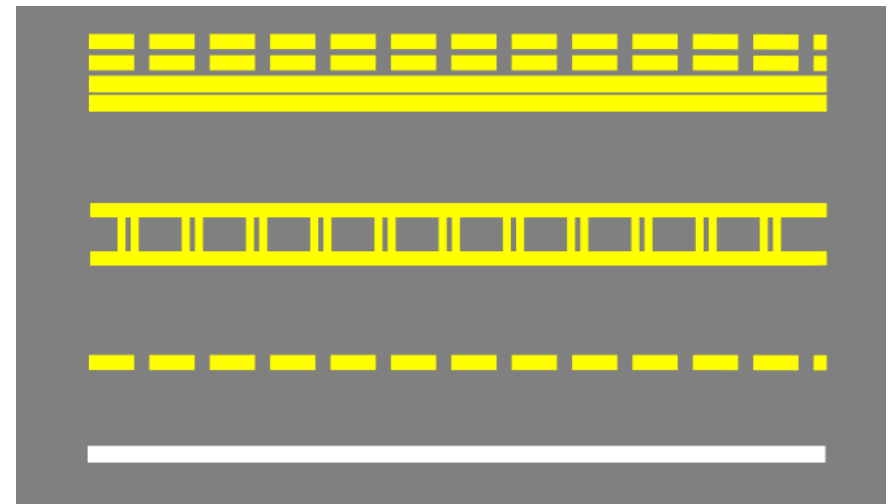


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MARKING DETAILS

1 Holding position on Runways, Taxiways, and Road/Route leading to Taxiways & Runways

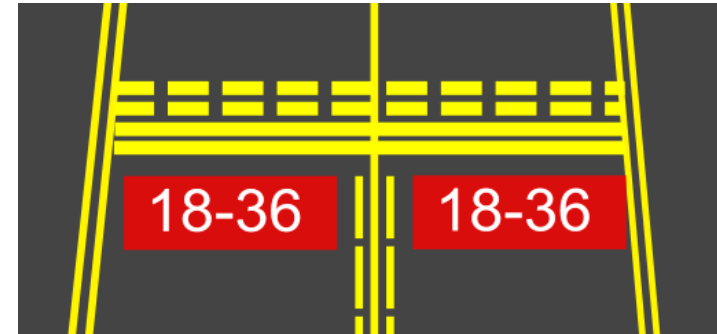
- i. Runway Holding Position marking (pattern A) consists of two continuous yellow lines and two dashed lines where the dashed lines are towards the runway.
- ii. Runway Holding Position marking (Pattern B) consists of two continuous yellow lines with transverse double lines space along the lines. This marking is provided when already Runway Holding Position marking are already provided, and an additional marking is required for purposes such as ILS Holding positions.
- iii. Intermediate Holding position marking consists of one single dashed yellow line along the intersections of taxiways.
- iv. Road Holding Position marking consists of one single White line. This marking is provided on roads/routes leading to runways and taxiways which are not designated for aircraft taxiing. For example, Emergency access roads and inspection routes.
- v. Drivers shall obtain ATCO clearance before crossing holding positions and report upon vacating the area.



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2 Mandatory Instruction Marking

- i. Mandatory Instruction marking consists of inscriptions in White on a Red background.
- ii. Mandatory Instruction markings are provided on the Runway Holding positions side or the Holding Position Marking, where required.



3 Taxiway centreline, Enhanced taxiway centreline, Taxilane centreline

- i. Taxiway centreline and Taxilane centreline are marked in a single continuous yellow line to indicate aircraft taxi routes.
- ii. Enhanced taxiway centreline is dashed yellow lines along the centreline.
- iii. If the pavement surface is darker (Asphalt pavement) no border is necessary. However, if the pavement is lighter in colour (concrete pavement), a black border is provided for conspicuous effect.



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4 Taxiway Side stripes or edge lines

- i. A continuous double yellow line is provided on the boundary of Taxiway designated for Aircraft taxiing where the pavement strength meets the requirement.



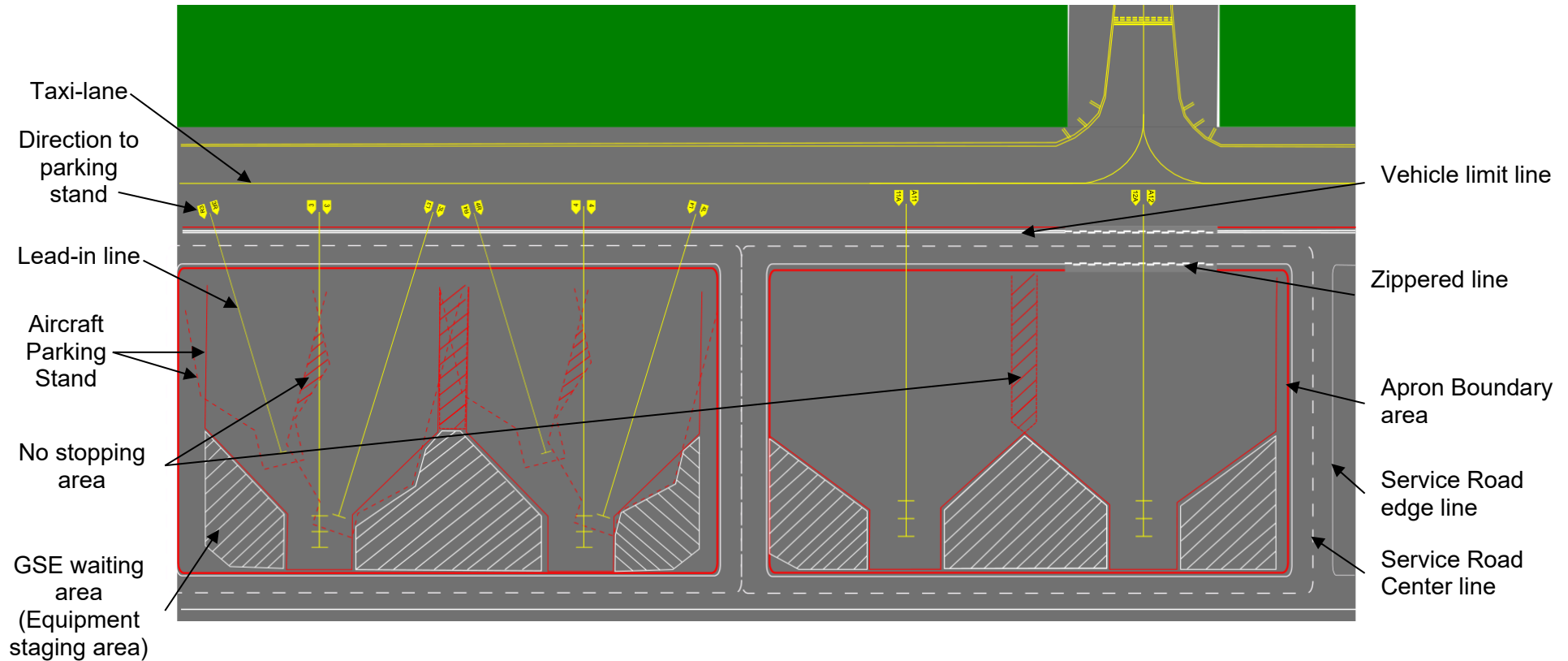
5 Transverse stripes (shoulder markings)

- i. On the taxiway side stripes, transverse stripes (taxiway shoulder markings) are provided, if the pavement strength outside the boundary does not meet the pavement strength requirements.



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7.1.3 APRON AREA MARKINGS



Apron markings are in white & red, while yellow markings are used to guide aircraft taxiing.

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MARKING DETAILS

1 Direction to the Parking Stand markings

- i. The aircraft parking stand ID is marked on the surface along the lead-in line for the designated parking stand.
- ii. Stand identification is indicated by black letters and numbers on yellow background.



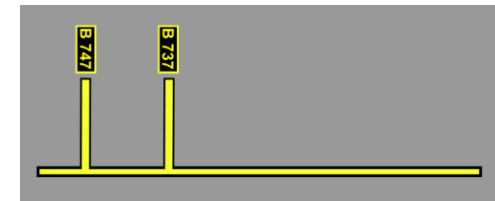
2 Stand Lead-In line

- i. Where parking stands are designed for multiple aircraft, the superimposed stand's lead-in line is marked with a single dashed yellow line.
- ii. If the pavement surface is dark (asphalt pavement), no border is required. However, if the surface light-coloured (e.g., concrete), a black border is added for enhanced visibility.



3 Aircraft Stopping Line and Aircraft type information

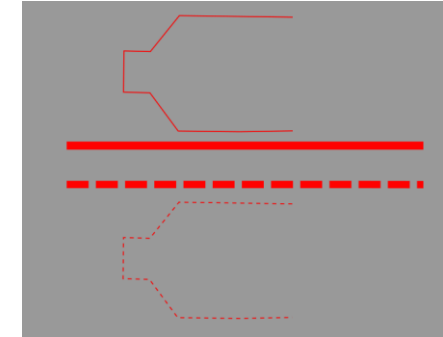
- i. Aircraft stopping lines are marked perpendicular to the lead-in line, where provided.
- ii. Different stopping lines are provided for various types of aircraft to ensure accurate positioning.
- iii. Additional information, such as the aircraft type most frequently operated at the airport, is marked along the stopping line.



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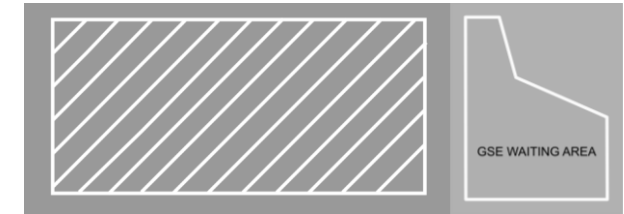
4 Stand Safety Line and Aircraft Parking Stand

- i. The aircraft parking stand safety line consists of a continuous red line forming an envelope. For superimposed stands, such as multi-aircraft ramp systems, the safety line is marked with a dashed red line.



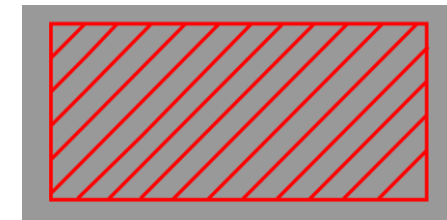
5 GSE waiting area or Equipment staging area

- i. These areas are designated as GSE waiting or staging areas.
- ii. Leaving vehicles unattended in these areas is prohibited.
- iii. GSE waiting areas near particular stands may not be marked with white hatching; however, they are still designated waiting areas.



6 No parking area or No stopping area

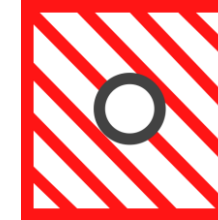
- i. On apron areas, red hatched zones indicate no parking and no stopping areas.
- ii. **On Apron area, where PBB are provided, red hatching will be provided for PBB restricted area. Access to the area is restricted unless required positioning during servicing.**



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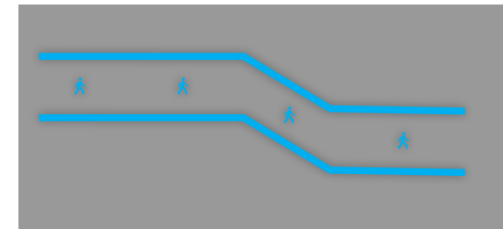
7 Underground Services Marking (Fuel Hydrant marking)

- i. Driving over hydrant pits are prohibited.
- ii. If any spill is observed, ensure to report to relevant personnel.



8 Pedestrians Guideline

- i. On apron area, a pedestrian guideline is provided for the passenger movement from and to Terminal and Aircraft.
- ii. Drivers shall ensure to lookout and give way to passengers when reversing a vehicle on areas provided with pedestrian guidelines. If required, a banksman's assistance should be obtained on these areas.



9 Slope Marking

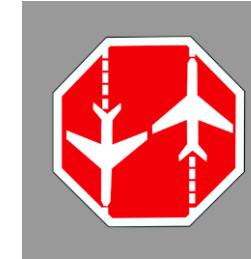
- i. Uneven surfaces and roads are provided with slope marking.
- ii. Drivers shall be cautious and should slow down the vehicle when crossing the slope areas.



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10 Aircraft Movement Ahead Marking

- i. Vehicles shall stop and give way to all aircraft movements at this point.



11 No Entry

- i. This mark indicates a zone where aircraft entry and, access is prohibited or restricted.



12 Service Road Marking

- i. Service road marking consists of White continuous single edge line and white dashed or continuous centre single lines.
- ii. Areas with continuous centre single lines indicate that overtaking or lane changing is not permitted.
- iii. White continuous edge line may vary on areas designated for aircraft movements and other limitations.



13 Zippered Line



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- i. When there are zippered lines instead of the white continuous edge line of service road, it indicates the area is designated for aircraft movement (taxiing In and taxiing Out).
- ii. All vehicle operators are required to give way to aircraft on this area.

14 Vehicle Limit Line

- i. Continuous double white lines instead of the white continuous edge line of service road indicates limit line for vehicles driving on service road.
- ii. Appropriate permission shall be obtained to cross the vehicle limit line.



15 Speed Limit

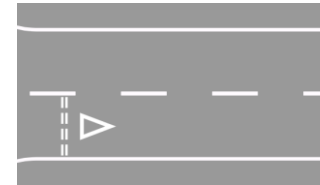
- i. Driver shall ensure to maintain the speed limits marked on service road.
- ii. If the clearance area of the parked aircraft is not sufficient, ensure to slow down the vehicle on areas, even if the speed limit has been marked for the area.



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16 Give way to Major traffic ahead

- i. Drivers shall ensure to stop and give way to oncoming traffic or passing vehicles on major road.



17 Arrows indicating Way on road

- i. As per the service road layout, ways are marked on the service road such as turn left, forward, turn right, turn left or forward, turn left or right, and forward or turn right.



18 Designated parking area for vehicles/Equipment.

- I. Surface Marking on or near Apron area indicates designated vehicle parking.
- II. Designated support vehicles shall be parked on the designated area.



19 STOP Markings

Surface STOP markings are provided for vehicle operators indicating to stop if there is any movement; passenger or priority vehicle or Aircraft



20 No parking

This marking is self-explanatory



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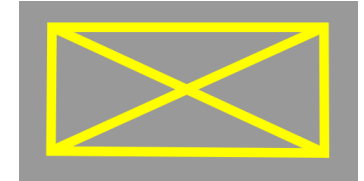
21 No Entry

This marking is self-explanatory



22 No stopping

This marking is provided on areas such as emergency routes intersecting a service road. Stopping vehicle on this area is prohibited.



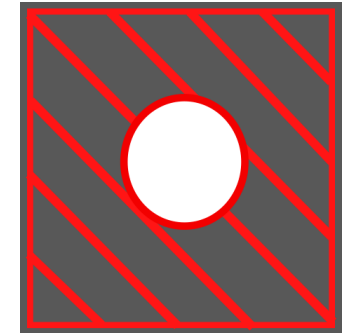
23 Pedestrian Crossing

Drivers shall give way to passengers at all times.



24 Aerobridge Wheel Position

The red hatched area under the aerobridge shall be kept free of vehicles/equipment to ensure the safe operation.



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7.1.4 MOVEMENT AREA GUIDANCE SIGNAGE

MARKING DETAILS

1 Mandatory Instructions signs

- i. The Runway 18-36 sign is provided at the Holding Position of runway-taxiway intersections, except at the extremity of a runway-taxiway entry.
Drivers shall obtain ATCO clearance prior to entry.
- ii. ILS Holding position for CAT I sign is provided at the ILS Runway holding position at the threshold of Runway 36.
Drivers shall obtain ATCO clearance prior to entry.
- iii. The Holding Position Sign of Runway 18 extremity is provided at the Runway Holding Position of Runway 18 extremity.
Drivers shall obtain ATCO clearance prior to entry.
- iv. No Entry to Aircraft sign.



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2 Information Signs

i. Location sign



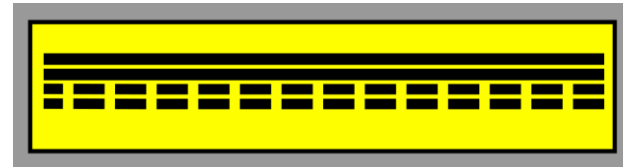
ii. Direction/Exit/Location/Exit/Direction Sign



iii. Direction/Location/Direction Sign



iv. Runway Vacated Sign



v. Destination Sign



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3 Give Way Sign

Always follow the give way to aircraft at all times.



5 ATC clearance instruction



7 Caution to boundary clearance

Parking and storing objects and materials within 10ft of the fence is prohibited.



4 Jet Blast Caution

Ensure to stop and give way to aircraft at all times.



6 Restricted Area

This sign is provided on the security fences and barriers, and unauthorized access is prohibited.



8 ILS Critical Area

Entering ILS critical area is strictly prohibited.

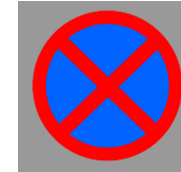


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9 Speed Limit Sign



10 No Stopping



11 Pedestrian Crossing



12 No Parking



13 Stop Sign



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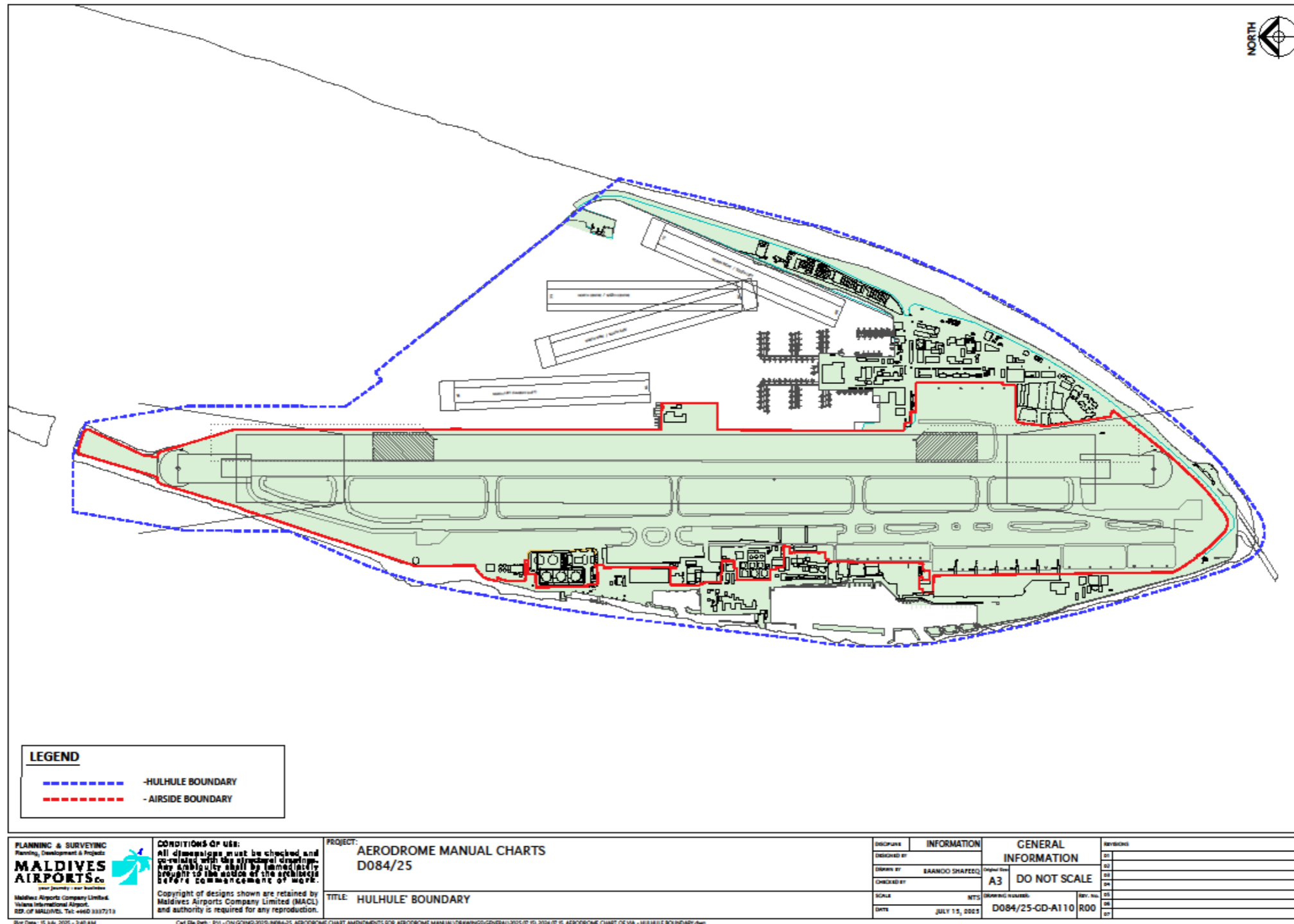


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ANNEX A- AIRPORT ZONE MAP

1. AIRPORT BOUNDARY & AIRSIDE BOUNDARY



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2. AIRSIDE DRIVING PERMIT ZONE




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9 ANNEX C- ADP- AIRSIDE DRIVER PERMIT APPLICATION FORM

<https://www.macl.aero/corporate/media/downloads>


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10 ANNEX D - AVP- AIRSIDE VEHICLE PERMIT APPLICATION FORM

<https://www.macl.aero/corporate/media/downloads>

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11 ANNEX E VEHICLE REGISTRATION AT VIA

Aerodrome & Ground Aids
Velana International Airport



VEHICLE REGISTRATION AT VELANA INTERNATIONAL AIRPORT

1. APPLICANT/ORGANIZATION			
NAME:			
DESIGNATION:			
COMPANY/ADDRESS:			
EMAIL:			
CONTACT NO.:			
2. VEHICLE INFORMATION			
MANUFACTURE:		TYPE:	
MAKE/MODEL:		MANUFACTURED YEAR:	
ENGINE NO.:		CHASSIS NO.:	
CAPACITY:		AWI	
3. PURPOSE OF VEHICLE AT VIA			
APPLICANT NAME:		COMPANY STAMP	
DATE:			
SIGN:			
OFFICE USE ONLY			
FORM NO.:		VIN NO.:	
ISSUED DATE:			
ISSUED BY:		SIGN	
APPROVED BY:		SIGN	

CHARGES FOR REGISTRATION

Fees payable for vehicle/equipment registration at VIA

CATEGORY	TONS	ANNUAL FEE(MVR)
B1	0 to 2	1500.00
B2/D	Above 2 to 5	5000.00
B3/D/E	Above 5	7500.00

Note: vehicles registered at VIA has to pay fee as specified in the table above

Checklist for attachment & information

Vehicle Specification

Aerodrome & Ground Aids, MACL, Velana International Airport, Hulhule', 2200, Maldives, Tel:3337398, Email: aerodrome@macl.aero

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12 ANNEX F- GENERAL RULES AND GUIDELINES OF LANDSIDE VEHICLE OPERATION AT VELANA INTERNATIONAL AIRPORT

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1. INTRODUCTION

This chapter of the Airside Driving Handbook for Velana International Airport outlines the general vehicle operation rules and guidelines applicable to the controlled/restricted landside area of Velana International Airport. All rules and guidelines shall be followed by vehicle operators accessing the non-public restricted area of Velana International Airport. This includes personnel from airport organisations, airline operators, ground handling agencies, non-airport organisation supported by airport organisations, security entities, law enforcement entities, and any companies or organisation external to the airport.

The framework for landside vehicle operation at VIA is governed by the vehicle permit procedure maintained by the airport operator, MACL. This procedure promotes safety on landside areas by means of ensuring vehicles are operated safely and established rules are adhered to. The vehicle permit system also ensures that vehicles and mobile equipment are maintained according to the conditions required in the restricted landside area of Velana International Airport.

A **Landside Vehicle Permit (LVP)** identifies that a vehicle has met the set conditions, deeming it suitable for the landside environment. It permits the vehicle's use only in the designated landside area and for its approved operation. An LVP does not confer the right of entry or parking, nor does it identify the driver, equipment operator, or passengers. The LVP must be clearly displayed on the vehicle's windscreen. For vehicles without a windscreen, the LVP shall be displayed on the frontal area of the vehicle or mobile equipment.

2. ELIGIBILITY FOR OPERATING VEHICLE ON LANDSIDE AREA

Vehicle operators required to operate a vehicle/mobile equipment on the landside area of VIA shall meet the following criteria:

- a) Be affiliated with an authorized entity, such as:
 - An airport organisation/company,
 - A stakeholder of VIA
 - An organisation/company supported by an airport organisation,
 - A catering entity supported by an airport organization,
 - A company/organization on a project/contract,
 - A company permitted for import/export goods (air freight cargo) transfer to and from VIA cargo area.

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- b) Ensure the vehicle/ mobile equipment meets all relevant or minimum rules and conditions:
- I. If the vehicle is registered with the Ministry of Transport & Civil Aviation, it shall also meet all requirements and condition stated in the regulations of Ministry of Transport & Civil Aviation.
 - II. It must comply with any new or amended requirements, conditions, rules, and regulations issued via memos, circulars, bulletins, emails or any other means of communication by an authorized entity of VIA (e.g., AGA of MACL, SSCD of MACL, Commercial Division of MACL, Finance Department of MACL, Mechanical Services of MACL, ESS, and AVSECOM).
- c) The vehicle/ mobile equipment shall be endorsed by AVSECOM.
- d) The vehicle/ mobile equipment shall display the valid permit and, if required, have the appropriate company insignia/livery, and obstacle/warning lights/flag if required.

3. LVP SCHEME

The LVP is applicable to the landside area of Velana International Airport. Therefore, the vehicle/ mobile equipment operator shall be operated under the authority of an airport organisation/company, a stakeholder of VIA, an organisation/company supported by an airport organisation, a catering entity supported by an airport, a company on a project/contract, or a company accessing landside area for import/export goods transfer.

In the event of a declared emergency on airport or during a major airport emergency exercise, vehicles involved or requiring access during the exercise are exempt of these requirements. Escort services shall be obtained for above-mentioned emergency/VVIP/VIP or state level movements, if the vehicle requires guidance or direction to a restricted area.

If vehicles/ mobile equipment is designated and sited at VIA premises for airport emergency or training exercises, an LVP shall be obtained for such vehicles/ mobile equipment. For vehicles and mobile equipment requiring one-time entry or time-limited operation on the landside area, escort service shall be obtained via the Commercial Division of MACL. All escort services are subject to AVSECOM clearance prior to the service, and vehicles are subject to inspection by the Maldives Police Service at Airport Entry point.

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3.1 LVP CLASSIFICATION

The landside vehicle permit is limited to the landside restricted area (the East Area and West Area) of Velana International Airport. The LVP's validity is subject to the vehicle/ mobile equipment being utilized only for the permitted operation and in the necessary landside areas. *If a vehicle/ mobile equipment requires operation on the airside area of VIA, the vehicle operator shall ensure all conditions and requirements under Airside Vehicle Permit Procedure of this Handbook are met.*

The landside Permit classifications are:

3.1.1 LVP- For Airport Organization

This classification applies to vehicle operators of an airport organization, including the airport operator, ground handling agencies, airline operators, any organization with direct involvement in airport operations, and entities located at Velana International Airport for the purposes of supporting an airport organization.

3.1.2 LVP-For vehicles on Projects/Contracts at VIA

This classification applies to vehicle operators of a company or organization awarded or contracted to a project/development of the infrastructures and facilities of the landside area of Velana International Airport. A vehicle operator on projects/contract may be required to obtain additional permission to work on the Landside Area, such as a work permit and other restrictions, if the vehicle or equipment interferes the obstacle limitation surface of the Aerodrome.

3.1.3 LVP-For Catering Bodies supported by an Airport Organization

This classification applies to vehicle operators providing catering services to airport organization specified in 3.1.1.

3.1.4 LVP- For Companies Permitted to Transfer Import/Export Goods

This classification applies to vehicle operators of a company or organization permitted with a direct involvement in import/export airfreight cargo movement. Vehicle operators under this classification shall either be a clearing agency or an export agency permitted by the relevant authority. Vehicle operators in this classification must meet all vehicle requirements issued by AVSECOM and ESS of MACL.

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All above-mentioned classifications are subject to initial security endorsement by AVSECOM and if required, Airport Worthiness Inspection (AWI) by the Mechanical Services Department of MACL. Charges are applicable to Airport Worthiness Inspection.

3.2 LVP TYPES AND VALIDITY

3.2.1 LANDSIDE VEHICLE PERMIT (LVP)

Landside Vehicle Permit is issued to all vehicles and mobile equipment that have met all requirements and are suitable for landside operation. An LVP is required for all vehicles/mobile equipment regularly accessing the landside area for a designated purpose or permitted operation.

An LVP is issued for a period of 01 year. For airport organisations and non-airport organisations on continuous operations, the **LVP shall be renewed 02 month prior to its expiry**. An LVP does not confer re-issue or renewal of an LVP.

3.2.2 TEMPORARY VEHICLE PERMIT (TVP)

A Temporary Vehicle Permit (TVP) is issued to vehicles requiring temporary access to the restricted area for a particular purpose, for a specific period, or a period shorter than an LVP's duration. TVPs will also be issued to companies/organizations on projects/contracts requiring access to VIA restricted areas, after reviewing the contract's validity.

The TVP is issued for a period shorter than an LVP. For companies/organisations on contracts/projects, the duration will be decided based on the contract or project period. The TVP period can be determined based on vehicle/ mobile equipment requirements and conditions, and in other cases, the duration endorsed by AVSECOM will be considered the TVP period.

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3.3 LVP/TVP LAYOUT

 <p>Airport Organization</p>	 <p>Contractors on Projects</p>
 <p>Import/Export - Good Transfer</p>	 <p>Catering to Airport Organizations</p>

4 VEHICLE/EQUIPMENT REQUIREMENT

4.1 NEED/USE

The need and use of a vehicle shall meet one or more of the following criteria:

- I. The vehicle/ mobile equipment shall be directly supported or assisted with operations in the landside area of VIA and support an airport organization.
- II. The vehicle/ mobile equipment shall be involved in the servicing or maintenance of landside infrastructure, aviation equipment, or building/facilities within the landside area, including areas that cannot otherwise be reached.

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- III. The vehicle/mobile equipment is required for regulatory or law enforcement activity on the landside area.
- IV. The vehicle/ mobile equipment is required for an approved development or project on the landside area.
- V. The vehicle/ mobile equipment provides catering to an airport organization, or a company/organization based at Hulhule’.
- VI. The vehicle/ mobile equipment is designated for goods transfer and is required for import/export goods transfer for the designated company.

4.2 REGISTRY

All vehicle/ mobile equipment shall meet the following registry requirements:

General vehicles required to operate in the landside areas shall comply with the registry regulations of the Ministry of Transport & Civil Aviation, unless the vehicle/ mobile equipment is specialized for airside use by an airport organization only.

For vehicles registered under the Ministry of Transport & Civil Aviation, the following are minimum requirements:

- I. Vehicles/ mobile equipment shall have the registry board affixed as per the rules and regulations.
- II. Vehicles/ mobile equipment shall be registered to traffic zone “A”. If a vehicle/ mobile equipment is registered under a different zone but is required for temporary use at VIA, a temporary permit for zone “A” shall be obtained from the Ministry of Transport & Civil Aviation for the period of use at VIA.
- III. The vehicle/ mobile equipment for a registered company must be registered under family “C”. Law enforcement/state owned, government organizations, and diplomatic vehicles shall be registered as per family “S”, “G”, and “D”, respectively.
- IV. Vehicles/mobile equipment registered under family “T” will only be permitted for interim landside use when endorsed by AVSECOM and when the vehicle’s purpose is for a temporary operation, such as a project or transfer movement for an urgent or emergency operation.
- V. The vehicle/mobile equipment registered under family “P” (private) will not be permitted to operate at VIA.

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VI. If a vehicle/mobile equipment not registered with the Ministry of Transport & Civil Aviation is required to be transferred to and sited at VIA premises, it may only be transferred upon meeting the Ministry of Transport & Civil Aviation's transfer requirements. These vehicles shall be escorted to the designated premise as per the escort service procedure.

Note: Condition VI only applies to Airport Organizations sited at VIA.

4.3 INSURANCE

All vehicles/mobile equipment shall be insured for third-party liability and shall meet the required coverage limits. Vehicle operators shall ensure to obtain a third-party insurance policy that can cover all actions, claims, costs, and demands in respect of any loss, damage or injury to property or persons (including fatal injuries) which may be made against them or their servants, agents/contractors, arising in connection with the use of vehicles at VIA.

Vehicle/mobile equipment operators are required to produce documentary evidence of insurance cover, and the original policy document or cover note shall identify VIA. A sponsoring company shall certify that the sponsored company's vehicle has insurance coverage. Special arrangement applies to the insurance of vehicles owned or on hire to contractors working on behalf of MACL.

4.4 VEHICLE IDENTIFICATION & LIVERY

All Vehicles/ mobile equipment shall comply with the identification/livery standards set forth by the SSC Department of MACL. The vehicles/mobile equipment registered under the Ministry of Transport & Civil Aviation shall display the company Livery/Insignia/logo on both sides, clearly visible from 50 meters away.

In addition to that, long vehicles shall have reflective conspicuous colour on either side and a red reflective band at the back of the vehicle.

Vehicular equipment or vehicles with tall body structures that may penetrate VIA Aerodrome's obstacle limitation surface shall be equipped with a flag on top of, or around the highest edge of, the vehicle/mobile equipment. Flags shall not be less than 0.9m on each side and consist of a chequered pattern, with each square having sides of no less than 0.3m. The pattern's colours shall be red and white or orange and white, unless the colour merges with the equipment body.

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In conditions of low visibility or adverse weather, and night operations, such vehicles shall be lighted as per the lighting specifications of Airside Vehicle Permit procedure in this Handbook. Note: For vehicles operating on landside area, if penetrating the Obstacle Limitation Surface of VIA Aerodrome, the vehicle operator shall obtain necessary permit from Aerodrome and Ground Aids Section of MACL.

4.5 ROADWORTHINESS/ AIRPORT WORTHINESS

All vehicles registered under the Ministry of Transport & Civil Aviation shall meet all requirements and conditions stated in the Land Transport regulations. The Roadworthiness sticker or proof shall be displayed on the vehicle or be clearly visible.

Vehicles belonging to Airport Organizations, regardless of their area of access, shall undergo an Airport Worthiness Inspection (AWI) by the Mechanical Services Department of MACL. The LVP issuer (AGA of MACL), in collaboration with Mechanical Services Department of MACL, will schedule vehicle inspections, and applicants shall ensure their vehicle/mobile equipment is presented for the AWI. Vehicles requiring rectification shall be re-inspected by the Mechanical Services Department of MACL prior to approval of their condition status.

Charges applicable for AWI will be determined by the Mechanical Services Department of MACL. Customers exempted from LVP fees are not required to pay for AWI.

Only Vehicles/Mobile equipment in good condition and/or those that have passed the AWI will be approved for the LVP process. MACL reserves the right to subject any vehicle to an Airport Worthiness Inspection if deemed necessary.

4.6 VEHICLE PARKING

I. All vehicles/mobile equipment sited at VIA by an airport organization shall be parked at the designated parking area of their respective organizations' sites.

II. Vehicles/mobile equipment from outside airport organizations are strictly prohibited from parking at VIA premises (LVP does not confer the right to park at VIA).

III. Vehicles/ mobile equipment shall access the premises only at the time of designated operations and shall be removed from VIA premises if any operational delays arise.

IV. Leaving a vehicle unattended at VIA premises may result in the cancellation of the issued permit and the vehicle may be subjected to removal by MACL or with assistance from the relevant authority. MACL will not be liable to any damages caused during the removal of an unattended or unauthorized vehicle at VIA Premises.

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V. Vehicles without a designated parking slot are strictly prohibited to park on VIA premises. If found parked on the premises, the vehicle operator will be asked to remove it. Repeated violations of this rule result in the cancellation of the issued permit.

5. VEHICLE PERMIT APPLICATION PROCESS AND DOCUMENTS REQUIRED.

Application process requirements vary depending on the LVP classification.

The LVP issuer has the authority to reject incomplete application forms and those with insufficient documents. The LVP issuer also has the authority to hold or cancel an application form due to unmet requirements. Submitting the application form does not confer the general rights to receive the LVP nor the applicant's right to operate the vehicle in the landside area. The LVP application form is integrated with the AVP application form for VIA and can be downloaded via the website. Link: <https://www.macl.aero/corporate/media/downloads>

5.1 LVP/TVP PROCESS

LVP/TVP applications are processed in the following order, and may vary depending on the classification:

1 INITIAL ENDORSEMENT BY AVSECOM

All LVP application forms are subject to security endorsement from the Aviation Security Command. Applicants are required to submit a hardcopy of the application form to the Pass Administration Unit of Aviation Security Command/Ministry of Defence for security endorsement.

AVSECOM has the authority to request for additional documents for the security screening process, and applicants are required to present these documents. AVSECOM has the authority to hold, reject, or cancel any application form if the requirements are not met, or due to a security issue and/or any other issue concerning airport operations security.

Only endorsed application forms will be accepted by the LVP issuer (AGA of MACL). A security-endorsed application does not confer the right to issue an LVP or operate the vehicle in any area of VIA.

2 LVP ISSUER VERIFICATION

All endorsed LVP/TVP application forms are subject to verification to ensure they meet the conditions and requirements of landside use. The LVP issuer has the authority to

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request the applicant to submit additional documents depending on the purpose and area of operation on the landside. A verified form does not confer the right to issue an LVP nor to operate in the landside area. LVP forms that fail will be held or cancelled. An LVP application form can be held for a maximum period of 06 months if additional documents or conditions are required.

3 AIRPORT WORTHINESS INSPECTION

All LVP/TVP applicants are subject to an Airport Worthiness Inspection (AWI) conducted by Mechanical Services Department of MACL, unless the application is for an area upgrade or amendment within the 01-year period of an existing valid permit. Mechanical Services Department of MACL has the authority to instruct the applicant for rectification and/or correction in order to meet the necessary requirements or conditions for driving/operating in the landside area of VIA. Only AWI-passed vehicles will be processed further.

Non-Airport Organization are exempt from this process until superseded by a circular or amendment from MACL.

4 LVP ISSUER (AGA of MACL) APPROVAL

Application forms that meet all requirements and conditions will be approved for an LVP/TVP and issued to the applicant upon completion of the payment process, if applicable. An approved LVP/TVP does not confer the right to re-issue or renew the LVP/TVP applicant's vehicle. MCAL reserves the right to reject or cancel an application form even if prior processes 1, 2 and 3 are passed.

5.2 LVP/TVP APPLICATION

Applicants requiring LVP/TVP shall complete their respective application form as required by the LVP issuer before submitting it.

A hard copy of the LVP/TVP application form must be submitted to the Pass Administration unit of Aviation Security Command/Ministry of Defence for security endorsement. The security endorsement process period may vary depending on the application.

The LVP issuer's processing period is typically within 7 to 10 working days. However, this is subject to extension if any unmet requirements are found during verification or inspection.

The following are the documents required for different LVP/TVP applications:

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5.2.1 NEW LVP/TVP APPLICATION

1. Completed Application Form.
2. Vehicle Registration Copy, if the vehicle is registered under the Ministry of Transport & Civil Aviation.
3. Documentary evidence of insurance coverage.
4. Photo of vehicle livery/insignia (both sides).
5. If the vehicle is on a project/contract, supporting documents such as award letter/contract stating the airport organization and project-awarded company/entity, project period, project area, and project details.
6. If the vehicle requires access for Import/Export Goods Transfer, documentary evidence of the designated company's operation and tonnage/goods information.
7. If the vehicle require access to cater to an airport organization, documentary evidence or contract award documents.
8. LVP issuer may request additional evidence of the condition & requirements of the vehicle/mobile equipment.

5.2.2 LVP/TVP RENEWAL APPLICATION

1. Completed Application Form.
2. Vehicle Registration Copy.
3. Documentary evidence of insurance coverage.
4. Photo of vehicle livery/insignia (both sides).
5. If the vehicle is on a project/contract, supporting documents for the project/contract extension such as award letter/contract stating the airport organization and project-awarded company/entity, project period extension, project area, and project details.
6. If the vehicle requires access for Import/Export Goods Transfer, documentary evidence of the designated company's operation and tonnage/goods information.
7. If the vehicle require access to cater to an airport organization, documentary evidence or contract award documents.
8. LVP issuer may request additional evidence of the condition & requirements of the vehicle/mobile equipment.

5.2.3 LVP/TVP AREA UPDATE APPLICATION

1. Completed Application Form

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2. The LVP issuer may request additional evidence of the condition & requirements of vehicle/mobile equipment, such as vehicle lighting/markings evidence, Fire Extinguisher requirements, etc

5.2.4 LVP/TVP LOST/DAMAGE RENEWAL APPLICATION

1. Completed Application Form
2. LVP issuer may request additional evidence of the condition & requirements of vehicle/mobile equipment.

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5.3 LVP/TVP CHARGES

Category	Description	Rate
		Landside (per month)
A	Light commercial vehicles such as cars, vans, land rovers, jeeps, pickups, etc. (up to 2tons)	1000.00
B	Heavy commercial vehicles such as trucks, tractors, lorries, busses, dumpers, forklifts, and aircraft ground handling mobile equipment (from 2tons to 4tons/ above 20px)	1300.00
C	Cranes, excavators, rollers, mobile construction mobile equipment, and machinery etc. (above 4tons)	1900.00

Details	Rate (MVR)
Admin Charge- Issue of Temporary Permits (per Instance)	102
1 st instance of damage/loss of card/permit	62.00
2 nd instance of damage/loss of card/permit	125.00
3 rd instance of damage/loss of card/permit	190.00

Note: All charges stated are in Maldivian Rufiyaa (MVR) and include 8%GST

- I. For new LVP applications or renewal due to expiry, LVP charges will apply to all Cash and Credit Customers.
- II. For area update and any other modifications to the permit, additional area charges will apply accordingly.
- III. For lost or damaged LVP/TVPs renewal, a fine will be charged in addition to the regular permit issuance fee. If an individual loses 3 permits, a fourth permit will only be issued after consideration by the Head of AGA of MACL and AVSECOM, and in exceptional cases, with the aforementioned charges levied. A fifth permit will not be issued.

Currently, MACL is exempt from these fees.

Fees are subject to amendment and circulars will be disseminated upon any changes.

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5.4 CONDITIONS OF ISSUE

An LVP/TVP is issued only after a “declaration by the applicant” is signed, confirming that all provided details are accurate and that the vehicle operator agrees to all applicable terms and conditions. The LVP/TVP is issued to a specific vehicle: it is not transferable between vehicles, companies, or persons. It serves solely to identify the vehicle, not the driver, operator, or passenger.

The vehicle operator is responsible for returning the LVP to MACL for cancellation under the following circumstances

- I. When the purpose for which the permit was issued has ceased.
- II. When vehicle ownership changes.
- III. When the vehicle is scrapped, sold or otherwise permanently ceases operation on the landside.
- IV. In the case of a sponsored vehicle, when it is no longer used by the sponsoring company, even if the permit is still valid.
- V. MACL reserves the right to remove or request the return of an LVP/TVP.
- VI. Upon request by AVSECOM, MACL may remove or cancel the permit.
- VII. If the permit is defaced, altered, amended or bears marking not entered by the LVP issuer or security endorser.
- VIII. If the permit is found on any vehicle other than that for which it was issued.
- IX. If the permit was obtained for a privately-owned vehicle purported to be company owned.
- X. If the permitted vehicle is found to be involved in any illegal operation or prohibited activity.
- XI. If the permitted vehicle is found to be involved in an operation other than the one for which it was permitted.
- XII. When the vehicle permit expires.

The previous issuance of an LVP carries no automatic right to re-issue. The issuance of an LVP does not confer the right to park at VIA premises. Applications for privately-owned or non-operational vehicles will not be approved.

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5.6 VEHICLE OPERATOR RESPONSIBILITY

- I. It is the vehicle operator's responsibility to ensure that the vehicles on landside areas have valid LVPs.
- II. The vehicle operator shall ensure that the contents of any new instructions and notices are brought to the attention of the employees (drivers operating the vehicle) and that any changes regarding LVP made by authorized parties are adhered to as soon as possible.
- III. The vehicle operator applying for an LVP/TVP is responsible for the safe operation and worthiness of the vehicle/mobile equipment and shall ensure all conditions and requirements of LVP/TVP are met.
- IV. The vehicle operator shall ensure that the frequency of inspections, maintenance, and servicing are appropriate to the type and age of the vehicle used, in accordance with the manufacturer's recommendations.
- V. The vehicle operator shall ensure that only trained and competent personnel drive/operate the vehicle/mobile equipment.
- VI. The vehicle operator shall cooperate with the LVP issuer, as the LVP issuer reserves the right to inspect vehicles and relevant documentation to ensure compliance with these regulations as part of the Safety Management System.
- VII. The vehicle operator shall formally inform the LVP issuer to cancel the LVP/TVP if any reasons stated in **Conditions of issue** or **need/use** or if **any requirements** are no longer fulfilled or become invalid.

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6. ESCORT SERVICES

Escort Services are provided to vehicles that do not possess a valid AVP/TVP but require access to a VIA controlled area for specific reasons. Examples include:

- I. VVIP/VIP transport
- II. Outsourced Maintenance Vehicles
- III. Vehicles of other parties operating within the airport, but not specifically on the airside.
- IV. Vehicles from outside the airport requiring access for a movement supported or authorized by an airport organization
- V. Vehicles requiring limited access to the Cargo area for the purpose of Import/Export goods transfer

6.1 PROCEDURE

Escort services are provided subject to security clearance, which must be obtained from AVSECOM by the client requesting escort services into VIA premises. Once security clearance is obtained, customers may request the service 24 hours in advance from the Commercial Division of MACL via email at vehicleescort@macl.aero.

Transport/MACL will provide the service within the landside area once approved by Commercial. During the escort service, customers shall follow the escort vehicle at all times and adhere to the general driving rules and traffic around the VIA premises.

Note: AGA of MACL will provide the service within airside once approved by Commercial Division of MACL.

Please refer the guideline provided in chapter 4 for escort rules for Driver/Operators being escorted within the airside area.

6.2 RULES APPLICABLE TO DRIVER/OPERATORS/VEHICLES BEING ESCORTED:

- I. The Driver/Operator shall maintain close proximity to the escort vehicle
- II. The Driver/Operator shall never overtake or drive ahead of the escort vehicle.
- III. The Driver/Operator shall never break away from the escort vehicle
- IV. The Driver/Operator shall follow all instructions given by the escort vehicle via lights, hand signals, or horn.
- V. The Driver/Operator shall be aware of the cancellation or removal policy if they fail to follow the escort vehicle.

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6.3 CHARGES FOR ESCORT SERVICES

Category	Description	Tonnage	Rate
A	Light commercial vehicles such as cars, van, land rovers, jeeps, pickups, etc.	Up to 2 tons	250.00
B	Heavy commercial vehicles such as trucks, tractors, lorries, buses, dumpers, forklifts, and aircraft ground handling mobile equipment.	From 2 tons to 4 tons	375.00
C	Cranes, excavators, rollers, mobile construction equipment, and machinery, etc.	Above 4tons	590.00

All rates are in Maldivian Rufiyaa (MVR) and subject to an additional 8%GST.

Reference: J3-CIR/2019/72

END OF CHAPTER

END OF AIRSIDE DRIVING HANDBOOK