



# Ramp Safety Standards Manual

*City of Atlanta - Department of Aviation*



 **Hartsfield-Jackson**  
Atlanta International Airport®

November 7, 2016

**Roosevelt Council, Jr.**  
Interim Airport General Manager

Re: City of Atlanta Ordinance, Section 22-191, Ramp Safety Standards Manual Revisions

Effective, November 7, 2016, the following sections of the Ramp Safety Standards Manual has been revised:

1. Section XI Hazardous Material Spills: A. Hazardous Material/Oil Containing Product Releases, B. Spill Mitigation
2. Section XVI: Administrative Enforcement Notice of Violation Hazardous Material Categories

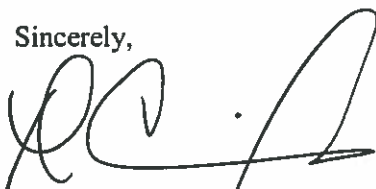
This program is a consolidation of safety measures and procedures designed to enhance the safety culture of the Airport while minimizing exposure to unsafe conditions.

The revised Ramp Safety Standards Manual is attached. These revisions provide consistent compliance with the Ramp Safety Standards which supports the Safety Assurance Pillar of the Airport's Safety Management System. It also promotes consistent safety standards within the Airport's Air Operations Area (AOA). The program includes education, compliance and administrative enforcement measures necessary to maintain safe working conditions in the busy AOA.

All Airport workers and stakeholders must be familiar with this manual. We are equally committed to providing a safe environment for the 63,000 men and women who work at Hartsfield-Jackson, the traveling public and guests.

Thank you for everything you do each day to help make Hartsfield-Jackson not only the world's busiest airport, but one of the safest, too. If you have any questions about the revisions or recommendations for improving our safety culture, please contact our Safety Management System team at [safetyalways@atl.com](mailto:safetyalways@atl.com).

Sincerely,



Roosevelt Council, Jr.  
Interim Airport General Manager  
City of Atlanta



**RAMP SAFETY STANDARDS MANUAL**

Table of Contents

RECORD OF REVISIONS ..... 4

I. INTRODUCTION ..... 5

II. APPLICABILITY ..... 5

III. PURPOSE ..... 5

IV. SCOPE ..... 5

V. TERMS AND DEFINITIONS ..... 5

VI. RAMP INSPECTION PROGRAM ..... 8

VII. APPLICABILITY OF REGULATIONS; UNSAFE DRIVING ..... 11

    A. TRAINING ..... 11

VIII. CITY ORDINANCES ..... 11

IX. AIRPORT SAFETY RULES AND REGULATIONS ..... 12

    A. ZIPPER MARKINGS (Airport Certification Manual FAR PART 139.329  
    PEDESTRIANS & GROUND VEHICLES) ..... 12

    B. PEDESTRIAN TRAFFIC ..... 12

    C. RAMP SAFETY AND PARKING REGULATIONS IMPACTING AIRCRAFT OR  
    GATE OPERATIONS ..... 12

    D. VEHICLE OPERATIONS DURING LOW VISIBILITY CONDITIONS (“SMGCS”) 14

    E. VEHICLE ROADWORTHINESS ..... 14

    F. CARELESS AND UNSAFE DRIVING ..... 15

    G. WIRELESS TELECOMMUNICATIONS EQUIPMENT ..... 15

    H. AIRCRAFT AND EMERGENCY VEHICLE RIGHT-OF-WAY ..... 15

    I. WING WALKER AIRCRAFT GATE DEPARTURE AND ARRIVAL ..... 16

    J. LITTER / F.O.D. (“FOREIGN OBJECT DEBRIS”) ..... 16

    K. TUGS AND TRAILERS ..... 16

    L. CRANES AND EQUIPMENT OPERATION STANDARDS ..... 17

    M. AIRCRAFT MOVEMENT AREA (“AMA”) ..... 17

X. FIRE PREVENTION ..... 17

    A. RAMP SMOKING AREAS: SECTIONS 310 AND 2003, INTERNATIONAL FIRE  
    CODE, 2012 EDITION ..... 17

    B. NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) 407 STANDARD  
    AIRCRAFT FUEL SERVICING (2007 EDITION), CHAPTER 5, SECTION 5.2.6 ..... 20

    C. CERTIFIED AIRPORT FUELER PERMIT ..... 20

D. OUTDOOR COOKING PERMITS.....20

XI. HAZARDOUS MATERIAL SPILLS ..... 20

A. HAZARDOUS MATERIAL/ OIL CONTAINING PRODUCT RELEASES .....20

B. SPILL MITIGATION INTERNATIONAL FIRE CODE, CURRENT EDITION .....21

XII. RECOMMENDED BEST MANAGEMENT PRACTICES ..... 21

A. HEARING CONSERVATION.....21

B. REFLECTIVE WEAR .....21

XIII. MISCELLANEOUS SAFETY REQUIREMENTS ..... 21

XIV. AIRPORT CONSTRUCTION AND OBSTRUCTION CONTROL ..... 22

XV. ACTIONS IN CASE OF ACCIDENT ..... 22

XVI. ADMINISTRATIVE ENFORCEMENT PROGRAM ..... 23

A. VIOLATION .....23

B. VIOLATION SANCTION SYSTEM.....26

C. VIOLATION, SANCTIONS AND SANCTION POINTS .....27

D. REVOCATION OF PRIVILEGES .....28

E. TRACKING AND RESOLVING HAZARDS.....28

F. APPEALS PROCESS .....28

XVI. EMPLOYER RESPONSIBILITIES ..... 30

XVII. REFERENCES..... 30

XVIII. REQUIREMENTS CONTROL SYSTEM ..... 30

XIX. ATTACHMENTS ..... 30

**RECORD OF REVISIONS**

<b>Page #</b>	<b>Date</b>	<b>Sections Revised</b>
18	6/12/14	Section X A. Designated and Approved Smoking Areas on the Airport Ramp: Domestic Baggage Added
19	7/31/14	Section X A. Designated and Approved Smoking Areas on the Airport Ramp: Delta GSE Added
19	12/31/14	Section X A. Designated and Approved Smoking Areas on the Airport Ramp: T12 Added and T13 Removed
25	12/31/14	Section XV F. Appeal Process: <a href="mailto:rampsafety@atlanta-airport.com">rampsafety@atlanta-airport.com</a> email address change
16	3/16/15	Section IX K Cranes and Equipment Operations Standards
22-24	3/16/15	Section XV A Administrative Enforcement Notice of Violations Categories
24	3/16/15	Section XV C Administrative Enforcement NOV Sanctions
25	3/16/15	Section XV F Appeals: Added SMS Review
25	3/16/15	Section XV F. Appeal Process: Revised
19	3/1/16	Section X Fire Prevention Ramp Designated Smoking Areas
19	3/4/16	Section X Fire Prevention Ramp Designated Smoking Areas
13	6/24/16	Section IX C Ramp Safety and Parking Impact Aircraft and Gate Operations
16	6/24/16	Section IX J FOD
24	6/24/16	Section XV Administrative Enforcement
20-21	11/7/16	Section XI Hazardous Materials Spills A. Hazardous Material /Oil Containing Product Releases and B. Spill Mitigation
23-26	11/7/16	Section XVI Administrative Enforcement Hazardous Materials NOV Categories

**I. INTRODUCTION**

An airport ramp is an area where aircraft, equipment, service providers, flight crews, and passengers converge. Coordination of multiple activities for flight arrivals and departures, involving a variety of services, is often complex, concurrent, and crowded.

The ramp work environment presents many challenges for safe operations from a human performance perspective. Difficulties can arise from the variety of activities, congestion in a restricted environment, tight time pressures, and often, poor weather or lighting conditions.

All things considered, the potential for accidents and injuries in the ramp environment is high. Reducing that potential requires a multidisciplinary effort by many departments of Hartsfield-Jackson Atlanta International Airport, the staff of airlines, service providers, and contractors.

The concept of creating and fostering a positive safety culture on the ramp is critical with the implementation of the Ramp Safety Standards Program at Hartsfield-Jackson Atlanta International Airport.

**II. APPLICABILITY**

These standards apply to all airport workers with unescorted or escorted access to the air operations area (“AOA”) at Hartsfield-Jackson Atlanta International Airport.

**III. PURPOSE**

The Ramp Safety Standards Program sets forth the rules and regulations for safe operation in the AOA through enforcement of Federal regulations, State regulations and City of Atlanta Ordinances and policies at Hartsfield-Jackson Atlanta International Airport.

**IV. SCOPE**

All workers must comply with these standards, and with all applicable laws, regulations, directives and policies while conducting business in the AOA. Additionally, all operators of motorized vehicles, carts, tugs or other devices shall abide by all rules and regulations set forth in any applicable statutes and any regulations issued by the Aviation General Manager.

**V. TERMS AND DEFINITIONS**

<u>Terms</u>	<u>Definitions</u>
<i>Accountable Executive</i>	A single, identifiable person who, irrespective of other functions, has ultimate responsibility and accountability, on behalf of the certificate holder, for the implementation and maintenance of the Airport Safety Management System. The Accountable Executive has full control of the human and financial resources required to implement and maintain the Airport Safety Management System. The Accountable Executive has final authority over operations conducted under the Airport’s Operating Certificate and has final responsibility for all safety issues. The Aviation General Manager is the Accountable Executive.

<i>Air Operations Area (“AOA”)</i>	Consists of all restricted ground areas of the airport, including taxiways, runways, loading ramps, vehicle roadways and parking areas.
<i>Aircraft</i>	A machine or device, such as an airplane, helicopter, glider or dirigible, that is capable of atmospheric flight.
<i>Airfield</i>	Consists of Movement and Non-Movement Area
<i>Air Traffic Control Tower (“ATCT”)</i>	The Federal Aviation Administration Air Traffic Control Tower located on the Airport.
<i>Authorized</i>	Acting under or pursuant to a written contract, permit or other evidence of right issued by the Department of Aviation (“DOA”).
<i>Driver or Vehicle Operator</i>	The person who is driving or is in physical control of a motorized vehicle or equipment.
<i>Escort</i>	An authorized person who escorts another person(s) that does not have access to a particular location on the airport. Escorts must at all times be able to direct and control the activities of the person and or vehicle being escorted.
<i>F.O.D.</i>	The acronym FOD stands for Foreign Object Debris or Foreign Object Damage. Any item located on the AOA that can be ingested or blown by an aircraft engine causing damage to property or personnel.
<i>Ground Vehicle</i>	Devices, such as motorized equipment or motor vehicles, used for transporting goods, passengers or equipment upon land.
<i>Jet Blast</i>	Is the high velocity air behind an operating aircraft engine

<i>Marshaller</i>	The individual who is responsible for safety of aircraft movement during aircraft arrival or departure from gate areas, directing the aircraft operator with respect to safety conditions and guidance
<i>Movement Area</i>	The Aircraft Movement Area that is under the control of the Air Traffic Control Tower, i.e. runways / taxiways.
<i>NLVR</i>	Non-Licensed Vehicle Roadway, which consists of the designated roadways available for vehicular traffic within the AOA.
<i>Non-Movement Area</i>	The area, other than that described as the Movement Area, used for the loading, unloading, parking and movement of aircraft on the airside of the airport (including ramps, ramp areas and on-airport fuel farms).
<i>Power Back</i>	A procedure where an aircraft backs up under its own power using reverse engine thrust.
<i>Push Back</i>	A procedure where an aircraft is moved backwards normally by a tug.
<i>Ramp</i>	A defined area of the airport intended to accommodate an aircraft for purposes of loading or unloading passengers, cargo, or mail, refueling, parking or maintenance. The Ramp is part of the Non-Movement area.
<i>Runway Incursion</i>	Any occurrence at an airport involving the incorrect presence of an aircraft, vehicle or person on the protected area of a surface <i>designated</i> for the landing and take-off of aircraft
<i>Safety Management Systems (“SMS”)</i>	The formal, top-down, organization-wide approach to managing safety risk and assuring the effectiveness of safety risk controls. It includes systematic procedures, practices, and policies for the management of safety risk.
<i>SIDA</i>	Security Identification Display Area: an area designated for the wearing of security identification badges at all times.
<i>Surface Incident</i>	Is an event during which authorized or unauthorized/unapproved movement occurs within the movement area or an occurrence in the movement area associated with the operation of an aircraft that affects or could affect the safety or flight.



*SWPPP* Storm Water Pollution Prevention Plan.

*Wing Walker* The individual who ensures safe clearance between aircraft structures (i.e., wings, wingtips, tail) and any obstruction hazards that would cause a collision and signals the marshaller of these conditions

## **VI. RAMP INSPECTION PROGRAM**

The Ramp Inspection Program initiative is designed to provide a safe and aesthetically pleasing airfield environment for both employees and passengers. The Department of Aviation is responsible for the oversight of the Ramp Inspection Program and will work in partnership with the tenants and other stakeholders to facilitate this initiative.

### *Conducting Inspections - Purpose*

Routine inspections are critical to the success of the SMS and are part of the collaborative effort to minimize the inherent risks associated with airport ramp operations. The role of inspections is to review the environment in which our staff and tenants operate. The purpose of inspections is to identify areas where hazards or hazardous behavior are present. The outcome and findings of the inspections are to alert tenants and staff to potential for accidents and incidents. Unacceptable risks will be mitigated to an acceptable level. The level of acceptability is the responsibility of the controlling manager. When findings show neglect or disregard for established safety rules and regulations, the airport may levy a citation, or other administrative action against the responsible parties.

### *Inspection Responsibility*

- Tenants, stakeholders and contractors must proactively inspect work areas to ensure that they are free from hazardous conditions.
- The Department of Aviation will conduct inspections in the ramp area.
- Deficiencies and unacceptable risks are recorded. The Department of Aviation is responsible for delegation of remedial measures to correct deficiencies and unacceptable risks to the responsible stakeholder.
- The SMS Manager will monitor progress throughout to resolution of the deficiency or unacceptable risk.
- Deficiencies and unacceptable risks will be reported to stakeholders for resolution. Stakeholders will respond in writing every 30 days with the status of the deficiency or unacceptable risk until resolved.

*Asset Management and Sustainability – Facilities Management* Facilities Management routinely conducts facility inspections of the Central Passenger Terminal Complex (“CPTC”), which includes the ramp/airfield environment. During these inspections, facility managers look for visible signs of possible deficiencies or problems. If an unacceptable risk is observed, an engineer from the Project Development business unit is asked to investigate further. If that investigation results in a recommendation for periodic monitoring, repair or replacement, Facilities Management will implement a work order through the Atlanta Airlines Terminal Corporation (“AATC”) or submit a concept review form to the Review Committee (“RC”) for approval and execution through the DOA Capital Improvement Program. The SMS Manager and Facility Manager will monitor progress throughout resolution of the deficiency or unacceptable risk.

In addition, Facilities Management will conduct supplemental inspections of any asset, building, room, or component within H-JAIA that deserves attention beyond the routine facility inspections as identified or requested by Safety, Operations, Project Development, Properties, Fire, Risk Management or Maintenance business units.

The Asset Management and Sustainability division tracks and records H-JAIA assets, buildings, rooms, and components including their condition through its TCO Module and VFA facility assessment software for appropriate repair/replacement strategy. Additionally, Facilities Management conducts a CPTC Comprehensive Facility Audit in conjunction with AATC as required by the CPTC lease agreement to be performed on a three-year cycle. The audit includes two main aspects: facility systems inspections and an inspection findings report. The scope and methodology outlined within the audit remains consistent between the predetermined audit years to allow for facility condition tracking and analysis. The report will be reviewed by senior staff.

#### *Fire Rescue Inspections*

**Housekeeping.** The AOA and related areas shall be kept free from combustible debris at all times. The Atlanta Fire Rescue (“AFR”) conducts inspections on the ramp to ensure areas are kept free from combustible debris at all times. The inspections records are maintained for 12 months.

#### *Airport Operations*

Airport Operations conducts clean sweep inspections for general cleanliness standards, FOD and wildlife attractant issues. The inspection records are maintained for over 24 months.

#### *Post Inspection Procedures*

The Department of Aviation or AFR inspectors will compile the information and forward it to the responsible party. The hazard and any associated photos will be included with a proposed correction date and other relevant information. The responsible party will be asked to respond by the due date shown. The Department of Aviation will monitor due dates and provide alerts to the tenants if hazards are not resolved within the proposed timeframe.

*Tracking and Resolving Hazards*

All hazards identified during the inspection process will be logged and tracked in the Airport Security Operations Compliance System (“ASOCS”). If multiple or repeat hazards are recorded, the SMS Manager will contact the appropriate airlines or ground-handling companies to discuss resolutions and timelines. If collaboration with a department of the Hartsfield-Jackson Atlanta International Airport is necessary, the SMS Manager will coordinate a resolution meeting. The SMS Manager will monitor the program and provide updates to Department of Aviation business units (as needed) and senior management. When hazards are resolved, staff will re-inspect the area. The new finding is recorded as part of the inspection.

Inspection reports will be retained for two years (24 months). The SMS Manager will review discrepancies from the inspection reports and decide if further actions are warranted. In addition, each organization's non-compliance with Airport regulations and standards will be reported to its station management. All performance standards that are unsatisfactory as revealed by the inspection must be addressed and corrected within 30 days. A follow-up inspection will be conducted by the Department of Aviation to ensure that the discrepancies have been corrected to ensure compliance with Hartsfield-Jackson Atlanta International Airport regulations and standards. If the discrepancy is not corrected by the 30<sup>th</sup> day, the Department of Aviation will make the necessary corrections and bill the organization for not complying with Hartsfield-Jackson Atlanta International Airport regulations and standards. It is the expectation of the Department of Aviation that tenants will handle each safety discrepancy with proper attention and corrective action in order to prevent further occurrences. These inspection discrepancy reports will be shared with the Department of Aviation executive management.

## **VII. APPLICABILITY OF REGULATIONS; UNSAFE DRIVING**

These regulations apply to all persons acting as vehicle operators or in control of a Ground Vehicle within the perimeter fence of the airport. All such operators must abide by the regulations under Title 14, Code of Federal Regulations (CFR), Part 139, in addition to the applicable ordinances of the City of Atlanta, and laws of the State of Georgia and the United States of America, which remain in full force and effect.

Hartsfield-Jackson Atlanta International Airport has a Non-Movement driver’s licensing program.

The Non-Movement course is required for **ALL** individuals operating any motorized vehicle on the AOA. Successful completion of the Non-Movement Driver program will result in the “D” designation on the ATL SIDA badge. No individual may operate a motorized vehicle on the AOA without the “D” designation on that individual’s ATL SIDA badge.

The SMS Training is required for all individuals to access the AOA. The SMS training is to educate airport employees with respect to their roles and responsibilities within the Hartsfield-Jackson SMS framework and ATL’s safety culture.

The Department of Aviation is responsible for the enforcement of all airfield driving rules, regulations, and procedures. No Ground Vehicle may be operated on the Airfield unsafely, in a dangerous manner, or in violation of applicable laws or regulations. The Aviation General Manager may suspend or revoke all driving privileges of an individual due to any violation, unsafe, or dangerous driving.

Non-compliance with driving rules and regulations set forth by the Department of Aviation may result in one or more of the following actions:

1. Suspension of airfield and/or Movement Area driving privileges.
2. Permanent revocation of all airfield and/or Movement Area driving privileges.
3. Criminal penalties as provided for in the Code of Ordinances of the City of Atlanta, Georgia.

### **A. TRAINING**

1. Drivers who violate federal, state, and local laws or regulations may be required to attend corrective training.
2. Corrective training will be scheduled and conducted through the IET System in the Security Office or through a violator’s company, if the Department of Aviation has authorized the violator’s company to conduct training.
3. Failure to attend and complete any required corrective training may result in the revocation of an individual’s driving privileges and/or SIDA badge access privileges.

## **VIII. CITY ORDINANCES**

The ordinances regulating Hartsfield-Jackson Atlanta International Airport are contained in Chapter 22 of the Code of Ordinances of the City of Atlanta, Georgia. Violations of any such ordinances may result in citations from the Atlanta Police Department and an appearance in a court of law to answer the charges contained in the citation. All workers must abide by the traffic rules

set forth in Atlanta City Code Section 22-182, which are expressly incorporated herein by reference.

## **IX. AIRPORT SAFETY RULES AND REGULATIONS**

The Airport safety standards are outlined in the Airport Certification Manual and the SMS Manual. Violations of these standards may result in the issuance of an NOV from the Department of Aviation. The Department of Aviation may order a revocation of driving privileges, corrective training or denial of SIDA badge access.

### **A. ZIPPER MARKINGS (Airport Certification Manual FAR PART 139.329 PEDESTRIANS & GROUND VEHICLES)**

No person shall cross the painted “zipper” style markings for any purpose. The markings are located on the ground and are painted in red and white alternating blocks approximately 4 feet long by 2 feet wide. The zipper markings represent the border of the NLVR where the active taxiway begins. Associated signage has been placed near these intersections warning drivers of the zipper markings. **DO NOT CROSS THESE ZIPPER MARKINGS!**

### **B. PEDESTRIAN TRAFFIC**

No person shall **walk** or operate a **non-motorized** vehicle on the NLVR, beyond the zipper markings, or between the concourses at the ramp level.

### **C. RAMP SAFETY AND PARKING REGULATIONS IMPACTING AIRCRAFT OR GATE OPERATIONS**

The ramp area surrounding the concourses has limited general vehicle parking spaces during business hours. An increased number of drivers are trying to access the concourse areas from the ramp. This has led to an increase in the number of vehicles parked in unauthorized areas that may impact aircraft and gate operations. As such the following standards are being implemented for use by all vehicle operators that are issued a ramp permit.

1. Designated Contractor Parking Spaces on each Concourse Ramp:
  - a. An area will be identified on each concourse ramp for tenant contractor parking.
  - b. All tenant contractors performing work, whether tenant projects, base-building work, concessions build-out, etc., will be required to park in this area unless prior authorization is given by the Department of Aviation.
2. Stopping, Parking and Unattended Vehicles/Equipment:

- a. Vehicles shall be parked only in approved parking areas and shall be secured against uncontrolled rolling by an engaged handbrake or equally effective measure. Ignitions shall be switched off unless required for auxiliary functions.
- b. The parking of vehicles in the painted restricted area around ramp fire hydrants is prohibited. The blocking of hydrants and the blocking of access to any fire control apparatus is also prohibited.
- c. No vehicle shall be stopped or parked on any taxiway, taxi lane, access lane, passageway or shoulders of the NLVR.
- d. No vehicle or equipment shall be stopped or parked in an area that blocks the ingress/egress of emergency vehicles, including Airport Operations, Airport Security and Atlanta Police Department vehicles.
- e. No person shall stop or park a vehicle, position an object, or carry out work behind another vehicle, which can only be reversed out of its existing position. If it is not possible to avoid this situation, the driver of the blocked vehicle shall be immediately notified.
- f. No person will park a Ground Vehicle or other equipment, including aircraft, on the airfield ramp area or in any building not designated by the Department of Aviation.
- g. No person will park a Ground Vehicle or any other equipment, including aircraft so as to interfere with or prevent the passage or movement of aircraft, emergency vehicles or other Ground Vehicles.
- h. No person will park a Ground Vehicle or other equipment within 10 feet of the security perimeter fence line.
- i. Vehicle operators shall not park vehicles under any passenger loading bridge.
- j. No person shall park, or leave unattended, vehicles or other equipment that interfere with the use of a facility by others or prevent movement or passage of aircraft, emergency vehicles, or other motor vehicles or equipment.
- k. No person shall park, or leave unattended, vehicles or other equipment that prevents access to another tenant's leased space or substantially interferes with the ingress or egress to another tenant's leased space.

3. Violation Notification – Vehicles Blocking Aircraft or Gate Area

Any vehicle found to be blocking aircraft or a gate area should be reported as follows:

- a. Initial Violation Report Notification
  - i. The initial phone call should be made to AATC's Communication Center (404/530-2112) and request a page be made on the appropriate concourse for the contact.
  - ii. The tenant can notify a towing company to initiate towing of the vehicle in the tenant's leased premises. Notify the Centralized Command and Control

Center (“C4 Center”) if towing proceedings commence. Tenants are responsible for escorting the tow truck and its safe operation while in the AOA.

- b. If further action is required, notify C4 Center at 404-530-6800.
  - 1. Dispatch the Atlanta Police Department (“APD”) and instruct the APD to initiate towing of the vehicle.
  - 2. Notify the DOA Airside Operations Duty Officer via the Duty Phone at 404-787-6095.

4. Violations

Any person found to be in violation of these safety and parking regulations will be subject to the following penalties:

- a. First Violation -
  - i. Violator will be issued a Class I Notice of Violation “NOV”;
  - ii. Violator will be responsible for paying all towing costs incurred; and
  - iii. Violator will have a warning listed against its Airfield permit.
- b. Second Violation -
  - i. Violator will be issued a Class II NOV;
  - ii. Violator will be responsible for paying all towing costs incurred; and
  - iii. Violator will have a second warning listed against its Airfield permit.
- c. Third Violation -
  - i. Violator will be issued a Class III NOV;
  - ii. Violator will be responsible for paying all towing costs incurred; and
  - iii. Violator will have its Airfield permit revoked at the discretion of the Aviation General Manager.

**D. VEHICLE OPERATIONS DURING LOW VISIBILITY CONDITIONS (“SMGCS”)**

Ramp safety and awareness is critical during low-visibility and foggy conditions. The Airport implements driving restrictions when runway visibility deteriorates down to 1200 feet and below 600 feet Runway Visual Range (“RVR” – the distance the pilot can see down the runway). These driving restrictions are a part of the Airport’s Low Visibility Program, also known as the Surface Movement Guidance and Control System (“SMGCS”) Plan.

All tenants must be familiar with and will be required to adhere to the SMGCS Plan during low visibility conditions. Refer to the SMGCS Plan for further guidelines.

**E. VEHICLE ROADWORTHINESS**

1. Before operating any motor vehicle on the Airport, the driver must ensure that the vehicle is in roadworthy condition. No vehicle shall be operated which is not in a sound mechanical and safe condition. The City of Atlanta Department of Aviation reserves the right to inspect and declare unfit for use on Airport property any vehicle or piece of equipment that does not comply with all safety requirements.
2. Vehicles designed to transport special goods (i.e., fuel tanker trucks) shall comply with all pertinent provisions of the U.S. Department of Transportation Regulations and Section 407 of the National Fire Protection Association Code, Standard for Aircraft Fuel Servicing.
3. It is the sole responsibility of the vehicle owner and driver for ensuring the roadworthiness and operational safety of the vehicle, which shall in no way be reduced or diminished by the issuance of a Restricted Area Permit decal or an Airside Operating Permit or by any technical inspections carried out by the Department of Aviation.

#### **F. CARELESS AND UNSAFE DRIVING**

1. No person shall operate a Ground Vehicle within the AOA in a careless manner. Prudent vehicle operation requires regard for traffic, weather conditions and all other attendant circumstances, so as not to endanger the life, limb or property of any person.
2. No person shall operate a Ground Vehicle within the AOA in an unsafe manner. For the purposes of this Ramp Safety Standards Program, unsafe driving shall mean the operation of a Ground Vehicle in disregard of the rights of others, or at a speed or in a manner that endangers persons or property.
3. All persons operating a Ground Vehicle must adhere to all signs, markings and other traffic control devices instructing drivers to stop, yield, and stay within driving lane, maintain speed, proceed with caution or other otherwise control movement within the AOA.

#### **G. WIRELESS TELECOMMUNICATIONS EQUIPMENT**

1. No vehicle operator shall use a hand held wireless telecommunications device while driving or operating a vehicle.
2. In the event a vehicle operator needs to make or receive a call or transmission while driving, the operator should locate a lawfully designated area to park and make or receive the call or transmission while the vehicle is safely parked and non-operational.
3. The use of a hands-free speaking device such as a speakerphone or earpiece which does not require the vehicle operator to manually hold the device is permissible.

#### **H. AIRCRAFT AND EMERGENCY VEHICLE RIGHT-OF-WAY**

All persons operating a Ground Vehicle within the AOA must immediately yield the right-of-way



to all aircraft, police, ambulance, fire department, or other emergency vehicles. Emergency vehicles will use an audible and/or visual signal.

#### **I. WING WALKER AIRCRAFT GATE DEPARTURE AND ARRIVAL**

No person or individual shall push back or power back any aircraft from gate areas or guide any arriving aircraft into gate areas unless at least two wing walkers are deployed. The wing walkers shall position themselves on each side of the aircraft to exercise pedestrian and vehicle control. No person or individual shall put into motion or cause to be put into motion any aircraft in such a manner that the movement of such aircraft presents an endangerment to persons or property.

#### **J. LITTER / F.O.D. (“FOREIGN OBJECT DEBRIS”)**

All airport personnel shall keep the airport clear of FOD by checking their vehicle’s body, wheels and tires to make sure the vehicle is free of FOD before the vehicle enters or is operated in the AOA. All FOD must be deposited in areas designated by the Department of Aviation or tenants for litter collection. The Department of Aviation may issue an NOV to any vehicle driver that deposits FOD onto the airfield.

It is the responsibility of all drivers to pick up FOD on the AOA ramps and roadways. Generating or knowingly failing to remove FOD may result in administrative action. Vehicle operators must move loose baggage / articles (e.g. mailboxes) off the AOA ramps (i.e. aircraft taxi lanes) or vehicle corridors to a less hazardous position by either the gate/terminal building or NLVR intersections.

No person shall keep uncovered trash containers in any area of the airport. No vehicle used for hauling trash, dirt or any other materials shall be operated on the airport unless such vehicle is constructed to prevent the contents thereof from dropping, sifting, leaking or otherwise escaping therefrom. Areas to be used for trash or garbage containers shall be designated by the Aviation General Manager, and no other areas shall be used. Such areas shall be kept clean and sanitary at all times.

If FOD is observed past the zipper markings on the taxiways or runways, the vehicle operator shall immediately contact the Airport Operations Divisions office at 404-530-6620. **Do not cross the Zipper marking for any purpose.**

#### **K. TUGS AND TRAILERS**

1. Trailers shall not be permitted on the Airport ramp or ramp areas, unless they are equipped with reflectorized markings and shall be equipped with proper brakes so that when disengaged from a towing vehicle, neither aircraft blast nor wind will cause them to become free rolling. Positive locking couplings shall be required for all towed equipment.
2. No person will operate towed equipment unless the equipment has positive locking couplings.
3. All tugs, trailers, baggage carts or cargo carts must be returned to their assigned storage areas immediately after unloading.
4. No person shall operate any tugs, trailers, baggage carts, cargo carts or motorized equipment in an unsafe manner.

5. No person shall operate a vehicle towing more than five (5) baggage carts in the Air Operations Area.
6. No person will abandon any piece of equipment in an unauthorized area as designated by the Department of Aviation. Any abandoned equipment will be ticketed and towed.
7. No person will operate a baggage cart or cargo cart unless the cart is enclosed or secured on all four sides while actually hauling baggage or cargo.
8. No person will tow any equipment in a manner so as to cause the vehicle or the equipment to swerve from side to side.
9. When driving in the Bag Room, all vehicles must travel in a single lane of traffic in the proper direction

**L. CRANES AND EQUIPMENT OPERATION STANDARDS**

1. Any person/organization who intends to sponsor any construction or alteration project, regardless of height or location, must first notify the Department of Aviation-Planning & Design Division and the Administrator of the FAA at least 45 days prior. Refer to DOA P&D Guidelines for Filing FAA Form 7460-1 Notice of Proposed Construction or Alteration. Persons who knowingly and willingly violate the notice requirements of Part 77 are subject to an Airport issued NOV and/or an FAA civil penalty of \$1,000 per day until the notice is received and approved. (Pursuant to 14 CFR Part 77.9 and 49 U.S.C., Section 46301(a)).

**M. AIRCRAFT MOVEMENT AREA (“AMA”)**

1. No individual may operate any vehicle or aircraft entering or accessing any part of the AMA without:
  - a. Prior approval from the Aviation General Manager (or designee) by possessing a valid, current AMA License issued by the Airport Operations Division; or
  - b. An escort provided by Airport Operations Division personnel in possession of an AMA License.
2. Regardless of AMA qualification, no individual shall remove, repair, or assist any aircraft, vehicle or equipment located on the AMA without an escort by an Airport Operations Supervisor in possession of an AMA License. All aircraft incidents shall be coordinated through the Airport Operations Division.

**X. FIRE PREVENTION**

**A. RAMP SMOKING AREAS: SECTIONS 310 AND 2003, INTERNATIONAL FIRE CODE, 2012 EDITION**

Smoking is prohibited on the AOA at Hartsfield-Jackson Atlanta International Airport, except in designated and approved smoking areas. In addition to the foregoing, the following restrictions set forth in the 2012 edition of the International Fire Code shall be observed by all personnel:

### 310.1 General

The smoking or carrying of lighted pipe, cigar, cigarette or any other type of smoking paraphernalia or material is prohibited in buildings, structures, or areas, or portions of buildings, structures or areas, as indicated in this section, or any other section of this Code or in any other code or standard, as adopted by the Rules and Regulations of the Safety Fire Commissioner.

### 310.2 Prohibited Areas

Smoking shall be prohibited where conditions are such as to make smoking a hazard, and in spaces where flammable or combustible materials are stored or handled.

### 310.3 No smoking signs

The fire code official is authorized to order the posting of “No Smoking” signs in a conspicuous location in each structure or location in which smoking is prohibited. The content, lettering, color and location of required “No Smoking” signs shall be approved by the AFRD.

### 310.4 Removal of signs prohibited.

A posted “No Smoking” sign shall not be obscured, removed, defaced, mutilated, or destroyed.

### 310.5 Compliance with “No Smoking” Signs.

Smoking shall not be permitted nor shall a person smoke, throw or deposit any lighted or smoldering substance in any place where “No Smoking” signs are posted.

### 310.6 Ashtrays.

Where smoking is permitted, suitable noncombustible ashtrays or match receivers shall be provided on each table and at other appropriate locations.

### 2003.2 Smoking.

Smoking shall be prohibited in aircraft-refueling vehicles, aircraft hangars and aircraft operation areas used for cleaning, paint removal, painting operations or fueling. “No Smoking” signs shall be provided in accordance with Section 310.

Exception: Designated and approved smoking areas.

### 2003.3 Housekeeping.

The aircraft operation area (AOA) and related areas shall be kept free from combustible debris at all times.

#### General Rules for Smoking Area:

1. The smoking zone is 5 feet by 20 feet marked with a red painted border.
2. At least one 20 ABC type fire extinguisher shall be provided for the area.
3. An ash tray shall be provided for the smoking area.
4. Trash containers shall be kept remote from the smoking area.
5. Receptacles shall be emptied daily.

## Designated and Approved Smoking Areas On The Airport Ramp

### Domestic Terminal Baggage Area

- North Baggage Control Area Adjacent to column 22 west of ELS control room

#### Concourse T

- T1 South End
- T8 underneath building: near TS8-1-D1

#### Concourse A

#### Even Side

- A6/A7 underpass: near door AS7-1-A1
- A24 underneath building: near door AN22-1-A1
- A32/31 underneath building: near door AN32-1-A1
- Concourse A Spine Area: opposite side of bus stop

#### Odd Side

- A7/A6 underpass: near door AS7-1-A1
- A31/A32 underneath building: near door AN32-1-A1

#### Concourse B

#### Even Side

- B10/B7 underneath building
- Concourse B Spine Area: same side as bus stop, opposite end of bus stop

#### Odd Side

- B7/B10 underneath building

#### Concourse C

- Spine Area: opposite side of Bus Stop, Southwest side

#### Concourse D

- Between D7 & D9

#### Concourse E

- E3

#### Concourse F

- Exterior Loading Dock by the guard shack
- F14 north end between wall and guard rail

#### **Delta GSE**

- Adjacent to Station 32

#### **B. NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) 407 STANDARD AIRCRAFT FUEL SERVICING (2007 EDITION), CHAPTER 5, SECTION 5.2.6**

The airport fire crew shall be notified if a spill cover of 3 square meters (approximately 10 square feet) in any direction or is over 5 square meters (approximately 50 square feet) in area, continues to flow, or is otherwise a hazard to a person or property. The spill shall be investigated to determine the cause, to determine whether emergency procedures were properly carried out, and to determine the necessary corrective measures.

#### **C. CERTIFIED AIRPORT FUELER PERMIT**

Atlanta Fire Rescue Department requires that all fuelers must wear the Certified Airport Fueler Permit at all times while fueling.

#### **D. OUTDOOR COOKING PERMITS**

City ordinance requires that a permit be generated prior to any outdoor cooking or erecting of tents. Atlanta Fire Rescue Airport Fire Prevention must be notified and a fire inspector will be dispatched to that particular site to perform a pre-event inspection. If the outdoor cooking event is approved, then the permit is granted for the event. Once the current event ends, subsequently that permit is no longer valid. A48 hour notice shall be given to Airport Fire Prevention to inspect and process the application for all cooking and tent erections.

### **XI. HAZARDOUS MATERIAL SPILLS**

#### **A. HAZARDOUS MATERIAL/ OIL CONTAINING PRODUCT RELEASES**

When a hazardous material release has the potential to negatively impact an environmental medium, all environmental hazards shall be taken in account. The GA Environmental Protection Division (GA EPD), Water Use Classifications and Water Quality Standards (Chapter 391-3-6-.03, Rules and Regulation for Water Quality Control), provide enhancement of water quality and prevention of pollution; to protect the public or welfare in accordance with the public interest for drinking water supplies, conservation of fish, wildlife and other beneficial aquatic life, agricultural, industrial, recreational, and to improve the biological integrity of the waters of the State.

The release of any hazardous material requires specific notification to regulatory agencies if an established Reportable Quantity (RQ) has been exceeded. These Federal requirements include but are not limited to the provisions established under the Clean Water Act, CERLA, EPCRA and RCRA regulations.

The release of any petroleum containing products on to the land or into the water is specifically regulated under the Code of Federal Regulations (CFR) specifically, 40 CFR Part 112.

In addition, the GA EPD requires notification of any oil containing product released to soil or a non-pervious surface in quantities greater than 25 gallons and any release which creates a significant sheen on top of State waters... (Reference: Georgia Oil or Hazardous Material Spills and Release Reporting).

**B. SPILL MITIGATION INTERNATIONAL FIRE CODE, CURRENT EDITION**

Spill containment systems or means to render a spill harmless to people or property shall be provided where a spill is determined to be plausible event and where such an event would endanger people or property.

**XII. RECOMMENDED BEST MANAGEMENT PRACTICES**

**A. HEARING CONSERVATION**

The ramp is a high-noise area where the use of personal hearing protection is essential. Personnel should use only personal hearing protection equipment that is approved for the specific operational task.

**B. REFLECTIVE WEAR**

Reflective wear should be worn at all times by persons regularly assigned to the airfield, including all ramps in the secure area and the AOA.

All Ramp Service Personnel employed by an Airline, a ground service handling company, or any other organization that is involved in or concerned with any aspect of aircraft serving in the secured area should wear “REFLECTIVE WEAR” at all times in the performance of their assigned duties.

**XIII. MISCELLANEOUS SAFETY REQUIREMENTS**

- A. All freight/cargo must be transported in a secure manner that prevents spillage. The use of netting, carts with curtains, or in the case of oversize cargo, rope or strapping shall be used for such purpose. Prior to starting, the driver must check that the load and any trailers are properly secured and connected.
- B. In-flight kitchen and cabin service trucks should be operated in such a manner that trash bags do not have the potential of falling or being blown off the vehicle. Trash bags should be stored behind closed doors in the vehicle or placed in a trash receptacle before driving in the AOA. Service vehicles are prohibited from having open doors or personnel on the rear landing of the vehicle while in motion.
- C. Reduced visibility due to night driving or bad weather increases the hazards associated with airfield operations. Always use extreme caution when driving on the airfield at night and during reduced visibility conditions. The best defense is to slow down and always remain alert!
- D. All companies are expected to keep the ramp area in a clean and orderly manner free of debris and non-operable equipment.

- E. “Structural Clearance Advisory” means to use extreme caution when operating any equipment in the Terminal area. Special attention should be given to the height and width clearance of your equipment.
- F. “Critical Clearance Areas” include, but are not limited to, the following:
  - Concourse A Spine 10’ 2”
  - Concourse B Spine 10’ 2”
  - Concourse C Spine 10’ 2”
  - Concourse D Spine 10’ 2”
  - Concourse E Spine 10’
  - Concourse F Spine 12’ 4”
  - Concourse F Baggage 7’ 4”
  - Concourse T Spine 13’6”
  - Dixie Tunnel 13’6”
  - SC/SJ Tunnel 14’ 3”

**XIV. AIRPORT CONSTRUCTION AND OBSTRUCTION CONTROL**

No person shall: (1) erect, construct, modify or in any manner alter the ramp pavement or any structure of any type; (2) alter or in any way change existing Airport improvements; (3) operate, park, or store any equipment, vehicles, supplies or materials; (4) create any mounds of earth or debris; (5) cause or create any physical object that penetrates the operational air space without following the Tenant Project Submittal & Review Guidelines for Hartsfield-Jackson Atlanta International Airport, City of Atlanta, Department of Aviation, Bureau of Planning & Development.

No use of open flames, welding or torches may occur unless fire safety precautions follow International Fire Code 2006 edition sections 2604 Fire Safety Requirements, 2605 Gas Welding and Cutting and Section 2606 Electric Arc Hot Work. All organizations shall apply for a hot works permit from Atlanta Fire Rescue Department Inspections unit prior to commencing hot work activities. In addition, the Tenant Construction Guidelines for Hartsfield-Jackson Atlanta International Airport shall be followed throughout all phases of construction. This document includes all requirements for safety during construction.

**XV. ACTIONS IN CASE OF ACCIDENT**

- A. In case of an accident involving injury or death to any person, immediately notify C4 Center by dialing 911.
- B. All accidents which result in damage to any property must also be reported immediately to the C4 Center at 911.
- C. Any accident involving an aircraft and a vehicle must be reported immediately to the C4 Center at 911 .
- D. Any vehicle involved in an accident shall not be moved until released by the Atlanta Fire Department and the Atlanta Police Department.
- E. All persons involved in an accident and all witnesses shall remain at the scene of the accident until an officer of the Airport Police Division arrives. If witnesses

cannot remain at the scene of an accident for reasons of other urgent duties, they shall report to the Atlanta Police Department located at North Domestic Terminal, immediately upon accomplishing their urgent duties.

### IMPORTANT CONTACT NUMBERS:

AIRPORT EMERGENCIES	<b>911</b>
Department of Aviation - Airport Operations Division	404-530-6620
Department of Aviation – Airport Security Division	404-530-6667

## XVI. ADMINISTRATIVE ENFORCEMENT PROGRAM

### PROCEDURES

The Department of Aviation may issue an NOV for any violation committed on the airport for any unsafe action. These NOVs may be in addition to any uniform traffic citation that may be issued by the Atlanta Police Department.

#### A. VIOLATION

NOVs may be issued for unsafe or improper actions that occur within the AOA, which will include, but not be limited to, the ramps, NLVRs, and perimeter roadways.

#### Notice of Violation

The Aviation General Manager shall be authorized to suspend or revoke all driving privileges and require corrective training for the violations set forth below. Please note that employees with multiple badges will be prohibited from driving for *any* employer during the suspension or revocation period. The following are the specific offenses for which NOVs may be issued and the point values associated with each offense:

#### CLASS I VIOLATIONS (1 Point)

Violation	Reference	Issued To
1. TOWING MORE THAN FIVE (5) CARTS	Atlanta City Code §22-182(q); *Manual §IX (J)(5)	Driver
2. NON-OPERATIONAL HEADLIGHTS/ BRAKELIGHTS	Atlanta City Code §22-182(i)	Driver
3. FAILURE TO SECURE TRASH CONTAINER, CARGO, MAIL, OR FOD PRODUCING ITEMS	Atlanta City Code §22-104; Manual §IX(I)	Person, Driver or Company



4. ILLEGALLY PARKED VEHICLE / EQUIPMENT	Atlanta City Code §22-129; §22-182(b); §22-182(c); §22-182(g); 22-186(a); Manual §IX (C)(2)	Driver or Company
5. FAILURE TO STOP AT STOP DESIGNATED AREA	Atlanta City Code §22-182(c)	Driver
6. FAILURE TO OBEY TRAFFIC SIGNS OR MARKINGS	Atlanta City Code §22-182(c); §22-182(o)	Driver
7. FAILURE TO PROVIDE 2 WING WALKERS DURING AIRCRAFT PUSHBACK OR ARRIVAL	Atlanta City Code §22-168(t)	Push-back Operator
8. HAZARDOUS MATERIAL SPILLS	National Fire Protection Association (NFPA 407 (current edition) Ch. 5 Operations; 5.1.1; 5.2.1	Equipment Operator, Violator or Supervisor In Charge
9. POOR HOUSEKEEPING OF DESIGNATED SMOKING AREA	International Fire Code §1103.3 (2006 ed.)	Violator
10. SMOKING IN NON-DESIGNATED SMOKING AREA	International Fire Code §1103.2 (2006 ed.); Manual §X(A)	Violator
11. TWO OR MORE WARNINGS ISSUED WITHIN 365 CONSECUTIVE CALENDAR DAY PERIOD	Atlanta City Code §22-191(c)	Violator

**\*Manual = Ramp Safety Standards Manual**

CLASS II VIOLATIONS (2 Points)

1. FAILURE TO YIELD RIGHT OF WAY TO WING WALKERS	Atlanta City Code §22-168(t)	Driver
2. FAILURE TO REPORT AN ACCIDENT/INCIDENT/HAZARDOUS MATERIAL SPILLS TO AIRPORT OPERATIONS CENTER	Atlanta City Code §22-102 (Failure to Report), and National Fire Protection Association (NFPA 407 (current edition) Ch. Operations; 5, 5.2.6	Driver(s), Equipment Operator, or Violator
3. LEAVING THE SCENE OF AN ACCIDENT/INCIDENT/HAZARDOUS MATERIAL SPILL	Atlanta City Code §22-183 (Leaving the Scene) and National Fire Protection	Driver(s), Equipment Operator, or Violator

	Association (NFPA 407 (current edition) Ch. Operations; 5, 5.2.6	
4. STAGING VEHICLES OR EQUIPMENT IN UNAUTHORIZED AREAS/ OR IMPACT TO AIRCRAFT OPERATIONS	Atlanta City Code §22-129; §22-182(b); ); §22-182(c); §22-182(g)	Driver
5. DRIVING WITHOUT “D” ON SIDA BADGE	Atlanta City Code §22-181(b); Manual §VII	Driver
6. ABOVE IDLE ENGINE RUN-UP ON RAMP WITHOUT WING WALKERS	Atlanta City Code §22-168(o)	Maintenance Person(s) at the controls
7. UNAUTHORIZED CRANE OPERATIONS	Atlanta City Code §22-166(a); FAR Part 77	Equipment Operator
8. FAILURE TO SECURE TRASH CONTAINER, CARGO, MAIL, OR FOD PRODUCING ITEMS THAT MAY IMPACT OPERATIONS	Atlanta City Code §22;-104; Manual §IX(I)	Driver

## CLASS III VIOLATIONS (3 Points)

1. FAILURE TO YIELD RIGHT OF WAY TO AIRCRAFT AND EMERGENCY VEHICLES	Atlanta City Code §182(a);§22-182(m)	Driver
2. UNSAFE SPEED	Atlanta City Code §182(a);§22-182(c); §22-182(o);22-184	Driver
3. UNSAFE DRIVING	Atlanta City Code §22-182(b); Manual §IX(F)(2)	Driver
4. DRIVING BETWEEN AIRCRAFT AND MARSHALLER	Manual §IX (F)(2);	Driver
5. UNAPPROVED HIGH POWER ENGINE RUN- UP ON RAMP	Atlanta City Code §22-168(o)	Maintenance Person(s) at the controls
6. MOVEMENT AREA VIOLATION - Expired Aircraft Movement Area badge.	Atlanta City Code §22-181(b); Manual §IX (K)(1)	Driver

7. MOVEMENT AREA VIOLATION (Runway Incursion and Surface Incident)	Atlanta City Code §22-111; 22-182(c); FAR Part 139, §139.329	Driver
8. HAZARDOUS MATERIAL SPILL	National Fire Protection Association (NFPA 407 (current edition) Ch. 5 Operations; 5.2.6; GA EPD General Stormwater Permit Requirements; 40 CFR, Part 112 Regulations; Georgia Codes TITLE 12 - CONSERVATION AND NATURAL RESOURCES CHAPTER 14 - OIL OR HAZARDOUS MATERIAL SPILLS OR RELEASES	Violator or Supervisor In Charge
9. ENVIRONMENTAL HAZARD	National Fire Protection Association (NFPA 407 (current edition) Ch. 5 Operations; 5.2.6; GA EPD General Stormwater Permit Requirements; 40 CFR, Part 112 Regulations; Georgia Codes TITLE 12 - CONSERVATION AND NATURAL RESOURCES CHAPTER 14 - OIL OR HAZARDOUS MATERIAL SPILLS OR RELEASES	Violator or Supervisor In Charge
10. OPERATING AIRCRAFT FUELING EQUIPMENT WITHOUT PROPER FUELING BADGE	Atlanta City Code §78-57;1106.5.3	Equipment Operator

Appendix A contains a sample of the NOV Form.

## B. VIOLATION SANCTION SYSTEM

For the purposes of the violation sanction system, violations of airport rules and regulations fall into four categories: Warning, Class I, Class II and Class III. These following point values have been assigned to each category based on the severity of the offense:

- **WARNING – no points**
- **CLASS I – 1 point**
- **CLASS II – 2 points**
- **CLASS III – 3 points**

*NOTICE OF VIOLATION RECORD*

Each employee’s NOV and Warning record will be maintained and tracked by the Department of Aviation for one year (12-months) from the previous offense.

**C. VIOLATION, SANCTIONS AND SANCTION POINTS**

The accumulation of sanction points will be tracked by the Department of Aviation and the following sanctions will be imposed:

**WARNING NOTICES:**

To Companies

Warnings may be issued to companies for violations in accordance with the guidelines set forth herein. In order to consistently maintain a safe environment, Warnings may be issued to companies or organizations in certain circumstances. If Class I Violations are observed, and the responsible individual is not readily identifiable, the Department of Aviation may issue a Warning to the company. The Warning notice shall be issued to a Supervisor/Manager overseeing the area and/or operation. The Department of Aviation may require company safety representatives or management to attend meetings, trainings or prepare a written plan that demonstrates measures taken by the company or organization to ensure compliance and prevent future violations.

To Individuals

Warnings may be issued to individuals at the sole discretion of the person issuing the NOV for a Class I violation. Two or more Warnings given to the same individual within a three hundred sixty-five (365) consecutive calendar day period may result in the issuance of an NOV for a Class I Violation to such individual. For the NOV to constitute a Warning, the issuer must, at the time of issuance, provide in the violation details the notation “WARNING ONLY.”

**VIOLATIONS (Class I, Class II and Class III):**

Class I - For a Class I Violation, the violator must view and pass the tests on both the SMS module and the Non-Movement Area Driving module and/or such other prerequisites for driving on the AOA as may then be currently in force and effect. A Class I Violation carries one (1) sanction point.

Class II - For a Class II Violation, the violator must view and pass the tests on the SMS module and the Non-Movement Area Driving module and/or such other prerequisites for driving on the AOA as may then be currently in force and effect. In addition, all of the violator's driving privileges shall be suspended for two (2) days. A Class II Violation carries two (2) sanction points.

Class III - For a Class III Violation, the violator must view and pass the tests on the SMS module and the Non-Movement Area Driving module and/or such other prerequisites for driving on the AOA as may then be currently in force and effect. In addition, all of the violator's driving privileges shall be suspended for seven (7) days. A Class III Violation carries three (3) sanction points.

**All corrective training for Class I, Class II, or Class III violations must be completed within seven (7) business days of the issuance of an NOV or the SIDA badge will be deactivated.**

A violator seeking a SIDA badge without driving privileges during a suspension must submit a completed badge application signed by the authorized signatory to the Department of Aviation's Security Division badge office, and meet any and all eligibility requirements for badge issuance as established by the Security Division.

#### **D. REVOCATION OF PRIVILEGES**

All SIDA badges are the property of the City of Atlanta. The Aviation General Manager reserves the right to permanently revoke all of the violator's driving or SIDA badge access privileges under the following circumstances: (i) after the accrual of seven (7) sanction points within any twelve (12) month period; (ii) for a violator's failure to complete any required corrective training; or (iii) at any time deemed necessary due to the severity of the offense.

#### **E. TRACKING AND RESOLVING HAZARDS**

All Warnings and NOV's issued will be logged and tracked in the Airport Security Operations Compliance System ("ASOCS"). The SMS Manager will oversee the safety violation forms for tracking and trending purposes. If multiple or repeat safety violations are recorded, the SMS Manager may contact the appropriate Airlines or ground-handling companies to discuss resolutions and timelines. The SMS Manager will monitor the program and provide updates to the Safety Action Group and senior management.

Additionally, all NOV's will be tracked in the Security Access Control system to link the violations with an employee SIDA Badge.

#### **F. APPEALS PROCESS**

1. **NOV Letters.** After an NOV is issued, the Aviation General Manager, or his or her designee, shall issue a letter ("NOV Letter") to the violator and his or her employer. NOV Letters shall be mailed to the last known address of the company as same appears in the files of the Airport Security Office. NOV Letters may also be e-mailed if the company has an e-mail address on file with the Airport Security Office.

2. **SMS Review**. If the violator or the employer seek to challenge the NOV, any defenses or challenges to the NOV must be presented in writing (“Request for Review”) within three (3) business days of receipt of the NOV Letter by any of the following methods:
  - a. Mail: SMS Manager, P.O. Box 20509, Dept. of Aviation, Atlanta, GA 30320; or
  - b. E-mail: rampsafety@atlanta-airport.com or any e-mail address that the Department of Aviation subsequently designates; or
  - c. Hand Delivery: SMS Manager, 6000 N. Terminal Parkway, Suite 4000, Atlanta, GA 30320.

The SMS Manager, or his or her designee, shall review the defenses and/or challenges presented by the violator or the employer and uphold, dismiss or modify the NOV. A written notification (“SMS Decision”) shall be delivered to the company’s last known address or last known e-mail address on file with the Airport Security Office.

3. **Appeals**. After the NOV has been reviewed by the SMS Manager or his or her designee, the violator or the employer may request that the Aviation General Manager reconsider the ruling set forth in the SMS Decision or the assessment of points issued for any Class I, Class II, or Class III violation (“Appeal”).

3.1 All Appeals must be submitted to the Aviation General Manager or his or her designee in writing within twenty-four (24) hours of receipt of the SMS Decision by one of the following methods:

- a. Mail: Aviation General Manager, P.O. Box 20509, Dept. of Aviation, Atlanta, GA 30320;
- b. E-mail: rampsafety@atlanta-airport.com or any e-mail address that the Department of Aviation subsequently designates; or
- c. Hand Delivery: Aviation General Manager, 6000 N. Terminal Parkway, Suite 4000, Atlanta, GA 30320.

3.2 The Aviation General Manager or his or her designee will issue a **final ruling** on the matter and will notify the violator and the violator’s employer of the ruling. Such notices shall be delivered to the company’s last known address or last known e-mail address on file with the Airport Security Office.

4. **Additional Procedures**. In the event the due date for a Request for Review or Appeal falls on a Saturday, Sunday or legal holiday, the violator or the employer may submit the Request for Review or Appeal on the next business day. Failure to comply with this requirement may result in an immediate denial of the Request for Review or Appeal. Depending on the severity of the offense, the Aviation General Manager may suspend or revoke driving or SIDA badge access privileges prior to the resolution of a Request for Review or Appeal.

If a violator's driving suspension has been completed by the time an Appeal is resolved, the Aviation General Manager will issue a ruling on the violation points assessed.

For questions or additional information, please contact the Safety Management Systems Division at 404-382-2355.

## **XVI. EMPLOYER RESPONSIBILITIES**

It is the employer's responsibility to ensure that its employees obey the rules and regulations contained in this manual. The following steps should be taken to ensure a safe operating environment within the AOA:

**Training:** Employers should conduct appropriate training to ensure that all personnel have read and fully understand the guidelines set forth in this manual.

**Monitoring:** Employers should monitor their personnel and ensure that they have knowledge of the regulations and are adhering to the rules set forth in this manual.

**Follow-Up:** Employers will be notified of any NOV's issued to their employees. Therefore, employers should follow-up on all NOV's issued to their employees and ensure that appropriate action is taken to prevent further incidents.

Nothing in this manual shall be construed or interpreted as creating or establishing the relationship of employee and employer between the City of Atlanta and any tenants, vendors, contractors, subcontractors, or any individuals working for said entities.

## **XVII. REFERENCES**

- A. Safety Management System Manual, Safety Assurance Section.
- B. FAR Part 139 and Part 77
- C. City of Atlanta Code of Ordinances
- D. Airport Fire Prevention Guidelines for Outdoor Cooking
- E. Airport Fire Inspection Guidelines for Smoking Locations on the Ramp
- F. Airport Fire Fuel Spill Report

## **XVIII. REQUIREMENTS CONTROL SYSTEM**

None

## **XIX. ATTACHMENTS**

- - Notice of Violation Form