



SOM.SC-002

Airside Safety Rules



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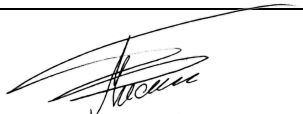
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1. Version History

Version	Content of the Amendment	Date	Responsibility
1.0	First version	14/06/2017	Operations / Safety Department
2.0	Several modifications after review with the Handling Agent and P10 updates	24/12/2018	Operations / Safety Department
3.0	Including new rules concerning refuelling with passengers on board. Revision of the manual to the latest changes and developments on the aerodrome	15/04/2025	Safety Department

2. Approval

Name	Function	Date	Signature
A.Mucenieks	Safety Manager	04/04/2025	
P.Kuhn	Compliance Manager	04/04/2025	
T. Goris	Accountable Manager	04/04/2025	



3. Definitions and Abbreviations

Accident:	<p>Accident means an occurrence associated with the operation of an aircraft which, in the case of a manned aircraft, takes place between the time any person boards the aircraft with the intention of flight until such time as all such persons have disembarked or in the case of an unmanned aircraft, takes place between the time the aircraft is ready to move with the purpose of flight and primary propulsion system is shut down, in which:</p> <ul style="list-style-type: none">a) A person is fatally or seriously injured as a result of:<ul style="list-style-type: none">• Being in the aircraft, or• Direct contact with any part of the aircraft, including parts which have become detached from the aircraft, or• Direct exposure to jet blast <p>Except when the injuries are from natural causes, self-inflicted or inflicted by other persons, or when the injuries are to stowaways hiding outside the areas normally to the passengers and crew, or</p> <ul style="list-style-type: none">b) The aircraft sustains damage or structural failure which adversely affect the structural strength, performance or flight characteristics of the aircraft, and would normally require major repair or replacement of the affected component, except for engine failure or damage, when the damage is limited to a single engine (including its cowlings or accessories), to propellers, wing tips, antennas, probes, vanes, tires, brakes, wheels, fairings, panels, landing gear doors, windscreens, the aircraft skin (such as small dents or puncture holes) or minor damages to main rotor blades, landing gear, and those resulting from hail or bird strike (including holes in the radome); orc) The aircraft is missing or is completely inaccessible
Incident:	<p>Incident means an occurrence, other than an accident, associated with the operation of an aircraft which affects or could affect the safety of operation</p>
Serious incident:	<p>Serious incident means an incident involving circumstances indicating that there was a high probability of an accident and is associated with the operation of an aircraft, which in the case of a manned aircraft, takes place between the time any person boards the aircraft with the intention of flight until such time as all such persons have disembarked, or in the case of an unmanned aircraft, takes place between the aircraft is ready to move with the purpose of flight until such time it comes to rest at the end of flight and the primary propulsion system is shut down</p>
Aircraft:	<p>Aircraft means any machine that can derive support in the atmosphere from the reactions of the air other than the reactions of the air against the earth's surface</p>
Occurrence:	<p>Occurrence means any safety-related event which endangers or which, if not corrected or addressed, could endanger an aircraft, its occupants or any other person and includes in particular an accident or serious incident</p>
Hazard:	<p>A situation or an object with the potential to cause death or injury to a person, damage to equipment or a structure, loss of material, or a reduction of ability to perform a prescribed function</p>



Just culture:	A culture in which front-line operators or other persons are not punished for actions, omissions or decisions taken by them that are commensurate with their experience and training, but in which gross negligence, wilful violations and destructive acts are not tolerated
Safety Management System:	A systematic approach to managing aviation safety including the necessary organisational structures, accountabilities, policies and procedures, and includes any management system that, independently or integrated with other management systems of the organisation, addresses the management of safety
Safety risk:	The predicted probability and severity of the consequences or outcomes of a hazard
Safety Culture:	The way safety is perceived, valued and prioritised in an organisation. It reflects the real commitment to safety at all levels in the organisation. It has also been described as "how an organisation behaves when no one is watching"

ACI	Airports Council International
ACL	Anti-Collision Lights
ADP	Airside Driving Permit
ADR	Airside Driving Rules
AIP	Aeronautical Information publication
ASR	Airside Safety Rules
ATC	Air Traffic Control
AVP	Airside Vehicle Pass
EASA	European Aviation Safety Agency
FOD	Foreign Object Debris/ Foreign Object Damage
LACC	Lux-airport Control Centre
LVP	Low Visibility Procedure
SMS	Safety Management System
SAR	Search and Rescue
SATP	Security Awareness Training Programme



4. Introduction

This document sets out the general safety rules at the airside of Luxembourg Airport. The document is meant for:

- People having unescorted access to Luxembourg Airport's airside area and
- Vehicles and their drivers operating at the airside of Luxembourg Airport.

The safety rules are intended to ensure the safety of people and aircraft at the airside. They must be read in conjunction with other specific rules or documents, as indicated below. Any specific rules or procedures issued in this way are supplementary to the general rules described in this document.

The basis for this document is the Aerodrome Manual and the SMS Manual. Also other manuals and operational procedures are referred to in different chapters. If needed, they can be requested to the aerodrome operator by sending an e-mail to compliance@lux-airport.lu

All people visiting the airside areas of Luxembourg Airport unescorted shall be trained according to their role; comply with these rules and any supplementary rules issued by Lux-Airport as applicable.

The scope of this manual is to make all unescorted staff aware about the Safety Culture at our airport. Safety always has the highest priority and is a responsibility from each person on the aerodrome.

For cases of questions or remarks, the Safety department of lux-airport at safety@lux-airport.lu is to be contacted.



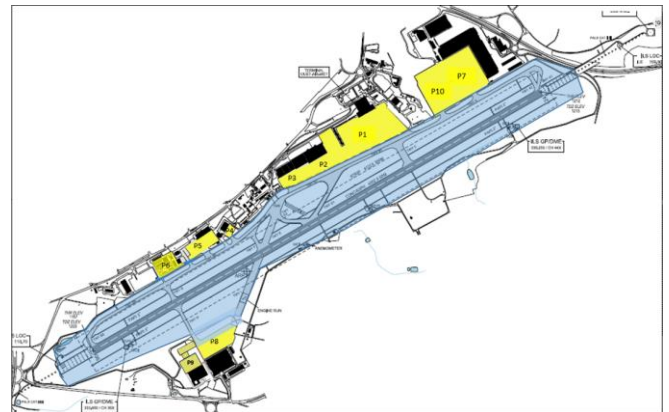
5. General

5.1. Scope

The Airside Safety Rules (ASR) regulate the entering and navigating of Luxembourg Airport's not generally accessible airside areas being all apron areas including service roads and the manoeuvring area. All parties being in this area need to apply to those safety rules and with it assure the safety of individuals and aircraft operations.

5.2. Access points to Luxembourg Airport's movement area

- (a) Only trained personnel are allowed to enter aprons (in yellow) and perimeter road.
- (b) Only trained personnel (ADP B drivers) are allowed to enter manoeuvring area.
- (c) Before accessing Luxembourg Airport's manoeuvring area, ATC has to be informed and permission has to be granted by ATC.
- (d) For the manoeuvring area see right (in blue).



*Luxembourg Airport's airside area:
Ramps marked yellow // Manoeuvring area marked blue*

5.3. Unescorted Access

- a) A valid SMS1 certificate is required for TCA issue.
- b) Staff are required to undertake SMS1 training every two years. Recurrent training must be completed within one month of expiry to remain valid.
- c) It is the employer and employees responsibility to ensure the SMS1 validity is maintained within the two years.
- d) Staff may be refused access if SMS1 training validity is not maintained.



6. Essential contacts

6.1. Emergency numbers

State emergency	112
Lux-airport Control Centre (LACC)	+352 2464 3100

In case of an emergency, the LACC must be contacted first. The LACC will co-ordinate the emergency.



112

6.2. Lux-Airport Operations

The lux-Airport Operations department is responsible for ensuring the operations can be performed in a safe and efficient manner. They will inspect the compliance of the infrastructure as well as the adherence to the rules. In case of incidents or issues they will intervene and co-ordinate. The Airside Inspectors will be present on airside and their instructions must be followed at all times. In case of questions or unclarities, they can be called upon by contacting:



Scan QR code
Lux-airport Control Centre (LACC)

Phone : +352 2464 3100

6.3. Safety Department

When noticing any abnormal situation at Luxembourg Airport and / or having any question regarding the Airside Safety Rules please contact the Safety department:

Phone: +352 2464 **2086 (Safety Manager)**
+352 2464 **3100 (LACC)**
Mail: safety@lux-airport.lu

6.4. Security Control Centre

In case of loss or theft of the personal airport ID card, daily visitor's badge or vehicle permit please immediately contact:

LACC security department: +352 2464 **3102**

6.5. Lux-airport Administration

Phone: +352 2464 1



Address: Lux-airport
4, rue de Trèves, B.P. 635L-2016 Luxembourg

7. Setup of Luxembourg Airport's Airside

- Apron P1: Handling and parking of commercial passenger flights
- Apron P2: Handling and parking of aircraft for business aviation and VIP flights
- Apron P4: Parking and maintenance for aircraft
- Apron P5: Parking of aircraft for general aviation flights and Luxembourg Air Rescue aircraft, Operations of Luxembourg Air Rescue helicopters
- Apron P6: Parking of privately operated aircraft
- Apron P7: Handling and parking of cargo aircraft
- Apron P8: Parking and maintenance of aircraft (mainly Cargolux aircraft)
- Apron P9: Parking and maintenance of aircraft (mainly LuxAir aircraft)
- Apron P10: Handling and parking of cargo aircraft

8. LUX Safety Management System

The aerodrome operator is responsible for the aerodrome Safety Management System (SMS). The SMS has the objective to prevent incidents and accidents or to react appropriately on safety occurrences. Main principles of our SMS are:

- (a) Any person being airside shall not endanger itself or other persons or objects at any time.
- (b) To support and assure safe operations at Luxembourg Airport, a SMS has been established by the aerodrome operator. The related Safety Management Manual (SOM.SC-001) of the aerodrome operator can be requested via safety@lux-airport.lu or compliance@lux-airport.lu.
- (c) All SMS-related documents are stored on the Centrik document management system.
- (d) All parties participating at the airport are obliged to co-operate to the SMS.
- (e) Any notification to the SMS is to be addressed to safety@lux-airport.lu or via Centrik QR code.





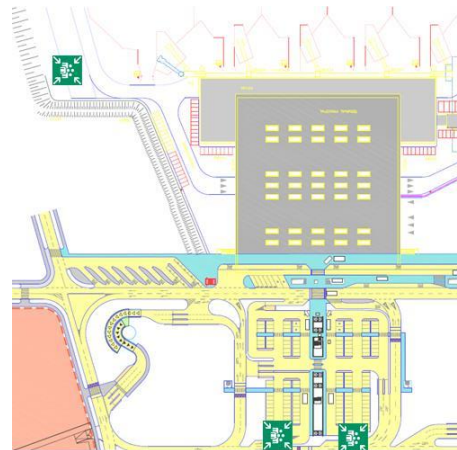
9. LUX Emergency Exits

In case of an emergency, all persons shall obey the instructions of the Lux-Airport personnel. Personnel is recognisable by an orange emergency vest. Assembly points are available at the airport as exemplified in the plan.

The exact location of all assembly points at LUX is published and marked in the Aerodrome Emergency Plan.

Assembly Point

In case of an emergency, all persons shall obey the announcements made by airport personnel. The airport personnel are recognizable by an orange emergency vest. There are assembly points available at the airport, and they are marked by a green sign, as shown on the right.



Assembly points in vicinity of Terminal A



Assembly Point

10. General airside rules of conduct

10.1. General rules

Any behavior that may interfere with or endanger air traffic operations, aerodrome operations, or air safety operations is strictly prohibited at all times.

10.2. Mandatory identification

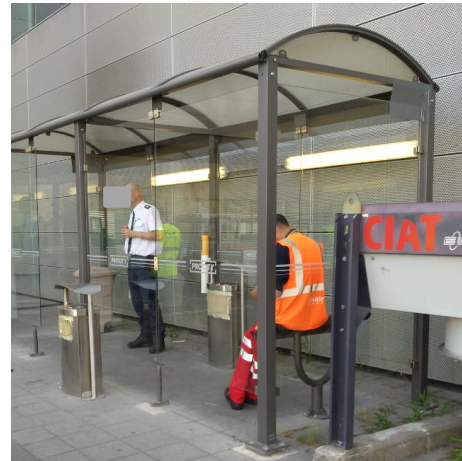
When being airside, persons, besides passengers, have to wear clearly visible:

- Airport ID card; or
- Crew card; or
- Daily visitor's badge; and
- High visibility jacket; and

- Protective equipment supplied by employer if required.

10.3. Prohibitions

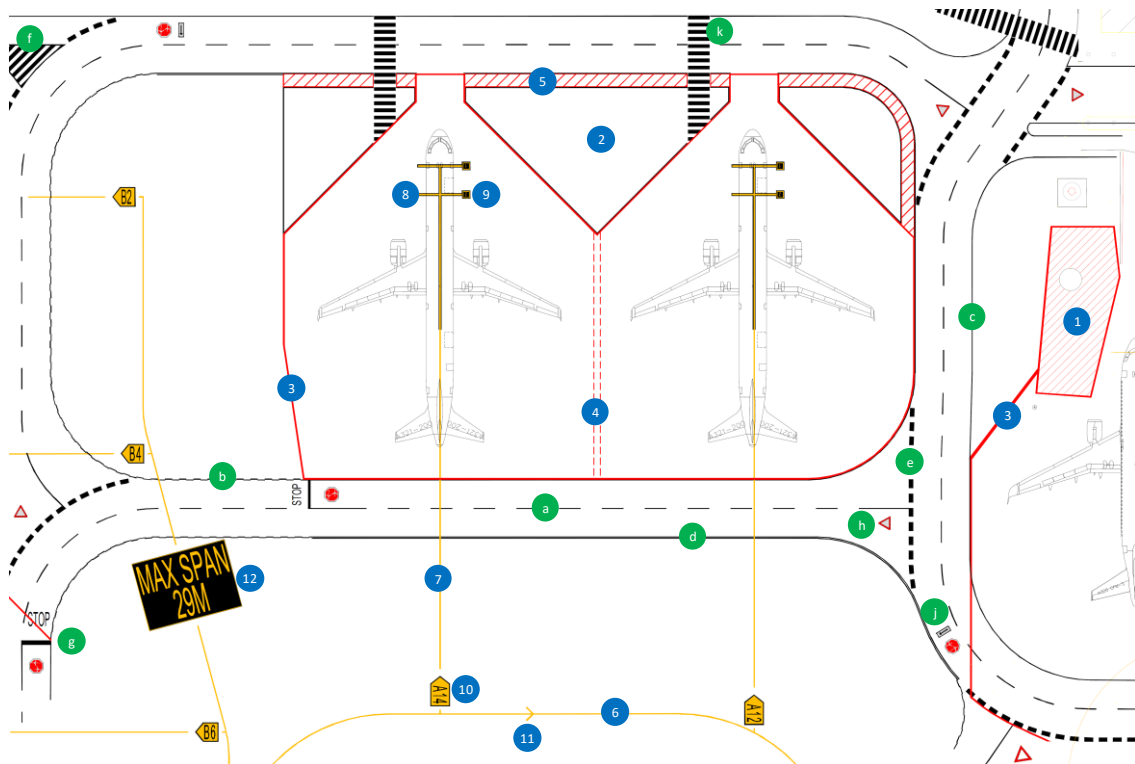
- Smoking (including electronic cigarettes) when being airside (incl. any adjacent building) is not permitted under any circumstances, except in dedicated smoking areas.
- People being airside shall not be under the influence of alcohol, drugs or medicine. Lux-airport may carry out drug checks at any time.



Smoking area Terminal A airside

10.3.1. Markings

The following markings relevant for persons and vehicles being airside can be found at Luxembourg Airport's ramp area:



Overview markings at Lux-airport



- | | | | |
|----|---|---|--|
| 1 | Moving area passenger boarding bridge | a | Road centre line marking |
| 2 | Not-dedicated areas for parking of vehicles and equipment | b | Road edge marking – taxiway/ taxilane crossing |
| 3 | Apron safety line or aircraft stand safety line | c | Road edge marking – edge marking |
| 4 | Clearance line | d | Road edge marking – Vehicle limit line |
| 5 | No parking area | e | Service road crossing marking |
| 6 | Taxiway centreline | f | Restricted area |
| 7 | Aircraft stand centreline | g | Taxiway/ taxilane crossing marking |
| 8 | Aircraft stopline for marshaller | h | Yield marking |
| 9 | Aircraft designator marking | j | Directional marking |
| 10 | Direction to parking stand marking | k | Pedestrian crossing |
| 11 | One-way arrow marking | | |
| 12 | Maximum wingspan marking | | |

10.3.2. Aircraft stand (Apron safety lines (ASL)) and equipment restraint area (ERA)

Permitted:

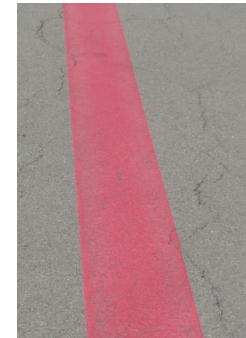
Crossing ASL and entering ERA when:

- Aircraft engines are turned off
- Anti-collision beacons are switched off
- Safety cones placed

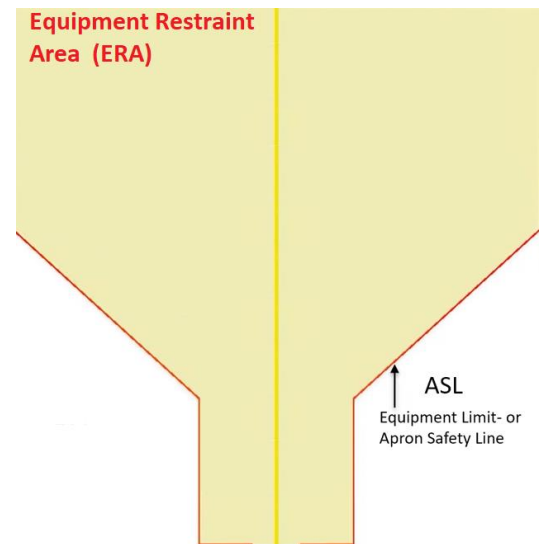
Not permitted:

Crossing ASL and entering ERA when:

- an aircraft is taxiing or is being towed into position
- engines running
- anti-collision beacons are switched on
- Safety cones not placed



Solid red line





10.3.3. Clearance line

Area between two positions referring to clearance distance of an aircraft.

Not permitted:

- Parking, stopping, driving in between those two lines.

Marking: red dashed lines



10.3.4. Restricted aircraft stand safety area

Used on remote positions for self-maneuvring stands

Permitted:

Staying within area:

- prior to serve incoming aircraft, in order to be ready for operation.
- when an aircraft is taxiing in on the position.

➔ Safe island for persons / vehicles / equipment when aircraft is taxiing in on position.

Not permitted:

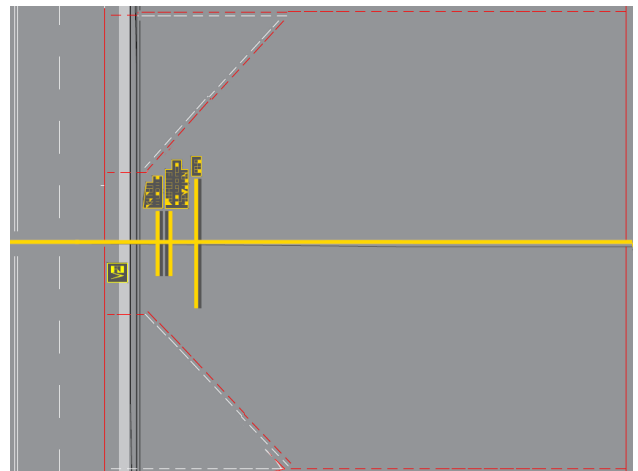
Staying within area when:

- an aircraft is taxiing out.
- no aircraft is expected to be served on that position shortly.

Marking: dashed white/red lines drawing a closed area.



Dashed red/white line



10.3.5. Equipment parking area

Used on push-back positions.

Permitted:

Irrespective of any aircraft operation, vehicles and equipment can stay in this area at any time.

Not permitted:

In case of an emergency, vehicles / equipment shall not block any emergency egress,

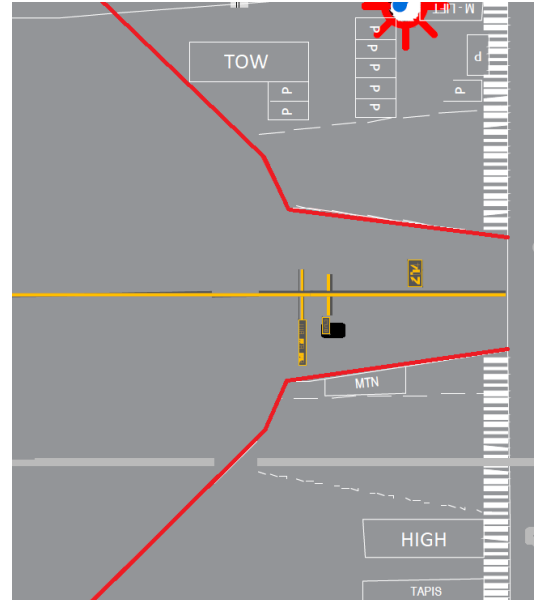


Equipment parking area at P7



emergency equipment, fuel shut-off valves or other life safety devices.

Marking: white line drawing a closed area.



10.3.6. Restricted area

Not permitted:

- Persons, vehicles, equipment: parking, stopping, crossing, driving on area at any time.

Marking: area with white stripes.



Restricted area at Terminal B

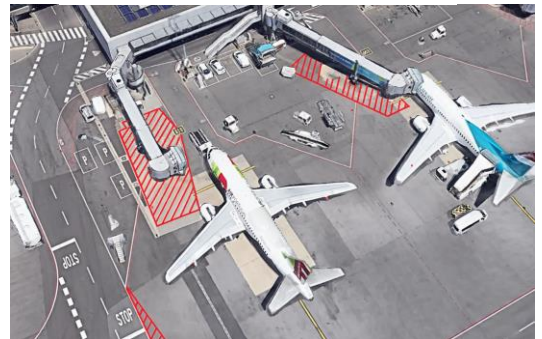
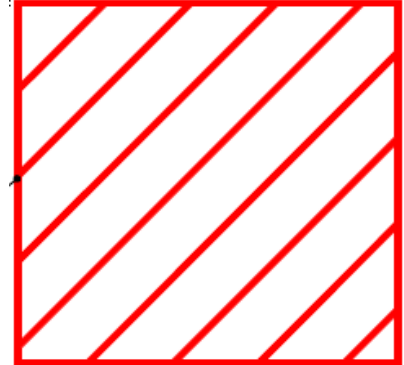


10.3.7. No parking area

Not permitted:

- Vehicles / equipment parking on the area.

Marking: area with red stripes.

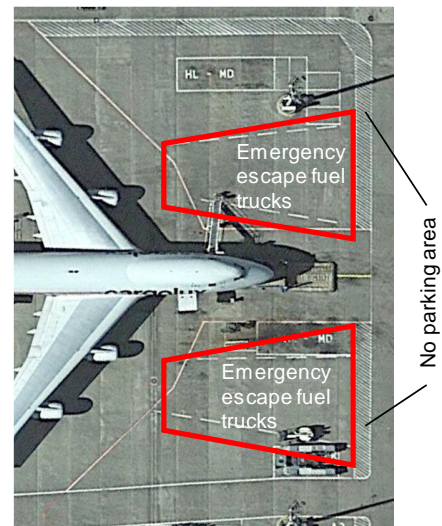
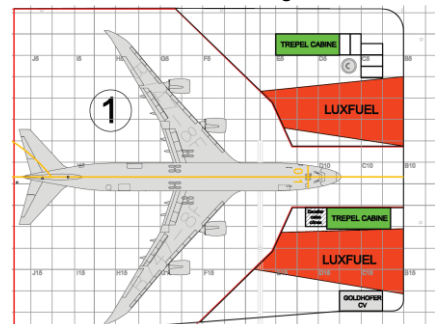


No Parking area

10.3.8. Emergency exit for fuel trucks

Not permitted:

- Area shall never be blocked by any vehicle / equipment / person



Emergency exits fuel trucks at P7



10.4. Pedestrians

10.4.1. Instructions

- (a) Pedestrians shall follow designated walkways as far as possible.
- (b) Pedestrians shall be familiar with markings and corresponding safety zones at any time.

10.4.2. Pedestrian walkway

- (a) A pedestrian walkway
 - Is marked by a zebra; or
 - Is not marked if on remote positions
- (b) A pedestrian walkway shall never be crossed by a vehicle when used for embarking/disembarking of aircraft, if not stated otherwise by personnel.



10.5. Passengers

10.5.1. Lux-airport applies three methods of embarking and disembarking passengers:

- Via a passenger bridge;
- Via bus; and
- Via the apron walkways

10.5.2. Passengers boarding or disembarking via a bridge or bus will be relatively protected from the dangers of the apron area, whereas passengers using the apron walkways will be potentially exposed to all the hazards that exist there.

10.5.3. All airport users have responsibility for ensuring that the movement of passengers is strictly supervised and controlled.

10.5.4. The following steps must be taken to ensure passenger safety on the apron as defined in procedure SOP.OPS-A.024:

- Passengers must be directed by staff
- Passenger routes to the aircraft should not pass below aircraft wings or beneath fuel vents, or close to propellers of aircraft on which passengers are embarking/disembarking and those of aircraft on adjacent stands. Routes should



also be clear of vehicular traffic around the aircraft, electrical cables, fuel hoses and other ramp equipment;

- Restrictions should be placed on running aircraft engines in the vicinity of passengers and positive measures should be taken to protect passengers from excessive engine noise and jet blast,
- Airline ground staff must be positioned on the apron in such a way as to ensure that passengers follow a safe path to the terminal/aircraft;
- Any service road crossings must be actively controlled by ground staff; and

10.6. Vehicle operator

10.6.1. Detailed rules for driving airside are described in Lux-airports "Airside Driving – Rules and Standards (SOM.OPS-001).

10.6.2. Instructions

- (a) Drivers operating vehicles airside must either hold a valid Airside Driving Permit (ADP) or be escorted by a driver who holds a valid ADP.
- (b) Vehicles must only be driven or escorted in areas in which the driver holding the ADP is authorised to drive.
- (c) The ADP holder is responsible for supervising the vehicle being escorted and its driver, and for ensuring that all relevant rules are complied with.

10.6.3. Drivers shall be familiar with markings and corresponding safety zones at any time.

10.6.4. Airside service roads

(a) Since the service roads cross a number of taxiways and apron access points that are used by aircraft, drivers must be aware of the possibility that an aircraft may be taxiing in these areas and give way to the aircraft.

(b) Following rules are valid:

- Where the service road crosses a taxiway/taxilane or apron access point, the following combination of marking is to indicate the point at which a vehicle **must completely stop** in order to check for the presence of taxiing aircraft (see left)
- At taxiway/service road crossing, road holding position lights underline special attention required by vehicle driver.
- The boundary of the service road is delineated by a white (double) continuous or staggered marking on either side of the road.
- Service roads must not, under any circumstances, be unnecessarily obstructed by a stopped vehicle or other equipment, or a vehicle left unattended on the road.
- Taxilanes shall only be crossed on service roads. Before crossing ensure clear view of sight. If crossing is free cross and instantly leave the taxilane. Other vehicles shall always give way to vehicles crossing a taxilane.
- Vehicles must complete their journey and leave the service road as close as possible to their intended working area.



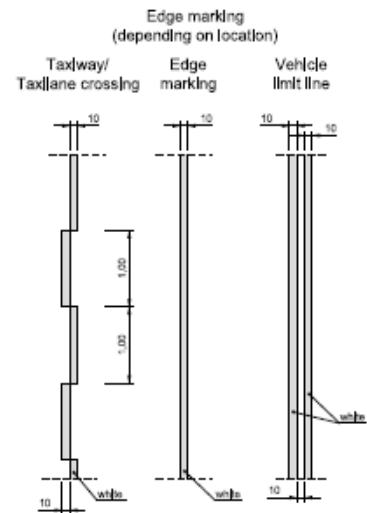
Service Road about to cross taxilane



Marking on service road: full vehicle stop required



Road-holding position lights



Road markings

10.7. Use of alcohol, drugs and medicines

It is prohibited to drive any vehicle or to perform any activity airside including any building (hangar etc.) whilst under the effects of alcohol (0‰), narcotics or medicines (whether prescribed or not), that reduce the ability to drive or influence behaviour in such a way as to endanger oneself or others moving or working airside.



11. Vehicles

11.1. General

- Vehicles shall not be a hazard to aircraft or aircraft operations at any time.
- Airside areas other than runway, taxiway: Unnecessary use of the vehicle engines and spill of energy must be avoided. Only in cases the engines are necessary to fulfil a function, it is allowed to keep the engines on.
- On runway and taxiway: engines of vehicles in operation should always stay on.
- Slow traffic and equipment must always be at the right side of the roads.

**Turn Off
Your Engine**



If the situation allows!



- (e) The total length of linked airport equipment shall not exceed 30 meters due to the geometry of airside infrastructure.
- (f) Dim light shall be switched on at all times. The use of long distance light which may blind pilots and other airside traffic is prohibited.
- (g) Detailed rules for driving airside are described in the latest version of Lux-airport's "Airside Driving – Rules and Standards".

11.2. Speed limitation

- (a) Unless a lower limit is specified for a particular area or activity, the speed limit to be observed at all times is:

- On the **internal road** and the **perimeter road**:
50 km/h.
- On **apron areas (including service roads and the internal road north)**:
30 km/h.
- In the **immediate vicinity of a parked aircraft** (or other situations where 'walking speed' is specified): **5 km/h.**



- (b) These limits must be adapted if a load is being towed and/or if surface conditions are poor.
- (c) Any maximum speed specified by a vehicle operator or indicated on a vehicle or trailer must never be exceeded.

11.3. Holding and parking

- (a) Vehicles must be securely located when parked.
- (b) Parking of vehicles and equipment is only allowed within special marked areas. The



boundary lines of these areas shall not be exceeded.

(c) Within the following areas, holding and parking of vehicles is prohibited:

- Aircraft parking positions – parking during aircraft handling is allowed
- Dedicated areas for passenger boarding bridges
- Restricted areas
- No parking areas
- Obstacle free areas when aircraft are moving
- Dedicated areas for fire brigade
- Dedicated areas for evacuation / emergency egress
- Marked roads



11.4. Single-track vehicles

Permitted: Carrying of single-track vehicles

Not permitted:

- (a) The use of single track motor vehicles (scooters) at Luxembourg Airport is prohibited.
- (b) The use of private bicycles is prohibited.
- (c) The use of other sporting equipment as roller skates, skateboards, segways and oxboards is prohibited.





12. Special airside rules of conduct

Rules of conduct on aircraft stands

12.1. General

(a) Persons being on or next to aircraft stands shall always respect the following:

- Safety areas around a parked aircraft marked by safety cones
- Escape route for fuel trucks
- Moving passenger boarding bridges

(b) When an engine of an aircraft is running, the ACL must be on (exception is the APU). When the ACL is switched on, all persons (ground staff, passenger, ...) must remain clear of the aircraft. The only exceptions are the positioning of chocks and the connection of the ground power for an arriving aircraft by qualified staff. Once the aircraft is secured (chocks, ground power), the pilot must switch off the engines as soon as possible.

12.2. Safety area around an aircraft

- (a) Personnel driving on the service road in southern direction behind the positions B2, B4, B6 and B8, have to be aware that **the tail of some aircraft is very close to the edge of the service road** when parked at these positions. At these locations only walking speed is allowed (5 km/h max).
- (b) When an aircraft is entering or exiting an aircraft stand, safety areas are to be respected.
- (c) Safety cones must be placed around the aircraft to indicate the extent of the aircraft body or locations where particular risks exist (in front of engines, for example).
- (d) When ACL are turned off, the safety area may be passed under following circumstances:
- Vehicles and / or equipment is needed for aircraft handling
 - Speed limit: walking speed or lower



- High attention

(d) During night operations, the ramp agent in charge shall ensure sufficient illumination for safe handling of the aircraft. In case illumination is not sufficient the ramp agent shall request additional mobile lights.

12.3. Marshalling Operations

- On apron P1, P2, P7 and P10 any arriving aircraft is guided by a follow me vehicle / marshaller (see SOP.OPS-A.009).
- A follow me vehicle during the conduct of its mission can be recognised by activated orange flashlight.
- Special attention must be made to marshallers who need to cross the service roads in order to keep eye contact to the cockpit crew. Vehicles must wait until the marshallers return to the aircraft stand before proceeding with driving.
- Personnel performing marshalling operations must ensure that wingtip clearance is guaranteed at all times.
- At night, and when visibility is reduced, marshallers must use illuminated wands.



Follow me vehicle during the conduct of its mission



Marshaller in operation



Marshaller danger areas P2

A large passenger airplane is shown from a low angle on a runway at night. The aircraft is illuminated by bright red lights, likely from the runway or taxiway. The tail fin is prominent, and the wings are spread wide. The background is dark, suggesting a night scene. In the bottom left corner, there is a yellow rectangular box with the text "RWY 08L-26R ↑" in black.

A close-up photograph of a large jet engine, showing the fan blades and the central core. The engine is mounted on a white aircraft fuselage. The fan blades are dark and curved, radiating from a central hub. The central hub features a white logo, which is a stylized 'S' or a similar symbol. The engine is set against a clear blue sky.

Version: 3.0

12.5. Backing movement

- (a) On push-back stands start-up of aircraft and push-back procedure is recognisable by:
 - Anti-collision lights switched on
 - Chocks removed from gear
 - Push-back vehicle with activated flashlights
 - If need be, engines turned on
- (b) On taxi-out stands start-up of aircraft is recognisable by
 - Anti-collision lights switched on
 - Engines turned on
 - Chocks removed from gear
 - Marshaller in sight of the cockpit window providing sign that clearance is permitted.
- (c) Ongoing follow me operation
 - It is not permitted
 - to cross in front or behind a follow me vehicle with activated flashlight.
 - to enter an aircraft stand in case a marshaller is present and a follow me vehicle is awaiting an aircraft.



Marshaller providing sign that clearance is permitted



Marshaller waiting for AC – do not cross in front or behind vehicle.

12.6. Passenger boarding bridges

- (a) Air bridges are used on positions A2, A4, A6, A8, A10.
- (b) It is not permitted to enter the air bridge movement area while the boarding bridge is moving.
- (c) For safety reasons, audible and visual warnings installed on the air bridge are activated when the air bridge is moving.



Passenger Boarding Bridges Terminal A

13. Fuel, hazardous substances and explosives

13.1. Refuelling

1. General

- Refuelling of aircraft is only allowed on aircraft positions..
- Refuelling rules for aircraft must be applied according to procedure SOP.OPS-A.062

2. Permitted

- Within a radius of 45m around an aircraft being refuelled and the fuel truck, it is not permitted to create open flames or to carry out activities that could create sparks.
- Within a radius of 3,5m around an aircraft being refuelled and the fuel truck, the operation of portable electronic devices e.g. mobile phone is not permitted.
- Any escape route for fuel trucks is to be kept free of any vehicle / equipment / person / other obstruction.
- Suitable fire extinguishers must be available for immediate firefighting.
- Personnel qualified in operating a fire extinguisher is to be available on the aircraft stand during the refuelling process
- It is not permitted to drive between aircraft and fuel truck, when fuel truck is positioned on aircraft stand for refuelling.



Refuelling on A-Position



Fuel Truck

2. Not permitted

- Positioning a vehicle with combustion engine under the wing tips and/or the tail wing's¹ fuel vapour valves
- Presence of staff not involved in the operations inside the fuel truck safety zone
- Aircraft stand occupied by vehicles not involved in ramp activities or other vehicles which are not absolutely necessary for operational needs
- Vehicles transiting under the wing, with the exception of those used for fuelling
- Aircraft engines switched on

¹ Specific aircraft types only: A 330



- Presence of works / maintenance operations close to the fuelling zone that might cause sparks or flames
- Refuelling or maintenance of the aircraft's oxygen supply system
- Presence of fuel vapours inside the aircraft
- Lightning over the aerodrome as specified in the adverse weather procedures
- Personnel involved in refuelling activities has on him / her or uses a lighter, matches or electronic cigarettes within the safety area (3,5 meters)
- Personnel involved in handling activities has on him / her or uses non-ATEX mobile phones in the safety area
- Installation or removal of aircraft batteries is taking place
- Aircraft GPU and 400Hz cables are being connected or disconnected
- Vehicles / equipment on the aircraft stand do not allow the emergency vehicles to have free access to the aircraft
- Vehicle and equipment on the aircraft stand that do not allow rapid removal of the fuel vehicles
- Refuelling during loading / unloading of dangerous goods
- In the event the handling personnel operating on the airside become aware of any of the conditions specified in the points above, they must immediately inform the fueling supervisor who will suspend the fueling process until the issue has been solved

3. Special

- On A02, A04, A06, A08, A10 position, special attention is required to all personnel when fuel truck stands on position: fuel trucks have to leave the positions backwards to the service road and do have priority on other traffic.

4. Fueling / Refueling with passengers on board



Refuelling with passengers boarding, on board and/or disembarking is allowed under special conditions.

The Operating Procedure - SOP.SC.017 – defines these special conditions and activities to be adhered to and is part of the Aerodrome Operator's Aerodrome Manual.

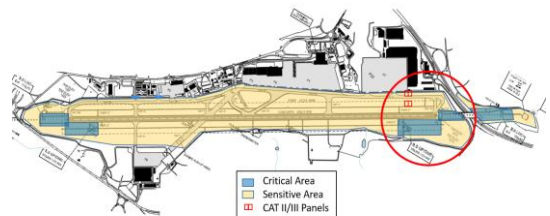
14. Special weather conditions

14.1. General

- (a) Special weather conditions shall applied to in accordance with SOP.OPS-006
- (b) If the organization / employer of the person being airside imposes different procedures for airside activity, they have to observe the limitations given by Lux-airport in case of special weather conditions.

14.2. Low visibility and Critical Apron Visibility

- (a) In case of low visibility (visibility <800m and/or significant amount of clouds at 200ft), Low Visibility Procedures (LVP) are to be followed.
- (b) When LVPs are in force, the perimeter road is closed by barriers at the Eastern end of the aerodrome and some works on the aerodrome may be limited or stopped. Organizations operating on the aerodrome follow additional procedures that must be applied as part of the LVP.
- (c) LVP rules must be applied to as defined in procedure SOP.OPS-007
- (d) The dedicated internal roads and service drives shall be used. Transit shall be limited as much as possible. When CAV is in force, all personnel must comply with instructions detailed in SOP.OPS-004.



Barrier at Eastern end of the aerodrome

14.3. High winds

- (a) In case of strong winds (35 knots or more), people being airside have to be aware of and



have to follow the specific procedure SOP.OPS-028

- (b) Persons being airside shall pay special attention to wind-blown FOD and / or equipment.
- (c) Light objects must be protected from wind to avoid any pollution.
- (d) To avoid any risk by wind-blown FOD, it shall be properly disposed by all people being airside
- (e) To avoid any risk by wind-blown equipment, it shall be properly stored by personnel in charge. In case no personnel in charge is present, but equipment needs to be stored, the LACC is to be contacted (+352 2464 **3100**).

The conditions during high winds are described in procedure SOP.OPS-028.

14.4. Thunderstorm and lightning

- (a) In case of thunderstorm and/or lightning, persons being airside will be informed when the weather condition reaches a zone of 5 km around the airport as defined in procedure SOP.OPS-026.
- (b) Persons being airside shall follow instructions provided by LACC (+352 2464 **3100**).
- (c) Fuelling and handling activities shall be stopped.
- (d) All conditions concerning thunderstorm and lightning are described in procedure SOP.OPS-026.

14.5. Winter operation

The following rules apply in case of snow, ice or freezing conditions at Luxembourg Airport:

- (a) People being airside shall act with caution due to slippery surface that may be present even after deicing.
- (b) People being airside and finding an area with slippery surface shall announce this immediately to its supervisor or the LACC (+352 2464 **3100**) in case the supervisor is not available.

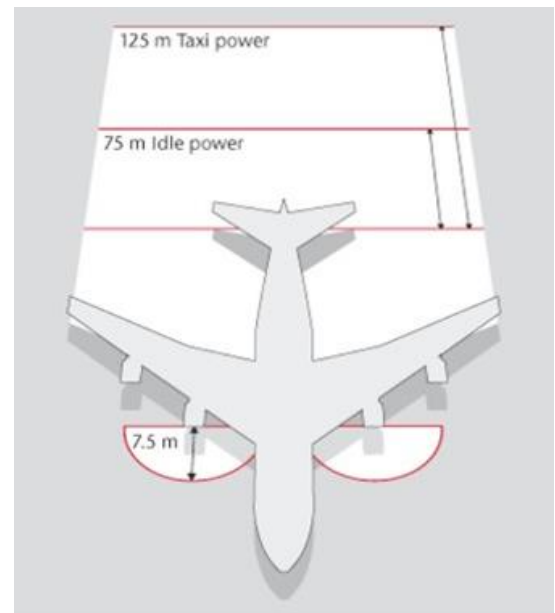


Storage materials for winter operation

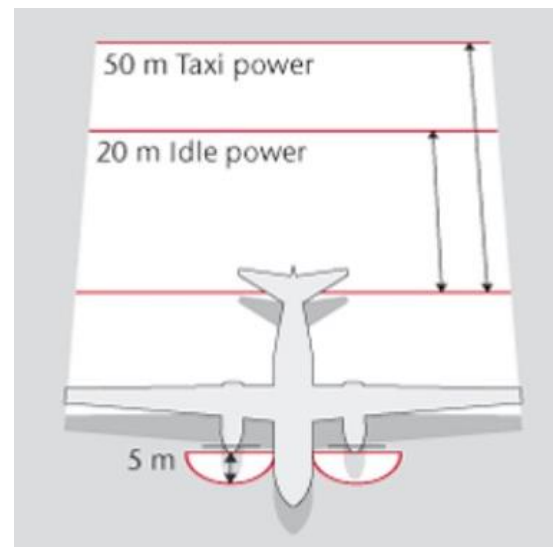
- (c) Heavy snow will reduce visibility. In this case LVP are to be followed (see Chapter 14.2).
- (d) During deicing of aircraft (which takes place on aircraft stand):
 - People who are not part of the deicing team are not permitted to stay within aircraft stand safety area of applicable position (see Chapter 10.3.1).
 - Any aircraft operations besides deicing is not allowed to take place.
- (e) Since liquids may freeze, special care must be taken to avoid spilling liquids.
- (f) Winter operations are conducted according to SOM.OPS-A.011 (ELLX Snow Plan Airside)

15. Jet Blast and ingestion

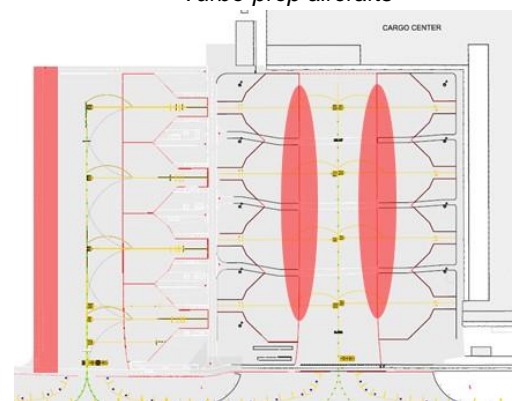
- (a) People driving at the aerodrome behind aircraft have to pay special attention to possible jet blast of aircraft engines.
- (b) If aircraft engines are running, movements from personnel by foot or in vehicle behind aircrafts standing or moving is forbidden, since jet engines can produce very high exhaust-gas temperatures and velocities.
- (c) In order to protect airport users, jet blast fences are installed at TWY INDIA and on stand V27. In other areas, jet blast markings are present to warn the users for potential jet blast dangers in very sensitive areas.
- (d) Areas in front of aircraft engines are also dangerous for equipment and personnel. Equipment must be stored in the dedicated positions to avoid engine ingestion.



Turbo-jet aircrafts



Turbo-prop aircrafts



747 jetblast at Apron P7



Jetblast at RWY24 threshold



Markings

16. Rules of conduct in case of abnormal situations

16.1. General

Any person on airside must immediately contact **LACC** (+352 2464 3100) when noticing any abnormal situation at Luxembourg Airport.

16.2. ID Cards

Loss or theft of ID card

Please immediately contact: LACC Security at
+352 2464 3102

16.3. Incidents / accidents

(a) In case of any incident (non-normal or unsafe event) or accident, people being airside must apply to the following procedure:

- Safeguard the area (if possible)
- Contact **LACC** Operations (+352 2464 3100)
- Provide the following information:
 - Location of incident
 - Injury to persons
 - Leak of dangerous goods
 - Interference of any area
- Provide first aid



- Follow instructions by the lux-Airport operations department or by the Police in case of serious accidents
- In case of an accident: any person / vehicle being part of the accident or being a witness must stay at the scene.
- It is not allowed to move any vehicle being involved in the accident unless there is an imminent danger.

16.4. Vehicle break down

When a vehicle being airside gets a break down and may obstruct any aircraft operation or operations belonging to aircraft handling equipment, the vehicle driver must inform immediately:

LACC (+352 2464 3100)



16.5. Incidents with dangerous goods

- (a) Dangerous goods are solids, liquids, or gases that are radioactive, flammable, explosive, corrosive, oxidizing, asphyxiating, biohazardous, toxic, pathogenic, allergenic or may have other characteristics that render them hazardous in specific circumstances. Dangerous goods endanger the safety at the airport.
- (b) In case of any incident with a dangerous good (among others damaged packaging, product leakage, person affected by contact with dangerous good) people being airside must apply to the following procedure:
 - Contact **LACC (+352 2464 3100)** and provide the following information:
 - Location of incident
 - Injury to persons
 - If known: number of dangerous good
 - Safeguard the area





- Stop handling activities
 - Provide first aid
 - Follow instructions by provided by the lux-Airport Operations department or the Police in case of serious accidents
- (c) **Attention 1:** in case of high air temperature (38°C or more), fuel leakage can cause an explosive atmosphere.
- (d) **Attention 2:** In case of spilling of flammable liquids, it is not permitted to operate any vehicle or motorized equipment in the vicinity of the spillage, due to explosion risk.



16.6. Contamination

- (a) Any scontamination must be avoided.
- (b) In case of contamination, it must be immediately removed.
- (c) In case the person recognizing the contamination cannot remove it on his/her own, **LACC** (+352 2464 **3100**) shall be immediately notified.

16.7. Spillages

- (a) Spilling of fuels, oils and / or other chemical liquids or materials which may damage the local environment of Luxembourg Airport should be avoided.
- (b) Equipment that leaks fuels, oils and / or other chemical liquids or materials should immediately be removed and replaced.
- (c) During winter time, spillage may lead to dangerous icy conditions. In case of icy conditions, grit is to be applied immediately.
- (d) In case of an accident with and/or leakage and/or spilling of fuels, oils and / or other chemical liquids or materials, the LACC (+352 2464 **3100**) shall be immediately notified.



Spilling of liquids at the apron



17. Rules for accident prevention

17.1. Safety occurrence reporting

- (a) Any dangerous occurrence or occurrence that almost resulted in an incident or accident should be addressed to Safety Department:
 - Safety@lux-airport.lu or
 - by using the QR-code
- (b) Also a voluntary occurrence report be issued using QR-code.
- (c) Safety reporting has the goal to improve potential unsafe situations on the aerodrome and to improve safety in general.
- (d) Safety investigations are always done in the framework of Just Culture which means that no finger pointing is applied and we only are improving the safety level at ELLX.
- (e) Any ideas or recommendations on how to increase operational safety can be addressed to safety@lux-airport.lu or by using the QR-code.
- (f) When reporting a (potential) event, it is always important to give a clear description on when it happened, where it happened, what was involved, why it is critical and who was involved.
- (g) Safety occurrence reports will only be received by the safety department of lux-Airport. We treat the report and before it is sent internally or to the entity concerned, all personal information is taken out of the report (this is mandatory according to European Legislation).



SCAN IT. REPORT IT.

17.2. Foreign Object Damage (FOD)

An aircraft may be damaged or caused to operate incorrectly by loose objects on the aerodrome. Therefore, people visiting airside or personnel



operating airside must minimize the risk presented by foreign object debris (FOD).

- (a) Loose items that are not usually found airside and other FOD must be placed securely into dustbins marked 'FOD' which are located around aprons.
- (b) Any general trash collected in normal operations (for example paper, wood, textile, plastic, gravel and refuse removed from aircraft) must be removed and disposed of in a suitable and safe area.
- (c) Any item found on the movement area or service road which may be an aircraft part or used in the operation of aircraft must be notified to the **LACC** (+352 2464 3100).
- (d) Any person suspecting a FOD that is out of his reach (eg: on the manoeuvring area) must contact LACC.
- (e) When an aircraft enters or leaves a stand, the ground personnel must ensure that no FOD is present on the stand.

**Removing FOD is
everybody's
responsibility at
the airport.**



FOD bins

17.3. Waste bins

Waste other than FOD must always be put in the dedicated closed waste bins. Leaving waste on the airside area creates FOD and attracts wildlife. Wildlife might endanger an aircraft during take-off or landing.



Example for FOD

18. Monitoring

18.1. Compliance monitoring

All parties operating at the airside of Luxembourg Airport are obliged to obey the Airside Safety Rules to assure safe air traffic operations.

Lux-Airport Compliance Department and the national competent authority, Direction de l'aviation civile (DAC), reserve the right to conduct audits and inspections on behalf of the ASR without warning. To this, all parties being airside shall be able to provide information to the Lux-Airport Compliance Department and DAC upon request.