Standard Operating Procedure

Société de L'Aéroport de Luxembourg S.A.

ISSUE 1 REVISON 0

Authority Approval Page

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0 Document Overview & General Information

Issue 1 Rev 0 – 12 JAN 26

0.1 Document Information

Issue 1 Rev 0 – 12 JAN 26

0.1.1 Highlight of Changes

Issue 1 Rev 0 – 12 JAN 26

Chapter	Change	Reference
New Procedure		

0.1.2 Revisions

Issue 1 Rev 0 – 12 JAN 26

0.1.2.1 Record of Revisions

Issue 1 Rev 0 – 12 JAN 26

Issue & Revision	Date of Issue	Effective Date	Author	Verified	Approved
Issue 1 Rev 0	**12 JAN 2026**	**12 FEB 2026**	F.HANDAOUI	P.KUHN	D.ALLARD

0.1.2.2 Record of Temporary Revisions

Issue 1 Rev 0 – 12 JAN 26

TR. No.	Pages	Date of Issue	Effective Date	Inserted by	Deleted by

0.1.2.3 Record of linked documents and procedures

Issue 1 Rev 0 – 12 JAN 26

POS	Linked Document
1.	SOM.AM-001 Aerodrome Manual, Chapter E16
2.	SOM.AEP-001 A/B/C/D
3.	SOM.OPS-001 Airside Driving Rules and Standards
4.	SOP.OPS-A.009 FOLLOW-ME services
5.	SOP.OPS-A.020 Authorisation of vehicles
6.	SOP.OPS-A.022 FOD Management Program
7.	SOI.OPS-A.010 VHF Radio
8.	SOI.OPS-A.041 Use of Veelo

0.2 Distribution List

Issue 1 Rev 0 – 12 JAN 26

The Head of Airside Operations is responsible for editing the SOP.OPS-A.019 Vehicle requirements.

Each holder of a copy of this document, or appropriate parts of it, shall keep it up to date with the amendments or revisions supplied by the Head of Airside Operations.

Procedure Holder	Format of Document
Accountable Manager	Electronic via Centrik
Nominated Person Operation	Electronic via Centrik
Nominated Person Compliance	Electronic via Centrik
Nominated Person Safety	Electronic via Centrik
Nominated Person Maintenance	Electronic via Centrik
lux-Airport Employees (as per Centrik Distribution List)	Electronic via Centrik
DAC	Electronic via Centrik

0.2.1 Personnel concerned

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Personnel concerned	Department
All	OPS Department
PARIFs, Supervisors, Access Card Office	Security Department
All	Infrastructure Department
All	Environment Department
All	Safety Department
All	Compliance Department
All	IT Department
All stakeholders	/
All companies	Based and non-based on the aerodrome

0.3 Regulatory References and Guidance

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Regulation	Guidance
EASA Regulation (EU) No 139/2014	ADR.OPS.B.026 Authorisation of vehicles
EASA Regulation (EU) No 139/2014	ADR.OPS.B.080 Marking and lighting of vehicles and other mobile objects
EASA Regulation (EU) No 139/2014	CS ADR-DSN.Q.852 Marking and lighting of overhead wires, cables, supporting towers, etc.
EASA Regulation (EU) No 139/2014	ADR.OPS.C.007 Maintenance of vehicles

0.4 Introduction

Issue 1 Rev 0 – 12 JAN 26

The Head of Airside Operations is responsible for the initial issue, as well as for the issue of any amendment and revision of the SOP.OPS-A.019 Vehicles requirements and for its ongoing management.

The Head of Airside Operations is designated as the Process Owner and is referred to as the Owner of the Document in the Centrik Document Module.

The Head of Airside Operations is responsible for:

- managing the preparation of the new document, amendment, or revision delegated to Airport Duty Managers and the Procedures Officer;
- ensuring that all amendments and revisions are delivered to all holders of registered paper copies prior to the effective date;
- issuing information about any changes made to the document to the relevant staff, ensuring that all personnel are made aware of changes that are relevant to their duties.

All Airport Duty Managers are responsible for assuring that all their subordinates have been informed about changes made to documents that are relevant to their duties.

0.5 Abbreviations, Terms and Definitions

Issue 1 Rev 0 – 12 JAN 26

0.5.1 Abbreviations

Issue 1 Rev 0 – 12 JAN 26

Refer to SOM.AM-001 Aerodrome Manual

0.5.2 Terms and Definitions

Issue 1 Rev 0 – 12 JAN 26

Refer to SOM.AM-001 Aerodrome Manual

1 General Information

Issue 1 Rev 0 – 12 JAN 26

1.1 Purpose and scope

Issue 1 Rev 0 – 12 JAN 26

EASA Regulation (EU) No 139/2014 establishes the requirements for vehicles operating on the aerodrome movement area in accordance with ADR.OPS.B.026 Authorisation of Vehicles.

The purpose of this procedure is to define the technical and operational requirements applicable to vehicles authorised to operate in airside areas at Luxembourg Airport, to ensure safe vehicle operations and prevent hazards to aircraft movements.
These requirements cover:

- vehicle identification,
- colouring,
- lighting,
- mandatory equipment,
- communication means,
- and operational readiness, including specific requirements for vehicles operating on the manoeuvring area.

The provisions of this procedure apply to all vehicles operating on movement area.

All aerodrome stakeholders and vehicle operators are responsible for ensuring compliance with these requirements.

2 Procedure

Issue 1 Rev 0 – 12 JAN 26

2.1 General Requirements

Issue 1 Rev 0 – 12 JAN 26

All vehicles operating in the airside area must:

- Be maintained in full working condition for the entire duration of their presence and operations in the airside area,
- Have a valid registration certificate (if they are registered),
- Have a valid insurance certificate.

2.2 Airside Operating Areas

Issue 1 Rev 0 – 12 JAN 26

Vehicles may operate in one or more of the following areas:

- the manoeuvring area (Figure 1),
- the parking area and airside roads (Figure 1),
- or a combination of these areas.

The map provided in this section is used to define which set of requirements applies to a vehicle based on the zone in which it operates.

Figure 1: Movement area

Vehicles operating on their own, in the purple area (Figure 2) must either comply with the requirements applicable to the manoeuvring area or be continuously accompanied by a vehicle that meets those requirements.

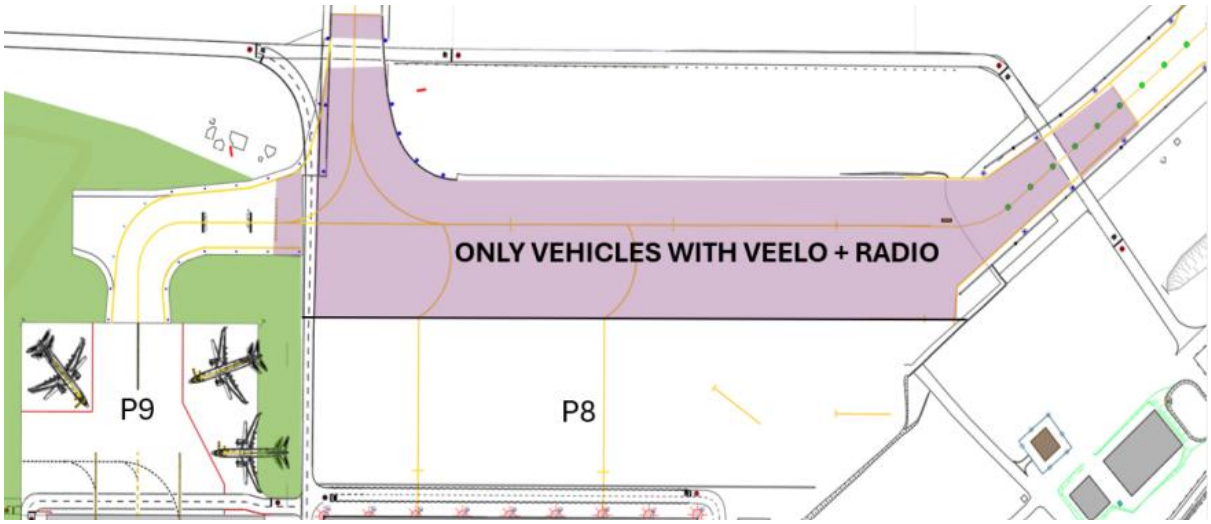

Figure 2: Area controlled by ATC

2.3 General requirements for permanent vehicles

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All vehicles operating airside must comply with the following requirements.

2.3.1 Identification

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All permanent vehicles operating airside shall be identified by:

Identification type	Registered vehicle	Unregistered vehicle
Registration plate (official)	✅	❌
Identification number	✅ (optional)	✅

2.3.1.1 Registration plate

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Identification by license plate is only valid when the vehicle displays an official registration plate. Company-branded plates (e.g. LG Technics) are not considered official registration plates.
If a vehicle does not have an official registration plate, it must display an identification number.

2.3.1.2 Identification number

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The vehicle identification number must be displayed on both sides of the vehicle and may consist of digits and capital letters, sufficiently readable to allow vehicle identification under normal operational conditions.

LAP is responsible for assigning logical identification numbers to vehicles operating on the platform.

Entities remain free to assign identification numbers to their own vehicles, provided that the following requirements are met:

- The identification must begin with 2 or 3 letters referring to the entity (see Table 1),
- The remaining digits are at the entity's discretion.

Entity	Identification number prefix
lux-Airport	LA
Cargolux	CV
Luxair	LG
LuxCargo Handling	LCH
Administration	AA
ANA CNS	CNS
ANA Aerodrome	AER
ANA ELE	ELE
Ponts et chaussées	PC
Incendie et sauvetage	CG

Table 1 : Identification number

2.3.2 Vehicle colours

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The following vehicle categories operating airside must comply with specific colour requirements.

FOLLOW-ME vehicles operating airside shall display exclusive colours (see paragraph 2.5) which must not be used for any other vehicle type.

2.3.2.1 Rescue and firefighting

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Type of vehicle	Colour	RAL code
Rescue and Firefighting	Signal red	RAL 3020

2.3.2.2 Service vehicle

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Service vehicles carry out technical inspections and maintenance activities across the RWY, TWYs, TXLs and stands.

Their duties include pavement inspections, checks and maintenance of AGL systems, and the escorting of airside works.

These vehicles are operated by:

- LAP Technics
- LAP Security
- ANA ELE
- ANA CNS
- APC

Type of vehicle	Colour	RAL code
Technic	Signal yellow	RAL 1016

2.3.2.3 Operations vehicle

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Operations vehicles are used to support and oversee day-to-day airside activities.

They are primarily deployed for RWY, TWYs and aprons inspections, operational monitoring, and coordination with airside stakeholders.

These vehicles are operated by:

- LAP OPS
- ANA AER

Type of vehicle	Colour	RAL code
Operations	Signal yellow	RAL 1016

2.3.2.4 Snow clearance vehicle

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Snow clearance vehicles are used to maintain safe surface conditions on RWY, TWYs and aprons during winter operations.

These vehicles are primarily operated by:

- APC
- LAP Technics
- Any other entity concerned

Any new vehicle dedicated to snow clearance of airside surfaces shall strictly comply with the operational requirement defined in this procedure.

Type of vehicle	Colour	RAL code
Snow clearance vehicles (manoeuvring area + aprons)	Signal yellow	RAL 1016
		

2.3.3 Type C Flashing lights

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All technical specifications related to flashing lights mounted on vehicles are described in CS ADR-DSN.Q.852.

The vehicles described below must be equipped with a low-intensity flashing light (Type C), mounted on top of the vehicle to increase visibility.

(1)	(2)	(3)	(4)	(5)	(6)	(7)
Light type	**Colour**	**Signal type/(Flash rate)**	**Peak intensity (cd) at given Background luminance (b)**			**Light distribution table**
			Day (Above 500 cd/m2)	**Twilight (50-500 cd/m2)**	**Night (Below 50 cd/m2)**	
Low-intensity Type C (mobile obstacle)	Yellow/ Blue / Green (a)	Flashing (60-90 fpm)	N/A	40	40	See Table in CS ADR-DSN.Q.852

During night operations, the use of high-beam headlights is prohibited, except for AI when conducting RWY inspections.

When driving on service or internal roads, the use of yellow flashing lights is not required as it could cause confusion for pilots.

The simultaneously use of yellow and blue flashing lights on a vehicle is strictly prohibited.

2.3.3.1 Yellow Type C flashing light

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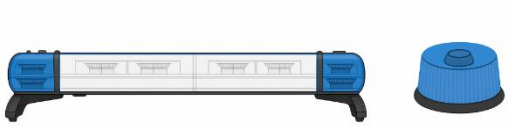
Flashing Light Colour	Vehicles Concerned	Usage conditions	
		Manoeuvring area	Apron area
Yellow	All self-powered vehicles operating on the manoeuvring area, taxilanes and stands (except handling vehicles)	Must always be activated	Must be activated when leaving roads
			

2.3.3.2 Blue Type C flashing light

Issue 1 Rev 0 – 12 JAN 26

Flashing Light Colour	Vehicles Concerned	Usage conditions	
		Manoeuvring area	Apron area
Blue	Emergency vehicles: police, RFFS, ambulances, and any other vehicles recognised as emergency vehicles under National Legislation	Must always be activated during emergency	
			

2.3.3.3 Green Type C flashing light

Issue 1 Rev 0 – 12 JAN 26

Flashing Light Colour	Vehicles Concerned	Usage conditions	
		Manoeuvring area	Apron area
Green	Mobile Command Post	Used only during emergency situations requiring on-site coordination (Refer to SOM.AEP-001 A/B/C/D).	
			

2.3.4 Mandatory items in the vehicle

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When operating airside, the following items must be present in the vehicle:

- The most recent detailed aerodrome plan (including LACC and ANA TWR phone numbers), electronically provided by the AO,
- A mobile or an alternative communication device to serve as backup in case of primary radio failure.

2.3.5 Pre-operations requirements

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Before starting to drive, drivers shall conduct pre-driving checks to ensure:

- the vehicle is safe to operate,
- all equipment is functioning properly prior to each use,
- the vehicle is in good overall condition and will not generate any FOD (Refer to SOP.OPS-A.022),
- the vehicle is suitable for the intended tasks and operations.

The driver retains ultimate responsibility for performing the required vehicle checks as outlined in this section.

If any defects or non-compliance issues are identified, the vehicle shall not be operated until the defect has been corrected and the vehicle is declared fully functional.
The driver shall immediately notify the respective company or responsible entity for corrective action.

2.4 Vehicles operating on the manoeuvring area (permanent)

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Vehicles accessing the manoeuvring area autonomously (without escort) must be permanently authorised vehicles (Refer to SOP.OPS-A.020).

2.4.1 Flashing lights

Issue 1 Rev 0 – 12 JAN 26

Refer to 2.3.3

2.4.2 Communication means

Issue 1 Rev 0 – 12 JAN 26

Vehicles operating on the manoeuvring area must be fitted with an air-band radio station allowing the driver to maintain two-way radio communication with ANA TWR.

The vehicle must include:

- an integrated fixed transceivers and associated antenna,
- a mobile transceivers.

Refer to SOI.OPS-A.010

Communication with ANA TWR must always be maintained, including when the driver temporarily leaves the vehicle.

Radio frequencies listed in 3.1 as well as any other frequencies required for operations, must be displayed or available inside the vehicle.

Figure 3: fixed transceiver

Figure 4: mobile transceiver

ANA CNS is responsible for configuring and testing both fixed and mobile radios for each vehicle prior delivery to the requester. The requester shall carry out the installation.

2.4.3 Transponder

Issue 1 Rev 0 – 12 JAN 26

Vehicles must be fitted with a transponder system to support surveillance by ANA TWR.

The vehicle transponder (VeeLo) consists of

- an adapter installed inside the vehicle,

- a squitter antenna roof-fixed mounted.

These components enable air traffic controllers to visually monitor the position and movement of equipped vehicles in real- time.

Figure 5: Adapter

Figure 6: Squitter antenna

Every vehicle operating on the manoeuvring area must be equipped with a VeeLo.

Upon request approval (Refer to SOP.OPS-A.020), ANA CNS will then contact the requester to arrange delivery of the VeeLo device.

ANA CNS is responsible for configuring and testing the VeeLo for each vehicle prior to delivery to the requester, who will carry out the installation himself.

Detailed requirements and instructions for the installation and the use of the VeeLo are described in SOI.OPS-A.041.

Important installation considerations:

- Do not place or position an operating VeeLo NextGen unit within 1 meter (3 feet) of 1090 MHz avionics or navigational equipment, as interference may occur.
- Do not paint or coat the VeeLo NextGen unit, as this may affect its operation.

2.4.4 Call sign

Issue 1 Rev 0 – 12 JAN 26

The call sign will be assigned by LAP and communicated to ANA CNS.
Prior to printing the vehicle identification number (linked to the call sign) on the vehicle, its availability shall be confirmed with LAP.

Each vehicle's call sign and identification number must match, for example: call sign IN007 and identification number LAP007.

Each vehicle operating on the manoeuvring area must have an assigned call sign, which shall:

- Not cause confusion regarding its identity,
- Be appropriate to its function,
- Be coordinated with the air traffic services unit,
- Be disseminated to the relevant aerodrome organisations.

2.4.5 Escort requirements

Issue 1 Rev 0 – 12 JAN 26

Any vehicle on the manoeuvring area that does not comply with one or more of the requirements specified in this document must always be escorted by a vehicle that fully meets all applicable requirements.

2.5 FOLLOW-ME vehicles

Issue 1 Rev 0 – 12 JAN 26

Refer to SOP.OPS-A.009

All vehicles used for "FOLLOW-ME" operations shall be:

- Identifiable by the yellow / black Battenburg pattern (See 2.5.1),
- The size of the squares must be between 30 and 35 cm. The Battenburg pattern must be clearly visible on the rear, top and part of the sides of the FOLLOW-ME vehicle,
- Equipped with functioning flashing lights (See 2.5.2),
- Equipped with a roof-fixed light bar (See 2.5.2),
- Equipped with a suitable fixed-mounted VHF radio (See 2.4.2),
- Equipped with appropriate marshalling equipment.

Vehicles and light equipment shall be tested before starting operations to make sure they are serviceable. “FOLLOW-ME” drivers shall register those daily checks.

2.5.1 Colours

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Type of vehicle	Colour	RAL code
FOLLOW-ME	Signal yellow + Signal black	RAL 1016 + RAL 9017

Reminder: that colour must not be used for any other vehicle type.

2.5.2 Flashing lights and FOLLOW-ME bar

Issue 1 Rev 0 – 12 JAN 26

FOLLOW-ME vehicles must be equipped with a low-intensity Type D flashing lights.

(1)	(2)	(3)	(4)	(5)	(6)	(7)
Light type	**Colour**	**Signal type/(Flash rate)**	**Peak intensity (cd) at given Background luminance (b)**			**Light distribution table**
			Day (Above 500 cd/m2)	**Twilight (50-500 cd/m2)**	**Night (Below 50 cd/m2)**	
Low-intensity Type D (follow-me vehicle)	Yellow	Flashing (60-90 fpm)	N/A	200	200	See Table in CS ADR-DSN.Q.852

FOLLOW-ME vehicles shall also be equipped with a FOLLOW-ME roof-fixed light bar, displaying pre-programmed messages to the guided aircraft, including FOLLOW-ME / Stop.

The display must be at least 1m long and 0.13 cm high and be clearly visible from the cockpit.

Example of FOLLOW-ME Lights Type D + FOLLOW-ME bar

2.6 Maintenance Program and Records

Issue 1 Rev 0 – 12 JAN 26

The maintenance of vehicles must be carried out by the owner of each vehicle.

The maintenance program should be tailored to the function and specific characteristics of each vehicle and take into account:

- regulatory requirements,
- the manufacturer's recommendations,
- the need to ensure the functionality of installed equipment (e.g., radios, transponders, or equivalent systems).

Maintenance records must include, at a minimum:

- the type of maintenance (preventive or corrective),
- items inspected or repaired,
- the maintenance date (entry and exit from the workshop),
- the name of the person or company that carried out the inspection or repair.

In accordance with **ADR.OPS.C.007**, a maintenance tracking program (e.g., an up-to-date maintenance logbook) must be established and kept up to date by the owner of each vehicle.

The aerodrome operator must be able, at all times, to verify that all vehicles authorised to operate on the manoeuvring area or other operational areas:

- are maintained in accordance with regulatory requirements and the manufacturer's recommendations,
- have complete and up-to-date documentation (maintenance logbooks, periodic inspections, anomaly reports),
- may have their authorisation suspended or withdrawn in the event of non-compliance.

This monitoring system applies to both vehicles owned by the aerodrome operator and vehicles operated by third parties, under the responsibility of their respective organisations

2.7 General requirements for temporary vehicles

Issue 1 Rev 0 – 12 JAN 26

- Vehicle Documentation:
    - The vehicle must be registered
    - The vehicle must be insured

- Vehicle Visual:
    - General condition:
        - No fluid leaks
        - No hazardous damage
        - No loose parts or unsecured parts
    - Identification and authorisation :
        - Clear vehicle markings (if applicable)
        - Clear visible authorisation

FOLLOW-ME vehicles operating airside shall display exclusive colours (see paragraph 2.5) that must not be used for any other vehicle type, including temporary vehicles.

- Responsibilities :

  In the event of an incident involving a vehicle with temporary airside authorisation, the driver remains solely responsible for the safe and proper operation of the vehicle at all times.

2.8 Equipment failure

Issue 1 Rev 0 – 12 JAN 26

In case of any equipment failure, the vehicle shall not be operated until the defect has been corrected and the vehicle is declared fully functional.

In case of radio communication failure while operating on the manoeuvring area:

- The driver must immediately vacate the manoeuvring area by the shortest and safest route, unless otherwise instructed by ANA TWR through visual signals.
- If unable to vacate safely, the driver must stop the vehicle, switch on flashing yellow lights, and wait for assistance or visual instructions.
- Communication procedures described in SOP.OPS-A.005, SOP.OPS-A.009 and SOM-AM-001 Chapter E30 shall apply.

All failures shall be reported and recorded according to the applicable internal procedures before further use of the vehicle.

3 Annexes

Issue 1 Rev 0 – 12 JAN 26

3.1 Frequencies list

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Contact	Frequency
ANA TWR	118.105 Hz
GND (Ground)	121.905 Hz

3.2 Summary of elements required for each area

Issue 1 Rev 0 – 12 JAN 26

Elements	Manoeuvring area	Area controlled by ATC (near P8-P9)	Other areas
Technical functioning	X	X	X
Flag	X	X	
Flashing lights	X	X	Specific cases
Company logo	X	X	Recommended
Identification number and/or license plate	X	X	X
Radio	X	X	
Transponder	X	X	
Call sign	X	X	
Chart area	X	X	X
Mobile phone	X	X	X
Frequencies list	X	X	