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Standard Operating Manual

Société de L'Aéroport de Luxembourg S.A.

ISSUE 5 REVISON 0

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0 Document Overview & General Information

Issue 5 Rev 0 – 15 JUN 2026

0.1 Document Information

Issue 5 Rev 0 – 15 JUN 26

0.1.1 Highlight of Changes

Issue 5 Rev 0 – 15 JUN 26

Chapter	Change	Reference
General	New template; complete review and structure review	

0.1.2 Revisions

Issue 5 Rev 0 – 15 JUN 26

0.1.2.1 Record of Revisions

Issue 5 Rev 0 – 15 JUN 26

Issue 0 Revision 0	Date of Issue	Effective Date	Author	Verified	Approved
Issue 1 Rev 0	**14/06/2017**		R.Verheezen	R.Verheezen	C.Leinenveber
Issue 2 Rev 0	**07/09/2017**		R.Verheezen	R.Verheezen	C.Leinenveber
Issue 3 Rev 0	**12/12/2018**		R.Paillé	R.Verheezen	T.Goris
Issue 4 Rev 0	**13/07/2023**		R.Paillé	R.Verheezen	T.Goris
Issue 4 Rev 1	**01/07/2024**		F.Handaoui	R.Verheezen	T.Goris
Issue 5 Rev 0	**15/06/2026**	**15/07/2026**	F.Handaoui	P.Kuhn	D.Allard

0.1.2.2 Record of Temporary Revisions

Issue 5 Rev 0 – 15 JUN 26

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

0.1.2.3 Record of linked documents and procedures

Issue 5 Rev 0 – 15 JUN 26

POS	Linked Document
1.	SOM.AM-001 Aerodrome Manual, Chapter E8, E16 and E30
2.	SOM.AEP-001-A/B/C/D
3.	SOM.SC-001 SMS Manual
4.	SOM.SC-002 Airside Safety Rules
5.	SOM.TE-002 Visual Aids Manual
6.	SOM.OPS-A.002 Airside Works Manual
7.	SOM.OPS-A.003 SMGCS
8.	SOM.OPS-A.006 Positioning and Pushback Manual
9.	SOM.OPS-A.011 ELLX Snow Plan Airside
10.	SOP.OPS-A.001 Marshalling

11.	SOP.OPS-A.005 Movement area inspection
12.	SOP.OPS-A.006 Adverse weather conditions
13.	SOP.OPS-A.007 Low Visibility Operations Procedures
14.	SOP.OPS-A.009 FOLLOW-ME services
15.	SOP.OPS-A.016 P8-P9 Operational rules
16.	SOP.OPS-A.017 P5 Operational rules
17.	SOP.OPS-A.019 Vehicle requirements
18.	SOP.OPS-A.020 Authorisation of vehicles
19.	SOP.OPS-A.022 FOD Management
20.	SOP.OPS-A.023 A/C towing/pushback OPS
21.	SOP.OPS-A.024 Walk-boarding operations
22.	SOP.OPS-A.034 ELLX Grassland Management Plan
23.	SOP.OPS-A.036 Engine Run-Up Management
24.	SOP.OPS-A.042 Code E/F aircraft special positioning
25.	SOP.OPS-A.043 Winter OPS Process
26.	SOP.OPS-A.053 Airside Driving Permit
27.	SOP.OPS-A.054 Airside Driving Training Requirements
28.	SOP.OPS-A.060 Safety Occurrence Processus
29.	SOP.OPS-A.062 Fuelling
30.	SOP-SEC-015 Aircraft movement between airport security zones
31.	SOI.OPS-A.010 VHF radio
32.	SOI.OPS-A.012 AlarmTILT
33.	SOI.OPS-A.014 Passenger boarding bridge
34.	SOI.OPS-A.016 FOLLOW-ME car using the green lane
35.	SOI.OPS-A.035 AGL and Signs failure
36.	SOI.OPS-A.041 Use of VeeLo
37.	SOI.OPS-A.085 Towing of disabled A/C from the manoeuvring area – actions list

0.2 Distribution List

Issue 5 Rev 0 – 15 JUN 26

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
External Partners (as per Centrik Distribution List)	Electronic via Centrik
DAC	Electronic via Centrik

NOTE:
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0.2.1 Personnel Concerned

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Personnel concerned
all airport stakeholders having an activity requiring the movement of vehicles on the airside. These rules are applicable to any persons who drives airside (that shall hold an A or B airside driving permit).

0.3 Regulatory References and Guidance

Issue 5 Rev 0 – 15 JUN 26

Regulation	Guidance
EASA 139/2014	ADR.OPS.D.001 Apron management safety related activities
EASA 139/2014	ADR.OPS.B.024 Authorisation of vehicle drivers
EASA 139/2014	ADR.OPS.B.026 Authorisation of vehicles
EASA 139/2014	ADR.OPS.B.027 Operations of vehicles
EASA 139/2014	ADR.OPS.B.031 Communications
SERA	Section 14 Voice communications procedures
JIG 1 STANDARD	Aviation Fuel Quality Controls and Operating Standards for Into-Plane Fuelling Services

0.4 Introduction

Issue 5 Rev 0 – 15 JUN 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 SOM.OPS-A.001 Airside Driving Rules and Standard 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 5 Rev 0 – 15 JUN 26

0.5.1 Abbreviations

Issue 5 Rev 0 – 15 JUN 26

Refer to SOM.AM-001 Aerodrome Manual

0.5.2 Terms and Definitions

Issue 5 Rev 0 – 15 JUN 26

Refer to SOM.AM-001 Aerodrome Manual

NOTE	Rules and standards containing the words 'shall', 'is to', 'are to' and 'must' mean that compliance with the text is mandatory. Rules and standards containing the word 'should' are recommendations. Recommendations are designed to provide a degree of safety assurance with respect to a hazard and while compliance is not mandatory, care must be taken when deviating from the recommendation to ensure that vehicle and aircraft operations can be continued in safety. Where no other or equivalent practice is defined in an organisation's procedures, it is strongly advisable that the action, or an equivalent action that achieves the same objective, is established within local procedures. Rules and standards containing the word 'normally' describe the standard procedure that is to be followed in most situations. However, it is recognised that there are situations in which a different procedure may need to be followed, in order to comply with security regulations or because of the size of vehicle being driven, for example. For simplicity, any reference to the masculine gender can be taken to mean either male or female.

1 General Information

Issue 5 Rev 0 – 15 JUN 26

1.1 Introduction

Issue 5 Rev 0 – 15 JUN 26

The Aerodrome Manual is part of the certification process required by the Directorate of Civil Aviation Luxembourg (DAC), which is the competent authority of the Grand Duchy of Luxembourg regarding aviation safety and security.

This manual, Airside Driving Rules and Standards (ADRS), aims to comply with all applicable requirements as detailed in Regulation (EU) No 139/2014 ADR.OR.E.005 and is in accordance with the terms of the aerodrome certificate for Luxembourg Airport.

This manual and its associated documents:

- Describe the general rules and standards for vehicles and their drivers operating in airside areas at Luxembourg Airport;
- Describe the requirements and operational rules necessary to ensure the safety of aircraft and personnel when vehicles are used in airside areas, in order to meet applicable EASA regulations;
- Promulgate information between lux-Airport (LAP) and all relevant stakeholders operating on the airside;
- Optimise the aerodrome resources (personnel, equipment and materials) to enable the continued safe operation of the airfield.

This manual will be reviewed on a 2-year cycle. It should also be read in combination with other procedures as they are likely to occur in conjunction with the Airside Driving Rules and Standards manual.

1.2 Purpose and scope

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The Airside Driving Rules and Standards (ADRS) intend to ensure the safety of aircraft and personnel while using vehicles on airside areas. Additional rules, which must also be followed, may apply to other operations and activities on airside areas. Nothing in these rules and standards prevents an individual from taking appropriate action in response to unusual circumstances, which may not be covered by the procedures in this document.

1.3 Roles and responsibilities

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1.3.1 LAP

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lux-Airport as Aerodrome Operator is responsible:

- For managing and issuing driving authorisations, refer to SOP.OPS-A.053,
- For managing and issuing vehicle authorisations, refer to SOP.OPS-A.020,
- For the aerodrome Safety Management System (SMS), refer to SOM.SC-001.

The SMS has the objective of preventing incidents and accidents and ensuring an appropriate response to safety occurrences. The related Safety Management Manual (SOM.SC-001) can be requested via safety@lux-airport.lu or compliance@lux-airport.lu. The main principles of our SMS are:

- Any person operating airside shall not endanger themselves, other persons or objects at any time,
- To support and ensure safe operations at Luxembourg Airport,
- All SMS-related documents are stored in the Centrik document management system,
- All parties operating at the airport are obliged to co-operate with the SMS.

1.3.2 Drivers

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1.3.2.1 Obligations for safe driving conduct

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All drivers operating vehicles on the airside **shall at all times**:

1. Comply with the designated speed limits applicable to each area of operation,
2. Yield the right of way to emergency vehicles, aircraft, and essential vehicles supporting operations,
3. Operate vehicles only on designated service roads and approved traffic routes and park in designated areas,
4. Maintain constant vigilance and exercise due care to prevent collisions with aircraft, equipment, pedestrians, or other vehicles,
5. Ensure that vehicle lights, beacons, and radios are used in accordance with airport regulations and instructions,
6. Comply with communication requirements and operational procedures described in this manual,
7. Obey all instructions issued by ANA TWR and marshalling staff,
8. Maintain a safe distance from aircraft, particularly around engines, propellers, exhaust zones, and refueling operations,
9. Adjust driving behavior in accordance with weather conditions, surface contamination, and visibility limitations,
10. Ensure that only authorised personnel are transported in vehicles within restricted zones,
11. Conduct a pre-operational vehicle inspection, including brakes, lights, communication equipment, and warning devices. In the event that a fault is found, the driver must withdraw the vehicle from operation, ensure it is repaired before being used in airside areas and follow the applicable internal procedure.

1.3.2.2 Restrictions and prohibited practices

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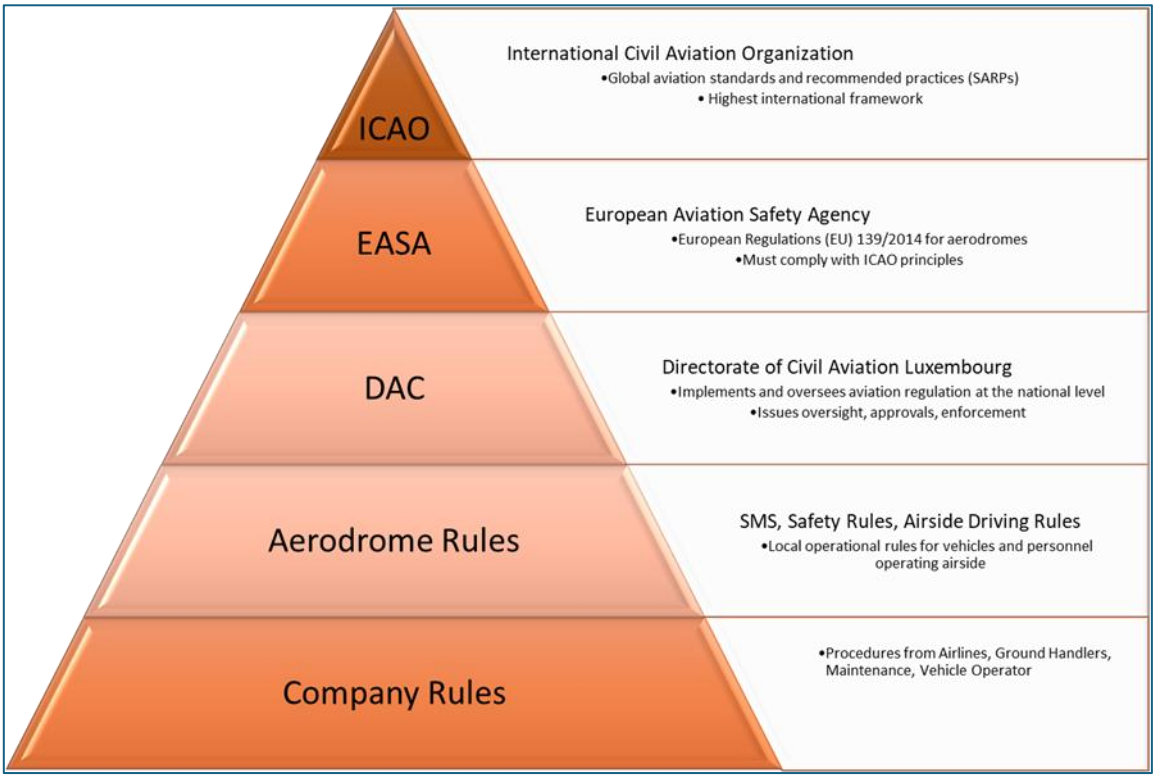
The following practices are strictly prohibited within the airside area:

1. Exceeding posted or instructed speed limits,
2. Driving under the influence of alcohol, drugs, or substances impairing alertness,
3. Unauthorised entry into runways, taxiways, or restricted zones,
4. Parking or leaving vehicles unattended in prohibited areas, including safety clearances around aircraft and emergency access routes,

5. Performing unsafe manoeuvres such as sudden U-turns, reversing without assistance, or obstructing aircraft movement,
6. Using handheld mobile phones or engaging in any distracting activities while driving,
7. Leaving a vehicle running unattended at any time,
8. Ignoring or failing to comply with signals or instructions issued by ANA TWR or marshallers,
9. Obstructing fire lanes, emergency equipment, or designated evacuation routes,
10. Modifying, disabling, or misusing vehicle safety equipment (e.g., lights, beacons, radios).

1.4 Compliance

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1.5 Contacts

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Contact name	Contact phone number
LACC	2464 3100
Airport Duty Manager	2464 3110
Airport Security Supervisor	621 54 64 20
ANA TWR	4798 24050
CIS Findel	4798 24051
Police Grand-Ducale	113
Centrale des secours d'urgence CGDIS	112
LAP Safety Department	2464 2080
LAP Security Supervisor	621 54 64 20

2 Authorisation and access

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2.1 Aerodrome general description

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The aerodrome is broadly divided into two areas, airside and landside. Airside areas of the aerodrome are reserved for aircraft operation and related activities and are accessed through controlled means. Landside areas are the remaining areas where members of the public and airport staff circulate and typically have uncontrolled access (or are subject to limited control measures).

Both airside and landside areas are further divided into various classifications for different purposes.

Access to airside areas with a vehicle is restricted to a few specific gates (See 2.5.1).

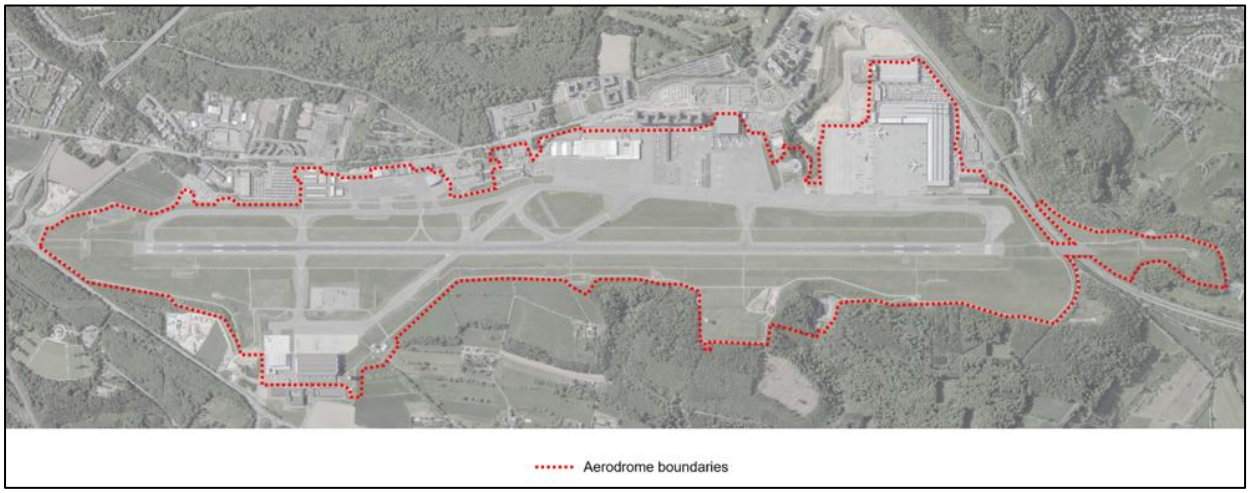


Figure 1: Airport general layout

NOTE	The movement area is composed of Manoeuvring area and Aprons.

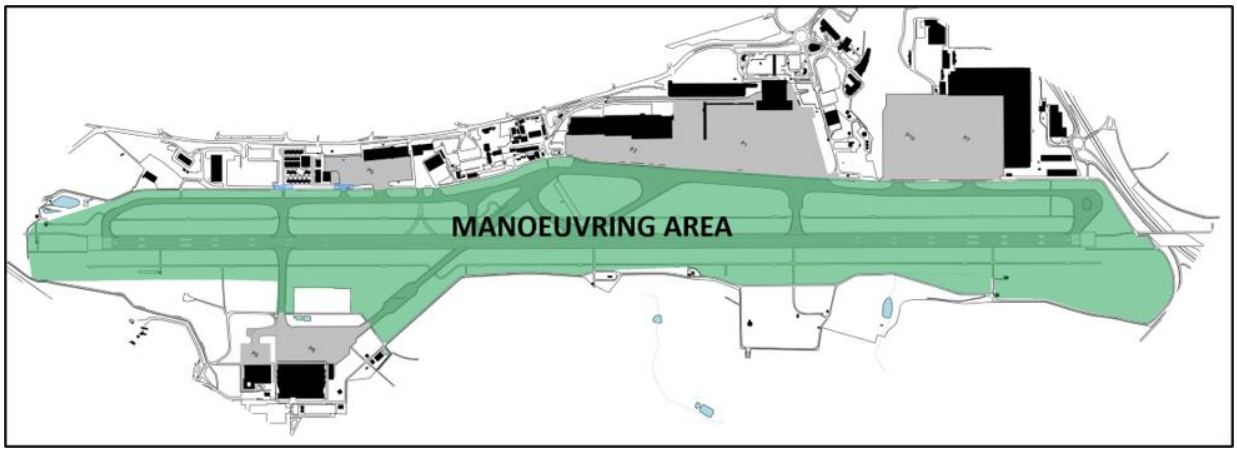


Figure 2: Manoeuvring area limits

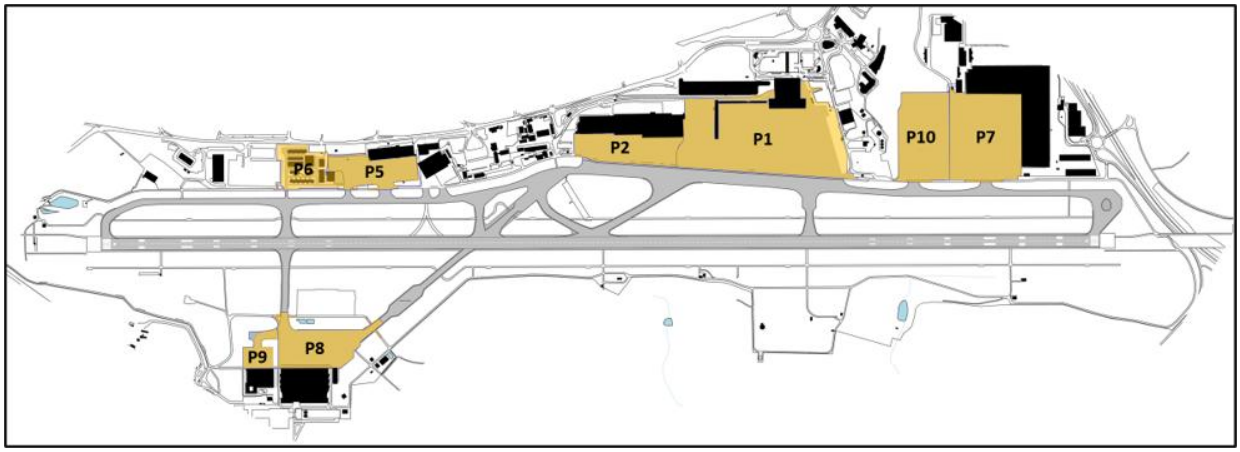


Figure 3: Name of aprons

However, the manoeuvring area should not be confused with the ATC area of responsibility. ATC area of responsibility includes TXL J1-J2 between TWY H and I (See 4.4.8.5).

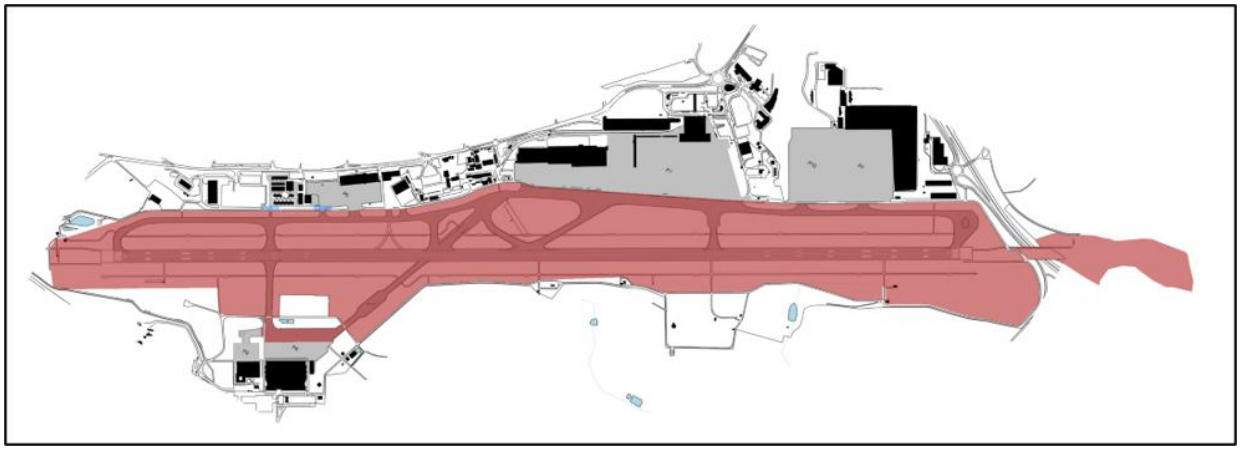


Figure 4: ATC area of responsibility

2.2 Airside Driving Permit

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Refer to SOP.OPS-A.053.

Drivers operating a vehicle airside must hold a valid Airside Driving Permit (ADP) or be under the continuous supervision of an individual holding a valid ADP.

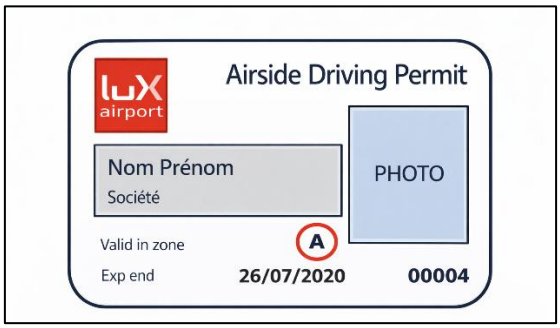
Drivers and vehicles may be subject to safety or security checks at any time whilst airside. Drivers must stop their vehicle and facilitate such checks conducted by personnel of the aerodrome operator, airport security organisations or Competent Authorities (Direction de l'Aviation Civile, Police Grand-Ducale, Administration des Douanes et Accises).

2.2.1 Types of ADP

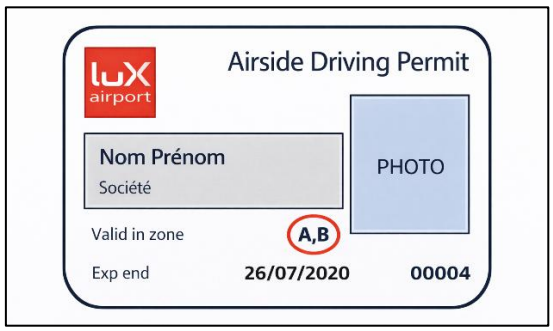
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The driving permit card specifies airside area where the driver is allowed to drive - ADP A or ADP A, B. If one of the requirements is not anymore followed, permit must be returned to the Access Card Office.

Airside Driving Permit A (ADP A): ALL AIRSIDE AREAS **except the MANOEUVRING AREA**



Airside Driving Permit A,B (ADP A,B): ALL AIRSIDE AREAS **including the MANOEUVRING AREA**



NOTE	**An ADP is only valid in the areas explicitly stated on the permit (A, or A, B). It is not possible to obtain an ADP B without first holding an ADP A.**



CARRY YOUR ADP AT ALL TIMES and present it upon request by the personnel mentioned in 2.2.

2.2.2 ADP request, issuance and validity

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Refer to SOP.OPS-A.053.

To request for a new ADP, application shall be submitted via adp_request@lux-airport.lu.

Any permit request must be supported by a clear operational requirement and a justified need. Unjustified permit requests will be rejected.

Upon successful completion of their training, drivers shall be issued an ADP valid for the requested area.

All Airside Driving Permits are valid for a maximum of 24 months for all training.

NOTE	As soon as the ADP date expires, it is strictly prohibited to drive on airside.

2.2.3 ADP Training

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Refer to SOP.OPS-A.054.

The ADP training is organised by several approved organisations and is required for drivers operating airside. Initial training, for both ADP A and ADP B, includes theoretical and practical components to ensure drivers understand airside rules and can operate safely. ADP permits are valid for 24 months, after which recurrent training is required.

Trainees must pass a written exam with at least 80% and complete a practical assessment (initial training and ADP B recurrent training), after which the training documents are sent to lux-Airport to issue the final ADP badge.

Additionally, permit holders must drive airside at least once every 90 days to maintain the validity of their Airside Driving Permit. Refresher training is required if a driver has not driven airside for a period of 3 to 12 months.

2.2.4 Eligibility and requirements for drivers

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2.2.4.1 Driver airside access

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Vehicles must only be driven/escorted in areas for which the driver is authorised. Airside vehicle access is permitted only when all occupants hold a valid permanent access cards or daily personal access cards for the areas they are authorised to enter.



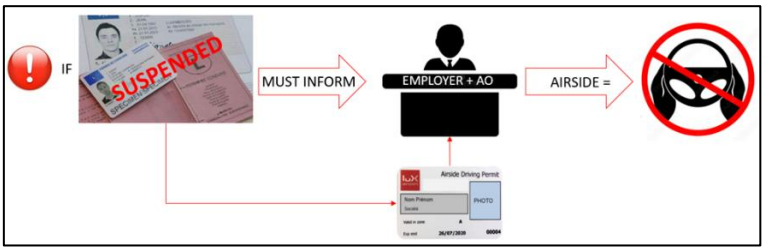
2.2.4.2 Requirements for drivers

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Refer to SOP.OPS-A.053 and SOP.OPS-A.054.



An ADP is valid only provided the holder also holds a current driving licence for the relevant vehicle type on public roads (if fitted). If for any reason, the ADP holder no longer has a valid driving licence, he must inform his employer and the AO and must not drive in airside areas. The ADP shall be returned to the employer who will return it to lux-Airport.



Drivers may only operate vehicles for which they are licensed and must have successfully completed any specific training required (Refer to SOP.OPS-A.054). If the vehicle manufacturer/driver requires familiarisation training for specific vehicle, it must be completed before he can use these or operate such vehicles.

If a driver has any doubt about procedures for driving a vehicle airside, he should consult the vehicle manufacturer or, if already driving airside, request assistance from lux-Airport Operations Department.

Drivers operating vehicles airside without a valid ADP must be under the continuous escort of a driver who holds a valid ADP (See 2.3).

Drivers accessing the manoeuvring area (runway, taxiways, technical roads) must have completed specific training, which includes training in communication with ANA TWR, and hold an ADP authorising the driver to enter the manoeuvring area (ADP B).

2.3 Escort rules

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Refer to SOP.OPS-A.053.

Drivers operating vehicles in airside areas without a valid ADP must be escorted by a driver who holds a valid ADP.
Escort must be done with an escort car leading the convoy.
Vehicles must only be driven or escorted in areas where the ADP holder is authorised. The ADP holder is responsible for supervising the escorted vehicle and its driver, ensuring that all relevant rules are followed and verifying that each escorted driver holds a valid civil driving licence appropriate to the vehicle category.
Before proceeding with the escort, escort drivers shall brief all escorted vehicles drivers on their roles and responsibilities and perform vehicles visual inspection.

ADP holder must not escort more than:

- 3 vehicles of normal/light category (cars, mini vans, etc.),
- 2 trucks without trailer,
- 1 vehicle/truck with a trailer,

ADP holder responsibilities:

- The safe transit of the vehicle(s) under escort at all times,
- The strict observance of the Airside Driving Rules,
- Alerting LACC Operations if there are any issues with the vehicle, particularly if the vehicle is separated from the convoy escort and becomes lost,
- Taking appropriate action in the event of an incident during the escort.

Authorised means of escort:

- Escort vehicles must always comply with SOP.OPS-A.019,
- An appropriate vehicle must always be used for escort operations,
- Whenever possible, using a light vehicle is recommended to ensure the safest conditions for the convoy. The use of a semi-trailer as a convoy escort vehicle is prohibited.

NOTE	**Best practice: all vehicles operating as part of a convoy should activate their hazard warning lights to signal their presence to other airside users!**

2.4 Authorisation of vehicles

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Refer to SOP.OPS-A.020.

All vehicles must have a valid Vehicle Authorisation issued by the Aerodrome Operator. The authorisation must be clearly displayed on the front windshield (or in another clearly visible location if the vehicle does not have a windshield), without obstructing the driver's view.

- Licensed vehicles, operating on traffic and manoeuvring area, and unlicensed ones, operating on the manoeuvring area **only**, must hold a valid permanent or daily "Laissez-Passer Véhicule" (LPV).
- Vehicles may only be driven or escorted in areas in which the vehicle is authorised,

2.4.1 Vehicles requirements and standards

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Refer to SOM.AM-001 and SOP.OPS-A.019.
Any vehicle operating in airside areas must have insurance.



Vehicle insurance must include coverage for damages caused to third parties, as well as coverage for the driver, the vehicle and the vehicle operator.

All vehicles driving on the manoeuvring area must be equipped as described in procedure SOP.OPS-A.019.

2.4.1.1 Radio requirements

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Refer to SOM.AM-001 and SOP.OPS-A.019.

Where radio communication is required for operations within controlled areas of the airside, drivers shall ensure that:

- The vehicle is equipped with the appropriate radio equipment where required. Vehicles without such radio communication equipment must be accompanied by a vehicle equipped with a radio station and must follow any instructions given by that vehicle,
- The correct frequency is selected and continuously monitored (Refer to SOI.OPS-A.010),
- Communications are clear, concise, and in accordance with established radio procedures and ANA TWR instructions (See 4.1.12).



NOTE	SOI.OPS-A.010 Internal document for use by lux-Airport employees only.

2.4.1.2 Lighting

Issue 5 Rev 0 – 15 JUN 26



Vehicles must be equipped with lights prescribed by the Traffic Code or an equivalent level of lighting

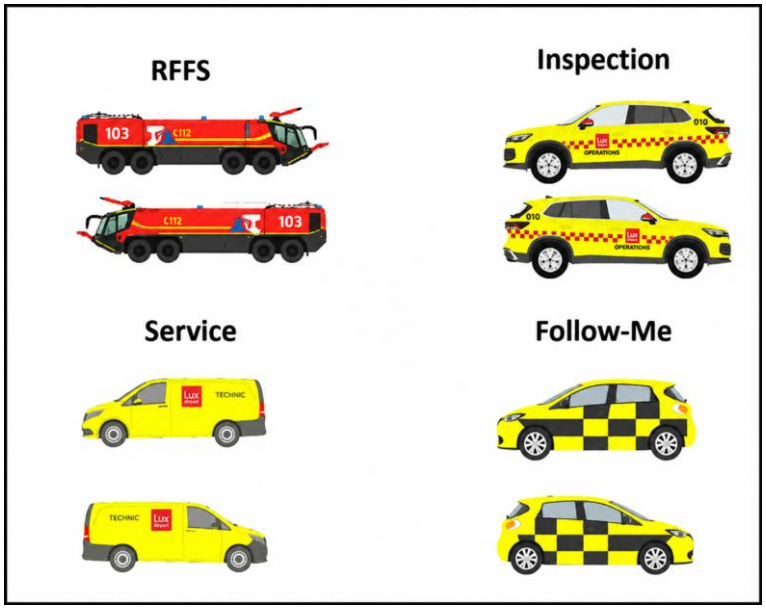
Driving on the aerodrome with headlights on high beam is prohibited at all times, except when formally authorised in Aerodrome Operator Standard processes for operational purposes in certain conditions (e.g. RWY inspection at night). Drivers must switch on their lights in a way that does not affect a pilot or another driver's night vision capability. Flashing lights may be activated depending on the situations described in SOP.OPS-A.019. In case of adverse weather or at night, see 4.5.4.

2.4.1.3 Colour

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Refer to SOP.OPS-A.019.

All vehicles with specific colours are described in document SOP.OPS-A.019, however, none must be coloured like the FOLLOW-ME vehicle. A "FOLLOW-ME" is always easily identifiable by its yellow and black checkerboard paint and by orange roof-mounted flashing lights which, when activated, indicate that it is waiting for or escorting an aircraft (See 3.2.4.1.6).



2.4.1.4 VeeLo

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Refer to SOM.OPS-A.003, SOP.OPS-A.019 and SOI.OPS-A.041.

All vehicles operating on:

- The manoeuvring area,
- TXL J1 / J2,
- The aprons (for FOLLOW-ME vehicles)

must be equipped with a functioning VeeLo.



NOTE	SOI.OPS-A.041 Internal document for use by lux-Airport employees and ANA/LCH/LG/Drivers ADP B.

2.4.1.5 Charts

Issue 5 Rev 0 – 15 JUN 26

The aerodrome chart provided by the Aerodrome Operator must be present in the vehicle going on the manoeuvring area. The chart can be found on the lux-Airport website.

https://www.lux-airport.lu/information-on-vehicle-authorisation-requests/

2.4.1.6 Maintenance of vehicles

Issue 5 Rev 0 – 15 JUN 26

Refer to SOP.OPS-A.019.

The driver must ensure that any vehicle used airside, including its required equipment, is fully operational prior to use. If any defects or malfunction are found, the vehicle must immediately be removed from airside operations until it is repaired. Deviations are subject to approval from the Safety Manager / Operations.

2.4.2 Single-track vehicles

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The following are not permitted to operate airside:

- Single-track motor vehicles (scooters and motorbikes),
- Private bicycles,
- Other sporting equipment such as roller skates, motorised skateboards, and similar devices.

2.5 Security restrictions

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Full details of security procedures are contained in the Security Airport Training Program.

2.5.1 Access control points

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Generally, vehicles should use the access gate to their nearest destination when entering airside to minimise interaction with airport operations.

Below map illustrates aprons and access gates to the airside and security zones.

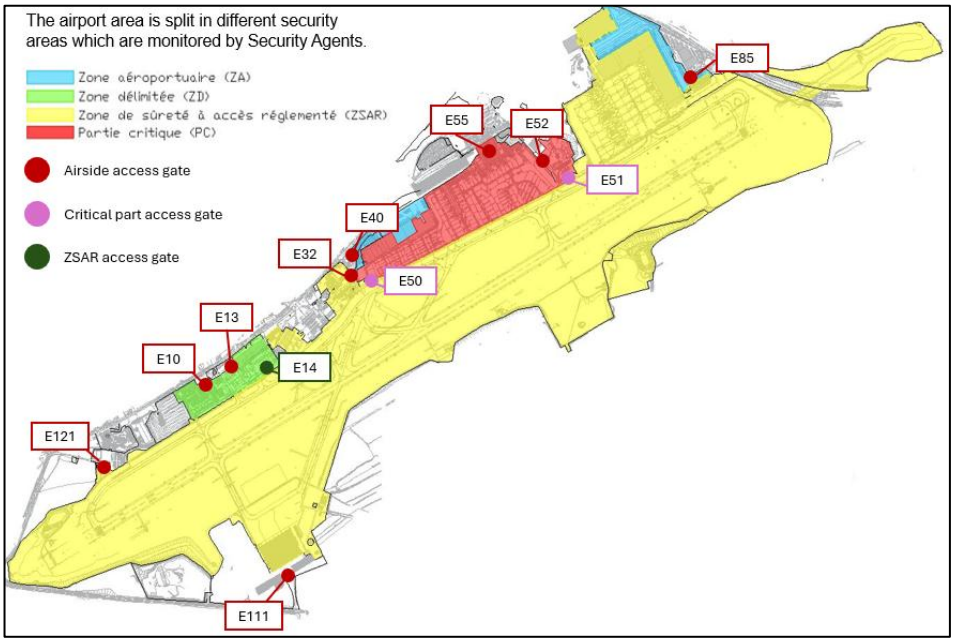


Figure 5: Access gates to the airside and security zones

NOTE	Aims of Airport Security are to protect civil aviation against unlawful acts

Access point to the airside with a vehicle	Main access to	Comments
E10	Sport aviation Apron P5-P6	-
E13	Luxembourg Air Ambulance Police helicopter operations area Apron P5	Address: *4 Rue de Trèves, L-2632 Findel* **Pedestrian access**
E32	Luxair garage CIS Airport (RFFS) APC ANA SDH (Authority)	Address: *Airport access near E40 L-2632 Findel (follow the signs indicating Aeroport E40)* **Restricted for authority vehicles and Pedestrian access**
E40	BAC	Address: *Business Aviation Center, L-2632 Findel (follow the signs indicating Aeroport E40)*
E52	Apron P7 & P10 (Cargo Centre) Apron P1	Address: *2 Heienhaff, L-1736 Sennengerbierg (Follow the signs indicating LuxFuel/Luxair catering)*
E82	Douane and Police	Address: LCH Cargo Center
E85	Oversize Cargo Apron P7 & P10 (Cargo Centre)	Address: *804 Parishaff, L-2315 Senningerbierg* **Accessible with works/equipment**
E111	Apron P9 & P8	Address: *21/23 Route de Remich, L-2436 Luxembourg* **Accessible with works/equipment**
E121	Access reserved for certain major works carried on in the yellow area	Address: *160 rue Cents, L-1319 Luxembourg* **Accessible with works/equipment**

2.5.1.1 Details of access control points E50, E51 and E52

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All vehicles entering the red security area via the security gate E50, E51 and E52, even if only transiting from one zone to another, must be screened except for Police, Customs, DAC and CIS vehicles during emergencies.

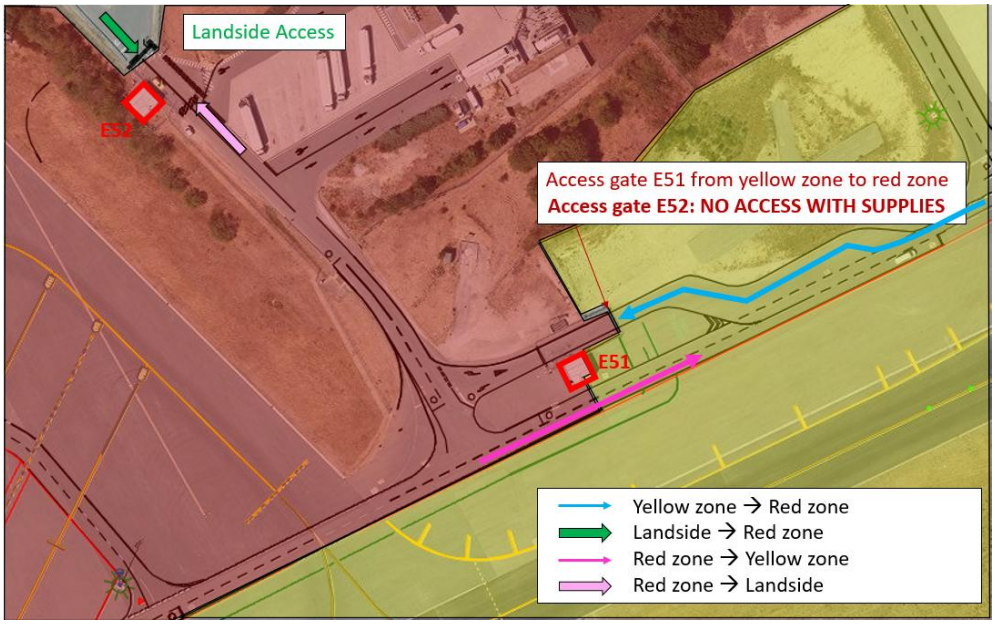


Figure 6: Screening points E51 and E52

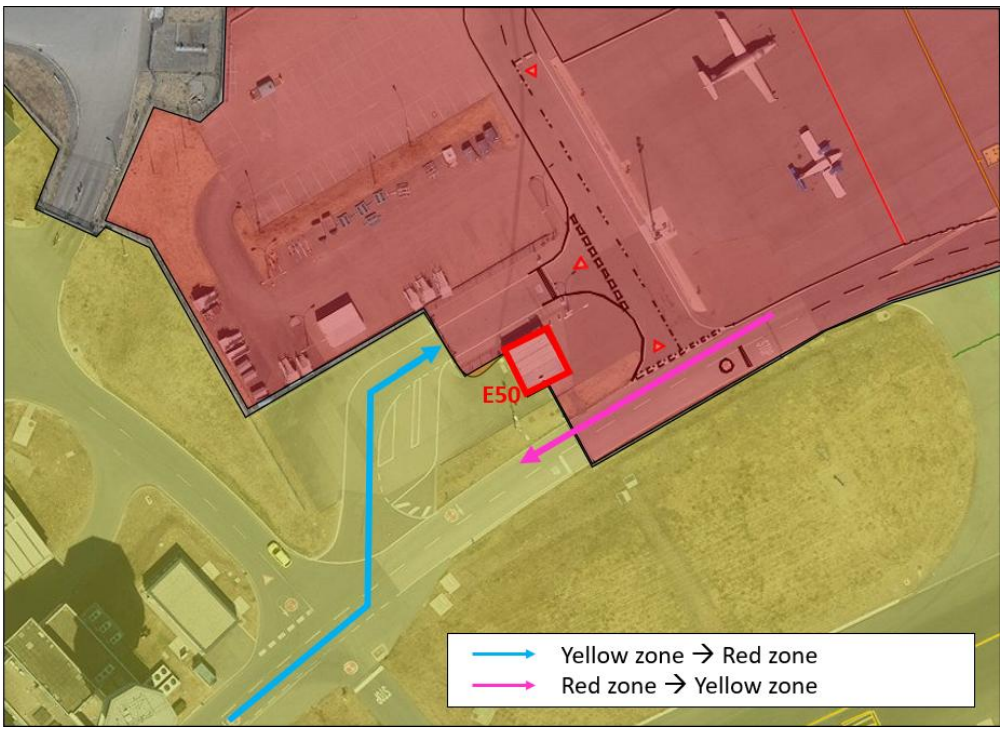


Figure 7: Screening point E50

2.5.2 Procedures for FOLLOW ME intervention

Issue 5 Rev 0 – 15 JUN 26

Refer to SOP.OPS-A.009.

A "FOLLOW-ME" vehicle may need to intercept or escort an aircraft on the TWY for safety reasons (Refer to SOP.OPS-A.023, SOP.OPS-A.042 and SOI.OPS-A.085), thus moving from the red security zone to the yellow zone, and going back to the red zone. In this case, security checks apply according to SOP.SEC.015.

If a "FOLLOW-ME" vehicle is not performing its FOLLOW-ME duties, the normal security procedures as stated above shall be applied.

If a "FOLLOW-ME" vehicle is conducting FOLLOW-ME activities to P1/P2 (coming from another security area), the vehicle and driver must be screened prior departure from the apron it is coming from. The convoy organiser must contact the security supervisor to do so.

NOTE	SOI.OPS-A.085 Internal document for use by lux-Airport employees only.

3 General driving rules and standards

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3.1 General provisions

Issue 5 Rev 0 – 15 JUN 26

Refer to SOM.SC-002.

All persons operating vehicles in airside areas must be familiar and comply with these rules as well as any supplementary procedures prescribed by the vehicle manufacturer where applicable. As employees, stakeholders and contractors (where applicable), you are required to read this document in its entirety and apply these guidelines in your daily work activities.

Entry and navigation of all airside areas are at the driver's own risk.

When aerodrome specific driving rules and standards are not specified, driving rules that apply on public roads are applicable airside.



Filming airport activities is forbidden except in the context of professional activities and with the authorisation of the aerodrome operator. **Filming while driving is strictly forbidden.**

3.1.1 Airside vehicle roads

Issue 5 Rev 0 – 15 JUN 26

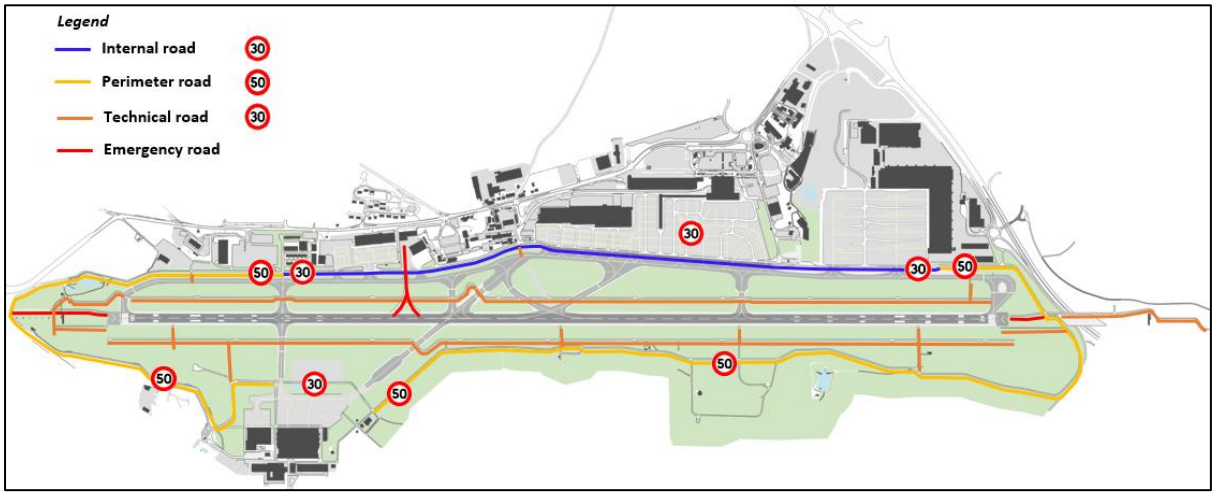


Figure 8: Overview of aerodrome road system

3.1.2 Traffic markings and signs

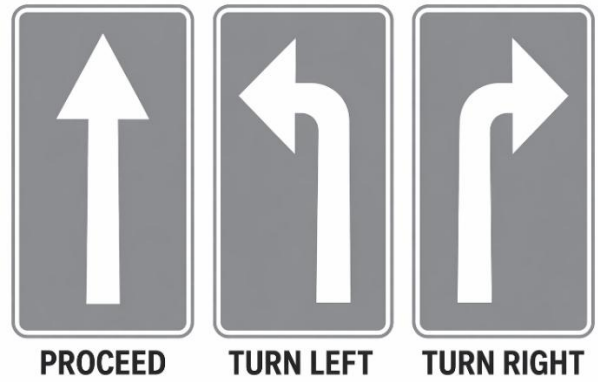
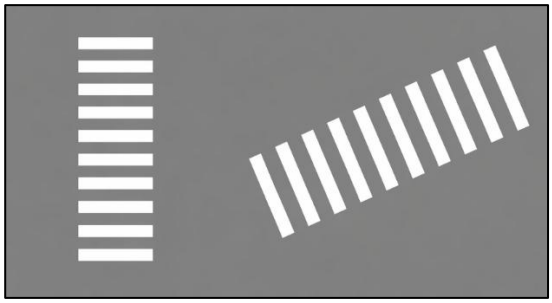
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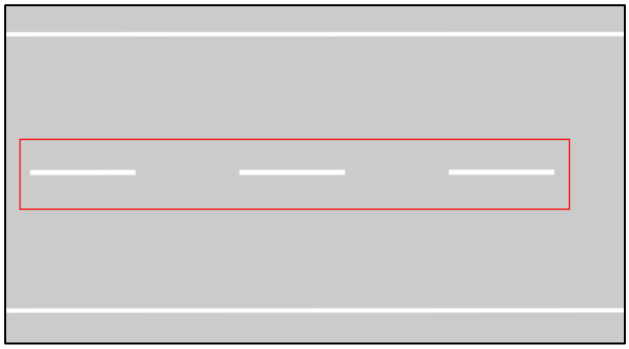
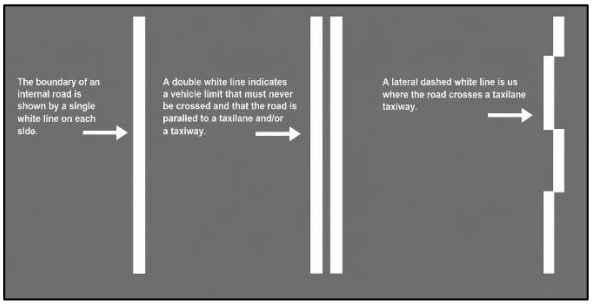
3.1.2.1 Road markings

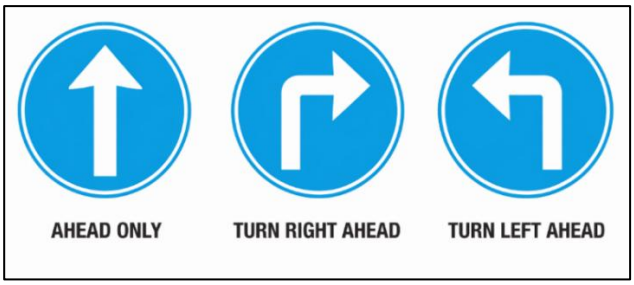
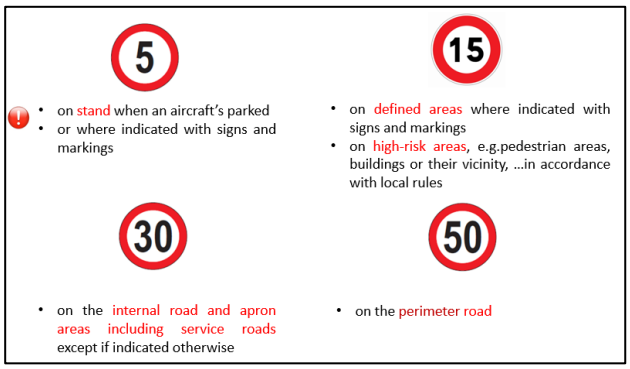
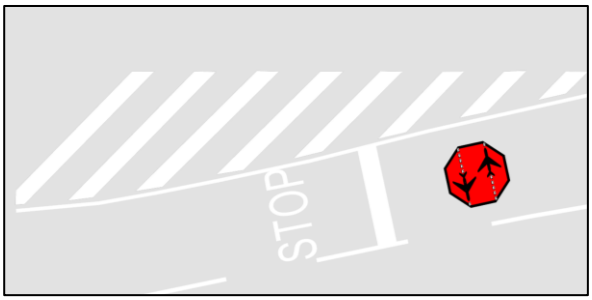
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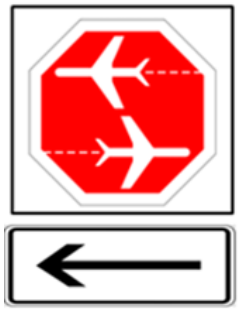
The following colours are used for road markings:

- White – markings related to the safe traffic and parking of vehicles on aprons.
- Yellow – markings related to the safe movement of aircraft (taxiway centrelines and stand markings).
- Red – markings indicating danger.

White arrows on a neutral/gray background	
	Are standard road surface markings (painted on lanes) providing guidance or lane direction indicators.
Full STOP	
	The vehicle MUST stop completely prior to continuing driving. The stop line indicates the limit where the vehicle must come stop.
White Zebra Passenger crossing	
	Movement of passengers/crew/staff to and from aircraft parked on the apron.

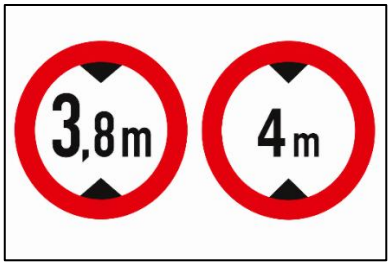
Road centre line marking	
	Indicates the centre line of the airside service road. Safe separation of oncoming traffic.
Service road crossing marking	
	Marking used to define the intersection area between two connected service roads and to identify the crossing zone for vehicle circulation.
Edge marking	
	Line used to define the lateral boundaries of a service road • The boundary of an internal road is shown by a single white line on each side, • A double white line indicates a vehicle limit that must never be crossed, • A lateral dashed white line is used where the road crosses a taxilane or taxiway.

White directional arrows on blue circular signs	
	Are used to indicate compulsory directions at an intersection or lane. ***They are both in the form of road markings and signs.***
Speed limits	
	See on the picture. Unless a lower limit is specified for a particular area or activity, these speed limits (km per hour) must be observed at all times. ***They are both in the form of road markings and signs.*** These limits must be adapted if a load is being towed and/or if surface conditions are poor (See 3.2.5.3). Any maximum speed specified by a vehicle manufacturer or indicated on a vehicle or trailer must never be exceeded. lux-Airport regularly performs random speed checks and takes appropriate actions within the Aerodrome Operator's competence to ensure compliance with speed limits, minimising risks associated with airside driving.
White hatched islands	
	Indicates a restricted zone where vehicles must not drive, stop, or park. Their function as a traffic control island is to: • protect visibility at intersections, • prevent vehicles from cutting across the junctions, • keep a clear buffer area near buildings, corners and • act as a channel traffic where vehicles must follow the directional arrows and markings around it.

Taxiway/Taxilane crossing	
	Indicates that vehicle drivers are approaching a taxilane or taxiway crossing. Drivers shall give way to aircraft before crossing. No full stop is required unless a STOP marking or STOP sign is provided. Look out in the direction of the arrow and give way to aircraft. Act as a channel traffic where vehicles must follow the directional arrows and markings around it. **Always double check to be sure no aircraft is moving or about to move across your path!**
Yield marking	
	Priority crossing on service roads, give way to vehicles unless markings/actions indicate otherwise to assure safety.
No parking / Stopping	
	Indicates that parking or standing of vehicles is prohibited in the designated area. The marking/sign is used to keep the area clear for operational, safety, or emergency access purposes and to ensure unobstructed vehicle and aircraft movements on the airside.
Jet blast danger marking	
	Indicates locations with potentially nuisance jet blast, see 3.2.5.5. ***They are both in the form of road markings and signs.***

3.1.2.2 Traffic signs

Issue 5 Rev 0 – 15 JUN 26

Pedestrian crossing	
	see 3.2.4.1.11 ***They are both in the form of road markings and signs.***
Restricted height	
	see 3.2.4.2.1
NO ENTRY for vehicles	
	Sign installed to prohibit vehicle access to a restricted area or route. These signs are notably installed on the taxilanes of P5 and P6 to prevent unauthorized vehicle entry into aircraft movement area.
NO ENTRY forbidden for ALL vehicles	
	Sign installed to prohibit all vehicle access.

NO TRAFFIC	
	Road forbidden to all vehicles except authorities
Works diversion	
	In some cases, diversion may require access to the manoeuvring area. An Airside Inspector will supervise and escort drivers. If any doubt about the route, drivers must contact the LACC for instructions.
Danger traffic sign	
	In the immediate vicinity of E51, helps identify a hazard and indicate the movement of oversized fuel trucks vehicles.

East ROAD extension	
	Used by services with an **operational purpose only** (ANA ELE, ANA CNS, APC, Wildlife or third-party contractor).

3.1.2.3 Safety equipment

Issue 5 Rev 0 – 15 JUN 26

Visibility mirrors	
 	On several aprons, especially where visibility is limited and/or where the use of oversized vehicles is common (e.g. P7), visibility mirrors are essential as they help anticipate oncoming vehicles, reduce blind spots and prevent collisions (See 3.2.3.1).

3.2 General Airport safety rules

Issue 5 Rev 0 – 15 JUN 26

Refer to SOM.SC-001.

3.2.1 Situational awareness

Issue 5 Rev 0 – 15 JUN 26

Airside operations take place in a dynamic and high-risk environment. Drivers must maintain continuous situational awareness to ensure safe operations.

Drivers shall:

- Continuously scan the surrounding environment for aircraft, vehicles, personnel, and obstacles,
- Be aware of aircraft hazards such as jet blast, propeller wash, and engine ingestion (See 3.2.5.5),
- Exercise increased caution when operating near aircraft stands, taxiways, intersections, and other areas of high traffic density (See 7.1),
- Adjust driving behaviour according to weather conditions, lighting conditions, and operational activity levels (See 4.5.4),
- Avoid distractions such as mobile phone use or other non-operational activities while driving unless authorised equipment is required for operational communications (See 3.2.5.2),
- Pay attention to any health issue or personal circumstances that may affect your driving (temporary illness, medical condition, daily stress private or professional) (See 3.2.3.3),
- Be sure to be familiar with the aerodrome site, as at night or in reduced visibility the driver may become disoriented (See 4.5.4).

3.2.2 Airside communications

Issue 5 Rev 0 – 15 JUN 26

3.2.2.1 Alerting tool

Issue 5 Rev 0 – 15 JUN 26

Refer to SOI.OPS-A.012.

The warnings messages received via the alerting tool inform drivers about different scenarios related to weather, apron conditions, defective device/infrastructure with operational impacts, works, environmental pollution, …

NOTE	SOI.OPS-A.012 Internal document for use by lux-Airport employees only.

3.2.2.2 Safety flashes

Issue 5 Rev 0 – 15 JUN 26

When necessary, safety flashes are issued and transmitted to the various partners, whose responsibility is to communicate them to the drivers on the field. Notice boards are also available at access control points.



3.2.3 Behaviour

Issue 5 Rev 0 – 15 JUN 26

3.2.3.1 Respectful driving

Issue 5 Rev 0 – 15 JUN 26

Courtesy while driving is a set of considerate behaviours and respect toward other road users. Stopping at pedestrian crossings, respecting speed limits, using your turn signals, using visibility mirrors where installed, avoiding wild parking, and of course refraining from insults or rude language that we too easily use behind the wheel. All these acts of respect and politeness help indirectly reduce road accidents.

The road is a shared space, we must always remain courteous and respectful toward all users.

3.2.3.2 Smoking/Vaping

Issue 5 Rev 0 – 15 JUN 26

Smoking is prohibited in all airside areas except in designated area. This also includes e-cigarettes and vaping.



3.2.3.3 Alcohol, drugs and medical substances

Issue 5 Rev 0 – 15 JUN 26

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‰ – zero tolerance policy)**, 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.



3.2.3.4 PPE

Issue 5 Rev 0 – 15 JUN 26

All personnel operating or working around vehicles on the airside shall wear appropriate personal protective equipment (PPE) as required by airport regulations and operational conditions.

As a minimum, personnel operating outside of enclosed vehicles shall wear:

- High-visibility clothing compliant with applicable safety standards,



- Safety footwear where required by operational procedures,



Additional PPE may be required depending on the nature of the activity being conducted (works, handling activities, …).



3.2.4 Driving basics

Issue 5 Rev 0 – 15 JUN 26

3.2.4.1 Right of way

Issue 5 Rev 0 – 15 JUN 26

3.2.4.1.1 Traffic area

Issue 5 Rev 0 – 15 JUN 26

Right of way	Vehicles/Personnel involved
Prio 1:	Emergency vehicles, see 3.2.4.1.3
Prio 2:	Aircraft taxiing, about to taxi, being towed/pushed. Moving aircraft, see 3.2.4.1.4
Prio 3:	Police, see 3.2.4.1.5
Prio 4:	"FOLLOW-ME" vehicle providing guidance to an aircraft, see 3.2.4.1.6
Prio 5:	Fuel trucks, see 3.2.4.1.7 and 4.4.2.4
Prio 6:	Inspection vehicles, see 3.2.4.1.8
Prio 7:	Snowploughs and other vehicles clearing snow and ice, see 3.2.4.1.9
Prio 8:	Tow trucks, see 3.2.4.1.10
Prio 9:	Pedestrians, see 3.2.4.1.11
Prio 10:	Other vehicles, de-icing, catering, …see 3.2.4.1.12

3.2.4.1.2 Manoeuvring area

Issue 5 Rev 0 – 15 JUN 26

Right of way	Vehicles/Personnel involved
Prio 1:	Emergency vehicles that proceed to the assistance of an A/C, see 3.2.4.1.3
Prio 2:	Aircraft landing, taking off or taxiing, see 3.2.4.1.4
Prio 3:	Vehicles towing aircraft, see 3.2.4.1.10
Prio 4:	Snowploughs and other vehicles clearing snow and ice, see 3.2.4.1.9
Prio 5:	Other vehicles in accordance with ATC instructions

3.2.4.1.3 Emergency vehicles

Issue 5 Rev 0 – 15 JUN 26

Emergency vehicles (rescue and firefighters services - CIS) **proceeding to an emergency event** have priority over all other surface movement traffic.



During any intervention, vehicles operated by the CIS have absolute priority whenever their blue warning lights are activated. All other drivers must immediately yield and ensure that CIS vehicles can proceed safely and without delay.

3.2.4.1.4 Aircraft

Issue 5 Rev 0 – 15 JUN 26



Refer to SOP.OPS-A.023.

Priority must always be given to moving aircraft, whether under their own power, towed/pushed.

On aprons, priority should also be given to aircraft in motion and those on a parking stand with an activated anti-collision beacon, indicating operational use, such as running engines or preparation for movement/recently stopped moving.



NOTE	Never pass in front of or behind an aircraft when the beacons are on!

3.2.4.1.5 Police

Issue 5 Rev 0 – 15 JUN 26



During any intervention, vehicles operated by the POLICE have absolute priority whenever their blue warning lights are activated. All other drivers must immediately yield and ensure that POLICE vehicles can proceed safely and without delay.

3.2.4.1.6 FOLLOW-ME

Issue 5 Rev 0 – 15 JUN 26



Refer to SOP.OPS-A.009.

The presence of a stationary "FOLLOW-ME" vehicle blocking the internal road/green lane near aprons P1, P2 or P7, with the flashing roof lights (yellow) switched on indicates the imminent arrival of an aircraft.



Drivers using the internal road must stop no later than the last STOP line before reaching the "FOLLOW-ME" vehicle. They must not proceed until the aircraft has been fully parked and the "FOLLOW-ME" vehicle has vacated the internal road.

NOTE	**Never pass between a FOLLOW-ME and an aircraft!**

“FOLLOW-ME” vehicles may also escort aircraft from the apron to the taxiway in specific situations or adverse weather conditions (See 2.5.2 and 4.5.4.2).

3.2.4.1.7 Fuel trucks

Issue 5 Rev 0 – 15 JUN 26







NOTE	**Always keep a safety escape lane free of obstruction in front of and behind a refuelling truck when it is in operation!**

See 4.4.2.4

3.2.4.1.8 Inspection vehicles

Issue 5 Rev 0 – 15 JUN 26





Refer to SOP.OPS-A.005.

Inspection vehicles performing their movement area inspection have priority (flashing lights and/or panels activated).

3.2.4.1.9 Snowploughs and vehicles clearing snow and ice

Issue 5 Rev 0 – 15 JUN 26

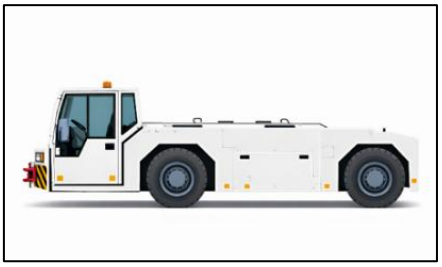


Refer to SOM.OPS-A.011 and SOP.OPS-A.043.

During winter operations, snowploughs and other snow removal vehicles use to remove snow and treat surfaces, drivers of vehicles shall adapt to the winter service vehicles in such a way as to not hinder their work.

3.2.4.1.10 Tow trucks

Issue 5 Rev 0 – 15 JUN 26



Vehicles shall give way to Luxair tow trucks on both internal and perimeter roads, particularly in narrow sections, travelling from P9 to P1 (See 4.2.1).

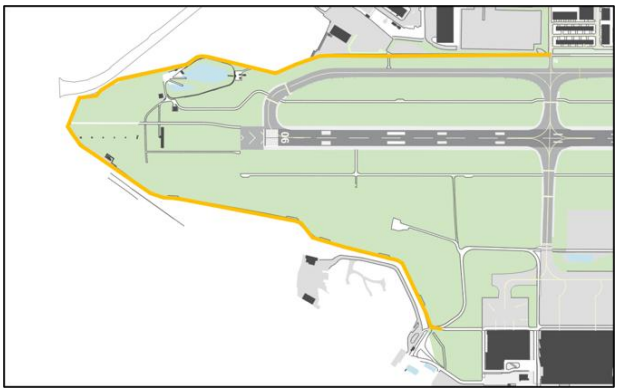


Figure 9: Portion of perimeter road west and internal road – narrow sections

3.2.4.1.11 Pedestrians

Issue 5 Rev 0 – 15 JUN 26





Refer to SOP.OPS-A.024.

For safety reasons, drivers must strictly pay attention to red lights indicating ongoing walk-boarding operations, special attention is required for pedestrians (passengers, crew and other personnel). Pedestrians should use designated footpaths and pedestrian crossings.

NOTE	**Utmost caution towards pedestrians footpaths/crossings, especially passengers!**

3.2.4.1.12 Other vehicles

Issue 5 Rev 0 – 15 JUN 26



Special precautions to be observed with de-icing trucks:

- Maintain a safe distance: never get too close to a de-icing truck while it is operating,
- Be aware of chemicals: de-icing fluids can be corrosive or slippery. Avoid direct contact,
- Follow signage and ground personnel instructions: obey de-icing operators' directions to ensure safe movement,
- Do not block access: always allow the de-icing truck to manoeuvre freely around the aircraft.

3.2.4.2 Vehicle restrictions

Issue 5 Rev 0 – 15 JUN 26

3.2.4.2.1 Height

Issue 5 Rev 0 – 15 JUN 26

In certain airside areas, vehicles above a certain height may pose a hazard to aircraft or risk damage from parts of airport infrastructure:

- Vehicles under 3.2 m high are not subject to these restrictions,

- Vehicles exceeding this height or driving with extendable parts should have a visible placard indicating their height,
- The headroom on the road between Terminal A and the A-stands is limited to 3.8 m and the road below the connection bridge between TA and TB is limited to 4m, with safety systems in place at access points.



Figure 10: Road between TA and A-stands (3,8m max. height)



Figure 11: TA-TB connector (4m max. height)

- The maximum vehicle height allowed on the perimeter road east of threshold 24 is 3.2 meters. Vehicle exceeding this height may affect the approach surface and take-off climb surface, impacting landing safety and pilot visibility of the approach lighting system.

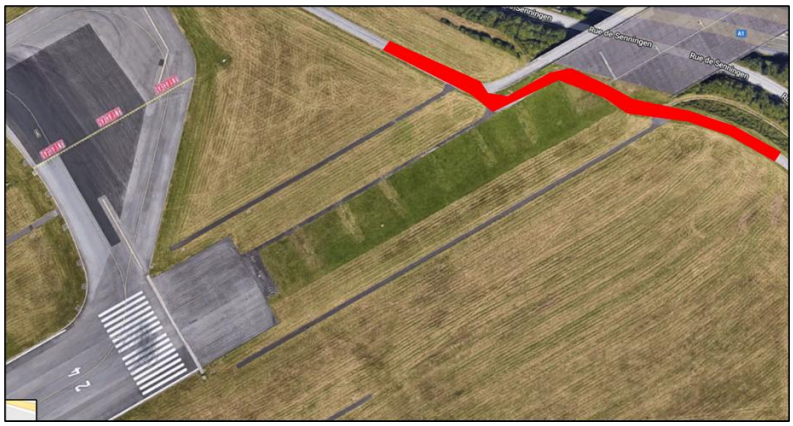


Figure 12: Portion of perimeter road east of threshold 24 (3,2m max. height)

3.2.4.3 Seat belts

Issue 5 Rev 0 – 15 JUN 26



Unless exempted by LAP, all vehicles shall be installed with seat belts. All drivers and all passengers shall fasten their seat belts when vehicle is in motion.

3.2.4.4 Parking Rules

Issue 5 Rev 0 – 15 JUN 26



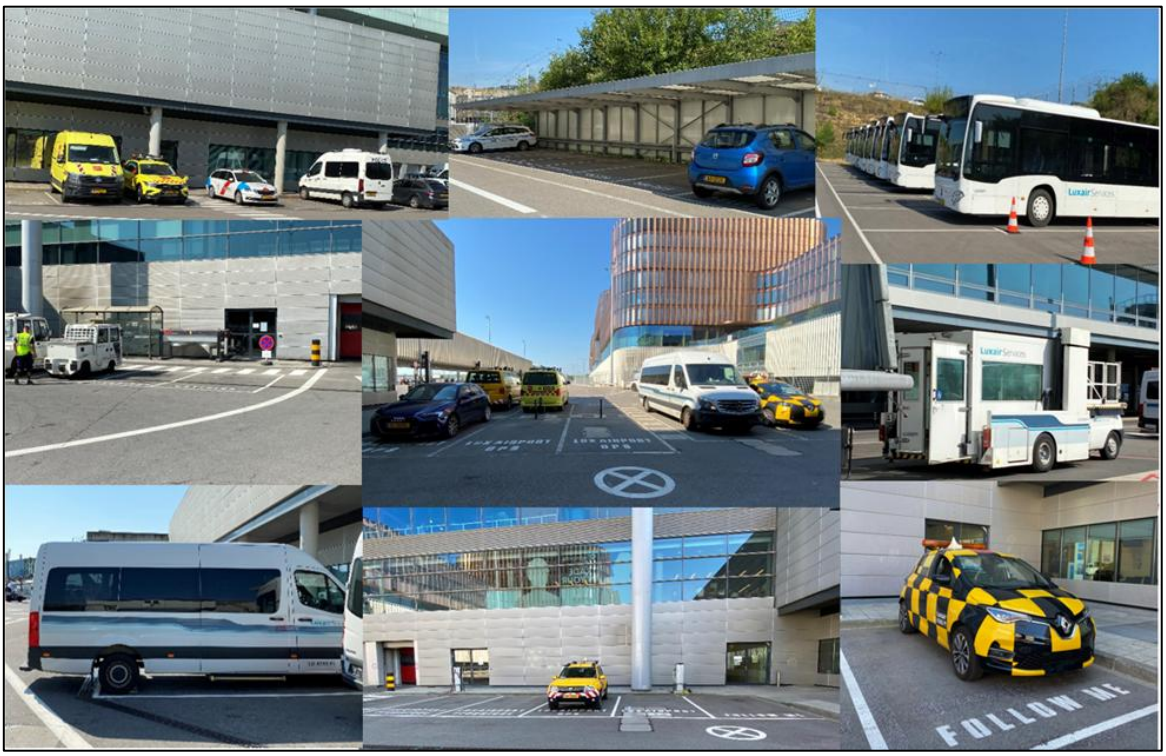
- Vehicles that are stationary and waiting for the arrival or departure of an aircraft from a parking position should be parked in the dedicated parking area where one is provided (See 4.4.2 and 4.4.6.3),
- Do not block the traffic,
- Do not obstruct other vehicles,
- Park for forward exit,
- Park at designated parking positions.

3.2.4.4.1 Dedicated vehicle spots

Issue 5 Rev 0 – 15 JUN 26

When parking vehicles in the airside, drivers shall park only in designated parking lots.

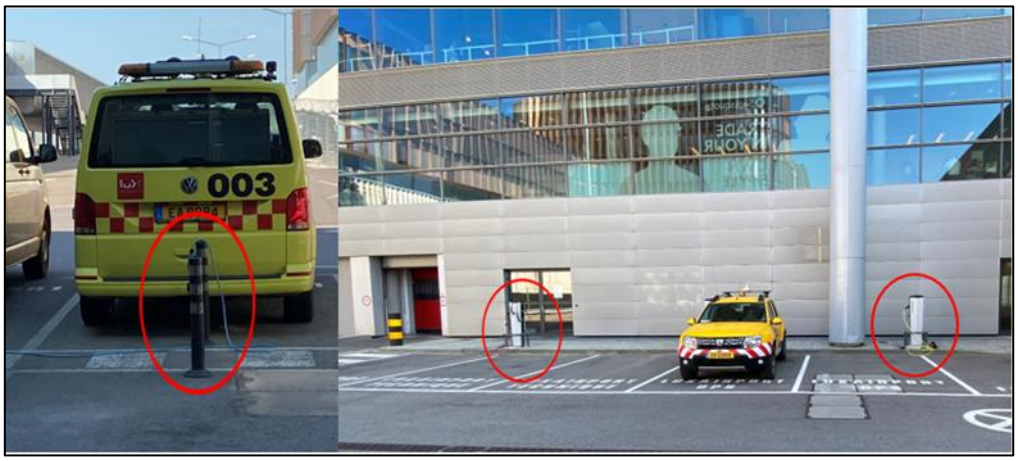
Many spots are reserved for LAP OPS, Police, Customs, buses, crew bus, FOLLOW-ME cars, PMR vehicles and catering or general delivery vehicles. Drivers must avoid parking on these spots.



3.2.4.4.2 Electric vehicle charging facilities

Issue 5 Rev 0 – 15 JUN 26

Electric charging stations and charging bays are situated throughout the airside for charging of electric vehicles. These bays shall be kept clear at all times unless needed for electric vehicle charging.



3.2.5 Operational safety risks

Issue 5 Rev 0 – 15 JUN 26

3.2.5.1 Hot spots

Issue 5 Rev 0 – 15 JUN 26

A hot spot is a location on the manoeuvring area or apron where there is an increased risk of collision, runway incursion, or other safety hazards.

Hot spots may occur at areas such as complex intersections, locations with limited visibility, areas where aircraft and vehicle routes converge, or locations with a history of operational incidents or misunderstandings.

Because of the higher operational risk associated with these areas, all drivers operating airside must exercise heightened vigilance when approaching or operating within a hot spot.

Drivers shall:

- Maintain increased situational awareness and continuously monitor surrounding aircraft, vehicles, and personnel,
- Strictly comply with all road markings, signage, signals, and instructions from ANA TWR,
- Reduce speed where necessary to ensure safe manoeuvring,
- Ensure radio monitoring requirements are met when operating in controlled areas,
- Avoid distractions and focus fully on the driving task while passing through these areas.

Hot spot locations are identified in airport airside maps and operational briefings, and drivers are responsible for familiarising themselves with these locations prior to operating on the airside.

Failure to exercise caution in these areas significantly increases the risk of runway incursions, aircraft conflicts, and other serious safety occurrences.

See 4.1.17 and 7.1.

3.2.5.2 Sterile-cab concept

Issue 5 Rev 0 – 15 JUN 26



Sterile cab concept: while driving, all activities that could distract the driver are strictly prohibited (mobile phones without a suitable device, non-essential conversations with other people in the vehicle, etc.).

The use of a vehicle-integrated hands-free communication system is permitted only via Bluetooth, with audio transmitted through the vehicle's speakers. The use of any audio device worn on or in the ears while driving is strictly prohibited to ensure driver full attention and operational safety.

3.2.5.3 Safe transportation of ULDs and bags

Issue 5 Rev 0 – 15 JUN 26





If it is necessary for a load or trailer to be towed, the driver must make sure the trailer is correctly coupled to the vehicle, using all safety fittings available.
Always secure loads properly to minimise risk of damage to infrastructure and vehicles and injury to persons, drivers shall ensure all loads and covers are properly secured, such as ULDs and baggage on carts:

- All movable parts of the device must be secured,
- Ensure all stops and locks are secured for the type of dolly you are operating,
- All doors and/or curtains must be securely closed and fastened, and all straps and netting secured to the unit, so as not to strike or catch a person, equipment or piece of infrastructure,
- Faulty ULDs that are unable to be secured correctly must not be used, it is the driver's responsibility to ensure any ULD is secure prior to moving.

3.2.5.4 Foreign Object Debris

Issue 5 Rev 0 – 15 JUN 26

Refer to SOP.OPS-A.022.



Aircraft can sustain damage or operational issues from loose objects on the aerodrome surface, including debris ingestion into engines, fouling of aircraft control surfaces or other aircraft systems and dispersal of debris by jet blast or prop wash. All airside personnel must minimise the risk posed by foreign object debris (FOD).

Personnel involved in handling activities on aprons must ensure that aircraft parking areas remain clean, checking for and removing any FOD before and after every aircraft operation.

Equipment used for aircraft handling and turnaround activities (e.g. cones and chocks) must be properly and promptly stored in designated area after use. Loose items and other FOD must be securely placed in "FOD" labelled dustbins located around aprons. The content of FOD bins is analysed to identify the source.



Figure 13: FOD bin

Furthermore, every vehicle driver operating airside must ensure that their vehicle does not generate any FOD (such as loose parts, fluids, tools, or waste). They are fully responsible for the condition of their vehicle and for preventing any risks related to FOD.

Type of FOD		Contact	Actions
Trash from normal operations (e.g. paper, wood, textile, plastic, gravel and A/C waste)		Aircraft Operator + LACC	Must be removed and disposed of in a suitable and safe area.
Any item found on the movement area or perimeter road which may be an aircraft part or used in the operation of aircraft	ADP A	LACC without delay	Hand over the item to LAP Airside Inspectors as soon as practicable along with a brief written report describing the item and its location (See 5).
	ADP B	ANA TWR	Pick it up if possible
Any dead or wounded animal found		Wildlife Team + LACC	Contact 2464 3123 or 2464 3100

NOTE	**Removing FOD is everybody's responsibility!**

3.2.5.5 Jet blast /prop wash

Issue 5 Rev 0 – 15 JUN 26



To ensure the safety of personnel and aircraft, a safety zone is established around an aircraft moving under its own power with regards to jet blast or engine ingestions. The minimum dimensions of the safety zone for different types of aircraft are shown below.

3.2.5.5.1 Jet blast

Issue 5 Rev 0 – 15 JUN 26

Jet blast is the high-velocity exhaust airflow produced by a jet engine aircraft. Strength increases with engine power (idle → taxi →take-off).

Jet blast hazards:

- Can knock people over,
- Can move or overturn vehicles,
- Can blow debris (FOD) across the apron or runway,
- Can damage buildings, equipment, or other aircraft.

Depending on aircraft type, at high thrust settings, jet blast can travel **over 100 m.**

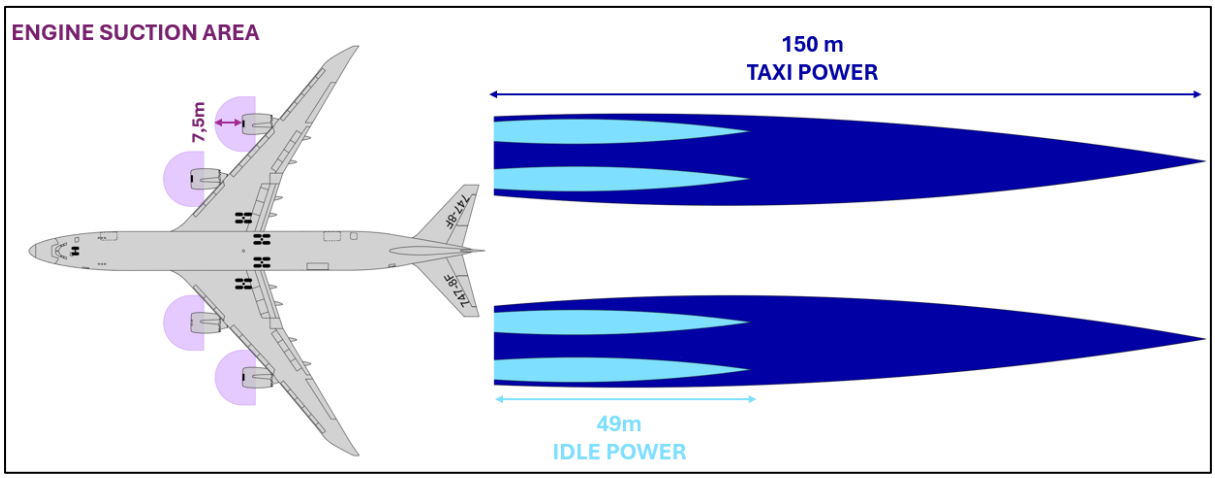


Figure 14: Safety zones around a typical code F jet aircraft

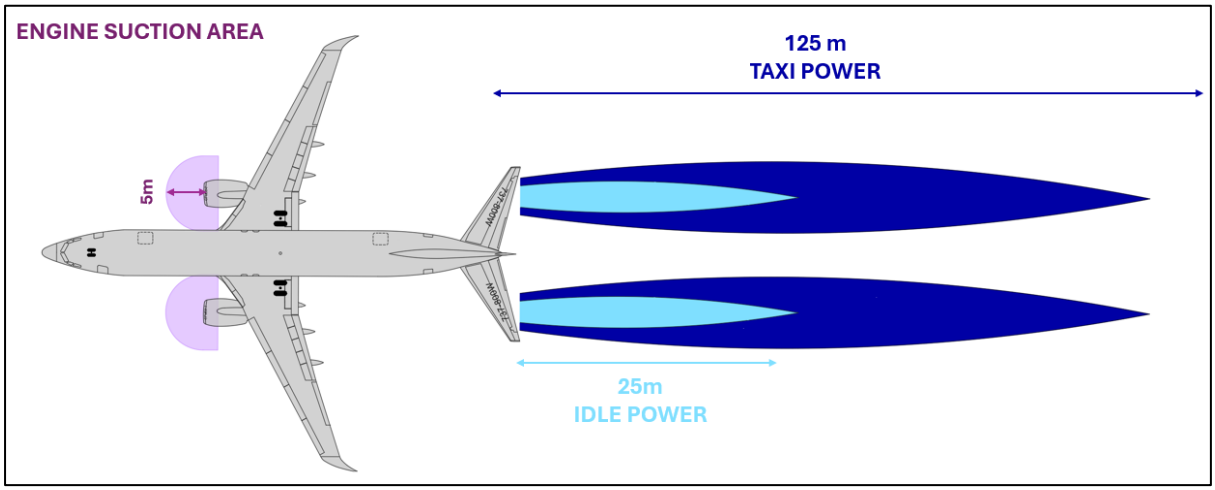


Figure 15: Safety zones around a typical code C jet aircraft

3.2.5.5.2 Prop wash

Issue 5 Rev 0 – 15 JUN 26

Prop wash is the airflow pushed backwards by a rotating aircraft propeller.

Prop wash hazards, can:

- Blow loose objects and debris (FOD),
- Move equipment or small vehicles,
- Reduce visibility by blowing dust or snow,
- Cause loss of balance for ground personnel.

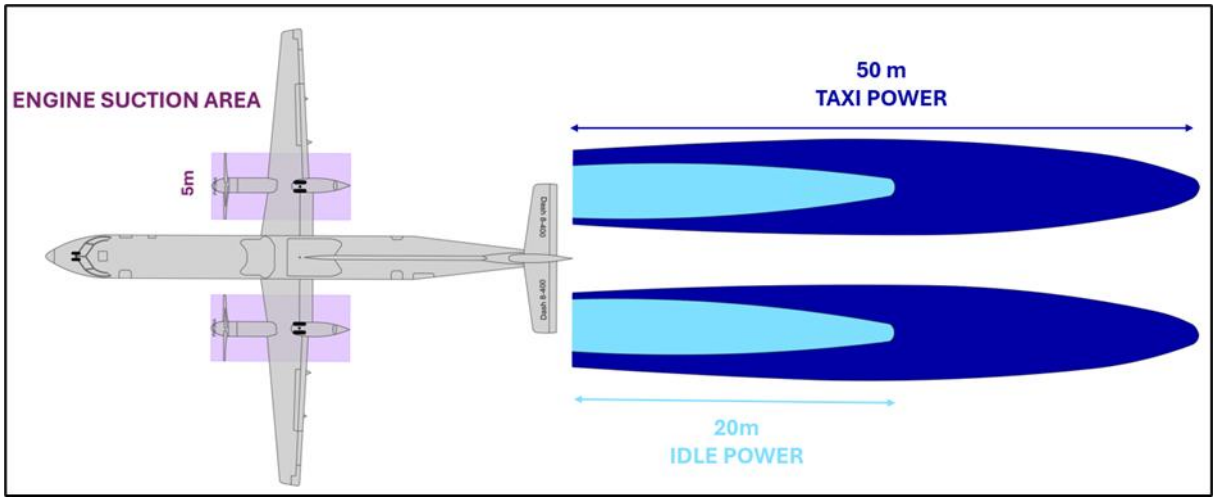
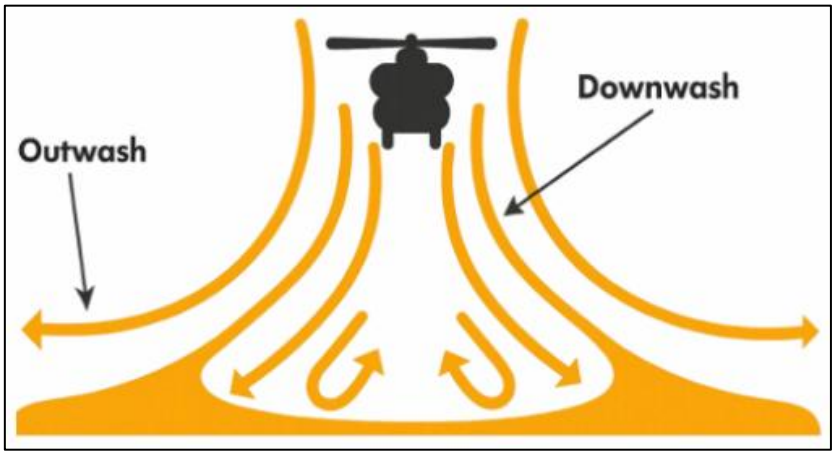


Figure 16: Safety zones around a code C propeller-driven aircraft

Above figures represent the hazard area behind an aircraft's engines when they are running, indicating how far the exhaust blast can be dangerous at different power settings, idle thrust, taxi power. Side hazard area where the semicircle around the rear/side of the aircraft indicates the **lateral danger area from engine suction and exhaust**.

Additionally to prop wash, a helicopter's main rotor creates outwash/downwash while hovering, landing, or taking off.



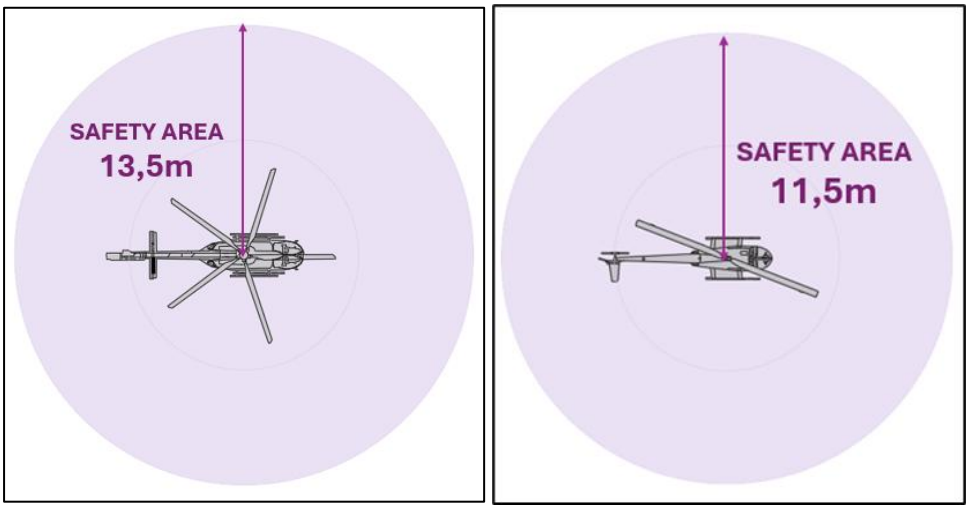


Figure 17: Safety zone around a code A - H145 and R44

4 Area specific rules

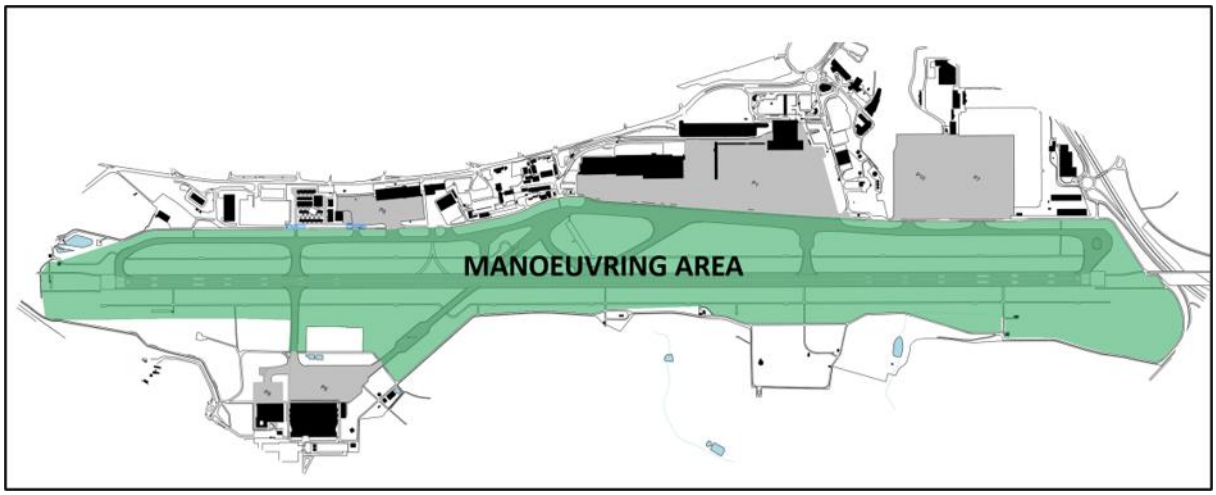
Issue 5 Rev 0 – 15 JUN 26

4.1 Manoeuvring area – ADP B

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4.1.1 Definition

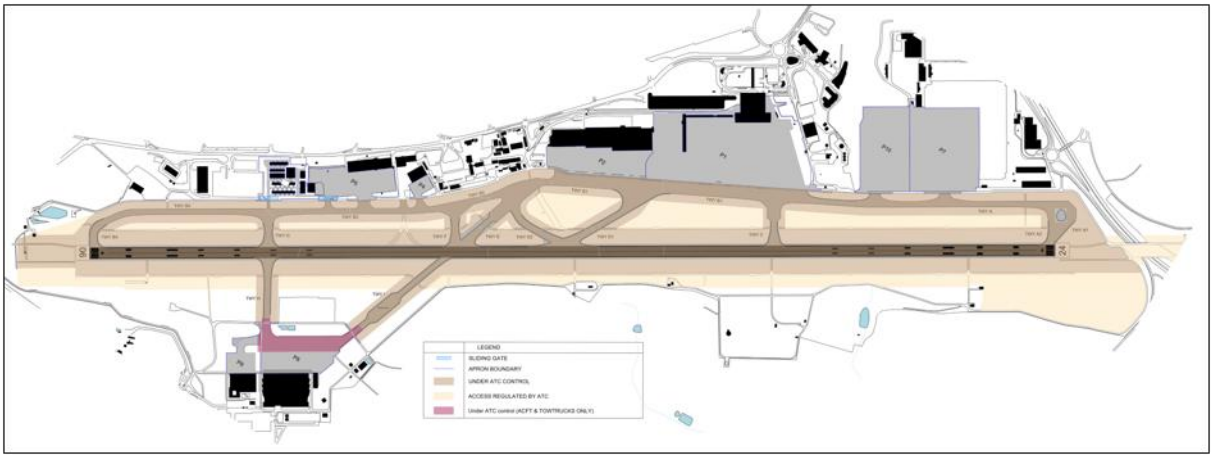
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The manoeuvring area is the part of an aerodrome to be used for the take-off, landing and taxiing of aircraft, excluding aprons. Within the manoeuvring area, special protection is given to Instrument Landing System critical and sensitive areas to ensure the integrity of instrument guidance signals.

Access conditions differ depending on the type of area concerned, as illustrated on the map below:

- **Access regulated by ANA ATC**: In these areas, ANA ATC authorisation is required to access the manoeuvring area. Once access is granted, movements within the area may be carried out freely, provided that conditions remain within the ANA ATC safeguard limitations (e.g. weather, traffic).
- **Controlled Areas**: In these areas, every single movement must be reported and explicitly coordinated with ANA ATC. No movement is permitted without prior communication and acknowledgment.



4.1.2 Instrument Landing System critical and sensitive areas

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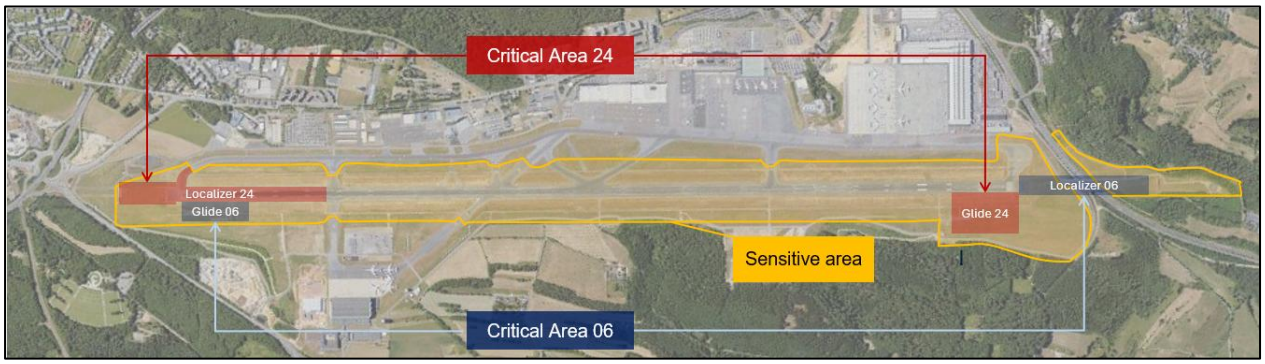


Figure 18: Critical and Sensitive areas

4.1.2.1 Access to ILS critical area

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The guidance provided by the Instrumental Landing System (ILS) is susceptible to disturbance from activities or obstructions near the antennas. Therefore, a defined area, known as the critical area, must be kept clear of obstructions and activity at all times.

Entry into an ILS critical area must be specifically requested to ANA TWR.

4.1.2.2 Access to ILS sensitive area

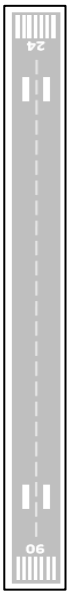
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The sensitive area surrounding ILS antennas must remain free of obstructions, aircraft and vehicles during CAT II/III approach operations. The ILS sensitive area is typically protected from vehicle access only when Low Visibility Procedures are in force. Under normal conditions, access to a sensitive area does not require any authorisation other than the one already required for entering the manoeuvring area or unpaved areas. However, when Low Visibility Procedures (LVP) are in force, specific authorisation is required. If a driver wishing to enter a sensitive area is uncertain whether LVPs active or whether an authorisation from ANA TWR is required to enter a particular area, he should contact ANA TWR for clarification before entering this area.

4.1.3 Runway 06/24

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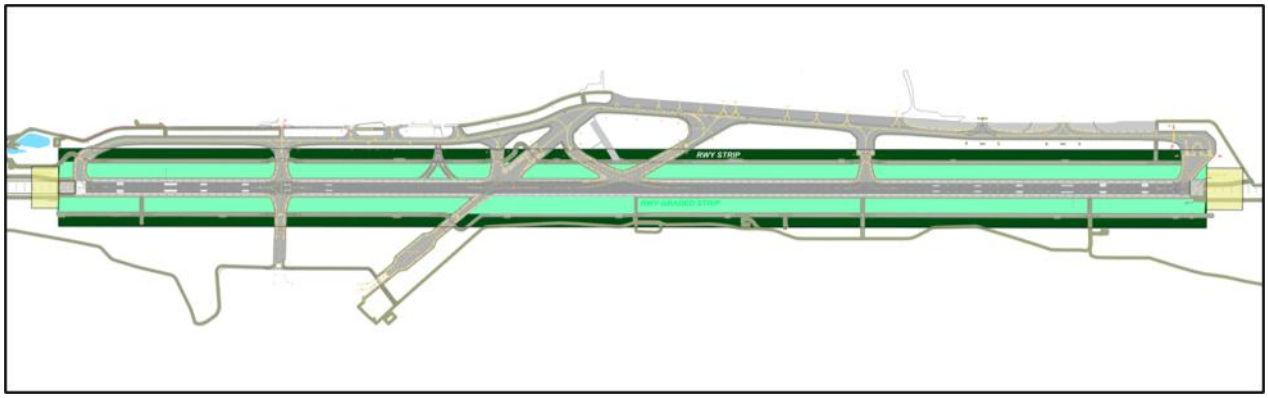




The runway is the part of a movement area intended for the landing or take-off of aircraft.

4.1.4 RWY Strip / RESA

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- **RWY NON-GRADED STRIP (75m – 140m from RWY CL):** The non-graded runway strip is the part of the runway strip that is not prepared for aircraft or vehicle movement and is intended only for obstacle clearance and safety margins.
- **RWY GRADED STRIP (0-75m from RWY CL):** The graded runway strip is the part of the runway strip that is levelled and prepared to reduce aircraft damage in case of a runway excursion and to allow emergency vehicle access.
- **RESA :** Runway End Safety Area (RESA) is an area located beyond the end of the runway, intended to reduce the risk of damage to an aircraft in the event of an undershoot or overrun. RESA is designed to provide additional safety margin beyond the runway strip.

For the RWY Graded Strip and RESA, vehicle access shall be limited to authorised operational activities and is only permitted when no runway operations are in progress, unless specifically authorised by ANA ATC.

4.1.5 Taxiways

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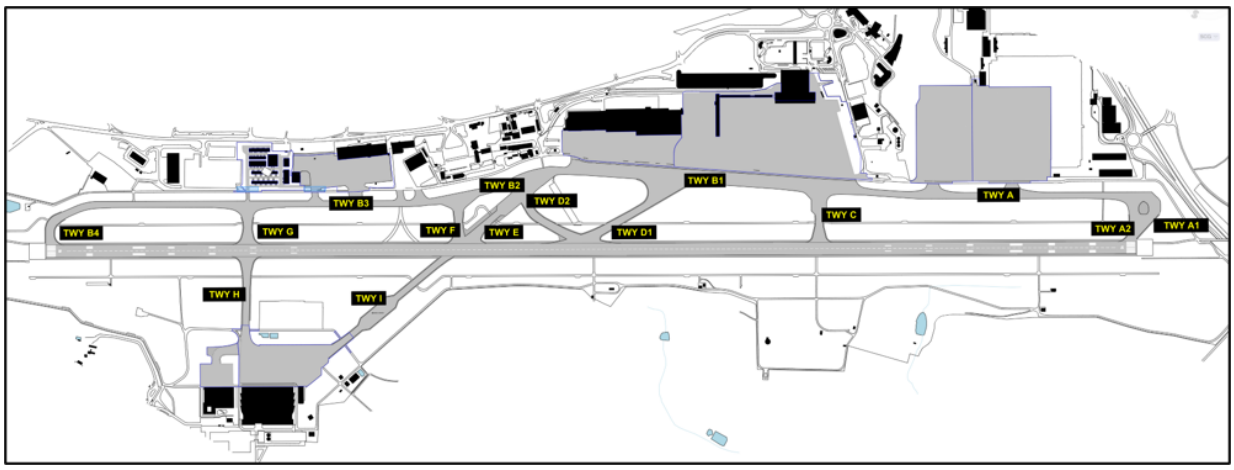


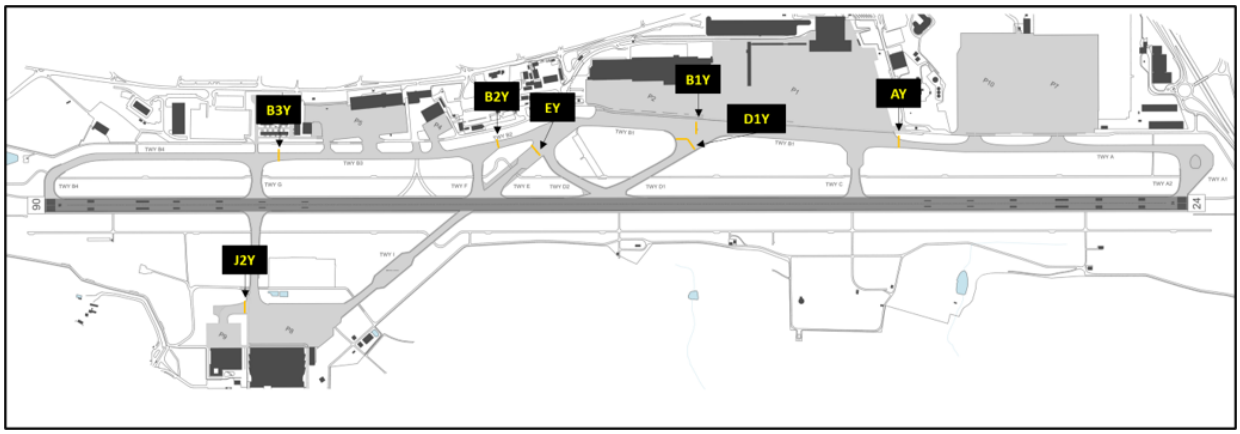
Figure 19: Overview of aerodrome taxiways

A taxiway is the route aircraft use to taxi between runway and another part of the aerodrome such as aprons, hangars, and other areas of the airport.

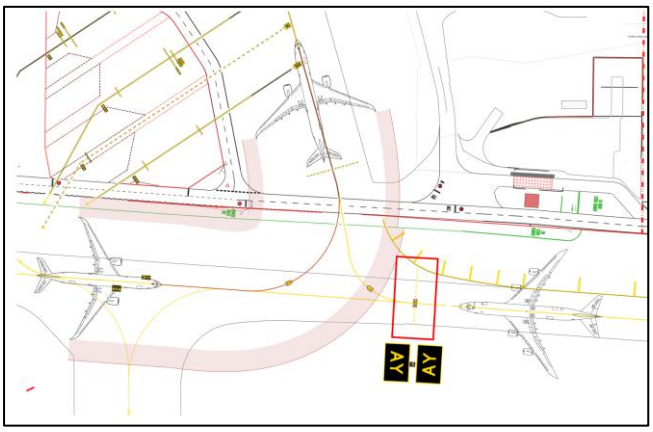
4.1.5.1 Intermediate holding positions

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Intermediate holding positions are located on taxiways. An Intermediate Holding Position is a designated point on a taxiway where aircraft or vehicles must stop when instructed. It is used to regulate traffic flow and ensure safe spacing before entering the next taxiway segment.



AY (ALPHA YANKEE)



Location: Located on TWY A before APN P1

- Direction of use: Bidirectional
- Marking: Standard dashed yellow IHP marking
- Signs: 2 signs located on the southern edge of TWY A
- Lights: 6 yellow lights (3 on each side)

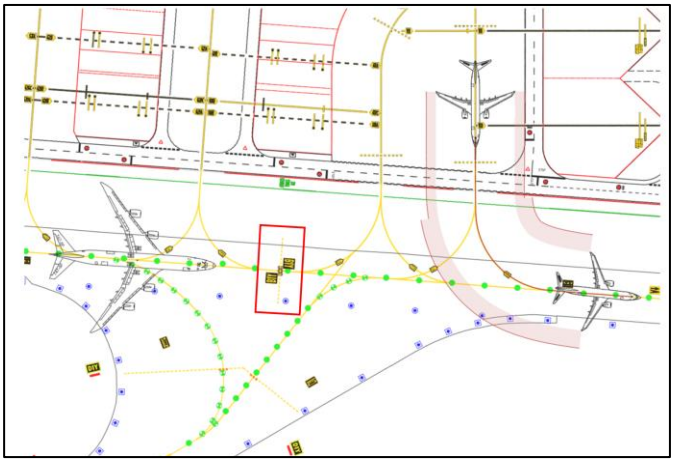
Instruction:

- Always stop as close as possible to the marking
- Stop at the IHP only when instructed by ATC to “hold position” at this point

Operational use:

- Clearance Limit for Traffic on TWY A with Opposite Traffic on TWY B1 (and vice versa)

B1Y (BRAVO ONE YANKEE)



Location: Located on TWY B1 between P1 and P2

- Direction of use: Bidirectional
- Marking: Standard dashed yellow IHP marking + B1Y location marking
- Signs: No signs
- Lights: 6 yellow lights (3 on each side)

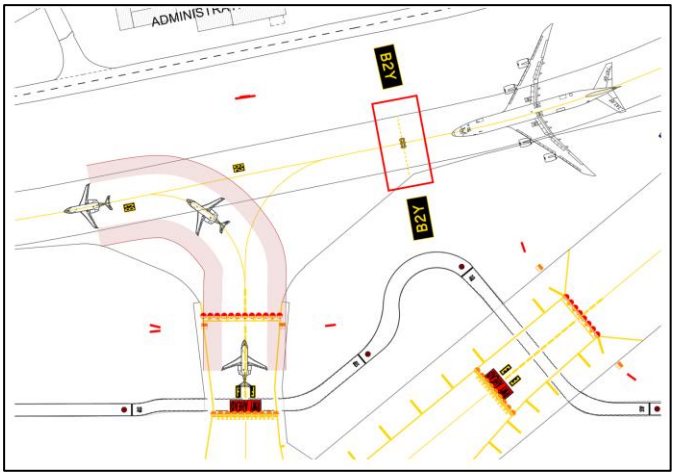
Instruction:

- Always stop as close as possible to the marking
- Stop at the IHP only when instructed by ATC to “hold position” at this point

Operational use:

- Clearance Limit for Traffic on TWY B1 with traffic on Apron P1 and P2

B2Y (BRAVO TWO YANKEE)



Location: Located on TWY B2 before TWY B3

- Direction of use: Bidirectional
- Marking: Standard dashed yellow IHP marking
- Signs: 2 signs located on the both side of the TWY
- Lights: 6 yellow lights (3 on each side)

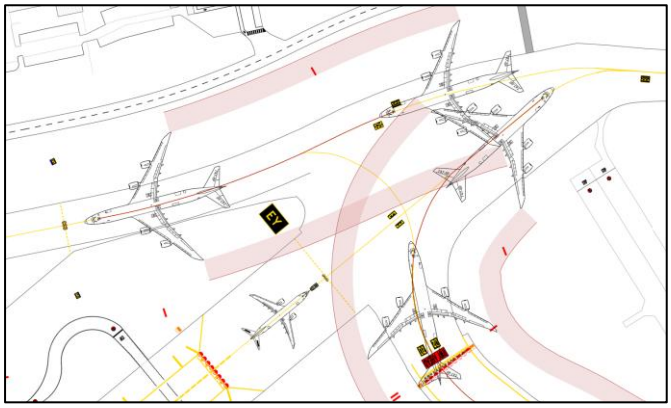
Instruction:

- Always stop as close as possible to the marking
- Stop at the IHP only when instructed by ATC to “hold position” at this point

Operational use:

- Clearance Limit for Traffic on TWY B2

EY (ECHO YANKEE)



EY should not be used in LVP for Code E and F aircraft (either own power or towing) – ex B747-8F, B747-F, 777X ➔ Risk of infringing the ILS sensitive area

Location: Located on TWY E

- Direction of use: Unidirectional
- Marking: Standard dashed yellow IHP marking
- Signs: 1 sign located on the left side of the TWY
- Lights: 3 yellow lights

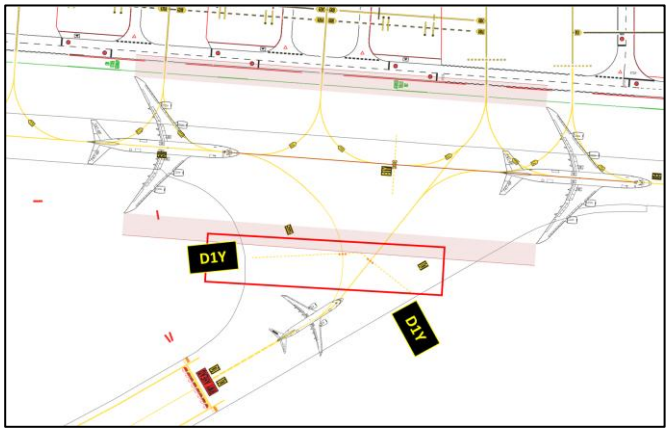
Instruction:

- Always stop as close as possible to the marking
- Stop at the IHP only when instructed by ATC to “hold position” at this point

Operational use:

- Used by A/C towed from P8-P9 and A/C vacating the RWY via TWY E
- Clearance Limit for Traffic on TWY B2 and D2

D1Y (DELTA ONE YANKEE)



Location: Located between TWY D1

- Direction of use: Unidirectional
- Marking: Standard dashed yellow IHP marking
- Signs: 2 signs located on the both side of TWY D1
- Lights: 6 yellow lights (3 on each side of the TWY CL)

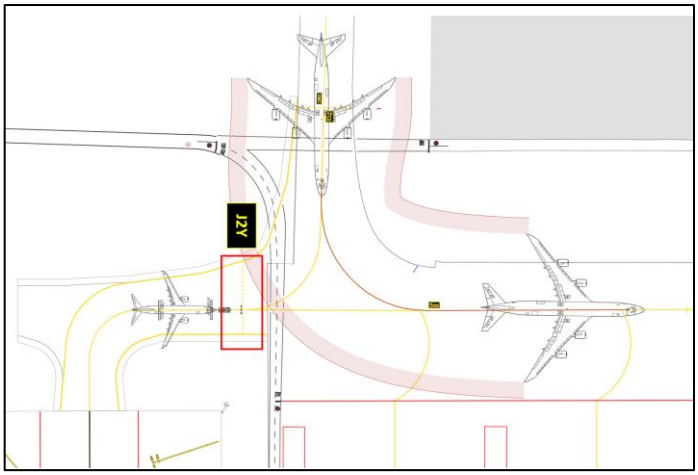
Instruction:

- Always stop as close as possible to the marking
- Stop at the IHP only when instructed by ATC to "hold position" at this point

Operational use:

- Clearance Limit for Traffic on TWY B1 and D1
- Use by A/C vacating the RWY on D1

J2Y (JULIET TWO YANKEE)



Location: Located on APN P9

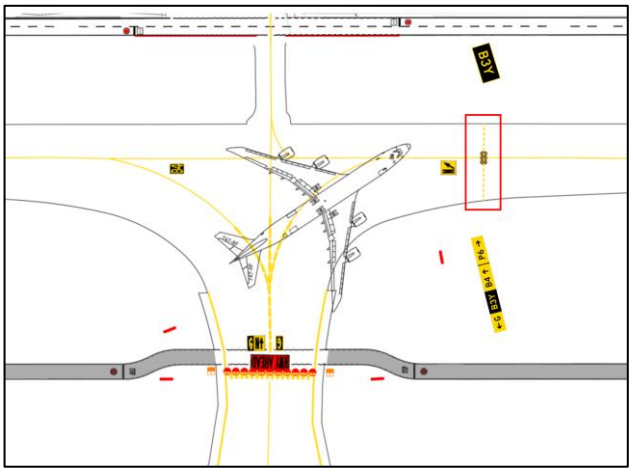
- Direction of use: Unidirectional
- Marking: Standard dashed yellow IHP marking
- Signs: 1 sign located on the left side of the TXL
- Lights: No lights

Instruction:

- Always stop as close as possible to the marking
- Stop at the IHP only when instructed by ATC to "hold position" at this point

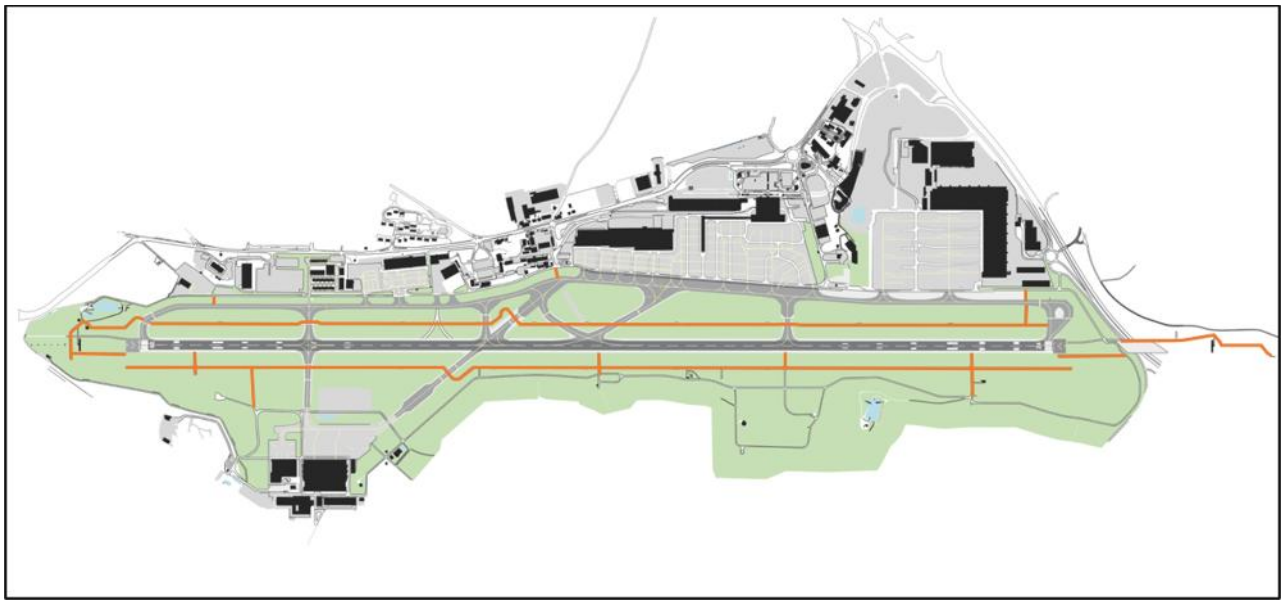
Operational use:

- Clearance Limit for Traffic TXL J2 between P8 and P9

B3Y (BRAVO THREE YANKEE)	
	Location: Located between TWY B3 and B4 ➢ Direction of use: Bidirectional ➢ Marking: Standard dashed yellow IHP marking ➢ Signs: 2 signs located on the both side of the TWY ➢ Lights: 6 yellow lights (3 on each side) Instruction: ➢ Always stop as close as possible to the marking ➢ Stop at the IHP only when instructed by ATC to "hold position" at this point Operational use: ➢ Clearance Limit for Traffic on TWY B3

4.1.6 Technical roads

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The road system established within grass areas parallel to the runway which provides access to various technical equipment that supports aircraft operation.

The technical road is only accessible for ADP B driving licence holders; their purpose is to access parts of the manoeuvring area for operational or technical reasons.

4.1.7 Emergency road

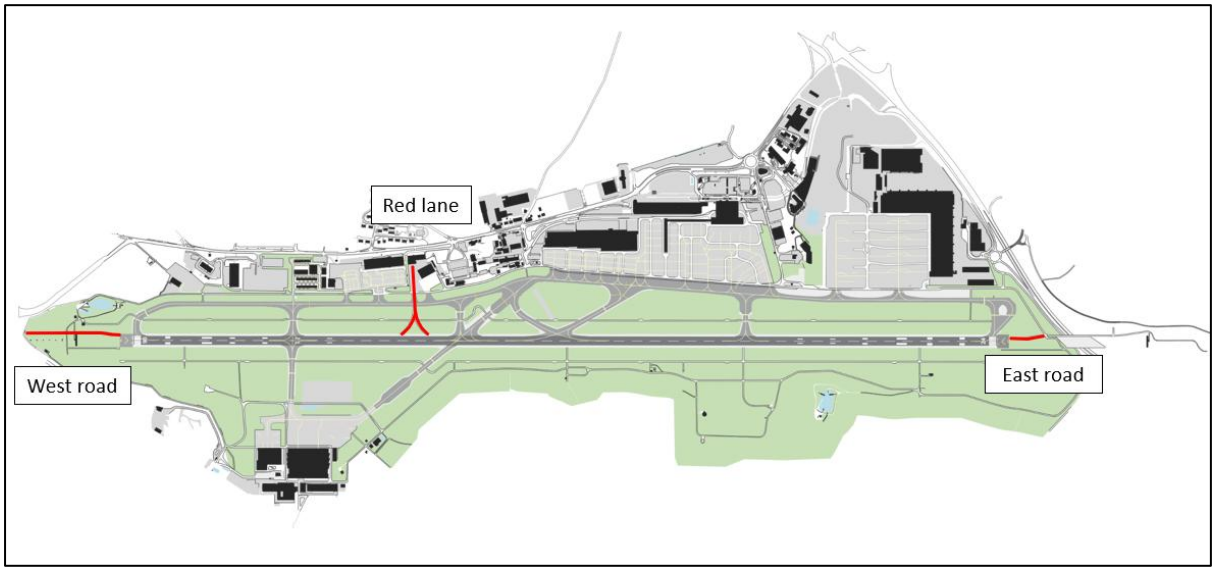
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The Red Lane, West Road and East Road are designated emergency access roads primarily intended for use by CGDIS emergency services to ensure rapid access to any location within the airside area during an emergency.

These roads shall be kept clear and unobstructed at all times. No vehicle, equipment, material or work activity shall block, restrict or otherwise impede access to these roads without prior authorisation (See 4.1.9) and the implementation of appropriate mitigation measures.

In addition to emergency response operations, Airside Inspection vehicles are authorised to use these roads for operational inspections and monitoring activities.

All users shall ensure that emergency vehicles responding to an incident are given immediate priority at all times.



4.1.8 Manoeuvring area markings, signs and lights

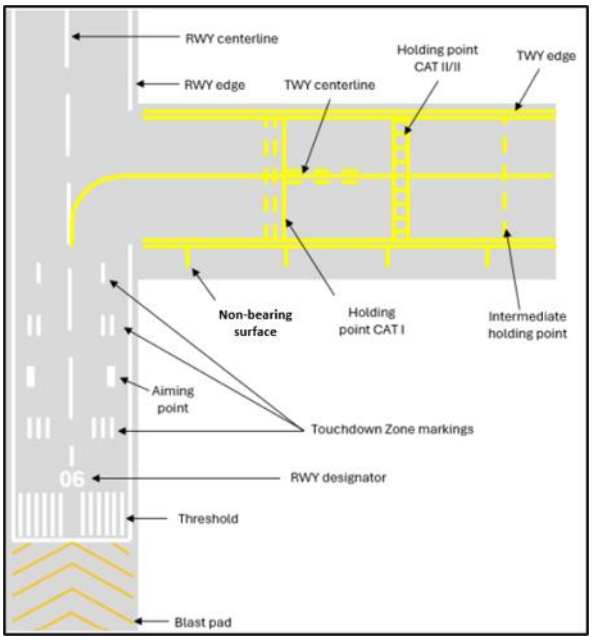
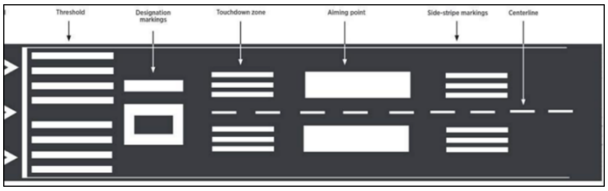
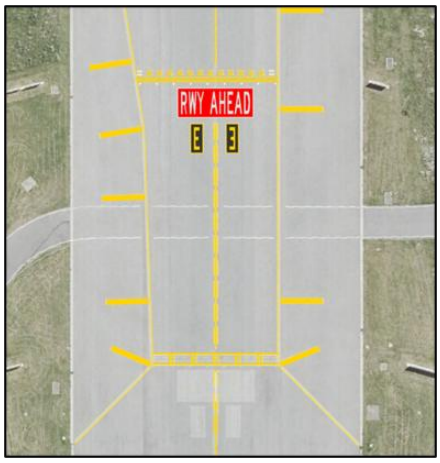
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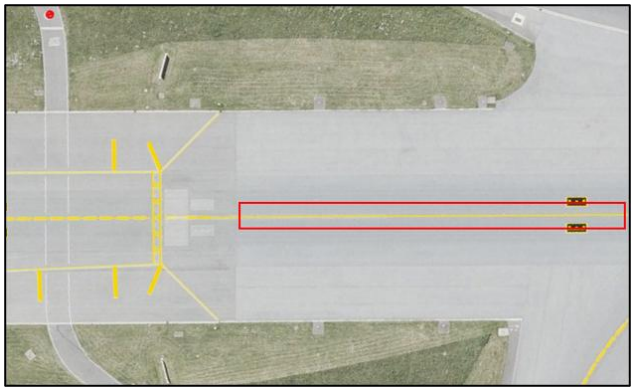
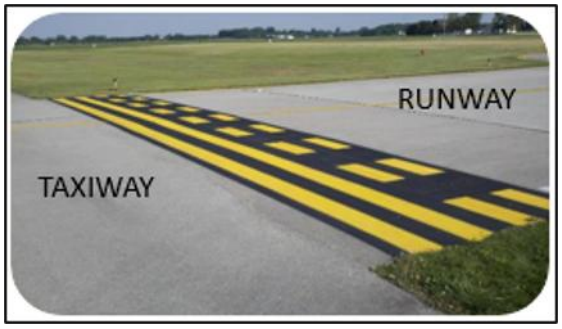
Refer to SOM.TE-002.

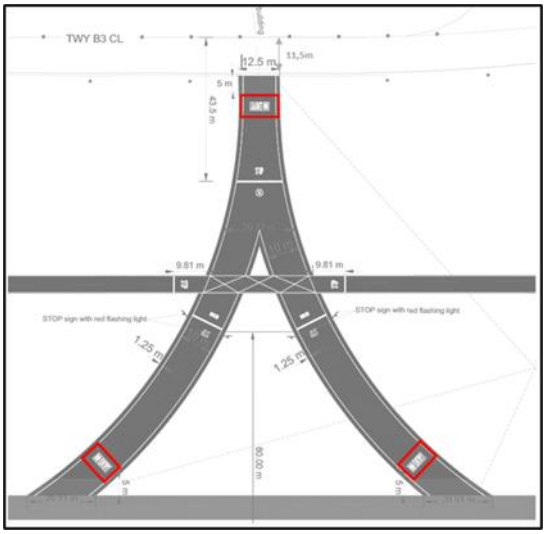
A variety of signs, markings and lighting are used on the manoeuvring area to guide aircraft and to identify locations and routes and must be followed. This section describes those that are relevant to vehicle drivers.

4.1.8.1 Aeronautical markings

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Overview of manoeuvring area markings	
	Are standard road surface markings (painted on lanes) providing guidance or lane direction indicators.
White surface markings	
	Are used on runway.
Yellow surface markings	
	Are used on taxiways

Taxiway centre line:	
	Single continuous yellow line indicating the centre of the taxiway. Where a taxiway crosses a runway, the centre line is interrupted as necessary to show runway markings and indicates the route to be followed.
Runway holding points	
 	Are marked by yellow lines across the taxiway. The holding point nearest the runway has two pairs of parallel lines: • one pair is broken, on the RWY side, • one pair is continuous, on the TWY side. Aircraft and vehicles vacating the runway and approaching the holding point from the side with broken lines do not require permission to pass. However, those (vehicles and aircraft) approaching the holding point from the side with unbroken lines must not proceed beyond the holding point without ANA TWR authorisation.
CAT II/III runway holding point	
	Is marked by two parallel lines with bars between them, parallel to the taxiway centre line. These markings represent the limit not to infringe in CAT II/III conditions. Authorisation from ANA TWR to access the RWY is required prior crossing this limit during LVP conditions. This type of RWY holding point is active when RVR is below 800m, with additional stop bars activated at these CAT III holding points.

RWY AHEAD markings	
	Each RWY intersection has this marking to prevent RWY incursions.
NO ENTRY marking sign	
 	Is marked on the CIS road and indicates it is not allowed to enter the RWY/TWY or apron that way. This sign shows a one-way movement.
Red line delimitation	
	Indicates a physical delimitation between the manoeuvring area and the apron.

4.1.8.2 Aeronautical signs

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NOTE	The signs illustrated in this section are not drawn to the same scale.

Two types of signs are used on the manoeuvring area; mandatory signs and information signs. These signs may be associated with specific surface markings.

Mandatory signs consisting of white characters on a red background:

- Indicate runway holding points,
- Are located in the grass areas aligned with the related surface marking,
- Identify the holding point and the applicable direction in which the holding instruction applies.

Drivers must not proceed beyond a runway holding point sign unless instructed by ANA TWR.

Sign indicating the location of a runway holding point	
	normally used during Category I operations.
Sign indicating the location of a runway holding point	
	normally used during Category III (LVP/LVO) operations.

Information signs include **location**, **direction** and **destination** signs.

While primarily provided to give guidance to pilots, they are also relevant to vehicle drivers, as ANA TWR instructions often refer to specific locations on the manoeuvring area.

Location signs	
	Identify taxiways and runways, displaying their designation in yellow lettering on a black background surrounded by a yellow border:

Direction and destination signs	
	Display a route or destination label and an arrow pointing in the appropriate direction, shown in black characters on a yellow background:
Red Stop signs	
	Indicate a physical delimitation between the manoeuvring area and the apron and that ATC authorisation is mandatory.

4.1.8.3 AGL

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Refer to SOM.TE-002.

Lighting primarily used at night or in poor visibility conditions helps pilots and drivers operating on the manoeuvring area. Lights colour displayed clearly distinguish the runway from taxiways and holding points.

Most runway lights are white, with some red near the end of the runway and a few green from the runway threshold area. In the last 600m of the RWY, each side, RWY edge lights are yellow.

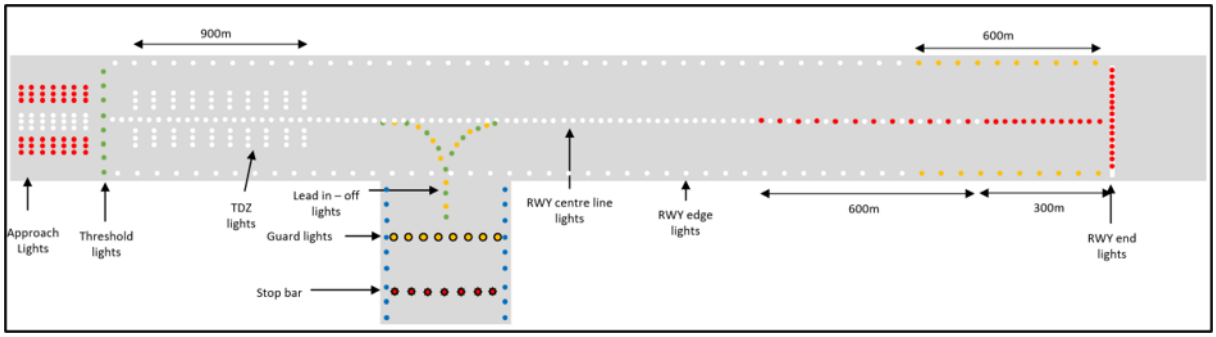


Figure 20: Overview of lights that can be found on RWY

Lead in/off lighting guides aircraft from the runway to the taxiway, starting at the runway centre line and leading to the taxiway centre line. The lights alternate between yellow and green.

Taxiway centre line lights are green and taxiway edge lights are blue. Taxiway B1 is the only one where edge lights are not installed or illuminated on the upper part. Figure below shows a taxiway with both centre line and edge lights. Some TWY centre line lights are yellow on one side, indicating connections from an intersection to the RWY.

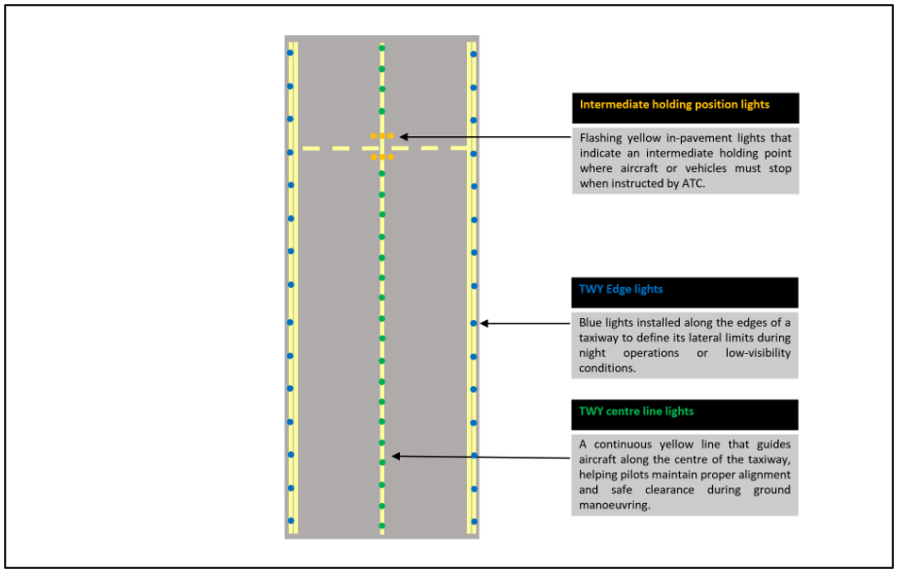


Figure 21: Taxiway with centre line and edge lighting

Taxiway access points to the runway are marked by elevated runway guard lights (often called "wig-wags"), which are pairs of alternately flashing yellow lights, on each side of the taxiway, warning of nearby runway. Some TWYs, have inset RWY guard lights that are also flashing yellow in an alternating pattern.
RWY holding positions on TWYs at ELLX exist in two different configurations, depending on the TWY. The characteristics of each type are shown in the below figure.

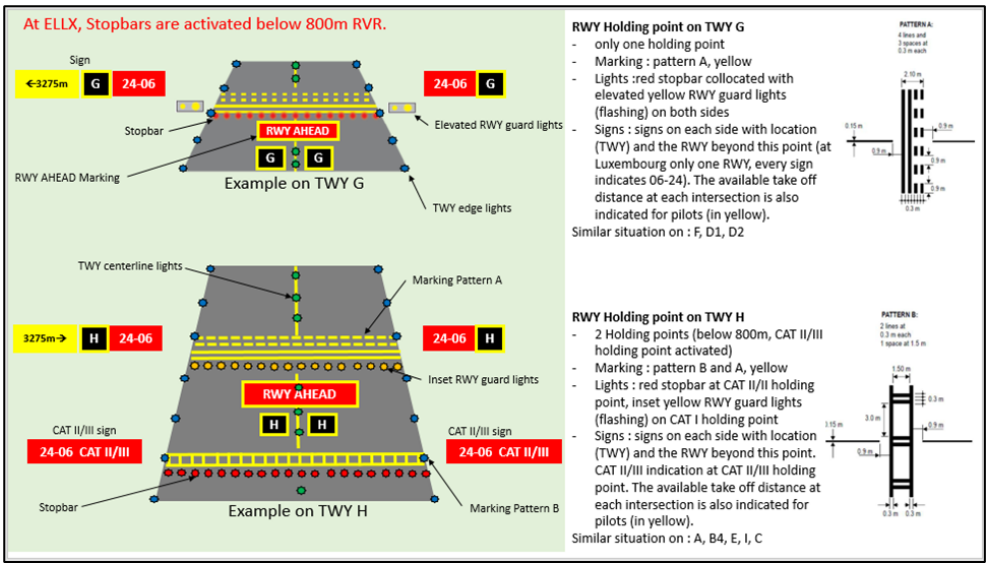


Figure 22: The 2 existing types of configurations for RWY holding positions on TWYs

As a rule, blue edge lights indicate you are on a taxiway, while white edge lights mean you are on the runway.

NOTE	A stop bar is not visible when approaching it from the runway.

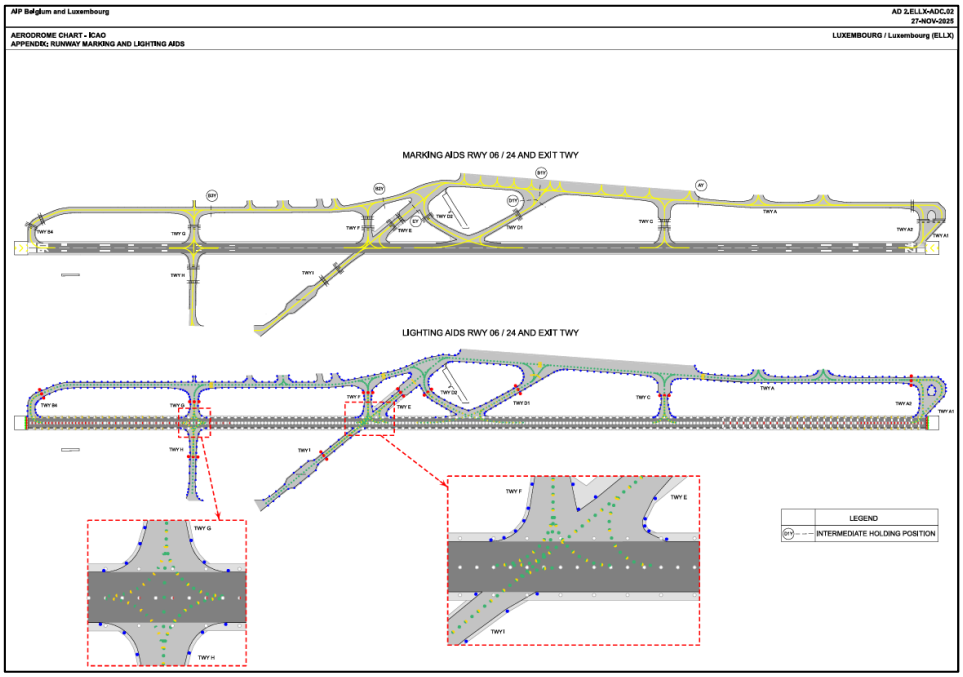


Figure 23: Overview of aeronautical markings and lights on manoeuvring area (extract from the AIP)

4.1.9 Driving on the manoeuvring area

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Refer to SOI.OPS-A.041 and SOI.OPS-A.010.

Drivers accessing the manoeuvring area must have completed specific training, including communication with ANA TWR, and hold an ADP B authorisation.

Before entering the manoeuvring area, drivers must:

(a) activate their Veelo and flashing lights,
(b) establish radio communication with ANA TWR and obtain permission for their activities, complying with any specified restrictions.

Once permission is granted, drivers must:

(c) continuously monitor the radio channel,
(d) follow any additional ANA TWR instructions,
(e) obtain authorisation for any unplanned activities,
(f) report when vacating the manoeuvring area and obtaining a new authorisation from ANA TWR before re-entering.

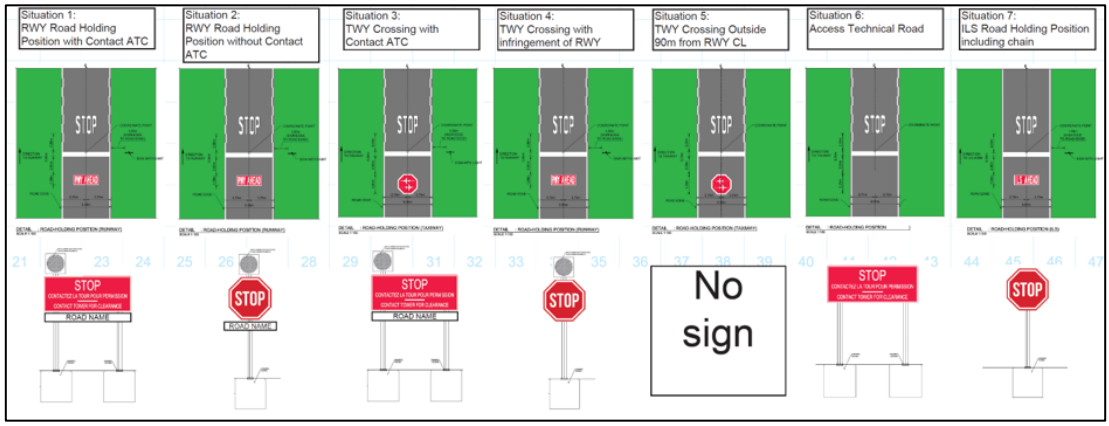
If a driver with ADP B is lost on the manoeuvring area, he must stop immediately, contact ANA TWR on frequency or by phone for assistance.

NOTE	SOI.OPS-A.010 Internal documents for use by lux-Airport employees only. SOI.OPS-A.041 Internal document for use by lux-Airport employees and ANA/LCH/LG/Drivers ADP B.

4.1.10 Access to/exit from the ManArea

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Access to critical part of the manoeuvring area is controlled via designated roads holding positions, equipped with markings, signs and lights. These indicate that the driver must obtain authorisation from ANA TWR prior to proceed beyond this limit to prevent incursions.



Under standard operations, access to the manoeuvring area shall only be via these designated roads or via TXLs connected to the manoeuvring area.

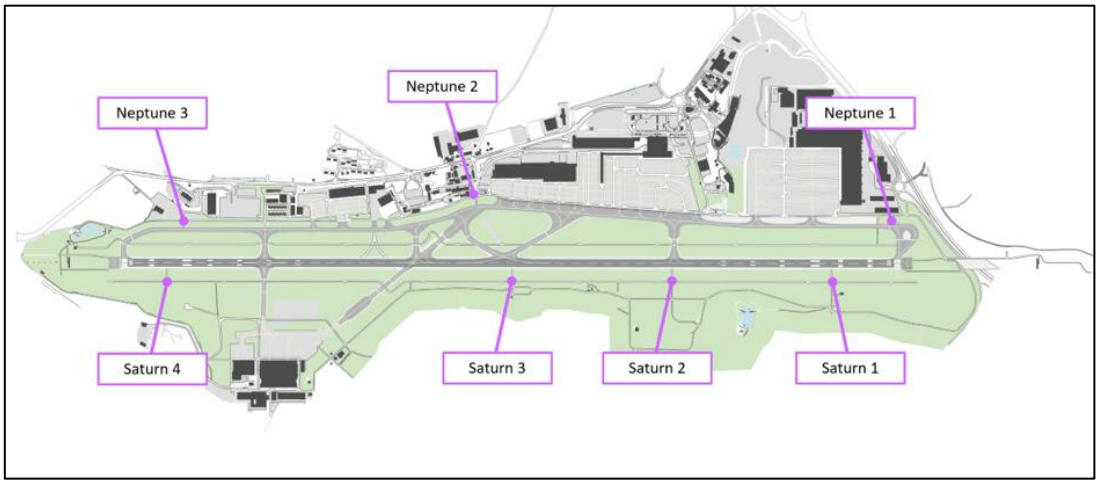


Figure 24: Overview of road holding positions to access manoeuvring area

Other holding positions:

At locations where roads intersect TWYs or prior accessing critical CNS installations, additional markings and signs require the driver's attention. Drivers must not enter any areas not identified as accessible in this document and must only proceed when operationally justified.

General access and exit rules:

Vehicles shall request access from the internal road at the closest point to the area of intended operations. Upon completion, vehicles must vacate the manoeuvring area according to ANA TWR instructions. Unnecessary presence on the manoeuvring area is not permitted.

Vacating of the manoeuvring area: whenever possible, vehicles should vacate the manoeuvring area via the southern technical road.

4.1.11 Requirements for ATC instructions

Issue 5 Rev 0 – 15 JUN 26

Refer to SOP.OPS-A.005 and SOI.OPS-A.010.

Initial request:
Before entering the manoeuvring area, drivers must request authorisation from ANA TWR. The initial call should include:

- The frequency name being called (e.g. Luxembourg Ground),
- The vehicle callsign (e.g. Inspection 10),
- The current position (e.g. P4),
- The intended destination (e.g. TWY H), including runway crossing if necessary,
- The purpose of access to the manoeuvring area (e.g. runway inspection).

Route and authorisation:
An instruction to enter or move on the manoeuvring area will always contain a clearly defined point to which the vehicle may proceed.
If the instruction does not authorise the vehicle to proceed to the requested destination, the driver must stop at the specified point and request permission to proceed further (e.g. a vehicle may be instructed to proceed only as far as a specific holding point and then to await permission to cross the runway and proceed further).
Drivers shall not approach RWY closer than RWY holding position or road holding position.
Drivers shall not drive on the RESA of active RWY.

Readback and understanding:
Drivers must carefully read back and follow ANA TWR instructions as the route given may not be the one requested and to confirm correct understanding by ANA TWR.

Radio watch:
When operating on the manoeuvring area, drivers must maintain a continuous listening watch on the assigned frequency.

NOTE	SOI.OPS-A.010 Internal document for use by lux-Airport employees only.

4.1.12 Communication procedures

Issue 5 Rev 0 – 15 JUN 26

Refer to SOI.OPS-A.010.

The use of English phraseology is the standard and mandatory means of communication. In case of emergency, drivers may communicate in another language (fluent in English, French, German and Luxembourgish) provided that all counterparts involved understand that language. If this condition is not met, English shall remain the mandatory language.

Before transmitting:

- Make sure the radio is set up correctly, including selecting the correct frequency,
- Do NOT use scan mode—always stay on the assigned frequency,
- Make sure the volume control is adjusted so you can hear all transmissions, especially in high noise environment,

- Listen before transmitting to avoid interrupting other transmissions and allow time for any necessary replies,
- Think about what you are going to say before transmitting,

When transmitting:

- Press the transmit switch fully before speaking and hold it until you finish,
- Use a normal tone of voice, as you would when having a conversation with someone. Speak clearly and do not talk quickly,
- Keep the microphone close to your lips but not touching them and don't turn your head away from the microphone while talking,
- Always use standard phraseology and include your callsign,
- Always listen for your callsign and for any new or updated instructions,
- Listen carefully to the air traffic controller's response, not mistake what you expect to hear, rather than what is actually said,
- Maintain situational awareness by monitoring communications from other vehicles,
- Confirm understanding by correctly reading back all required instructions. Read back is essential, it helps make sure that you have received and understood all of the instructions transmitted to you,
- If you do not understand any instructions you have been given, do not guess what was said. Ask for clarification using "say again".

After you have finished transmitting:

- Ensure the transmit button is not accidentally left pressed as this will block the frequency,

NOTE	**Remember - You must always read back any instruction to enter, cross, operate or hold short of the runway, taxiway and runway strip!**

NOTE	SOI.OPS-A.010 Internal document for use by lux-Airport employees only.

4.1.12.1 Phraseology

Issue 5 Rev 0 – 15 JUN 26

Refer to SOI.OPS-A.010.

Aeronautical phraseology is a set of communication rules for simplified English language communication primary between an ATC controller and the pilot in command (PIC) of an aircraft, but more generally between the PIC and OPS departments, or communication simply between airport partners.

NOTE	SOI.OPS-A.010 Internal document for use by lux-Airport employees only.

4.1.12.1.1 Phonetic alphabet/numbers

Issue 5 Rev 0 – 15 JUN 26

The international phonetic alphabet has to be used according to the terms below. Numbers need to be spelled separately, use the following pronunciation:

A	Alfa	**B**	Bravo	**0**	Zee-ro
C	Charlie	**D**	Delta	**1**	Wun
E	Echo	**F**	Foxtrot	**2**	Too
G	Golf	**H**	Hotel	**3**	Tree
I	India	**J**	Juliett	**4**	Fow-er
K	Kilo	**L**	Lima	**5**	Fife
M	Mike	**N**	November	**6**	Six
O	Oscar	**P**	Papa	**7**	Sev-en
Q	Quebec	**R**	Romeo	**8**	Ait
S	Sierra	**T**	Tango	**9**	Nin-er
U	Uniform	**V**	Victor		
W	Whiskey	**X**	Xray		
Y	Yankee	**Z**	Zulu		

If it is necessary to transmit time, local time should be used. Where there is no possibility of confusion, only the minutes are transmitted when specifying a time.

4.1.12.1.2 Basic terms and expressions

Issue 5 Rev 0 – 15 JUN 26

Following terms and expressions usually used in radio communication:

Phrase	Meaning
Acknowledge	Let me know that you have received and understood this message
Affirm	Yes
Approved	Permission for proposed action granted
Break	Indicates the separation between messages
Break Break	Indicates the separation between messages transmitted to different call signs in a busy environment
Cancel	Cancel the previously transmitted clearance
Changing to	I intend to call…(unit) on… (frequency)
Check	Examine a system or procedure (no answer expected)
Confirm	I request verification of (clearance, instruction, action, information)
Contact	Establish communication with...

Correct	True/accurate
Correction	An error has been made in this transmission/message the correct version is…
Disregard	Ignore
Expedite + action	Carry out an action at best rate/speed
Go ahead	Pass your message
Hold position	Do not proceed until you have received permission
Hold short	Stop before reaching the specified location (where there is no suitably holding point)
How do you read?	Did you catch me, what's the readability of my transmission? 1- Unreadable 2- Readable now and then 3- Readable but with difficulty 4- Readable 5- Perfectly readable
I say again	I repeat (whether for clarity or emphasis)
Monitor	Listen out on …(frequency)
Negative	No, permission not granted / not capable / not correct
Over/Out	End of transmission (no answer expected)
Pass your message	Proceed with your message (but most of the time "go ahead" is used)
Read back	Repeat all/specified part of this message
Report	Pass requested information to …
Request	I would like to know.or I wish to obtain…(e.g. request authorisation)
Roger	I have received all of your last transmission, not to be used to answer Yes/NO.
Say again	Repeat all /following part of your last transmission.
Speak slower	Reduce your rate of speech.
Stand by	Wait and I will call you (does not mean I confirm or I deny)
Station calling say again your callsign	The identity of the aircraft calling is uncertain and verification of the callsign is requested.
Unable + reason	I can't comply with your request, clearance, instruction, action
Unreadable	The message passed could not be understood.
Words Twice	As a request: Communication is difficult, please send every word twice As information: Since communication is difficult, every word will be sent twice

4.1.13 Communication failure

Issue 5 Rev 0 – 15 JUN 26

Drivers must always keep a mobile telephone in the vehicle. In case of a radio failure, ANA TWR must immediately be contacted by telephone using the number displayed in the vehicle.

In case of radio communication failure, ATC typically uses visual signals to instruct drivers and vehicles operating on the manoeuvring area.

ATC light signals	
Color and type	Meaning
Flashing green	Permission to cross landing area or to move onto taxiway
Steady Red	Stop immediately !
Flashing Red	Move off the landing area or taxiway and watch out for aircraft
Flashing white	Vacate manoeuvring area in accordance with local instructions
Flashing runway or taxiway lights	Vacate the runway and taxiway, observe ATC light signal

Drivers must continue to monitor ANA TWR visually until radio contact is restored or further instructions are given.

4.1.14 Engine Run-Up area

Issue 5 Rev 0 – 15 JUN 26

Refer to SOP.OPS-A.036.

An engine test area is located on **TWY I**, to the East of the Cargolux maintenance hangar. Aircraft using the engine test site must comply with certain rules, including restrictions on aircraft nose orientation during testing. These measures are implemented to protect drivers on nearby roads and personnel in surrounding areas from the effects of jet blast during high-power engine runs.

Additionally, drivers using the technical road must remain vigilant for aircraft operating in the run-up area. Particular attention should be paid to potential jet blast hazards when driving along the perimeter road.

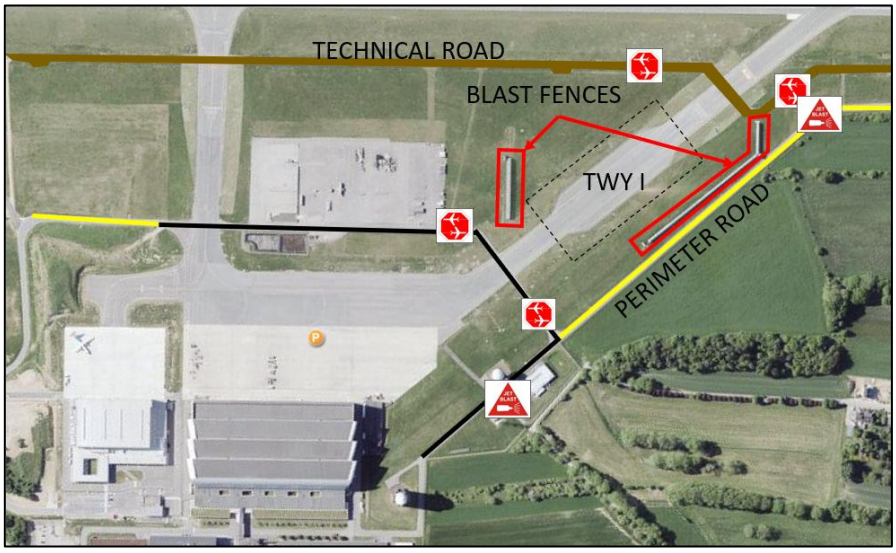
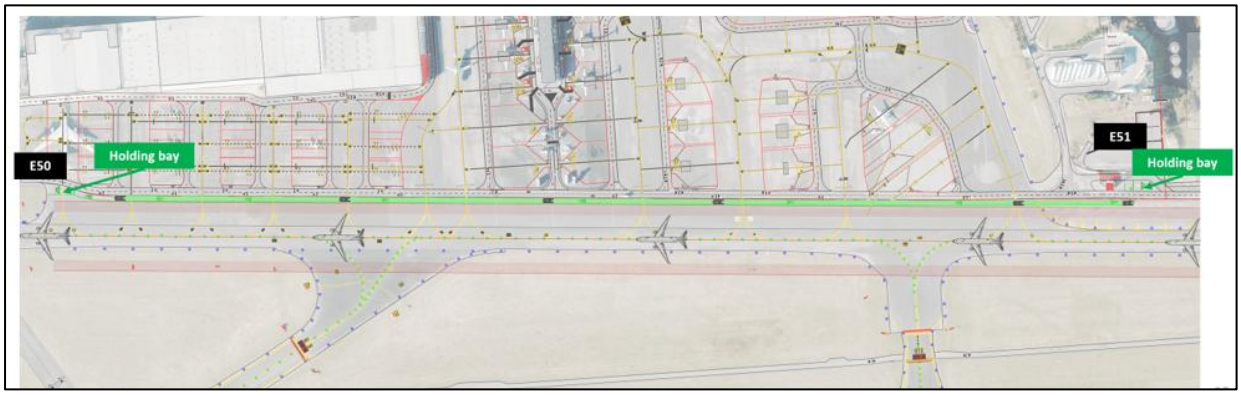


Figure 25: Engine Run-Up area TWY I

4.1.15 Green lane

Issue 5 Rev 0 – 15 JUN 26

Refer to SOP.OPS-A.005, SOP.OPS-A.009 and SOI.OPS-A.016.



Along P1 and P2 and at the edge of the TWY strip, the green lane was introduced to:

- Reduce congestion on Taxiway B1,
- Facilitate crossing between a vehicle and a Code A, B, C, or D aircraft (up to 36m wingspan),
- Avoid security issues when vehicles leave the taxiway by ANA TWR instruction, entering the red zone without control.

NOTE:	**Crossings between a vehicle and a Code E or F aircraft are strictly prohibited**

Entrance to the green lane is located next to E51 P7 side or E50 P2 side.



Figure 26: Vehicles holding bay - P1 - TWY A

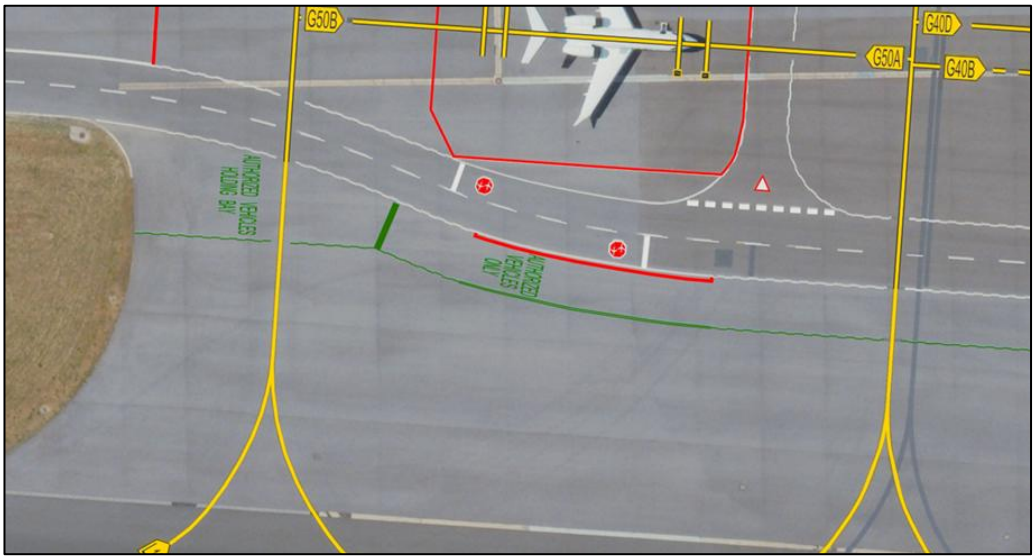


Figure 27: Vehicles holding bay - P2 -TWY B1

Vehicles on green lane must give way to aircraft entering or leaving P1 or P2. Holding bays P2 West and P1 East are to be used by vehicles in case the TWY is blocked (code E, F aircraft taxiing).

The green lane is part of the manoeuvring area. Therefore, access to the green lane is subject to ANA TWR authorisation. This road must only be used by specifically authorised personnel that followed adequate training on applicable procedures.

NOTE:	SOI.OPS-A.016 Internal document for use by lux-Airport employees, ANA and LGS.

4.1.16 ManArea inspections

Issue 5 Rev 0 – 15 JUN 26

Refer to SOP.OPS-A.005.

Inspections of the manoeuvring area are conducted by personnel authorised by the aerodrome operator in accordance with specific manoeuvring area inspection procedures following a communication process with ANA TWR (See 4.1.9, 4.1.10, 4.1.11 and 4.1.12).

4.1.17 Hot spots

Issue 4 Rev 1 – 01 JUL 24

See 3.2.5.1 and 7.1.

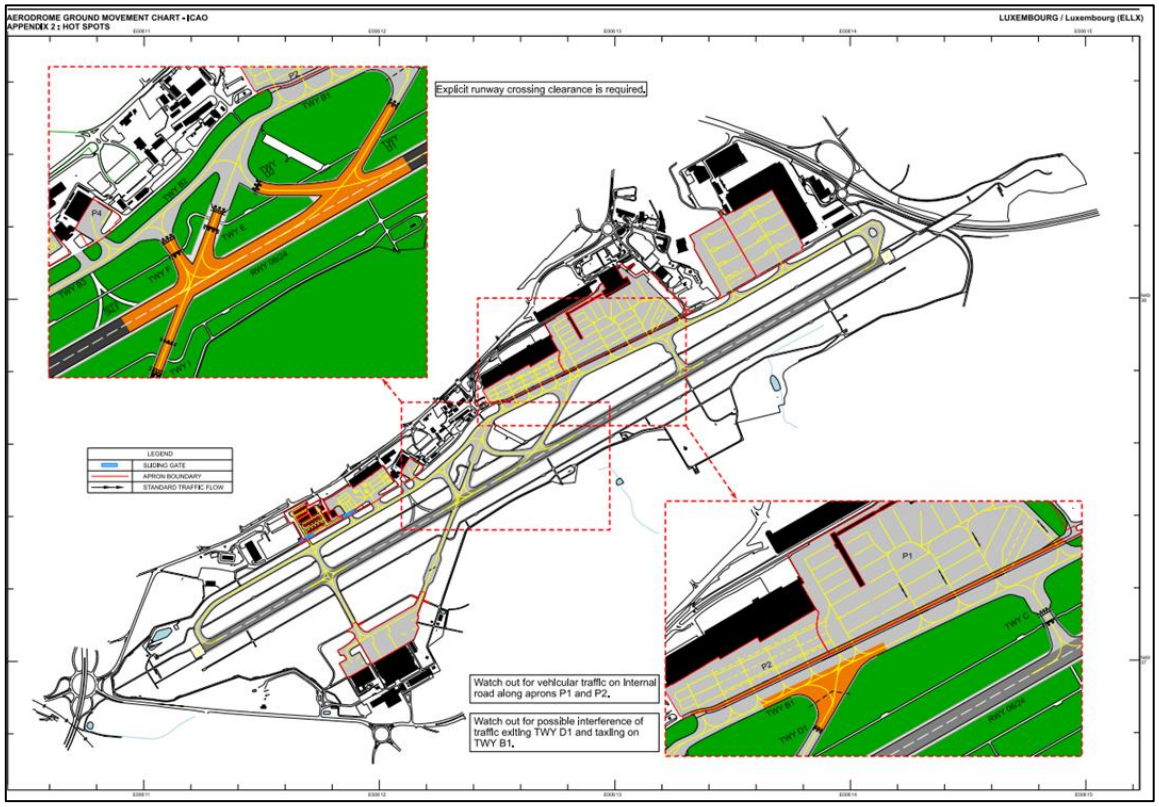


Figure 28: Hot spots identified on the manoeuvring area (extract from the AIP)

4.1.18 Escort on the manoeuvring area

Issue 5 Rev 0 – 15 JUN 26

Refer to SOP.OPS-A.005.

Access to and operations on the manoeuvring area require strict supervision due to the high risk associated with this operational environment. Any driver or vehicle not fully authorised (See 2.3) or unfamiliar with the manoeuvring area must be under escort at all times. An escort is mandatory in the following situations:

- FOLLOW-ME escorting an aircraft (See 2.5.2),
- Escort of vehicle drivers without ADP B,
- Escort of authorised UAS flights over the manoeuvring area,
- Escort by CIS or designated authority in case of emergency.

Escorts on the manoeuvring area are subject to enhanced control and coordination involving ANA TWR authorisation and radio communication. For this reason, only trained and authorised personnel with adequate knowledge of airside layout and procedures may act as escort drivers.

Where a driver is escorting other vehicles, the initial transmission must clearly identify the total number of vehicles, e.g. "Leader 1 plus 2 vehicles". The escort vehicle will normally undertake all further communications for the group of vehicles. If the escort vehicle has lost 1 of the vehicles, he must inform ANA TWR immediately.

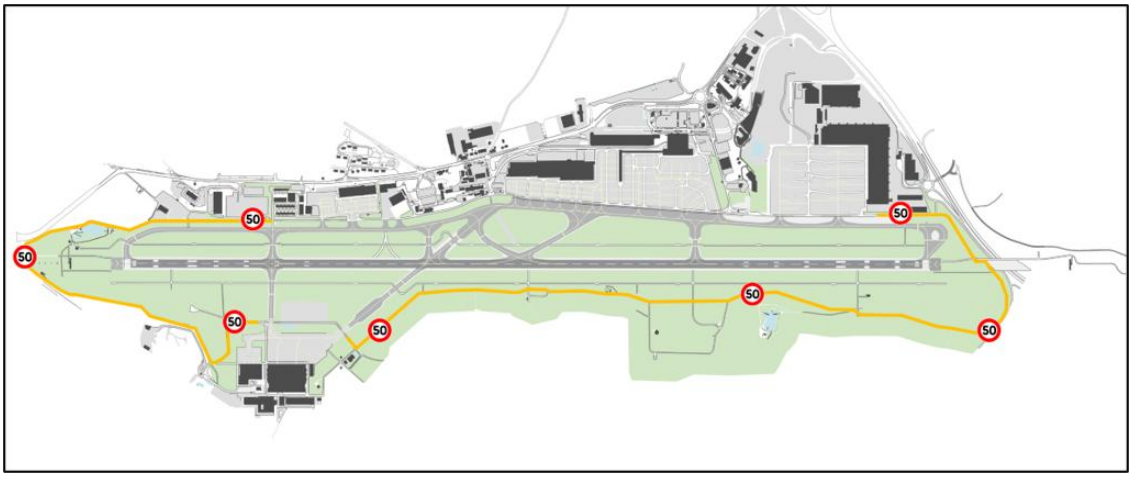
Particular attention must be given to jet blast, aircraft taxiing paths, and restricted zones, which represent significant hazards within the manoeuvring area.

The requirement for escort on the manoeuvring area ensures:

- Prevention of runway incursions and vehicle-aircraft conflicts,
- Protection of personnel and infrastructure,
- Safe and orderly flow of traffic in a complex and dynamic environment.

4.2 Perimeter road

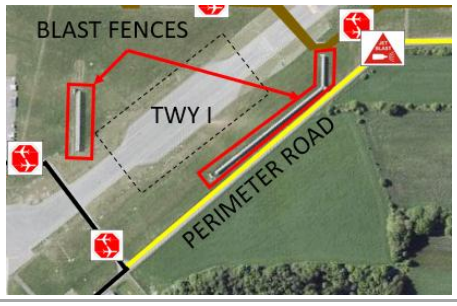
Issue 5 Rev 0 – 15 JUN 26



Perimeter road is the part of the airside road system that connects the ends of the internal road and provides access for vehicles to move between locations on the aerodrome that are not accessible from the internal road.

The perimeter road provides access to much of the aerodrome, is limited to 50km/h and is only to be used if operationally justified. Most sections can be used under normal driving rules, but it crosses an apron, 2 taxilanes and some specific areas (ILS sensitive area, road passing below approach 24).

Additionally, drivers using the perimeter road must remain vigilant for aircraft operating in the run-up area. Particular attention should be paid to potential jet blast hazards when driving along the perimeter road.



4.2.1 Alongside TWY B4

Issue 5 Rev 0 – 15 JUN 26



It is strictly forbidden to stop or park on the shoulder of the perimeter road alongside TWY B4 next to P5/P6.

4.2.2 Jet blast perimeter road behind threshold 24

Issue 5 Rev 0 – 15 JUN 26

At the Eastern end of the aerodrome the road passes between Threshold 24 and the bridge over the highway. When a large aircraft starts its take-off run, jet blast may affect vehicles on the road. Warning signs and markings are installed at each end of the exposed area. Vehicle drivers should exercise caution when using this portion of the perimeter road and, if considered necessary, wait at the sign until the aircraft has departed.



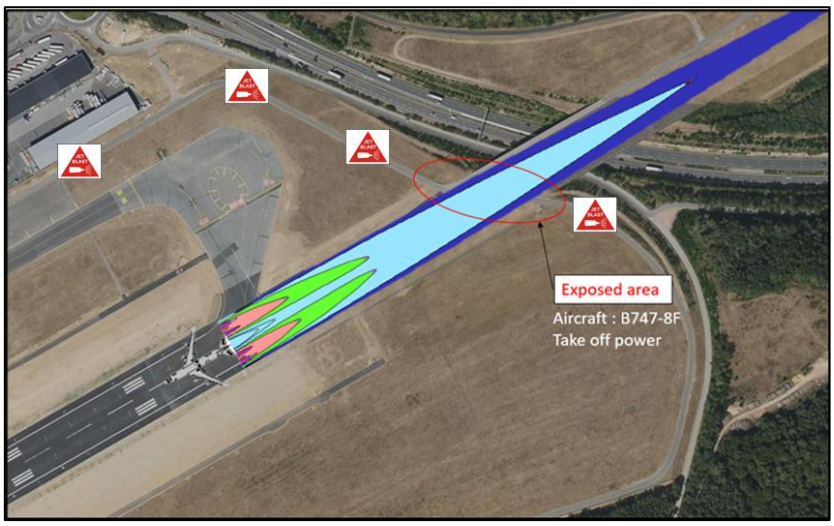


Figure 29: Exposed area and warning sign/marking

4.3 Manoeuvring area incursion

Issue 5 Rev 0 – 15 JUN 26

A runway incursion is defined as any occurrence at an aerodrome involving the incorrect presence of an aircraft, vehicle or person on the protected area of a surface designated for the landing and take-off of aircraft.

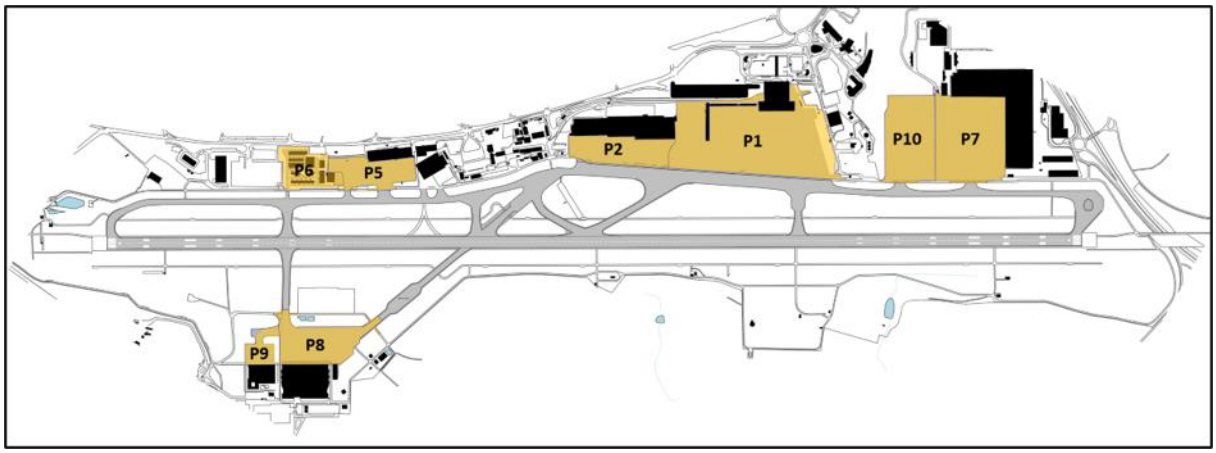
From an operational perspective, and particularly relevant to drivers, the typical causes include:

- Vehicle/operator deviations (unauthorised entry),
- Drivers misunderstanding of ATC instructions,
- Poor visibility or signage issues,
- Loss of situational awareness.

If a driver with ADP A enters unintentionally the manoeuvring area (technical roads, taxiway or runway), he must exit as quickly as possible. If he realises he is lost on the manoeuvring area, he must stop immediately, contact LACC Operations for assistance. The driver shall report the incursion via a SOR (See 5).

4.4 Aprons – ADP A

Issue 5 Rev 0 – 15 JUN 26



4.4.1 Definition

Issue 5 Rev 0 – 15 JUN 26

Apron means a defined area intended to accommodate aircraft purposes of loading or unloading passengers, mail or cargo, fuelling, parking, or maintenance. Aircraft stand means a designated area on an apron intended to be used for parking an aircraft.

4.4.2 Safety distances and safe positioning around the aircraft

Issue 5 Rev 0 – 15 JUN 26

4.4.2.1 General apron driving rules

Issue 5 Rev 0 – 15 JUN 26

Aircraft have priority over vehicles at all times.

Drivers should be especially alert to signs that an aircraft is starting, about to start engines, or preparing to taxi, and to a number of indicators that may, sometimes in combination, mean that the driver must stop or give way to the aircraft. Look for:

- the anti-collision beacon is on,
- the stand or parking area is clear of vehicles and personnel,
- the wheel chocks and cones are removed,
- the air bridge is removed from the aircraft and in its parking position,
- an aircraft tug is attached to the aircraft, or
- a pushback team member is wearing a headset connected to the aircraft.

If a driver is unsure whether an aircraft is "live", he should stop or give way to the aircraft.

4.4.2.2 Equipment Parking Area (EPA)

Issue 5 Rev 0 – 15 JUN 26

EPA is a designated area within the aircraft parking stand or apron marked for the parking of ground service equipment (GSE (e.g., baggage carts, belt loaders, GPU units)). It can be used for long-term when operational vehicles are not actively servicing an aircraft,

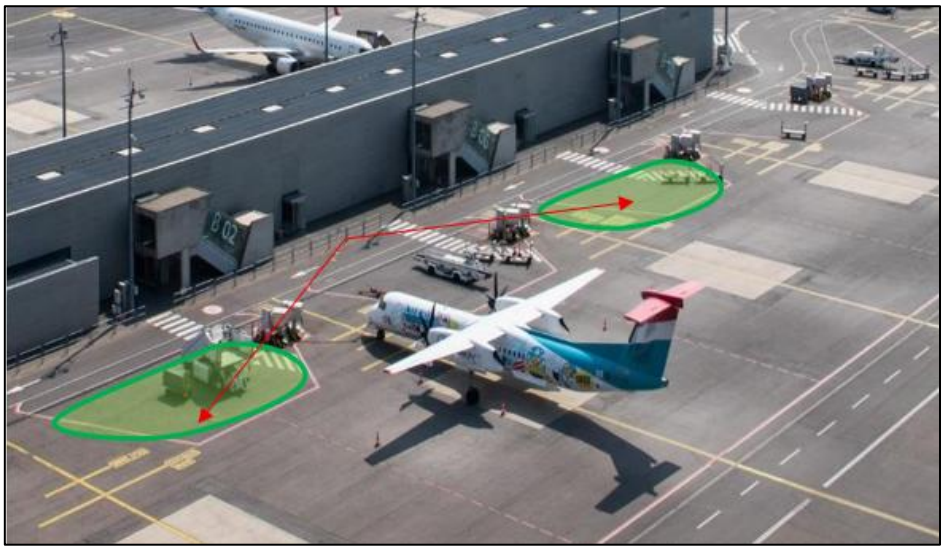
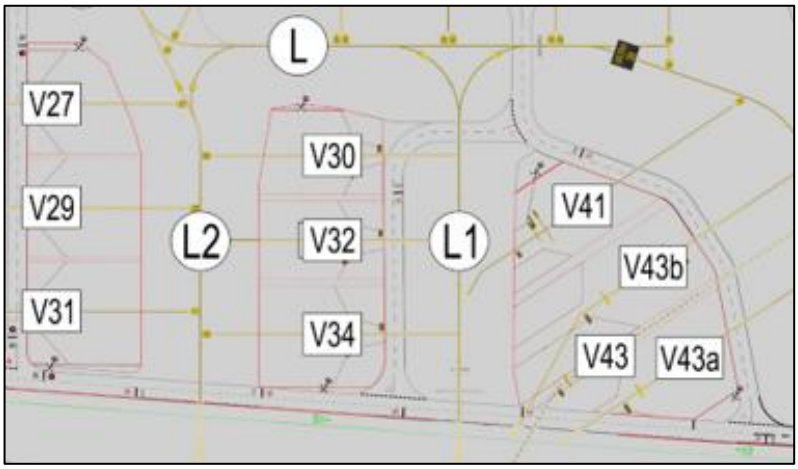


Figure 30: EPA Terminal B

or short-term for remote power-out positions (V27, V29, V31, V30, V32, V34, V41, V43) as the parked equipment must not infringe aircraft safety clearances or taxi paths.



Pre-staging areas with intermittent white-red marking must be completely clear of all equipment and vehicles before the aircraft is due to depart. During refuelling operations, where no escape routes are marked, personnel should pay attention not to block the fuel truck exit path (See 4.4.2.4).

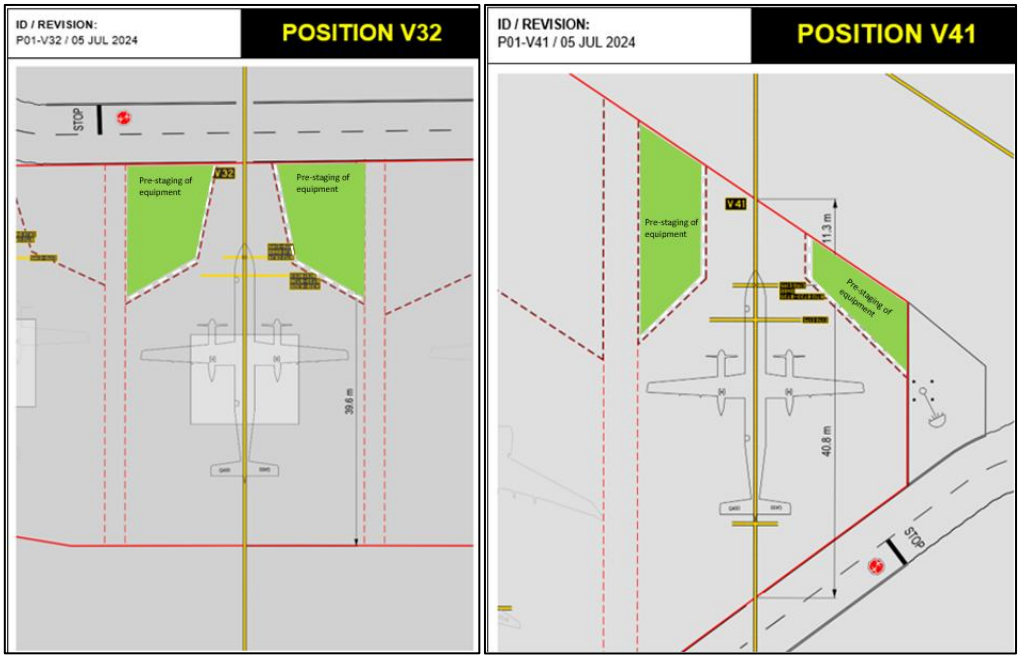


Figure 31: EPA - P1

4.4.2.3 Passenger Boarding Bridge (PBB) safety area

Issue 5 Rev 0 – 15 JUN 26

Refer to SOI.OPS-A.014.



Figure 32: PBB Safety area

A red-hatched safety area beneath and around the passenger boarding bridge must remain clear of vehicles and equipment to ensure its safe operation to:

- Prevent collision with the moving bridge structure,
- Maintain clearance for bridge rotation and elevation,
- Protect personnel from swing radius hazards.

NOTE	**It is strictly prohibited for vehicles, equipment, or personnel to cross or park in this area!**

NOTE	SOI.OPS-A.014 Internal document for use by lux-Airport employees only.

4.4.2.4 Fuel trucks escape routes

Issue 5 Rev 0 – 15 JUN 26

Refer to SOP.OPS-A.062.

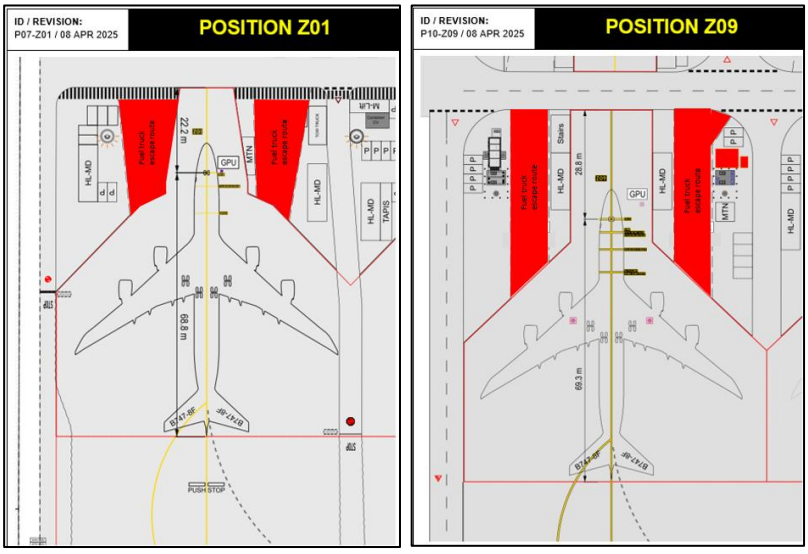


Figure 33: P7/P10 escape routes

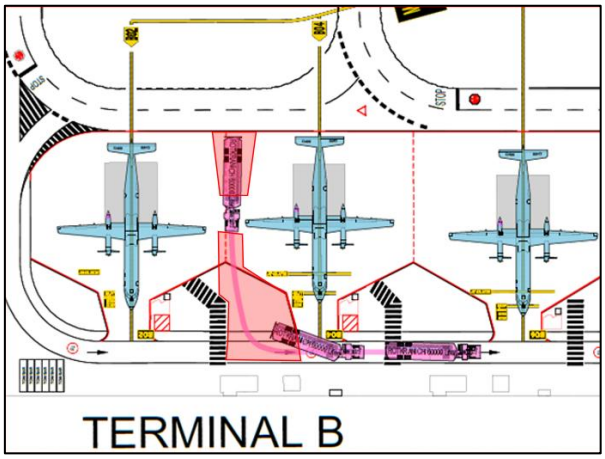


Figure 34: P1 TB escape routes

Fuel truck escape routes must remain **clear and unobstructed at all times** to allow the rapid departure of refuelling vehicles in the event of an emergency, such as a fuel spill, fire, aircraft movement, or other hazardous situation. Blocking or obstructing these routes may delay emergency evacuation and significantly increase the risk of injury, fire escalation, or damage to aircraft and equipment.

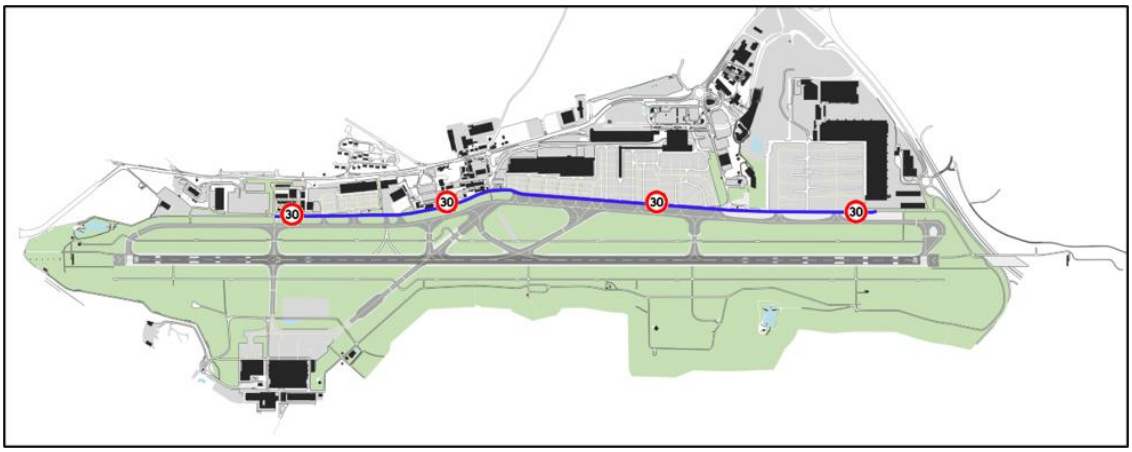
These routes provide a **direct and safe exit path** for fuel trucks operating on the apron or at aircraft stands. **Under no circumstances** shall vehicles, GSE, containers or any other objects **park, stop, or be placed within these escape routes**.

Fuel truck operators must also ensure that their vehicle is positioned so that an immediate exit via a designated escape route is always possible. According to the JIG 1, fuel trucks should leave forward, where reversing manoeuvre can't be avoided, see 4.5.5.

NOTE	**All personnel operating vehicles or equipment on the apron must ensure not to obstruct fuel truck escape routes! Blocking or obstructing these routes constitutes a serious safety hazard!**

4.4.3 Internal road

Issue 5 Rev 0 – 15 JUN 26



Internal road is the part of the airside road system between apron P7 and apron P6 and which provides access for vehicles to move between locations adjacent to the road.

The internal road:

- Provides access from airside access gates to most aprons and related areas. Much of it can be used under normal driving rules but it crosses several taxilanes and apron access points used by aircraft,
- Must never, under any circumstances, be unnecessarily obstructed by stopped vehicles/ equipment or unattended vehicle,
- Should not be used if the journey can be made using landside roads,
- Is to be used by vehicles only for completing their journey and shall be vacated as soon as possible.

Drivers must therefore remain vigilant and give priority to aircraft movements (See 4.4.7.2 and 7.1).

Inspections vehicles entry/exit:





Even if P4 is temporarily unused, airside inspectors enter via TWY B3 to begin their inspections. Drivers must therefore remain vigilant for any potential entry or exit of inspection vehicles.

Airport Fire Station:







Where the internal road passes the Airport Fire Station, drivers must give way to CIS vehicles and come to a complete stop at the road marking even if the flashing lights are not activated and no CIS intervention is in progress (See 0).
As the CIS building is located further away from the drivers' line of sight, warning flashing traffic lights are installed alongside the internal road in this area.
During any intervention, the flashing lights are automatically activated to inform road users on the internal road of an ongoing intervention and the crossing of CIS vehicles.

4.4.4 Service roads

Issue 5 Rev 0 – 15 JUN 26

Road system designated for use and to be used by vehicles moving on aprons.



Figure 35: P1 - service roads

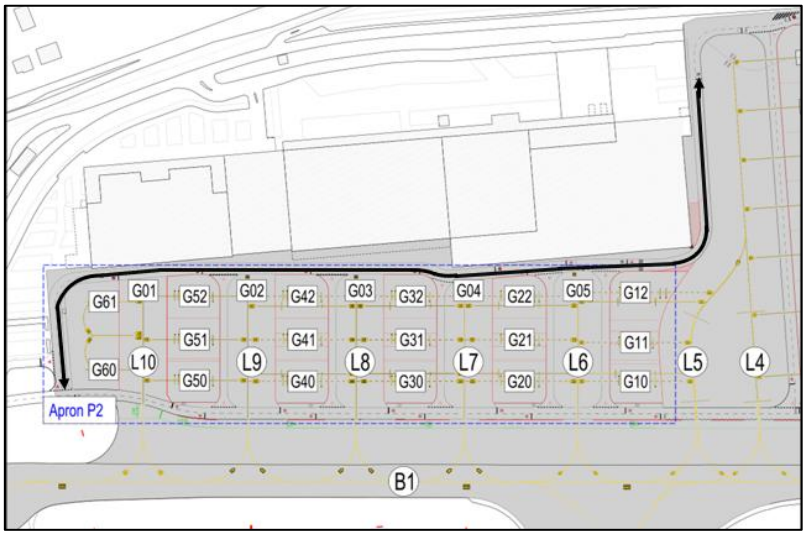


Figure 36: P2 - service road

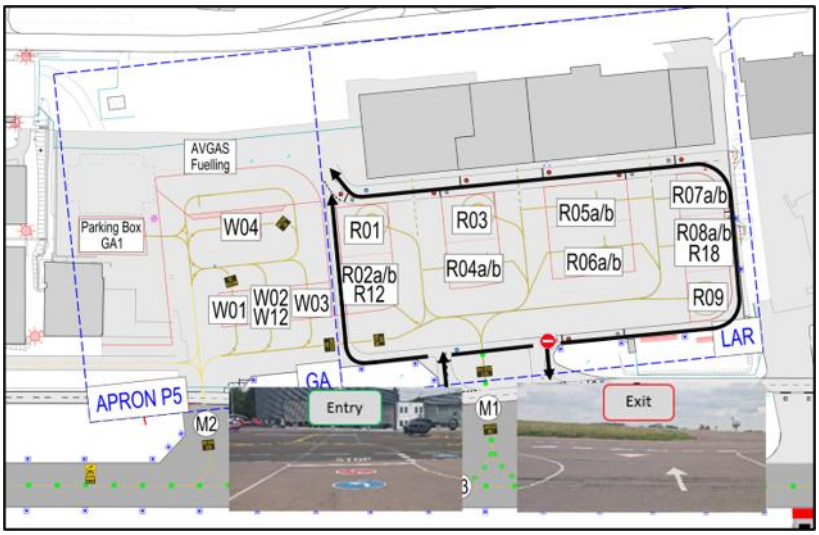


Figure 37: P5 - service roads

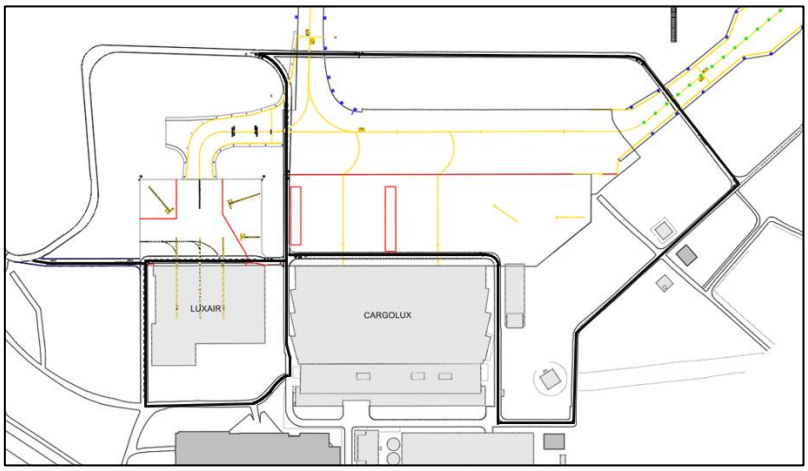


Figure 38: P8/P9 - service roads

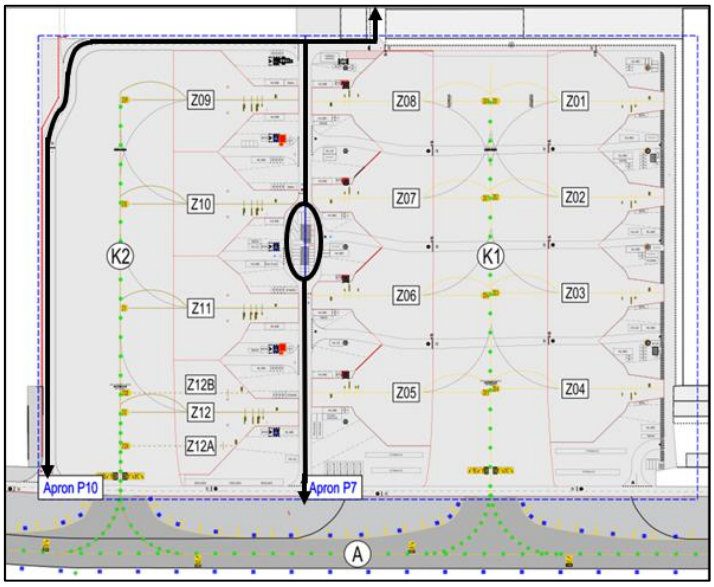


Figure 39: P7/P10 - service roads

4.4.5 Operational roads

Issue 5 Rev 0 – 15 JUN 26

Operational roads are located only on Aprons P2 and P7, these roads must be avoided by drivers except for operational reasons.

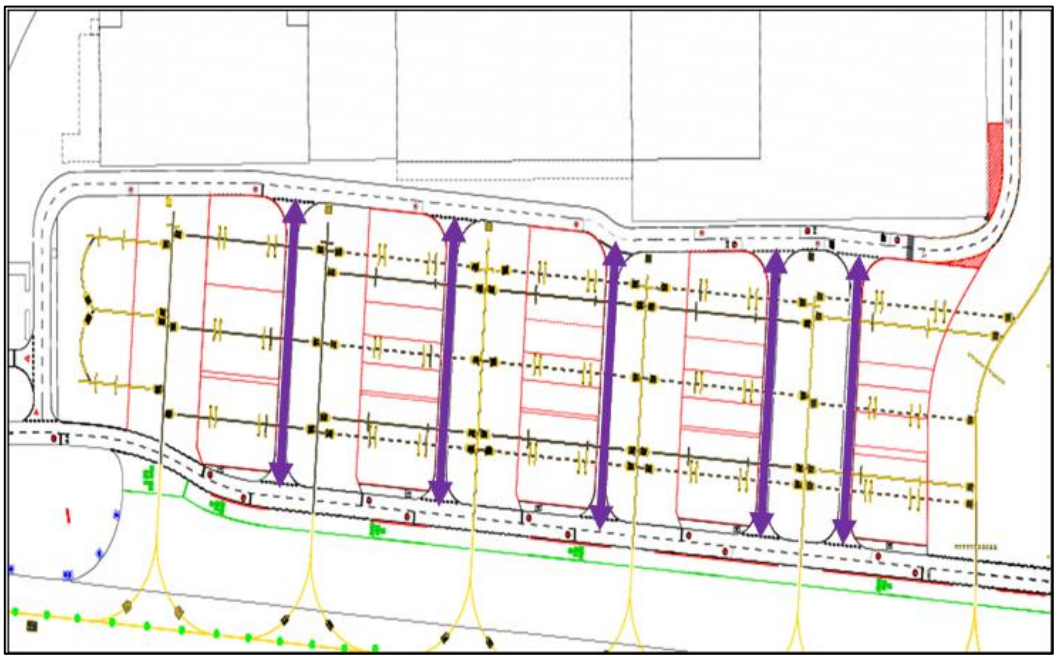


Figure 40: P2 - Operational roads

On apron P2 and P7, the roads crossing the apron infringe on the taxilanes accessing the stands, it means that driving on these roads is forbidden while an aircraft is taxiing, about to taxi or on the adjacent taxilane.

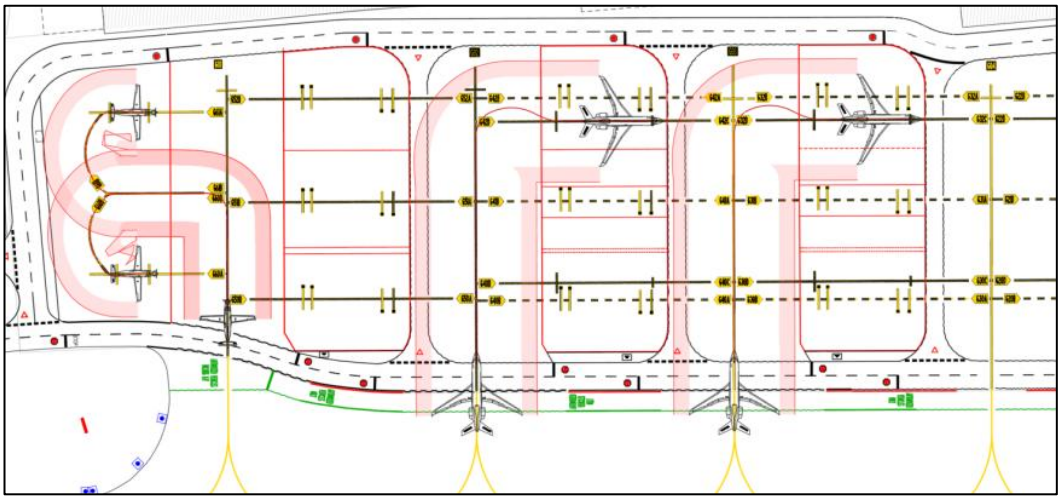


Figure 41: Depiction of wingtip of aircraft taxiing to reach stands on P2

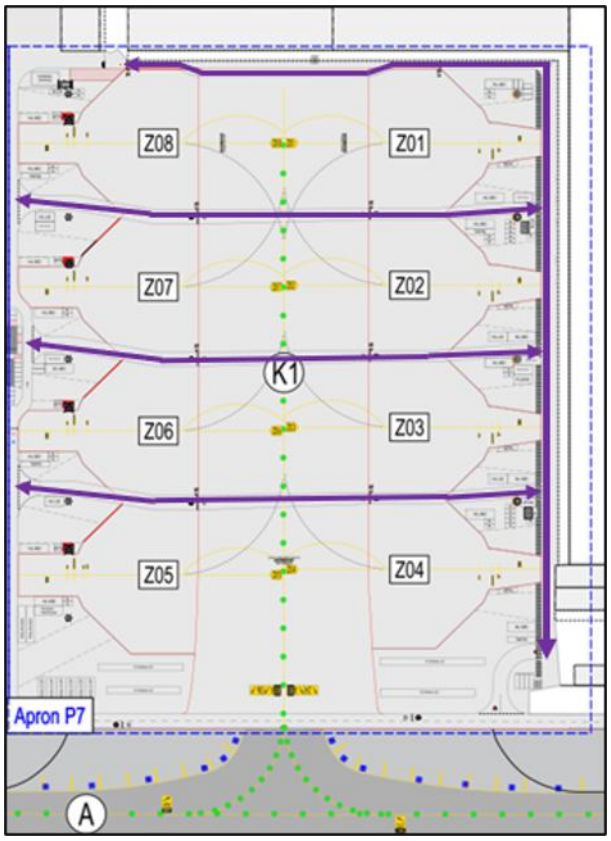


Figure 42: P7 - Operational roads

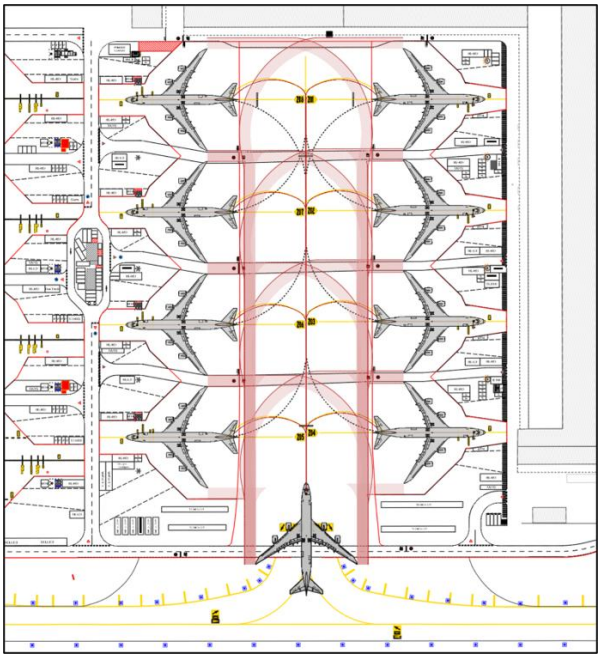


Figure 43: Depiction of wingtip of aircraft taxiing to reach stands on P7

4.4.6 Markings

Issue 5 Rev 0 – 15 JUN 26

Refer to SOM.TE-002.

A variety of markings and signs are used on aprons surface to guide aircraft, vehicle drivers and to assist ground handling personnel and must be followed. This section describes the markings relevant to vehicle drivers, signs are described in 3.1.2.2.

Drivers must adhere at all times to the rules associated with these markings and signs. Drivers may only deviate from these rules in accordance with existing operating processes and agreements, and always for a valid operational reason.

On some parts of certain aprons, there are no marked service roads (e.g.P5 See 4.4.8.3.1). In such cases, vehicles must drive along the edge of the apron. If it is necessary to approach an aircraft or leave the apron edge for operational reasons, drivers must take the shortest available route.

NOTE	Not all markings described here are used on all aprons, particularly those where aircraft parking positions are not specified. Where markings are not provided, the principles described in this document must be applied as far as possible.

4.4.6.1 Taxilanes

Issue 5 Rev 0 – 15 JUN 26

Yellow taxilane centre lines	
	A taxilane is a portion of an apron designated to provide access to aircraft stands only.

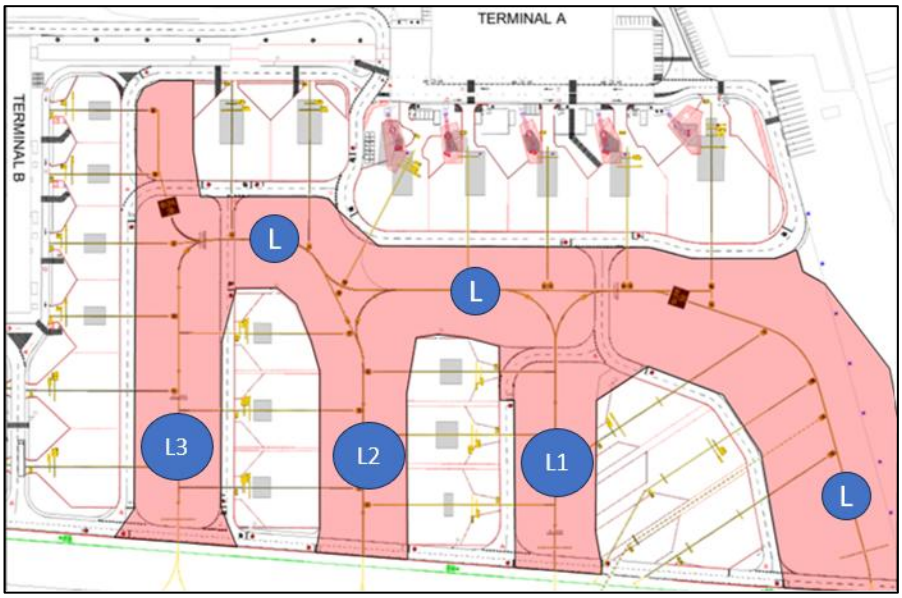


Figure 44: Taxilane system of apron P1 (between TA and TB)

It is prohibited to drive on the taxilanes, except at designated crossing points.
This rule excludes (in compliance with dedicated procedures):

- Inspection operational vehicles,
- Follow-Me vehicles,
- Pushback or aircraft towing vehicles,
- Snow removal or surface treatment/cleaning vehicles in case of necessity,
- Emergency vehicles.

4.4.6.2 Stand numbering and centre line

Issue 5 Rev 0 – 15 JUN 26

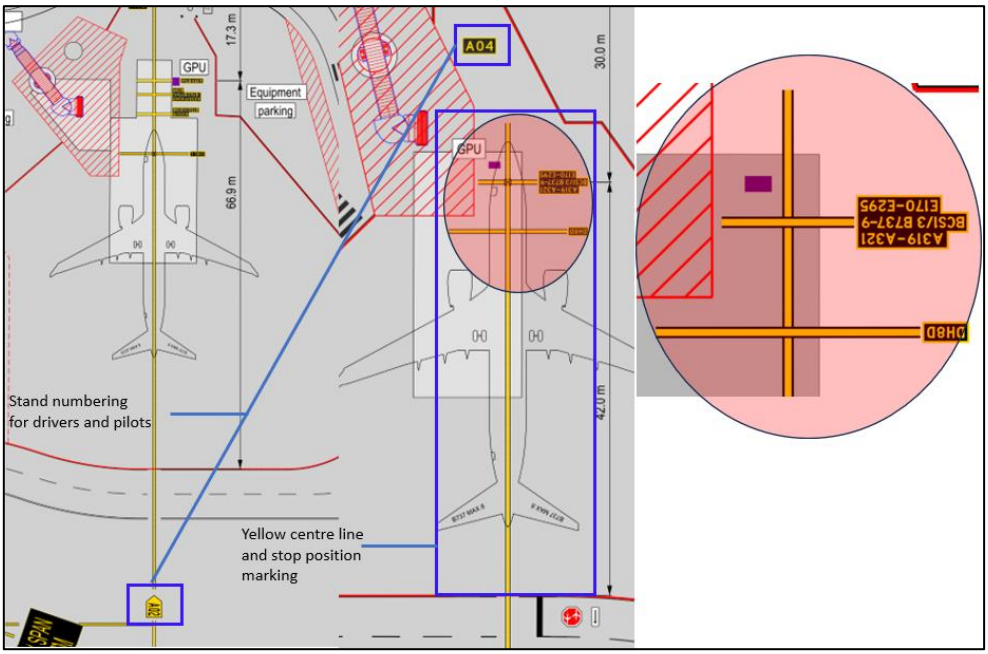


Figure 45: Stands numbers and stop position markings

Stand numbers and stop position markings play an important role in helping drivers, especially buses, ground handlers, to be more precise, efficient and safe. Stand numbers help drivers quickly find the correct stand, improve organisation and communication, reduce confusion. Stop position markings, show exactly where to stop the aircraft, improve safety and help with aircraft proper alignment and ground equipment accessibility.

4.4.6.3 Stand Safety Zones

Issue 5 Rev 0 – 15 JUN 26

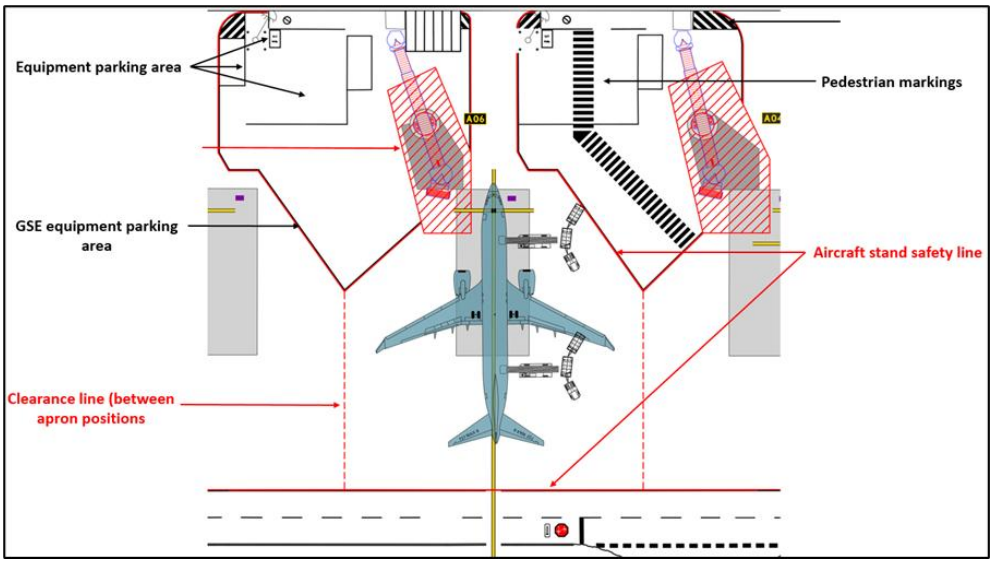


Figure 46: Stand delimitations and safety zone

Unless directly involved in aircraft operation, vehicles must not approach a parking aircraft or enter its safety zone until:

- The aircraft has come to a complete stop,
- Wheel chocks are in place,
- Engines are turned off, and
- The anti-collision beacon is switched off.

Vehicles must not pass in front of or behind an aircraft that is starting, about to start its engines, or preparing to taxi (See 3.2.4.1 and 3.2.5.5).

Any vehicle moving inside the safety zone must travel at walking speed or slower and stay only as long as necessary to perform his tasks.

Unless specified otherwise in operating procedures or operationally required:

- Personnel must not enter the safety zone of an aircraft with running engines (See 3.2.4.1 and 3.2.5.5),
- Vehicles must not be driven under the fuselage, wings or engines of an aircraft,
- Vehicles should only be parked or stopped for extended periods in designated parking areas (See 4.4.2.2).

When a fuelling vehicle is in the safety zone, whether engaged in fuelling the aircraft or not, no other vehicle should obstruct its escape routes forward and reverse (See 4.4.2.4 and 4.5.5).

As a standard, cones are placed around parked aircraft to indicate the extent of the aircraft body or areas where particular risks exist (in front of engines, for example).
Drivers must always exercise extreme care when driving close to an aircraft and should always ensure that they have identified the reason for any cone placed in a specific location.

Generally, when circulating around an aircraft, where markings or cones are not present, the driver should keep the aircraft on the left-hand side at a safety distance of 5m from any part of the aircraft, in this way, it makes it easier to assess safety distances. See below figure:

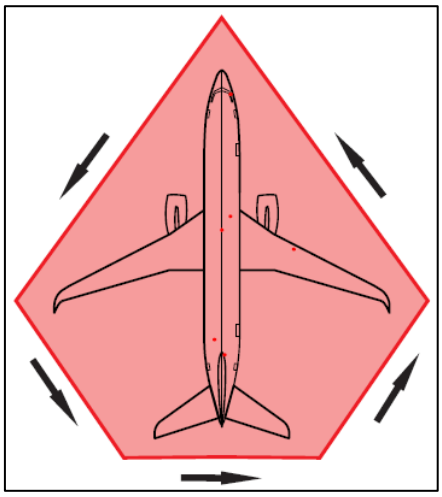
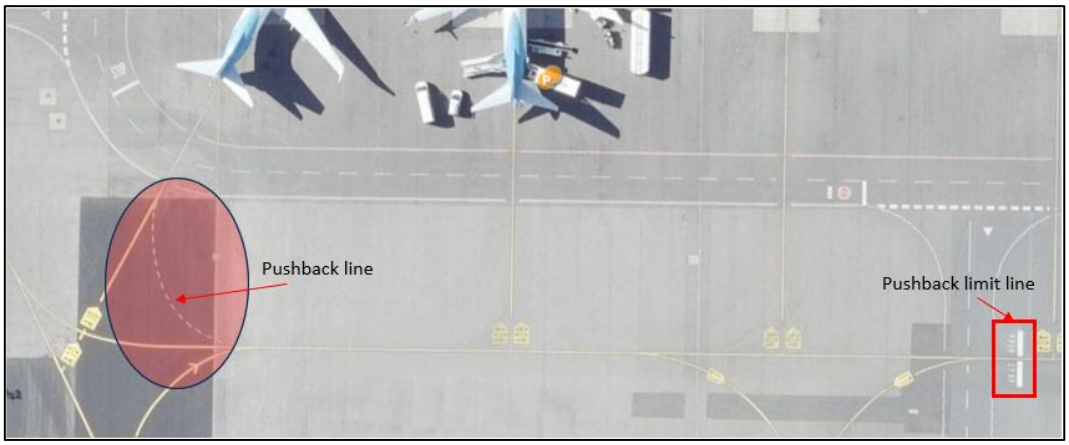


Figure 47: Circulation around an aircraft

4.4.6.4 Pushback lines

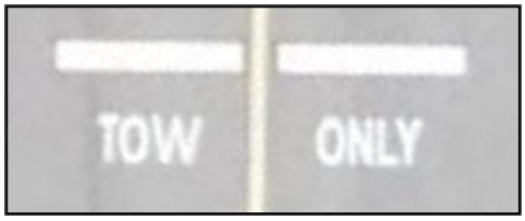
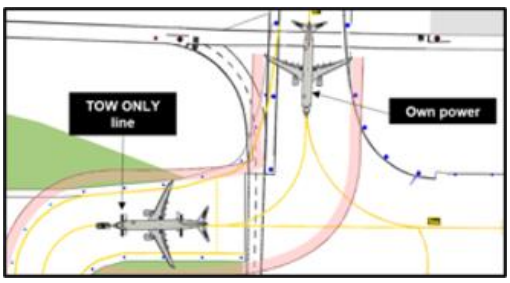
Issue 5 Rev 0 – 15 JUN 26

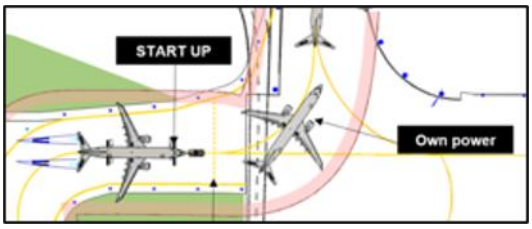


Dotted white thicker lines on taxilanes provide guidance to aircraft tug drivers during pushback operations from the aircraft stand toward the taxilane, help position the aircraft onto a parking stand or other location where a taxi centreline does not provide sufficient guidance.
The pushback limit line marking indicates the driver exactly where the aircraft's nose wheel must stop, prior to being disconnected from the tug.
These markings are very important for tug drivers for guidance in low-visibility or complex areas, these dotted lines act as a visual path to follow, ensure accurate aircraft positioning and safety during pushback. It helps prevent collisions with obstacles, vehicles, or other aircraft.

4.4.6.5 Tow line and start up line P9

Issue 5 Rev 0 – 15 JUN 26

Tow line	
 	On own power arrival, the A/C must be stopped on the TOW ONLY line with a marshalling assistance and then be towed to its final parking position P9 or inside the hangar.

Start-up line	
 	On own power departure, the A/C departing from P9 shall be towed onto start-up line.

4.4.7 Apron risk mitigations

Issue 5 Rev 0 – 15 JUN 26

4.4.7.1 Aircraft starting engines or about to move

Issue 5 Rev 0 – 15 JUN 26

Aircraft preparing to start engines or taxi may present hazards to vehicles. Drivers must remain vigilant for indicators of aircraft movement and must always give priority to aircraft. If in doubt, drivers must stop and wait until the situation is clear.

4.4.7.2 Aircraft taxi conflicts

Issue 5 Rev 0 – 15 JUN 26

Refer to SOP.OPS-A.023.

Vehicle routes on aprons may cross aircraft taxiways/taxilanes. Drivers must always give priority to aircraft that are taxiing, being towed or pushed back.

Drivers must:

- Strictly observe all “STOP” markings before taxiways/taxilane crossings and ensure it is safe before proceeding,
- Check both directions before crossing,
- Clear the taxiway/taxilane immediately if an aircraft approaches.

4.4.7.3 Helicopter operations

Issue 5 Rev 0 – 15 JUN 26

Refer to SOP.OPS-A.001.

Helicopters operating on apron P5 and P2 may air-taxi up to **10 m above the ground**.

Drivers must remain vigilant for helicopter movements, air-taxiing in and out of apron P5/P2 or approaching to land. Air-taxiing helicopters will follow the centre of the taxiway, drivers must maintain safe separation (See 3.2.5.5).

Helicopters approaching apron P5 normally approach via **Taxiway B3**.

4.4.7.4 GPU and GSE positioning

Issue 5 Rev 0 – 15 JUN 26

For GPU and GSE positioning, the risk is typically aircraft damage, personnel injury, cable hazards, and operational delays.

Risk mitigations include the use of designated stand markings and positioning zones to maintain safe clearances from the aircraft. Equipment should only be positioned and connected by trained personnel, with marshallers or wing walkers used when operating close to the aircraft.

GPUs and other GSE should be secured with parking brakes and chocks, and power cables routed safely to minimise trip and vehicle hazards. Visual checks and routine supervision should also be carried out to ensure equipment is positioned safely and procedures are followed (Refer to SOP.OPS-A.005).

4.4.7.5 Special aircraft positioning

Issue 5 Rev 0 – 15 JUN 26

Refer to SOP.OPS-A.042.

During specific events (Salon d'Honneur State flights) or specific periods of the year (Golden week, Chinese New Year) particularly when cargo activity decreases, lux-Airport may approve temporary aircraft parking configurations on certain aprons.

These configurations may involve aircraft being positioned in areas not normally used for parking.

Such positioning is coordinated with the BAC or relevant operators (e.g. Cargolux) and implemented in accordance with the Positioning Manual (Refer to SOM.OPS-A.006).

To ensure safe operations:

- Certain taxilanes and service/operational roads may be temporarily closed,
- Red stop lights and/or physical barriers may be installed,
- NOTAMs will be issued to inform all aerodrome users.

Drivers operating in these areas must:

- Pay particular attention to modified traffic flows,
- Respect temporary closures and stop lights,
- Remain vigilant for aircraft movements,
- Exercise caution when driving near affected taxilanes/stands/roads.

Details of the affected areas and layouts are provided in the relevant apron sections of this manual (See 4.4.8).

4.4.8 Specific apron procedures

Issue 5 Rev 0 – 15 JUN 26

4.4.8.1 P1 – « Partie Critique »

Issue 5 Rev 0 – 15 JUN 26

Security Zone

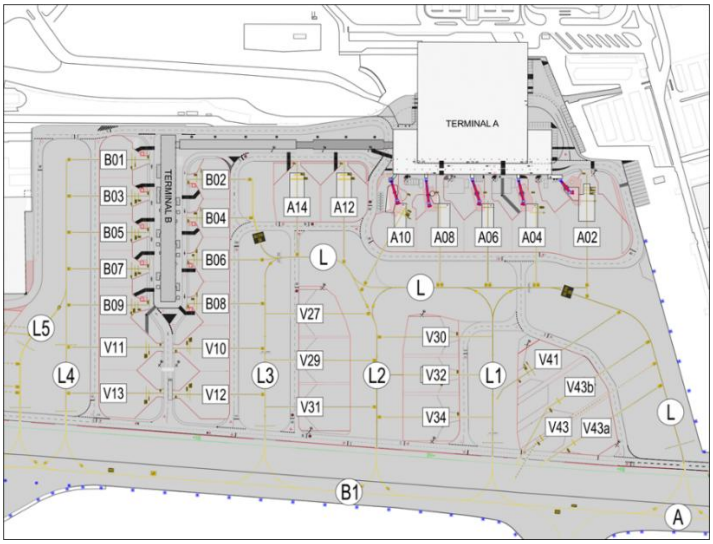


Figure 48: Overview of apron P1 with taxiway and aircraft stands designation

Apron P1 is a complex and often a very busy area, requiring a high level of awareness from all drivers. Drivers must remain vigilant at all times for indications that an aircraft may be about to move or to arrive (See 4.4.7.1) as well as for ongoing refuelling operations (See 4.5.5).

Due to the wide range of apron activities including catering, GSE, buses, de-icing, drivers will frequently encounter vehicles, personnel and passengers in close proximity. This environment significantly increases the risk of conflict, requiring reduced speed, careful observation, and strict adherence to safety procedures.

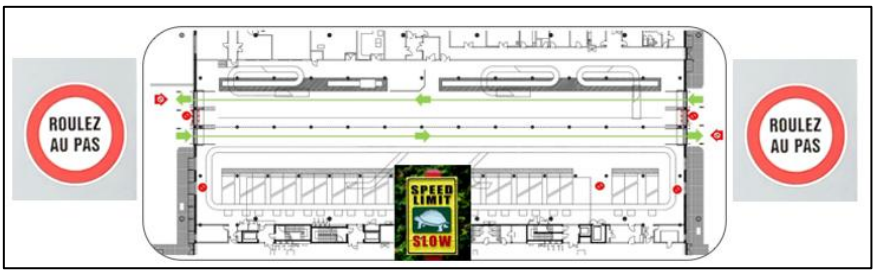
Buses carrying passengers to or from an aircraft should normally be given priority over other vehicles while operating on stand/apron areas as they carry passengers and have limited manoeuvrability.

Drivers must anticipate their movements and be prepared to stop or reposition their vehicle when required to maintain safe distances and avoid interference with aircraft or ground activities.

4.4.8.1.1 Baggage Handling System

Issue 5 Rev 0 – 15 JUN 26

Inside the BHS area, airside driving rules apply.



- Never park in front of the entrance or exit automatic doors of the B.H.S.
- Comply with the direction of traffic



4.4.8.1.2 Around Terminal A

Issue 5 Rev 0 – 15 JUN 26

Refer to SOP.OPS-A.024.

Drivers passing under the connector or under TA awning/service road must pay extra attention to the traffic lights. The traffic lights are switched onto red during walk boarding operations.

NOTE	Never cross a red light!



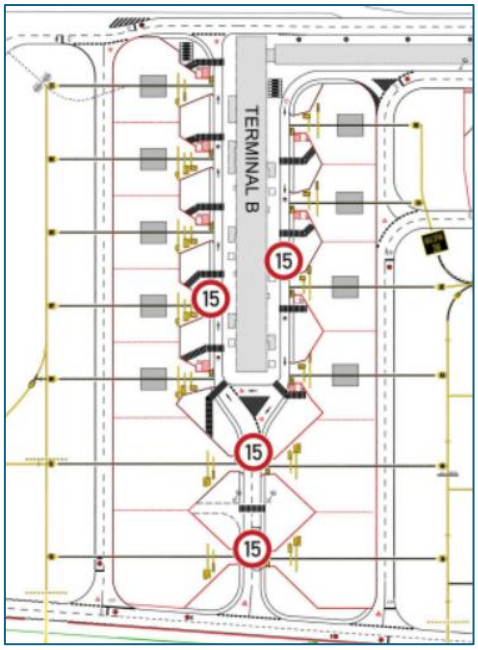
The TA awning/service road is also a caution zone due to multiple pedestrian crossings, FOLLOW-ME vehicles exiting the stands and the high concentration of vehicle movements in this location.

Speed limited to 15

4.4.8.1.3 Around Terminal B

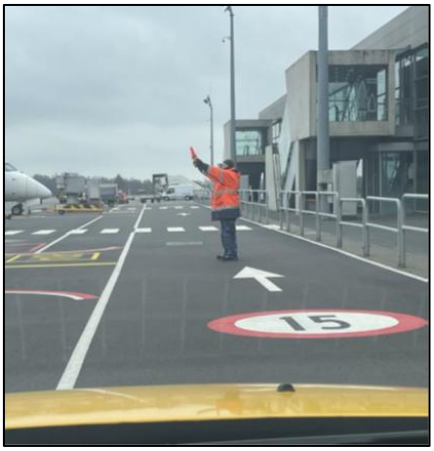
Issue 5 Rev 0 – 15 JUN 26

Refer to SOP.OPS-A.001 and SOP.OPS-A.024.



- Service road around Terminal B is one way only
- Speed limited to 15 on the entire service road along Terminal B as well as on the section between V10/V12 and V11/V13 stands.
- Priority to passengers during walk boarding operations.
- Pay attention to ongoing marshalling.

NOTE	**Look out for Marshallers on the service road!** **Do not drive between aircraft and Marshaller(s) or pass behind him, STOP and WAIT until the manoeuvre is completed !**

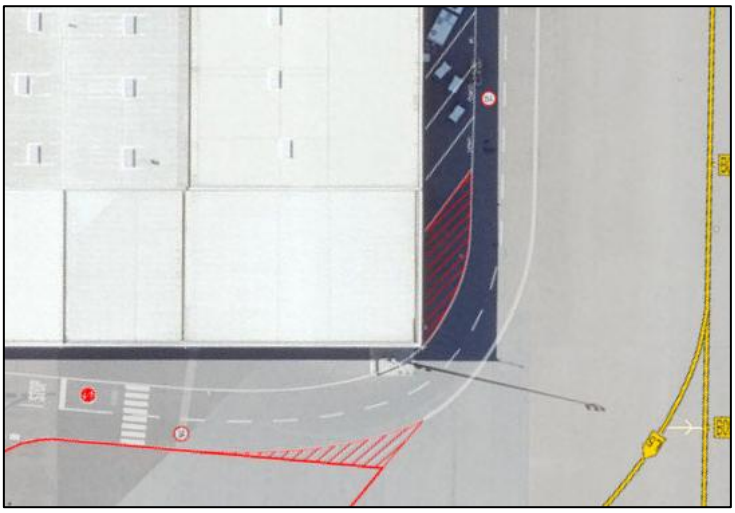


4.4.8.1.4 On the edge of P1-P2

Issue 5 Rev 0 – 15 JUN 26

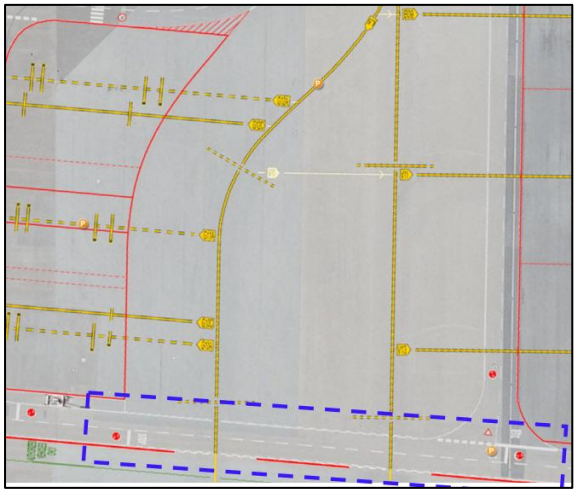
On the service road at the bend between P1 and P2, this curve is particularly a caution zone due to reduced visibility and the concentration of vehicles (fuel truck, Police, VIP transportation…) in this location, especially fuel trucks that must swing out on the red hatched area in order to take the turn.

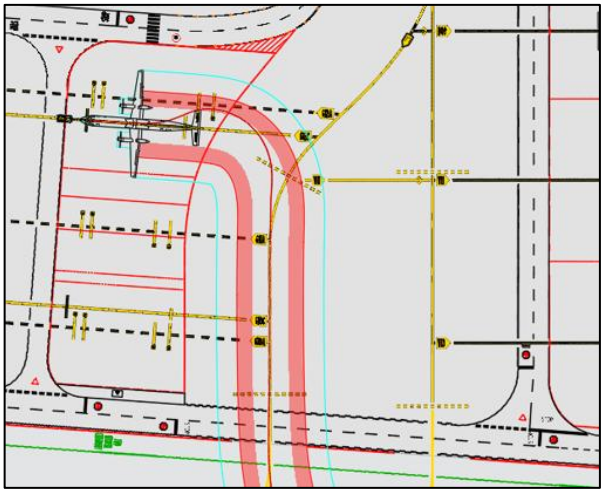
Speed limited to 



4.4.8.1.5 On the edge of taxilanes L4-L5

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On the internal road, on the edge of taxilanes L4 and L5, the stop markings apply to both taxilanes. Drivers must strictly ensure they check for inbound and outbound traffic on both taxilanes, including commercial aircraft exiting or heading toward P1 Terminal B (odd-numbered side), as well as private aircraft, which may enter or exit on the two taxilanes at any time.

4.4.8.2 P2 – « Partie Critique »

Issue 5 Rev 0 – 15 JUN 26

Security Zone



Figure 49: Overview of apron P2 with taxiway and aircraft stand designation

4.4.8.2.1 Special positioning

Issue 5 Rev 0 – 15 JUN 26

Refer to SOP.OPS-A.042 and 4.4.7.5.

Cargo aircraft:

P2 can be temporarily used for parking of B747 with special procedures described in SOM.OPS-A.006 and SOP.OPS-A.042. Each positioning requires a towing.

When two B747 are positioned on stands G01 and G02, the section of the operational road between stand groups 50/51/52 and 40/41/42 will be unavailable. Drivers should divert via the next operational road or the internal/service road.

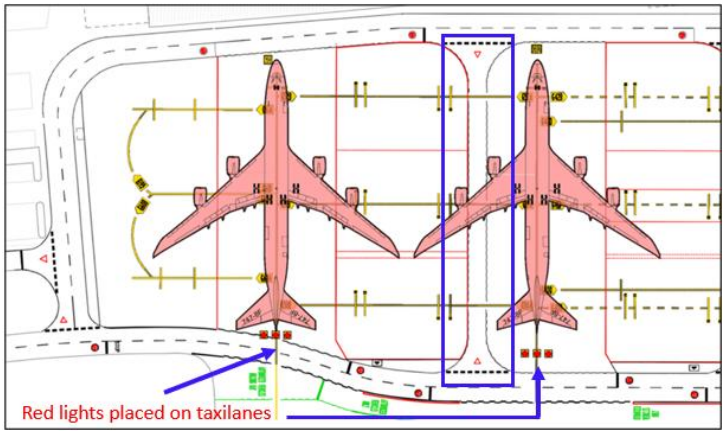


Figure 50: 747 parking on P2 (e.g.G01 and G02)

VIP aircraft Salon d'Honneur:

On occasions of state flights requiring a ceremonial arrangement (red carpet), the service road will temporarily be closed with cones for safety and security reasons.

Depending on the aircraft type, some operational roads may be unavailable. Drivers must divert via the next operational road or the internal/service road and, in all cases, follow the instructions given by the BAC personnel.

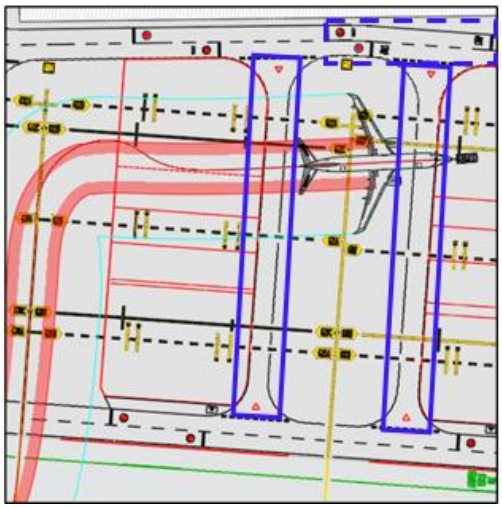


Figure 51: Parking on P2 Salon d'Honneur

4.4.8.3 P5 – Zone Délimitée

Issue 5 Rev 0 – 15 JUN 26

Security Zone

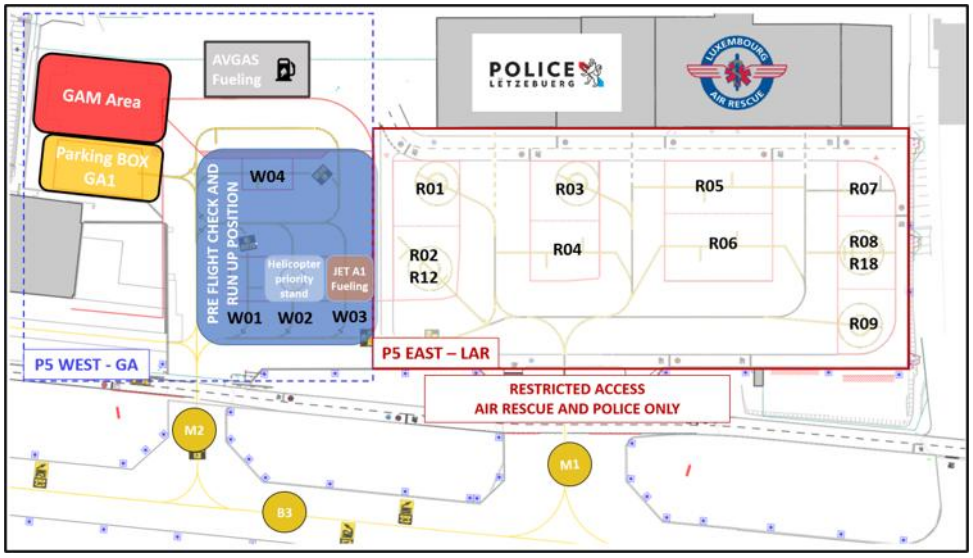
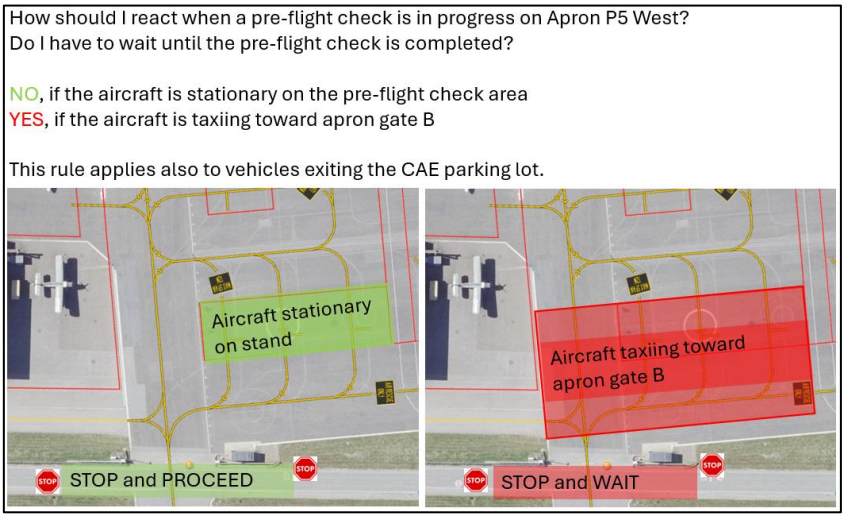


Figure 52: Overview of apron P5 with designated areas and stands

Refer to SOP.OPS-A.017.

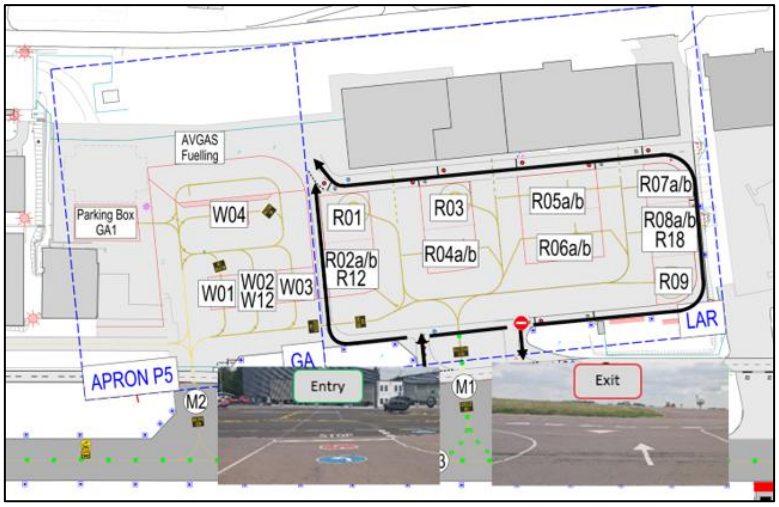
Apron P5 is used by a wide variety of aircraft (both aeroplanes and helicopters), it crosses M1 and M2 taxilanes linking apron P5 with the manoeuvring area. Drivers must come to a complete stop at marked points on internal road before crossing this taxilanes to check whether it is necessary to give way to aircraft/helicopters that are taxiing into or out of the apron.

Additionally, the western part consists of pre-flight check areas used for engine run-ups and start-up/shut down area. Pilots of light aircraft may conduct checks whilst on the apron, this can take time (up to several minutes) and means that the aircraft is about to depart soon. Drivers must stop and always give way to an aircraft that is taxiing towards the exit of the apron and eventually cross only with the prior agreement of the pilot. Check the rules below.



4.4.8.3.1 Service road

Issue 5 Rev 0 – 15 JUN 26



Vehicle entry and exit are permitted **only** through the designated "Entry" and "Exit" points. Gates A, B and their associated taxilanes (See 4.4.8.3.2) are reserved exclusively for aircraft operations, do not constitute vehicle access points and so are prohibited.



On the western part, there are no physical service road; the rule is to follow along the fences and buildings. Driving in the middle of the apron is prohibited, except for inspections and snow removal vehicles.

Where the service road markings end, drivers must stop due to potential aircraft movements entering or exiting the hangar.



On the section of road behind stands R07, R08 and R09 drivers must be cautious due to jet blast.

4.4.8.3.2 Gate A/B

Issue 5 Rev 0 – 15 JUN 26

Access to aircraft only!





4.4.8.3.3 AVGAS station

Issue 5 Rev 0 – 15 JUN 26



If an aircraft is being refuelled at the AVGAS station, drivers must wait until refuelling is complete before proceeding. While driving a safety distance of 3 m around the AVGAS station must be maintained and no radio and/or telephone communication is authorised.

4.4.8.3.4 Access control point E14

Issue 5 Rev 0 – 15 JUN 26



Security check at access control point E14 is mandatory before leaving P5, vehicles must not carry any supplies when passing from the green zone to the yellow zone. If a vehicle is carrying supplies, it must exit via access control point E10 on P6 (See 4.4.8.4.1). This restriction does not apply to fuel trucks.

4.4.8.4 P6 – Zone Délimitée

Issue 5 Rev 0 – 15 JUN 26

Security Zone

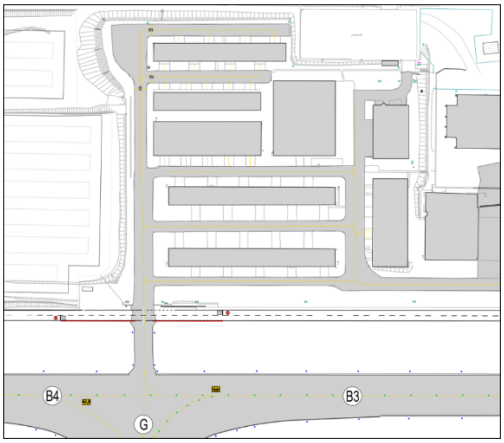


Figure 53: Overview of apron P6

On apron P6, there is no physical service road. Vehicles must use the taxilanes and may encounter light aircraft taxiing from/to their hangars onto the taxilane.

Vehicle entry and exit are permitted **only** through the designated P5 "Entry" and "Exit" points (See 4.4.8.3.1). Gates C and its associated taxilane (See 4.4.8.3.2) is reserved exclusively for aircraft operations, do not constitute vehicle access point and so are prohibited.

Speed limited to 15

4.4.8.4.1 Gate C

Issue 5 Rev 0 – 15 JUN 26

Access to aircraft only!



4.4.8.4.2 Access control point E10

Issue 5 Rev 0 – 15 JUN 26

When entering or exiting via the access control point E10, vehicles must come to a complete stop after passing through the gate and ensure that the gate until is fully closed before continuing their route.



Figure 54: Access control E10

4.4.8.5 P7 and P10 – « Zone de Sûreté à Accès Restreint »

Issue 5 Rev 0 – 15 JUN 26

Security Zone

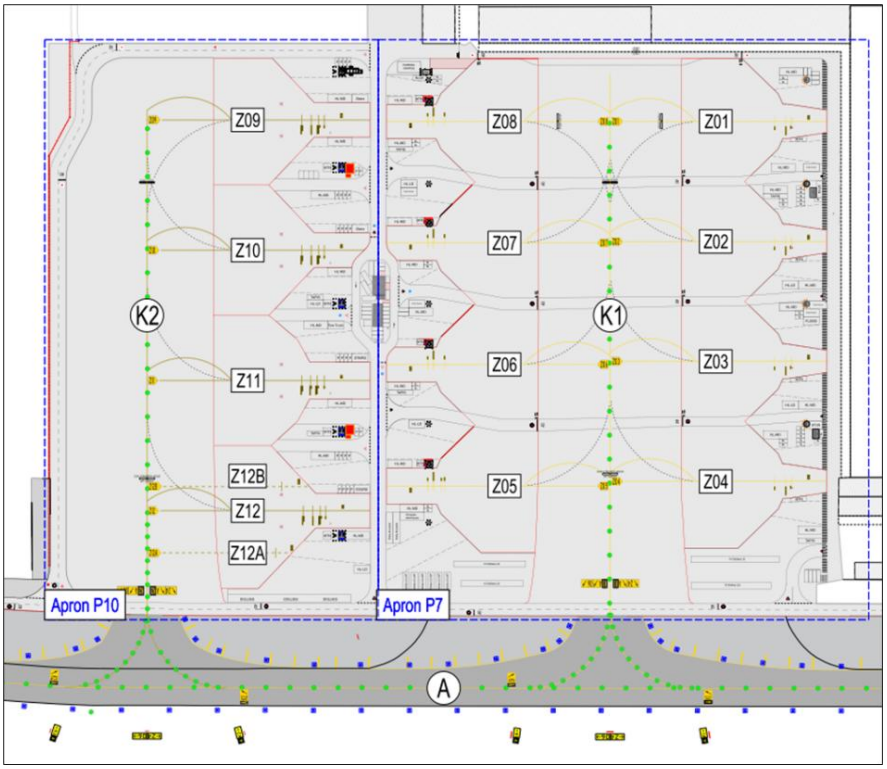


Figure 55: Overview of apron P7 and P10 with taxiway and aircraft stands designations

4.4.8.5.1 Service roads

Issue 5 Rev 0 – 15 JUN 26

On P10:

- when taxiing via taxilane K2 toward stand Z09, the aircraft wing may infringe upon the service road.
- during pushback operation from stands Z09 or Z10, the aircraft wing or tail may also infringe upon the service road.

NOTE	**Caution: Jet blast hazard during aircraft entry into stands.**

Between P7 and P10:

P7 staff facilities are located on the central island of the service road, which forms a roundabout around the buildings, resulting in frequent staff movements and pedestrian crossings.

Pay attention to ongoing marshalling activities as the marshaller may be positioned in the middle of the road and be aware of the movement of service vehicles (pallet trucks, trucks, etc.).

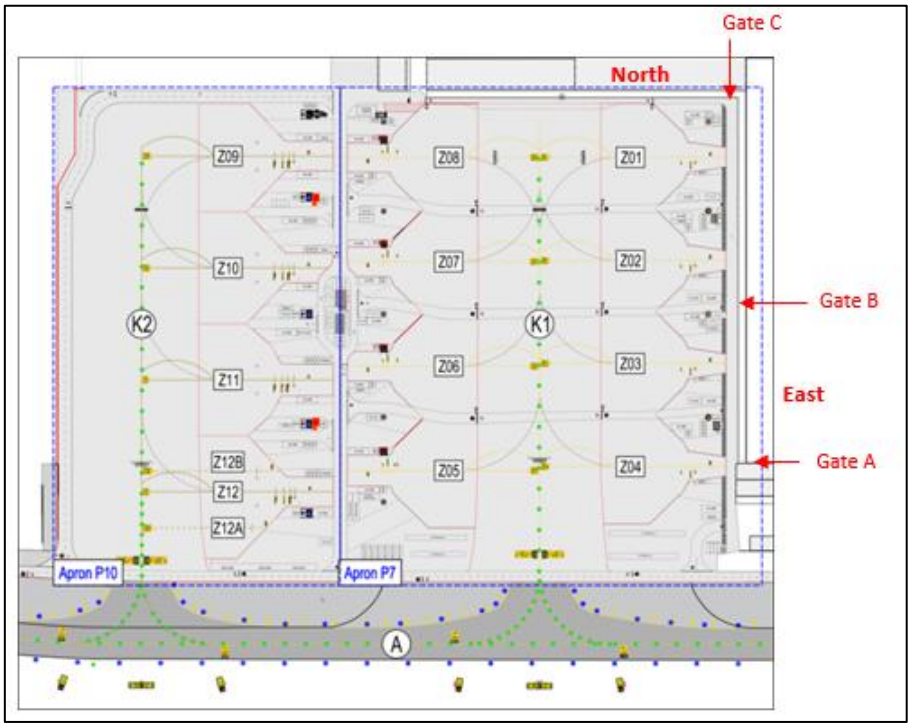
4.4.8.5.2 Operational roads

Issue 5 Rev 0 – 15 JUN 26



Handling and operational vehicles moving to or from the warehouse have priority over vehicles on the operational road; vehicles drivers on the operational road must remain alert for vehicles exiting the warehouse and give way when necessary.

The best direction of travel on the operational road is from North to East allowing vehicles drivers to keep an eye on container pallet drivers and anticipate any reversing manoeuvres. It also improves visibility for the container pallet driver, whose cabin is on the left side, enabling better awareness of vehicles on the operational road.



In the vicinity of handling operations, particularly near access gates A/B/C, vehicle speed must be reduced to walking speed. Special attention must be drawn to gate A as around the corner visibility is reduced.



Figure 56: P7 - Gate A



Figure 57: P7 - Gate B

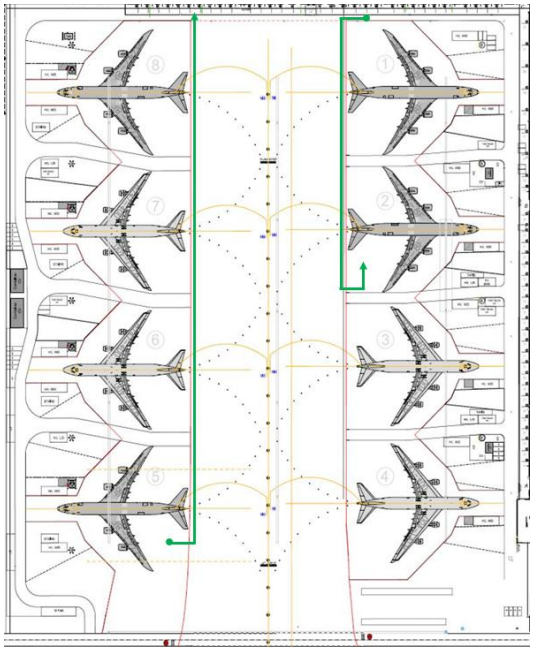


Figure 58: P7 - Gate C

On P7, staff is allowed to use operational roads on foot and cross taxilane K1.

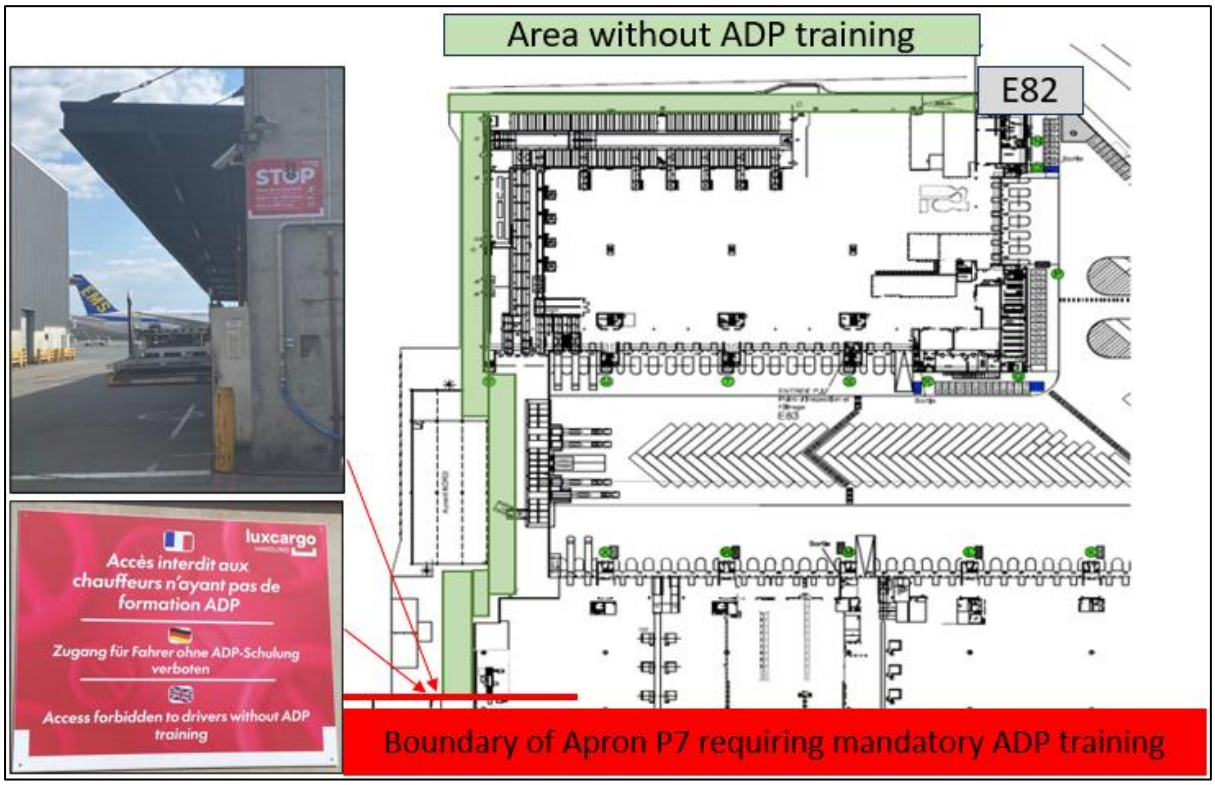


For operational purposes, GSE operating on P7 and Luxfuel trucks are permitted to follow the safety line, provided that no aircraft is moving on the apron.



4.4.8.5.3 Downgraded area

Issue 5 Rev 0 – 15 JUN 26



The downgraded area is defined as the zone between access control point E82 and the North garage, where drivers may circulate without ADP training. The white line marking and the different signs indicate the boundary that must not be crossed, as ADP training is mandatory to enter P7.

In this zone, considering the crossing of oversized vehicles and the lack of visibility near the buildings (See 3.1.2.3), drivers are required to come to a complete stop, check whether another vehicle is approaching, and give way when necessary.

NOTE	**Movement is restricted to one vehicle at a time!**



4.4.8.5.4 Special positioning P10

Issue 5 Rev 0 – 15 JUN 26

Refer to SOP.OPS-A.042 and 4.4.7.5.

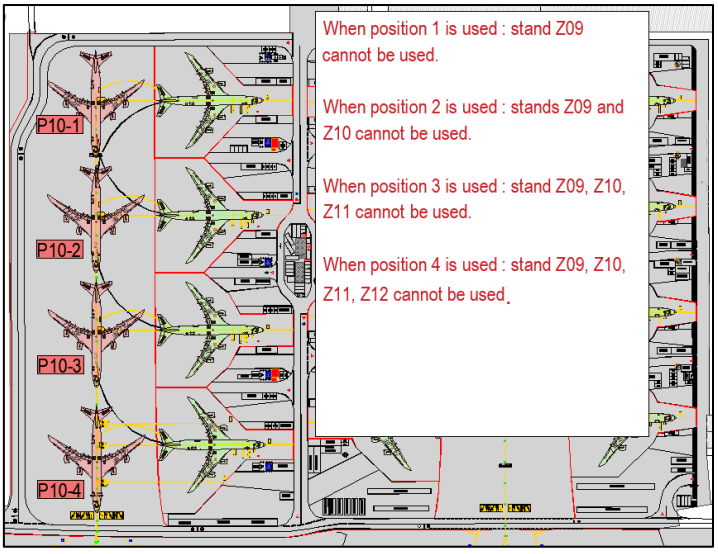


Figure 59: special 747 positioning P10

Aircraft positioned in these temporary locations will normally access their parking position under towing. Temporary mitigations measures are described in 4.4.7.5 and SOP.OPS-A.042.

In this configuration, there is no impact on the service road, however, drivers that are used to drive on taxilanes for specific purposes (e.g. inspections) must exercise extra caution. A NOTAM will be published and red lights placed to close the taxilane K2.

4.4.8.5.5 Jet blast

Issue 5 Rev 0 – 15 JUN 26



On apron P10 special attention must be paid to the risk for jet blast when aircraft are turning onto stand (see 3.2.5.5).

4.4.8.6 P8 and P9 – « Zone de Sûreté à Accès Restreint »

Issue 5 Rev 0 – 15 JUN 26

Security Zone

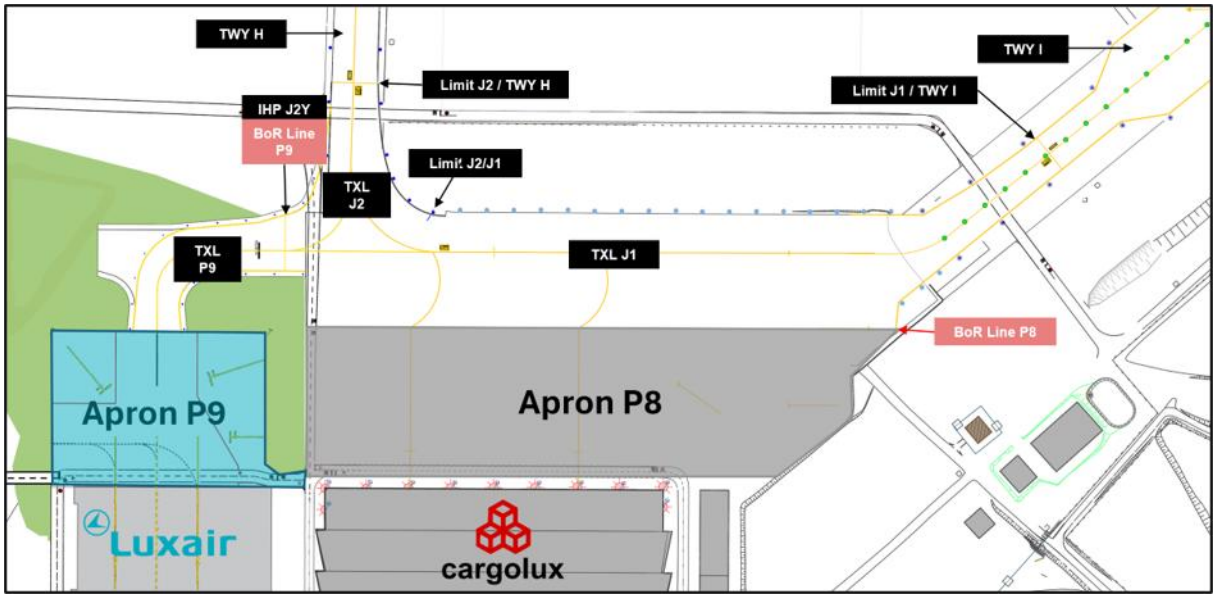


Figure 60: Overview of apron P8 with taxiway designations

Refer to SOP.OPS-A.016.

On the road between aprons P8 and P9 areas close to aircraft with running engines, drivers must:

- Never drive behind aircraft with running engines,
- Maintain safe distance from aircraft engines,
- Obey marshaller or FOLLOW-ME instructions.

4.4.8.6.1 Standard operating rules

Issue 5 Rev 0 – 15 JUN 26

Refer to SOP.OPS-A.016.

- Always respect parking and do not obstruct operations,
- Watch out for aircraft entering or leaving hangar P8/P9 or parked in front of the hangar,
- Watch out for other vehicles in the area, tow trucks, fenwicks, etc,
- Always stay on service roads, except for operational reasons (e.g. Apron inspection, snow clearance, etc.),
- Risk of jet blast on the road between P8 and P9 and when crossing TWYs H and I, aircraft may move in own power in the maintenance area.

4.4.8.6.2 Area controlled/uncontrolled

Issue 5 Rev 0 – 15 JUN 26

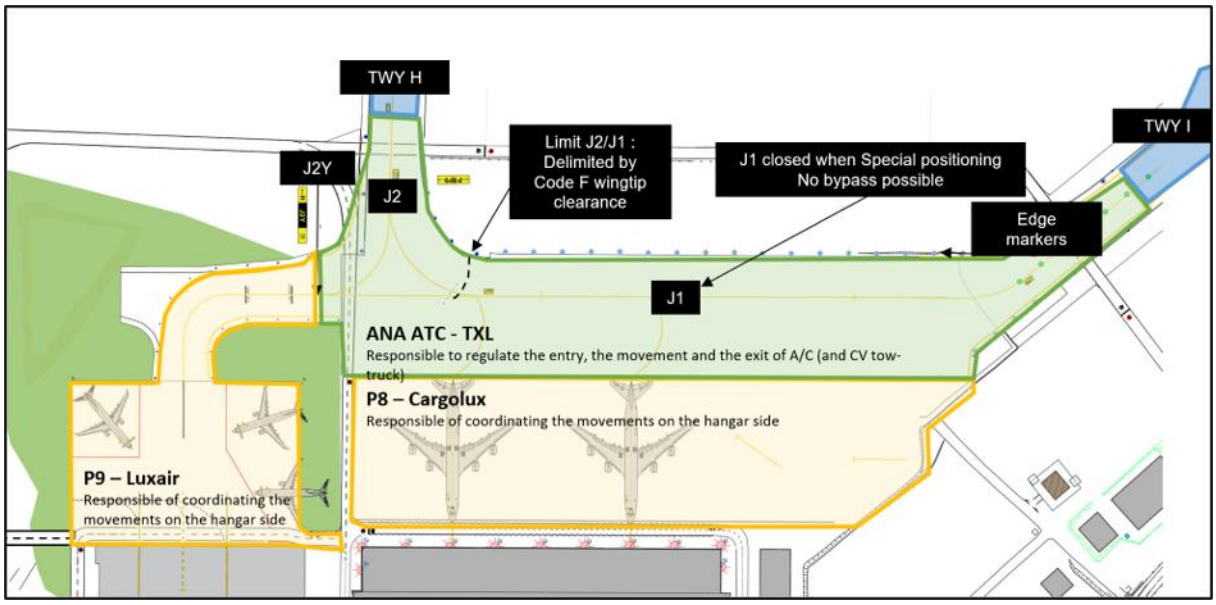


Figure 61: Controlled and uncontrolled areas

- TXL J1-J2 between TWY H and I is under the responsibility of ANA ATC. Drivers with ADP A are not allowed to enter TXL J1-J2,
- Drivers holding ADP B are authorised to enter this controlled area for essential operational activities (e.g. inspections, emergencies, snow clearance, etc),
- No contact with ANA ATC is required to enter the green area, except for tow trucks, considering vehicles are equipped according to SOP.OPS-A.019,
- Priority must be given at all times to moving aircraft (whether towed, pushed or moving under their own power),
- Drivers must clear the taxi lane in case of movement,
- Cargolux tow trucks without aircraft: must leave/arrive from/to the maintenance area via RWY crossing and will be controlled by ANA ATC,
- Luxair tow trucks without aircraft: must leave/arrive from/to the maintenance area via perimeter road and must NOT cross the RWY. They will not be controlled by ANA ATC.

4.4.8.6.3 FOLLOW-ME

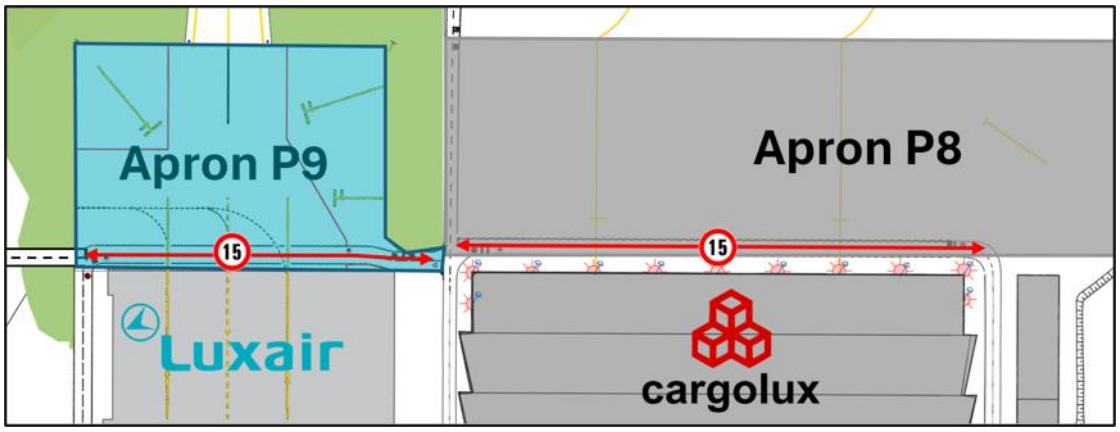
Issue 5 Rev 0 – 15 JUN 26

Refer to SOP.OPS-A.009.

On P8 and P9, arrivals of Cargolux and Luxair A/C under their own power do not require FOLLOW-ME guidance. However, arrivals of third parties' airlines A/C under their own power on P8, required FOLLOW-ME guidance and must be arranged in coordination with LAP ADM.

4.4.8.6.4 In front of hangars

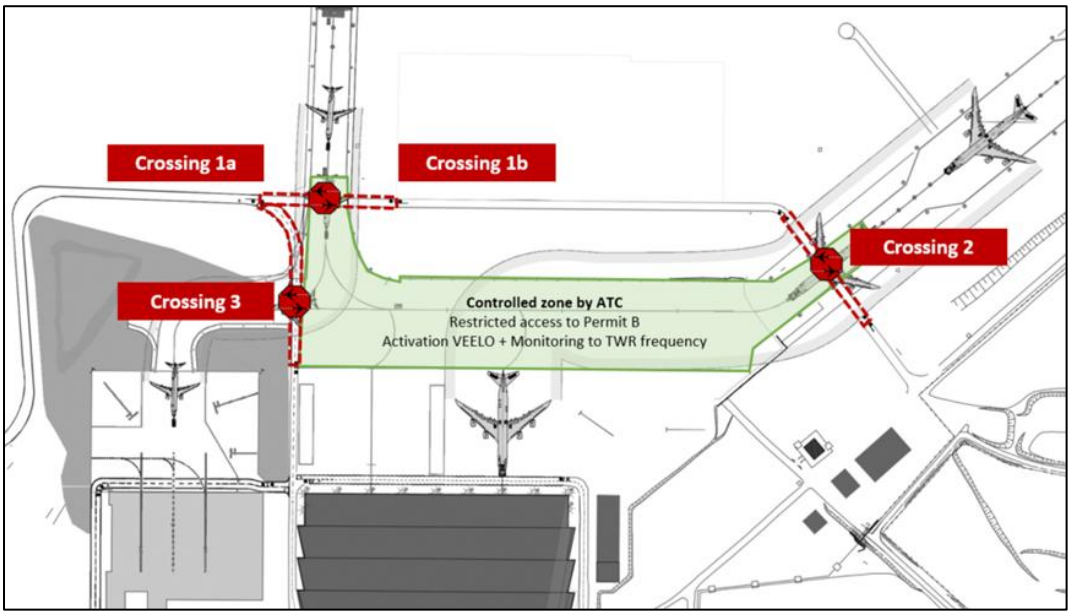
Issue 5 Rev 0 – 15 JUN 26



- Only use service roads P8 and P9 when access to the maintenance zone is required,
- The preferred standard route to pass through this area is via TWY H and TWY I crossing,
- Shortly before reaching the J1/J2 taxilanes crossings, drivers must stop, check any aircraft movement on P8 or P9, and wait at the stop line if any aircraft movement detected. Always ensure adequate wingtip clearance and give priority to aircraft,
- ADP A drivers must stay within the roads markings and must not drive on the taxilanes,
- Speed is limited to 15 in front of P8 and P9 hangars. Extreme caution is requested when passing in this caution zone.

4.4.8.6.5 TWYs and TXL crossings

Issue 5 Rev 0 – 15 JUN 26



See 7.1

4.4.8.6.6 Special positioning

Issue 5 Rev 0 – 15 JUN 26

Refer to SOP.OPS-A.042 and 4.4.7.5.

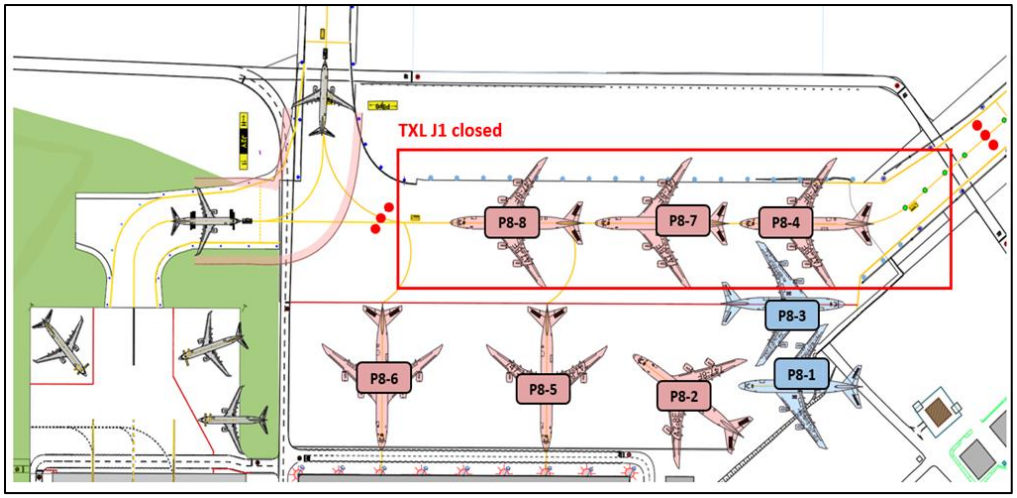


Figure 62: 747 special positioning on P8

Aircraft positioned in these temporary locations will normally access their parking position under towing. Temporary mitigations measures are described in 4.4.7.5 and SOP.OPS-A.042.

In this configuration, there is no impact on the service road. A NOTAM will be published and red lights places to close the taxilane J1.

4.4.9 Escort on Aprons

Issue 5 Rev 0 – 15 JUN 26

Any driver or vehicle not fully authorised (See 2.3) or unfamiliar with the aprons must be under escort at all times. An escort is mandatory in the following situations:

- Contractors' activities, works or sub-contractors in general,
- Authorities accessing apron areas unfamiliar with the aerodrome layout,
- External ambulances or emergency vehicles unfamiliar with the aerodrome layout.

4.5 Abnormal and Emergency situations

4.5.1 Vehicle breakdown



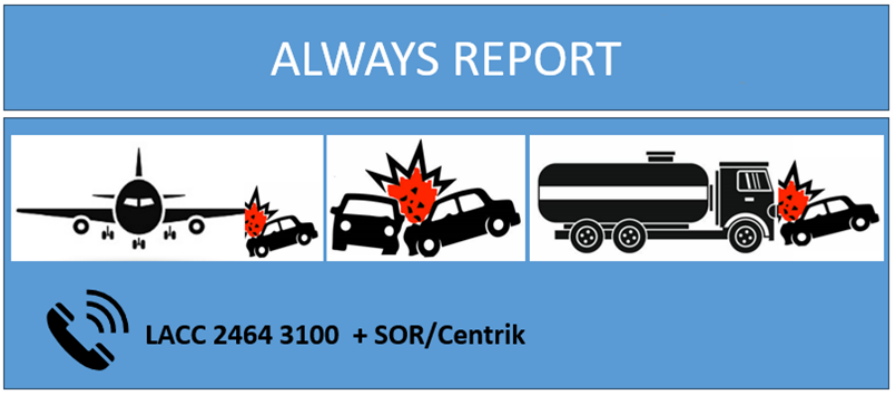
Location of the broken-down vehicle	Contact	Actions
On the manoeuvring area or adjacent unpaved area	ANA TWR + LACC	The driver shall contact ANA TWR immediately via phone and confirm his position. Meanwhile the driver: • should not leave the vehicle unattended, • Remain in a safe place while waiting.
On apron or adjacent internal road to the TWY	LACC	The driver shall contact the LACC to have the vehicle removed immediately. Meanwhile the driver: • should not leave the vehicle unattended, • try as far as possible to move the vehicle to the side of the road to avoid traffic obstruction, • Remain in a safe place while waiting.
On a portion of the road closed during LVPs	LACC	

NOTE	**Notify the person responsible as soon as possible!** (by radio or telephone, if appropriate).

4.5.2 Collisions and accidents

Issue 5 Rev 0 – 15 JUN 26

Refer to SOM.AEP-001 A/B/C/D.



Type of collision	Contact	Actions
With an aircraft on stand	LACC, who will contact the relevant entities	
With a moving aircraft	LACC, who will contact the relevant entities	A/C and vehicle remain on the scene until the Police grant permission to move them
With a fuel truck or fuel installation	LACC, who will contact the relevant entities	
Vehicle blocking TWY or TXL, can't move with or without debris	LACC, who will contact the relevant entities	
Personnel injured in the collision	LACC, who will contact the relevant entities + 112 (optional depending on situation)	

Any collision airside, regardless of visible damage, must be reported to the vehicle manufacturer following their standard procedures. The driver involved in a collision with an aircraft must remain at the scene and not move the vehicle until authorised by a lux-Airport representative and Police.



4.5.3 Emergency vehicles

Issue 5 Rev 0 – 15 JUN 26

4.5.3.1 Response to an incident

Issue 5 Rev 0 – 15 JUN 26

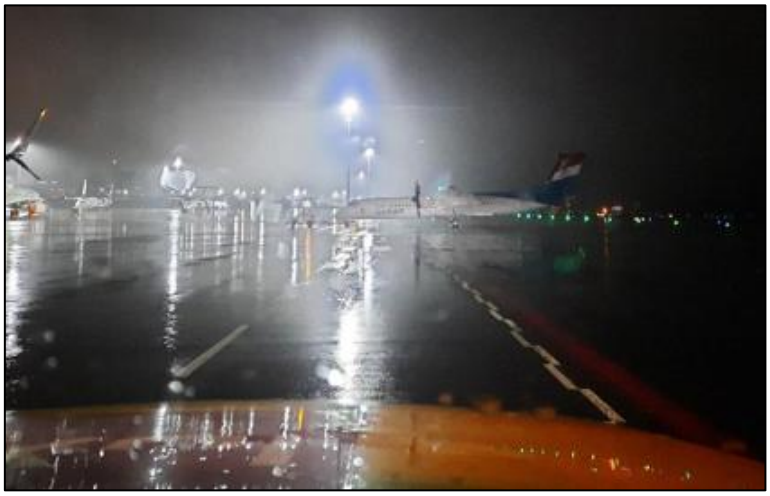
Refer to SOM.AEP-001-A/B/C/D.

In case of emergency or response to an aircraft incident, CIS vehicles can access taxiways without authorisation but must obtain ANA TWR authorisation to enter the runway. During such events, vehicles operated or escorted by CIS or the airport security are exempt from security checks before entering airside areas.

4.5.4 Adverse weather conditions/escalation

Issue 5 Rev 0 – 15 JUN 26

Refer to SOP.OPS-A.006.



During periods of darkness during the night, at dawn and dusk and when visibility is poor (e.g. haze, fog, heavy rain, snow), drivers shall observe the following:

- Reduce speed and exercise extra caution while driving especially approaching the A/C, remember that vehicles require greater distance to stop safely,
- Vehicle high beams or their equivalent are not allowed due to the risk of dazzling pilots or other personnel,
- Vehicle headlights must be turned on at all times,

special attention is required at crossings between service roads and taxiways. Driving style and speed should be adjusted.

4.5.4.1 Low Visibility Procedures

Issue 5 Rev 0 – 15 JUN 26

Refer to SOP.OPS-A.007

Low Visibility Procedures (LVP) are implemented when the visibility drops to 800 m or less, requiring additional safety measures to ensure aircraft operations can continue.

During LVP:

- Vehicles traffic and movements on Aprons shall be limited to the essential minimum only,
- Vehicles from non-based organisations are not permitted to operate on the manoeuvring area,
- Vehicles access to the manoeuvring areas is limited to essential tasks with prior ANA TWR authorisation.

A section of the perimeter road at the Eastern end of the aerodrome is closed to traffic and protected by illuminated barriers which are lowered when access is restricted. These barriers are illuminated by a red line along their length with a red light activated while LVPs are in force. The appearance and location of the barriers is shown in figure below.

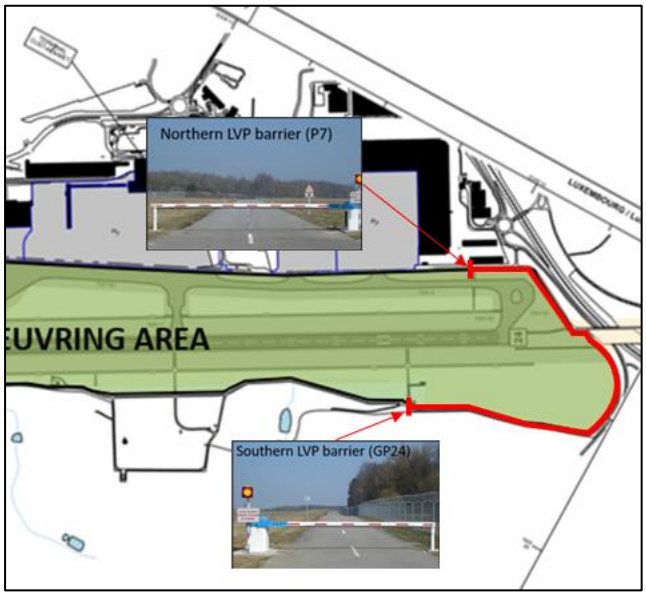


Figure 63: Portion of the road closed in LVP conditions

A warning sign and light near P7 and P8 is activated when LVPs are in force to indicate the road closure at the Eastern end of the aerodrome, see below:



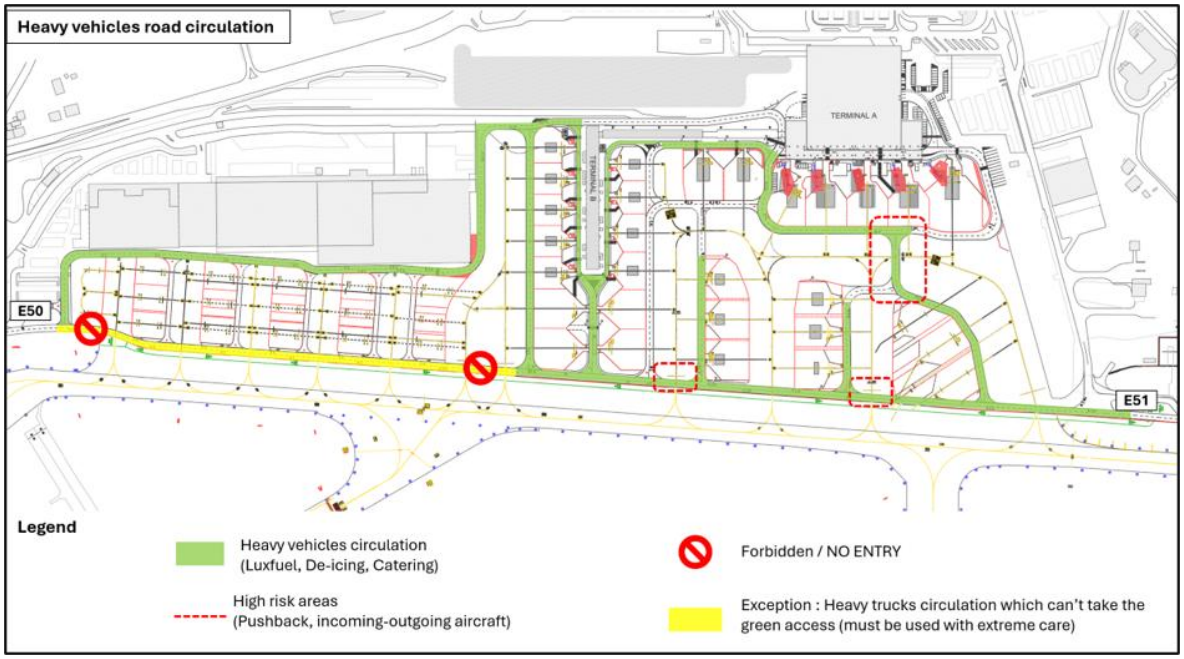
Figure 64: LVP warning sign and light near P7 and P8

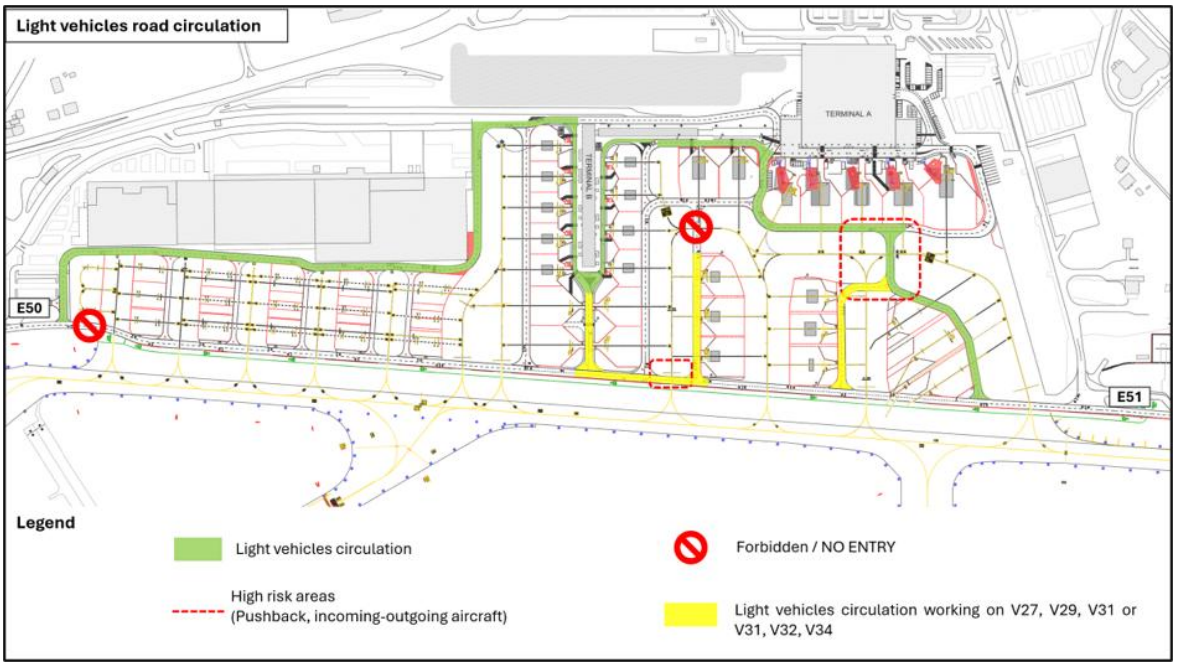
4.5.4.2 Critical Apron Visibility Procedures (CAV)

Issue 5 Rev 0 – 15 JUN 26

Refer to SOP.OPS-A.006.

In some cases, CAV (Critical Apron Visibility Procedures) are triggered on aprons. In this case visibility falls below a critical level, the aerodrome operator triggers and alarm warning operators that the alternate routes shown below should be used.





To minimise the risk of collisions between aircraft and vehicles, drivers should:

- When crossing taxilanes and hot spots, stop at designated road signs whenever a FOLLOW-ME car is positioned on taxi lanes with flashing lights on,
- Maintain a greater distance from the vehicle in front, increase the gap to at least 4 seconds,
- Not rely on following the taillights of the vehicle in front, as these can give a false sense of security,
- Keep their windscreen clear and demisted.

Ground handling vehicles may access traffic area routes only 30 minutes before ETA/ETD.

4.5.4.3 High wind

Issue 5 Rev 0 – 15 JUN 26

Refer to SOP.OPS-A.006.

High wind can be associated with below adverse weather hazards, therefore drivers should consider respective advice, additionally should:

- Keep both hands on the steering wheel and their speed low,
- Maintain a safe distance from other vehicles,
- Prepare for strong winds and gusts on exposed stretches of road,
- Be aware of flying debris,
- Be wary of opening vehicle doors.

4.5.4.4 Heavy rain and hail showers

Issue 5 Rev 0 – 15 JUN 26

Refer to SOP.OPS-A.006.

Drivers should:

- Halt driving in open or non-closed vehicles as far as possible, when pouring rain and true hail, unless they have a steel roof and rolled up windows, to protect occupants from impaired visibility and hail injury,
- Tug drivers should assess the pushback area surface and not attempt an A/C pushback unless the surface provides sufficient traction,
- Avoid driving into flood water that is moving or more than 10cm (4 inches) deep,
- Take extra care driving on wet surfaces, if steering feels light due to aquaplaning, ease off the accelerator and slow down gradually,
- Be prepared for increasing stopping distances, check that for vehicles without protective covering, vehicle controls are free from surface contamination and that hand and foot controls provide normal operating conditions,
- Maintain a greater distance from the vehicle in front, increase the gap to at least 4 seconds,
- Secure their equipment and vehicles to prevent movement or damage,
- Reduce/avoid activities in open areas to an essential minimum,
- Move away vehicles to covered/protected areas to prevent hail/water damage away,
- In case of pouring rain, seek indoor shelter as far as possible as raindrops are impacting the windscreen and wipers may not be able to fully cope with the rainfall rate.

4.5.4.5 Thunderstorm and lightning

Issue 5 Rev 0 – 15 JUN 26

Refer to SOP.OPS-A.006.

Thunderstorms/lightning can be associated with above adverse weather hazards, therefore drivers should consider respective advice, additionally:

- Reduce their activity to the essential minimum,
- Seek shelter,
- Halt driving in open or non-closed vehicles unless they have a steel roof and rolled up windows.

4.5.4.6 Snow and ice

Issue 5 Rev 0 – 15 JUN 26

Refer to SOM.OPS-A.011 and SOP.OPS-A.043.

Drivers should:

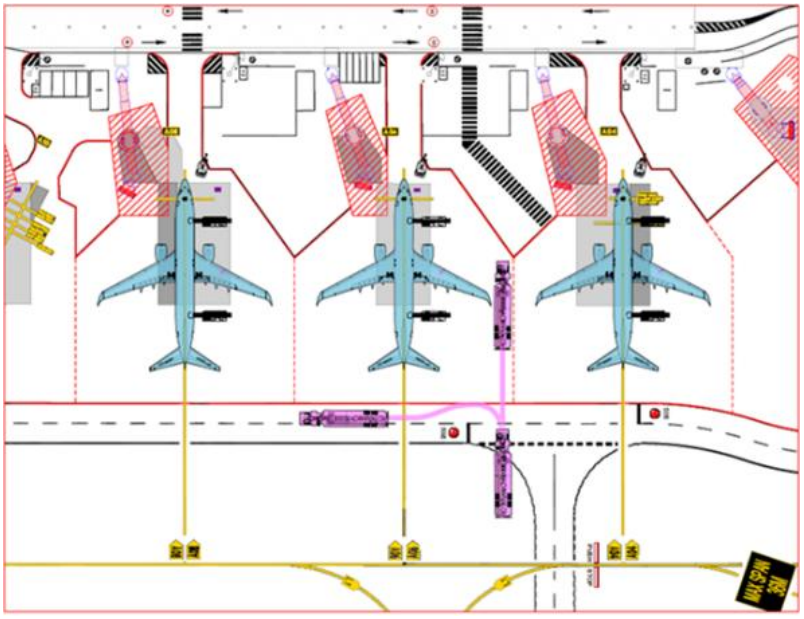
- Give way to snowploughs and vehicles clearing snow and ice (See 3.2.4.1.9),
- Tug drivers should assess the pushback area surface and not attempt an A/C pushback unless the surface provides sufficient traction,
- Keep speed down and give themselves time! Always reduce speed smoothly and in plenty of time on slippery surfaces,
- Avoid harsh braking and acceleration, or sharp steering. Slowdown in plenty of time before bends and corners,
- Expect the unexpected. Try to anticipate the actions of other road users,
- Maintain a greater distance from the vehicle in front, increase the gap to at least 4 seconds,
- Keep vehicle well-ventilated. The car heater full-on can quickly make them drowsy.

4.5.5 Fuelling operations on A-stands

Issue 5 Rev 0 – 15 JUN 26

Refer to SOP.OPS-A.062.

On P1 - A-bridge stands, fuel trucks must leave the positions backwards to the service road **and do have priority on other traffic**.

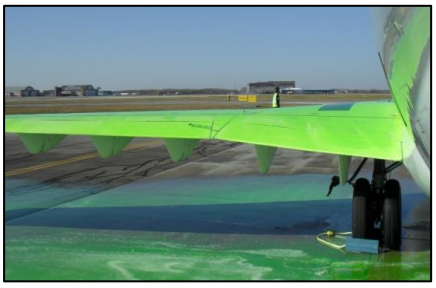


Drivers must pay attention to the banksmen positioned on the edge of the service road.

4.5.6 Fluid spillage

Issue 5 Rev 0 – 15 JUN 26



Fluid spillage can endanger both operational safety and environmental protection. Any vehicle leaking fuel, oil, or other fluids must be withdrawn from operations immediately.

In winter conditions, spillage present an increased hazard, as they can quickly create slippery surfaces or contribute to black ice formation. Additionally, de/anti-icing products used on aircraft may reduce tire grip increasing further the risk of skidding.

Drivers must remain particularly vigilant when operating on potentially contaminated or wet surfaces. Reduced speed, increased braking distance and smooth vehicle handling is essential to prevent loss of control.

4.6 Operations on unpaved areas

Issue 5 Rev 0 – 15 JUN 26

Refer to SOP.OPS-A.034.

Certain activities, such as grass-cutting, wildlife management and infrastructure installation, require vehicles to access or operate on unpaved areas. Drivers authorised to undertake these activities must undertake specific briefing to ensure that they are aware of the equipment and facilities located in these areas and that their work does not create a hazard to aircraft operations.

Access to unpaved areas is subject to authorisation from ANA TWR and drivers must comply with any restrictions specified. Additionally, access to drive or carry out any activity within:

- 140m from the edge of the runway,
- 50 meters from the edge of the taxiway,

must be specifically requested and approved.

4.7 Maintenance and works

Issue 4 Rev 1 – 01 JUL 24

Drivers/Contractors of vehicles involved in the maintenance of airport infrastructure or major works in airside areas shall be provided with specific briefing appropriate to the work being carried out. This must include:

- Airside Driving and behaviour to respect airside,
- Works conditions understood by every worker,
- Information on Safety risks and focus on agreed mitigations.

5 Reporting and occurrence

Issue 5 Rev 0 – 15 JUN 26

Refer to SOP.OPS-A.060.

Just culture definition *(regulation (UE) 376/2014)*:

« *A culture in which frontline operators or other persons are not punished for actions, omissions or decisions that are commensurate with their experience and training, but in which gross negligence, wilful violations and destructive acts are not tolerated.* »

5.1 Reporting

Issue 5 Rev 0 – 15 JUN 26





Mandatory reporting refers to incidents, hazards, or occurrences that must be formally reported in accordance with regulatory or organisational requirements. These typically include events that could affect safety, operations, or compliance, such as accidents, runway incursions, or significant equipment failures. Reporting is compulsory and must be done within defined timeframes (72H) using the approved reporting system Centrik/SOR.

https://lux-airport.centrik.net/sms/case/externalreport.aspx

Voluntary reporting is used to report safety concerns, hazards, or near-misses that are not strictly required to be reported but may still affect safety. It encourages proactive identification of risks and supports continuous safety improvement. Reports are non-punitive and help prevent incidents before they occur and can be done via the QR code:



Any reporting can be as well sent to safety@lux-airport.lu.

5.2 Occurrence

Issue 5 Rev 0 – 15 JUN 26

If you observe a contaminant spillage, a stain on the floor, or notice any abnormal situation, contact LACC and file a SOR.

6 Enforcement of rules and penalties

Issue 5 Rev 0 – 15 JUN 26

Failure to comply with the rules and driving instructions within the airport premises may result in sanctions:

E.g. Temporary or permanent driving ban.

7 Annexes

Issue 5 Rev 0 – 15 JUN 26

7.1 High-risk area map

Issue 5 Rev 0 – 15 JUN 26

A vehicle high-risk area map has been established to indicate the critical areas on the aerodrome where vehicles and aircraft might cross and where drivers must pay extra attention.

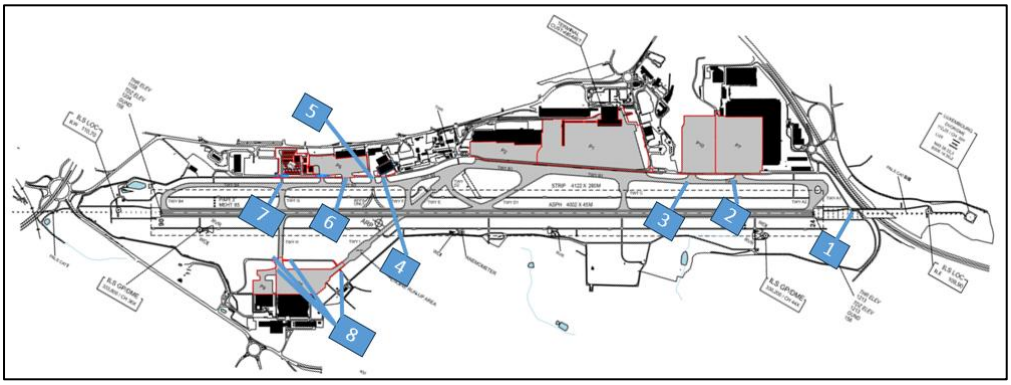


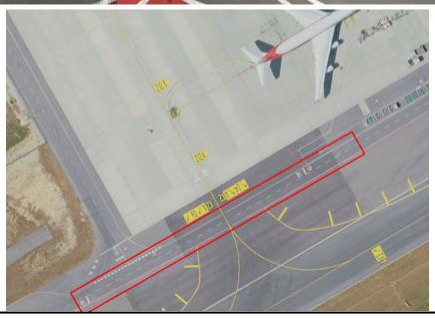
Figure 65: Overview of high-risk areas for vehicles





High-risk area 3 P10 Crossing





High-risk area 4 Old P4 crossing





High-risk area 5 CIS vehicles crossing



High-risk area 6 P5 Crossing





High-risk area 7 P6 Crossing





High-risk area 8 P8-P9 crossing 1a & 1b





High-risk area 8 — P8-P9 crossing 2





High-risk area 8 — P8-P9 crossing 3

