



## Roads, Vehicles &amp; Equipment

12<sup>th</sup> June 2026

ASDRVE\_OSI\_006

Version 2.0

# Operational Safety Instruction

## Airside Driver Training and the Airside Driver Permit

It is the responsibility of all employers to ensure that relevant OSIs are brought to the attention of their staff. However, individuals remain responsible for their own actions and those who are in any doubt should consult their Supervisor or Manager.

### 1. Introduction

- 1.1 This Operational Safety Instruction (OSI) defines the training requirements and criteria for obtaining an Airside Driving Permit (ADP) at Heathrow Airport, encompassing ADP types, medical standards, driver training, trainer/assessor qualifications, record-keeping and the minimum communication competencies expected for airside drivers.
- 1.2 An ADP can only be issued to a colleague who satisfies all the requirements of this OSI and has a genuine justification to drive airside as part of their role profile.
- 1.3 Any individual whose regular duties include driving airside must hold a valid ADP whenever driving airside. Under no circumstances should this requirement be bypassed or substituted.
- 1.4 Under certain conditions, an ADP may be suspended or withdrawn by Heathrow. For further details, reference should be made to OSI "ASDRVE\_OSI\_087 Management of Airside Safety Offences" and Section 16 of this OSI.
- 1.5 This OSI forms part of Heathrow's compliance with the regulation UK Regulation (EU) No 139/2014 and the associated Acceptable Means of Compliance (AMC) and Guidance Material (GM) to ADR.OPS.B.025 (Operation of Vehicles).
- 1.6 This OSI should be read in conjunction with the reference documents (including CAP 790 Requirement for an Airside Driving Permit Scheme) as stipulated therein, if applicable.
- 1.7 All current OSIs can be found via the link [here](#) or via the Quick-response (QR) code below.



- 1.8** This document has been fully reviewed and updated; therefore, no red bars have been added to indicate change.
- 1.9** The older version of this OSI “ASDRVE\_OSI\_006 Airside Driver Training and the Airside Driver Permit (Version 1.1)” is hereby cancelled effective from the date of this publication.

## 2. Definitions

| Abbreviation | Description  |
|--------------|--|
| ADP          | Airside Driving Permit                                   |
| AMC          | Acceptable Means of Compliance                           |
| ATC          | Air Traffic Control                                      |
| CAA          | Civil Aviation Authority                                 |
| CCEA         | Council for the Curriculum, Examinations and Assessment  |
| CoC          | Certificate of Competence                                |
| DVLA         | Driver and Vehicle Licensing Agency                      |
| DVSA         | Driver and Vehicle Standards Agency                      |
| EC           | European Community                                       |
| GB           | Great Britain  |
| GM           | Guidance Material  |
| GOL          | Ground Operations Licence                                |
| GSE          | Ground Support Equipment                                 |
| ICAO         | International Civil Aviation Organisation                |
| ID           | Identification   |
| OfQual       | The Office of Qualifications and Examinations Regulation |
| PCV          | Passenger Carrying Vehicle                               |
| RQF          | Regulated Qualifications Framework                       |
| UK           | United Kingdom   |

**2.1** For the purpose of this OSI, the following wording means:

- 2.1.1** “Airport Representatives” means Heathrow Airside Operations, Airside Operational Safety Improvement Team, Security and Baggage Operations Teams.
- 2.1.2** “AIRDAT” means a software system operated by Heathrow for the management of ADP records and data.
- 2.1.3** “Apron” means a defined area on a land aerodrome provided for the parking of aircraft for the embarkation and disembarkation of passengers, the loading and unloading (including cargo, baggage and mail).



**2.1.4** “Manoeuvring Area” means that part of the aerodrome provided for the stationing of aircraft and for the movement of aircraft on the surface, excluding the apron, leased areas and any part of the aerodrome provided for the maintenance of aircraft. For the purposes of this document and an Airside Driving Permit (ADP) Scheme the manoeuvring area is divided into the area excluding runways ('M' ADP) and including runways ('R' ADP).

**2.1.5** “Runway” means a defined rectangular area on a land aerodrome, prepared for the landing and take-off run of aircraft along its length.

### 3. ADP Basic Requirements (DVLA Licencing)

- 3.1** To apply for an ADP, the applicant must possess a valid full driving licence (category B as a minimum) as recognised by DVLA which permits the individual to drive a motor vehicle on public roads within the UK.
- 3.2** For details regarding driving on a non-GB licence, please visit the DVLA website: <https://www.gov.uk/driving-nongb-licence>.
- 3.3** In the event that an ADP holder no longer holds a valid full driving licence as recognised by DVLA, they must inform their employer, and the ADP **must be revoked immediately.** Heathrow must be informed at the earliest opportunity. The records in AIRDAT must be updated by the operating company.
- 3.4** Drivers of any on-road vehicle, as defined by the DVLA, are expected to hold the correct DVLA driving licence category for the specific type of vehicle or equipment they operate airside. If this is not the case, a CoC could be acceptable.
- 3.5** For aerodrome-specific vehicles not covered by DVLA licensing, a CoC will be required. Reference should be made to Section 6 of this OSI for more details.
- 3.6** Each company is required to conduct regular DVLA driving licence validity checks. The frequency of these licence checks must follow a risk-based approach. However, as a minimum, licence checks must be carried out **every 12 months.** Licence validity checks are also required for both initial and renewal ADP applications.
- 3.7** Each company must have a system or process in place to manage the driving licence validity checks, which must be auditable by Heathrow upon request. To ensure full compliance, it is recommended that each company engage with a specialist driving licence auditing company.



#### 4. ADP Eligibility and Application Process

- 4.1 As per section 1.2 of this OSI, an application for an ADP must only be made if required for the candidate's job role profile.
- 4.2 For both ADP initial and renewal applications, the following must be completed:
- 4.2.1 Medical assessment with a "pass" outcome as outlined in Section 5 of this OSI. It is recommended that this is completed **within 90 days** prior to ADP application, however it must be completed **within 120 days** prior to the ADP application.
- 4.2.2 A valid DVLA licence check record. For non-GB licence holders, the applicant must provide evidence from the relevant issuing authority, in English (including via certified translations), of licence validity, restrictions, endorsement, penalties or offences at the time of application. If this cannot be obtained, the driver must obtain a full DVLA licence as per section 3.1 of this OSI.
- 4.2.3 A justification form completed by the colleague's line manager. This form can be found and downloaded when submitting evidence of justification for an ADP on AIRDAT's website below:
- [AIRDAT Login – AIRDAT](#)
- 4.3 All colleagues must receive appropriate training in order to qualify for an ADP — both initial and refresher training for ADP renewal. All training records must be provided to Heathrow upon request.
- 4.4 ADP will only be granted if the applicant fulfils all of the following:
- 4.4.1 All supporting documents are completed as per paragraph 4.2 of this OSI.
- 4.4.2 A colleague holds a valid Heathrow Airside ID Pass that permits access to the respective airside zones associated with the ADP types, such as apron road system, taxiways and runways.
- 4.4.3 Employed by an organisation authorised to operate at Heathrow.
- 4.4.4 Has an operational or business requirement to drive a vehicle in the respective zone airside.
- 4.4.5 The communication requirements as detailed in this OSI.
- 4.4.6 The training, familiarisation and assessment requirements as detailed in this OSI.



- 4.5 For 'R' ADP, approval will only be given to the following roles/parties if there is a genuine need to operate on the runways:
- 4.5.1 Airfield Operations.
  - 4.5.2 Airport Fire and Rescue Service.
- 4.6 A colleague's Heathrow Airside ID Pass number is associated with their ADP. Each company must update AIRDAT with this number, as incorrect information will render the ADP invalid.
- 4.7 A colleague's company details in AIRDAT must reflect their direct employing company instead of any third-party companies who deliver the training and assessment.
- 4.8 An ADP **must be carried at all times while driving airside**. However, carrying a DVLA driving licence is not mandatory.
- 4.9 All ADPs (except R ADP) will expire on the same date with the associated medical certificate. However, due to its validity, the 'R' ADP can be renewed independently each year until the medical certificate expires.
- 4.10 Heathrow is introducing a standardised template for ADPs within AIRDAT.
- 4.10.1 **From 3 months following the publication of this OSI**, all newly issued or renewed ADPs must be printed using the standardised template.
  - 4.10.2 **From 12 months following the publication of this OSI**, all other existing ADPs must be re-printed using the standardised template.

## 5. Airside Driving Permit Medical Requirements

- 5.1 **From 6 months following the publication date of this OSI**, all colleagues applying for any type of ADP, whether for a new or renewal application, must meet Heathrow's ADP medical standard, regardless of the area or type of vehicle they drive or operate.
- 5.2 Individuals whose ADP is due to expire within 6 months from the publication date of this OSI may continue to use DVLA's Group 1 medical certificate as a minimum to apply for an ADP. However, it is strongly recommended that they meet the higher standard of Heathrow's ADP medical assessment.
- 5.3 Heathrow's ADP medical standard is based on the DVLA Group 2 standard and is applicable to all colleagues holding an ADP. The difference between Heathrow's ADP medical standard and the DVLA Group 2 standard is that, if further evidence is



required during the medical assessment, a registered occupational health physician, has the authority to determine whether a colleague is medically fit to drive airside.

- 5.4 ADP medical assessment must be performed in person only. Remote or online assessments are not accepted.
- 5.5 For DVLA guidance on assessing fitness to drive for medical professionals, reference should be made to DVLA's website or [here](#). All enquiries regarding this should be directed to a registered occupational health physician.
- 5.6 A valid Group 2 medical certificate, signed off by a medical provider and accepted by the DVLA, is considered equivalent to meeting Heathrow's ADP medical standards. Before submitting an ADP application, drivers must ensure that their medical certificate remains valid for the entire duration of their ADP.
- 5.7 ADP medical certificate will be valid for **a maximum of 3 years**.
- 5.8 Colleagues must disclose to the DVLA and their employer any change to their medical state, any reportable conditions and/or prescribed medication which may affect their ability to drive safely. Further guidance can be found on the DVLA and HSE websites.
- 5.9 Where the DVLA or a registered occupational health physician places a medical condition or restriction on a colleague, the employer must consider these and seek medical advice and include such condition/restriction in the AIRDAT record. Appropriate actions, such as suspending or removing the colleague's ADP, may be taken as deemed necessary by Heathrow.

## 6. Certificate of Competence (CoC)

- 6.1 On-road medium-sized or large vehicles and airport-specific vehicle or GSE may be permitted to operate under a CoC. This is under a condition that the driver has a valid full driving licence (category B as a minimum) as recognised by the DVLA.
- 6.2 In addition to section 6.1 and due to the nature of these vehicle operations, a CoC process is required to ensure that drivers are trained to standards aligned with DVSA principals. The CoC training provided by each company must meet Heathrow's minimum standards.
- 6.3 Companies issuing the CoC must also keep all records, documents and related training and assessment securely and ensure they are available for audits as required by Heathrow.
- 6.4 It is the responsibility of the operating company to ensure that its colleagues are trained to an appropriate standard for the safe operation of vehicles and GSE. A CoC for each individual vehicle type must be issued by the organisation delivering the training and assessment.



**6.5** CoC is no longer recognised for PCVs with more than 9 seats. However, existing PCV drivers that have an ADP are subsequently deemed to hold the qualification by 'acquired rights' can continue to hold a CoC as long as they remain continuously employed by the same organisation up to a future date of **31<sup>st</sup> December 2026**. Companies that have drivers falling into scope for 'acquired rights' must contact the Heathrow Airside Operations Technical and Regulations Team at [airside\\_standards@heathrow.com](mailto:airside_standards@heathrow.com) to ensure that those drivers' existing records are updated.

## 7. Types of Airside Driving Permits

### 7.1 The 'A' ADP:

**7.1.1** This ADP type allows a driver to operate a vehicle or GSE on airside roads and aprons, including stands, interstand clearways and uncontrolled crossings (if there is no other suitable alternative route).

**7.1.2** 'A' ADP training does not cover any role-specific or vehicle-type syllabus.

**7.1.3** 'A' ADP is valid for **up to a maximum of 3 years**.

### 7.2 The 'P' ADP:

**7.2.1** A 'P' ADP allows drivers to operate a vehicle or GSE on the airside areas permitted under the 'A' ADP. Additionally, a 'P' ADP allows a driver to operate a pushback vehicle (either conventional aircraft tow tug or remotely operated pushback vehicles) to perform aircraft pushback manoeuvres in accordance with ATC's instruction only.

**7.2.2** In order to apply for an 'P' ADP, the driver must have held a valid 'A' ADP for **at least 6-months**. For remotely operated pushback vehicles, the 6-months requirements can be mitigated through demonstration of a comprehensive and robust training framework.

**7.2.3** A 'P' ADP **does not** enable a driver to operate any vehicles on the manoeuvring area (such as aircraft towing) other than aircraft pushback.

**7.2.4** A 'P' ADP is valid for **up to a maximum of 3 years**.



### 7.3 The 'M' ADP:

- 7.3.1** An 'M' ADP allows drivers to operate a vehicle or GSE on the airside areas permitted under the 'A' ADP, and the manoeuvring areas **but excludes the runways** if appropriate to do so. An 'M' ADP is required for any unescorted vehicle operation in the manoeuvring areas (the area beyond the solid double white lines).
- 7.3.2** An 'M' ADP also allows drivers to perform aircraft pushback manoeuvres and aircraft towing, when required by their job function and appropriate role-specific training has been provided by their employer.
- 7.3.3** An 'M' ADP will only be issued to drivers who have a justified, regular and extensive need to access the manoeuvring area. They must demonstrate that they cannot carry out their roles by using the apron road system only. Irregular access to specific parts of the manoeuvring area will be facilitated by airfield operations escorts and **will not** be a justification for a "M" ADP.
- 7.3.4** In order to apply for an 'M' ADP, the driver must have held an 'A' ADP for **at least 6 months**.
- 7.3.5** Some critical operational roles involve manoeuvring area driving duties from the outset. These may be granted a dispensation regarding the 6-month rule but would first need approval from the Heathrow Airside Standards Team.
- 7.3.6** The 'M' ADP training does not cover any role-specific or vehicle-type syllabus. Some roles, such as grass cutting and habitat management, will require additional specialist training.
- 7.3.7** An 'M' ADP is valid for **up to a maximum of 3 years**.

### 7.4 The 'R' ADP:

- 7.4.1** An 'R' ADP allows drivers to operate vehicles on the airside areas permitted under the 'A' and 'M' ADPs and the runways. It will require successful completion of enhanced training and passed all assessments delivered solely by Heathrow, including both practical and theoretical elements.
- 7.4.2** An 'R' ADP will only be issued to colleagues when it is required by their job function and appropriate role-specific training has been provided.
- 7.4.3** An 'R' ADP can only be issued to drivers who have held an 'M' ADP for **at least 6 months**.
- 7.4.4** Some critical operation roles involve runway area driving duties from the outset. These may be granted a dispensation regarding the 6-month rule but would first need approval from Heathrow Airside Standards Team.



**7.4.5** An 'R' ADP training does not cover any role-specific or vehicle-type syllabus.

**7.4.6** An 'R' ADP is valid for **up to a maximum of 1 year**.

**7.5** Details of each type of ADP requirements and maximum validity period are available in Appendix A of this OSI.

## **8. Requirements for ADP Training and Assessment by Individual Company**

**8.1** Individual companies may be authorised to deliver ADP training and conduct assessments for "A", "P" and "M" ADPs **for their own employees only**. Delivery of ADP training to third parties is only permitted where explicitly authorised through their GOL/AOL. All 'R' ADPs are delivered exclusively by Heathrow.

**8.2** A list of companies who are authorised to deliver ADP training for third-party companies is available from the Heathrow Licensing Team at [airsidelicensing@heathrow.com](mailto:airsidelicensing@heathrow.com).

**8.3** For any company to be authorised to deliver ADP training, they must satisfy all the requirements below as a minimum:

**8.3.1** Have a valid Heathrow GOL/AOL.

**8.3.2** Have a training facility that is suitable to deliver the training courses.

**8.3.3** Have the appropriate transportation to deliver all practical elements.

**8.3.4** Written approval is given by the Heathrow Airside Operations Technical and Regulations Team at [airside\\_standards@heathrow.com](mailto:airside_standards@heathrow.com).

## **9. Requirements for Individual ADP Trainers/Assessors**

**9.1** For any individuals to qualify as an authorised ADP trainer/assessor, they must obtain prior approval from the Heathrow Airside Operations Technical and Regulations Team at [airside\\_standards@heathrow.com](mailto:airside_standards@heathrow.com) before they can deliver any training courses and must fulfil the following requirements as a minimum:

**9.1.1** Hold a formal training qualification that is recognised by Heathrow (as detailed in Section 17 of this OSI).

**9.1.2** For 'A' ADP, the applicant must hold a valid 'A' ADP and for a minimum of 6 months.

**9.1.3** For 'P' ADP, the applicant must hold a valid 'P' ADP and for a minimum of 6 months.

**9.1.4** For 'M' ADP, the applicant must hold a valid 'M' ADP and for a minimum of 12 months.



- 9.1.5** Do not have any penalty point(s) on their ADP.
- 9.1.6** Required to deliver at least 1 airside driver training course every 3 months.
- 9.1.7** Completed the train-the-trainer course and successfully passed the assessment conducted by the Heathrow Airside Operations Training Team which consists of both written and practical elements.
- 9.2** Heathrow recommends that all ADP training and practical assessments should be done independently by separate competent individuals, each of whom must hold relevant qualifications as an authorised trainer/assessor.
- 9.3** Heathrow expects authorised ADP trainers/assessors to maintain a higher standard of airside driving. Any points accrued on their ADPs will be subject to further review and investigation. This may result in the withdrawal of the trainer/assessor's authorisation to deliver ADP training or conduct assessments.
- 9.4** All trainers and assessor qualifications are valid for a period of **up to 3 years**. To maintain their authorisation, they must revalidate by demonstrating competency as outlined in Paragraph 9.1 of this OSI.

## 10. ADP Training General Requirements

- 10.1** For initial applications for an 'A' ADP, colleagues must complete and pass the theory training and assessment provided by a Heathrow-approved company. **From 12 months following the publication of this OSI**, for initials and renewals, colleagues are additionally required to pass a practical assessment to assess their ability to safely navigate the airside road network.
- 10.1.1** During the practical assessment, each candidate should be asked scenario-based questions to confirm their understanding of the theoretical material and to ensure that their hazard perception is at a satisfactory standard. The candidate must also take control of the vehicle and complete as a minimum:
- Conduct a vehicle pre-use inspection
  - At least 1 uncontrolled taxiway crossing
  - Use the Cargo Tunnel and recommend the use of the Airside Road Tunnel.
  - Access at least 1 aircraft parking stand from the interstand clearway
  - Variation of speed due to changes in the speed limit
  - Locate at least 1 acceptable parking bay and park correctly
- 10.2** For both initial and renewal applications for a 'P' ADP, colleagues must complete and pass the theory training and assessment (including the elements of Radiotelephony) as delivered by a Heathrow-approved company.



- 10.3** For both initial and renewal applications for a 'M' ADPs, colleagues must successfully complete both the theory and practical components of ADP training and assessment (including the elements of Radiotelephony), as delivered by a Heathrow-approved training provider.
- 10.4** A current Heathrow's official training package must always be used. To obtain these documents, contact shall be made to the Heathrow Airside Operations Technical and Regulations Team at [airside\\_standards@heathrow.com](mailto:airside_standards@heathrow.com).
- 10.5** Heathrow's official ADP training package must not be altered in any way. If a company wishes to add complementary material, it must be approved by the Heathrow Airside Standards Team prior to being used.
- 10.6** When delivering an airside familiarisation tour, the number of candidates permitted in a vehicle must not exceed the maximum number as stated below.
- 10.6.1** For 'A' ADP training – **a maximum of 3 candidates** is permitted when using a car and 5 candidates when using a minibus per trainer.
- 10.6.2** For 'M' ADP training – **a maximum of 2 candidates** is permitted in any vehicle at all times per trainer.
- 10.7** All vehicles used for ADP training must comply with the requirements as per OSI "ASDRVE\_OSI\_008, Vehicle and Equipment Requirements - Airside", especially for vehicles used for 'M' ADP training, they must be equipped with a correct radio equipment, a vehicle transponder and must have a recognised ATC radio callsign.
- 10.8** Airside driver training assessments must be completed in appropriate exam conditions using AIRDAT, and as a closed book exam (an Airfield Map is permitted to be used for reference). The assessment must be completed individually by the colleague who is applying for the ADP without any assistance from others.
- 10.9** Any role-specific training such as aircraft tugs under ATC positive control and pushback procedures should be covered by the colleague's employer or other Heathrow-approved third parties.
- 10.10** If a candidate fails any ADP training course, they are entitled to re-sit the course. If a candidate fails the course after two attempts, the candidate's line manager must contact the Heathrow Airside Operations Technical and Regulations Team at [airside\\_standards@heathrow.com](mailto:airside_standards@heathrow.com) for an immediate review. They may be permitted to re-sit the course delivered by Heathrow within the next 6 months.
- 10.11** It is the responsibility of individual companies to update all ADP training records and individual's qualifications in the AIRDAT and provide all training and assessment records to Heathrow upon request.



## 11. Authorisation to Issue the Airside Driving Permit

- 11.1** Only companies approved by Heathrow are authorised to issue an ADP and must ensure full compliance with all requirements outlined in this OSI.
- 11.2** ADPs are **transferable** between Team Heathrow companies, provided the original justification remains valid. When a colleague transfers to a new employer, a new ADP **must not** be issued until their company and Airside ID Pass details have been updated in AIRDAT. The previous employer is responsible for archiving any outdated ADP records.

## 12. ADP Training Assurance Process

- 12.1** To ensure that ADP training delivered by Heathrow-approved companies consistently meets the required standards and remains fit for purpose, Heathrow will conduct regular audits of these training companies. These audits will focus on, but are not limited to, the following areas:
- 12.1.1** Adherence to Heathrow's official training materials.
  - 12.1.2** Compliance with established training standards.
  - 12.1.3** Quality and consistency of training delivery.
  - 12.1.4** Trainer qualifications and competency.
  - 12.1.5** Attendance records.
  - 12.1.6** Assessment results.
  - 12.1.7** ADP data accuracy on AIRDAT.
  - 12.1.8** ADP issuance records (if applicable).
- 12.2** Failure to demonstrate the necessary competency to deliver ADP training, or failure to provide training related records upon request, may result in the suspension or revocation of the company's authorisation to deliver ADP training and assessment.

## 13. Maintenance of Competence – 'P', 'M' & 'R' ADPs

- 13.1** In addition to the ADP revalidation requirements, individual companies should establish a competency check system for 'P', 'M' and 'R' ADP holders. These assessments should cover, at a minimum, the following areas.
- Airfield layout.
  - General airside driving
  - Vehicle/equipment checks.
  - Emergency procedures.
  - Radiotelephony (CAP 413 Radiotelephony Manual).
  - Pushback procedures (specific to ADP holders who are authorised to perform aircraft pushback operations).
  - Towing – apron and airfield (specific to holders who are authorised to perform aircraft towing operations).
  - Runway access (specific to 'R' ADP holders only).



## 14. Communication Skills

**14.1** It is the responsibility of individual companies to ensure that their drivers are proficient in the English language (both written and spoken) in order to complete the required training, competence assessments and designated activities on the aerodrome. The proficiency checks shall include the following as a minimum. For details, reference should be made to OSI “ASGrOps\_OSI\_041 Minimum Induction Training for Staff Operating Airside.”

**14.1.1** Ability to understand verbal instruction or notification given by the Police or Airport Representatives.

**14.1.2** Ability to complete the requisite driver training, familiarisation and assessment conducted in English.

**14.1.3** Ability to successfully undertake the operational communication requirements that may be required of airside drivers, e.g., reporting an accident or incident airside.

**14.1.4** Ability to read and understand relevant local safety information, e.g., safety instructions and airfield signage.

**14.2** In addition to 14.1 above, apart from 'A' ADP holders, all drivers must:

**14.2.1** be able to demonstrate language proficiency to the minimum of ICAO Operational Level 4 as defined in CAP 790 – Requirements for an ADP Scheme. For more details, please visit CAA’s website [here](#).

**14.2.2** be able to communicate with ATC using standard phraseology as described in CAP 413 Radiotelephony Manual.

**14.3** Individual companies are responsible for conducting regular checks on their drivers’ communication skills.

**14.4** Guidance material on how to assess communication skills can be found in Appendix C of CAP 790 Requirement for an Airside Driving Permit (ADP) Scheme. Also, language proficiency assessment material is provided as part of the Heathrow ‘M’ ADP training materials.

## 15. ADP Document Record Keeping

**15.1** All ADP-related documents as outlined in this OSI must be retained for **at least 6 years** including DVLA licensing checks, medical assessments, training and assessment records. Individual companies or their appointed third-party training company must ensure that records are available for audit by Heathrow upon request.

**15.2** Individual companies or their appointed third-party training providers must ensure that the following are adhered to:



**15.2.1** Information held in AIRDAT must be accurate and up to date.

**15.2.2** Information mandated by CAP 790 must be recorded securely.

## 16. ADP Suspension/Withdrawal and Reinstatement

**16.1** ADPs should be removed by the operating company under any of the conditions listed below. Heathrow, however, reserves the right to suspend or withdraw any ADPs at its discretion.

**16.1.1** The ADP holder's role has changed and does not satisfy the initial justification.

**16.1.2** Revoke/disqualification of driving licence recognised by DVLA.

**16.1.3** Driving on an expired ADP.

**16.1.4** Any misuse of an ADP.

**16.1.5** Loss of Heathrow Airside ID Pass.

**16.1.6** Demonstrate a lack of duty of care to other airside road users.

**16.1.7** Medical condition does not satisfy the requirements in this OSI.

**16.1.8** Accumulating 12 or more points on ADP in a rolling 36-month period.

**16.1.9** Involved in an airside incident.

**16.1.10** Any other non-compliance as detailed in CAP 790.

**16.2** Any application for an appeal against an ADP suspension or withdrawal must be made **within 21 calendar days** of the decision in writing to the Heathrow Airside Operations Technical and Regulations Team at [airside\\_standards@heathrow.com](mailto:airside_standards@heathrow.com).

**16.3** Information regarding ADP reinstatement, can be found in OSI "ASDRVE\_OSI\_087 Management of Airside Safety Offences".

## 17. Recognised Training Qualifications

**17.1** All ADP trainers/assessors must hold a valid formal training qualification accredited by one of the following or equivalent before they are authorised to conduct ADP training/assessment:

- **OfQual** – The Office of Qualifications and Examinations Regulation (England)
- **CCEA** - Council for the Curriculum, Examinations and Assessment (North Ireland)
- **Qualifications Scotland, formerly SQA (Scotland)**
- **Qualifications Wales (Wales)**

**17.2** All qualifications must be accredited under the Regulated Qualifications Framework (RQF) or an equivalent national framework. Trainers/assessors must hold a qualification at a minimum of RQF Level 3 or equivalent.

**17.3** For further information regarding training qualifications, refer to the OfQual website at <https://www.gov.uk/government/organisations/ofqual>.



## 18. Enquiries

Any questions regarding this OSI should be addressed to the Heathrow Airside Operations Technical and Regulations Team at [airside\\_standards@heathrow.com](mailto:airside_standards@heathrow.com).

## 19. References

### 19.1 UK Regulation (EU) No 139/2014 AMC and GM:

**19.1.1** AMC1 ADR.OPS.B.025 Operation of vehicles

**19.1.2** AMC2 ADR.OPS.B.025 Operation of vehicles

**19.1.3** GM1 ADR.OPS.B.025 Operation of vehicles

**19.1.4** GM2 ADR.OPS.B.025 Operation of vehicles

**19.2** CAP 790: Requirement for an Airside Driving Permit (ADP) Scheme

**19.3** CAP 413: Radiotelephony Manual

**19.4** Road Traffic Act 1988

**19.5** ASGrOps\_OSI\_041 Minimum Induction Training for Staff Operating Airside

**19.6** ASDRVE\_OSI\_087 Management of Airside Safety Offences

**19.7** ASDRVE\_OSI\_074 ATC Recognised Callsigns for Vehicles



20. Appendix A: ADP Holder and Trainer Requirements and Maximum Validity Period

| ADP Type | ADP Holder Requirements                 |                                 | ADP Trainer Requirements                |  |
|----------|---|---------------------------------|---|--|
|          | Airside Driving Experience Requirements | Maximum Validity Period (Month) | Airside Driving Experience Requirements | Maximum Trainer Permit Validity Period (Month) |
| <b>A</b> | N/A                                     | 36                              | 'A' ADP is held for at least 6 months   | 36   |
| <b>P</b> | 'A' ADP is held for at least 6 months   | 36                              | 'P' ADP held for at least 6 months      | 36   |
| <b>M</b> | 'A' ADP is held for at least 6 months   | 36                              | 'M' ADP is held for at least 12 months  | 36   |
| <b>R</b> | 'M' ADP is held for at least 6 months   | 12                              | Heathrow Airside Training Team Only     |  |

