

APPROVED

DATE

Qualified electronic signature by:

Jesus Caballero Pinto

evrotrust

**JESUS CABALLERO
CHIEF EXECUTIVE OFFICER
SOF CONNECT**

DRIVING RULES

AM.E.15.1-1

The contents of this document are the property of SOF Connect and may not be reproduced or communicated, in whole or in part, to persons other than those included in the distribution list attached to this document, without the express permission of SOF Connect.

AGREED PAGE

Prepared by:

DocuSigned by:

Jose Espinosa

Jose Espinosa
68AF755B863934AA...

Airside Executive Advisor

Agreed by:

DocuSigned by:

Juan R. Matas Sebastia

28325C1BE581483...

Juan Ramon Matas Sebastia

Chief Operating and Services Officer

DocuSigned by:

Peter Huszka

F0275708703F444...

Peter Huszka

Chief Operations Officer

DocuSigned by:

Ivaylo Mitev

174547D6D1F54B2...

Ivaylo Mitev

Director of Safety Division

DocuSigned by:

Alexander Kolev

9CD82700EABC482...

Alexander Kolev

Airside Director

REVISION PAGE

Rev. №	Description	Pages	Date
01	New document	All pages	December 2020
02	Full update of the Driving Rules to comply with ADR.OPS.B027 and ADR.OPS.B.080	All pages	March 2024

EFFECTIVE PAGES

Pg.	Date	Rev
1.	15.03.2024	02
2.	15.03.2024	02
3.	15.03.2024	02
4.	15.03.2024	02
5.	15.03.2024	02
6.	15.03.2024	02
7.	15.03.2024	02
8.	15.03.2024	02
9.	15.03.2024	02
10.	15.03.2024	02
11.	15.03.2024	02
12.	15.03.2024	02
13.	15.03.2024	02
14.	15.03.2024	02
15.	15.03.2024	02
16.	15.03.2024	02
17.	15.03.2024	02
18.	15.03.2024	02
19.	15.03.2024	02
20.	15.03.2024	02
21.	15.03.2024	02
22.	15.03.2024	02
23.	15.03.2024	02
24.	15.03.2024	02
25.	15.03.2024	02
26.	15.03.2024	02
27.	15.03.2024	02
28.	15.03.2024	02
29.	15.03.2024	02
30.	15.03.2024	02
31.	15.03.2024	02

DISTRIBUTION SHEET

№	Document Owner	Paper sheet		Electronic version	
		Original	Copy	*.docx	*.pdf
1.	CEO	–	–	–	√
2.	Chief Operating and Services Officer	–	–	√	√
3.	Chief Operating Officer	–	–	√	√
4.	Chief Technical Officer	–	–	√	√
5.	Airside Director	–	–	–	√
6.	Head of AOCC	–	–	–	√
7.	Director of “Safety” division	–	–	–	√
8.	Safety Management Department, “Safety” division	√	√	√	√
9.	CAA BG	√	–	–	√

The current "Driving Rules", AM.E.15.1-1 Revision 1 is part of the "Sofia Airport Manual". It is a document marked on each page – edition: number, modification: number, date of compilation / date of modification.

The original of the Procedure is signed by the Accountable Manager of the company and maintained by the Chief Technical Officer.

One copy of the Procedure is provided to the recipients, according to the distribution sheet.

CONTENTS

ОПЕРАТИВНИ ПРАВИЛА ЗА ШОФИРАНЕ	7
OR-1 GENERAL	7
OR-2 SAFETY AND SECURITY BASIC RULES	9
OR-3 PRIORITY RULES	17
OR-4 PARKING AND STOPPING RULES FOR VEHICLES	19
OR-5 RULES FOR PEDESTRIANS	22
OR-6 SPECIFIC RULES FOR GROUND SERVICE EQUIPMENT AND VEHICLES	24
OR-7 RULES DURING ADVERSE WEATHER CONDITIONS	26
OR-8 RULES IN THE MANOEUVRING AREA	28
OR-9 RULES IN CASE OF ACCIDENTS/INCIDENTS	30

СЪКРАЩЕНИЯ, УПОТРЕБЯВАНИ В ТЕКСТА

ICAO	International Civil Aviation Organization
EASA	European Aviation Safety Agency
ГД ГВА	Главна дирекция "Гражданска въздухоплавателна администрация"
ЗГВ	Закон за гражданското въздухоплаване
СУБ (SMS)	Система за управление на безопасността (Safety management system)
ЛОП	Летищно осигуряване на полетите
ЛКК	Летищна контролна кула
ОЦ	Оперативен център
БЕ	Безопасност на експлоатацията
КБП	Контрол безопасност на перона
КПП	Контролно пропускателен пункт
ВС	Въздухоплавателно средство
МС	Местостоянка
НО	Наземно обслужване
ПИК	Писта за излитане и кацане
ППР	Перонна пътека за рулиране
ПР	Пътека за рулиране
ТС и СОТ	Транспортни средства и Самолетообслужваща техника
ТПР	Телескопичен пътнически ръкав
FOD	Foreign Object Damage / Debris
ГСМ	Гориво-смазочни материали
ILS	Instrument Landing System
PCN	Pavement classification number
RVR	Runway Visual Range
VDGS	Visual Docking Guidance System

ОПЕРАТИВНИ ПРАВИЛА ЗА ШОФИРАНЕ

OR-1 GENERAL

OR-1.1

These regulations are applicable to the entire Movement Area of Sofia Airport and are complemented by operational instructions and local procedures that the airport management notifies to the companies, entities or organisations that operate in the Movement Area.

OR-1.2

Only persons, vehicles and equipment that have a specific and necessary function to perform in relation to aircraft or airport facilities and services in that area shall have access to the Movement Area. Access will require the corresponding Airport Security ID and Vehicle Access Authorisation and must be carried out exclusively through the places authorised for this purpose.

OR-1.3

The use of protective clothing and means of protection (PPE and others) is obligatory, in accordance with the legislation in force, and the operators, companies or entities operating within the Movement Area of Sofia Airport are responsible for this.

OR-1.4

Regardless of the subsidiary liability of the company or entity operating the vehicle or equipment, for the purposes of the application of these regulations, the person driving is responsible for the consequences arising from the incorrect use of the vehicle or equipment.

OR-1.5

Each person participating in the operations carried out in the Movement Area of Sofia Airport must behave in such a way that he/she does not endanger him/herself or others and does not obstruct the traffic of aircraft or other agents' vehicles.

In particular, they must drive with the **necessary diligence and caution** to avoid any damage to themselves or others, taking care not to endanger themselves, the other occupants of the vehicle, other users, aircraft, equipment and installations.

The basic general traffic rules must be applied at all times, such as the obligation to look before manoeuvring or signalling any manoeuvre.

It is strictly forbidden to drive in a negligent or reckless manner.

OR-1.6

The use of vehicles should be strictly limited to what is necessary and used solely and exclusively for the purpose for which they are designed.

OR-1.7

The use of motorbikes, bicycles, scooters and other devices within the ZASO is prohibited unless expressly authorised and under the conditions dictated by the Security Office.

OR-1.8

Companies, entities or bodies and other airport operators are responsible for training all their staff and anyone in their service in all aspects of these regulations.

OR-1.9

Due to the specific characteristics of Sofia Airport, its management may establish procedures different from those considered in these Regulations, after carrying out a safety study and risk analysis, establishing, as appropriate, the necessary conditions and limitations in each case.

OR-1.10

Where determined by Airport Management, the movement of persons or vehicles on the apron shall be subject to prior permission from the Sofia TWR unit.

OR-1.11

Except in connection with assistance to animals transported as baggage or goods or with airport wildlife control procedures, carried out in accordance with the regulations in force, the supply of food to animals, **the installation of feeding troughs or shelters is prohibited.**

Any type of conduct that favours the presence and/or formation of animal colonies in the surroundings of Sofia Airport is prohibited.

OR-2 SAFETY AND SECURITY BASIC RULES

OR-2.1

It is **strictly forbidden to drive or remain within the Movement Area under the influence of alcohol, drugs or psychoactive substances, including medicines that adversely affect safety, as well as the introduction and consumption of such substances.** For these purposes, a person is considered to be under the influence of alcohol or drugs if the lower limit established in the General Traffic Regulations or the regulation that replaces them is exceeded. When there are different rates or levels, the most restrictive shall be applied.



OR-2.2

Smoking, including vaping and electronic cigarettes, or lighting fires is strictly prohibited in the Movement Area, including inside vehicles, except in designated areas.



OR-2.3

Only communications equipment necessary for operation is permitted, and the use of headphones/headphones for music/radio playback and manual keyboard input while driving, etc., is strictly prohibited.



OR-2.4

The circulation of vehicles within the Movement Area will be carried out on the established service roads, respecting the markings and signs. If the final destination is off the tracks, these must be left as late as possible.

The Airport Management reserves the right to make it compulsory to drive with dipped headlights on at all times.

OR-2.5

SPEED LIMITS

(a) As a general rule, the maximum speed of vehicles in the Movement Area:

50 km/h. – Perimeter Service Roads;

30 km/h. – Service Road, outside of the Apron;

20 km/h. – Service Road on the Apron;

5 km/h. – On the aircraft stands

(b) In Low Visibility Conditions the maximum speed of vehicles in the movement area shall be limited to 20 km/h.



(c) Within the aircraft parking stand (ERA), the speed of vehicles shall be that of a walking person (less than 5 km/h).



OR-2.6

USE OF PRIORITY/ANTI-COLLISION LIGHTS

Any vehicle with priority lights ON has priority over all other vehicles (Follow-me car, Fire Fighting vehicles, Security, etc.), being able to circulate freely on the Apron when necessary and having no obligation to respect speed limits.

Notwithstanding the above, vehicles with priority signalling lights on are not exempt from compliance with article OR-1.5 and, where possible, from compliance with article OR-2.4.

In any case, when driving a vehicle in any of the circumstances listed above, the person driving shall exercise extreme caution, checking that other road users are aware of his presence and ensuring that there is no risk of collision with other vehicles or of pedestrians being run over.

When the priority lights are NOT ON, the driver should behave like any other vehicle.

The Airport Management shall determine which vehicles are authorised to carry priority lights and the conditions and restrictions for the use of such lights.

The priority lights of safety and emergency vehicles shall be blue and those of all other vehicles shall be yellow.



OR-2.7

In vehicles fitted with seat belts, seat belts shall be worn and each person shall be responsible for their use.

Persons driving or being transported by emergency and security vehicles in emergency service are not obliged to wear a seat belt.

OR-2.8

In the vicinity of vehicles with priority lights on, extreme caution should be exercised.



OR-2.9

Aircraft in motion, by their own means, guided or towed, have precedence over any vehicle, even if such vehicles have priority signal lights, except for an emergency vehicle assisting an aircraft in distress or any other emergency situation that justifies it.

OR-2.10

Vehicles with variable height elements shall always run with them in their lowest position, paying particular attention to height limitations.



OR-2.11

A safety distance of 8.5 m must be maintained in front of jet engines started from stationary aircraft, or a different distance if required by the operating company depending on the type of aircraft.

A safety distance of 50 m (conventional) or 75 m (wide-body) must be maintained behind engines running on stationary aircraft.

It is noted that aircraft normally keep their anti-collision lights on when their engines are running.



OR-2.12

A minimum distance of 75 m (conventional aircraft) or 125 m (wide-body, twin-engined aircraft) or 150 m (wide-body aircraft with more than two engines) must be maintained behind moving aircraft.

NOTE: The greatest engine power is used when the aircraft starts to move, so it is recommended that you pay attention to this circumstance and take extreme safety measures.

	Aircraft stationary		Aircraft in movement
	Distance in front of engines	Distance behind engines	Distance behind engines
Conventional aircraft	8.5 M	50 M	75 M
Wide-body with 2 engines	8.5 M	75 M	125 M
Wide-body more than 2 engines	8.5 M	75 M	150 M

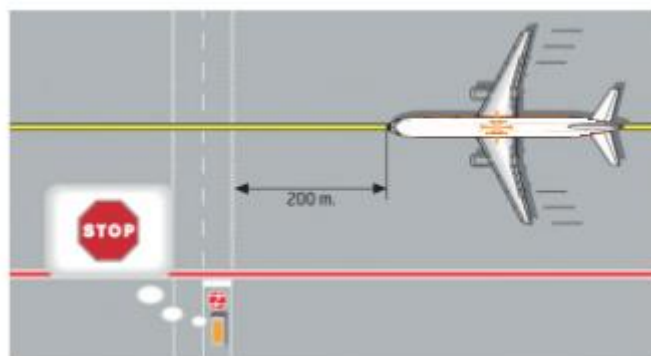
OR-2.13

Keep clear of propellers and rotors. The safety distance shall be as defined for each type of aircraft by the aircraft operator.

NOTE: Propellers and rotors in operation are very dangerous because they are not visible. On the other hand, even when stationary they are dangerous, because it is not easy to see when they start to rotate.

OR-2.14

When a moving (approaching) aircraft is at a distance of less than 200 m., it is forbidden to initiate a crossing in front of it or behind it in the case of a reversing (autonomous or towed); for practical purposes (given the difficulty of verifying this fact) this rule shall be understood to have been infringed when an aircraft is forced to brake, an official report is received from the PIC denouncing a dangerous crossing by a vehicle or when driving, in any way, between an aircraft and the guide vehicle.



It is also forbidden to drive on the service roads in front of and behind the aircraft parking areas, from the moment the aircraft turns ON the anti-collision lights, unless the person coordinating the stopover confirms that the aircraft can be safely overtaken. If the aircraft has already started to move, it is strictly forbidden to drive behind the aircraft.

OR-2.15

Do not ride over cables and hoses that may occasionally be found on the pavement, taking particular care with those hanging from PBBs if any.

OR-2.16

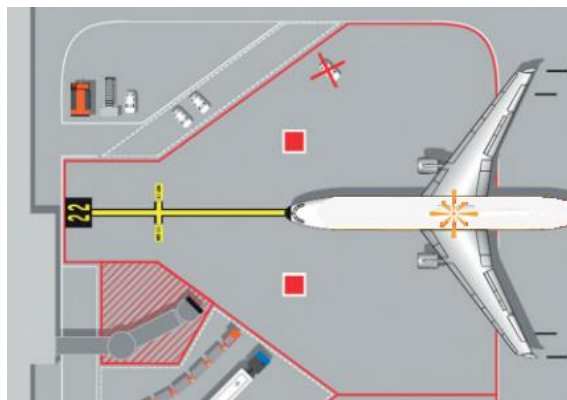
When driving along apron edges where raised beacons are installed, a prudent distance must be kept from them and the AOCC must be notified if a breakage occurs.



OR-2.17

When an aircraft is approaching a parking position, all personnel, vehicles and equipment must remain outside the equipment restriction area (ERA) without initiating assistance to the aircraft until the following conditions are met:

- Aircraft is stopped,
- The engines are shut down and the propellers and rotors are stopped,
- The aircraft anti-collision lights are OFF, and
- The chocks are in place.



On departure of an aircraft when the aircraft switches ON the anti-collision lights, the equipment restraint area (ERA) and, when necessary, the associated equipment staging areas (ESA) shall be clear of persons and equipment except those essential to the departure process, which shall be located so as not to interfere with the aircraft departure manoeuvre, with particular attention being paid to remote positions with autonomous departure manoeuvre where the effect of the engine jet blast must also be taken into account.

OR-2.18

Cones must be placed on the ground around certain parts of the aircraft in order to prevent damage by vehicles or equipment during handling operations. In the event of high winds, measures shall be taken to ensure that these cones do not become FOD.

**OR-2.19**

It is prohibited for any person or vehicle to enter or remain in aircraft parking positions unless they have a function to perform.

OR-2.20

When driving around an aircraft, it should preferably be done in such a way that the driver's side of the vehicle is closest to the aircraft.

OR-2.21

In general, unless it is essential for the dispatch of the aircraft, **it is forbidden to drive underneath the aircraft (wings and fuselage).**

In cases where it is essential, this shall be done at the minimum speed possible, using extreme caution and requesting, **as far as possible, guidance assistance from other persons.**

OR-2.22

Reversing and backing up vehicles is only permitted if local conditions do not allow forward movement; in these cases the driver must ensure that there is no obstacle to hinder the manoeuvre or encroach on safety zones, and that the manoeuvre is carried out at the lowest possible speed, using extreme caution and, **where possible, seeking guidance from other people.**

OR-2.23

Stopping and working behind vehicles which, due to local conditions, can only be reversed out, is prohibited.

OR-2.24

Hydraulic vehicle supports may only be used after ensuring that the area is clear.

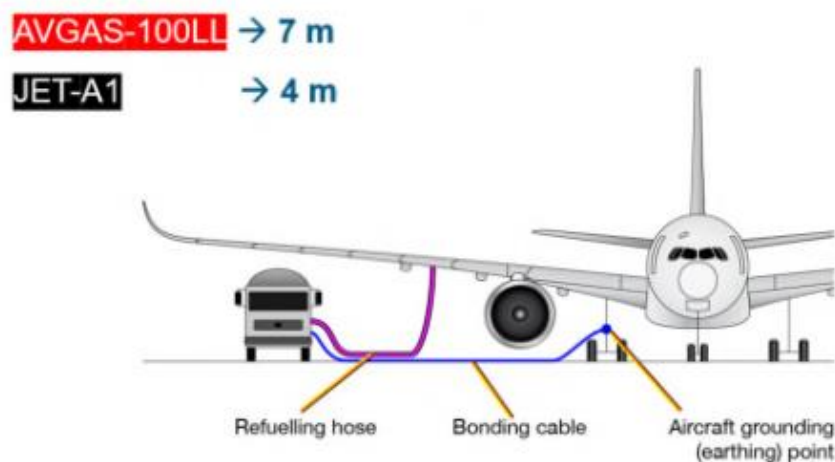
OR-2.25

Ground Support equipment (GSE) must be positioned in the vicinity of the aircraft in such a way as to:

- Do not obstruct the evacuation of persons from the aircraft in the event of an emergency.
- They do not obstruct the forward movement of refuelling units.
- Do not hinder the conduct of other ground handling operations..

OR-2.26

During refuelling of an aircraft within a radius of 4 m. in the case of kerosene (JET-A1) and 7 m. in the case of aviation gasoline (AVGAS 100LL), activities around tank vents, pit intakes in use and refuelling vehicles, activities that may cause sparks and the use of portable communications equipment and portable electronic devices not certified as intrinsically safe are prohibited, except for those devices whose use is covered by the refuelling procedures.



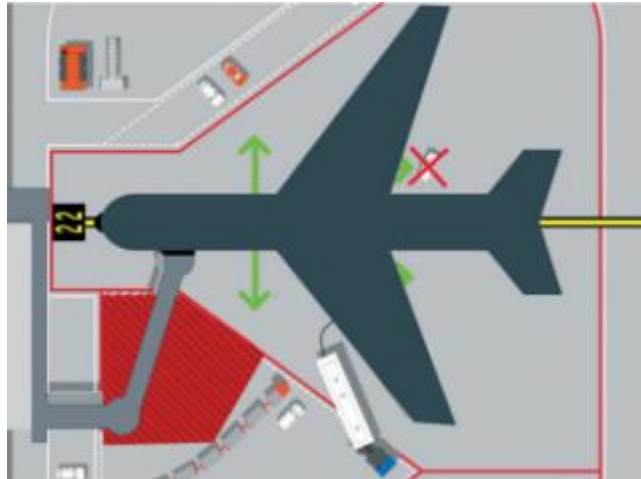
Within these distances, vehicle movements shall be restricted during aircraft refuelling operations and no vehicle with engine running shall be positioned over pit intakes, regardless of whether the pit intakes are closed. These activities should be avoided in and around aircraft and/or vehicle refuelling stations, as well as in the vicinity of fuel spills, until the spill has been cleaned up and the area declared safe.

OR-2.27

During refuelling with passenger on board, embarking or disembarking:

- Ground operations persons must be informed of designated aircraft emergency exits during refuelling.
- The area under these emergency exits must be kept clear of ground handling equipment or other obstructions.
- The air carrier or handling agent shall inform the fuel supplier of the presence of passengers on board.

NOTE: Designated emergency exits shall be considered as not being kept clear when specifically notified by the operating airline of the aircraft.



OR-2.28

In the event that the Airport Operations Officer - AOO (Marshaller) or the Fire Fighting Service (FFS - Fire Brigade) observes a safety incident during the refuelling of an aircraft, he/she shall take appropriate action, including stopping the operation, until appropriate conditions are restored.

OR-2.29

In the event of a fuel spill, the following must be observed:

- **Urgently inform the crew and AOCC.**
- **Move away from the spill and do not attempt to repair the pipe or plug the leak, unless your duties include managing the incident.**
- **Stop machinery and vehicles and avoid any source of ignition.**
- **Do not drive vehicles over fuel.**
- **In the event that fuel reaches the position where a vehicle is located, the engine must be switched off, if it is running, and the vehicle removed from the fuel area by pushing or towing it with a cable long enough not to force another vehicle to drive over the fuel.**



OR-2.30

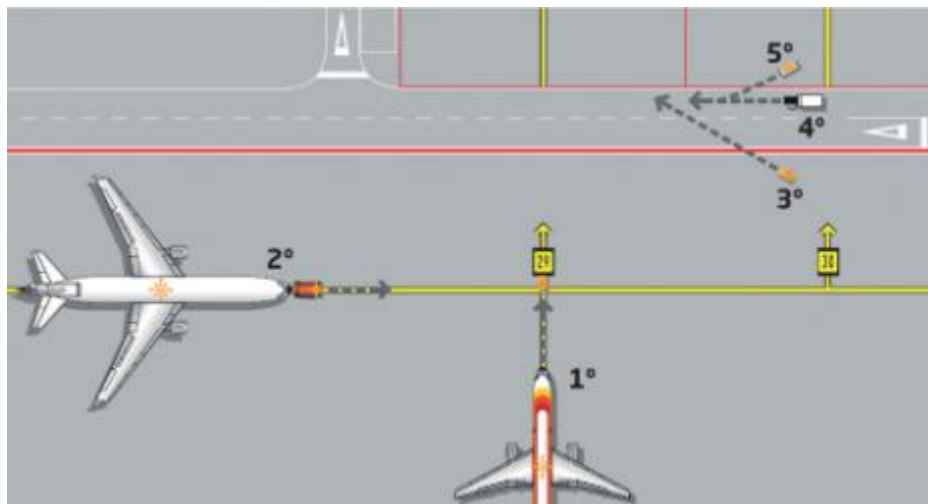
The use of chains or studded tyres requires prior authorisation from the Airport Management.

OR-3 PRIORITY RULES

OR-3.1

The following priorities are established for traffic in the Movement Area:

1. **Aircraft moving under their own power**, unless instructed by Control Tower to give way to another towed aircraft.
2. **Aircraft taxiing under tow**, including towing vehicles and guide vehicles.
3. Vehicles with **priority signal lights ON**.
4. Vehicles travelling on service roads.
5. Vehicles to be incorporated on service roads.



OR-3.2

At service road junctions the right-hand right of way is the basic rule, unless the markings or signs on these roads indicate otherwise. Exceptions to this rule are roundabouts, if any, where priority shall be given to the vehicle inside the roundabout.



OR-3.3

At marked zebra crossings on service roads, pedestrians must yield to pedestrians.

**OR-3.4**

At a "stop aircraft crossing" sign, the vehicle shall come to a complete stop, due to the possible crossing with aircraft or vehicles equipped with priority signalling lights.



OR-4 PARKING AND STOPPING RULES FOR VEHICLES

OR-4.1

It is forbidden to leave the engines running while the vehicles are stationary, unless the driver remains at his post and the time spent at his post is minimal or the use of the vehicle so requires and is constantly supervised by him and with the handbrake on. This prohibition also applies in the baggage sorting yards.



OR-4.2

During aircraft assistance, when the driver of a vehicle is not inside the vehicle, the vehicle must have the handbrake ON. This also applies to trailers.



OR-4.3

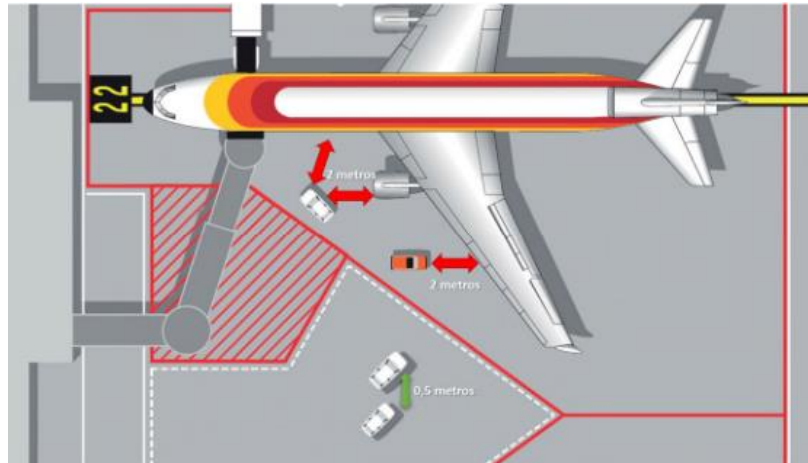
Vehicles and equipment shall only be parked in designated parking areas. In order to prevent uncontrolled movement of vehicles, equipment and materials on the apron, they must be parked:

- Vehicles: with the handbrake on and the gear lever and wheels in a position that prevents their accidental displacement.
- Equipment and trailers: with the brake on and the appropriate fastenings to prevent their unintentional movement.
- Materials: properly stacked and secured.

In no case shall the parking and circulation of other persons using the airport be obstructed.

OR-4.4

During the aircraft dispatch, no vehicle shall be within 2 m of the aircraft (unless contact is necessary) or within 0.50 m of another parked vehicle.



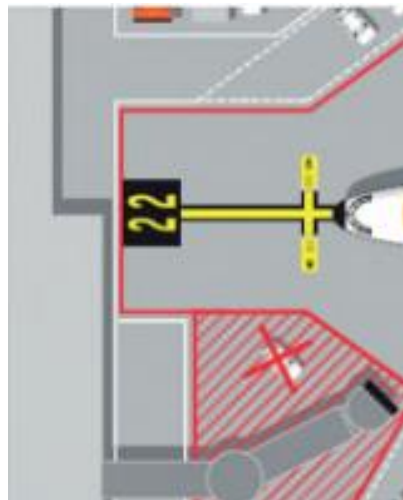
OR-4.5

All vehicles and equipment used for the assistance service, in any of its phases, must be removed and deposited in designated areas (EPA), once the need for their use has ended.

Responsibility shall always correspond to the owner of the vehicle.

OR-4.6

It is strictly forbidden to park or stop within the parking prohibition areas (NPA), marked diagonally in red, on the hydrant signs may not be parked or circulated.

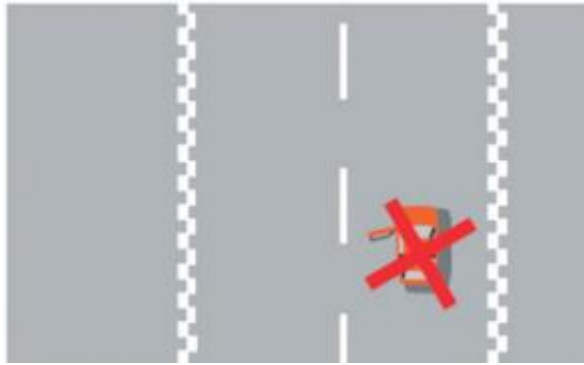


OR-4.7

Within the Movement Area it is forbidden to park or stop where indicated by signs and at marked zebra crossings on the service roads.

OR-4.8

It is forbidden to stop or park on service roads.

**OR-4.9**

It is forbidden to wash or carry out any maintenance and/or servicing work on vehicles outside the areas set aside for such work.

OR-5 RULES FOR PEDESTRIANS

OR-5.1

Walking on the apron is prohibited, except in relation to specific tasks required to be carried out in connection with aircraft or airport facilities and services.

The Airport Management shall determine the cases and conditions in which this situation may be authorised.

Walking on the apron shall be carried out using pedestrian crossings and footpaths and areas designated for this purpose.

In any case, each person on foot shall walk in such a way that he/she does not endanger him/herself or any other person, aircraft, equipment or installations, and does not hinder aircraft and vehicle traffic or the airport processes.



OR-5.2

It is compulsory to wear high visibility clothing, in the appropriate maintenance conditions, to access and remain inside the airside, with the exception of:

- Passengers.
- Emergency, fire-fighting and security service personnel wearing personal protective equipment, in accordance with their own regulations, incorporating high visibility elements.
- In cases of visits, receptions and protocol acts, for the organisation and development of which a plan of collective preventive measures is established to eliminate the risk for which the use of high visibility PPE is mandatory (e.g. accompaniment, supervision, access area, weather conditions, etc.).



OR-5.3

It is strictly forbidden to enter the Manoeuvring Area on foot, except in cases of:

- Express authorisation from the Airport Management.
- In cases of works and/or maintenance if so established in the corresponding operational safety assessment, under the conditions defined therein.

In all cases there shall be a person responsible for the activity, who must be in permanent contact with the aerodrome control service (Sofia Tower).

OR-5.4

Where footpaths are marked on footways or service roads, they shall only be used for pedestrian traffic.

OR-5.5

Persons moving on foot shall exercise extreme caution in the presence of aircraft with engines running, maintaining the minimum safety distances indicated above, as well as in the presence of an approaching aircraft. To this end, it is added that this situation normally arises when the anti-collision lights are ON.

OR-5.6

Pedestrians should not be behind vehicles which, due to local conditions, can only be reversed out.

OR-5.7

It is forbidden to throw objects, papers or rubbish on the ground, and they must be deposited in the receptacles provided for this purpose. Likewise, it is forbidden to deposit objects (cans, newspapers, papers, rubbish, etc.) on the loading areas or outside the vehicles, even if they are stationary, in order to prevent them from being blown away by the wind.



OR-5.8

In conditions of reduced visibility, extreme care must be taken.

OR-5.9

The use of nailed shoes is prohibited because of the danger of sparks.

OR-6 SPECIFIC RULES FOR GROUND SERVICE EQUIPMENT AND VEHICLES

OR-6.1

Trailer trains shall not exceed 6 empty or 5 full or partially full.



The goods shall be loaded onto the carriages or vehicles with the appropriate safety measures, by specialised personnel, who shall ensure that the load is properly stowed.

Although the company or entity is responsible for the fall of suitcases due to incorrect loading, the person driving must pay special attention to possible falls, being obliged to pick them up immediately if he notices the fact or if he is noticed by any other person.

OR-6.2

In the case of pallet carriers, dollies or similar, the driver shall ensure that the load securing stops are correctly positioned and that the platform swivel mechanism is locked.

OR-6.3

Rubbish and waste shall be transported in appropriate vehicles that prevent it from falling during transfer to receptacle containers.

OR-6.4

Trolleys and in general all equipment towed shall have retro-reflective elements installed on the sides and rear of the same.



OR-6.5

Any material used to protect luggage loaded on open vehicles or on trailers shall be secured in such a way as to prevent it from becoming detached.

OR-6.6

Enclosed vehicles (cabin) catering, passenger stairs and other service vehicles that are normally required to back away from aircraft shall be fitted with an audible reversing device.

OR-6.7

In cases where a vehicle is required to approach an aircraft by reversing, extreme care must be taken, where possible by seeking guidance assistance from other persons.

Where local conditions make it advisable, the Local Safety Office may require the presence of an auxiliary person at such positions as it deems appropriate.

OR-6.8

Refuelling of vehicles and/or equipment shall be carried out exclusively in places authorised by the airport management.

OR-7 RULES DURING ADVERSE WEATHER CONDITIONS

OR-7.1

At night and when visibility is reduced by weather phenomena, dipped or fog lights shall be used, position or main beam lights being forbidden.



OR-7.2

In conditions of reduced visibility the maximum speed of vehicles in the movement area shall be limited to 20 km/h. If this is the case, the signage in particular areas within the same area with a lower limit shall be followed.



OR-7.3

Sofia Airport has a Low Visibility Procedure (LVP). In the event LVP conditions are met, AOCC and Sofia TWR will activate the procedure according to the local procedure. This activation will imply that drivers and vehicles in general:

- They shall leave the movement area as quickly as possible, if their stay in the Movement Area is not required.
- In conditions of reduced visibility, access to the Manoeuvring Area shall only be granted if such access is essential. If it is essential to move, it shall be done with dipped headlights and fog lights on.
- Keep listening to the Tower frequency.
- In all cases, vehicles shall strictly use the existing service lanes on the apron, and the presence of vehicles in the Manoeuvring Area shall be avoided.



OR-7.4

Special care must be taken when there are intense and gusty winds:

- **Avoiding the possible generation of FOD.**
- **Removal of unnecessary equipment or vehicles in the Area of Movement.**
- **Do not carry out any type of work that may cause danger to people or equipment.**

If AOCC notifies that operations have been suspended due to high winds, in general, drivers and vehicles:

- **They should leave the Area of Movement as quickly as possible, if it is not necessary for them to remain there.**
- **In the event that it is essential to circulate, this shall be done with the utmost caution.**
- **All handling equipment shall be removed from the vicinity of parked aircraft.**
- **In all cases, vehicles shall strictly use the service lanes on the apron, and the presence of vehicles in the Manoeuvring Area shall be avoided.**

OR-7.5

In case of heavy rain or snowfall, if visibility is considerably reduced, OR-7.1, OR-7.2 and OR-7.3 shall apply.

OR-7.6

In general, in adverse weather conditions, journeys that are not absolutely necessary should be avoided and extreme care should be taken while in the Movement Area.

OR-8 RULES IN THE MANOEUVRING AREA

OR-8.1

To access and remain in the manoeuvring area it is necessary to request permission from the Aerodrome Control Service (TWR).

It is mandatory to comply with all mandatory instructions provided by signs and placards unless otherwise authorised by the Tower.

OR-8.2

Any vehicle whose activity requires it to enter the Manoeuvring Area must be equipped with transponder device ("squitter") and radiotelephone equipment with a suitable frequency for coordination with Sofia Tower (TWR) and the AOCC when required, instructions in the event of anomalous situations and a detailed map of the airport.

If portable radiotelephone equipment is used, a charged back-up battery must be available.

OR-8.3

For access to the Manoeuvring Area, Runway End Safety Areas (RESA), runway and taxiways strips, as well as where required by the Airport Management, the vehicle must have priority signalling lights, which must be kept on even when stationary.

OR-8.4

The obligations regarding the availability of transponder device, radiotelephone equipment and priority signalling lights shall not apply when the vehicle is guided by a duly equipped vehicle authorised by the airport or when it is required to access a part of the Manoeuvring Area that is officially closed to aircraft temporarily (works, maintenance, emergency, etc.).

OR-8.5

In conditions of reduced visibility, access to the Manoeuvring Area shall only be granted if such access is essential.

OR-8.6

If the person driving is in doubt as to the position of his vehicle on the Manoeuvring Area, he/she shall immediately:

- a) Notify Sofia Tower unit of the circumstances (including last known position);
- b) Simultaneously, unless otherwise directed by Sofia Tower, evacuate the landing area, taxiway or any other part of the Manoeuvring Area to a safe distance as soon as practicable; and thereafter,
- c) Stop the vehicle.

If unable to follow the instructions of Sofia Tower or unable to move the vehicle, this shall be reported immediately.

OR-8.7

Whoever driving a vehicle experiences a loss of communications and is in the Manoeuvring Area, shall immediately:

- a) Evacuate the landing area, taxiway or any other part of the Manoeuvring Area to a safe distance as soon as possible; and then,
- b) Stop the vehicle awaiting the assistance vehicle.

If alternative means of communication are available (mobile phone, airport coordination centre frequency, etc.), report the situation as soon as possible for immediate communication of the situation to Sofia Tower.

OR-8.8

In the event of a breakdown of a vehicle circulating through the Manoeuvring Area, the person driving shall:

- a) Immediately report this circumstance to Sofia Tower, communicating the position occupied.
- b) Wait for the arrival of the rescue resources.

However, in the event that the breakdown occurs while the vehicle is crossing or remaining on the active runway, the driver shall make every effort to leave the runway as soon as possible.

OR-8.9

In the Manoeuvring Area, it is prohibited to engage in non-essential activities during the driving process that may affect attention, situational awareness or decision making.

In this regard, the following should be avoided:

- The use of mobile phones for non-professional purposes, both for phone calls and text messages.
- Listening to music.
- Carrying out activities that require the volume of radio frequency conversations to be turned down.
- Conversations with other persons in the driver's cab (or via radio frequency) that are not essential to the conduct of the activity.
- Any other distracting activity.

In addition, the interior of vehicles must at all times be kept free of objects that may disturb or distract the occupants.

OR-9 RULES IN CASE OF ACCIDENTS/INCIDENTS

OR-9.1

All accidents and facility damage occurring in the Movement Area must be reported immediately to the AOCC, indicating whether people have been injured, whether there has been a spill, fire, or any other relevant circumstance, who will coordinate the relevant actions.

Likewise, the AOCC will be informed of any incidents or risk situations that arise and may endanger the airport operations.

In the event of activation of the Emergency Response Plan, action will be taken in accordance with its provisions.

OR-9.2

Persons involved in an accident must remain at the site of the accident and vehicles and equipment must not be moved until the Airport Operations Officer (AOO) and/or the Duty Airside Manager (DAM) TOEC or the police arrive for the report to be drawn up.

The Airport Management may establish alcohol, drug or psychoactive substance intoxication controls for all persons involved, regardless of their relationship with the accident.

OR-9.3

Once authorised by the AOCC, those responsible for the vehicles, equipment and other obstacles involved shall remove them immediately.

OR-9.4

AOCC will instruct the AOO or DAM to mark and signal the site of an accident, when necessary and possible. A report-report shall be drawn up containing all the data necessary for the identification of the persons and vehicles involved.

All personnel involved in an accident must provide the data requested by the AOO, DAM or police.

OR-9.5

In the event that an abandoned suitcase or package is detected in the Movement Area, AOCC shall be notified immediately.

OR-9.6

In the event that an abandoned or damaged object with Dangerous Goods labelling is detected, the employee should:

- Keep at a distance, warning people in the vicinity and protect the area with the means at your disposal.
- Urgently inform AOCC,

- Wait for the arrival of the Fire Fighting Service and/or the Emergency Services and comply with their instructions when they set the corresponding emergency procedures in motion.