

I CONFIRM ON _____ 2024

CHIEF EXECUTIVE OFFICER

TO "SOF CONNECT" AD

Qualified electronic signature by:

Jesus Caballero Pinto

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JESUS CABALLERO

PROCEDURE

FOR OBTAINING PERMIT

FOR DRIVING VEHICLES

AND GROUND SERVICE EQUIPMENT

AT SOFIA AIRPORT AIRFIELD

AM.E.16-2

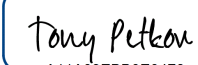
Issue 2, Change 00

March 2024

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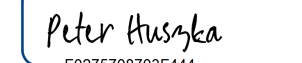
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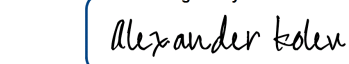
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Chief Operations Officer

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Aleksandar Kolev
Director Airside Division

CHANGES PAGE

Change no	Description of the amendment	Pages	Date
00	New edition	All pages	28.03.2024
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The current "Procedure for obtaining Permit for Driving of Vehicles and GSE at Sofia Airport airfield" (referred to as "Procedure" for brevity in the text) is part of the "Airport Manual of Sofia Airport". 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 Chief Executive Officer of the company and maintained by the Chief Operations and Service Officer.

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

The updated version of this document is also published on the Sofia Airport website.



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1. GENERAL

1.1. PURPOSE

The present "Procedure for obtaining permit for driving vehicles and ground service equipment at Sofia Airport airfield" (the Procedure) was developed with the aim of providing conditions for the fulfillment of the duties of the airport operator in ensuring the safety of ground traffic in the airfield of Sofia airport and the related rights to develop and introduce rules and procedures, as well as exercise control and management of processes.

The procedure determines the order and conditions under which workers/employees of operators and all other organizations performing activities on the territory of Sofia airport can obtain permission for driving vehicles and GSE in the defined areas of the airfield.

The procedure enables the airport operator to register and control the drivers, control the compliance with the current Driving safety rules and the possibility of access for a worker/employee, such as a driver of a vehicles and GSE in defined certain areas of the airfield.

1.2. REGULATIONS

The procedure has been developed on the basis of and in accordance with the norms and regulations of the current statutory documents, as follows:

- EU Regulation No. 139/2014;
- EASA AMC/GM ADR.OPS.B.025 "Operation of vehicles";
- Commission Delegated regulation (EU) 2148/08.10.2020
- Civil Aviation Act (CAA) - Art. 48a.(3) and Art. 48h.(1);
- Ordinance No. 14/15.10.2012 for airports and airport security - art. 414 item 2, art. 416 (3), art. 417 (1), Art. 511 (4), Art. 514 (2) and (4);
- Law on road traffic - art. 2, para. 3 and art. 3, para. 1.;
- Regulations for the implementation of the law on road traffic - art. 21, art. 26, paragraph 1, art. 28 and art. 29;
- Safety Management System of Sofia Airport Manual.



2. ORDER OF APPLICATION

2.1. REQUEST

In order to obtain a permit for driving of a vehicle and GSE and issue a "Permit for driving of vehicle and GSE in the Sofia airport airfield", the head of the operator (organization) or another authorized person, hereinafter referred to as the "candidate", sends to "Aviation Training Center" department of SOF Connect AD, written request according to the template (Annex 1) for inclusion in a course on "Driving vehicles on apron or in maneuvering area", for its workers/employees who during performance of their official duties will operate vehicles, GSE or other specialized equipment. Data for each candidate must be filled in the application as follows:

- three names of the applicant;
- position held and activities performed;
- date of appointment to the company (for initial course applicants)
- motor vehicle driving license - date of validity and acquired category.
- types of vehicles and GSE for which the applicant has an acquired qualification (for filling out the control card);
- necessary authorized area for operating vehicle, in order to perform official duties.

2.1.1. Review of the request

A Commission of the Airport Operator assesses the existence of grounds for granting a permit and issuing a permit to the applicants, based on the following criteria:

- a) does the applicant have a driving license;
- b) does the category held in the motor vehicle driving license give the right to acquire a qualification for driving the relevant types of vehicle and GSE (according to Art. 21, Art. 26, Para. 1, Art. 28 and Art. 29 of the Regulations for the Implementation of road traffic law).
- c) whether the types and nature of the activities performed require obtaining a permit to operate in the requested area from the Airfield.

2.1.2. Decision

According to the data for each candidate, the corresponding decision is made:

- a) positive - the candidate meets the conditions. A date for inclusion in a training group is determined and the applicant is informed;
- b) negative - the applicant does not meet the conditions (refusal). The applicant is notified by letter stating the reasons for the refusal.



2.2. PAYMENT

2.2.1. Payment is due for all applicants from operators, organizations and other companies working on the territory of Sofia airport;

2.2.2. The prices for the training are according to the Price List of SOF Connect AD, Section 14: Airport Training Center.

a) components forming the price:

- conducting theoretical training (lecture by a qualified instructor);
- providing support materials for use;
- preparation of an examination test;
- conducting practical training with an instructor;
- production and provision of a permit and control card.

b) price types:

- for participation in an initial course;
- for participation in a recurrent course, after the validity period of the "Permit" has expired or extraordinary course - after the permit has been revoked due to a committed violation;
- for reissuance of lost or destroyed "Permit and Control Card".

c) forms of payment:

- in cash, at the cash desk of SOF Connect AD;
- to a bank account specified by the Airport Operator.

Note: In case of refusal of admission to a course, no fee is payable.

2.2.3. Exempted from payment

- a) employees of government organizations at the territory of Sofia airport – Airport Fire Brigade, Border police and Customs, provided that when forming groups for initial and recurrent training, the entire organization and material and technical provision of the training (classroom, paper and aids and materials) are taken over by the relevant organization whose employees are being trained, and the "Aviation Training Center" of SOF Connect provides only an instructor to conduct the course;
- b) individual newly appointed employees of Border police, Customs are included in mixed groups, together with employees of other organizations, to participate in an initial or recurrent course.



3. TRAINING

The training is conducted by SOF Connect "Aviation Training Center" instructors according to a program approved by CAA and BULATSA Training Center corresponding to the requirements of EASA, GM2 ADR.OPS.B.025.

3.1. FORMS OF TRAINING

- 3.1.1. Theoretical - it is conducted in the form of lectures and exercises in a training room.
- 3.1.2. Practical – takes place in the form of traveling with vehicle and presenting each of the areas of the airfield or in a training room, depending on the scope of the course.

3.2. SCOPE

The training consists of three modules, each of which includes theoretical and practical training as follows:

3.2.1. Module 1 „Driving a vehicles on the apron“

The module is mandatory for the training of all workers and employees applying for a permit to independently drive the equipment and perform activities within the boundaries of the apron ("Apron - R" access on their official pass).

The module includes:

- a) theoretical part – lectures and exercises in training room;
- b) practical training – moving with the vehicle and presentation of all apron and adjacent and specialized areas around them, during which:
 - presentation of the configuration and horizontal marking of the apron, the service roads for the movement of vehicles and GSE, bypass and emergency ones, stopping and standing areas (permitted and prohibited), apron boundaries and apron taxiways;
 - aircraft parking stands configuration and positioning of the GSE around the aircraft;
 - approach to adjacent operational and logistics areas around the aprons and terminals (aircraft parking stands, bus stops, vehicle parking areas and parking areas for GSE);

3.2.2. Module 2 "Driving a vehicle in the maneuvering area"

The module is mandatory for the training of all workers and employees applying for a permit to independently operate GSE and perform activities in the maneuvering area.

The module includes:

- a) theoretical part – lectures and exercises in the training room;
- b) practical training – moving with a vehicle and presentation of all zones and elements of the maneuvering area, during which:



- familiarization with the marking of TWYs and RWY, borders, holding positions, stop lines, obtaining entry permits - "Ground" and "Airside" areas;
- rules and locations for reporting after leaving the maneuvering area;
- restricted access areas in the airfield.

3.2.3. Module 3 "Phraseology"

The module is mandatory for the training of all workers and employees applying for a permit to independently operate vehicle and GSE and perform activities in the maneuvering area.

3.3. FORMS OF CHECKING THE KNOWLEDGE ACQUIRED BY THE COURSE PARTICIPANTS

3.3.1. Examination test

it is mandatory for each participant to complete after completing the lectures of the theoretical course.

- a) content - questions covering the material presented during the lectures, for each question there are 3 (three) possible answers, of which the student must mark 1 (one) correct;
- b) evaluation of the results - in %, based on the number of correct answers, such as:
 - with a result of 80% and more correct answers - successfully solved test;
 - with a result below 80% - a failed test and the candidate should appear for re-training for a fee, and then pass a new examination test;
- c) documenting the results - a report is issued with the names of the participants and the test result in %, for each student.

3.3.2. Practical Education

- a) purpose - mandatory, second part of the training of all future drivers of vehicles and GSE, applying for permission from the airport operator for independent driving of vehicles and GSE at the Sofia airport airfield (obtaining a "Permit for driving vehicles and GSE at the Sofia airport airfield").
- b) documenting the results - a protocol is issued.



4. DOCUMENTS CERTIFYING THE OBTAINED PERMISSION TO DRIVE A VEHICLE AND GSE IN THE SOFIA AIRPORT AIRFIELD

The documents certifying the permission for independent driving of the vehicle and the GSE are "Permit for driving vehicles and GSE at the Sofia airport airfield", with an area marked (by color) with permitted access and as an integral part of it, a "Control Card" with marked the types of equipment for which the driver has an acquired qualification.

4.1. VEHICLE AND GSE DRIVING PERMIT

4.1.1. Type of permit - allowed access areas

For the purposes of this procedure, the Airfield of Sofia airport is conditionally divided into three access zones. Depending on the scope of the official duties of each worker or employee, a permit is issued with the right to drive the vehicle and GSE in the relevant zone, indicated by color and name, as follows:

a) Red zone - "Apron"

PERMIT FOR DRIVING VEHICLE AND GSE IN THE SOFIA AIRPORT AIRFIELD APRON ИМЕ НА ВОДАЧА: ФИРМА:..... РАЗРЕШИЛ:.....ПОДПИС: ВАЛИДНОСТ ДО:

A driver holding a "Red Zone" permit has the right to independently drive vehicles and GSE within the boundaries of the apron and service roads, the areas adjacent to them and bypass roads connecting the northern and southern regions.

The permit with the "Red Zone" does not give the drivers of the vehicles and GSE the right to enter into maneuvering area on their own.

Note: A permit with a "Red zone" is issued to workers/employees from the composition of operators and organizations that perform service activities only on the aprons and adjacent areas for operational and long-term stay and parking of vehicles and GSE.

b) Yellow zone - "Apron and specialized PADs"

PERMIT FOR DRIVING VEHICLE AND GSE IN THE SOFIA AIRPORT AIRFIELD APRONS AND SPECIALIZED PLATFORMS ИМЕ НА ВОДАЧА: ФИРМА:..... РАЗРЕШИЛ:.....ПОДПИС: ВАЛИДНОСТ ДО:
--

A driver holding a "Yellow Zone" permit has the right to drive vehicles and GSE in the limits of the main apron, the aprons for "General aviation" and the specialized platforms for technical tests and de-icing treatment of the aircraft, the service roads and the perimeter road between the northern and southern areas .

The permit with the "Yellow Zone" does not give the drivers of the vehicles and GSE the right to enter into maneuvering area on their own. If the access route to the specialized platforms includes passing through the maneuvering area, then this is carried out only with the accompaniment of an authorized employee from the airport operator, after obtaining permission in advance from the ATC Sofia TWR.

Note: A permit with a "Yellow Zone" is issued to workers and employees from the composition of operators and organizations that perform activities on the apron and at the specialized PADs for technical aircraft tests and De-icing treatment of aircraft.

c) **Green zone - "Movement area"**

PERMIT FOR DRIVING VEHICLE AND GSE IN THE SOFIA AIRPORT AIRFIELD	
MOVEMENT AREA ADJACENT AREAS	
ИМЕ НА ВОДАЧА:	
ФИРМА:	
РАЗРЕШИЛ: ПОДПИС:	
ВАЛИДНОСТ ДО:	

A driver holding a permit with "Green Zone" has the right to independently operate vehicles and GSE within the limits of the entire Airfield of the airport (Movement and adjacent areas).

Note: A "green zone" permit is issued to workers and employees of the Airport Operator and BULATSA who carry out operational activities for condition control, repair and maintenance of objects and facilities in the airport's airfield.

4.1.2. Necessary documents and conditions for issuing a permit:

- a) for the drivers applying for a permit to independently drive a vehicle and GSE in the areas of "Apron" (Red Zone):
 - protocols for successfully completed theoretical and practical training on Module 1 "Driving a vehicle on the apron".
 - a valid license for driving a motor vehicle, with the necessary category, corresponding to the types of vehicles and GSE for which qualification has been acquired, according to Art. 21, Art. 26, Para. 1, Art. 28 and Art. 29 of the "Regulations for the the law on road traffic" - the original of the driving license must be submitted for verification when receiving the permit;
 - a document certifying the acquired qualification for driving the types of vehicles and GSE - presented for verification when receiving the permit;
 - protocol - Annex 2, for completed practical on-site training under the control of a legally competent driver in the company where the candidate works, with a duration of not less than 20 working days (requirement of Art. 514 (4) of Ordinance No. 14 of

15.10 .2012 for airports") - sent to the ATC department or presented when receiving the permit.

- b) for drivers applying for a permit for independent operation of vehicle in "Apron and specialized PADs" (Yellow zone):
 - the required documents under the previous item "a";
 - protocols for successfully completed theoretical and practical training on Module 2 "Driving a vehicle in the maneuvering area";
 - c) for drivers applying for a permit for independent operation of vehicle on "Movement and adjacent areas " (Green Zone):
 - the required documents under the previous item "a";
 - protocol for successfully completed theoretical and practical training in Module 2;
 - a document certifying the passing of a theoretical and practical course on Module 3 "Phraseology".
- 4.1.3. Validity of the permit - the term of validity of the "Permit" is 2 (two) years from the date of issue (written on permit face). After this period expires, the holder must undergo a recurrent course for issuing a new certificate with validity of 2 years.
- 4.1.4. Reissue of permit
- a) ground for reissue:
 - expiration date;
 - loss or destruction;
 - change of company affiliation;
 - change of workplace, which requires a change of the access area.
 - b) reissue condition:
 - upon expiration of the validity period - after successful completion of a recurrent course on the relevant module and a passed test by the candidate;
 - in case of loss or destruction - if the validity period of completed training has not expired (from the date of the protocol with the test results), the permit is reissued within the remaining validity period of the old one;
 - when changing company affiliation - if the validity period of completed training has not expired (from the date of the protocol with the test results), the permit is reissued, within the remaining validity period of the old one;
 - in case of a change of workplace, which necessitates a change of the access area – the permit is reissued after passing the mandatory module for additional training and qualification.
 - c) procedure for applying for reissue – described in item 2 above.



- 4.1.5. Receipt - the permit is received personally, against a signature in the acceptance/handover protocol and submission for verification of the documents described in item 4.1.2 above.

4.2. CONTROL CARD

4.2.1. Purpose

Certifies for what types of equipment the employee/worker has acquired needed qualification. The card is signed by authorized employees from the airport operator, issuer of the same.

It is an integral part of the permit and has the following form:

CONTROL CARD		
Name, surname		
Possesses the legal capacity to drive vehicles and GSE:		
El./moto forklift, tractor	Passenger step	
Motor belt	Lift vehicle	
Loader	Aircraft tug	
Electric/moto lift	Water truck and WC	
Apron bus	DE-ICING vehicle	
Fuel tank	Installation for ASU, GPU	
Snowplow	Car, van	
Head of dpt:	Head of ATC dpt:	

4.2.2. Validity

The validity of the control card is the same as for the permit.

4.2.3. Reissue

It is replaced in case of expiry of validity, any change of the driver's license, loss or destruction, after the applicant submits a request in the form "Application 3".

4.2.4. Receiving

Personally, upon receiving the "Permit for driving a vehicle and GSE", the applicant submitting for verification documents for acquired qualification for each type of equipment.

4.3. OBLIGATION TO CARRY THE DOCUMENTS

Carrying a "Permit" and "Card" is mandatory for every driver who independently operates vehicle and GSE in Sofia airport airfield during work, as well as for those who wish to enter through the entrances (checkpoints) with such equipment on airport territory.

5. CONTROL AND CORRECTIVE MEASURES

5.1. CONTROL BODIES

The operational 24-hour control for compliance with the current rules and instructions by the workers and employees driving vehicles or GSE on the territory of Sofia airport is carried out by duty teams from the "Airside Duty" department and "Contingency" sector in "Airside Service Department". The same have the right to apply the relevant forms of influence, including taking away the permit (deprivation of the right to operate vehicles and GSE in the airfield) of any employee, regardless of his company or administrative subordination, in cases of ascertained violations of rules and norms of safety, described in item 5.3 below.

5.2. CONTROL METHODS

- 5.2.1. Operational - include random or group checks in the process of safety control of operations in the airfield.
- 5.2.2. Preventive – planned inspections of the condition of people and equipment in individual service units of operators, organizations and companies operating in the territory.
- 5.2.3. Reactive – when registering prerequisites or safety events.

5.3. FORMS OF IMPACT IN CASE OF IDENTIFIED VIOLATION

- 5.3.1. Verbal warning with an entry in registration list - applies when registering single minor violations concerning general safety rules, as:
 - a) working on the apron without signal clothing;
 - b) driving a vehicle or GSE without the beacon (emergency lights) turned on;
 - c) improper service road stop.
- 5.3.2. Issuing a " Violation protocol " - applies in case of repeated violation of the general safety rules (according to item 5.3.1) by the same employee, as well as in the following other cases:
 - a) walking along a taxiway or crossing it in an unauthorized area;
 - b) smoking while driving a vehicle or GSE;
 - c) driving a car with high beam lights on;
 - d) disposal of waste outside designated areas;

The employee from the "Duty airside" department or "Contingency sector", who registered the violation prepares a protocol for the detected violation, in which he



enters the details (time, place, nature of the violation, the names and company affiliation of the warned employee). A copy of the protocol is given to the employee committed the violation and is sent to the manager of the relevant operator.

5.3.3. Revocation of the permit for operation of vehicle and GSE with "Violation protocol" is mandatory when the following violations are found:

- a) driving without switched on lights and a signal beacon in the dark part of the day, in bad traffic conditions or in low visibility;
- b) non-observance of the horizontal markings when moving along the apron and adjacent areas:
 - movement in the opposite direction of the indicated direction of movement;
 - parking in prohibited operational zones (at places for buses, for ambulifts);
 - parking outside areas designated for the stay of GSE and equipment);
- c) driving of a visibly technically defective vehicle;
- d) driving a vehicle or GSE without the acquired legal qualification for it (marked in the card);
- e) driving vehicles or GSE within the boundaries of the aprons, without a signal beacon installed.

5.3.4. Revocation of the permit for operation of vehicle and GSE with preparation of "Occurrence Report" when the following violations are found:

- a) driving under the influence of alcohol or intoxicants, proven with test with technical device;
- b) entering the maneuvering area without permission from the ATC Sofia TWR;
- c) entering the critical and sensitive areas of the ILS ;
- d) crossing the way of a taxiing aircraft;
- e) taking the right of way of a leading vehicle or crossing between it and a taxiing aircraft;
- f) not giving the right-of-way for special cars (firefighting trucks, ambulances), in the event of an emergency alert;
- g) stopping and staying on TWYs;
- h) violation of speed limits - established by measuring the speed of movement with a technical means;
- i) self-movement of a vehicle after the driver leaves the cabin.



- j) causing incidents related to endangering the health or life of people or causing material damage to aircraft, vehicles and GSE or infrastructure facilities of the Airport Operator;
- k) Driving vehicles and GSE without "Permit for driving vehicles and GSE at Sofia airport airfield".

5.4. ACTIONS OF THE CONTROL AUTHORITIES UPON REVOCATION OF THE PERMIT AND PREPARATION OF A "OCCURRENCE REPORT"

5.4.1. Event registration:

- a) inspection of the scene of the event - initial collection of facts and evidence;
- b) taking a photos from the scene;
- c) checking the participants for alcohol use with a test with a technical device;
- d) take a written description of the case by the participants;
- e) making copies of the official pass, permit and cards;
- f) preparation of a "Occurrence Report" with attached documents and registration in the registry.

5.4.2. Investigation of the case - is carried out by a commission from the airport operator and includes:

- a) research and evaluation of the facts from the documents collected during the registration of the violation;
- b) review of records from the objective control system;
- c) conducting a conversation with participants and eyewitnesses;
- d) carrying out a reconstruction at the place of the event (if possible);
- e) preparing an investigation report with prescribed corrective measures;
- f) registering the report in the registry.

At the discretion of the commission, a responsible representative from the organization whose employee committed the violation may be included in the investigation.

5.4.3 Notifying the operator management (employer) of the employee who did the violation;

The airport operator notifies in writing the manager of the relevant operator or other organization whose employee is the violator, sending copies of the investigation report and other documents.



It is required to return written information about the implementation of the corrective measures listed in the investigation report within the specified period, as well as other such measures taken by the employer of the person who committed the violation.

In the event that the permit of the person who committed the violation is revoked, the letter expressly informs the employer that the employee has no right to drive the vehicles and GSE until a new permit is obtained (return of the permit).

5.5. RETURN OF THE REVOKED PERMIT FOR OPERATION OF VEHICLES AND GSE

The revoked permit is returned to the worker / employee who committed a violation, after successfully completing an extraordinary training, depending on the nature of the violation:

- a) extraordinary safety briefing- after registered violations described in p. 5.3.2. and 5.3.3., for which " Violation protocol" is issued, and violation under p. 5.3.4 „h“, for which the permit is revoked.
- b) Extraordinary refresher course - after registered violations described in p.5.3.4 (except . 5.3.4 „h“,).

The return of the permit reinstates the employee's authorization to operate vehicles and GSE in the territory of the airport.

The permit is obtained personally from the holder, against a signature, from the office of the airport operator where the revoked permit is kept.

The costs of participating in the course are the responsibility of the violator or his employer, and the procedure is started according to the announced date for the refresher course.

5.6. REFUSAL TO RETURN THE PERMIT

The airport operator refuses to return the permit and restore the rights to drive the vehicle and GSE to a worker or employee in the following cases:

- 5.6.1. Registered with a Occurrence Report and proven as a result of an investigation, deliberately dangerous and irresponsible operation of the vehicle and GSE, which led to an incident with serious consequences, injury to people or damage to the aircraft, airport facilities and equipment.
- 5.6.2. Driving vehicle and GSE after the use of alcohol or other intoxicating substance, recorded and proven after alcohol test technical device or blood sample result.
- 5.6.3. Recorded three or more Driving violations by the same driver that resulted in an incident or other safety event within 1 year.
- 5.6.4. Established inconsistency of the applicant's submitted documents with the conditions for obtaining a permit described in this procedure.



6. FINAL

This Procedure is mandatory for all workers and employees of operators, organizations or departments permanently or temporarily allowed to work on the territory of Sofia airport.

Refusal to comply with the same or a part of it deprives the applicant of the right to obtain a permit for operating a vehicle or GSE in Sofia airport airfield.

7. ANNEXES

- 7.1. Annex No. 1 – A sample application form for inclusion in the Driving vehicles course.
- 7.2. Annex No. 2 - A sample form "Protocol for conducted internal company training for admission to driving vehicles and GSE".
- 7.3. Annex No. 3 – A sample form "Request for reissuance (change) of Control card".
- 7.4. Annex No. 4 - Sample form "Violation protocol".
- 7.5. Annex No. 5 - Location map of the access areas at Sofia Airport.



REQUEST for inclusion in course : ☐ M1 „Driving vehicles on the apron“
☐ M2 „Driving vehicles in the manoeuvring area“

Applicant :(Name, surname, position, company):.....

Type of course: initial ☐ recurrent/refreshers ☐ extraordinary ☐

no	Name, Surname of the candidate	Occupation (activities performed)	Date on appointment of the position	Category and date of validity of permit for driving motor vehicles	Types of TC and GSE for which it was acquired qualification for management	Area in which candidate works apron , apron and special zones, movement area
	1	2	3	4	5	6
1.						
2.						
3.						
4.						
5.						

Note : For candidates who do not drive vehicles and traffic safety (permit is not issued), in column 4 write "does not drive",
and in columns 5 and 6 write "no".

PROTOCOL

for conducted in-company practical training for driving vehicles and GSE on the Sofia Airport territory, according to the requirements of art. 514, para. 4 of Ordinance 14 of 15.10.2012 and item 4.1.2 of the "Procedure for obtaining a permit to operate a vehicle and GSE in the Sofia Airport airfield", Edition 3/2020.

Company:.....

no	Name, surname of the learner	Position	Period of training	Surname/signature to the instructor
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

The workers and employees entered in the list have successfully completed in-company practical training with a licensed driver for operating vehicles on Sofia Airport apron, lasting 20 working days. They may be allowed to independently drive vehicles and GSE, after receiving a "Permit for driving vehicles and GSE at Sofia Airport airfield".

Date:.....

Signature:.....(.....)

.....(Position)

Annex 3

REQUEST

for reissue (replacement) of:

☐ - Control card

☐ - Permit for driving vehicles and GSE

Name, surname of the candidate	Company	Position	Permit expiration date	Acquired qualification to work with TS and GSE (type)	Reason for issue: lost/destroyed new qualification change zone
1	2	3	4	5	6

Note: The application is filled in if it is necessary to reissue the control card, due to the acquisition of additional qualifications for new vehicles and GSE, loss or destruction of the issued ticket or permit.



PROTOCOL
for registered violation of safety rules in the airfield

Date/month/year

Place of violation:.....

Person committed the violation:.....

Organization..... Position.....

Description of the violation:

Group 1 (protocol is issued when violation is committed for second time)

- ☐ working on the apron without signal clothing
- ☐ driving vehicles or GSE without a signal beacon on
- ☐ incorrect parking in service road or other operational area

Group 2 (protocol is issued when violation is committed for first time)

- ☐ walking along a taxiway or crossing at an unauthorized place
- ☐ smoking during driving of vehicles or GSE or outside designated places
- ☐ driving vehicles or GSE with high beams
- ☐ disposal of waste outside the designated areas on the apron (FOD contamination)

Group 3 (protocol is issued and the permit is revoked)

- ☐ driving vehicles or GSE without lights and signal beacon on at night or in bad weather conditions.
- ☐ driving vehicles on the TWY
- ☐ driving vehicles or GSE in the opposite direction of the indicated direction of movement
- ☐ improper parking within parking in the stand borders and adjacent areas , marked spaces for buses, ambulifts and other specialized equipment
- ☐ parking outside areas designated for the stay of GSE and equipment;
- ☐ driving a visibly technically defective vehicle
- ☐ driving a vehicle or GSE without the acquired legal capacity for it (marked in the card);
- ☐ driving vehicles or GSE within the boundaries of the aprons, without a signal beacon installed.
- ☐ revoked permit for operation of vehicle and GSE (Group 3 violation)

Applications(photos, documents)

Objections from the person committed the violation.....

.....

.....

Person committed the violation, received a protocol copy :

.....

(signature, name and surname)

Issued by:.....

(signature, name and surname, position)

REQUEST

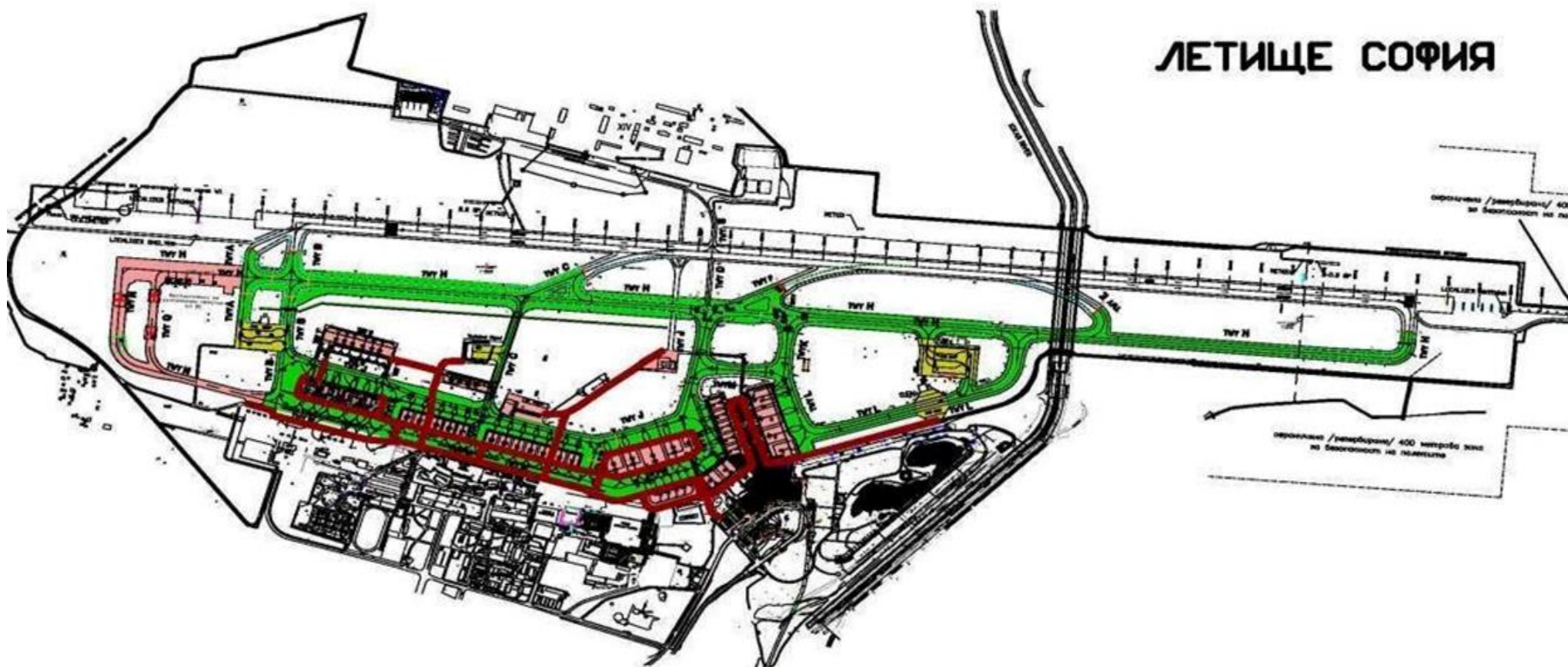
for reissue (replacement) of:

☐- Control card☐- Permit for driving vehicles and GSE

Name, surname of the candidate	Company	Position	Permit expiration date	Acquired qualification to work with TS and GSE (type)	Reason for issue: lost/destroyed new qualification change zone
1	2	3	4	5	6

Note: The application is filled in if it is necessary to reissue the control card, due to the acquisition of additional qualifications for new vehicles and GSE, loss or destruction of the control card or permit

Application No. 5 - Map of the access areas at Sofia Airport.



Legend – areas:

Green – „Movement area (RWY, TWY, Aprons)

Yellow - „Specialized platforms“ (PADs, REB)

Red – „Aprons“ (stands and service roads)



