

Section 4: Airfield SOPs

SOP-AF-001: Passenger Terminal Ramp Procedures

Purpose:

To describe the proper procedures for ramp operations within the AOA.

Responsible Staff:

Operations Officers and Airline Ground Staff

General Procedures:

- All personnel operating on the ramp must possess a valid, unexpired SIDA (red) badge issued by the JKA airport authority. **Badges must be visibly displayed on the outermost garment above the waist at all times.**
- All personnel operating on the ramp must possess a valid company-issued photo ID or driver's license in addition to their airport-issued badge.
- Safety gear or clothing with high reflective capabilities must be worn by all personnel in the ramp area. This ensures visibility in low-light conditions and helps to prevent accidents involving moving vehicles and/or aircraft.
- Vehicles must not exceed 10 miles per hour on the ramp.
- Random identification checks and vehicle inspections may be conducted at any time to ensure compliance with the Airport Security Plan.
 - All personnel must cooperate with these checks and inspections as required.
 - Failure to comply with inspections may result in badge suspension and revocation of secure area privileges.
- All personnel on the ramp are responsible for picking up FOD.
- All personnel on the ramp are responsible for reporting safety breaches and incidents to airport operations via the number on the back of their JKA badges.

Vehicle Procedures:

- All vehicles within the AOA must adhere to the requirements outlined in FAR Part 139 and relevant advisory circulars.
- All personnel must complete their assigned driver training and obtain written approval to operate vehicles before driving in the AOA. Refer to AC 150/5210-20 for specific requirements.
- Vehicles must always be operated safely; speeding, reckless driving, driving while intoxicated, or other behaviors posing risk to persons or property can result in revocation of airport driving privileges, civil penalties, or criminal prosecution.
- Ensure proper vehicle lighting (beacons, headlights, and/or strobes) are functioning and turned on during ramp operation, especially at night or in low-visibility conditions.

- Reflective material is required on all ramp equipment to ensure visibility at night and prevent aircraft or vehicle collisions.
- A suitable radio must always be accessible when on the ramp; personnel must contact JKA Air Traffic Control before entering a movement area.
- Driving speeds must not exceed 25 mph on taxiways and runways, and 10 mph on ramps for standard operation.
- Vehicles are not allowed to drive underneath the wing or any part of an aircraft unless they are specifically designed and designated for servicing the plane.
- All vehicles must be parked in their assigned parking spots when not in use.
- Vehicles must obtain authorization to access the secured area at the Terminal Apron and may be subject to vehicle inspection and badge checks.

Foreign Object Debris (FOD):

- FOD is defined as any object, particle, substance, debris, or agent that is not in its proper place and can cause damage to aircraft or vehicles.
 - Examples: trash, tools, aircraft parts, rocks, wildlife, etc.
- All surfaces in the AOA should be free of FOD to reduce safety risks to aircraft and vehicles and ensure safe airport operation.
- Always scan for FOD when operating on airport surfaces.
- Perform regular FOD sweeps during operating hours.
- Report findings and removal actions in App-139 when appropriate.
- Significant wildlife activity that may pose a danger to aircraft should be reported to JKA Air Traffic Control immediately.

Parking Procedures:

- Parked vehicles should not block any emergency or airport operations vehicles to guarantee unimpeded access to the AOA in case of emergency.
- Vehicles that could impede or pose a hazard to arriving aircraft must not be left unattended in the AOA.