

Airside Vehicle Permits  
Procedures



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# AIRSIDE ACCESS VEHICLE PERMITS CORK AIRPORT

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## Document Control

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*For most recent version please refer to the Cork Airport Website*

## Change Record

Date Revised	Author	Version	Change Reference/Remarks
17/12/2015	C. Dwyer	1.5	Updated logo and links to new cork airport website
06/06/2015	C. Dwyer	1.4	Addition to 1.11 ATC Frequency - ATC Tower Frequency 119.3 Mhz
11/03/2015	C. Dwyer	1.3	Updated entire Document to include new procedures, escalation processes and audit procedures
18/06/2014	C. Dwyer	1.2	Updated to include 1.9 Lost Stolen Permits Procedure and 1.10 Vehicle Permit Audits
25/05/2014	C. Dwyer	1.1	Updated to include links to website and 1.7 Gate 19/Sergeants and 1.8 Misc Cost
17/06/2011	C. Dwyer	1.0	Document Created

**\*A vertical line along the margin indicates the location of the amendment on the relevant page.**

## Reviewers

Name	Location/Department
Eibhlin Mc Grath	Airside Management Unit
Mick Delaney	Deputy Head of Security

## Check Out Record

Check out Date	Checked out To:	Check in Date	Checked in by
03/04/2014	Caroline Dwyer	25/05/2014	Caroline Dwyer
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10/03/2015	Eibhlin McGrath	10/03/2015	Eibhlin McGrath
06/06/2015	Derek Coleman IAA	06/06/2015	Caroline Dwyer
17/12/2015	Caroline Dwyer	17/12/2015	Caroline Dwyer

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## 1. Airside Access Vehicle Permits

### 1.1 Introduction

Only companies that are approved Airside Ground Handlers/Operators may apply for vehicle Permits. Any new operators will be confirmed by the Airside Operations manager via the Ground Handling Application process.

<http://www.corkairport.com/do-business-with-us/ground-handling>

#### **Operational Business Need Verification**

Verification will be completed by AMU office based on, ground handler and operational requirement. All vehicles and motorised GSE operating airside must display a valid Airside Access Vehicle Permit (AAVP)

All operators must provide a list of personnel responsible (i.e. Authorised Signatories - See [Appendix 2 Duties of an Authorised Signatory for Airside Access Vehicle Permits](#)) for the AAVP's issued to their company by Cork Airport and also ensure that fleet information is up to date and accurate. The Airside Management Unit Support officer should be notified of any changes to the fleet.

Private vehicles are not permitted airside. **Applications for privately owned or non-airside operational vehicles will not be processed.** All vehicles operating airside shall at all times display a valid, current AAVP and the vehicle must be central and essential to carrying out the owners' airside operations. Vehicle owners and operators must secure AAVPs for their vehicles in a timely manner and allow at least three days for the processing of applications (can be more in out of office hours or over weekend).

The permit must be displayed at all times, at the bottom of the windscreen where possible or in a prominent and clearly visible position on the vehicle which does not obscure the drivers view. For vehicles without windscreens, the AAVP shall be placed on the front right hand side of the vehicle in a

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prominent position which does not obscure the drivers view, readily accessible for inspection.

### 1.2 Airside Access Vehicle Permit Administration

The AMU Support Officer is responsible for the administration all vehicle permits.

#### **AMU Business Support: Caroline Dwyer**

(Mon 09:00 – 17:00 and Wed-Fri 09:00 – 17:00)

**T:** +353 21 4329792 etn: 3792

**e-mail:** [caroline.dwyer@daa.ie](mailto:caroline.dwyer@daa.ie)

In the absence of AMU Support Officer, administration of permits will be carried out by the following AMU personnel:

#### **Nathan Wall - Airside Safety Lead**

**T:** +353 21 4329650 (etn: 3650) **M:** +353 87 1432948 e-mail:

[Nathan.wall@daa.ie](mailto:Nathan.wall@daa.ie)

#### **Vincent Hart - AMU Officer**

**T:** +353 21 4329760 (3760) e-mail: [Vincent.hart@daa.ie](mailto:Vincent.hart@daa.ie)

#### **Escalations outside of office hours to:**

Sergeant on duty [corksergeants@daa.ie](mailto:corksergeants@daa.ie) +353 87 9369708

### 1.3 Information for and Duties of an Authorised Signatory

Please see:

<http://www.corkairport.com/do-business-with-us/airside-access-vehicle-permits-for-cork-airport>

AMUVP-04 **Duties of an Authorised Signatory - Airside Vehicle Permits**

## 1.4 Functions of the AAVP

The following are the functions of the AAVP:

- To identify the vehicle and its' registered owner
- Ensures only authorised vehicles and authorised drivers approved to drive airside gain airside access at designated airside access point
- To enable Cork Airport Management to effectively control vehicles airside.

For more information on AAVPs please see the **Airside Driving Policy** which can be found below in [Appendix 1 Airside Driving Policy](#) or in the Cork Airport Aerodrome Manual:

Internally via <http://daaworkspace/cork/CrkAerodromeMan/Pages/default.aspx>

Externally via <http://filevista.daa.ie/login.aspx>

- Section D Chapter 4 Airside Control and
- Section A Chapter 5 Ground Handling

## 1.5 AAVP characteristics

- Company Name
- Permit number.
- Fleet number.
- Vehicle registration number.
- Vehicle make / type.
- Fuel type / battery operated (**\*please note that no petrol vehicles will be granted an AAVP**)
- Licence category required to drive the vehicle.
- Permit expiry date.
- Access Type (area in which vehicle is permitted to operate)
- The AAVP is white in colour with a hologram strip across the permit number and also contains a barcode
- An AAVP is valid for a maximum of two years to the end of the AAVP cycle.

### 1.6 Application for New Permit

Permit forms can be found on the Cork Airport Website:

<http://www.corkairport.com/do-business-with-us/airside-access-vehicle-permits-for-cork-airport>

If a new permit is required the Airside Access Vehicle Permit Form must be completed in full and signed by applicant and also signed by the company authorised signatory.

Completed forms can be submitted to the AMU Support Officer who is responsible for validating the form and processing it – [caroline.dwyer@daa.ie](mailto:caroline.dwyer@daa.ie)

If the AMU officer is unavailable and you require the permit urgently, please refer to 1.2 above [Airside Access Vehicle Permit Administration](#)

#### **Validation process:**

The AMU Support Officer or delegate must,

- ensure that all mandatory fields are populated
- validate that the form is signed by a current authorised signatory for relevant company
- validate operational requirement

If the form is not completed in full it will be returned to the applicant for resubmission.

Once validated, Vehicle details submitted via the permit form are entered onto the vehicle permit database by the AMU Support Officer. The database is available on the daa network to authorised administrators and read only access is granted to authorised security personnel.

A unique permit number is attributed to each new permit.

Vehicles operating airside should be



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- a) Demonstrably critical and essential for airside operations at Cork Airport by the applicant company and the applicant company must have a recurrent, primary operational requirement to drive the vehicle airside at Cork Airport.
- b) Roadworthy, fully fit for purpose and routinely serviced in compliance with manufacturer's guidelines, national regulatory requirements and DAA requirements.
- c) Is appropriately insured.
- d) Fitted with a functioning anti-collision amber beacon.

Vehicles operating airside should have:

- e) A prominent and permanently affixed fleet number with secondary logo/decal ensuring that it can be clearly identified as belonging to a particular company.
- f) An ATC radio permanently fitted (if required)\*\*.

\*\*All vehicles which are required to operate on the airside manoeuvring area (e.g. Airside Maintenance Vehicles) shall be equipped with a radio capable of receiving and transmitting ATC frequency 121.85

### 1.7 Renewal of Vehicle Permits

Applications for single renewal permits will be treated in the same way as a new permit application. If a large number of renewals are required, arrangements can be made with the AMU officer to submit the list of vehicles on an approved excel spreadsheet, signed off by the authorised signatory. Otherwise, the Airside Access Vehicle Permit Form must be completed in full and signed by applicant and also signed by the company authorised signatory.

Completed forms can be submitted to the AMU Support Officer who is responsible for validating the form and processing it – [caroline.dwyer@daa.ie](mailto:caroline.dwyer@daa.ie)

Once the form has been validated, the applicant **must return the old permit BEFORE** receiving the new permit

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### 1.8 Expired AAVP's

Once an AAVP has expired or if access is no longer required, it **must be returned** to the Airside Management Unit office on Level 2 of the Old Terminal Building and a renewal permit can then be processed if required.

The AMU Support Officer is responsible for updating the database and marking the permit as expired on the database. The expired permit is then destroyed.

A list of permits will be sent to the Sergeant on Duty every month showing current and expired permits, which in turn is sent to Gate 19.

### 1.9 Lost Permits

Lost permits must be reported immediately to the AMU Support Officer (Mon-Fri 09:00 – 17:00)

Tel: +353 21 4329792

e-mail: [caroline.dwyer@daa.ie](mailto:caroline.dwyer@daa.ie)

If the loss of the permit is noticed outside of office hours above, it can be reported to the following

- a) AMU Office

[Nathan.wall@daa.ie](mailto:Nathan.wall@daa.ie) or [Vincent.hart@daa.ie](mailto:Vincent.hart@daa.ie)

See 1.2 above [Airside Access Vehicle Permit Administration](#)

or

[amucork@daa.ie](mailto:amucork@daa.ie) +353 21 4329760 or +353 21 4329671

or

- b) Sergeant on duty [corksergeants@daa.ie](mailto:corksergeants@daa.ie) +353 87 9369708

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All reports of lost permits must be followed up by completion of the Lost/Stolen AAVP Form which must be submitted to the AMU Support Officer  
This form is available on the cork airport website:

<http://www.corkairport.com/do-business-with-us/airside-access-vehicle-permits-for-cork-airport>

The AMU Support officer (or delegate) is responsible for:

- Marking the Permit as lost on the database status column
- Informing Airport Duty Sergeant that permit has been reported as lost
- Issuing a replacement permit to authorised personnel on receipt of validated form as signed by authorised signatory. Replacement permit will be a new entry in the database and will be assigned a new unique permit number.

The Sergeant on duty is in turn is responsible for informing gate 19 that the permit has been reported as lost and should it be presented at the airside access point, entry will be denied and the issue will be escalated to the Head or Deputy Head of Airport Security.

The charge for replacement of Lost/Stolen permits can be found in the Misc Charges section <http://www.corkairport.com/do-business-with-us/aviation-marketing>

If it becomes apparent that there are repeat offenders of lost permits, the AMU Support Officer will escalate the issue to the Airside Operations Manager for review.

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### 1.10 Stolen Permits

Stolen permits must be reported immediately to the AMU Support Officer  
(Mon-Fri 09:00 – 17:00)

Tel: +353 21 4329792

e-mail: [caroline.dwyer@daa.ie](mailto:caroline.dwyer@daa.ie)

If it is noticed that the permit has been stolen outside of office hours above, it can be reported to the following

a) AMU Office

[Nathan.wall@daa.ie](mailto:Nathan.wall@daa.ie) or [Vincent.hart@daa.ie](mailto:Vincent.hart@daa.ie)

See 1.2 above [Airside Access Vehicle Permit Administration](#)

or

[amucork@daa.ie](mailto:amucork@daa.ie) +353 21 4329760 or +353 21 4329671

or

b) Sergeant on duty [corksergeants@daa.ie](mailto:corksergeants@daa.ie) +353 87 9369708

All reports of stolen permits must be followed up by completion of the Lost/Stolen AAVP Form which must be submitted to the AMU Support Officer

This form is available on the Cork airport website:

<http://www.corkairport.com/do-business-with-us/airside-access-vehicle-permits-for-cork-airport>

The AMU Support Officer (or delegate) is responsible for:

- Marking the Permit as stolen on the database status column
- Informing the Sergeant on duty that permit has been reported as stolen.
- Issuing a replacement permit to authorised personnel on receipt of validated form as signed by authorised signatory. Replacement permit will be a new entry in the database and will be assigned a new unique permit number

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In the absence of the AMU Support officer, responsibility for following procedure and escalation process lies with the AMU Office and the sergeant on duty.

The Sergeant on duty is in turn is responsible for informing gate 19 that the permit has been reported as Stolen and should it be presented at the airside access point, entry will be denied and the issue will be escalated to the Head or Deputy Head of Airport Security.

The charge for replacement of Lost/Stolen permits can be found in the Misc Charges section <http://www.corkairport.com/do-business-with-us/aviation-marketing>

If it becomes apparent that there is an increase in stolen permits, the AMU Support Officer will escalate the issue to the Airside Operations Manager for review.

### 1.11 Withdrawn Permits

#### **Responsibility: Airport Police/ Sergeants**

Airport Police have the authority to withdraw a vehicle permit, if it is found that the vehicle does not comply with the following:

Vehicles operating airside should be

- a) Demonstrably critical and essential for airside operations at Cork Airport by the applicant company and the applicant company must have a recurrent, primary operational requirement to drive the vehicle airside at Cork Airport.
- b) Roadworthy, fully fit for purpose and routinely serviced in compliance with manufacturer's guidelines, national regulatory requirements and DAA requirements.
- c) Is appropriately insured.
- d) Fitted with a functioning anti-collision amber beacon.

Vehicles operating airside should have:

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- e) A prominent and permanently affixed fleet number with secondary logo/decal ensuring that it can be clearly identified as belonging to a particular company.
- f) An ATC radio permanently fitted (if required)\*\*.

\*\*All vehicles which are required to operate on the airside manoeuvring area (e.g. maintenance) shall be equipped with a radio capable of receiving and transmitting ATC Ground frequency 121.85 Mhz and Tower Frequency 119.3 Mhz

A permit also can be withdrawn if the vehicle is:

1. Damaged
2. Tampered with in any way
3. Or if the permit is expired

If a vehicle permit is withdrawn, it is the responsibility of the Airport Police to inform the AMU support officer that the permit has been withdrawn and the reasons as to why it has been withdrawn.

It is the responsibility of the AMU Support officer (or alternative see) to update the database accordingly and mark the permit status as withdrawn

### **1.12 Cancelled Permits - Company withdrawal or cessation of operation at Cork Airport**

In the event that a company ceases to trade or to have business at Cork Airport, all vehicle permits must be returned to the Airside Management Unit for cancellation.

It is the responsibility of the Company Authorised Signatory to inform the Airside Management Unit – Airside Operations Manager that the company has ceased operations at the airport and to ensure that all current vehicle permits are returned to the AMU office.

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It is the responsibility of the AMU Support officer to provide the company with a list of current permits and to request that they be returned.

Once returned, the AMU Support Officer will update the Vehicle Permit Database and mark those returned as cancelled

The AMU Support officer must also inform the Sergeant on duty, who in turn must inform Gate 19

### **1.13 Vehicle Permit Audits**

Vehicle Permit Audits shall be carried out twice per year at the end of April and end of September (except when batch renewals are required at end of permit cycle in which case the audit will take place in late November).

A file of Cork Airport Airside Operators will be set up with a list of vehicles for each company and saved in the Audit folder on the Vehicle Permit Shared Drive.

Notifications will be sent to the Authorised Signatory of each company by the AMU support officer informing them of the upcoming audits and attach a list of their current vehicles as per our database at that date. They are required to return a signed declaration of that form to confirm details are up to date and correct.

An AMU officer will be assigned to each company to conduct the audit. They are responsible for contacting the operator to set up an appointment to review all of their vehicles operating airside. AMU Support officer will provide list of contact details.

During the audit the AMU Officer is required to check the following against the details in the signed declaration:

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- Check that all vehicles airside are included on the list
- Each permit matches the vehicle that it is attached to
- Vehicle information is correct (registration, company, permit number etc)
- Note any vehicles that have been removed from Cork Airport
- Note any vehicle that does not have a permit
- Note any amendments on the signed declaration sheet

The lists must be returned to the AMU Support officer who will then update the database with any changes outlined from the Audit.

### **1.14 Internal Database Audit**

Once per quarter the AMU Support Officer will complete an internal audit of the current database to ensure data validity. This audit will be one of the following

1. Quality Checks – audits as outlined in 1.13 above
2. Comparison between data entered on the database with vehicle permit application forms submitted
3. Check registrations for duplications – i.e. for current permits, no two registrations should be the same/repeated

Any anomalies or errors highlighted in any of the above audits should be rectified immediately and any issues reported to sergeant on duty who in turn will inform gate 19.

#### **Internal Audit Schedule**

- |  |   |
|--|---|
| <b>30<sup>th</sup> March</b>             | <b>– Check Database for Duplications (registration)</b> |
| <b>30<sup>th</sup> April</b>             | <b>– Quality Check – Vehicle Permit Audit</b>           |
| <b>1<sup>st</sup> July</b>               | <b>– Permit application form vs Database Check</b>      |
| <b>1<sup>st</sup> October or end Nov</b> | <b>– Quality Check – Vehicle Permit Audit</b>           |



### 1.15 Reporting

Any issues with permits must be reported to the AMU Support Officer.

Any issues reported to the Safety Office by Airport Police or Fire Officers in relation to vehicle permits must be reported to the AMU Support Officer for escalation.

### 1.16 Gate 19/Sergeants

Sergeants and Head and Deputy Head of Security have read only access to the current database which is held on the network. For those who have internal access to the database they can access it by mapping to the following share Y:[\\crkfsv1\CorkVPDatabase](#)

The AMU Support Officer is responsible for sending an updated list of vehicle permits to the Duty Sergeants who in turn will update Gate 19 with the current list of permits.

### 1.17 Costs

Costs of permits are available from the Cork Airport web page: [Cork Airport Miscellaneous Fees and Charges](#)

### 1.18 Escorted Passes Procedure

#### Escorting of vehicles airside

From time to time, for operational reasons, it is necessary for non-airport-based vehicles to enter airside. Vehicles requiring such access and not displaying an AAVP, shall only be allowed airside under escort. These escorts fall into two categories, Airport Police escorts and commercial escorts.

#### **Airport Police escorts**

The Airport Police shall always escort vehicles for the following:

- CAT II Operations
- Diplomatic agencies.
- Fire, rescue and medical services.
- Training of personnel from state agencies.

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- Prison service.
- Military.
- Garda Siochana.
- VIPs
- Security Vans

Arrangements for these escorts shall be made directly with the Airport Police Officer at ext. 3673 or Duty Sergeant at ext. 3777. Arrangements shall be made to have the escort carried out at the earliest possible time, but there may be occasions when such escorts are delayed due to other operational requirements. It is therefore essential that as much notice as possible be given to the Airport Police to ensure that the escort is carried out at the time required. The Airport Police shall levy a charge for these escorts. **Current charges can be found via this link [Cork Airport Miscellaneous Fees and Charges](#)**

### **Commercial escorts**

Comprise of vehicles from the following categories:

- Contractors.
- Deliveries.
- Airlines.
- Maintenance of vehicles – pick up or delivery.
- General Aviation

Airside companies shall be permitted to carry out their own airside escorts. These shall be known as host companies. Commercial vehicles being escorted shall display a Temporary Airside Access Vehicle Permit (TAAVP) issued from the Sergeant's office.

### **1.19 Temporary Airside Access Vehicle Permits**

If a company operating at Cork Airport needs to bring a new or replacement vehicle airside at Cork Airport a Permanent Airside Access Vehicle Permit must be obtained. A Permanent Airside Access Vehicle Permit Form should be submitted to the AMU Support Officer as outlined in 1.6 above [Application for New Permit](#)

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If, **due to exceptional circumstances**, it is deemed necessary to bring a new or replacement vehicle airside before a Permanent Airside Access Vehicle Permit has been obtained, the Duty Sergeant may issue a Temporary Airside Access Vehicle Permit. These permits will be stored by and issued from the Sergeants office.

### **A Temporary Airside Access Vehicle Permit will contain:**

1	Vehicle registration number
2	Vehicle make / type
3	Fleet number
4	Licence category required to drive the vehicle
5	Company name
6	Permit expiry date
7	Approved by – signature
8	Access Area

At the ramp exit point a post box has been put in place on the left hand side between the 2 exit gates affixed to the porta cabin. The Temporary Airside Access Vehicle Permit must be placed in the post box before exiting from airside.

### **1.20 Escorted Airside Access Vehicle Permits**

Escorted Airside Access Vehicle Permits can be issued from the Cork Airport ID office during ID office hours of operation and the Airport Police temporary ID office outside of those times. An Escorted Vehicle Airside Permit will only be issued where an operational need has been established. Operational need will be ascertained by the ID office/Airport Police Officer when the Escorted Airside Access Vehicle Permit is requested. In the Escorted Airside Access Vehicle Permit book there are 3 copies of each individual permit. These copies are colour coded white, yellow and pink.

1	White	To be given to the driver of the escorted vehicle and to be displayed prominently in the vehicle at all times while airside
2	Yellow	To be given to the driver of the escorted vehicle who will in turn give this copy to the search officer at the ramp entry point for inspection and retention
3	Pink	The pink copy remains in the book for recording purposes

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At the ramp exit point a post box has been put in place on the left hand side between the 2 exit gates affixed to the porta cabin. The white copy that was in the escorted vehicle must be placed in the post box before exiting from airside. If vehicle occupants are in possession of temporary ID cards they can also be deposited in the post box.

### **An Escorted Airside Access Vehicle Permits must:**

1	Display the date and time of issue
2	Be specific to the vehicle
3	Show the destination which the vehicle is being escorted to
4	Contain a description of the goods being delivered (where applicable)
5	Contain the name of the escort driver and details of the escort vehicle
6	Be displayed clearly when the vehicle is airside

### **An escort driver shall:**

1	Hold a valid Cork Airport identification card and airside driving permit
2	Have the escorted person or persons in direct line of sight at all times
3	Reasonably ensure that no security breach is committed by the person or persons being escorted

### **An Escorted Airside Access Vehicle Permit must be returned to the issuing entity:**

1	Upon request of the Airport Police
2	When the vehicle is no longer to be used for access to airside
3	Upon expiry of the permit

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## **Appendix 1 Airside Driving Policy**

The airside Driving Policy can be accessed via the Cork Airport Website

<http://www.corkairport.com/do-business-with-us/airside-access-vehicle-permits-for-cork-airport>

Document AMUVP-03 Airside Driving Policy

<http://www.corkairport.com/docs/default-source/airside-access-documents/airside-driving-policyb2d7fca3dfce62c28b4cff000075dce4.pdf?sfvrsn=0>

## **Appendix 2 Duties of an Authorised Signatory for Airside Access Vehicle Permits**

All authorised signatories must complete familiarisation training and complete form AMUVP-05 Acceptance Sheet

<http://www.corkairport.com/docs/default-source/airside-access-documents/authorised-signatory-acceptance-form.pdf?sfvrsn=0>