



VEHICLE AND TRAFFIC SAFETY

This is mainly devoted to safe operation of vehicles and movement of persons in certain area. For the purpose of these procedures the following are defined:

- **Vehicle:** Any equipment used to tow, transport person or property that is any motorised and non- motorised equipment belonging to **GALAXY AEROSPACE (M) SDN BHD.**
- **Authorized Person:** Any person having the authority or authorised to drive a vehicle or operate any equipment. Application for ground equipment operation approval [Form No: **GAM/SMS/GEO-001-03/18**] to Safety department.
- **Qualified Person:** Any person possessing the qualification or has received training and having a valid license or permit to drive a vehicle or operated any equipment.

These procedures are made without prejudice to any other rules or applicable regulations as may be contained in the Transport or Engineering or Airport Manuals or any other regulations or procedures, these procedures are made.

Authority to Drive: Only qualified and authorized person shall drive the vehicles.

Checking of Vehicles: Every person before driving a vehicle shall check and to report any defect or deficiency to Engineering Manager.



Rules Governing the Use of Forklifts, Industrial Trucks and Tractors

1. Only drivers who are have Airfield Driving Permit (ADP), authorized and trained in the safe operation of the equipment shall be permitted to operate such vehicle.
2. The vehicle needs to comply with regulation CAAM Airside Vehicle Requirement - ASD 506 and the inspection of vehicle and permit will be issue by Malaysia Airport Berhad (MAB)
3. Each driver shall check his vehicle at least once per shift. If it is found to be unsafe, the matter shall be reported immediately to his supervisor.

4. The vehicle shall not be put into service again until it is made safe.
5. Attention shall be given proper functioning of tires, horn, lights, battery, controller, brakes, steering mechanism, and the lift system of forklifts (jacks, chains, cables, and limit switches).
6. All checks shall be documented.
7. Vehicles shall not exceed the authorized or safe speed of 25kph, always maintaining a safe distance from other vehicle, and shall be under positive control at all times.
8. No riders shall be permitted on vehicles unless adequate riding facilities are provided.
9. Stunt driving and horseplay are prohibited.
10. Loaded vehicles shall not be moved until the load is safe and secure.
11. When a vehicle is left unattended, the power shall be shut off, brakes set, the mast brought to the vertical position, and forks in the down position.
12. Vehicle should be chocked when parked close to aircraft. When left on an incline, the wheel shall be choked.
13. Operators shall face on the direction of travel whenever possible and shall not move a vehicle until they make certain that all persons are in the clear.
14. Vehicle shall not be operated on floors, sidewalk, or platforms that will not safely support the loaded vehicle.
15. Employees shall not ride on the forks of lift trucks. The forks shall always be carried as low as possible, consistent with safe operation. Extreme care shall be used in tilting loads.
16. Vehicles shall not be driven in and out of highway truck and trailers at loading docks until such truck and securely blocked and breaks set.

Vehicle Movement Off Limit

1. All the vehicles plying in the airside should strictly follow vehicular lane, they should have identification markings/ lights. Vehicles operating in the operational areas must be provided with anti-collision lights so as to identify the vehicle.
2. Minimum number of vehicles should be utilized in the operational area to reduce the risk of any ground incident.
3. All vehicles operating in the operational area shall observe maximum speed restriction of 25km. Approach aircraft with walking speed.
4. On approach to aircraft, stop the vehicle completely 20 feet short of the nearest part of it thus testing the brakes. Engage low gear or low automatic transmission setting and approach slowly using your guide man until it is in safe position.



5. Ensure that hangar bay area is off limit to all transport equipment whenever the bay is occupied by aircraft. This is to prevent untoward incident and damage to aircraft and aircraft stored parts
6. All transport vehicle and movable equipment that are required to be used within the vehicle off limit area must ensure the movement path is clear off aircraft and aircraft parts and ensure sufficient number of personnel is available to provide clearance.
7. The equipment should be positioned on parking stand only on requirement basis and during other periods it should be moved to the equipment parking area and should be properly secured.
8. All Transport Vehicle and Moveable Equipment must not be parked or left unattended inside the hangar.
9. Due to potential fire hazards, do not park any vehicle underneath the wing tank vents outlet.
10. Once interfaced with the aircraft place the vehicle in neutral "Park", if it is an automatic vehicle and firmly apply the handbrake.
11. Drivers shall stop immediately when losing sight of the guide man either in the mirror or through wind-shield.

Vehicle Entry into Hangars and Dispersal Areas

1. Vehicles (except for diesel engine driver) entering the hangars and dispersal areas must have spark arrestor fitted to the exhaust system.
2. Safety Section or Departmental Manager permission must be sought prior to entry to such areas for vehicles not fitted with spark arrestor.
3. All vehicles are made use of the Hangar Centre Line (yellow line) as a guideline for vehicle movement in the hangar.
4. Ensure no obstruction to the vehicle if the vehicle movement away from the yellow centre line.

SPARK ARRESTORS



Dangerous Driving

Dangerous driving constitutes an act which include:

1. Driving or operating in excess of speed limits.
2. Overtaking at sharp corners or from the left side of the road.
3. Not slowing down in areas where vehicles are to be driven slowly.
4. Any other manner of driving or operating which may affect the safety of persons or property.
5. Driving an un-serviceable vehicle.

Every unsafe act is a misconduct constituting a disciplinary action and is reportable to the Safety Department.

