

**DOMINICAN AERONAUTICAL
REGULATION**

-RAD 24-

GROUND HANDLING SERVICES

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Section "A" - Definitions and Abbreviations

24.1 Definitions.

Accident: Any occurrence, other than a civil aviation accident, arising from the provision of Ground Handling Services that cause serious or fatal injury to any person or property damage.

Airport Administrator (Airport Operator and/or Operator): An airport that manages and operates, for which it has the proper certification and authorization of the Dominican State.

Ground Handling Agent: Any legal entity that provides to third parties one or more categories of ground-to-aircraft Handling services certified by the Dominican Institute of Civil Aviation (IDAC).

Maneuvering area: Part of the airport to be used for the take-off, landing and taxiing of aircraft, excluding platforms.

Area of movement: Part of the airport to be used for the take-off, landing and taxiing of aircraft, consisting of the maneuver area and platforms.

Cargo: This is the set of goods that are transported on an aircraft except mail, supplies and accompanying baggage.

Certificate of Agent of Ground Handling: Certificate issued by the Dominican Institute of Civil Aviation that authorizes a legal entity so that it can serve as such.

Mail: It is any dispatch of correspondence and other objects that the postal administrations (Courier) submit to the air operators in order to deliver them to other postal administrations (Courier), subject to security checks.

Legal Entities Providing Aircraft Ground Handling Services: Legal persons providing specialized airport services, certified by the IDAC and authorized by the airport administrator to enter the platform.

Ground Equipment: Equipment used by Aircraft Ground Handling Service providers to perform operations directly related to aircraft, whether they may be automotive or non-motorized.

Aerial side: refers to the areas of maneuvering and movement within an airport.

Aircraft Ground Handling Services: Handling and maneuvering services covering all airport services provided to aircraft, as described in this Regulation.

Maintenance of vehicles and/or equipment: Inspection, review, repair, conservation and change of parts of vehicles and/or equipment used in Aircraft Ground Handling Services (excludes preventive maintenance).

Preventive maintenance of vehicles and/or equipment: Scheduled maintenance work carried out on vehicles and/or equipment to avoid failure or reduction of the efficiency of the vehicles. Procedure: Method used or mode of action for achieving a previously defined goal.

Motor Vehicle: Motor vehicle of any weight and dimension used by Aircraft Ground Handling Service providers to carry out their operations.

Note: These definitions are complementary to those contained in RAD 1 (Definitions and Abbreviations).

Section “B” - General

24.3 Applicability.

a) This regulation establishes the minimum safety standards that must be met by any legal entity that intends to provide or currently provides Ground Handling Services operated on the apron of a national airport.

b) Likewise, this regulation applies to any air operator that performs any function stipulated as an Aircraft Ground Handling Agent and in the event that they subcontract these services, they must ensure compliance with this regulation.

c) Aircraft Ground Handling Services are classified as:

1) Platform service of aircraft operations (parking position guide, towing, drinking and waste water service, aircraft loading and unloading process, air conditioning supply, engine start-up, push-pull, passenger ladder aircraft trailer, wheelchair lifts).

2) Fuel Handling (loading and unloading of fuel in aircraft, storage facilities, spill prevention).

3) Platform Transportation Handling Services, provided by providers other than platform service providers.

4) Commissariat Handling (provision of food and drink).

5) Cabin Services.

6) Aircraft Exterior Cleaning Service.

7) Cargo and Mail Storage Service.

8) In response to any need or convenience, the administration of each airport may recommend new services, as well as the expansion or elimination of an existing one, duly justified and documented.

24.5 Process to obtain the Aircraft Ground Handling Agent Certificate.

Anyone who intends to provide or currently provides Ground Handling Services must have a Certificate issued by the IDAC that certifies it as such and that will be accompanied by the corresponding Specifications and Operation Limits.

To obtain a Certificate of Aircraft Ground Handling Agent, legal entities that provide or aspire to provide these services must:

1) Obtain from the IDAC a Certificate that accredits you as Aircraft Ground Handling Agent.

2) To obtain an Aircraft Ground Handling Agent certificate, legal entities must undergo a certification process before the IDAC. Said process consists of the following five (5) phases:

PHASE 1. Pre-application: It constitutes the management carried out by an interested party to obtain information related to the granting of an Aircraft Ground Handling Agent certificate; during this phase, a first meeting takes place between the interested party and the IDAC. In this first phase, there will be an exchange of information regarding the service that the interested party intends to provide and guidance from IDAC regarding the standards, procedures, responsibilities and powers for said service, as well as the technical documentation that must be submitted.

PHASE 2. Formal application: The applicant submits the application to IDAC as a Ground Handling Agent, for due approval. Included in this phase are, among others:

A) Copy of the certification application;

B) Required legal and economic financial documents:

A1) Copy of the constitutive documents of the company in favor of which the certificate is requested.

B2) Special Power of Representation granted to the manager of the issuance of the certificate, duly notarized and legalized by the Attorney General of the Republic.

C3) Copy of the Financial Statements of the company, corresponding to the last fiscal period, audited by an Authorized Public Accountant (CPA).

C) Schedule of events proposed by the applicant;

D) Operation and maintenance manuals, which correspond to the type of operation requested;

E) Demonstrate that the company has qualified personnel and appropriate facilities for the efficient provision of services; and

F) Proposal of the operating specifications.

PHASE 3. Evaluation: The IDAC Authority reviews the documentation submitted and notifies the applicant of any discrepancies found, if any; otherwise, the approval or acceptance thereof is issued.

PHASE 4. Technical demonstration: The IDAC carries out an inspection of the applicant's company, its personnel, documentation, procedures, facilities and equipment, in order to verify that they correspond to those established in the manuals.

PHASE 5. Certification: Once the previously indicated stages have been satisfactorily completed, the IDAC will issue the Aircraft Ground Handling Agent certificate with its ratings or specifications and operating limitations. In no case can an Aircraft Ground Handling Agent Certificate be granted, or authorize the performance of any type of Aircraft Ground Handling Service work, without having completed the certification process described in the previous paragraph.

c) Legal entities that currently provide Ground Handling Services must submit their formal request for issuance of the Ground Handling Agent Certificate to IDAC as of the entry into force of this regulation.

d) Legal persons that intend to provide or offer Ground Handling Services at the airports of the Dominican Republic must, as of the entry into force of this regulation, have the Ground Handling Agent certificate issued by the IDAC.

24.7 Responsibility of the Airport Operator in relation to Aircraft Ground Handling Services.

a) Airport operators will verify that the legal entities that provide Ground Handling Services have their corresponding Ground Handling Agent Certificate issued by the IDAC.

b) Airport operators must demand compliance with this regulation, and must issue a monthly report to the IDAC of the faults committed and deficiencies found, with the purpose of their registration and corrective action by the authority.

c) Every airport operator must have an operation manual, which will establish procedures for the mobilization of people, vehicles and / or equipment on the platform, as well as indicate the identifications and marks that every vehicle that is authorized to transit through the platform. It will also indicate the training requirements for handling vehicles and / or equipment within the airport.

d) It will be the obligation of the airport operator to ensure that the drivers who enter the movement area are duly qualified.

- e) The airport operator may not authorize the use of the platform for the deposit of goods in storage condition, to be used or transported on the aircraft.
- f) The airport operator must cooperate with air traffic control to speed up and control the movement of vehicles in the maneuvering area.
- g) The airport operator must comply with the provisions of RAD 14 (Aerodrome) and RAD 19 (Aerodrome Certification), as applicable.

24.9 Authorization of access to the platform.

- a) Every provider of Aircraft Ground Handling Services must process the passes that are necessary for access to the platform of their personnel and equipment with the Airport Administration, having to know and comply with the Operations Manual (aerodrome), program security, airport emergency plan and other applicable manuals.
- b) The Airport Operator will grant authorization for the entry of people, equipment and / or vehicles to the platform, to the legal entities that provide Ground Handling Services.
- c) As provided by the IDAC, access to the platform area will not be allowed to legal entities that are not certified by the aeronautical authority.
- d) Exceptionally, the Aerodrome Operator may authorize the entry of ground equipment and / or motorized vehicles destined to attend emergency situations.

24.11 General Conditions and Rules for Aircraft Ground Handling Service Providers.

- a) Legal persons that provide Ground Handling Services must have a Ground Handling Agent Certificate issued by the IDAC.
- b) Every holder of an Aircraft Ground Handling Agent Certificate must have at all times the appropriate means to keep their personnel informed about the technical aspects, duties and responsibilities related to the positions they carry out in the exercise of the functions. Authorized in the operating specifications.
- c) Every holder of an Aircraft Ground Handling Agent Certificate must provide their personnel with timely and adequate training for the development of their functions, as well as equip them with the necessary safety equipment for their protection.
- d) Every holder of an Aircraft Ground Handling Agent Certificate must have their operations manual updated and approved by the IDAC, available at least in the following areas:

- 1) Where the cargo is received and stored;
- 2) Where customer and passenger service is provided;
- 3) In the main offices;
- 4) In maintenance facilities; and
- 5) In the operational offices on the platform.

e) The legal entities that provide Ground Handling Services, certified by the IDAC, may only operate in accordance with the terms set forth in the Certificate and their Operation Specifications.

f) Every holder of an Aircraft Ground Handling Agent Certificate must carry out the necessary coordination and sign an agreement signed by the highest-level executive of the company, in order to define the processes and / or procedures in the services that are provided to national or international air operators.

g) Air operators will be directly responsible before the IDAC, in case of allowing the performance of service activities to a legal person that provides Ground Handling Services, in ratings other than those granted by the IDAC or non-certified legal persons by the IDAC.

h) All personnel who carry out any Aircraft Ground Handling Service operation and who provide services within the platform must wear a uniform that identifies the company, as well as the appropriate personal protection implements.

i) Every operator of Aircraft Ground Handling Services must keep the tools, equipment and their implements that directly affect the operation of the aircraft calibrated.

j) Every operator of Aircraft Ground Handling Services must train their platform personnel to avoid generating FODs (foreign objects) that could put the aircraft at risk.

k) Every Aerodrome Operator and / or legal entity that provides Ground Handling Service will ensure, through the means it deems appropriate, to keep the personnel who drive on the airside under strict supervision and surveillance to ensure that all users of the platform respect the safety standards issued by the IDAC.

l) Every operator of Aircraft Ground Handling Services must take appropriate measures to provide security and protection to people, luggage, cargo and mail, so that they are not the object of acts of unlawful interference.

m) The legal entity is responsible for keeping the contracted insurance policy in force, which covers the risks of its operations against damage to third parties on the platform and must deliver a copy of the letter of faithful compliance with its obligations, presented to the airport operator.

n) Any Aircraft Ground Handling Service provider or other entities may not store or maintain materials or equipment in such a way that they may constitute a fire hazard or for the health and safety of personnel, equipment and facilities.

o) At the request of the Air Operators, any Aircraft Ground Handling Service operator may coordinate with the legal entities authorized for fuel supply, stewardship, maintenance, security services, among others, in the event that these ratings have not been approved within their ratings.

24.13 Environmental pollution.

a) No Aircraft Ground Handling Service provider or other entity may store any flammable or combustible liquid, gases, explosives, fast-burning substances, or aviation or automotive fuel, in places not approved by the aerodrome operator.

b) Any Aircraft Ground Handling Service provider shall provide self-closing containers for the temporary storage of petroleum-derived waste, used rags, other wastes and garbage. All waste within this general classification must be removed daily by the service provider. The final disposal or treatment of these wastes must be by a certified body for this purpose, for which the airport authority could request the respective documents that support their proper disposal.

c) All Aircraft Ground Handling Service providers must conduct their activities in strict adherence to current environmental permits, guidelines and regulations, as well as good environmental, health and safety practices established by the Airport Operator and the IDAC, as established in RAD 14, Volume I, Section "K".

d) No user, service provider or other entity, will allow or cause the discharge of flammable or combustible liquids, crude oil waste or its products into or on platforms, roads, drainage channel or ditch or on the ground, nor may it evade its responsibility in the care, handling or final disposal, for which all current legal and environmental sanctions will be applied.

24.15 Cleaning at the aerodrome.

- a) Every provider of Aircraft Ground Handling Services and other aeronautical activities is responsible for cleaning their areas, removing equipment that is not being used and disabled equipment; as well as the disposal of all garbage and debris.
- b) All Aircraft Ground Handling Service providers will comply with the standards established by the airport operator, regarding solid waste, wastewater contaminated with chemicals or hydrocarbons; as well as, you will not be able to pour liquids other than wastewater into rainwater drains or sewer connections.
- c) Containers to deposit foreign objects (FOD) will be used only for that purpose.

24.17 Availability of physical space.

- a) The airport administration where Aircraft Ground Handling Services are provided will determine the location and availability of the physical space.
- b) This physical space will be delivered under the existing conditions at the time of the award, and any investment or improvement (construction, connections to basic services, maintenance of the facilities, etc.), will be in accordance with the contractual conditions between the provider ground handling service and the airport operator in question

24.19 Property damage.

- a) No Aircraft Ground Handling Service provider will cause damage or destruction to a construction, aircraft, sign, equipment, signals, or other structure, or any tree, floral plants, grass, or other property for public use at the airport .
- b) Any Aircraft Ground Handling Service provider that damages, injures, or destroys airport property in a negligent way or in any other way, will be responsible for the fair value of the property that is damaged or destroyed.
- c) In the event of any event in which damage is caused to property, the Aircraft Ground Handling Service provider must immediately report it to the Airport Operator and IDAC.

24.21 Emergency plans.

- a) Every holder of an Aircraft Ground Handling Agent Certificate must know and participate in the parts corresponding to the specialty of their service, within the airport emergency committee. These procedures must be contained in a file, which must be easily accessible and identifiable by all personnel.
- b) Every holder of an Aircraft Ground Handling Agent Certificate must have written procedures for emergencies such as fires, spills, injuries, power failure, earthquakes, attacks, air accident, fuel supply vehicle accident, evacuation, among others.

24.23 Security program (AVSEC).

- a) Every holder of an Aircraft Ground Handling Agent Certificate must have a written safety program.
- b) This program must be reviewed and approved by CESAC, as established in Article 22, of Law 188-11 on Airport Security and Civil Aviation and the National Program for Civil Aviation Security (PNSAC).
- c) Every holder of an Aircraft Ground Handling Agent Certificate must designate a qualified person responsible for reviewing all functions related to aviation security to determine the effectiveness of the certificate holder's security program and the directives of applicable security. This person must know the security program of the airport in which they operate.

24.25 Training program.

- a) Every holder of an Aircraft Ground Handling Agent Certificate must develop an appropriate training program. Said program must specify the detail of the content, duration, the person responsible for the training programs and the maintenance of training records. Likewise, it must include at least subjects as your qualification applies:
 - 1) Basic Principles of Civil Aviation.
 - 2) Handling of Dangerous Goods.
 - 3) Safety for ground personnel.
 - 4) Platform Operations.
 - 5) Operation of ground support equipment.
 - 6) Aircraft cleaning.
 - 7) Description of aircraft.

8) Operational Familiarization.

9) Airport emergency plan.

10) Safety management

b) Every holder of an Aircraft Ground Handling Agent Certificate must have a training record for each employee showing that they have been trained and qualified for the tasks they perform.

c) The personnel must be trained in the different types of aircraft to which service is provided and in the different vehicles and equipment used in Handling operations, as appropriate.

d) When the staff of a legal entity that provides Aircraft Ground Handling Services performs functions that involve operating or activating parts or devices of the aircraft, they must receive basic training and certification from the air operator.

24.27 Maintenance schedule

a) Every holder of an Aircraft Ground Handling Agent Certificate must develop an appropriate preventive maintenance program for the vehicles and / or equipment they operate to ensure their proper functioning and must ensure that they have technical personnel with the necessary qualifications that provide those types of maintenance. In the event that the maintenance service is subcontracted, it must comply with the maintenance program of the Ground Handling Agent.

b) The vehicles and / or equipment that are in maintenance or out of service must show the respective label that reads: "OUT OF SERVICE".

c) The holder of an Aircraft Ground Handling Agent certificate must have a maintenance program detailing:

1) An inspection program.

2) Maintenance programs for each of the ground support vehicles and equipment.

3) The different models of formats that are used for inspections and mechanical reviews.

4) Repairs, calibrations, change of parts carried out.

d) Every holder of an Aircraft Ground Handling Agent Certificate must have a preventive and corrective maintenance record that contains at least:

1) Date it was carried out.

- 2) Which parts or pieces were checked.
- 3) Which parts or pieces were changed.
- 4) When the next checkup is due.

24.29 Handling of dangerous goods.

Every holder of a Certificate of Aircraft Ground Handling Agent must comply with the provisions of RAD 18 (Transport Without Risk of Dangerous Goods by air).

24.31 Handling of special shipments.

The holder of an Aircraft Ground Handling Agent Certificate enabled in the support service of ground equipment on the platform and / or air cargo storage services must have written procedures for the reception, stowage, transfer, storage of shipments special, such as: human remains, values, perishable goods, among others.

24.33 Notification in case of accidents or incidents.

- a) Every holder of an Aircraft Ground Handling Agent Certificate is responsible for inducing their personnel about the importance of reporting any event (accident or incident) in writing for the proper management of safety.
- b) Every holder of an Aircraft Ground Handling Agent Certificate must inform the Airport Operator and the IDAC of any accident or incident that occurs during the development of its operations and the Aerodrome Operator must include this data in its risk matrix operational.
- c) Every holder of the Aircraft Ground Handling Agent Certificate must have written procedures for the notification of these facts to the emergency services in case of accidents or incidents.
- d) This notification report must be sent in writing to the Aerodrome Operator and the IDAC in a period not exceeding forty-eight (48) hours after the accident or incident occurred.

24.35 General conditions and rules applicable to personnel serving on the air side (maneuvering area and movement area).

Every provider of Aircraft Ground Handling Services and other aeronautical activities must ensure that their personnel designated to drive any type of vehicle on the airside, comply with the provisions of this regulation.

24.37 Requirements, Knowledge and Behavior of the Personnel on the platform.

a) Legal entities that provide Aircraft Ground Handling Service must ensure that all personnel driving vehicles or equipment on the platform have at least the following:

1) Valid driver's license with the category and class corresponding to the vehicles to be operated, issued by the Ministry of Public Works, through the General Directorate of Land Traffic.

2) They must have a valid driving license issued by the IDAC, for operators and drivers of vehicles and / or equipment, in a visible place.

3) They must carry the card issued by the aerodrome operator for the corresponding area, valid and in a visible place.

4) They must be identified with the uniform and / or distinctive of the company that works.

5) The personnel driving vehicles or equipment on the platform must have general knowledge of safety, required speed, use of fire extinguishers, knowledge of the meaning of the rotating aircraft lanterns.

6) The personnel in charge of driving the vehicles and / or land equipment will have to be duly authorized and trained to handle them; know and comply with the safety rules for movement on the apron and the rules for handling airport emergencies.

7) All personnel on the apron must avoid walking under the fuselage of the aircraft or passing over the tow bar;

8) All drivers of vehicles on the platform must respect the speed limits within the platform;

9) All personnel on the platform must know the procedure to whom and how to report incidents or accidents;

10) All operators and drivers of ground equipment must use the vehicular service roads.

11) All personnel on the platform must have knowledge of the refueling procedure with passengers on board.

12) All personnel on the platform must have knowledge of the procedure in case of a spill.

b) Persons outside the operations within the airside of the airport must:

1) Comply with the rules that govern the matter as well as the provisions of this regulation.

2) All Aircraft Ground Handling Service providers and their personnel must comply with the operating procedures manuals or standards issued by the Airport Operator duly authorized by IDAC and meet the safety requirements issued by the Airport Operator, without exception. Any non-compliance with them will be transferred to the competent entities.

c) Personnel who drive vehicles on the apron who are not involved in apron aircraft operations:

1) The personnel in charge of driving ground vehicles, not involved in the operations of the aircraft, must have a guide or escort person for the approach to the aircraft and for removal from the aircraft area.

2) The personnel in charge of driving land vehicles, outside the aircraft operations, may not carry weapons, objects or sharp tools.

24.39 Control program on the use of drugs, controlled substances and alcohol.

a) For the purpose of this subsection, a person who performs any function pursuant to a contract with the holder of an Aircraft Ground Handling Agent Certificate, is considered to be performing that function for the holder of said certificate. .

b) Every holder of an Aircraft Ground Handling Agent Certificate must have a Control Program on the use of drugs, controlled substances and alcohol, as detailed in Appendix "B" of this Regulation.

24.41 Safety and personal protection implements.

a) All personnel entering the restricted security areas must visibly carry the identification card issued by the airport operator.

b) All personnel who perform any function on the platform require for safety to carry personal protection implements permanently such as:

1) Reflective vests (permanent from the moment you enter the platform).

2) Lumbar protector.

3) Safety shoes.

4) Gloves.

5) Hearing protector.

6) Any other addition specified in Regulation 522-06 on Safety and Health at Work, issued by the Ministry of Labor.

c) The parameters of use of this equipment will be established by the airport operator and will be provided to the staff by their company or employer. Its compliance is mandatory.

Section "C" Permits issued by the IDAC for drivers and vehicles

24.43 Permit for drivers of vehicles on the air side of the airport.

a) Every provider of Aircraft Ground Handling Services is responsible for ensuring that the personnel whose function is to drive on the airside of the airport have a valid driving license issued by the IDAC.

b) The permit to drive on the air side of the airport is a mandatory document issued by the IDAC to drivers who carry out activities on the air side of the airport, after meeting the requirements established by the institution and passing the corresponding exams.

c) According to the functions, licenses to drive in the movement area of an airport are classified into five (5) categories, as detailed in Appendix "B" of this regulation.

d) Every driver authorized to circulate on the airside of an airport, is authorized to travel through all the roads of the airport including the movement area.

e) Any driver with permission in any category to circulate on the air side, is authorized to travel on the roads intended for platform service, he may only do so by authorization of the agency that provides the Platform Management Service.

f) All drivers with a Category 05 permit to circulate in the restricted areas of the airport, must request the corresponding permit issued by the airport operator, and must comply with the requirements that the operator requires for such purposes.

g) All drivers with a Category 05 permit to circulate in the restricted areas of the airport, must enter the restricted areas escorted or guided and must obey all the instructions given by whoever is escorting or guiding them. The escort must know the driving rules in the movement areas and will be assigned by the airport operator.

h) All drivers with a Category 05 permit must vacate the restricted areas, escorted or guided by the person assigned by the operator, once they have completed their service within them.

24.45 Minimum requirements to opt for a driving license on the airside.

a) Application letter signed by the highest level executive of the company where the interested party works, addressed to the person in charge of issuing this permit by the IDAC, detailing the work that the applicant will perform.

b) Photocopy of the valid card issued by the operator of the airport where the entrance to the area specified in the application is authorized.

c) Photocopy of the identity card and electoral card.

d) Photocopy of the current driver's license issued by the Ministry of Public Works and Communications through the General Directorate of Land Traffic.

e) A 2x2 photograph.

f) Medical certificates stating the physical and mental state of the applicant, hearing capacity, eye exam where the visual state and the distinction of the basic colors are certified.

g) Application form provided by the IDAC, filled out correctly and in legible letters.

24.47 Instruction required for the theoretical evaluation.

a) Every Aerodrome Operator and / or legal person that provides Ground Handling Services, interested in having any of its personnel acquire a driver's license on the platform, must ensure that said personnel theoretically demonstrate mastery, through an evaluation , on the following aspects:

1) Identification of runways, taxiways, aircraft parking areas and air navigation aids.

2) Distinction between area of movement and area of maneuver.

3) Aerodrome regulations and procedures.

4) Identification of signaling and markings on the airside.

5) Description and location of critical radio aid areas.

6) Identification of lights.

7) Regulation of Air Traffic Services, in relation to ground operations and authorizations.

8) Regulations that regulate the operation of vehicles and / or equipment within the airside of the airport.

9) Communications system (basic).

10) Phraseology and aeronautical terminology.

11) Procedures for communication (radiotelephony).

12) Use of the aeronautical alphabet.

13) Description of procedures to communicate when the radio fails.

14) Understanding and observance of air traffic control procedures.

15) Platform management service.

16) Operation of vehicle transmitter / receiver equipment.

17) Expertise required for a certain function, as appropriate

24.49 Approval method for the permit to drive on the airside.

The interested party must pass the theoretical evaluation with the score required by the IDAC.

24.51 Issuance of the permit to drive on the airside.

The issuance and delivery of the permit to drive on the air side will be carried out in the time established by the division in charge of issuing the document, after having passed the theoretical test.

24.53 Format of the permit to drive on the airside.

a) The license to drive on the airside must contain the following information:

- 1) Category of the driving license.
- 2) Driver's license number.
- 3) Name and surname of the driver
- 4) Photography.
- 5) Date of issue.
- 6) Expiration date.
- 7) Signature of the person responsible for issuing the permit.

24.55 Renewal of the driving license on the airside.

For the renewal of the permit to drive on the airside, they must meet the following requirements:

- a) Application letter signed by the highest level executive of the company where the interested party works, addressed to the person in charge of issuing this document by IDAC, detailing the work carried out by the applicant.
- b) Photocopy of the identity and electoral card of both sides.
- c) Photocopy of both sides of the (current) State driver's license.
- d) A 2x2 Photograph.
- e) Medical certificate stating the physical and mental state of the applicant.
- f) Application form duly completed, in legible letters.

24.57 Driving license for vehicles.

- a) Every vehicle operating on the air side must have a valid permit, which must be carried at all times that it is in operation.
- b) All vehicles operating on the airside established by the IDAC, must meet the minimum operating requirements.
- c) Before issuing a permit to vehicles, they must be inspected by a competent person. Periodic inspections must be carried out to guarantee compliance with the parameters established to grant said permits.
- d) The vehicle permit must clearly indicate any limitations imposed on it; This must also be clearly identifiable, through the prominent name of the company or operator.
- e) Licensed vehicles operating normally must have a yellow light (beacon) to indicate that they are obstacles.
- f) Permits should only be issued to properly insured vehicles.

Section "D". Specific rules for the circulation of vehicles and / or equipment in the areas of movement and maneuvering, Rules of operations in conditions of reduced visibility or low visibility and Priority Rules.

24.59 General traffic regulations for drivers of vehicles and / or equipment in the areas of movement and maneuvering.

a) Airport Operators and legal entities that provide Ground Handling Services, when developing and establishing operational procedures for vehicle drivers in the movement area must ensure that the following standards are included in them general for the movement area:

b) All drivers who circulate in the area of movement will be qualified depending on their functions and the areas to which they have access. This instruction must include knowledge about:

- 1) Identification of runways, taxiways, parking areas and aids for air navigation.
- 2) Distinction between area of movement and area of maneuver.
- 3) Aerodrome regulations and procedures.
- 4) Identification of signage and marks within the airside of the airport.
- 5) Identification of lights in the movement area and maneuvering area.
- 6) Description and location of critical radio aid areas
- 7) Regulations for Air Traffic Services, in their relation to ground operations and authorizations.
- 8) Identification and sources of standards that regulate the operation of vehicles.
- 9) Communications systems (basic).
- 10) Phraseology and aeronautical terminology.
- 11) Procedures for communication (radiotelephony).
- 12) Use of the aeronautical alphabet.
- 13) Description of procedures to communicate when the radio fails.
- 14) Description of the consequences for non-compliance with the operational requirements.

c) Vehicle drivers will have to:

- 1) Know the local regulations or be escorted by a person who knows them.
- 2) Have the ability to distinguish between all visual cues.

- 3) Always yield to aircraft.
- 4) Obtain authorization from the Control Tower to enter the maneuvering area, subject to the restrictions and conditions stipulated in said authorization.
- 5) You must follow the routes and guide lines, without going over the security lines.
- 6) Be extremely careful when approaching aircraft that have the engines running and / or the anti-collision lights on.
- 7) Observe the speed limits in the movement area and signs used at the airport.
- 8) Have the ability to use the Radiotelephone Frequency (RTF) equipment and be able to act correctly according to the messages received, if necessary.
- 9) Be alert to the ground movement control frequency, request permits from the ATS and follow its instructions, according to regulations.
- 10) Know perfectly the general layout of the airport and the signaling panels and signs used at the airport.

d) The driver of vehicles that circulates in the movement area must comply with all the mandatory instructions given by signals and signs, unless otherwise authorized:

- 1) By the IDAC Control tower, when the vehicle is in the maneuvering area;
- 2) By the dependency provided by the Management Service on the Platform, when the vehicle is on it.

e) The driver of a vehicle circulating in the movement area must comply with all the mandatory instructions given by lights.

f) The driver of a vehicle in the area of movement will be duly trained for the tasks to be carried out and will comply with the following instructions:

- 1) From the IDAC Control Tower, when it is in the maneuvering area;

- 2) Of the dependence provided by the Management Service on the Platform, when you are on it.

g) The driver of a vehicle equipped with radio equipment will establish radio communication:

1) In two directions with the Airport Control Tower, before entering the maneuvering area.

2) With the dependency of the Management Service on the Platform, before entering it.

h) The movement of vehicles, people or aircraft towed in the maneuvering area of an aerodrome will be controlled by the control tower, when necessary to avoid setbacks to aircraft that are taxiing, landing or taking off.

i) All personnel who operate vehicles on the platform must use the seat belt when moving from point A to point B, except when driving within the safety circle.

24.61 Specific traffic regulations for vehicles and / or equipment in the maneuvering area.

a) Controlling the movement of vehicles in the maneuvering area is the responsibility of air traffic control.

b) Vehicle operating in the maneuvering area must be equipped with radiotelephone equipment or be escorted by another who carries it.

c) The airport operator must cooperate with air traffic control to speed up and control the movement of vehicles in the maneuvering area.

d) The following measures should be taken:

1) Implement a system of access passes to the maneuvering area, only for authorized vehicles.

2) Provide vehicles with radiotelephone equipment in perfect condition.

3) Familiarize vehicle drivers in the following aspects:

i) Radiotelephony procedures.

ii) Terminology and phrases used in air traffic control, including the ICAO alphabet.

iii) Meaning of visual airport signs, especially those intended to prevent the violation of active runways.

iv) Geography of the airport.

4) Place an airport map in the cabin of all vehicles, where the limits of the maneuvering area and the runway crossing points are indicated.

e) The supply, installation and maintenance of signals, lights and beacons for traffic control in the maneuvering area.

24.63 Specific traffic regulations for vehicles and / or equipment in the apron areas.

a) Controlling the movement of vehicles on the apron is the responsibility of the airport operator and / or the legal entity that provides Ground Handling Service.

b) Only surface vehicles and / or authorized equipment that have a specific and necessary function, with respect to aircraft or airport facilities, may enter the movement area.

c) It is the responsibility of the personnel of the management unit on the platforms to maintain discipline and vigilance of the rules that govern vehicle control, as dictated by the aerodrome authority or by the aircraft operating company.

d) All vehicles used in the platform areas must use an access pass to the aeronautical part, or to platforms.

e) The person or company responsible for a certain vehicle will ensure that all drivers are properly instructed.

f) No vehicle driver should be granted a platform pass if he or she does not present a document certifying that said vehicle is working properly.

g) Any Aircraft Ground Handling Service provider must ensure that vehicle and / or equipment drivers have extensive knowledge of the following aspects:

1) Speed limits, either in specific or general terms.

2) Authorized routes

3) Priority Rules for driving vehicles and / or equipment in the area of movement or maneuvering (detailed in subsection 24.69 of this regulation).

4) Authorized parking areas.

h) The aerodrome operator and the legal entities that provide Ground Handling Services must establish adequate controls to guarantee that the drivers comply with the safety regulations.

i) Control must be established through traffic lights, warning signs or signs on the pavement.

j) If necessary, staffed crossing points should be organized.

k) Surface vehicles and / or equipment will have to:

1) Be properly marked.

2) Have rear and front lights, according to national regulations, to be used in periods of darkness or reduced visibility or low visibility.

3) Have a reverse alert (applies to vehicles and / or equipment that are coupled to aircraft).

24.65 Vehicle identification standards.

a) Every vehicle operating on the air side must have adequate identification and have a minimum of elements to be authorized to circulate in the airport movement area.

b) Every vehicle on a platform to be able to circulate on it must have the following elements, as applicable:

1) Identification of the company (logo) on the vehicle;

2) Identification tag of the area to be circulated;

3) Rotating orange light;

4) Tools:

5) Communication radio;

6) Front and rear lights;

7) Fire extinguisher;

8) Wheel wrench;

9) Spare rubber;

10) Maintenance history; and

11) No more than 10 years of use, unless the service provider demonstrates that major repairs have been made to allow it to continue to function optimally. Major repairs should be done every 3 years starting at age 10.

24.67 Rules for Operations in Conditions of Reduced Visibility or Low Visibility.

a) The number of vehicles that circulate on the platform will be limited to the essential minimum when the procedures related to conditions of reduced visibility or low visibility are executed.

b) To avoid the risk of collision and penetration to an active runway, the joint action of the following competent entities for control and circulation in an airport with reduced or low visibility is essential:

1) Drivers

2) Pilots

3) Drivers

4) Other competent personnel

c) In conditions of reduced or low visibility, vehicle drivers must adopt the following regulations:

1) Vehicles authorized to circulate in the area of movement must have received training on operations with reduced visibility or low visibility, know when the procedures related to this type of eventuality will be applied.

2) Every vehicle that is in the maneuvering area must be registered and keep in contact with the control tower.

3) Non-essential vehicles (such as maintenance equipment) must be removed from the maneuvering area.

4) Vehicle drivers must respect the entry points between the aircraft maintenance areas and the maneuvering areas, in case it is impossible to provide the closure of these.

5) Drivers should avoid traffic on the roads adjacent to the apron taxiways, being preferable the apron bypass roads.

24.69 Priority Rules for driving vehicles and / or equipment in the area of movement or maneuvering.

Activities of different kinds are carried out in the apron area of an airport, involving aircraft, vehicles, service companies, personnel, among others. It is essential to establish reference parameters to be able to grant preferences, in circumstances

that, in one way or another, may disturb or put safety at risk. Based on these conditions, the following guideline is drawn below:

a) Emergency vehicles to assist an aircraft in distress will have priority over all other surface traffic.

b) Vehicles that are in the maneuvering area must:

1) Vehicles towing aircraft will have preferential passage;

2) Yield to aircraft that are landing, taking off, or taxiing (including those towing aircraft);

3) Notwithstanding the provisions of 1) and 2), all vehicles, including those towing aircraft, will observe the instructions of the airport control tower.

c) Vehicles operating on the platform will yield to:

1) Emergency vehicles.

2) Aircraft taxiing.

3) Aircraft about to start taxiing.

4) Aircraft that is pushed or towed

5) To other vehicles, as stipulated by local regulations (RAD 14).

d) When a vehicle has anti-collision lights on, it will have priority over the others and can circulate freely on the platform, otherwise it must behave like the rest of the vehicles.

24.71 General safety rules for vehicles and / or equipment.

All vehicle drivers, authorized to circulate in the movement area, must comply with the following safety regulations:

- a) Vehicle drivers are prohibited from circulating or staying in the restricted use area of the airport, if any indication of the consumption of alcoholic beverages or any other substance that is considered outside the law is found.
- b) It is prohibited to smoke or light fires in the restricted area of the airport, even inside the vehicle.
- c) You must circulate on the established service roads according to the signage and stay within them for as long as possible, in case the final destination is outside of them.
- d) They must drive in the movement area at a maximum speed of 20 km / h.
- e) Reversing and reversing a vehicle is only allowed under the following circumstances:
 - 1) If local conditions do not allow forward driving;
 - 2) From what is described in 1), if there is no obstacle that would put operations or maneuvers in difficulty or invade security zones.
- f) Safety and emergency vehicles will have red anti-collision lights.
- g) In the vicinity of vehicles with anti-collision lights on, extreme caution should be exercised.
- h) Vehicles, whether or not they have anti-collision lights, must give way to aircraft.
- i) Vehicles that have elements of variable height, (such as stairs), will always circulate with them in their lowest position, taking into account the maximum height allowed.
- j) In front of stationary aircraft, with jet engines running, a safety distance of 8.5 m should be maintained. This may vary if established by the operating company depending on the type of aircraft.
- k) Behind stationary aircraft with engines running, a safety distance of 50 m (conventional) or 75 m (wide body) must be maintained.
- l) Behind moving aircraft, a minimum distance of 75 m (conventional aircraft) or 125 m (wide-body aircraft with 2 engines) or 150 m (wide-body aircraft with more than 2 engines) must be maintained.
- m) Vehicles crossing in front of a moving aircraft at a distance of less than 200 m is prohibited.

n) The crossing of vehicles behind an aircraft in reverse at a distance of less than 200 m is prohibited.

o) No vehicle may enter or remain in the aircraft parking positions, except for those that have to provide some service.

p) In the event that a vehicle must circulate around an aircraft, it will do so in such a way that the driver's side is closer to it.

q) No vehicle must obstruct the exit of tank trucks or dispensing units.

r) Hydraulic vehicle supports can only be used after ensuring that the area is clear.

24.73 Traffic restrictions for vehicle drivers.

a) The following restrictions will be applicable to drivers of vehicles. In neither case should they be ignored, as they are designed to avoid safety risks.

b) Drivers of vehicles and / or equipment may not:

1) Position the vehicles in such a way as to obstruct the movement of the aircraft.

2) Pass behind aircraft that have their engines running and anti-collision lights on.

3) Place the vehicles in the jet stream or in the wake of the aircraft propellers.

4) Cross traffic control signs, stop bars or signals without proper authorization.

5) Leave a vehicle unattended in risk areas.

6) Driving during periods of poor visibility, if the vehicle is not equipped with appropriate lights.

24.75 Control of use and maintenance of the vehicle.

a) Legal entities that provide Aircraft Ground Handling Services must comply with the maintenance program specified in Section "B", subsection 24.27 of this Regulation.

b) Before entering the airside, all vehicles must be subject to a review that confirms their authorization to circulate in this area. This control can be carried out by keeping a daily record of the maintenance of said vehicle, which will remain as a file and must be filled out easily and quickly, at any time that a verification is needed.

c) It is forbidden to leave the engines running while the vehicles are stopped, unless the driver remains in his position and the time of permanence is minimal or that the use of the vehicle so requires and is constantly supervised by the driver and with the brake hand held. This prohibition also applies in baggage classification areas.

Section "E" Specific rules for Aircraft Ground Handling Services.

This Section establishes the aeronautical safety regulations that control the operations of legal persons holding certificates of Ground Handling Agent authorized in:

- a) Platform service of aircraft operations (guidance to parking position, towing, drinking and waste water service, aircraft loading and unloading process, air conditioning supply, engine start-up, back push, ladder passengers, wheelchair lifts).
- b) Fuel Handling (loading and unloading of fuel in aircraft, storage facilities, spill prevention).
- c) Platform Transportation Handling Services, provided by providers other than platform service providers.
- d) Commissariat Handling (provision of food and drink).
- e) Cabin Services (aimed at providing comfort to the passenger in the aircraft cabin, and which include the supply of newspapers, blankets and interior cleaning of the aircraft).
- f) Aircraft Exterior Cleaning Service.
- g) Cargo and Mail Storage Service to be performed by the legal persons holding a Certificate issued by the IDAC, dedicated to the reception, handling, storage and delivery of cargo and mail that is transported by national and international export air. And import, through air operators.

24.77 Platform services for aircraft operations with vehicles and / or equipment.

- a) These services are detailed below:
 - 1) Guide to parking position;
 - 2) Tow or push back;
 - 3) Drinking and waste water;
 - 4) Loading and unloading of the aircraft;
 - 5) Air conditioning supply;
 - 6) Starting engines;
 - 7) Passenger ladder and / or boarding bridge;
 - 8) Wheelchair lifts;

9) Power on the ground (GPU, for its acronym in English); and

10) Platform passenger transport.

b) The holder of a Certificate of Aircraft Ground Handling Agent, qualified in services of ground support equipment for aircraft operations on the apron, must comply with the provisions of this Regulation.

c) The holder of a Certificate of Aircraft Ground Handling Agent authorized in services of ground support equipment to aircraft operations on the platform must also have a manual detailing:

1) The characteristics of all equipment and / or land vehicles;

2) Procedures for approaching and leaving aircraft; and

3) Operating procedures for each type of equipment and / or vehicle.

d) Vehicles and / or ground support equipment must have the company logo as well as an identification number (code) in a visible place.

e) They must have the respective chocks to ensure their parking.

f) They must have operational and easily accessible fire extinguishers, which may remain in the vehicle, as long as they are carried in open or recessed sockets with quick-opening ties.

g) It is forbidden to carry passengers, personnel or equipment in vehicles not prepared for this function.

h) Ground support equipment must be for exclusive use and may be rented by prior contract between the parties.

24.79 Guidance operations to parking position (Guidance for parking / parking of aircraft).

a) All Aircraft Ground Handling Agent, authorized in Aircraft Ground Handling Services, that performs aircraft parking operations, must comply with the provisions of this Regulation and also have written procedure manuals for that purpose.

b) The manuals of procedures for guidance to the aircraft parking position must be available to the personnel who perform the parking / parking functions and must have been reviewed and coordinated by the air operator.

c) The procedure manuals specified in literal b) of this sub-section must contain:

1) Use of hand signals for communication between ground personnel for the movement of ground support equipment; including precautions to follow, if the driver or operator of the vehicle and / or equipment does not have the signalman in sight.

2) Procedures to follow on towing, pushback, power connection or disconnection.

3) International hand signals used for communication between ground personnel and flight personnel in the cabin, including the location of the signalmen (in case of congested apron or that the minimum separations are not kept)

4) Phraseology for verbal communication used between ground personnel and flight personnel in the cabin.

5) Placement of safety cones on the platform to indicate danger areas.

6) Use of boarding bridges, in a stowed position before the arrival or departure of an aircraft.

7) In the event that passenger boarding and disembarking takes place on the apron, you must establish procedures for their protection during the journey between the aircraft and the terminal.

8) Establish written practices and procedures for personnel conducting aircraft parking / parking operations.

9) Aircraft guidance procedures must be within the reach of personnel who perform parking / parking functions and must have been reviewed and coordinated by the air operator.

d) The personnel who carry out the aircraft parking / parking operations must have the necessary equipment to perform these functions (illuminated parking poles for night parking or parking pallets and / or night parking lanterns).

24.81 Towing and / or pushback operations.

a) All Ground Handling Agent, authorized in Aircraft Ground Handling Services, that performs towing and / or push-back operations of aircraft, must comply with the provisions of this Regulation and also have written procedure manuals for that purpose.

b) In these procedures, the holder of an Aircraft Ground Handling Agent Certificate shall establish procedures to ensure that during towing and / or pushback operations of the aircraft, the following is carried out:

1) Carry out the towing and / or pushback of the aircraft, according to the manufacturer's recommendations for each type of aircraft, and such procedures must ensure that the maximum turn limits established by the manufacturer are not exceeded.

2) Verbal communication is established between ground handling personnel and the flight deck, using common phraseology, which has been previously agreed upon.

3) The main gear wheel chocks must not be removed until:

i) The pushback and bar are coupled to the nose gear of the aircraft.

ii) The pushback parking brake is applied.

4) For aircraft that are equipped with a nose gear steering system, the bypass pin must not be removed until:

i) It is correctly installed before coupling the bar or the pushback without a towbar (towbarless), to the nose gear of the aircraft.

ii) It is removed after the bar or pushback without a tow bar is disconnected from the nose gear of the aircraft.

c) When a tow bar is being connected to the nose gear, the following should be verified:

1) That the nose gear is parallel to the main gear.

2) That the bar is unhooked from the tractor

3) Have personnel stand facing the pushback with both legs on the same side of the tow bar.

d) When a towbar equipped pushback is connected to the nose gear of an aircraft, it should be verified that the nose gear wheels are secured in the pushback lock mechanism.

24.83 Drinking and waste water service operations.

a) All Aircraft Ground Handling Agent, qualified in Aircraft Ground Handling Services, which performs aircraft potable and waste water service operations, must comply with the provisions of this Regulation and also have written procedure manuals for that purpose.

b) The Aircraft Ground Handling Service provider shall establish procedures to attend to the health and / or drinking water services to the aircraft, referring to:

- 1) Operation of aircraft access panels or doors;
- 2) Operation of the aircraft service controls;
- 3) Equipment for the interface with the aircraft;
- 4) Cleaning and leak check.

c) The Aircraft Ground Handling Service provider must make sure to establish quality standards for drinking water, through a laboratory certified by the State; These standards must be applied to the preparation, handling, and inspection of water to ensure that it is not contaminated when loaded onto the aircraft.

d) The Aircraft Ground Handling Service provider will establish operating procedures for the aircraft's drinking water service equipment, to ensure that such equipment is operated and placed in such a way as to prevent contamination of drinking water, which will be charged to the aircraft.

24.85 Aircraft loading and unloading operations.

a) All Ground Handling Agent, authorized in Aircraft Ground Handling Services, that performs aircraft loading and unloading operations, must comply with the provisions of this Regulation, and must also have a procedures manual for:

- 1) Reception and handling of cargo that is received in warehouses and aircraft.
- 2) Loading or unloading of containers or pallets from the aircraft, truck and / or dolly.
- 3) Transfer of cargo to and from the aircraft.

24.87 Operations with containers, loading units (ULD), pallets (Pallets) and baggage cars.

a) All Ground Handling Agent, authorized in Aircraft Ground Handling Services, that performs operations with containers, cargo units (ULD), pallets (Pallets) and baggage wagons, must comply with the provisions of this Regulation and It must also have a procedures manual for:

1) The operation of the loading systems located on the plane (In-plane Loading System), of the air operators to whom it provides the service.

2) Ensure that containers, load units (ULD) and / or pallets (Pallets) that are loaded inside an aircraft, are identified with external labels that show relevant information of the ULD and its content such as origin, destination, weight, type of content and location on the plane.

3) Ensure that each container, cargo unit (ULD) and / or pallet (Pallets), when loaded into an aircraft, has a cross-check by unit number with respect to the Loading Instructions.

4) Ensure that containers, load units (ULD) and / or pallets (Pallets) when they are being loaded inside an aircraft:

i) They are guided to their position, by side rails and / or stopping hardware, locks or guides, when handling very large or heavy elements, it is recommended to use a roller track system if the aircraft does not have of an automatic system.

ii) Have an unobstructed path within the desired position.

iii) Have the vertical height that will allow a separation that does not cause damage to the opening of the aircraft door.

5) Ensure that full control is maintained as to the containers, load units (ULD), pallets (Pallets) and baggage cars that are being moved into position manually, to avoid high speed impact with the locks or with the stop fittings.

6) Ensure the handling and storage of containers, load units (ULD), pallets (Pallets) and baggage wagons for:

i) Minimize or eliminate any possible damage or mishandling.

ii) Safeguard the property of the air operators they serve.

7) Ensure the transport of containers, load units (ULD), pallets (Pallets) and baggage cars.

8) Have the technical specifications of the manufacturer of each container, load unit (ULD), pallets (Pallets) and baggage wagons, to keep them in proper conditions for use.

9) Inspect the containers, cargo units (ULD), pallets (Pallets) and baggage cars, loaded or empty, to ensure proper operation, prior to being released to be loaded on the aircraft.

10) Ensure that containers, load units (ULD), pallets (Pallets) and baggage cars identified as damaged, are labeled and stored in an isolated location with the label that reads: "OUT OF SERVICE", to prevent their use in the transport of cargo, mail or luggage. These must be removed from the airside of the airport if they are not repaired within a period of three (3) months, after the damage has been detected.

12) Ensure that the containers, load units (ULD), pallets (Pallets) and baggage wagons accepted or loaded for transport, comply with the security requirements regarding the loading and insuring of the cargo.

13) Identify the containers, cargo units (ULD), pallets (Pallets) and baggage cars, with external labels with relevant information about them and their content, prior to being released to be loaded on the aircraft.

b) In no case will more than four (4) containers, load units (ULD), pallets (Pallets) and baggage cars be transported, for each tractor.

24.89 Air conditioning supply operations.

All Ground Handling Agent, authorized in Aircraft Ground Handling Services, that performs air conditioning supply operations to aircraft, must comply with the standards established in this Regulation and must also have manuals that describe the procedures used to supply air conditioning to aircraft.

24.91 Engine starting operations.

a) All Ground Handling Agent, authorized in Aircraft Ground Handling Services, that performs aircraft engine start-up operations, must comply with the standards established in this Regulation and must also have manuals where they are described the procedures used to start the aircraft engines with / without external help of pneumatic and / or electrical power.

b) If the agent provides services related to the supply of energy for the electrical systems of the aircraft, it must have procedures that consider:

1) The operation of mobile equipment, its connection elements to the aircraft and its control systems.

2) The establishment of sufficient power and voltage conditions necessary for each aircraft.

3) The security mechanisms that allow to automatically stop the electrical supply equipment in the event of failure of any of its systems.

4) Grounding cables must have reflective coating to avoid being seen.

24.93 Passenger ladder and / or boarding bridge operations.

a) All Ground Handling Agent, qualified in Aircraft Ground Handling Services that performs passenger ladder operations must comply with the provisions of this Regulation and also have written procedure manuals for that purpose.

b) Passenger stairs must be handled exclusively by authorized personnel.

c) During the operation, only the operator may remain inside the passenger stairs.

d) The movements of the boarding bridges and / or passenger stairs, especially their connection / disconnection path, must not be obstructed.

e) When an aircraft is approaching a parking position that has a gangway and / or passenger ladder, it must be located in a position that does not represent an obstacle for the aircraft.

f) The connection of the gangway and / or passenger stairs with the aircraft may not be made until the following conditions are met:

1) The aircraft is stopped.

- 2) Engines are off.
- 3) The aircraft's anti-collision lights are off and
- 4) The chocks are in place.
- g) The disembarkation of passengers through passenger stairs will not be allowed until the automatic vertical movement sensor is activated.
- h) When the gangway is in motion (flashing lights on) it will not be possible to circulate in that area.
- i) The circulation of vehicles under the passenger stairs and / or the telescopic tunnel of the gangway is prohibited.
- j) Precautions should be increased in foot traffic in the vicinity of operations with passenger stairs and / or telescopic tunnel of the gangway.
- k) At the departure of the aircraft, chocks will not be removed until the passenger ladder and / or the gangway have been placed in their rest position with the flashing lights off or until the pushback is engaged and braked.
- l) Passenger stairs must always circulate in their lowest plane.

24.95 Wheelchair lift operations (lifts or platforms).

All Ground Handling Agent, qualified in Aircraft Ground Handling Services, that performs wheelchair lift operations, must comply with the provisions of this Regulation and also have written procedure manuals for that purpose.

24.97 Operations with ground power equipment (GPU).

- a) All Ground Handling Agent, qualified in Aircraft Ground Handling Services, that performs operations with ground power equipment (GPU, for its acronym in English), must comply with the standards established in this Regulation and must also have manuals that describe the procedures used for these purposes.
- b) If the agent provides services related to the supply of energy through a GPU, for the electrical systems of the aircraft, it must have procedures that consider:
 - 1) The operation of mobile equipment, its connection elements to the aircraft and its control systems.

2) The establishment of the conditions for the supply of power with GPU for each aircraft.

3) The security mechanisms that allow to automatically stop the power supply equipment on the ground, in the event of failure of any of the systems.

c) Grounding cables must have a reflective coating to avoid being seen.

24.99 Platform passenger transport operations.

a) All Ground Handling Agent, authorized in Aircraft Ground Handling Services, that carries out passenger transport operations on the apron, must comply with the standards established in this Regulation and must also have manuals describing the procedures used for these purposes. In addition, legal entities must ensure that the following is complied with:

1) Platform passenger transport vehicles must have the respective accident insurance.

2) The vehicle used for such purposes must be safe and suitable for the passengers who will use it.

3) The vehicle doors must be closed before starting the movement of the vehicle.

4) For each vehicle, the maximum number of passengers must be considered, since normally this service is provided to passengers who are standing.

24.101 Aircraft fuel supply service.

This subsection establishes the rules that regulate the operations of Aircraft Ground Handling Agents, authorized to supply and drain fuel to aircraft. The legal entities that provide this service must comply with the provisions of this Regulation and also with the following aspects:

a) General rules:

1) The company that carries out fuel supply operations for aircraft must:

i) Have the Ground Handling Agent certificate issued by the IDAC.

ii) Comply with everything established in these Regulations.

2) The holder of the Aircraft Ground Handling Agent Certificate, authorized to supply and / or drain fuel to aircraft, must:

- i) Have the updated authorization of the corresponding State body.
- ii) Maintain a record of the batch number, quantity and reception tanks, as well as the results of all tests that have been conducted on the fuel.
- iii) Request a refinery quality certificate and a certificate of analysis corresponding to the batch, showing the grade of the fuel and confirming that it meets the requirements of the relevant specification or the last number of the checklist for quality requirements for fuel from aviation for joint operation systems.

3) The documents and files that are detailed in the previous paragraph must be kept on file for a minimum period of two (2) years.

4) The holder of an Aircraft Ground Handling Service Agent certificate must have the following general procedures for supplying fuel to aircraft on the apron, which must include:

- i) Supply without passengers.
- ii) Catering with passengers on board.
- iii) Supply with auxiliary equipment mounted on the aircraft in operation.
- iv) Supply of auxiliary ground equipment in operation.
- v) Hydrant systems - Under wing.
- vi) Supply - Under wing.
- vii) Supply - Over wing.
- viii) Supply with engine running.

5) These special procedures must be described in the operations manual.

6) You must have procedures outlined for special situations such as:

- i) Cases of alert / bomb threat in the aircraft being supplied;
- ii) Supply of hijacked aircraft;
- iii) Fire;

iv) Fuel spill.

7) It must have general procedures for unloading (draining) fuel from aircraft.

8) Regarding the supply of fuel, in the case of having deposits of these fluids, it must have the authorization of the competent authority that authorizes it to store and supply fuel.

b) Facilities and facilities:

1) The facilities must have the appropriate and operational fire fighting equipment and / or systems.

2) The facilities must have safety signs for emergencies and escape routes.

c) Tests / samples:

1) The certificate holder must maintain a control and procedures to verify the presence of water in the fuel of the supply and / or dispensing vehicles.

2) All licensees must have sampling procedures to control the verification of the quality of the fuel before, during and after the aircraft refueling operations.

3) The results of the tests taken on the product samples must be recorded and retained for a period of twenty-four (24) hours.

4) The procedures used to make the samples should be found in the operations manual.

5) Any deficiency found must be notified to the IDAC immediately.

6) Sample containers must be suitable and approved sample containers.

d) Filters:

Every holder of an Aircraft Ground Handling Agent Certificate, authorized to supply fuel to aircraft, must have procedures for evaluating the filters of fuel supply trucks and dispensers.

e) Supply vehicles:

1) It must have a maintenance manual for the vehicle fleet as well as an inspection and maintenance program for them.

2) You must have the respective blocks to ensure your parking.

3) It must have a system / equipment to protect the supply outlets on the surface of the platform.

4) It must have a flag type indicator to be located in the fuel intakes of the platform, in order to improve visibility.

5) It must have operational and easily accessible fire extinguishers, which may remain in the supply vehicle, as long as they are carried in open sockets or in racks with quick-release ties. These extinguishers must be of chemical powder and of at least twelve (12) kilos.

6) They must have the beacon or flashing security light beacon permanently on.

7) It must have the identification of the risk class of the transported product, as established by the United Nations (UN).

8) Signs that read: "No Smoking" must be displayed.

9) Each vehicle must have daily verification cards that include emergency procedures.

f) Movement of vehicles on the platform:

1) Fuel supply or refueling vehicles must comply with the provisions of this Regulation regarding the general and specific regulations for people and vehicles, in addition:

i) Vehicles must be driven, respecting the speed limits imposed by the airport operator. When there are no regulations, a maximum limit of 10 km / h will be obeyed.

ii) Vehicles must not approach an aircraft until the aircraft's anti-collision lights have been turned off.

g) Position / parking during the refueling of the aircraft:

1) Vehicles must move forward until they reach the refueling position and in such a way that in that position, they can exit the area freely without using reverse gear. If the vehicle has to be positioned using reverse, you must use a guide at the rear of the vehicle to direct the parking maneuver.

2) The driver of the vehicle will not leave the cabin until the parking brakes have been applied, once parked the chocks must be placed.

3) When using vehicles with cab (truck) and trailer combinations, they should not park using reverse gear.

4) The vehicle must be located at a safe and convenient distance from the aircraft supply points, taking into consideration the following:

i) Extreme caution must be exercised to avoid the possibility of collisions with any part of the aircraft or aircraft ground service equipment while maneuvering to and from the refueling position.

ii) There must be an exit route in a forward direction, which must be clear of obstacles.

iii) Safety zones of aircraft ventilation pipes, exhaust exits or other dangerous areas must be avoided, at a distance of three (3) meters.

5) Supply hoses should be positioned in such a way as to minimize the risk of baggage handling equipment or other service vehicles passing over them and causing damage.

6) For the refueling of wide-body airplanes, the necessary precautions must be taken to ensure that the vehicles used for refueling under the wing of the aircraft have a sufficiently low profile for this purpose.

7) Vehicles must be positioned in such a way as to avoid the possibility of the aircraft wing or other surfaces sitting on the vehicle as the weight of the aircraft is increased by the amount of fuel.

h) Ground connection:

1) Every holder of an Aircraft Ground Handling Agent certificate that carries out fuel supply operations to aircraft on the apron must have written procedures to carry out the operation of ground connections during the supply of aircraft. These procedures should be detailed in your operations manual.

2) The aircraft, fueling vehicle and over-wing injectors must be electrically grounded throughout the fueling operation to ensure that there is no differential in electrical potential.

3) The grounding process between the supply vehicle and the aircraft must be completed prior to any maneuvering. Grounding should be maintained until all hoses have been disconnected and supply tank caps have been replaced.

4) If a disconnection occurs in the ground, the fuel supply must be suspended.

i) Personnel:

1) The refueling operations must be carried out by competent personnel, who have been trained in the operation of refueling equipment and the actions to be taken in the event of an emergency, as well as the procedures for refueling aircraft.

2) Personnel must be familiar with the location and operation of emergency switches located in the different sectors of the airport.

j) Personal protective equipment:

1) The personnel of drivers and operators must have the minimum personal protection implements described in subsection 24.41 of this regulation.

2) Personal protection implements are of mandatory and permanent use while the operations of refueling the aircraft are carried out.

3) Flashlights, cell phones, communication equipment and tools to be used must be explosion proof.

4) The personnel in charge of driving and operating the vehicle may not carry any type of offensive and defensive weapons or sharp objects with them.

24.103 Platform transport Handling services, provided by providers other than platform service providers.

This sub-section establishes the rules that regulate the operations of Aircraft Ground Handling Agents, authorized in apron transport handling services, provided by providers other than apron service providers, in the different airports of the Dominican Republic. The legal entities that provide this service must comply with the provisions of this Regulation and also with the following aspects:

a) General rules:

1) The activity of third-party companies subcontracted by the agent and that carry out their work on the air side of the airport may affect safety. For this reason, any external provider whose activities affect safety must guarantee that they have procedures and tools manuals that guarantee the safety of operations.

2) This procedure manual will establish the responsibilities, functions and method to be followed to control those aspects of external providers that may affect the safety of the airport.

3) The procedure must contain aspects such as:

- i) Definition of external provider and scope of the procedure.
- ii) Requirements demanded of external providers for the assurance of safety.
- iii) Documentary evidence that will be required from external providers to justify the measures developed to ensure safety.
- iv) Mode of coordination between the agent and the external provider in safety matters.
- v) How to control and supervise the work of those services that are developed by third parties.

b) Personnel:

- 1) The personnel who provide a service that is different from the service providers on the platform, will have to be qualified and trained to handle them.
- 2) The personnel who provide a service that is different from the platform service providers must meet the following requirements:

- i) Comply with the provisions of Section "B" of these Regulations, as applicable
- ii) The personnel in charge of operating the cargo transportation equipment must have been trained in the area in which they will operate.
- 3) The platform transportation Handling services agent is responsible for third parties to comply with the above.

c) Vehicles:

The Aircraft Ground Handling Agent, authorized in platform transport Handling services, is responsible for third parties to comply with the provisions of Section "D" of this Regulation, regarding the specific regulations for the circulation of vehicles and / or equipment in the areas of movement and maneuvering, Rules for operations in conditions of reduced or low visibility and Priority rules for driving vehicles.

d) Personal protection implements:

- 1) Drivers and operators must have the minimum personal protection implements described in subsection 24.41 of this Regulation
- 2) Personal protection implements are mandatory and permanent use while operations are carried out.

3) Flashlights, cell phones, communication equipment and tools to be used must be explosion proof.

4) The personnel in charge of driving and operating the vehicle may not carry any type of weapons or sharp objects with them.

24.105 Commissariat Handling service (provision of food and drink).

This sub-section establishes the rules that regulate the operations of Aircraft Ground Handling Agents, authorized in commissary Handling service (food and drink supply), at the different airports of the Dominican Republic. The legal entities that provide this service must comply with the provisions of this Regulation and also with the following aspects:

a) General rules:

1) The legal entity that performs commissary Handling services (food and drink provision) for aircraft must:

i) Have the Aircraft Ground Handling Agent certificate issued by the IDAC for this activity (provision of food and drink).

ii) Comply with the provisions of these Regulations.

iii) Have manual procedures for this activity.

2) The provider of Aircraft Ground Handling Services, authorized to supply products, food and beverages for the use and consumption of passengers, must have a current health record, issued by the competent authority and this must be current and be posted in view of employees and the public.

3) Every holder of a certificate of Aircraft Ground Handling Services authorized in the supply of water, beverages and food must be registered by the corresponding administrative authority as a provider for the supply of water, beverages and food ensuring the safety of food and that comply with the general principles of hygiene.

4) The Aircraft Ground Handling Service provider, authorized to supply products, food and beverages for the use and consumption of passengers, must have a written procedures manual for this purpose.

5) You must carry out fumigations at least once a year, by a fumigation company and the extermination of rodents and other vermin.

b) Facilities and facilities:

1) The facilities where the holder of an Aircraft Ground Handling Services certificate authorized to supply food operates, must have appropriate and operational firefighting equipment or systems.

2) The facilities where the holder of an Aircraft Ground Handling Agent Certificate operates authorized to supply food, must have safety signs for emergencies and escape routes.

c) Vehicles:

1) The Aircraft Ground Handling Agent, authorized to supply food on board aircraft, must have a maintenance manual for the vehicle fleet as well as an inspection and maintenance program for them.

2) The food supply vehicles must have chocks for the moment of taking possession next to the aircraft.

3) Food delivery vehicles should not approach an aircraft until the anti-collision lights on the aircraft have been turned off.

4) Food supply vehicles must have at least one operational and easily accessible fire extinguisher for each vehicle, which may remain in the vehicle, provided it is carried in open or recessed sockets with quick-release tie downs.

5) Food supply vehicles must have a security flashing beacon or beacon permanently on for night operations.

6) Smoking is prohibited inside food delivery vehicles.

7) If the facilities of the holder of an Aircraft Ground Handling Agent Certificate is outside the restricted security zone of the airport, the doors of the vehicles carrying the food must have adequate locks.

8) Vehicles must be cleaned daily and will maintain the corresponding hygiene conditions.

d) Personnel:

Legal entities that provide Ground Handling Services must ensure that:

1) The personnel involved in the preparation, handling and transport of food must comply with biosafety regulations.

2) The personnel in charge of driving the vehicles must meet the following requirements:

i) Comply with the provisions of this Regulation regarding the general rules for personnel and rules for driving on the platform.

ii) Have approved the courses provided for handling on the platform.

3) All personnel who carry out this type of operation must have knowledge of the international garbage management procedure;

4) The personnel who carry out food supply operations on the aircraft, and are in charge of opening and closing its doors, must have the training and authorization from the air operator. This training must be recorded in a personnel file.

5) The procedures for opening and closing the aircraft doors must be found in the operations manual.

6) General staff must be trained in:

i) The distribution of kitchen equipment and compartments inside the aircraft.

e) Personal protection implements:

1) The personnel of drivers and operators must have the minimum personal protection implements described in subsection 24.41 of this Regulation.

2) Personal protection implements are mandatory and permanent use while carrying out water supply operations, food drinks to the aircraft.

3) Flashlights, cell phones, communication equipment and tools to be used must be explosion proof.

4) The personnel in charge of driving and operating the vehicle may not carry any type of weapons or sharp objects with them.

f) Biosecurity standards:

The holder of the Aircraft Ground Handling Services certificate for food supplies must comply with the Biosafety regulations issued by the World Health Organization (WHO) in order to maintain international standards. They must include in their manuals procedures to comply with national and international requirements and must take the necessary preventive measures in order to avoid actions that put safety at risk.

24.107 Cabin service.

This subsection establishes the rules that regulate the operations of Aircraft Ground Handling Agents, authorized in cabin service. The legal entities that provide this service must comply with the provisions of this Regulation and also with the following aspects:

a) General rules:

1) The Aircraft Ground Handling Agent, authorized in ground equipment support operations that performs cabin services to aircraft, must have a procedures manual for:

i) Cleaning of the passenger cabin and technical crew including the toilets and kitchens on board.

ii) You must specify the type of equipment that will be used for this service.

iii) It must have procedures for the disposal of the waste collected from the aircraft.

iv) Do not leave the debris removed from the aircraft on the platform for any reason.

2) The cabin service personnel must not carry any type of weapon, sharp object or other object that is not required for cleaning tasks.

3) Cabin service personnel cannot begin cleaning the cockpit without the presence of an air operator representative.

b) Personnel:

1) The personnel involved in the cabin service must comply with the biosafety regulations.

2) The personnel in charge of performing cabin service must meet the following requirements:

i) Comply with the provisions of this Regulation regarding the general rules for personnel and rules for driving on the platform.

ii) Have approved the courses planned for this activity.

c) Vehicles:

The Aircraft Ground Handling Agent, qualified in cabin services, is responsible for complying with the provisions of Section "D" of this Regulation, regarding the specific regulations for the circulation of vehicles and / or equipment in the areas

of movement and maneuvering, Rules of operations in conditions of reduced visibility and Rules of priorities.

d) Personal protection implements:

1) The personnel providing cabin service must have the minimum personal protection implements described in subsection 24.41 of these Regulations.

2) Personal protective equipment is mandatory and permanent.

3) Flashlights, cell phones, communication equipment and tools to be used must be explosion proof.

4) The personnel who provide cabin service may not carry any type of weapons or sharp objects with them.

24.109 Aircraft exterior cleaning service.

This subsection establishes the rules that regulate the operations of Aircraft Ground Handling Agents, authorized in the external cleaning service of aircraft at the different airports of the Dominican Republic. Legal persons that provide this service must comply with the following:

a) General rules:

1) The Ground Handling Agent, authorized in aircraft exterior cleaning service, must have a procedures manual for:

i) Aircraft exterior cleaning.

ii) Surface polishing service.

iii) Certified cleaning chemicals.

iv) You must not leave debris removed from the aircraft on the platform for any reason.

2) The personnel who provide aircraft exterior cleaning services cannot start the exterior cleaning work without the authorization of the air operator, a representative of the latter.

b) Personnel:

1) The personnel involved in the external cleaning service of the aircraft must comply with biosafety regulations.

2) The personnel responsible for cleaning the exterior of the aircraft must meet the following requirements:

i) Comply with the provisions of these Regulations regarding the general rules for personnel.

ii) Comply with the provisions of these Regulations regarding the general rules for driving on the platform.

3) Said personnel must not carry any type of weapon, sharp object or other object other than that required for cleaning tasks.

c) Vehicles:

The Aircraft Ground Handling Agent, qualified in aircraft exterior cleaning services, is responsible for complying with the provisions of Section "D" of this Regulation, regarding the specific regulations for the circulation of vehicles and / or equipment in the areas of movement and maneuvering, operating rules in conditions of reduced visibility and priority rules.

d) Personal protection implements:

1) The personnel that provides cleaning service outside the aircraft must have the minimum personal protection implements described in subsection 24.41 of these Regulations.

2) Personal protection implements are mandatory and permanent use while cleaning the exterior of the aircraft.

3) Flashlights, cell phones, communication equipment and tools to be used must be explosion proof.

4) The personnel that provides cleaning services outside the aircraft must wear a mask and protective clothing at the time that they are applying cleaning chemicals to the aircraft.

5) The personnel who provide cleaning service outside the aircraft may not carry any type of weapons or sharp objects with them.

24.111 Cargo and mail storage services.

This subsection establishes the rules that regulate the operations of Aircraft Ground Handling Agents, authorized in cargo and mail storage services at the different airports of the Dominican Republic. Legal persons that provide this service must comply with the following:

a) General rules:

1) Any company that is dedicated to the storage of cargo that is transported by air must:

i) Have the Aircraft Ground Handling Agent certificate issued by the IDAC for this activity.

ii) Comply with the provisions of RAD 18 (Transport without Risk of Dangerous Goods by Air).

iii) Have procedure manuals for this activity.

2) In the case of cargo terminals and warehouses, it must also have the authorization of the customs authorities and any other that is required.

b) Storage facilities:

1) Every holder of an Aircraft Ground Handling Agent Certificate, authorized in cargo storage, must have adequate buildings and facilities.

2) The facilities must have signage for safety zones and escape routes.

3) The facilities must have equipment and / or systems for extinguishing fires.

4) The facilities must have signs indicating the speed limits allowed for the movement of equipment.

5) The areas for the movement of equipment and / or vehicles must be delimited both inside and outside the warehouse.

6) The movement of the equipment (forklifts) must be carried out through the delimited areas, respecting the established speed.

7) The facilities must have balances, standard weights and have their calibration certificates issued by the competent authority.

8) The facilities must have a designated area for dangerous goods, valuables, live animals, storage and frozen storage, warehouse for oversized loads and areas with metal supports (racks). These areas must be marked.

c) Vehicles and cargo transportation equipment:

1) Every holder of an Aircraft Ground Handling Agent Certificate must have a maintenance manual for cargo transport equipment if they are to be maintained, otherwise they must ensure that maintenance is carried out in correct way.

2) Every holder of an Aircraft Ground Handling Agent Certificate must have an inspection and maintenance program for vehicles and equipment.

3) Cargo transportation equipment that operates outside the Storage Terminal area must have at least one operational and easily accessible fire extinguisher for

each vehicle, which will remain in the vehicle, as long as it is carried in open sockets or in foals with quick release tethers.

4) Cargo transportation equipment operating on the airport's aircraft platform must have a beacon or flashing security light for night operations.

5) Cargo transportation equipment must have the company logo as well as an identification number (code) in a visible place.

6) Smoking, drinking, eating while operating any equipment is prohibited.

7) Cargo transportation equipment that is in maintenance or out of service must show the respective label that reads: "OUT OF SERVICE".

d) Loading:

1) Must have written procedures for delivery and receipt of cargo in warehouses.

2) Must have cargo-specific written procedures in warehouse arrival and departure processes.

3) Must have written procedures for weighing cargo.

4) The stowage of containers, cargo units (ULD) and / or pallets (Pallets) must be carried out according to the measurements of the aircraft fuselage.

5) Tarja of the received load.

6) Classification, distribution and storage of cargo.

e) Personnel:

1) The personnel in charge of operating the cargo transportation equipment must be duly qualified and trained to handle them.

2) The personnel in charge of operating cargo transportation equipment must have been trained in the corresponding area.

f) Personal protection implements:

1) The personnel of drivers and operators must have the minimum personal protection implements described in subsection 24.41 of this Regulation.

2) Personal protection implements are mandatory and permanent use while loading and unloading aircraft are carried out.

3) Flashlights, cell phones, communication equipment and tools to be used must be explosion proof.

4) The personnel in charge of driving and operating the vehicle may not carry any type of weapons or sharp objects with them.

24.113 Specific rules for vehicles of the Rescue and Fire Fighting Service.

a) Vehicles of the Rescue and Fire Fighting Service (SEI) must be located at the fire service station.

b) Every SEI vehicle must be located in a service station that allows direct, expeditious access with a minimum of curves to the area of the track and that these, in turn, do not have to make too many turns.

c) There must be an independent communication system that links the fire service station with the control tower, with the other fire stations (if any) and with the rescue and fire fighting vehicles.

d) The provision of SEI vehicles, both fast and heavy intervention, depending on the category of the airport will be:

1) One (1) rapid intervention vehicle for categories 1, 2, 3, 4 and 5.

2) One (1) rapid intervention vehicle and 1 heavy vehicle for categories 6 and 7.

3) One (1) rapid intervention vehicle and 2 heavy vehicles for categories 8, 9 and 10.

e) All SEI vehicles must carry searchlights or searchlights.

f) Every SEI vehicle must have a rescue team.

g) SEI vehicles must meet a minimum of characteristics related to their automotive performance.

h) All SEI vehicles must be regularly inspected in each aspect of their structure, systems and functions.

i) SEI vehicles must have immediate access to the movement area, being able to reach the extremes of it in the recommended response time.

j) SEI vehicles must be located in such a way that they have to travel the shortest route possible in relation to the track or tracks that the station has to attend primarily.

k) One or more parking spaces must be provided in the movement area to locate SEI vehicles when deemed necessary, with the following purpose:

1) Minimize the response time in the event of a general alarm.

2) When it is of great difficulty to obtain the response time due to the location of the fire station or other physical characteristics of the airport.

l) If the foregoing is executed, the vehicles must be parked in such a way that:

1) Do not obstruct or interrupt the operation of the electronic navigation equipment.

2) Do not cross obstacle (clearance) limitation surfaces or obstruct taxi routes used for aircraft.

3) Do not increase the response time required to move to other points in the movement area.

24.115 Specific rules for vehicles of the Medical Service and Ambulances.

a) Vehicles of the Medical Service and Ambulances must be part of the airport emergency plan, to facilitate the transport of victims, in case of accidents.

b) To determine the number of ambulance vehicles, the type of traffic and a reasonable calculation of the maximum number of occupants must be taken into account.

c) The ambulances that are part of the medical team must be in good condition, which allows them to circulate on the terrain near the airport.

d) The ambulance service may be part of the rescue and fire fighting service.

e) For an ambulance to be part of the rescue service, it must meet the following parameters:

1) That the vehicle that is provided to offer help, can circulate on the terrain where it has to operate and can provide adequate protection to the victims it transports.

2) If it is a vehicle used for other functions, it will have to undergo suitable modifications to be able to transport stretchers and other necessary equipment.

24.117 Standards for escort service vehicles.

a) At airports where ground guidance vehicles (follow-me) are used, their drivers must be adequately trained in the following aspects:

1) Radiotelephony use and procedure;

- 2) Visual cues;
- 3) Taxi speed; and
- 4) Correct distances between aircraft and vehicle.

24.119 Inspection authority and access to documentation.

a) Every holder of an Aircraft Ground Handling Agent Certificate is obliged to receive and provide all the information requested by the IDAC through its Duly identified Inspectors, who are empowered to carry out inspections and verify compliance with the Regulations. Applicable Dominican Aeronautics or when actions that may affect the safety of operations are detected.

b) The IDAC Inspectors may stop any activity carried out by legal entities that provide ground Handling services, in the event of a flagrant violation or when, at the Inspector's discretion, this operation is not safe.

c) IDAC Safety Surveillance inspectors may put any vehicle and / or equipment inoperative when it is evidenced that it has damage or does not comply with the provisions of this Regulation regarding the specific traffic regulations for vehicles. and / or equipment.

24.121 Exemptions.

The IDAC may grant exemptions to the fulfillment of specific subsections of this Regulation, when there is a situation not foreseen in the same, and subject to the fulfillment of any additional condition that the IDAC considers necessary, complying with the provisions of article 55 of the Law No. 491-06, in order to guarantee an equivalent acceptable level of safety in each particular case.

GROUND HANDLING SERVICES

RAD 24 "APPENDICES"

APPENDIX "A"

Categorization of driving licenses and category of access to the air side of the airport

1. Category of driving licenses on the air side of the airport

The IDAC, through the process of Issuance and / or Renewal of Driving Permit in the Movement Area, will grant applicants, after having exhausted the procedure of place, a permit that will enable them to drive vehicles and / or equipment in the air side of the airport, according to the following categorization:

1.1 Category 01

a) Permission granted by the IDAC, to drivers hired by companies and / or institutions that provide or provide services within the airside of an airport and are mobilized in:

- 1) Motorcycles;
- 2) Scooters; and
- 3) Any two (2) wheeled vehicle and / or equipment.

1.3 Category 02

a) Permission granted by the IDAC, to drivers hired by companies and / or institutions that provide or provide services within the airside of an airport, in mechanical or automatic transmission vehicles with four (4) wheels, which are detailed below :

- 1) Cars;
- 2) Minivan;
- 3) Small tractors (those with suitcase wagons); and
- 4) Ambulance.

1.5 Category 03

a) Permission granted by the IDAC, to drivers hired by companies and / or institutions that provide or provide services within the airside of an airport, in vehicles with mechanical or automatic transmission, such as:

- 1) Minibuses; and
- 2) Small trucks.

1.7 Category 04

a) Permission granted by the IDAC, to drivers hired by companies and / or institutions that provide or provide services within the airside of an airport, in vehicles with mechanical or automatic transmission, such as:

- 1) On-board service supply trucks;
- 2) Trucks for food supply on board;
- 3) Ladder truck;
- 4) Fire trucks;
- 5) Aircraft mobilizing tractors (paymover);
- 6) Vehicles and / or equipment for loading and unloading;
- 7) Fueling vehicles for aircraft and
- 8) Boarding buses.

1.9 Category 05

a) Permission granted by the IDAC, to drivers hired by companies and / or institutions that provide or provide occasional services within the airside of an airport, in vehicles for the maintenance of airport infrastructures, such as:

- 1) Flips;
- 2) Mechanical shovel.

1.11 Observation.

Having a higher category license empowers and enables drivers to drive lower category vehicles.

2. Category of access to the air side of the airport.

a) The driving license, in addition to containing the previously detailed categorization depending on the type of vehicle, will have an access categorization, which may be:

- 1) Platform (exclusive for the platform area); or
- 2) Total (this includes platform area and maneuvering area).

APPENDIX "B"

Control program on the use of drugs, controlled substances and alcohol.

a) The Aircraft Ground Handling Service Provider must establish a program on the use of drugs, controlled substances and alcohol, for those employees who carry out activities that are directly related to the handling of vehicles and / or equipment in the area of movement or maneuver of an airport.

b) Each holder of an Aircraft Ground Handling Agent Certificate must ensure that all personnel who perform one or more of the functions prescribed in this regulation undergo the test that determines whether any employee is under the influence of drugs, controlled substances or alcohol.

c) The control methods may be applied in a programmed or random manner and by suspicion in situations of particular characteristics, and after an accident or air incident occurs, in certified laboratories and previously approved by the IDAC.

d) No person may transit or perform any function or operate a vehicle and / or equipment at the airport under the influence of drugs, controlled substances and alcohol.

e) A legal person that provides Ground Handling Services, knowingly, may not use people to directly or indirectly perform any function, if that person had a positive drug test result or has refused to submit to a drug test. drug required in this regulation.

f) No employee of any legal entity that provides aircraft ground Handling service should report to or remain in a job while it has an alcohol concentration of 0.04% or higher; Likewise, no certificate holder who is aware that an employee has an alcohol concentration of 0.04% or greater, should allow the employee to perform or continue to perform any function within the airside of the airport.

g) Legal entities that provide Ground Handling Services must establish, within the control program on the use of drugs, controlled substances and alcohol, the necessary methods to prevent employees from carrying out their work under the influence of drugs and / or alcohol.

h) No employee must perform aircraft ground Handling duties within eight (8) hours after having ingested alcoholic beverages, likewise, no certificate holder, having knowledge that said employee has ingested alcoholic beverages within eight (8) hours (8) hours, the employee should not be allowed to perform or continue to perform the specified tasks.

i) No employee should refuse to submit to a post-accident, random, reasonable suspicion or required breathalyzer test, stipulated in the control program on the use of drugs, controlled substances and alcohol; likewise, no holder of a Ground

Handling Agent Certificate should allow an employee who refuses to submit to said check, to perform or continue to perform functions within the airside of the airport.

j) The company will designate or appoint a Medical Reviewer who must be qualified and perform the functions established in this subsection. If the employer does not have a qualified individual on its staff to serve as a Medical Reviewer, the employer may outsource this service to follow up on its drug, controlled substances and alcohol control program.

k) The company must have delimited the functions of the Medical Reviewer in its procedures manual, where the following must be stipulated:

- 1) Processing of employee requests, separately.
 - 2) Procedures so that all people, during pre-employment, take place tests and establish their recurrence, after being hired.
 - 3) Advice to employees who receive a positive result from the tests carried out.
 - 4) Procedures for when an employee resumes her duties after having received a verified positive result of the toxicological or breathalyzer test.
 - 5) Procedures for random testing, reasonable suspicion testing, return-to-work test, and follow-up test.
 - 6) Updated list of laboratories recognized by the IDAC for this type of test.
- l) The Medical Reviewer may not recommend, favorably, a person who has tested positive for laboratory tests and these have been confirmed, until the background is known in each case.

m) For random tests the following should be considered:

- 1) The minimum random percentage for the toxicological and / or breathalyzer test will be 25% of the employees appointed temporarily or permanently.
- 2) The selection of employees for the random breathalyzer test must be made by a scientifically valid method, such as a table of random numbers or a computer-based random number generator that matches the ID and / or passport number, payment card number or other comparable identification number. Under the selection of the process used, every covered employee will have an equal opportunity to be tested each time the selections are made.

3) Every employer will ensure that random toxicology and / or breath alcohol tests are not announced and that the dates for administering the random tests are reasonably spread throughout the calendar year.

4) Every employer will require that the employees who are notified in the selection for random tests, proceed to carry out the test immediately; It is provided, however, that if the employee is performing duties at the time of notification, the employer will ensure that the employee ceases to perform duties and proceeds to perform the test as soon as possible.

5) An employee will only be randomly tested, while he is performing functions within the airside of the airport, just before the employee performs functions or just after the employee has ceased to perform those functions.

n) All records related to toxicological and / or breathalyzer tests must be kept on file for two (2) years.

o) The IDAC, when deemed necessary, will perform random tests with doctors and laboratories selected by the institution.