

Traffic Rules

Liege Airport

2025 V1.0

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1 General provisions

These traffic rules have been drawn up to ensure the safety and efficiency of traffic within the Liege airport site.

Anyone driving a vehicle or moving within this perimeter, commonly known as “airside”, must be familiar and comply with the traffic rules set out in this document.

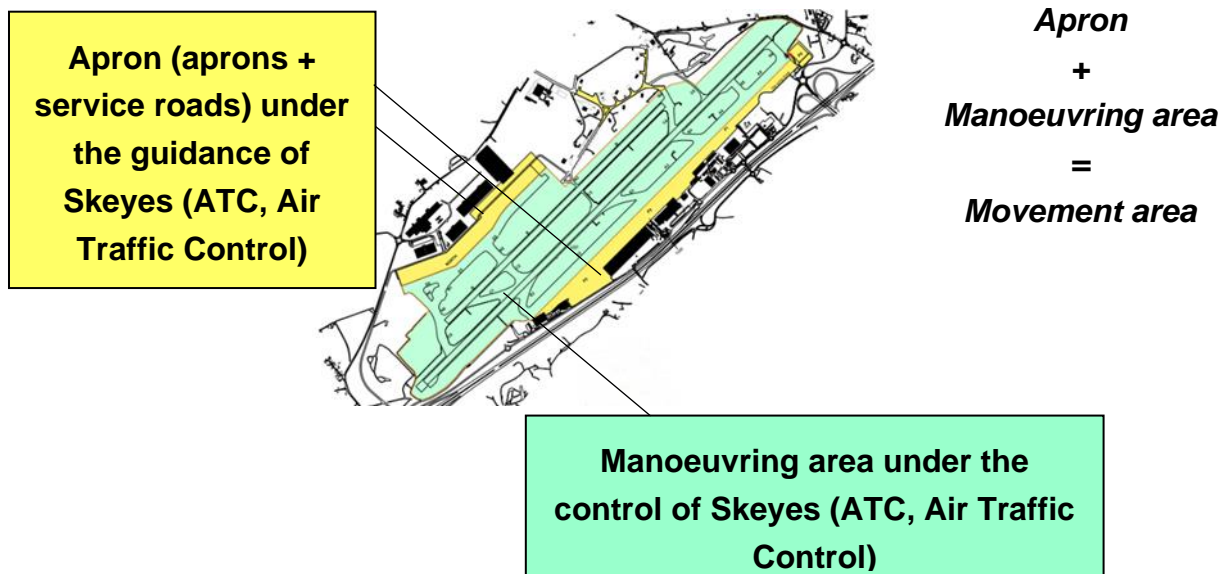
These traffic rules are published in the Liege aerodrome manual.

1.1 Access

1.1.1 General information

The airside part of the airport is accessible only to authorized staff in possession of a valid access document. The use of vehicles must be limited to the strict operational minimum. Any driver who travels with a vehicle on the airside must be in possession of a valid airport driving license corresponding to the zone in which they are to operate. The TRA license (airport driving license for the apron) only allows movement on the apron, while the MAN license (airport driving license for the manoeuvring area) allows movement throughout the site (apron and manoeuvring area).

Figure 1. Apron/Manoeuvring area



1.1.2 Access without an airport driving license

When a driver arrives at the PIF (screening point) without an airport driving license and has to go airside, they must be validly escorted.

To access the manoeuvring area, the conditions to be met are set out in section 5.1 Access of this document.

To access the apron only, a validly badged escort with a TRA airport license must sit in the passenger seat to accompany the vehicle to its destination point and its return landside. The escort takes responsibility for the behavior of the driver and the consequences involving the vehicle during the escort.

When two vehicles must be accompanied or when it is impossible for an escort to sit in the vehicle, the vehicle or vehicles must be preceded by an escort vehicle. The escort vehicle must be authorized by the competent authority and direct subcontractor of the operator.

When more than two vehicles are to be escorted, a first escort with a valid badge must be at the head of the convoy (in their own vehicle or on the passenger seat) and a second escort must be at the end of the convoy (again in their own vehicle or on the passenger seat).

1.2 Documents required to get to the airside

Anyone going to the airside must have:

- A valid permanent access badge worn visibly, or
- A valid visitor access badge worn visibly, or
- (For passengers) A valid ticket and a valid identity document (ID or passport),
or
- (For operating pilots) A valid pilot license and a valid identity document (ID or passport).

1.3 Documents required to drive a motorized vehicle

Anyone driving a motorized vehicle on the airside must have:

- A valid TRA airport driving license for driving on the apron (aprons and service roads) and a valid Belgian driving license of minimum level B (or, depending on circumstances, a certification deemed equivalent by the airport authority).

The training session to get this license will focus on the following points:

- Good knowledge of the airport traffic rules;
- Good knowledge of the aeronautical terminology;
- Good knowledge of the aerodrome and its specific marking.

OR

- A valid MAN airport driving license for driving on the manoeuvring area and a valid Belgian driving license of minimum level B (or, depending on circumstances, a certification deemed equivalent by the airport authority).

In addition to the content related to the TRA airport driving license, the training session to get this MAN license will cover the following points:

- Good knowledge of the aeronautical phraseology;
- Good knowledge of aeronautical communication techniques;
- Good knowledge of the site (localization).

To obtain an airport driving license (TRA or MAN), the following conditions must be met:

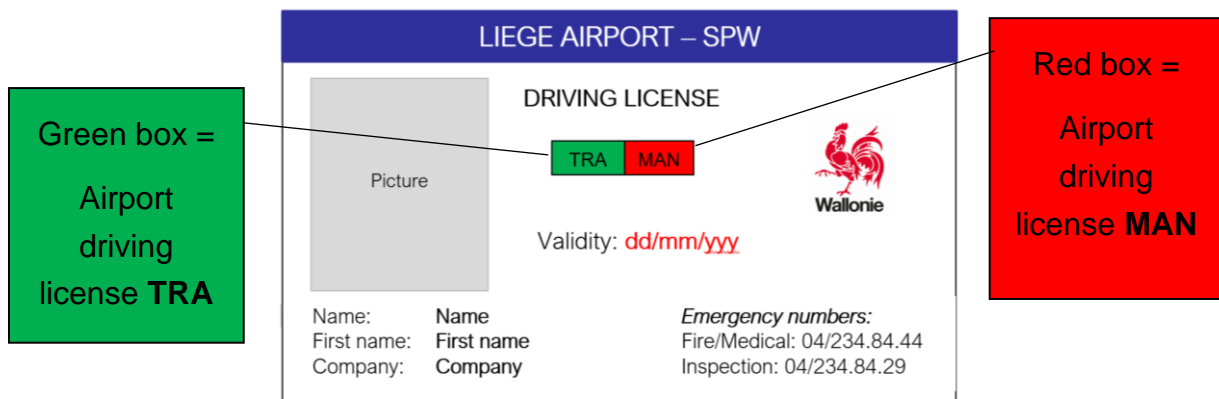
1. All applicants must have a permanent airport badge;
2. A written and motivated request by the employer of the staff member for whom the license is requested must be submitted;
3. Any applicant must have a civilian driving license of the category corresponding to the vehicle that will be driven on the airport platform (e.g., cat. D for the transport of more than 8 people, cat. C for vehicles of more than 3.5 tonnes, etc.). All licenses may have been received in civilian life but may also have been issued by a specific training center approved and recognized by the airport authority;

- All applicants must pass the theory test organized in French or English and covering, at least, knowledge of the airport traffic rules. If the applicants do not succeed, the exam can be retaken, but not more than 3 times.

For driving vehicles for which there is no specific civilian driving license, an internal certificate issued by the employer can be authorized by the airport authority.

The airport driving license (TRA or MAN) will be issued by the airport authority in accordance with the practical arrangements provided for. It will automatically cease to be valid if the civilian driving license is withdrawn.

Figure 2. Airport driving license



Refresh

The MAN airport driving license is valid for a maximum of 2 years. The TRA airport driving license is valid for a maximum of 5 years.

At the end of these specific periods, all drivers must take a refresh.

Exemption

An exemption to the general rule may be granted when the driver of the vehicle is accompanied by an escort in possession of an airport driving license.

1.4 Documents related to a motorized vehicle

Registered vehicles are identified using badges issued by the Badge department of the Service public de Wallonie. These badges are said to be permanent but are valid for a maximum of 3 years. The badges show the vehicle's registration, a badge number, its validity period and the zones to which the vehicle identified by its registration can access, either:



RUNway: All taxiways, access ramps and runways used for aircraft take-off and landing. This zone is only accessible by radio contact with the control tower.

APRon: Area where aircraft are parked and where it is possible to drive a vehicle from one building to another or from the north to the south.

Parc pétroLier: Fuel area.

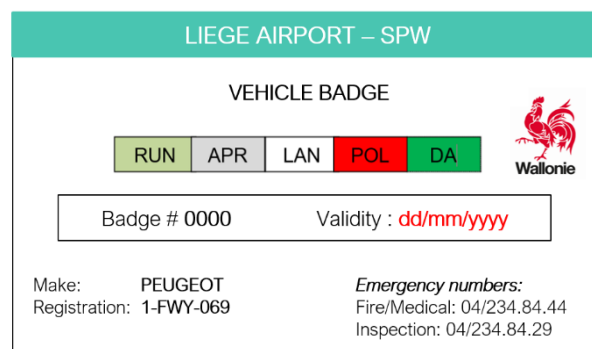
LANdside: Terminal basement.

Demarcated Area.

In the event of a one-off visit, a vehicle may be badged as a visitor by security officers when it comes to the screening point (PIF).

As specified in the Regulation of the Badge department, unregistered vehicles are not badged, but must be authorized to enter the site by the SPW using form FB6. They are also identified by Liege Airport.

Figure 3. Identification badge for vehicles



1.5 Legal reference documents

Commission Regulation (EU) No 139/2014 of 12 February 2014

EASA: Easy Access Rules for Aerodromes (Regulation [EU] No 139/2014) (Rev published November 2020)

Regulation (EU) 2015/1998 laying down detailed measures for the implementation of the common basic standards on aviation security

Act of 27 June 1937 on revision of the Act of 16 November 1919 on the regulation of air navigation

Code of well-being at work

Royal Decree of 1 December 1975 concerning General Regulations on the road traffic police and the use of the public road

Royal Decree of 3 May 1991 regulating civil aviation security

Royal Decree of 15 September 1994 laying down the rules of the air

Royal Decree of 23 November 2000 relating to visual signals

Royal Decree of 18 November 2005 regulating the air transport of dangerous goods

Decree of the Walloon Government of 18 September 2003 relating to the allocation and wearing of access and identification badges

ICAO Annex 10, Volume II

ICAO Annex 14, Volume I

ICAO Annex 18 and ancillary documents

ICAO Manual of All-Weather Operations

ACI Apron Safety Handbook

1.6 Update

The traffic rules are published in the aerodrome manual which is available on a Google Drive managed by the Badge department. In the event of changes, a new edition will be published (V1.x + 1) and additions, modifications or deletions will be identified compared with the previous edition directly in the text:

- Additions and modifications, **with yellow highlighting**;
- Deletions, ~~with grayed out and crossed out text.~~

A major revision of the document will be identified by the year of its first edition (“Traffic Rules - Liege Airport, 2025 V1.0”).

Depending on the importance of the changes, additional means of communication could be implemented to inform users of a change (in particular via the Safety Office).

2 Airside traffic rules

2.1 General provisions

All users present on the airside are required to:

- Comply with the latest update of the traffic rules;
- Adopt responsible behavior and conduct so as not to endanger any user;
- Immediately contact the airport authority in the event of any situation that may have an impact on safety. Any incident involving an aircraft must be considered as involving safety and be reported without delay.

It is strictly forbidden to:

- Smoke in a place not intended for this purpose (even inside a vehicle or rolling stock) or light a fire;
- Drive or perform airside duty under the influence of alcoholic beverages, narcotics, sleeping pills or any other substance that may modify the driving ability or endanger other users.

2.1.1 Accidents or incidents

Anyone involved in an incident or accident is required to notify the airport inspection and remain at the scene of the incident/accident, unless they feel in danger. In this case, after being out of danger, people are required to immediately contact the airport inspection and specify their location.

Figure 4. Airport inspection

**SPW airport
inspection:
04/234.84.29**



If for urgent safety or operational reasons, a witness cannot stay on site, they may leave the site after contacting the airport inspection and giving their identity, badge number and contact number. They will be required to report to the airport inspection as soon as possible.

2.1.2 FODs

All users are required to keep the movement area clean. It is forbidden to throw, deposit or leave any waste (FOD) in any form whatsoever on the movement area. This individual responsibility shall fall to any person who enters the movement area. In order to avoid falling objects and/or waste, it is forbidden to drive airside with an unclosed dump truck, an unshielded trailer or a pickup with unsecured loading.

Figures 5 and 6. FODs



2.1.3 Stop fuel

On the north side, emergency stop buttons are connected to the hydrant system and used to stop the fuel flow when a leak is detected or in case of fire on the apron.

The light poles are fitted with these buttons, as illustrated below.

Figures 7 and 8. Emergency stop buttons



All people who work on the north apron must be aware of the location of these emergency stop buttons near their work area.

2.2 Specific provisions

2.2.1 Priority rules

Top priority is given to moving aircraft as well as stationary aircraft that have activated their anti-collision lights.

The following priorities then apply in descending order:

1. The vehicles of the safety and rescue services which manifest themselves as priority vehicles (blue flashing lights and/or audible warning device);
2. Operational vehicles (SPW/LA) that manifest themselves as being in service (yellow flashing lights);
3. Pedestrians (foot passengers and supervisory staff);
4. All other vehicles.

For vehicles of the same priority level:

1. A vehicle moving on a service road has priority over a vehicle of the same priority level wishing to use this service road;
2. The common rules are used for other cases ([STOP] marking on the ground, priority to the right).

2.2.2 Speed limits

Regardless of specific speed limits, drivers are required to adapt their speed to the circumstances in order not to endanger themselves and other road users.

Specific speed limits apply on the airside:

- Generally, the maximum authorized speed on service roads and the movement area is 30km/h.

Figure 9. Speed limit sign



- The maximum authorized speed on the apron outside the service roads is 15km/h;
- The speed astern is limited to 5km/h when this manoeuvre is unavoidable.

These speed limits do not apply to vehicles of the safety and rescue services when they manifest themselves as priority vehicles (blue flashing lights and/or audible warning device).

2.2.3 Safety zone and distance around aircraft

The safety zone extends 7.5 meters from the sides of the aircraft. Only vehicles and staff strictly necessary for handling aircraft are authorized in this area.

Figure 10. Safety zone around aircraft (7.5 meters)



With the exception of the staff responsible for connecting the electricity supply and placing the chocks in front of the nose landing gear, no one is allowed to approach the aircraft either on foot or with any rolling stock before the engines and anti-collision lights are stopped and chocks are placed.

It is forbidden to drive vehicles or ground support equipment under the wings or the fuselage of an aircraft unless it is essential for the proper conduct of ground support operations for the aircraft concerned. *This measure does not apply to refueling trucks.*

Before entering the safety zone of the aircraft, all drivers must make a safety stop in order to avoid any accident with the aircraft in the event of failure of the braking system of their vehicle.

Motorized vehicles cannot approach within 2 meters of an aircraft except when necessary for ground support operations.

The overhead clearance between the upper side of a vehicle and the lower side of an obstacle will always be at least equal to 30 centimeters. Where relevant, the height of

the vehicle must be indicated in the passenger compartment in a location visible to the driver. It is recommended to avoid traveling under an airplane as much as possible.

When boarding and disembarking passengers, the areas in front of the emergency exits must always be clear. Apart from refueling vehicles and fire and rescue service vehicles, no other vehicle is allowed to be near the ventilation bays of the aircraft tanks.

Aircraft engines running:

- The safety distance to be observed is 75 meters behind the aircraft (50 meters for light or “narrow body” aircraft).

Aircraft in motion:

- The safety distance to be observed is 125 meters in front of and behind the aircraft.

No vehicle or pedestrian is allowed to move between the aircraft and the marshaller when they are guiding an aircraft.

2.2.4 Service roads

Service roads must be used for the movement of vehicles in the airside area.

To access the parking stands, vehicles must choose the shortest path to reach their destination which is outside the service roads.

The service road lines are:

- Solid white lines;

Figure 11. Service road



- Sideways alternating discontinuous lines for the parts of the service roads which cross a taxiway or a taxilane. Particular attention is required when moving on these service roads given the possible crossing with aircraft. This configuration concerns in particular the taxiways passing behind aircraft in the stand position.

Figure 12. **Rear** service road



Exceptions

Some service roads are subject to specific regulations:

- **Rear service roads:**

Service roads adjacent to taxiways are reserved for the exclusive use of certain SPW vehicles (safety inspection and BCU vehicles) and LA vehicles (fire department vehicles, marshaller, maintenance service and refueling trucks). South, rear service roads are laid out from stand 10 to 71. North, all aprons have rear service roads.

Access to these roads is indicated by specific markings.

Figure 13. Access to a rear service road



Important: When using these rear service roads, an aircraft always has priority when entering or leaving the stand as soon as its anti-collision lights are switched on.

➤ **West service road:**

For all vehicles, passage from the north zone to the south zone is done via the west bypass track.

A gantry at each end of the west service road determines the zone in which vehicles over 4 meters in height are not allowed to travel in LVO (Low Visibility Operations). Stopping any vehicle is prohibited to avoid interference with navigation systems.

In the event of problems (breakdowns, etc.), airport inspection must be called immediately.

Figures 14, 15 and 16. West service road



➤ **East service road:**

Vehicles weighing over 3.5 tonnes are not allowed to use this road.

It is also reserved for airport services and users of the Echo zone.

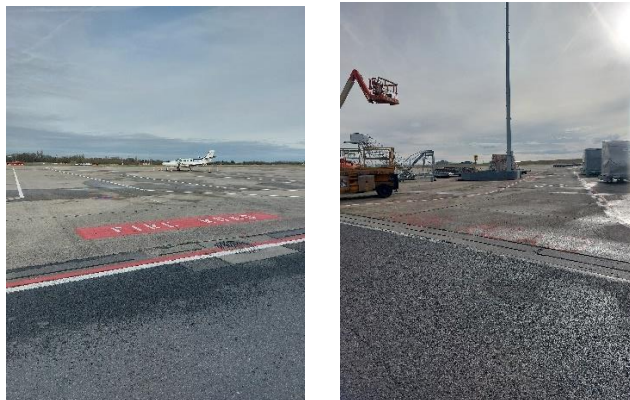
Figures 17 and 18. East service road (authorized for vehicles weighing up to 3.5 tonnes)



2.2.5 Restricted-use emergency roads

On the north and south aprons, a restricted-use emergency road (Fire Road) allows rapid exit for fire department vehicles. **These emergency roads are located at the level of the shutters of the fire department garages.** It must never be congested and, even if passage is not forbidden, no operation blocking the road may take place. In the event of a fire department intervention, the response time is crucial to controlling an emergency situation.

Figures 19 and 20. Fire roads - Aprons south and north



2.2.6 Stopping, manoeuvring and parking

2.2.6.1 Stopping

It is forbidden to obstruct traffic by leaving objects around in the movement area, for example.

Any obstacle to traffic must be removed as soon as possible. Otherwise, the airport authority must be immediately informed via the inspection (04/234.84.29).

Any broken down vehicle, stopped on the manoeuvring area, will be marked in accordance with the regulatory provisions and the airport inspection will be immediately notified.

Vehicles and ground support equipment must always park in the locations marked for this purpose.

On aircraft parking stands, vehicles and/or handling equipment must, as far as possible, be parked in such a way that it is always possible for them to leave their location without having to reverse.

It is also forbidden to park a vehicle in such a way that other vehicles have to reverse to move.

Stationary vehicles will always have the handbrake applied.

The ignition keys must always be removed from vehicles, except for slow vehicles and for vehicles equipped with transponders (VTS) located in the manoeuvring area. **In exceptional cases, other specific vehicles may be exempted from this rule.**

It is forbidden to stop or park in front of doors or staircases used by passengers or crew members, except for vehicles used to embark or disembark passengers and crew members.

2.2.6.2 Manoeuvring

Reversing is only authorized when it is not possible to move forward.

Reversing in the handling area can only be done if it is guided.

At aircraft parking stands, all vehicles must be arranged so that refueling vehicles and rescue vehicles can always move away from the aircraft in forward gear.

Vehicles with limited rear visibility due to their size or construction must be equipped with sufficient visual and sound means or be accompanied during the manoeuvre by a

second person. That second person must be outside the vehicle and maintain visual contact with the driver.

2.2.6.3 Parking

Parking is forbidden:

- On red or white hatched areas;

Figure 21. Hatched area



- In front of the doors allowing the exit of the rescue services and emergency doors in the broad sense;
- In front of doors used by passengers or crew members (except vehicles specifically authorized for the transport of these people);
- So as to require another vehicle to reverse;
- In an area reserved for a specific use different from that for which the vehicle is intended;
- On a service road.

2.2.7 Lighting for vehicles

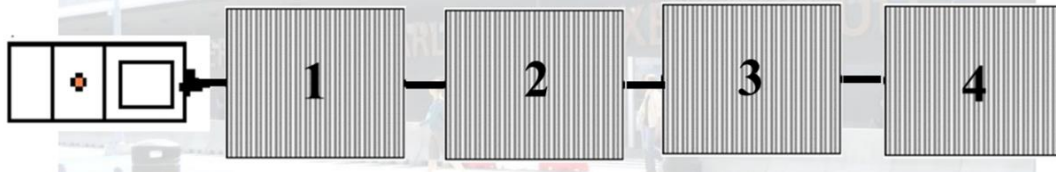
All vehicles and moving objects must be clearly identifiable from a certain distance and must, at night or in poor visibility (fog, heavy rain, snow, etc.), be equipped with lighting making them visible.

All vehicles moving on the manoeuvring area must be fitted with a flashing light. It must be blue for emergency vehicles and yellow for vehicles active on construction sites.

2.2.8 Passenger and freight transport

The number of towed vehicles cannot exceed six trolleys or four dollies. The total length of the towing train may in no case exceed 30 meters.

Figure 22. Convoy of dollies



Passengers can only be transported by vehicles intended for this purpose. These vehicles must meet the requirements set out by the regulations on passenger transport. Freight must be moved using rolling stock specially designed for this type of transport. Dangerous goods must be moved in special closed vehicles in accordance with the requirements of the Royal Decree regulating the air transport of dangerous goods.

2.2.9 Pedestrians and cyclists

2.2.9.1 Pedestrians

Conditions on the manoeuvring area

Anyone in the airside (including on board a vehicle) must wear high-visibility clothing with reflective yellow, red or orange fluorescent material to EN ISO 20471 (class 2) as a minimum.

The following exemptions to the above rule are tolerated by the airport authority if supported by a risk assessment carried out by each company applying the exemption:

- Crew members during accompanied transfer between crew bus and aircraft by the shortest route;
- High-visibility clothing need not be worn in the aircraft cabin or cockpit;
- Passengers accompanied by ground handling company or airline staff who will be wearing high-visibility clothing.

Walking on the manoeuvring area is forbidden except for:

- Rescue services in operation;
- Work and maintenance services with a specific authorization for a targeted operation.

Special attention is required for pedestrians. Vehicles and other rolling stock must maintain a lateral distance of at least one meter from them.

2.2.9.2 Cyclists and alternative means of locomotion

To drive a bicycle, the cyclist must hold a TRA airport driving license. At all times, the bike must be equipped with a front and rear headlight, and its rider must be equipped with a helmet and a high-visibility jacket. Bicycles must comply with traffic rules (speed limits, etc.). Bicycles may only be used on service roads. Any equipment transported must be secured in a closed bag.

The use of any means of locomotion other than those explicitly authorized is forbidden on the airside (segways, scooters, motorcycles, quads, etc.), with the exception of police escorts on official duty (motorcycles) or upon reasoned request to the Airport Commandant.

Any vehicle or means of locomotion must be subject to prior authorization to be used airside.

2.2.9.3 Animals

With some exceptions, pets are not allowed airside.

When a dog is allowed, it must be kept on a leash.

The airport authority may, at the expense of the owner of the animal, chase from the airport or have impounded any pet found wild at the airport.

2.3 Signs and marking

2.3.1 Mandatory signs

A mandatory sign is placed when it is necessary to identify a location beyond which an aircraft or a vehicle will not pass unless expressly authorized by Air Traffic Control. The mandatory signs bear a white inscription on a red background.

A runway designation marking at a taxiway/runway intersection, or at a runway intersection, must be placed on either side of the runway-holding position, facing the direction of approach to the runway.

These signs are combined with the location and category of holding point, either CAT I, CAT II or CAT III. These holding point category signs are placed on either side of the taxiway, at the holding position markings. The holding point is marked with the runway code followed by CAT I, CAT II, CAT III or a combination of several categories, as the case may be.

Figures 23 and 24. Signs indicating the runway(s) and its (their) holding point in CAT II/III and the location



Figures 25 and 26. Signs indicating the runways and their holding point in CAT I and the location



A no-entry sign is used whenever entry into a given zone is prohibited. This sign is placed at the entrance to the zone to which access is prohibited and, if possible, on the left side.

Figure 27. No-entry sign



2.3.2 Advisory signs

Advisory signs are installed when there is an operational need to identify, by means of a traffic sign, a precise location (yellow inscription on a black background) or to give information on a route to follow, direction or destination (black inscription on a yellow background).

Figures 28 and 29. Direction signs



Location signs are used to indicate specific points on the airport.

Figure 30. Location sign



Destination signs are used to indicate the direction to be followed to reach a specific zone. They give directions to the runways, aprons, taxiways, terminals, etc.

Figures 31 and 32. Destination signs



Runway exit signs are installed when there is an operational need to identify a runway exit.

Figure 33. Runway exit sign



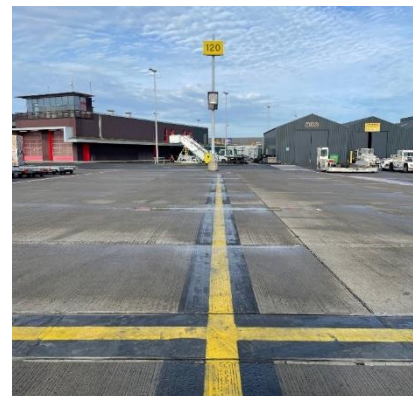
Signs that indicate the length of the runway are located on the left side of the runway entry point. This sign indicates the take-off run available between this point and the end of the runway.

Figures 34 and 35. Signs indicating the length of runway usable for take-off from an intersection



The aircraft stand identification signs are arranged so that they are clearly visible from the cockpit of the aircraft before entering the parking stand. The inscription is black on a yellow background and placed on a pole.

Figures 36, 37 and 38. Aircraft stand identification signs



2.3.3 Markings

2.3.3.1 Markings on movement areas

The markings are made in the following colors, each having its own meaning.

- WHITE marking: Related to traffic safety and vehicle parking.
- YELLOW marking: Related to the safety of aircraft traffic (axial taxiway lines and markings on parking stands).
- RED marking: Related to danger.

2.3.3.2 Markings on the manoeuvring area

A yellow marking means you are on a taxiway.

A white marking means that you are on a runway.

2.3.3.3 Runway-holding position markings

A runway-holding position marking is placed to indicate the transition position between the taxiway and the runway. The aircraft must stop before this marking.

It can be of two different forms:

- a) Two continuous lines on the taxiway side and two broken lines on the runway side; valid for all runway categories.

Figures 39 and 40. Runway-holding position marking



Continuous lines, on the taxiway side, cannot be crossed without explicit authorization of Air Traffic Control.

- b) The so-called scale mark, only usable for CAT II and III.

Figure 41. Runway-holding position marking (scale type)



2.3.3.4 Aircraft stand identification marking

These markings are placed on the apron and indicate the location assigned to the parking stand of an aircraft. These markings are supplemented by an aircraft stand identification sign (Figures 36, 37 and 38).

They include:

- 1) Guide lines intended to indicate the direction to be followed by the aircraft (Figure 42);
- 2) Reference bars providing additional indications (e.g., stop line depending on the aircraft model, Figure 43);
- 3) An aircraft stand identification mark (letter and/or number) which is incorporated in the stand line or on the stand itself (Figures 44 and 45).

At Liege airport, these markings are black and yellow.

Figure 42. Guide line



Figure 43. Stop line/nosewheel



Figures 44 and 45. Aircraft stand identification marking



2.3.3.5 Safety markings

Safety lines are necessary on an apron to delimit parking stands, equipment areas, service roads, passenger routes, etc. Apron safety lines are clearly visible in color, contrasting with the color used in aircraft stand identification marks. These lines are continuous and have a minimum width of 10 centimeters. Apron safety lines include, but are not limited to, wingtip clearance lines and specific area boundary lines required by stand configurations and ground facilities.

Figures 46 and 47. Safety markings for aircraft stands



Boundary lines for equipment storage areas are used to indicate the boundaries of areas intended for the parking and storage of equipment used for the loading, refueling and maintenance of aircraft.

Several methods exist. At Liege airport, these areas are delimited by red and white lines with the words “Equipment limit” painted on the side that can be used for storing equipment.

Figures 48, 49 and 50. Demarcation markings for equipment storage areas



Passenger route markings serve to ensure the safety of passengers when crossing the apron. They consist of hatched white colors and are similar to pedestrian crosswalks as we find them on the landside.

Figures 51 and 52. Passenger route markings



This marking indicates entry into an area that could, depending on the circumstances, be blasted.

Figure 53. Marking indicating a risk of jet blast



When de-icing operations are in progress, the de-icing area of Liege airport is only accessible with the explicit consent of the de-icing coordinator.

Figures 54 and 55. Signs and markings indicating access to the de-icing area and the risk of jet blast



2.3.4 Airfield lights

Different types of airfield lights are present on the Liege airport platform:

- Runway guard lights in yellow (wig-wag) and in red (ground stop bar);
- End of runway marked in red;
- Runway with white lights;
- Taxiways with green lights;
- Runway exits with green and orange (alternating) lights.

At Liege airport, the runway guard lights consist of two pairs of yellow lights placed on each side of the taxiway. In each unit, the lights come on alternately.

Figures 56 and 57. Runway guard lights (wig-wag)



A stop bar consists of a red light system inserted into the road. It can be turned on permanently or temporarily.

It is strictly forbidden to cross an illuminated stop bar at any time. Stop bars are used to protect the runways by preventing unwanted access to them.

In the event of a technical problem preventing a stop bar from being switched off, the runway access point concerned is unusable and a different route must be taken.

An illuminated stop bar can NEVER be crossed

Figures 58 and 59. Stop bar lights



The runway lights are white lights over the entire length, both for the axial lights and on the side of the runway. The ends of the runways are red lights.

Figures 60 and 61. Runway lights



The green axial lights are reserved for taxiways which are lanes for traffic on the surface for aircraft. Taxiways serve to provide a link between two locations of the aerodrome and are part of the manoeuvring area. Access to these traffic roads is strictly prohibited except with authorization from the control tower.

Figure 62. Taxiway lights



The exit path of a runway is a succession of alternating green and orange lights that highlights the sensitive area in which disturbances of the radio guidance signals are possible.

Figures 63 and 64. Runway exit lights



3 Vehicles and rolling stock

3.1 General provisions

All vehicles intended (or which may be) to move around aircraft are provided with self-reflecting markings and/or lights which indicate their contours in length and width.

Any vehicle and/or rolling stock moving on the airside or going into this area must be clearly identifiable from a certain distance.

To this end, vehicles will bear, in a clearly visible location, the name or logo of the operating company. The aim of this measure is to make each vehicle always identifiable.

For temporary vehicles with “visitor” badges, an identification code will be assigned when the vehicle passes through the screening point. This identifier (e.g., *Visitor01*, *Visitor02*, etc.) will be provided by the screening point agent in the form of a magnetic plate suitable for motorized vehicles. This identification must be placed by the driver under the supervision of the screening point agent, and must be affixed visibly to the sides of the vehicle. This identification must be handed over to the screening point when the vehicle leaves the airport, against the registration certificate linked to the vehicle identifier.

Airside vehicles are identified as follows:

- Safety and rescue vehicles are equipped with blue flashing lights;
- Follow-me and other vehicles entering the manoeuvring area are equipped with a yellow/orange flashing light.

Any self-propelled object on the airside must be visible at all times, whatever the weather. Flashing lights are not mandatory, but the use of hazard warning lights is recommended.

To access the airside of the airport, any vehicle must be authorized to do so and must have an access badge.

Requests for permanent access badges for registered vehicles must be submitted to the SPW Badge department. In the event of loss or theft of the access badge, the SPW Badge department must be notified immediately.

Visitor vehicle badges (one-off visits) are issued at the screening points.

3.2 Unregistered vehicles

Unregistered vehicles must be marked with the company's name, logo and identification number. This information must be clearly and visibly displayed. A request for on-site authorization must be submitted to the SPW Badge department.

Figures 65, 66 and 67. Unregistered vehicles



3.3 Maintenance and cleanliness

Companies are required to provide their staff with vehicles that are in good working order and have undergone a vehicle test/maintenance certificate.

The owners and/or drivers of vehicles and construction machines are required to maintain and control their equipment in accordance with the requirements of the road-safety code and the manufacturer's instructions. All vehicles must be kept in a correct state of cleanliness; they must be regularly washed and, if necessary, repainted.

All registered vehicles driving on the airside must fully comply with Belgian legislation, including the technical requirements of the road-safety code.

Any other vehicle will be subject by the company which owns it to internal controls aimed at ensuring its use that guarantees the safety of traffic on the airside of the airport.

The airport authority reserves the right to carry out regular checks on the proper maintenance of the fleet.

4 Special transports

4.1 Diplomatic courier

Embassy vehicles do not have access to the airside of the airport except where special safety arrangements apply.

4.2 VIP

In the event that special protection must be granted to certain personalities on the airside, close cooperation will be established between the airport authority, Liege Airport Security, the federal Police, state security and customs in order to ensure an acceptable level of safety to these people and their vehicles.

4.3 Dangerous goods

Air transport of dangerous goods is strictly regulated by Annex 18 of the ICAO and the Royal Decree on the air transport of dangerous goods.

The driver of a vehicle transporting dangerous products, in particular flammable products, must be in possession of a license or certificate attesting their ability to manage the driving and use of the vehicle suitable for the function. This license or certificate may have been issued in civilian life or by a training institute approved and recognized by the airport authority.

Regardless of legal or regulatory provisions, and international conventions governing transport, the clauses of this chapter are applicable to all transport of dangerous substances.

4.4 Ambulances - Medical flights

Medical interventions are coordinated by the fire department (RFF).

Figure 68. RFF emergency vehicle

RFF (Rescue and Fire Fighting) number:
04/234.84.44



5 Moving on the manoeuvring area

To move on the manoeuvring area:

- The driver must have a MAN airport driving license issued by the airport authority; this license includes the success of the MAN training delivered by Liege Airport;
- The driver and passengers must be in possession of an airport badge with the RUN box activated;
- The vehicle must be equipped with a radio equipment having the aeronautical frequencies provided for in the AIP;
- The vehicle must be fitted with an operational transponder system.
- The vehicle must be provided with the document “Aide-mémoire – Aire de manœuvre” annexed to these rules. This checklist includes in particular the frequencies to be used as well as maps showing the sensitive areas of the airport and its hotspots;
- The vehicle identification must be affixed in a way visible to the user of the radio inside the vehicle.

It is recommended that moving objects be of a single clearly visible color during the day, preferably red or yellowish green for rescue services and yellow for service vehicles. At night, vehicles going to the manoeuvring area will be fitted with flashing lights.

5.1 Access

No one is allowed to enter the manoeuvring area before having obtained authorization from Air Traffic Control. Access to the runway can only be granted for a valid operational reason.

The driver must contact Air Traffic Control before driving on the manoeuvring area and must strictly follow the instructions given by Air Traffic Control. They must also turn on the vehicle's flashing lights. Anyone on the manoeuvring area must know the procedure in the event of radio contact breakage (refer to section 5.2.4).

In some specific cases (works, repairs, interventions by specific trades, etc.), vehicles may have to go to the manoeuvring area without being equipped with a transponder and even, in certain cases, without the driver being in possession of an airport driving

license. The vehicle must then be escorted by a correctly equipped vehicle that is driven by a person in possession of a driving license authorizing them to drive on the manoeuvring area. The convoy, then composed of the escort and a maximum of 2 escorted vehicles, must remain in contact in a restricted area. At the end of the service, this convoy must leave the movement area in the same way. This scenario can also happen for the exceptional escort of a VIP or for a new operator not yet in order of license.

Other specific cases are possible such as snow removal operations in winter conditions. In this case, some vehicles are not equipped with a transponder and a convoy must be organized. A Snow Manager from Liege Airport then supervises the operation.

Other specific cases are subject to a risk assessment and must obtain approval from the control tower (ATC) and the airport authority.

Push-backs do not need to be fitted with a transponder, as push-back operations are carried out with the aircraft's transponder switched on. **If an aircraft has to be pushed-back without its transponder operational, this can only be done under the supervision of airport inspection.** After releasing the aircraft, the push-back returns to the apron accompanied by the headset man.

Figure 69. Push-back



All towing are carried out accompanied by a Follow-me.

5.2 Radio communication

Both Ground and Air frequencies are used by vehicles during their movements on the airport platform. The Ground frequency is used on taxiways and the Air frequency is used on the runways. A frequency may be required at the express request of Air Traffic Control.

Air traffic controllers manage the entire manoeuvring area; their injunctions must therefore be observed at all times. **Apart from the procedures described below, Air Traffic Control determines the frequency to be used for traffic on the movement area.**

5.2.1 Driving on a taxiway

To cross or drive on a taxiway, the procedure is as follows:

1. The driver of the vehicle calls Air Traffic Control on the Ground frequency (121.915 MHz). The driver signals their Call Sign (the one that appears on the dashboard of the vehicle), their position and requests authorization to drive on the taxiway;
2. After receiving authorization from Air Traffic Control, driver reads back and enters the authorized area;
3. As soon as the vehicle has left the taxiway, the driver calls Air Traffic Control on the Ground frequency (121.915 MHz) and signals that they have left the area.

5.2.2 Crossing a runway (standard procedure)

The driver who only wishes to cross the runway remains on the Ground frequency and:

1. Requests authorization to cross the runway by indicating the taxiways entering and exiting the runway;
2. After receiving this authorization, the driver reads back and crosses the runway. They make sure that they can execute the manoeuvre safely;
3. As soon as the vehicle has left the runway, the driver calls Air Traffic Control on the Ground frequency and signals that they have left the runway.

5.2.3 Driving on a runway (standard procedure)

The driver who wishes to drive on the runway contacts the Air frequency (118.130 MHz) and:

1. Requests authorization to drive on the runway;
2. The driver reads back before entering the authorized runway;
3. As soon as the vehicle has left the runway, the driver calls Air Traffic Control and signals that they have left the runway.

During these different scenarios, the vehicle driver and Air Traffic Control use, as far as possible, standard terminology and expressions as recommended by the ICAO and studied during the MAN training organized by Liege Airport.

When a light stop bar is on, no vehicle or aircraft is allowed to pass through it.

In the event of a technical problem preventing a stop bar from being switched off, the runway access point concerned is unusable and a different route must be taken.

An illuminated stop bar can NEVER be crossed

5.2.4 Breakdown of radio communication or other problem on manoeuvring area

In order of priority, the driver must :

- Contact Air Traffic Control;
- Contact inspection;
- Leave dangerous areas.

ATC (Skeyes)	04/234.84.92
SPW inspection	04/234.84.29
Fire department	04/234.84.44

On a taxiway (A or D), the driver must leave the taxiway to reach the apron, then contact Air Traffic Control.

On a runway, the driver must contact Air Traffic Control and take the nearest S ramp from runway 04R/22L or the nearest N ramp from runway 04L/22R. In either case, particular attention must be paid to the environment to avoid collisions.

5.3 Procedures related to the use of the transponder (VTS)

5.3.1 General provisions

Any vehicle going to the manoeuvring area must be equipped with a transponder or be accompanied by a validly equipped vehicle.

Figures 70 and 71. Transponder attached to the roof of a vehicle



An exception can be authorized by Air Traffic Control and airport inspection only for safety reasons and for the following vehicles:

- Airport inspection;
- Snow removal;
- Follow-me;
- Emergency.

The transponder turns on automatically when the vehicle is started. The vehicle must therefore remain permanently with the engine running on the manoeuvring area.

The driver must always check that the transponder is switched on before going to the manoeuvring area.

Figure 72. Transponder switch

The operating indicator lamp must be lit green at all times.



The transponder can only be switched off at the express request of a controller!

If there is a problem with the transponder, ATC asks the driver to turn it off and then on again. It may take several seconds for the transponder to initialize.

For any communication, the driver must exclusively use the Call Sign associated with their vehicle; this must be indicated on the dashboard.

5.3.2 Construction sites and convoys

Construction sites located on the manoeuvring area require at least one participating vehicle to be equipped with a transponder and in possession of « Aide-mémoire – Aire de manœuvre » drawn up by SPW (2 sheets).



For construction sites in closed areas, vehicles working in the area must not be equipped with a transponder but must remain in this previously delimited area. To get there or if they have to leave this area via the manoeuvring area, they must be accompanied by a vehicle equipped with an active transponder.

When a construction machine needs to access the manoeuvring area, it is announced upon arrival at the airport inspection. The airport inspector checks whether the vehicle has a transponder or whether it is accompanied by a vehicle equipped with a transponder.

For a convoy of several vehicles equipped with transponders, they must leave their transponder on, unless the controller indicates otherwise.

If all the vehicles are not equipped with a transponder, the leader of the convoy has a transponder on and the convoy must remain grouped. It consists of a maximum of two unequipped vehicles for one leading vehicle which is fitted with a transponder. In the event that there are more than 2 unequipped vehicles, they must be supervised by 2 equipped vehicles, one at the front and the other at the rear of the convoy.

5.4 Airport authority

The airport authority is responsible for supervising and controlling airside traffic.

At any request from the airport authority, the airport driving license, identification documents and necessary access badges (personal and/or vehicle) must be presented.

Exceptionally, the airport authority in coordination with ATC may, when the circumstances so require, make arrangements or give instructions derogating from these regulations.

5.5 Infringements

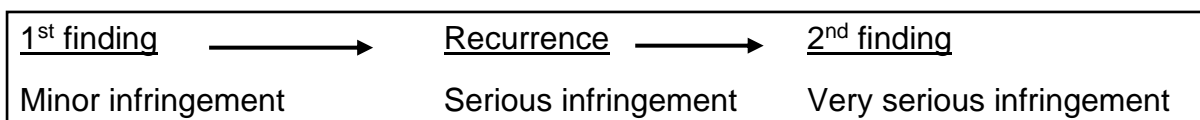
5.5.1 Types and levels of infringements

Depending on their importance, there are three **levels** of infringements: Minor, serious and very serious.

The following are considered minor infringements:

- Driving without a headlight in the dark;
- Abandoning a vehicle on the airside with the engine running (except in specific cases);
- Using a phone while driving without a hands-free device;
- Failing to comply with road signs, cones and priority service roads;
- Driving on the aprons instead of using the service roads;
- Exceeding the maximum authorized speed by less than 20km/h;
- Failing to wear high-visibility clothing;
- Failing to notify airport inspection in the event of an accident or incident affecting infrastructure (loss of oil, fuel spill, event requiring emergency service, etc.).

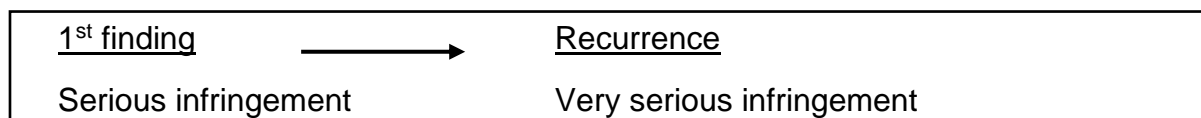
In the event of a recurrence of a minor infringement **within 12 months of the initial infringement**, it will be considered serious and very serious for a second occurrence.



The following are considered serious infringements:

- Interfering with a rescue service vehicle in action;
- Obstructing the movement of an aircraft;
- Exceeding the maximum authorized speed by more than 20km/h;
- Engaging in dangerous and inappropriate driving;
- Failing to comply with the priority rules;
- Driving under the influence of alcohol, drugs or medication that impairs performance;
- Failing to comply with the injunctions of Air Traffic Control or airport inspection;
- Hit and run;
- Failing to report a collision with a vehicle;
- Smoking in a location not intended for this purpose or light a fire;
- Driving a machine without the proper license;
- Driving a vehicle on the airside without a valid airport driving license.

In the event of a recurrence of a serious infringement **within 12 months of the initial infringement**, it will be considered very serious.



The following are considered very serious infringements:

- **Driving a vehicle on the manoeuvring area without a MAN airport driving license (convoy excluded);**
- Accessing the manoeuvring area without radio contact with Air Traffic Control;
- Crossing a lit stop bar;
- Failing to report a collision with an aircraft;
- Falsifying documents.

In addition to their different levels of seriousness, infringements can also be classified according to their nature.

An infringement may be directly linked to an offender; in which case the airport authority issues an official report.

For some infringements, the offender cannot be identified.

The airport authority draws up a report which is sent to the offender's employer.

Within 15 days of sending the report, the employer is required to inform the airport authority of the identity of the offender who will then be penalized.

5.5.2 Finding an infringement

Violations of these traffic rules are sought and noted by airport authority officers using appropriate technical means.

Speeding can be found by the airport authority:

- Using portable radar equipment (speed gun);
- While driving an airport authority vehicle, at the height of the offender, if the inspector observes that the driver is driving 20km/h over the speed limit.

The consumption of alcohol or drugs can be observed by a member of the airport authority:

- Using non-contact breathalysers (for alcohol consumption);
- Using saliva tests (for use of drugs or medication that impairs performance).

Anyone present on the airport site can report violations of these rules to the airport authority.

In the event of a finding of an infringement and when possible:

- The offender is arrested by the airport authority officer;
- The offender is required to identify themselves by presenting, on request, their airport identification badge including their airport driving license;
- The offender must, if the airport authority deems it relevant, go to the authority's office to make an official statement.

The airport inspection checks the correct application of traffic rules. In the event of an infringement, a report of finding (PVC) is drawn up and sent to the Commandant and the Deputy Commandants.

The report is followed up by the Commandant or his/her representative by notifying the infringement to the offender's employer. They will assess the possible sanction to be applied based on the documents in the file.

Note

In the event of a violent dispute by an offender or when the use of force is necessary, the airport authority may involve the airport police.

5.5.3 Sanctions

The sanctions were established on the basis of the seriousness and the possible recurrence of the infringement. A set of findings and circumstances may be taken into consideration by the airport authority to adapt the sanction.

A points system is in place on the airside.

- The driving license counts 10 points (maximum number of points available).
- The level of seriousness of each infringement is determined in the table in Annex 3.
- A minor infringement costs 2 points, a serious infringement costs 6 points and a very serious infringement costs 10 points.
- When the driver has less than 5 points, a one-week withdrawal of the airport driving license is applied and the driving license exam must be retaken to get it back.
- When a driver's license is depleted of points, a one-month withdrawal of the airport driving license is applied and the driving license exam must be retaken to get it back. This license will then be replenished with 2 points.
- A recurrence of the same type raises the level of infringement as described in section 5.5.1 *Types and levels of infringements*; a recurrence is noted when less than 12 months have elapsed between 2 infringements of the same nature.
- On the anniversary date of an infringement, 3 points are automatically recovered.
- In certain serious cases or in the event of recurrences, the airport authority represented by the Commandant or one of his/her representatives may summon the offender and their hierarchy.

- In the event that a person drives a vehicle without an airport license, the offender will be summoned by the Commandant or one of his/her representatives. Their airport access badge will be suspended for a period set during this meeting.

6 Annexes

Annex 1. Definitions and acronyms

Annex 2. Site maps

Annex 3. Safety sanctions related to the driving license

Annex 4. Aide-mémoire SPW (2 sheets)

Annex 1. Definitions and acronyms

Access badge for people: Airport badge authorizing its holder to go to specific zones on the airside of the airport concerned.

Access badge for vehicles: Badge assigned to a vehicle authorizing its circulation in specific zones of the airport concerned.

Aircraft parking stand: Designated location on an apron intended to be used for parking an aircraft.

Airport authority: Officers of the Service public de Wallonie on duty at the airport site.

Airport driving license: Document certifying official authorization to drive a motorized vehicle on the airside of the airport.

Airside: Movement area of an airport and all or part of the adjacent land and buildings to which access is controlled.

Anti-collision lights (beacons): Active warning lights of running aircraft.

Apron: Defined area, at a land airport, intended for aircraft during the embarkation or disembarkation of travelers, the loading or unloading of mail or freight, refueling or recovery of fuel, parking or maintenance.

A-SMGCS: Set of systems including, among others, a ground radar completing the lighting system and allowing the efficient and safe management of the manoeuvring area.

ATC (Air Traffic Control): Air control in charge of managing aircraft movements in the air and on airport manoeuvring areas. Service provided in Belgium by Skeyes.

CPSRA: Critical Part of the Security Restricted Area.

Follow-me vehicle: Vehicle fitted with the distinctive Follow-me signs.

Ground support: All the operations carried out during the handling of an aircraft, its passengers and its cargo.

Holding point: Specified point where aircraft and vehicles operating on the surface will stop and wait, unless otherwise authorized by Air Traffic Control.

Manoeuvring area: Part of an airport used for take-offs, landings and aircraft traffic on the surface.

Markings: Lines on the ground intended to warn the driver:

1. Red: Warning related to safety.
2. White: Service road, traffic markings, parking, runways.
3. Yellow: Taxiway center line, aircraft position.

Marshaller: Officer responsible, by means of appropriate signals, to guide the aircraft on the ground to its parking stand or a defined location.

Movement area: Part of an airport used for take-offs, landings and aircraft traffic on the surface and which includes the manoeuvring area and aprons.

Permanent badge: Personal or vehicle badge issued for a fixed period.

Read-back: Repetition by the receiving station to the transmitting station of all or part of the message received so as to obtain confirmation of the accuracy of the reception.

Service road: Surface road laid out on the movement area and intended for the exclusive use of vehicles.

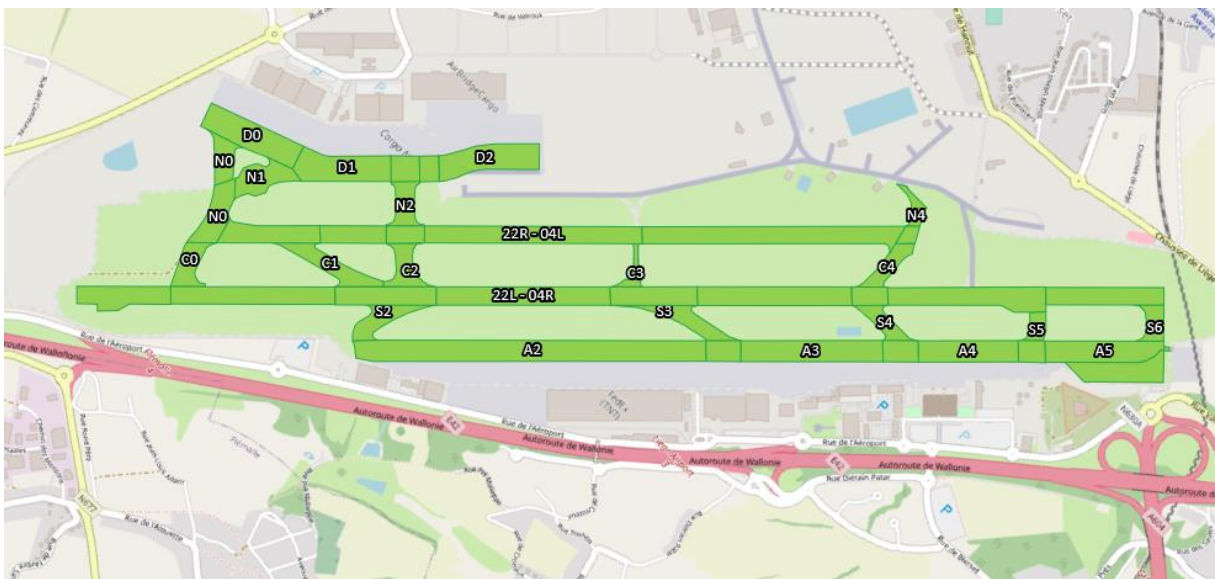
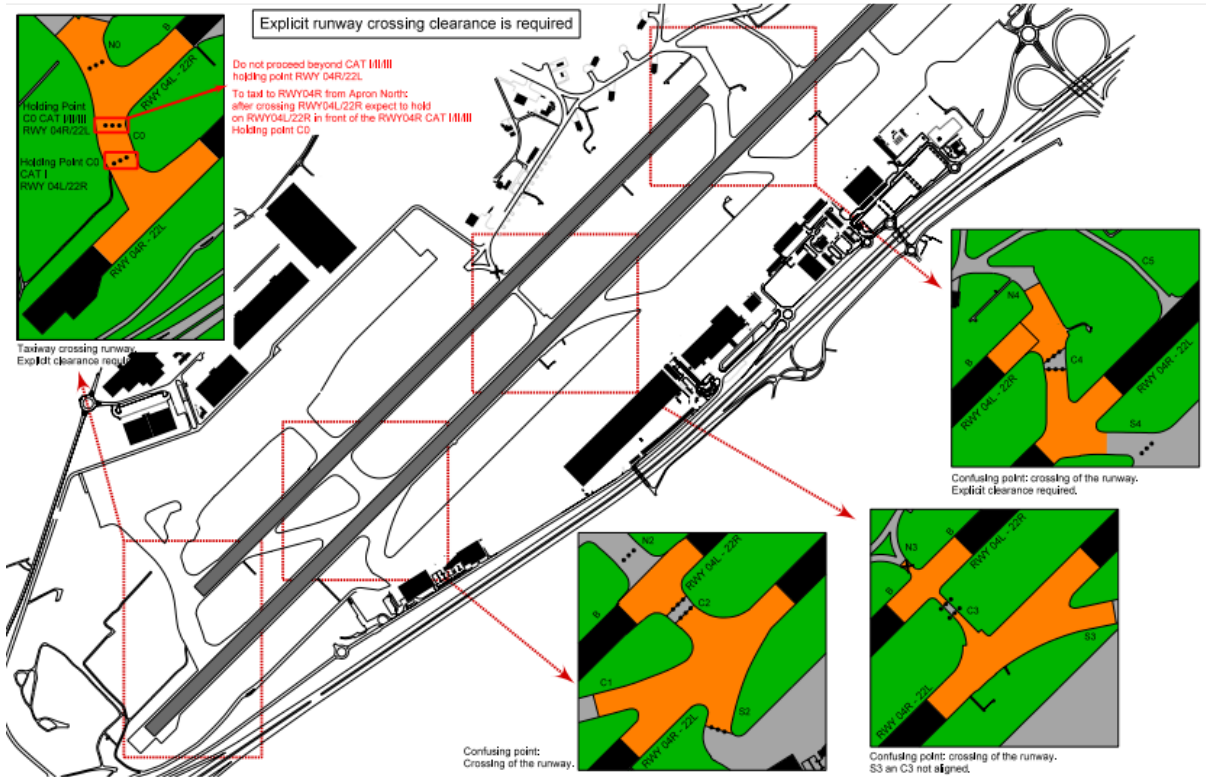
Stop bars: Different types of lines generally drawn at the intersection of runways and taxiways, indicated by red lights.

Transponder (VTU/S, Vehicle Tracking Unit/System): Antenna placed on the roof of the vehicle required to go to the manoeuvring area and allowing the ground radar to identify the vehicle in a unique way and to show information on the ATC ground radar screen.

Visitor badge: Personal or vehicle badge issued for a maximum of 24 hours.

Annex 2. Site maps

The different maps of the Liege airport site are available at: https://ops.skeyes.be/html/belgocontrol_static/eaip/eAIP_Product/index.html




Annex 3. Safety sanctions related to the driving license

	Infringement level	Number of points withdrawn
Driving without a headlight in the dark	Minor	2
Abandoning a vehicle on the airside with the engine running (except in specific cases)	Minor	2
Using a phone while driving without a hands-free device	Minor	2
Failing to comply with road signs, cones and priority service roads	Minor	2
Driving on the aprons instead of using the service roads	Minor	2
Exceeding the maximum authorized speed by less than 20km/h	Minor	2
Failing to wear high-visibility clothing	Minor	2
Failing to notify airport inspection in the event of an accident or incident affecting infrastructure	Minor/Serious	2/6
Interfering with a rescue service vehicle in action	Serious	6
Obstructing the movement of an aircraft	Serious	6
Exceeding the maximum authorized speed by more than 20km/h	Serious	6
Engaging in dangerous and inappropriate driving	Serious	6
Failing to comply with the priority rules	Serious	6
Driving under the influence of alcohol, drugs or medication that impairs performance	Serious	6
Failing to comply with the injunctions of Air Traffic Control or airport inspection	Serious	6
Hit and run	Serious	6
Failing to report a collision with a vehicle	Serious	6
Smoking in a location not intended for this purpose or light a fire	Serious	6 (or badge)

	Infringement level	Number of points withdrawn
Driving a machine without the proper license	Serious	6 (or badge)
Driving a vehicle on the airside without a valid airport driving license	Serious	Suspension of badge
Driving a vehicle on the manoeuvring area without a MAN airport driving license (convoy excluded)	Very serious	10
Accessing the manoeuvring area without radio contact with Air Traffic Control	Very serious	10
Crossing a lit stop bar	Very serious	10
Failing to report a collision with an aircraft	Very serious	10 (or badge)
Falsifying documents	Very serious	10 (or badge)

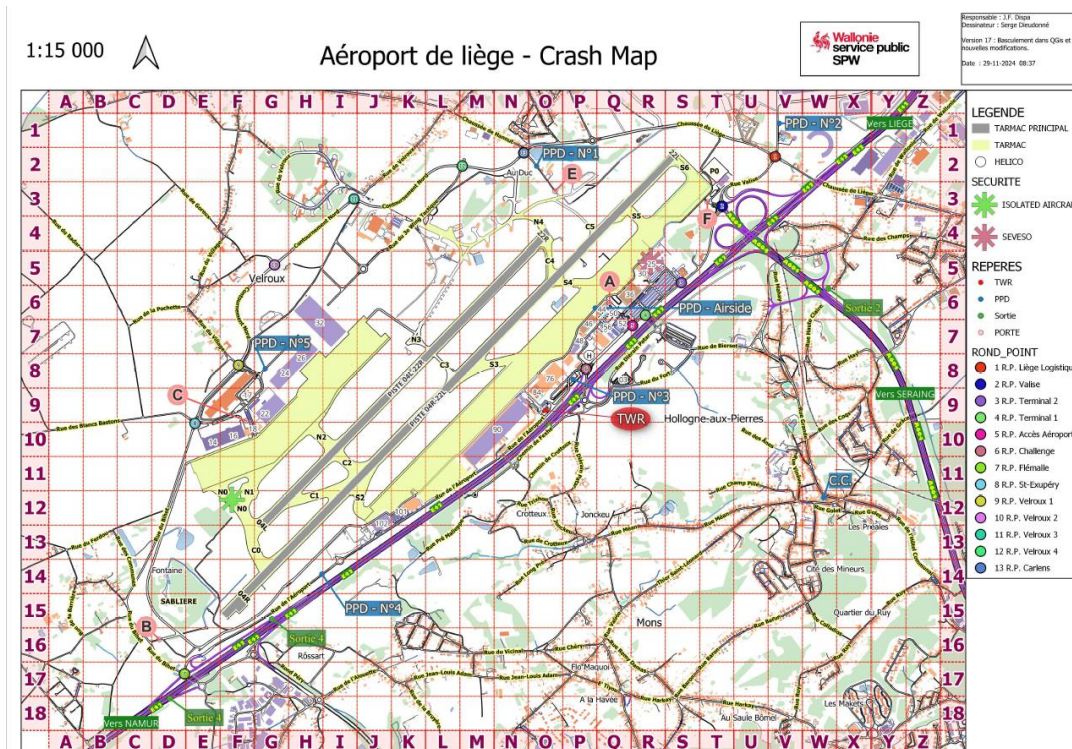
Annex 4. Aide-mémoire – Aire de manœuvre

AIDE MÉMOIRE – AIRE DE MANŒUVRE

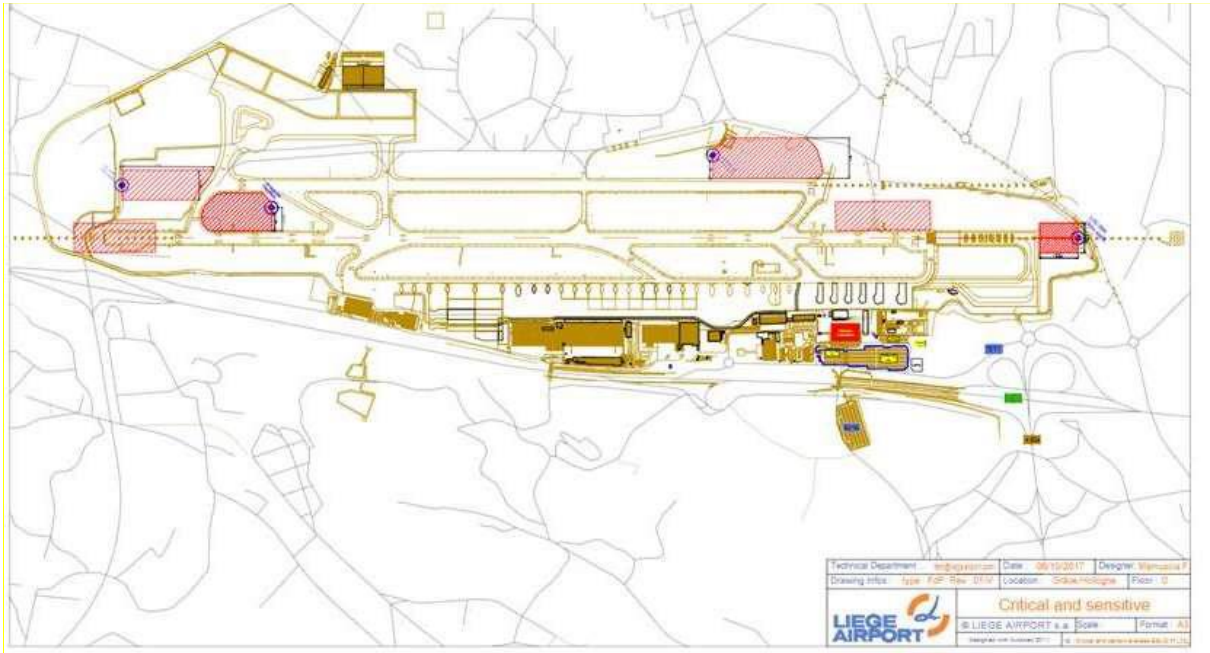
- Vérifier l'opérationnalité du transpondeur et son Call Sign devant être affiché dans l'habitacle. 
- Allumer la radio : Fréquence SOL/121.915 Mhz – Fréquence AIR/118.130 Mhz
- Je suis perdu !
 - > Contactez la tour pour le signaler.
 - > Quittez la piste ou zones dangereuses au plus vite.
- Mon véhicule tombe en panne (ou immobilisé)
 - > prévenez la tour.
 - > Prévenez l'inspection (et/ou au besoin les pompiers).
- Une panne radio !
 - > Quittez la piste ou zones dangereuses au plus vite.
 - > Contactez la tour



SKEYES (TOUR DE CONTROLE)	04/234.84.92
SPW	04/234.84.29
POMPIERS	04/234.84.44



CARTE ZONES SENSIBLES / ZONES CRITIQUES



CARTE HOTSPOT

