

RAMP SAFETY AND SECURITY ENFORCEMENT PROGRAM



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I. INTRODUCTION

The *Ramp Safety and Security enforcement Program* is a program based on safety and security awareness to promote a safe and secure working environment.

Airport ramps have numerous groups of people that must work together to complete a task. This often requires people from Airlines, the airport, Facilities, Cleaning Crews, Ground Handlers, Flight Crews and Fuelers. You can see how important it is that everyone works under the same regulations and procedures to maintain a smooth-running ramp. Some of the rules are from FAA requirements, some are from TSA requirements, some are general airport safety rules. Regardless of your type of badge, SIDA, AOA, Sterile, Public or The Landings, you are responsible for the rules and regulations.

Every year the airport re-evaluates the regulations and makes any needed changes. Working on the airport ramp or having access to the SIDA, AOA, The Landings, or the Sterile area is a privilege, and this privilege can be suspended or revoked for non-compliance.

Once again, these rules and regulations are based on FAA, Airport, County, and TSA via 49 CFR 1542 rules and regulations. Depending on the security violation, the investigation maybe forwarded to TSA for further follow up as airport is required.

PIE welcomes you as part of a group that takes pride in our airport, safety, and security.

II. RESPONSIBILITY

Each tenant, agency and/or organization that provides a service or uses the airport property, shall ensure that their employees or sponsored personnel are fully trained and aware of the applicable rules, regulations, and procedures contained in this program.

Each badge holder shall be aware of the extent of their badge access, rules, regulations, and expectations to carry out their duties and obligations as an airport badge holder.

III. DEFINITIONS

Airport Tenant	any person, other than an aircraft operator or foreign air carrier that has a security Program under parts 1544 or 1546 of CFR Chapter XII and an agreement with the airport operator to conduct business on airport property.
Alert	An aircraft emergency, either in the air or on the ground.
AMA	Airport Movement Area
AOA	Airport Operations Area
ARFF	Airport Rescue Firefighting
ASC	Airport Security Coordinator
ASP	Airport Security Program
ATCT	Airport Traffic Control Tower
CFR	Code of Federal Regulations
Escort	to accompany or maintain constant visual contact with an individual Who does not have unescorted access authority into or within a Secured area or SIDA.
Flight Crew Member	A pilot, flight engineer, or flight navigator assigned to duty in an aircraft During flight time.
FOD	Foreign Object Debris
Hearing Process	A local airport operator-conducted appeal process, which may be conducted In-person or by other means, that allows an individual to challenge the merits of ID revocation prior to being entered into the CRD.
OPS	Airport Operations
PIE	St. Pete-Clearwater International Airport
Prohibited Items	Items not permitted in secured areas. See Violations 4-7 for list.
Public Area	Public portions of the terminal building
Ramp Area	Portion of the AOA used by airport tenants for servicing and loading aircraft. The Ramp area is part of the Security Identification Area (SIDA).

Restricted Area	Part of the SIDA, including but not limited to passenger and cargo loading Aprons, hangar areas, runways, taxiways, and vehicle service roads.
Runways	A piece of pavement on the airport surface designed for aircraft landings and/or takeoffs.
Safety Areas	A defined area on all sides of runways or taxiways that is prepared or suitable For reducing the risk of damage to aircraft. This area must remain clear of any Obstacles that could impede the safe path of aircraft and wingtip clearance.
Secured Area	a portion of an airport, specified in the airport security program, in which Security measures in Part 1542 of CFR 49 Chapter XII are carried out.
Sterile Area	Portions of an airport passenger terminal that reside between the security Screening checkpoint and aircraft boarding areas.
Taxiways	The parts of the airfield designed for the surface maneuvering of aircraft To and from the runways and aircraft parking areas.
Unescorted Access Authority	The authority granted by an airport operator, an aircraft operator, or airport Tenant under Parts 1542, 1544, or 1546 of CFR 49 Chapter XII, to individuals To gain entry to, and be present without escort in, secured areas and SIDA's Of airports.

IV. CITATION PROCESS

The citation process is an administrative tool used when violations of PIE rules and regulations or CFR or ASP are violated. Citations may be issued by Airport Operations. If a citation is issued, the supervisor of the person receiving the citation shall be notified.

Each citation will include the following information:

- Date and approximate time of the violation
- Violator's name
- Applicable Rule and/or regulation that may have been violated
- If the badge was confiscated
- Brief description of the incident
- Name of person issuing the citation

PROCESSING AND NOTIFICATION OF THE CITATION

- A copy of the citation will be given to the suspected violator. A copy shall be maintained by the issuer, and copy will be sent to the ASC.
- The person issued the citation will be given 5 business days from the date of the violation to file an appeal with the ASC.
- If no appeal is noted after 5 business days, the ASC will the determination on the status of the citation.
- In the event of a badge suspension, a "notice of badge suspension" shall be sent to the authorized signatory as well as the person named on the citation.
- In the event of retraining being required, a "notice of retraining" will be sent to the authorized signatory and the violator.

V. PENALTIES

POINT THRESHOLD	ASSOCIATED PENALITES	BADGE SUSPENSION PERIOD
8	Badge holders that accumulate 4-8 points within the last 12 months may be required to surrender their badge to the badge office	Up to 7 days
18	Badge holders that accumulate 9-18 points within the last 12 months may be required to surrender their badge to the badge office.	Up to 14 days
18 +	Badge holders that accumulate 18 + points within the last 12 months may be required to surrender their badge to the badge office	Up to revocation

- Each violation will be handled on a case-by-case basis with the ASC or the Alternate ASC having the ability to change the violation (increase or decrease, add, or subtract violations) or nullify

the violation. In certain circumstances and what may be best on behalf of the airport, the ASC, the Alternate ASC, or the OPS Manager may suspend or revoke a badge at any time.

- While a badge is under suspension, the holder is not permitted to renew or apply for another badge. ALL badges held by the “violation” shall be deactivated until the suspension is completed.
- Any violation may result in a mandatory hearing based on the severity of the issue or a mandatory meeting with the Airport ASC.
- Any violation may be appealed.

As of June 20, 2021, the airport operator must notify all individuals who have successfully completed a Criminal History Records Check to obtain an airport-issued ID that individuals who violate aviation security requirements resulting in ID media revocation, will be added to the Centralized Revocation Database (CRD) for a period of five years. This information may be used by airports in consideration of airport ID media approval.

VI. SAFETY AND DRIVING VIOLATIONS

Safety and driving violations are listed by categories. The categories are A, B, C, D and E. Category A violations are 2 points. Category B violations are 4 points. Category C violations are 6 points and Category D violations are 10 points. Category E Mandatory meeting with the ASC.

Category A safety / Driving Violations 2 Points

A-1 *Vehicle Condition

No person shall operate any motor vehicle or motorized equipment within the AOA unless it is Maintained in a safe operating condition.

A-2 *Driver responsible for the vehicle

Each driver/operator of a vehicle or motorized equipment is responsible for that equipment.

A-3 *Transportation of passengers

No vehicle shall be operated or used to transport persons for whom it was not designed.

Category B safety / driving violations 4 Points

B-1 *Ramp speed limit

The ramp speed limit is 15 MPH, all employees operating motorized equipment shall not exceed The 15 MPH speed limit on the ramp. Emergency vehicles are exempt from this while in the performance of their official capacity but shall proceed with caution.

B-2 *Impeding / blocking traffic or parked vehicles

No employee shall operate motorized equipment or a vehicle on the ramp or airport property In such a way to impede traffic or parked vehicles.

B-3 *Abandonment of equipment

No person shall abandon equipment or let stand any vehicle or motorized equipment on airport Property.

B-4 *Improper storage of equipment on the ramp

No person shall improperly store any equipment on the ramp. This shall include safety Equipment, marshalling equipment, etc. All equipment shall be properly stored.

B-5 *Failure to use required lights on the ramp

Any operator of a vehicle on the ramp who fails to use the required lighting is in violation Of this regulation.

Category C safety / driving violations 6 Points

C-1 *Parking by Fire Apparatus

No parking is permitted within 15 feet of any fire apparatus

C-2 *Parking within 10 feet of a fuel truck

No parking is permitted within 10 feet of any fuel truck

C-2* Failure to report ANY accident that occurs on airport property

All accidents that occur on airport property shall be reported to airport operations

C-3 *Failure to yield to emergency vehicles or aircraft

All vehicles shall yield to emergency vehicles and aircraft on airport property

C-4 *Use of cellphone, Air pods, or ear plugs on the ramp is prohibited

The use of cellphones, Air pods, or ear plugs, unless specifically job required, are not permitted to be used anytime the ramp is active. The ramp is active anytime there is movement of equipment, passengers, or aircraft on the ramp.

C-5 *Failure to comply with ramp safety / gate security requirements

Failure to comply with ramp security and gate requirements is not permitted. If assigned To a gate door or ramp security, you are responsible to staff that position until such time the Gate door is secured, and the aircraft is secured. In the event no ramp or gate security is Staffed, the air carrier supervisor will become responsible for the positions.

C-6 *Improper disposal of trash and / or FOD, throwing trash from the aircraft

No trash is permitted to be thrown off an aircraft, bridge, or ramp. Trash shall be carried down and disposed of in a trash cart. All FOD shall be immediately disposed of in a trash cart or FOD Bucket. Flight crew members are expected to follow this as well. Repeated offenses shall

require a meeting with airport management to continue access on the ramp. This airport considers FOD a very serious safety issue and will not permit trash and / or FOD to be placed on directly on the ramp.

C-7 * Being found at fault in an accident that occurs on airport property / ramp.

Being found at fault in an avoidable accident that occurs on airport property or the ramp.

C-8 *Unsafe driving on airport property or the ramp

Unsafe operation of any vehicle or motorized equipment while on airport property is prohibited.

C-9 *Bouncing, throwing or improper use of any equipment on airport property is prohibited.

Improper use of any equipment on airport property is not permitted. This includes unsafe handling of tools, vehicles, safety equipment, marshalling equipment, headsets, straps, ropes, vest, mask, chocks, or any other equipment not listed.

C-10 * Chocking of vehicle wheels

All tugs, and carts shall be chocked when parked.

Category D safety / driving 10 Points up to immediate revocation

D-1 *Tampering or moving fire safety equipment

Tempering with or moving fire safety equipment, unless it is being used for firefighting purposes is prohibited.

D-2 *Movement area violations

Any movement area violation will require further investigation by the airport and FAA. Movement area violations will be strictly investigated.

D-3 *Improper fueling operations

Improper fueling operations are not permitted.

D-4 *Operation of a vehicle without proper certification or operating a vehicle in an area that requires Certification.

Anyone operating a vehicle on airport property is required to have all required certifications Such as a valid drivers license. Secondly, the operator is required to ensure they have proper Required certification prior to driving in a restricted area.

D-5 *Failure to follow direction by an Airport Operations Supervisor or Traffic Officer

Airport Operations Supervisors are required to ensure the safe and secure operation of the Airport. Failure to obey a lawful order from an airport operations supervisor or an airport Traffic officer is not permitted.

D-6 *Refusing to cooperate in the event of an emergency

Any person that refuses to cooperate with other employees, supervisors, Law Enforcement,

Airport operations supervisor or first responders during an emergency is in violation of this regulation.

D-7 *Driving while “Under the influence” is prohibited

No person under the influence of a drug or alcohol may drive or operate motorized equipment on airport property.

D-8 * Failing to report a spill or a hazardous condition

Spills or any hazardous conditions are required to be reported to Airport Operations.

D-9 *Leaving the scene of an accident

Leaving the scene of an accident is prohibited. All accidents shall be reported to airport operations. Those involved shall remain on the scene until released by airport operations Or law enforcement.

VII. Security Violations

Security violations are listed by Levels. The Levels are 1,2, 3 and 4. Level 1 is 2 points. Level 2 is 4 points. Level 3 is 6 points. Level 4 is 10 points.

Level 1 violations 2 points

1-1 *Failure to maintain badge free from mutilation, damage, or defacement.

Airport ID Media (Badges) should not be left in vehicles due to the heat. When badges are issued, they are placed in a protective sleeve. Care should be taken to ensure the badge is properly cared for.

1-2 *Leaving a vehicle unattended where prohibited on airport property.

Vehicles cannot be left curbside on the terminal unattended. Vehicles left curbside unattended are subject to a parking citation as well as a security violation. Airport and tenant employees are NOT exempt from this restriction.

Level 2 4 points

2-1 *Failure to properly display a badge while in a regulated area

When in the AOA, Sterile or SIDA areas, personnel are required to visibly display their badges above the waist, below the neck and on the outermost garment. Badges cannot be placed into pockets or under shirts/jackets; They must be visibly displayed at all times while in the secured area.

2-2 *Allowing required Airport ID Media (Badges) to expire

Allowing your required Airport ID Media (badge) to expire creates extra work and cost for the airport, the company, and the badge holder. When a badge is allowed to expire the badge

holder will be required to start the badge process from the beginning. While the badge is expired the badge holder is not permitted to be escorted. This process could take up to one month depending on the time the vetting takes.

2-3 *Improper escorting

Escorting rules and regulations shall be enforced.

- Only authorized individuals with the proper “E” endorsement on their badges may escort other personnel.
- No single individual may escort more than five (5) un-badged people at a time without prior authorization from Airport Operations.
- Personnel being escorted must always remain within sight and hearing distance of their escort.
- Individuals who possess a valid badge may not be escorted.

Failure to comply with any of these regulations will result in a violation.

2-4 *Failure to provide proper ramp security

The ramps at airports are highly complex areas, and security and safety are a major concern. Those assigned as ramp security shall be responsible for maintaining this post. If no ramp security is being performed, the supervisor for this area will be held responsible.

2-5 *Allowing piggybacking

When a person allows someone to “tag along” or accompany them to pass security checkpoint Devices they are allowing them to “piggyback” on their credentials. This is prohibited.

2-6 *Improper gate security

Improperly closing or failing to secure a security door, leaving the gate while assigned as Security, or other forms of improperly securing a security gate/door is prohibited. **If you open the gate / door, you are responsible for that gate / door.**

2-7 *Graffiti or vandalism

Any graffiti or vandalism of airport property is prohibited.

2-8* Failure to report an accidental gate alarm.

Reporting an accidental alarm is mandatory. Failure to report the alarm and stay with it until relieved is in violation of this rule.

Level 3 violations 6 points

3-1 *Possession of vape devices, matches or lighters on the ramp.

Possession of vape devices, matches or lighters while on the ramp is prohibited. Matches or lighters are permitted if they are REQUIRED for official job functions.

3-2 *Deliberate false allegations against another person

Any false allegations against another person which results in an internal investigation is prohibited.

Level 4 violations 10 points and immediate revocation of badge is possible

4-1 *Acts of violence on airport property is prohibited.

Any behavior involving physical force which could damage property or hurt/kill another person is strictly Prohibited.

4-2 *Allowing others to use your ID for access into a secured area

Airport ID Media is assigned based on the badge holders' clearances and requirements for access to perform their job. Your badge is assigned to only you and is non-transferable.

4-3 *Being Escorted with an expired badge

Escorting someone with an expired badge, or having someone escort you while you have an expired badge is not permitted.

4-4 *Movement area violations

All movement area violations are strictly and quickly addressed. Movement into or onto a movement area without proper clearance or credentials is strictly prohibited.

4-5 *TSA violation

Any violation that results in an TSA or FAA official investigation and being found at fault.

4-6 *Dishonesty

Being dishonest or deceptive during an investigation, while working, training or testing is prohibited.

4-7 *Possession of prohibited items in secured areas

Guns, firearms, flare pistols, parts of guns, spear guns, axes, hatchets, bows and arrows, ice axes, knives, swords, sabers, saws, scissors, screwdrivers, throwing stars, bats, clubs, brass knuckles, crow bars, hockey sticks, nunchaku, pool cues, explosives, incendiaries, mace, pepper spray, spray paint, tear gas, cigar cutters, corkscrews, razors, knitting needles, toy weapons. Exceptions to certain items for official job use.

4-8* Submitting false information on an airport ID Media (Badge) application

Submitting a badge application and knowingly using false information is prohibited. All information on the application should be true and accurate.

VIII. Request for appeal

All badge holders can appeal a citation via a hearing process. To appeal, the badge holder must submit a completed "Request for Appeal" from within 5 business days from the date the citation was issued. To appeal the citation, you will go to badge office and ask for the appeal form.

Failure to file a completed appeal form within 5 business days of the issue of the citation will be taken as no appeal is being filled. This will prohibit the badge holder from any further action on contesting the citation.

XI. Hearing process

All hearings shall be heard before a panel of "hearing officers" which are peers that are appointed by the Airport Security coordinator. This hearing is administrative in nature and a badge holder will be given an opportunity to present any relevant extenuating circumstances.

The hearing shall be in person at the location determined by the board. Attendance of the badge holder is mandatory.

Security related violations, where the hearing panel's decisions will be forwarded to Airport Security Coordinator for additional review. The coordinator shall ensure that all rules by both parties have been followed and fair. Based on the findings, the ASC has sole discretion to accept or overrule the recommendation of the hearing board. In doing so, the ASC must submit the justification in doing so. Once the ASC has signed off on the decision, it is final and shall not be appealable. The badge holder shall be notified in writing as well as the badge holders' supervisor.

X. Badge suspension or revocation

In the event a badge is suspended or revoked, the badge holder as well as the authorized signatory for the badge shall be notified of the badge deactivation. A form will be sent to the badge holder with the information including the effective date of the badge deactivation and any instructions or requirements to re-activate the badge.

XI. General Information

Yes, this is an abundance of information. However, it is information that you need to become familiar with. Some important items to remember is:

- If you open the door or the gate, you are responsible for that door or gate and for who or what proceeds through it.
- Use of cell phones, air buds, air pods, ear plugs while on the ramp is prohibited unless for work related issues.

- Anytime you are in the AOA, SIDA, secured area, you are subject to search.
- FOD is a very important topic at this airport and is enforced. Please follow proper trash and /or FOD disposal practices.
- Your badge expiration date is printed boldly on your badge. Please do not allow the badge to expire.
- While in the SIDA, AOA, Sterile areas, your badge is required to be properly placed and visible.
- If performing an escort, maintain visual and verbal control of those you are responsible for.
- No piggybacking is permitted.
- Check your vehicle prior to starting work. Perform an inspection. Once you are operating the vehicle, you are responsible for it.
- If ever in doubt of rules or regulations, please contact airport operations and discuss it.

The airport would like to thank you for everything that you do in maintaining a safe and secure environment and we look forward to the many years of cooperation and teamwork.