ELECTRIC MOBILITY VEHICLE OPERATING INSTRUCTION

1. PURPOSE

The purpose of this instruction is to ensure the safe use of electric bicycles, electric wheelchairs and golf carts used by all institutions and organizations operating within the Fraport TAV Antalya Airport terminal buildings; to prevent potential accidents, injuries and property damage; and to minimize risks through measures to be taken within the scope of Occupational Health and Safety (OHS).

2. KAPSAM

This instruction covers the responsibilities of all organizations that own electric bicycles, electric wheelchairs and golf carts used at Antalya Airport terminals, as well as the responsibilities of users and user departments, and the rules for the use and maintenance of these vehicles.

The Energy Center is also included within the scope.

This instruction does not cover self-propelled wheelchairs or wheelchairs operated by an attendant.

All organizations that have an electric vehicle inside the terminal are required to obtain a license plate for each vehicle from the terminal operator in accordance with the Instruction on the Implementation Principles for Terminal Operations (SHT-33B-Terminal). License plate allocation is carried out within the scope of the Fraport TAV Electric Mobility Vehicle License Plate Allocation Instruction.

3. DEFINITIONS

Electric Mobility Vehicle : Electric bicycles, electric wheelchairs and golf carts used in terminal buildings.

Organization : Institutions and organizations, other than Fraport TAV, that use electric vehicles in the Antalya Airport terminal buildings.

Relevant Departments : Fraport TAV departments that use electric mobility vehicles.

Technical Department : Fraport TAV Technical Department.

Mechanical Unit : Fraport TAV Technical Department - Mechanical Unit.

4. RELATED DOCUMENTS

- Electric Mobility Vehicle License Plate Allocation Instruction
- Accident and Incident Procedure
- Accident and Damage Compensation Procedure
- Electric Bicycle Annual Maintenance Form
- Golf Cart Annual Maintenance Form
- Bicycle and Golf Cart Maintenance Plan
- Bicycle and Golf Cart Training Records
- Faulty Equipment Tracking List

Prepared by	Controlled by	Approved by
Duty Manager	Quality Management	Operation Manager

- Bicycle and Golf Cart User Undertaking
- Emergency Response Plan

5. IMPLEMENTATION

5.1. ELECTRIC VEHICLE USE AND MAINTENANCE PRINCIPLES



Figure-1: Golf Cart



Figure-2: Elektric Bicycle

A) VEHICLES AND MAINTENANCE

1) Electric bicycles must be equipped with a speedometer.

2) Periodic maintenance of electric mobility vehicles shall be carried out by the organization and the Mechanical Unit in accordance with the maintenance content and intervals specified by the manufacturer, where available; otherwise, at least once a year in accordance with the maintenance plan.

3) The battery, brake, tire, signal and headlight systems shall be checked regularly.

4) Maintenance performed shall be recorded in the **Bicycle Annual Maintenance Form and Golf Cart Annual Maintenance Form.**

B) AREAS OF USE, PARKING AND CHARGING

1) Vehicles may be used only on designated routes within the terminal buildings.

2) Vehicles shall not be used in areas open to traffic.

For example: Open and Multi-Storey Car Park Areas, Apron Area, Baggage Chute Area.

3) The use of electric vehicles is prohibited inside food and beverage areas and retail stores.

4) These vehicles shall not be used on rough roads, unpaved surfaces, sand- or gravel-covered surfaces, or tactile surfaces designated for PRM passengers.

5) Vehicles shall not be used in areas posing a fire safety risk (e.g. electrical rooms, low- and high-voltage rooms, mechanical rooms, storage areas, etc.), security control points (X-Ray, passport control points, etc.), retail stores, or passenger boarding bridge connection points.

6) Vehicles shall be parked only in designated areas.

Vehicles shall not be parked in the following locations:

a) Passenger areas

b) Security control points

c) In front of emergency exit doors

d) Apron, taxiways and aircraft parking stands

e) Around fire and electrical cabinets and hydrants

7) Battery charging shall be carried out only at designated charging stations.

8) Devices shall be charged using their own charging cables. Charging cables shall be kept away from sharp objects. Care shall be taken to ensure that heavy loads/vehicles do not pass over the cables during charging or while the cable is stored. Cables shall be kept away from wet surfaces.

9) Electric vehicles shall be secured against misuse and theft. When the vehicle is left unattended, the key shall be removed from the ignition. If the vehicle can be operated without a key, the start function shall be disabled.

C) USERS

1) Electric mobility vehicles may only be used by authorized employees (holding a Class B driving licence and having received training and certification from Fraport TAV).

2) Electric mobility vehicles shall not be used by employees with disabilities or restricted mobility.

3) Employees shall not use any electric mobility vehicle that is not under the authority of the organization for which they work.

4) Drivers are required to carry their User Training Certificate cards with them at all times while operating an electric vehicle.

5) In the event of any violation of legislation or this instruction, Fraport TAV reserves the right to cancel User Training Certificate cards.

D) RULES TO BE OBSERVED DURING USE

1) Before using the vehicle, it shall be confirmed that the vehicle, including all equipment on the vehicle, is operationally safe and ready for use.

Before using the vehicle, it shall be confirmed that the vehicle, including all equipment on the vehicle, is operationally safe and ready for use.

2) If a malfunction occurs that makes it impossible to continue using the vehicle, measures shall be taken to remove the faulty vehicle from the area immediately. The user shall inform the responsible person of the relevant department and the Technical Department.

3) Vehicles shall not be used when the driver is sleep-deprived or under the influence of medication, alcohol or other substances that may compromise safe operation.

Fraport TAV reserves the right to prohibit continued driving in the event of a violation or to stop vehicle use in other situations where unfitness to drive is clearly evident.

4) The use of electric vehicles shall not adversely affect or obstruct terminal operations.

5) Users shall wear protective equipment (reflective vest).

6) Seat belts or restraint systems, where available, shall be used at all times.

7) Vehicles shall not be operated barefoot or while wearing sandals, high-heeled shoes, open-toe shoes or slippers.

6) The speed limit shall be observed (maximum 12 km/h and use only on marked routes), and priority shall be given to pedestrian and passenger traffic.

7) At areas with heavy passenger circulation and where electric bicycle routes intersect, users shall dismount from the electric bicycle and pass through the relevant area on foot.

8) Drivers are responsible for the load and the electric vehicle throughout the entire period of use. Vehicles shall not be loaded beyond their carrying capacity. Loads shall be secured appropriately, taking into account the braking and acceleration capacity of the relevant vehicle.

9) The use of mobile phones or similar communication devices while driving is prohibited; headphones shall not be worn.

10) The brake and accelerator shall not be pressed at the same time.

11) The vehicle shall be operated while holding the handlebars with both hands and sitting fully on the seat.

12) Before reversing, the surroundings shall be checked and, where necessary, a spotter shall be used.

13) Care shall be taken to prevent sudden movement of the vehicle.

14) Vehicle headlights shall be switched on when operating in enclosed/dark areas.

15) When parking the vehicle, the ignition shall be switched off and it shall be ensured that the vehicle is locked.

E) ACTIONS TO BE TAKEN IN CASE OF FIRE

1) In the event of a fire, the provisions of the Fraport TAV Emergency Response Plan shall apply.

2) Vehicle drivers are required to immediately remove themselves, their vehicles and any passengers from the danger area, taking into account closed fire doors or pedestrians who are evacuating.

3) If the vehicle itself catches fire, drivers shall first ensure the safety of passengers and employees and notify the Fire Brigade and the Terminal Duty Manager.

F) ACCIDENTS AND RESPONSIBILITY

1) In the event of any accident involving injury to persons, the Accident and Incident Procedure shall be followed.

2) In the event of an accident involving injury, the Medical Unit (Tel: 0242 315 1112) and the Duty Manager (Tel: +90 0242 315 1106-1105) shall be contacted immediately.

3) If any fixture or material in the terminal is damaged, the **Accident and Damage Compensation Procedure** shall be followed.

4) In the event of an accident resulting in property damage, if the accident occurs inside the terminal, the Duty Manager (Tel: +90 0242 315 1106-1105) shall be informed immediately.

5.2. OCCUPATIONAL HEALTH AND SAFETY REQUIREMENTS

Organizations and the relevant Fraport TAV departments are responsible for taking the necessary measures within the framework of applicable legislation to ensure the occupational health and safety of employees.

Employees shall be required to act in accordance with the Occupational Health and Safety Law in force, other applicable legislation, and the instructions issued by Fraport TAV Antalya Airport while carrying out the work and procedures required under this instruction.

The Electric Bicycle and Golf Cart User Undertaking shall be signed by all users.

5.3. ENVIRONMENTAL REQUIREMENTS

Organizations shall ensure that all hazardous materials and wastes generated as a result of activities carried out within the scope of this instruction at Fraport TAV Antalya Airport are transported, disposed of and recycled in accordance with Environmental Legislation. In this context, end-of-life wastes such as vehicle batteries and tires shall be disposed of appropriately.

In addition, organizations shall segregate their wastes as defined by Terminal Management and dispose of them at the waste points they are authorized to use.

5.4. INSPECTION

Both the Terminal Duty Management and OHS Specialists shall carry out random measurements using handheld radar on a monthly sampling basis and shall inspect whether vehicle use complies with the instructions.

The following sanctions shall be applied in the event of identified non-conformities:

1- If vehicles are not used in accordance with the instructions (e.g. missing user documents or failure to comply with the speed limit), the user certificate shall be cancelled, the user shall receive on-site training from their own organization, then attend Fraport TAV training again to obtain a new certificate, and shall not use the vehicle during this period.

2- If the same user is found to have violated the rules for a second time, the certificate shall be cancelled, no new certificate shall be issued, and the person shall not be permitted to use a vehicle again.

3- If a vehicle that does not comply with the instructions (e.g. without a license plate, maintenance not performed on time, etc.) is found to be in use, a contractual penalty shall be applied to the relevant organization.

4- No electric vehicle without a license plate shall be permitted to be used inside the terminal.

5.5. RESPONSIBILITIES

- **Organizations and Relevant Departments:**

  - ✓ Ensure that only authorized and trained personnel operate the vehicles.
  - ✓ Prepare a list of electric bicycles and golf carts used within FTA and submit it to the Human Resources - Administrative Affairs Unit.
  - ✓ Report faulty vehicles in writing to the Administrative Affairs Unit.

- **Technical Department:**

  - ✓ Prepare maintenance forms for Electric Mobility Vehicles.
  - ✓ Prepare and follow up FTA Maintenance Plans and maintain and retain maintenance records.
  - ✓ Ensure that periodic inspections of vehicles are carried out on time in accordance with the maintenance plan.
  - ✓ Provide training.

- ✓ Determine vehicle routes and arrange/mark them in coordination with the Operations Department.
- ✓ Ensure that speedometers are installed on the vehicles.

- **Human Resources:**

  - ✓ Plan the training.
  - ✓ Coordinate with the Technical Department and users to conduct the training and retain the training records.
  - ✓ Print training certificates.
  - ✓ Have users sign the Electric Vehicle User Undertaking in order to ensure compliance with the rules and archive the signed undertakings.
  - ✓ Apply disciplinary sanctions to persons who violate the rules.

- **Quality:**

  - ✓ Inspection and control.

- **Operasyon:**

  - ✓ Carry out random handheld radar measurements together with the OHS Specialist.
  - ✓ Label vehicle routes and check that route markings remain intact.
  - ✓ Inspection and control.
