1. PURPOSE

The purpose of this instruction is to establish the principles for the use of electric bicycles, electric wheelchairs, scooters, Ginger-type vehicles, golf carts and similar vehicles used by all institutions and organizations operating within the Fraport TAV Antalya Airport terminal buildings, in accordance with the **DHMİ Fee Tariff**, and to minimize risks through the occupational health and safety measures to be implemented.

2. SCOPE

This instruction covers the principles regarding the issuance of identification plates for electric bicycles, electric wheelchairs, scooters, Ginger-type vehicles and golf carts operated by all institutions and organizations located within International Terminals 1 and 2 and the Domestic Terminal, as well as the users of such vehicles.

3. DEFINITIONS

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4. RELATED DOCUMENTS

Electric Bicycle / Electric Golf Cart Periodic Inspection Form

PPP Fee Tariff
FTA Periodic Maintenance Inspection Form

5. IMPLEMENTATION

This instruction regulates the issuance of identification plates for electric bicycles, electric wheelchairs, scooters, Ginger-type vehicles and golf carts used within the terminal buildings; their rules of use; user responsibilities; periodic maintenance of the vehicles; initial issuance of plates; and renewal payments.

5.1. EXISTING ELECTRIC VEHICLES IN THE TERMINAL

The electric wheelchairs, electric golf carts and electric bicycles currently present in the terminal, as illustrated below, have been included within the scope of this instruction. All similar electric vehicles placed into service after the effective date of this instruction, as well as their users, shall also be included within the scope of this implementation.



Figure 1: Electric Wheelchair



Figure 2: Golf Cart



Figure 3: Electric Bicycle

Prepared by	Controlled by	Approved by	Approved by	Approved by
Admn.Aff./ Mechanic Sys.	Quality Management	Director-Ops-Sec-Tec	General Manager	General Manager

5.2. PROCEDURES FOR THE ASSIGNMENT AND USE OF IDENTIFICATION PLATES FOR ELECTRIC VEHICLES

5.2.1. Identification Characteristics of Plates

The background, colour, code, number, characteristics and dimensions of the plate shall be manufactured in accordance with a defined standard. These specifications are as follows:

Plate Dimensions : 20 x 15 cm

Plate Thickness : 3 mm

Character Height : 5 cm

Character Thickness: 1,5 cm

Plate Material : Aluminium composite panel (Alucobond-type)

Plate Lettering : Sticker; the metal plate shall be manufactured with a matte finish and shall not be readily deformable.

5.2.2. Permanent Plates for Electric Transportation Vehicles

The characters on permanent plates shall be black, while the background shall remain in its natural colour.Each company receiving a plate shall be identified by a three-letter company code. For example; Havaş Ground Handling Co. – **HVS** Çelebi – **CHS** Turkish Ground Services – **TGS.**

5.2.3. Preparation of Electric Transportation Vehicle Plates

For terminal electric transportation vehicles requiring a permanent plate, the relevant institutions and organizations shall submit an official written application to FTA General Management. Plate applications shall specify the requested serial number, quantity and starting number. The applicable fee specified in the PPP Fee Tariff shall be deposited into the designated FTA bank account. The documentation shall subsequently be evaluated by the Administrative Affairs Unit. Once the plates have been prepared, they shall be delivered to the relevant companies. No fee shall be charged for plates issued for electric vehicles owned by the Terminal Operator, FTA, or for electric wheelchairs used for the transportation of passengers with disabilities. For all other electric vehicle plate fees collected, one-half (1/2) of the amount charged shall be paid to DHMİ.

5.2.4. Institutions and Organizations Required to Obtain Plates

It is mandatory to obtain an identification plate for:

- All institutions and organizations operating driver-controlled electric vehicles within the terminal, including ground handling companies, Air Clinic, suppliers of the Terminal Operator, etc.
- Vehicles belonging to public institutions operating within the terminal.
- Vehicles belonging to subcontractors carrying out works on behalf of the above-mentioned institutions, provided that full responsibility remains with those institutions, including construction, cleaning, security, healthcare, landscaping, etc.

5.2.5. General Responsibilities of Organizations

- All institutions and organizations operating electric vehicles within the terminal are required to obtain an identification plate.
- No electric vehicle without a plate shall be permitted to operate within the terminal.
- All institutions and organizations applying for a terminal electric transportation vehicle plate shall be legally responsible towards FTA General Management for the accuracy of the information and documentation submitted with their application, including the declared number of vehicles.
- All information, documents and records submitted by institutions and organizations applying for a terminal electric transportation vehicle plate shall be complete. Otherwise, the plate shall not be issued.

5.2.6. Requirements to Be Observed by Electric Vehicle Plate Holders

- The plate shall remain attached to the designated location on the relevant vehicle throughout the period during which the vehicle is in service.
- The plate shall only be valid for the electric vehicle for which it was issued. Assigned plates shall not be used for any purpose other than their intended purpose.
- All institutions and organizations to which a plate has been issued shall comply with the provisions of this instruction.
- Where a replacement plate is requested due to damage, deterioration, loss from the vehicle, etc., the vehicle shall not be permitted to remain in service until the old plate has been returned. However, where the old plate cannot be returned, a new plate shall be issued following completion of the necessary procedures in accordance with the **PPP Fee Tariff**.
- Institutions and organizations identified as operating electric vehicles in violation of this instruction shall not be permitted to operate their electric transportation vehicles.

5.2.7. Electric Vehicle Plate Application, Evaluation, Approval and Delivery Procedures

- For the allocation of a terminal electric vehicle plate, a **Request Form** shall be completed and submitted in writing to FTA General Management together with the requested information, documents and records.
- The plate request shall be evaluated by FTA General Management in accordance with the provisions of this instruction.
- Approved plates shall be delivered to the relevant company by the **FTA Administrative Affairs Unit** against a formal handover record.

5.2.8. Renewal and Replacement of Electric Vehicle Plates

- A terminal electric vehicle plate shall be allocated to institutions and organizations upon collection of the applicable fee specified in the current **DHMİ Airports PPP Fee Tariff**, and shall remain valid until the last day of December of the relevant year. If the plate is to continue to be used in subsequent years, payment of the annual renewal fee shall be mandatory.
- Renewals shall be completed each year by the end of business on the last day of January and shall remain valid for one year, covering the period from **1 January to 31 December** of the relevant year. Renewal does not require physical replacement of the plate.

- Where replacement is requested before expiry due to loss, damage, deterioration, etc., the applicable fee shall be collected in accordance with the **PPP Fee Tariff** and a new plate shall be issued.

5.2.9. Actions to Be Taken in the Event of Loss or Theft of an Electric Vehicle Plate

- Institutions and organizations shall immediately notify the **FTA Administrative Affairs Unit** of the loss of an electric vehicle plate by telephone, e-mail, fax or another available communication method. The situation shall additionally be notified by official letter within **five business days**.

- The relevant institution/organization shall be responsible for any adverse consequences arising from failure to report the loss of an electric vehicle plate.

5.2.10. Return of an Electric Vehicle Plate

- Where equipment for which an electric vehicle plate has been issued is permanently taken out of service, the institution or organization shall return the plate to FTA General Management by official letter within **five business days**.

- Electric vehicles for which no renewal application has been submitted, or for which the renewal fee has not been paid by the end of the last business day of January, shall be removed from the service list. If a new application is subsequently submitted for the same vehicle, the applicable fee shall be collected in accordance with the current **DHMİ PPP Fee Tariff**, and a new plate shall be issued.

5.2.11. Electric Vehicle Plate Fees

The determination and collection of initial issuance and renewal fees for terminal electric transportation vehicle plates shall be carried out in accordance with the principles and procedures specified in the **DHMİ Airports PPP Fee Tariff**.

5.3. CONTROL AND INSPECTION OF ELECTRIC VEHICLE PLATES

Proper use of the plates shall be inspected by the **FTA Administrative Affairs Unit** and the **Terminal Duty Manager's Office**, as authorized by FTA General Management, in accordance with the principles set out in this instruction.

5.4. OCCUPATIONAL HEALTH, SAFETY AND ENVIRONMENTAL RULES

Organizations shall be responsible for taking all necessary measures to ensure the occupational health and safety of their employees in accordance with applicable legislation.

Employees shall be required to carry out all works and activities under this instruction in accordance with the applicable Occupational Health and Safety Law, other relevant legislation, and the instructions issued by Fraport TAV Antalya Airport.

5.5.1. Occupational Health and Safety Rules

Users of electric vehicles are responsible for complying with the requirements of this instruction and the occupational health and safety rules established by the Terminal Operator.

- Personnel who have not received the required user training and certification shall not operate such vehicles.

- Vehicles shall be operated on designated routes and parked in designated areas. Where it is necessary to leave the designated route, such vehicles shall not be operated in areas with heavy passenger traffic, except for vehicles providing services directly to passengers.

- All electrical and mechanical equipment installed on the vehicle, including the horn, headlights, indicators, etc., shall be in proper working condition.
- Proper operation of the brakes shall be verified.
- The vehicle shall only be operated after the user has completed the required tyre inspections. The vehicle shall not be used if inspection of the tyre surface identifies cuts, tears or deformation, or where tyre pressure is insufficient.
- Organizations shall not operate any electric transportation vehicle for which they are not authorized.
- The maximum speed limit for electric transportation vehicles shall be 10 km/h.
- In the event of an accident involving an electric vehicle or injury to any person, the relevant Police Department authorities shall be notified. Where any fixed asset, equipment or material belonging to another institution is damaged, the relevant institution shall be compensated for such damage.

5.5.2. Environmental Impacts

Organizations shall ensure that all hazardous materials and wastes generated as a result of activities carried out under this instruction within Fraport TAV Antalya Airport are transported, disposed of and recycled in accordance with applicable environmental legislation.

Within this scope, end-of-life wastes associated with these vehicles, including batteries and tyres, shall be appropriately disposed of. In addition, organizations shall segregate their wastes in accordance with the requirements defined by Terminal Management and dispose of them at the designated waste collection points they are authorized to use.

6. RESPONSIBILITY FOR IMPLEMENTATION OF THE TERMINAL ELECTRIC TRANSPORTATION VEHICLE INSTRUCTION

The Human Resources – Administrative Affairs Department shall be responsible for the preparation and overall implementation of the Terminal Electric Transportation Vehicle Plate Instruction. The Quality Department shall be responsible for revising the instruction where necessary, ensuring its publication and distribution, and cancelling it where it is withdrawn from force. All management personnel and employees shall be responsible for ensuring that this instruction is available within their departments, communicating its requirements to personnel, and acting in accordance with the provisions of this instruction.

7. AUTHORITY REGARDING THE TERMINAL ELECTRIC TRANSPORTATION VEHICLE INSTRUCTION

Authority to withdraw the Terminal Electric Transportation Vehicle Plate Instruction, either wholly or partially, shall rest with the General Manager, subject to written notification and approval received from DHMİ.

8. APPROVAL OF THE TERMINAL ELECTRIC TRANSPORTATION VEHICLE INSTRUCTION

The Terminal Electric Transportation Vehicle Plate Instruction shall enter / has entered into force on ……/……/……, upon approval by the General Manager.