
GACAR PART 68 – GROUND SERVICES PERSONNEL WORK PERMIT

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GACAR PART 68 – GROUND SERVICES PERSONNEL WORK PERMIT

SUBPART A – GENERAL

§ 68.1 Applicability.

(a) This part prescribes:

- (1) The requirements for issuing a ground services personnel work permit and its associated job function endorsement(s);
- (2) The conditions under which those permits are necessary, and the obligations, privileges and limitations for the holders of those permits.
- (3) For aerodrome operators to take action on observed noncompliance with this part.

(b) This part applies to:

- (1) Ground service providers certificated under GACAR Part 151;
- (2) Entities subcontracted by a ground service provider certificated under GACAR Part 151;
- (3) Commercial air operators certificated under GACAR Part 119 and operating under GACAR Part 121 or Part 135 that provide ground services for their own operations, hereinafter referred to as "self-handlers";
- (4) Aerodrome operators within the applicability of GACAR Part 139 that their staff is engaged in any of the ground service functions prescribed in GACAR § 68.3 in support of their own operations;
- (5) A repair station certificated under GACAR Part 145 or an aircraft maintenance provider certificated under equivalent foreign regulations that their staff is engaged in any of the ground service functions prescribed in GACAR § 68.3 in support of their own operations; and
- (6) Ground services personnel working for the organizations identified above, who are employed on a full-time or on a part-time or on a seasonal basis.

(c) For the purposes of this part, the certificated organizations identified in paragraphs (b)(1),

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(b)(3), (b)(4) and (b)(5) of this section are hereinafter referred to as “sponsoring organizations”.

§ 68.3 Work Permit Required.

No person may perform any of the following job functions for an organization identified in GACAR § 68.1(b), at an aerodrome in the Kingdom of Saudi Arabia (KSA), unless that person has in his personal possession a valid ground services personnel work permit issued under this part that is properly endorsed for the applicable job function(s) being performed:

- (a) Ground support equipment operation.
- (b) Aircraft marshalling.
- (c) Dangerous goods handling.
- (d) Load control / loading supervision.
- (e) Passenger handling.
- (f) Ramp supervision / aircraft turnaround coordination.
- (g) Headset operation.
- (h) Cargo handling.
- (i) Into-plane catering.
- (j) Into-plane fueling.
- (k) Baggage handling.
- (l) Passenger boarding bridge operation.

§ 68.5 Eligibility Requirements.

To be eligible for a ground services personnel work permit, a person must—

- (a) Be at least 18 years of age;

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(b) Be employed by:

- (1) A ground service provider certificated under GACAR Part 151;
- (2) An organization that is not certificated under GACAR Part 151 but is subcontracted and operates under the responsibility of a ground service provider certificated under GACAR Part 151;
- (3) A self-handling commercial air operator certificated under GACAR Part 119 and operating under GACAR Part 121 or Part 135;
- (4) An aerodrome certificated under GACAR Part 139; or
- (5) A repair station certificated under GACAR Part 145 or an aircraft maintenance provider certificated under equivalent foreign regulations.

(c) Be able to read, speak, write, and understand the Arabic or English language. Headset operators must comply with the English language proficiency requirements prescribed in GACAR § 68.7(g).

§ 68.7 Training Requirements.

An applicant for a ground services personnel work permit must present documentary evidence that the applicant has successfully completed formal training that is acceptable to the President and is specifically designed to qualify the applicant for the job function(s) for which the applicant is to be employed. This training must include:

- (a) Training in the specific job function(s) according to the International Air Transport Association (IATA) Airport Handing Manual (AHM) and IATA Safety Audit for Ground Operations (ISAGO) guidelines;
- (b) Training in the employer's relevant manuals, technical policies, operating and emergency response procedures;
- (c) Familiarization training specific to the ground station/aerodrome the applicant will be employed;
- (d) Training in all relevant GACAR requirements applicable to the employer's operation and the

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job function(s) to be performed;

- (e) Recurrent training designed to maintain the currency of the permit holder's knowledge and skills within the preceding 24 months;
- (f) If applicable, dangerous goods awareness or acceptance training as prescribed in GACAR Part 109;
- (g) Ground services personnel involved in direct communication with pilots in the context of their daily duties, such as headset operators or radio operators, must provide evidence that they can read, speak, write and understand the English language and use aviation terminology at least equivalent to Level 3 of ICAO English Language Proficiency requirements;
- (h) Health and safety awareness training; and
- (i) Security awareness training.

§ 68.8 Recency of Experience

For ground services personnel who have not exercised the privileges of their work permit for the last 6 consecutive months, their employer must provide refresher training designed to qualify the applicant for the job function(s) for which the applicant is employed.

§ 68.9 Obligations, Privileges and Limitations.

(a) *Obligations.* Each person holding a work permit issued under this part must:

- (1) Satisfy the requirements of this part at all times;
- (2) Comply with the policies, procedures and instructions of their employer and their sponsoring organization; and
- (3) Exercise their duties with due regard to safe operations and best practices.

(b) *Privileges.* Subject to compliance with the requirements specified in this part, the privileges of the holder of a ground services personnel work permit are to provide ground services for their sponsoring organization, in the job function(s) and at the aerodrome endorsed on their work permit.

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(c) *Limitations.*

- (1) No person may exercise the privileges of a permit issued under this part contrary to any applicable GACAR requirement or while under the influence of any psychoactive substance, by reason of which human performance is impaired.
- (2) No person may drive on the airside without a valid airside driving permit issued by the relevant aerodrome operator.
- (3) No person may exercise the privileges of a permit issued under this part without a valid aerodrome security badge.
- (4) No person employed by a subcontracted entity may exercise the privileges of their work permit for an entity other than their sponsoring organization.

§ 68.11 Display and Inspection of Work Permit.

- (a) Each person who holds a ground services personnel work permit must display it at all times while on duty.
- (b) Each person who holds a ground services personnel work permit must present it for inspection upon request from the President or a designated official of the aerodrome operator. If a person is found to exercise job functions that are not endorsed in their work permit, or their permit is not valid, or the holder is in violation of GACAR § 68.23, immediate actions must be taken by the President or the aerodrome operator to remove this person from duty and to notify the sponsoring organization and the GACA.
- (c) An aerodrome operator who detects any noncompliance with this part or identifies unsafe operating practices by the holder of a ground services personnel work permit issued under this part must immediately report relevant details to the permit holder's sponsoring organization and to the GACA.

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SUBPART B – ISSUANCE OF WORK PERMIT

§ 68.21 Application for and Issuance of a Work Permit (Initial or Renewal).

- (a) An applicant who satisfactorily meets all the requirements for the issuance of a work permit under this part may receive a work permit from the President.
- (b) Application for a ground services personnel work permit under this part must be made on a form and in a manner prescribed by the President.
- (c) Only a sponsoring organization as defined in GACAR § 68.1(c) may apply for a ground services personnel work permit under this part. Applications must be made on behalf of its employees, or the employees of its subcontracted organizations who require a work permit in accordance with GACAR § 68.3.
- (d) Each organization who applies for a permit issued under this part must show evidence that the applicable fee prescribed in the Implementation Regulation of the Civil Aviation Tariff Act has been paid.
- (e) Application must include the following in a form acceptable to the President:
 - (1) Completed application form;
 - (2) Copy of valid training certificates (initial or recurrent) relevant to the applicant's job function(s);
 - (3) Copy of the applicant's Saudi National Identification card or Iqama;
 - (4) Copy of applicant's passport;
 - (5) Copy of applicant's airport security badge;
 - (6) A written statement by the sponsoring organization, signed by a person acceptable to the President, attesting to the applicant's required training, qualifications and eligibility for the issue of a work permit relevant to the job function(s) and work location/aerodrome to be endorsed; and

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(7) Applicants seeking privileges as a headset operator must provide evidence that they read, speak, write and understand the English language and aviation terminology.

(f) The holder of a permit issued under this part may apply for renewal of that permit no earlier than 3 months, and no later than 1 month, before the expiration date indicated on the permit. To avoid suspension of privileges, an application for renewal must be submitted sufficiently in advance of expiration to permit processing of the application and issuance of the new permit. The holder of a permit applying for renewal, may not exercise the privileges of an expired permit.

(g) In case of late application for renewal, the relevant application fee will be doubled.

§ 68.23 Offenses Involving Psychoactive Substances.

(a) A conviction for the violation of any law related to the growing, processing, manufacture, sale, disposition, possession, transportation, or importation of psychoactive substances is grounds for—

(1) Denial of an application for any work permit issued under this part.

(2) Suspension or revocation of any work permit issued under this part.

(b) A refusal to submit to a test to indicate the presence of psychoactive substances in the body, when requested by the President is grounds for—

(1) Denial of an application for any work permit issued under this part; or

(2) Suspension or revocation of any work permit issued under this part.

(c) Any test information obtained by the President under this section may be evaluated in determining a person's qualifications for a ground service provider personnel work permit or possible violations, and may be used as evidence in any legal proceeding under the Civil Aviation Law.

§ 68.25 Duration of Work Permit.

(a) Unless otherwise established by the President, the validity period endorsed on the work permit is 24 months from the date of issue.

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(b) A work permit issued under this part is valid until the earliest of the following—

- (1) The validity period as endorsed on the permit is expired;
- (2) The holder is no longer providing ground services for their sponsoring organization or working at the location endorsed on the permit;
- (3) The permit is surrendered, suspended, or revoked.

§ 68.26 Suspension or Revocation of Work Permit.

(a) The President may suspend or revoke a work permit in accordance with the remedial certificate actions prescribed in GACAR Part 13 if:

- (1) He deems that the person is not competent for the execution of the duties and responsibilities of the job function, or/and has displayed unprofessional attitude or recklessness in the execution of duties.
- (2) Any of the documentation provided accompanying the application for the issuance/renewal of a work permit is proven to be forged, false or misleading.
- (3) The aerodrome operator has repeatedly issued violations for a person.
- (4) For violations of GACAR § 68.23.

(b) A person whose ground services personnel work permit is revoked may not apply for a work permit for 1 year after the date of revocation, unless the order of revocation provides otherwise.

(c) The holder of a work permit issued under this part that is suspended, revoked, or no longer valid must return it to GACA as prescribed in GACAR § 68.33.

§ 68.27 Change of Name.

(a) An application to change the name of the holder on a work permit issued under this part must be accompanied by—

- (1) The applicant's ground services personnel work permit;
- (2) The original legal document verifying the name change; and

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- (3) A letter to the President from the applicant's sponsoring organization attesting to the change of name.
- (b) The document in paragraph (a)(2) of this section will be returned to the applicant after inspection.

§ 68.29 Change of Work Permit Privileges.

(a) A sponsoring organization may submit an application for amending privilege(s) on the work permit of one of their employees or their subcontracted employees. The application must be accompanied by:

- (1) In case of new job function(s):
 - (i) Training records relevant to the job function(s); and
 - (ii) A written statement in accordance with GACAR § 68.21(e)(5).
- (2) In case of a new aerodrome location:
 - (i) Relevant evidence of familiarization training at the new aerodrome.

(b) The application submitted in the context of paragraph (a) of this section must be accompanied by evidence that the appropriate fee has been paid in accordance with the Implementation Regulation of the Civil Aviation Tariff Act.

(c) The amended work permit retains the same expiration date as the work permit for which amendment was sought.

§ 68.31 Replacement of Lost or Destroyed Work Permit.

(a) A request for the replacement of a lost or destroyed work permit requires the submission of an application for replacement accompanied by evidence that the appropriate fee has been paid in accordance with the Implementation Regulation of the Civil Aviation Tariff Act.

(b) A replacement work permit retains the same expiration date as the original one which is replaced.

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- (c) No person may exercise the privileges of a work permit issued under this part while awaiting their replacement permit.
- (d) The holder of a work permit must immediately inform their employer if their permit has been lost or destroyed.

§ 68.33 Surrendered Work Permit.

- (a) When a ground services personnel work permit is no longer valid, the work permit holder must return the permit to their employer immediately.
- (b) Each employer who receives a work permit under the provisions of paragraph (a) of this section must return the permit to the GACA no later than 48 hours after they receive it.