

An aerial photograph of an airport tarmac. In the center, a white airplane with blue and red accents is parked on a grey concrete apron. Several ground support equipment vehicles, including a large white truck and smaller service vehicles, are positioned around the aircraft. The tarmac is marked with yellow and white lines, including dashed yellow lines for vehicle paths and white dashed lines for pedestrian crossings. In the foreground, the white corrugated metal roof of an airport building is visible, with several ventilation units. The background shows more of the tarmac and a grassy area.

ROCKHAMPTON AERODROME

AIRSIDE DRIVING HANDBOOK

ISSUE 1E - MAY 2016

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Overview

Rockhampton Regional Council (RRC) is the owner and operator of Rockhampton Aerodrome (the Aerodrome). Rockhampton Airport Management is responsible for the safe operation of Rockhampton Aerodrome.

Motor vehicle activity (vehicle) and access is controlled and the responsibility of the Airport Management. This control is administered in accordance with Section 2.10 of the *Rockhampton Aerodrome Manual* and is enforceable through Commonwealth and Local Government laws.

A driver of a vehicle on Rockhampton Aerodrome is accountable for his or her actions. A person who is given access to the Aerodrome shall indemnify the RRC and its officers from their actions in all circumstances. The Airside Vehicle Indemnity & Release document was created for this purpose and must be completed by the owner / operator of an airside vehicle and the vehicle driver (e.g. sole traders) or the driver's employer (e.g. ground handling agent).

When operating vehicles airside, drivers must carry both a current Driver Licence, this excludes a Learner's Licence / Permit, and an Airside Driving Authorisation (ADA). All vehicles must display an Airside Vehicle Permit (AVP), issued by the Airport Management or be escorted by an Aerodrome Reporting Officer.

A Category 3B or 4 Airside Driving Authorisation may only be issued to those applicants who have a requirement to enter runways or taxiways in radio equipped vehicles and who are in direct contact with Air Traffic Control (ATC) and hold an Aeronautical Radio Operator Certificate.

Airside Vehicle Permit (AVP)

All vehicles that enter airside, including the Apron Services Area (ASA) must display an Airside Vehicle Permit (AVP).

Before issuing an AVP, Rockhampton Airport Management will require:

- a) Evidence that the vehicle meets the Vehicle Requirements for an Airside Vehicle Permit
- b) A completed RRC Indemnity & Release form;
- c) Evidence of appropriate insurance;

In addition, the applicant must meet one or more of the following:

- a) be directly involved with the operations or servicing of aircraft (including refuelling);
- b) be directly involved with the servicing of Ground Service Equipment that cannot be serviced landside;
- c) be directly involved with the servicing or maintenance of airside facilities, equipment or the building/s, including all terminals, or other airside facilities, and that these areas cannot be reached via the landside

Note: Vehicles that are operating airside under escort do not require an AVP.

Airside Driving Authorisation (ADA)

All drivers operating vehicles airside must hold an Airside Driving Authorisation (ADA) in the category that authorises you to drive a vehicle in that area.

To obtain an ADA you will need to satisfy the following requirements:

- a) has an operational requirement to drive unescorted on the airside on a frequent basis (i.e. at least weekly);
- b) holds a current Australian State, Territory or International Drivers Licence, excluding a Learner's Licence/Permit, to drive the class of vehicle / equipment to be operated, or for other plant / equipment, the nearest equivalent where a class or qualification does not exist. The licence must be carried at all times when operating a vehicle airside and be produced when requested by an Aerodrome Reporting Officer;
- c) provides evidence that the ADA applicant holds a valid Aviation Security Identification Card (ASIC) for the area of operation or;
 - that the applicant has applied for an ASIC and holds a valid Visitors Identification Card (VIC) for Rockhampton Aerodrome or;
 - in the case of short term ADA applications (e.g. during military exercises), the AOC may approve an ADA for a person holding a valid VIC, or an appropriate defence identity document;
- d) is familiar with the Aerodrome layout and comprehends the terminology used to describe the operational areas;
- e) understands the significance and meaning of airside signs and markings;
- f) if applying for a Cat 3b or 4 ADA, holds an Aeronautical Radio Operator Certificate, issued by the Civil Aviation Safety Authority or its delegate or defence force equivalent;
- g) if applying for a Cat 3b or 4 ADA, has a thorough knowledge of Air Traffic Control instructions, movement area operating restrictions and safety issues associated with the operation of these areas;
- h) has competently completed the applicable RRC airside driver training course;
- i) has competently completed the applicable RRC practical competency assessment.
- j) complies with any other reasonable requirements, which may be imposed by Rockhampton Aerodrome Management;

There are currently 7 categories of ADA:

a) Category 1 – Perimeter Road

b) Category 2A – GA Apron

All of the GA Apron including the GA Apron taxiways and taxilanes.

c) Category 2B – RPT Apron Limited

The RPT Apron, but does not include the RPT Apron Taxiway to the west of the parking clearance line.

d) Category 3A – All RPT Apron

All of the RPT Apron including the RPT Apron taxiway. The RPT Apron taxiway (west of the RPT Apron parking clearance line) must be accessed only when absolutely necessary to service aircraft.

e) Category 3B – RPT & GA Aprons

The RPT Apron, including the RPT Apron taxiway, and the GA Apron, it also allows the holder to cross Runway 04/22 via Taxiways HOTEL, GOLF AND ECHO.

f) Category 4 – All Airside Areas

g) Category 5 – Defence Personnel

ADA approval and issuing processed will be determined for each site deployment event. The AOC will liaise with senior defence officers to establish the limits of vehicle access, existing driver competencies and site training required.

Note:

- The above ADA categories are only applicable to Rockhampton Aerodrome and are not transferable to other airports.
- A driving approval issued for another airport does not constitute an authority to drive airside at Rockhampton Aerodrome.

Note: Drivers operating vehicles airside under escort do not require an ADA

Any suspension or loss of a State or Territory or International drivers licence, excluding a learner's licence/permit, must be reported to the AOC within 48 hours. During this time the ADA holder will not operate any vehicle or equipment Airside without the prior permission of the AOC. The AOC will assess the options available under this Part when considering the continued operation of vehicles or equipment by the ADA holder.

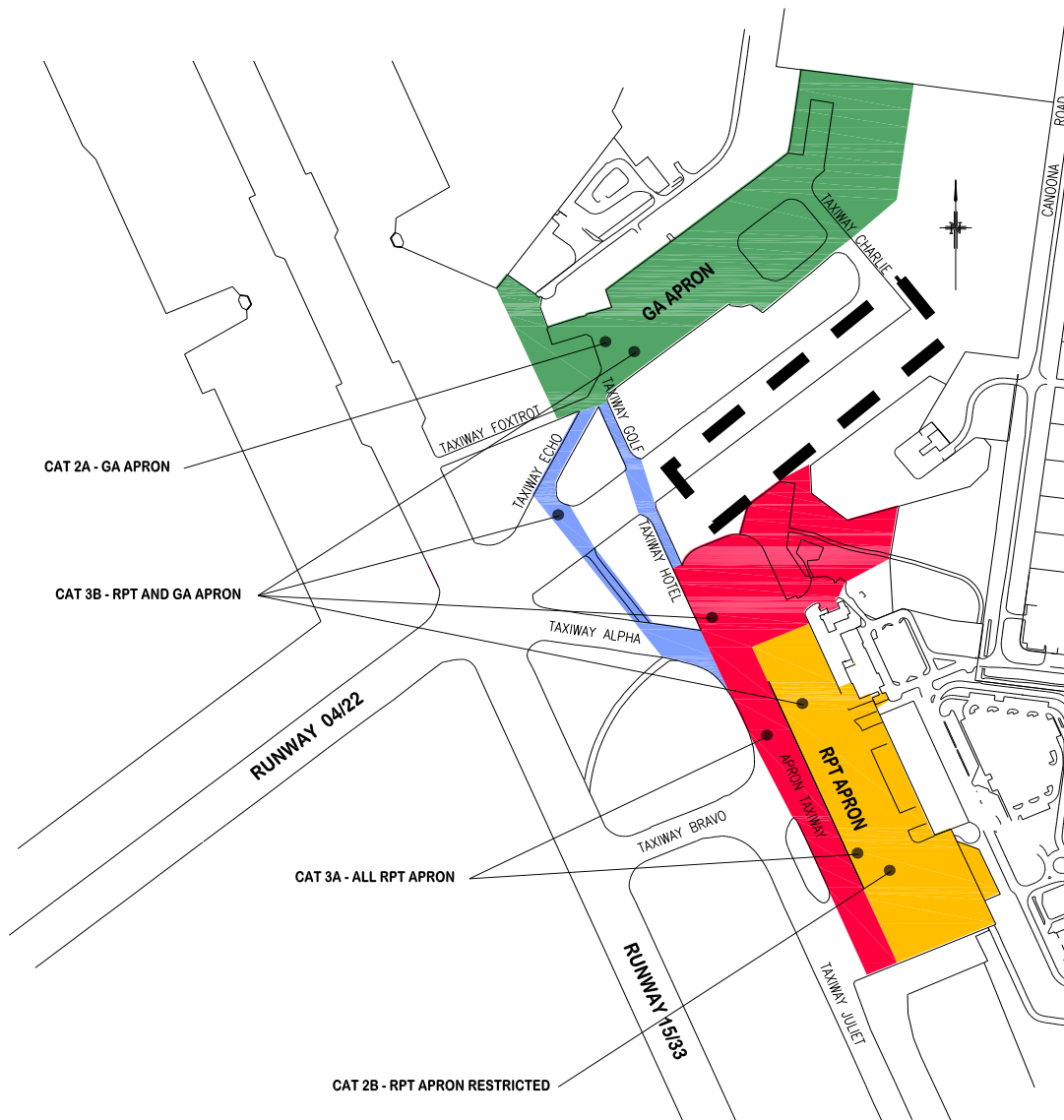
Where Can I Drive Airside?

There are seven (7) Airside Driving Approval (ADA) categories:

- **Category 1** Perimeter Road
- **Category 2A** GA Apron
- **Category 2B** RPT Apron Restricted
- **Category 3A** All RPT Apron
- **Category 3B** RPT & GA Aprons *
- **Category 4** All Airside Areas *
- **Category 5** Defence designated areas*

NOTE:

* A CASA Aeronautical Radio Operator Certificate is required for all operations in these areas.



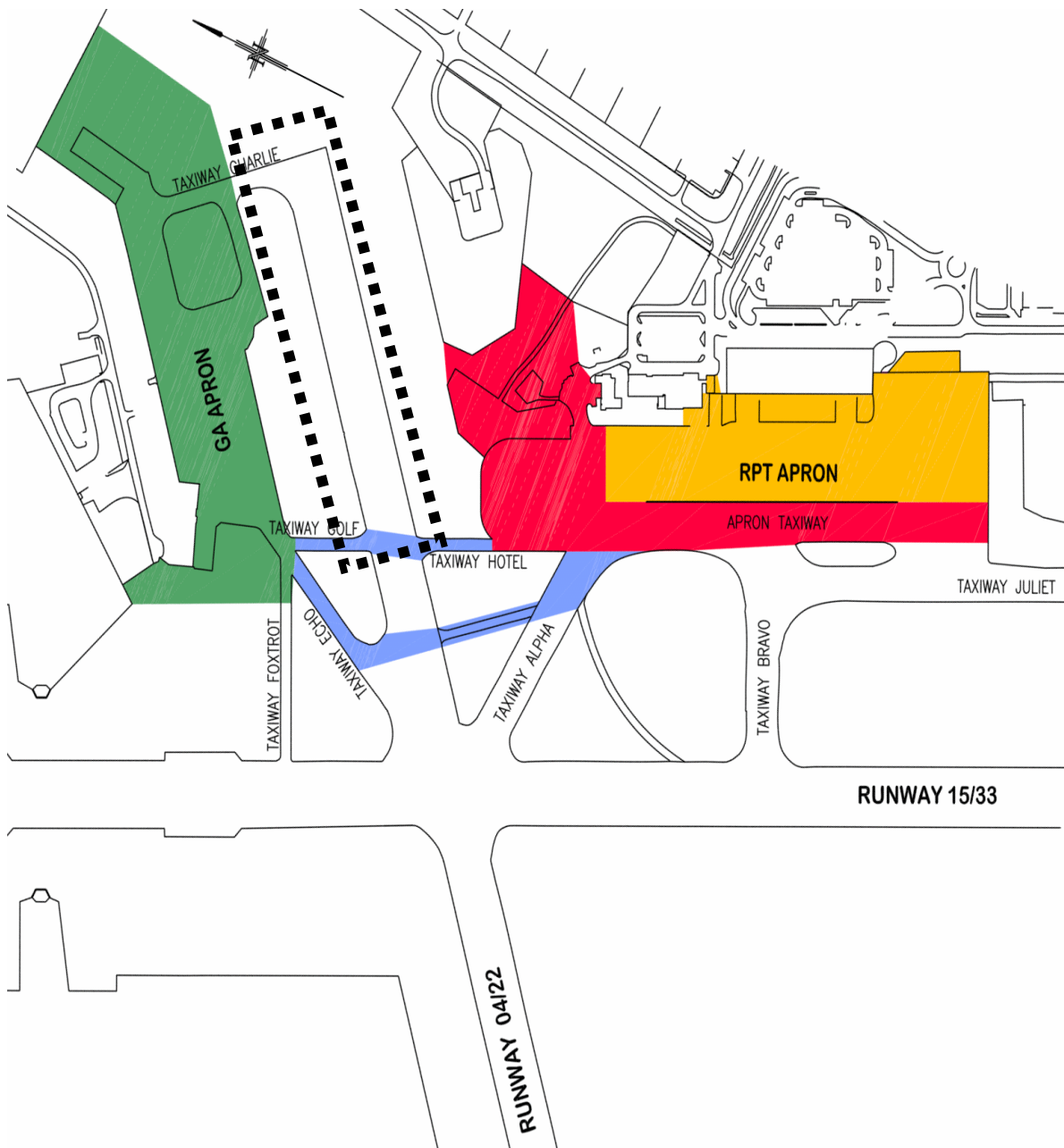
Military Exercises

During exercises the eastern end of RWY 04/22 (east of taxiways 'H' & 'G') is closed to normal aircraft operations (the rectangular area shown in black dots)

At this time, holders of Cat 3A, 3B & 4 ADA's are authorised to transit this area for operational purposes only (e.g. refuelling of military aircraft).

At the time of each exercise information will be distributed advising the portions of RWY 04/22 that require ATC clearance.

Defence personnel and their aircraft maintenance contractors may be issued Cat 5 ADA's where defence radio operation competencies exist, or when radio use is not required for the specific area of activity.



Airside Safety

Key Safety Rules

The following are KEY SAFETY RULES. Consistent breach of these rules may result in the loss of airside driving privileges.

Drivers must obey all regulatory signs and comply with instructions given by officers of the Aerodrome operator (e.g. Aerodrome Reporting Officers).

Speed Limits

When driving airside you must obey all regulatory signs and adhere to the following speed limits:

within 15 metres of an aircraft	10 km/h
apron movement areas	25 km/h
runways & Taxiway Juliet when south of the RPT Apron	60 km/h
baggage handling areas	walking pace
valid emergencies	no speed restrictions (except <15m from aircraft)

No Seat, No Ride

No person shall ride on or operate a vehicle when the passenger/cargo load is in excess of the designated / constructed capacity of that vehicle (e.g. No Seat – No Ride).

Safety In The Vicinity Of Aircraft

Vehicles must give way to moving aircraft at all times, even when they are under tow. Drivers must also be aware of safety distances when driving vehicles in the vicinity of parked aircraft:

- 3m clear of parked aircraft
- 15m clear of refuelling/defuelling aircraft

When an aircraft has its red anti collision beacon(s) operating, it indicates that the engines may be running or about to be started, the aircraft is being towed or the aircraft is taxiing or about to commence.

All vehicles/equipment must be kept a safe distance behind operational aircraft to reduce any potential harm created by jet blast or propeller wash.

Vehicles shall not be used to service, load or unload an aircraft unless a representative or agent of the aircraft operator is present to direct the movement of the vehicle.

Alcohol / Drugs

Safety Sensitive Aviation Activity (SSAA) employees who perform duties 2 or more times within a 90 day period within an aerodrome testing area may be subject to drug and alcohol testing in accordance with their respective employer's Drug and Alcohol Management Plan (DAMP). In addition to the drug and alcohol testing conducted by or on behalf of an employer, SSAA employees may also be subject to random drug and alcohol testing by CASA under Part 99C of the Civil Aviation Safety Regulations.

Driving On the Apron

Wherever possible, vehicle movements on an apron area shall be via defined Vehicle Access Lanes. This restriction does not apply to vehicle/equipment in radio contact with ATC.

The apron taxiway on the runway (western) side of the RPT apron is only accessible to Category 3 & 4 authorised airside drivers.

Driving On The Manoeuvring Area

You must not drive a vehicle on the manoeuvring area unless:

- you hold a valid Airside Driving Approval (ADA) for the area (Category 3A,3B , 4 & 5);
- the vehicle is equipped with a radio capable of two-way communication with Air Traffic Control (if operating) and aircraft;
- you hold a CASA Aeronautical Radio Operator Certificate (or a defence equivalent);
- you have obtained prior clearance from ATC (not applicable to apron taxiways); OR
- the vehicle is under escort of an Aerodrome Reporting Officer or other authorised officer.

Designated taxiways within the manoeuvring area that require ATC clearance are Alpha / Bravo / Charlie / Echo / Foxtrot / Golf / Hotel / Juliet / Kilo.

Low Visibility Operations

For all low visibility operations all non-essential vehicles shall **not be permitted** on the manoeuvring area.

A detailed explanation of the Low Visibility Procedures can be found in Part 2, Section 16 of the Rockhampton Aerodrome Manual.

Parking Of Vehicles

Airside vehicles are prohibited from parking within two (2) metres of the airside/landside boundary fence or within three (3) metres of the fence when parked landside.

Vehicles must not be parked where they may obstruct aircraft, other vehicles, pedestrian traffic, gates or access doors.

If vehicles need to be parked in an operational airside area unattended for a short time, the doors should be closed but unlocked, keys left in the ignition switch and handbrake on.

Refuelling Vehicles

Refuelling tanker vehicles/dispenser vehicles are not permitted to transit within any terminal building at the Airport. Refuelling tanker vehicles/dispenser vehicles are not permitted to park unattended within 15 metres of the RPT Terminal.

Reversing Of Vehicles

Drivers must exercise extreme caution when operating a vehicle in reverse gear. Drivers operating vehicles in reverse must be able to see all areas behind the vehicle or seek assistance from a person located external to the vehicle before reversing occurs.

Incidents/Accidents & Hazards

In accordance with the requirements of the Rockhampton Aerodrome Safety Management System (SMS), if you are a driver of a vehicle involved in an incident/accident on airside which:

- causes personal injury;
- causes property damage; OR
- had the potential to cause personal injury or property damage.

you must immediately report the incident/accident to an Aerodrome Reporting Officer and provide a completed Safety Incident Report Form to the Airport Operations Coordinator describing how the accident occurred.

A person will be tested for the presence of alcohol and testable drugs after an accident or serious incident involving a SSAA employee that occurs whilst they are performing, or available to perform, a SSAA, provided that suitable test conditions exist.

If you observe a safety hazard on the Aerodrome, you should complete a Hazard Report Form and deliver it to the Airport Operations Coordinator.

Immobilised Vehicles

If you are driving a vehicle that becomes immobilised on the manoeuvring area or movement area you must:

- if on a runway or taxiway, immediately notify Air Traffic Control (if on shift);
- if ATC is not on shift, immediately notify an Aerodrome Reporting Officer;
- take appropriate action in liaison with the Aerodrome Reporting Officer to remove the vehicle expeditiously.

Note: No unauthorised vehicles may enter into an area to assist with the removal of a vehicle, unless that vehicle is under escort from an Aerodrome Reporting Officer.

Radio Failure

For Category 3 and 4 approved drivers.

If a radio failure occurs anywhere on the movement area, immediately move clear of the manoeuvring area until the failure is rectified. Air Traffic Control (ATC) will still require a report that the vehicle has vacated a runway or taxiway. Another radio or a telephone should be used to advise ATC.

If the failure occurs on a runway and taxiway and Air Traffic Control are present and aware of the failure, they will attract your attention by using standard light signals from the Tower. If these are not observed the Tower may flash the runway or taxiway lights. This means you must vacate the manoeuvring area immediately.

No Smoking

The airside of the Aerodrome is a designated NO SMOKING area. This means no smoking anywhere on airside including inside vehicles.

Towing Of Loads

Drivers are to ensure that the load they are carrying or towing is secure at all times. This includes covering of all loose material to ensure no spillage occurs.

FOD

It is the responsibility of all persons accessing the airside to reduce Foreign Object Debris (FOD) by removing any item of FOD encountered whilst airside.

Drivers must ensure when operating vehicles carrying loose material (such as garbage, plastic sheeting and paper) that the load is adequately secured or covered to prevent spillage. Any item falling from a Vehicle must be recovered by the driver and secured to prevent further spillage and possible aircraft damage.

When transiting unsealed areas material may accumulate on the vehicle's tyres, providing the potential to be dislodged on aircraft movement areas (e.g. stones caught in wheel tread or clumps of mud). When released from a vehicle onto sealed airside areas material of this nature must be treated like any other item of FOD. The vehicle operator is responsible to ensure that this type of FOD is promptly removed from the area and / or an Aerodrome Reporting Officer is informed to coordinate its removal.

Items blowing onto the Manoeuvring Area must be brought to the attention of an Aerodrome Reporting Officer as soon as possible.

Basic Visual Aids

You should be aware of and able to identify the following visual aids:

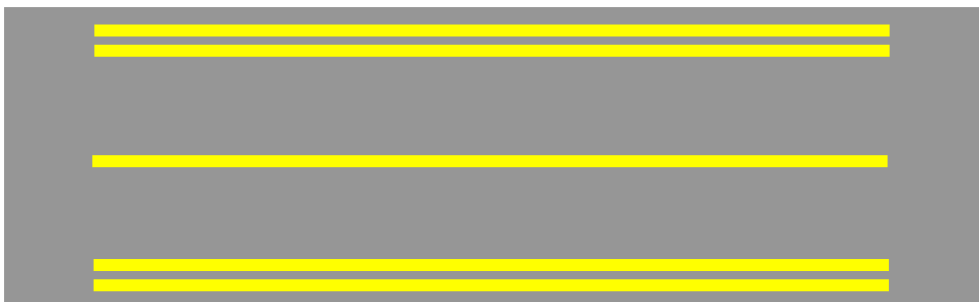
Parking Clearance Line

Parking clearance lines delineate the area that must remain free of personnel, vehicles and equipment when an aircraft is taxiing (or being towed) into position, or has started engines in preparation for departure. In the case of the RPT Apron, a Cat 2A driver must remain on the same side of the line as the words "parking clearance".



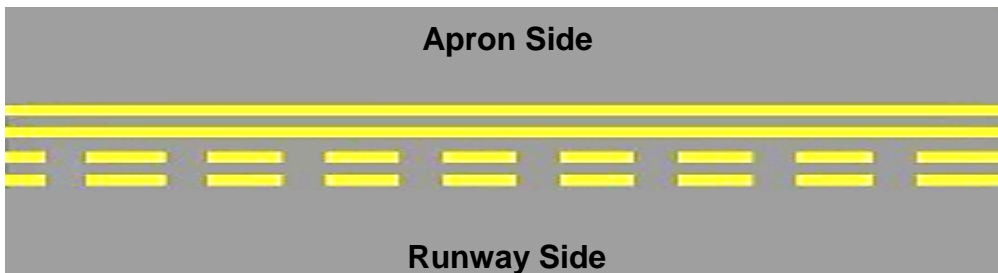
Taxiway Markings

Note, some G.A taxiways do not have the double side stripes.



Taxiway Holding Point

These markings are at the intersections of taxiways and runways and apply to aircraft and Category 3B & 4 ADA holders. ATC clearance or CTAF procedures are required to proceed past the holding point.



Intermediate Taxiway Holding Point

These markings indicate the intersection of two (2) taxiways. ATC clearance or CTAF procedures are required to proceed past the holding point.



High Strength Pavement Markings

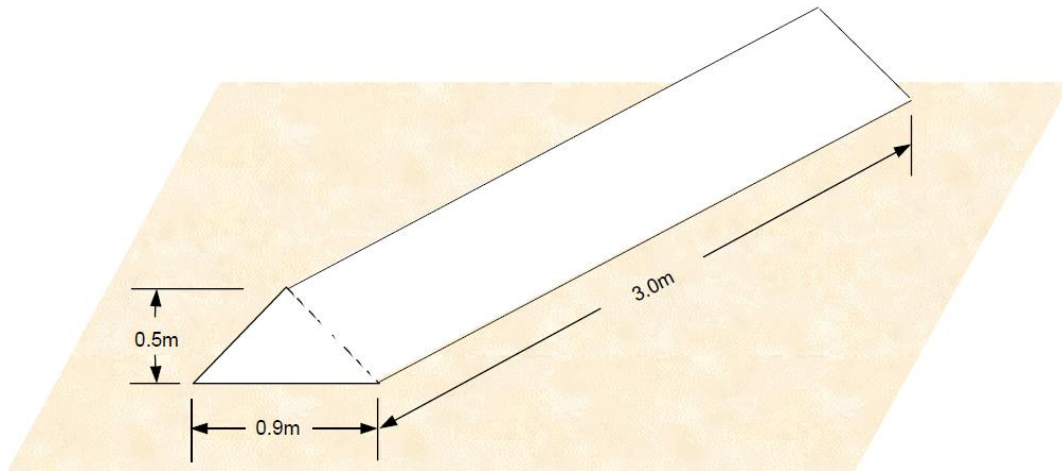
Double yellow lines on the apron indicate the limit of high strength pavement for aircraft operations. They are not a driving or passenger limit line.

It is legal for a pilot to maneuver the aircraft wheels up to the high strength limit line. Be aware this may result in the aircraft wings and engines protruding into the low strength pavement area.



Runway Gable Marker

White gable markers mark the edge of the Runway Strip that has been prepared for the ground movement of aircraft. Vehicles are not permitted to enter the Runway Strip without specific clearance from Air Traffic Control (ATC).



Low Visibility Operations Marker

When this sign is displayed, all vehicle operations must be in accordance with the Low Visibility Operations procedures.



Operational Airspace Marker

When this sign is displayed, ATC clearance or CTAF procedures apply to access beyond the marker.



Crossing the Undershoot / Runway End Area

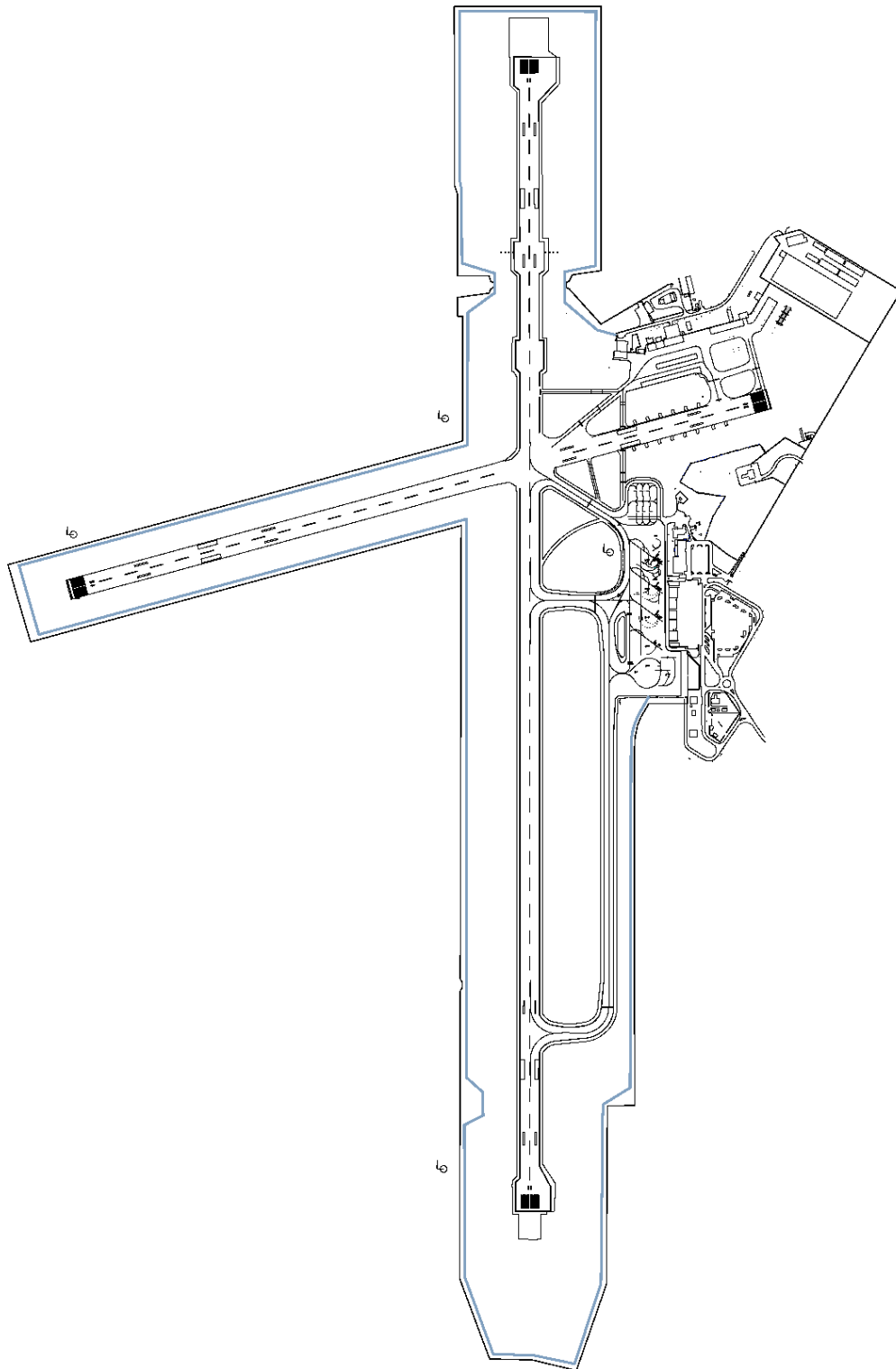
Where this sign is displayed the ADA holder must obtain clearance from ATC before proceeding into the Runway End Area. These requirements are for all aerodrome users with the exception of authorised RRC Aerodrome Reporting Officers.

Outside of ATC hours the normal CTAF radio procedures apply for accessing an aircraft movement area.

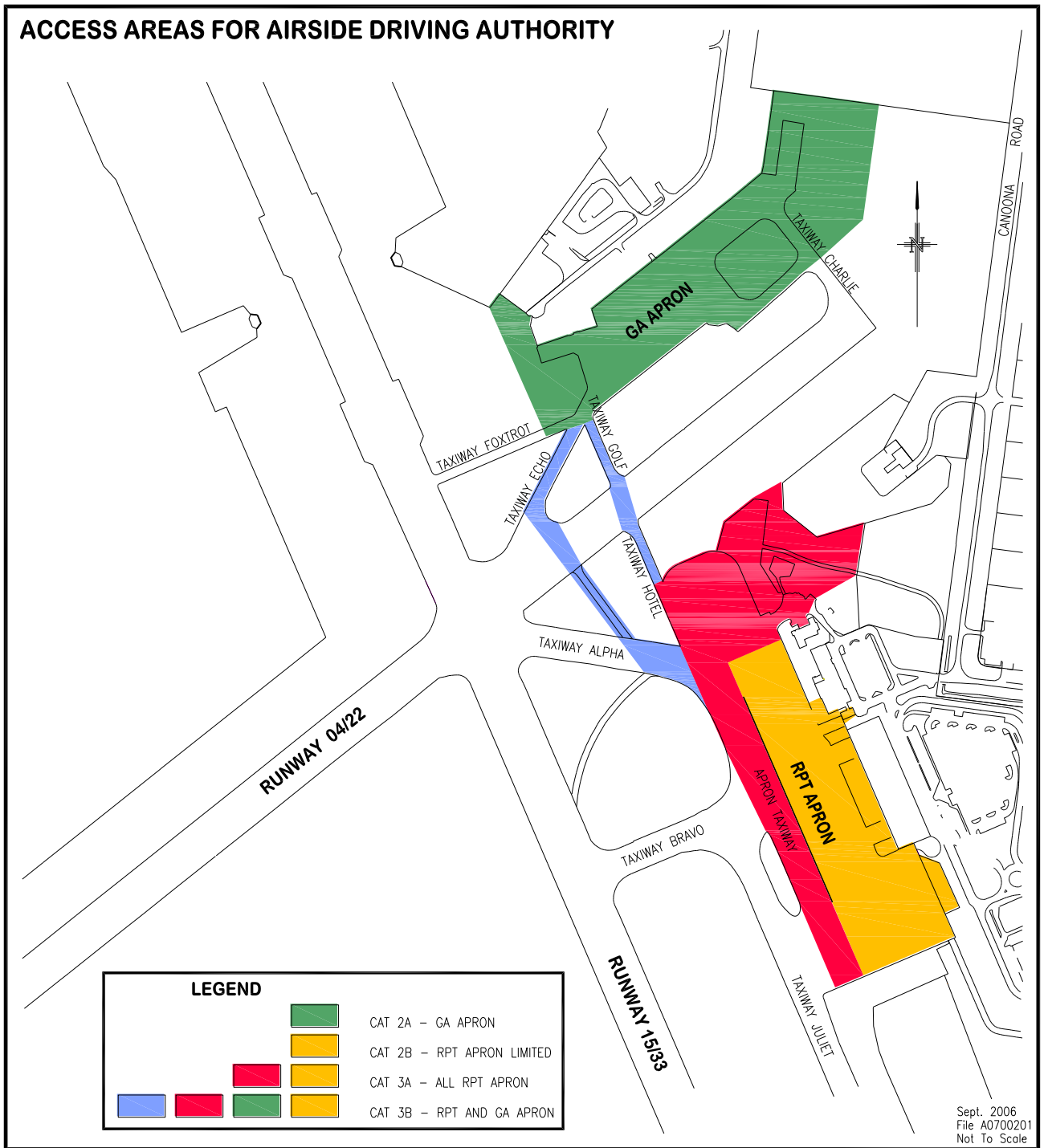


Appendix 'A' – Aerodrome Map

This map has been provided as a general reference only and must not be relied on for accurate aerodrome information.



Appendix 'B' – ADA Areas



Appendix 'C' – Airside Glossary

ADA (Airside Driving Authorisation)

An Airside Driving Authorisation (ADA) is a permit granted by the Airport Management and required by all persons driving Airside, unless they are being escorted by a person authorised to perform vehicle escort duties.

Aerodrome Testing Area

Any surface in a certified aerodrome or registered aerodrome over which an aircraft is able to be moved while in contact with the surface of the aerodrome, including any parking areas; and

Any part of the surface of a certified aerodrome or registered aerodrome:

- (i) that is not covered by paragraph (a); and
- (ii) that does not have a building on it; and
- (iii) from which access to a surface mentioned in paragraph (a) may be had; and

A building located on a certified aerodrome or registered aerodrome that is used:

- (i) for maintenance of an aircraft or an aeronautical product; or
- (ii) for the manufacture of aircraft or aeronautical products; or
- (iii) by an air traffic service provider to control air traffic; or
- (iv) by the holder of an AOC for flying training; and

Any part of an aircraft, aerobridge or other moveable structure in a certified aerodrome or a registered aerodrome.

Airside Areas (Prohibited Areas)

Those parts of the aerodrome where entry is prohibited except to persons having a lawful reason and authority to enter and / or remain.

Aprons

Defined as those areas within the movement area and adjacent to a terminal building, for the purpose of loading / unloading, parking, fuelling and / or servicing of aircraft. Included within the apron areas, if defined, are the apron vehicle access lanes.

AVP(Airside Vehicle Permit)

An Airside Vehicle Permit is issued by the Airport Management for each vehicle operating Airside - unless that vehicle is under escort by a person authorised to perform vehicle escort duties.

Landside Areas (Public Areas)

Those parts of the aerodrome that allow unrestricted public or private vehicular entry, e.g. public areas within and around a terminal building, car parking areas and public roads.

Manoeuvring Areas

Those parts of the aerodrome that are used specifically for the take-off and landing of aircraft and for the movement of aircraft associated with the take-off and landing, i.e. runways, runway strips and taxiways, excluding aprons.

Movement Areas

That part of an aerodrome to be used for the surface movement of aircraft including manoeuvring areas and aprons.

Perimeter Road

A road, on the airside, which allows vehicles access to various areas of the aerodrome without entering the movement areas.

Rockhampton Regional Council (RRC)

Rockhampton Regional Council is the owner and operator of Rockhampton Aerodrome. Rockhampton Airport Management is responsible for the safe operation of Rockhampton Aerodrome.

RRC Vehicle

All vehicles owned or under the direct control of the Rockhampton Regional Council.

Safety Sensitive Aviation Activities (SSAA)

Any actions taken by a person in an aerodrome testing area (including the persons presence in the area) other than as a passenger

Any of the following activities, wherever they occur:

- calculation of the position of freight, baggage, passengers and fuel on aircraft
- the maintenance, certification of maintenance or manufacture of aircraft, aeronautical products, ground based navigation aids or radar
- the fuelling and maintenance of vehicles that will be used to fuel aircraft on aerodrome testing areas
- activities undertaken by an airport security guard or screening person in the course of their duties as a guard or person
- activities undertaken by a member of the operating crew of an aircraft in the course of that persons duties as a crew member
- the loading and unloading of trolleys containing baggage for loading onto aircraft or unloading from aircraft and the driving of such trolleys
- activities undertaken by an air traffic controller in the course of the controller's duties as a controller, or the supervisor of such a person
- the provision of aviation fire fighting services; and
- providing flight information and search and rescue alert services:
 - to a pilot or operator of an aircraft immediately before the flight of the aircraft,
 - to a pilot or operator of an aircraft, during the flight of the aircraft;
 - as an intermediary for communications between a pilot or operator of the aircraft and an air traffic controller

Vehicle

Defined as any machine or device that has the mechanical means to propel the machine or device along the surface of the ground.