



AIRSIDE VEHICLE CONTROL HANDBOOK

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DOCUMENT CONTROL

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AMENDMENT HISTORY

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V1.01	November 2016	Rod Miller – Compliance Coordinator	Review
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INTRODUCTION

Sunshine Coast Airport Pty Ltd (SCA Pty Ltd) has produced this handbook in the interests of improved safety on the Airside of Sunshine Coast Airport (SCA). Safety is the greatest priority for Sunshine Coast Airport and raising the level of awareness and compliance with safety standards is a key priority in maintaining and improving safety behavior and a positive safety culture airside at Sunshine Coast Airport.

This booklet is designed to be utilised as a quick reference guide for all drivers operating Airside. This guide forms part of the overall measures that make-up the Safety Management System (SMS) for Sunshine Coast Airport as required by Civil Aviation Safety Regulations (CASR 139.250).

As the operator of an Aerodrome under the Civil Aviation Safety Regulations, SCA Pty Ltd is obliged to include in its Aerodrome Manual, particulars for the control of surface vehicles operating on, or in the vicinity of the movement area (CASR 139).

SCA Pty Ltd also has general duties of care under common law and obligations under WHS legislation, the Civil Aviation Regulations and the Air Navigation Regulations in relation to safety and security issues associated with surface vehicles operating in such areas.

- **These rules are an important part of the system which SCA Pty Ltd has put in place to promote the safe and orderly movement of aircraft and vehicular traffic airside.**
- **Failure to comply with the requirements of these rules is a breach of conditions set down by the relevant authorities to use and to drive airside.**
- **Any failure to comply with the requirements of these rules will also be taken into account by SCA Pty Ltd in considering whether to exclude individual drivers or their employers from airside use or operation of motor vehicles.**

Frank Mondello
General Manager Operations and Assets

Sunshine Coast Airport Pty Ltd

Airport:	Sunshine Coast Airport (SCA).
Airport Operator:	An airport operator company as defined under The Airports Act 1996. Sunshine Coast Airport Pty Ltd (SCA Pty Ltd) is the Airport Operator of Sunshine Coast Airport (SCA).
Airport Safety Officer:	Someone officially appointed by the Airfield Manager of SCA Pty Ltd for the purpose of applying the provisions of this Handbook.
Airside:	The Movement Area of the Airport, adjacent terrain and buildings or portions thereof being the areas marked as such on the plan at Attachment A .
Airside Road:	A road within the Airside of the Airport and marked as a road on the plan at Attachment A .
Approved Issuing Authority:	A person or body authorised to issue ADAs or AVPs (for these see below) for the Airport.
Apron:	That part of an Airport used for: <ul style="list-style-type: none"> - boarding or disembarking passengers; - parking of aircraft - for loading or unloading cargo; - for refueling, parking or carrying out maintenance on aircraft; - movement of vehicles
Airside Driving Authority (ADA)	An authority to drive airside issued under regulations, 4.43 of the Airports (Control of On-Airport Activities) Regulations.
ADA Category 1 & 2:	An Authority authorising driving in Category 1 & 2 issued in accordance with ADA Requirements.
ADA Category 2A:	An Authority authorising driving in Category 2A issued in accordance with ADA Requirements.
ADA Category 3:	An Authority authorising driving in Category 3 issued in accordance with ADA Requirements.
ADA Category 4:	An Authority authorising driving in Category 4 issued in accordance with ADA Requirements.
Airside Vehicle Permit (AVP):	An Authority issued in accordance with regulation 4.44 of the Airports (Control of On-Airport Activities) Regulations.

CTAF:	The Common Traffic Advisory Frequency is that radio frequency used by aircraft and vehicles at SCA for after Tower hours movements by aircraft and vehicles operating on the Manoeuvring area. The CTAF frequency is 124.4MHz and is mandatory.
Handbook:	The Sunshine Coast Airport Airside Vehicle Control Handbook.
Manoeuvring Area:	That part of the Airport used for the take-off, landing and taxiing of aircraft, excluding Aprons.
Markings:	The symbols, lines, words and figures displayed on the surface of a Movement Area, or visual distinguishing features added to Vehicles.
Movement Area:	That part of the Airport that is used for the surface movement of aircraft, including Manoeuvring Areas and Aprons.
Perimeter Road:	An Airside Road which remains clear of the Manoeuvring Areas.
Rules for Drivers Operating Airside:	The rules for drivers set out in this Handbook.
Runway Holding Point:	A Runway Holding Point is a point which intersects a runway strip, and is marked by two yellow lines and two dotted yellow lines on the pavement, where a vehicle must hold and await clearance to enter the runway strip from Air Traffic Control during Tower hours, or after establishing clearance on the CTAF frequency.
SCA:	Sunshine Coast Airport
SCA Pty Ltd:	Sunshine Coast Airport Pty Ltd
Supervised Vehicle:	A Vehicle driven under Supervision in accordance with Section 8 of the Handbook.
Taxiway Intersection Marking:	A line to mark intersection of taxiways to show where to halt before entering the intersection if required by ATC to do so, or after establishing on CTAF that you need to give way to another aircraft.
Tower:	The Air Traffic Control tower at SCA.
Vehicle Operator:	A person, firm, body corporate or Government Department controlling the operation of a Vehicle whether as owner, hirer or otherwise.
Vehicle:	A motor vehicle or other specialised airside mobile equipment, other than bicycles and tricycles.

REQUIREMENTS FOR OBTAINING AN AUTHORITY TO DRIVE AIRSIDE

Any person applying for an Authority to Drive Airside (ADA) must be the holder of a valid Aviation Security Identification Card (ASIC) and a current State or Territory motor vehicle Driver Licence.

The following categories indicate where a driver is authorised to operate:

Category 1 - Perimeter Roads only

Category 2 - Aprons and Lease Areas

Category 2A – Aprons and Lease Areas, including permission to undertake pushbacks and relocating of aircraft on the RPT Apron.

Category 3 - Taxiways

Category 4 - Runways

Applicants are required to complete the following:

- Airside Driving Authority (ADA) Application Form
- Evidence of Hours Log (initial applications only – not required for ADA renewals)
- Airside Driving Authority Theory Test (for appropriate ADA category)
- Practical Test - to be arranged and undertaken with Airport Safety Officer (ASO).

Refer to the SCA Airside Vehicle Control Handbook to prepare for your test. All mandatory questions must be answered correctly and an overall pass mark of 95% must be obtained. Should the applicant be unsuccessful, they may re-sit the test after a study / training period of no less than 48 hours.

Initial applicants must produce an Evidence of Hours (Driver's Log) showing they have successfully carried out the minimum required hours for the category of licence they are applying for:

- 4 hours of driving for an ADA Category 1, 2 and 2A. This must include 2 hours as an observer and 2 hours being observed
- 8 hours of driving for an ADA Category 3 or 4. This must include 4 hours as an observer and 4 hours being observed (4 hours of which is on the Manoeuvring Area and 2 hours must be completed at night)

Driving Airside whilst training must be under the supervision of an experienced ADA holder, equivalent to or higher than the category of licence being applied for.

Applicants will be required to undertake a familiarisation drive/practical examination with a SCA Airport Safety Officer (ASO) following successful completion of the written test and prior to the issue of their ADA.

Applicants for a Category 2A, 3 or 4 Licence must also produce an "Aeronautical Radio Operator Certificate" issued by Civil Aviation Safety Authority (CASA) by an approved issuing authority before

an ADA will be issued and be able to comprehend any visual signals that may be issued by Air Traffic Control (ATC).

Up to 5 working days should be allowed for processing the ADA once all testing and/or training is complete.

An ADA is valid for 24 months from the date of issue.

Renewals:

It is the responsibility of the authorised driver to ensure that he / she re-sits the appropriate tests prior to the expiry of their ADA.

Please Note:

Applicants requesting an ADA for access to lease areas will only be able to drive directly to the lease areas, and back to the access gate.

Payment Terms:

Payments for ADA's must be made within 30 days of receiving the ADA or the ADA will be cancelled. Additional ADA's and/or AVP's may not be issued by SCA Pty Ltd until outstanding payments have been made.

PUSH BACK PROCEDURES

General

Drivers must not drive behind and must stay well clear (outside the circle of safety) of aircraft when their anti-collision beacon lights are operating. Drivers must stop and give way to all aircraft arriving, departing or parked on the aprons when their anti-collision beacons are operating, and may only continue when the aircraft has turned off its anti-collision beacons.

- Only personnel trained and qualified (or trainees under instruction) and holding valid ADA, are permitted to perform aircraft pushback operations;
- CAT 2A ADA holders are permitted to pushback aircraft into the RPT apron taxilane;
- Any vehicle associated with a pushback must have a valid AVP and be fitted with a radio capable of communicating with ATC;
- Situational awareness must be maintained with location of other personnel, equipment, infrastructure and other aircraft at all times;
- The Dispatcher must closely monitor vehicle movements in the vicinity of the operational aircraft just prior to commencing pushback;
- The Dispatcher and tug operator must be in contact with ATC via radio (monitoring 121.1/124.4) during pushback operations.

Commencement of Pushback

- All radio communications must be in accordance with standard radio procedures;
- Only one aircraft may be permitted to pushback at any given time;
- Following receipt of approval from ATC and readback, commence pushback following the pushback guidance lines in the direction as instructed by ATC for the duty RWY, to either the tug limit position (double white line) and tow forward to tug disconnect point, or pushback directly to the nominated tug disconnect point;
- When RWY18 is in operation, it is expected that aircraft will disconnect at the NORTHERN

disconnect point (tail south) and taxi to the RWY via TWY B1. When RWY36 is in operation, traffic flow will be reversed, with aircraft to disconnect at the SOUTHERN disconnect point (tail north) and taxi to the RWY via TWY B2 – refer below for the RPT Apron Pushback layout Plan;

- Refer Table 1 below which details ATC procedures for each bay depending on the nominated RWY;
- All signals given by the dispatcher must be followed by the tug driver;
- At completion of pushback, the tug must be returned to the same bay that the aircraft pushed back from;
- All equipment must be returned to the appropriate GSE staging or GSE storage areas.

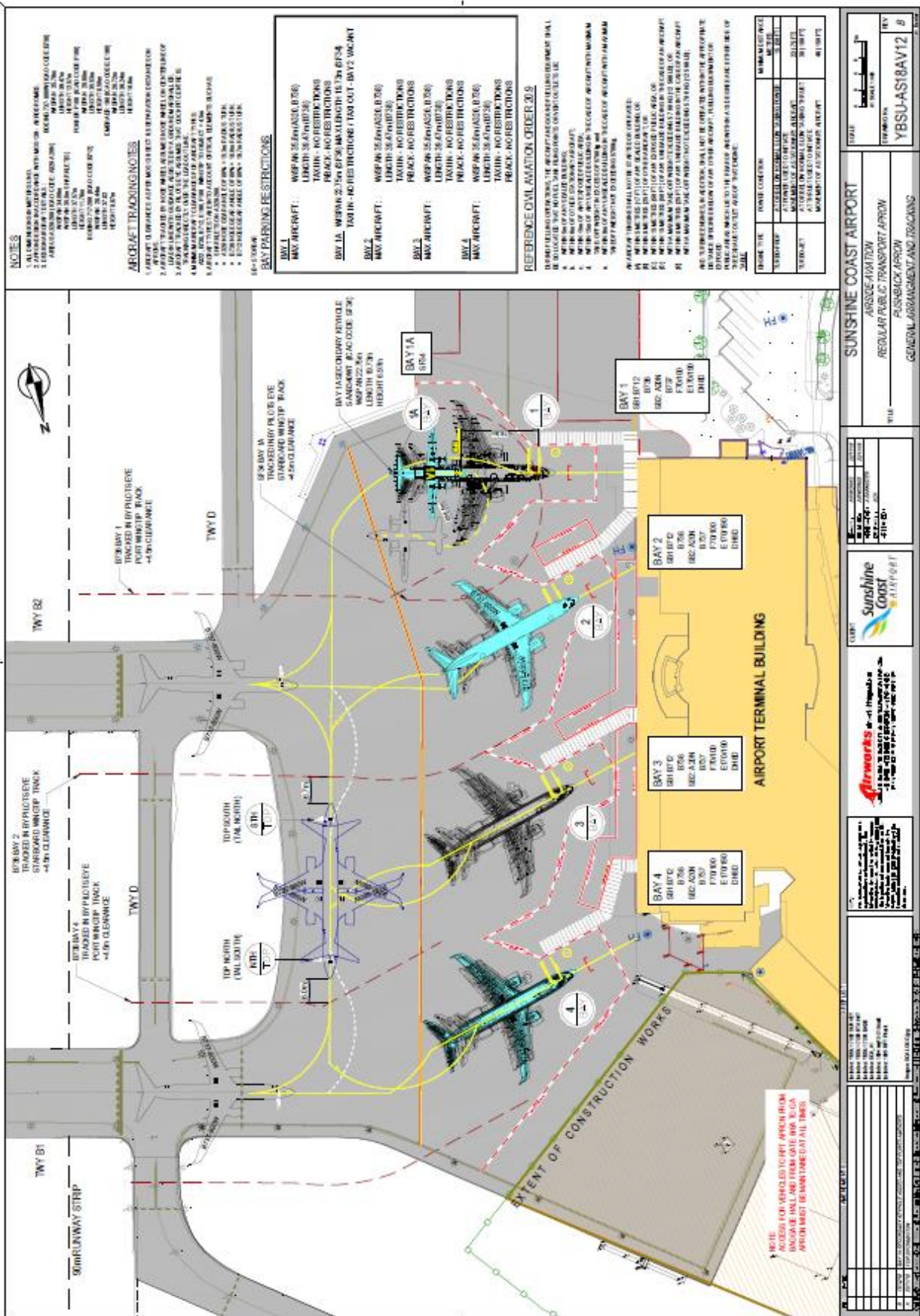
Table 1: ATC Procedures for Pushback Operations

Runway	Bay			
	1	2	3	4
18	“Call sign”, pushback approved tail east, enter TWY B2, disconnect NORTH.		“Call sign”, pushback approved tail south, disconnect NORTH.	
	Aircraft to pushback, then tow forward to NORTHERN disconnect point (tail south).		Aircraft to pushback, then tow forward to NORTHERN disconnect point (tail south).	
36	“Call sign”, pushback approved, tail north, disconnect SOUTH.		“Call sign”, pushback approved, tail north, disconnect SOUTH.	“Call sign”, pushback approved, tail east, enter TWY B1, disconnect SOUTH.
	Aircraft to pushback, then tow forward to SOUTHERN disconnect point (tail north).		Aircraft to pushback, then tow forward to SOUTHERN disconnect point (tail north).	Aircraft to pushback into TWY B1, then tow forward to SOUTHERN disconnect point (tail north).

CTAF (Common Traffic Advisory Frequency) Procedures

- During CTAF operations, only one aircraft may be permitted to pushback at any given time;
- Pushback procedures will be as per ATC controlled procedures and dependent on RWY designation at time of pushback.

Please refer to Radio Procedures for additional Information on radio procedures.



BASIS VISUAL AIDS LINE MARKINGS

Reference: MOS139 – Chapter 8: Visual Aids provided by Aerodrome Marking, Markers, Signals and Signs.

Used to mark the following areas:

RUNWAY CENTRE LINE	Uniformly spaced white lines and gaps
AIRCRAFT PARKING CLEARANCE LINES	A continuous RED LINE WITH A CONTINUOUS YELLOW line either side. Always park on the side with the lettering.
APRON EDGE MARKING	A DOUBLE YELLOW line used to mark the edge of the high strength pavement
APRON SERVICE ROAD	Marked with WHITE LINES AND DOUBLE WHITE LINE at the taxiway edge. Vehicles traversing the apron are to remain on the Apron Service Road and give way to all traffic
EQUIPMENT CLEARANCE LINES	A BROKEN RED line consisting of a 1m in length dash followed by a 1m in length gap defines the area to be kept clear while an aircraft is being maneuvered into an adjacent parking position. i.e. Staging area.
EQUIPMENT STORAGE AREA	A SINGLE RED line defines areas that are clear of aircraft and are to be used for parking equipment (depending on the background surface the red line may be accompanied by a black or white line to highlight its position
HELICOPTER PARKING CLEARANCE	A DOUBLE BLUE line defines the areas that are helicopters are parked in.
LEAD IN LINE	A SINGLE YELLOW line which is an extension of the Taxiway centre line. This lines guides pilots to their park.
PASSENGER PATHWAY	A WHITE ZEBRA marking to assist the movement of passengers to and from aircraft parked on the apron.
RUNWAY HOLDING POINTS	YELLOW LINES marking on the intersection of taxiways & runways for aircraft at holding points. A continuous double yellow line with a double broken yellow line on the live side.

RUNWAY STRIP

WHITE GABLE MARKERS define the edge of the Runway Strip. ATC permission is required for entry to this area.

TAXIWAY CROSSINGS

A **WHITE** line with a STOP sign marks a road crossing a taxiway. All vehicles **MUST** give way to ALL aircraft.

TAXIWAY INTERSECTIONS

One metre **SOLID YELLOW** then one metre **BROKEN** lines to mark intersection of taxiways to show where to halt before entering the intersection if required by ATC to do so.

TAXIWAY MARKING

A **SINGLE YELLOW** line marks the centreline of taxiways.

PUSHBACK ALIGNMENT LINE

A **BROKEN WHITE LINE** to assist tug operators to align an aircraft correctly at the end of the pushback operation.

PUSHBACK LIMIT MARKINGS

Comprises of two parallel **WHITE LINES** at right angles to and symmetrical about the pushback line. The marking must be 1m long, 0.15m wide and lines 0.15m apart.

TOWBAR DISCONNECT MARKINGS

This must be located at the point of disconnection and must consist of a **WHITE LINE**, 1.5m and 0.15m wide, located on the left side of the taxi guideline or pushback line, as viewed from the tug.

COLOURED LIGHTS

Used to mark the following areas:

APRON or TAXIWAY EDGE	BLUE LIGHTS
HOLDING POINTS	YELLOW LIGHTS
ROTARY WING TAXIWAY	BLUE LIGHTS
RUNWAY EDGE	WHITE LIGHTS
TAXIWAY CENTRE LINE	GREEN LIGHTS
UNSERVICEABLE AREA	RED LIGHTS
WORKS AREA LIMIT	ORANGE LIGHTS

COLOURED CONES

Used to mark the following areas:

HELICOPTER APRON EDGE	A <u>BLUE</u> cone to mark the edge of the helicopter parking area.
TAXIWAY AND APRON EDGE	A <u>YELLOW</u> cone to mark the edge of an aircraft apron area
UNSERVICEABILITY AREA	A <u>WHITE</u> cone with a <u>RED BAND</u> to mark the unserviceable area

It is illegal to move any cones unless you are an Airport Safety Officer (ASO) or delegate of SCA Pty Ltd.

Movement Area Guidance Signs (MAGS)

Movement Area Guidance Signs are used to indicate to pilots their position on the airfield. They are also a useful aid to drivers for a quick check of their position.

Runway Strip Markers

White gable markers mark the edge of the runway strip. Vehicles are not permitted to enter the runway strip without specific clearance from ATC.

AIRSIDE DRIVING RULES

1. AIRSIDE DRIVING AUTHORITY AND STATE/TERRITORY LICENCE

Authority

1.1. You must not drive a Vehicle in any Airside area unless:

- You hold a current ADA valid for the area in which you need to operate.
- The vehicle has a current AVP
- You hold a current ASIC
- You have a valid reason to be driving airside

OR

- You are under Supervision by the holder of an ADA.

Licence

1.2 You must not drive a Vehicle Airside unless you hold a current Australian State or Territory driving licence.

Inspection of Documents

1.3 You must carry your ADA and your State or Territory driving licence with you whenever you are in charge of a Vehicle on Airside.

1.4 Whenever you are in charge of a Vehicle Airside, if SCA Pty Ltd directs you to produce your ADA and/or your State or Territory driver's licence, you must comply with that direction. A current AVP should also be clearly visible on the vehicle for inspection.

Cancellation/Suspension

1.5 If you are notified by SCA Pty Ltd that your ADA is cancelled or suspended, you must surrender it to SCA:

- (a) Immediately if you are notified while you are in charge of a Vehicle Airside;
- (b) Otherwise within 48 hours.

- 1.6 If you hold an ADA and you cease to hold a State or Territory licence to drive or you have any State or Territory licence to drive cancelled for breach of any traffic laws, your ADA terminates immediately, and you must within 48 hours of ceasing to hold a licence or cancellation:
- (a) Surrender the ADA to SCA Pty Ltd; and
 - (b) Notify in writing to SCA Pty Ltd, the Vehicle Operator for whom you drive and, if applicable, the Approved Issuing Authority which issued the ADA that you no longer hold a State or Territory licence or of the cancellation, as the case may be.

2. VEHICLE

- 2.1 You must not drive a Vehicle in an Airside area without Supervision unless the Vehicle Operator's current ADA for the Vehicle:
- (a) Is affixed to the windscreen if the Vehicle has a windscreen;
 - (b) Is displayed in a holder facing outwards from the front of the vehicle and readily visible from outside the vehicle if the Vehicle does not have a windscreen.
- 2.2 As well as an AVP, a vehicle approved to operate airside must also have clearly displayed:
- (a) logo which Identifies the operator of the vehicle
 - (b) Visible Rotating Beacon mounted on top of vehicle, to provide 360° visibility, and be Amber/Yellow/Orange.

3. DRIVING

- 3.1 When driving Airside, you must:
- a) Obey all regulatory signs and, unless otherwise indicated by signs, adhere to the following speed limits:
 - Within 15 metres of an aircraft 10 km/h
 - Elsewhere on the movement area 25 km/h
 - Perimeter roads. 40 km/h
- Where a speed limit is indicated by a sign, that shall be the speed limit for that area;
- b) Not drive within 3 metres of an aircraft, except when required for the servicing of that aircraft;
 - c) Not drive within 15 meters of an aircraft refueling, except when equipment conforms to Civil Aviation orders (CAO) Part 20.9, Section 4.4.3 (b)
 - d) Stay well clear of aircraft when their red anti-collision beacons are operating (indicating that the engines are running or are about to be started), and give way to all moving aircraft;
 - e) Use roadways (where marked) to traverse Aprons;
 - f) Not drive while affected by alcohol or drugs to an extent which would preclude you lawfully driving on the public roads adjoining the Airport;

- g) Not drive in a manner likely to jeopardise the safety of any person;
- h) Comply with instructions given to you by SCA Pty Ltd including instruction in the form of default notices given to you or attached to a Vehicle of which you are in charge;
- i) Ensure when driving Vehicles carrying loose material (such as garbage and waste paper) that the load is adequately covered to prevent spillage. Ensure if you have a spill that you contact the Airport Safety Officer immediately;
- j) Not park Vehicles or equipment so that they will obstruct aircraft, other Vehicles or pedestrians;
- k) Leave doors closed but unlocked, keys in the ignition switch and handbrake on when the Vehicle is left unattended in other than designated parking areas;
- l) Lock vehicle and remove keys when parked airside overnight;
- m) If the ADA for the Vehicle only authorises entry and egress at specified points, only drive a Vehicle into or out of Airside areas through those points;
- n) Notify the Vehicle Operator of any defect in a Vehicle of which you are aware as soon as possible;
- o) Immediately draw to the attention of the Vehicle Operator any written statement purporting to have been issued by or on behalf of SCA Pty Ltd and notifying a defect in a Vehicle which you are driving or attached to a Vehicle of which you are in charge; and
- p) If you are driving under an ADA:
 - (i) Be familiar with the latest Rules; and (where applicable)
 - (ii) Understand the regulations and restrictions which apply to the Movement Area;
 - (iii) Be familiar with the designations of the runways and taxiways; and
 - (iv) Comply with the radio procedures set out below. (section 9)
- q) When entering airside, ensure you always close and lock gates (or wait for electronic gate to close behind you. Watch for taxiing aircraft, and or running engines and ensure no one tailgates you in.
- r) When driving airside, you must wear a seatbelt where fitted.

3.2 An ADA does not authorise driving on Airside:

In conditions where visibility reduces to below 800 meters.

3.3 You must not drive a Vehicle on the Manoeuvring Area of the Airport unless:

- (a) The Vehicle is equipped with a radio capable of two-way communication with Air Traffic Control (when operating) and aircraft and the driver holds an Aeronautical Radio Operator Certificate (AROC – formerly Aircraft Radiotelephone Operator Certificate of Proficiency (AROC)); or

OR

- (b) The vehicle is under Supervision by a Vehicle so equipped and driven by a driver with such Certificate.

3.4 On the Manoeuvring Area of an Airport with Air Traffic Control (ATC) you must:

- (a) Be conversant with the Radio Procedures and with the meaning of ATC visual signals and signs which might be used on the Airport (see "Radio Procedures" below);
- (b) Obey all instructions given by Air Traffic/Surface Movement Controllers; and
- (c) Be familiar with the geography of the Airport.

4. CIRCLE OF SAFETY ON APRON & PARKING AREAS

Working in and around aircraft is a safety critical area. The Circle of Safety is a key Safety Control to protect staff at all times.

The reduction of speed of movement of vehicles within the Circle of Safety is a critical control to reduce the risks of injury to staff and damage to aircraft.

A significant proportion of damage to aircraft and potential injury to staff continues to include failure to observe the Circle of Safety as a primary or contributory factor to the occurrence.

Present levels of aircraft damage cause unacceptable additional costs in repair, aircraft delays, out of service costs and customer inconvenience.

4.1 Who is affected by this procedure?

Employees, who hold an Airside Drivers Authority, are Licensed to operate equipment and work on and around aircraft within the Circle of Safety are covered by this procedure.

Managers and Supervisors are responsible for implementing the procedure.

4.2 What is the Circle of Safety?

The following are the mandatory behaviors in the Circle of Safety

- (a) Do not approach an aircraft until the Anti-Collision Beacon has been turned off and the 'All Clear' or 'Thumbs Up' Signal has been given by the Ground Engineer.
- (b) A visible brake test must be conducted no less than 5 metres from the aircraft.

- (c) The vehicle must come to a complete stop at a distance of no less than 2 metres from the aircraft.
- (d) From this point the approach must be at a slow 'snail's pace' when within two (2) metres of an aircraft.

5. SITUATIONAL AWARENESS & FATIGUE

Situational awareness is being aware and alert to things happening around you. Operators should maintain their situational awareness when airside by keeping your eyes and ears open to get a "picture" of the operating environment, following Standard Operating Procedures (SOP) and using clear and succinct communication.

Fatigue affects all aspects of your performance. Early symptoms of fatigue should be recognised and actioned as soon as practicable.

Note: Obtaining sufficient rest is a key factor in managing fatigue.

6. TOWING

A marshal shall be utilised to assist a vehicle operator when reversing any towable item/object on any sealed surfaces (RWY, TWY, Aprons, CBS, GSE, and Equipment Storage Areas) airside.

7. ACCIDENTS/INCIDENTS/SPILLS/WILDLIFE STRIKES

If you are the driver of a Vehicle involved in an accident / incident or "near miss" on Airside, it is a requirement that you report the incident to a SCA Airport Safety Officer (Car 1) as soon as possible.

All incidents must be reported whether they cause personal injury, property damage or could involve SCA Pty Ltd in future litigation or damages.

Additionally, any near miss needs to be reported to ensure that all appropriate measures are implemented to avoid a potential incident in the future, as part of the review and continual improvement in airside safety practices and behaviours.

Where medical emergencies or life-threatening injuries result, emergency services should be contacted immediately on 000.

Fuel and Oil Spills

All fuel and oil spills are to be reported immediately to the Airport Safety Officer (ASO) on 0419 658 272.

It is the responsibility of the offending company to clean up the spill and dispose of the residue and cleaning materials in an environmentally responsible manner in accordance with their respective company corporate procedures. Spill clean-up requires to meet the satisfaction of the Airport Safety Officer (ASO) prior to affected areas being made serviceable.

If SCA Pty Ltd is requested by the offending company to assist in the clean-up, or if SCA Pty Ltd provide materials for use in the clean-up, material and resource fees may apply accordingly.

Wildlife Strikes

All confirmed or suspected wildlife strikes (both on-airport and off-airport) must be reported immediately to the Airport Safety Officer (ASO). This is required to enable the ASO to undertake appropriate airfield inspections to ensure airfield is serviceable and allows accurate collection of wildlife strike data as part of review and update of the Wildlife Hazard Management Plan (WHMP), to ensure wildlife risks are appropriately identified, documented and mitigated.

8. IMMOBILISED VEHICLES

If you are driving a Vehicle which becomes immobilised on the Manoevring Area you must:

- (a) If Air Traffic Control is operating, notify Air Traffic Control immediately;
- (b) If Air Traffic Control is not operating, notify SCAPL immediately.

If you are driving a Vehicle which becomes immobilised on an Apron Area, you must notify SCA Pty Ltd immediately and assist in moving it.

If you are the driver of a Vehicle which becomes immobilised on a Movement Area, you must provide to SCA Pty Ltd staff, such assistance as they may reasonably require to move the Vehicle off the Movement Area or to another area on the Movement Area as the SCA Pty Ltd staff may consider appropriate.

9. EMERGENCY SITUATIONS

In emergency conditions, or if the standard light signals have not been observed, the Tower may cause the runway or taxiway lights to flash. This means that you must vacate the Manoevring Area and observe the Tower for light signals. Refer Section 11, under Light Signals for further information.

10. SUPERVISION

If you are made available by SCA Pty Ltd or by your Vehicle Operator to provide Supervision for a Vehicle or driver not authorised to be driven/drive within an Airside area except under Supervision, you may, subject to such conditions as SCA Pty Ltd considers appropriate, supervise the Vehicle by:

- (a) Driving a Vehicle for which an ADA is current to escort the Supervised Vehicle; or
- (b) Riding in the Supervised Vehicle; or

If you are driving a Supervised Vehicle which is being escorted by another Vehicle in accordance with the preceding Rule you must keep the Supervised Vehicle behind the escorting Vehicle at a distance of no more than 20 metres and no less than 5 metres.

Before you start supervising a Vehicle by driving an escorting Vehicle, you must ensure that the driver of the Supervised Vehicle is aware of the requirement to keep the Supervised Vehicle behind the escorting Vehicle at a distance of no more than 20 metres.

11. INGESTION/JETBLAST

Ingestion

Loose materials and debris on, or even adjacent to airport pavements, may cause damage to aircraft tyres, braking systems, undercarriage mechanisms, propellers, fuselage, wings and control surfaces. They may also be ingested into turbojet engines and cause serious internal damage. Any damage caused to an aircraft in this way is classed as “foreign object damage” or FOD.

Besides being a safety hazard, FOD is also extremely costly to the aviation industry in terms of replacement parts and aircraft down-time.

The design of modern jet aircraft, with large, powerful, wing mounted engines close to the ground, has accentuated the problem. However, most FOD can still be prevented if airport pavements and the adjoining grassed areas are kept clean.

All driver's airside are required to pick up any debris/FOD dropped on to pavements.

Jetblast

Jetblast refers to the high-speed wind blast generated by propeller driven and jet engines when running. The term 'jetblast' is used to include propwash for propeller driven aircraft, and rotorwash for helicopters. Jetblast may be increased by the prevailing wind conditions.

Jetblast has the ability to overturn vehicles in certain circumstances

Drivers must not drive within a minimum of four aircraft lengths behind a taxiing aircraft or a minimum of two aircraft lengths behind a stationary aircraft which has its engines running.

12. RADIO PROCEDURES

Introduction

Radio contact with the Tower is necessary if you intend to proceed from the Apron onto taxiways and runways.

Do not enter the Manoeuvring Area unless you have an established need to do so.

Working on the Manoeuvring Area

Once you have entered the Manoeuvring Area, you must keep a constant radio listening watch, staying alert to what is happening around you by listening to radio communications. (Ensure that your vehicles AM / FM is switched off)

As soon as you are instructed by the Tower to vacate a runway, you must do so immediately and then notify the Tower that you are clear when you have moved outside the relevant line of runway strip markers.

Transmission Techniques

The efficient use of two-way radio depends largely on microphone technique, the method of speaking and choice of words used by the operator.

You should make use of the following principles:

- Speak plainly and end each word clearly to prevent consecutive words "running together"
- Avoid any tendency to shout
- Avoid variations in speech intensity and unusual inflections of the voice
- Avoid hesitant sounds such as "er" and "um"
- Preserve the rhythm of ordinary conversation, avoiding long pauses but retaining oral punctuation (gaps between sentences etc.)
- Maintain a business-like manner and do not use colloquialisms, first names or be unduly familiar with others
- If improvisation is necessary, make it brief and unambiguous (standard phraseology is best)
- Read each written message before transmission, to eliminate unnecessary delays.

The meaning of "HOLD"

The word "stop" is rarely used in radio transmissions from the Tower - instead you will hear the word "HOLD", which means "STOP". Examples of the use of "HOLD" are:

"HOLD YOUR POSITION" (Stop where you are)

"HOLD SHORT OF RUNWAY ONE TWO" (Stop clear of the runway strip)

Listening Watch on Manoeuvring Areas

Once you have gained runway (or taxiway) entry, you must maintain a constant listening watch.

You should always be within hearing distance of your radio. Often, a change in wind direction or other operational factor will require the Tower to move you from your work urgently. Remember that the Tower will not interrupt your work unless it is necessary and that you are then expected to co-operate with all possible speed.

When directed to vacate, the Tower call is brief:

(Tower: "Car 1 - Vacate Runway 18")

Your response, straight away: "VACATING RUNWAY 18 - CAR ONE"

Note: Once you have made initial contact, you no longer address the Tower as Sunshine Coast Tower and conversely, the Tower does not advise its name. Once you have vacated and are outside the runway (taxiway) strips, you call the Tower:

"CAR ONE - VACATED ONE EIGHT CENTRE"

(The Tower will acknowledge: "CAR ONE")

Some General Tips:

Before you go out onto the Manoeuvring Area:

- Know the procedures;
- Know the light signals that may be projected from the Control Tower;
- Be precise - and patient;
- Comply with this handbook;
- Keep your eyes open, stay alert and never go beyond hearing range of your radio;
- Plan work carefully and avoid any tendency to rush whilst Airside;
- Never leave anything (equipment or tools) on the movement area;

NOTE: If you become confused about what is happening, leave the movement area and consult SCA Pty Ltd about further training.

Control Tower Light Signals

If you receive light signals from the Tower, respond to them immediately. The meaning of these signals should be displayed on the left-hand corner of your Vehicle windscreen.

Signals and their meanings are listed as follows:

GREEN FLASHES	Permission to cross runway or to move on a taxiway
STEADY RED	Stop immediately
RED FLASHES	Move off the runway or taxiway and watch out for aircraft
WHITE FLASHES	Vacate the Manoeuvring Area and contact Airservices Australia Duty Team Leader

13. BICYCLES, TRICYCLES, MOTORISED SKATEBOARDS

Riding of bicycles is not allowed in any of the movement areas. Storage airside is accepted but the bicycle must be secured when unattended.

NOTE: Motorised skateboards and similar devices are not permitted airside.

14. OTHER REQUIREMENTS

The airside of the Airport is designated a no-smoking area. This means no smoking anywhere on airside at any time.

All vehicles operating on the Manoeuvring Area should have the standard tower signals label clearly visible to the driver.

Only essential vehicles should be near an aircraft during fuelling operations.

Under declared low visibility conditions, all non-essential vehicles operating Airside shall cease operations. Only SCA Airport Safety Officers are permitted on the Manoeuvring Area. Any vehicles needing to operate on or near aircraft movement areas shall be under the direct control of the SCA Airport Safety Officers.

Drivers on the Manoeuvring Area must obey all instructions given by Air Traffic/Surface Movement Controllers.

Aircraft Manoeuvring areas must not be used as shortcuts.

Roadways and perimeter roads (where marked) must be used to traverse Aprons, Taxilanes/Taxiways.

The Common Traffic Advisory Frequency (CTAF) is that radio frequency used by aircraft and vehicles at SCA for after Tower hours movements by aircraft and vehicles operating on the Manoeuvring area. The CTAF frequency is 124.4MHz and is mandatory. You will hear either a beep or confirmation of "Sunshine Coast Airport" if your transmission has worked, this comes from the Automatic Frequency Response Unit (AFRU).

Drivers are to exercise extreme caution at these crossing points and in all cases give way to aircraft

Drivers must not operate with a train of trolleys in excess of six (6) trolleys on aprons and roadways.

A vehicle must not operate with a passenger load in excess of its designated capacity.

Remember: NO SEAT, NO RIDE:

Vehicles shall not be driven between passengers moving to or from an aircraft.

Vehicles shall not be used to service, load or unload an aircraft unless a representative/agent of the aircraft operator is present, or if there is a written agreement between the parties.

The driver shall not whilst driving answer or use a hand-held mobile phone.

All safety and security directions issued by the Airport Safety Officer must be followed at all times.

NOTE: The use of Personal Protective Equipment (PPE) whilst airside and out of a vehicle is mandatory. If you are on the airside portion of the airport, you must wear high visibility clothing, wear appropriate enclosed footwear and carry hearing protection with you.

15. ATTACHMENT A – OVERALL AIRSIDE PLAN

