



# Airside Vehicle Control Handbook

VERSION 1.1 – FEBRUARY 2021



# Contents

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<b>Privacy Note</b> .....	<b>1</b>
<b>Record of Amendment</b> .....	<b>2</b>
<b>Definitions</b> .....	<b>3</b>
<b>Abbreviations</b> .....	<b>6</b>
<b>Section 1 - Introduction</b> .....	<b>7</b>
1.1. Forward .....	7
1.2. Legislative Requirements .....	8
1.3. Delegations .....	8
1.4. Responsibilities .....	8
1.5. Authority of the ASA General Manager and Delegated Officers.....	9
<b>Section 2 - Authority for Use Airside</b> .....	<b>10</b>
2.1. Introduction .....	10
2.2. Application .....	10
2.3. Criteria for Issue.....	10
2.4. Indemnity & Release .....	12
2.5. Insurance.....	12
2.6. Roadworthiness/Vehicle Condition .....	12
2.7. Markings and Specialised Equipment for Vehicles.....	14
2.8. Marking for Non Self-Propelled and Towed Equipment (including Rolling Stock) ...	14
2.9. Activation of Lights .....	14
2.10. New Types of Vehicles .....	15
2.11. Private Vehicles .....	15
2.12. Granting of an AUA.....	15
2.13. Affixing of the AUA Label.....	15
2.14. Air Traffic Services Light Signals Label .....	16
2.15. Removal of Vehicles from the Airside.....	16
2.16. Suspension of an AUA .....	17
2.17. Withdrawal of an AUA .....	18
2.18. Appeal of Decisions - AUA .....	18
2.19. Vehicles in Leased Areas .....	18
2.20. Renewal of an AUA .....	18
2.21. Renewal Application.....	18
2.22. Replacement of an AUA Label .....	19
2.23. Temporary AUA.....	19
2.24. Expiry of an AUA .....	19

2.25.	Disposal of Vehicles with an AUA .....	19
<b>Section 3 - Authority to Drive Airside (ADA) .....</b>		<b>21</b>
3.1.	Introduction .....	21
3.2.	Categories of ADA.....	21
3.3.	Eligibility to hold an ADA .....	21
3.4.	Airside Driving Documentation .....	22
3.5.	ASA ADA Testing .....	22
3.6.	Purpose of Testing.....	22
3.7.	Application for an ADA .....	23
3.8.	Prerequisites for Category 1 ADA.....	23
3.9.	Prerequisites for Category 2 ADA.....	24
3.10.	Prerequisites for Category 4 ADA .....	24
3.11.	Issue – Category 1 ADA .....	25
3.12.	Issue – Category 2 ADA .....	25
3.13.	Issue - Category 4 ADA.....	25
3.14.	Conditions of Issue .....	26
3.15.	Testing Process for an ADA .....	26
3.16.	Criteria for Obtaining a 'Pass' .....	27
3.17.	Renewal of an ADA.....	27
3.18.	Upgrading an ADA .....	27
3.19.	Downgrading of an ADA.....	28
3.20.	Surrender of an ADA.....	28
3.21.	Suspension or Withdrawal of an ADA.....	28
3.22.	Appeal of Decisions - ADA .....	29
<b>Section 4 - Authorised Issuing Authorities .....</b>		<b>30</b>
4.1.	Introduction .....	30
4.2.	General Requirements .....	30
4.3.	Responsibilities of Authorised Issuing Authorities.....	30
4.4.	Authorised Testing Officers .....	31
<b>Section 5 - Rules for Driving Airside .....</b>		<b>32</b>
5.1.	Introduction .....	32
5.2.	General Requirements .....	32
5.3.	Road System .....	33
5.4.	Height Restrictions.....	33
5.5.	Speed Limits.....	33
5.6.	FOD Control Measures.....	34
5.7.	Right of Way .....	34

5.8.	Overtaking other Vehicles .....	34
5.9.	Dangerous Driving .....	35
5.10.	Proximity to Aircraft .....	35
5.11.	Towing of Rolling Stock.....	35
5.12.	Vehicle Occupants .....	35
5.13.	Phones and other Electronics Devices.....	35
5.14.	Vehicle Operations Airside and around the Terminal .....	36
5.15.	Operating on the Manoeuvring Area .....	36
5.16.	Operating on a Runway Strip .....	37
5.17.	Routes and Procedures on Apron Areas .....	37
5.18.	Pedestrians on the Apron .....	37
5.19.	Vehicle Defects.....	37
5.20.	Vehicle Parking Restrictions and Requirements.....	37
5.21.	Push Bikes .....	38
5.22.	Unserviceable Areas.....	38
5.23.	Leased Areas.....	38
5.24.	Immobilised Vehicles .....	38
5.25.	Vehicle Accidents and Incidents .....	39
5.26.	Low Visibility Operations.....	39
5.27.	Escorts .....	40
5.28.	Entry to the Airside .....	41
5.29.	Vehicles entering the Airside (with an AUA) .....	41
5.30.	Vehicles entering the Airside (without an AUA).....	41
5.31.	No Smoking in Vehicles .....	42
5.32.	Vehicles in Proximity to Aircraft Refuelling Operations.....	42
5.33.	Traffic Management Devices.....	42
<b>Section 6 - Approved Testing Officers.....</b>		<b>43</b>
6.21.	Introduction .....	43
6.22.	Nominated Testing Officer .....	43
6.23.	Scope of Authority .....	43
6.24.	Suspension of Authority .....	43
6.25.	Testing of Approved Testing Officers.....	43
6.26.	Cancellation of an Approved Testing Officer .....	43
<b>Section 7 - Miscellaneous.....</b>		<b>44</b>
7.21.	Schedule of Fees .....	44
7.22.	Exemptions .....	44
7.23.	Driving Airside without Authority .....	44

7.24.	Transition .....	44
7.25.	Emergency Service Vehicles.....	44
7.26.	Emergency Response Vehicles .....	45
<b>Section 8 - Radio Communications .....</b>		<b>46</b>
8.21.	Introduction .....	46
8.22.	Transmission Techniques .....	46
8.23.	Phonetic Alphabet.....	46
8.24.	Numerals .....	47
8.25.	Call Signs for Ground Vehicles.....	48
8.26.	Radio Checks and Testing.....	48
8.27.	Radio Emergency Procedures.....	48
8.28.	Commonly Used Phrases .....	48
8.29.	Procedures for Vehicles Entering the Manoeuvring Area .....	51
8.30.	Procedures for Vehicles to Vacate Manoeuvring Area .....	52
8.31.	Procedures for Tugs (Towing Aircraft) to Vacate Manoeuvring Area .....	52
8.32.	Some General Tips.....	52
8.33.	Light Signals .....	53
<b>Attachments.....</b>		<b>55</b>
Attachment 1 – Airside Vehicle Indemnity and Release .....		56
Attachment 2 - Authority to Use Airside (AUA) Application.....		1
Attachment 3 - Authority to Drive Airside (ADA) Application .....		5
Attachment 4 – Airport Map.....		1
Attachment 5 – RPT Apron Layout.....		1
Attachment 6 – Airside Drivers Guide .....		1

# Privacy Note

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In the course of managing the airside at Alice Springs Airport, including issuing Authority to Drive Airside (ADA's) and Authority to Use Airside (AUA's) and administering and enforcing requirements under this Airside Vehicle Control Handbook (AVCH), Alice Springs Airport (ASA) may collect personal information about individuals (including, but not limited to: names, addresses, contact details, employer's details etc.)

**1.1.1.** The information is collected by Alice Springs Airport.

ASA can be contacted at:

**Alice Springs Airport**  
Airport Management Centre  
Alice Springs NT 0870  
Phone: 08 8951 1211

**1.1.2.** You can gain access to personal information ASA holds about you by contacting ASA at the above address.

**1.1.3.** The information is collected by ASA for the purpose of the airside operation of Alice Springs Airport, including without limitation, the issuing and administering of ADA's and AUA's, the administration and enforcement of requirements under the AVCH, and to enable ASA to perform its legal, and other obligations in relation to the operation of the airside.

**1.1.4.** ASA may disclose this information to third parties. These third parties may include the Australian Federal Police, Australian Customs and Border Protection Service and other law enforcement or government agencies or departments, ASA's lawyers and other advisers, and your employer or the Vehicle Operator at Alice Springs Airport.

**1.1.5.** The requirement for individuals to apply for and obtain an ADA and/or AUA is set out in the Airports (Control of On-Airport Activities) Regulations 1997.

**1.1.6.** If you do not provide the required personal information, ASA will not be able to process applications for ADA's and AUA's. This will affect your ability to operate vehicles on the airside at Alice Springs Airport. It may also contravene requirements under the Airports Act or Regulations made under that Act.

For full details of the way in which ASA collects, handles and discloses personal information, you can view the Privacy Policy online at <http://alicespringsairport.com.au/about/privacy-policy> or you can request a copy of it by calling 8951 1211.

As ASA may be collecting personal information from a person other than the individuals themselves, ASA must make sure that they are aware of the things set out above. To ensure that this happens, any person who provides information about another individual:

- a) warrants that they are authorised to provide the personal information to ASA; and
- b) agrees to inform the individual of the information set out in (1) to (6) above.

## Record of Amendment

Amendment Number	Date of Amendment	Page Number	Description
1.0	September 2006	All	Review, rewrite and format to corporate format.
1.1	February 2021	All	Review, rewrite, format to corporate format and re-issue.

The ASA Airside Vehicle Control Handbook is subject to change from time to time. As information is updated, the version number of the document will be amended accordingly and stakeholders advised.

AVCH is distributed manually to applicable stakeholders on Airport.



## Definitions

ITEM	DEFINITION
Accident	Any vehicle or equipment related accident or incident
Aeronautical Radio Operator Certificate (AROC)	Certificate issued in accordance with Civil Aviation Safety Regulations 1998, Part 64.
Airport	Means Alice Springs Airport
Airside	The movement area of Alice Springs Airport, adjacent terrain, roads and buildings or portions thereof, access of which is controlled, bounded by the perimeter fence.
Airside Drivers Guide	The ASA publication containing rules and procedures for driving airside, markings, airport map etc.
Airside Road	Any road within the Airside of the Airport, including roads marked on aprons.
Air Traffic Control (ATC)	Air Traffic Control exercise control over aircraft and vehicles on Alice Springs Airport.
Approved Testing/Training Officer	A person approved by ASA in accordance with this Handbook
Apron	That part of an airport used: for the purpose of enabling passengers to board, or disembark from aircraft; for loading cargo on to, or unloading cargo from, aircraft; and /or for refuelling, parking or carrying out maintenance on aircraft
Authority to Use Airside (AUA)	An Authority issued in accordance with the Regulations.
Authority to Drive Airside (ADA)	An ADA issued under the regulations.
Authorised Person	Means a person authorised under an appropriate statutory instrument for the purposes of the Airports (Control Of On-Airport Activities) Regulations and includes ASA staff.
Authorised Signatory	An authorised signatory employed by a Vehicle Operator to sign a request for an AUA/ADA application.
Company	The owner or other person, firm, company or corporation (including government departments or business enterprises), controlling the operations of one or more vehicles on airside, or any person who has procured such vehicle for operation by his own agents
Dangerous Driving	Means driving without due care and attention, including driving without regard for the safety of aircraft, passengers and others on the airside as is the opinion of an Authorised Officer
Equipment	Any equipment that cannot move under its own power, and therefore must be pushed or towed.
Escort	An ADA holder who accompanies a vehicle and who accepts responsibility for its control at all times
Familiarisation	Acceptable level of knowledge and understanding of areas required by Category of Licence
Follow Me Service	A "Follow Me Service" is a service provided to aircraft or vehicles by an escort authorised by Alice Springs Airport.
Frequent	At least three times per week

Handbook	This AVCH, including any appendices or attachments
Identifying Number Label	A unique set of numbered labels to be fixed and displayed on all vehicles operated on the movement areas of the airport.
Infringement Notice	An infringement notice issued by an Authorised person, following a breach of the Rules for driving airside as set out in the AVCH.
Landside	That portion of the airport not designated as airside and to which the general public normally has free access
Leased Area	An area in respect of which a tenant pays a fee under a lease for exclusive use of that area.
Low Visibility Operations	Special procedures to be implemented by Air Traffic Control and the aerodrome operator to protect the runways. Activated at a trigger point when weather conditions are above the minima or the forecast is that the visibility will reduce to below 800m and/or cloud base is below 200ft
Manoeuvring Area	That part of the airport used for the take-off, landing and taxiing of aircraft, excluding Aprons
Markings	A line, symbol or group of symbols/lines displayed on the surface of the Movement Area in order to convey information.
Movement Area	That part of the airport that is used for the surface movement of aircraft, including Manoeuvring Areas and Aprons
Pavement Markings	The symbols, lines, words and figures displayed on the surface of a Movement Area
Perimeter Road	Means an Airside road which remains clear of the Movement Areas except at marked taxiway crossings.
Prohibited Area	Any part of the airport, designated by legislation or otherwise, access to which is prohibited to persons not having lawful authority or excuse to enter the area
Radio Procedures	The standard procedures adopted for communication between Air Traffic Control and aircraft/vehicles.
Regulations	The Airports (Control of On-Airport Activities) Regulations 1997
Restricted Area	Any part of the airport, designated by legislation or otherwise, access to which is prohibited to persons not having lawful authority or excuse to enter the area
Runway	A defined area for the take-off and landing of aircraft.
Runway Strip	A specific area on each side of the runway designed to reduce the risk of damage to an aircraft should it run off the runway
Security Restricted Area (SRA)	Area designated by ASA, access to which is restricted to (a) persons holding an authorised identification card valid for that part of the airport and (b) having a lawful excuse for entry.
Speed Limit	The speed limit in a particular area
Supervised vehicle	A vehicle driven under Supervision in accordance with the Rules for Drivers Operating Airside
Transport Security Program (TSP)	The Alice Springs Airport Transport Security Program issued in accordance with the Aviation Transport Security Act 2004 and Aviation Transport Security Regulations 2005
Terminal	The terminal at the airport which is operated by ASA.
Tracker Airside	Mobile reporting database for Airside Operational Use
Vehicle Operator	A person, firm, body corporate or Government Department controlling the operation of a vehicle whether as owner, hirer or

	otherwise defined as being held responsible for a vehicle operated on the airside.
Vehicle	A motor vehicle, special purpose vehicle or specialised airside mobile plant or equipment that can move under its own power.

# Abbreviations

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ADA	Authority to Drive Airside
AMC	Airport Management Centre
AMS	Aviation Maritime Service
ARFF	Aviation Rescue and Fire Fighting Service
ARO	Aerodrome Reporting Officer
AROC	Aeronautical Radio Operator Certificate
ASA	Alice Springs Airport
ASIC	Aviation Security Identification Card
ASSM	Airside Safety and Standards Manager
ATC	Air Traffic Control
AUA	Authority to Use Airside
BMU	Baggage Make-Up area
CASA	Civil Aviation Safety Authority
CASR	Civil Aviation Safety Regulations
CAT	Category
DIPL	Department of Infrastructure, Planning and Logistics
FOD	Foreign Object Debris or Foreign Object Damage
GM	General Manager
MO	Manager Operations
SCC	Security and Compliance Coordinator
SRA	Security Restricted Area
WOL	Who's On Location – manages the eLearning on-line ADA Inductions and Assessments

# Section 1 - Introduction

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## 1.1. Forward

As the Operator of an aerodrome certified under the Civil Aviation Safety Regulations (CASR), Alice Springs Airport is required to include in its Aerodrome Operations Manual particulars for the management and control of surface vehicles operating on, or in the vicinity of the airside area of Alice Springs Airport.

This Airside Vehicle Control Handbook (AVCH) is issued under the Airports (Control of On-Airport Activities) Regulations and forms part of the ASA Aerodrome Operations Manual.

The Airside Vehicle Control Handbook details the rules and procedures that apply to all airside users operating vehicles airside at Alice Springs Airport.

The intent of the requirements for airside operation of vehicles set out in this Handbook is to ensure the safe and orderly movement of passengers, aircraft and vehicular traffic.

Alice Springs Airport also publishes the Airside Drivers Guide. The Guide has been produced in the interests of safety and security as a quick reference to the rules that apply for drivers operating airside and is also intended to support drivers as a learning tool for individuals or vehicle operators.

It is a condition of all Authorities to Drive Airside and Authorities for Use Airside that vehicles are operated on the airside in accordance with the rules set out in the Airside Vehicle Control Handbook and detailed in the Airside Drivers Guide.

Failure to comply with the requirements of this Airside Vehicle Control Handbook will be taken into account by Alice Springs Airport in considering whether to exclude individuals or entities from the use or operation of vehicles on the airside.

## 1.2. Legislative Requirements

- 1.2.1. On State or Territory roads (Landside), the provisions of State or Territory laws and regulations are applicable in respect of vehicle registration requirements and traffic movement. The licensing of Vehicles operating on the airside at the airport is regulated by Alice Springs Airport Pty Ltd (ASA) under the Airports (Control of On-Airport Activities) Regulations 1997 ('the Regulations').
- 1.2.2. As the operator of an aerodrome licensed under the Civil Aviation Safety Regulations, ASA is obliged to include in its Aerodrome Operations Manual, particulars for the management of surface Vehicles operating on the airside (Civil Aviation Safety Regulations 1998 139.001 and MOS Part139 Aerodromes-Section 11.14). This requirement is met through the publication of the AVCH and Alice Springs Airport Airside Drivers Guide and their appendices
- 1.2.3. A Vehicle Operator must ensure that any vehicle which it operates, or which is operated on its behalf on the airside is operated in accordance with all relevant legislation including, to the extent applicable, the Civil Aviation Act 1988, the Civil Aviation Safety Regulations, Civil Aviation Orders, Airports (Control of On-Airport Activities) Regulations 1997.

## 1.3. Delegations

- 1.3.1. Under the Regulations the Department of Infrastructure, Regional Development and Cities may appoint or delegate responsibilities for the management and enforcement of those Regulations. In the case of airside vehicles, authorised officers of ASA enforce the regulations airside.

## 1.4. Responsibilities

- 1.4.1. The ASA General Manager has overall responsibility and authority to control persons and vehicles entering and operating on the airside of Alice Springs Airport, this Handbook is issued under such authority.
- 1.4.2. The ASA Manager Operations is responsible for the administration, maintaining and updating this Handbook, and ensuring the current version of the Handbook is available on the ASA 'Secured Documents' portal: <http://sdp.ntairports.com.au/>
- 1.4.3. The ASA Manager Operations is responsible for updating and ensuring that the current version of the ASA Airside Drivers Guide is available on the ASA website: <https://www.alicespringsairport.com.au/working-airport#airside-driving>
- 1.4.4. The ASA Manager Operations will maintain any other associated documentation and training or induction programs presented by ASA with respect to ADA's or AUA's.
- 1.4.5. The ASA Operations Management Team – General Manager; Manager Operations and the Security and Compliance Coordinator – are responsible for reviewing breaches of the rules for driving airside and making the determination to suspend or withdraw and ADA.

## **1.5. Authority of the ASA General Manager and Delegated Officers**

**1.5.1.** The Regulations give ASA the authority to require ADA holders to produce certain documentation when requested.

**1.5.2.** ADA holders are required to:

- a) show their current State or Territory Driver's Licence, ADA and ASIC upon request by an ASA Aerodrome Reporting Officer or an ASA authorised person;
- b) where driving rules have been breached or a person has been involved in an accident, produce the above-mentioned documents to a ASA Aerodrome Reporting Officer or an ASA authorised person having reasonable grounds to inspect them; and
- c) in the event of a driver being involved in an accident, submit to testing under the CASA Drug and Alcohol Management Regulations.

**1.5.3.** Failure to comply may result in an Infringement being issued to the driver, which may lead to a possible suspension or withdrawal of the ADA.

## Section 2 - Authority for Use Airside

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### 2.1. Introduction

- 2.1.1. An Authority for Use Airside (AUA) is an authority issued by ASA that permits the operation of a motorised vehicle on the airside areas of Alice Springs Airport. The provisions contained within the AVCH give guidance on the management and requirements for operating Vehicles on the airside of Alice Springs Airport.
- 2.1.2. The issue of an AUA does not entitle the Vehicle Operator to a parking space on the airside at Alice Springs Airport; or to access the airside where such access is not necessary for that particular vehicle.
- 2.1.3. Use of a vehicle airside is subject to the Regulations which impose rules about the operation of Vehicles and where they may be parked airside.

### 2.2. Application

- 2.2.1. All relevant forms and criteria for application are available from the ASA Website – Airside Driving section <http://alicespringsairport.com.au/working-airport/airside-driving>.
- 2.2.2. Applications must be submitted no less than five working days before any anticipated need for the AUA.
- 2.2.3. The ASA AUA application form must be accompanied by the following documents:
  - a) at least one of the following:
    - i. Certificate of Registration of the vehicle where it is registered for use on public roads; or
    - ii. Certificate of Roadworthiness where the vehicle is not (but is able to be) registered for use on public roads; or
    - iii. Letter of Compliance from an authorised mechanic that the vehicle complies with the relevant standards (if the vehicle is not able to be registered for use on public roads, i.e. GSE);
  - b) a letter from a responsible manager of the vehicle owner confirming that a maintenance program is in place to ensure the vehicle remains in a 'road-worthy' condition; and
  - c) if applicable, a letter from the 'contracting' company, sponsoring the access.
- 2.2.4. If granted, an AUA may be issued for a period of up to two years.
- 2.2.5. In considering any 'contract for service' arrangements, applicants should NOT anticipate automatic approval of the granting of an AUA.

### 2.3. Criteria for Issue

- 2.3.1. The major criterion for the issue or renewal of an AUA is that the applicant must demonstrate an operational need to drive a vehicle on the airside on a frequent and unescorted basis. The applicant must further show that the operational task(s) cannot be otherwise undertaken landside.



**2.3.2.** In addition, in deciding whether to issue an AUA, the ASA Manager Operations will consider the following:

- a) safety on the airside in relation to aviation operations, persons on the airside and property on the airside;
- b) the security of aircraft and other property located on the airside;
- c) congestion of airside areas, thereby decreasing the efficiency of the airport (particularly apron areas), and increasing the risk of accident to all users of Alice Springs Airport;
- d) the ability of the Vehicle Operator to ensure that the operation of the vehicle will comply with the requirements of this AVCH and with all laws, rules, standards and directions including, where applicable, legislative requirements and Air Traffic Control directions relating to the operation of Vehicles in the area;
- e) that the Vehicle Operator has in place measures to limit fire hazards in vehicles

and, without limiting the generality of (d), the ASA Manager Operations will also consider whether the Vehicle Operator has in place appropriate arrangements to ensure that:

- f) if the vehicle becomes immobilised on a Movement Area, the vehicle will be immediately removed;
- g) the vehicle will be maintained in accordance with section 2.6.

**2.3.3.** In addition, the applicant must, to the satisfaction of the ASA Manager Operations 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 (GSE);
- c) be directly involved with the servicing or maintenance of airside facilities, equipment or building/s, including all terminals, or other airside facilities, and that these areas cannot be reached via the landside;
- d) be directly involved with the servicing of other equipment that can only be reached from the airside;
- e) be a member of a Government Organisation i.e. (Australian Border Force, Department of Agriculture, AFP) with a demonstrated need to drive a vehicle on the airside on a frequent and unescorted basis;
- f) be directly involved with the servicing of air navigation equipment;
- g) have a need to carry equipment to parts of the airside on a frequent basis;
- h) have a need to be on the airside of the airport on a frequent and unescorted basis, e.g. maintenance contract (supported by documentation from the sponsor including details of frequency of entry onto Alice Springs Airport, and areas needed to be accessed);
- i) have a need or authority to carry out regulatory or law enforcement activities on the airside; or
- j) have a need to access the airside for any other purpose approved in writing by the ASA Manager Operations

## **2.4. Indemnity & Release**

**2.4.1.** An AUA will not be issued unless the Alice Springs Airport has been provided with a signed ASA Airside Vehicle Indemnity and Release form. This form is available from the ASA website. ASA may waive the requirement for an Indemnity and Release in exceptional circumstances.

## **2.5. Insurance**

**2.5.1.** Applicants for an AUA must, while they operate or otherwise have a Vehicle on the airside:

- a) take out and maintain an insurance policy with an insurer insuring against any liabilities for death, personal injury or property damage incurred in connection with the use of vehicles on the Airside. That insurance policy must be:
  - i. for an amount of not less than AUD\$20 million, unless otherwise approved by ASA;
  - ii. must not contain any exclusionary clauses relating to any airport infrastructure or aircraft or matters relating to or in connection with the operation of the vehicle on the airside;
- b) Must not do or permit to be done, anything which prejudices, and immediately rectifies anything which might prejudice cover under such insurance policy;
- c) provide ASA with a summary of its insurance policy (including what is insured under the policy, what is excluded under the policy and the length of currency of the policy) and any certificates of insurance connected with it, as soon as it is taken out or renewed (whether annually or more frequently); and
- d) notify ASA immediately if, for any reason such insurance policy is amended or cancelled.

These insurances may form part of the Vehicle Operator's insurance for the use of Alice Springs Airport as a whole. In other words, the Vehicle Operator will satisfy this requirement if it maintains a global public liability insurance policy that covers use of Vehicles on the airside and otherwise complies with the requirements set out in paragraphs 2.5.1 (a) – (e) above.

**2.5.2.** Copies of the Indemnity & Release and the Insurances will be maintained on the Security Data System database.

## **2.6. Roadworthiness/Vehicle Condition**

**2.6.1.** In the interests of airport safety, vehicles must always be maintained in a good state of repair by the Vehicle Operator in accordance with the vehicle mechanical and roadworthiness standards as set by the Northern Territory Department of Transport and under the laws of the Northern Territory.

- 2.6.2.** All Vehicle Operators are required to ensure that any plant (including motorised Vehicles) used by their employees or representatives, is used and maintained in accordance with the requirements of Northern Territory WHS legislation. The onus is on Vehicle Operators to ensure that plant intended to be used is subject to appropriate checks.
- 2.6.3.** ASA, reserves the right at any time, to conduct or require the conduct of a serviceability inspection on any vehicle(s) which operate on the airside. Any vehicle not deemed to be in roadworthy condition must be removed from the airside (2.15.1).
- 2.6.4.** Vehicle Operators must confirm the ongoing serviceability of all registered and non-registered vehicles and equipment by way of compliance statement to the ASA Manager Operations (or delegate).
- 2.6.5.** A vehicle serviceability check may include, but is not limited to, the following:
- a) Fluid leaks
    - i. Fuel
    - ii. Oil (engine)
    - iii. Oil (hydraulic – including condition of hoses and connectors)
  - b) Towing attachments
  - c) Tyre condition
  - d) Body condition
  - e) Brake condition
  - f) Excess emissions
  - g) Seat belts (if fitted)
  - h) All vehicle lights – including beacons
  - i) Horn (if fitted)
  - j) General mechanical condition

#### *Specialist Airport Vehicles*

- 2.6.6.** In the interests of airport safety, specialist airport Vehicles must always be maintained in a good state of repair by the Vehicle Operator in accordance with vehicle standards as set by the International Airline Transport Association (IATA).
- 2.6.7.** In the case of a specialist airport vehicle, where no Northern Territory Dept of Transport licensing or IATA specification exists, the ASA Manager Operations may give approval for the use of the Vehicle in accordance with any conditions which the ASA Manager Operations may attach to such approval or may attach from time to time.
- 2.6.8.** Any vehicle not meeting standards of serviceability as set down in either the Northern Territory Department of Infrastructure, Planning and Logistics (DIPL) or IATA standards or otherwise by the ASA Manager Operations will have their AUA suspended, and the Vehicle Operator must remove the vehicle from the airside and remove the AUA from the vehicle.

- 2.6.9.** The AUA may be reissued once repairs have been affected and ASA has received written verification from an appropriately qualified person to that effect.
- 2.6.10.** For avoidance of doubt, responsibility to ensure compliance with appropriate safety standards rests with the Vehicle Operator. Nothing in paragraph 2.6 of this AVCH requires or creates any obligation or responsibility for ASA to conduct safety inspections of Vehicles operated by other persons on the airside.

## **2.7. Markings and Specialised Equipment for Vehicles**

- 2.7.1.** All Vehicle Operators must ensure that any vehicles used on the airside are equipped and marked in accordance with the requirements of this AVCH.
- 2.7.2.** Companies intending to operate vehicles on the Manoeuvring Area must also comply with CASA Regulations – Manual of Standards (MOS) Part 139 paragraph 14.05.
- 2.7.3.** Any vehicle operated on the Manoeuvring Area must also carry a label identifying emergency light signals and their meaning in a location directly visible to the driver or operator.
- 2.7.4.** All vehicles which are intended to be used or may be used on the Movement areas of Alice Springs Airport (inclusive of all apron areas) must be equipped with an amber beacon located on a position of the vehicle that is visible from all angles. The beacon may be of a type that is rotating or flashing.
- 2.7.5.** All vehicles which are intended to be used or may be used on the Manoeuvring Area must be equipped with and activate:
- a) amber beacon; and
  - b) a suitable radio communications equipment capable of maintaining two-way radio communicate with ATC in accordance with CASR 139.115 & 139.160.
- 2.7.6.** All vehicles operated on the Movement area (inclusive of all apron areas) must be identifiable and display the Vehicle Operators name or logo on the vehicle; in some cases, vehicles are required to have a unique number displayed on the vehicle. The operator name, logo and/or number must be displayed on all sides of a vehicle.

## **2.8. Marking for Non Self-Propelled and Towed Equipment (including Rolling Stock)**

- 2.8.1.** All non-self-propelled equipment, and equipment that is towed on the airside (including rolling stock) must be marked in such a way as to be visible from all directions while being towed on the airside during the hours of darkness and periods of low visibility.

## **2.9. Activation of Lights**

- 2.9.1.** All vehicles which are intended to be used on the airside must display (on top of vehicle or highest point) an flashing or rotating amber/orange beacon, which is red and/or blue in the case of emergency response vehicles which is visible 360 degrees around the vehicle.

- 2.9.2.** All Vehicle Operators must activate the vehicle's amber beacon at all times (night and day) while operating on the movement area (inclusive of all apron areas).
- 2.9.3.** All Vehicle Operators must activate the vehicle's headlights (dipped), tail lights and amber beacon during hours of darkness and periods of declared low visibility whenever the vehicle is operating on the movement area.

## **2.10. New Types of Vehicles**

- 2.10.1.** Where a Vehicle Operator plans to acquire a new type of vehicle for airport use, the Vehicle Operator should as soon as possible discuss the proposed acquisition with the ASA Manager Operations so that an assessment can be made about compatibility with pavements and local geography at the airport.
- 2.10.2.** The type of information necessary to make such assessment of the proposed equipment will ordinarily include:
- a) compliance with NT DIPL or IATA standards (where applicable)
  - b) dimensions
  - c) gross mass
  - d) number, spacing and size of wheels and type of tyres and their pressures
  - e) turning radius
  - f) motive power
  - g) areas of intended operation
  - h) safety & special features.
- 2.10.3.** To avoid any doubt, the ASA Manager Operations (or General Manager) retains the discretion about whether, or on what conditions, to issue or renew an AUA. The ASA Manager Operations may restrict certain Vehicles and plant from operating on certain areas of the airport to minimise damage to pavements and infrastructure.

## **2.11. Private Vehicles**

- 2.11.1.** ASA may approve use of privately owned vehicles on the airside where approved by the ASA Manager Operations and the operator meets the conditions of Section 2 of the AVCH, including the requirement for any employees' vehicles to be covered by their Employers' public liability insurance for an amount of not less than AUD\$20 million when used on the airside.
- 2.11.2.** ASA retains absolute discretion on the issuing of AUA's to privately owned vehicles.

## **2.12. Granting of an AUA**

- 2.12.1.** Upon approval, the ASA Manager Operations (or management staff) will notify the Vehicle Operator that the label is ready for collection.

## **2.13. Affixing of the AUA Label**

- 2.13.1.** Upon issue of the label, it must immediately be affixed to the corresponding vehicle as identified on the label.
- 2.13.2.** The label must be affixed to the front windscreen of the vehicle.

- 2.13.3.** Where a vehicle does not have a windscreen, the label is to be affixed and be clearly visible.
- 2.13.4.** It is the responsibility of the vehicle operator to ensure a vehicle's AUA is clearly readable.
- 2.13.5.** No AUA label is transferable between Vehicle Operators or a Vehicle Operator's vehicles.

## **2.14. Air Traffic Services Light Signals Label**

- 2.14.1.** Vehicles operating on the manoeuvring area must have affixed to the vehicle a label defining the meanings of light signals from ATC.
- a) The label must be visible to the driver or vehicle operator; and
  - b) Be maintained in a condition that it is legible to the operator or driver of the vehicle.

## **2.15. Removal of Vehicles from the Airside**

- 2.15.1.** Where a vehicle is being driven, or is stopped or parked, on the airside in a manner that is likely to be a danger to a person or property (including other vehicles or aircraft), or that is likely to interfere with the operation of the airport, the ASA Manager Operations or authorised officer, may direct the driver to remove it from the airside under the Airports (Control of On-Airport Activities) Regulations 1997, Regulation 131 (1). An ASA authorised officer may direct any vehicle be relocated or removed from the Airside where it is deemed to:
- a) Be inappropriately parked, staged or stored;
  - b) Impede safe or efficient operations;
  - c) Is deemed to be unserviceable or un-roadworthy; or
  - d) That fails to meet requirements of possessing an AUA under the AVCH
- 2.15.2.** This direction may be done by verbal and/or written notice to the vehicle driver, owner/operator.
- 2.15.3.** Refusal to comply with such a direction is an offence under the Airports (Control of On-Airport Activities) Regulations 1997, Regulation 131 (2).
- 2.15.4.** If the driver cannot be found, or refuses to comply with the direction, the ASA Manager Operations, or authorised officer, may direct that the vehicle be moved to a place within the airport approved for that purpose under the Airports (Control of On-Airport Activities) Regulations 1997, Regulation 131 (4).
- 2.15.5.** Under 2.15.4, the vehicle may be moved by ASA through appropriate means with no liability to ASA regardless of any damage or costs associated with the removal of the vehicle. All costs associated with the transfer of vehicles will be met by the Vehicle operator i.e. towing; staff resources; storage and /or any other costs associated with the removal.
- 2.15.6.** ASA accepts no responsibility for any damage that may be sustained by the Vehicle in the course of it being removed or whilst in storage.
- 2.15.7.** Under a direction given under 2.15.1, the vehicle may be moved by an authorised officer capable of operating the vehicle or a person contracted by the authorised officer.

**2.15.8.** A vehicle that is not displaying a valid AUA will not be permitted access to the Airside or will be removed from the airside.

## **2.16. Suspension of an AUA**

**2.16.1.** Subject to this AVCH, an AUA is valid until the end of the month shown on the AUA label.

**2.16.2.** The ASA Manager Operations (or General Manager) may at any time suspend an AUA where:

- a) the vehicle does not meet the requirements of clause(s) 2.2, 2.4, 2.5, 2.6, 2.7; or
- b) the ASA Manager Operations has reason to believe there has been a breach of the requirements of this Handbook or the Regulations that is sufficiently serious to consider suspension of the AUA. Breaches include the inappropriate use of a vehicle - e.g. wheel spinning by a driver.

**2.16.3.** If the ASA Manager Operations suspends an AUA under clause 2.16.2, it may be done by verbal and/or written notice to the Vehicle Operator, the notice will specify the:

- a) reason/s for; and
- b) period of, the suspension.

**2.16.4.** Within 72 hours of receipt of a notice of suspension of an AUA, the Vehicle Operator must either:

- a) physically surrender the AUA to the Management Centre; or
- b) if the AUA Labels cannot be returned to ASA, the AUA and labels must be destroyed and ASA provided with a statutory declaration declaring that the AUA and/or labels have been destroyed.

**2.16.5.** At any time during a period of suspension under this part, the ASA Manager Operations may by written notice to the Vehicle Operator:

- a) re-issue the AUA for the balance of its term (and any applicable AUA issue charges will apply);
- b) extend the period of suspension; or
- c) invite the Vehicle Operator of the AUA to 'show just cause' why it should not be cancelled.

**2.16.6.** The ASA Manager Operations will invite the Vehicle Operator of the vehicle under suspension, in writing, to 'show just cause' why the AUA should not be withdrawn. The Vehicle Operator should write to the ASA Manager Operations, within 7 days, stating the case for reinstatement of the AUA. Failure to respond to such a request will result in the immediate withdrawal of the AUA. No form of credit or refund will be available as a result of that withdrawal.

**2.16.7.** The ASA Manager Operations authority to suspend or withdraw an AUA is not limited only to situations where there is a breach of this Handbook. In some circumstances, the ASA Operations Manager may consider it appropriate to suspend, cancel, or to limit the number of Vehicles at the airport for general congestion or operational efficiencies.

## 2.17. Withdrawal of an AUA

- 2.17.1.** The ASA Manager Operations in deciding whether or not to withdraw an AUA may use the criteria for issuing an AUA as detailed in this Part of the AVCH. If the ASA Manager Operations decides to withdraw the AUA, he will notify the Vehicle Operator, in writing, as soon as practicable.
- 2.17.2.** Within 72 hours of receipt of a notice of the withdrawal of the AUA, the Vehicle Operator must either:
- a) surrender the AUA to the Management Centre; or
  - b) if the AUA cannot be removed from the vehicle, destroy the AUA and provide ASA with a statutory declaration that the AUA has been destroyed.
  - c) Remove the vehicle from the airside

## 2.18. Appeal of Decisions - AUA

- 2.18.1.** Pursuant to the Regulations, a Vehicle Operator may apply to the GM for review of a decision by ASA to withdraw an AUA.
- 2.18.2.** The AUA (and/or ADA) will remain withdrawn pending the decision of the GM.

## 2.19. Vehicles in Leased Areas

- 2.19.1.** Vehicles operated on the airside must be issued with an AUA if operated in any area of the airside. This includes vehicles that may be used solely within a leased area if it is deemed to be airside.

## 2.20. Renewal of an AUA

- 2.20.1.** In applying for an AUA, Vehicle Operators must acknowledge and accept that the holding of an AUA for a vehicle is not an automatic right to enter the airside. Every application for an AUA is reviewed on a case-by-case basis. The holding of a current AUA is not sufficient grounds for an automatic renewal of the AUA for that vehicle, or for any other vehicle of a Vehicle Operator.
- 2.20.2.** At the time of renewal of an AUA, the Vehicle Operator must satisfy the ASA Manager Operations (or delegate) that the criteria set out for the issue of an AUA (as stated at clauses 2.2, 2.4, 2.5, 2.6, or 2.7) have been met.

## 2.21. Renewal Application

- 2.21.1.** All relevant forms and criteria for application are available from the ASA Website – Airside Driving section <http://alicespringsairport.com.au/working-airport/airside-driving>.
- 2.21.2.** Applications must be submitted to ASA Management Centre no less than 5 working days before the Vehicle Operator wishes to use the vehicle on the airside.
- 2.21.3.** The ASA AUA application form must be accompanied by the following documents in support of the application:
- a) at least one of the following:



- i. Certificate of Registration of the vehicle where it is registered for use on public roads; or
  - ii. Certificate of Roadworthiness, where the vehicle is not (but is able to be) registered for use on public roads; or
  - iii. Letter of Compliance from an authorised mechanic that the vehicle complies with the relevant standards (if the vehicle is not able to be registered for use on public roads); and
- b) a signed Indemnity & Release deed (if not already provided); and
  - c) evidence of liability insurance which meets the requirements set out in paragraph 2.5; and
  - d) If applicable, a letter from the 'contracting' company, sponsoring the application.

## **2.22. Replacement of an AUA Label**

**2.22.1.** ASA may issue a replacement AUA label for any Vehicle Operator that confirms that the original label has been destroyed.

**2.22.2.** In order to replace a label, the Vehicle Operator is required to submit a Statutory Declaration, providing a clear explanation as to why the original label was either lost or destroyed.

**2.22.3.** The Vehicle Operator will pay all costs associated with the replacement of a lost or destroyed label.

## **2.23. Temporary AUA**

**2.23.1.** The ASA Manager Operations or delegate may, in his/her discretion, issue a temporary AUA.

**2.23.2.** A Vehicle Operator must, in applying for a temporary AUA, must provide the following.

- a) Rego
- b) Type of vehicle
- c) Name, date, company, contact number, time required

**2.23.3.** Exemption: vehicles requiring access under direct escort do not require an AUA.

**2.23.4.** A temporary AUA can only be issued for a maximum of four weeks.

## **2.24. Expiry of an AUA**

**2.24.1.** When an AUA expires, the Vehicle Operator must either:

- a) Apply for a new permit prior to expiry; or
- b) Destroy the expired permit and remove vehicle from Airside.

## **2.25. Disposal of Vehicles with an AUA**

**2.25.1.** When a Vehicle Operator disposes of a vehicle which has an AUA, prior to disposal, the Vehicle Operator must either:

- a) within 7 days of disposal, physically return the AUA to the ASA Manager Operations (or delegate); or
- b) if the AUA cannot be removed from the vehicle, destroy the AUA and provide ASA with a statutory declaration that the AUA has been destroyed.

## Section 3 - Authority to Drive Airside (ADA)

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### 3.1. Introduction

- 3.1.1.** An Authority to Drive Airside (ADA) is an authority issued by ASA that permits the holder of the ADA to operate a vehicle on the airside at Alice Springs Airport within certain designated areas, depending upon the Category of ADA the driver holds (as set out below).
- 3.1.2.** ASA is the responsible authority for issuing ADA's at Alice Springs Airport. ASA may delegate the responsibility to issue ADA's to a third party as an Approved Issuing Authority.

### 3.2. Categories of ADA

- 3.2.1.** The airside areas for which driving is authorised for each Category of ADA are:
- a) Category 1: Perimeter and Airside Roads and Airside Leased areas  
*Note: There is limited requirement for Category 1 ADA at ASA unless there is a requirement to restrict vehicles to a particular area, in most cases a Category 2 ADA would be issued.*
  - b) Category 2: Airside Roads and Aprons
  - c) Category 4: All Airside areas

### 3.3. Eligibility to hold an ADA

- 3.3.1.** An application for an ADA must be made to ASA on the form included as Attachment 3 – ASA Application for Authority to Drive Airside (ADA) – to the Airside Vehicle Control Handbook; and is available on the ASA Website – Airside Driving section <http://alicespringsairport.com.au/working-airport/airside-driving>.
- 3.3.2.** An applicant must have an operational requirement to hold the appropriate category ADA.
- 3.3.3.** In the case of an applicant who has not held an ADA in the same or higher Category for the airport, the ASA Manager Operations (or delegate) may only issue the ADA if satisfied that the applicant:
- a) has an operational requirement to drive unescorted on the airside on a frequent basis;
  - b) holds a current and valid Australian State or Territory Driver's Licence
  - c) holds a current and valid Aviation Security Identification Card (ASIC);
  - d) is familiar with the airport geography and comprehends the terminology used to describe the airside;
  - e) understands the significance and meaning of airside signs and markings;
  - f) has a thorough knowledge of the "Rules for Driving Airside" as contained in the Airside Drivers Guide and this Handbook; and
  - g) if applying for a CAT 4 ADA:

- i. holds an Aeronautical Radio Operators Certificate (AROC) issued by the Civil Aviation Safety Authority or its Delegate;
- ii. has a thorough knowledge of Air Traffic Control instructions, operating restrictions and safety issues associated with operating on the airside; and
- iii. will not be impeded in his or her ability to read and understand coloured signs and/or lights (e.g. colour blindness). Any such restrictions must be written on the application form in order that it can be assessed on a case by case basis.

### **3.4. Airside Driving Documentation**

**3.4.1.** The reference document for the ADA is the ASA Airside Drivers Guide and should be read in conjunction with the AVCH.

**3.4.2.** The Airside Drivers Guide is available from the Alice Springs Airport website <https://www.alicespringsairport.com.au/working-airport#airside-driving>

### **3.5. ASA ADA Testing**

**3.5.1.** Applicants for all Categories of ADA are required to pass any reasonable and relevant tests deemed necessary by the ASA Manager Operations.

**3.5.2.** The ASA testing regime consists of, but may not be limited to:

- a) Online theory test and induction course;
- b) Airside Familiarisation;
- c) geography test (CAT 4); and
- d) practical test (CAT 4).

**3.5.3.** A third-party organisation may be permitted by the ASA Manager Operations to administer Category 1 or 2 ADA driver tests only.

### **3.6. Purpose of Testing**

**3.6.1.** The purpose of conducting ADA tests is to provide evidence that the applicant has attained a level of competency in terms of knowledge and skills applicable to driving safely on the airside. Material tested includes the geography of the airport and the *Rules for Driving Airside*. Questions are drawn from information provided in the *ASA Airside Drivers Guide* relevant to the category of ADA. ASA does not seek to verify a person(s) competency in operating a particular piece of plant or equipment; however, where requested, a Vehicle Operator company must provide evidence of compliance to regulatory requirements for the use of all equipment operated airside as required from time to time.

## 3.7. Application for an ADA

- 3.7.1.** The administration process for ADA applications is managed through ASA website *Working on Airport – Airside Driving*. Before applying for an ADA induction, all drivers must have completed practical training.
- 3.7.2.** After applying, applicants will receive an email with a link to WOL eLearning to sit the Airside Driving Induction(s).
- 3.7.3.** Applicants are also required to submit any supporting documentation, including Practical Training Logbook, familiarisation form signed off and the Aeronautical Radio Operators Certificate (CAT 4 only).
- 3.7.4.** In deciding whether to issue an ADA, the ASA Manager Operations will consider the following:
- a) the demonstrated operational requirement for unescorted driving access on a frequent basis;
  - b) the reason(s) for the requested Category of issue;
  - c) whether or not the applicant has satisfied the pre-requisites set out in Sections 3.7-3.9 of this AVCH (as required);
  - d) the overall safety of the airside, having regard to the number and functions of persons and property on the airside;
  - e) the security of the airside, and the aircraft on it;
  - f) the efficient utilisation of the airside.
- 3.7.5.** To avoid any doubt, the ASA Manager Operations (or the General Manager) retains the absolute discretion about whether to, or on what conditions to issue or renew an ADA.

## 3.8. Prerequisites for Category 1 ADA

- 3.8.1.** For Cat 1, the applicant must:
- a) complete an Airport area familiarisation and a minimum of 1 hour driving under the supervision of an ADA holder.
  - b) demonstrate to an Authorised Airside Driving Examiner the following:
    - i. safe vehicle operations in the vicinity of aircraft;
    - ii. recognition of giving way to aircraft taxiing or under tow;
    - iii. recognition of aircraft which have anti-collision lights on and their main engines running;
    - iv. awareness of the dangers of jet blast and safe distances to pass behind aircraft with their main engines in operation;
    - v. minimum distances for the operation of Vehicles from parked or taxiing aircraft;
    - vi. safety procedures in relation to passengers moving about on Aprons, to and from aircraft;
    - vii. geographic limits for Cat 1 ADA drivers and recognition of the boundaries of Manoeuvring Areas, by day and night;
    - viii. significance of Apron Road pavement markings and adherence to Apron Roads while travelling on Aprons;
    - ix. compliance with speed limits and signage as appropriate, and observance of safe speeds for existing conditions;

- x. knowledge of parking areas, equipment storage areas and equipment staging areas and their associated markings;
  - xi. correct procedures for live taxilane and/or taxiway crossings;
  - xii. knowledge of relevant airside safety policies such as "No Seat, No Ride", and other safety matters contained in the relevant Guide.
- c) complete online induction and theory test.

### 3.9. Prerequisites for Category 2 ADA

**3.9.1.** For a CAT 2 ADA, the applicant must:

- a) complete a minimum of four (4) hours driving on the airside under supervision by an ADA Holder, exemption may be applied for see exemptions and
- b) demonstrate to an Authorised Airside Driving Assessor the following:
  - i. safe vehicle operations in the vicinity of aircraft;
  - ii. recognition of giving way to aircraft taxiing or under tow;
  - iii. recognition of aircraft which have anti-collision lights on and their main engines running;
  - iv. awareness of the dangers of jet blast and safe distances to pass behind aircraft with their main engines in operation;
  - v. minimum distances for the operation of Vehicles from parked or taxiing aircraft;
  - vi. safety procedures in relation to passengers moving about on Aprons, to and from aircraft;
  - vii. geographic limits for CAT 2 ADA drivers and recognition of the boundaries of Manoeuvring Areas, by day and night;
  - viii. significance of Apron Road pavement markings and adherence to Apron Roads while travelling on Aprons;
  - ix. compliance with speed limits and signage as appropriate, and observance of safe speeds for existing conditions;
  - x. knowledge of parking areas, equipment storage areas and equipment staging areas and their associated markings;
  - xi. correct procedures for live taxilane and/or taxiway crossings;
  - xii. knowledge of relevant airside safety policies such as "No Seat, No Ride", and other safety matters contained in the relevant Guide.
- c) complete online induction and theory test.

### 3.10. Prerequisites for Category 4 ADA

**3.10.1.** For a CAT 4 ADA, the applicant must:

- a) complete a minimum of eight (8) hours driving on the airside, of which six (6) hours be conducted by day and at least two (2) hours by night. A substantial part of this time must be as a driver under supervision on the Manoeuvring Area;
- b) hold an Aircraft Radiotelephone Operators Certificate; and
- c) be able to demonstrate to an Authorised Airside Driving Assessor competence in operating a vehicle on the manoeuvring area that will include the following:

- i. all of the matters required to be demonstrated by an applicant for a CAT 2 ADA, as set out in clause 3.8.1;
  - ii. recognition and meaning of any Movement Area Guidance Signs (MAGS) to determine physical location on the airfield;
  - iii. recognition and meaning of all day and night markers and markings, e.g. MAGS, holding points, runways and all lighting;
  - iv. unaided identification of all runway and taxiways;
  - v. correct procedures for entering or crossing taxiways, runways and runway strips;
  - vi. correct radio procedures and use of standard phraseology;
  - vii. knowledge of radio failure procedures and light signals from ATC.
- d) complete online induction and theory test in accordance with Section 3.15.4
- 3.10.2** An applicant for a CAT 4 ADA who currently holds a current CAT 2 licence may reduce the hours of training required for the CAT 4 ADA, by taking into consideration the time logged in training for the CAT 2 licence. For example, a driver upgrading from a CAT 2 licence, needs to complete an additional four (4) hours driving of which two (2) hours must be conducted at night.

### **3.11. Issue – Category 1 ADA**

- 3.11.1.** The ASA Manager Operations or an Approved Delegate may issue an ADA only after the applicant:
- a) satisfies the eligibility requirements;
  - b) provides evidence of a valid Aviation Security Identification Card for use at Alice Springs Airport;
  - c) provides evidence of a valid State or Territory Drivers Licence; and
  - d) successfully completes both the ASA ADA Induction and practical driving (if required) tests.

### **3.12. Issue – Category 2 ADA**

- 3.12.1.** The ASA Manager Operations or an Approved Delegate may issue an ADA only after the applicant:
- a) satisfies the eligibility requirements;
  - b) provides evidence of a valid Aviation Security Identification Card for use at Alice Springs Airport;
  - c) provides evidence of a valid State or Territory Drivers Licence; and
  - d) successfully completes both the ASA theory and logbook hours or familiarisation

### **3.13. Issue - Category 4 ADA**

- 3.13.1.** The ASA Operations Manager or an Approved Delegate may issue an ADA only after an applicant:
- a) satisfies the eligibility requirements;
  - b) provides evidence of a valid Aviation Security Identification Card for use at Alice Springs Airport;
  - c) provides evidence of a valid State or Territory Drivers Licence;
  - d) provides evidence of an Aircraft Radio Operators Certificate; and

- e) successfully completes both the ASA online theory, completed logbook hours and practical driving tests.

### 3.14. Conditions of Issue

- 3.14.1.** An ADA will be valid for 24 calendar months from the month of issue (unless otherwise specified by the ASA Manager Operations), or is suspended or cancelled by ASA. The ADA will expire on the last day of the month of validity. Note the ADA will be aligned with the ASIC expiry date and the initial issue may be for a period of less than 24 months.
- 3.14.2.** If an ADA holder ceases to be employed by a Vehicle Operator, and is subsequently employed or hired for work by another Vehicle Operator on the airside at Alice Springs Airport, the driver must re-apply for a new ADA, or apply for a transfer. The ADA may be re-issued with the same expiry date and without the need to follow the initial application procedure providing the period between employers is less than one month.
- 3.14.3.** The ADA is valid only while the ADA holder is in possession of a current State or Territory Drivers Licence. It is the responsibility of the ADA holder to ensure they hold a current State or Territory Licence. If for whatever reason, an ADA holder's State or Territory licence has been cancelled or suspended:
  - a) the ADA holder must immediately advise their employer and the ASA Manager Operations; and
  - b) the ADA will be suspended for the period of the cancellation/suspension of that State or Territory Drivers Licence.
- 3.14.4.** Where an ADA holder works for more than one company his/her ADA may only be sponsored by one company. However, it is the responsibility of the ADA holder that they inform both companies and ASA of this fact. Failure to disclose this information to an employer and/or ASA may result in the driver being uninsured in the event of an accident.

### 3.15. Testing Process for an ADA

- 3.15.1.** ASA will conduct competency-based testing of all applicants prior to the issue of an ADA. Exemptions may be applied see list of exemptions.
- 3.15.2.** A third-party organisation may be permitted by the ASA Manager Operations to conduct competency-based testing of all applicants prior to the issue of an ADA.
- 3.15.3.** The CAT 2 - ADA Driver test may consist of:
  - a) Airside driving training (note this is normally carried out by the Employer)
  - b) a computer based Induction and theory test, consisting of multi-choice questions derived from information provided in the Airside Drivers Guide.
  - c) a geographical knowledge test consisting of designated locations which are to be correctly identified by the applicant;
- 3.15.4.** The CAT 4 – ADA Driver test may consist of:
  - a) computer based theory test, consisting of multi-choice questions derived from information provided in the Airside Drivers Guide.



- b) a geographical knowledge test consisting of designated locations which are to be correctly identified by the applicant; and
- c) a practical demonstration of competency consisting of a driving test conducted on the airside, specifically including the taxiway network and runway network. The test may include at least one (1) runway crossing; and
- d) the applicant demonstrating knowledge and competency of radio procedures.

### **3.16. Criteria for Obtaining a 'Pass'**

- 3.16.1.** Applicants must correctly answer 100% of the assessment questions to successfully complete the online theory test. At the time of the assessment, should the applicant be unsuccessful, they may re-sit the test; if the applicant fails a second time they are required to request a new link.
- 3.16.2.** Following successful completion of the online theory; CAT 4 ADA applicants are required to demonstrate the application of their knowledge (including airport geography) and skill by undertaking a practical driving test under the guidance of an Authorised Airside Driving Assessor.
- 3.16.3.** Applicants for CAT 4 ADA's, may be required to undertake the practical test during a period after last light.
- 3.16.4.** Any person failing to meet the required standards from practical testing they may undertake further testing.
- 3.16.5.** Current ADA holders who fail (during ADA renewal) to demonstrate competency must surrender their current ADA until such time as they can successfully pass the tests. In the case of a CAT 4 holder failing the competency testing, the applicant's current CAT 4 may be downgraded to a CAT 2 ADA.

### **3.17. Renewal of an ADA**

- 3.17.1.** An applicant may renew an ADA at any time up to one month before the expiry date of that ADA.
- 3.17.2.** To renew an ADA an applicant must:
  - a) submit an application form;
  - b) demonstrate that there continues to be an operational requirement for frequent unescorted access to the airside;
  - c) provide evidence of a valid Aviation Security Identification Card for use at Alice Springs Airport;
  - d) provide evidence of a current State or Territory Drivers Licence;
  - e) successfully complete the testing requirements.
- 3.17.3.** ASA or an approved delegate may re-issue an ADA to applicants if these requirements and eligibility criteria are satisfied.

### **3.18. Upgrading an ADA**

- 3.18.1.** In applying to upgrade an ADA, an applicant must:
  - a) establish a genuine need to upgrade the ADA; and

- b) otherwise satisfy the eligibility requirements for that category of ADA as listed in the preceding clauses.

**3.18.2.** The ASA Manager Operations is under no obligation to upgrade the ADA and each application must be established on a case-by-case basis.

### **3.19. Downgrading of an ADA**

**3.19.1.** The holder of an ADA that no longer meets the prerequisites of the category of ADA is obliged to downgrade the ADA to a category that they are eligible to meet.

**3.19.2.** The ADA holder must present the ADA for re-issue to the ASA Management Centre within 72 hours of the downgrade taking effect.

**3.19.3.** The ASA Manager Operations may downgrade the category of any ADA under the following circumstances:

- a) the ADA holder is subject to investigation;
- b) the ADA holder is unable to substantiate the need to maintain the category of the ADA issued.

### **3.20. Surrender of an ADA**

**3.20.1.** When a driver is no longer required to drive on the airside, the ADA holder must return the ADA to the issuing authority within 72 hours of the cessation of driving duties for that employer. The Vehicle Operator must also ensure that the ADA holder complies with this clause.

**3.20.2.** An ADA is not transferable between individuals, and ADA's are issued for use at Alice Springs Airport only.

### **3.21. Suspension or Withdrawal of an ADA**

**3.21.1.** The ASA General Manager or any ASA operations staff, may at any time suspend or withdraw an ADA where an ADA holder is involved in, or alleged to have been involved in:

- a) an air safety/security incident; or
- b) a vehicular or other related accident; or
- c) a serious breach of the Rules for Driving Airside; or
- d) breach of the condition of issue of the ADA; or
- e) fails to comply with a directive from an authorised officer; or
- f) a situation where the ADA holder accumulates 12 or more demerit penalty points during a 24-month period; or
- g) fails to respond to an invitation to 'show cause' in writing within 14 days or fails to sufficiently 'show cause' why the ADA should not be suspended or withdrawn; or
- h) a situation where the ADA holder has abused or threatened in any way an Authorised Officer on behalf of ASA.

- 3.21.2.** The suspension will be for a period to be determined by the ASA General Manager or any ASA Operations staff, pending the outcome of any ASA or regulatory investigation.
- 3.21.3.** An ADA holder must not drive (utilising the privileges of an ADA) a vehicle airside on ASA during the period of suspension.
- 3.21.4.** A person may drive a vehicle airside “under supervision” for the purposes of re-training.
- 3.21.5.** If ADA is suspended under clause 3.21.1 it may be done by Verbal and/or written notice to the ADA holder and the Vehicle Operator. The notice to the ADA holder will specify the reasons for, and period of the suspension.
- 3.21.6.** Within 72 hours of receipt of a notice of suspension or withdrawal of an ADA, the ADA holder must surrender the ADA to the ASA Management Centre.
- 3.21.7.** Vehicle Operators may also request ASA to suspend an employee’s ADA by providing the ASA General Manager or any ASA Operations staff with sufficient written advice as to why suspension should occur.
- 3.21.8.** At any time during the period of ADA suspension, the ASA General Manager may:
- a) lift the suspension;
  - b) extend the period of suspension; and/or
  - c) downgrade the category of the ADA.
- 3.21.9.** Before an ADA will be reinstated following suspension, the ADA holder may (at the discretion of the ASA Manager Operations) be required to sit further ASA driving tests.

## **3.22. Appeal of Decisions - ADA**

- 3.22.1.** ASA GM may review any appeal about:
- a) the withdrawal of an ADA; or
  - b) the suspension of an ADA; or
  - c) a decision to downgrade an ADA.
- 3.22.2.** The ADA holder will be invited to ‘show cause’ in writing (within 7 days of the dated letter from ASA) stating why their ADA should not be withdrawn.
- 3.22.3.** The ASA General Manager will consider the appeal.

## Section 4 - Authorised Issuing Authorities

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### 4.1. Introduction

- 4.1.1. ASA may, authorise certain Vehicle Operators to issue Authorities to Drive Airside to employees of Vehicle Operators other than Subsidiaries. Such a Vehicle Operator shall be known as an "Approved Issuing Authority".
- 4.1.2. Authorised Issuing Authorities are only permitted to issue a CAT 2 ADA.

### 4.2. General Requirements

- 4.2.1. In applying to become an Approved Issuing Authority, the Vehicle Operator will be required to provide to ASA the following information:
  - a) Number of Vehicles likely to enter the airside
  - b) Number of employees likely to be authorised to drive airside
  - c) The type of vehicles likely to enter the airside
  - d) A copy of the proposed Vehicle Operator training and testing material including:
    - i. geography of the airport
    - ii. ATC communication procedures
    - iii. airport markings
    - iv. aircraft towing/push back procedures
    - v. standard Vehicle Operator ramp operating procedures.
- 4.2.2. ASA will conduct audits of Approved Issuing Authorities Bi-Annually.
- 4.2.3. Approved Issuing Authorities may train their own staff.

### 4.3. Responsibilities of Authorised Issuing Authorities

- 4.3.1. An Approved Issuing Authority is required to issue to all its employees (and employees of its Subsidiaries) who may require driving airside as part of their normal duties, the following:
  - a) the ASA Airside Drivers Guide (or the Airside Vehicle Control Handbook)
  - b) maps of the airport
  - c) radio procedures (if required)
  - d) guidance material regarding the use and meaning of signs, markers and markings.
- 4.3.2. The Approved Issuing Authority shall ensure that:
  - a) all documentation detailed in 4.2.1 is current.
  - b) the training and testing material provided and used reflects the most recent documentation from ASA and is maintained and updated accordingly.
  - c) the training and testing will be conducted in accordance with section 3 of this document pertaining to CAT 2 ADA's.

**4.3.3.** Following receipt of application from its own employees, the Approved Issuing Authority may issue Authorities to Drive Airside (excluding Authority to Drive Airside CAT 4) in accordance with the conditions of this Handbook.

## **4.4. Authorised Testing Officers**

**4.4.1.** An Approved Issuing Authority is required to provide ASA details of all proposed Authorised Testing Officers. The proposed Authorised Testing Officers will undergo checks by ASA to ensure that minimum and uniform standards are maintained. These details may be reviewed and resubmitted annually to ASA.

**4.4.2.** If a proposed Authorised Testing Officer satisfies the requirements of ASA, then he or she may be endorsed by ASA as an Authorised Testing Officer.

**4.4.3.** Authorised Testing Officers are required to train and test the employees of the Approved Issuing Authority who apply for an Authority to Drive Airside (other than an Authority to Drive Airside CAT 4, who may only be tested by ASA).

**4.4.4.** The Approved Issuing Authority undertakes to train and test its employees to drive on the airside to the standard set out in this Handbook.

## Section 5 - Rules for Driving Airside

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### 5.1. Introduction

- 5.1.1. The rules for driving airside are an important part of the system that ASA has put in place to promote the safe and orderly movement of staff, passengers, aircraft and vehicular traffic airside.
- 5.1.2. Failure to comply with the requirements of these rules may constitute an offence under the Regulations, and an ADA holder may be subject to penalty.
- 5.1.3. Any failure to comply with the requirements of these rules will also be taken into account by the ASA General Manager (or Operations Management team member) in considering whether to suspend or withdraw a person's ADA, thereby preventing them from use or operation of motor vehicles airside.
- 5.1.4. Vehicle Operators/Companies must not in any way develop procedures for the operation of Vehicles while airside, contrary to the rules and conditions set out in this AVCH.
- 5.1.5. The *ASA Airside Drivers Guide* has been produced by Alice Springs Airport, in the interests of promoting safe driving on the airside at Alice Springs Airport.

The *Guide* details the safety rules for drivers in more detail and covers general conditions of operating a vehicle airside on roadways, aprons and around the terminal, speed limits, driving in the vicinity of aircraft, as well as detailed information on airside markings and general safety tips, communications, situational awareness and guidance and should be read in conjunction with the Airside Vehicle Control Handbook.

### 5.2. General Requirements

- 5.2.1. A person driving a vehicle on the airside, including a person driving a vehicle which is under Supervision (escorted), must at all times comply with the Rules for Driving Airside set out in Section 5 of this AVCH.
- 5.2.2. Alice Springs Airport authorises the use of vehicles on the airside through the issue of AUA's and ADA's.
- 5.2.3. Drivers must not drive a vehicle on the airside unless they hold:
  - a) a valid ADA; and the vehicle has a valid AUA appropriately affixed to the vehicle
  - b) a valid and current ASIC (or other authorised pass); and
  - c) a valid State or Territory drivers licence; or
  - d) if they do not have a valid ADA or the vehicle does not have a valid AUA, they:
    - i. are supervised in the vehicle by the holder of a valid ADA or the vehicle is escorted by a person authorised in accordance with this AVCH to provide airside vehicle escort services; and
    - ii. carry:
      - 1. a valid and current ASIC; and
      - 2. a valid State or Territory drivers licence.

#### **5.2.4.** When driving airside, drivers must:

- a) be familiar with the latest edition of the Airside Vehicle Control Handbook and the Airside Drivers Guide (including amendments to the Handbook/Guides); and any other relevant airside driving publications;
- b) understand the regulations and restrictions that apply to the airside area;
- c) be familiar with the designations of the runways and taxiways;
- d) comply with the rules for driving airside;
- e) be familiar with and comply with the radio procedures set out in this AVCH;
- f) not drive while affected by alcohol or drugs;
- g) not drive in a manner likely to jeopardise the safety of any person or property on the airside;
- h) obey all signage, pavement markings, and traffic control devices located airside;
- i) activate an amber beacon whilst operating on the Movement Area.
- j) wear and/or carry PPE in accordance with NTA Airside PPE Policy.
- k) obey all instructions given by an Authorised Officer when requested to do so.

NB: Authority to Drive Airside application forms and copies of the current ASA Airside Drivers Guide and Training Log can be accessed via the Alice Springs Airport website: <https://www.alicespringsairport.com.au/working-airport#airside-driving>

### **5.3. Road System**

- 5.3.1.** ASA provides a road system around the airport. The road system is marked in accordance with CASA Manual of Standards (MOS 139) and allows for appropriate clearances from aircraft operating on the Movement Areas.
- 5.3.2.** Vehicles must use the marked roadway where provided. Vehicles may move off the roadway when in association with the servicing of an aircraft, and then only within the close proximity to that aircraft.
- 5.3.3.** The Airside Road crosses one operational taxiway between the RPT Apron and the Commuter Apron. Drivers of Vehicles including CAT 2 ADA holders are permitted to cross this live taxiway at marked crossing areas; however, all drivers, must exercise extreme caution and adhere to signage in all cases, giving way to aircraft.

### **5.4. Height Restrictions**

- 5.4.1.** Height restrictions apply throughout various locations and are sign-posted accordingly.
- 5.4.2.** Vehicles must not fully cross the Parking Clearance Line to pass around a parked aircraft i.e. must have at least part of the vehicle on the Parking Clearance Line.

### **5.5. Speed Limits**

- 5.5.1.** When driving on the airside at the airport drivers must observe the following speed limits:
  - a) On Apron Areas: maximum 25 km/h
  - b) On Apron within 15m of aircraft maximum 15 km/h
  - c) Airside road: maximum 10 km/h

- d) Baggage Make up Area: maximum 5 km/h
- e) Perimeter Roads: 40 km/hr (unless otherwise designated)

**5.5.2.** Where there is an operational requirement to vary speeds to those indicated above, approval must be sought from the ASA Manager Operations (or delegate) and the vehicle must be driven at all times in a safe manner. In general, approval to vary the above speeds is only given to drivers involved in an airport emergency or runway inspections.

**5.5.3.** The speed limits are not indicators of the speed at which drivers should operate Vehicles; they indicate the maximum permitted speed. The driver must decide, depending on conditions such as weather and the load being carried by the vehicle, what is a safe speed to travel (below the maximum permitted).

## **5.6. FOD Control Measures**

**5.6.1.** 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 and placing it in specially marked receptacles.

**5.6.2.** Drivers must ensure when driving Vehicles carrying loose material (such as garbage, plastic sheeting and paper) that the load is adequately secured or covered to prevent spillage.

**5.6.3.** Any item(s) falling from a vehicle must be recovered by the driver and secured to prevent further spillage and possible aircraft damage.

**5.6.4.** Items blowing onto the Manoeuvring Area must be brought to the attention of ASA Aerodrome Reporting Officers immediately.

## **5.7. Right of Way**

**5.7.1.** All aircraft, including those under tow, have right of way over all other Vehicles.

**5.7.2.** Vehicles travelling on airside roadways have right of way over Vehicles entering/crossing roadways.

**5.7.3.** Where roadways intersect and there are no signs or markings, the NT State road rules (for example, give way to Vehicles on the right) will apply.

## **5.8. Overtaking other Vehicles**

**5.8.1.** Overtaking a vehicle is not permitted; unless there is an emergency requirement to do so the following conditions apply to any vehicle overtaking another vehicle on the airside:

- a) Overtake on the right hand side;
- b) The overtaking vehicle must not breach the speed limit for that area;
- c) The overtaking must be conducted in a safe manner;
- d) The overtaking manoeuvre must not force any other vehicle off the road/roadway;
- e) The overtaking manoeuvre must not force any other vehicle onto any part of the manoeuvring area (i.e. apron taxiway), nor should the overtaking vehicle use the apron taxilane to overtake preceding traffic.



## 5.9. Dangerous Driving

**5.9.1.** Vehicles travelling on the Airside roadways (and aprons) must not be driven in a manner dangerous to people, other vehicles or equipment.

This includes tailgating where you will most likely be in the drivers' blind spot, in particular, when driving behind large vehicles, such as refuelling and catering trucks.

## 5.10. Proximity to Aircraft

**5.10.1.** Drivers must not drive, stop or park a vehicle within 3 metres of an aircraft, except when required for the servicing of that aircraft or in an emergency.

**5.10.2.** Drivers must not drive a vehicle within **15 metres** of an aircraft **refuelling point** or **venting point** during the period of aircraft refuelling unless they are involved with the servicing of that aircraft.

**5.10.3.** Drivers must not drive behind and must stay well clear of aircraft when their anti-collision beacons are operating, as this indicates that the engines are running or are about to be started, or that the aircraft is about to move, note there are other indicators that drivers need to be aware of that an aircraft is about to move, such as a tug connected.

**5.10.4.** Drivers must give way to all moving aircraft, including aircraft under tow.

## 5.11. Towing of Rolling Stock

**5.11.1.** Drivers must not operate with a train of rolling stock in excess of:

- a) Four (4) on aprons and airside roads; or,
- b) As stipulated under local arrangements within the baggage handling areas

**5.11.2.** Drivers involved in towing rolling stock should also refer to their company's SOP's regarding the number that can be towed safely which may differ from but must not exceed the maximum number set out in the preceding rule.

## 5.12. Vehicle Occupants

**5.12.1.** No person shall ride on or operate a vehicle when the passenger number is in excess of the designated capacity of that vehicle i.e. NO SEAT, NO RIDE.

## 5.13. Phones and other Electronics Devices

**5.13.1.** The driver of a vehicle must not whilst driving airside answer or use, or attempt to answer or use, a hand-held phone. All other functions including texting, video messaging, online chatting, reading messages and emailing, as well as the use of audio playing functions are further prohibited.

**5.13.2.** The driver of a vehicle must not, when driving airside, use, or attempt to use any portable audio devices; and the wearing and/or use of audio earphones and/or buds while driving is explicitly prohibited.

**5.13.3.** The driver of a vehicle should if using a hands-free device, ensure any use is kept to a minimum so as not to be a distraction and/or impair situational awareness.

**5.13.4.** Mobile phones or other electronic devices must not be carried or used within 3m of the fuelling zone – the filling and venting points, refuelling trucks or equipment and hydrant connections.

## **5.14. Vehicle Operations Airside and around the Terminal**

**5.14.1.** No stopping, standing or parking of vehicles or equipment is permitted on roadways unless otherwise designated. Additionally, this restriction applies to any areas where they could interfere with aircraft, pedestrians, other vehicles or emergency exits from terminals.

**5.14.2.** Vehicles must not transit under any portion of any building or structure whether designated as a marked roadway or not, when the height of the vehicle is higher than the maximum height limit of the structure.

## **5.15. Operating on the Manoeuvring Area**

**5.15.1.** A driver must not enter the Manoeuvring Area unless:

- a) there is an operational requirement to do so;
- b) he or she holds a CAT 4 ADA. A CAT 4 ADA is required to enter or cross any runway (refer Airside Drivers Guide for any exemptions);
- c) a clearance is obtained from ATC to cross or enter a runway;
- d) ATC is advised of intention to drive on taxiway(s) (refer 5.15.2);
- e) the vehicle displays a rotating beacon which is amber in colour, or in the case of ARFF Vehicles, red and/or red/blue in colour (see also MOS 139 paragraph 14.05;
- f) between sunset and sunrise or in conditions of declared low visibility, the vehicle has headlights illuminated and tail lights operating;
- g) the vehicle is equipped with a radio capable of receiving and transmitting on all Alice Springs Airport ATC Tower frequencies, in accordance with CASA regulations CASR 139.115 & 139.160;
- h) prior to entering the manoeuvring area, the driver obtains the latest terminal information to ascertain the aerodrome operating configuration including whether any low visibility, special procedures are in use;
- i) whilst operating on the manoeuvring area the driver must monitor the ATC frequency appropriate to the area of operation and give way to all aircraft movements.

**5.15.2.** Drivers holding CAT 4 ADAs may be permitted to operate on taxiways without specific clearance from ATC. It is incumbent on the driver to maintain a listening watch on and vacate the area for aircraft movements,

**5.15.3.** In the case of aircraft tugs with or without aircraft attached, or aircraft escort Vehicles, drivers must seek clearance from ATC prior to commencing the tow or entering the manoeuvring area.

**5.15.4.** A taxiway is not and must not be used as a short distance transit route.

Refer to the Airside Drivers Guide (and other publications, such as Airservices – Runway Safety) for additional information.

## 5.16. Operating on a Runway Strip

- 5.16.1. A driver must not enter any runway (or its associated strip) unless a CAT 4 ADA is held and specific clearance to do so is obtained from Air Traffic Control (ATC).
- 5.16.2. During periods of low visibility, special procedures (see 5.24) may be adopted to control the movement and operation of vehicles on the manoeuvring area.

## 5.17. Routes and Procedures on Apron Areas

- 5.17.1. Routes (airside roads) are marked throughout most apron areas. Marked roadways including taxiway and taxilane crossing points ('live taxiway crossing') are to be used to access apron areas.

Drivers must use caution in these areas and must stop and give way to aircraft.

Under no circumstances are CAT 2 ADA Drivers permitted to cross a taxiway other than the locations identified at 'live taxiway crossings'.

## 5.18. Pedestrians on the Apron

- 5.18.1. Vehicles must not be driven between, or across the path taken by passengers moving to or from an aircraft.
- 5.18.2. Drivers must always be on the lookout for pedestrians. In particular, caution must be exercised by drivers as vehicles move from light areas to darker areas in and around terminal buildings and service areas.
- 5.18.3. Persons requiring pedestrian access around terminals and apron areas should follow marked footways (when provided) or if no marked footways are available follow the building footprint. Vehicles must give way to pedestrians crossing at a pedestrian crossing.
- 5.18.4. Caution must be used by drivers when operating within the vicinity of the BMU; and at Boarding Gate crossings along the RPT Apron Airside Road.

## 5.19. Vehicle Defects

- 5.19.1. Drivers must:
  - a) notify the Vehicle Operator of any defect in a vehicle, as soon as the driver is aware of it;
  - b) immediately draw to the attention of the Vehicle Operator any written statement issued by or on behalf of the ASA Manager Operations (or delegate) and notifying a defect in a vehicle being driven or attached to a vehicle of which a driver is in charge.

## 5.20. Vehicle Parking Restrictions and Requirements

- 5.20.1. Vehicles or equipment must not be parked so that they will obstruct aircraft, other vehicles or pedestrians using the airside.
- 5.20.2. All aircraft servicing equipment must be stored, when not in use, wholly within marked equipment storage areas or other storage areas designated by ASA.
- 5.20.3. All aircraft servicing equipment awaiting immediate use is to be staged wholly within marked equipment staging areas on aircraft parking bays.

- 5.20.4.** Vehicles must not be parked or left in areas that are designated by signs or otherwise clearly marked as; no parking areas, limited no parking areas, no standing areas, limited no standing areas.
- 5.20.5.** Vehicles must not be parked within 3 metres landside and 2 metres airside of any boundary fence that provides a landside/airside barrier, unless so designated. Such boundaries may not be marked or signposted.
- 5.20.6.** Vehicles must not be left unattended with the engine running.
- 5.20.7.** If a driver fails to comply with certain provisions under the Regulations (including these Airside Parking restrictions), ASA may issue an Infringement Notice to the driver or where the driver is unknown, to the AUA registered owner of the vehicle or equipment.

## **5.21. Push Bikes**

- 5.21.1** No riding of Push Bikes airside is permitted. They may be walked airside for the purposes of safe storage only.

## **5.22. Unserviceable Areas**

- 5.22.1.** No vehicle may enter an area delineated by unserviceability markers or markings (and lights) unless there is an operational need. If necessary to enter the area the driver must exercise extreme caution and only remain in that area for the period of that operational need.

## **5.23. Leased Areas**

- 5.23.1.** The driver of a vehicle must not enter a leased area airside without approval of the lessee unless they have a regulatory requirement or other lawful authority to enter that area (ASA vehicles and personnel exempted).
- 5.23.2.** Aviation industry participants with airside/landside access are authorised to escort vehicles into their premises, provided that:
  - a) Vehicles accessing the premises must have an operational need to be in the area and the driver and the passengers in the vehicle comply with the ASIC provisions of the Alice Springs Airport Transport Security Program.
  - b) The vehicle must remain within the premises at all times and not move onto the airside aircraft movement area (any apron area) unless escorted by a person specifically authorised to do so by ASA.

## **5.24. Immobilised Vehicles**

- 5.24.1.** If a vehicle becomes immobilised on the Manoeuvring Area, the driver must immediately notify Air Traffic Control. If unable to contact ATC, contact ASA Airport Operations on 0402 088 154 and remain with the vehicle.
- 5.24.2.** If a vehicle becomes immobilised on an apron area, the driver must notify ASA Airport Operations on 0402 088 154.
- 5.24.3.** The driver of any vehicle which becomes immobilised on an Apron area must provide to ASA staff such assistance as is reasonably requested to move the vehicle off the Apron area to another area as directed.

## 5.25. Vehicle Accidents and Incidents

- 5.25.1.** The driver of a vehicle must report 'all' accidents and incidents regardless of how minor the circumstances may seem and the driver must immediately report the accident to the duty Aerodrome Reporting Officer on 0402 088 154 or Airport Management Centre.
- 5.25.2.** Unless a statement has already been given to an ASA authorised person (for example, at the scene of the accident/incident), a written statement is to be forwarded to the ASA Manager Operations (or General Manager), within 72 hours of the occurrence, detailing the circumstances surrounding the accident/incident.
- 5.25.3.** The Operator is required to provide ASA with a detailed report of any airside driving incidents, accidents or near misses, that includes:
- Details of the incident, including feedback on what happened and why
  - Contributing factors
  - What remedial actions have been taken to prevent reoccurrence
- 5.25.4.** Any operator involved in an accident (or incident) airside is required to be tested for Alcohol and other Drugs under CASR part 99. The operator of a vehicle or equipment must make themselves available for testing in accordance with the regulations.
- 5.25.5.** ASA will generally undertake an investigation into any incidents that are deemed to be (though not limited to) of serious nature, safety issue or highlight other deficiencies, such as training or inadequate procedures. Investigators may include ASA General Manager, Manager Operations, Security & Compliance Coordinator, WHS Adviser or Aerodrome Safety & Standards Manager
- 5.25.6.** In the event of ASA undertaking an investigation, any person(s) involved in or witness to an occurrence, is required to disclose full details of the occurrence to ASA.
- 5.25.7.** Failure to assist in, or making available a person(s) for interview as part of a safety investigation may result in that organisation being asked to 'show cause' why it should not have its vehicle AUA's and driver ADA's removed.

## 5.26. Low Visibility Operations

- 5.26.1.** Low Visibility Operations is a mode of operation declared by Air Traffic Control when the prevailing meteorological conditions cause the management of aircraft movements to be severely restricted. Low visibility conditions are considered to exist when the visibility reduces to below 800m or shallow fog exists within the airfield boundary or when the visibility on any part of the aerodrome is insufficient for ATC to exercise control over traffic on the basis of visual surveillance.
- During this period, positive traffic management of both aircraft and vehicles on the manoeuvring area is under the direct control of ATC.
- 5.26.2.** All vehicles needing to enter the manoeuvring area must seek ATC clearance to do so prior to entering the area. Only essential vehicles may enter the manoeuvring area during Low Visibility Operations.
- 5.26.3.** Under declared low visibility conditions, the following vehicles are classified as 'essential' and may, under ATC direction, be cleared to enter the manoeuvring area:
- ASA Operations Vehicles;

- b) Aviation Rescue Fire Fighting Services Vehicles;
- c) ASA maintenance staff (under escort);
- d) Airservices technicians (under escort);
- e) Emergency Vehicles (under escort);

**5.26.4.** Aircraft servicing vehicles needing to operate on or near apron areas during Low Visibility Operations shall be under the guidance of Airline/Ground Handling Ramp Supervisors.

**5.26.5.** Any other vehicles not directly involved with the servicing of aircraft at that time must either:

- a) maintain their then-current position; or
- b) be stored in an area approved for that purpose; or
- c) be stored in such other area as directed by the ASA Aerodrome Reporting Officer or
- d) be removed from the airside until such time as the Low Visibility Operations are declared complete; or
- e) comply with any signage that may indicate restrictions in place due to Low Visibility Operations.

**5.26.6.** Under special circumstances, if other Vehicles (i.e. ambulance) need to enter the airside, Aerodrome Reporting Officer or Manager Operations will ensure an escort is available.

## 5.27. Escorts

**5.27.1.** Drivers of Vehicles that are not authorised to drive airside (i.e. drivers without an ADA and ASIC) may proceed airside only if under the supervision of an escort. ASA or a Vehicle Operator may make available a suitably authorised person to act as an escort.

**5.27.2.** For the purposes of this rule, a suitably authorised person is a holder of an ADA:

- a) of the category required for the escort.

**5.27.3.** A driver holding an appropriate ADA for the area of operation may escort a vehicle by one of the following ways:

- a) driving a vehicle for which an AUA is current and appropriately equipped to escort the supervised vehicle; or
- b) accompanying the supervised vehicle on foot.

**5.27.4.** Before a driver of a vehicle commences escorting supervised vehicle(s), the driver of the escort vehicle must ensure that the driver has been issued with a VIC pass and that the driver of the supervised vehicle is aware of the following requirements:

- a) any specific rules for driving airside applicable to the proposed route;
- b) the manner in which the escort will be conducted;
- c) the proposed route;
- d) to closely follow the escort vehicle;
- e) to give way to aircraft and passengers on Aprons at all times;
- f) to obtain an escort for the journey out of the airside;
- g) to keep the supervised vehicle behind the escorting vehicle at a distance that will ensure adequate supervision at all times;
- h) if unsure at any time of correct procedures, to contact an ASA Operations Officer for assistance.

## 5.28. Entry to the Airside

- 5.28.1.** No vehicle may enter the airside unless it has a lawful reason or excuse to be airside.
- 5.28.2.** Vehicles will not be permitted to airside unless they display a valid AUA or under escort by a vehicle with a valid AUA.
- 5.28.3.** For safety and security reasons, a vehicle may be subject to inspection and/or search by ASA personnel, an Officer of the Australian Federal Police or other ASA authorised person or Security Contractor prior to entry to the airside.
- 5.28.4.** Random inspections may include, but not limited to, a face-to-face ASIC verification, visual inspection of the vehicle and contents, confirmation of valid ADA and AUA; ETD swabs of vehicle and occupants; and physical of persons, of vehicle, inspections of goods prior to entering the SRA.
- 5.28.5.** A vehicle may be refused entry at any time based on, but not limited to any of the following conditions:
- Heightened security;
  - Aerodrome emergency;
  - Low Visibility Operations;
  - Vehicle defect;
  - As otherwise directed by the ASA General Manager, Manager Operations or Security & Compliance Coordinator.

## 5.29. Vehicles entering the Airside (with an AUA)

- 5.29.1.** All vehicles with an AUA entering the airside of Alice Springs Airport must comply with the following conditions:
- Be in a state of good repair;
  - Display a company logo of the Vehicle Operator;
  - If the company does not have a logo the company name must be displayed in its place;
  - Those vehicles intending to operate on the Movement Areas must have an amber beacon affixed to the uppermost part of the body of the vehicle visible from 360° and must activate the same upon entering the airside under those conditions;
  - Those vehicles intending to operate on the movement area (at any time) must have an amber beacon affixed to the uppermost part of the body of the vehicle and operate the same when on the manoeuvring area;
  - Those vehicles intending to operate on the manoeuvring area must be equipped with equipment as described under 5.15.
  - Vehicle drivers must adhere to all safety and security regulations.

## 5.30. Vehicles entering the Airside (without an AUA)

- 5.30.1.** Drivers must ensure that in respect of all vehicles entering the airside of Alice Springs Airport which do not have an AUA:
- the vehicle is in a state of good repair;
  - the vehicle is not moved anywhere on the airside unless it is under appropriate escort; and

- c) the person in charge of the vehicle adheres to all safety and security regulations.

### **5.31. No Smoking in Vehicles**

- 5.31.1.** No person is permitted to smoke inside a vehicle, while that vehicle is located within the airside areas.

### **5.32. Vehicles in Proximity to Aircraft Refuelling Operations**

- 5.32.1.** Aircraft operators and those drivers servicing aircraft must refer to and adhere by the requirements of Civil Aviation Order 20.9 (Air Service Operators – Precautions in Refuelling, Engine and Ground Radar Operations) and CASA Instruments relating to any existing exemptions issued, such as, CASA EX66/14.

### **5.33. Traffic Management Devices**

- 5.33.1.** ASA may from time to time establish traffic management devices, such as speed signs, in order to ensure the safe and orderly flow of traffic on the airside.
- 5.33.2.** Traffic management devices will be established in accordance with the Standards where applicable and as far as practicable.
- 5.33.3.** Where a CASA aerodrome standard exists, it shall over-ride any other standard.
- 5.33.4.** No person is to interfere with or amend any traffic management device as established by ASA.



## Section 6 - Approved Testing Officers

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### 6.21. Introduction

- 6.21.1. ASA may authorise a person(s), on its behalf, to administer any such tests that ASA deems fit to evaluate a person's competency to hold an Authority to Drive Airside.
- 6.21.2. An Approved Testing Officer is a person who is approved by the ASA Manager Operations to administer the ASA Airside Driving Tests.
- 6.21.3. An Approved Testing Officer is only permitted to administer CAT 1 and 2 ADA Tests.

### 6.22. Nominated Testing Officer

- 6.22.1. A Vehicle Operator may submit in writing to the ASA General Manager a nomination of a person to be an Approved Testing Officer, where that person:
  - a) is an officer or employee of the Vehicle Operator; and
  - b) holds a current ADA at the level that is requested in order to undertake such tests as directed.
- 6.22.2. The ASA General Manager may approve a person nominated by the Vehicle Operator to be an Approved Testing Officer subject to such limitations and conditions as considered appropriate.

### 6.23. Scope of Authority

- 6.23.1. Approved Testing Officers are able to test the employees of the Vehicle Operator and the employees of its subsidiaries who apply for an ADA as directed by the ASA General Manager.
- 6.23.2. Approved Testing Officers will submit to ASA tests results supporting the approval for an applicant to be issued an ADA.

### 6.24. Suspension of Authority

- 6.24.1. The ASA General Manager may at any time suspend a person's Authority to be an Approved Testing Officer by either verbal or written notice. That notice will be given within 7 days of the suspension, and will specify the:
  - a) reason/s for; and
  - b) period of the suspension.

### 6.25. Testing of Approved Testing Officers

- 6.25.1. Approved Testing Officers must make themselves available for assessment by the ASA General Manager at any time given reasonable notice.

### 6.26. Cancellation of an Approved Testing Officer

- 6.26.1. The ASA General Manager at any time may cancel the approval of a person as an Approved Testing Officer by giving 7 days written notice to the Approved Testing Officer.

## Section 7 - Miscellaneous

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### 7.21. Schedule of Fees

**7.21.1.** Details of fees for airside driving and vehicle authorities provided by ASA can be obtained from the ASA Management Centre or from the ASA website.

### 7.22. Exemptions

**7.22.1.** Any person, including a Vehicle Operator or ADA applicant, may apply to the ASA General Manager for exemption from certain provisions of this Handbook either generally or in relation to specific situations, persons, activities or airside areas. However, any exemption is at the absolute discretion of the ASA General Manager (who must take into account legislative obligations in determining whether an exemption can be granted).

**7.22.2.** Any such exemption, if granted, would be considered as a temporary measure until the applicant can meet the particular conditions of this Handbook.

**7.22.3.** A person applying for an ADA Cat 4 may apply for an exemption from the required 8 hours logged driving if:

- a) They possess a valid ADA from an equal or larger Airport
- b) They meet all other prerequisites and eligibility requirements

**NOTE:** Approvals are at the discretion of the ASA Manager Operations.

**7.22.4.** The General Manager may approve, in writing, any such exemption on such conditions considered to be appropriate.

### 7.23. Driving Airside without Authority

**7.23.1.** Any person found driving on the airside of Alice Springs Airport without the proper authority is in breach of the Regulations and may be subject to prosecution.

### 7.24. Transition

**7.24.1.** As far as possible, actions taken under any previous AVCH for Alice Springs Airport shall be taken to have been done under this Handbook and shall be subject to amendment, renewal, cancellation and/or suspension as the case may be in accordance with this Handbook.

### 7.25. Emergency Service Vehicles

**7.25.1.** Airport Emergency Service Vehicles consist of the Aviation Rescue Fire Fighting Service and the Australian Federal Police.

**7.25.2.** Due to the nature of their role, it is possible that they may in the course of specific duties breach the Rules for Driving Airside during response actions, though at no time will safety be compromised.

**7.25.3.** Other Northern Territory Emergency Service Vehicles will unless otherwise authorised, be subject to the conditions of this Handbook.

## **7.26. Emergency Response Vehicles**

**7.26.1.** ASA Operations Vehicles will respond to emergencies on the airport.

**7.26.2.** Due to the nature of their role, Aerodrome Reporting Officers may in the course of specific duties breach the Rules for Driving Airside. Operating Procedures have been developed and provide strict guidelines for responding to emergency situations and specific 'response' actions. At no time will safety be compromised.

## Section 8 - Radio Communications

### 8.21. Introduction

- 8.21.1.** Vehicles intending to operate on the manoeuvring areas of Alice Springs Airport must be equipped with radios capable of maintaining two-way communications with Air Traffic Control.
- 8.21.2.** Effective driver/controller communications are vital to safe aerodrome operations.
- 8.21.3.** Vehicle Operators are responsible for organising training so that drivers can obtain an Aeronautical Radio Operator's Certificate, through the Civil Aviation Safety Authority or an approved delegate.
- 8.21.4.** Drivers should refer to their Radio Operators Certificate notes to ensure that they fully understand the regulations and restrictions that apply to the movement area and specifically the manoeuvring area.

### 8.22. Transmission Techniques

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

### 8.23. Phonetic Alphabet

- 8.23.1.** The International Phonetic Alphabet is used to assist in voice transmission of call signs, taxiway designators and the spelling of proper names and unusual words:

Letter	Spoken As	Pronunciation	Letter	Spoken As	Pronunciation
<b>A</b>	ALPHA	Al-fa	<b>N</b>	NOVEMBER	no-VEM-ber
<b>B</b>	BRAVO	BRAH-voh	<b>O</b>	OSCAR	OSS-cah
<b>C</b>	CHARLIE	CHAR-lee	<b>P</b>	PAPA	pah-PAH
<b>D</b>	DELTA	DEL-tah	<b>Q</b>	QUEBEC	key-BECK
<b>E</b>	ECHO	ECK-oh	<b>R</b>	ROMEO	ROH-me-OH
<b>F</b>	FOXTROT	FOKS-trot	<b>S</b>	SIERRA	see-AIR-rah
<b>G</b>	GOLF	golf	<b>T</b>	TANGO	TANG-go
<b>H</b>	HOTEL	hoh-TELL	<b>U</b>	UNIFORM	YOU-nee-form
<b>I</b>	INDIA	IN-dee-ah	<b>V</b>	VICTOR	VIC-tah
<b>J</b>	JULIETT	JEW-lee-ETT	<b>W</b>	WHISKY	WISS-key
<b>K</b>	KILO	KEE-low	<b>X</b>	X-RAY	ECKS-RAY
<b>L</b>	LIMA	LEE-mah	<b>Y</b>	YANKEE	YANG-key
<b>M</b>	MIKE	mike	<b>Z</b>	ZULU	ZOO-loo

## 8.24. Numerals

**8.24.1.** Numbers are to be transmitted using the following pronunciations:

<b>0</b>	ZE-RO
<b>1</b>	WUN
<b>2</b>	TOO
<b>3</b>	TREE OR THREE
<b>4</b>	FOW-er
<b>5</b>	FIFE
<b>6</b>	SIX
<b>7</b>	SEV-en
<b>8</b>	AIT
<b>9</b>	NIN-er
<b>DECIMAL</b>	DAY-SEE-MAL
<b>THOUSAND</b>	TOUSAND OR THOUSAND

**8.24.2.** In general, numbers except whole thousands, are to be transmitted by pronouncing each digit separately, e.g.

<b>10</b>	ONE ZERO
<b>75</b>	SEVEN FIVE
<b>100</b>	ONE ZERO ZERO
<b>583</b>	FIVE EIGHT THREE
<b>5000</b>	FIVE THOUSAND
<b>11000</b>	ONE ONE THOUSAND
<b>24000</b>	TWO FOUR THOUSAND
<b>38143</b>	THREE EIGHT ONE FOUR THREE

**8.24.3.** Numbers (Operational Numbers) containing decimals are transmitted with the decimal point, in appropriate sequence, indicated by the word 'decimal', day-see-mal e.g.

<b>118.3</b>	ONE ONE EIGHT DECIMAL THREE
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## 8.25. Call Signs for Ground Vehicles

**8.25.1.** Ground vehicle call signs are to be transmitted using the group form and be preceded by a vehicle identifier, e.g.

<b>Safety 1</b>	SAFETY ONE
<b>Car 61</b>	CAR SIX ONE

## 8.26. Radio Checks and Testing

**8.26.1.** For routine radio checks or whenever it is suspected that radio equipment may not be performing correctly, a mandatory radio check is required.

**8.26.2.** In requesting a 'radio check', the accepted acknowledgement in terms of readability will be gauged as a ranking of 1 through to 5:

1. Unreadable
2. Readable now and again
3. Readable but with difficulty
4. Readable
5. Perfectly readable

**8.26.3.** The minimum acceptable standard for a transmitter's readability is 'Four'.

## 8.27. Radio Emergency Procedures

**8.27.1.** If the driver suspects for any reason the VHF radio has ceased to operate, he/she should expedite the return of the vehicle to the Vehicle Operator to have the radio repaired.

**8.27.2.** If at the time of a suspected or actual radio failure, the vehicle was proceeding in accordance with an ATC clearance, the driver should vacate the manoeuvring area without entering or crossing a runway.

## 8.28. Commonly Used Phrases

**8.28.1.** The following phrases are commonly used. (*ASA Airside Drivers Guide* and the Airservices publication *An airside driver's guide to Runway Safety* also provide guidelines for driver communications).

<b>ACKNOWLEDGE</b>	LET ME KNOW THAT YOU HAVE RECEIVED AND UNDERSTOOD THIS MESSAGE
<b>AFFIRM</b>	YES
<b>APPROVED</b>	PERMISSION FOR PROPOSED ACTION GRANTED
<b>BREAK</b>	SEPARATION BETWEEN PORTIONS OF THE MESSAGE (to be used when there is no clear distinction between the text and other portions of the message).

<b>CANCEL</b>	ANNUL THE PREVIOUSLY TRANSMITTED CLEARANCE
<b>CLEARED</b>	AUTHORISED TO PROCEED UNDER THE CONDITIONS SPECIFIED.
<b>CONFIRM</b>	HAVE I CORRECTLY RECEIVED THE FOLLOWING (see also "SAY AGAIN")
<b>CONTACT</b>	ESTABLISH RADIO CONTACT WITH
<b>CORRECT</b>	THAT IS CORRECT
<b>CORRECTION</b>	AN ERROR HAS BEEN MADE IN THIS (OR OTHER) MESSAGE - THE CORRECT VERSION IS .....
<b>DISREGARD</b>	CONSIDER THAT MESSAGE/INSTRUCTION AS NOT SENT
<b>EXPEDITE</b>	HURRY (Carry out instruction promptly)
<b>HOLD POSITION</b>	STOP - DO NOT PROCEED UNTIL ADVISED
<b>HOLD SHORT</b>	Hold at the appropriate holding position for the runway or the runway strip edge. (For a runway or taxiway, this is the Taxi Holding Position line)
<b>HOW DO YOU READ</b>	WHAT IS THE READABILITY OF MY TRANSMISSION (Normally preceded by "RADIO CHECK" refer readability scale)
<b>NEGATIVE</b>	NO, or PERMISSION NOT GRANTED, or THAT IS NOT CORRECT
<b>RADIO CHECK</b>	I WISH TO KNOW HOW WELL YOU CAN HEAR ME - PLEASE ADVISE YOUR READABILITY OF MY TRANSMISSION
<b>READ BACK</b>	REPEAT ALL, OR THE SPECIFIED PART, OF THIS MESSAGE BACK TO ME EXACTLY AS RECEIVED
<b>REQUEST</b>	REQUEST CROSS RUNWAY 29
<b>ROGER</b>	I HAVE RECEIVED ALL OF YOUR LAST MESSAGE (see also "WILCO")
<b>SAY AGAIN</b>	REPEAT ALL, OR THE FOLLOWING PART OF YOUR LAST MESSAGE
<b>STAND BY</b>	WAIT AND I WILL CALL YOU
<b>UNABLE</b>	INDICATES INABILITY TO COMPLY WITH A SPECIFIC INSTRUCTIONS, REQUEST, OR CLEARANCE

<b>VACATE</b>	MOVE OFF THE RUNWAY/TAXIWAY/AREA IMMEDIATELY (may be amplified by "VIA TAXIWAY .... or NEXT LEFT")
<b>VACATED</b>	I HAVE VACATED RUNWAY / TAXIWAY / AREA (not required after crossing a runway or taxiway unless asked by the Tower e.g. in poor visibility)
<b>VERIFY</b>	CHECK AND CONFIRM WITH ORIGINATOR
<b>WILCO</b>	I UNDERSTAND YOUR MESSAGE/ INSTRUCTION AND WILL COMPLY WITH IT
<b>WORDS TWICE</b>	COMMUNICATION IS DIFFICULT - PLEASE SEND EVERY WORD OR GROUP OF WORDS TWICE <u>or</u> SINCE COMMUNICATION IS DIFFICULT - WORDS WILL BE SENT TWICE

**8.28.2. Initial Communications** with ATC – before transmitting, be sure the channel is clear, and use concise communication. Your initial transmission should contain these elements:

- a) WHO you are calling: Alice Tower
- b) Tell ATC WHO you are: Your approved call sign (e.g. Car 20)
- c) Tell ATC WHERE you are located: On TWY C
- d) Tell ATC WHAT you wish to do: Request enter Runway 12 for .....
- e) Tell ATC any other significant information: Escorting tug, require two minutes to cross

Before transmitting, be sure the channel is clear (i.e. no other communications in progress).

**8.28.3. Read-back Requirements** – the following ATC approvals and instructions are mandatory to be read back.

- a) Any instruction to hold position or hold short of a runway
- b) Any instruction to enter a runway (including strip); or
- c) Cross a runway
- d) Any instruction to hold short of a nominated position
- e) Any instruction to expedite

Always include the runway designator to avoid possibility of confusion.



## 8.29. Procedures for Vehicles Entering the Manoeuvring Area

The following are examples of a request for vehicles (or aircraft under tow) to enter the manoeuvring area (or crossing a runway).

Note only the words CROSS or ENTER authorise a vehicle onto a runway.

### 8.29.1. Entering the manoeuvring area from aprons:

*"Alice Tower – Car 20 on TWY C, request enter RWY 12 for RWY inspection.*

ATC response: *"Car 20 enter RWY 12"* ATC may add further comment such as: *"on Immediate recall"*

Your acknowledgement: *"Enter RWY 12, On immediate recall- Car 20"*

### 8.29.2. Aircraft under tow:

*"Alice Tower, Tug 1 request tow B737 from Bay 9 to APAS storage"*

ATC Response: *"Tug 1 tow approved from Bay 9 to APAS storage"* ATC may add further instruction e.g. *"Give way to....."*

Your acknowledgement: *"Tow B737 from Bay 9 to APAS storage APAS engineering"*

### 8.29.3. Crossing a runway:

*"Alice Tower – Car 20 on Taxiway Charlie – request cross Runway 12"*

ATC response: *"Car 20 hold short Runway 12"*

Your acknowledgement: *"Holding short of Runway 12 – Car 20"*

Note: Means request is denied at this time and would be followed, when runway is clear, by *"Car 20, CROSS Runway 12"*

Your acknowledgement: *"Crossing Runway 12 Car 20"*

#### 8.29.4. Typical replies from ATC advising of restrictions/instructions:

<b>Car 20 – HOLD Position</b>	HOLD means STOP - Stay where you are and await further details, regardless of where you area
<b>Car 20 – Cross Runway 12– Expedite</b>	Cross Runway 12 quickly without delay. You must not cross Runway 12 again without approval.
<b>Car 20 – Vacate Runway 12</b>	Regardless of what you are doing, what you have requested or what you have been cleared to do so far, acknowledge received message and understood request by responding "Car 20" and move outside of the runway strip (gable) markers – advise ATC when you have vacated the runway.

### 8.30. Procedures for Vehicles to Vacate Manoeuvring Area

#### 8.30.1. If directed to vacate the manoeuvring area, you must:

- a) If on runway, acknowledge by responding with the vehicle call-sign and vacate the runway immediately.
- b) Vacate the manoeuvring area via the safest direct route; do not cross runways.
- c) Exercise extreme caution at all times and keep a vigilant watch for aircraft. Upon vacating the manoeuvring area, establish contact with the ATC and advise that you have vacated the manoeuvring area. Use either another radio or telephone.

Do not re-enter the manoeuvring area until the radio has been repaired.

### 8.31. Procedures for Tugs (Towing Aircraft) to Vacate Manoeuvring Area

#### 8.31.1. If on runway:

- a) Vacate the runway immediately onto the nearest taxiway. Ensure the aircraft has vacated the runway strip then hold position.
- b) Hold position on the taxiway and wait for an Airport Operations Officer. Do not leave your vehicle.
- c) Make no more than two transmissions to ATC to advise of your situation (suspected radio failure) and intentions.

### 8.32. Some General Tips

#### 8.32.1. Before you go out onto the manoeuvring area:

- a) Prepare first:
  - i. have an aerodrome chart or diagram readily available for use
  - ii. brief yourself on the current situation on the manoeuvring area by listening to ATIS (123.0) & (118.30) for TWR & CTAF before proceeding

- b) Check the expected route
- c) Always be aware of where you are
- d) Communication with ATC should be concise and to the point
  - i. Use standard phraseology when contacting ATC
  - ii. Your initial transmission should include the following elements:
    - 1. Who you are calling e.g. Ground
    - 2. Your call-sign
    - 3. Where you are located
    - 4. A concise description of what you want to do
- e) Acknowledge ATC communications
- f) If you are unsure of the ATC instruction or the response to your request is unclear or incorrect STOP and request ATC to repeat instruction and make a further request of your intentions or requirements
- g) Know the procedures
- h) Know the meaning of visual aids in the aerodrome
- i) Know the meaning of Tower light signals
- j) Be precise – and patient
- k) Comply with all instructions
- l) Comply with this Handbook
- m) Avoid distractions
- n) Keep your eyes open, stay alert and never go beyond hearing range of your radio
- o) Do not use noisy equipment that makes your radio difficult to monitor
- p) Plan work carefully and avoid any tendency to rush whilst airside
- q) Never leave anything (equipment or tools) on the movement area

Contact ATC by phone to discuss any unusual tasks that may be required on the day.

**8.32.2.** If you become confused or have any doubt about what is happening, leave the movement area immediately (and consult your supervisor about further training).

### **8.33. Light Signals**

**8.33.1.** If ATC experiences a radio failure the controllers will communicate using light signals. If you receive light signals from the Tower, respond to them immediately.

**8.33.2.** The meaning of these signals must be displayed in your vehicle within easy sight of the driver. These signals are as follows:



**8.33.3.** The runway lights may also be used as a means of communication for vehicles operating within the RWY, TWY areas. If RWY, TWY lights are flashing vacate the movement area immediately and attempt to achieve positive communication with the ATC.

# Attachments

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The following attachments are to be read in conjunction with the information contained in this AVCH. Attachments not contained within the AVCH are available on request from the AMC or are available through the Alice Springs Airport website.

<b>Attachment 1</b>	Airside Vehicle Indemnity and Release
<b>Attachment 2</b>	Authority to Use Airside (AUA) Permit Application
<b>Attachment 3</b>	Authority to Drive Airside (ADA) Application
<b>Attachment 4</b>	Airport Map
<b>Attachment 5</b>	RPT Apron Layout Plan
<b>Attachment 6</b>	Airside Drivers Guide

## Attachment 1 – Airside Vehicle Indemnity and Release



### DEED POLL

### AIRSIDE VEHICLE INDEMNITY AND RELEASE

#### GIVEN BY:

.....  
Name of User and ABN if applicable

#### IN FAVOR OF:

Alice Springs Airport Pty Ltd  
(ABN 19 081 258 246)

## AIRSIDE VEHICLE INDEMNITY AND RELEASE

### DATED:

THIS DEED is given by:

.....  
.....

[full name, ABN if applicable and address of User]

("User")

### IN FAVOR OF:

**ALICE SPRINGS AIRPORT PTY LTD (ABN 19 081 258 246)** the registered office of which is situate at 1 Fenton Court, Darwin International Airport, Eaton in the Northern Territory of Australia, and the business office of which is situated at Santa Teresa Drive, Alice Springs Airport, Alice Springs in the Northern Territory of Australia ("ASA")

### RECITALS:

- A. ASA operates the Airport.
- B. The User wishes to enter upon the Airside of the Airport to use and operate Vehicles on the Airside of the Airport, and ASA grants the User the right to do so on the terms and conditions set out in this Agreement.

### OPERATIVE PART:

#### DEFINITIONS

In this Agreement:

"Airport" means Alice Springs Airport;

"Airside" means the movement area of the Airport, adjacent terrain and buildings or portions thereof being the areas marked as such on the plan at Attachment G of the Airside Vehicle Control Handbook;

"Airside Vehicle Control Handbook" means the handbook issued by ASA for the use of Airside at the Airport, as amended or updated from time to time;

"Authority to Use Airside" means a permit to be affixed to a Vehicle approved to access the Airside, issued by ASA or by an approved issuing authority;

"ASA" means Alice Springs Airport Pty Ltd (ABN 19 081 258 246);

"Deed" means this deed and any amendment or annexure to it;

"User" means the registered proprietor of the Vehicle, the Vehicle operator or the person applying for an Authority to Use Airside, and includes but is not limited to the second party named in this Deed (if any);

"Vehicle" means any motor vehicle as defined by the *Motor Vehicles Act* (NT), special purpose vehicle or mobile equipment, which is used on the Airside, or taken onto the Airside, by the User.

## **INTERPRETATION**

In this Agreement, unless the context otherwise requires:

- a) headings and underlining are for convenience only and do not affect the interpretation of this Agreement;
- b) words importing the singular include the plural and vice versa.

## **AUTHORITY TO OPERATE MOTOR VEHICLE AIRSIDE**

ASA hereby authorises the User to operate motor vehicles Airside, in accordance with the Authority to Use Airside, the Airside Vehicle Control Handbook, and otherwise upon and subject to the terms and conditions of this Deed.

## **INDEMNITY**

- a) In consideration of ASA permitting the User to enter upon, and to use and operate Vehicles on the Airside of the Airport in accordance with the rules set out in the Airside Vehicle Control Handbook, the User must indemnify and keep indemnified ASA and each servant, officer, member, agent and contractor of ASA from and against all and any loss, damage, cost, charge, expense or other liability however suffered, paid or incurred by or threatened against ASA or any one or more of its servants, officers, member, agents and contractors in relation to or arising out of or in consequence of:
  - i. any action, proceeding, claim or demand which is or may be brought, made or prosecuted or threatened against ASA or any one or more of its servants, officers, members, agents and contractors in respect of any loss of or damage to property, loss of life or personal injury or other loss that may arise in any way from the use or operation of any Vehicle on the Airside by the User or by any servant, officer, member, agent or contractor of the User or any third party (including, but not limited to any loss of or damage to property or loss of life or personal injury or other loss suffered or incurred by the User or any servant, officer, member, agent or contractor of the User); and
  - ii. any other thing in any way relating to the use of or operation of any Vehicle on the Airside of the Airport by the User or any servant, officer, member, agent or contractor of the User.
- b) The indemnity in clause 4(a) is a continuing indemnity and remains in full force and effect until this Agreement has been formally terminated by ASA in writing.
- c) The indemnity contained in clause 4(a) does not apply to the extent that any such loss, damage, or cost, is caused by the negligence of ASA or its servants, officers, members agents or contractors, or any other party other than the User.

## **RELEASE**

- a) The User releases ASA and each servant, officer, agent, member and contractor of ASA from:
  - i. all claims, actions, causes of action, proceedings and demands which the User now has or, might at any time in the future have, against ASA or any servant, officer, member, agent or contractor of ASA; and
  - ii. all present or future liability of ASA or any servant, officer, member, agent or contractor of ASA to the User however caused in relation to or arising out of or in consequence of:
    - a. the use or operation of any Vehicle on the Airside of the Airport by the User or any servant, officer, agent or contractor of the User; or
    - b. the presence on the Airside of the Airport of any Vehicle (whether or not being used or operated at the time) under



- the control of the User or any servant, officer, member, agent or contractor of the User; or
  - c. the presence on the Airside for any reason whatsoever of any servant, officer, member, agent or contractor of the User; or
  - d. any combination of any of the things referred to in paragraphs 4(a)(ii)(A) to (C) inclusive.
- iii. The release contained in clause 4(a) operates even if the User is not now aware of, or has no present knowledge of, or at any future time is not aware or has no knowledge of, any fact or circumstance which may now or in the future be relevant to or apply in relation to any such claim, action, cause of action, proceeding or demand or liability.
  - iv. The User must not make or commence or threaten to make or commence any claim, action, cause of action, proceeding or demand referred to in clause 5(a).
- b) The release set out in clause 5(a) shall not operate to the extent such claims, actions, causes of action, proceedings, demands, loss, damage or cost are caused by negligence on the part of ASA or any of its servants, officers members, agents or contractors, or any other party other than the User.

**INSURANCE**

- a) The User must take out and maintain public liability insurance to the value of not less than Twenty Million Dollars (\$20,000,000) with a reputable insurance company.
- b) The User will at all times whenever so required by ASA produce a certificate of currency confirming that the insurance is in full force and effect.

**GOVERNING LAW**

- a) This Agreement is to be governed by the laws of the Commonwealth of Australia and the Northern Territory.
- b) The User submits to the non-exclusive jurisdiction of the Courts of the Commonwealth of Australia and the Northern Territory and any Courts, which have jurisdiction to entertain appeals from those Courts.

**EXECUTED** by the User (A Company) in accordance with section 127(1) of the Corporations Act 2001 (Cwlth) by authority of its directors:

.....  
Signature of director

.....  
Signature of director/company secretary\*  
(\*delete whichever is not applicable)

.....  
Name of director (block letters)

.....  
Name of director/company secretary\*  
(block letters) (\*delete whichever is not applicable)

**EXECUTED** by the User (An individual)  
in the presence of:

.....  
Signature of User

.....  
Signature of witness

.....  
Name of Witness (block letters)

## Attachment 2 - Authority to Use Airside (AUA) Application

# Alice Springs Airport AUTHORITY TO USE AIRSIDE (AUA) APPLICATION FORM-AD002

This form is to be used when applying for a new Authority to Use Airside Permit (AUA) or when renewing a current AUA Permit due to its forthcoming expiry.

Prior to applying for an AUA as a new operator at Alice Springs Airport (ASA), applicants are required to complete and submit an Airside Vehicle Indemnity and Release Form and provide evidence of Public Liability Insurance for an amount not less than AUD \$20 million.

In this application you must demonstrate an operational need to drive a vehicle airside on a frequent and unescorted basis. You must further show that the operational task(s) cannot be otherwise undertaken landside.

All vehicles driven airside of Alice Springs Airport (ASA) must display a current AUA Permit.

**To be completed in BLOCK CAPITALS only please.**

### PART 1 – APPLICANT DETAILS

To be completed by ALL applicants:

Company Name:	_____		
ACN/ABN:	_____		
Contact Name:	_____		
	Given Name	Surname	
ASIC No:	_____		
Job Title:	_____		
Phone Number:	<input type="checkbox"/> Home	_____	
(Please tick preferred)	<input type="checkbox"/> Work	_____	
	<input type="checkbox"/> Mobile	_____	
Email Address:	_____		
Business Address:	_____		
	Suburb	State	Postcode

**PART 2 – VEHICLE DETAILS**

**SECTION A – VEHICLE SPECIFICATIONS**

Make: _____	Model: _____
Year: _____	Registration: _____
Serial / Chassis No: _____ (if not registered)	
<input type="checkbox"/> New AUA	
<input type="checkbox"/> Renewal:	Existing AUA No: _____ Expiry Date: ____/____/____
Special Features:	

**SECTION B – CRITERIA FOR USE**

This Application Form must meet one or more of the following criteria for the issue of an AUA Permit to be approved

- Be directly involved with the operations or servicing of aircraft
- Be directly involved with the servicing of Ground Servicing Equipment (GSE)
- Be directly involved with the servicing, maintenance or construction of airside infrastructure, equipment, buildings or other airside facilities, and that these areas cannot be reached via the landside
- Have a need or authority to carry out regulatory or law enforcement activities airside
- Require access to an operational facility located airside for the purpose of conducting duties

**SECTION C – VEHICLE MARKINGS AND BEACON**

All vehicles which are intended to be used on the airside must meet the following:

- Displays on top of the vehicle or highest point a rotating amber beacon which is visible from all angles (360 degrees) around the vehicle
- Operator / Company name or logo displayed on the vehicle

**SECTION D – COMMUNICATIONS EQUIPMENT**

Is this vehicle required to operate on the manoeuvring area and communicate with ATC. If Yes please provide details of radio communication equipment. If a call sign is already issued, please advise current call sign.

- No
- Yes – Radio Fitted: \_\_\_\_\_  
Call Sign: \_\_\_\_\_

**For Operators with multiple vehicles you are permitted to print and complete this page for each separate vehicle / GSE and attach with the application**

**PART 3 – INSURANCE DETAILS**

Vehicle Insurance: Insurer: \_\_\_\_\_

\_\_\_\_\_

Expiry Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Day Month Year

Amount of Cover: \_\_\_\_\_

**AND**

Public Liability Insurance Insurer: \_\_\_\_\_

\_\_\_\_\_

Expiry Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Day Month Year

Amount of Cover: \_\_\_\_\_  
(\$20M minimum)

Please Note: Copies of Insurance Certificates must be attached to this Application Form. Insurance MUST cover the use of this vehicle airside.

**PART 4 – APPLICANT**

To be completed by Company Authorised Signatory only:

I, \_\_\_\_\_ acknowledge that:  
Print Name

- (i) I have read and understood the Airside Vehicle Control Handbook in relation to vehicle / equipment requirements;
- (ii) It is a condition of an AUA that the Vehicle comply with the Handbook and the *Airports (Control of On Airport Activities) Regulations 1997*;
- (iii) Failure to comply with the Handbook and / or the Regulations may result in the AUA being suspended or withdrawn;
- (iv) Public Liability Insurance for an amount not less than AUD \$20 million will be maintained;
- (v) It is the Vehicle operator’s responsibility to ensure the vehicle / equipment meets the applicable industry standards and is maintained in safe working condition at all times;
- (vi) Consent to ASA collecting, using and disclosing any personal information contained in this application form in accordance with the *Privacy Act 1988* and the ASA Privacy Policy as detailed on our website.

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Day Month Year

## PAYMENT

Payment for AUA applications must be made at the time of submission, no applications will be accepted without payment.

**AUA cost: \$50 (Inc. GST)**

ASA accepts the following methods of payment:

- Cash
- Credit
- EFTPOS
- Cheques made payable to Alice Springs Airport

Your company has the option of providing ASA with an Ongoing Credit Card Authority Form that will be securely retained by us and used for payment each time the company submits an application.

Alternatively, you can attach a Single Payment Credit Card Authority Form that we will use for once off payment. Both of these forms are available on our website at [www.alicespringsairport.com.au](http://www.alicespringsairport.com.au).

## CHECKLIST

Airside Vehicle Indemnity and Release Form signed, executed and on file with ASA

**Please ensure you have attached the following documents to your completed application:**

Copy of Insurance Certificate(s)

Copy of Vehicle Registration (or copy of Service Inspection Report or Certificate of Compliance)

## OFFICE USE ONLY

<p><b>ADDITIONAL CHECKS</b></p> <p><input type="checkbox"/> Insurance Certificates attached</p> <p><input type="checkbox"/> Vehicle Rego / Inspection Report attached</p> <p><input type="checkbox"/> Indemnity &amp; Release Form on File</p> <p><input type="checkbox"/> Vehicle Displaying Operator Logo / Beacon / Radio</p>	<p><b>PAYMENT</b></p> <p>Method: CC / CASH / CHEQUE / ACCOUNT</p> <p>Receipt#: _____</p> <p>Date: ____ / ____ / ____ Initial: _____</p>
<p><b>PROCESSING</b></p> <p>Received: ____ / ____ / ____ Initial: _____</p> <p>Inspection: ____ / ____ / ____ Initial: _____</p> <p>Issued: ____ / ____ / ____ Initial: _____</p> <p>AUA Permit #: _____</p>	<p><b>NOTES</b></p>

## Attachment 3 - Authority to Drive Airside (ADA) Application

# Alice Springs Airport AUTHORITY TO DRIVE AIRSIDE (ADA) APPLICATION FORM-AD001

This form is to be used when applying for a new Authority to Drive Airside (ADA) or when renewing your current ADA due to its forthcoming expiry.

All persons who drive vehicles on the airside of Alice Springs Airport (ASA) must hold a current ADA. ADA's are only issued by ASA or an approved issuing authority. The requirements of ADA holders are set out in the ASA Airside Drivers Guide.

**To be completed in BLOCK CAPITALS only please.**

### SECTION A – APPLICANT DETAILS

To be completed by ALL applicants:

<input type="checkbox"/>	New ADA		
<input type="checkbox"/>	Renewal:	Existing ADA No: _____	Expiry Date: _____
Name:		_____	
		Given Name	Surname
Date of Birth:	____/____/____	Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Employed By:	_____		
Job Title:	_____		
Phone Number:	<input type="checkbox"/> Work	_____	
	<input type="checkbox"/> Mobile	_____	
Residential Address:	_____		
	Suburb	State	Postcode
	_____	_____	_____
Email Address:	_____		

## SECTION B – LICENCE DETAILS

Drivers Licence No: \_\_\_\_\_ Expiry Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
Day Month Year

State/Territory Issued: \_\_\_\_\_ Class: \_\_\_\_\_

Is your Drivers Licence subject to any conditions or restrictions (e.g. requirements to wear glasses)? If so please detail here:

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ASIC # \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Category of ADA being Applied for: (Please tick one)

Category 1

Category 2

Category 4

Reason applying For ADA:

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A copy of your Driver's Licence and ASIC must be attached to this application form. Once received an online Authority to Drive Airside (ADA) Test will be sent to you.

## SECTION C - TRAINING

Initial applicants must attach a completed Drivers Log to this application form showing that they have successfully carried out the minimum required hours of training for the category of licence they are applying for. Driving Airside whilst training must be under supervision of an experienced ADA holder, equivalent to or higher than the category of licence being applied for.

- **Category 1 and 2:** Four hours
- **Category 3 and 4:** Eight hours

**Note (a):** Category 3 and 4 ADA will only be issued to applicants who have a requirement to enter taxiways and/or runways in radio equipped vehicles and hold an Aircraft Radiotelephone Operator Certificate of Proficiency.

**Note (b):** If an ASIC is issued from another Issuing Body and not Alice Springs Airport the applicant will be required to sit an Online Security Induction.

## SECTION D - PAYMENT

Payment for ADA applications must be made at the time of submission, no applications will be accepted without payment.

**ADA cost: \$50 (Inc. GST)**

ASA accepts the following methods of payment:

- Cash
- Credit
- EFTPOS
- Cheques made payable to Alice Springs Airport



**SECTION E – APPLICANT CERTIFICATION**

I, \_\_\_\_\_ hereby:  
Print Name

- (i) Certify that the information provided on this form is correct and agree to notify the ASA management Centre of any changes to the above particulars;
- (ii) Confirm that I have read and understood the Airside Drivers Guide for Alice Springs Airport;
- (iii) I have approved the Category of ADA that the applicant is applying for based on operational requirement;
- (iv) The applicant will only drive/operate equipment Airside on which he/she holds current endorsement and has completed appropriate company training and inductions; including requirements in relations to an airside vehicle/equipment incident;
- (v) I understand that I am responsible for ensuring that ASA are notified immediately in writing if the applicant loses or has his/her State or Territory Drivers Licence suspended or cancelled for any reason.
- (vi) Understand that failure to comply with the rules for driving airside or the Regulations may result in the suspension or cancellation of my ADA.

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Signature Day Month Year

**SECTION F – EMPLOYER CERTIFICATION**

To be completed by company authorised signatory only:

I, \_\_\_\_\_  
Print Name

of: \_\_\_\_\_  
Company

Herby certify that:

- (i) The applicant as detailed in Section A of his form has undertaken the mandatory applicable training
- (ii) I have approved the Category of ADA that the applicant is applying for based on operational requirement;
- (iii) The applicant will only drive/operate equipment Airside on the which he/she hold current endorsement and has completed appropriate company training and inductions; including requirements in relations to an airside vehicle/equipment incident;
- (iv) I understand that I am responsible for ensuring that ASA are notified immediately in writing if the applicant losses or have his/her State or Territory Drivers Licence suspended or cancelled for any reason.

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Signature Day Month Year

**CHECKLIST**

Please ensure you have attached the following documents to your completed application:

- ASIC Photocopy
- Driver’s Licence Photocopy
- Drivers Log showing applicable mandatory hours of training (initial applicant only)
- Aircraft Radiotelephone Operator Certificate of Proficiency (Category 3/4 applicant only)

**OFFICE USE ONLY**

<p><b>ATTACHMENTS</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> ASIC</li> <li><input type="checkbox"/> Drivers Licence</li> <li><input type="checkbox"/> Driver’s Log (initial applicant only)</li> <li><input type="checkbox"/> AROCP (Cat3 /4)</li> </ul>	<p><b>PAYMENT</b></p> <p>Method: CC / CASH / CHEQUE / ACCOUNT</p> <p>Receipt#: _____</p> <p>Date: ____/____/____ Initial: ____</p>
---	--

PROCESSING	NOTES
Previous ADA returned: ____ / ____ / ____ Initial: ____	
Induction: ____ / ____ / ____ Initial: ____	
Issued: ____ / ____ / ____ Initial: ____	

**RECEIPT – TO BE COMPLETED ON ISSUE OF ADA**

I, \_\_\_\_\_ acknowledge receipt of:  
Print Name

Authority to Drive Airside (ADA) Card \_\_\_\_\_  
(ADA Number)

Which remains the property of Alice Springs Airport and is to be returned back to Alice Springs Airport when there is no longer an operational need to have the ADA or upon expiry.

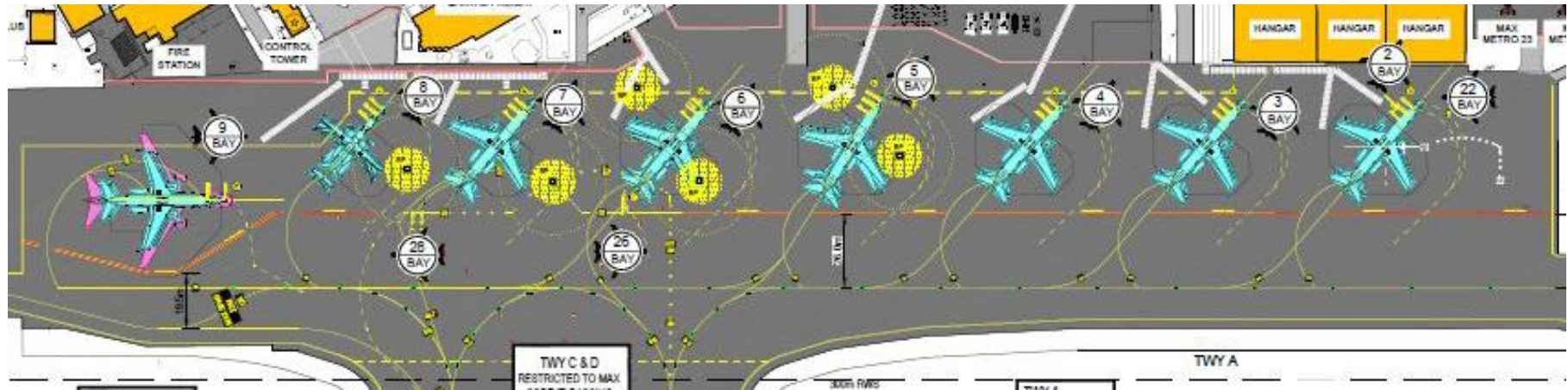
Signed: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Signature Day Month Year

# Attachment 4 – Airport Map





## Attachment 5 – RPT Apron Layout





# Alice Springs Airport



## AIRSIDE DRIVERS GUIDE

September 2011