

Newcastle Airport Pty Limited

Category 2

Airside Drivers Handbook

June 2014

Disclaimer

This document applies to Newcastle Airport Pty Limited leased area. The lease area is limited to Taxiways Mike, Juliet and Hotel up to the holding points and all Newcastle Airport Pty Limited apron areas.

Category 2 Airside Authority holders are able to access the Runway and Taxiway Alpha as described in the Memorandum of Understanding between the RAAF (Williamtown) and Newcastle Airport Pty Ltd. British Aerospace Engineering (Williamtown) Employees, Category 2 holders are entitled to the same area stated above however once they vacate Taxiway Alpha onto the RAAF Base Taxiways the Newcastle Airport Pty Limited driving program ceases and RAAF protocols commence.

Introduction

This pocketbook has been produced by Newcastle Airport Pty Limited in the interests of promoting driving safety on the airside of Newcastle Airport.

It is a quick reference guide to explain the main rules which apply to all drivers operating airside, and should be read in conjunction with the more detailed "Airside Vehicle Control Handbook".

To be able to drive airside you will need to study this book and pass the NAPL driving test, hold a current Aviation Security Identification Card and a current State or Territory driver's licence.

This booklet contains information that will assist you to satisfactorily complete your Authority to Drive Airside (ADA) tests. It is recommended that you study this pocketbook before attempting the NAPL driving tests.

Copies of this pocketbook are available from the Terminal Operations Centre.

Definitions

Airport

Newcastle Airport Pty Limited

Airside

That part of the airport designated as airside and to which the general public does not have free access.

Apron

That part of an airport used: for the purpose of enabling passengers to board or disembark from aircraft; for loading cargo onto or unloading cargo from aircraft; and/or for refuelling, parking or carrying out light maintenance on aircraft.

ASIC

Aviation Security Identification Card.

ATC

Air Traffic Control

Authority to Drive Airside (ADA)

An authority issued in accordance with Newcastle Airport Pty Limited's driving policy.

AVCH

Airside Vehicle Control Handbook

Escort

An ADA holder who accompanies a vehicle and accepts responsibility for its use on airside areas.

Landside

That portion of the airport not designated airside and to which the general public normally has free access.

Manoeuvring Area

That part of the airport used for the takeoff, landing and taxiing of aircraft, excluding aprons. (E.g. taxiways and runways).

Movement Area

That part of the airport that is used for the surface movement of aircraft including Manoeuvring Areas and Aprons.

Runway / Taxiway Strip

A specific area on each side of the runway / taxiway designed to reduce the risk of damage to an aircraft should it run off the runway / taxiway.

NEWCASTLE AIRPORT PTY LIMITED

Newcastle Airport Pty Ltd

TOC

Terminal Operations Coordinator or Terminal Operations Centre.

General Vehicle Traffic Control

Newcastle Airport Pty Limited has implemented rules and will enforce as required to protect all ADA holders airside.

Drivers are required to carry a current ADA, a current State or Territory driver's licence and display a current ASIC or RAAF ID Card at all times while airside. Category 1 drivers are not licenced to drive on Runways and Taxiways. Driving on these areas is subject to clearance from RAAF ATC.

To operate on these areas, drivers must hold a Category 2 ADA must use a radio equipped vehicle and hold an Aircraft Radiotelephone Operators Certificate of Proficiency.

A.S.I.C



A.D.A



1. Who Can Drive Airside?

No person shall drive a vehicle unescorted on the airside unless the person holds a current ADA valid for that area of operation; and

- > Understands the restrictions which apply to the Movement Area,
- > The person is the holder of a valid ASIC or RAAF ID Card,
- > The person holds a current State or Territory Driver's Licence,
- > The person has an operational need to drive unescorted on the airside frequently.

2. Categories of ADA's

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

- > Category 1 – Apron only.
- > Category 2 – All airside areas.

3. Obtaining an ADA Category 2

Before obtaining an Authority to Drive Airside (ADA), a driver must satisfy the following criteria:

- > Be a driver of a vehicle for a minimum of five hours on the airside accompanied in a vehicle by a driver who has a Category 2.
- > Hold a Radiotelephone Operators Certificate of Proficiency issued through CASA by an approved delegate.
- > Be able to comprehend any visual signals that may be issued by RAAF ATC.
- > Complete the driver training log at the completion of each training session and have it signed by the ADA holder who you were driving with.
- > Complete and obtain 100% accuracy in the theory and driving practical tests.

NOTE: If you are unsuccessful at obtaining 100% you may re-sit the test after a mandatory study/training period of no less than 72 hours.

4. Renewing your ADA

An ADA is valid for 24 months unless a shorter period of time has been specified at the time of issue.

It is the responsibility of the authorised driver to ensure that he or she re-sits the required NAPL theory and practical driving tests prior to the expiry of the ADA.

- > If an ADA holder is notified by NAPL Operations Coordinator that their ADA has been cancelled, withdrawn or suspended, that driver must surrender it to NAPL:
- > Immediately if notified while in charge of a vehicle airside; or
- > Otherwise within 72 hours of notification.
- > Notice of suspension, cancellation or withdrawal may be given orally or in writing to the driver in person or in writing, sent to the address shown in the original application for the ADA.

- > If you accumulate 12 or more de-merit points in any 24 month period you may lose your ADA. You have 7 days to “show cause” why your ADA should not be withdrawn for up to 12 months.
- > If your ADA is revoked, then prior to sitting for your ADA you will be required to :
 - > Have further driver training; and / or
 - > Re-sit your theory test; and / or
 - > Undertake a practical driving test.

If the NAPL Operations Coordinator suspends or withdraws an ADA your employer may be given written notice stating the reason for such action.

If a person or company acts in contravention of the AVCH, NAPL may:

- > Suspend or withdraw an ADA
- > Impose de-merit points which may lead to suspension or withdrawal of the ADA.

5. Important Safety Rules

Drivers on the manoeuvring area must obey all instructions given by RAAF Air Traffic Control.

6. Documentation

You must at all times carry in your possession your:

- > ASIC or RAAF ID Card
- > Authority to Drive Airside (ADA)
- > State or Territory Driver's Licence

7. No Seat No Ride

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

Remember **NO SEAT NO RIDE**

8. Drugs and Alcohol

Drivers must not drive while under the influence of alcohol or drugs. Zero tolerance for drugs and alcohol airside to comply with NAPL DAMP and CASA regulatory requirement.

9. No Smoking

All areas airside at Newcastle Airport are designated as a 'No Smoking Area'. Smoking is prohibited in vehicles operating airside.

10. Driving Safely

Drivers must not drive in a manner likely to endanger aircraft or the safety of any person.

11. Driving – Speed Limits

Whilst airside, you must obey all signs and, unless indicated otherwise, adhere to the following speed limits:

Location	Speed
Within 3 metres of an aircraft	< 10km/hr
Apron area	20km/hr
Runway / Taxiways	40km/hr

The speeds indicated are the maximum for that area. It is your responsibility to use caution and drive to suit the existing circumstances and environmental conditions.

12. Right of Way

Passengers have right of way moving to and from aircraft.

Aircraft have right of way over all other vehicles.

13. Mobile Phones

If you have a mobile phone you must not operate a vehicle whilst answering, attempting to answer, dialling on or otherwise using a hand held mobile phone. Hands free devices may be used.

The use of a mobile phone is not permitted within 15m of a fuel hydrant point, aircraft filling point or vent outlet when an aircraft is being refuelled.

14. Secure Load

Drivers are responsible for the load they carry therefore it must be secure. This includes all loose material, garbage, plastic or waste paper. The driver must ensure the load is adequately covered and secured to prevent spillage. Foreign Object Debris (FOD) is a hazard to aircraft. Accordingly any material lost must be picked up immediately. Stop, go back, collect and secure the material.

15. Headlights

Headlights at night and in low visibility must be on low beam.

16. Low Visibility Conditions

Under low visibility conditions, all non-essential vehicles operating airside shall cease operations. Any vehicles needing to operate on or near aircraft Apron areas must exercise extreme caution.

17. Spills

Spills can arise from a wide variety of sources, with the two most common being ground servicing equipment and aircraft. Spills are a hazard to the operation of the airport, to the environment and for those working on the apron area.

If you become aware of a spill please contact the TOC on 0417 281 866.

18. Towing of Rolling Stock

Drivers must not operate with a train of rolling stock in excess of four dollies or three trolleys on aprons.

19. Incident Reporting

Various hazards and emergencies can occur on the apron area of the airport. Newcastle Airport has the procedure to contact the TOC in case of any incident. **Remember all incidents must be reported.**

If you see a hazard and/or incident at the airport then report it to the TOC on 0417 281 866

. Safety around Aircraft

20. Give Way to Aircraft

Aircraft have absolute right of way. This includes aircraft taxiing, on push back or under tow. When an aircraft is about to move, red flashing beacon lights on the top or bottom of the fuselage will be activated. You must give way to an aircraft when this occurs.

21. Clearance to Aircraft

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

22. Jet Blast

Jet blast is generated from the exhaust of a jet engine and is one of the most dangerous aspects of the engine as it moves rapidly with the potential to blow loose material around.

23. Prop Wash

Aircraft propellers are just as dangerous as jet aircraft engines. Wash from propellers is a hazard and should be treated the same as for jet blast.

Do not drive behind an aircraft when its beacons are activated

24. Parking of Vehicles

Vehicles must not be parked where they will obstruct aircraft, other vehicles, equipment, pedestrians or any access doors. Drivers must ensure vehicles; plant and equipment are only parked in designated areas.

Vehicles, plant and equipment on the apron must be parked in the designated GSE / equipment areas. Parking in these areas also must be in an orderly manner to ensure full access of all users.

25. Vehicle Escort / Supervision

Drivers holding an appropriate category of ADA may be required to provide supervision and/or escort for unauthorised drivers and vehicles by:

- > Accompanying a supervised vehicle on foot; or
- > Escorting the supervised vehicle with an authorised vehicle.

An unauthorised vehicle under escort must be kept behind the escorting vehicle at a reasonable distance so that adequate supervision is provided. The driver of the escorting vehicle must ensure that the vehicle being escorted has made arrangements for its departure.

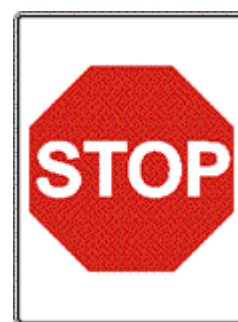
26. Equipment Storage Areas

These are defined by an equipment storage line. This is where vehicles, plant or equipment may be stored or serviced and may be left unattended.



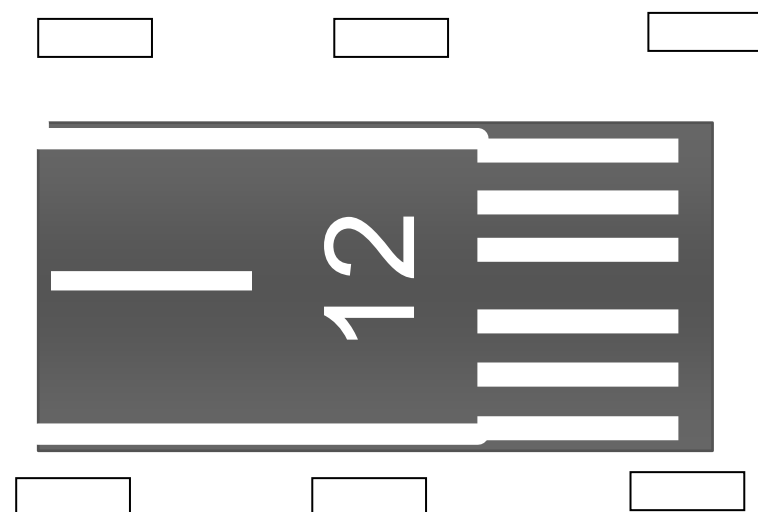
27. Road Signs

Common road signs that meet NSW RTA standards are used airside and mean exactly what they do on landside roads. Take notice of all signage on the airport, particular STOP and GIVEWAY signs and remember depending on the area, speed limits will vary.



These signs may be painted on the ground.

28. Runway & Runway Strip



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

Line markings on the runway are white.

29. Centre and edge of a Runway surface



These markings indicate the centre and edge of a runway. The centre line is a white broken line and the edge is a continuous white line.

30. Runway Hold Points

At the entrance to a runway, there are yellow line ground markings, pictured below. As a category 2 ADA holder you need to **STOP** unless you have a clearance from the tower to enter the runway. If you are disorientated call the NAPL TOC on 0417 281 866.



31. Taxiway Markings

Taxiway edge lines are double solid yellow markings

Taxiway centreline marking is a solid yellow line that marks the taxiway. At night the centreline is marked by green centreline lights.

32. Other Visual Aids

White cones with a red band / jersey kerbs are used to mark various areas. The areas include:

Unserviceability Areas: Do not enter unless there is an operational need to do so. At night these areas are lit by red lights.



Cones



Red Lights

Works Area Limit Marking: Cones and jersey kerbs are used to mark areas on the airfield. At night these markers are supplemented by the use of red or amber temporary lights. Use caution in areas where you see these markers.



33. Lost on the Airfield

If, when you are driving airside, you become lost or disorientated or your vehicle becomes immobilised **STOP** and call for assistance, on the tower frequency(if the tower is operating) or via the NAPL TOC at other times.

34. Other General Safety Tips

Situational Awareness

Be alert to what is happening around you. This is especially important on the airfield as a number of hazards exist. Your situational awareness can be affected by a variety of factors including workload, fatigue, and use of mobile phones or boredom.

Here are some tips to ensure you stay alert:

- > Plan ahead
- > Don't use your mobile phone whilst driving
- > Be vigilant – be aware of other vehicle and aircraft movements
- > Clear and open communication
- > Concentrate on the task at hand
- > Always be aware of aircraft manoeuvring in the apron areas

35. Vehicle Operations near Runways

General

Drivers on the manoeuvring area must be familiar with:

- > The designations of the runways and taxiways
- > Conversant with two-way radio procedures
- > The meaning of RAAF ATC visual signals
- > Signs which might be used on the airport.

Vehicles must not traverse the manoeuvring area without RAAF ATC clearance.

36. Penalties

Introduction

Any person(s) found driving or acting contrary to the conditions set out in this Handbook or Pocketbooks may accumulate de-merit points against their ADA for each breach.

For the purpose of these rules, "Dangerous Driving" means driving without due care and attention, including driving without regard for the safety of aircraft, passengers and others using the Airside.

The table of penalties is below:

No.	Offence	Points
4.1	Exceeding the Speed Limit by up to 30 km/h	3
4.2	Exceeding the Speed Limit by more than 30km/h but not more than 45 km/h	6
4.3	Exceeding the Speed Limit by more than 45 km/h	12
4.4	Failure to give way to taxiing aircraft	6
4.5	Failure to give way to aircraft under tow	6
4.6	Failure to stop when an aircraft has beacons activated	3
4.7	Failure to give way to an aircraft that has commenced pushback	6
4.8	Failure to use marked roadway (where provided)	3
4.9	Disobeying traffic directions	3
4.10	Accessing an area in a vehicle without lawful reason or excuse	3
4.11	Failure to comply with ATC Instruction	3
4.12	Interfering with or disturbing traffic management devices	6
4.13	Driving in a manner dangerous to people, other vehicles, or equipment	6
4.14	Dropping rubbish on the apron from a vehicle	6
4.15	Failure to secure a load on a vehicle or trailer	3
4.16	Failure to dip headlights	3
4.17	Driving without headlights	3
4.18	Failure to use rotating beacons on manoeuvring area	3
4.19	Failure to use rotating beacon at night/low visibility	3
4.20	Driving airside during low visibility conditions without authority	6
4.21	Smoking in a vehicle airside	3
4.22	Failure to give way to passengers or pedestrian at a pedestrian crossing	3
4.23	Driving across a passenger pedestrian crossing during loading/unloading of passengers	3
4.24	Towing more than the allowable number of rolling stock	3
4.25	Carrying a passenger when there is no seat provided	6
	Offence – Driver	3
	Offence – Each person without a seat and holding an ADA	3
4.26	Failure to follow any directions of Newcastle Airport Authorised Officer	3
4.27	Failure to show Airside Driving Authority when requested by an Authorised Officer	6
4.28	Failure to show State Driver Licence when requested by an Authorised Officer within 72 hours	3
4.29	Failure to stop after an accident or incident	3
4.30	Driving on an apron without the appropriate authority	3
4.31	Driving on a taxiway without the appropriate authority	6
4.32	Driving on a runway without the appropriate authority	12
4.33	Failure to maintain proper escort (vehicle/aircraft)	3
4.34	Failure to report vehicle accident/incident	3

4.35	Failure to provide information or giving false or misleading information	3
4.36	Failure to make contact with ATC prior to commencing aircraft escort	3
4.37	Using a hand-held mobile phone while driving airside	3
4.38	Operating a vehicle contrary to a condition within the AVCH	3

37. Radio Procedures

General

Drivers need to fully understand the regulations applying to movement areas, particularly when operating on the manoeuvring area. You must know the locations of the runway and taxiways so that you can advise RAAF ATC where you are at any time. It should be noted that anyone using a radio (VHF) is required to hold a Radiotelephone Operator Certificate of Proficiency. Your company is responsible for organising training information and authorised examination to obtain the certificate. All instructions by RAAF ATC must be responded to immediately.

38. Radio Frequencies

- > 127.250 – Willy Ground
- > 118.300 – CTAF-R

39. Transmission Techniques

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

You should make use of the following principles:

- > Think before you talk
- > Be concise
- > Speak clearly
- > Speak plainly and end each word clearly to prevent consecutive words running together
- > Avoid the tendency to shout
- > Avoid hesitant sounds such as “ur” and “um”
- > Maintain a businesslike manner and do not use colloquialisms, first names or be unduly familiar with others
- > If improvisation is required, make it brief and unambiguous

40. Signal Strength

Readability of radio signals:

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

41. Phonetic Alphabet

The International Phonetic Alphabet is used to assist in voice transmission of call signs, runway/taxiways and spelling proper names and unusual words. See attachment 1.

42. Commonly Used Phrases

- > Affirm – yes
- > Approved – Permission for proposed action granted
- > Confirm – Have I correctly received the following
- > Correction – An error has been made in this message – the correct message is....
- > Disregard – To pay no attention to last transmission
- > Hold Position – Stop do not proceed until advised
- > Hold short of – Stop before a specified location
- > How do you read – What is the readability of my transmission.
- > Negative – No or permission not granted.
- > Radio check – I wish to know how well you can hear me.
- > Request – Request permission to.....
- > Roger – I have received your last message
- > Say again – Repeat all, or the following part of your last
- > Stand by – Wait and I will call you back
- > Vacate – Move off the runway / taxiway area immediately
- > Vacated – I have vacated runway / taxiway area
- > Wilco – I understand your message / instruction and will comply

43. Read Back Requirements

All radio instructions with ATC must be read back. A read back of a RAAF ATC transmission is terminated with the vehicle call sign.

44. Operating on the Manoeuvring Area

Before going onto the manoeuvring area:

- > Check the vehicle radio is serviceable
- > Ensure you are on the correct frequency
- > Be aware of the current situation on the manoeuvring area
- > Radios other than those needed for ATC communications must be turned down.
- > Know communications procedures
- > Know the light signals
- > Be precise and patient
- > Listen out prior to making a radio call
- > Comply with instructions
- > Maintain a continuous listening watch
- > Stay Alert for aircraft movements
- > Never leave anything on the manoeuvring area.

45. Communicating with RAAF ATC

Communicating with RAAF ATC to move around the airfield always remember to repeat back their instruction. They may request you to enter an area you would normally not go however you must comply with their instruction. If you do not know where the area is ask them to advise you. Below is an example of communication between a vehicle and RAAF ATC:

- > Willy ground airport 1.
Airport 1 ground.
 Willy ground airport 1 requests to enter Taxiway Juliet for surface inspection.
Airport 1 enter taxiway Juliet hold short the runway.
 Entering Juliet holding short runway.
- > Willy ground airport 1 requests to enter runway 30 threshold for full length runway inspection
Airport 1 hold short the runway or
Airport 1 behind A320 on final approach enter the runway behind
 Holding short runway airport 1 or
 Behind the A320 on final approach enter the runway airport 1
- > Willy ground airport 1 request to operate on taxiway alpha
Airport 1 operate taxiway alpha, hold short of the runway
 Operating taxiway alpha, holding short the runway airport 1
 Willy ground airport 1 vacated runway
- > Willy ground airfield inspection complete and vacated all movement areas. Airport 1.

46. Radio Failure whilst on the Manoeuvring Area

Should you experience a radio failure adopt the appropriate following procedure:

- > If on the runway, vacate the runway immediately;
- > Vacate the manoeuvring area using the safest direct route available;
- > Upon vacating the manoeuvring area, establish contact with the RAAF ATC using another radio or by telephone and advise that you are clear of the area; and
- > Do not re-enter the manoeuvring area until the radio has been replaced/ repaired.

47. Light Signals from the RAAF Control Tower

The applicable light signals for vehicles are as follows:

- > Green Flashes – permission to cross the landing area or move onto the taxiway.



- > Steady Red – STOP!



- > Red Flashes – Move off the landing area or taxiway and watch out for aircraft.



- > White flashes – vacate the manoeuvring area

48. Safety Summary

Your safety is important to us and as a holder of an ADA you are responsible for your own safety and the safety of those around you. Here are some safety points to remember:

- > Aircraft have the right of way – it is important you understand the environment you work in is an aerodrome. You must remain observant at all times.
- > Know where you are – The airfield is a complex environment. Category 1 drivers are only allowed to drive on the apron area.
- > See and be seen – remember you should wear high visibility clothing at all times when you are airside. Other PPE should be worn as required.
- > Communication – mobile phones and radios can be a distraction. If you must use a mobile phone keep the call short. Concentrate on what you are doing.

SAFE DRIVING

ATTACHMENT 1

The Phonetic Alphabet

The phonetic alphabet forms the foundation of all spoken air/ground communication.

Letter	Word
A	Alpha
B	Bravo
C	Charlie
D	Delta
E	Echo
F	Foxtrot
G	Golf
H	Hotel
I	India
J	Juliet
K	Kilo ('keelo')
L	Lima ('leema')
M	Mike
N	November
O	Oscar
P	Papa
Q	Quebec ('kweebeck')
R	Romeo
S	Sierra
T	Tango
U	Uniform
V	Victor
W	Whiskey
X	X-ray
Y	Yankee
Z	Zulu

Assisted Driving Record

Date	Start Time	Finish time	No. Hr/Min	Apron	Airfield	Driver	Trainer	Trainer ADA	Signature

Assisted Driving Record

Date	Start Time	Finish time	No. Hr/Min	Apron	Airfield	Driver	Trainer	Trainer ADA	Signature

