

OP TOO Airside Driving and Vehicle Procedure 2.0

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1.0 Definitions

Word/Term	Definition
Accident	Any Vehicle Accident which results in, personal injury or damage to NAPL property; might potentially involve Newcastle Airport in any WHS or other proceedings.
ADA	Authority to Drive Airside
Aerobridge	Movable, enclosed walkway that connects an airport Terminal gate to an aircraft, allowing passengers to board and disembark without going outside. Also known as a Passenger Boarding Bridge.
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.
ACO	Airport Coordinating Officer
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.
AROC	Aeronautical Radiotelephone Operator Certificate
ASIC	Aviation Security Identification Card
ATC	Air Traffic Control
AUA	Authority to Use Airside. Issued to an operator to utilise a Vehicle or GSE Airside.
Company	The owner or other person, firm, Company or corporation controlling the operations of one or more Vehicles on Airside, or any person who has procured such Vehicle for operations by their own agents.
CTAF	Common Traffic Advisory Frequency
Dangerous Driving	Means driving without due care and attention, including driving without regard for the safety of aircraft, passengers and others on the Airside.
Escort	An ADA holder who accompanies a Vehicle and accepts responsibility for its use on Airside areas.
Fixed Link Bridge	Infrastructure that provides a link between a Passenger Boarding Bridge and the Terminal.
Frequent	At least three times per week.
GSE	Ground Service Equipment. Any Vehicle, plant, equipment or item used the service aircraft.
Landside	That portion of the Airport not designated Airside and to which the general public normally has free access.
Low Visibility Operations	Special procedures implemented by Air Traffic Control and the aerodrome operator to protect the Runways.
Manoeuvring Area	That part of the Airport used for the take-off, landing and taxiing of aircraft, excluding Aprons (eg taxiways and Runways).

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Word/Term	Definition
Markings	A line, symbol or group of lines/symbols 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.
NAPL	Newcastle Airport Pty Limited
Newcastle Airport Vehicle	All Vehicles owned by or under the direct control of NAPL.
Passenger Boarding Bridge	Movable, enclosed walkway that connects an airport terminal gate to an aircraft, allowing passengers to board and disembark without going outside. Also known as an Aerobridge.
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.
Restricted Area	Any part of the Airport, designated by legislation or otherwise, access to which is restricted to persons having lawful authority or excuse to enter the area.
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.
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.
Supervision	Supervision in accordance with the rules for drivers operating airside.
TSP	Transport Security Program. Issued in accordance with the <i>Aviation Transport Security Act (2004)</i> and the <i>Aviation Transport Security Regulations (2005)</i> .
Vehicle	A motor Vehicle or other specialised airside mobile plant or equipment.
Vehicle Operator	A person, firm, body corporate or Government Department controlling the operations of a Vehicle whether as the owner, hirer or otherwise.
TOC	Terminal Operations Centre.

2.0 Purpose

This Procedure has been produced to promote safety and establish minimum standards relating to Vehicle driving and equipment movement on Newcastle Airport Pty Limited (NAPL) leased Airside areas. NAPL has responsibilities set down in the *Civil Aviation Act*; *Civil Aviation Safety Regulations*; *NSW Work Health and Safety Act and Regulations*; and RAAF Airside requirements to ensure a safe and secure work environment, which includes aerodrome operations.

The overriding objectives of this procedure are to ensure that:

- All Airside Vehicles are serviced and maintained, including specific equipment;
- Vehicles are driven in a safe manner at all times;
- Driving and parking do not impede flight operations; and
- A robust reporting and compliance system is in place.

This Procedure applies to NAPL leased areas only, which includes NAPL Apron areas and Taxiways Golf, Hotel and Juliet up to the holding points. Components of this procedure also cover the requirements and procedures in accessing those areas within the aerodrome outside of the NAPL leased area, under the control of RAAF Base Williamtown, including RWY 12/30, TWY A, TWY B and any areas of the aerodrome where staff may need to drive to.

This Procedure also outlines the process that must be followed and the standards expected in relation to the application and use of Airside Driving Authorities (ADAs).

This Procedure and associated policy does not infer or grant to any party:

- any right of access, or
- any rights to conduct commercial activity

to or on land controlled by the Airport or the Department of Defence.

3.0 Policy Statement

NAPL is committed to the safe, secure and efficient movement of aircraft, passengers, vehicles, equipment and employees through the use of education, regulation, and compliance. Holders of ADAs and AUAs are responsible for their safety and the safety of those around them.

4.0 Application and Scope

This Procedure applies to all employees, tenants, contractors, and any other authorised person who may be required to drive a Vehicle or use equipment on the Airside area. Failure to comply with the requirements of this Procedure will be considered a safety breach and as such may be used to review the operator's airside Vehicle access or exclude them or any Vehicle from Airside operation.

5.0 Authority to Drive Airside (ADA)

5.1 Introduction

An ADA is an authority issued by NAPL that permits the holder to operate a Vehicle (which has been granted Authority to Use Airside 'AUA') on the Airside at Newcastle Airport within certain designated areas, depending upon the category of ADA held.

NAPL is the responsible authority for issuing ADAs at Newcastle Airport.

5.2 Airside Driving Rules

5.2.1 Introduction

The Airside driving rules have been put in place to promote the safe and orderly movement of staff, passengers, aircraft and vehicular traffic operating Airside.

Any failure to comply with these rules will be taken into account by NAPL when considering whether to apply demerit points and/or suspend or withdraw a person's ADA, thereby preventing them from using or operating motor Vehicles and GSE Airside.

5.2.2 General Requirements

When driving Airside, drivers must:

- Hold a valid ASIC and ADA or be under Escort / Supervision of someone holding both.
- Hold a valid State or territory Driver's License. A minimum of a Provisional License is required.
- Adhere to the latest edition of this Procedure.
- Understand the regulations and restrictions that apply to the Airside area.
- Be familiar with the designations of the Runways and Taxiways.
- Comply with the rules for driving Airside, including the radio procedures set out in this Procedure;
- Not drive while affected by alcohol or drugs; **The acceptable blood alcohol concentration is 0.00%.**
- Not drive in a manner likely to jeopardise the safety of any person or property on the Airside.
- Obey all signposts, pavement Markings, and traffic control devices located Airside.
- Activate appropriate beacon(s) or hazard lights.
- Use seatbelts or other safety restraints whilst driving or as a passenger in Vehicles where they are provided.
- In the case of a Vehicle being classified as a 'Bus', the number of 'standing' passengers must not be in excess of the designated capacity of that Vehicle.

5.2.3 Speed Limits

When driving on the Airside areas, drivers must observe the following Speed Limits:

Area	Speed limit (km/h)
Within three (3) metres of an aircraft on the Apron	<10
Airside designated Apron road and general civil Apron area	20
Taxiways and Runways	40*

*except where operational requirements dictate speed

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.

5.2.4 FOD Control Measures

All persons accessing the Airside area are responsible for reducing foreign object debris (FOD) by removing any item of FOD encountered while Airside and placing it in specially marked FOD Bins. FOD that appears to be from an aircraft or GSE should be reported to the TOC.

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

Refer to **OP TOO Foreign Object Debris (FOD) Management Procedure** for more information.

5.2.5 Spill Management

All persons accessing the Airside are responsible for managing spills in accordance with **SE PRO Spill Response Procedures**. All spills must be reported to the NAPL TOC. Spill Kits are located in various locations Airside.

5.2.6 Right of Way

All aircraft, including aircraft under tow, have an absolute right of way over all other passengers, Vehicles and Equipment. When an aircraft is preparing to taxi, red or white flashing beacon lights (anti-collision lights) on the top and/or the bottom of the fuselage or tail of the aircraft will be activated. You must give way to an aircraft when this occurs.

International baggage GSE have right of way over all other vehicles and equipment (except emergency vehicles and aircraft) when transferring inbound international baggage from an aircraft to the baggage breakdown area.

5.2.7 Proximity to Aircraft

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

Drivers must stay at least 15 metres clear of aircraft when their anti-collision lights are operating.

5.2.8 Jet Blast / Prop Wash

Jet blast is generated from the exhaust of a jet engine and can be a serious hazard to those operating on the Apron. The blast can move rapidly with the potential to blow FOD and other loose material around. Aircraft propellers produce prop wash, which can be just as dangerous as jet blast. Both hazards should be treated with extreme caution.

5.2.9 Vehicle Occupants

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**.

In the case of a Vehicle being classified as a 'Bus', the number of 'standing' passengers must not be in excess of the designated capacity of that Vehicle.

5.2.10 Phones

The driver of a Vehicle must not answer or use, or attempt to answer or use, a hand-held phone while driving Airside. If using a hands-free device, the driver of a Vehicle must ensure any use is kept to a minimum so as not to be distracted and/or impair situational awareness.

5.2.11 No Smoking in Vehicles

No person is permitted to smoke within the Airside area, either within a Vehicle or otherwise

5.2.12 Headlights

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

5.2.13 Towing of Rolling Stock

Drivers must not operate with a train of rolling stock more than five dollies or four barrows on the Apron without prior authorisation from NAPL.

NOTE: Rolling stock must be kept clear of operating doors and gates. Parking in these openings may cause damage to the rolling stock and airport infrastructure.

5.2.14 Operating on the Manoeuvring Area

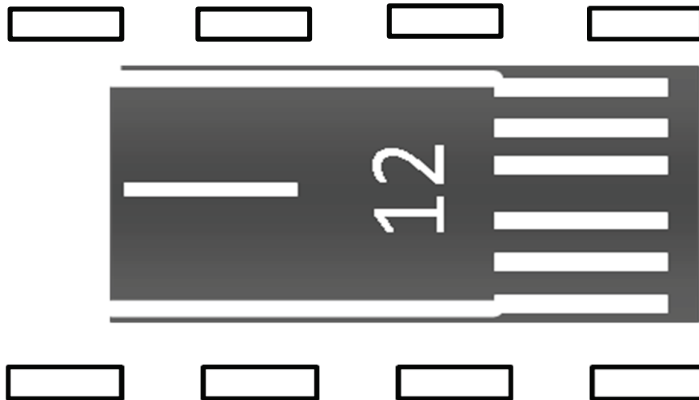
A driver must not enter the Manoeuvring Area unless:

- There is an operational requirement to do so;
- They hold a Category 2 ADA for the purpose of conducting pushback operations;
- They hold a Category 3 or 4 ADA or is escorted by a Category 3 or 4 ADA holder;
- They hold an Aeronautical Radio Operators Certificate (AROC) or is escorted by an AROC holder;
- Clearance is obtained from ATC to enter a Taxiway or cross or enter a Runway; or a CTAF broadcast is made;
- The Vehicle has a compliant operating beacon, which is amber in colour;
- Between sunset and sunrise or in conditions of declared low visibility, the Vehicle has headlights illuminated and taillights operating;
- The Vehicle is equipped with a radio capable of receiving and transmitting on all relevant ATC frequencies; and
- Whilst operating on the Manoeuvring Area, the driver must monitor the ATC Ground frequency, or CTAF frequency, appropriate to the area of operation, follow all directions given by ATC and give way to all aircraft movements.

In the case of aircraft tugs with or without aircraft attached, or aircraft Escort Vehicles, drivers must seek clearance from the ATC prior to commencing the tow or entering the Manoeuvring Area.

5.2.15 Operating on the Runway

A driver must not enter any Runway unless a Category 4 ADA and a valid AROC is held and specific clearance to do so is obtained from ATC or the appropriate broadcasts have been made on the CTAF frequency. White gable markers show the edge of the Runway strip. Line Markings on the Runway are white. 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.



5.2.16 Runway Hold Points

At the entrance to a Runway, there are yellow line ground markers. Only holders of a Category 3 or 4 ADA and a valid AROC may cross a Runway hold point following clearance from ATC or if the appropriate CTAF broadcasts have been made. If at any time you are unsure of your position, immediately STOP and contact the TOC on **0417 281 866** or via radio.



5.2.17 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 Taxiway may be marked by green centreline lights or blue edge lights.

5.2.18 Routes and Procedures on Apron Areas

Vehicle access routes are marked on the Apron and must be used where possible. Drivers must remain vigilant for passengers embarking or disembarking aircraft as well as other pedestrians on the Apron and give way to them at all times.

Drivers must also be vigilant for any temporary airside road closures due to larger aircraft operating and be prepared to take alternative safe routes.

5.2.19 Vehicle Defects

Drivers must notify the Vehicle Operator of any defect in a Vehicle as soon as the driver is aware of it and immediately proceed to a safe location and park the Vehicle. If possible, the Vehicle should be escorted by a fully functioning vehicle to the parking location. Until the defect is rectified, the Vehicle must be considered unserviceable and be addressed in accordance with section 6.7.

5.2.20 Vehicle Parking Restrictions and Requirements

Vehicles must not be parked where will obstruct aircraft, other Vehicles or pedestrians using the Airside area. All aircraft servicing equipment must be stored, when not in use, wholly within marked equipment storage areas.



5.2.21 Unserviceable Areas

Vehicles must not enter an area delineated by unserviceability markers and markings unless there is an operational need as determined by NAPL. Drivers entering an area marked by unserviceability markers must exercise extreme caution and only remain in that area for the period of that operational need.



5.2.22 Road Signs

Where possible, common road signs that meet NSW TfNSW standards are used Airside and have the same meaning as Landside roads. Drivers must obey all signage noting that they may appear on the ground.



5.2.23 Immobilised Vehicles

If a Vehicle becomes immobilised on any part of the Manoeuvring Area or Apron, the driver must remain with the Vehicle and immediately notify the TOC on **0417 281 866**.

The driver of any Vehicle which becomes immobilised must provide assistance to NAPL staff as is reasonably requested to move the Vehicle clear of the Apron or into designated GSE storage areas.

5.2.24 Vehicle Accidents

If the driver of a Vehicle is involved in an Accident on the Airside area which:

- Causes personal injury; or
- Causes property damage,

The driver must immediately report the Accident to the TOC on **0417 281 866**. The driver must be subject to drug and alcohol testing.

An incident report must be submitted to NAPL as soon as practicable. The NAPL Head of Airport or their authorised delegate will undertake an investigation. Any person(s) involved in or who witness an occurrence, are required to disclose full details of the occurrence. Failure to assist or making available any 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 driver's ADAs removed.

5.2.25 Vehicle Incidents

If the driver of a Vehicle is involved in an incident on the Airside which:

- Is a breach of the rules within this Procedure; or
- Gives rise to question the safe operation of the Vehicle,

the driver must make themselves available to assist in any safety investigation which may be requested by the NAPL Head of Airport or their authorised delegate. The driver may also be subject to drug and alcohol testing by their organisation's preferred DAMP testing provider in accordance with *Civil Aviation Safety Regulations Part 99*.

5.2.26 Aviation Security Identification Cards

When driving Airside, drivers must display a valid ASIC or other approved Airside security pass issued in accordance with:

- The NAPL ASIC Program approved by the Aviation and Maritime Security Division of the Department of Home Affairs;
- The **Transport Security Program** approved for the Airport;
- The *Aviation Transport Security Regulations (2005)*; and
- Department of Defence protocols.

5.2.27 Low Visibility Operations

Low Visibility Operations are a mode of operation controlled by ATC.

Only essential Vehicles may enter the Manoeuvring Area during Low Visibility Operations. Under declared low visibility conditions, the following Vehicles are classified as 'essential' and may under ATC direction be cleared to enter the Manoeuvring Area:

- NAPL Operations Vehicles;
- RAAF authorised and approved Vehicles; and
- Vehicles undertaken aircraft pushback operations.

Under special circumstances, if other Vehicles (eg emergency Vehicles) need to enter the Airside, NAPL Operations Officers will provide an Escort.

5.2.28 Escorts

Drivers and/or vehicles that are not authorised to drive Airside may proceed Airside only if under Supervision of an Escort. NAPL or a Vehicle Operator may make available a suitably authorised person to act as an Escort.

For the purposes of this rule, a suitably authorised person is a holder on an ADA of the category required for the Escort.

A driver holding an appropriate ADA for the area of operation may Escort a Vehicle by one of the following ways:

- Appropriately equipped Vehicle;
- Accompanying the Supervised Vehicle on foot; or
- Accompanying the Supervised Vehicle in the vehicle.

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 Visitor Identification Card (VIC) or hold a valid form of identification that allows them to enter an Airside area unless exempt under regulations and that the driver of the Supervised Vehicle is aware of the following requirements:

- Any specific rules for driving Airside applicable to the proposed route;
- The manner in which the Escort will be conducted;
- The proposed route;
- To closely follow the Escort Vehicle;
- To give way to aircraft and passengers at all times;
- To remain behind the escorting Vehicle at a distance that will ensure adequate Supervision at all times; and
- If unsure at any time of correct procedures, contact NAPL TOC on **0417 281 866** for assistance.

The NAPL Head of Airport or authorised delegate may, at any time, withdraw consent for a driver to act as an Escort. This will be done by written notice to the driver and will be a new condition of the ADA issued to that driver.

5.2.29 Entry to Airside

No Vehicle may enter the Airside area unless it has a lawful operational reason to be Airside, has an AUA, and the operating organisation has a current Airside Access Licence, has an approved exemption, or is under escort at all times to carry out approved tasks.

A Vehicle may be refused entry at any time based on, but not limited to, any the following conditions:

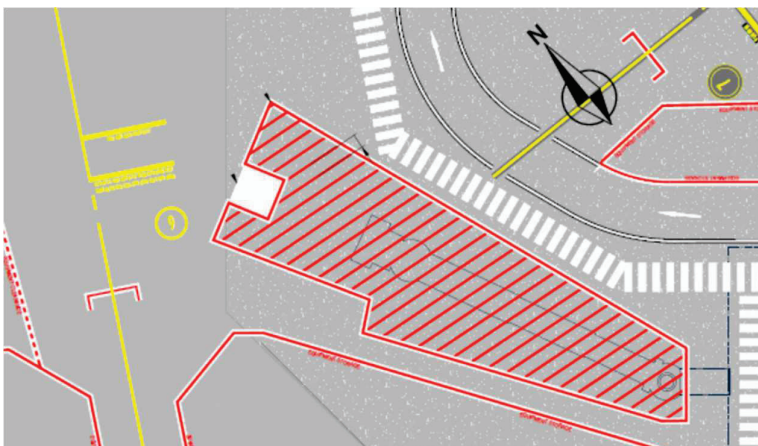
- Aerodrome emergency;
- Low Visibility Operations;
- Vehicle defect; or
- As otherwise directed by NAPL management or their authorised delegates.

Drivers must ensure that in respect of all Vehicles entering the Airside of Newcastle Airport; The Vehicle is in a state of good repair; and They adhere to all security regulations.

5.2.30 Passenger Boarding Bridge (PBB) and Fixed Link Bridge

The Fixed Link Bridge has a height restriction of 3.10m. No GSE or other vehicles exceeding this height should be taken underneath the FLB. Instead, access should be via the bay or alternative road network. Under no circumstances should you drive under the PBB.

The standard ground markings for the PBB incorporate a large movement footprint that is hatched in red. This footprint is fully utilised and it should never be assumed there is a safe zone to leave equipment.



5.3 Radio Procedures

5.3.1 General

ADA holders need to fully understand the regulations applying to Movement Areas, particularly when operating on the Manoeuvring Area. The holder of a Category 3 or 4 ADA must know the locations of the Runways and Taxiways so that you can advise ATC or NAPL TOC where you are, if required. Category 3 or 4 ADA holders are authorised to use a VHF radio and must hold a valid Aeronautical Radio Operator Certificate. The employer of an ADA holder is responsible for organising the training and authorised examination to obtain the certificate.

5.3.2 Radio Frequencies

Radio frequencies for Newcastle Airport are:

127.250 – Willy Ground

118.300 – Willy Tower & CTAF

5.3.3 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. Whenever using a radio, consider the following.

- Think before you talk;
- Be concise;
- Speak clearly and enunciate each word separately;
- Avoid shouting;
- Avoid hesitating between words; and
- Maintain a professional approach.

5.3.4 Radio Strength

The level of readability of a radio signal is generally defined as:

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

5.3.5 Phonetic Alphabet

Letter	Pronunciation	Letter	Pronunciation
A	<i>Alpha</i>	N	<i>November</i>
B	<i>Bravo</i>	O	<i>Oscar</i>
C	<i>Charlie</i>	P	<i>Papa</i>
D	<i>Delta</i>	Q	<i>Quebec</i>
E	<i>Echo</i>	R	<i>Romeo</i>
F	<i>Foxtrot</i>	S	<i>Sierra</i>
G	<i>Golf</i>	T	<i>Tango</i>
H	<i>Hotel</i>	U	<i>Uniform</i>
I	<i>India</i>	V	<i>Victor</i>

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Letter	Pronunciation	Letter	Pronunciation
J	<i>Juliet</i>	W	<i>Whisky</i>
K	<i>Kilo</i>	X	<i>X-ray</i>
L	<i>Lima</i>	Y	<i>Yankee</i>
M	<i>Mike</i>	Z	<i>Zulu</i>

5.3.6 Common Phrases

Phrase	Meaning
Affirm	Yes
Approved	Permission for proposed action granted
Confirm	Have I correctly received the following
Correction	An error has been made in this message
Disregard	Pay no attention to the last message
Expedite	Complete instruction with no delay
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 the transmission
Negative	No or permission not granted
Radio check	Advise on how well the transmission is received
Request	Request permission to
Roger	I have received the last message
Say again	Repeat all, or the following part of the last message
Stand by	Wait, I will call you back
Vacate	Move off the Runway / Taxiway immediately
Vacated	I have vacated the Runway / Taxiway area
Wilco	I understand your message / instruction and will comply

5.3.7 Radio Failure

If at any time the holder of an ADA experiences radio communication failure with ATC, the following procedures apply:

- If on the Runway, vacate immediately;
- Look for light signals from the Tower;
- Vacate the Manoeuvring Area using the safest and most direct route available;
- Upon vacating the Manoeuvring Area, establish contact with ATC using either another radio or by telephone to confirm clearance; and
- Do not re-enter the Manoeuvring Area until the radio has been replaced or repaired.

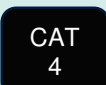
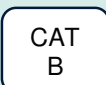
5.3.8 ATC Light Signals

In the event of loss of communication, or inability to contact ATC, the following light signals on the Tower must be adhered to:

Signal	Meaning
Green flashing lights	Permission to cross landing areas or move onto Taxiway
Steady red light	Stop immediately
Red flashing lights	Move off the landing area or Taxiway and watch out for aircraft
White flashing lights	Vacate the Manoeuvring Area

5.4 Categories of ADA

The Airside areas for which driving is authorised for each category of ADA are:

Category	Airside operating areas
	Civil apron
	- Apron - Taxilane for pushback/ tow operations
	- Apron - Taxilane - Taxiways J,H,G
	- Apron - Taxilane - Taxiways J,H,G - Runway 12/30 - Defence taxiways
	Aerobridge

All applications must be approved by the NAPL Head of Airport or their delegate.

5.5 Eligibility to hold an ADA

An applicant must demonstrate a proper and reasonable need for an ADA. The applicant must demonstrate that there is an operational requirement for Frequent unescorted access to the Airside before NAPL will issue an ADA. For all categories, applicants are required to hold a valid State or Territory Driver's License.

If applying for a Category 3 or 4, the person must:

- Hold an Aeronautical Radio Operator Certificate issued by the Civil Aviation Safety Authority;
- Have a thorough knowledge of Air Traffic Control instructions, Apron operation restrictions and safety issues associated with operating on the Airside; and
- Not be impeded in their ability to read and understand coloured signs and/or lights and lines. Any such restrictions must be written on the application form in order that it be assessed on a case-by-case basis.

5.6 Application for an ADA

When issuing an ADA, the NAPL Head of Airport or their delegate will consider the following:

- The demonstrated operational requirement for unescorted driving access on a Frequent basis (ie at least weekly);
- The reason(s) for the requested category of issue;
- Whether or not the applicant has satisfied the prerequisites;
- The overall safety of the Airside, having regard to the number and functions of persons and property on the Airside;
- The security of the Airside, and the aircraft on it; and
- The efficient utilisation of the Airside.

To avoid any doubt, the NAPL Head of Airport or their delegate retains the absolute discretion about whether, or on what conditions to issue or renew an ADA.

5.7 Prerequisites for Categories

5.7.1 Prerequisites for Category 1

For a Category 1 ADA, the applicant must:

- Complete a minimum of three (3) hours driving on the Airside under Supervision of an ADA holder.
- Demonstrate a minimum knowledge and application of Airside driving awareness and regulations to the authorised trainer, by passing the theory and practical assessment (**OP TOO Airside Drivers Competency Assessment [CAT 1]**).
- A variation to these requirements can be approved by the Head of Airport if evidence of prior knowledge and experience at another airport commensurate, or bigger, in size with Newcastle Airport.

5.7.2 Prerequisites for Category 2

For a Category 2 ADA, the applicant must:

- Complete the requirements of Category 1.
- Complete a minimum of six (6) supervised pushback activities (evidence required). These will comprise three (3) with the tail to the East and three (3) with the tail to the West.
- Demonstrate a minimum knowledge and application of Airside driving awareness and regulations to the authorised trainer, by passing the theory assessment (**OP TOO Airside Drivers Competency Assessment [CAT 2]**).

NOTE: Drivers towing an unoccupied aircraft must hold an Aeronautical Radio Operator Certificate.

5.7.3 Prerequisites for Category 3

For the Category 3 ADA, the applicant must:

- Complete the requirements of Category 1.
- Complete a minimum of five (5) hours of unsupervised airside driving at Category 1 or 2. One (1) of these hours must be completed at night).

- Hold an Aeronautical Radio Operator Certificate.
- Demonstrate a minimum knowledge and application of Airside driving awareness and regulations to the authorised trainer, by passing the theory and practical assessment (**OP TOO Airside Drivers Competency Assessment [CAT 3 & 4]**).

5.7.4 Prerequisites for Category 4

For the Category 4 ADA, the applicant must:

- Complete the requirements of Category 1. Complete a minimum of ten (10) hours of unsupervised airside driving at Category 3. Two (2) of these must be completed at night.
- Hold an Aeronautical Radio Operator Certificate.
- Familiarisation drive with authorised trainer.
- Demonstrate a minimum knowledge and application of Airside driving awareness and regulations to the authorised trainer, by passing the theory and practical assessment (**OP TOO Airside Drivers Competency Assessment [CAT 3 & 4]**).

5.7.5 Prerequisites for Category B

For the Category B ADA, the applicant must:

- Complete the Passenger Boarding Bridge theory training
- Complete the Passenger Boarding Bridge practical training
- Demonstrate a minimum knowledge and application of Airside driving awareness and regulations to the authorised trainer, by passing the theory and practical assessment (**OP TOO Passenger Boarding Bridge Trainee Assessment Form**).

NOTE: Holding this category only permits someone to operate the bridge. Users must follow the relevant airline requirements before docking to a particular aircraft.

5.8 ADA Practical Test

The ADA practical tests will involve the applicant driving on the Airside with a designated NAPL assessor. The test will include driving during Airside operations; as well as general knowledge and safety questions given verbally.

Any person failing to meet the required standards from practical testing may undertake further testing but may only do so after a mandatory study / training period of not less than 72 hours.

5.9 Conditions of Issue

An ADA will be valid for up to 24 calendar months from the month of issue, in line with the holder's ASIC or until their driver's licence expiry date (whichever occurs first), unless otherwise specified by the NAPL Head of Airport, or until suspended or cancelled by NAPL. The ADA will expire on the last day of the month of validity.

The ADA is valid only while the ADA holder is in possession of a current State or Territory Driver's Licence. If, for whatever reason, an ADA holder's State or Territory Licence has been cancelled or suspended:

- The ADA holder must immediately advise their employer and the NAPL Head of Airport or authorised delegate; and
- The ADA will be cancelled, and the holder must reapply for an ADA once their State or Territory Drivers Licence has been reinstated.

Where an ADA holder works for more than one Company, their ADA may be sponsored by only one Company.

5.10 ADAs and the Points System

The ADA system utilises a points system for managing breaches. Details of the system and the points which apply to each offence are set out in this Procedure.

Any person(s) found driving or acting contrary to the conditions set out in this Procedure may accumulate demerit points against their ADA for each breach.

A person who accumulates 12 or more points during the 24 months may have their ADA suspended by the NAPL Head of Airport or their authorised delegate.

This system does not restrict the discretion of the NAPL Head of Airport or authorised delegate, to suspend an ADA following consultation with the holder whenever it is considered appropriate to do so.

All ADA infringements are issued to the driver's supervisor in writing. The driver must acknowledge the infringement within seven days of issue. Failure to do so may result in additional point being added to the infringement.

5.11 ADA Points Table

Offence	Points
Excessive Speed	
Exceeding the Speed Limit within 10m of an aircraft	8
Exceeding the Speed Limit on the Apron	6
Exceeding the Speed Limit on the Taxiway / Runway	6

Offence	Points
Failure to Give Way	
Failure to give way to taxiing aircraft	12
Failure to give way to aircraft under tow	12
Failure to stop when an aircraft has beacons activated	6
Failure to give way to an aircraft that has commenced pushback	12
Failure to give way to passengers embarking or disembarking aircraft	6

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Offence	Points
Driver Error	
Failure to use marked roadway (where provided)	3
Disobeying traffic directions	3
Accessing an area in a Vehicle without lawful reason or excuse	4
Failure to comply with ATC Instruction	6
Driving in a manner dangerous to people, other Vehicles, or equipment	12
Driving in a negligent manner causing collision or damage to vehicles and property	6
Driving Airside during low visibility conditions without authority	6
Interfering with or disturbing traffic management devices	12
Driving on an Apron without the appropriate authority	6
Driving on a Taxiway without the appropriate authority	8
Driving on a Runway without the appropriate authority	12

Offence	Points
Vehicle Standards	
Dropping rubbish on the Apron from a Vehicle	6
Failure to secure a load on a Vehicle or trailer	4
Failure to dip headlights when Apron lighting is activated	3
Driving without headlights when Apron lighting is activated	3
Failure to use rotating beacons on Movement Area	3
Smoking in a Vehicle Airside	4
Towing more than the allowable number of rolling stock	6
Carrying a passenger when there is no seat provided:	
• Offence – Driver	6
• Offence – Each person without a seat and holding an ADA	3
Carrying a person unrestrained in a Vehicle with restraints provided	
• Offence – Driver	6
• Offence – Per unrestrained passengers	3

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Offence	Points
Compliance	
Failure to follow any directions of NAPL Authorised Officer (including signage)	3
Failure to show Airside Driving Authority when requested by a NAPL Authorised Officer	6
Failure to show State Driver Licence when requested by a NAPL Authorised Officer within 72 hours	3
Park unserviceable Vehicle on Apron without authority	3
Storing GSE or Vehicle in unauthorised area	3
Stand GSE in dangerous location / manner	6
Failure to maintain proper escort (Vehicle / aircraft)	4
Failure to make contact with ATC prior to commencing aircraft escort/tow	12
Using a hand-held mobile phone while driving Airside	4
Operating a Vehicle without a valid ADA	6
Operating a Vehicle contrary to a condition within this Handbook not already specified	3
Failure to acknowledge an infringement notice within the required time period	2
Blocking access to safety shower, fire hydrant, or spill kit with parked Vehicle or GSE	6
Driving under the influence of alcohol or drugs	12

Offence	Points
Incident Management	
Failure to stop after an Accident or incident	12
Failure to report Vehicle Accident / incident	6
Failure to report an Accident or incident, (other than Vehicle)	6
Failure to provide information or giving false or misleading information	3

If a driver commits multiple offences, the holder may lose points for each offence committed.

5.12 Renewal of an ADA

An applicant may renew an ADA at any time up to one month before the expiry date of the current ADA.

To renew an ADA an applicant must:

- Submit an application via approved NAPL method (online via QR Code) or **OP TOO Authority to Drive Airside Application Form**;
- Demonstrate that there continues to be an operational requirement for Frequent unescorted access to the Airside;
- Provide evidence of a valid Aviation Security Identification Card for use at Newcastle Airport or RAAF ID Card;
- Provide evidence of a current State or Territory Drivers Licence; and
- Successfully complete the NAPL tests.

NAPL may re-issue an ADA to the applicant if these requirements and eligibility criteria are satisfied.

The applicant's Airside driving record from the previously issued ADA will carry over to the new ADA for the remainder of any validity period.

5.13 Upgrading an ADA

A driver may apply to upgrade an ADA.

In applying to upgrade an ADA, an applicant must:

- Establish a genuine need to upgrade the ADA; (supported by their respective Manager); and
- Satisfy the eligibility requirements for that category of ADA.

The NAPL Head of Airport or authorised delegate is under no obligation to upgrade the ADA and each application must be established on a case-by-case basis.

5.14 Surrender of an ADA

When a driver is no longer required to drive on the Airside, the ADA holder must return the ADA to the NAPL Head of Airport or their authorised delegate within 72 hours of cessation of driving duties for that employer.

The ADA is not transferable between individuals, and ADAs are issued for use at Newcastle Airport only.

5.15 Suspension of an ADA

The NAPL Head of Airport or authorised delegate may at any time suspend an ADA where an ADA holder is involved in, or alleged to have been involved in:

- An air safety / security incident; or
- A vehicular or other related Accident; or
- A situation where the ADA holder accumulates 12 or more demerit points during a period of 24 months; or
- Any other reason deemed reasonable by the NAPL Head of Airport.

NAPL, at their discretion, reserves the right to alter the suspension period dependent on the severity of the incident

The suspension will be for a set period:

Suspension	Period
First suspension	One month
Second suspension	Three months
Third suspension	Permanent surrender of ADA

An ADA holder must not independently drive a Vehicle Airside on the Airside areas of Newcastle Airport during the period of suspension.

A person may drive a Vehicle Airside 'under Supervision' for the purpose of retraining during the period of suspension.

Any person supervising a driver for the purpose of retraining under the above clause may be responsible for, and subject to any penalties (including loss of ADA points) arising as a result of any breach by the driver.

If the NAPL Head of Airport or their authorised delegate suspends an ADA, it will be done by written notice to the ADA holder. The manager of the ADA holder involved will be advised separately. The notice to the ADA holder will specify the reasons for and period of the suspension.

Within 72 hours of receipt of a notice of suspension of an ADA, the ADA holder must surrender the ADA to the NAPL Head of Airport or their authorised delegate.

The respective employee's Manager may also request NAPL suspend an employee's ADA by providing the NAPL Head of Airport or their delegate with sufficient written advice as to why suspension should occur.

At any time during the period of ADA suspension, the NAPL Head of Airport or their authorised delegate may;

- Lift the suspension; and/or
- Extend the period of suspension.

Before an ADA will be reinstated following suspension, the ADA holder may be required to sit the appropriate NAPL practical driving test.

Upon reinstatement of the ADA, the ADA holder's points will be reset to six (6).

5.15.1 Appeal of Decisions

A Company or individual may appeal the decision to suspend or remove an ADA.

To appeal a decision, submit a detailed report in writing to NAPL Head of Airport. Allow up to seven days for assessment and written reply.

6.0 Authority to Use Airside (AUA)

6.1 Introduction

Operators may apply to NAPL for authority to use a Vehicle or equipment on the Airside. In applying for an AUA, Vehicle Operators must acknowledge and accept that the holding of an AUA is not an automatic right to enter Airside.

6.2 Applying for an AUA

To apply for a new AUA or to renew an existing AUA, the operator must complete an application via approved NAPL method (online via QR Code) or **OP TOO Authority to Use Airside Form**.

Applications for a new AUA must be submitted to the NAPL Head of Airport or delegate a minimum of seven days prior to intended use. AUAs will be issued for Vehicles and will remain current for two years until a renewal application is required.

6.3 AUA Insurance Requirements

The NAPL AUA Application must be accompanied with a copy of current Public Liability insurance with a minimum coverage of AUD\$100 million.

In addition to the application, the operator must provide a copy of the relevant insurance details for each Vehicle. The insurance policy can be a general policy which covers all of the Vehicles operated.

The insurance policies must remain current whilst the Vehicle is being used in accordance with the AUA. The Vehicle Operator must advise NAPL of any instance of:

- A policy not renewed, cancelled or suspended; or
- Any changes to the policy which may affect NAPL.

6.4 Criteria for AUA Authorisation

The applicant must demonstrate to NAPL an operational need for the Vehicle to be used Airside on a Frequent and unescorted basis. The applicant must also demonstrate that the activities cannot be otherwise undertaken Landside.

The applicant must meet one or more of the following:

- Directly involved in operations or servicing of aircraft;
- Directly involved in the servicing of Ground Service Equipment (GSE);
- Directly involved in the servicing, construction, maintenance of Airside buildings, facilities or infrastructure; or
- Activities authorised by the NAPL Head of Airport.

6.5 Vehicle Roadworthiness

Before access is authorised for any Vehicle under an AUA, the applicants must ensure:

- the Vehicle is:
 - of a mechanical standard equivalent to that required by state road laws for use on public roads;
 - of a standard set by industry requirements for specialist Vehicles and equipment; and
 - fitted with an amber beacon which is visible from 360 degrees around the Vehicle.
- that the applicant has in place appropriate arrangements to limit fire hazards in Vehicles which are to operate within 15 metres of an aircraft fuel tank opening or vent outlet during fuelling or de-fuelling; The "appropriate arrangements" to limit fire hazards will at least include capacity to ensure compliance with *CASR 1988 91.485*.

If required by the NAPL Head of Airport or authorised delegate, at any time, the operator of the Vehicle or equipment must have it inspected by an appropriately qualified engineer, and the Vehicle or equipment will not be permitted airside until certification demonstrating a pass is provided to NAPL.

6.6 Register of Airside Vehicles and GSE

NAPL will maintain a register of all Airside Vehicles and GSE owned and used by each Company operating at Newcastle Airport. To ensure this register remains accurate, each Company must advise NAPL Head of Airport of:

- All current Vehicles and GSE on hand;
- Any new Vehicles and GSE acquired; or
- Any Vehicles or GSE removed from Airside.

New Vehicles or GSE must be approved by the NAPL Head of Airport or authorised delegate, a minimum of 24 hours beforehand and have a current AUA prior to entering Airside for use by the owner.

All Vehicles and equipment issued with an AUA will be allocated a QR coded sticker which must be attached to the Vehicle or equipment. The QR code will be used to identify the equipment and assist with audits. The QR code must be attached in an easily accessible location and must remain attached to the Vehicle or equipment. If the QR code is lost then a new one must be obtained from NAPL. The QR code can only be removed if the Vehicle or equipment is no longer being used Airside.

6.6.1 Audit of Airside Vehicles and GSE

NAPL Head of Airport and their authorised delegate may conduct audits and/or inspections of any Vehicle or equipment at any time. In addition, an annual audit will be conducted by the NAPL Head of Airport or authorised delegate for compliance. All Vehicles and GSE must be registered with NAPL prior to use.

6.6.2 Non-Compliance with AUA Approval

If during any audit conducted by NAPL a breach of this procedure is identified, the Vehicle Operator will be advised in writing of the necessary corrective actions to be implemented. The Vehicle Operator will have 24 hours to either comply with the corrective actions or remove the Vehicle from the Airside. A failure to comply, or subsequent breaches may result in suspension or cancelling of the AUA.

6.7 Unserviceable Vehicles and GSE

Any Vehicle or GSE which is unserviceable for more than 21 days must not remain Airside. If a Vehicle or GSE becomes immobilised on any part of the Manoeuvring Area or Apron, the driver must remain with the Vehicle or equipment and immediately notify the TOC on **0417 281 866** and remain at the location.

The driver of any Vehicle which becomes immobilised must provide assistance to NAPL staff as is reasonably requested to move the Vehicle off the area.

6.8 GSE and Vehicle Servicing

Minor maintenance may be carried out in equipment storage areas with approval from NAPL. Major maintenance may not be conducted Airside without NAPL's approval. All requests will need to include a risk assessment for the works. Any maintenance that renders a unit out of service for more than one day is considered as major works.

Minor maintenance tasks include (but are not limited to):

- Changing oil and lubricant.
- Replacing tires.
- Swapping out parts.
- Performing service checks.
- Refuelling.

Major maintenance tasks include (but are not limited to):

- Extensive servicing.
- Using hoists.
- Conducting structural repairs.
- Painting.
- Welding.

All workers performing maintenance work Airside, such as tenant employees, contractors and other invitees working in the Airside area, must adhere to company specific safe system of work procedures. NAPL retains the authority to audit the safety protocols of all Airside operators. Airside operators are responsible for ensuring their workers, including contractors, work safety and do not compromise the safety of others in their vicinity.

6.9 Storage of GSE

Vehicles or equipment must not be parked so that they will obstruct aircraft, other Vehicles or pedestrians using the Airside. All aircraft servicing equipment must be stored, when not in use,

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wholly within marked Equipment Storage areas indicated by solid red lines. GSE and Vehicles can be moved into designated Equipment Clearance areas indicated by broken red lines up to 30 minutes prior to an aircraft arrival and must be removed prior to an aircraft taxiing.

Vehicles and GSE must not be stored in any area which may cause a hazard; obstruct an emergency Vehicle; or access to emergency equipment including but not limited to fire extinguishers and the safety shower.

Vehicles and equipment exceeding the maximum weight limit marked for storage areas should not be parked/stored in those areas. This includes unserviceable equipment awaiting repairs.

NOTE: Equipment cannot be left in an equipment staging area unattended.

7.0 Referenced documents

Hierarchy level	Document
Legislation and Standards	Aviation Transport Security Act, 2004
	Aviation Transport Security Regulations, 2005
	Civil Aviation Act
	Civil Aviation Safety Regulations 1998
	Work Health and Safety Act 2011 (NSW)
	Work, Health and Safety Regulations 2017 (NSW)
Frameworks, Plans and Programs	Transport Security Program
Policies	
Guidelines and Procedures	SE PRO Spill Response Procedure
Tools	OP TOO Airside Drivers Competency Assessment
	OP TOO Authority to Drive Airside Application Form
	OP TOO Authority to Use Airside Form
	OP TOO Foreign Object Debris (FOD) Management Procedure
	OP TOO Passenger Boarding Bridge Trainee Assessment Form

8.0 Revision history

Version number	Date	Amendments	Applied by
1.1	14.04.2023	- Change of owner, following organisational structure change (September 2022) - Minor administrative changes in line with the current controlled document template	Governance and Administration Coordinator
1.2	18.08.2025	Complete review and update	Head of Airport
2.0	31.07.2026	- Complete review and update - Reclassified as Procedure	Operations Manager