

HOW TO OBTAIN AN 'AUTHORITY TO DRIVE AIRSIDE' (ADA) INITIAL APPLICATION



DOCUMENTATION

- ADA Application Form
- Airside Vehicle Control Manual AVCM (Must read prior to exam)
- ADA Log Sheet

1

- Download the ADA Documentation from the Cairns Airport website
 - Tabs: Business > Operations > Airside (scroll to "Driving Airside")
 - Link: [Airside » Cairns Airport](#)
- Complete the ADA Application Form
- Submit application & payment to CAPL's ID & Access Office

Once approved by CAPL go to step 2

2

Apply to sit the written ADA Examination, applicable to the category of Licence

Pass examination before step 3

3

Obtain ADA Log Sheet (see STEP 1) and complete driving hours applicable to the Category of licence.

Log Sheet completed before step 4

4

- Submit (email or hand in) ADA Log Sheet to CAPL's ID & Access Office and request to book in for an ADA Presentation
- Attend presentation and collect ADA Documentation – handed out by instructor

Presentation completed before step 5

5

Arrange for a practical ADA "drive around" with CAPL, Airport Safety Officer

Practical "drive around" completed before step 6

6

Submit, in person, completed and signed ADA documents to CAPL's ID & Access Office for ADA issue.