



Airside Vehicle Control Manual

**Reference No: 3006 AO
Version 5.1 – Tuesday 02 January 2018**

**Any alterations to this Manual must be approved by the:
Aerodrome Standards and Compliance Manager
The current copy of this Manual is held on Sharepoint and Cairns Airport website.**

It is your responsibility to ensure you hold the current copy of this Manual.

Document Control

Reference No	Version	Status	Sponsor	Author
3006 AO	5.1		Chief Operations Officer	Aerodrome Standards and Compliance Manager

Purpose	Date	By whom
Version 5.1 – Annual review and position changes as per the Cairns Airport organisational structure	02/01/2018	Aerodrome Standards and Compliance Manager
Version 4 – Annual review	14/01/2017	Manager Operations and Emergency
Version 3 – Annual review	14/01/2016	Manager Operations and Emergency
Version 2 - Annual Review inclusive of document control	14/01/2015	Manager Operations & Emergency
Version 1 - Complete revision	01/01/2013	Manager Operations
Summary		
This Airside Vehicle Control Manual (ACVM), has been prepared and issued under the <i>Airports Assets (Restructuring and Disposal) Act, 2008</i> for Cairns Airport.		

AIRSIDE VEHICLE CONTROL MANUAL

Index of Revisions

Rev	Date	Section	Amendment
1.0	Jan 2013	All	Complete revision of manual
2.0	Jan 2015	3.5 (a) (b)	Inclusion: Third Party Insurance requirements
		4.1	Change: CAPL is the only Approved Issuing Authority for issuing of AUA's
		4.4	Change: AUA's valid for 2 years not 3 years
		6.2 (a) (i) (ii) (iii)	Change: Category of Licence Requirements
		6.5	Change: ADA's valid for 2 years not 3 years
		6.6	Removal: Section relating to Notifying Penalty/Fine requirement
		7 (note 1)	Inclusion: Requirement to complete ASO Escort/Supervision Form
		9.1 (d)	Inclusion: Requirement to hold Certificate IV Training and Assessment
2.0	Jun 2015	Foreword 1.2	Removal: Airports (Control of On-Airport Activities) Regulations, 1997 Insert: Airports Assets(Restructuring and Disposal) Act, 2008
		Foreword 1.1	Removal: Licensed Insert: Certified
3.0	Jan 2016	All	Annual Review
4.0	March 2017	All	Annual Review
5.1	Jan 2018	All	Annual Review – Postions changed to reflect the Cairns Airport organisational structure

AIRSIDE VEHICLE CONTROL MANUAL

FOREWORD

This Airside Vehicle Control Manual (ACVM), has been prepared and issued under the *Airports Assets (Restructuring and Disposal) Act, 2008* for Cairns Airport.

As the operator of an aerodrome certified under the *Civil Aviation Safety Regulations, 1998* (CASR) the Cairns Airport Pty Ltd (CAPL) is obliged to include in its Airport Operations Manual particulars for the control of surface vehicles operating on, or in the vicinity of the movement area (CASR Part 139.095 (j)).

CAPL also has a duty of care under common law and obligations under Workplace Health and Safety Legislation, *the Civil Aviation Regulations, 1998* (CAR), and CASR and the *Aviation Transport Security Act, 2004* (ATSR) in relation to safety and security issues associated with surface vehicles operating on the airport.

THIS MANUAL FORMS AN IMPORTANT PART OF THE SYSTEM WHICH CAPL HAS PUT IN PLACE TO PROMOTE THE SAFE AND ORDERLY MOVEMENT OF PASSENGERS, AIRCRAFT AND VEHICULAR TRAFFIC ON THE AIRSIDE OF THE AIRPORT.

The ACVM is issued as a separate document for ease of distribution to relevant persons and organisations.

Any failure to comply with the requirements of this Manual will be taken into account by CAPL in considering whether to exclude individuals or entities from airside access and/or the operation of vehicles airside.

AIRSIDE VEHICLE CONTROL MANUAL

CONTENTS

1.	REQUIREMENTS FOR AIRSIDE VEHICLE CONTROL.....	7
1.1	Introduction	7
1.2	Regulatory Requirements	7
1.3	Responsibilities of the Cairns Airport Pty Ltd	7
1.4	Responsibility for Reviewing, Updating & Implementation	8
2.	DEFINITIONS.....	9
3.	VEHICLE OPERATORS	12
3.1	General requirements	12
3.2	Manoeuvring Area	13
3.3	Vehicles Operating Airside	13
3.4	Accidents	13
3.5	Immobilised Vehicles	14
3.6	Insurance	14
3.7	Disposal of Vehicle	14
4.1	Issue/Renewal	15
4.2	New Types of Vehicles	16
4.3	Indemnity and Release	16
4.4	Expiry, Cancellation and Suspension	16
5.	DRIVING VEHICLES AIRSIDE	18
5.1	General Requirements	18
6.	AUTHORITY TO DRIVE AIRSIDE	19
6.1	Licences Categories	19
6.2	Issuing Requirements and Prerequisite	20
6.3	Renewal	20
6.4	Low Visibility Driving Endorsement	21
6.5	Expiry, Cancellation and Suspension	21
6.6	Notifying Loss of Licence	22
7.	SUPERVISION OF VEHICLES WITHOUT AN AUTHORITY FOR USE AIRSIDE AND DRIVERS WITHOUT AN AUTHORITY TO DRIVE AIRSIDE	23
7.1	Withdrawal of Consent	23
7.2	Rules of Supervision	23
8.	APPROVED ISSUING AUTHORITY	24
8.1	Approval	24

AIRSIDE VEHICLE CONTROL MANUAL

8.2	Cancellation	24
8.3	Information to Drivers	24
8.4	Record-Keeping and Audit	24
9.	APPROVED TRAINING OFFICERS	26
9.1	Approval	26
9.2	Scope of Authority	26
9.3	Cancellation	26
9.4	Testing	27
10.	APRON SERVICES AREA	28
10.1	Cancellation	28
10.2	Rules for Drivers	28
11.	MISCELLANEOUS	29
11.1	Exemptions	29
11.2	Changes in Government Departments	29
11.3	Interpretation	29
11.4	Transition	29
11.5	Bicycles and Tricycles	29

AIRSIDE VEHICLE CONTROL MANUAL

1. REQUIREMENTS FOR AIRSIDE VEHICLE CONTROL

1.1 Introduction

CAPL is the owner/operator of Cairns Airport, an aerodrome certification by the Civil Aviation Safety Authority (CASA).

Although vehicle operations landside at the airport are subject to the application of State regulations, vehicle operations airside impact on the safety and security of aviation activities. For this reason, the use of vehicles airside is regulated:

- for the purpose of aviation safety, by CAPL, CASA and Airservices Australia (AsA), and
- for the purpose of aviation security, by CAPL and the Department of Infrastructure and Regional Development (DIRD).

1.2 Regulatory Requirements

As a condition of the aerodrome licence (and in the interests of aviation, safety & security), CAPL is required under CASR 139.095 to institute certain aerodrome operating procedures, including procedures for the control of persons and vehicles on or near aircraft movement areas. These operating procedures are outlined in the Cairns Airport Operations Manual (AOM).

By virtue of the CASR 139.095 and the *Airports Assets (Restructuring and Disposal) Act, 2008* CAPL has specific responsibilities to:

- regulate and control persons and vehicles airside; and
- to control access to security restricted areas of the airport.

With the exception of the control of vehicles on the manoeuvring area which is the responsibility of AsA, Air Traffic Services (ATS) (*Air Services Act, 1995s 8.1 and Air Services Regulation, 1995 s3.02*).

The control of vehicles and personnel airside, at Cairns Airport, is necessary in order for CAPL to mitigate the safety and security risks and meet its regulatory requirements.

1.3 Responsibilities of Cairns Airport Pty Ltd

CAPL is responsible to provide airside vehicle control at the airport by way of adequate training and appropriate administrative procedures. The prime objectives of such vehicle control is to:

- a) avoid injury to persons;
- b) avoid damage to property (particularly aircraft);
- c) ensure that priority is given to aircraft on runways, taxiways and aprons; and
- d) comply with the relevant requirements of the airport security program.

In order to provide the necessary airside vehicle control CAPL has developed a set of mandatory rules and principles similar to those adopted at other major airports in Australia. These rules and principles are detailed throughout this Manual.

This Manual satisfies CAPL's requirements under CASR Part 139.095 (j) in respect of airside vehicle control at Cairns Airport. This Manual will consequently form the basis of any audit and/or action that might be taken against a particular organisation or driver.

AIRSIDE VEHICLE CONTROL MANUAL

The conditions and rules specified in this Manual are applicable to CAPL's vehicles and personnel as well as operators, tenants and individuals conducting businesses or other activities airside at the airport.

CAPL will provide access to this Manual to all staff, companies and/or persons authorised (by CAPL or by an Approved Issuing Authority) to operate vehicles airside at the airport.

1.4 Responsibility for Reviewing, Updating & Implementation

The Standards and Compliance Manager is responsible for:

- Reviewing, updating and the implementing of this Manual;
- Issuing copies of the Manual to stakeholders, as required; and
- Consulting with stakeholder organisations regarding any significant proposed changes to the Manual.

The Manual shall be reviewed and updated at least two-yearly or more frequently as is appropriate, for example, to incorporate significant changes.

AIRSIDE VEHICLE CONTROL MANUAL

2. DEFINITIONS

In this Manual:

Aircraft Radiotelephone Operator Certificate of Proficiency: means a certificate issued in accordance with Civil Aviation Regulation 83A.

Airport: means Cairns 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 Appendix 7.

Aerodrome Standards and Compliance Manager: means the Aerodrome Standards and Compliance Manager an employee of Cairns Airport Pty Ltd and a delegate authorised to exercise of powers under this Manual.

Aerodrome Safety and Emergency Manager: means the Aerodrome Safety and Emergency Manager an employee of Cairns Airport Pty Ltd and a delegate authorised to exercise powers under this Manual.

Aerodrome Operations Supervisor: means the Aerodrome Operations Supervisor an employee of Cairns Airport Pty Ltd and a delegate authorised to exercise powers under this Manual.

Airside Road: means a road within the Airside of the Airport and marked as a road on the plan at Appendix 7.

Airside Vehicle Control Manual (AVCM): (see also Manual) means this document, which details particulars for the control of surface vehicles operating on, or in the vicinity of the movement area at Cairns Airport, in accordance with the requirements of CASR 139.095.

Air Traffic Services (ATS): means Air Services Australia in its capacity as the provider of air traffic services under the Air Services Regulation Part 1, s1.03

Approved Issuing Authority: means an organisation authorised by the Cairns Airport Pty Ltd under Part 8 of this Manual to issue Authorities to Drive Airside.

Approved Training Officer: means a person nominated by an Approved Issuing Authority and approved by the Standards and Compliance Manager or delegate, in accordance with Part 9 of this Manual.

Apron: means 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 and designated as such on the plan at Appendix 7.

Apron Services Area: means that part of a General Aviation Apron in a non-security categorised part of the Airport, described in Part 10 of this Manual and designated as such on the plan at Appendix 7.

Authorised Officer: means a person appointed by the Chief Executive Officer of Cairns Airport Pty Ltd under *Airports Assets(Restructuring and Disposal) Act, 2008* (Part 2 s68) to be an Authorised Officer.

Authority for Use Airside (AUA): means an authority for a Vehicle to enter Airside issued under Part 4 of this Manual.

Authority to Drive Airside (ADA): means an authority to drive airside issued under Part 6 of this Manual.

AIRSIDE VEHICLE CONTROL MANUAL

Authority to Drive Airside Category 1: means an Authority authorising driving in Category 1 issued in accordance with Part 6 of this Manual.

Authority to Drive Airside Category 2: means an Authority authorising driving in Category 2 issued in accordance with Part 6 of this Manual.

Authority to Drive Airside Category 3: means an Authority authorising driving in Category 3 issued in accordance with Part 6 of this Manual.

Authority to Drive Airside Category 4: means an Authority authorising driving in Category 4 issued in accordance with Part 6 of this Manual.

Aviation Security Identification Card (ASIC): means a card issued by an organisation approved by the Secretary to the Department of Infrastructure and Regional Development which permits individuals who have a justifiable need, to have unescorted access to security restricted areas on a Categorized Airport.

Categorised Airport: (see Security Categorized Airport).

CAPL: means Cairns Airport Pty Ltd.

Delegate: (also see Aerodrome Safety and Emergency Manager and Aerodrome Operations Supervisor) means an employee of the Cairns Airport Pty Ltd authorised to act on behalf of the Standards and Compliance Manager in relation to the exercise of powers under this Manual.

General Aviation: means all civil aviation operations other than regular public transport operations.

Manoeuvring Area: means that part of the Airport used for the take-off, landing and taxiing of aircraft, excluding Aprons.

Manual: means the Airside Vehicle Control Manual.

Markings: means the symbols, lines, words and figures displayed on the surface of a Movement Area, or visual distinguishing features added to vehicles.

Movement Area: means that part of the Airport that is used for the surface movement of aircraft, including Manoeuvring Areas and Aprons.

Low Visibility Endorsement: means an endorsement on an Authority to Drive Airside made in accordance with paragraph 6.4 of this Manual.

Perimeter Road: means an Airside Road which remains clear of the Manoeuvring Areas except in areas where the road marked as a road crosses a taxiway and being marked as a Perimeter Road on the plan at Appendix 7.

Rules for Drivers Operating on Airside: means the rules for drivers set out at Appendix 1.

Security Controlled Airport: means an Airport categorised (for security purposes) under *Aviation Transport Security Act, 2004* (Part 3, sec 28).

Security Restricted Area (SRA): means any part of the Airport, designated by notices posted by Cairns Airport Pty Ltd, access to which is restricted to persons holding a valid ASIC.

Note: The SRA at Cairns Airport comprises International and Domestic Aprons and other areas detailed in the Cairns Airport Transport Security Program (TSP), such as the taxiways and the runway.

Subsidiary: means a wholly owned subsidiary.

Supervision: means supervision in accordance with Part 7 of this Manual and Appendix 1.

Supervised Vehicle: means a Vehicle driven under Supervision in accordance with Part 7 of this Manual and Appendix 1.

AIRSIDE VEHICLE CONTROL MANUAL

Transport Security Program: means the security arrangements in force at the Airport in accordance with *Transport Security Act, 2004 (Part 2 s12)*

Vehicle: means a motor vehicle or other specialised airside mobile equipment, other than bicycles and tricycles.

Vehicle Operator: means a person, firm, body corporate or Government Department controlling the operation of a vehicle whether as owner, hirer or otherwise.

AIRSIDE VEHICLE CONTROL MANUAL

3. VEHICLE OPERATORS

3.1 General requirements

A Vehicle Operator must not operate or permit the operation of a Vehicle in an area Airside in breach of Appendix 1.

A Vehicle Operator must ensure that any vehicle which they operate airside, or which is operated on their behalf, is operated in accordance with all relevant legislation including, to the extent applicable under the *Civil Aviation Act 1988*, CAR, CASR and the Civil Aviation Orders (CAO).

Without limiting the generality of the previous provisions, the Vehicle Operator must ensure that any vehicle which it operates or which is operated on their behalf is not operated within 15 metres of an aircraft during fuelling, other than in accordance with CAO 20.9.

A Vehicle Operator must not operate or permit the operation of a vehicle in an Airside area [other than an Apron Services Area where the operation is in accordance with Part 10 - General Aviation Areas] only without Supervision in accordance with Part 7 unless:

- (a) the Vehicle Operator holds a current Authority of Use Airside (AUA) for the vehicle to operate in the area;
- (b) the Vehicle Operator's current Authority for Use Airside for the vehicle:
 - (i) is affixed to the bottom left-hand side of the windscreen if the vehicle has a windscreen;
 - (ii) is displayed in a holder facing outwards from the front of the vehicle and readily visible from outside the vehicle if the vehicle does not have a windscreen;
- (c) if the vehicle is not permanently located Airside, any entry or egress of the vehicle to or from Airside area must be via the entry or egress points authorised by a current Authority for Use Airside for the vehicle;
- (d) the driver of the vehicle holds a current Authority to Drive Airside (ADA) for the area;
- (e) the vehicle is
 - EITHER
 - (i) registered for use on public roads; or
 - (ii) meets the mechanical and roadworthiness requirements under the law of the State of Queensland;
 - OR
 - in the case of a specialist Airport Vehicle, the vehicle meets:
 - (i) the IATA specifications, if any, for such a vehicle; or
 - (ii) in the case of a vehicle for which there are no IATA specifications, the Aerodrome Standards and Compliance Manager or delegate has given prior approval for the use of the vehicle and the use of the vehicle is in accordance with any conditions which the Aerodrome Standards and Compliance Manager or delegate may have attached to such approval or may attach from time to time; and
- (f) the vehicle has on both sides, a clearly displayed company logo which:
 - (i) identifies the Vehicle Operator; and
 - (ii) identifies the vehicle by number(s) or letter(s) or combination of number(s) and letter(s).

AIRSIDE VEHICLE CONTROL MANUAL

3.2 Manoeuvring Area

A Vehicle Operator must not operate or permit the operation of a vehicle on the Manoeuvring Area unless:

- (a) the vehicle is equipped with a serviceable and operating VHF radio capable of two-way communication with ATS and aircraft; the driver holds an Aeronautical Radio Operator Certificate and a category of license that permits them to operate on the manoeuvring area; or
- (b) the vehicle is under supervision in accordance with Part 7 by a vehicle so equipped and driven by a driver with such a certificate and ADA.

A Vehicle Operator must not operate or permit the operation of a vehicle on any part of the Manoeuvring Area in conditions where low visibility procedures have been declared (generally when visibility is less than 800 metres);

unless the Vehicle:

- (a) is driven by a driver whose Authority to Drive Airside has a Low Visibility Endorsement; and
- (b) the Vehicle has headlights (dipped) and tail lights operating;
AND
- (c) displays on top of the vehicle a rotating amber beacon (which is red in the case of ARFF) and is visible 360°;
OR
- (d) is under supervision in accordance with Part 7 by another vehicle being operated in accordance with this Manual and authorised by the Aerodrome Standards and Compliance Manager or delegate.

Note:

Ordinarily visibility can be assessed by looking along the line of runway lights and counting the number that are visible with the naked eye. The lights on Runway 15/33 at Cairns Airport are spaced 60 metres apart.

3.3 Vehicles Operating Airside

In addition to section 3.2, a Vehicle Operator must not operate or permit the operation of a vehicle on any part of the Airside (e.g. Perimeter Road) unless the Vehicle displays on top of the vehicle a rotating amber beacon (which is red in the case of ARFF) and is visible 360° by night.

Note:

International experience has shown the following specification to be particularly suitable. Yellow light, with a flash rate of between 60 and 90 flashes per minute, with a peak intensity of between 40 cd and 400 cd, a vertical beam spread of 12°, and with the peak intensity located at approximately 2.5° vertical.

3.4 Accidents

A Vehicle Operator must immediately report to the Aerodrome Standards and Compliance Manager or delegate any accident or incident airside involving their vehicle.

AIRSIDE VEHICLE CONTROL MANUAL

3.5 Immobilised Vehicles

If a vehicle operated by or on behalf of a Vehicle Operator becomes immobilised on a Movement Area the Vehicle Operator must immediately have the vehicle removed.

A Vehicle Operator must ensure that if a vehicle operated by them or on their behalf becomes immobilised on the Manoeuvring Area:

- (a) ATS is notified immediately; and
- (b) the Airport Safety Officer (ASO) is notified.

A Vehicle Operator must ensure that if a vehicle operated by them or on their behalf becomes immobilised on any other area of the airfield that, CAPL's Airport Safety Officer (ASO) is to be notified immediately.

A Vehicle Operator must ensure that if a vehicle operated by them or on their behalf becomes immobilised on a Movement Area, that the driver of the vehicle provides CAPL's ASO such assistance as they may reasonably require to move the vehicle from the Movement Area or to another area on the Movement Area that the CAPL ASO may consider safe.

3.6 Insurance

A Vehicle Operator must ensure that a vehicle for which it holds an Authority for Use Airside is:

- (a) covered by public liability insurance for at least \$20 million or such higher level of insurance cover that a prudent airline, aircraft operator or airport operative would ordinarily take out;
- (b) which includes cover for the use of vehicles airside where applicable; or
- (c) unless CAPL agrees in writing to waive the requirement for one or other kind of insurance.

Note: CAPL is to ensure the capability of the Vehicle Operator to meet any claims that may arise in relation to the operation of the vehicle. Ordinarily, CAPL may consider waiving the requirement for Third Party personal insurance if the Vehicle Operator is a Government Department or statutory authority.

3.7 Disposal of Vehicle

When a Vehicle Operator disposes of a vehicle for which it holds an Authority for Use Airside, the Vehicle Operator must:

- (a) remove the Authority for Use Airside Sticker from the vehicle prior to disposal and within 24 hours of disposal;
- (b) notify the Aerodrome Standards and Compliance Manager or delegate (in writing) of the disposal; and

EITHER

- (i) return the Authority for Use Airside Sticker for the vehicle to the Aerodrome Standards and Compliance Manager or delegate;

OR

- (ii) notify the Aerodrome Standards and Compliance Manager or delegate (in writing) that the Authority for Use Airside has been destroyed.

AIRSIDE VEHICLE CONTROL MANUAL

4. AUTHORITY FOR USE AIRSIDE

4.1 Issue/Renewal

Subject to this Manual, upon receiving an Authority for Use Airside application form (see Appendix 2) from a Vehicle Operator, the Aerodrome Standards and Compliance Manager or delegate may approve the application including any restrictions and issue an Authority for Use Airside sticker as detailed in Appendix 3.

The Aerodrome Standards and Compliance Manager or delegate may only issue or renew an Authority for Use Airside if the applicant demonstrates:

- (a) a need for the vehicle to be operated airside on a frequent and unsupervised basis:
 - (i) to provide a service which is part of, or related to their operations at the Airport;
 - (ii) to carry out regulatory or law enforcement activities; or
 - (iii) any other purpose approved in writing by the Aerodrome Standards and Compliance Manager or delegate;
- (b) capacity to ensure that the operation of the vehicle will comply with the requirements of this Manual and with all laws, rules, standards and directions including, where applicable, CASR and ATS directions, relating to the operation of vehicles in the area and without limiting the generality of (b);
- (c) 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;
- (d) that there are in place appropriate arrangements to ensure that if the Vehicle becomes immobilised on a Movement Area, the vehicle will be immediately removed;
- (e) that there are in place appropriate arrangements to ensure that if the vehicle becomes immobilised on a Movement Area, that the notifications required under Section 3 paragraph 3.4 will be given; and
- (f) that the vehicle will be maintained in a state of good repair.

Note: The "appropriate arrangements" to limit fire hazards referred to in (c) will at least include capacity to ensure compliance with Civil Aviation Order 20.9 set out in Appendix 8.

Even if the applicant satisfies the preceding provision, neither the Aerodrome Standards and Compliance Manager or delegate is obliged to issue or renew an Authority for Use Airside.

Note: It may be that some emergency, regulatory or law enforcement authorities will have rights of access in some circumstances even without an Authority for Use Airside or Authority to Drive Airside. However, there is no general obligation on CAPL to allow Vehicle Operators access to Airside even if they satisfy Part 2 of this Manual.

AIRSIDE VEHICLE CONTROL MANUAL

4.2 New Types of Vehicles

An Authority for Use Airside will not be issued for a vehicle which is of a type for which an Authority for Use Airside has not previously been issued in relation to the Airport.

Note 1: Where a Vehicle Operator plans to acquire a new type of vehicle for Airport use, he/she should discuss the proposal with CAPL in a timely manner in order that an assessment can be made in regard to compatibility with pavements and local geography. The type of information necessary to make such assessment of the proposed equipment will ordinarily include:

- compliance with IATA standards (where applicable);
- Dimensions;
- gross mass;
- number, spacing and size of wheels and type of tyres and their pressures;
- turning radius;
- motive power;
- areas of intended operation; and
- special features.

Note: Where a new type of vehicle needs to be restricted to certain areas due to weight considerations, the Aerodrome Standards and Compliance Manager or delegate will stipulate those restrictions.

4.3 Indemnity and Release

The Aerodrome Standards and Compliance Manager or delegate shall not issue an Authority for Use Airside unless CAPL has been provided with an indemnity and release in the form of Appendix 6 or the Aerodrome Standards and Compliance Manager or delegate has approved to waive the requirement for such indemnity.

4.4 Expiry, Cancellation and Suspension

Subject to this Manual, an Authority for Use Airside is valid for 1 years from the date of issue.

The Aerodrome Standards and Compliance Manager or delegate may at any time cancel or suspend an Authority for Use Airside by giving written notice to the Vehicle Operator:

- (a) that the Authority for Use Airside is cancelled; or
- (b) that the Authority for Use Airside is suspended for a period specified in the notice; as the case may be.

Within 48 hours of receipt of a notice of cancellation or suspension of an Authority for Use Airside under the previous paragraph, the Vehicle Operator must:

EITHER

- (a) surrender the Authority for Use Airside to the Aerodrome Standards and Compliance Manager or delegate;

OR

- (b)

AIRSIDE VEHICLE CONTROL MANUAL

- . if the Authority for Use Airside cannot be removed from the vehicle, destroy the Authority for Use Airside and provide the Aerodrome Standards and Compliance Manager or delegate with a written statement that it has been destroyed; and
- (c) the vehicle removed from airside.

At any time during a period of suspension under this Part, the Aerodrome Standards and Compliance Manager or delegate may by way of written notice to the Vehicle Operator:

- (a) re-issue the Authority for Use Airside for the balance of its term;
- (b) cancel the Authority for Use Airside; or
- (c) extend the period of suspension.

Note: Ordinarily, if the Aerodrome Standards and Compliance Manager or delegate has reason to believe that a vehicle is not fit to be operated Airside or that there has been a breach of the requirements of this Manual which is sufficiently serious to consider cancellation of an Authority for Use Airside, the Aerodrome Standards and Compliance Manager or delegate will suspend the Authority for Use Airside first and give the Vehicle Operator an opportunity to discuss whether or not there has been a breach and if so whether cancellation is appropriate.

The Aerodrome Standards and Compliance Manager or delegate will normally suspend an Authority for Use Airside only if satisfied that the Vehicle Operator has breached the requirements of this Manual - either in relation to the vehicle subject to the Authority for Use Airside which is being cancelled or in relation to another vehicle where the breach in relation to that other vehicle casts doubt on the capacity of the operator to comply with the Manual in relation other vehicles.

The Aerodrome Standards and Compliance Manager or delegate has the power to suspend or cancel is not limited to situations where there is a breach of the Manual. In some circumstances, the Aerodrome Standards and Compliance Manager or delegate may consider it appropriate to suspend/cancel in order to control the number of vehicles or operators at the Airport for general congestion or commercial reasons.

AIRSIDE VEHICLE CONTROL MANUAL

5. DRIVING VEHICLES AIRSIDE

5.1 General Requirements

A person must not drive a vehicle Airside, unless he/she has a lawful reason to do so.

A person driving a vehicle Airside, including a person driving a vehicle which is under supervision in accordance with Part 7, must comply with the Rules for Airside Drivers & Penalty Point System at Appendix 1.

A person must not drive a vehicle Airside unless the person holds a valid State or Territory driving licence for that type of vehicle and the person is:

- (a) Authorised to drive a vehicle Airside by an Authority to Drive Airside; or
- (b) Under supervision in accordance with Part 7 of this Manual; or
- (c) Driving in an Apron Services Area in accordance with Part 10 of this Manual.

Note: The State or Territory licence to drive does not have to be a licence from the State of Queensland.

A person driving a vehicle Airside must not:

- (a) Smoke in a designated non-smoking area;
- (b) Have in the vehicle any animal or child under the age of 16 years; and
- (c) Not use a hand held mobile phone whilst driving.

AIRSIDE VEHICLE CONTROL MANUAL

6. AUTHORITY TO DRIVE AIRSIDE

Subject to this Manual, on receipt of an Authority To Drive Airside application form (see Appendix 4) and if satisfied of the matters required to be certified in the application, the Aerodrome Standards and Compliance Manager or delegate may issue or renew an Authority to Drive Airside in any Category.

Subject to this Manual, on receipt of an Authority To Drive Airside application form (see Appendix 4) and if satisfied of the matters required to be certified in the application, an Approved Issuing Authority may issue or renew an Authority to Drive Airside in Category 1 or 2 to a person who is an officer or employee of the Approved Issuing Authority or an officer or employee of a Subsidiary of the Approved Issuing Authority. Only the Aerodrome Standards and Compliance Manager or delegate may issue or renew an Authority to Drive Airside Category 3 or 4.

Note: CAPL or an Approved Issuing Authority must not issue an Authority to Drive Airside unless the Vehicle Operator certifies on the application form that the applicant has an operational need to drive airside on a frequent and unsupervised basis.

6.1 Licences Categories

Subject to this Manual, the Airside areas for which driving is authorised for each Category of Authority to Drive Airside are:

Category 1A

- For Contractors, dedicated areas as approved. (Limited Time)
- This is indicated by a Pink-coloured ADA.

Category 1B

- General Aviation precinct only. (GA airside roads, aprons and taxi lanes but excluding taxiways)
- This is indicated by a Grey-coloured ADA.

Category 1C

- General Aviation precinct, Northern Perimeter and Front of Terminal Roads.
- This is indicated by a Green-coloured ADA.

Category 2

- Category 1C plus all Aprons
- This is indicated by a Blue –coloured ADA

Category 3B

- Category 2 plus Taxiways only.
- This is indicated by a full Yellow-coloured ADA.

Category 3A

- Category 2, plus taxiways and designated runway crossings.
- This is indicated by a Yellow-coloured ADA with a Red - coloured diagonal stripe.

Category 4

- Categories 3A plus Runways
- This is indicated by a Red-coloured ADA.

AIRSIDE VEHICLE CONTROL MANUAL

6.2 Issuing Requirements and Prerequisite

In the case of an applicant who has not held an Authority to Drive Airside in the same or higher Category for the Airport during the 12 months preceding the application, the Aerodrome Standards and Compliance Manager or delegate or Approved Issuing Authority as the case may be, may issue the Authority if satisfied that:

- (a) The applicant has spent the minimum time, over a two week period, under supervision as a driver in a Vehicle; and where required completed night driving whilst operating in the relevant Airside area:
 - (i) 10 hours for Categories 1 and 2;
 - (ii) 10 hours (8 hours by day and 2 hours by night) for Category 3A or 3B and held a Category 2 ADA for at least two months; and
 - (iii) 10 hours (6 hours by day and 4 hours by night) for Category 4.
- (b) The applicant has received the appropriate training;
AND
- (c) in the case of an Authority to Drive Airside being issued by CAPL, CAPL personnel or persons engaged by CAPL with responsibility for administering tests for such Authorities have reported that the applicant has achieved the standard required in such a test;
OR
- (d) In the case of an Authority to Drive Airside being issued by an Approved Issuing Authority, the applicant has achieved the standard required in tests approved for this purpose by CAPL and administered by an Approved Training Officer.

Note 1: CAPL expects Approved Issuing Authorities to carry out their own training for all Categories and their own testing for all Categories except Category 3 or 4.

Note 2: CAPL wishes to discourage applicants sitting for tests without sufficient preparation. Ordinarily, if an applicant fails a test, CAPL will not make personnel available to test the applicant again for at least 14 days.

Note 3: The tests are intended to confirm, to the extent relevant to the particular Authority to Drive Airside, that the applicant understands and is familiar with matters such as the geography of the Airport and the limits of the areas covered by the Authority, the Rules for Drivers Operating Airside, Airport Markings, ATS Procedures, apron operating procedures and that the applicant is aware of fuel safety issues.

6.3 Renewal

In the case of an application for:

- (a) renewal of an Authority to Drive Airside; or
 - (b) an application for issue of an Authority to Drive Airside by a person who has held an Authority to Drive Airside of equivalent or higher Category in the 12 months preceding the application;
- the Aerodrome Standards and Compliance Manager or delegate or Approved Issuing Authority, as the case may be, may issue the Authority if satisfied that:
- (c) in the case of an Authority to Drive Airside being issued by CAPL or persons engaged by CAPL with responsibility for administering tests for such Authorities have reported that the applicant has achieved a satisfactory standard in such a test;

AIRSIDE VEHICLE CONTROL MANUAL

OR

- (d) in the case of an Authority to Drive being issued by an Approved Issuing Authority, the applicant has performed satisfactorily in tests approved for this purpose by CAPL and administered by an Approved Training Officer.

6.4 Low Visibility Driving Endorsement

An Authority to Drive Airside does not authorise driving airside in conditions where visibility is less than 800 metres, unless the Authority has been endorsed for such driving in accordance with a Low Visibility Driving Endorsement under this Part.

The Aerodrome Standards and Compliance Manager or delegate may endorse an Authority to Drive Airside with a Low Visibility Driving Endorsement if the endorsement being made by the Aerodrome Standards and Compliance Manager or delegate, CAPL personnel or persons engaged by CAPL with responsibility for administering tests have reported that the applicant has achieved a satisfactory standard in such a test for such endorsement.

6.5 Expiry, Cancellation and Suspension

The duration of an Authority to Drive Airside is two (2) years from date of issue unless the Aerodrome Standards and Compliance Manager or delegate or the Approved Issuing Authority, as the case may be, specifies a shorter period in the Authority at the time of issue in which case the Authority terminates on the expiry of the shorter period.

The Aerodrome Standards and Compliance Manager or delegate may cancel or suspend an Authority to Drive Airside whether issued or renewed by the Aerodrome Standards and Compliance Manager or delegate or by an Approved Issuing Authority and an Approved Issuing Authority may cancel or suspend an Authority to Drive Airside which it issued or renewed by giving notice to the driver that:

- (a) the Authority is cancelled; or
- (b) the Authority is suspended for the period specified in the notice.

The notice for the purposes of the previous paragraph may be given:

- (a) verbally or in writing to the driver in person; or
- (b) by written notice to the address provided in the application for the Authority or any such changed address as the driver may have notified to the Aerodrome Standards and Compliance Manager or delegate; or
- (c) by written notice to the drivers employee or sponsor indicated on the application for the Authority.

Note: CAPL has adopt a "points" system to alert it to repeat offenders and to assist in determine whether or not to cancel or suspend a person's Authority to Drive for matters such as breaches of the "Rules for Drivers and Penalty Point System" at Appendix 1. However the residual discretion to cancel or suspend an Authority at any time remains.

If the Aerodrome Standards and Compliance Manager or delegate cancels or suspends an Authority to Drive Airside, the Aerodrome Standards and Compliance Manager or delegate must give the driver's Vehicle Operator written notice of the cancellation or suspension within 24 hours of the cancellation or suspension with a statement of the reason for such action.

When a driver is given notice under paragraph 6.5 that his or her Authority to Drive has been cancelled or suspended, the driver must surrender the Authority to the Aerodrome Standards and Compliance Manager or delegate:

AIRSIDE VEHICLE CONTROL MANUAL

- (a) immediately if the driver is informed while in charge of a vehicle airside; otherwise
- (b) within 48 hours.

A Vehicle Operator must take reasonable steps to ensure that within 48 hours of receiving written notice from the Aerodrome Standards and Compliance Manager or delegate of cancellation or suspension under this Part the Authority is surrendered to the Aerodrome Standards and Compliance Manager or delegate if it has not already been surrendered.

If an Approved Issuing Authority cancels or suspends an Authority to Drive Airside, the Approved Issuing Authority must give the Aerodrome Standards and Compliance Manager or delegate written notice of the cancellation or suspension within 24 hours of taking such action with a statement of the reason for such action.

Without limiting the powers and discretions which the Aerodrome Standards and Compliance Manager or delegate may have under other provisions of this Manual, the Aerodrome Standards and Compliance Manager or delegate may at any time during a period of suspension:

- (a) re-issue the Authority to the driver for the remainder of the period of the Authority with or without cancellation of a Night/Low Visibility Endorsement if the Authority carries such endorsement;
- (b) cancel the Authority;
- (c) extend the period of suspension; or
- (d) cancel the Authority and issue the Driver with an Authority to Drive Airside for a lower Category.

If the Aerodrome Standards and Compliance Manager or delegate takes action under the preceding paragraph, the Aerodrome Standards and Compliance Manager or delegate must give written notice of that action to the driver and must copy the notice to the driver's Vehicle Operator.

The Aerodrome Standards and Compliance Manager or delegate may direct a person apparently in charge of a vehicle airside to produce:

- (a) his/her Authority to Drive Airside;
- (b) his/her current State or Territory drivers licence.

A person who receives a direction under the previous paragraph must comply immediately with the direction.

6.6 Notifying Loss of Licence

If a driver who holds an Authority to Drive Airside ceases to hold at least one State or Territory licence to drive or has any State or Territory licence is cancelled or suspended for breach of any traffic laws, the Authority to Drive Airside terminates immediately and the driver must within 48 hours of the cessation or cancellation:

- (a) surrender the Authority to Drive Airside to the Aerodrome Standards and Compliance Manager or delegate; and
- (b) notify in writing the Aerodrome Standards and Compliance Manager or delegate, the Vehicle Operator for whom he or she drives and, if applicable, the Approved Issuing Authority which issued the Authority to Drive Airside, of the cessation or cancellation as the case may be.

AIRSIDE VEHICLE CONTROL MANUAL

7. SUPERVISION OF VEHICLES WITHOUT AN AUTHORITY FOR USE AIRSIDE AND DRIVERS WITHOUT AN AUTHORITY TO DRIVE AIRSIDE

Note: The provisions in this Part are intended to allow for Supervised driving of a vehicle airside where:

- there is no Authority for Use Airside for the vehicle; and/or
- the driver does not hold a relevant Authority to Drive Airside.

The Aerodrome Standards and Compliance Manager or delegate may, on such conditions as the Aerodrome Standards and Compliance Manager or delegate considers appropriate:

- (a) make available a person holding a current Authority to Drive Airside for an Airside area; or
- (b) authorise Vehicle Operators to make available a person holding a current Authority to Drive Airside for an Airside area;

to supervise the driving of a Vehicle ("the Supervised Vehicle") in the area by:

- (c) driving a Vehicle for which an Authority for Use Airside is current to escort the Supervised Vehicle;
- (d) riding in the Supervised Vehicle;
- (e) accompanying the Supervised Vehicle on foot; and/or
- (f) directing the Supervised Vehicle from a vantage point.

Note 1: Any person who wishes to request that CAPL provide Supervision, should complete the Request for ASO Escort/Supervision Form and submit to the Aerodrome Operations Supervisor, where possible, at least 48 hours in advance and charges may apply. Even if such notice is given, CAPL is not always able to make vehicles and/or personnel available to supervise vehicles.

Note 2: The Aerodrome Standards and Compliance Manager or delegate may authorise Vehicle Operators to provide Supervision on a case by case basis or authorise a Vehicle Operator to supervise any vehicle in a category of regular visiting vehicles. (e.g. limousines or hire cars) collecting passengers from aircraft.

7.1 Withdrawal of Consent

The Aerodrome Standards and Compliance Manager or delegate may withdraw at any time its consent for Supervision given under the preceding paragraph.

7.2 Rules of Supervision

A person driving a Supervised Vehicle which is being escorted by another vehicle must keep the Supervised Vehicle behind the Escorting Vehicle at a distance of no more than 10 metres and no less than 5 metres.

Before a driver of a vehicle commences escorting a Supervised Vehicle, the driver of the vehicle must ensure that the driver of the Supervised Vehicle is aware of the requirement to keep the Supervised Vehicle behind the Escorting Vehicle at a distance of no more than 10 metres.

AIRSIDE VEHICLE CONTROL MANUAL

8. APPROVED ISSUING AUTHORITY

8.1 Approval

The Aerodrome Standards and Compliance Manager or delegate may grant approval for a Vehicle Operator to be an Approved Issuing Authority for the purposes of issuing Authorities to Drive Airside in accordance with this Manual.

In applying to become an Approved Issuing Authority, the Vehicle Operator will be required to provide to CAPL the following information:

- (a) number of employees likely to be Authorised to Drive Airside; and
- (b) a copy of the CAPL's ADA training and testing material.

8.2 Cancellation

The Aerodrome Standards and Compliance Manager or delegate may at any time at his or her discretion cancel approval of an Approved Issuing Authority by written notice to the Approved Issuing Authority.

8.3 Information to Drivers

An Approved Issuing Authority must keep up to date and issue to all its own employees and employees of its Subsidiaries who may be required to drive Airside as part of their normal duties, the following (as amended by CAPL from time to time):

- (a) this Manual;
- (b) guidance material approved by CAPL regarding the use and meaning of signs, markers and markings; and
- (c) any safety bulletins or alerts issued by CAPL relating to airside safety.

8.4 Record-Keeping and Audit

An Approved Issuing Authority must:

- (a) retain for a minimum of 3 years all applications for Authorities to Drive;
- (b) make and retain for a minimum of 3 years records sufficient to enable the Aerodrome Standards and Compliance Manager or delegate from time to time to conduct an audit to ensure the Approved Issuing Authority is maintaining satisfactory standards in the carrying out of its functions as an Approved Issuing Authority, including a record of:
 - (i) the materials used in the training and testing of applicants for Authorities to Drive Airside and Low Visibility Endorsements; and
 - (ii) the training and testing of individual applicants for Authorities to Drive Airside;

AND MUST

- (c) provide to the Aerodrome Standards and Compliance Manager or delegate on request and in such format listing of Authorities to Drive Airside issued by the Approved Issuing Authority with such other details and information about the Authorities/Endorsements as the Aerodrome Standards and Compliance Manager or delegate may direct; and
- (d) provide the Aerodrome Standards and Compliance Manager or delegate with reasonable access to its records and premises to carry out audits to ensure that the Approved Issuing Authority is maintaining satisfactory standards in the carrying out of its functions as an Approved Issuing Authority; and

AIRSIDE VEHICLE CONTROL MANUAL

- (e) ensure that relevant officers and employees of the Approved Issuing Authority and its Subsidiaries make themselves available and co-operate with the Aerodrome Standards and Compliance Manager or delegate when carrying out such audits.

AIRSIDE VEHICLE CONTROL MANUAL

9. APPROVED TRAINING OFFICERS

9.1 Approval

An Approved Issuing Authority may at any time submit in writing to the Aerodrome Standards and Compliance Manager or delegate a nomination of a person to be an Approved Training Officer for the purposes of this Manual who:

- (a) is an officer or employee of the Approved Issuing Authority or a Subsidiary; and
- (b) holds a current State or Territory driving licence;
- (c) holds a current Authority to Drive Airside in a category equal to or greater than the level they intend to conduct training for; and
- (d) holds a Certificate IV in Training and Assessment.

The Aerodrome Standards and Compliance Manager or delegate may approve a person nominated by the Approved Issuing Authority to be an Approved Training Officer subject to such limitations and conditions as the Aerodrome Standards and Compliance Manager or delegate may state:

- (a) when approving the person; or
- (b) at any time while the person remains an Approved Training Officer.

Note: Ordinarily, the Aerodrome Standards and Compliance Manager or delegate will require that persons nominated to be Approved Training Officers undergo CAPL Supervised tests to confirm their suitability for such tasks. In some cases, if individuals can demonstrate that they are suitable for such task through other means such as having recently carried out such functions with another Approved Issuing Authority, then the Aerodrome Standards and Compliance Manager or delegate may not require testing prior to approval of the person as an Approved Training Officer.

9.2 Scope of Authority

An Approved Training Officer may train and test only for Categories of Authority to Drive Airside:

- (a) equal to or lower than the Category for which the Officer holds an Authority;
- (b) for vehicles which are of a type covered by the Approved Training Officer's Authority to Drive Airside; and
- (c) for Night/Low Visibility Endorsements if the Officer's own Authority to Drive Airside has such endorsement.

Note: This provision is intended as a minimum limitation on the authority of Approved Training Officers. In exercising the power of the Aerodrome Standards and Compliance Manager or delegate to impose limitations on the approval of such Officers, the Aerodrome Standards and Compliance Manager or delegate may further limit the authority of an Approved Training Officer - for example, so that the Officer only has authority to test for Categories of Authority to Drive Airside *lower* than the Category for which the Officer holds an Authority to Drive Airside.

9.3 Cancellation

The Aerodrome Standards and Compliance Manager or delegate may at any time cancel the approval of a person as an Approved Training Officer by written notice to the Approved Issuing Authority.

AIRSIDE VEHICLE CONTROL MANUAL

9.4 Testing

Approved Training Officers must make themselves available for such testing as the Aerodrome Standards and Compliance Manager or delegate may require from time to time to assess the suitability of the Approved Training Officer to continue as such.

AIRSIDE VEHICLE CONTROL MANUAL

10. APRON SERVICES AREA

(General Aviation areas on non-Security Categorised portions of the Airport)

Note: These provisions for certain Airside Apron areas represent a modification of the usual requirements of Authorities for Use Airside and Authorities to Drive Airside for operation of vehicles Airside to enable concentration of Airport management resources on oversight of vehicle movements on Airside areas of greater significance.

However, if there is any doubt whatsoever about the desirability of allowing operation of vehicles under these requirements, then the Aerodrome Standards and Compliance Manager or delegate may refuse to approve or may withdraw an approval with the result that the usual requirements apply.

The Aerodrome Standards and Compliance Manager or delegate may refuse to give an approval under these provisions unless CAPL is first provided with an indemnity.

The Aerodrome Standards and Compliance Manager or delegate may consider it appropriate to limit approvals to some categories of vehicles or to categories of vehicles in certain parts of the Apron Services Area - for example, the Aerodrome Standards and Compliance Manager or delegate may consider it appropriate to limit an approval for vehicles to operate on the Apron Services Area outside one hangar to vehicles linked with the use of that hangar.

A lessee, licensee or occupier of an area within the Airport must not operate or permit the operation of a vehicle which it controls or allow the entry of any other vehicle to any part of the Apron Services Area unless:

- (a) the lessee, licensee or occupier ensures that the driver is aware of the contents of the Rules for Operating Airside Drivers & Penalty Point System (set out at Appendix 1) which are relevant to operation in that part of the Apron Services Area;

AND EITHER

- (b) the vehicle carries a current Authority for Use Airside and is driven by a driver holding an Authority to Drive Airside Category applicable to the area the vehicle will operate;

OR

- (c) the vehicle is under Supervision in accordance with Part 5 of this Manual.

OR

- (d) the Aerodrome Standards and Compliance Manager or delegate has given approval for the operation of such vehicles in that part of the Apron Services Area; and

- (i) the operation of the vehicle is in accordance with any conditions which the Aerodrome Standards and Compliance Manager or delegate may have attached to that approval; and

- (ii) the lessee, licensee or occupier, as the case may be, ensures that the vehicle is not driven into other Airside areas other than under Supervision in accordance with this Manual.

10.1 Cancellation

The Aerodrome Standards and Compliance Manager or delegate may cancel any approval given under this Part at any time.

10.2 Rules for Drivers

A person driving a vehicle on a part of the Apron Services Area must comply with the Rules for Airside Drivers & Penalty Point System relevant to that part of the Apron Services Area.

AIRSIDE VEHICLE CONTROL MANUAL

11. MISCELLANEOUS

11.1 Exemptions

Any person, including a Vehicle Operator, driver or Approved Issuing Authority may apply to the Aerodrome Standards and Compliance Manager or delegate for exemption from some or all of the provisions of this Manual either generally or in relation to specific situations, persons, activities or Airside areas.

The Aerodrome Standards and Compliance Manager or delegate may approve, in writing, any such exemption on such conditions as the Aerodrome Standards and Compliance Manager or delegate considers appropriate.

Note: Ordinarily the Aerodrome Standards and Compliance Manager or delegate will not grant an exemption unless the exemption is approved by CASA.

11.2 Changes in Government Departments

If a Government Department which is a Vehicle Operator and/or an Approved Issuing Authority is affected by a change in administrative arrangements which allocate the Department's functions involving Airside operations to a new or another Department, this Manual operates in relation to the new or the other Department as far as possible as if all actions previously taken by or in relation to the previous Department had been taken by, or in relation to, the new Department.

11.3 Interpretation

The *Acts Interpretation Act 1901* may be used to interpret this Manual.

11.4 Transition

As far as possible, actions taken under previous airside vehicle control documentation for the Airport shall be taken to have been done under this Manual and shall be subject to amendment, renewal, cancellation and/or suspension as the case may be in accordance with this Manual.

11.5 Bicycles and Tricycles

No person is to ride a bicycle, tricycle or skateboard Airside.