Sunshine Coast Airport

AIRSIDE VEHICLE CONTROL HANDBOOK

(Annex B – Aerodrome Manual)

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DOCUMENT CONTROL

Version: V5.3

Date: October 2023

Approved By: Kate McCreery-Carr – General Manager Operations

AMENDMENT HISTORY

Version	Date	Creator/Position	Comments
V1.01	November 2016	Rod Miller – Compliance Coordinator	Review
V1.02	January 2018	Adrian Bannister – Airfield Manager	Review
V1.03	June 2018	Adrian Bannister – Airfield Development Manager	Review – Update Drawings
V1.04	November 2018	Adrian Bannister – Airfield Development Manager	Review – Update Push Back Operations
V1.05	February 2019	Adrian Bannister – Airfield Development Manager	Update Drawings
V1.06	July 2019	Ros Oliver – Safety and Compliance Officer	Aerodrome Map
V1.07	June 2020	Frank Mondello – General Manager Operations and Assets	Update to reflect Runway 13/31
V2.0	July 2020	Frank Mondello – General Manager Operations and Assets	Review – Update Drawings
V3.0	May 2021	Frank Mondello – General Manager Operations and Assets	Review – update airfield layout and apron pushback procedures.
V4.0	May 2022	Adrian Bannister Manager – Airport Operations	Review
V4.1	June 2022	Ros Oliver – Safety and Compliance Officer Adrian Bannister Manager – Airport Operations	Photos of airside markings, ADA Infringement/Penalty Information
V5.0	December 2022	Shane Loweke – Coordinator Airport Operations Adrian Bannister – Manager Airport Operations	Review - update ADA category details, speed limits, towing rolling stock, access road, scenarios

V5.1	June 2023	Shane Loweke – Coordinator Airport Operations Adrian Bannister – Manager Airport Operations	Update Infringement/Penalty system & Aerodrome Maps
V5.2	August 2023	Shane Loweke – Coordinator Airport Operations Adrian Bannister – Manager Airport Operations	Update RWY Holding position mandatory markings and BMA one-way road information.
V5.3	October 2023	Shane Loweke – Coordinator Airport Operations Adrian Bannister – Manager Airport Operations	Update drawings, pushback procedures for bays 19 & 20 and section for aircraft anti-collision beacons.

INTRODUCTION

Sunshine Coast Airport Pty Ltd (SCA Pty Ltd) has produced this handbook in the interest of improved safety on the Airside of Sunshine Coast Airport (SCA). Safety is the greatest priority for Sunshine Coast Airport and raising the level of awareness and compliance with safety standards is a key priority in maintaining and improving safety behavior and a positive safety culture airside at Sunshine Coast Airport.

This booklet is designed to be utilised as a quick reference guide for all drivers operating Airside. This guide forms part of the overall measures that make-up the Safety Management System (SMS) for Sunshine Coast Airport as required by Civil Aviation Safety Regulations (*CASR 139.250*).

As the operator of an Aerodrome under the Civil Aviation Safety Regulations, SCA Pty Ltd is obliged to include in its Aerodrome Manual, particulars for the control of surface vehicles operating on, or in the vicinity of the movement area (CASR 139).

SCA Pty Ltd also has general duties of care under common law and obligations under WHS legislation, the Civil Aviation Regulations and the Air Navigation Regulations in relation to safety and security issues associated with surface vehicles operating in such areas.

- **These rules are an important part of the system which SCA Pty Ltd has put in place to promote the safe and orderly movement of aircraft and vehicular traffic airside.**
- **Failure to comply with the requirements of these rules is a breach of conditions set down by the relevant authorities to use and to drive airside.**
- **Any failure to comply with the requirements of these rules will also be taken into account by SCA Pty Ltd in considering whether to exclude individual drivers or their employers from airside use or operation of motor vehicles.**

Kate McCreery-Carr
General Manager Operations

Sunshine Coast Airport Pty Ltd

DEFINITIONS

Airport:	Sunshine Coast Airport (SCA).
Airport Operator:	An airport operator company as defined under The Airports Act 1996. Sunshine Coast Airport Pty Ltd (SCA Pty Ltd) is the Airport Operator of Sunshine Coast Airport (SCA).
Airport Safety Officer:	A person officially appointed by SCA Pty Ltd for the purpose of applying the provisions of this Handbook.
Airside:	The Movement Area of the Airport, adjacent terrain and buildings or portions thereof being the areas marked as such on the plan at **Attachment A.**
Airside Road:	A road within the Airside of the Airport and marked as a road on the plan at **Attachment A.**
Approved Issuing Authority:	A person or body authorised to issue ADAs or AVPs (for these see below) for the Airport.
Apron:	That part of an Airport used for: - boarding or disembarking passengers; - parking of aircraft - for loading or unloading cargo; - for refueling, parking or carrying out maintenance on aircraft; - movement of vehicles
Airside Driving Authority (ADA):	An authority to drive airside issued under regulations, 4.43 of the Airports (Control of On-Airport Activities) Regulations.
ADA Category 1 & 2:	An Authority authorising driving in Category 1 & 2 issued in accordance with ADA Requirements.
ADA Category 2A:	An Authority authorising driving in Category 2A issued in accordance with ADA Requirements.
ADA Category 3:	An Authority authorising driving in Category 3 issued in accordance with ADA Requirements.
ADA Category 4:	An Authority authorising driving in Category 4 issued in accordance with ADA Requirements.
Airside Vehicle Permit (AVP):	An Authority issued in accordance with regulation 4.44 of the Airports (Control of On-Airport Activities) Regulations.
CTAF:	The Common Traffic Advisory Frequency is that radio frequency used by aircraft and vehicles at SCA for after Tower hours movements by aircraft and vehicles operating on the Maneuvering area. The CTAF frequency is 124.4MHz and is mandatory.
Handbook:	The Sunshine Coast Airport Airside Vehicle Control Handbook.

Maneuvering Area:	That part of the Airport used for the take-off, landing and taxiing of aircraft, excluding Aprons.
Mandatory instruction markings	Markings used to supplement mandatory instruction MAGS.
Markings:	The symbols, lines, words and figures displayed on the surface of a Movement Area, or visual distinguishing features added to Vehicles.
Movement Area:	That part of the Airport that is used for the surface movement of aircraft, including Maneuvering Areas and Aprons.
Perimeter Road:	An Airside Road which remains clear of the Maneuvering Areas.
Rules for Drivers Operating Airside:	The rules for drivers set out in this Handbook.
Runway Guard Lights:	Alternate flashing yellow lamps located either side of a taxiway where it intersects with a Runway. To warn pilots/drivers that they are approaching a runway.
Runway Holding Point:	A Runway Holding Point is a point which intersects a runway strip, and is marked by two yellow lines and two dotted yellow lines on the pavement, where a vehicle must hold and await clearance to enter the runway strip from Air Traffic Control during Tower hours, or after establishing clearance on the CTAF frequency.
SCA:	Sunshine Coast Airport
SCA Pty Ltd:	Sunshine Coast Airport Pty Ltd
Supervised Vehicle:	A Vehicle driven under Supervision in accordance with Section 8 of the Handbook.
Taxiway Intersection Marking:	A line to mark intersection of taxiways to show where to halt before entering the intersection if required by ATC to do so, or after establishing on CTAF that you need to give way to another aircraft.
Tower:	The Air Traffic Control tower at SCA.
Vehicle Operator:	A person, firm, body corporate or Government Department controlling the operation of a Vehicle whether as owner, hirer or otherwise.
Vehicle:	A motor vehicle or other specialised airside mobile equipment, other than bicycles and tricycles.

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REQUIREMENTS FOR OBTAINING AN AUTHORITY TO DRIVE AIRSIDE

Any person applying for an Authority to Drive Airside (ADA) must be the holder of a valid Aviation Security Identification Card (ASIC) and a current State or Territory motor vehicle Driver Licence.

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

- **Category 1** - Perimeter Roads only
- **Category 2** - Aprons and Lease Areas
- **Category 2A** – Aprons and Lease Areas, including permission to undertake pushbacks and aircraft repositioning on the RPT Apron, between Bay 10 and 20 on Taxiway Bravo. *see note.
- **Category 3** – Taxiways, including permission to undertake towing and relocating of aircraft on the RPT apron and taxiways. **see note.
- **Category 4** - Runways

*Note: A driver may only operate in a category 2A area of authorised operation if:

i) The person holds a valid Category 2A ADA,
ii)The Category 2A holder is conducting aircraft pushback operations,
iii) The Category 2A holder is approved by the airline to conduct pushback operations,
iv) Has completed aircraft pushback training,
v) A licenced crew member on board the aircraft is in communication with ATC and ground personnel,
vi) On completion of the pushback, the pushback tug operator must
   a. Return to the apron service road via the shortest, safest possible route and must not traverse along the taxiway or rear of apron to another bay.
   b. Not conduct subsequent further operations, apart from initial pushback, on the taxiway unless ATC clearance is received or broadcast on CTAF.

**Note: A driver may only perform an aircraft tow if:

i) The person holds a valid Category 3 ADA,
ii) The Category 3 holder has received appropriate training and is approved by the airline to conduct aircraft towing,
iii) The Category 3 holder has approval for SCA to perform aircraft towing activities,
iv) A licenced crew member is on board the aircraft to perform ‘brake ride’ duties during the tow, and
v) The Category 3 holder has communicated with ATC and received appropriate clearance or broadcast on CTAF prior to commencing the aircraft tow.

Applicants are required to complete the following:

- Airside Driving Authority (ADA) Application Form
- Evidence of Hours Log (initial applications only – not required for ADA renewals)
- Airside Driving Authority Theory Test (for appropriate ADA category)
  Theory test can be performed online following registration with SCA or paper based
- Practical Test - to be arranged and undertaken with Airport Safety Officer (ASO).

Refer to the SCA Airside Vehicle Control Handbook to prepare for your test. All mandatory questions must be answered correctly and an overall pass mark of 95% must be obtained. Should the applicant be unsuccessful, they may re-sit the test after a study / training period of no less than 48 hours.

Initial applicants must produce an Evidence of Hours (Driver's Log) showing they have successfully carried out the minimum required hours for the category of licence they are applying for:

- 4 hours of driving for an ADA Category 1, 2 and 2A. This must include 2 hours as an observer and 2 hours being observed

8 hours of driving for an ADA Category 3 or 4. This must include 4 hours as an observer and 4 hours being observed (4 hours of which is on the Manoeuvring Area and 2 hours must be completed at night) Driving Airside whilst training must be under the supervision of an experienced ADA holder, equivalent to or higher than the category of licence being applied for.

Applicants will be required to undertake a familiarisation drive/practical examination with a SCA Airport Safety Officer (ASO) following successful completion of the written test and prior to the issue of their ADA.

Applicants for a Category 3 or 4 Licence must also produce an "Aeronautical Radio Operator Certificate" (AROC) issued by Civil Aviation Safety Authority (CASA) by an approved issuing authority before an ADA will be issued and be able to comprehend any visual signals that may be issued by Air Traffic Control (ATC).

Up to 5 working days should be allowed for processing the ADA once all testing and/or training is complete.

An ADA is valid for 24 months from the date of issue.

Renewals:
It is the responsibility of the authorised driver to ensure that he / she re-sits the appropriate tests prior to the expiry of their ADA.

Please Note:
Applicants requesting an ADA for access to lease areas will only be able to drive directly to the lease areas, and back to the access gate.

Payment Terms:
Payments for ADA's must be made within 30 days of receiving the ADA or the ADA will be cancelled. Additional ADA's and/or AVP's may not be issued by SCA Pty Ltd until outstanding payments have been made.

BASIC VISUAL AIDS LINE MARKINGS

Reference: MOS139 – Chapter 8: Visual Aids provided by Aerodrome Marking, Markers, Signals and Signs.

Used to mark the following areas:

RUNWAY CENTRE LINE

Uniformly spaced white lines and gaps

AIRCRAFT PARKING CLEARANCE LINES

A continuous ***RED LINE*** ***WITH A CONTINUOUS YELLOW*** line either side. Always park on the side with the lettering.

APRON/TWY EDGE MARKING

A ***DOUBLE YELLOW*** line used to mark the edge of the high strength pavement.

APRON SERVICE ROAD	Marked with ***WHITE LINES AND DOUBLE WHITE LINE*** at the taxiway edge. Vehicles traversing the apron are to remain on the Apron Service Road and give way to all traffic

AIRCRAFT APRON LIMIT MARKING	Marked with ***SINGLE BROKEN YELLOW LINE***

EQUIPMENT CLEARANCE LINES	A ***BROKEN RED*** line consisting of a 1m in length dash followed by a 1m in length gap defines the area to be kept clear while an aircraft is being manoeuvred into an adjacent parking position. i.e. Staging area.

EQUIPMENT STORAGE AREA	A ***SINGLE RED*** line defines areas that are clear of aircraft and are to be used for parking equipment (depending on the background surface the red line may be accompanied by a black or white line to highlight its position

HAZARDOUS AREA	A ***RED HATCHED*** area denotes a hazardous area on the apron surface. This area must always remain clear and never be used to park/store equipment.

HELICOPTER PARKING CLEARANCE	A ***DOUBLE BLUE*** line defines the areas that are helicopters are parked in.

LEAD IN LINE

A ***SINGLE YELLOW*** line which is an extension of the Taxiway centre line. This lines guides pilots to their park.

PASSENGER PATHWAY

A ***WHITE ZEBRA*** marking to assist the movement of passengers to and from aircraft parked on the apron.

RUNWAY HOLDING POINTS

YELLOW LINES marking on the intersection of taxiways & runways for aircraft at holding points.
A continuous double yellow line with a double broken yellow line on the live side.

MANDATORY INSTRUCTION MARKINGS

WHITE TEXT ON RED BACKGROUND to supplement mandatory instruction MAGS (Movement Area Guidance Signs).

RUNWAY STRIP

WHITE GABLE MARKERS define the edge of the Runway Strip. ATC permission is required for entry to this area.

LEASED APRON AREA

A solid ***SINGLE GREEN*** line delineating the boundary of the leased area.

RUNWAY CROSSING- ROAD HOLDING POSITION	A solid ***WHITE*** line with a STOP sign marks a road crossing a runway. All vehicles MUST stop and obtain ATC clearance prior to crossing the runway.

INTERMEDIATE HOLDING POSITIONS (TAXIWAY INTERSECTIONS)	One metre ***SOLID YELLOW*** then one metre ***BROKEN*** lines to mark intersection of taxiways to show where to hold before entering the intersection if required by ATC to do so.

TAXIWAY MARKING	A ***SINGLE YELLOW*** line marks the centreline of taxiways.

PUSHBACK ALIGNMENT LINE

A ***BROKEN WHITE LINE*** to assist tug operators to align an aircraft correctly at the end of the pushback operation.

PUSHBACK LIMIT MARKINGS

Comprises of two parallel ***WHITE LINES*** at right angles to and symmetrical about the pushback line.

TOWBAR DISCONNECT MARKINGS

This must be located at the point of disconnection and must consist of a SOLID ***WHITE LINE***, located on the left side of the taxi guideline or pushback line, as viewed from the tug.

COLOURED LIGHTS

Used to mark the following areas:

APRON or TAXIWAY EDGE	BLUE LIGHTS
HOLDING POINTS	YELLOW LIGHTS
ROTARY WING TAXIWAY	BLUE LIGHTS
RUNWAY EDGE	WHITE LIGHTS
TAXIWAY CENTRE LINE	GREEN LIGHTS
UNSERVICEABLE AREA	RED LIGHTS
WORKS AREA LIMIT	ORANGE LIGHTS

COLOURED CONES

Used to mark the following areas:

HELICOPTER APRON EDGE	A ***BLUE*** cone to mark the edge of the helicopter parking area.
TAXIWAY AND APRON EDGE	A ***YELLOW*** cone to mark the edge of an aircraft apron area
UNSERVICEABILITY AREA	A ***WHITE*** cone with a ***RED BAND*** to mark the unserviceable area
WORKS AREA LIMIT	An ***ORANGE*** cone to define the limit of works.

It is illegal to move any cones unless you are an Airport Safety Officer (ASO) or delegate of SCA Pty Ltd.

SIGNS AND MARKERS

Movement Area Guidance Signs (MAGS)

Movement Area Guidance Signs are used to indicate to pilots their position on the airfield. They are also a useful aid to drivers for a quick check of their position. A red sign such as the one below indicates that you are approaching a Runway. You must not enter a Runway without the appropriate ATC clearance.

Direction Signage

Yellow and Black directional signs are used to assist aircraft/vehicles safely manoeuvre on taxiways. Black background with yellow writing indicates that you are on taxiway Bravo. The yellow background with black writing, with the arrows indicates, if you were to head in that direction it would take you to the corresponding taxiway. For example, if I were to turn left from Bravo, I would be on taxiway Bravo 1. From taxiway Bravo 1, I can turn left again to enter taxiway Alpha. Alternatively, I could turn right and continue on taxiway Bravo.

Runway Strip Markers

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

Runway Guard Light

Alternate flashing yellow lamps at Runway Hold Points where taxiways intersect with the runway. Vehicles are not permitted to enter the runway strip without specific instruction from ATC and must not proceed past the line indicated at the location of the Runway Guard Lights without the appropriate clearance.

AIRSIDE DRIVING RULES

1. AIRSIDE DRIVING AUTHORITY AND STATE/TERRITORY LICENCE

Authority

1.1. You must not drive a Vehicle in any Airside area unless:

- You hold a current ADA valid for the area in which you need to operate.
- The vehicle has a current AVP
- You hold a current ASIC
- You have a valid reason to be driving airside

OR

- You are under Supervision by the holder of an ADA.

Licence

1.2 You must not drive a Vehicle Airside unless you hold a current Australian State or Territory driving licence.

Inspection of Documents

1.3 You must carry your ADA and your State or Territory driving licence with you whenever you are in charge of a Vehicle on Airside.

1.4 Whenever you are in charge of a Vehicle Airside, if SCA Pty Ltd directs you to produce your ADA and/or your State or Territory driver's licence, you must comply with that direction. A current AVP should also be clearly visible on the vehicle for inspection.

Cancellation/Suspension

1.5 If you are notified by SCA Pty Ltd that your ADA is cancelled or suspended, you must surrender it to SCA:

(a) Immediately if you are notified while you are in charge of a Vehicle Airside;

(b) Otherwise within 48 hours.

1.6 If you hold an ADA and you cease to hold a State or Territory licence to drive or you have any State or Territory licence to drive cancelled for breach of any traffic laws, your ADA terminates immediately, and you must within 48 hours of ceasing to hold a licence or cancellation:

(a) Surrender the ADA to SCA Pty Ltd; and

(b) Notify in writing to SCA Pty Ltd, the Vehicle Operator for whom you drive and, if applicable, the Approved Issuing Authority which issued the ADA that you no longer hold a State or Territory licence or of the cancellation, as the case may be.

2. VEHICLE

2.1 You must not drive a Vehicle in an Airside area without Supervision unless the Vehicle Operator's current AVP for the Vehicle:

(a) Is affixed to the windscreen if the Vehicle has a windscreen;

(b) 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.

2.2 As well as an AVP, a vehicle approved to operate airside must also have clearly displayed:

(a) logo which Identifies the operator of the vehicle

(b) Visible Rotating Beacon mounted on top of vehicle, to provide 360° visibility, and be Amber/Yellow/Orange.

3. DRIVING

3.1 When driving Airside, you must:

a) Obey all regulatory signs and, unless otherwise indicated by signs, adhere to the following speed limits:

(i) Baggage Make-up & Break-down Areas	5 km/h
(ii) Within 15 metres of an aircraft	10 km/h
(iii) Apron, Apron Roads (Front and Rear of Stand)	20 km/h
(iv) Elsewhere on the movement area	20 km/h
(v) Perimeter roads	40 km/h
(vi) During Low Visibility Operations	20 km/h

Where a speed limit is indicated by a sign, that shall be the speed limit for that area;

b) Not drive within 3 metres of an aircraft, except when required for the servicing of that aircraft;

c) Not drive within 15 metres of an aircraft refueling, except when equipment conforms to Civil Aviation orders (CAO) Part 20.9, Section 4.4.3 (b)

d) Stay well clear of aircraft when their red anti-collision beacons are operating (indicating that the engines are running or are about to be started);

e) Use roadways (where marked) to traverse Aprons;

f) Not drive with a blood alcohol concentration level exceeding 0.00 nor operate a vehicle while under the influence of any drug that would adversely affect safe work performance in accordance with SCA's Drug and Alcohol Management Plan (DAMP) available on the website;

g) Not drive in a manner likely to jeopardise the safety of any person;

h) Comply with instructions given to you by SCA Pty Ltd including instruction in the form of default notices given to you or attached to a Vehicle of which you are in charge;

i) Ensure when driving Vehicles carrying loose material (such as garbage and waste paper) that the load is adequately covered to prevent spillage. Ensure if you have a spill that you contact the Airport Safety Officer immediately;

j) Not park Vehicles or equipment so that they will obstruct aircraft, other Vehicles or pedestrians;

k) Leave doors closed but unlocked, keys in the ignition switch and handbrake on when the Vehicle is left unattended in other than designated parking areas;

l) Lock vehicle and remove keys when parked airside overnight;

m) If the ADA for the Vehicle only authorises entry and egress at specified points, only drive a Vehicle into or out of Airside areas through those points;

n) Notify the Vehicle Operator of any defect in a Vehicle of which you are aware as soon as possible;

o) Immediately draw to the attention of the Vehicle Operator any written statement purporting to have been issued by or on behalf of SCA Pty Ltd and notifying a defect in a Vehicle which you are driving or attached to a Vehicle of which you are in charge; and

p) If you are driving under an ADA:

(i) Be familiar with the latest Rules; and (where applicable)

(ii) Understand the regulations and restrictions which apply to the Movement Area;

(iii) Be familiar with the designations of the runways and taxiways; and

(iv) Comply with the radio procedures set out below. (section 20)

q) When entering airside, ensure you always close and lock gates (or wait for electronic gate to close behind you. Watch for taxiing aircraft, and or running engines and ensure no one tailgates you in.

r) When driving airside, you must wear a seatbelt where fitted.

3.2 An ADA does not authorise driving on Airside:

In conditions where ATC declares Low Visibility Conditions (visibility reduces to below 2750 metres).

3.3 You must not drive a Vehicle on the Manoeuvring Area of the Airport unless:

(a) The Vehicle is equipped with a radio capable of two-way communication with Air Traffic Control (when operating) and aircraft and the driver holds an Aeronautical Radio Operator Certificate (AROC – formerly Aircraft Radiotelephone Operator Certificate of Proficiency (AROCP)); or

OR

(b) The vehicle is under Supervision by a Vehicle so equipped and driven by a driver with such Certificate.

3.4 On the Manoeuvring Area of an Airport with Air Traffic Control (ATC) you must:

(a) Be conversant with the Radio Procedures and with the meaning of ATC visual signals and signs which might be used on the Airport (see "Radio Procedures" below);

(b) Obey all instructions given by Air Traffic/Surface Movement Controllers; and

(c) Be familiar with the geography of the Airport.

4. CIRCLE OF SAFETY ON APRON & PARKING AREAS

Working in and around aircraft is a safety critical area. The Circle of Safety is a key Safety Control to protect staff at all times.

The reduction of speed of movement of vehicles within the Circle of Safety is a critical control to reduce the risks of injury to staff and damage to aircraft.

A significant proportion of damage to aircraft and potential injury to staff continues to include failure to observe the Circle of Safety as a primary or contributory factor to the occurrence.

Present levels of aircraft damage cause unacceptable additional costs in repair, aircraft delays, out of service costs and customer inconvenience.

4.1 Who is affected by this procedure?

Employees, who hold an Airside Drivers Authority, are Licensed to operate equipment and work on and around aircraft within the Circle of Safety are covered by this procedure.

Managers and Supervisors are responsible for implementing the procedure.

4.2 What is the Circle of Safety?

The following are the mandatory behaviors in the Circle of Safety.

(a) Do not approach an aircraft until the Anti-Collision Beacon has been turned off and the 'All Clear' or 'Thumbs Up' Signal has been given by the Ground Engineer.

(b) A visible brake test must be conducted no less than 5 metres from the aircraft.

(c) The vehicle must come to a complete stop at a distance of no less than 2 metres from the aircraft.

(d) From this point the approach must be at a slow 'snail's pace' when within two (2) metres of an aircraft.

5. AIRCRAFT ANTI-COLLISION BEACONS

Anti-collision beacons and/or strobes on aircraft, when activated, indicate that the aircraft is likely move and/or start engines. When these anti-collision beacons are operating, drivers must not drive behind and stay well clear (outside the circle of safety) of aircraft when their anti-collision beacons are operating.

Airside drivers operating on the main RPT apron should check for the following signs that indicate an aircraft is about to activate their anti-collision beacon.

- All passenger stairs are removed from the aircraft;
- Pushback tractor & tow-bar connected to aircraft;
- Pushback driver and dispatcher present;
- Chocks and cones have been removed from around the aircraft.

Note: If drivers are unsure if an aircraft is about to pushback/start-up, **STOP** and wait, seek approval to drive behind from the dispatcher, or take an alternative route.

6. BAGGAGE AREAS AND SINGLE LANE ROADS

The BMA & BBD (Southern Arrivals) are high traffic working areas with large numbers of vehicles and personnel operating simultaneously within close vicinity. A high level of situational awareness is required in these areas to be always aware of your surroundings. The speed limit in the BMA & BBD is 5 km/h to maintain the safety and is regularly monitored by SCA.

Vehicles in the BMA & BBD areas are only permitted for the purposes of moving baggage and rolling stock. All other vehicles MUST not operate in the BMA & BBD without prior approval from SCA.

Within the BMA, BBD and head of stand roadway, the road system is marked as one-way directional flow and directional markings must be followed at all times (refer Table A – Single Lane Roads Airside). Failure to abide by the speed limit and/or not comply with any road markings endangers both yourself and fellow workers - appropriate action will be taken against operators (refer penalties table).

Table A – Single Lane Roads Airside

7. SITUATIONAL AWARENESS & FATIGUE

Situational awareness is being aware and alert to things happening around you. Operators should maintain their situational awareness when airside by keeping your eyes and ears open to get a “picture” of the operating environment, following Standard Operating Procedures (SOP) and using clear and succinct communication.

Fatigue affects all aspects of your performance. Early symptoms of fatigue should be recognised and actioned as soon as practicable.

Note: Obtaining sufficient rest is a key factor in managing fatigue.

8. TOWING

Vehicle operators towing rolling stock must ensure that the number of dollies or barrows being towed does not exceed company/airline determined safe limits. Under no circumstances are the number of dollies/barrows being towed exceed the limit determined by Sunshine Coast Airport.

Drivers must not operate with a train of rolling stock on the apron and airside roads in excess of:

- Five (5) dollies** see note
- Four (4) barrows

**Note: under no circumstances are vehicle operators permitted to towing more than four (4) dollies or barrows in the Baggage Make-up and Baggage Break-down areas at on time.

A marshal shall be utilised to assist a vehicle operator when reversing any towable item/object on any sealed surfaces (RWY, TWY, Aprons, BHA, GSE, and Equipment Storage Areas) airside.

7. ACCIDENTS/INCIDENTS/SPILLS/WILDLIFE STRIKES

If you are the driver of a Vehicle involved in an accident / incident or “near miss” on Airside, it is a requirement that you report the incident to a SCA Airport Safety Officer (Car 1) as soon as possible.

All incidents must be reported whether they cause personal injury, property damage or could involve SCA Pty Ltd in future litigation or damages.

Additionally, any near miss needs to be reported to ensure that all appropriate measures are implemented to avoid a potential incident in the future, as part of the review and continual improvement in airside safety practices and behaviours.

Where medical emergencies or life-threatening injuries result, emergency services should be contacted immediately on 000.

Fuel and Oil Spills

All fuel and oil spills are to be reported immediately to the Airport Safety Officer (ASO) on 0419 658 272.

It is the responsibility of the offending company to clean up the spill and dispose of the residue and cleaning materials in an environmentally responsible manner in accordance with their respective company corporate procedures. Spill clean-up requires to meet the satisfaction of the Airport Safety Officer (ASO) prior to affected areas being made serviceable.

If SCA Pty Ltd is requested by the offending company to assist in the clean-up, or if SCA Pty Ltd provide materials for use in the clean-up, material and resource fees may apply accordingly.

Wildlife Strikes

All confirmed or suspected wildlife strikes (both on-airport and off-airport) must be reported immediately to the Airport Safety Officer (ASO). This is required to enable the ASO to undertake appropriate airfield inspections to ensure airfield is serviceable, strike details can be reported to ATSB and allows accurate collection of wildlife strike data as part of review and update of the Wildlife Hazard Management Plan (WHMP), to ensure wildlife risks are appropriately identified, documented and mitigated.

8. IMMOBILISED VEHICLES

If you are driving a Vehicle which becomes immobilised on the Manoeuvring Area you must:

(a) If Air Traffic Control is operating, notify Air Traffic Control immediately;

(b) If Air Traffic Control is not operating, notify SCAPL immediately.

If you are driving a Vehicle which becomes immobilised on an Apron Area, you must notify SCA Pty Ltd immediately and assist in moving it.

If you are the driver of a Vehicle which becomes immobilised on a Movement Area, you must provide to SCA Pty Ltd staff, such assistance as they may reasonably require to move the Vehicle off the Movement Area or to another area on the Movement Area as the SCA Pty Ltd staff may consider appropriate.

9. EMERGENCY SITUATIONS

In emergency conditions, or if the standard light signals have not been observed, the Tower may cause the runway or taxiway lights to flash. This means that you must vacate the Manoeuvring Area and observe the Tower for light signals. Refer Section 11, under Light Signals for further information.

10. SUPERVISION

If you are made available by SCA Pty Ltd or by your Vehicle Operator to provide Supervision for a Vehicle or driver not authorised to be driven/drive within an Airside area except under Supervision, you may, subject to such conditions as SCA Pty Ltd considers appropriate, supervise the Vehicle by:

(a) Driving a Vehicle for which an ADA is current to escort the Supervised Vehicle; or
(b) Riding in the Supervised Vehicle; or

If you are driving a Supervised Vehicle which is being escorted by another Vehicle in accordance with the preceding Rule you must keep the Supervised Vehicle behind the escorting Vehicle at a distance of no more than 20 metres and no less than 5 metres.

Before you start supervising a Vehicle by driving an escorting Vehicle, you 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 20 metres.

11. INGESTION/JETBLAST

Ingestion

Loose materials and debris on, or even adjacent to airport pavements, may cause damage to aircraft tyres, braking systems, undercarriage mechanisms, propellers, fuselage, wings and control surfaces. They may also be ingested into turbojet engines and cause serious internal damage. Any damage caused to an aircraft in this way is classed as “foreign object damage” or FOD.

Besides being a safety hazard, FOD is also extremely costly to the aviation industry in terms of replacement parts and aircraft down-time.

The design of modern jet aircraft, with large, powerful, wing mounted engines close to the ground, has accentuated the problem. However, most FOD can still be prevented if airport pavements and the adjoining grassed areas are kept clean.

All driver’s airside are required to pick up any debris/FOD dropped on to pavements.

Jetblast

Jetblast refers to the high-speed wind blast generated by propeller driven and jet engines when running. The term ‘jetblast’ is used to include propwash for propeller driven aircraft, and rotor wash for helicopters. Jetblast may be increased by the prevailing wind conditions.

Jetblast has the ability to overturn vehicles in certain circumstances

Drivers must not drive within a minimum of four aircraft lengths behind a taxiing aircraft or a minimum of two aircraft lengths behind a stationary aircraft which has its engines running.

12. BICYCLES, TRICYCLES, MOTORISED SKATEBOARDS

Riding of bicycles is not allowed in any of the movement areas. Storage airside is accepted but the bicycle must be secured when unattended.

NOTE: Motorised skateboards and similar devices are not permitted airside.

13. OTHER REQUIREMENTS

The airside of the Airport is designated a no-smoking area. This means no smoking anywhere on airside at any time.

All vehicles operating on the Manoeuvring Area should have the standard tower signals label clearly visible to the driver.

Only essential vehicles should be near an aircraft during fuelling operations.

Under declared low visibility conditions, all non-essential vehicles and any works/escorts operating Airside shall cease operations. Only SCA Airport Safety Officers are permitted on the Manoeuvring Area. Any vehicles needing to operate on or near aircraft movement areas shall be under the direct control of the SCA Airport Safety Officers.

Drivers on the Manoeuvring Area must obey all instructions given by Air Traffic/Surface Movement Controllers.

Aircraft Manoeuvring areas must not be used as shortcuts.

Roadways and perimeter roads (where marked) must be used to traverse Aprons, Taxilanes/Taxiways.

Drivers are to exercise extreme caution at these crossing points and in all cases give way to aircraft

The Common Traffic Advisory Frequency (CTAF) is that radio frequency used by aircraft and vehicles at SCA for after Tower hours movements by aircraft and vehicles operating on the Manoeuvring area. The CTAF frequency is 124.4MHz and is mandatory. You will hear either a beep or confirmation of “Sunshine Coast Airport” if your transmission has worked, this comes from the Automatic Frequency Response Unit (AFRU).

Drivers must not operate with a train of trolleys in excess of six (6) trolleys on aprons and roadways.

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

Remember: NO SEAT, NO RIDE:

Vehicles shall not be driven between passengers moving to or from an aircraft.

Vehicles shall not be used to service, load or unload an aircraft unless a representative/agent of the aircraft operator is present, or if there is a written agreement between the parties.

The driver shall not whilst driving answer or use a hand-held mobile phone.

All safety and security directions issued by the Airport Safety Officer must be followed at all times.

NOTE: The use of Personal Protective Equipment (PPE) whilst airside and out of a vehicle is mandatory. If you are on the airside portion of the airport, you must wear high visibility clothing, wear appropriate enclosed footwear and carry hearing protection with you.

Perimeter Road – RWY 13/31 Road Holding Positions

The airside perimeter road contains two road-holding positions on either side of RWY 13/31, which are located in the vicinity of RWY 13 touchdown zone. The crossing points are marked with a solid white line marked on the ground and a stop sign (as per Queensland Road Standards). Vehicles MUST STOP and obtain appropriate ATC clearance prior to proceeding. Drivers must have the appropriate ADA category to permit RWY crossings on receipt of ATC clearance.

IMPORTANT: Only Essential Vehicles and where operationally required, should use these road holding positions. All other traffic must use the perimeter road provided to traverse around the end of RWY 13/31

ATC Phraseology used for RWY Road-Holding Positions
In consultation with ATC, when requesting ATC clearance, the nominated road-holding positions are called:

1. Northern side – “Gate 17”
2. Southern side – “Western Windsock Road”.

ARFF Emergency Access Road

The access road located between the airfield fire station and RWY 13/31 is used for emergency vehicles to respond to any airfield emergencies. To enable the best possible response to any situation, use of the access road is strictly reserved for emergency vehicles only.

All other vehicles are permitted to cross the access road at designated points. Before crossing the access road, it is the driver’s responsibility to check and give way to all emergency vehicles that are using the access road.

14. INFRINGEMENTS

Introduction

A penalty point system is in operation at Sunshine Coast Airport which allocates penalty points for prescribed driving and other offences to maintain safe operations airside for aircraft, vehicles, and individuals.

The system comprises various components to provide SCA with the authority to penalize drivers who breach any given airside driving and/or vehicle rule. Penalties can be in the form of a driving suspension, withdrawing or cancelling of an ADA, issuing penalty points and/or requesting specific conditions be met to maintain airside safety standards.

Penalty Points System

The Penalty Points System allocates a maximum penalty for a range of prescribed airside driving offences.

Each time a Vehicle Operator is reported for a breach of the airside driving regulations the Vehicle Operator will be notified, issued with a Penalty Infringement Notice by an authorised Airport Operator and a record kept of the appropriate penalty points.

Airside Vehicle Operators may challenge individual Penalty Infringement Notices, by writing to the Airport Operator within 14 days of the Notice being issued and stating any other circumstances relating to the matter.

Airside Vehicle Operators who accumulate twelve (12) penalty points within any twenty four (24) month period, will have their ADA withdrawn and provided with details of their offences.

Vehicle Operators will be invited to show cause why their ADA should not be withdrawn. The Vehicle Operator's response to the show cause notice will be reviewed by the Airport Operator. An Airside Vehicle Operator's ADA may be suspended pending this show cause process.

Upon making a determination to withdraw an Authority, Sunshine Coast Airport will advise the Vehicle Operator in writing of the reasons for the determination and the duration of the withdrawal.

A Vehicle Operator may appeal against a determination to the Administrative Appeals Tribunal. If a determination is made to withdraw an Authority for a specified time, the Vehicle Operator will be entitled to re-apply for an Authority after the expiration of that time. The Authority will not be automatically reinstated. If a Vehicle Operator's authority is revoked, prior to the reinstatement of the authority the drive will be required to:

- Have further driver training;
- Re-sit the theory test; and
- Undertake a practical driving test

A Vehicle Operator who is a holder of a Category 3 or 4 ADA who has their ADA withdrawn for offences related to the Category 3 or 4 driving rules may retain a Category 2 licence under specific circumstances approved by the Manager - Airside Operations.

The penalty point system forms part of the Airside Vehicle Control Handbook (AVCH).

Table 1 Penalty Points:

1. SPEEDING		
1.1	Exceeding The speed limit in the Baggage Halls	3 penalty points
1.2	Exceeding the speed limit by less than 15km/h	4 penalty points
1.3	Exceeding the speed limit by more than 15km/h but less that 30km/h	6 penalty points **(1 month ADA suspension)**
1.4	Exceeding the speed limit by more than 30km/h	12 penalty points
2. SAFETY IN THE VICINITY OF AIRCRAFT		
2.1	Failure to give way to taxiing aircraft	6 penalty points **(1 month ADA suspension)**
2.2	Failure to give way to aircraft under tow	6 penalty points
2.3	Failure to give way to aircraft that has commenced push back	6 penalty points **(1 month ADA suspension)**
2.4	Failure to give way while aircraft anti-collision beacons are on	4 penalty points
2.5	Driving within 3 metres of a parked aircraft that the driver is not authorised to service.	3 penalty points
2.6	Using the apron/aircraft stands as a short cut	2 penalty points
3. IMPROPER OVERTAKING		
3.1	Driving in a manner dangerous to other vehicles – Improper overtaking	6 penalty points **(1 month ADA suspension)**
4. DRIVING UNDER THE INFLUENCE		
4.1	Having returned a blood alcohol reading above 0.02	12 penalty points **(Suspension of ADA for drivers under SCA DAMP)**
4.2	Having a banned substance in your system	12 penalty points **(Suspension of ADA for drivers under SCA DAMP)**
5. COVERING LOOSE MATERIAL		
5.1	Dropping rubbish on the apron from a vehicle	3 penalty points
5.2	Failure to secure load correctly	3 penalty points
5.3	Failure to stop and pick up FOD material	1 penalty points
6. IMPROPER PARKING		
6.1	Parking in a No Parking zone	2 penalty points
6.2	Parking/driving marked Hazard or Safety Area	4 penalty points
6.3	Parking in an area that obstructs an emergency exit or emergency equipment	6 penalty points
6.4	Parking in an area that obstructs traffic	3 penalty points
6.5	Parking in an area that obstructs pedestrians	3 penalty points
6.6	Parking in an area that obstructs aircraft	6 penalty points
6.7	Failure to park equipment correctly in designated equipment staging or storage area	2 penalty points
7. IMPROPER LIGHTING		

7.1	Driving vehicle without headlights during night or low visibility ops	4 penalty points
7.2	Failure to dip headlights to other vehicles	2 penalty points
7.3	Operation of a vehicle airside without use of flashing beacon	6 penalty points
8. SMOKING		
8.1	Smoking or vaping in a prohibited area	6 penalty points
9. LOW VISIBILITY		
9.1	Driving airside during low visibility ops without authority	6 penalty points
10. TOWING OF DOLLIES OR BARROWS		
10.1	Towing more than the allowable number of container dollies or barrows as specified in the AVCH	3 penalty points
10.2	Failure to secure load or equipment under tow	4 penalty points
11. RIDING ON EQUIPMENT		
11.1	Driver - carrying a passenger when there is no seat provided (No seat No ride)	4 penalty points
11.2	Passenger – riding on equipment under power when there is no seat provided for ADA holder (No seat No ride)	4 penalty points
12. SEAT BELTS		
12.1	Driving airside without wearing a seatbelt where fitted (unless exempt by SCA and/or company policy)	3 penalty points
13. BICYCLE, TRICYLES AND SKATEBOARDS		
13.1	Riding any self-propelled device airside unless authorised by SCA	2 penalty points
14. FAILURE TO FOLLOW DIRECTION		
14.1	Failure to follow directions of an Airport Safety Officer	4 penalty points
14.2	Failure to show ADA when requested by an Authorised Officer	3 penalty points
14.3	Failure to show State Drivers Licence when requested when requested by an Authorised Officer (must be presented by the end of the next shift)	3 penalty points
14.4	Taking an unauthorised person or animal airside without SCA approval	3 penalty points
14.5	Failure to stop after an accident	6 penalty points **(1 month ADA suspension)**
14.6	Failure to follow an ATC direction	6 penalty points **(1 month ADA suspension)**
14.7	Unauthorised interference with Aviation safety devices deployed by SCA (Unserviceability Markers/Lights/Witches Hats)	6 penalty points **(1 month ADA suspension)**
15. FAILURE TO ABIDE BY AIRSIDE MARKINGS / LIGHTING SYSTEMS		
15.1	Failure to stop at a stop sign	2 penalty points
15.2	Failure to give way at a give way sign	2 penalty points
15.3	Disobeying traffic direction	3 penalty points
15.4	Entering a vehicle exclusion zone without clearance	Up to 12 penalty points and ADA suspension
16. EXCEEDING AUTHORITY / ATC CLEARANCE		
16.1	Driving on perimeter road without the appropriate authority	3 penalty points

16.2	Driving on the apron without the appropriate authority	6 penalty points
16.3	Driving on a taxi lane without the appropriate authority	6 penalty points **(possible ADA suspension)**
16.4	Driving on a taxiway without the appropriate authority / ATC clearance	8 penalty points **(1 month ADA suspension)**
16.5	Driving on the runway without the appropriate authority / ATC clearance	12 penalty points, ADA suspension and possible ADA withdrawal
16.6	Escorting a vehicle without the appropriate authority	3 penalty points
17. VEHICLE OPERTIONS		
17.1	Failure to display company logos/identification on vehicle	3 penalty points
17.2	Failure to maintain proper escort (vehicle/aircraft)	3 penalty points
17.3	Driving a vehicle that is not in a roadworthy, or sound mechanical condition	3 penalty points
17.4	Failure to follow correct procedures for operation of a vehicle airside (unless exempt or under instruction of ATC or SCA)	6 penalty points **(Possible ADA suspension)**
17.5	Driving in a manner dangerous to other airside operators	8 penalty points **(Possible ADA suspension)**
18. OTHER		
18.1	Operating a phone that is not hands free while driving airside (unless exempt by SCA and/or company policy)	4 penalty points **(Possible ADA suspension)**
18.2	Operating a personal electronic device while driving airside (unless exempt by SCA and/or company policy)	4 penalty points **(Possible ADA suspension)**
18.3	Operating a vehicle airside without a current ADA	Suspension and/or inability to apply for an ADA
18.4	Operating a vehicle airside without a current AVP	4 penalty points
18.5	Failure to report incidents to SCA (including spills)	6 penalty points
18.6	Any other activity that may constitute a hazard to aircraft operations or airside safety	To be examined on a case by case basis

15. VISUAL DOCKING GUIDANCE SYSTEM

Aerodrome Visual Docking Guidance Systems are installed on Bays 10-18 inclusive, located on the main RPT Apron. The Visual Docking Guidance System used is the Safegate laser system. This system provides both the stopping indicator and azimuth guidance in one unit at the front of each bay so that the pilot can observe both azimuth and stop signals without turning his/her head.
Note: AIP Australia contains additional descriptive and operational detail on the visual docking systems at Sunshine Coast Airport.
The Visual Docking Guidance Systems available for use at the aerodrome and the manner in which they are to be used are as follows:

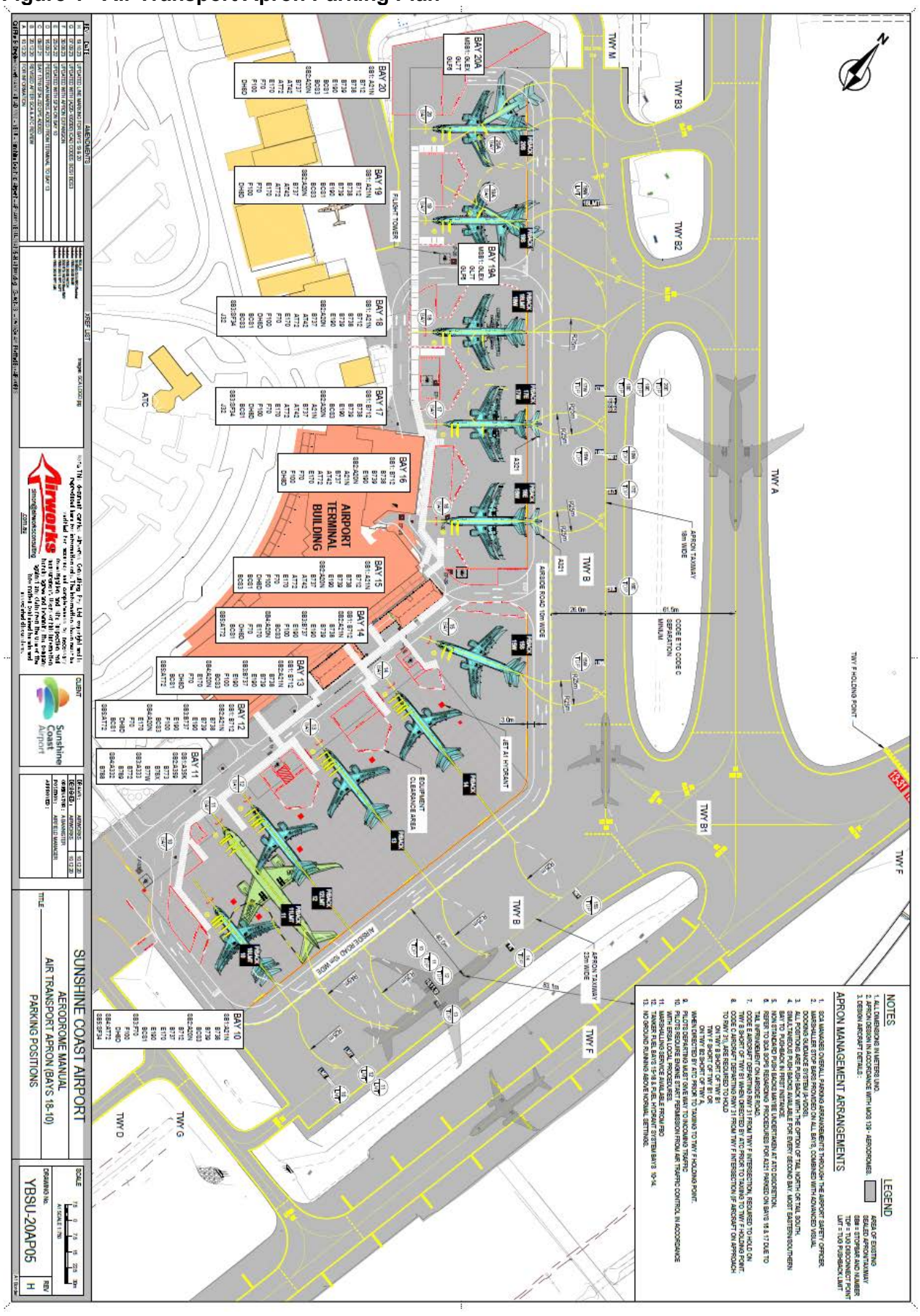
- Docking Systems Operated as required by the airline/ground handling organization
- Each A-VDGS unit has a control panel located at the base of each A-VDGS pole to select the appropriate aircraft from

The unit also contains an emergency stop button which can be activated if required by airside operational staff

16. MARSHALLING SERVICE

Sunshine Coast Airport in accordance with *Civil Aviation Order CAO 20.3* does not provide a physical aircraft marshalling service. This is the responsibility of the aircraft operator and/or Ground Handling Organisation.
At the request of the operator, duty ARO's will provide a "Follow-me" service

Figure 1 - Air Transport Apron Parking Plan



17. PUSH BACK PROCEDURES

General

Pushback drivers must stop and give way to all aircraft arriving, departing or parked on the aprons when their anti-collision beacons are operating, and may only continue when the aircraft has turned off its anti-collision beacons.

- Only personnel trained and qualified (or trainees under instruction) and holding valid ADA, are permitted to perform aircraft pushback operations;
- CAT 2A ADA holders are permitted to pushback aircraft into the RPT apron taxiway Bravo, between Bays 10 -20;
- Any vehicle associated with a pushback must have a valid AVP and be fitted with a radio capable of communicating with ATC;
- Situational awareness must be maintained with location of other personnel, equipment, infrastructure and other aircraft at all times;
- The Dispatcher must closely monitor vehicle movements in the vicinity of the operational aircraft just prior to commencing pushback;
- The Dispatcher and tug operator must be in contact with airline crew who are in contact with ATC via radio (monitoring 121.1/124.4) during pushback operations.

RWY 31 – Departing Aircraft Ready Procedures when using TWY F RWY Holding Point

When RWY 31 is the designated RWY, the following procedures apply for Code C, D and E aircraft departing from TWY F Runway Holding Point (RHP) when an aircraft is on approach to RWY 31:

- Up to and including Code C Aircraft can taxi to the TWY F RHP as required or directed by ATC;
- Code D and Code E Aircraft (if aircraft on approach to RWY 31) are required to hold and report ready at Apron TWY B short of TWY B1
- When directed by ATC prior to taxiing to TWY F Runway Holding Point for departure.
- TWY F RHP is not to be used when Low Visibility Operations are in place.

Commencement of Pushback

- All radio communications must be in accordance with standard radio procedures;
- Only one aircraft may be permitted to pushback at any given time, unless approved by ATC and/or the ASO;
- Following receipt of approval from ATC and readback, commence pushback following the pushback guidance lines to either the tug limit position (double white line) and tow forward to tug disconnect point (where provided), or pushback directly to the nominated tug disconnect point;
- Refer Table 2 below which details the direction of Pushback for each bay;
- All signals given by the dispatcher must be followed by the tug driver;
- At completion of pushback, the tug must be returned to the same bay that the aircraft pushed back from;
- All equipment must be returned to the appropriate GSE staging or GSE storage areas.

Table 2: ATC Procedures for Pushback Operations on RPT Apron

Bay	Pushback Information
10	Tail South – tow forward to disconnect point
11 (Code E)	Tail South – tow forward to disconnect point
12	Tail South – tow forward to disconnect point
13	Tail south -to disconnect point
14	Tail South – to disconnect point
15	Tail West or Tail South clear of intermediate holding point lines for TWY B1 intersection
16	Tail West or Tail East
17	Tail West or Tail East
18	Tail West or Tail East
19	Tail East – to disconnect point
20	Tail East – to disconnect point

NOTE: Bay 11 is a Code E (B777-300ER Max Type) size bay that is overlayed across bay 10 and Bay 12. When a Code E aircraft is on Bay 11, Bays 10 and 12 are not available.

CTAF (Common Traffic Advisory Frequency) Procedures

During CTAF operations, only one aircraft may be permitted to pushback at any given time. Pushback procedures will be as per ATC controlled procedures and may be dependent on the duty Runway direction at the time. Refer AIP-ERSA for additional information for CTAF procedures – extract below.

10. CTAF pushback procedures:
    a. During CTAF, all ACFT on RPT APN Bays RQ to pushback.
    b. Additional mandatory CTAF ACFT broadcast. ACFT shall broadcast intention to pushback to nominated disconnect point prior to pushback, followed by TAX broadcast when ready as per *AIP GEN*.

Please refer to Radio Procedures (section 20) for additional Information on radio procedures.

General

- Anti-collision beacons are to be switched on before an aircraft is permitted to move.
- It is the responsibility of the ground handlers to ensure that the area immediately behind the aircraft is clear and that there is no risk of collision or potential jet blast. In the event a hazard is detected, the ground handler is to inform the pilot and the push-back will be stopped.
- It is the responsibility of the pilot in command to ensure that the area immediately behind an aircraft on the GA Apron is clear and there is no risk of collision or potential prop wash. In the event a hazard is detected, engine start may not proceed until the hazard has been removed.
- The tug operator is to adhere to the directions published on the apron parking plans, and all line marking guidance provided.

- The tug operator is to ensure the aircraft follows the marked path as a means to ensuring clearance distances are maintained.

Figure 2 - Air Transport Apron – General Arrangement and Tracking 1

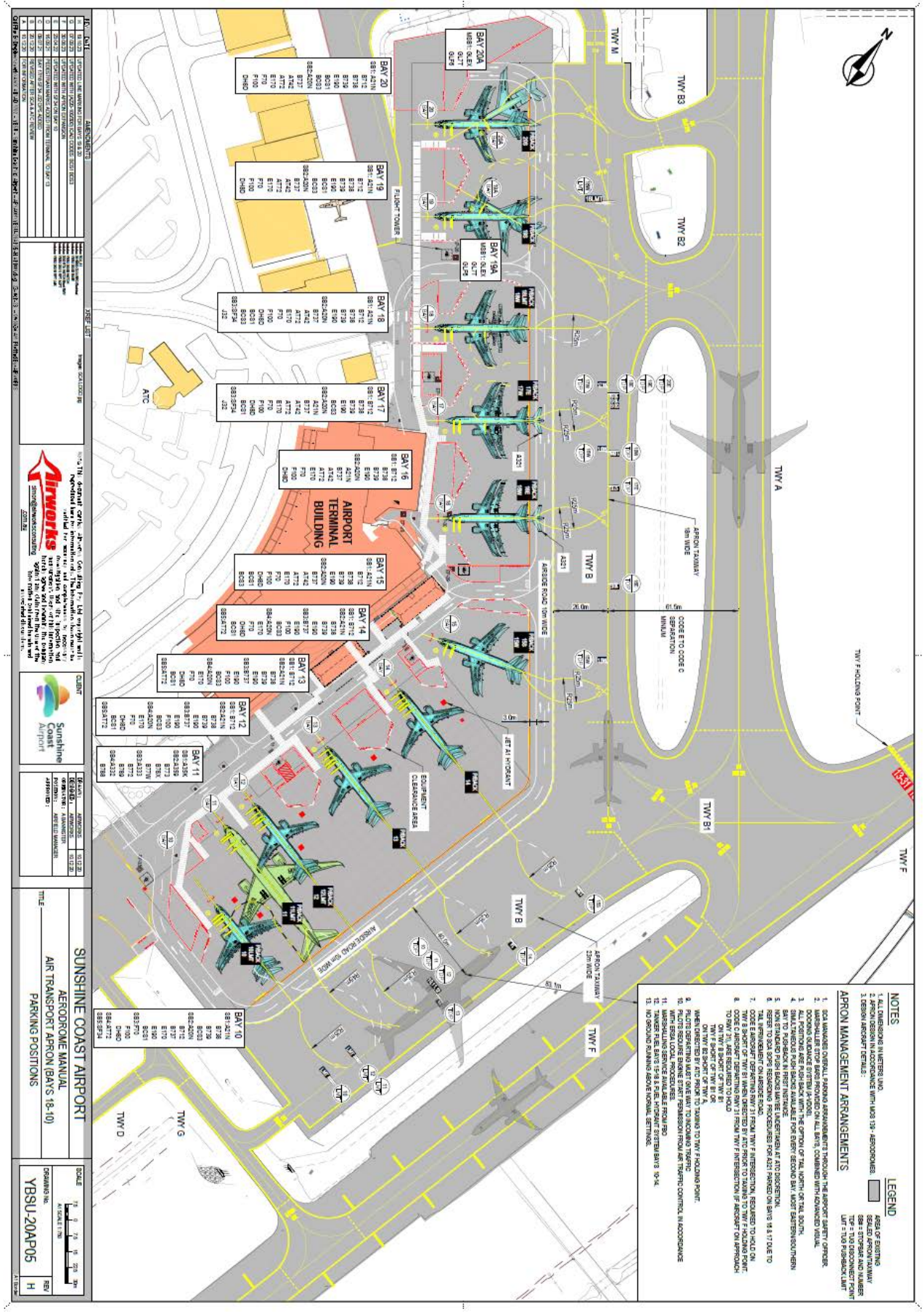
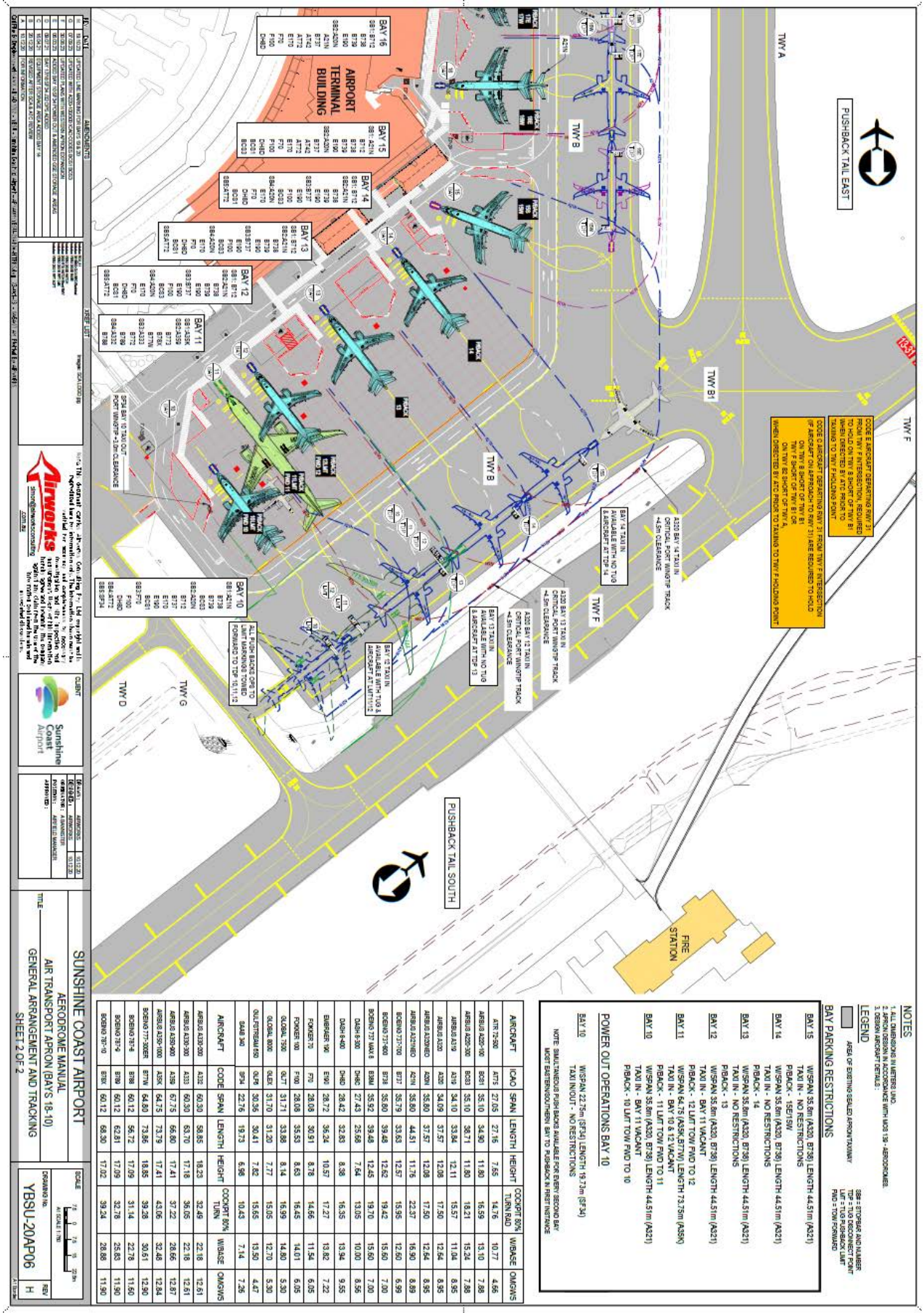


Figure 3 - Air Transport Apron – General Arrangement and Tracking 2



AIRCRAFT	ICAO	SPAN	LENGTH	HEIGHT	COCKPIT 80% TURN RAD	W/BASE	OMGWS
ATR 72-500	AT75	27.05	27.15	7.65	14.76	10.77	4.66
AIRBUS A220-100	BCS1	35.10	34.90	11.80	16.59	13.10	7.88
AIRBUS A220-300	BCS3	35.10	38.71	11.80	18.21	15.24	7.88
AIRBUS A319	A319	34.10	33.84	12.11	15.57	11.04	8.95
AIRBUS A320	A320	34.09	37.57	12.08	17.50	12.64	8.95
AIRBUS A320NEO	A20N	35.80	37.57	12.08	17.50	12.64	8.95
AIRBUS A321NEO	A21N	35.80	44.51	11.76	22.37	16.90	8.89
BOEING 737-700	B737	35.79	33.63	12.57	15.95	12.60	6.99
BOEING 737-800	B738	35.80	39.48	12.62	19.42	15.60	7.00
BOEING 737 MAX 8	B38M	35.92	39.48	12.45	19.70	15.60	7.00
DASH 8-300	DH8C	27.43	25.68	7.64	13.05	10.00	8.56
DASH 8-400	DH8D	28.42	32.83	8.38	16.35	13.94	9.55
EMBRAER 190	E190	28.72	36.24	10.57	17.27	13.82	7.22
FOKKER 70	F70	28.08	30.91	8.78	14.66	11.54	6.05
FOKKER 100	F100	28.08	35.53	8.63	16.45	14.01	6.05
GLOBAL 7500	GL7T	31.71	33.88	8.14	16.99	14.80	5.30
GLOBAL 8000	GLEX	31.70	31.20	7.77	15.05	12.70	5.30
GULFSTREAM 650	GLF6	30.56	30.41	7.82	15.65	13.50	4.47
SAAB 340	SF34	22.76	19.73	6.98	10.43	7.14	7.25

AIRCRAFT	CODE	SPAN	LENGTH	HEIGHT	COCKPIT 80% TURN	W/BASE	OMGWS
AIRBUS A330-200	A332	60.30	58.85	18.23	32.49	22.18	12.61
AIRBUS A330-300	A333	60.30	63.70	17.18	36.05	22.18	12.61
AIRBUS A330-900	A339	67.75	66.80	17.41	37.22	28.66	12.87
AIRBUS A350-1000	A35K	64.75	73.79	17.41	43.06	32.48	12.84
BOEING 777-300ER	B77W	64.80	73.86	18.85	39.28	30.51	12.90
BOEING 787-8	B788	60.12	56.72	17.09	31.14	22.78	11.50
BOEING 787-9	B789	60.12	62.81	17.09	32.78	25.83	11.90
BOEING 787-10	B78X	60.12	68.30	17.02	39.24	28.88	11.90

18. AIRCRAFT TOWING

General

Drivers must not complete any aircraft towing, nor is the aircraft permitted to move without receiving prior approvals from ATC. Anti-collision beacons are to be switched on before an aircraft is permitted to move.

- Only personnel trained and qualified (or trainees under instruction) and holding valid ADA, are permitted to perform aircraft towing operations;
- CAT 3 ADA holders are permitted to tow aircraft to/from the RPT apron to the Southern GA via approved taxiways;
- Any vehicle associated with aircraft towing must have a valid AVP and be fitted with a radio capable of communicating with ATC;
- Situational awareness must be maintained with location of other personnel, equipment, infrastructure and other aircraft at all times;
- The tug operator must closely monitor other aircraft/vehicle movements in the vicinity while performing the tow;
- The tug operator must be in contact with ATC via radio (monitoring 121.1/124.4) during aircraft towing operations;
- Only approved, trained, and qualified airline staff are to carry out brake rider duties.

Commencement of Towing

- All radio communications must be in accordance with standard radio procedures;
- Communication between the tug operator, the aircraft brake rider (flight crew or engineer) & ATC must be established and maintained throughout the entire aircraft tow process;
- Only one aircraft may be permitted to tow at any given time, unless approved by ATC and/or the ASO;
- Request clearance from ATC to reposition the aircraft, refer to scenarios below;
- Following receipt of approval from ATC and readback, notify brake rider that tow is about to commence following airline procedures.
- Commence aircraft tow following the approved route from ATC, following taxi lines and/or pushback limit lines, while moving the aircraft to the nominated location for parking;
- Maintain communication with the brake rider and ATC during the aircraft tow;

Completion of Towing

- At completion of the tow, the tug operator must notify the brake rider that the tow is complete and secure the aircraft using correct airline procedures.
- Tug operator to notify ATC that the tow is complete, refer to scenarios below;
- All equipment must be returned to the appropriate GSE staging or GSE storage areas.

CTAF (Common Traffic Advisory Frequency) Procedures

During CTAF operations, only one aircraft may be permitted to tow at any given time. Aircraft tow procedures will be as per ATC controlled procedures and may be dependent on the duty Runway direction at the time. Refer AIP-ERSA for additional information for CTAF procedures – extract below.

10. CTAF pushback procedures:
    a. During CTAF, all ACFT on RPT APN Bays RQ to pushback.
    b. Additional mandatory CTAF ACFT broadcast. ACFT shall broadcast intention to pushback to nominated disconnect point prior to pushback, followed by TAX broadcast when ready as per *AIP GEN*.

Please refer to Radio Procedures Section for additional Information on radio procedures.

19. SCENARIOS

(Southern GA to Bay 17)

Request before tow to commence

Driver: "Sunshine Coast Tower, Ocean Tug 1 with 737 under tow, at the Southern GA, request tow to Bay 17"

TOWER: "Ocean 1, Sunshine Coast Tower, Tow approved via Foxtrot, Bravo 1 and Bravo"

Driver: "Tow approved via Foxtrot, Bravo 1 and Bravo, Ocean 1"

Once tow is complete

Driver: "Sunshine Coast Tower, Ocean 1, tow to Bay 17 complete"

TOWER: "Ocean 1"

(Bay 10 to Southern GA)

Request before tow to commence

Driver: "Sunshine Coast Tower, Ocean Tug 1 with 737 under tow, at Bay 10, request tow to Bay 1 on the Southern GA"

TOWER: "Ocean 1, Sunshine Coast Tower, Tow approved via Bravo, Bravo 1 and Foxtrot"

Driver: "Tow approved via Bravo, Bravo 1 and Foxtrot, Ocean 1"

Once tow is complete

Driver: "Sunshine Coast Tower, Ocean 1, tow to Bay 1 – Southern GA complete"

TOWER: "Ocean 1"

(Bay 17 to Bay 10 RPT Apron)

Request before tow to commence

Driver: "Sunshine Coast Tower, Swiss Tug 1 with A320 under tow, at Bay 17, request tow to Bay 10"

TOWER: "Swiss 1, Sunshine Coast Tower, Tow approved via taxiway Bravo"

Driver: "Tow approved via taxiway Bravo, Swiss 1"

Once tow is complete

Driver: "Sunshine Coast Tower, Swiss 1, tow to Bay 10 complete"

TOWER: "Swiss 1"

20. RADIO PROCEDURES

Introduction

Radio contact with the Tower is necessary if you intend to proceed from the Apron onto taxiways and runways.

Do not enter the Manoeuvring Area unless you have an established need to do so.

Radio Serviceability

It is important that a radio serviceability check is carried out prior to working in the manoeuvring area. To check the radio, a serviceability check is performed each day prior to the first operation or aircraft reposition taking place in the manoeuvring area.

To ensure the radio equipment is serviceable the following checks are to be carried out:

- Inspect the radio equipment for signs of damage or defects;
- Check the radio has sufficient power/charge for use while operating in the manoeuvring area, and
- A 'radio check' is completed to confirm the radio is transmitting/receiving messages

The standard format for a radio check to ATC is:

- **"Sunshine Coast Tower, Car 1, radio check"**
- "Car 1, Sunshine Coast Tower, reading you five."
- **"Reading 5, Car 1"**

Transmission Techniques

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

You should make use of the following principles:

- Speak plainly and end each word clearly to prevent consecutive words "running together"
- Avoid any tendency to shout
- Avoid variations in speech intensity and unusual inflections of the voice
- Avoid hesitant sounds such as "er" and "um"
- Preserve the rhythm of ordinary conversation, avoiding long pauses but retaining oral punctuation (gaps between sentences etc.)
- Maintain a business-like manner and do not use colloquialisms, first names or be unduly familiar with others
- If improvisation is necessary, make it brief and unambiguous (standard phraseology is best)
- Read each written message before transmission, to eliminate unnecessary delays.

Standard Format for Initial Radio Call

When making an initial radio call to ATC, it's important to use standard format and phraseology to ensure your intentions are clear and to help keep radio congestion to a minimum.

The initial standard radio call format to ATC you should follow is:

- **Facility:** (e.g. 'Sunshine Coast Tower') ***Who you call***
- **Call Sign:** (e.g. 'Ocean 1') ***Who are you***
- **Aircraft type:** (e.g. 'B737 under tow') ***What are you***
- **Position/intentions:** (e.g. 'At Bay 17, request tow to southern GA') ***Where are you***

Working on the Manoeuvring Area

Once you have entered the Manoeuvring Area, you must keep a constant radio listening watch, staying alert to what is happening around you by listening to radio communications. (Ensure that your vehicles AM / FM is switched off)

As soon as you are instructed by the Tower to vacate a runway, you must do so immediately and then notify the Tower that you are clear when you have moved outside the relevant line of runway strip markers.

The meaning of "HOLD"

The word "stop" is rarely used in radio transmissions from the Tower - instead you will hear the word "HOLD", which means "STOP". Examples of the use of "HOLD" are:

"HOLD YOUR POSITION" (Stop where you are)
"HOLD SHORT OF RUNWAY ONE THREE" (Stop clear of the runway strip)

Listening Watch on Manoeuvring Areas

Once you have gained runway (or taxiway) entry, you must maintain a constant listening watch.

You should always be within hearing distance of your radio. Often, a change in wind direction or other operational factor will require the Tower to move you from your work urgently. Remember that the Tower will not interrupt your work unless it is necessary and that you are then expected to co-operate with all possible speed.

When directed to vacate, the Tower call is brief:

(Tower: "Car 1 - Vacate Runway 13")

Your response, straight away: **"VACATING RUNWAY 13 - CAR ONE"**

Note: Once you have made initial contact, you no longer address the Tower as Sunshine Coast Tower and conversely, the Tower does not advise its name. Once you have vacated and are outside the runway (taxiway) strips, you call the Tower:

"CAR ONE - VACATED RUNWAY ONE THREE"

(The Tower will acknowledge: "CAR ONE")

Some General Tips:

Before you go out onto the Manoeuvring Area:

- Know the procedures;
- Know the light signals that may be projected from the Control Tower;
- Be precise - and patient;
- Comply with this handbook;
- Keep your eyes open, stay alert and never go beyond hearing range of your radio;
- Plan work carefully and avoid any tendency to rush whilst Airside;
- Never leave anything (equipment or tools) on the movement area;

NOTE: If you become confused about what is happening, leave the movement area and consult SCA Pty Ltd about further training.

Control Tower Light Signals

If you receive light signals from the Tower, respond to them immediately. The meaning of these signals should be displayed on the left-hand corner of your Vehicle windscreen.

Signals and their meanings are listed as follows:

GREEN FLASHES	Permission to cross runway or to move on a taxiway
STEADY RED	Stop immediately
RED FLASHES	Move off the runway or taxiway and watch out for aircraft
WHITE FLASHES	Vacate the Manoeuvring Area and contact Airservices Australia Duty Team Leader

Standard Phraseology

Drivers must use standard ICAO words and phrases for efficient two-way radio communication.

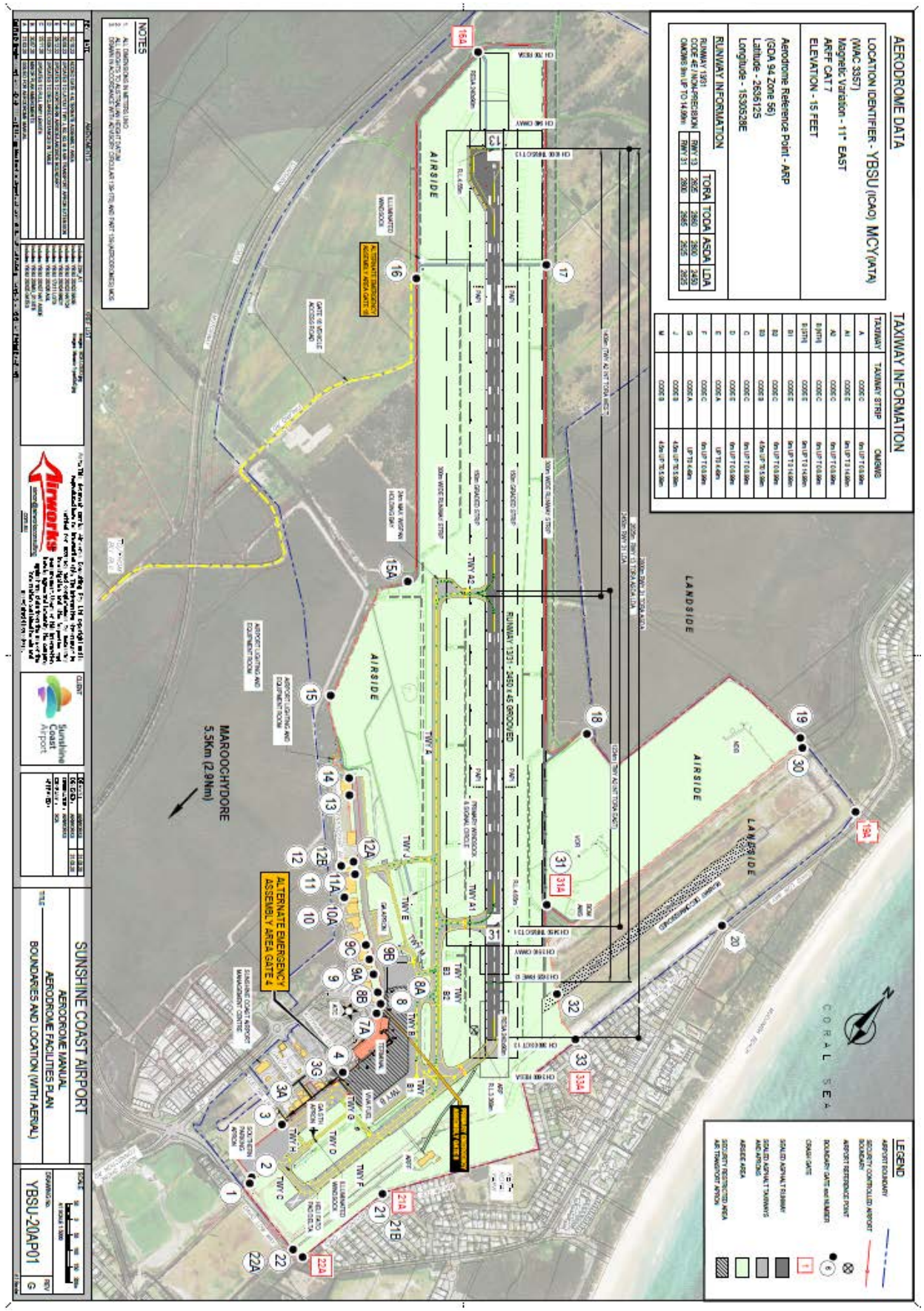
Standard words and phrases can be found the Air Services Australia Aeronautical Information Publication – Gen 3.4.

Phraseology that is commonly used in aerodrome communication.

Table 3 – Standard words and Phrases

Word/Phrase	Meaning
Acknowledge	Let me know that you have received and understood this message.
Affirm	Yes.
Approved	Permission for proposed action granted.
Cancel	Annul the previously transmitted clearance.
Cleared	Authorised to proceed under the conditions specified.
Confirm	I request verification of: (clearance, instruction, action, information).
Correct	True and accurate.
Correction	An error has been made in this transmission (or message indicated) the correct version is…
Disregard	Ignore.
How do you read	What is the readability of my transmission? The readability scale is: 1. Unreadable 2. Readable now and then 3. Readable but with difficulty 4. Readable 5. Perfectly readable
I say again	I repeat for clarity or emphasis.
Negative	No *or* Permission is not granted *or* That is not correct *or* No capable.
Request	I should like to know *or* I wish to obtain.
Say Again	Repeat all or the following part of your last transmission.
Standby	Wait and I will call you.
Unable	I cannot comply with your request, instruction (normally followed by a reason)
Wilco	I understand your message and will comply with it.

21. ATTACHMENT A – OVERALL AIRSIDE PLAN



22. ATTACHMENT B – AIRSIDE DRIVERS ZONE MAP