



Sunshine
Coast
Airport



AIRSIDE VEHICLE CONTROL HANDBOOK

(Annex B – Aerodrome Manual)

Version 6.4 | 24 September 2025

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DOCUMENT CONTROL

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AMENDMENT HISTORY

| Version | Date | Creator/Position | Comments |
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| 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 |
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| V1.06 | July 2019 | Ros Oliver – Safety and Compliance Officer | Aerodrome Map |
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| 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 |
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| | | | |
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| 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. |
| V6.0 | June 2024 | Shane Loweke – Coordinator Airport Operations Adrian Bannister – Manager Airport Operations | Manual update and rewrite. |
| V6.1 | January 2025 | Shane Loweke – Coordinator Airport Operations Adrian Bannister – Manager Airport Operations | Update to ADA process, GSE Staging times, equipment parking requirements, proximity to aircraft, apron service road and apron zone map. |
| V6.2 | April 2025 | Shane Loweke – Coordinator Airport Operations Adrian Bannister – Manager Airport Operations | Update to Appendix E airside drivers zone map. |
| V6.3 | April 2025 | Shane Loweke – Coordinator Airport Operations Adrian Bannister – Manager Airport Operations | Update to following: <ul style="list-style-type: none"> - Process for road closures and pedestrian movements. - Appendix A overall airside plan - Appendix E airside drivers zone map. |
| V6.4 | September 2025 | Shane Loweke – Advisor Safety and Airport Operations | Update to in include Aviramps in the following: <ul style="list-style-type: none"> - Authority to use airside - Lighting, markings and visual aids. Section 6 - Inclusion of aircraft cone requirements |

FORWARD

This handbook is designed to be utilised as a 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 (SCA) as required by Civil Aviation Safety Regulations (CASR 139.250).

Additionally, this handbook provides guidelines and information on managing vehicle movements at airports to ensure safety and efficiency. It covers topics such as airport layout, vehicle operations, traffic rules, communication procedures, and training requirements. The handbook aims to assist airport operators, vehicle operators, and other personnel involved in airport operations in understanding and implementing effective vehicle control measures.

At SCA Safety is our priority, therefore education and raising awareness and compliance is our goal. Safety of the utmost importance if we are truly committed with safety standards is a key priority in maintaining and improving safety behaviour and a positive safety culture airside at Sunshine Coast Airport.

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

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

DEFINITIONS

| Word/Acronym | Definition |
|--|--|
| Aeronautical Radio Operator Certificate | A certificate issued in accordance with Part 64 of the Civil Aviation Safety Regulations. |
| Airport | In this handbook, Airport refers to 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 refuelling, parking or carrying out maintenance on aircraft; movement of vehicles |
| Air Traffic Control (ATC) | ATC is Aerodrome and Surface Movement Control. |
| Aerodrome Terminal Information Service (ATIS) | ATIS broadcasts contain essential information, such as weather information and which runways are active. |
| Authority to Drive Airside (ADA) | An authority to drive airside issued under regulations, 4.43 of the Airports (Control of On-Airport Activities) Regulations. |
| ADA Category 1 | An Authority authorising driving in Category 1 issued in accordance with ADA Requirements. |
| ADA Category 2 | An Authority authorising driving in Category 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. |
| Aviation Security Identification Card (ASIC) | Is a card that identifies that the holder has undergone the necessary background checks and is entitled to enter and be in a Security Restricted Area of the airport while undertaking duties in accordance with their employment. The card may also be used to provide access to those areas. |
| 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 Manoeuvring Area. The CTAF frequency is 124.4MHz and is mandatory. |

| | |
|--|---|
| Handbook | The Sunshine Coast Airport Airside Vehicle Control Handbook. |
| Manoeuvring Area | Part of the Airport used for the take-off, landing and taxiing of aircraft, excluding Aprons. |
| Markings | The symbols, lines, words and figures displayed on the surface of a Movement Area, or visual distinguishing features added to vehicles. |
| Movement Area | Part of the Airport that is used for the surface movement of aircraft, including Manoeuvring Areas and Aprons. |
| Perimeter Road | An Airside Road which remains clear of the Manoeuvring Areas. |
| Rules for Drivers Operating Airside | The rules for drivers set out in this Handbook. |
| SCA | Sunshine Coast Airport |
| SCA Pty Ltd | Sunshine Coast Airport Pty Ltd |
| Security Restricted Area | Means any part of the Airport, designated by notices posted by SCA, access to which is restricted to (a) persons holding an authorised identification card valid for that part of the airport and (b) having a lawful excuse for entry. |
| Supervised Vehicle | A Vehicle driven under Supervision in accordance with Section 3 of the Handbook. |
| 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 | Any self-propelled motor vehicle or other specialised airside mobile equipment, other than bicycles and tricycles. This includes elevated platforms. |

1. AUTHORITY TO DRIVE AIRSIDE

I.1 INTRODUCTION

An Authority to Drive Airside (ADA) is an authority issued by Sunshine Coast Airport Pty Ltd (SCA Pty Ltd) that permits the holder of the ADA to operate a vehicle on the Airside at Sunshine Coast Airport (SCA) within certain designated areas, depending upon the Category of ADA the Vehicle Operator holds (as set out below).

Subject to this handbook, on receipt of an application and once satisfied of the matters required to be certified in the application, SCA Pty Ltd may issue or renew an ADA in any category. An ADA licence is not transferable between individuals or between airports.

I.2 ADA CATEGORIES

The following categories indicate where a Vehicle Operator is authorised to operate:

| Category | Description |
|----------|---|
| 1 | Perimeter Roads only (Excluding main RPT apron) Note: Area determined under specific conditions on applicants requesting an ADA for access to lease areas. |
| 2 | Aprons and Lease Areas (GA and RPT aprons) |
| 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. Note: A Vehicle Operator may only operate in a category 2A area of authorised operation if: <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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. |
| 3 | Aprons, Lease Areas, and Taxiways, including permission to undertake towing and relocating of aircraft on the RPT apron and taxiways. Note: A Vehicle Operator may only perform an aircraft tow if: <ul style="list-style-type: none"> 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. |
| 4 | All Movement Areas |

I.3 ADA APPLICATION

Before applying for an ADA, a Vehicle Operator must satisfy the following requirements:

1. An applicant must demonstrate that there is an operational requirement for frequent unescorted access to the Airside before SCA will issue an ADA to a person;
2. Hold a current State or Territory Drivers licence for the type of vehicle intended to be driven and, where appropriate, is endorsed with a vehicle operator certificate of competency or licence to cover the specific type or types of vehicles or equipment to be operated;
3. Hold a current and valid Aviation Security Identification Card (ASIC) for the Airport;
4. If applying for a Category 3 or 4 Licence, produce an Aeronautical Radio Operator Certificate (AROC) issued by Civil Aviation Safety Authority (CASA) by an approved issuing authority and have a thorough knowledge of Air Traffic Control (ATC) instructions, both verbal and visually;
5. Has completed sufficient training to be fully conversant with the contents of this Handbook;
6. Understands the significance and meaning of Apron signs and Markings;
7. Is proficient in the terminology used to describe the airside and is familiar with the airport layout relevant to their driving duties;
8. A completed SCA Authority to Drive Airside (ADA) application form and received endorsement for the category of ADA licence from their employer;
9. Have logged the required minimum number of hours as an observer and being observed (under direct supervision) operating relevant vehicle(s) airside, applicable to the category of ADA licence.

| Category | Log of Hours |
|----------|---|
| 1 | 1 hours as an observer and 1 hours being observed |
| 2 | 2 hours as an observer and 2 hours being observed |
| 2A | 2 hours as an observer and 2 hours being observed (including a minimum of 4 (four) pushbacks) |
| 3 | 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) |
| 4 | 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) |

Note: Evidence of hours log for initial or upgrade applications only – not required for ADA renewals.

I.4 PURPOSE OF TESTING

The purpose of conducting ADA tests is to provide evidence that the applicant has attained a level of competency in terms of knowledge and skills applicable to driving safely on the Airside. Material assessed includes the geography of the airport and the rules for driving airside. Questions are drawn from information provided in the SCA Airside Vehicle Control Handbook relevant to the category of ADA.

Each employer will be responsible for training their Vehicle Operator/s in the safe and correct operation of any vehicle or equipment the driver is to operate airside.

I.5 TESTING PROCESS

All categories of ADA are required to pass any reasonable and relevant tests, which comprise of an online driver awareness course and theory assessment (for appropriate ADA category) and practical test undertaken with Airport Safety Officer (ASO).

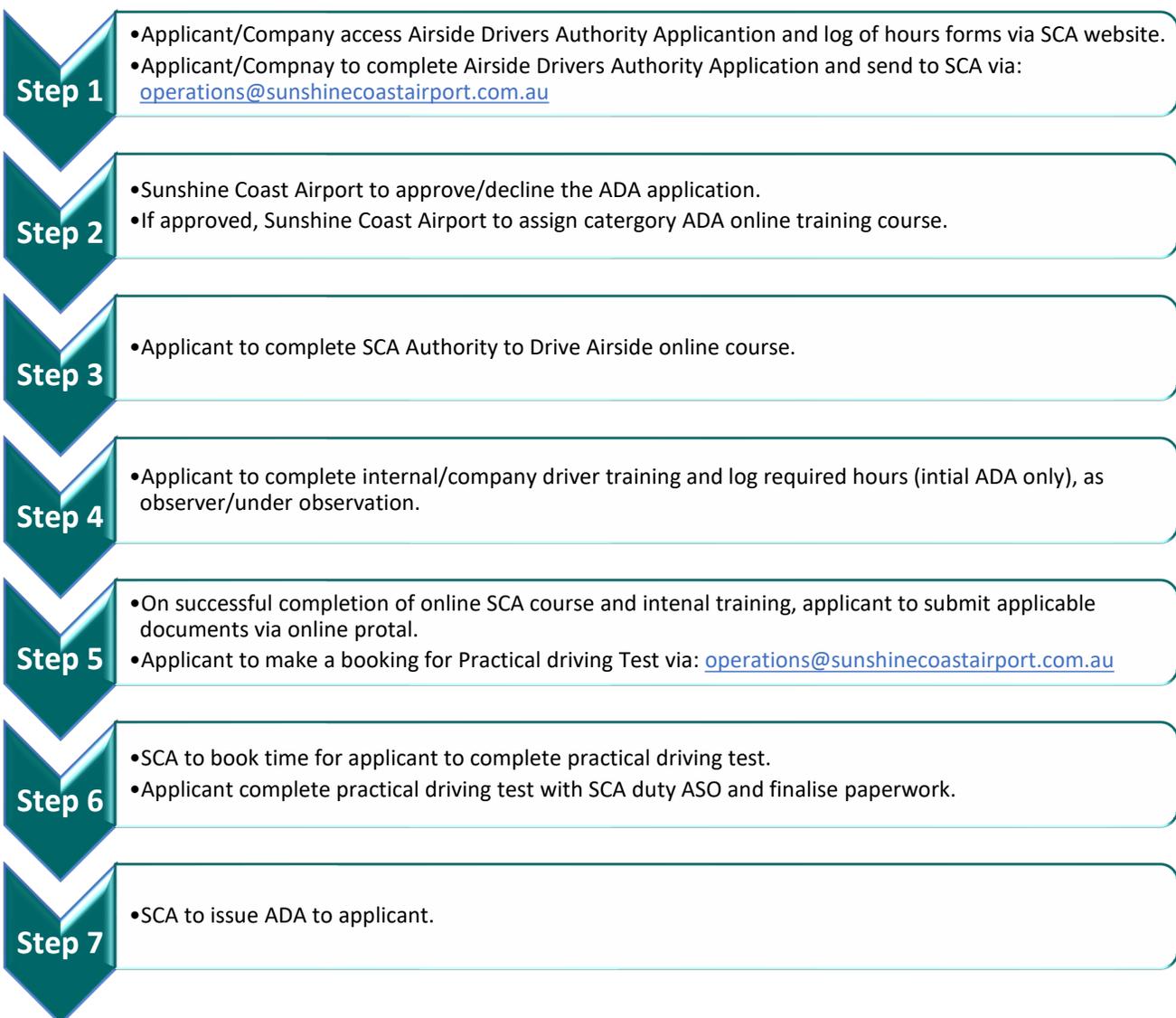
A final theory assessment at the completion of the online driver training course requires all questions to be answered correctly to be deemed competent. Should the applicant be unsuccessful, they may re-sit the test after a study / training period of no less than 48 hours.

Applicants will be required to undertake a familiarisation drive/practical examination with an SCA ASO following successful completion of the written test and prior to the issue of their ADA. The practical examination must be completed with SCA within one (1) month of sitting your written test.

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.

I.5.1 PROCESS



I.6 ADA RENEWALS

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

To renew an ADA, an applicant must:

1. Complete the application form and received endorsement for the category of ADA licence from their employer.
2. Demonstrate that there continues to be an operational requirement for frequent unescorted access to the Airside.
3. Provide evidence of a valid Aviation Security Identification Card (ASIC) for use at SCA.
4. Provide evidence of a current State or Territory Drivers Licence.
5. Successfully complete the SCA online theory and practical tests.

I.7 STATE OR TERRITORY LICENCE RENEWALS

It is the responsibility of ADA holders to notify SCA in writing within 48hrs when he / she has their State or Territory drivers licence renewed.

I.8 CANCELLATION / SUSPENSION

If you hold an ADA and you cease to hold a State or Territory licence to drive or 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.

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.

I.9 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 may not be issued by SCA Pty Ltd until outstanding payments have been made.

2. AUTHORITY TO USE AIRSIDE

2.1 INTRODUCTION

With the exclusion of emergency response vehicles, SCA Aviramps and vehicles operating inside designated work zones or SEZ's, you must not operate a vehicle in an airside area without supervision unless the vehicle is fitted with an Airside Vehicle Permit (AVP).

All vehicles operating in an airside area MUST:

- a) Have a valid AVP affixed to the windscreen, when fitted; or
- b) Valid AVP 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; or
- c) Be under escort by a vehicle that has a valid AVP.

2.2 APPLICATION

All relevant forms and criteria for an AVP application are available from the [Driving Airside | Sunshine Coast Airport](#) Website, or upon request from the SCA Operations Centre.

The AVP Application Form must be accompanied by the following documents:

1. Letter from a responsible manager of the vehicle owner confirming that a maintenance program is in place to ensure the vehicle remains in a sound mechanical and roadworthy condition; and
2. A signed SCA airside vehicle indemnity release; and
3. Evidence of both Public Liability Insurance and Motor Vehicle Insurance.

Applications must be submitted no less than 5 working days before any anticipated need for the AVP.

An AVP will be issued for a period of no more than 12 (twelve) months.

AVP labels are not transferable between vehicles.

2.3 INDEMNITY RELEASE

An AVP will not be issued unless SCA Pty Ltd has been provided with a signed SCA Airside Vehicle Indemnity Release Form. This form is available from the [Driving Airside | Sunshine Coast Airport](#) website.

2.4 INSURANCE REQUIREMENTS

Operators applying for an AVP must, while they operate or otherwise have a vehicle Airside:

1. Take out and maintain an insurance policy for the vehicle(s) the subject of the AVP permit, noting use of vehicle airside; and
2. Take out and keep current a Public Liability Insurance, against any liabilities for death, personal injury and property damage that may be incurred in connection with the operation or use of vehicle on the Airside, ensuring that such insurance:
 - i. Is taken out with a reputable insurer;
 - ii. Notes the interest of SCA;

- iii. Covers risks and contains conditions which are acceptable to SCA Pty Ltd, acting reasonably;
 - iv. Is for an amount no less than AUD \$20 million for vehicles operating airside;
 - v. Does not contain any exclusionary clauses relating to any airport infrastructure, aircraft or matters relating to or in connection with the operation of vehicles on the Airside, and contains an 'airside endorsement';
3. Not do, or permit to be done, anything which might prejudice such insurance policy and must immediately rectify anything which might prejudice such insurance policy.

It is the vehicle operator's responsibility to ensure that they are covered by insurance whilst holding an AVP and that their insurance documents are renewed prior to an AVP renewal. An AVP will expire 1 (one) month after the vehicle operator's Public Liability policy expires.

2.5 CRITERIA FOR USE

The major criterion for the issue or renewal of an AVP is that the applicant must demonstrate an operational need to drive a vehicle airside on a frequent unescorted basis. The applicant must further show that the operational task(s) cannot be otherwise undertaken landside.

To satisfy SCA for the need to issue an AVP, the applicant must meet one or more of the following:

- 1. Be directly involved with the operations or servicing of aircraft;
- 2. Be directly involved with the servicing of Ground Service Equipment (GSE);
- 3. Be directly involved with the servicing, maintenance or construction of airside infrastructure, aviation equipment, building/s, or other airside facilities, and that these areas cannot be reached via the landside;
- 4. Have a need or authority to carry out government regulatory or law enforcement activities on the airside.

When an AVP application is received, prior to issuing the AVP, SCA will consider:

- Safety on the airside in relation to aviation operations, persons on the airside and property on the airside;
- The security of aircraft and other property located airside;
- Congestion of airside areas, thereby decreasing the efficiency of the airport (particularly ramp areas), and increasing the risk of accident to all users of SCA;
- The ability of the vehicle operator to ensure that the operation of the vehicle will comply with the requirements of this Handbook and with all laws, rules, standards and directions including, where applicable, legislative requirements and Air Traffic Control directions, relating to the operation of vehicles in the area;
- The vehicle will be maintained in a state of good repair. The Vehicle Operator is to ensure vehicle's being operated airside must be mechanically and/or electrically sound.

2.6 SPECIAL EQUIPMENT AND MARKINGS FOR VEHICLES

All Vehicle Operators must ensure that any vehicles used Airside are equipped and marked with:

- a) A logo which Identifies the operator of the vehicle, and;
- b) An amber beacon located on the highest point of the vehicle visible from 360°.

In addition to the above, all vehicles which are intended to be used or may be used on the Manoeuvring Area must be equipped with:

- c) A suitable radio to communicate with ATC as appropriate.

Note: Vehicles under escort must use hazard lights if no beacon is attached.

2.7 VEHICLE CONDITION / ROADWORTHINESS

In the interest of Airport safety, vehicles must always be maintained in a good state of repair by the Vehicle Operator and meet vehicle mechanical and roadworthiness standards as set by the QLD Department of Transport and Main Roads under the law of QLD for road registered vehicles.

In the case of a specialist airport vehicle, the vehicle must meet industry standards, if any, for such a vehicle and/or the IATA specifications, if any, for such a vehicle and be mechanically sound.

All Vehicle Operators are required to ensure that any plant (including motorised vehicles) used by their employees or representatives, is used, and maintained in accordance with the requirements of QLD Workplace Health and Safety legislation. The onus is on Vehicle Operators to ensure that plant intended to be used is subject to appropriate checks, tests, and inspections necessary to eliminate risks to health and safety.

SCA Pty Ltd reserves the right at any time, to conduct or require the conduct of a serviceability inspection on any vehicles which in the opinion of SCA, appear not to be in a roadworthy condition. Any vehicle not deemed to be in a roadworthy condition must be removed from operation.

A vehicle serviceability check may include (but is not limited to) the following:

- Fluid leaks
- Excess emissions
- Tyre condition
- Towing attachments
- All vehicle lights
- Body condition
- Seat belts (if fitted)
- Horn (if fitted)

2.8 REPLACEMENT OF AVP LABEL

SCA may issue a replacement label for any Vehicle Operator that confirms that the original label has been destroyed.

In order to replace a label, the Vehicle Operator is required to submit a Statutory Declaration, providing a clear explanation as to why the original label was either lost or destroyed.

2.9 EXPIRY OF AVP

When an AVP expires the Vehicle Operator must remove the expired AUA and dispose of appropriately. All vehicles must have a current AVP affixed to the vehicle in accordance with these rules before operating airside.

Permits on vehicles from other airports must also be removed.

2.10 DISPOSAL OF VEHICLE WITH AN AVP

When a Vehicle Operator disposes of a vehicle which has an AVP, prior to disposal, the Vehicle Operator must either:

- a) Within 7 days of disposal, physically return the AVP to the SCA Operations Centre
- b) If the AVP cannot be removed from the vehicle, the Vehicle Operator must supply SCA with a Statutory Declaration that the vehicle has been disposed of.

3. AIRSIDE DRIVING RULES

3.1 INTRODUCTION

The rules for driving Airside are an important part of the system that SCA has put in place to promote the safe and orderly movement of staff, passenger, aircraft, and vehicular traffic Airside.

Any failure to comply with the requirement of these rules may constitute as an offence. Subject to any offence, SCA will consider whether to issue an infringement notice, suspend or withdraw a person's ADA, thereby preventing them from use or operation of motor vehicle Airside.

3.2 GENERAL REQUIREMENTS

You must not drive a vehicle airside unless:

- a) You hold a current ADA valid for the area in which you need to operate;
- b) You hold a current Australian State or Territory driving licence;
- c) You hold a current ASIC (or another authorised pass);
- d) You have a valid reason to be driving airside;
- e) The vehicle has a current AVP is affixed to the vehicle;

OR

- f) You are under direct Supervision (can take control of the vehicle if required) by the holder of an ADA for that area.

Vehicle Operators must comply with the SCA Airside Vehicle Control Handbook (AVCH). All Vehicle Operators are to ensure that they remain current and up to date with the latest amendments to the latest edition of SCA Airside Vehicle Control Handbook. The most up to date Airside Vehicle Control Handbook can be located on the [Sunshine Coast Airport](#) website.

Unauthorised drivers detected driving without holding a valid ADA, or in an area beyond the parameters of the category of ADA issued to drive airside, will be removed from airside, or have their ADA immediately suspended, as this is a serious safety breach.

3.3 DOCUMENT INSPECTION

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

Whenever you operate a Vehicle Airside, if SCA Pty Ltd directs you to produce your ADA and/or your State or Territory Drivers licence, you must comply with that direction.

A current AVP should also be clearly visible on the vehicle for inspection.

3.4 AVIATION SECURITY IDENTIFICATION CARD (ASIC)

Vehicle Operators must wear a valid Aviation Security Identification Card (ASIC) for SCA and have it prominently displayed in the region of the chest when operating airside at all times.

3.5 DRUG AND ALCOHOL

Vehicle Operators must 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 CASA Regulations Part 99.

3.6 SITUATIONAL AWARENESS

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

3.7 FATIGUE

Fatigue affects all aspects of your performance. Early symptoms of fatigue should be recognised and actioned as soon as practicable. Obtaining sufficient rest is a key factor in managing fatigue.

3.8 NO SMOKING

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

3.9 DANGEROUS DRIVING

Vehicles operating airside must not be driven in a manner dangerous to people, other vehicles, or equipment. All safety and security directions issued by the Airport Safety Officer must be followed at all times.

3.10 SEATBELTS

Where fitted, seatbelts must be worn by occupants of vehicles when operated on the airside. The Operator of the vehicle is responsible for all occupants.

3.11 CARRIAGE OF PASSENGERS

SCA adopts a **NO SEAT, NO RIDE** policy, no person shall ride on or operate a vehicle when the passenger/cargo load is in excess of the designated capacity of that vehicle. Any passenger in a vehicle must hold and display a valid ASIC or Visitor (VIC) pass and have a legitimate reason to be airside.

3.12 PORTABLE ELECTRONIC DEVICES (PEDS)

The Vehicle Operator must not whilst driving Airside use a Portable Electronic Device (PED). Examples of such devices include, but are not limited to: laptops, cellular telephones, radios, portable digital assistant, audio devices and watches with input capability.

Hand-held mobile phones are only to be used whilst driving airside where a hands-free device such as Bluetooth is fitted.

3.13 SPEED LIMITS

When driving on the Airside at the Airport, Vehicle Operators must observe the following speed limits:

| Location | Speed Limit |
|--|-------------|
| Baggage Make-up & Break-down Areas | 5 km/h |
| Within 15 metres of an aircraft | 10 km/h |
| Apron, Apron Roads (Front and Rear of Stand) | 20 km/h |
| Elsewhere on the movement area, except within 15m of an aircraft | 20 km/h |
| Perimeter roads (excluding the RPT apron) | 40 km/h |
| Taxiways and Runway | As Required |
| During Low Visibility Operations | 20 km/h |

Note: Where a speed limit is indicated by a sign or pavement marking, that shall be the maximum speed limit for that area.

3.14 SHARED ZONES

The Baggage Make-up (BMA) & Baggage Break-down (BBD) areas 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 of pedestrians 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.

3.15 ROAD SYSTEM

SCA provides a continuous road system around the Apron and Airfield. This road system is designed and marked in accordance with the CASA MOS139 and allows for appropriate clearances from aircraft operating on the Movement Areas.

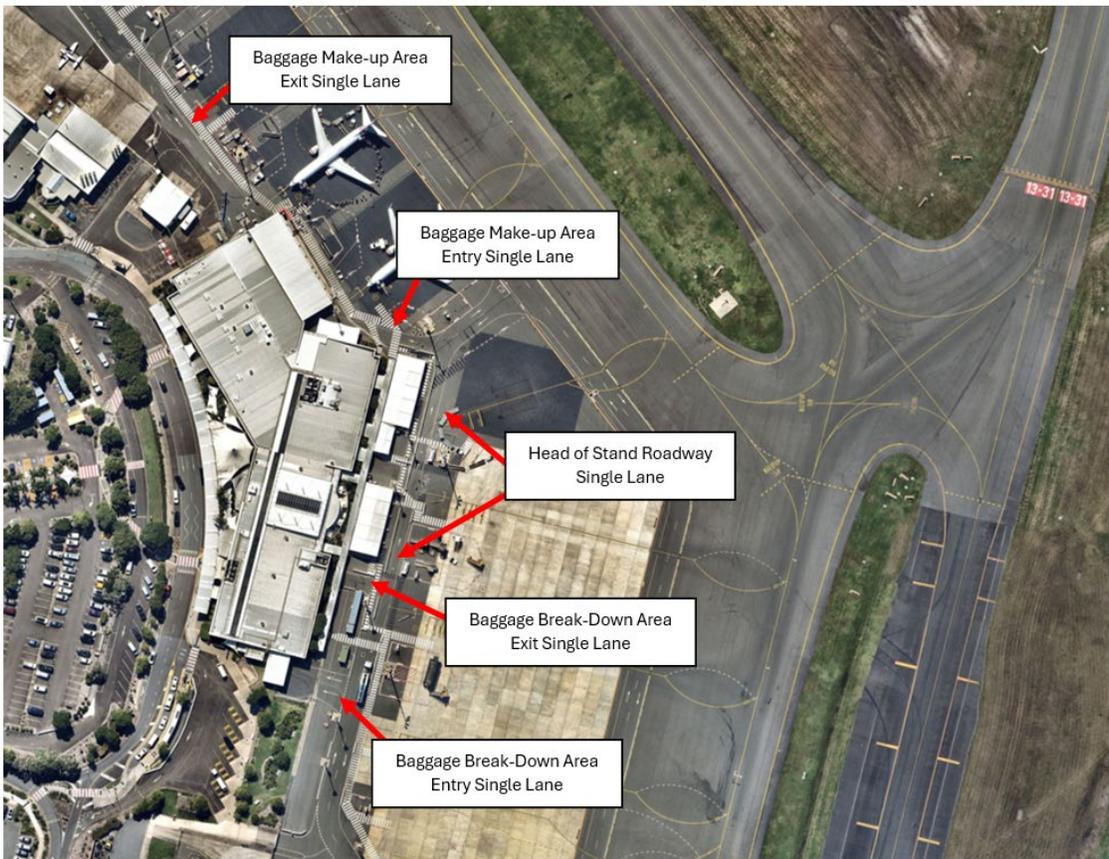
Vehicles must use the marked roadway perimeter road system provided to traverse Aprons, Taxilanes/Taxiways. Vehicles may move off the roadway when in association with the servicing of an aircraft, and then only when within proximity to that aircraft.

3.16 SINGLE LANE ROADS

Within the Baggage Make-up Area (BMA), Baggage Break-Down Area (BBD) areas 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 Image 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).

Image A – Single Lane Roads Airside



3.17 PROCESS FOR ROAD CLOSURES AND PEDESTRAIN MOVEMENTS

When a Vehicle exits the Baggage Breakdown Area (BBA) / Southern Arrivals Hall and the road is closed with chains to control passengers, the Vehicle Operator must stop and confirm the removal of the chains with the boarding gate agent servicing aircraft. The Operator must wait until both parties agree that the chains can be removed. Once the chains can be removed, ensure both chains are placed to one side and not driven over. The boarding gate agent is then responsible for returning the chains to close the road and allow for passenger control to continue.

As vehicles enter the Baggage Make-up Area (BMA) from the east and passengers are transiting to/from aircraft parked on Bay 16 or 17. Vehicle Operator must stop and give way to pedestrians. The Operator must then confirm when it is safe to proceed to the BMA with the boarding gate agent servicing aircraft. The Operator must wait until both parties agree that there is no passenger movement, and it is safe to proceed.

3.18 PARKING

Vehicles and equipment must not be parked where they will obstruct aircraft, other vehicles, access to eyewash stations, emergency fuel stops, pedestrians or any access doors from terminals or airport buildings. On Apron areas vehicles and equipment must only be parked within the defined equipment storage areas.

Vehicles left unattended should be turned off, keys left in the ignition, handbrake on and have doors closed but unlocked, if fitted.

Vehicles should be locked, and keys removed when parked airside overnight.

3.18.1 EQUIPMENT PARKING

All equipment used on the airside must be parked in marked equipment storage area when not used to service aircraft. When parked, all parts of the equipment including tow arms and handles must not overhang marked storage areas and brakes engaged, if fitted.

When staging equipment in defined clearance areas, it must be staged in a way that allows use for equipment when the adjacent bay is in use.

3.19 TOWING EQUIPMENT

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 SCA.

Vehicle Operators 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 tow 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, BMA, GSE, and Equipment Storage Areas) airside.

3.20 FOREIGN OBJECT DEBRIS (FOD) CONTROL

It is the responsibility of all persons accessing the Airside to reduce Foreign Object Debris (FOD) by removing any item of FOD encountered whilst Airside and placing it in specifically marked bins.

Vehicle Operators must when driving vehicles carrying loose material (such as garbage, plastic sheeting, and paper) ensure that the load is adequately secured or covered to prevent spillage. Any item(s) falling from a vehicle must be recovered by the Operator and secured to prevent further spillage and possible aircraft damage. Items that blow onto the Manoeuvring Area must be brought to the attention of the Duty ASO immediately.

3.21 INGESTION AND JETBLAST

3.21.1 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 Vehicle Operator airside are required to pick up any debris/FOD dropped on to pavements.

3.21.2 JETBLAST/PROP WASH

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.

Vehicle Operators 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.

3.22 PROXIMITY TO AIRCRAFT

To ensure safe operations of vehicles in close proximity of aircraft, vehicle operators:

- Must not drive within 3 metres of a parked aircraft, except when required for the servicing of that aircraft;
- Must not drive within 15 metres of an aircraft refuelling point or venting point during the period of aircraft refuelling unless they are involved with the servicing of that aircraft;
- Must not use vehicles to service, load or unload an aircraft unless a representative of the aircraft operator or their agent is present to direct the movements of that vehicle;
- Must give way to pedestrians at all times and not drive between passengers moving to or from aircraft;
- Must give way to moving aircraft at all times even when under tow;
- Must use the lead-in line on the adjacent bay to give way to moving aircraft on the main RPT apron;
- Must not drive behind and stay well clear of aircraft when their red anti-collision beacons are operating.

3.23 CIRCLE OF SAFETY

Working in and around aircraft is a safety critical area. The term Circle of Safety relates to an invisible circle that extends around the immediate vicinity of the aircraft for Safety Control to always protect staff.

The reduction of speed and movement within the Circle of Safety is a critical control to reduce the risks of injury to staff and damage to aircraft. Any vehicle or equipment not required to service aircraft must not enter the circle of safety.

3.23.1 WHAT IS THE CIRCLE OF SAFETY

The following is mandatory for all ADA holders who operate vehicles/equipment inside 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.
- 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 'walking pace' when within two (2) metres of an aircraft.

3.24 AIRCRAFT REFUELLING OPERATIONS

Only essential vehicles should be near an aircraft during fuelling operations. Aircraft Operators and those Operators servicing aircraft must refer to and adhere by the requirements of the CASA Advisory Circular AC 91-25 (Fuel and Oil Safety).

3.25 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, Vehicle Operators must not drive behind and stay well clear (outside the circle of safety) of aircraft when their anti-collision beacons are operating.

Vehicle Operators driving 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 Vehicle Operators 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.

3.26 LOW VISABILITY 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.

3.27 THUNDERSTORM WARNING SYSTEM

SCA Pty Ltd uses an external service provide to monitor and track potential thunderstorm activity that may affect the aerodrome. Thunderstorms have the possibility to produce heavy rain, gale force winds and lighting. As many activities at the aerodrome take place in an open environment, SCA will advise operators, tenants, and contractors that may be affected by approaching thunderstorms via text and email notification.

When this system is activated, it does not mean the airport is closed. Each respective organisation may have designed their individual WHS procedures for this system, please adhere to them.

3.28 ENTRY/EXIT TO AIRSIDE

No vehicle may enter the airside unless it has a lawful reason or excuse to be airside.

Vehicle Operators are required to ensure gates have completely closed both on entry and exit of a Security Restricted Area. Only authorised persons on duty holding an Aviation Security Identification Card (ASIC) are permitted entry to the Security Restricted Area. It is the responsibility of each Operator to monitor access to ensure no body "tail gates" you through any gate.

For safety and security reasons, a vehicle may be subject to inspection and/or search by SCA authorised person prior to entering an Airside area.

3.29 ESCORTS/SUPERVISION

If you are required by SCA Pty Ltd or by your Company to provide Supervision for a Vehicle or driver not authorised to operate 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.

3.30 ACTIVATION OF LIGHTS

All Vehicle Operators must ensure the vehicles amber beacon is activated prior to entering the airside from any perimeter security gate or whenever driving airside.

All Vehicle Operators must activate the vehicle's headlights, taillights and amber rotating or flashing beacon during hours of dusk, dawn and darkness and periods of declared low visibility, whenever the vehicle is operating airside.

3.31 PERSONAL PROTECTIVE EQUIPMENT (PPE)

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.

3.32 BICYCLES, TRICYCLES, SCOOTERS AND SKATEBOARDS

Riding of bicycles, tricycles, scooters, or skateboards are not permitted in the airside area. Storage airside is accepted but the bicycle must be secured when unattended.

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

3.33 IMMOBILISED VEHICLES

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

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.

The Vehicle Operator or Owner of a Vehicle which becomes immobilised on a Movement Area, 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.

3.34 OPERATING ON THE MANOEVRING AREA

The Manoeuvring Area is defined as any area used for take-off, landing and taxiing of aircraft excluding aprons. A Vehicle Operator must not enter a Manoeuvring Area unless:

- a) There is an operational requirement to do so;
- b) The vehicle is equipped with a radio capable of two-way communication with ATC and aircraft;
- c) The Vehicle Operator holds an Aeronautical Radio Operator Certificate; or
- d) The vehicle is under Supervision by a vehicle so equipped and driven by a driver with such Certificate;

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

On the Manoeuvring Area, Vehicle Operators 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 the Radio Procedures in this AVCH);
- b) Obey all instructions given by Air Traffic/Surface Movement Controllers; and
- c) Be familiar with the geography of the Airport and display a plan of the airport in the vehicle.

Aircraft Manoeuvring areas must not be used as shortcuts.

3.35 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 9.10, under Radio Communication for further information.

3.36 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. Vehicle Operators must have the appropriate ADA category to permit RWY crossings on receipt of ATC clearance.

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

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.



3.37 ATC PHRASEOLOGY USED FOR RWY ROAD-HOLDING POSITIONS

In consultation with ATC, when requesting ATC clearance, the nominated road-holding positions are called:

- Northern side – “GATE SEVENTEEN”
- Southern side – “WESTERN WINDSOCK ROAD”.

3.38 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 Vehicle Operators responsibility to check and give way to all emergency vehicles that are using the access road.



4. MARKINGS, LIGHTING AND VISUAL AIDS

4.1 APRON MARKINGS

Typical markings at Sunshine Coast Airport consists of the following.

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

4.1.1 AIRCRAFT PARKING DESIGNATIONS

Aircraft parking position designations comprise of a **YELLOW CIRCLE** with the bay number inside. located on the ground adjacent to the parking position, and such that it is clearly visible to the pilot of an approaching aircraft.



4.1.2 MARSHALLER STOP LINES

Marshaller stop lines are provided to determine aircraft parking accurately. stop lines are a **SINGLE YELLOW LINE** extending left of the lead-in line, and aircraft designators indicate the primary parking position for aircraft type.



4.1.3 LEAD IN LINES

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



4.1.4 PUSHBACK ALIGNMENT LINE

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



4.1.5 PUSHBACK LIMIT MARKINGS

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



4.1.6 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.



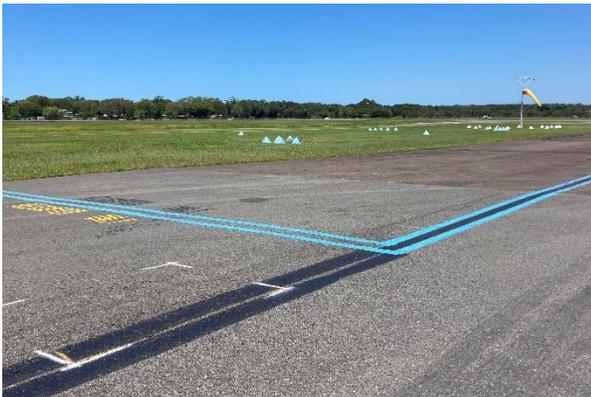
4.1.7 AIRCRAFT PARKING CLEARANCE

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



4.1.8 HELICOPTER PARKING CLEARANCE

A **DOUBLE BLUE** line defines the areas that helicopters parked in.



4.1.9 AIRCRAFT APRON LIMIT MARKING

Marked with **SINGLE BROKEN YELLOW LINE.**



4.1.10 APRON/TAXIWAY EDGE MARKING

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



4.1.11 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 moving aircraft traffic, by using the adjacent parking bay lead-in line to allow sufficient clearance.



4.1.12 STOP SIGNS

Stops signs are posted and marked on the ground at various locations on the airside roads. All Vehicle Operators must stop, check for traffic, at any stop sign or markings.



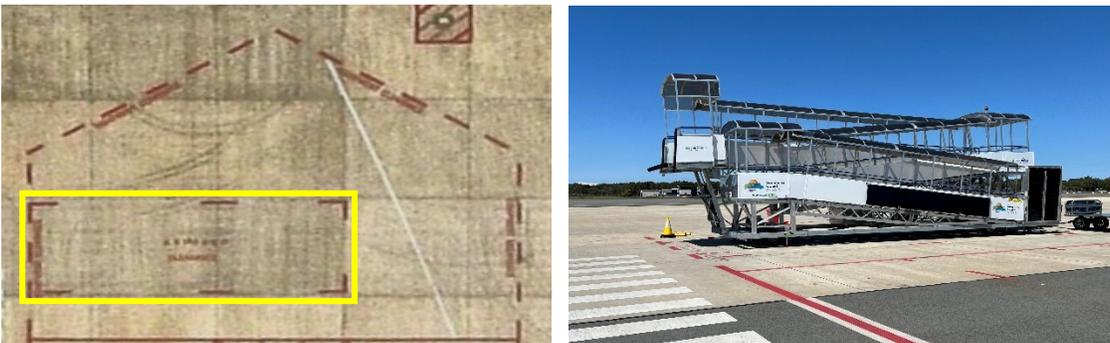
4.1.13 PASSENGER PATHWAY

A **WHITE ZEBRA** marking to assist the movement of passengers to and from aircraft parked on the apron. Vehicles shall not be driven between passengers moving to or from an aircraft.



4.1.14 AVIRAMP CLEARANCE AREAS

A **BROKEN RED** line with the wording “AVIRAMP CLEARANCE” is the approved area allocated within marked clearance areas to stage SCA Aviramps for use on aircraft. Aviramps can be positioned in the “AVIRAMP CLEARANCE” area prior to the first flight and stored in marked storage areas after the last flight.



4.1.15 EQUIPMENT CLEARANCE AREAS

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.

Clearance Areas are used for staging equipment, no more than **45 minutes** prior to aircraft arrival and cleared **as soon as practicable** following aircraft pushback.



4.1.16 EQUIPMENT STORAGE AREAS

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).



4.1.17 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.



4.1.18 LEASED APRON AREA

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





4.1.19 TAXIWAY GUIDELINE

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



4.1.20 INTERMEDIATE HOLDING POSITION (TAXIWAY INTERSECTION)

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, or after establishing on CTAF that you need to give way to another aircraft.



4.1.21 RUNWAY CENTRE LINE

Runway centreline markings are uniformly spaced **WHITE LINES**, in which the stripes are equal length, and gaps are each equal in length.



4.1.22 RUNWAY HOLDING POINTS

A Runway Holding Point is a point which intersects a runway strip and is marked by two continues and two broken (on the live side) **YELLOW LINES** on the pavement. Vehicle/aircraft 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.



4.1.23 MANDATORY INSTRUCTION MARKINGS

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



4.1.24 RUNWAY CROSSING ROAD HOLDING POINTS

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.



4.2 COLOURED LIGHTS

Typical lights at Sunshine Coast Airport consists of the following.

| | |
|-----------------------|----------------------|
| APRON or TAXIWAY EDGE | Blue Lights |
| ROTARY WING TAXIWAY | Blue Lights |
| HOLDING POINTS | Yellow Lights |
| RUNWAY EDGE | White Lights |
| TAXIWAY CENTRE LINE | Green Lights |
| UNSERVICEABLE AREA | Red Lights |
| WORKS AREA LIMIT | Orange Lights |

4.3 COLOURED CONES

Typical cones at Sunshine Coast Airport consists of the following.

4.3.1 TAXIWAY AND APRON EDGE

A **YELLOW** cone to mark the edge of an aircraft apron area.



4.3.2 HELICOPTER APRON EDGE

A **BLUE** cone to mark the edge of the helicopter parking area.



4.3.3 UNSERVICABLE AREA

A **WHITE** cone With **RED BAND** to mark the unserviceable area.



4.3.4 WORKS LIMIT AREA

An **ORANGE** cone to define the limit of works.



4.4 SIGNS AND MARKERS

Typical signs and markers at Sunshine Cost Airport consist of the following.

4.4.1 RUNWAY STRIP MARKERS

White gable markers define the edge of the Runway Strip. Vehicles are not permitted to enter the runway strip without ATC permission to entry to this area.



4.4.2 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.



4.4.3 RUNWAY GUARD LIGHT

Alternate flashing yellow lamps at Runway Hold Points where taxiways intersect with the Runway, to warn Pilots/Vehicle Operators that they are approaching a 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.



4.4.4 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.



5. AIRSIDE REPORTING

5.1 ACCIDENTS/INCIDENTS

If you are the Operator 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 Duty ASO (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.

5.2 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 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.

5.3 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.

6. AIRCRAFT ARRIVAL

6.1 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 SCA.

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.

6.2 MARSHALLING SERVICE

SCA 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.

6.3 AIRCRAFT CONE REQUIREMENTS

Cones should be used by Operators when servicing aircraft parked on Bays 10-20 to highlight the aircraft extremities. Airline and/or company procedures should be followed for correct coning of aircraft. At a minimum SCA recommends that aircraft wingtips are coned during a short stay and one additional cone at the tail during extended parking.

When A321 aircraft park on Bays 16 & 17, the Operator is required to place three (3) cones at the tail to maintain clearance between vehicles using the roadway and the aircraft. The rear of stand road reduces to a single lane when A321 are parked, traffic travelling west towards the BMA and graveyard must give way to any traffic travelling east.

6.4 FOLLOW ME SERVICE

At the request of the operator, duty ARO's will provide a "Follow-me" service.

7. PUSHBACK PROCEDURES

7.1 AIR TRAFFIC CONTROL (ATC) PROCEDURES

During ATC operational hours, 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 ATC operational hours.

7.1.1 GENERAL

Pushback Operators 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 remain in contact with airline crew who are in contact with ATC via radio (monitoring 121.1/124.4) during pushback operations.

7.1.2 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.

7.1.3 COMMENCEMENT OF PUSHBACK

Before commencing pushback on any aircraft, the Operator must consider:

- 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 Vehicle Operator;

- 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 overlaid across bay 10 and Bay 12. When a Code E aircraft is on Bay 11, Bays 10 and 12 are not available.

7.2 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 Communications - Section 9 for additional Information on radio procedures.

7.2.1 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.

8. AIRCRAFT TOWING PROCEDURES

8.1 AIR TRAFFIC CONTROL (ATC) PROCEDURES

During ATC operational hours, aircraft towing 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 ATC operational hours.

8.1.1 GENERAL

Vehicle Operators 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.

8.1.2 COMMENCEMENT OF TOWING

Before commencement of any aircraft tow, the Operator must consider:

- 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;

8.1.3 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.

8.2 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 Communications – Section 9 for additional Information on radio procedures.

8.3 SCENARIOS

SOUTHERN GA TO BAY 17



Request to commence tow

| | |
|-------------------------|--|
| Vehicle Operator | “SUNSHINE COAST GROUND, OCEAN ONE, WITH B737 UNDER TOW, AT THE SOUTHERN GA, REQUEST TOW TO BAY ONE SEVEN” |
| Tower | “OCEAN ONE, SUNSHINE CAOST GROUND, TOW APPROVED VIA FOXTROT, BRAVO ONE AND BRAVO TO BAY ONE SEVEN” |
| Vehicle Operator | “TOW APPROVED TO BAY ONE SEVEN, VIA FOXTROT, BRAVO ONE AND BRAVO, OCEAN ONE” |

Once tow is complete

| | |
|-------------------------|--|
| Vehicle Operator | “SUNSHINE COAST GROUND, OCEAN ONE, TOW TO BAY ONE SEVEN COMPLETE” |
| Tower | “OCEAN ONE” |

BAY 10 TO SOUTHERN GA



Request to commence tow

| | |
|-------------------------|--|
| Vehicle Operator | “SUNSHINE COAST GROUND, OCEAN ONE, WITH B737 UNDER TOW, ON BAY ONE ZERO, REQUEST TOW TO BAY ONE AT THE SOUTHERN GA” |
| Tower | “OCEAN ONE, SUNSHINE CAOST GROUND, TOW APPROVED VIA BRAVO, BRAVO ONE AND FOXTROT TO BAY ONE” |
| Vehicle Operator | “TOW APPROVED TO BAY ONE, VIA BRAVO, BRAVO ONE AND FOXTROT, OCEAN ONE” |

Once tow is complete

| | |
|-------------------------|--|
| Vehicle Operator | “SUNSHINE COAST GROUND, OCEAN ONE, TOW TO BAY ONE COMPLETE” |
| Tower | “OCEAN ONE” |

BAY 17 TO BAY 10 RPT APRON



Request to commence tow

| | |
|-------------------------|---|
| Vehicle Operator | “SUNSHINE COAST GROUND, SWISS ONE, WITH A320 UNDER TOW, ON BAY ONE SEVEN, REQUEST TOW TO BAY ONE ZERO” |
| Tower | “SWISS ONE, SUNSHINE CAOST GROUND, TOW APPROVED VIA BRAVO, TO BAY ONE ZERO” |
| Vehicle Operator | “TOW APPROVED TO BAY ONE ZERO, VIA BRAVO, SWISS ONE” |

Once tow is complete

| | |
|-------------------------|---|
| Vehicle Operator | “SUNSHINE COAST GROUND, SWISS ONE, TOW TO BAY ONE ZERO COMPLETE” |
| Tower | “SWISS ONE” |

9. RADIO COMMUNICATIONS

9.1 INTRODUCTION

Only vehicles with prior Airside Operations approval and equipped with a radio capable of two-way communication with ATC, are permitted to operate on the Manoeuvring Areas.

Vehicle Operators are responsible for organising training so that Vehicle Operators can obtain an Aeronautical Radio Operator's Certificate (AROC), through the Civil Aviation Safety Authority or its approved delegate.

Vehicle Operators should refer to their AROC notes to ensure that they fully understand the regulations and restrictions that apply to the Movement Area and specifically the Manoeuvring Area. Radio contact with the Tower is necessary if you intend to proceed from the Apron onto taxiways and runways.

9.2 RADIO FREQUENCIES

Radio contact with the appropriate Frequency is necessary when operating a vehicle in the manoeuvring area.

| Table of Frequencies | |
|-----------------------------|--------|
| Sunshine Coast Ground (SMC) | 121.10 |
| Sunshine Coast Tower (TWR) | 124.40 |
| Sunshine Coast (CTAF) | 124.40 |
| Sunshine Coast (ATIS) | 119.80 |

9.3 OPERATING ON THE MANOEUVRING AREA

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

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.

9.4 RADIO SERVICABILITY

It is important that a radio serviceability check is carried out prior to working in the Manoeuvring Area. To check serviceability of the radio, a check is performed each day prior to operating in the manoeuvring area.

To ensure the radio equipment is serviceable the following checks should 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:

| | |
|-----------------------|---|
| Request | "SUNSHINE COAST TOWER, CAR ONE, REQUEST RADIO CHECK" |
| Response | "CAR ONE, SUNSHINE CAOST TOWER, READING YOU FIVE" |
| Acknowledgment | "READING FIVE, CAR ONE" |

9.5 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.

9.6 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/unit | "SUNSHINE CAOST TOWER" | Who you are calling |
| Call sign | "CAR ONE" | Who you are |
| Location | "AT ALPHA TWO" | Where you are |
| Intentions | "REQUEST TO ENTER RUNWAY ONE THREE FOR RUNWAY INSPECTION" | What you want to do |

9.7 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)

9.8 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:



| | |
|-----------------------|--|
| Request | "CAR ONE – VACATE RUNWAY ONE THREE" |
| Acknowledgment | "VACATING RUNWAY ONE THREE - CAR ONE" |

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:

| | |
|-----------------------|---|
| Response | "CAR ONE – VACATED RUNWAY ONE THREE" |
| Acknowledgment | "CAR ONE" |

9.9 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;

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

9.10 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

9.11 COMMON TRAFFIC ADVISORY FREQUENCY (CTAF)

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).

9.12 STANDARD PHRASEOLOGY

Vehicle Operators 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 |
| Affirmative | 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) |
| Contact | Establish communication with... |
| Correct | True and accurate |
| Correction | An error has been made in this transmission (or message indicated) the correct version is... |
| Disregard | Ignore |
| Expedite | Hurry |
| How do you read | What is the readability of my transmission? The readability scale is: <ol style="list-style-type: none"> 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 |
| Readback | Repeat all, or the specific part, of this message back to me exactly as received |
| Request | I should like to know or I wish to obtain |
| Say Again | Repeat all or the following part of your last transmission |
| Speak Slower | Reduce your rate of speech |
| Standby | Wait and I will call you |
| Unable | I cannot comply with your request, instruction (normally followed by a reason) |
| Vacate | Move off the runway/taxiway/area immediately |
| Verify | Check and confirm with originator |
| Wilco | I understand your message and will comply with it |

10. INFRINGEMENTS

10.1 INTRODUCTION

A penalty point system is in operation at SCA 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 Vehicle Operators 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.

10.2 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, SCA 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:

- 1) Have further driver training;
- 2) Re-sit the theory test; and
- 3) 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 points system forms part of the Airside Vehicle Control Handbook (AVCH).

10.3 PENALTY POINTS TABLE

| 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 |
| 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 Vehicle Operator is not authorised to service. | 3 penalty points |
| 2.6 | Using the apron/aircraft stands as a short cut | 2 penalty points |
| IMPROPER OVERTAKING | | |
| 3.1 | Driving in a manner dangerous to other vehicles – Improper overtaking | 6 penalty points (1 month ADA suspension) |
| DRIVING UNDER THE INFLUENCE | | |
| 4.1 | Having returned a blood alcohol reading above 0.02 | 12 penalty points (Suspension of ADA for Vehicle Operators under SCA DAMP) |
| 4.2 | Having a banned substance in your system | 12 penalty points (Suspension of ADA for Vehicle Operators under SCA DAMP) |
| 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 |
| 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 |
| 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 |
| SMOKING | | |
| 8.1 | Smoking or vaping in a prohibited area | 6 penalty points |



| LOW VISIBILITY | | |
|--|---|---|
| 9.1 | Driving airside during low visibility ops without authority | 6 penalty points |
| 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 |
| RIDING ON EQUIPMENT | | |
| 11.1 | Vehicle Operators - 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 |
| SEAT BELTS | | |
| 12.1 | Driving airside without wearing a seatbelt where fitted (unless exempt by SCA and/or company policy) | 3 penalty points |
| BICYCLE, TRICYLES AND SKATEBOARDS | | |
| 13.1 | Riding any self-propelled device airside unless authorised by SCA | 2 penalty points |
| 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) |
| 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 |
| 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 |
| VEHICLE OPERATIONS | | |
| 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) |
| 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 | Vehicle driven between pedestrians moving to or from aircraft | 3 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 |



APPENDIX E – AIRSIDE DRIVERS ZONE MAP

