



# Airside Drivers Handbook

**Brisbane Airport**

**November 2017**

**Distribution**

**Airside Stakeholders**



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## FOREWORD

*This Airside Drivers Handbook in the interests of greater safety on the airside of Brisbane Airport.*

*This Handbook details basic safety rules for drivers of vehicles on the airside at Brisbane Airport. The purpose of these rules is to provide a safe and secure environment in which to undertake aerodrome operations. The overriding requirements are that all airside vehicles must have certain equipment and characteristics, and that the drivers of them must:*

- *Drive in a safe manner;*
- *Ensure that driving and parking do not impede flight operations or aircraft movements; and*
- *Be aware of the aviation environment and its inherent dangers.*

*BAC has a general 'duty of care' at common law and obligations under the Civil Aviation Act 1988 and the Aviation Transport Security Act 2004 in relation to safety and security issues associated with surface vehicles operating in such areas.*

*In addition BAC has powers under the Airports (Control of On-Airport Activities) Regulations 1997 and Work Health and Safety legislation, to issue directions on matters concerning safety and security at Brisbane Airport, including the control of vehicles on the airside.*

*The Airside Drivers Handbook rules are just one of the measures making up a complete Safety Management System (SMS). Every breach of the Handbook is therefore a breach of the general safety rules, or a 'safety related incident'*

*Failure to comply with the requirements of this Handbook is a breach of regulatory requirements and possible also an operator's right to use the airside. Any such failure will be taken into account by the BAC in considering whether to exclude individuals or entities from airside use or operation of motor vehicles.*

*The BAC is always and actively considering ways to improve airside safety and encourage correct and responsible driving behaviours.*



**Stephen Goodwin**

General Manager of Operations  
Brisbane Airport Corporation

## INTRODUCTION

This Airside Drivers Handbook has been produced in the interests of safety and driver education at Brisbane Airport. It details basic safety rules and driving standards required for drivers of vehicles on the Airside of Brisbane Airport.

These rules and standards are an important part of the system that Brisbane Airport Corporation (BAC) has put in place to promote the safe and orderly movement of passengers, aircraft and vehicular traffic airside.

The requirements of this Handbook are deemed to be included in the conditions on which BAC issues:

- (a) an Authority to Drive Airside (ADA); and
- (b) an Authority for Use Airside (AUA), for Brisbane Airport.

Failure to comply with the requirements of this Handbook is a breach of the conditions of issue of an ADA or AUA (as the case may be), and will be taken into account by BAC in considering whether to fine (under the Airports Act Control of On-Airport Activities) suspend or cancel an individual Driver's ADA, or the AUA for a vehicle.

## DEFINITIONS

ITEM	DEFINITION
Aerodrome or Airport	A defined area of land or water (including any buildings, installations and equipment), intended to be used either wholly or in part for the arrival, departure and movement of aircraft
Airport	Means Brisbane Airport
Airside	The area of Brisbane Airport, adjacent terrain, roads and buildings or portions thereof, access to which is controlled, bounded by the perimeter fence, as shown on the attached "Airside" map
Approved Issuing Authority	BAC is the only authority to issue Category 1, 2, 2A, 3 and 3-RWY ADA
Airside Operations Centre (AOC)	BAC's Airport Operations Centre which is located at Gate 12A, Baeckea Street, Brisbane Airport
Aircraft Stand	That part of Brisbane Airport to be used for: <ul style="list-style-type: none"> <li>• The purpose of enabling passengers to board, or disembark from aircraft;</li> <li>• Loading cargo onto, or unloading cargo from aircraft;</li> <li>• Refuelling, parking or carrying out maintenance on aircraft.</li> </ul>
Apron	Aircraft Stand plus Apron Taxi lane equals Apron; the portion of the aircraft parking area used for access between taxiways and aircraft parking positions. Taxiways H2N, H2S and M are classified as Apron for access to and from the hangars.
Apron Taxilane	That part of Brisbane Airport to be used for aircraft manoeuvring behind Aircraft Stands requires a Category 2A ADA.
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, which runways are active
Authorised Person	Means a person authorised under an appropriate statutory instrument for the purposes of the <i>Airports (Control of On-Airport Activities) Regulations</i> and includes BAC and Australian Federal Police (AFP)

<b>ITEM</b>	<b>DEFINITION</b>
Authority to Drive Airside (ADA)	An authority issued by to a driver for the purpose of driving in certain areas on the Airside
Authority for Use Airside (AUA)	An authority issued by BAC authorising a vehicle to be used on the airside
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
BAC	Means Brisbane Airport Corporation Pty Ltd, the airport operator for Brisbane Airport
Driver	Is any person operating a vehicle on the airside of Brisbane Airport
Escort	Means the supervision of a vehicle airside whereby the supervising person takes responsibility for, and will provide guidance and may take immediate action to prevent an unsafe act by the vehicle being escorted
Equipment Clearance	Vehicle/Equipment staging areas are defined by a single broken red line, being areas where vehicles and equipment may be parked while waiting to service aircraft. These areas must not be used to store vehicles and equipment not being directly used to service aircraft
Equipment Storage	Vehicle/Equipment storage areas are defined by a single solid red line, being areas where vehicles and equipment may be parked. These areas must only be used for the storage of equipment that is not readily moved to the GSE areas for storage.
Foreign Object Debris (FOD):	Includes any object found in an inappropriate location that, as a result of being in that location, can damage aircraft, equipment or injure personnel. FOD includes a wide range of material, including loose hardware, pavement fragments, catering supplies, building materials, rocks, sand, pieces of luggage, and even wildlife.
Handbook	This handbook including its attachments.
Jetblast	The force or wind generated behind a jet engine, particularly on or before take-off when high/full power is set, but also when the aircraft is taxiing
Landside	That portion of Brisbane Airport not designated as airside and to which the general public normally has free access
Leased Area	Means a portion of land whose geographic limits are defined in this Handbook (for the purposes of excluding the leased area from the provisions of the Handbook) and on the ground (by green line), and where the lessee is responsible for the control of all vehicles within the boundaries of that leased area. All drivers must have the appropriate State or Territory Licence
Manoeuvring Area	Those parts of Brisbane Airport used for the take-off, landing and taxiing of aircraft, excluding Aprons



ITEM	DEFINITION
Markings	Symbols, lines, words and figures displayed on the surface of a Movement Area, or special visual distinguishing features added to vehicles.
Movement Area	That part of Brisbane Airport that is used for the surface movement of aircraft including Manoeuvring Areas and Aprons. Manoeuvring Area plus apron equals Movement Area
Notifiable Incident	Any vehicle/plant incident which: <ul style="list-style-type: none"> <li>• Causes personal injury; and/or</li> <li>• Causes property damage; and/or</li> <li>• Which may involve BAC in litigation</li> </ul>
NOTAM (Notice To Airmen)	NOTAMs are created and transmitted by government agencies and airport operators. NOTAMs are issued (and reported) for a number of reasons, such as but not limited to: Hazards (e.g. wildlife), closed runways or taxiways, inoperable radio navigational aids, temporary erection of obstacles near airfields (e.g. cranes)
Perimeter Road	A road within the Airside to facilitate travel of vehicles to various areas whilst remaining clear of the Movement Areas (except in specific areas where a clearly marked perimeter road may cross a Taxiway).
Propwash	The force or wind generated behind a propeller, particularly on or before take-off when high/full power is set, but also when the aircraft is taxiing.
Restricted Area	Means any part of the airport, designated by notices posted by BAC, 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.
Runway (RWY)	A defined rectangular area on a land aerodrome, prepared for the take-off and landing of aircraft along its length.
Runway Strip (RWS)	A defined area including the runway and stopway (if provided), intended to reduce the risk of damage to aircraft running off a runway and to protect aircraft flying over it during take-off or landing operations.
Security Controlled Airport	An Airport which has been declared by the Department of Infrastructure and Regional Development as a “security controlled airport” pursuant to section 28(2) of the Aviation Transport Security Act 2004.
Security Restricted Area	Means any part of the Airport, designated by notices posted by BAC, 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.
Shared Zone	The area is shared by pedestrians and vehicles.
Speed Limit	The speed limit in a particular area as specified in this Handbook.
Subsidiary	A wholly owned subsidiary.

<b>ITEM</b>	<b>DEFINITION</b>
Taxiway (TWY):	A defined path on a land aerodrome established for the taxiing of aircraft and intended to provide a link between one part of the aerodrome and another, including field Taxiway, Aircraft Stand Taxilane, Apron Taxiway and rapid exit Taxiway.
Vehicle	Any self-propelled ground surface vehicle or mobile equipment (including specialised aircraft servicing vehicles and ramp equipment). This includes elevated work platforms.
Vehicle Operator	The organisation, owner or driver, (including government departments, agencies or business enterprises) controlling the operation of one or more vehicles on airside, or any person who has rented such a vehicle for operation by his/her own agents.



# **CATEGORY 1**

## **AUTHORITY TO DRIVE AIRSIDE**

### **PERIMETER ROADS ONLY**

Applicants for Category 1 are only required to read this section

## AUTHORITY TO DRIVE AIRSIDE

### 1.0 Authority to Drive Airside (ADA)

Drivers operating Airside must hold an Authority to Drive Airside (ADA) licence for Brisbane Airport. An Authority to Drive Airside licence is not transferable between individuals or between airports. All ADA licences are valid for a two year period, unless withdrawn or suspended. The minimum suspension period is one (1) month.

### 1.1 Authority to Drive Airside (ADA) - Application

Before applying for an Authority to Drive Airside, a Driver must satisfy the following requirements:

- (a) Has an operational need to drive unescorted on the airside frequently;
- (b) Holds a current State, Territory or International (not necessarily the State or Territory in which an application is requested) 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 and is able to operate the vehicle or equipment concerned in a competent and safe manner;
- (c) International Driver's Licence - an endorsement letter must be submitted from the employer noting that they are aware that the driver has an international licence and appropriate training has been received.
- (d) Is proficient in the terminology used to describe the airside and is familiar with the airport layout relevant to his/her driving duties;
- (e) Understands the significance and meaning of Apron signs and Markings;
- (f) If required to operate on the Manoeuvring Area, holds an "Aeronautical Radio Operator Certificate" issued by CASA and is able to comprehend visual signals that may be issued by ATC;
- (g) As the airport is a Security Controlled Airport, holds an Aviation Security Identification Card for the Airport;
- (h) Has completed prior to testing, sufficient training to be fully conversant with the contents of this Handbook;
- (i) Has completed the following **minimum** requirements relevant to the category of ADA licence being applied for as a trainee in a vehicle on the airside;
  - 4 (four) hours in relation to a new application for an Authority to Drive Airside licence Category 1
  - 8 (eight) hours in relation to a new application for an Authority to Drive Airside licence Category 2, 2A, 3 and 3 RWY
- (j) ADA licence upgrades are available for applicants who may require, due to operational requirements an upgraded ADA licence. Brisbane Airport Corporation has set the following guidelines for all ADA upgrades:
  1. For an ADA licence upgrade from a CAT 1 to a CAT 2
    - a. Log sheet minimum of 4 (four) hours in all conditions relevant to CAT2
  2. For an ADA licence upgrade from a CAT 2 to CAT 2A
    - a. Radio Operator Certificate
    - b. Log sheet minimum of 4 (four) hours in all conditions relevant to CAT 2A (including a minimum of 4 (four) push backs)
  3. For an ADA licence upgrade from a CAT 2 or CAT 2A to a CAT 3 or CAT 3 RWY
    - a. Radio Operator Certificate
    - b. Log sheet minimum of 4 (four) hours in all conditions relevant to CAT 3 or CAT 3RWY (including a minimum of 2 (two) hours of night driving manoeuvring taxiways)
    - c. CAT 3RWY – including a minimum of 2 (two) night RWY crossings.
- (k) It is the responsibility of the employee to return the ADA licence upon expiry or cease of employment to the BAC ADA & AUA Office (on level 2 of the DTB) within 30 (thirty) days.



- (l) It is the responsibility of the employee to return a suspended ADA licence to the BAC ADA & AUA Office (on level 2 of the DTB) within 7 (seven) days.
- (m) ADA licences expired or suspended for a period of 4 (four) weeks or more will have to complete the 4 (four) or 8 (eight) hour logbook training relevant to the category of ADA licence held; and
- (n) An applicant's employer must certify that the trainee has satisfied the BAC [Airside Driver's Logbook](#) criteria for the category of ADA licence being applied for, and is deemed competent to drive airside prior to testing.

The most up to date Airside Drivers Handbook and ADA Test Checklist is located at: <http://www.bne.com.au/airside-operations>

### **1.1.2 Authority to Drive Airside – Identification**

Whenever a driver is, or is apparently in charge of a vehicle airside, that driver must comply with a direction from an Authorised Person to produce their ADA and/or drivers licence.

A driver may be asked to provide a drivers licence upon request from an Authorised Person; the driver must comply with the authorised persons request to present the State, Territory or International Licence with a 24 hour time period at the required location.

An ADA can only be issued to a Driver with the appropriate Licence who holds a State, Territory or International Drivers Licence, and a certificate of competency to cover the specific types of vehicles or equipment to be operated, and is able to operate the vehicle or equipment concerned in a competent and safe manner.

Where a driver who holds an ADA loses his/her Drivers Licence and is unable to obtain a special licence through the courts to either drive to and from work or to drive as part of his/her employment, the holder of the ADA must immediately notify the vehicle operator and BAC.

All application forms for an ADA or AUA and indemnity are "On Line" at - Working at Brisbane Airport/ Airside Operations/ Operating Vehicles Airside.

### **1.1.3 Authority to Drive Airside (ADA) – Testing**

#### **1.1.3.1 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 tested includes the geography of the airport and the rules for driving airside. Questions are drawn from information provided in the Airside Drivers Handbook relevant to the category of ADA.

#### **1.1.3.2 Driver Competency**

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

#### **1.1.3.3 Testing Process**

All current ADA holders who are undertaking an ADA assessment must surrender their current ADA until such time as they can successfully pass the test. Failing an ADA renewal does not demonstrate the required competency for driving airside.

Your employer will be sent an invoice for this application fee.



Applicants for all Categories of ADA are required to pass any reasonable and relevant tests, which comprise of a paper based theory assessment completed within the designated timeframe.

ADA Category	Questions	Pass mark	Timeframe	\$ ex GST
Category 1	20	18/20	30 minutes	As per ADA Application Form
Category 2	40	37/40	40 minutes	
Category 2A	40	37/40	40 minutes	
Category 3	60 (inclusive of 10 geographic questions)	55/60	60 minutes	
Category 3RWY	70 (inclusive of 10 geographic questions)	65/70	60 minutes	
Reprint of an ADA				
Change of Employer/details on ADA card				

#### 1.1.3.4 Unsuccessful Applicants

Should an applicant be unsuccessful in correctly answering these questions, they must re-sit the entire test, but may only do so after a mandatory study/training period of not less than 72 (seventy-two) hours.

#### 1.1.3.5 Payment Terms

The Airside Driving Office does not have payment facilities. Organisations will be invoiced; options for payment methods are included on the BAC invoice.

**Payment must be made within 30 days or the ADA will be cancelled. BAC may not issue further ADA's and AUA's until such time as the outstanding money has been paid.**

## 1.2 Authority to Drive Airside (ADA) – Categories

There are five categories of Authority to Drive Airside at Brisbane Airport, and each category represents a distinct area on the Airport that drivers will be authorised to operate within:

### 1.2.1 Category 1 ADA (Green)

An Authority issued by BAC following a satisfactory written test, to a driver for the purpose of driving on **Perimeter Roads only**;

- The Perimeter road includes crossing specific Taxiways Lima, Mike, Hotel - 3 and Hotel - 4. Where the Perimeter Road crossing the Taxiway is marked, and when the driver has received training to be able to do so.
- This Authority will be valid for a maximum of two years.

### 1.2.2 Category 2 ADA (Orange)

An Authority issued by BAC following a satisfactory written test, to a driver for the purpose of driving on the **Perimeter Roads and Aircraft Stands**;

- The Perimeter road includes crossing specific Taxiways Lima, Mike, Hotel -3 and Hotel - 4. Where the Perimeter Road crossing the Taxiway is marked, and when the driver has received training to be able to do so.
- This Authority will be valid for a maximum of two years.



### 1.2.3 Category 2A ADA (Blue)

An Authority issued by BAC following a satisfactory written test, to a driver for the purpose of driving on the **Perimeter Roads up to and including the Aprons** – which permits pushbacks and relocating of aircraft on the Apron;

- The Perimeter road includes *crossing* specific Taxiways Lima, Mike, Hotel -3 and Hotel - 4, where the Perimeter Road crossing the Taxiway is marked, and when the driver has received training to be able to do so).
- This Authority will be valid for a maximum of two years.
- To qualify for this Authority, a driver must hold an “Aeronautical Radio Operator Certificate” issued by Civil Aviation Safety Authority (CASA).

### 1.2.4 Category 3 ADA (Red)

An Authority issued by BAC following a satisfactory written test by BAC, to a driver for the purpose of driving on the **Perimeter Roads up to and including the Taxiways**;

- This Authority will be valid for a maximum of two years.
- To qualify for this Authority, a driver must hold an “Aeronautical Radio Operator Certificate” issued by Civil Aviation Safety Authority (CASA).

### 1.2.5 Category 3 – Runway ADA (Purple)

An Authority issued by BAC following a satisfactory written test by BAC, to a driver for the purpose of driving on the **Perimeter Road up to an including all Movement Areas**;

- This Authority will be valid for a maximum of two years. This is the only category of ADA authorised to cross and/or enter a Runway with permission from the Tower.
- To qualify for this Authority, a driver must hold an “Aeronautical Radio Operator Certificate” issued by Civil Aviation Safety Authority (CASA).

## 1.3 Authority for Use Airside (AUA)

Vehicles operating airside at Brisbane Airport must have an Authority for Use Airside (AUA) for Brisbane Airport and on display at all times.

### 1.3.1 Authority for Use Airside Application

The BAC AUA Application Form must be accompanied by the following documents:

- (a) 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
- (b) A signed BAC Indemnity; and
- (c) Evidence of both Public Liability insurance (listing BAC as an interested party) and Motor Vehicle Insurance.

In applying for an AUA, vehicle operators must acknowledge and accept that the holding of an AUA for a vehicle is not an automatic right to enter the airside.

Every application for an AUA is reviewed on a case-by-case basis. The holding of a current AUA is not sufficient grounds for an automatic renewal of the AUA for that vehicle, or for any other vehicle of an organisation.

Applications must be submitted to BAC **no less than 10 (ten) working days before** the vehicle operator wishes to use the vehicle on the airside.

If granted, an AUA permit will be issued for a period of **no more than 12 (twelve) months**. An AUA permit will expire 1 (one) month after the vehicle operator’s Public Liability policy expires.

It is the vehicle operator’s responsibility to ensure that they are covered by insurance whilst holding an AUA permit and that their insurance documents are renewed prior to an AUA renewal.

### **1.3.2 Authority for Use Airside Insurance Requirements**

**1.3.2.1** At all times, the Driver / Vehicle Operator must:

- (a) take out and keep current an insurance policy against any liabilities for death, personal injury and property damage that may be incurred in connection with the operation or use of vehicles on the Airside;
- (b) ensure that such insurance:
  - a. is taken out with a reputable insurer;
  - b. notes the interest of BAC;
  - c. covers risks and contains conditions which are acceptable to BAC, acting reasonably;
  - d. is for an amount no less than:
    - i. AUD \$20 million for vehicles accessing Perimeter Roads, Aircraft stands, Aprons and manoeuvring areas when towing aircraft only; or
    - ii. AUD \$50 million for vehicles accessing Runways, Taxiways and Aircraft Manoeuvring Areas to conduct airside construction works/repairs, and
  - e. 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';
- (c) 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.

**1.3.2.2** The Driver / Vehicle Operator must notify BAC if:

- (a) the policy is cancelled, or not renewed, or the Driver / Vehicle Operator cannot or has not paid the premium for the insurance;
- (b) something happens that gives rise, or might give rise, to a claim under the policy; or
- (c) a claim is refused.

**1.3.2.3** The Driver / Vehicle Operator must provide BAC with a summary of its insurance policy (including what is insured under the policy) and any certificates of insurance connected with it, as soon as it is taken out, renewed (whether annually or more frequent) or at the request of BAC;

**1.3.2.4** The Driver / Vehicle Operator must not operate or have a vehicle on the Airside, if the above insurances are not current or in place.

**1.3.2.5** The insurance in this paragraph 1.3.2 may form part of the Driver / Vehicle Operators insurance for the use of Brisbane Airport as a whole. The Driver / Vehicle Operator's insurance will satisfy these insurance requirement if it, or its employer, maintains a global insurance public liability insurance policy that covers use of vehicles on the airside and otherwise complies with the requirements set out in this paragraph 1.3.2.

**1.3.2.6** Nothing in this paragraph 1.3.2 limits the obligations, liabilities and responsibilities of the Driver / Vehicle Operator.





### 1.3.3 Criteria for Use

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

The applicant must, to the satisfaction of BAC, meet one or more of the following:

- (a) Be directly involved with the operations or servicing of aircraft;
- (b) Be directly involved with the servicing of Ground Service Equipment (GSE);
- (c) 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;
- (d) Have a need or authority to carry out government regulatory or law enforcement activities on the airside.

In deciding whether to issue an AUA, BAC will consider the following:

- Safety on the airside in relation to aviation operations, persons on the airside and property on the 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 Brisbane Airport;
- 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 driver is to ensure vehicle's being operated airside must be mechanically and/or electrically sound.

### 1.3.4 Vehicle Requirements – Roadworthiness/Vehicle Condition

Vehicles must:

- Be fitted with an amber rotating beacon if intended for use on the Aircraft Stands and beyond;
- Be registered for use on public roads, and meet the mechanical and roadworthiness requirement under the law of the State of Queensland; **or**
- 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;
- Vehicles above 3.8 metres have the vehicle height clearly displayed on the interior of the cabin and on an external surface of the vehicle;
- BAC reserves the right at any time, to conduct or require the conduct of a serviceability inspection on any vehicles which in the opinion of BAC, appear not to be in a roadworthy condition.

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

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

**PENALTY: Vehicle operators not complying with this requirement shall have the vehicle's AUA immediately cancelled and the vehicle removed from airside. The AUA may be reissued once repairs have been affected and BAC has received written verification from an appropriately qualified person to that effect.**



### 1.3.5 Authority for Use Airside – Identification

- AUA labels must be placed on the bottom left corner of the front windscreen. If the AUA label cannot be affixed to a windscreen, the label must be in a waterproof Permit Holder located in an appropriate visible position.
- Misuse of Authority to Use Airside (AUA) label/s may result in withdrawal or suspension of Airside Use privileges, or an infringement notice.
- You are responsible for updating your vehicle registration and insurance details: these details must be identical to the corresponding label affixed to your windscreen and/or motorised equipment.

AUA labels are not permitted to be transferred between vehicles.

Expired Brisbane AUA's or AUA's from other airports must be removed.

All vehicles using the airside must be readily identifiable by the clear display of company operator logos on both sides of the vehicle's exterior. The logos must be readable from a distance of 15 metres.

### 1.4 Aviation Security Identification Card (ASIC)

At Brisbane Airport drivers must wear an [Aviation Security Identification Card](#) (ASIC) prominently displayed in the region of the chest and carry their current State drivers licence and Authority to Drive Airside at all times.

### 1.5 Basic Safety Rules and Procedures

- Drivers must comply with the Brisbane Airport Airside Drivers Handbook. The most up to date Airside Drivers Handbook can be located at: <http://www.bne.com.au/airside-operations>
- All drivers are to ensure that they remain current and up to date with the latest amendments to the latest edition of Brisbane Airports Airside Drivers Handbook.
- Vehicles must not be driven in a manner likely to endanger the safety of any person.
- Unauthorised drivers detected driving in an area beyond the parameters of the category of ADA issued to drive airside will have their Authority to Drive Airside immediately suspended, as this is a serious safety breach.

**All vehicles are required to STOP at all stop signs.**



### 1.5.1 Speed Limits

Drivers must obey all regulatory signs and adhere to the following speed limits:

Location	km/h
Baggage Make-Up Areas (common user facilities e.g. International Terminal and Centre User Satellite at the Domestic Terminal)	<b>10km/h</b>
Within 15 metres of an aircraft	<b>10km/h</b>
Shared zones - On the Airside road in front of the Domestic and International Terminals, the General Aviation Apron and the Logistics Apron	<b>20km/h</b>
Perimeter roads	<b>40km/h</b> or as posted in specific areas
On the Logistics Apron vehicles are not to be driven along the former terminal frontage, but are to proceed within the marked lanes on the Apron located behind parked aircraft.	<b>20km/h</b>
Elsewhere on the apron area eg Taxiway Mike, H2S, H2N	<b>20km/h</b>
Taxiways	<b>as required</b>
Runways	<b>as required</b>
When "Low Visibility Procedures" are declared by ATC	<b>20km/h maximum</b>

This speed limit is rigorously enforced. These areas are also designated as Shared Zones, where there are a large number of personnel operating in the area. Drivers must be aware of the potential for pedestrians. Share Zone areas are clearly signposted and monitored by speed detecting laser equipment.

In any event, where a speed limit is indicated by a sign, this shall be the speed limit for the area (*This speed limit is the maximum speed for ideal conditions and must be reduced when driving and visibility conditions deteriorate*).

### 1.5.2 Baggage Make-up Areas (BMA) - Common User Facilities

The BMA is a high traffic working area with large numbers of vehicles and personnel operating simultaneously within close vicinity. A high level of Situational awareness is required to be aware of your surroundings at all times. (Safety is a priority)

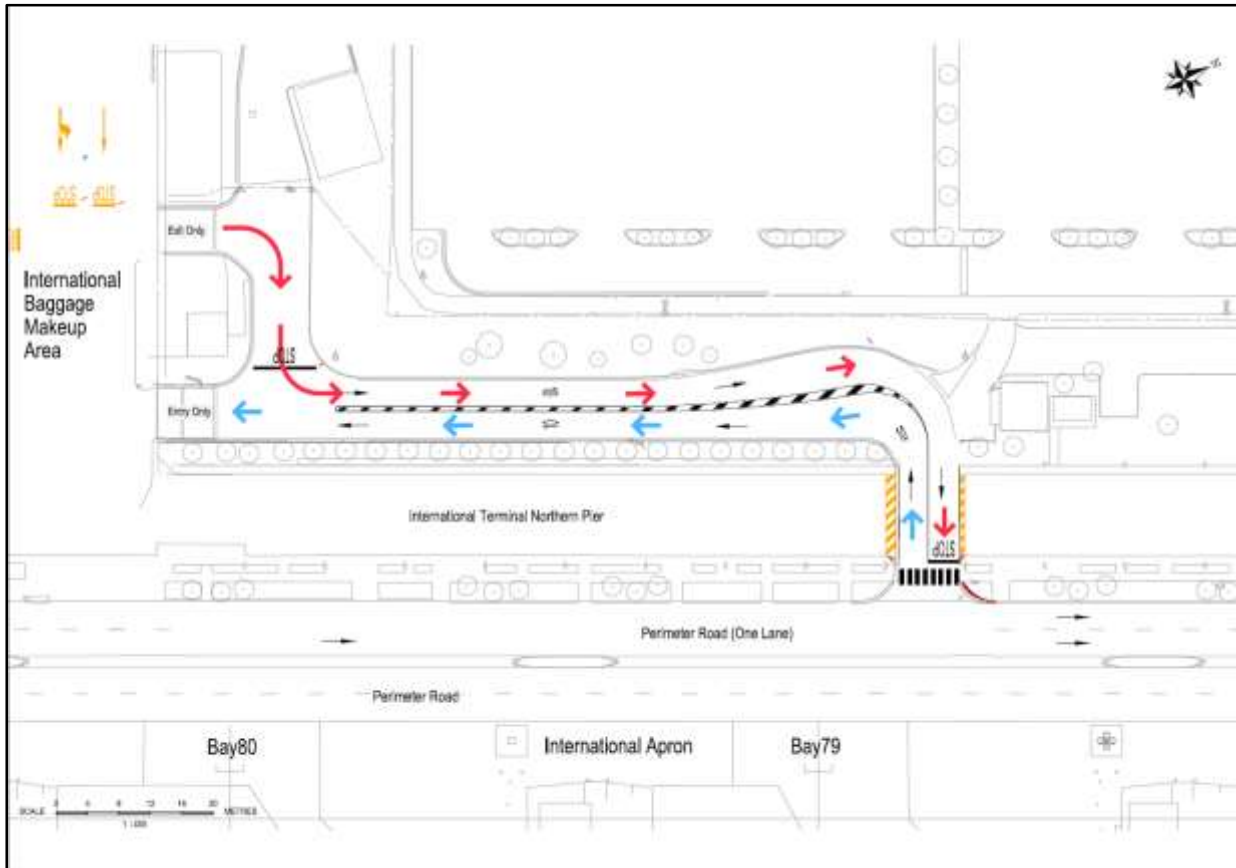
Drivers must obey all signage and pavement markings and adhere to the speed limit at all times. The speed limit in the BMA is 10 km/h and is enforced and monitored regularly by BAC.

Within the BMA, the road system is marked as one-way directional flow and directional markings must be followed at all times (ITB-BMA Layout). 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 speeding drivers (refer penalties table).

The Northern ITB BMA Access Road is now a two way road with the following restrictions;

- Max speed 10 km/h
- Maximum of 4 (four) x Dollies/Barrows/LD3's
- Maximum 1 (one) x Low Profile

The above restrictions apply to BOTH the Northern and Southern ITB BMA Access Roads.



### 1.5.3 Airside Speeding

The Australian Federal Police (AFP) may be invited Airside to assist in the enforcement of speed limits. The AFP and BAC Airside Operations Centre Staff will use the appropriate equipment to detect persons speeding.



These signs are located airside at the Terminals. They advise drivers of the speed limit and remind all that the area is shared by pedestrians and vehicles.

Failure to abide by the speed limit endangers your fellow workers and passengers, and appropriate action will be taken against speeding drivers.

**Figure 1 Shared Zones Domestic and International Terminals Airside**



**Figure 2 International Terminal**

These typical speed limit signs (pole mounted and on road surface) indicate where 20 km/h speed limit commences.

### 1.6 Posted Height under Aerobridges



**Figure 3 Aerobridge Height**

The posted height under the aerobridges at both the International Terminal and the Domestic Terminal is **3.8 metres**.

All vehicles/equipment over the height of 3.8 metres must have the height clearly displayed to the operator.

Example of a vehicle height display inside the cabin of a vehicle over 3.8 metres in height.



**Figure 4 Height Display**

### 1.7 Seatbelts

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

**NO SEAT = NO RIDE**

No person shall ride on or operate a vehicle when the passenger/cargo load is in excess of the designated capacity of that vehicle.



## 1.8 Drug and Alcohol

Vehicles must not be driven when drivers are affected by alcohol or drugs to an extent that would preclude that driver lawfully as per CASA Regulations Part 99.

BAC Airside Operations Officers are authorised to prohibit any person entering the airside area if they reasonably believe that person is under the influence of alcohol and/or drugs. The Airside Operations Centre will contact the driver's organisation for follow up under the Drug and Alcohol Management Plan (DAMP).

## 1.9 Mobile Telephones

To operate a mobile phone airside whilst driving requires the phone to be secured in a cradle, and have a hands free function.

### 1.9.1 Personal Entertainment Audio Devices

Personal entertainment audio devices must not be utilised whilst operating a vehicle on the Airside.

## 1.10 Safety in the Vicinity of Aircraft

To ensure safe operation of vehicles in the vicinity of aircraft on Brisbane Airport, drivers:

- Must have a rotating beacon/s operating on the vehicle;
- Must give way to pedestrians at all times;
- Must give way to moving aircraft at all times even when the aircraft are under tow;
- Must stay well clear of aircraft when their red anti-collision beacons are operating;
- Must not use vehicles to service, load or unload an aircraft unless a representative of the aircraft operator or his/her agent is present to direct the movements of that vehicle; and
- Must not operate a vehicle in reverse in the vicinity of aircraft unless under the guidance of another person or unless he/she has established it is absolutely safe to do so.
- Not drive vehicles within 3 metres of a parked aircraft, except when required for the servicing of that aircraft; and
- Keep vehicles a minimum of 15 metres clear of refuelling aircraft.

The only vehicles permitted on the Aircraft Stands are:

- Vehicles with operational amber rotating beacon/s;
- Vehicles directly connected with the refuelling or servicing of an aircraft;
- Vehicles carrying heavy or awkward articles of freight which cannot be handled by normal freight trolleys;
- Vehicles directly associated with aerodrome works;
- Vehicles approved by BAC;
- Ambulance, Police and Fire vehicles in emergency circumstances and under escort (Airport Rescue Fire Fighting Units excluded).

### 1.10.1 Situational Awareness

Situational awareness is being alert to all that is happening around you. Situational awareness can be affected by a number of things; stress, fatigue, work overload and work under load. The following techniques can help you and others stay aware:

- The use of mental pictures;
- Clear and open communication;
- Planning ahead;
- Keeping your eye on the bigger picture;
- Following standard operating procedures (SOP).

### 1.10.2 Fatigue

Fatigue impedes our judgment, decision making skills, response/reaction times and all aspects of human performance. Recognise the early symptoms of fatigue and do something about it.

**Obtaining sufficient restful sleep is the only answer to beat fatigue.**

### 1.11 Clearances to Operating Aircraft

Vehicle operators and personnel must always be aware of the dangers of “Jetblast”, “Propwash”, propeller injury and potential ingestion when in proximity to operating aircraft engines. Drivers of vehicles and equipment must ensure safe distances are maintained at all times to operating aircraft.

Typical aircraft are:

Code	Maximum Wingspan
A	15m e.g. Cessna 310
B	24m e.g. Beechcraft 1900
C	36m e.g. Boeing 737, de-Havilland Dash-8, Embraer 190, ATR - 72, Airbus A320
D	52m e.g. Boeing 767
E	65m e.g. Boeing 747, 777, 787, Airbus A330
F	80m e.g. Antonov-124, C5B-Galaxy, A380

Aircraft manoeuvring must not be constrained and wingtip clearances to vehicles and equipment must be maintained. For aircraft manoeuvring in the vicinity of an Aircraft Stand, the aircraft to object required separation is:

Code	Separation
A	3m
B	3m
C	4.5m
D	7.5m
E	10m
F	10m

For aircraft on an Apron taxiway, the aircraft to object required separation is:

Code	Separation
A	4.5m
B	4.5m
C	4.5m
D	7.5m
E	7.5m
F	7.5m

For aircraft on a Taxiway, the aircraft to object required separation is:

Code	Separation
A	8m
B	8m
C	8m
D	11m
E	11m
F	11m

Vehicles and equipment must remain at least 15 metres clear of the engines of an operating aircraft unless specifically associated with the servicing of that aircraft.

If the vehicle, the operator or personnel are associated with servicing of an aircraft then they are responsible for maintaining safe clearances and work practices in accordance with their company operating procedures and instructions. Aircraft characteristic manuals also provide detail on engine intake and exhaust clearance zones.

In addition, Civil Aviation Order 20.9 requires the following clearances to the rear of, and, within a 15 degree arc either side of the exhaust outlet of an operating aircraft engine:

Engine Type	Power Condition	Minimum Distance
Turbo-prop	At or below normal slow taxiing power	15m
Turbo-prop	At power used to initiate movement of a stationary aircraft	23m
Turbo-jet	At or below normal slow taxiing power	30m
Turbo-jet	At power used to initiate movement of a stationary aircraft	46m

### 1.12 Red Anti-Collision Beacons and/or Strokes on Aircraft

The red anti-collision beacons and/or strokes on aircraft, when activated, indicate that the aircraft is:

- Operational and the crew are in the cockpit; and/or
- About to start up; and/or
- About to be pushed back, or towed.

Anti-collision beacons may be fitted on either the top or bottom of the aircraft, or both. An indication that an aircraft is about to activate its anti-collision beacons is;

- No vehicles will be left servicing the aircraft;
- A pushback tug or power push unit will be attached;
- And the wheel chocks will be removed.

If you are unsure if an aircraft is about to pushback/start-up, STOP and wait, or take another route.



### 1.13 Parking of Vehicles

Category 1 ADA Holders are permitted to park within the parking areas adjacent the perimeter road, in the cases whereby no other parking is provided.

Vehicles 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 parking areas.

Vehicles left unattended on the Aircraft Stand must be left in the park position (automatic) or in gear (manual) with the handbrake on.

Vehicles containing potential hazardous material such as aircraft fuel tankers must be stored in designated areas only. Fuel tankers must not be stored adjacent to terminal buildings or other publicly- accessible zones.

### 1.14 Passenger Pathways



**Figure 5 Pedestrian walkway and hatched eye wash station**

To ensure safe operation of pedestrian's airside on Brisbane Airport, drivers:

- Must give way to pedestrians at all times;
- Not infringe on the passenger flow to and from an aircraft.

Under no circumstances is equipment to be parked on passenger pathways.

### 1.15 Emergency Eyewash Stations



**Figure 6 Pedestrian walkway and eye wash station**

**Under no circumstances is equipment to be parked on passenger pathways  
Airside workers must have unimpeded access to eye wash stations**

### 1.16 Emergency Fuel Stop Button

In case of an emergency all ramp crew no matter their normal job have authority and indeed responsibility to activate the Fuel Emergency Stop System to shutdown fuel flow.

You do not have to ask for authority or check with anyone if in your judgement you believe a real danger exists. Do not hesitate, take action activate a fuel shutdown by pressing one of the Red Fuel Emergency Stop Station Buttons and then notify refuelling staff as soon as possible.

There will be no recrimination or embarrassment if you are wrong. It is much better to be safe than sorry due to the significant potential risks associated with flammable fuel flow in the busy aircraft apron ramp environment.

**DO NOT RESET** the Fuel Emergency Stop Button under any circumstances once activated, even if you later realise there is no emergency. Fuel Emergency Stop Buttons must only be reset by JUHI staff.

As a backup to the hardwired emergency fuel stop station buttons at each apron bay, radio operated fuel emergency stop buttons are also located on each of the fuel hydrant-dispensing vehicles, mainly for use by the refueller. These buttons are located on the back of the vehicle cab on the driver's side and on the elevating platform.



Figure 7 Emergency stop sign



Figure 8 Emergency stop on vehicle

### 1.17 Vehicle Lighting - General

Vehicles intended for use on the Aprons must have an amber rotating beacon/s mounted on top of the vehicle as to provide 360 degree visibility to pilots and others, the presence of vehicles or mobile plant on the Movement Area - this includes Aircraft Stands.

Between sunset and sunrise or in conditions when visibility is less than 800 metres, vehicle lighting must be switched on (low beam) and tail lights operating.

High beam is not to be used Airside.

### 1.18 Low Visibility Conditions - (Fog or heavy rain)

When visibility is reduced to 2400 metres (the distance from the Tower to the Runway 19 Threshold) visibility conditions determined by Air Traffic Control are the visibility conditions that apply to the whole airside.

When aircraft movements are in progress during low visibility conditions, vehicular movements on the Manoeuvring Area shall be restricted to those vehicles under the control of ARFFS personnel, BAC Airside Operations Officers and other vehicles when escorted by an Airside Operations Officer. For all low visibility conditions non-essential vehicles will not be permitted on the Manoeuvring Area.

When visibility is reduced to 1500 metres the following shall occur:

- The Airside Operations Centre will notify tenants of reduced visibility;
- All non-essential vehicles operating on the airside will cease operations;
- The operation of vehicles essential to continued aircraft operations shall be minimised and kept under strict movement control of your respective Ramp Supervisor;
- Airside speed limits are reduced to 20km/h; and
- Only vehicles essential to aircraft operations gain airside access.

Visibility reduces to between **150** and **100 metres** the following shall occur:

- The Airside Operations Team notifies the JUHI that they now are required to put on their red flashing light as visibility has dropped below 150 metres. Escorts are to be provided – permitting the Airside Operations Centre has the staff to perform this function.

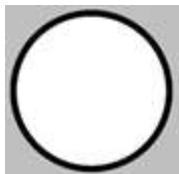
Visibility reduces to **below 100 metres**;

- The Airside Operations Centre will notify tenants of reduced visibility;
- The apron areas of the airport are closed to all airside vehicle movement except for the Airside Operations Centre staff or emergency services vehicles under the escort of an Airside Operations Officer or ARFFS vehicles attending a declared emergency.

When visibility conditions improve the above will be done in the reverse as they appear.

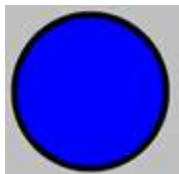
### 1.19 Thunderstorm Warning System

A Thunderstorm Warning Alert System has been installed across apron areas and hangars at Brisbane Airport. The systems are activated in collaboration with Qantas and Virgin Australia, providing a consistent warning alert system across the airport at any one time. The system, consisting of white and blue lights accompanied with an audible siren, is designed to provide information to airside operators regarding the proximity of Thunderstorms to the airport. Based on the information provided by the Thunderstorm Warning Alert System, operators should refer and abide by their individual company policy and procedures regarding Thunderstorms.



**10 Nautical Mile Thunderstorm Alert**  
**White strobe light activated**

**3 beeps, 2sec quiet,**  
**3 beeps, 2sec quiet,**  
**3 beeps and then quiet for the remainder**  
**of the alert**



**5 Nautical Mile Thunderstorm Alert**  
**Blue strobe light activated**

**Blue Strobes + Continuous repeating horn.**  
**(3beeps, 2sec quiet, 3 beeps etc.)**

#### 1.19.1 WHS Procedures

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

### 1.20 Foreign Object Debris (FOD)

The dynamic nature of the airside environment is such that no-one would argue that FOD and aircraft do not mix.

#### 1.20.1 Loads secured and covered

Drivers must ensure that all vehicles (utes, open trays, buggies, [aircraft under tow](#) etc.) that have the potential to and/or are capable of carrying loose material (such as tools, equipment, garbage, waste paper, components or other materials etc.) that when carrying such material airside, that the load is adequately covered and secured to prevent spillage or FOD. Covers or nets must remain within the vehicle at all times to be accessible when required for travelling airside with a load. [All aircraft doors must be closed whilst under tow.](#)

### 1.20.2 Rubbish lids

All vehicles fitted with rubbish bins must have a secure lid to ensure FOD does not litter Apron areas and airside roads.

**PENALTY: Vehicle operators not complying with this requirement may have the vehicles AUA removed and a loss of three (3) penalty points**

### 1.20.3 Responsibility for FOD

It is the responsibility of ALL airside personnel to remove FOD from the airside.

**PENALTY: Personnel failing to remove identified FOD may be issued an infringement equalling one (1) penalty point**

## 1.21 Towing of cargo and equipment

Drivers towing freight or baggage:

- 1.21.1 Must not operate with a train of dollies/barrows in excess of six (6) (ITB BMA max. 4 barrows); and
- 1.21.2 Must ensure when towing dollies carrying loose material, garbage or waste paper, that the load is adequately covered and secured to prevent spillage; and
- 1.21.3 Must ensure that dollies being towed at night have reflective surfaces; and
- 1.21.4 Must remove all loose/unused shrink wrap and dispose of in a safe manner to avoid creating a hazard; and
- 1.21.5 Must ensure that loads do not exceed the limitations on equipment.

## 1.22 Vehicle Escort/Supervision

- 1.22.1 Vehicle activity by the escorted/supervised vehicle is restricted to the airside areas that the escorting ADA holder is licensed for.
- 1.22.2 Escorted/supervised vehicles must drive a sufficient distance behind a vehicle travelling in front of you so you can, if necessary; stop safely to avoid a collision.  
A driver should drive at least two seconds behind the vehicle in front in ideal conditions.
- 1.22.3 It is the escorting driver's responsibility to ensure the driver of the escorted/supervised vehicle is aware of the requirement to maintain the above distances and tracking.
- 1.22.4 To drive unescorted in the airside environment, a driver must have:
  - A current and valid ASIC
  - A current and valid ADA
  - A current and valid AUA

A non-AUA vehicle must be escorted by an AUA equipped vehicle driven by an appropriate category of ADA licence holder.

- 1.22.5 BAC Airside Operations Centre upon request may provide an escort service for a vehicle not authorised to be driven airside, or a driver not authorised to drive Airside. Charges apply.

The Airside Operations Officer Escort Form can be located at the Working at Brisbane Airport / Airside Operations webpage or [here](#).

BAC Airside Operations Officers or an ADA holder with the appropriate Category ADA may provide escort or supervision by:

- Driving an authorised vehicle as an escort for the escorted/supervised vehicle;
- Riding in the escorted/supervised vehicle; or
- Accompanying the escorted/supervised vehicle on foot.

### 1.23 Electronic Security Gates



Figure 9 Airside Security Gate

The electronic security gates provide access to the Security Restricted Area (SRA) of the Airport.

Drivers are required to ensure electronic security gates have completely closed both on entry or 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.

### 1.24 No Smoking

The entire airside at Brisbane Airport is designated as a “**No Smoking Area**”. Smoking is prohibited in all airside areas including inside vehicles that are Airside.

**PENALTY: Withdrawal of access privileges. Please refer to the “Conditions of Issue” for BAC Access Cards.**

### 1.25 Instructions by an Authorised Person

Drivers must comply with instructions given by an Authorised Person.

A driver may be asked to provide a State, Territory or International Drivers Licence upon request from an Authorised Person; the driver must comply with the authorised persons request to present the State, Territory or International Drivers Licence with a 24 hour time period at the required location.

Where a driver:

- Has breached the Airside Drivers Handbook at Brisbane Airport; or
- Has been involved in an incident such that driver must produce their Australian State or Territory Driver’s Licence and Authority to Drive Airside if a person having reasonable grounds asks to inspect them.

### 1.26 Perimeter Roads



The Perimeter Road along the Terminals has white edge paint.

Figure 10 Perimeter Rd Markings

### 1.27 Painted Stop Signs



Stop signs are also painted on the ground.

Figure 11 Painted Stop Signs

### 1.28 Stop for Aircraft Markings



Figure 12 Stop for Aircraft Marking

'Stop for Aircraft' markings are painted on Apron service roads. Stop at the painted stop bar. All drivers must give way to aircraft at all times.

### 1.29 Taxiway & Apron Taxilane Crossings

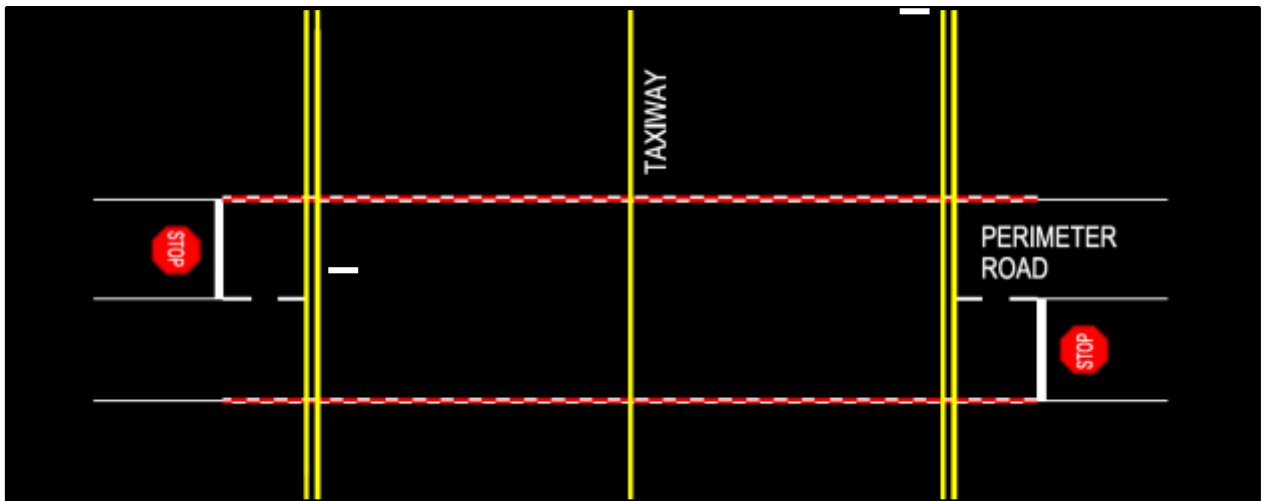
At a number of points along the airside Perimeter Road, there are crossings of operational Taxiways. These crossings are at Taxiways:

- Hotel 3
- Hotel 4
- Lima
- Mike

**There is an Apron Taxilane crossing the Perimeter Road at the Northern ITB Apron.**

Vehicular traffic crossing of these Taxiways/Apron Taxilanes shall be by obeying the warning and regulatory signs. Stop, observe for aircraft approaching and only proceed when clear.

### 1.29.1 Live Taxiway Crossing



A crossing on a live Taxiway/Apron Taxilane is marked by a red and white zipper pattern on the pavement. Vehicles shall stop at the designated Stop Sign and give way to moving aircraft if they are approaching, then cross with care, allowing for jetblast or propwash.

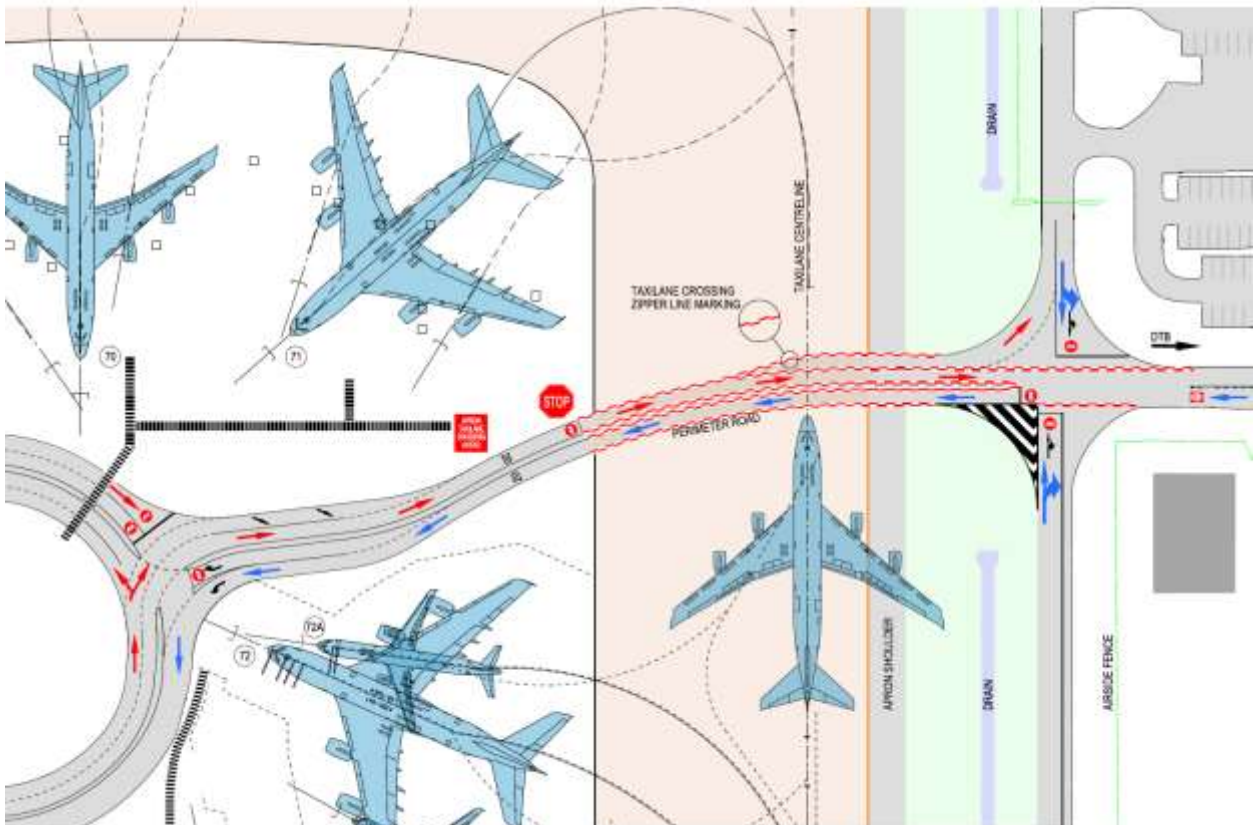


Figure 13 Live Apron Taxilane Crossing

### 1.29.2 Stopping at Taxiway/ Apron Taxilane Crossing

All vehicles must stop at the STOP sign prior to any Taxiway/ Apron Taxilane crossing. Failure to stop is considered a major safety breach. Immediate action will be taken against any Driver failing to stop.

**PENALTY: 1 month suspension and loss of 6 penalty points**



Figure 14 Stop Sign Example



Figure 15 Stop Sign Example



Figure 16 Warning Sign - Hotel 3



Figure 17 Warning sign - Hotel 4



## 1.30 Vehicle/Equipment Parking Areas

### 1.30.1 Vehicle/Equipment Clearance Area, known as Staging Areas



Figure 18 Single Broken Red Line - Staging / Clearance

Vehicle/Equipment **Staging areas** are defined by a **single broken red line**, being areas where vehicles and equipment may be pushed up into while waiting to service aircraft.

These areas must **not** be used to store vehicles and equipment.

### 1.30.2 Vehicle/Equipment Storage Areas

Vehicle/Equipment **Storage areas** are defined by a **single solid red line**, being areas where vehicles and equipment may be parked.

These areas must only be used for the storage of equipment that is not readily moved to the designated GSE areas for storage.



Figure 19 Both Staging and Storage Markings



Figure 20 Single Solid Red Line - Storage

### 1.31 Safety Areas



**Figure 21 Red Hatching Lines - Safety Areas**

The red hatching defines safety areas that vehicles and equipment must remain clear at all times. Vehicles must not drive, park or stand in these areas.

### 1.32 Vehicle/Equipment Fuel/Oil/Sewage Spills

Drivers must report any vehicle, equipment or aircraft spill to the Airside Operations Centre (AOC).

**AOC (24/7 operations) can be contacted on 07 3406 3072**

The spill must be assessed by an Airside Operations Officer before moving the vehicle/equipment.

In the event of a hazardous material spill, the Aviation Rescue Fire Fighting (ARFF) should be contacted immediately.

**ARFF (24/7 operations) can be contacted on 07 3860 3299**

#### 1.32.1 Sewage Spills

The Airside Operations Centre staff do not clean sewage spills. The Airside Operations Officer will close any bay to aircraft movements until such time as efforts have been made by the offending organisation to clean the spill or confirmation a contractor has been engaged to clean up. Only then, if safe do so, will the Airside Operations Officer permit the aircraft to push back from the bay.

### 1.33 Aerobridge Emergency Stop Buttons



Figure 22 Aerobridge Stop Button



Figure 23 Aerobridge Stop button

### 1.34 Other Areas of Caution on the Perimeter Road

#### 1.34.1 General Aviation



Figure 24 Caution Aircraft Crossing

The above warning sign indicates that aircraft from the Royal Flying Doctor base cross the Perimeter Road. Yellow flashing warning lights have also been installed to advise of aircraft manoeuvring. Vehicles are required to give way to aircraft under tow.

### 1.34.2 Perimeter Road, Runway 14 End, Looking North-West

This sign is installed for drivers travelling along the perimeter road leading up to the final approach for Runway 14. The speed limit reduces. This measure has been taken to slow the driver down to permit a scan of the approach for Runway 14, for arriving aircraft.



Figure 25 Warning Sign for approach RWY 14

Drivers are required to stop at this sign and NOT PROCEED if an aircraft is approaching to land Runway 14.

Drivers may continue their journey once the aircraft has passed their location.



Figure 26 Stop for Aircraft Sign

### 1.35 Airside Animals

All animals (e.g. Dogs and wildlife) must be restrained inside a container or cage as per International Air Transport Association (IATA) specifications before being permitted entry to Airside. Once airside, animal/s are not to be released for any reason from their containers or cages.

The only exception to the above is Government Agency service dogs and assistance animals.

Airport Government Agencies may be excluded from this condition.

Permission will not be granted for contractors to take their dogs, etc. airside, even though they may be restrained on a leash.

Animals landside should also be tethered to prevent them gaining airside access.

For airside livestock transfers, compliance with Section 2.24 Livestock Transfers of the BAC *Aerodrome Manual* is required.

### 1.36 Unpaved/Grassed Areas

Unless expressly directed by an authorised person, the use of vehicles/equipment on unpaved areas is not to be undertaken because:

- Airside drainage may not be readily visible;
- Drains are not marked;
- Minimum topsoil exists on the grassed areas;
- Mud, gravel, sand and grass would be tracked when returning onto the sealed paved areas and become a FOD problem for aircraft;
- Having a vehicle disabled or bogged within the Taxiway strips (the unmarked Taxiway strip 47.5 metres both sides of the Taxiway centre line) could create aircraft surface movement problems.
- Contractors undertaking airside works that require vehicles to be operated on unpaved areas will be required to have equipment and resources ready to undertake sweeping and cleaning of aircraft pavements that are crossed.
- Contractors may be required to restrict vehicle manoeuvring to defined routes.



Figure 27 Example of leaving paved areas resulting in mud, grass gravel onto taxiway

### 1.37 Works Limit Markers (Red/Orange Witches Hats/Bollards)



When deployed by BAC or BAC contractors, these markers indicate areas not available to persons and equipment.

Note: Steady amber lights are used at night to supplement witches hats.

### 1.38 Bicycles, Tricycles, Motorised Skateboards

Bicycles, tricycles, motorised skateboards and similar devices are not permitted airside.



### 1.39 Notifiable Incidents

A driver becoming involved in a vehicle/plant incident on airside:

- Causing personal injury; and/or
- Causes property damage; and/or
- Which may involve BAC in litigation

**MUST: Immediately report details of the incident to his/her employer. The employer shall immediately notify BAC staff at the Airside Operations Centre on (07) 3406 3072, who will investigate. All drivers must co-operate with BAC in investigating the incident which has been notified.**

### 1.40 Disciplinary Action

A person who breaches the conditions of this Handbook or who drives in a negligent manner may have his/her Authority to Drive Airside suspended or withdrawn.

Authorised officers of BAC have the authority to control drivers on airside and any warnings issued by them will be recorded against the offending drivers.

For any specific incident, after full review and recommendation from the Airside Management team, the General Manager of Operations, at their sole discretion, may elect to impose a serious, but lesser penalty, for the infringement or incident. This discretion would be used rarely and only in specific cases

BAC may at any time withdraw or suspend an Authority for Use Airside or an Authority to Drive Airside.

### 1.41 BAC Penalties

The BAC Penalty Points System allocates a maximum penalty for a range of prescribed airside driving offences, as set out in this section.

Each time a driver is reported for a breach of these rules for driving airside at Brisbane Airport, the driver will be notified, issued with a Penalty Infringement Notice by an authorised Airside Operations Officer and a record kept of the appropriate penalty points. The penalty applying to each type of breach is set out in the BAC Penalties Table in section 1.41.2.

Airside drivers who accumulate twelve (12) penalty points within the thirty six (36) month period of their ADA, will be provided with details of their offences and invited to show cause why their Authority to Drive Airside should not be withdrawn.

**PENALTY – A minimum of 1 month suspension, to be assessed on a case by case basis.**

BAC will notify a driver's employer about the suspension or withdrawal of an ADA, or the issue of Penalty Infringement Notices under this section 1.41.2. BAC will advise the driver in writing of the reasons for the determination and the duration of the withdrawal.

Drivers who receive a reduction in penalty points through violations will have said points available to them upon 36 months passing by.

### 1.41.1 Appeal Process

Airside drivers may challenge individual Penalty Infringement Notices, by writing to the BAC Airside Operations Centre within 14 days of the notice being issued and stating why the notice should be withdrawn.

The driver's response to the *show cause* notice will be considered by the Airside Operations Centre. A Driver's Authority to Drive Airside may be suspended pending this *show cause* process.

Upon making a determination to suspend or withdraw an ADA, BAC will advise the driver in writing of the reasons for the determination and the duration of the withdrawal.

If a determination is made to suspend an ADA for a specified time, the driver will be entitled to re-apply for an ADA after the expiration time. The ADA will not be automatically reinstated. The 8 (eight) or four (4) hour logbook must be completed, and ADA theory assessment undertaken.

### 1.41.2 BAC Penalties Table

1. SPEEDING		
1.1	Exceeding the speed limit by less than 15km/h (except in Shares Zones)	Warning
1.2	Exceeding the speed limit by more than 15km/h but less than 30km/h (except in Shares Zones)	<b>1 month ADA suspension</b> and a loss of 4 penalty points
1.3	Exceeding the speed limit by more than 30km/h but less than 45km/h (except in Shares Zones)	<b>2 month ADA suspension</b> and a loss of 4 penalty points
1.4	Exceeding the speed limit by more than 45km/h (except in Shares Zones)	<b>4 months ADA suspension</b> and a loss of 4 penalty points
1.5	In a 20km/h Shared Zone – exceeding the speed limit by less than 10km/h	Warning
1.6	In a 20km/h Shared Zone – exceeding the speed limit by 10km/h or more	<b>1 month ADA suspension</b> and a loss of 6 penalty points
1.7	In a 20km/h Shared Zone – exceeding the speed limit by 30km/h or more	<b>2 month ADA suspension</b> and a loss of 6 penalty points
1.8	In 10km/h zone - exceeding speed by 5km/h to 10 km/h	A loss of 6 penalty points
1.9	In 10km/h zone - exceeding speed limit by 10 km/h or more	<b>1 month ADA suspension</b> and a loss of 6 penalty points
2. SAFETY IN THE VICINITY OF AIRCRAFT		
2.1	Failure to give way to taxiing aircraft	<b>2 month ADA suspension</b> and a loss of 6 penalty points
2.2	Failure to give way to aircraft under tow	Loss of 10 penalty points
2.3	Failure to give way to aircraft that has commenced push back	Loss of 10 penalty points
2.4	Driving within 3 metres of a parked aircraft	Loss of 3 penalty points
2.5	Using the Apron/Aircraft stands as a short cut	Loss of 4 penalty points
3. IMPROPER OVERTAKING		
3.1	Driving in a manner dangerous to other vehicles - Improper overtaking	1 month ADA suspension and a loss of 6 penalty points

<b>4. DRIVING UNDER THE INFLUENCE</b>		
4.1	Having returned a positive Drug or Alcohol test as per DAMP	Suspension of Authority to Drive Airside for Drivers operating under BAC's DAMP
<b>5. COVER LOOSE MATERIAL</b>		
5.1	Dropping rubbish/items/tools on the apron	Loss of 3 penalty points
5.2	Failure to remove loose/unused shrink wrap	Loss of 3 penalty points
5.3	Failure to stop and pick up FOD	Loss of 1 penalty point
<b>6. IMPROPER PARKING</b>		
6.1	Parking in a no parking zone	Loss of 6 penalty point
6.2	Parking in a safety area under Aerobridges	Loss of 6 penalty points
6.3	Parking in an area that obstructs an emergency exit	<b>1 month ADA suspension</b> and a loss of 4 penalty points
6.4	Parking in an area that obstructs traffic	Loss of 3 penalty points
6.5	Parking in an area that obstructs pedestrians	Loss of 4 penalty points
6.6	Parking in an area that obstructs aircraft	Loss of 8 penalty points
6.7	Failure to park equipment correctly in an equipment staging or storage area	Loss of 3 penalty points
<b>7. SMOKING</b>		
7.1	Smoking on the airside	Fine as per Section 1.24 of the Airside Drivers Handbook
<b>8. PEDESTRIAN SAFETY</b>		
8.1	Failure to give way to a pedestrian	Loss of 6 penalty points
<b>9. TOWING OF FREIGHT DOLLIES</b>		
9.1	Towing more than the allowable number of dollies	Loss of 3 penalty points
9.2	Failure to secure load or equipment	<b>1 month ADA suspension</b> and a loss of 4 penalty points
<b>10. RIDING ON EQUIPMENT</b>		
10.1	Carrying a passenger when there is no seat provided	<b>1 month ADA suspension</b> and a loss of 2 penalty points
<b>11. SEAT BELTS</b>		
11.1	Driving airside without wearing a seat belt where fitted	Loss of 3 penalty points
<b>12. BICYCLES, TRICYCLES AND MOTORISED SKATEBOARDS</b>		
12.1	Riding any of the above Airside	Loss of 1 penalty point
<b>13. FAILURE TO FOLLOW DIRECTIONS</b>		
13.1	Failure to follow directions of an Authorised Person	Loss of 3 penalty points
13.2	Failure to show Authority to Drive Airside when requested by an Airport Operations Officer	Loss of 3 penalty points
13.3	Taking children or an animal airside	Loss of 2 penalty points
13.4	Failure to stop after an accident	Loss of 6 penalty points
13.5	Failure to comply with ATC instructions	<b>1 month ADA suspension</b> and a loss of 6 penalty points
<b>14. FAILURE TO ABIDE BY AIRSIDE MARKINGS</b>		
14.1	Failure to stop at a stop sign	Loss of 6 penalty points
14.2	Failure to give way at a Give Way sign	Loss of 3 penalty points



14.3	Disobeying traffic signals	Loss of 3 penalty points
14.4	Disobeying traffic direction	Loss of 3 penalty points
14.5	Failure to stop at a live Taxiway/Apron Taxilane crossing	<b>1 month ADA suspension</b> and a loss of 6 penalty points
<b>15. EXCEEDING AUTHORITY</b>		
15.1	Driving on the Perimeter Road without the appropriate Authority	Driver banned from applying for an ADA for 3 months
15.2	Driving on the Aircraft Stand without the appropriate Authority	Loss of 8 penalty points
15.3	Driving on the Apron Taxi lane without the appropriate Authority	<b>1 month ADA suspension</b>
15.4	Driving on the Taxiway without the appropriate Authority	<b>2 month ADA suspension</b> and a loss of 8 penalty points
15.5	Driving on the Runway without the appropriate Authority	<b>3 month ADA suspension</b> and a loss of 8 penalty points
15.6	Escorting a vehicle without the appropriate Authority	Loss of 3 penalty points
<b>16. RUNWAY CROSSING REQUIREMENTS</b>		
16.1	Unauthorised vehicle crossing Runway	<b>1 month ADA suspension</b> and a loss of 6 penalty points
<b>17. OTHER</b>		
17.1	Operating a phone that is not hands free while driving airside	<b>1 month ADA suspension</b> and a loss of 4 penalty points
17.2	Operating a personal entertainment audio device whilst operating a vehicle.	<b>1 month ADA suspension</b> and a loss of 4 penalty points
17.3	Any other activity that may constitute a hazard to aircraft operations or airside safety	To be examined on a case by case basis

# **CATEGORY 2**

AUTHORITY TO DRIVE AIRSIDE

## **PERIMETER ROADS AND AIRCRAFT STAND**

Applicants for Category 2 are required to read all of Category 1 plus this entire section

## CATEGORY 2 AUTHORITY TO DRIVE AIRSIDE

### 2.0 Aircraft Stands - Restrictions on Areas of Travel



Legend

### 2.1 Domestic Terminal Apron



Figure 28 Orange Area indicates Aircraft Stand at Domestic Terminal

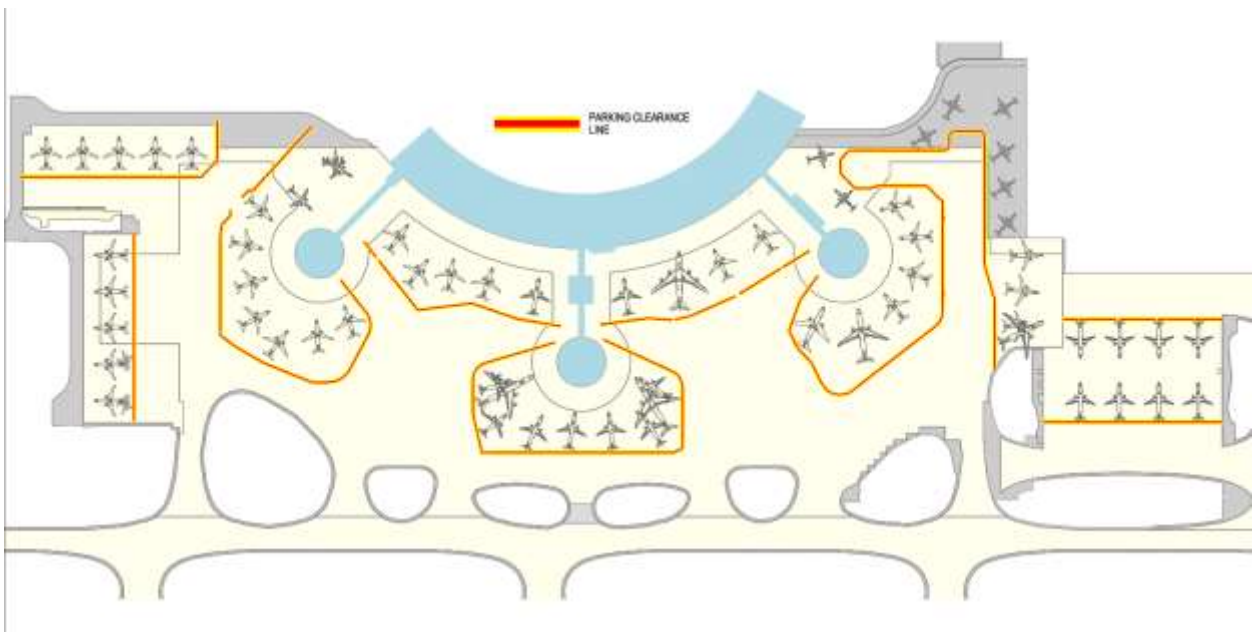


Figure 29 Aircraft stand and Apron areas are separated by the 'yellow red yellow' clearance line

## 2.2 International Terminal

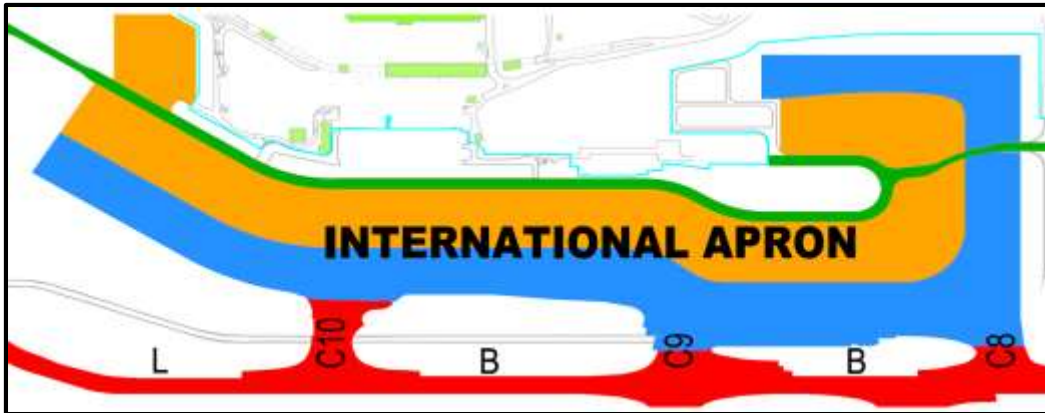


Figure 30 Orange area indicates Aircraft Stand at International Terminal

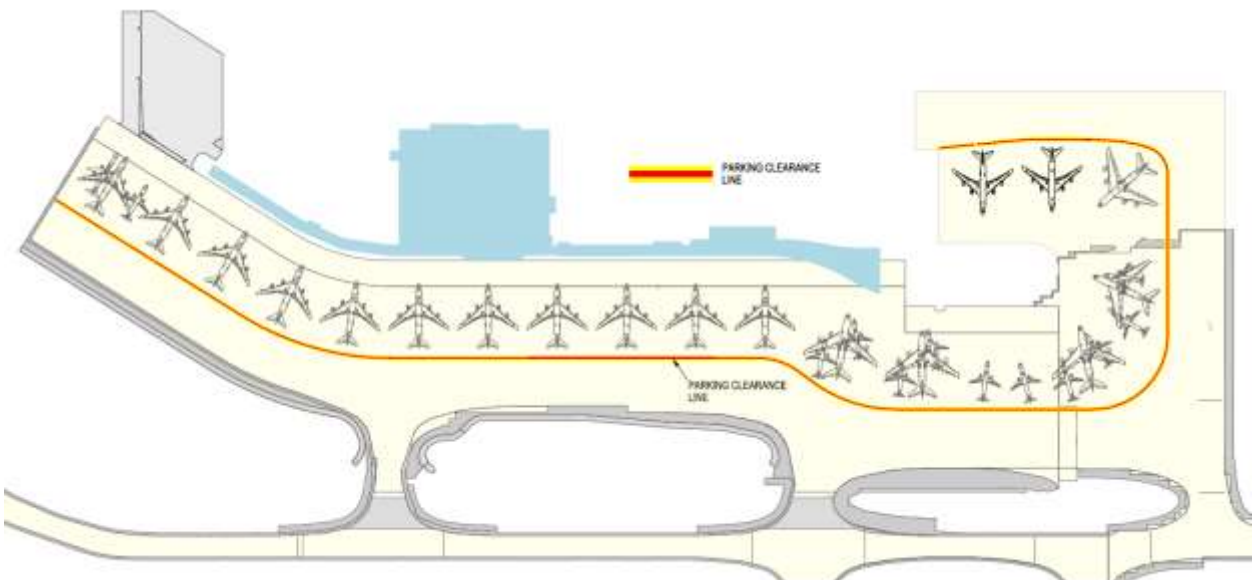


Figure 31 Aircraft stand and Apron areas are separated by the 'yellow red yellow' clearance line

## 2.3 Logistics Apron



Figure 32 Orange = Aircraft Stand



Figure 33 Perimeter Road (Blue Arrow), Aircraft stand (Red Arrow)

## 2.4 General Aviation Apron

The Parking Clearance line in section 2.9 does not apply on the GA Apron. Drivers may only proceed to areas as The General Aviation Apron is permitted to be accessed by a Category 2 and above ADA Holder.

To proceed beyond requires a Category 3 and above ADA.

All vehicles accessing the General Aviation Apron are to have rotating amber beacon switched on at all times (applies both day and night).



Figure 34 General Aviation Apron



Figure 35 Apron Taxi Lane (Blue Arrow) Aircraft Stand (Red Arrow)

**2.5 General Aviation Maintenance Area**

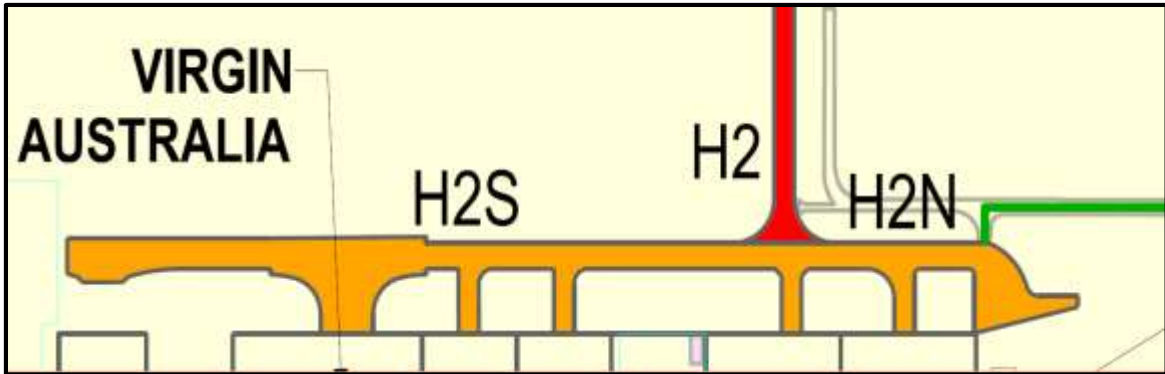


Figure 36 Hotel 2 North and Hotel 2 South



Figure 37 Taxiway Hotel

**2.6 Qantas Maintenance Hangars**

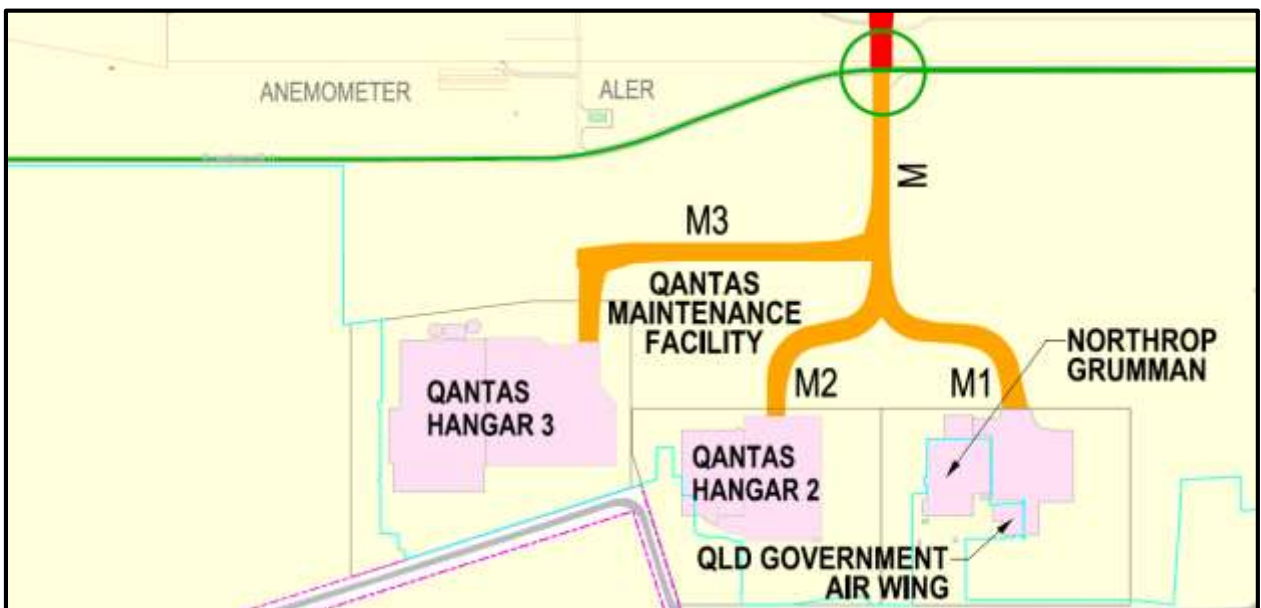


Figure 38 Qantas Maintenance Hangars

## 2.7 Taxiway Mike (TWY M) Requirements (Category 2 ADA or above)



Figure 39 Taxiway Mike



Figure 40 – Taxiway Mike / Perimeter Rd

All drivers should be aware that TWY M is designated as an “Apron / Aircraft Stand” east of the perimeter road to the maintenance facilities. TWY M between the Perimeter Road and the 01/19 Runway Strip is an active TWY and requires a Category 3 or 3-RWY Authority to Drive Airside.

As a result, all drivers travelling along TWY M must hold a current Category 2, 2A, 3 or 3-RWY Authority to Drive Airside. When driving along the Taxiway, drivers are to drive on the left hand side, as close as possible to the Taxiway strength lines (yellow).

To enhance safety, and to prevent unauthorised vehicles from entering the Runway Strip, all drivers except those towing aircraft must STOP in line with the signs as indicated:

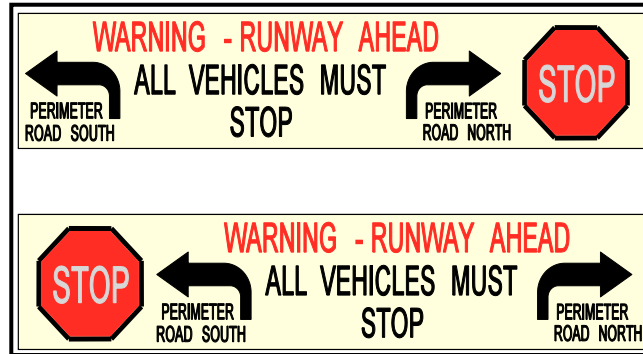


Figure 41 - Stop Signs

Failure to stop at the signs is a serious safety breach and will result in the loss of 12 penalty points of the Driver's Authority to Drive Airside.

Unauthorised drivers detected driving on TWY's Mike, Mike 1, Mike 2 or Mike 3 will result in a 2 month ADA suspension and loss of 8 penalty points.

**Drivers MUST give way to aircraft at ALL times**



Figure 42 Warning Stop Sign – Taxiway Mike looking toward RWY 01-19

All vehicles coming from the hangars heading in a westerly direction must stop adjacent to the above sign. Drivers are then to check that it is safe to proceed. The Perimeter Road runs left to right.

Only **authorised vehicles and drivers** (Category 3 and above) are allowed to **enter** onto Taxiway M proper, **west** of the Perimeter Road and only with ATC clearance. The driver must be in communication with ATC to cross over the Perimeter Road.

Drivers using Taxiway M to gain access to the maintenance areas to the east must be in the possession of a Category 2 and above ADA.





Figure 43 Taxiway Entry Warning Sign

No vehicle is permitted to proceed past this sign under any circumstances, unless the driver has sought and been given clearance to do so from ATC.

## 2.8 Taxiway Hotel (TWY H) Requirements (Category 2 ADA or above)

All drivers should be aware that TWY Hotel 2 North and Hotel 2 South is designated as an "Apron / Aircraft Stand" for vehicles requiring access to the maintenance facilities. The remaining sections of TWY Hotel system is designated for aircraft movement ONLY.

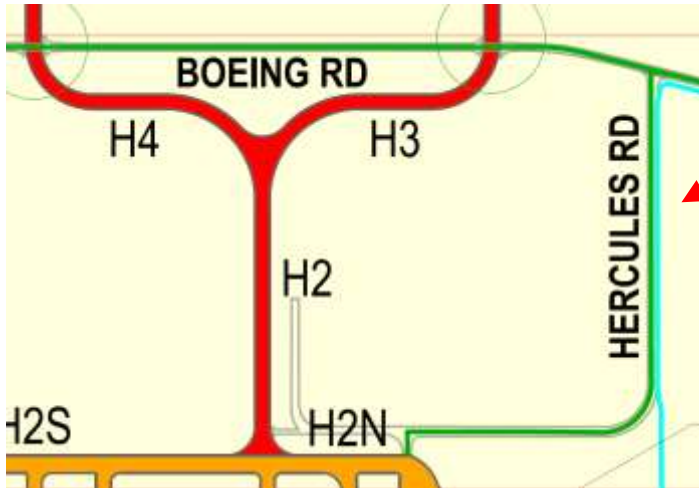
TWY H is not to be used as a vehicle shortcut from the Perimeter Road to the maintenance facilities. Only authorised vehicles and drivers, which have sought and received approval from ATC are permitted to travel on TWY H1, H2, H3 and H4. A Category 3 or 3-RWY ADA is required.

150 metres North of TWY Hotel 3 is the access road (Hercules Rd) to TWY Hotel 2 North and Hotel 2 South. To access TWY Hotel 2 North and South, turn into Hercules Rd, and use the same access road upon return.



Figure 44 Signage for H2N and H2S

If safe to do so, (e.g. no aircraft approaching or moving on the Taxiways) vehicles must use the **EASTERN SIDE** (hangar side) of the TWY Hotel 2 North and Hotel 2 South to gain access to the various maintenance facilities. Clearance from ATC is not required for movement along the eastern edge of TWY's H2N and H2S. A Category 2, 2A, 3 or 3-RWY ADA is required.



Vehicle access is available from here at Hercules Road.

Figure 45 Maintenance Facility Access Road

**PENALTY: Unauthorised drivers detected driving on TWY's H2, H3 or H4 will result in a 2 month ADA suspension and loss of 8 penalty points.**

## 2.9 Vehicles Cutting Across the Aprons

**Vehicles are not permitted to take short-cuts across the Aprons or Apron taxilanes.**



Figure 46 Parking Clearance Line

No vehicle is permitted to cross the Parking Clearance line without ATC permission at either the Domestic or International Terminals. The boundary is depicted in the image above and below.



Vehicles are to travel via the **Perimeter Road** and the marked **Apron roadways**, to the appropriate bay, then onto the apron.

**PENALTY: Unauthorised drivers detected driving on the Apron Taxilane without an appropriate Authority – 1 month ADA Suspension.**

## 2.10 Portable Movement Area Markers



Figure 47 U/S Red and White banded cone



Figure 48 Red Steady lights replace U/S Cones at night

Unserviceability (U/S) Markers (Red & White Banded Cones) are used during daylight hours. Steady red lights are used at night or during low visibility conditions to supplement U/S markers.

Movement Area works – No aircraft or ground vehicle except a BAC Airside Operations vehicle may enter any part of the Movement Area that is marked off by either:

- Unserviceability markers; or
- Red steady lights

# **CATEGORY 2A**

## **AUTHORITY TO DRIVE AIRSIDE**

### **PERIMETER ROADS, AIRCRAFT STAND AND APRON AREAS**

Applicants for Category 2A are required to read all of Category 1, 2 plus this entire section



## **CATEGORY 2A AUTHORITY TO DRIVE AIRSIDE**

### **2.11 Apron Requirements**

All drivers operating on the Manoeuvring Area are required to possess an Aeronautical Radio Operator Certificate (AROC) issued by CASA.

Drivers must not enter the Manoeuvring Area unless there is an operational requirement to do so and must have ATC prior approval. Unless you are towing an aircraft or relocating a pushback tug, the Perimeter Road is the safest route and must be used to circumvent the Runways and Taxiways (with the exception of the ARFF emergency requirements).

When two or more vehicles on the Manoeuvring Area are near each other, unless otherwise directed by ATC, the normal rules of the "State Road Laws" shall apply as for right hand drive vehicles (e.g. pass approaching vehicles keeping to your left of that vehicle).

All drivers must report to ATC immediately if it is suspected an item has been lost in transit.

Before learning radio procedures, it is necessary to fully understand and appreciate the regulations which apply to the Movement Area and specifically the Manoeuvring Area.

### **2.12 Vehicle Requirements**

Radio Communications – Vehicles must be fitted with a reliable radio for communications with ATC.

Callsign – Vehicles accessing the Manoeuvring Area must be issued with a Callsign from BAC Airside Operations.

Vehicle Lighting - All vehicles operating on the Manoeuvring Area must be fitted with an amber rotating beacon or amber flashing light on the highest part of the vehicle so as to provide 360 degrees visibility unless accompanied by another vehicle so equipped.

Transponder - Taxiway and runway only.

### **2.13 Advanced – Surface Movement Guidance Control System (A-SMGCS)**

A vehicle locator transmitter or 'Transponder' capable of detection by the Advanced Surface Movement Guidance Control System (A-SMGCS) (See also CASR139.254 (3) (a) (i) must be fitted all vehicles. All vehicles accessing the Maneuvering Area must comply.

ATC monitor vehicle movements on the Maneuvering Area via A-SMGCS. In the event of a Transponder failure, ATC will notify the vehicle operator and the Airside Operations Officer via the radio. The vehicle must then exit the Maneuvering Area via the nearest available exit point. Should the vehicle have an aircraft under tow, the vehicle will be permitted to complete the tow.

Where a vehicle operator has been notified of an inoperable Transponder, the vehicle must not return to the Maneuvering Area until it is equipped with a serviceable Transponder.

Hexadecimal codes are issued by Airside Operations. Refer to request for transponder code.



## 2.14 Radio Procedures

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

Non-radio equipped vehicles may however be escorted by an appropriate radio equipped vehicle and qualified driver.

Radio procedures for aircraft radiotelephone are not the responsibility of BAC.

A Category 2A candidate requires possession of an Aeronautical Radio Operator Certificate (AROC) as issued by CASA.

Example of when first contacting ATC:

- WHO:** GROUND, Tug Fifty Two
- WHERE:** At Bay 80
- WHAT:** Request approval tow aircraft to Bay 75

### 2.14.1 Radio Transceiver Failure

If radio communications are lost during pushbacks or relocations within the Apron Taxilane system, the driver should immediately recheck his/her transceiver settings and observe the Control Tower for signalling.

If no signals are apparent, the driver should, with due care and attention, vacate the Manoeuvring Area without attempting further transiting, checking for Control Tower signals at all times until radio communications can be re-established.

### 2.14.2 Radio Frequencies

#### Ground 121.70 MHz

Radio contact with the Ground Frequency **121.70MHz** is necessary if you intend to proceed from the Aircraft Stand onto the Apron Taxilane.

ATC will advise when pushback may be undertaken, traffic on the Apron, if any, and other relevant instructions as necessary.

### 2.14.3 Radio Read backs

A full read back is required for all instructions by ATC. Read back any clearance or instruction:

- From Ground or Tower Frequency;
- Pushback - tail south;
- Hold short of a runway;
- Enter a runway;
- Cross a runway; or
- Travel via a specified route (include the runway designator at all times).

If unfamiliar with the layout of the airport, ask ATC for detailed instructions. When you are instructed to monitor a frequency, you should listen without initiating contact.

Clarify any misunderstanding or confusion concerning ATC instructions or clearances. For example over transmitting may lead to confusion and lack of clarity in the instruction or read back. Seek clarification immediately.



#### 2.14.4 Maintaining a Listening Watch on Manoeuvring Areas

Once you are physically inside the Manoeuvring Area, which includes:

- On any Taxiway/Taxi lane; or
- On the Runway; or
- Inside the Runway Strips; or
- Inside the Taxiway strips (unmarked and 95m wide),

**You are required to maintain a LISTENING WATCH on the appropriate frequency.**

All other communications systems such as mobile phones and other transceivers must not interfere with your Aeronautical Transceiver (know the actions to be taken if your communications with ATC have failed).

You should always be within hearing distance of the ATC frequency. Often, a change in wind directions or other operational factor may require ATC to re-direct you along an alternate route.

#### 2.15 Phraseology

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




Phraseology commonly used in aerodrome surface operations.

<b>ACKNOWLEDGE</b>	Let me know that you have received my message.
<b>AFFIRMATIVE</b>	Yes.
<b>APPROVED</b>	Permission for proposed action granted.
<b>BREAK BREAK</b>	A term used to indicate the separation between portions two messages. (To be used when there is no clear distinction between the text and other portions of the message).
<b>CANCEL</b>	Cancel the previously transmitted clearance.
<b>CONFIRM</b>	Have I correctly received the following..? Or did you correctly receive this message.
<b>CONTACT</b>	Establish radio contact with.....
<b>CORRECTION</b>	An error has been made in this transmission (or message indicated) the correct version is...
<b>CLEARED</b>	Authorised to proceed under the conditions specified.
<b>CROSS RUNWAY</b>	An instruction from Ground to cross the Runway
<b>DISREGARD</b>	Consider that transmission not sent.
<b>EXPEDITE</b>	Travel safely as quickly as possible
<b>FINAL</b>	Commonly used to mean that an aircraft is on the final approach course or is aligned with a landing area.
<b>HOLD POSITION</b>	Stay in place; where you are currently located.
<b>HOLD SHORT OF</b>	Do not proceed past the HOLDING POSITION associated with the position given. This may be a Runway or Taxiway.
<b>HOW DO YOU READ?</b>	What is the readability of my transmission?  Note: The readability scale is: 1. Unreadable 2. Readable now and then 3. Readable but with difficulty 4. Readable 5. Perfectly readable
<b>I SAY AGAIN</b>	I repeat for clarity or emphasis.

<b>NEGATIVE</b>	“No,” or “permission not granted,” or “that is not correct.”
<b>LINE UP AND WAIT</b>	Used by ATC to inform a pilot to taxi onto the departure runway and to hold in take-off position. <i>It is not an authorisation for take-off.</i> It is used when take-off clearance cannot immediately be issued because of traffic or other reasons.
<b>READ BACK</b>	Repeat all, or the specified, of this message back to me exactly as received.
<b>ROGER</b>	I have received all of your last transmission. <i>Under no circumstances to be used in reply to a question requiring READ BACK or a direct answer in the affirmative or negative.</i>
<b>SAY AGAIN</b>	Repeat all or the following part of your last transmission.
<b>SPEAK SLOWER</b>	Reduce your rate of speech.
<b>STAND BY</b>	Wait and I will call you. Means the controller or pilot must pause for a few seconds, usually to attend to other duties of a higher priority. The caller should re-establish contact if a delay is lengthy. “Stand by” is not an approval or denial.
<b>UNABLE TO COMPLY</b>	Indicates inability to comply with a specific instruction, request, or clearance.
<b>VERIFY</b>	Request a check and confirmation of the information identified (for example, “verify squawk code”).
<b>WILCO</b>	I understand your message, and will comply with it.



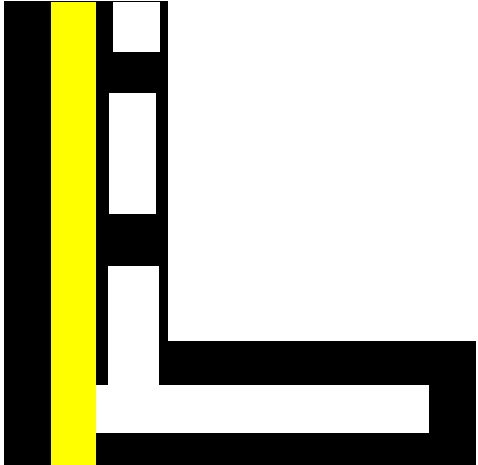
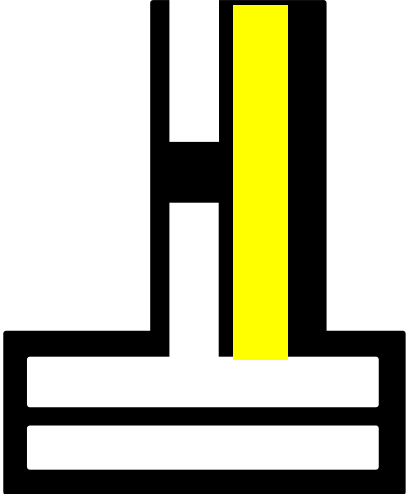
The use of words ‘GO AHEAD’ is not considered standard phraseology due to the possibility of misinterpreting ‘GO AHEAD’ as an authorisation to proceed with the intended request.

## 2.16 Apron Lighting and Pavement Markings

Apron Lighting	
<b>Edge</b>	Blue Apron Edge Light - Blue 
Apron Pavement Markings	
<b>Apron Taxi Guidance Markings</b>	Single Yellow Continuous 
<b>Push Back Markings</b>	Single White Broken 



## 2.17 Towing Aircraft

<p><b>Parking Clearance Line</b></p>		
<p><b>Apron Edge</b></p>	<p>Double Yellow Continuous</p> 	
<p><b>Tug Disconnect Point</b></p>	<p>Single White Line perpendicular to the centreline</p> <p>A tug disconnect point is a specific location on the Movement Area that aircraft are pushed back to. They enable aircraft to be pushed back and held clear of other parked or taxiing</p>	 <p>The International Apron has pushback to position points C through to H.</p>
<p><b>Pushback Limit Marking</b></p>	<p>Pushback Limit markings indicate the furthest point at which the nose wheel of the aircraft is permitted to travel, before proceeding to the disconnect point or proceeding with tow relocation.</p>	



Civil Aviation Regulation (CAR) 196 (3) states that "Unless CASA otherwise directs, an aeroplane in flight or operating on the manoeuvring area of a land aerodrome shall display, in addition to the navigation lights, an anti-collision light consisting of a flashing red light visible in all directions...."

An aircraft under tow is considered to be operating. From above navigation lights and the red rotating beacon must be on when on the taxiways and runways. If this is not achievable then a vehicle must be in company following the "dead or cold" aircraft to ensure an aircraft or vehicle following has visibility of what is directly in-front of them.

When repositioning aircraft, standard push back lines shall be used. Failure to carry out standard push backs can impact apron traffic. Requests shall be prefixed with the phrase "non-standard push back.....". Request should include information such as "we will push back the whole way" or "require to disconnect tug and turn around prior to tow".



# **CATEGORY 3**

## **AUTHORITY TO DRIVE AIRSIDE**

### **PERIMETER ROAD, APRON AND TAXIWAYS**

Applicants for Category 3 are required to read from Category 1 through to and including this entire section.





## CATEGORY 3 AUTHORITY TO DRIVE AIRSIDE

### 3.0 Taxiway Requirements

You will need to know the designations of **ALL** the Runways and Taxiways so that you can advise ATC of your whereabouts at any time.

The instruction given by ATC will vary from time to time depending upon Airside works or aircraft traffic for example, The instructions to travel via the Taxiway system they will require your movement to best facilitate usage of the Taxiway system for ALL users.

Ensure your knowledge of the Taxiway designations is high.

### 3.1 Radio Frequencies

Aerodrome Terminal Information Service (ATIS) **125.50MHz** - Before requesting permission from Ground Frequency all Drivers must listen to the ATIS for information on possible Taxiway closures and other pertinent information (with the exception of the ARFF emergency requirements).

Ground Frequency (**121.70MHz**) - Radio contact with Ground Frequency is necessary if you intend to proceed from the Aircraft Stand onto the Taxiways or Taxilanes.

#### 3.1.1 Radio Transceiver Failure

If radio communications are lost during approach to a Runway crossing or during normal surface movement within the Taxiway system, the Driver should immediately recheck his/her transceiver settings and observe the Control Tower for signalling.

Flashing Runway or Taxiway lights may indicate that radio problems exist, check the radio, vacate the Manoeuvring Area and look for light signals from the ATC Tower.

If no signals are apparent, the Driver should, with due care and attention, vacate the Manoeuvring Area without attempting a Runway crossing, checking for Control Tower signals at all times until radio communications can be re-established.

#### 3.1.2 ATC Light Signals

If a Driver receives light signals from the Control Tower, that driver must respond to them promptly.

The key points are:

- They are used when radio communications have broken down;
- They emanate from inside the Control Tower cabin, not on top, which is the rotating beacon;
- The signals are activated by the ATC personnel in the Tower; and
- The signals have a very narrow beam. If you see it, it's meant for **YOU**.



The signals are seldom used, usually with the loss of communications or an emergency situation.  
The signals are:

<b>GREEN FLASHES</b>	Permission to cross Runway or to move onto a Taxiway.
<b>STEADY RED</b>	Stop immediately.
<b>RED FLASHES</b>	Move off the runway or taxiway and watch out for aircraft.
<b>WHITE FLASHES</b>	Vacate the Manoeuvring Area in accordance with local instructions.
<b>Note:</b>	<i>In emergency conditions or if the signals are not observed, the following meaning will be indicated by lighting</i>
<b>Flashing Runway or Taxiway Lighting</b>	Vacate the manoeuvring area and observe the Control Tower for light signal.

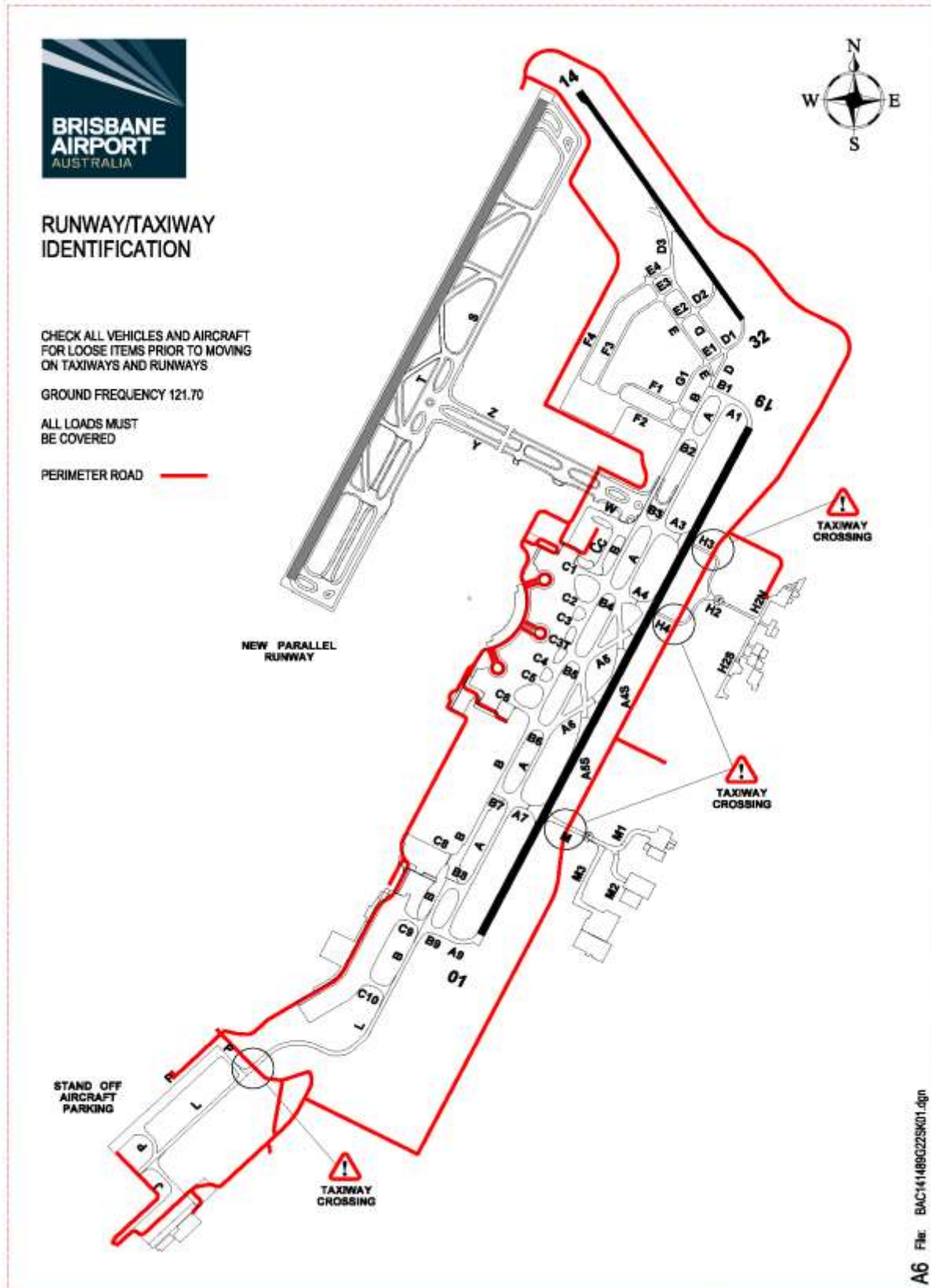
All vehicles operating on the Manoeuvring Area must have the standard Control Tower signals label affixed ensuring it is clearly visible to the Driver. (Available from the Airport Service Centre)

A vehicle driver in doubt as to the position of the vehicle with respect to the Manoeuvring Area shall immediately:

- a) notify Air Traffic Control (Ground or Tower) of the circumstances (including the last known position);
- b) simultaneously, unless otherwise instructed by the Air Traffic Control (Ground or Tower), vacate the landing area, Taxiway, or other part of the Manoeuvring Area, to a safe distance as expeditiously as possible; and then,
- c) stop the vehicle.


All vehicles operating on the Manoeuvring Area must have the Runway/Taxiway Identification sticker affixed ensuring it is clearly visible to the Driver. (Available from the BAC Domestic Office and Airside Operations Centre)

### 3.2 Runway/Taxiway Identification Sticker



### 3.3 Lighting and Pavement Markings

#### 3.3.1 Runway Lighting and Pavement Markings

Runway Lighting	
Centreline	White
Edges	White
Start	Green
End	Red
900 metres from the end	Red and white
RWY Holding Position	Three yellow
RWY Guard Lights	 <p>2 flashing yellow lights on each side of the Taxiway (known as Runway Guard Lights)</p>

Runway Pavement Markings	
Centreline	Single white broken
Touch Down Zone	Six white - either side of the Runway at each end
Edges	Single white Continuous
Hold Point	Double yellow continuous with double yellow broken



### 3.3.2 Taxiway Lighting and Pavement Markings

Taxiway Lighting	
Centreline	Green
Apron Edge	Blue (if the centreline lighting is unserviceable, blue lights may be deployed either side of the Taxiway)
Taxiway Pavement Markings	
Centreline	Single continuous yellow
Edges (TWY 14/32 system)	Double continuous yellow
Apron Edge	Double continuous yellow

Intermediate Holding Position

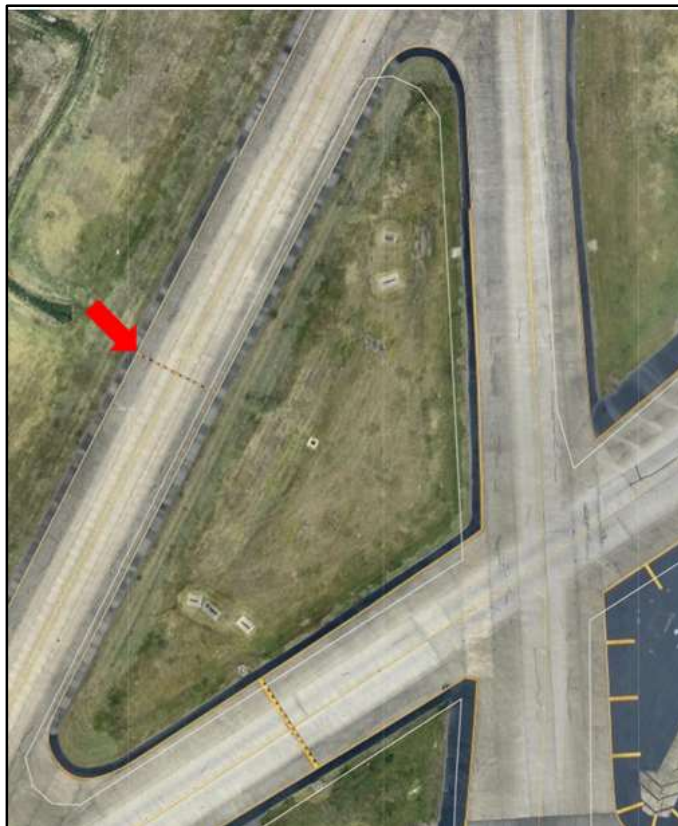
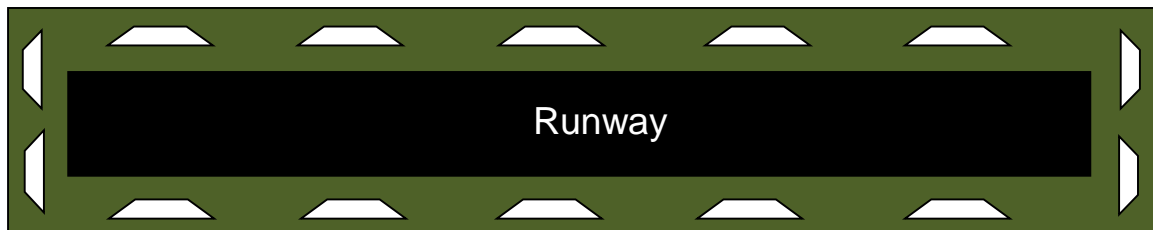


Figure 49 Intermediate Holding Point

The Intermediate Holding Points are located mid-way between the Rapid Exit Taxiways.



### 3.4 Runway Strip



When crossing the Runway -

White gable markers mark the boundary of the Runway strip. Vehicles are not permitted to CROSS the Runway strip (proceed beyond hold point) without the specific prior approval from GROUND on **121.7MHz** quoting the word CROSS e.g., “Tug xx CROSS runway 19”.

When entering the Runway, MEANS STAYING ON THE RUNWAY

White gable markers mark the boundary of the Runway strip. Vehicles are not permitted to enter the Runway strip (proceed beyond hold point) without the specific prior approval from TOWER on **120.5MHz** quoting the word ENTER e.g., “Car 13 ENTER runway 19”.

### 3.5 Movement Area Guidance Signs (MAGS)

Brisbane Airport has an extensive system of Movement Area Guidance (MAG) signs throughout the Manoeuvring Area. Drivers authorised to drive on the Manoeuvring Area (Category 3 and 3 - RWY ADA) must be familiar with these signs.



**Figure 50 Runway Designation Sign**

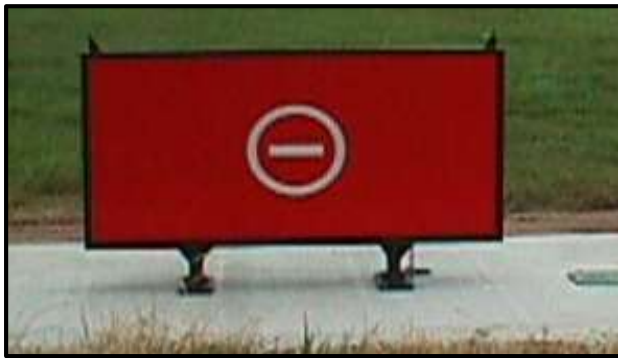
The photograph depicts the Runway 19 end of the main Runway. **A1** indicates Taxiway A1 (This sign is coloured yellow on a black background). The **19** indicates the commencement of Runway 19 (This sign is white numerals on a red background). Any MAG Sign with a red background with the white writing means do not proceed past this point without approval from ATC.

All drivers must stop at the Runway designation signs and seek clearance from Ground Frequency to cross the Runway. Drivers are not permitted, under any circumstances, to cross any Runway until the Ground Frequency has granted approval to “CROSS” the designated Runway.



**Figure 51 Direction Signage**

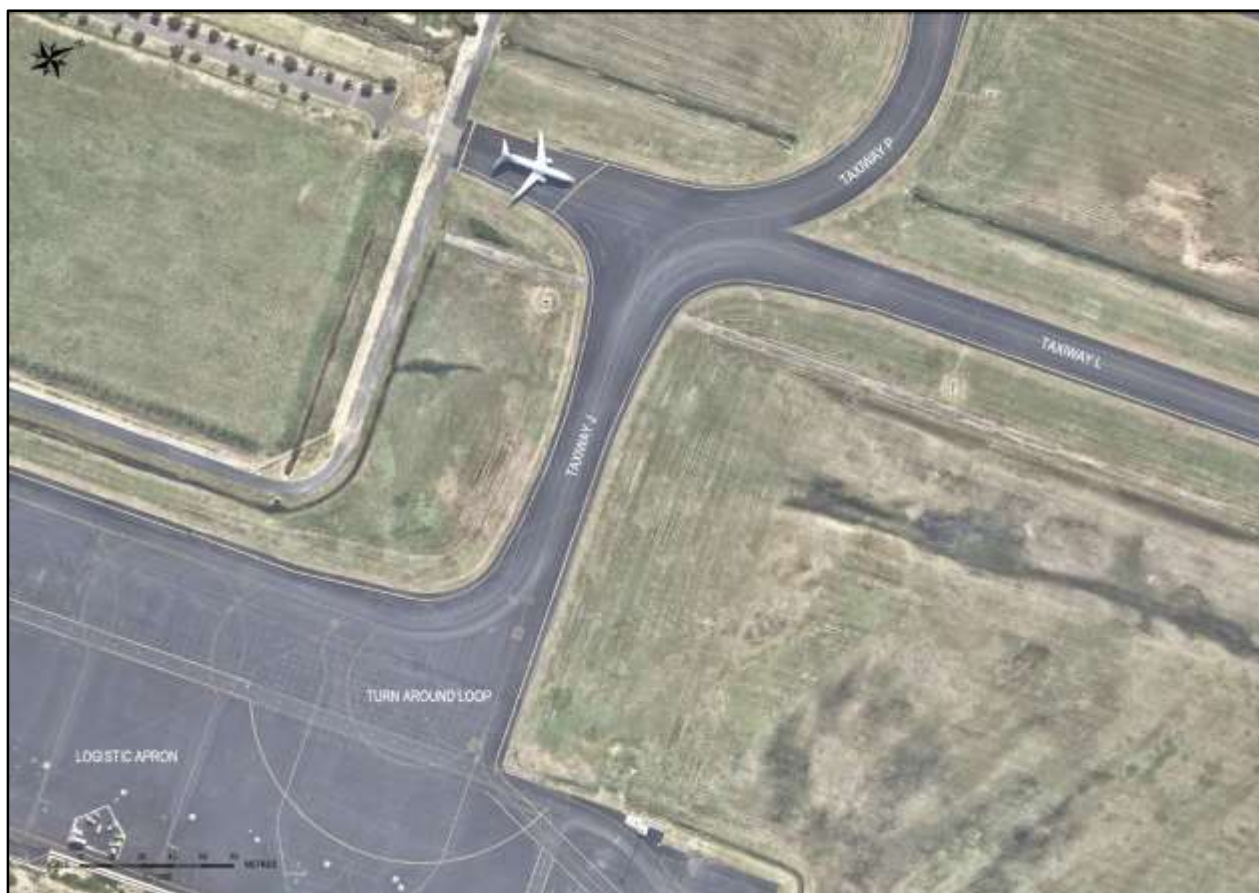
The black background with yellow writing indicates that you are on Taxiway Bravo 9. The yellow background with black writing, with the arrows indicates if, if you were to head in that direction it would take you to the corresponding Taxiway. For example if I were to head right from Taxiway Bravo 9 I would be travelling onto Taxiway Bravo.



**Figure 52 Aircraft "No Entry" Sign**

The photograph depicts a NO ENTRY sign, consisting of a white circle with a horizontal bar in the middle, on a red background. NO ENTRY Sign identifies where aircraft and vehicles are prohibited from entering, unless specifically instructed to by ATC.

### 3.6 Logistic Turning Loop



**Figure 53 Logistics Apron – Turn Around Loop**

Aircraft under tow cannot turn from TWY P onto TWY L at TWY J or TWY L on to TWY P at TWY J due to no fillet pavement, turn around loop available for aircraft up to and including B747 on Logistics Apron.

### 3.7 Some General Tips

Before you go out onto the Movement Area:

- Ensure vehicle is fully operational, fuelled, loads covered;
- Check spare tyre for inflation & condition;
- Constantly use your Omni vision;
- Watch for aircraft (360 degrees);
- FOD check - ensure no articles inside or outside a vehicle can become airborne, or fall out on opening a door;
- Know the procedures;
- Know the light signals;
- 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. Do it right, do it once; and
- Never leave anything (equipment or tools) on the Movement Area (includes Runway and Taxiway strips).



# **CATEGORY 3 RUNWAY**

## **AUTHORITY TO DRIVE AIRSIDE**

### **ALL MOVEMENT AREAS**

Applicants for Category 3 Runway are required to read the entire Handbook

### 3.8 Runway Crossings Requirements

It is fundamental to aerodrome safety that all Vehicle Operators and personnel using the manoeuvring areas are fully conversant with current communication procedures, their application and safety basis. Crossing runways is a well identified safety risk requiring rigorous procedures and situational awareness by all concerned.

- Drivers must secure all loose items on vehicles so that these do not become potential FOD;
- All aircraft must be inspected for loose items, covers, prop straps, Pitot tube covers etc.;
- All Drivers are to have an understanding of the wind direction and the Runway in use;
- Tow bars must be checked for serviceability before towing aircraft.

Runway crossings are only to be undertaken within the following parameters:

	Hours	Towing an Aircraft	Not towing an Aircraft
Oversize Tugs (see definition below)	0000 - 2359	Yes	Yes
Other Tugs	0000 - 0430	Yes	Yes
	0430 - 2359	Yes	No

Definition of an oversized tug:

- Weight is in excess of 34 ton load limit for Boggy creek bridge; and
- Width is in excess of 2.6 metres.

Compliance

- ATC are not responsible for policing Runway crossings; their role is to facilitate safe separation of aircraft and vehicles;
- The restrictions implemented have been introduced due to runway demand for arriving and departing aircraft, ATC workload and to minimize the risk exposure of runway crossings;
- These restrictions will be monitored through the Airside Operations Centre Team; and
- A one (1) month suspension of ADA for drivers failing to comply with the above restrictions.

Refer section 1.41.2 Penalty Table for reference to breaching the above parameters.

Vehicles are not permitted to follow Aircraft or Tugs across the Runway, and must use the Perimeter Road, except in the case of personnel attending aircraft engine ground runs when being undertaken on a Manoeuvring Area or following a “dead” or “cold” aircraft (with the exception of the ARFF emergency requirements). **All other traffic must use the Perimeter Road system.**

### 3.9 Radio Frequencies

Aerodrome Terminal Information Service (ATIS) **125.50MHz** - Before requesting permission from Ground Frequency all Drivers must listen to the ATIS for information on possible Taxiway or Runway closures.

Ground Frequency (**121.70MHz**) - Radio contact with Ground Frequency is necessary if you intend to proceed from the Aircraft Stand onto Taxiways, Crossing or entering Runway 01/19 or 14/32;

Consideration must be given to ATC workloads in peak hour Runway movement conditions in requests for Runway crossings.

Approved Vehicles seeking to cross the Runway must comply with the following:

- Be under the control of a Category 3 – RWY ADA holder;
- All open vehicles must have head phones fitted for contact with ATC;



- Even when cleared to cross, Drivers **must** conduct visual checks for aircraft on or approaching the Runway before crossing;
- Never change frequency until you are directed to do so;
- All persons, including Drivers of vehicles required to hold short of a Runway, must hold at the appropriate holding point for that Runway, or the runway strip edge (the line of gable markers);
- All persons, including Drivers of vehicles, in receipt of a clearance from Ground Frequency **121.70MHz** to enter a runway, must hold short of an intersecting runway except when an instruction "CROSS RUNWAY (number)" has been issued;
- Airside Drivers must, whilst waiting to cross:
  - Remain outside the Runway Hold Point;
  - Observe for all aircraft on or approaching the Runway;
  - Be prepared to relocate to another Taxiway in case a landing aircraft requires to vacate the Runway via the Taxiway where the Driver is located;

Be capable of describing their exact location at any time (e.g. on Taxiway B between B6 and B7).

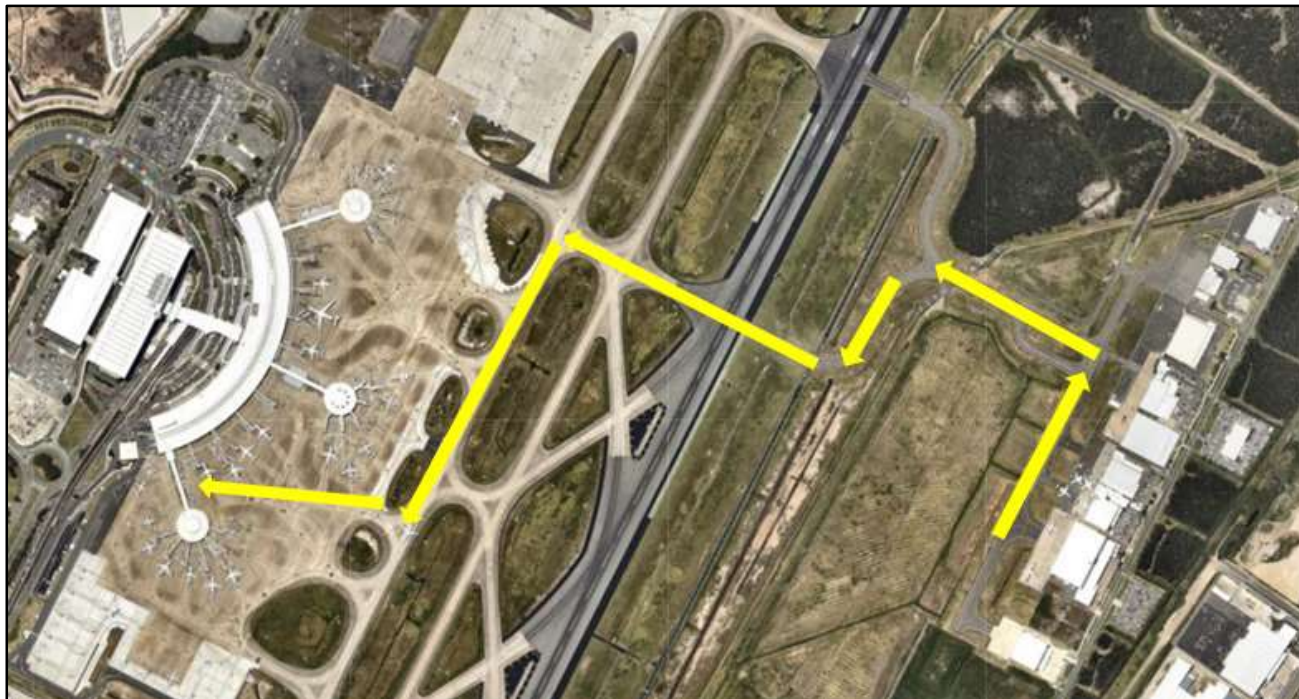
### 3.9.1 Procedure

- Before transmitting on ATC frequencies, make sure the channel is clear.
- The instruction to access or cross the Runway will be given by ATC on
- Ground frequency of 121.70MHz
- Use standard words and phrases for efficient two-way radio communication.
- Read back the instructions exactly as you receive them to ensure that you have understood the ATC clearance/instruction.
- Prior to crossing the holding point, check the Runway for aircraft departing or arriving.
- If unsure about any other traffic on the Runway, do not move and ask GROUND about the traffic.
- Only GROUND can authorise YOUR runway crossing, must contain **BOTH** your **CALLSIGN** and words "**CROSS RUNWAY**".
- After fully vacating the Runway contact GROUND and advise when vacated.

**Remember another vehicle or aircraft could be waiting to cross the runway elsewhere.**

### 3.10 Scenario's

#### 3.10.1 Scenario 1: Virgin Hangar to Domestic Apron



***Driver: "Brisbane Ground Tug72 with 737 under tow, at the Virgin Hangar, request tow to Bay 41"***

GROUND: "Tug 72 Brisbane Ground, Tow approved via Hotel 4, HOLD SHORT Runway 19"

***Driver: "Tow approved via Hotel 4, HOLD SHORT Runway 19, Tug 72"***

***Driver: "Tug72, Holding short Runway 19 at Hotel 4"***

GROUND: "Tug 72 at Hotel 4 CROSS Runway 19, HOLD SHORT of Bravo, report vacated"

***Driver: "At Hotel 4 CROSS Runway 19, HOLD SHORT of Bravo, report vacated, Tug72"***

***Driver: "Ground Tug 72 vacated RWY 19"***

GROUND: "Tug 72 proceed via Bravo, Charlie 4 to Bay 41"

***Driver: "Proceed via Bravo, Charlie 4 to Bay 41, Tug72"***

### 3.10.2 Scenario 2: Domestic Apron to Qantas Hangar 2



***Driver: "Brisbane Ground Tug 35 with Dash 8 under tow, at Bay 4 request tow to Hangar 2"***

GROUND: "Tug 35 Brisbane Ground, tow approved via Charlie 1 and Bravo, at Alpha 7 HOLD SHORT of Runway 01"

***Driver: "Tow approved via Charlie 1, Bravo at Alpha 7 HOLD SHORT Runway 01, Tug35"***

***Driver: "Brisbane Ground, Tug 35 at Alpha 7 HOLDING SHORT Runway 01"***

GROUND: "Tug 35 at Alpha 7 CROSS Runway 01, report vacated"

***Driver: "At Alpha 7, CROSS Runway 01, report vacated, Tug35"***

***Driver: "Ground Tug 35 vacated Runway 01"***

GROUND: "Tug 35 Ground proceed to Hangar 2"

***Driver: "Proceed to Hangar 2 Tug 35"***

### 3.10.3 Scenario 3: General Aviation Apron to Toll Hangar





***Driver: "Brisbane Ground Tug42 at the General Aviation Apron 2 request clearance to Toll Hangar"***

GROUND: "Tug 42 Brisbane Ground proceed Foxtrot 2, Bravo, Alpha 3 HOLD SHORT Runway 19"

***Driver: "Proceed Foxtrot 2, Bravo, Alpha 3 HOLD SHORT Runway 19, Tug 42"***

***Driver: "Tug 42 at Alpha 3 HOLDING SHORT Runway 19"***

GROUND: "Tug 42 at Alpha 3 CROSS Runway 19, report vacated"

***Driver: "At Alpha 3 CROSS Runway 19 report vacated Tug 42"***

***Driver: "Ground, Tug 42 vacated Runway 19"***

GROUND: "Tug 42 Ground, proceed via Hotel 3 to Toll Hangar"

***Driver: "Proceed via Hotel 3, to Toll Hangar Tug 42"***