Rockhampton Aerodrome

Airside Driving Handbook

CASA PART 139

Version	**2.0 – May 2021**
Approver	Manager Airport
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Table of Contents

Overview

Rockhampton Regional Council (RRC) is the owner and operator of Rockhampton Aerodrome (the Aerodrome). Rockhampton Airport Management is responsible for the safe operation of Rockhampton Aerodrome.

Motor vehicle activity (vehicle) and access is controlled and the responsibility of the Airport Management. This control is administered in accordance with Section 3.5 of the *Rockhampton Aerodrome Manual* and is enforceable through Commonwealth and Local Government laws.

A driver of a vehicle on Rockhampton Aerodrome is accountable for his or her actions. A person who is given access to the Aerodrome shall indemnify the RRC and its officers from their actions in all circumstances. The Airside Vehicle Indemnity & Release document was created for this purpose and must be completed by the owner / operator of an airside vehicle, the vehicle driver (e.g. sole traders) or the driver's employer (e.g. ground handling agent).

When operating vehicles airside, drivers must carry both a current Driver Licence, this excludes a Learner's Licence / Permit, and an Airside Driving Authorisation (ADA). All vehicles must display an Airside Vehicle Permit (AVP), issued by the Airport Management or be escorted by an Aerodrome Reporting Officer.

A Category 3B or 4 Airside Driving Authorisation may only be issued to those applicants who have a requirement to enter runways or taxiways in radio equipped vehicles and who are in direct contact with Air Traffic Control (ATC) and hold an Aeronautical Radio Operator Certificate.

Failure to comply with the requirements of this handbook is a breach of conditions set down by the relevant authorities for use of airside and to drive airside and any such failure will be taken into account by Rockhampton Regional Council in considering whether to exclude individuals or entities from airside use or operation of vehicles on the airside.

Glossary

ADA (Airside Driving Authorisation)
An Airside Driving Authorisation (ADA) is a permit granted by the Airport Management and required by all persons driving Airside, unless they are being escorted by a person authorised to perform vehicle escort duties.

Aerodrome Testing Area
Any surface in a certified aerodrome or registered aerodrome over which an aircraft is able to be moved while in contact with the surface of the aerodrome, including any parking areas; and

Any part of the surface of a certified aerodrome or registered aerodrome:
- (i) that is not covered by paragraph (a); and
- (ii) that does not have a building on it; and
- (iii) from which access to a surface mentioned in paragraph (a) may be had; and

A building located on a certified aerodrome or registered aerodrome that is used:
- (i) for maintenance of an aircraft or an aeronautical product; or
- (ii) for the manufacture of aircraft or aeronautical products; or
- (iii) by an air traffic service provider to control air traffic; or
- (iv) by the holder of an AOC for flying training; and

Any part of an aircraft, aerobridge or other moveable structure in a certified aerodrome or a registered aerodrome.

Airside Areas (Prohibited Areas)
Those parts of the aerodrome where entry is prohibited except to persons having a lawful reason and authority to enter and / or remain.

Aprons
Defined as those areas within the movement area and adjacent to a terminal building, for the purpose of loading / unloading, parking, fuelling and / or servicing of aircraft. Included within the apron areas, if defined, are the apron vehicle access lanes.

AVP (Airside Vehicle Permit)
An Airside Vehicle Permit is issued by the Airport Management for each vehicle operating Airside - unless that vehicle is under escort by a person authorised to perform vehicle escort duties.

Landside Areas (Public Areas)
Those parts of the aerodrome that allow unrestricted public or private vehicular entry, e.g. public areas within and around a terminal building, car parking areas and public roads.

Manoeuvring Areas
Those parts of the aerodrome that are used specifically for the take-off and landing of aircraft and for the movement of aircraft associated with the take-off and landing, i.e. runways, runway strips and taxiways, excluding aprons.

Movement Areas
That part of an aerodrome to be used for the surface movement of aircraft including manoeuvring areas and aprons.

Perimeter Road
A road, on the airside, which allows vehicles access to various areas of the aerodrome without entering the movement areas.

Rockhampton Regional Council (RRC)
Rockhampton Regional Council is the owner and operator of Rockhampton Aerodrome.
Rockhampton Airport Management is responsible for the safe operation of Rockhampton Aerodrome.

RRC Vehicle
All vehicles owned or under the direct control of the Rockhampton Regional Council.

Safety Sensitive Aviation Activities (SSAA)
Any actions taken by a person in an aerodrome testing area (including the persons presence in the area) other than as a passenger

Any of the following activities, wherever they occur:

- calculation of the position of freight, baggage, passengers and fuel on aircraft
- the maintenance, certification of maintenance or manufacture of aircraft, aeronautical products, ground based navigation aids or radar
- the fuelling and maintenance of vehicles that will be used to fuel aircraft on aerodrome testing areas
- activities undertaken by an airport security guard or screening person in the course of their duties as a guard or person
- activities undertaken by a member of the operating crew of an aircraft in the course of that persons duties as a crew member
- the loading and unloading of trolleys containing baggage for loading onto aircraft or unloading from aircraft and the driving of such trolleys
- activities undertaken by an air traffic controller in the course of the controller's duties as a controller, or the supervisor of such a person
- the provision of aviation fire fighting services; and
- providing flight information and search and rescue alert services:
  - to a pilot or operator of an aircraft immediately before the flight of the aircraft,
  - to a pilot or operator of an aircraft, during the flight of the aircraft;
  - as an intermediary for communications between a pilot or operator of the aircraft and an air traffic controller

Vehicle
Defined as any machine or device that has the mechanical means to propel the machine or device along the surface of the ground.

Commonly Used Abbreviations

AA	Aerodrome Administration
ACO	Airport Compliance Officer
ADA	Airside Driving Authority
ADH	Airside Drivers Handbook
AEP	Aerodrome Emergency Plan
AFRU	Aerodrome Frequency Response Unit
AIS	Aeronautical Information Service
ARFFS	Aviation Rescue Fire Fighting Service (Operated by Airservices Australia)
ARO	Aerodrome Reporting Officer
ASA	Airservices Australia
ASIC	Aviation Security Identification Card
ATC	Air Traffic Control (Operated by Airservices Australia)
ATSB	Australian Transport Safety Bureau
AVP	Airside Vehicle Permit
CAAP	Civil Aviation Advisory Publication
CAO	Coordinator Airport Operations
CAO	Civil Aviation Order
CAR	Civil Aviation Regulation
CASA	Civil Aviation Safety Authority
CASR	Civil Aviation Safety Regulation
CTAF	Common Traffic Advisory Frequency
DAMP	Drug and Alcohol Management Plan
DoD	Department of Defence
FBO	Fixed Base Operators
GA	General Aviation
LVP	Low Visibility Procedure
MA	Manager Airport, Rockhampton Airport
MOS	Manual of Standards
OLS	Obstacle Limitation Surfaces
OS	Operations Supervisor
RPT	Regular Public Transport
RRC	Rockhampton Regional Council
SATCO	Senior Air Traffic Control Officer
SCAO	Senior Coordinator Airport Operations
SMS	Safety Management System
SSAA	Safety Sensitive Aviation Activity
VIC	Visitor Identification Card
WSO	Works Safety Officer

Airside Vehicle Permit (AVP)

All vehicles that enter airside, including the Apron Services Area (ASA) must display an Airside Vehicle Permit (AVP).

Before issuing an AVP, Rockhampton Airport Management will require:

a) Evidence that the vehicle meets the Vehicle Requirements for an Airside Vehicle Permit

b) A completed RRC Indemnity & Release form;

c) Evidence of appropriate insurance;

In addition, the applicant must meet one or more of the following:

a) be directly involved with the operations or servicing of aircraft (including refuelling);

b) be directly involved with the servicing of Ground Service Equipment that cannot be serviced landside;

c) be directly involved with the servicing or maintenance of airside facilities, equipment or the building/s, including all terminals, or other airside facilities, and that these areas cannot be reached via the landside

Note: Vehicles that are operating airside under escort do not require an AVP.

Airside Driving Authorisation (ADA)

All drivers operating vehicles airside must hold an Airside Driving Authorisation (ADA) in the category that authorises you to drive a vehicle in that area.

To obtain an ADA you will need to satisfy the following requirements:

a) has an operational requirement to drive unescorted on the airside on a frequent basis (i.e. at least weekly);

b) holds a current Australian State, Territory or International Drivers Licence, excluding a Learner's Licence/Permit, to drive the class of vehicle / equipment to be operated, or for other plant / equipment, the nearest equivalent where a class or qualification does not exist. The licence must be carried at all times when operating a vehicle airside and be produced when requested by an Aerodrome Reporting Officer;

c) provides evidence that the ADA applicant holds a valid Aviation Security Identification Card (ASIC) for the area of operation or;

- that the applicant has applied for an ASIC and holds a valid Visitor Identification Card (VIC) for Rockhampton Aerodrome or;
- in the case of short term ADA applications (e.g. during military exercises), the SCAO may approve an ADA for a person holding a valid VIC, or an appropriate defence identity document;

d) is familiar with the Aerodrome layout and comprehends the terminology used to describe the operational areas;

e) understands the significance and meaning of airside signs and markings;

f) if applying for a Cat 3b or 4 ADA, holds an Aeronautical Radio Operator Certificate, issued by the Civil Aviation Safety Authority or its delegate or defence force equivalent;

g) if applying for a Cat 3b or 4 ADA, has a thorough knowledge of Air Traffic Control instructions, movement area operating restrictions and safety issues associated with the operation of these areas;

h) if applicable, has submitted an appropriately completed and signed log of driver training hours, relevant to the category of ADA required;

i) has competently completed the applicable RRC airside driver training course;

j) has competently completed the applicable RRC practical competency and airfield geography assessment;

k) complies with any other reasonable requirements, which may be imposed by Rockhampton Aerodrome Management.

Airside Driving Authority – Driver Training

Rockhampton Aerodrome Fixed Base Operators may conduct airside driving experience/training for new employees and/or ADA applicants, provided that the employee/applicant meets the prerequisites for an ADA and understands the instructions contained in Section 3.5 of the Aerodrome Manual. Trainees must be under the direct supervision of a competent ADA holder who has held an ADA of the category applicable to the training area, for at least 6 months.

Category	Minimum Hours Required
1	5 hours
2 – 3	10 hours
4	20 hours
5	Induction and Familiarisation

Where an inexperienced individual is applying for an ADA, Aerodrome Management will arrange for an OS to conduct practical instruction and competency assessment within the Airside area. This training is available only by appointment and is subject to staff availability. Aerodrome Management may levy a charge for this process.

Recognition of Prior Learning (RPL) may be applied if experience has been gained at an airport considered similar to Rockhampton. Approval of RPL is at the discretion of the Senior Coordinator Airport Operations. The ADA applicant may be required to furnish proof of prior training and/or experience.

ADA Categories

There are currently 7 categories of ADA:

Category	Details
1	**Perimeter Road**
2A	**GA Apron** All of the GA Apron including the GA Apron taxiways and taxilanes.
2B	**RPT Apron Limited** The RPT Apron, but does not include the RPT Apron Taxiway to the west of the parking clearance line.
3A	**All RPT Apron** All of the RPT Apron including the RPT Apron taxiway. The RPT Apron taxiway (west of the RPT Apron parking clearance line) must be accessed only when absolutely necessary to service aircraft.
3B	**RPT & GA Aprons** The RPT Apron, including the RPT Apron taxiway, and the GA Apron, it also allows the holder to cross Runway 04/22 via Taxiways HOTEL, GOLF AND ECHO.
4	**All Airside Areas**
5	**Defence Personnel** ADA approval and issuing processed will be determined for each site deployment event. The AOC will liaise with senior defence officers to establish the limits of vehicle access, existing driver competencies and site training required.

Note:

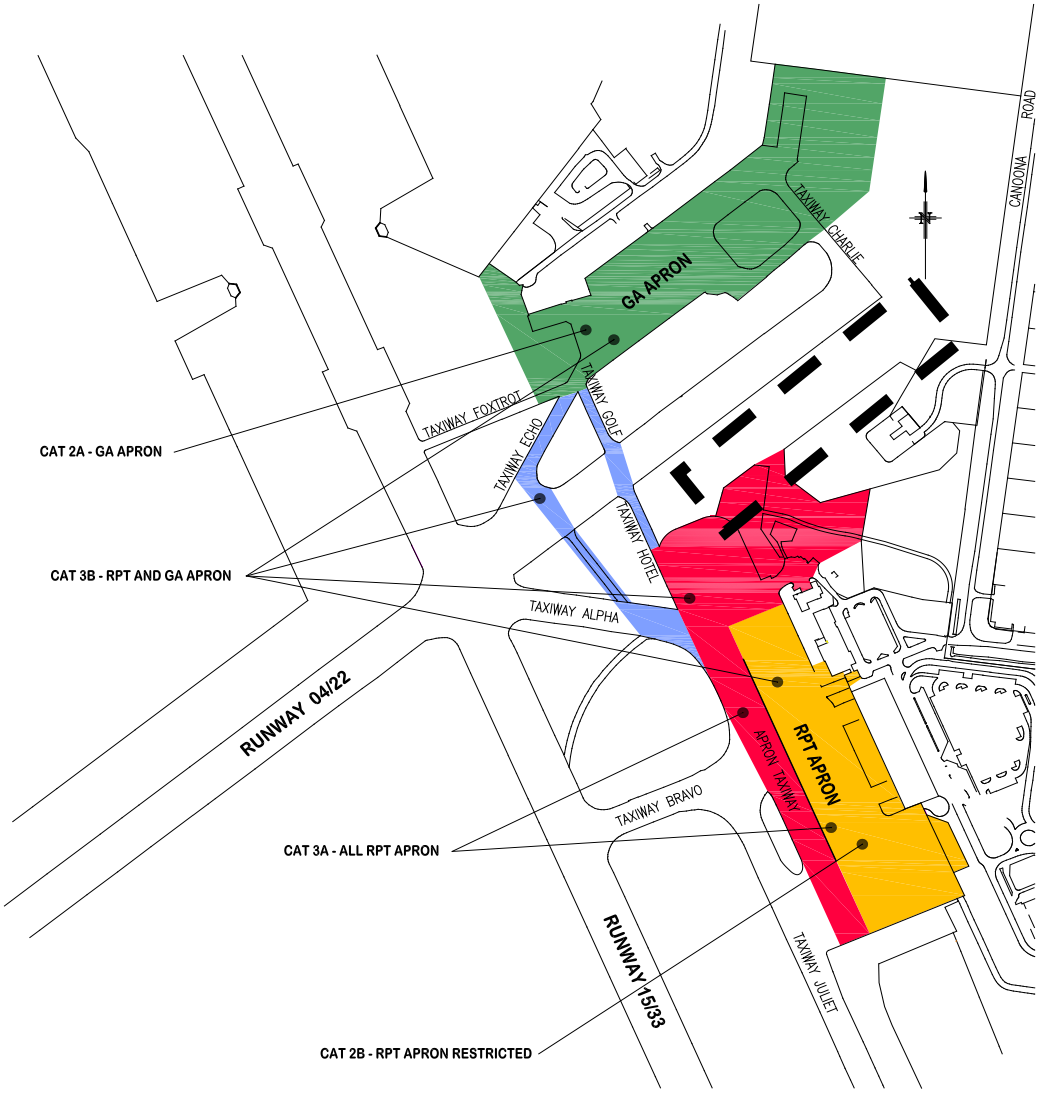
- The above ADA categories are only applicable to Rockhampton Aerodrome and are not transferable to other airports.
- A driving approval issued for another airport does not constitute an authority to drive airside at Rockhampton Aerodrome.
- Drivers operating vehicles airside under escort do not require an ADA

Any suspension or loss of a State or Territory or International drivers licence, excluding a learner's licence/permit, must be reported to the SCAO within 48 hours. During this time the ADA holder will not operate any vehicle or equipment Airside without the prior permission of the SCAO. The SCAO will assess the options available when considering the continued operation of vehicles or equipment by the ADA holder.

Where Can I Drive Airside?

- **Category 1** Perimeter Road
- **Category 2A** GA Apron
- **Category 2B** RPT Apron Restricted
- **Category 3A** All RPT Apron
- **Category 3B** RPT & GA Aprons *****
- **Category 4** All Airside Areas *****
- **Category 5** Defence designated areas*****

NOTE:
***** A CASA Aeronautical Radio Operator Certificate is required for all operations in these areas.



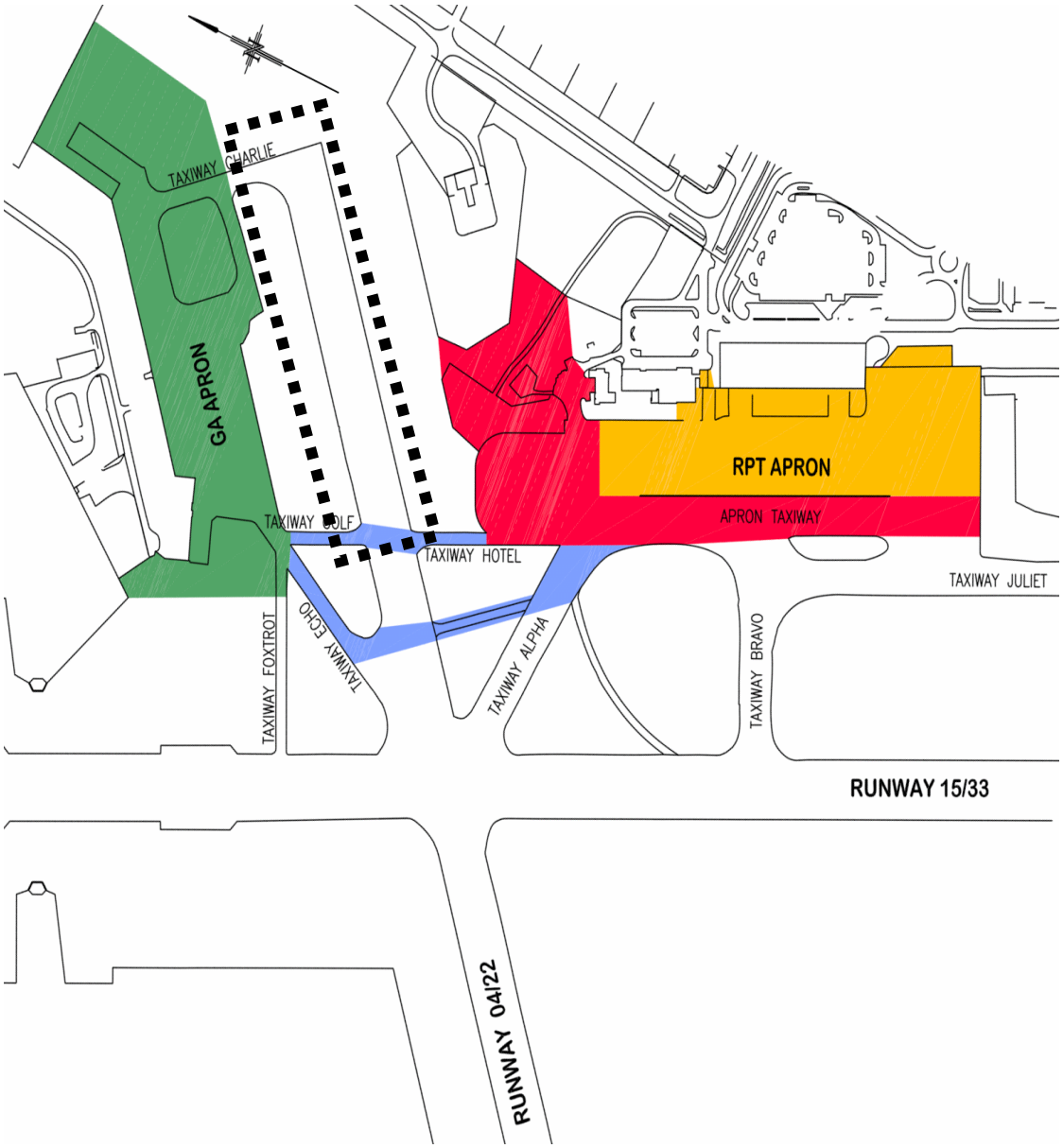
Military Exercises

During exercises Taxiway Lima (east of taxiways 'H' & 'G') is closed to normal aircraft operations (the rectangular area shown in black dots)

At this time, holders of Cat 3A, 3B & 4 ADA's are authorised to transit this area for operational purposes only (e.g. refuelling of military aircraft).

At the time of each exercise information will be distributed advising the portions of movement area that require ATC clearance.

Defence personnel and their aircraft maintenance contractors may be issued Cat 5 ADA's where defence radio operation competencies exist, or when radio use is not required for the specific area of activity.



Airside Safety

Key Safety Rules

The following are KEY SAFETY RULES. Consistent breach of these rules may result in the loss of airside driving privileges.

Drivers must obey all regulatory signs and comply with instructions given by officers of RRC (e.g. Aerodrome Reporting Officers).

Speed Limits

When driving airside you must obey all regulatory signs and adhere to the following speed limits:

Location	Speed Limit (km / h)
Within 15 metres of an aircraft	10 km/h
Apron movement areas	25 km/h
Runways & Taxiway Juliet when south of the RPT Apron	60 km/h
Baggage handling areas	Walking pace
Valid emergencies	No speed restrictions (except <15m from aircraft)

No Seat, No Ride

No person shall ride on or operate a vehicle when the passenger/cargo load is in excess of the designated / constructed capacity of that vehicle (e.g. No Seat – No Ride).

Safety In The Vicinity Of Aircraft

Vehicles must give way to moving aircraft at all times, even when they are under tow. Drivers must also be aware of safety distances when driving vehicles in the vicinity of parked aircraft:

- 3m clear of parked aircraft
- 15m clear of re-fuelling/de-fuelling aircraft

When an aircraft has its red anti-collision beacon(s) operating, it indicates that the engines may be running or about to be started, the aircraft is being towed or the aircraft is taxiing or about to commence.

All vehicles/equipment must be kept a safe distance behind operational aircraft to reduce any potential harm created by jet blast or propeller wash.

Vehicles shall not be used to service, load or unload an aircraft unless a representative or agent of the aircraft operator is present to direct the movement of the vehicle.

Alcohol / Drugs

Safety Sensitive Aviation Activity (SSAA) employees who perform duties 2 or more times within a 90 day period within an aerodrome testing area may be subject to drug and alcohol testing in accordance with their respective employer's Drug and Alcohol Management Plan (DAMP). In addition to the drug and alcohol testing conducted by or on behalf of an employer, SSAA employees may also be subject to random drug and alcohol testing by CASA under Part 99C of the Civil Aviation Safety Regulations.

Driving On the Apron

Wherever possible, vehicle movements on an apron area shall be via defined Vehicle Access Lanes. This restriction does not apply to vehicle/equipment in radio contact with ATC.

The apron taxiway on the runway (western) side of the RPT apron is only accessible to Category 3 & 4 authorised airside drivers.

Driving On the Manoeuvring Area

You must not drive a vehicle on the manoeuvring area unless:

- you hold a valid Airside Driving Authority (ADA) for the area (Category 3A, 3B , 4 & 5);
- the vehicle is equipped with a radio capable of two-way communication with Air Traffic Control (if operating) and aircraft;
- you hold a CASA Aeronautical Radio Operator Certificate (or a defence equivalent);
- you have obtained prior clearance from ATC (not applicable to apron taxiways); OR
- the vehicle is under escort of an Aerodrome Reporting Officer or other authorised officer.

Designated taxiways within the manoeuvring area that require ATC clearance are Alpha / Bravo / Charlie / Delta / Echo / Foxtrot / Golf / Hotel / Juliet / Kilo / Lima.

Low Visibility Operations

Low visibility operations are implemented when:

- The visibility on any part of the aerodrome is insufficient for ATC to exercise control over all traffic on the basis of visual surveillance; or
- The cloud ceiling is less than 200ft; or
- The visibility on any part of the aerodrome is less than 800m

For all low visibility operations all non-essential vehicles shall **not be permitted** on the manoeuvring area. RRC staff will operate the only vehicles on the aircraft manoeuvring areas during low visibility operations.

Vehicle movements are contained within the limits of the RPT Apron by positioning an authorised Aerodrome Reporting Officer in a vehicle on the apron taxiway.

The airside area is secured to control vehicle access to the aircraft manoeuvring area. Gates normally accessible to authorised drivers (other than RRC Aerodrome staff are locked out with a padlock unique to LVP, and portable warnings signs are placed across other access points.

The ARO will place a portable warning sign at the RPT Apron access from the baggage make-up area. The information on the sign will provide clear instruction of the change in operating conditions.

NOTE: An ADA may be cancelled for individuals who ignore the directions of the Low Visibility Procedure signs, or directions of RRC or ARFFS personnel who are preparing the airside area for Low Visibility Procedures.

A detailed explanation of the Low Visibility Procedures can be found in Section 3.12 of the Rockhampton Aerodrome Manual.

Parking of Vehicles

Airside vehicles are prohibited from parking within two (2) metres of the airside/landside boundary fence or within three (3) metres of the fence when parked landside.

Vehicles must not be parked where they may obstruct aircraft, other vehicles, pedestrian traffic, gates or access doors.

If vehicles need to be parked in an operational airside area unattended for a short time, the doors should be closed but unlocked, keys left in the ignition switch and handbrake on.

Refuelling Vehicles

Refuelling tanker vehicles/dispenser vehicles are not permitted to transit within any terminal building at the Airport. Refuelling tanker vehicles/dispenser vehicles are not permitted to park unattended within 15 metres of the RPT Terminal.

Reversing Of Vehicles

Drivers must exercise extreme caution when operating a vehicle in reverse gear. Drivers operating vehicles in reverse must be able to see all areas behind the vehicle or seek assistance from a person located external to the vehicle before reversing occurs.

Incidents/Accidents & Hazards

In accordance with the requirements of the Rockhampton Aerodrome Safety Management System (SMS), if you are a driver of a vehicle involved in an incident/accident on airside which:

- causes personal injury;
- causes property damage; OR
- had the potential to cause personal injury or property damage.

You must immediately report the incident/accident to an Aerodrome Reporting Officer and provide a completed Safety Incident Report Form to the Coordinator Airport Operations describing how the accident occurred.

A person will be tested for the presence of alcohol and testable drugs after an accident or serious incident involving a SSAA employee that occurs whilst they are performing, or available to perform, a SSAA, provided that suitable test conditions exist.

If you observe a safety hazard on the Aerodrome, you should complete a Hazard Report Form and deliver it to the Coordinator Airport Operations.

Immobilised Vehicles

If you are driving a vehicle that becomes immobilised on the manoeuvring area or movement area you must:

- if on a runway or taxiway, immediately notify Air Traffic Control (if on duty);
- if ATC is not on duty immediately notify an Aerodrome Reporting Officer;
- take appropriate action in liaison with the Aerodrome Reporting Officer to remove the vehicle expediently.

Note: No unauthorised vehicles may enter into an area to assist with the removal of a vehicle, unless that vehicle is under escort from an Aerodrome Reporting Officer.

Radio Failure

If you find that you are unable to receive or make transmissions once you have commenced operating on the manoeuvring area you should first carry out some quick and simple checks such as:

- checking that the radio is switched on;
- checking that the volume has not been turned down;
- checking that the correct frequency is selected;
- checking that the microphone is plugged in correctly;
- checking you are not out of range or in a dead spot;
- checking the squelch function and level.

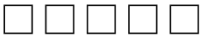
If there is no apparent fault you should vacate the manoeuvring area immediately.

Should you experience a radio failure, observe flashing runway or taxiway lights or white flashing lights from the Tower, adopt the following procedures:

a) If on a runway, vacate the runway and runway strip immediately;
b) vacate the manoeuvring area via the most safe and direct route available;
c) exercise extreme caution at all times and keep a vigilant watch for aircraft;
d) on vacating the manoeuvring area on a controlled airport, establish contact with the Tower (or SMC) and advise that you have vacated the manoeuvring area, either by using another radio or by telephone;
e) do not re-enter the manoeuvring area until your radio has been replaced or repaired.

Light Signals to Vehicles and Pedestrians

If ATC experiences a radio failure the controllers will communicate using light signals. If you receive light signals from the tower, you must respond promptly. The meaning of these signals must be displayed in your vehicle within easy sight if you are the driver. These signals are as follows:

SIGNAL	MEANING
 RED STEADY	Stop immediately
 RED FLASHES	Move off the landing area or taxiway and watch out for aircraft
 GREEN FLASHES	Permission to cross landing area or to move on a taxiway
 WHITE FLASHES	Vacate the manoeuvring area in accordance with local instructions.
NOTE: In emergency conditions or if the above signals are not observed, the following meaning will be indicated by use of the runway or taxiway lighting	
FLASHING RUNWAY OR TAXIWAY LIGHTING	Vacate the runway and observe the tower for light signal

No Smoking

The airside of the Aerodrome is a designated NO SMOKING area. This means no smoking anywhere on airside including inside vehicles.

Towing Of Loads

Drivers are to ensure that the load they are carrying or towing is secure at all times. This includes covering of all loose material to ensure no spillage occurs.

FOD

It is the responsibility of all persons accessing the airside to reduce Foreign Object Debris (FOD) by removing any item of FOD encountered whilst airside.

Drivers must ensure when operating vehicles carrying loose material (such as garbage, plastic sheeting and paper) that the load is adequately secured or covered to prevent spillage. Any item falling from a Vehicle must be recovered by the driver and secured to prevent further spillage and possible aircraft damage.

When transiting unsealed areas material may accumulate on the vehicle's tyres, providing the potential to be dislodged on aircraft movement areas (e.g. stones caught in wheel tread or clumps of mud). When released from a vehicle onto sealed airside areas material of this nature must be treated like any other item of FOD. The vehicle operator is responsible to ensure that this type of FOD is promptly removed from the area and / or an Aerodrome Reporting Officer is informed to coordinate its removal.

Items blowing onto the Manoeuvring Area must be brought to the attention of an Aerodrome Reporting Officer as soon as possible.

Enforcement

The MA or delegate may withdraw an ADA should an infringement of the rules be observed or reported.

The guidelines for the processing of airside driving infringements are as follows;

(a) depending on the infringement, a verbal warning may be issued by the ARO or Aerodrome Management for any infringement of the airside driving rules;

(b) repeated infringements will result in the MA issuing a written warning;

(c) should the same infringement occur following a written warning, suspension of the individual's ADA will result. The period of suspension will be 14 calendar days;

(d) should the same infringement be repeated after the 14 day suspension, a 12 month suspension or permanent cancellation of the ADA will result;

(e) where a particular infringement is repeated within a period in excess of 12 months, a 14 days suspension will be incurred.

(f) depending on the severity of the infringement or infringement history, the MA will have the option to immediately suspend or cancel the ADA.

In addition to the above action, breaching the restrictions regarding entry to a live runway may result in legal action, (with the associated risk of heavy fines or other penalties). Driving when an ADA has been suspended or cancelled, or has not been approved may incur a penalty/fine under the relevant RRC Local Laws.

Basic Visual Aids

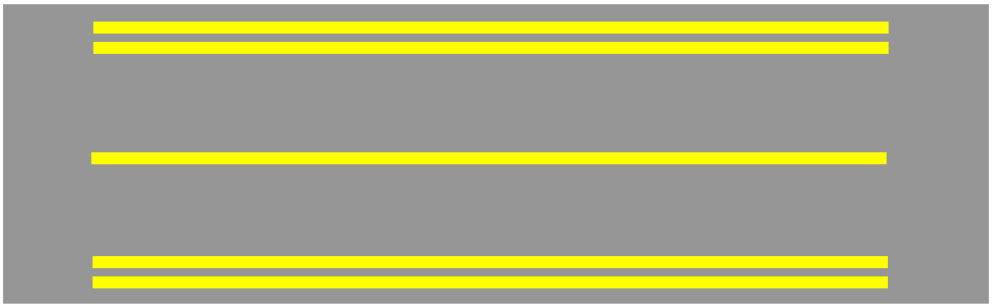
You should be aware of and be able to identify the following visual aids:

Parking Clearance Line

Parking clearance lines delineate the area that must remain free of personnel, vehicles and equipment when an aircraft is taxiing (or being towed) into position, or has started engines in preparation for departure. In the case of the RPT Apron, a Cat 2A driver must remain on the same side of the line as the words "parking clearance".

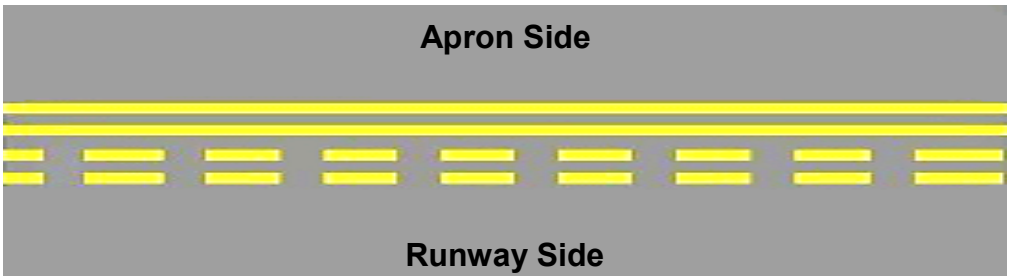
Taxiway Markings

Note, some GA taxiways do not have the double side stripes.



Taxiway Holding Point

These markings are at the intersections of taxiways and runways and apply to aircraft and Category 3B & 4 ADA holders. ATC clearance or CTAF procedures are required to proceed past the holding point.



Intermediate Taxiway Holding Point

These markings indicate the intersection of two (2) taxiways. ATC clearance or CTAF procedures are required to proceed past the holding point.

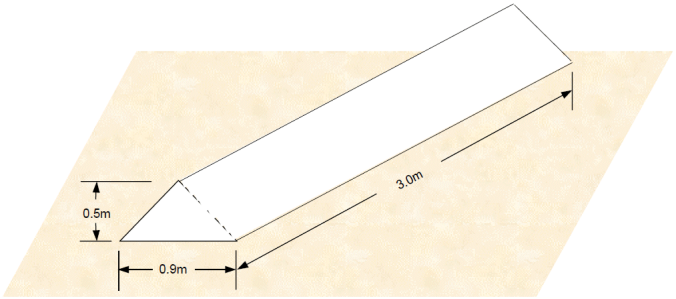
High Strength Pavement Markings

Double yellow lines on the apron indicate the limit of high strength pavement for aircraft operations. They are not a driving or passenger limit line.

It is legal for a pilot to maneuver the aircraft wheels up to the high strength limit line. Be aware this may result in the aircraft wings and engines protruding into the low strength pavement area.

Runway Gable Marker

White gable markers mark the edge of the Runway Strip that has been prepared for the ground movement of aircraft. Vehicles are not permitted to enter the Runway Strip without specific clearance from Air Traffic Control (ATC).



Low Visibility Operations Marker

When this sign is displayed, all vehicle operations must be in accordance with the Low Visibility Operations procedures.

Operational Airspace Marker

When this sign is displayed, ATC clearance or CTAF procedures apply to access beyond the marker.

Crossing the Undershoot / Runway End Area

Where this sign is displayed the ADA holder must obtain clearance from ATC before proceeding into the Runway End Area. These requirements are for all aerodrome users with the exception of authorised RRC Aerodrome Reporting Officers.

Outside of ATC hours the normal CTAF radio procedures apply for accessing an aircraft movement area.

Radio Operation/Procedure

Secrecy of communications

Regulations stipulate that flight radio operators are not to divulge the text of any radio message sent or received by them without authority.

Unauthorised transmissions

Radio operators are strictly prohibited from sending messages which:

- Contains profane or obscene language.
- Is of a deceptive or false nature.
- Involves the improper use of the call sign of another station / aircraft.
- Is of a private nature.

Correct phraseology and phonetics

The efficient use of two-way radio depends largely on microphone technique, the method of speaking and choice of words used by the operator. When using a radio you should apply the following principles:

- ensure the frequency is clear before speaking;
- speak plainly and end each word clearly to prevent consecutive words running together;
- avoid any tendency to shout or to accentuate syllables;
- avoid hesitant sounds such as "er" and "um";
- avoid variations in the intensity of speech and unusual inflections of the voice;
- preserve the rhythm of ordinary conversation, avoiding long pauses but retaining oral punctuation;
- maintain a business-like manner and do not use colloquialisms or first names or be unduly familiar with others over the radio;
- use standard words and phrases without superfluous chatter, or
- if improvisation is necessary, make it brief and unambiguous; and
- read each written message before transmission, in order to eliminate unnecessary delays.

Standard procedural words and phrases

It is essential that standard phrases be used for radio communications between aircraft, the Tower or SMC (Surface Movement Controller) and ground stations such as vehicles operating on the manoeuvring area.

- This is to avoid misunderstanding of the intent of messages and to reduce the time required for communications.

The most commonly used phrases are listed below.

WORD OR PHRASE	*MEANING*
ACKNOWLEDGE	"Let me know that you have received and understood this message"
AFFIRM	"Yes"
APPROVED	"Permission for proposed action granted"
**** BREAK**	"I hereby indicate the separation between portions of the message. (To be used where there is no clear distinction between the text and other portions of the message)"
CANCEL	"Annul the previously transmitted clearance"
CHECK	"Examine a system or procedure" (no answer is normally expected)
CONFIRM	"Have I correctly received the following ...?" or, "Did you correctly receive this message?"
CONTACT	"Establish radio contact with ..."
CORRECT	"That is correct"
CORRECTION	"An error has been made in this transmission (or message indicated) - the correct information is"
DISREGARD	"Consider that transmission as not sent"
EXPEDITE	"Implement the Tower instruction without delay"
GO AHEAD	"Proceed with your message"
HOLD POSITION	"Stop - Do Not Proceed Until Advised"
HOLD SHORT OF	"Stop Before A Specified Location (For a runway or taxiway, this is a the Taxi Holding Position Line"
HOW DO YOU READ	"What Is The Readability Of My Transmission or How Well Can You Hear My Transmission" (normally preceded by "RADIO CHECK"
I SAY AGAIN	"I repeat for clarity or emphasis"
MONITOR	Listen out on (frequency)
NEGATIVE	"No" or "Permission not granted" or "That is not correct"
OBLIQUE	"Oblique stroke"
PROCEED	"Take the route specified in the Tower clearance/instruction"
RADIO CHECK	"I wish to check the signal strength of my radio transmission please advise the readability level"
READ BACK	"Repeat all, or the specified part, of this message back to me exactly as received"
REPORT	"Pass me the following information"
REQUEST	"I should like to know ...., or I wish to obtain ....."
**** ROGER**	"I have received all of your last transmission" (Under NO circumstances to be used in reply to a question requiring READ BACK or a direct answer in the affirmative or negative)
SAY AGAIN	"Repeat all, or the following part, of your last transmission"
SPEAK SLOWER	"Reduce your rate of speech"
STAND BY	"Wait and I will call you"
VACATE	"Move off the runway/taxiway/area immediately" (may be amplified by "Via Taxiway ...." or "Next Left")
VACATED	"I have vacated runway/taxiway /area"
VERIFY	"Check and confirm with originator"
WILCO	"I fully understand your message and will comply with it"
**** WORDS TWICE**	"Communication is difficult. Please send every word, or group of words, twice" or "Since communication is difficult, every word, or group of words, in this message will be sent twice"

** Indicates that this word or phrase should only be used under difficult communication conditions.

Approvals and Read Backs

When ATC or the Surface Movement Controller (Ground) gives a vehicle an approval or an instruction, that approval / instruction must be read back (repeated) prior to actioning.

When initiating a transmission to the Tower or Ground (Surface Movement Controller), also abbreviated to SMC, you must commence with your vehicle call sign, as in:

"**XYZ TOWER (or Ground) CAR TWO (your call sign)** …."

When reading backs a Tower or SMC approval or instruction you must terminate your transmission with your vehicle call sign, as in:

"**VACATED RUNWAY THREE FOUR CAR TWO**"

NOTE: Read back messages need only contain key elements of the approval / instruction sufficient to clearly indicate it will be complied with.

If you are uncertain about the conditions specified in a Tower or SMC approval or which ground vehicle has been granted the approval you should use the phrase:

"**VERIFY APPROVAL FOR (your call sign)**"

Basic Radio Procedures

Operating On Runways: When you are required to enter a runway you should always refer to that runway by the operational direction; e.g. RWY 14/32 is currently being used for departures to the North West, therefore this runway is referred to as RWY 32.

Example 1

Car 3: **"**XYZ TOWER (or GROUND) CAR THREE ON TAXIWAY ALPHA REQUEST PERMISSION TO ENTER RUNWAY ONE FOUR FOR PAVEMENT INSPECTION**"**

The ATC response might be: **"**CAR THREE ENTER RUNWAY ONE FOUR**"**

Your read back must be sufficient to indicate you are complying with the approval: "ENTERING RUNWAY ONE FOUR CAR THREE**"**

Example 2

Car 3: **"**XYZ TOWER (or GROUND) CAR THREE ON TAXIWAY BRAVO REQUEST PERMISSION TO ENTER RUNWAY TWO ONE**"**

ATC response: **"**CAR THREE HOLD SHORT OF RUNWAY TWO ONE**" (Request denied at this time)**

Your response: **"**HOLDING SHORT CAR THREE**"**

ATC advises you when you are approved to enter the runway: "CAR THREE ENTER RUNWAY TWO ONE**"**

Your response: **"**ENTERING RUNWAY TWO ONE CAR THREE**"**

When you are working or operating within runway strips or on runways the following procedures apply:

- you must maintain communication with ATC at all times;
- all other radios should be switched off;
- you may permit passenger(s) to use mobile phones, as long as they are not operated hands free inside the vehicle while you are responsible for maintaining communications with ATC;
- you must read back all instructions from ATC prior to implementing them; and
- you must carry out all instructions from ATC promptly.

If works or operations are within a closed or partially closed runway then radios may remain operational provided the vehicles are confined to the unserviceable portions of a runway. Should a vehicle need to enter an active part of a runway then the above procedures apply.

Entering the Manoeuvring Area: You should always check the vehicle radio when you first start to use the vehicle on your shift. Prior to entering the manoeuvring area, you should check again that the vehicle radio is serviceable and that you are on the correct frequency.

Example 3

Car 4: **"**XYZ CAR FOUR RADIO CHECK HOW DO YOU READ**"**

ATC response: **"**CAR FOUR READING YOU FIVE**"**

(Car 4, your transmission is perfectly readable)

Typical ATC Replies Advising Restrictions

Some examples are:

"CAR TWO XYZ TOWER (or GROUND) HOLD POSITION EXPECT ONE ZERO MINUTE DELAY"

(Several aircraft are on approach or taxying for departure and you may wish to try later, expect at least 10 minutes before approval.)

"CAR TWO VACATE RUNWAY TWO SEVEN"

(Regardless of what you are doing, what you have requested or what you have been approved to do so far, move outside the runway strip and report when you have vacated.)

The word "**STOP**" is rarely used in radio transmissions from the ATC. Instead you will hear the word "**HOLD**", which means "**STOP**". Examples of the use of "**HOLD**" are:

"HOLD POSITION" (Stop where you are)

"HOLD SHORT OF RUNWAY ZERO FOUR" (Stop clear of the runway strip)

REMEMBER*:* To avoid the possibility of misunderstanding, the terms "**clear**" and "**clearance**" are used only in radio transmissions between ATC and pilots and then only in the context of landing and take-off. You should not hear the terms used in normal ground communications.

Listening Watch on Manoeuvring Area

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

When directed to vacate, the Tower (or SMC) call is brief: "CAR TWO VACATE RUNWAY ONE FOUR**"**

You respond straight away:

"VACATING RUNWAY ONE FOUR CAR TWO**"**

Note: Once you have made initial contact, you no longer address ATC as XYZ TOWER (or GROUND) and conversely, ATC does not advise its name.

Once you have vacated and are outside the runway taxiway strips, you call the Tower (or Ground):

"CAR TWO vacated RUNWAY ONE FOUR**"**

The Tower (or Ground) will acknowledge: "CAR TWO**"**

Pronunciation of phonetic alphabet and numbers

PHONETIC ALPHABET

Radiotelephony pronunciation of the Phonetic Alphabet shall be as follows:

A	ALPHA	*AL fah*	N	NOVEMBER	*no VEM ber*
B	BRAVO	*BRAH voh*	O	OSCAR	*OSS cah*
C	CHARLIE	*CHAR lee*	P	PAPA	*pah PAH*
D	DELTA	*DELL tah*	Q	QUEBEC	*keh BECK*
E	ECHO	*ECK ho*	R	ROMEO	*ROW me oh*
F	FOXTROT	*FOKS trot*	S	SIERRA	*see AIR rah*
G	GOLF	*GOLF*	T	TANGO	*TANG go*
H	HOTEL	*hoh TELL*	U	UNIFORM	*YOU nee form*
I	INDIA	*IN dee A*	V	VICTOR	*VIK tah*
J	JULIETT	*JEW lee ETT*	W	WHISKY	*WISS key*
K	KILO	*KEY loh*	X	X-RAY	*ECKS ray*
L	LIMA	*LEE mah*	Y	YANKEE	*YANG key*
M	MIKE	*MIKE*	Z	ZULU	*ZOO loo*

Transmission of numbers

NUMERALS

Radiotelephony pronunciation of numbers shall be in the phonetic form as follows:

0	*ZE-RO*	5	*FIFE*	**DECIMAL**	*DAY SEE MAL*
1	*WUN*	6	*SIX*	**HUNDRED**	*HUN dred*
2	*TOO*	7	*SEV en*	**THOUSAND**	*TOU SAND*
3	*TREE*	8	*AIT*		
4	*FOW er*	9	*NIN er*		

All numbers used in the transmission of altitude, cloud height, visibility and runway visual range (RVR) information, which contain whole hundreds and whole thousands, must be transmitted by pronouncing each digit in the numbers of hundreds or thousands followed by the word **HUNDRED** or **THOUSAND** as appropriate, e.g.:

Altitudes

800 "EIGHT HUNDRED"

1,500 "ONE THOUSAND FIVE HUNDRED"

6,715 "SIX SEVEN ONE FIVE"

10,000 "ONE ZERO THOUSAND"

Cloud heights

2,200 "TWO THOUSAND TWO HUNDRED"

4,300 "FOUR THOUSAND THREE HUNDRED"

Visibility

200 "TWO HUNDRED"

1,500 "ONE THOUSAND FIVE HUNDRED"

3,000 "THREE THOUSAND"

Radio test procedures / readability of scale

At controlled airports you can check the readability of radio signals with ATC. At other airports you can also use another person who has a radio to provide this check. The readability (i.e. how well a transmission is able to be heard) is categorised according to the following scale:

1	Unreadable
2	Readable now and then
3	Readable but with difficulty
4	Readable
5	Perfectly readable

Time

When transmitting time, the twenty-four hour clock system must be used, each digit being pronounced separately. When it is certain that no misunderstanding will occur, time may be expressed in minutes only. When there is a possibility of confusion with other items being transmitted, the prefix **TIME** must be used. Time checks must be given to the nearest half minute - e.g. "**TIME TWO FOUR AND A HALF**".

Listening to the radio (avoid over transmission)

Always make sure that the frequency is 'clear' before you commence any transmission on any airband frequency.

Communication with a control tower

Before transmitting, be sure the channel is clear (i.e. there are no other communications in progress) by listening out and then:

a) Tell the Tower ***WHO*** you are: "**XYZ TOWER CAR TWO**"

b) Tell the Tower ***WHERE*** you are: "**ON TAXIWAY ALPHA**"

c) Tell the Tower ***WHAT*** you wish to do: "**TO ENTER RUNWAY THREE FOUR**"

d) Tell the Tower of other significant details: "**FOR RUNWAY INSPECTION ON IMMEDIATE RECALL**"

Communication with ground control agency

Aerodrome Frequency Response Unit (AFRU)

An AFRU, also called a "beep back" unit, is a third party operated radio communication service operating on the CTAF(R) or the CTAF frequency at non-controlled aerodromes, providing confirmation of the pilot's radio frequency selection and operation of the aircraft's radio system.

It is an information service, not an Air Traffic Service, established to satisfy an International Civil Aviation Organisation (ICAO) requirement.

Pilots making an inbound or a taxying broadcast will get a positive response to their broadcast from the AFRU. The pilot immediately knows that the aircraft's VHF broadcast has been successfully transmitted, that it is on the correct frequency for the aerodrome, and that the audio is selected with the volume control correctly set. It is therefore important that details of the AFRU, CTAF(R) or the CTAF frequency are published in ERSA.

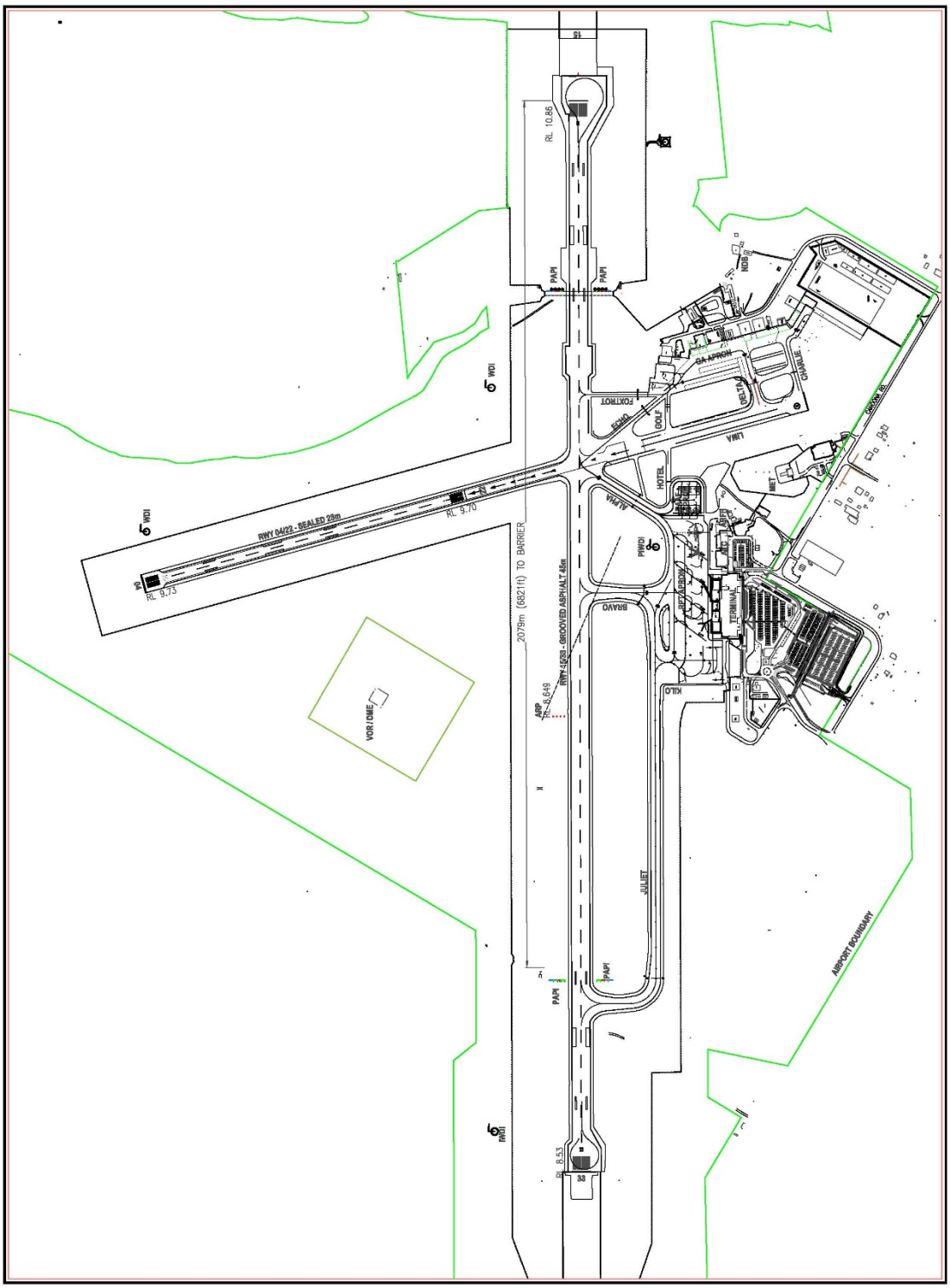
Some examples of when a pilot must broadcast on the CTAF:

Situation	Frequency	Requirements
Before taxying	CTAF	Broadcast
Entering runway for take-off	CTAF	Broadcast and include intentions
Turning downwind	CTAF	Broadcast
Turning base	CTAF	Broadcast
Turning final	CTAF	Broadcast and include intentions
Clear of the runway	CTAF	Broadcast
Joining circuit	CTAF	Broadcast

Source: Visual Flight Guide, January 2007.

Appendix 'A' – Aerodrome Map

This map has been provided as a general reference only and must not be relied on for accurate aerodrome information.



Appendix 'B' – ADA Areas