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**KARRATHA AIRPORT**

**AUTHORITY TO DRIVE AIRSIDE MANUAL  
(ADA MANUAL)**

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## A. GENERAL

### 1. Authority for Implementation of Rules and Regulations

The City of Karratha, Karratha Airport, has the responsibility as the aerodrome license holder, to include as part of its regulatory suite of documents, particulars for the management and control of surface vehicles operating airside of the Airport.

### 2. Purpose

The Karratha Airport Authority to Drive Airside Manual (ADA Manual) is issued in conjunction with the provisions of the Karratha Airport Aerodrome Manual.

The principal objective of the Manual is to ensure the safe and orderly movement of personnel, passengers, aircraft and vehicular traffic at the airside through its requirements for safe airside vehicle operations and pedestrian control.

The implementation of set standards is intended to minimize the risk of accidents and injury to persons and damage to aircraft and property, arising from the use of vehicles in airside areas.

### 3. Applicability

The overall responsibility for the operation of ground vehicles on the Airport rests with Karratha Airport, in compliance with the requirements of the Karratha Airport manual suite. Karratha Airport publishes comprehensive rules governing the access and operation of vehicles and mobile equipment in the airside areas. The airport operators/contractors and their employees are in turn responsible for compliance with the regulations. Karratha Airport is responsible for the dissemination of information to airport operators.

These regulations apply to all persons acting as vehicle operators or in control of a ground vehicle or equipment within the airside security perimeter of the Airport. These regulations may be amended, changed, or modified, as necessary for Airport safety and efficiency.

### 4. Amendments

All Karratha Airport operators, tenants, contractors and all authorised users of the airside facilities shall be provided with copies of amendments to the ADA Manual for their reference and guidance.

The ADA Manual is subject to change from time to time. As information is updated, all holders will be furnished with copies of the pertinent pages affected by the updates via SERA. The newly amended ADA Manual will then be available for download by all Karratha Airport operators, tenants, contractors and all authorised users of the airside facilities.

It is the responsibility of the holder to ensure that this copy of the ADA Manual is updated at all times. The Table below will help in keeping track of all amendments.



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## B. DEFINITIONS

Words not specifically defined herein which relate to aeronautical practices, processes and equipment shall be construed according to their general usage in the aviation industry.

**Accident** – A collision between one aircraft or vehicle and another aircraft, vehicle, person, or object that results in property damage, personal injury, or death.

**Aircraft** – A machine or device, such as an airplane, or helicopter that is capable of atmospheric flight or used or intended to be used for flight in the air.

**Air Traffic Control (ATC)** – The service operated by Airservices Australia to promote the safe, orderly, and expeditious flow of air traffic.

**Airport** – Refers to Karratha Airport (KTA), including all improvements and equipment that are existing or to be developed.

**Airport Operator** – Refers to an airline, contractor, tenant or concessionaire using the Airport facilities.

**Airside** - The area of the Airport within the fenced and marked security perimeter that provides the means for the operations and maintenance of the aircraft. It includes such facilities as the runways, taxiways, bays, aprons, aircraft holding areas, aircraft servicing and maintenance areas, cargo area, and the service roads.

**Airside or Ground Vehicle** – All conveyances, except aircraft, used on the ground to transport persons, cargo, fuel, or equipment.

**Authority to Drive Airside (ADA)** – The license issued by Karratha Airport Driving / Airport management to an adequately trained and qualified person authorised to operate a ground vehicle at the airside within the security perimeter of the Airport.

**Airside Vehicle Pass (AVP)** - The permit issued by the Karratha Airport Driving/Airport management allowing the operation of a ground motorized vehicle at the airside.

**Apron or Ramp** – That part of the Airport that is not part of the maneuvering area, and is intended to accommodate the loading and unloading of passengers, cargo, and refueling, servicing, maintenance and parking of aircraft.

**Apron Bay** – That part of an apron where the aircraft parks to load and unload passengers or cargo.

**Ground Support Equipment (GSE)** – Any mobile device, self-propelled or towed, used for aircraft maintenance or servicing, and airfield maintenance or safety.

**Foreign Object Debris or Damage (FOD)** – Also known as litter, trash, rubbish, or the actual debris found on runways, taxiways, and aprons that can cause damage to aircraft engines and tyres.

**Hold Short** – The instruction issued by ATC to remain at least 65 meters from the edge of a runway or taxi way.

**Incursion** – Unauthorised entry into, or movement within the maneuvering area.

**Intersection** – That point at the airside where a runway, taxiway, or service road meets or crosses another runway, taxiway, or service road.

**Light Signal** - A light used by ATC in the event of a communications failure.

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**Low Visibility** – The operations conducted under conditions of restricted visibility that require special procedures to ensure safety.

**Maneuvering Area** – That part of the Airport used for the take-off, landing and taxiing of aircraft, excluding aprons.

**Markings and Signs** – The paint markings, traffic signs, guidance signs and lights that are used to control movement of aircraft and vehicles to ensure safe and efficient movement of the aircraft, vehicles and pedestrians.

**Movement Area** – That part of the Airport that is used for the surface movement of aircraft, including maneuvering areas and aprons that are under the control of ATC.

**“Near Miss” Accident/Incident** – An unplanned or unforeseeable event that could have resulted, but did not result in personal injury, property damage or other form of loss.

**Non-Movement Area** – The service roads, hangars and other areas not under the control of ATC.

**Runway** – A defined rectangular area on a land at the Airport, prepared for the landing and takeoff of aircraft along its length.

**Runway Safety Area** – A defined surface surrounding the runway prepared or suitable for reducing the risk of damage to aircraft, in the event of an undershot, or overshoot, from the runway.

**Security Perimeter** – The portion of the Airport that is enclosed by fencing, walls, or other barriers and to which access is controlled through designated entry points by Airport Compliance.

**Service Road or Ground Support Equipment (GSE) Road** – The designated roadway for airside vehicles and ground support equipment in the non-movement area.

**Taxiway** – That part of the maneuvering area designated for the surface maneuvering of aircraft to and from the runways and the apron.

**Threshold** – The portion of the maneuvering area that marks the beginning of the usable portion of the runway.

**Traffic** – Pedestrians and vehicles, either singly or together, while using any Airport area.

**Vehicle Operator** – Any person who is in actual physical control of the ground vehicle or equipment, but is not limited to employees, transient deliveries, or persons being escorted, within the security perimeter of the Airport.

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## **C. AIRSIDE VEHICLE PASS (AVP)**

### **1. General**

Vehicle access to the airside at Karratha Airport is controlled by the Karratha Airport Driving / Airport management, through the issuance of Airside Vehicle Pass (AVP).

All vehicles authorised to operate within the security perimeter of the Airport must:

- be identified through the AVP that shall be prominently displayed on the right side of the windshield of the vehicle while airside;
- be clearly marked with the company name, logo, or other identification acceptable to Karratha Airport;
- be equipped with operating amber rotating beacon light;
- be in sound mechanical condition with unobstructed forward and side vision from the driver's seat.

All ground vehicles must be licensed for general highway use, except for specialized Airport and aircraft servicing equipment.

### **2. Criteria for Issuance of AVP**

- a) The basic criteria for the issuance or renewal of an AVP is the operational need to drive a vehicle on the airside on a frequent and unescorted basis.
- b) Additionally, one or more of the following criteria must be met:
  - (i) the direct involvement of the vehicle in the operations or servicing of aircraft;
  - (ii) the direct involvement of the vehicle in the servicing of ground service equipment;
  - (iii) the direct involvement of the vehicle in the servicing or maintenance of airside facilities, equipment or buildings, that can only be reached via the airside;
  - (iv) the direct involvement with servicing of other equipment that can only be reached from the airside;
  - (v) requirement for carrying out regulatory or law enforcement activities;
  - (vi) the need to facilitate mobility of ramp personnel in the performance of their duties at the airside;
  - (vii) other legitimate purposes approved by Karratha Airport.

### **3. Application for AVP**

- a) Application forms for AVP are available from the Karratha Airport Driving / Airport Management office located at the east end of the terminal.
- b) Duly completed application forms must be supported with the following documents:
  - (i) Certificate of registration showing that the vehicle is registered for use on public roads;



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- (ii) Certificate of roadworthiness from a competent engineer that the vehicle is properly maintained and is in good operational condition;
- (iii) Karratha Airport Indemnity and Release form;
- (iv) Evidence of adequate insurance coverage for the vehicle including an acknowledgement from the insurer that the vehicle is to be used airside; and
- (v) A covering letter from the applicant or contracting party sponsoring the vehicle explaining the need for airside access.

#### **4. Conditions for Use of AVP**

- a) The AVP is valid for one year from date of issue, unless otherwise specified, or until suspended or cancelled by Karratha Airport
- b) The AVP must be used only for the vehicle for which it was issued.
- c) The AVP serves only to authorize and identify the vehicle but does not confer the right of the vehicle operator or its occupants to entry into the airside.
- d) The AVP must be returned for cancellation in the following cases:
  - (i) Cessation of the purpose for which it was issued.
  - (ii) Change of ownership of the vehicle.
  - (iii) Permanent withdrawal of the vehicle from airside use.
  - (iv) On demand by Karratha Airport for cause, e.g., damaged, misuse, involvement in violation of Karratha Airport rules.
- e) The vehicle may be subjected to inspection by the Karratha Airport authorities on demand.
- f) Karratha Airport reserves the right to audit the airport operator's vehicle records at any time.
- g) Records for vehicles involved in accidents must be produced and submitted to Karratha Airport.

#### **5. Exemptions from Use of AVP**

- a) Vehicles in the following categories do not require an AVP and shall be admitted to the airside, subject to specific conditions:
  - (i) Police vehicles attending to an emergency.
  - (ii) Specialist military vehicles under escort.
  - (iii) Local Civil Defense fire and ambulance vehicles attending to an emergency.
  - (iv) Private ambulance on non-emergency duties provided they have prior approval from Karratha Airport and are escorted by an authorised person holding an appropriate ADA.

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## 6. Temporary AVP

Karratha Airport may issue a temporary AVP- (Approval by duty Airport Reporting Officer for vehicle movement is acceptable) for vehicles making an ad hoc delivery or collection of goods and supplies to the premises in the non-movement areas, provided that they are escorted by an authorised vehicle operator holding a valid AUTHORITY TO DRIVE AIRSIDE(ADA).

## 7. Entry to the Airside

- a) For safety and security reasons, any vehicle may be subject to inspection and/or search prior to entry into the security perimeter of the Airport.
- b) A vehicle may be refused entry at any time based on, but not limited to any of the following conditions:
  - (i) Heightened security.
  - (ii) Aerodrome emergency.
  - (iii) Low visibility operations.
  - (iv) Vehicle defect.
  - (v) As otherwise directed by Karratha Airport.

## 8. Roadworthiness/ Vehicle Condition

- a) The applicant or sponsoring company applying for an AVP is responsible for the safe operation and fitness of the vehicle/equipment it uses airside.
- b) The applicant or sponsoring company shall certify that the vehicle has been properly inspected, maintained and serviced within twelve months prior to the date of application and will continue to be inspected, maintained and serviced by an appropriately qualified engineer/mechanic throughout the validity of the pass.
- c) The vehicle must be equipped with headlamps, brake lights, brakes, horn, rotating beacon and other safety equipment. Windows, wipers and mirrors are to be installed where appropriate.

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## D. AUTHORITY TO DRIVE AIRSIDE(ADA)

### 1. General

The AUTHORITY TO DRIVE AIRSIDE (ADA) is an authority issued by Karratha Airport that allows the holder to operate a vehicle on the airside at Karratha Airport within certain designated areas, depending on the type of ADA provided.

Any person operating a ground vehicle on the airside of the Airport must possess a current ADA appropriate to the area in which they are operating.

All persons who have vehicular access to the airside must have an operational need verified level of knowledge of the Karratha Airport airside driving rules. Operators of specialized vehicles or equipment, e.g., hydraulic lifts, trucks, conveyors, tugs, etc. must hold a certificate issued by their employing company to confirm their competence to operate such vehicles or equipment.

The Karratha Airport Driving / Airport Management (KAD) is responsible for issuing ADA to qualified applicants. The KAD will administer the theoretical and practical airside driving tests to applicants and certify them prior to issuance of the ADA. The tests will cover airside safety driving rules and not necessarily the technical procedures in operating specialized equipment directly related to aircraft servicing standards.

Airside vehicle operators must produce personal identity documents, e.g., ADA, Australian Driving License, Airport Security Pass, ASIC, Company I.D., special equipment qualification certificate, etc. on demand to Karratha Airport Authorities.

### 2. Categories of ADA

There are three (3) categories of ADA issued for specific areas of operations, regardless of the type of vehicle operated, as follows:

- (i) **Category 1 ADA** – Service roads and apron;
- (ii) **Category 2 ADA** – Service roads, apron and taxiways;
- (iii) **Category 3 ADA** – All airside areas- Service roads, apron, taxiways and runways

### 3. Eligibility for an ADA

- a) There is an operational requirement for an unescorted and regular access to the airside;
- b) The applicant must:
  - (i) demonstrate a proper and reasonable need for an ADA;
  - (ii) hold a valid Aviation Security Identification Card (ASIC);
  - (iii) possess a valid Australian Driving License;
  - (iv) have appropriate knowledge of the airside vehicle driving regulations;
- c) If the application is for Category 1 or Category 2 ADA, and specialized equipment will be operated, the applicant must be a holder of a certificate or training documents issued by his/her employer/airport operator to confirm his/her competence to operate the special type of equipment he/she will be using.

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- d) If applying for Category 3 ADA, in addition to the requirement for Category 1 and 2 ADA as applicable, he/she must be a holder of an authorised Radio Operator's Certificate and must have thorough knowledge of the ATC instructions, apron operating restrictions and related movement area safety procedures.
- e) The applicant must complete and pass the ADA theory and practical tests.
- c) Recognized prior learning (RPL) is available for any applicant who currently holds an ADA or ARO license at another major airport with in Australia. This will be assessed and determined suitable by the Airport Compliance Coordinator before approval of ADA is granted. If not deemed suitable for RPL applicant must complete the outline process as stated in sections, D-3-7 of the ADA Manual. All sections of the ADA Manual will accompany any RPL issued Karratha Airport ADA.

#### 4. Training Requirements

Part of the Karratha Airport Airside Safety Management training program is a training course on airside vehicle operations using the Authority to Drive Airside Manual (ADA Manual) as the technical document source. KAD shall periodically update the trainers of the various airport operators to whom the requirements of employee training is delegated.

It shall be the responsibility of the airport operators to ensure that their sponsored applicants as well as their respective vehicle operators are knowledgeable of the provisions of the Manual, particularly on the airside driving rules, traffic signage and surface markings, and the Airport layout, prior to submission of their application. The vehicle operators shall be able to demonstrate the ability to operate a vehicle safely and in accordance with established procedures while functioning independently on the airside.

The training package shall also include behavioral issues, such as:

- human factors relating to airside driving
- emphasis on situational awareness
- safety awareness
- driver responsibilities

#### 5. Theory Test

- a) The purpose of the theory test is to challenge the applicant's recall of important information, procedures, polices, rules and driving restrictions and to ensure that he/she is in possession of knowledge applicable to driving safely on the airside.
- b) KAD Test Officers will conduct a theory test on the applicants, drawing questionnaires from relevant provisions of the ADA Manual.
- c) Applicants for Category 1 and 2 ADA must correctly answer at least 80% of the multiple-choice questions to pass the theory test. Category 3 ADA applicants, however, must correctly answer all the questions. Should they be unsuccessful, they must re-take the entire test on a date to be scheduled after the current day.
- d) A theory test will be administered every second year on vehicle operators who will renew their ADA or may undergo earlier re-testing as pre-requisite for having committed repeated infraction of driving rules.
- d) Recognized prior learning (RPL) is available for any applicant who currently holds an ADA or ARO license at another major airport with in Australia. This will be assessed and determined suitable by the Airport Compliance Coordinator before approval of ADA is

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granted. If not deemed suitable for RPL applicant must complete the outline process as stated in sections, D-3-7 of the ADA Manual. All sections of the ADA Manual will accompany any RPL issued Karratha Airport ADA.

## 6. Practical Test

- a) The practical test will challenge the applicant's ability to apply the airside driving rules as clearly outlined in the ADA Manual and the applicant's ability to operate the vehicle properly.
- b) For Category 1 ADA applications, the applicant must complete a reasonable period of testing and familiarization on the service road and apron area, under the supervision of an KAD Test Officer using the approved and supplied Karratha Airport vehicle. He/she must demonstrate to the Test Officer, among others, the following:
  - (i) Knowledge of compliance with speed limits and signage as appropriate, and observance of safe speeds for existing conditions;
  - (ii) Knowledge of parking areas, equipment storage areas, equipment staging areas and their associated markings;
  - (iii) Giving way to aircraft taxiing or under tow;
  - (iv) Safe vehicle operations in the vicinity of the aircraft;
  - (v) Recognition of aircraft which have anti-collision lights on and their main engines running;
  - (vi) Awareness of the dangers of jet blast and safe distance to pass behind aircraft with their main engines in operation;
  - (vii) Knowledge of relevant airside safety policies such as vehicle occupancy, etc.
  - (viii) Minimum distance to be maintained from parked or taxiing aircraft;
  - (ix) Safety procedures in relation to passengers moving about on aprons, to and from aircraft;
  - (x) Significance of apron road pavement markings and adherence to apron roads while traveling on aprons.
- c) In addition to the requirements for Category 1 ADA applicants, Category 2 ADA applicants must demonstrate to the Test Officer, among others, the following:
  - (i) Correct procedures for live taxiway crossings;
  - (ii) Geographic limits for Category 2 and 3 ADA drivers and recognition of the boundaries of maneuvering areas, by day and night;
- e) For Category 3 ADA applications, the applicant must demonstrate to the Test Officer, among others, all requirements for Category 1 and 2 ADA applicants, including the following:
  - (i) Recognition and meaning of maneuvering area signs to determine physical location on the airfield;

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- (ii) Recognition and meaning of all markings and markers, e.g., taxiway intersection markings, holding points, exit taxiways, runways and all lightings;
  - (iii) Correct procedures for entering or crossing taxiways, runways and runway strips;
  - (iv) Correct radio procedures and use of standard phraseologies;
  - (v) Use of radio fail procedures and light signals from ATC.
- f) The practical test will be administered every two years and will be modified to suit the requirements for vehicle operators who will be required to undergo recurrent driving tests for relevant areas every two years, or on discretion from Karratha Airport more frequent, resulting from repeated infractions of driving rules or failure to successfully complete the practical test.
- g) Recognized prior learning (RPL) is available for any applicant who currently holds an ADA or ARO license at another major airport with in Australia. This will be assessed and determined suitable by the Airport Compliance Coordinator before approval of ADA is granted. If not deemed suitable for RPL applicant must complete the outline process as stated in sections, D-3-7 of the ADA Manual. All sections of the ADA Manual will accompany any RPL issued Karratha Airport ADA.

## 7. Application for ADA

- a) The airport operator/employer requesting for an ADA for his employee must:
- (i) complete and sign an application form specifying the category of ADA he/she is applying for;
  - (ii) issue a letter (to be signed also by the employee) justifying the need for the applicant to operate a vehicle unescorted airside indicating the inclusive period wherein the applicant will operate a vehicle;
  - (iii) submit photocopy of the applicant's valid Australian Driving License;
  - (iv) In case application is for specialized equipment, issue certification (signed by both the employer and the applicant) that the applicant is trained and qualified in the operation of all vehicles and equipment he will be operating at the Airport and provide a copy of the appropriate training record/certificate.
- b) The applicant must undertake the theory and practical tests to be scheduled and administered by KAD test officers.

## 8. Issuance of ADA

- a) Category 1 ADA and Category 2 ADA may be issued only after the applicant:
- (i) has satisfied the eligibility requirements;
  - (ii) has successfully completed the ADA theory and practical tests as certified by the KAD Test Officer.
- b) Category 3 ADA may be issued only after satisfying the following, in addition to the conditions in Item 8.a):

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- (i) Submission of photocopy/evidence of an aircraft Radio Operator's Permit/Certificate or its equivalent.
- c) The ADA may be issued upon payment of the ADA fee and penalties for lost or damaged ADA, if any.

#### **9. Conditions of Issue**

- a) An ADA is valid for two years from date of issue unless otherwise specified, or until suspended or cancelled by Karratha Airport.
- b) The ADA is valid only while the holder is in possession of a valid Australian Driving License. If for whatever reason, an ADA holder's Australian Driving License has been cancelled or suspended, he/she or his employer must immediately advise Karratha Airport so that his/her ADA will be accordingly cancelled/suspended.
- c) The ADA is only valid for as long as the applicant is employed by the airport operator. If no longer employed applicant or applicant airport operator must notify Karratha Airport immediately so ADA can be cancelled and return the issued ADA card to Airport Management.

#### **10. Renewal of ADA**

- a) All the requirements for a new application are as per Item 7. However, the theory and practical tests will be required on renewal (every 2 years from initial approved application).
- b) An applicant may renew an ADA at any time within one month before the expiry date of his/her ADA.

#### **11. ADA and the Penalty System**

- a) Karratha Airport will impose penalties for violations of the pertinent provisions of the ADA Manual, the details of which are contained in Section J.
- b) The ADA may be suspended or cancelled depending on the degree of the infraction that the vehicle operator may have committed. Karratha Airport, however, reserves the right to impose whatever penalties it deems appropriate to any individual authorised to operate a vehicle on the airside without regard to prior operating history.

#### **12. Upgrading/Downgrading of ADA**

- a) In requesting for the upgrade/downgrade of the ADA of his/her vehicle operator, the employer must:
  - (i) establish the need to upgrade/downgrade the ADA;
  - (ii) otherwise satisfy the eligibility requirements for the requested ADA.

#### **13. Surrender of ADA**

When a vehicle operator is no longer required to drive on the airside by the employer, the ADA holder and/or the employer must return the ADA to Karratha Airport within 72 hours of the cessation of driving duties for that employer.

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The ADA is only valid for as long as the applicant is employed by the airport operator. If no longer employed applicant or applicant airport operator must notify Karratha Airport immediately so ADA can be cancelled and return the issued ADA card to Airport Management within 72 hours.

#### 14. Suspension of ADA

a) Karratha Airport may at any time suspend an ADA where the holder is involved in, or alleged to have been involved in:

- (i) air safety incident;
- (ii) a vehicular or other accident; or
- (iii) an alleged serious violation of the provisions of the ADA Manual,

or

where the ADA holder has been penalized for breach of the airside vehicle driving rules for a definite period of time.

The suspension will be for a period to be determined by Karratha Airport.

b) At any time during the period of suspension, Karratha Airport may:

- (i) lift the suspension;
- (ii) extend the period of suspension; or
- (iii) downgrade the ADA.

c) Before an ADA will be reinstated following suspension, the ADA holder must undertake theory and practical tests to be conducted by KAD, as deemed necessary.

d) Airport Reporting Officers retain the right to immediately confiscate the applicants ADA on suspension;  
OR

e) Following suspension the ADA must be returned to Karratha Airport immediately.

#### 15. Withdrawal of ADA

a) Karratha Airport may at any time withdraw an ADA by oral or written notice to the ADA holder and his employer. The notice will specify the reason/s for the withdrawal.

b) The ADA may be withdrawn if the vehicle operator is involved in:

- (i) an air safety accident;
- (ii) a vehicular or other accident; or
- (iii) a serious violation of the provisions of the ADA Manual,

that is sufficiently serious to consider withdrawal of an ADA.



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- c) The ADA may also be withdrawn as a result of a penalty for excessive serious violation of the airside vehicle driving rules.
- d) Airport Reporting Officers retain the right to immediately confiscate the applicants ADA on suspension;  
OR
- e) Following suspension the ADA must be returned to Karratha Airport immediately

#### **E. AUTHORITY TO DRIVE AIRSIDE HANDBOOK**

- a) **AIRSIDE DRIVING RULES (NON-MOVEMENT AREA)**
- b) **MOVEMENT AREA OPERATIONS**
- c) **RUNWAY INCURSIONS**
- d) **GROUND VEHICLE ACCIDENT/INCIDENT**
- e) **VIOLATION OF RULES – PENALTIES**

*\*Karratha Airport Authority to Drive Airside Handbook is a standalone document.*

*A copy of the Karratha Airport Authority to Drive Airside Handbook can be located in SERA, the Karratha Airport internet page and Karratha Airport Management Office.*

#### **F. NON-ROUTINE OPERATIONS**

##### **1. Contractor Access to and Use of Premises**

- a) Only Karratha Airport Driving / Airport management shall authorize the issuance of the AVP and/or ADA to contractors and/or their employees.
- b) A valid AVP and ADA are required for persons operating ground vehicle or construction equipment to gain access to any construction site within the security perimeter.
- c) Vehicle/equipment operators must access a construction site only by routes and gates designated, and only during times as specified in writing by Karratha Airport.
- d) No person shall allow a ground vehicle or construction equipment belonging to or under the supervision of a contractor operating temporarily to remain at the work area at the end of the working day or to be parked overnight in any position or location where it constitutes an actual or potential hazard to aircraft or ground vehicles at the Airport. In situations where the contractor has the written authorization of Karratha Airport to leave

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ground vehicles or construction equipment parked overnight, these vehicles and equipment must be suitably marked and lighted.

- e) Vehicle/equipment operators should not operate on the movement areas, unless an authorised driver of a ground vehicle equipped with a two-way radio in contact with the ATC, escorts the vehicle or equipment.
- f) It shall be the responsibility of the contractor, including his personnel, to move litter, trash, rubbish and all debris that may have been generated resulting from the construction work and collect/pick up and disposal of FOD appropriately.

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**G. IMPORTANT CONTACT NUMBERS**

OFFICE	DIRECT LINE	MOBILE
Airport General Manager, Karratha Airport	9186 8636	0418 761 670
Compliance Coordinator, Karratha Airport	9186 8563	0409 274 416
Operations Coordinator, Karratha Airport	9186 8658	0417 904 053
Assets and Contract Coordinator, Karratha Airport	9186 8587	0429 139 056
Senior Reporting Officer, Karratha Airport	-	0408 611 909
Reporting Officer on Duty, Karratha Airport		0418 799 460
Airport Fire Department Emergency	9183 6299	-
Emergency Services (Ambulance/Police)	000	-
ATC	9186 8921	-



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**APPENDIX 2: Specimen –  
Radio Operator’s Permit/Certificate (Example)**

## Operating Certificate

This certifies that

**Operator's Name and Address**

has met the requirements of the Federal Aviation Act of 1958, as amended, and the rules, regulations, and standards prescribed therein, for the issuance of this certificate and is authorized to operate as an Air Operator and conduct

**Rotorcraft External-Load Operations**

in accordance with said Act and the rules, regulations, and standards;

This certificate is not transferable and, unless canceled, suspended, superseded, surrendered or revoked, shall continue in effect **until [ enter the last day of the 24th calendar month after date of issue ]**

SAMPLE

Certificate number: \_\_\_\_\_ X-A \_\_\_\_\_ X-A \_\_\_\_\_

By Director of the Administrator

\_\_\_\_\_  
(Signature)

Effective Date: \_\_\_\_\_ [ Date ] \_\_\_\_\_

\_\_\_\_\_  
Manager, XXX-FSDO-XX

(Title)

Issued at: \_\_\_\_\_ AXXX, City, State \_\_\_\_\_

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APPENDIX 3. INCIDENT INVOLVING INJURY OR PROPERTY DAMAGE REPORT FORM										
<b>To be completed by all airside operators and companies</b>										
Time of Incident		Date		Location						
<b>Company details</b>										
Company				Type of Business						
Address				Tel. No.						
				Fax						
				E-mail						
<b>Details of persons involved in the incident</b>										
First Name			Surname			Age		DOB		
ASIC No. if known				Employing Company						
Department			Length of Time With Company			Date Joined Company				
<b>Details of the Incident</b>										
<b>Details of any injuries</b>										
<b>Equipment/plant/property details</b>										
Type of Equipment/Plant/property										
Equipment/Plant Structure Owner			Fleet/ Serial No.			Date of Last Inspection/ Servicing				
<b>Damage sustained by equipment/plant/property</b>										
<b>Witness details</b>										
<b>Witness 1</b>					<b>Witness 2</b>					
First Name			Surname			First Name			Surname	
Address						Address				
Post Code						Post Code				
Tel. No.						Tel. No.				
Statement Taken		Yes	No		Statement Taken		Yes	No		
<b>Name/ Designation of Person Making Report</b>				Signature				Date		
Completed Form Sent to	Karratha Airport General Manager Karratha Airport Compliance Coordinator			Contact Numbers	Manager: 0418 761 670 Compliance Coordinator: 0409 274 416					
Registered in SERA by:				Date registered in SERA:						

 <b>Karratha</b> <b>AIRPORT</b> <small>City of Karratha</small>	<b>AUTHORITY TO DRIVE</b> <b>AIRSIDE MANUAL</b>	Appendix	4
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APPENDIX 4. "NEAR MISS" REPORT FORM					
Area, i.e. Terminal, Airside		Location			
Name (Optional)			Date of Near Miss		
Company			Time of Near Miss		
<b>Description of Near Miss</b>					
<b>What Caused the Near Miss to Occur?</b>					
<b>Evaluation of the Potential Near Miss</b>					
Severity Potential			Probable Recurrence Rate		
Major	Serious	Minor	Frequent	Occasional	Rare
<b>Action Already Taken</b>					
<b>Recommendations</b>					
<b>Date Action Required by</b>			<b>By Whom</b>		
<b>Manager</b>			<b>Signature</b>		
<b>Completed Form Sent to:</b>	Karratha Airport Driving / Airport Management  Airport management office- East end of terminal		<b>Contact Numbers</b>	Airport Management office: 9186 8507  Airport Reporting Officer: 0418 799 460  Airport Compliance Coordinator: 0409 274 416	
<b>Registered in SERA by:</b>			<b>Date registered in SERA:</b>		

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**APPENDIX 5. Specimen-  
AUTHORITY TO DRIVE AIRSIDE (ADA) example.**



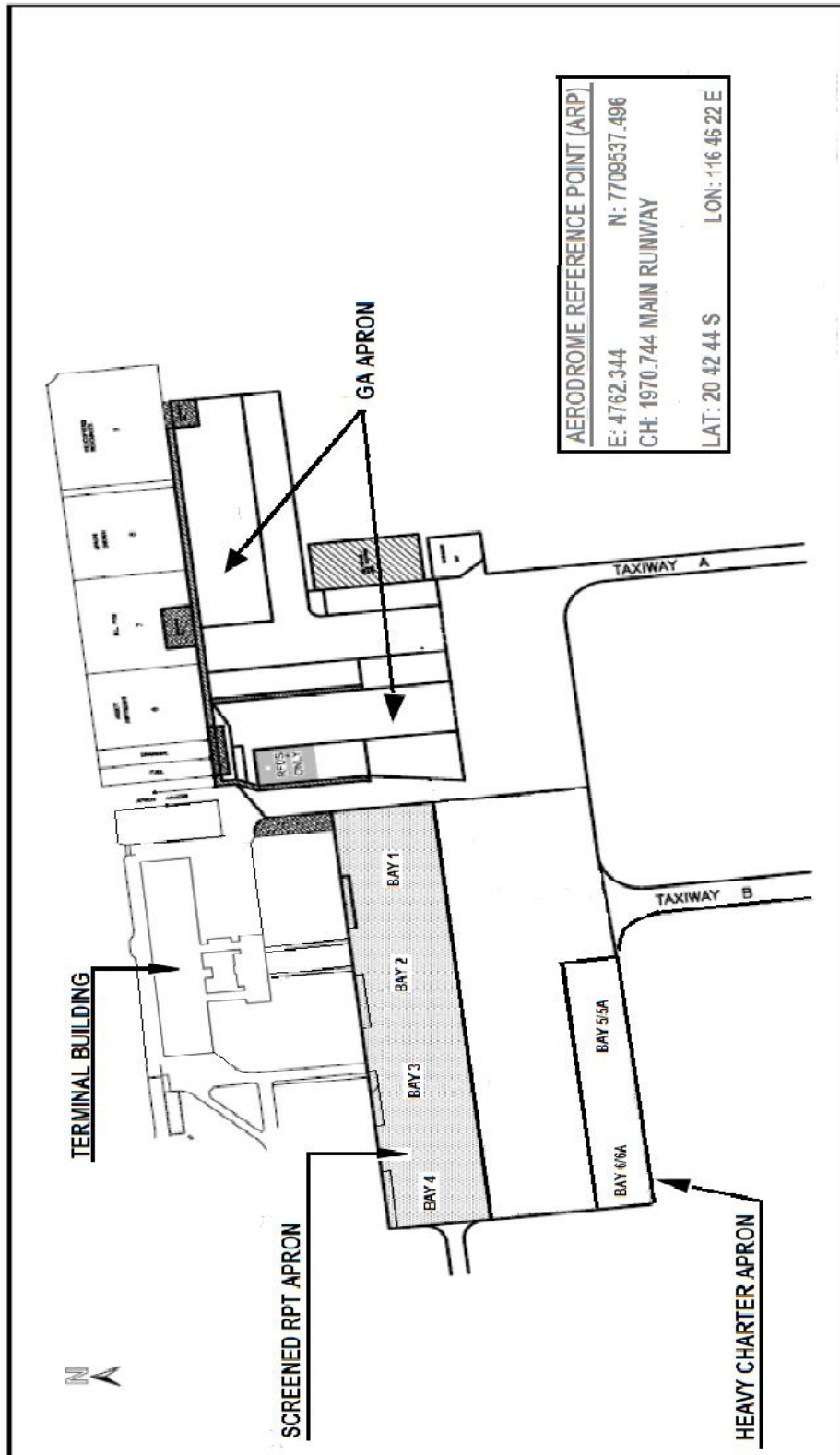


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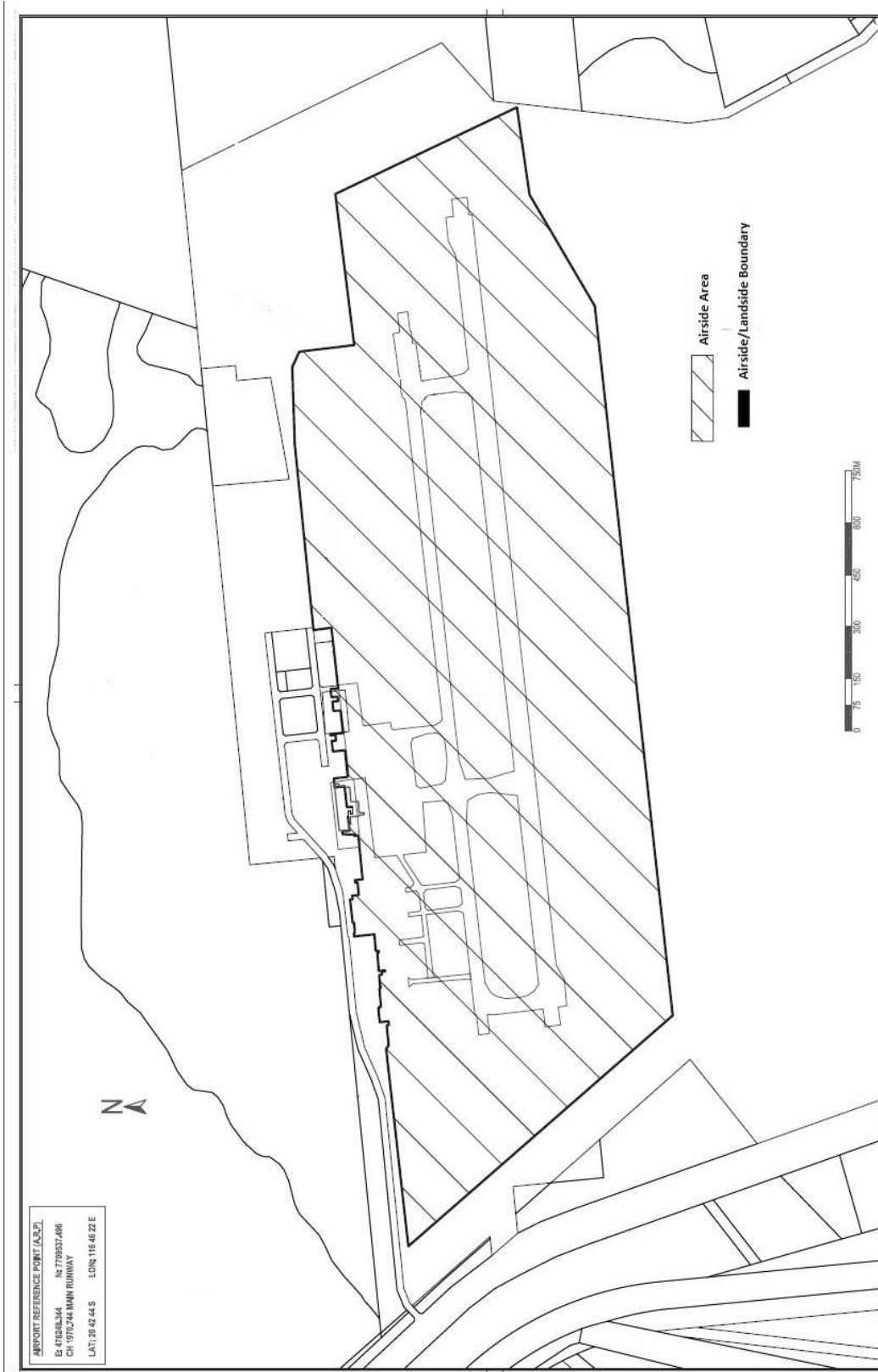
### APPENDIX 6. APPLICATION FOR AUTHORITY TO DRIVE AIRSIDE (ADA)

<b>Name:</b> <i>(First, Middle, Last)</i>	
<b>Nationality:</b>	
<b>Company/Position/I.D. No.:</b>	
<b>Contracted to:</b>	
<b>Office Address:</b>	
<b>Driving License No./Validity:</b>	
<b>Airport Pass No./Validity:</b>	
<b>Category of License Applied for:</b>	
<b>Vehicle/Equipment to be Driven:</b>	
<b>Justification:</b>	
<p>By signing this application, we certify under penalty of perjury that the above information is true and accurate.</p>	
<p>_____</p> <p><b>Applicant</b></p>	<p>_____</p> <p><b>Employer</b> <i>(Name/Title)</i></p>
<p>_____</p> <p><b>Date</b></p>	
<p><b>To: Test Unit</b></p> <p>This will certify that the applicant has undertaken and successfully completed the ADA theory test. He/she is eligible for the ADA practical test.</p>	
<p>_____</p> <p><b>ADA Licensing Officer</b></p>	<p>_____</p> <p><b>Date</b></p>
<p><b>To: Licensing Unit</b></p> <p>This will certify that the applicant has undertaken and successfully completed the ADA practical test and that he/she is qualified to operate a vehicle/equipment at the airside.</p>	
<p>_____</p> <p><b>ADA Test Officer</b></p>	<p>_____</p> <p><b>Date</b></p>
<p>I hereby agree to comply with the Karratha Airport airside vehicle operating regulations and, should I fail, accept the penalties that may be issued resulting from infraction of these regulations.</p>	
<p>_____</p> <p><b>Applicant</b></p>	<p>_____</p> <p><b>Date</b></p>
<p><b>Processed by:</b></p> <p><b>Date:</b> _____</p>	

**Appendix 7. Karratha Airport Apron Map**



**Appendix 8. Karratha Airport Aerodrome Map**





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